

# Trial Reunification

The system function described below gives workers the ability to record a Trial Reunification (a.k.a. Trial Home Visit) placement by using the Out of Home Placement page. In addition to being able to record a placement, the Trial Reunification Memo can be used to communicate the initiation or ending of a Trial Reunification with the court.

The memo and the processes associated with that template will be discussed at the end of this How Do I.

## Creating a Trial Reunification Placement

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer" and the application logo "eWiSACWIS". To the right of the logo are icons for "Case Work", "Provider Work", and "Search". Below the header is a navigation menu with links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Richard J. Worker's Desktop" and includes several checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). Below this, there are sections for "Ticklers" and "Cases (6)". The "Cases (6)" section lists several cases, including "Abelmann, Samantha (9221907)" and "Adams, Mom (9222276)". Under "Adams, Mom (9222276)", there are various icons and links for "Access Reports", "Assessment", "Assets and Income", "Assignment", "Eligibility", "ICPC", "Legal", and "Placements". Under "Placements", there is a sub-section for "Open Placements" with a link for "Out of Home Placement - Foster Home (0-4 years old)" and a "Foster Care Rate" of \$468.50. At the bottom, there is a "Related People" section.

## Desktop

### Step 1 of 7

- To create the Trial Reunification placement, you must first end the existing out of home placement. Access the open Out of Home Placement from the outliner.

# Trial Reunification

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

Service Provider

**Placement Information**

County: Milwaukee Service Category: Foster Care

Removed From Home: 02/04/2011 Service Type: Foster Home (0-4 yrs)

Placement Begin: 02/04/2011 Placement Setting: Fstr Fam Hm (Non-Rel)

Placement End: 00/00/0000 Child's Level of Need: 2

VPA Effective: 00/00/0000 Provider's Level of Care: 2

Child Specific Costs: \$0.00 per

Current Basic Costs: \$366.00 per month

Supplemental Costs: \$27.50 Foster Care Rate

Exceptional Costs: \$75.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$468.50

**Removal Reasons**

This is an Adoptive Placement

This is a CPS Non-Conforming Placement

This is an Emergency Situation

After Hours Placement

Child is an American Indian child as defined by statute.

Options: [Go] Save Close

Done Actions Approval Non-Conforming Reasons Placement Ending Text Text

Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 7

- Choose Placement Ending from the Options drop-down and click Go.

# Trial Reunification

The screenshot shows a web browser window titled "Service Ending -- Webpage Dialog" with the eWiSACWIS logo. The page contains the following information:

- Child:** Adams, Allie (9226768); Case: Adams, Mom (9222276); Provider: County, Fondy (9221538); Service Begin: 02/04/2011
- Service Ending:**
  - End Date:** 04/06/2011
  - Ending Purpose:** Placement Change within Plcmt Episode
  - End Reason:** Trial Reunification
  - Is the End of This Child Placement a Discharge from All Placements?:** Radio buttons for Yes, No, and N/A.
  - Discharge Reason:** A dropdown menu.
  - Override
- Options:** A dropdown menu with a "Go" button.
- Buttons:** "Save" and "Close".

The browser address bar shows: <https://apps.dhfs.state.wi.us/ewcountytest/common> | Internet | Protected Mode: Off

## Service Ending Page

### Step 3 of 7

- Enter the End Date of the placement.
- In the Ending Purpose field choose Placement Change within Plcmt Episode.
- In the End Reason field choose Trial Reunification.
- Select Approval from the Options drop-down, click Go and approve the Ending.

Upon clicking Save on the Service Ending page you will receive the following message:

The dialog box is titled "eWiSACWIS -- Web Page Dialog" and contains the following text:

**Ending this placement for reason of 'Trial Reunification' will create a pending placement. Please access the pending placement after final approval from the outliner. Continue?**

Buttons: Yes, No

## Trial Reunification



- It is important to note that the ending date must be a date prior to the current date.

# Trial Reunification

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer" and the application logo "eWiSACWIS". To the right of the logo are icons for "Case Work", "Provider Work", and "Search". Below the header is a navigation menu with links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

The main content area is titled "Richard J. Worker's Desktop". Below the title are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked).

Underneath are two expandable sections: "Ticklers" and "Cases (6)". The "Cases (6)" section is expanded, showing a list of cases and actions:

- Abelmann, Samantha (9221907)** - Actions  
CPS Family - Ongoing 09/28/2007 Worker, Richard J. Forest - Crandon FSL: Low
- Adams, Mom (9222276)** - Actions  
CPS Family - Initial Assessment 04/20/2010 Worker, Richard J. State Central Office 111 Adams Lane , Adams, WI 53910

Below the cases are several menu items with icons: "Access Reports", "Assessment", "Assets and Income", "Assignment", "Eligibility", "ICPC", "Legal", "Placements", "Pending Placements", "Out of Home Placement - Trial Reunification", "Out of Home Placement - Foster Home (0-4 years old)", "CANS Out of Home 02/04/2011 Adams, Allie Approved", "Foster Care Rate \$468.50", "Planning", and "Related People".

## Desktop

### Step 4 of 7

- Access the pending Trial Reunification placement from the outliner.

# Trial Reunification

**Out of Home Placement**

Child: Badger, BabyGirl (8987131) Case Name: Badger, Bucky (8184666) Request Number:

**Service** | **Provider**

**Placement Information**

County: Milwaukee

Removed From Home: 09/01/2009

Placement Begin: 04/07/2010

Placement End: 00/00/0000

VPA Effective: 00/00/0000

This is an Adoptive Placement

This is a CPS Non-Conforming Placement

This is an Emergency Situation

After Hours Placement

Child is an American Indian child as defined by statute.

Service Category: Trial Reunification

Service Type: Trial Reunification

Placement Setting: Trial Reunification

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$0.00

**Child Removal From Home Information**

Manner: Primary Caretaker:

Options: [Go] [Save] [Close]

## Out of Home Placement Page > Service Tab

### Step 5 of 7

- Notice the Placement Begin, Service Category, Service Type and Placement Setting have been completed. Also, the placement is correctly setup to not pay.
- If the child is identified as American Indian, the ICWA tab will show the placement preference as not applicable, as it does not apply to Trial Reunification placements. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Trial Reunification

**Out of Home Placement**

**WISACWIS** TM Print Spell Check ABC Help ?

**Child**  
Child: Badger, BabyGirl (8987131) Case Name: Badger, Bucky (8184666) Request Number:

**Service** | **Provider**

This is an Adoptive Placement Exceptional Amount: \$0.00  
 This is a CPS Non-Conforming Placement Administrative Fee: \$0.00  
 This is an Emergency Situation Costs > Spending Limit: \$0.00  
 After Hours Placement Current Monthly Payment: \$0.00  
 Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:**  **Primary Caretaker:**   
**Caretaker Structure:**  **Secondary Caretaker:**

**KIDS Referral**

**KIDS Referral**

Is this referral in the best interest of the child?  Yes  No  
Is this placement expected to be long term?  Yes  No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?  Yes  No

Options:

Done Trusted sites 100%

## Out of Home Placement Page > Service Tab (continued)

### Step 6 of 7

- Notice the KIDS Referral questions have been completed.

# Trial Reunification

The screenshot shows a web browser window titled "Out of Home Placement - Windows Internet Explorer". The page header is "eWiSACWIS" with navigation icons for TM, Print, Spell Check, and Help. The main content area is divided into tabs for "Service" and "Provider", with "Provider" selected. Under "Provider Information", fields include Name (Default Trial-Reunification ID: 8022379), Contact, Actual Name of Default/Historical Provider (if applicable), C/O, Street (111 Adams Lane), Apt, City (Adams), State (WI), Zip (53910), Country (United States), Phone, Ext, Fax, Alt Phone, Alt Ext, and Email. Below this are sections for "Payment Information" (Parent Agency: Default Trial-Reunification, Target Pop dropdown, Details link, Override Parent Agency rule checkbox, Total Clothing Allowance Disbursed) and "School District Information" (Provider's School District Code dropdown). A "Kinship Care" section has a Relationship of Child to Kinship Provider dropdown. A "Split Payment" button is also present. At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser status bar shows "Done" and "Internet | Protected Mode: Off".

## Out of Home Placement Page > Provider Tab

### Step 7 of 7

- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue. Click Save and then click Close on the Out of Home Placement page.

# Trial Reunification

## Ending a Trial Reunification Placement (Successful)

The screenshot displays the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer" and the application logo "eWiSACWIS". To the right of the logo are icons for "Case Work", "Provider Work", and "Search". Below the header is a navigation menu with links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

The main content area is titled "Richard J. Worker's Desktop". Below this title are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). A horizontal line separates this section from the "Ticklers" section below.

The "Cases (6)" section is expanded, showing a list of cases. The first case is "Abelmann, Samantha (9221907)" with an "Actions" link. Below it, the text reads "CPS Family - Ongoing 09/28/2007 Worker, Richard J. Forest - Crandon FSL: Low". The second case is "Adams, Mom (9222276)" with an "Actions" link. Below it, the text reads "CPS Family - Initial Assessment 04/20/2010 Worker, Richard J. State Central Office 111 Adams Lane , Adams, WI 53910".

Below the cases are several icons representing different functions: "Access Reports", "Assessment", "Assets and Income", "Assignment", "Eligibility", "ICPC", "Legal", and "Placements". Under "Placements", there are two sub-sections: "Pending Placements" and "Closed Placements".

Under "Pending Placements", there is a link for "Out of Home Placement - Trial Reunification" with the text "04/07/2011 Trial Reunification, Default Adams, Allie Milwaukee Approved".

Under "Closed Placements", there is a link for "Out of Home Placement - Foster Home (0-4 years old)" with the text "02/04/2011 04/06/2011 County, Fondy Adams, Allie Milwaukee Trial Reunification Closed". Below this is a link for "CANS Out of Home 02/04/2011 Adams, Allie Approved" and another link for "Foster Care Rate \$468.50" with the text "02/04/2011 04/06/2011 Adams, Allie New Foster Care Rate Closed".

At the bottom of the interface, there are icons for "Planning" and "Related People".

## Desktop

### Step 1 of 3

- If a Trial Reunification was successful, then the Trial Reunification placement can be ended as a discharge from all placements with an appropriate End Reason. Access the open Trial Reunification Out of Home Placement from the outliner.

# Trial Reunification

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Child**  
Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 01/01/2011

**Placement Begin:** 04/07/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Trial Reunification

**Service Type:** Trial Reunification

**Placement Setting:** Trial Reunification

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

This is an Adoptive Placement

This is a CPS Non-Conforming Placement

This is an Emergency Situation

After Hours Placement

Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Primary Caretaker:

Options: **Go** **Save** **Close**

- Actions
- Approval
- Non-Conforming Reasons
- Placement Ending**
- Text

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 3

- Choose Placement Ending from the Options drop-down and select Go.

# Trial Reunification

**Child**  
Child: Adams, Allie (9226768) Case: Adams, Mom (9222276)  
Provider: Trial-Reunification, Default (8022379) Service Begin: 04/07/2011

**Service Ending**  
**End Date:** 04/19/2011  
**Ending Purpose:** Discharge from Placement Episode  
**End Reason:** Reunification w/ Parent(s)/Primary Crtr  
**Is the End of This Child Placement a Discharge from All Placements?**  
 Yes  No  N/A  
**Discharge Reason:** Reunification w/ Parent(s)/Primary Crtr  
 Override

Options: [ ]

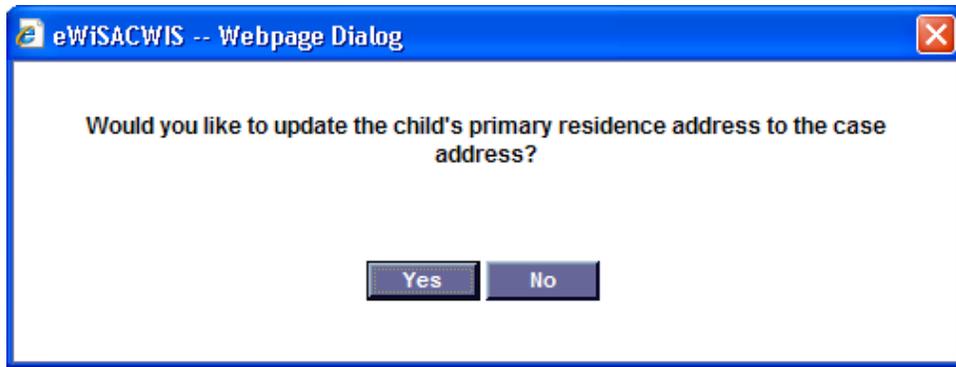
Internet | Protected Mode: Off

## Service Ending Page

### Step 3 of 3

- On the Service Ending page, enter the End Date of the Trial Reunification placement.
- Choose the Ending Purpose of Discharge from Placement Episode.
- Choose the End Reason of Reunification w/Parent(s)/Primary Crtr.
- Choose the Discharge Reason of Reunification w/Parent(s)/Primary Crtr.
- Choose Approval from the Options drop-down, click Go and approve the Ending.  
Upon selecting save on the Service Ending page, you will receive the following message:

## Trial Reunification



# Trial Reunification

## Ending a Trial Reunification Placement (Unsuccessful)

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer" and the application logo "eWiSACWIS". Below the header, there are navigation links: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". On the right side of the header, there are icons for "Case Work", "Provider Work", and "Search".

The main content area is titled "Richard J. Worker's Desktop". Below the title, there are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked).

Underneath, there is a "Ticklers" section and a "Cases (6)" section. The "Cases (6)" section lists several cases with their details:

- Abelmann, Samantha (9221907)** - Actions  
CPS Family - Ongoing 09/28/2007 Worker, Richard J. Forest - Crandon FSL: Low
- Adams, Mom (9222276)** - Actions  
CPS Family - Initial Assessment 04/20/2010 Worker, Richard J. State Central Office 111 Adams Lane , Adams, WI 53910

Below the cases, there are several menu items with icons:

- Access Reports
- Assessment
- Assets and Income
- Assignment
- Eligibility
- ICPC
- Legal
- Placements
  - Pending Placements
    - Out of Home Placement - Trial Reunification**  
04/07/2011 Trial Reunification, Default Adams, Allie Milwaukee Approved
  - Closed Placements
    - Out of Home Placement - Foster Home (0-4 years old)**  
02/04/2011 04/06/2011 County, Fondy Adams, Allie Milwaukee Trial Reunification Closed
    - CANS Out of Home 02/04/2011 Adams, Allie Approved**
    - Foster Care Rate \$468.50**  
02/04/2011 04/06/2011 Adams, Allie New Foster Care Rate Closed
- Planning
- Related People

## Desktop

### Step 1 of 3

- If a Trial Reunification was unsuccessful, then the Trial Reunification placement will need to be ended appropriately. Access the open Trial Reunification Out of Home Placement from the outliner.

# Trial Reunification

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Child**  
Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 01/01/2011

**Placement Begin:** 04/07/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

This is an Adoptive Placement

This is a CPS Non-Conforming Placement

This is an Emergency Situation

After Hours Placement

Child is an American Indian child as defined by statute.

**Service Category:** Trial Reunification

**Service Type:** Trial Reunification

**Placement Setting:** Trial Reunification

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Primary Caretaker:

Options: **Go** **Save** **Close**

- Actions
- Approval
- Non-Conforming Reasons
- Placement Ending**
- Text

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 3

- Choose Placement Ending from the Options drop-down and select Go.

# Trial Reunification

**Service Ending -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Child**

Child: Adams, Allie (9226768) Case: Adams, Mom (9222276)  
Provider: Trial-Reunification, Default (8022379) Service Begin: 04/07/2011

**Service Ending**

**End Date:** 00/00/0000

**Ending Purpose:** [Dropdown]

**End Reason:** [Dropdown]

**Is the End of This Child Placement a Discharge from All Placements?**  Yes  No  N/A

**Discharge Reason:** [Dropdown]

Override

Options: [Dropdown] **Go**

**Save** **Close**

Internet | Protected Mode: Off

## Service Ending Page

### Step 3 of 3

- On the Service Ending page, enter the End Date of the placement. Choose an Ending Purpose and an End Reason.
- Choose Approval from the Options drop-down, click Go and approve the Ending.

Upon selecting save on the Service Ending page, you will receive the following message:

**eWiSACWIS -- Web Page Dialog**

**You are ending the Trial Reunification placement. If you are returning the child to the previous provider please select 'Yes'. If not, select 'No' to end the placement.**

**Yes** **No**

If you select 'Yes,' the system will auto-create a new pending Out of Home Placement with the previous provider. You will need to access this placement from the outliner to approve it.

## **Trial Reunification**

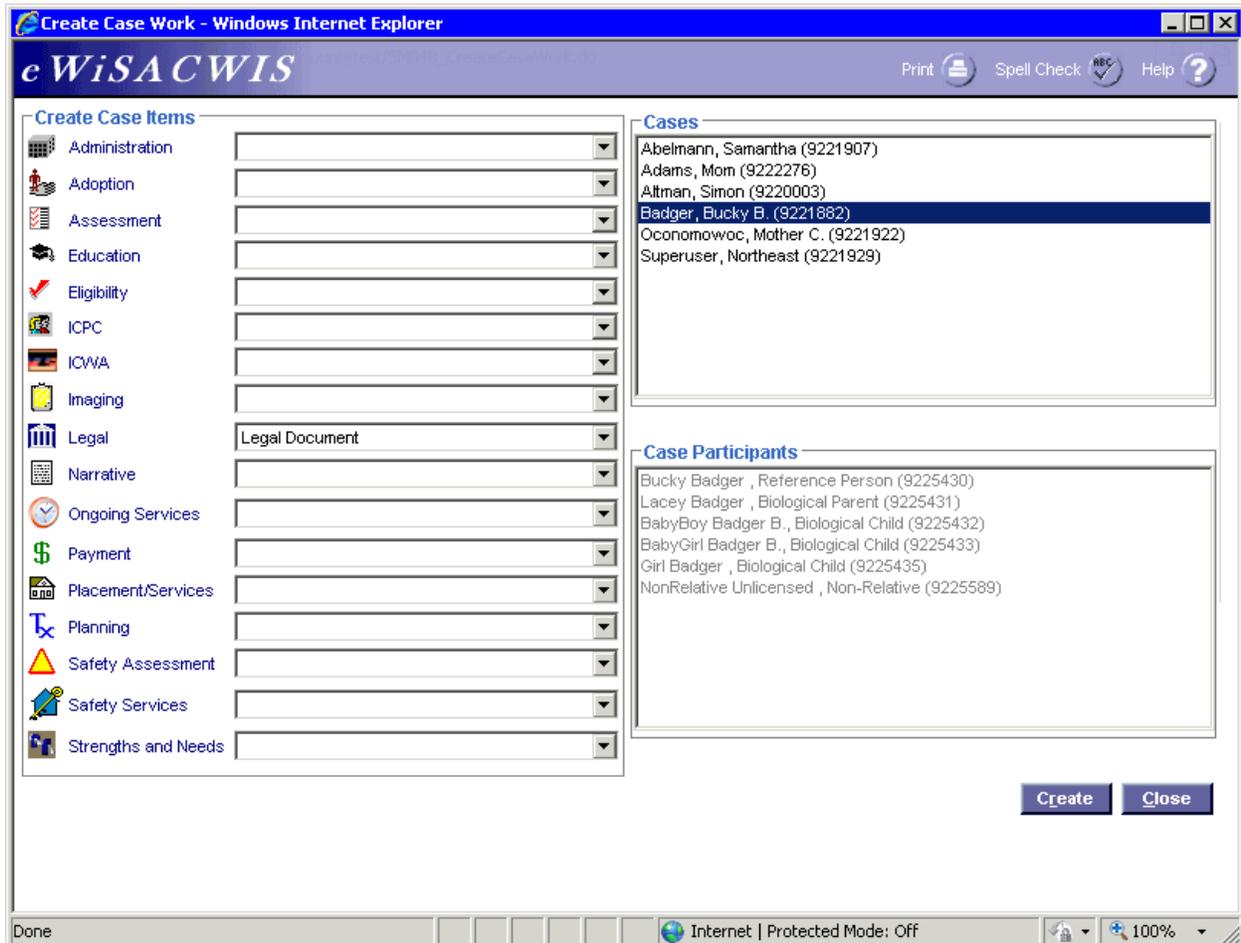
If you select 'No,' you will need to manually create a new Out of Home Placement with the new placement provider. Follow the standard process for creating the new Out of Home Placement via the Create Case Work page.

# Trial Reunification

## Using the Trial Reunification Memo

As mentioned above, there is a Trial Reunification Memo that can be used to communicate the initiation or ending of a trial reunification with the court.

For purposes of this guide, it will be assumed a Legal Action has been created for this child.



## Create Case Work Page

### Step 1 of 3

- From the Create Case Work page select Legal > Legal Document > Case and click Create.

# Trial Reunification

Legal Documentation - Windows Internet Explorer

eWISACWIS

TM Print Spell Check Help

**General Information**

Case: Bucky Badger Worker: Worker, Richard J.

Document : Trial Reunification Memorandum [Text](#)

Legal Action: CHIPS Petition

Court: Circuit

Court 2: Milwaukee County Circuit Courts, Milwaukee County

Court Number:

Tribal Contact:

Judge:

Commissioner:

Branch:

**Case Participant and Collaterals**

Name	Role in the Document
Badger, BabyGirl	Child
Badger, Bucky	N/A

Options:

Done Trusted sites 100%

## Legal Documentation Page

### Step 2 of 3

- In the Document field choose Trial Reunification Memorandum.
- Complete the remaining fields as appropriate. Identify the child in the Case Participant and Collaterals group box. Select the Text hyperlink to launch the Memorandum.

# Trial Reunification

50000007.0.rtf - Microsoft Word

Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

File Edit View Window Acrobat Comments Type a question for help

Read 100%

### TRIAL REUNIFICATION MEMORANDUM

<input checked="" type="checkbox"/>	Initiating a Trial Reunification
<input type="checkbox"/>	Ending a Trial Reunification
DATE:	07/23/2010
TO:	Hon. [redacted], Circuit Court Judge
FROM:	Richard J. Worker
RE:	BabyGirl Badger, DOB 12/11/2001 Court Number: [redacted]

A trial reunification is an assessment of the appropriateness of reunification of a child in an out-of-home care placement. During this time, the child remains under the dispositional order placing the child in out-of-home care.

- The agency will be initiating a trial reunification of [redacted] with [redacted]. The trial reunification will begin on [redacted]. The trial reunification is anticipated to end on [redacted]. This trial reunification will be supported and monitored under the terms of a completed In-Home Safety Plan for cases filed under Chapter 48 cases, or a similar plan for cases filed under Chapter 938, that was developed with input from interested individuals including the child, parent, out-of-home care provider, legal counsel, and service providers. The requirements of the In-Home Safety Plan include scheduled face-to-face or other contacts by agency staff with the child and family, staff contact with other providers involved with the family, and provision of services to support the child, the child's family, and the out-of-home care provider. The plan for Chapter 938 cases will address similar issues including the issue of community safety.

Page 1 Sec 1 1/2 At 7.9" Ln 32 Col 1 REC TRK EXT OVR English (U.S)

- After completing the memorandum, select Close and Return to eWiSACWIS.

# Trial Reunification

The screenshot shows a web-based application window titled "Legal Documentation" with the "eWISACWIS" logo. The interface is divided into two main sections: "General Information" and "Case Participant and Collaterals".

**General Information**

Case: Bucky Badger Worker: Miracola, Rick, J.  
Document: Trial Reunification Memorandum [Text](#)  
Legal Action: CHIPS Petition  
Court: Circuit  
Court 2: Milwaukee County Circuit Courts, Milwaukee County  
Court Number:   
Tribal Contact:   
Judge:   
Commissioner:   
Branch:

**Case Participant and Collaterals**

Name	Role in the Document
Badger, BabyGirl	Child
Badger, Bucky	N/A

Options: Approval

Actions: Approval

Done Trusted sites 100%

## Legal Documentation Page (continued)

### Step 3 of 3

- Select Approval from the Options drop-down, click Go and approve the Legal Document/Trial Reunification Memorandum.

## **Trial Reunification**

### **Payments to a Provider during a Trial Reunification**

Should the county enter into an agreement to pay the provider for a period of time during the Trial Reunification (i.e. a “bed hold”), these payments should be handled as one time payments. Please see the Payments How Do I guide in the financial manual for creating a one time payment for direction on this task.

### **Other Areas Affected By the Trial Reunification Functionality**

- Permanency Plan (Placement tab)  
The ‘Address New Placement’ field pre-fills the Case address.
- Out of Home Safety and Planning (OHSP Safety Placement tab)  
The Placement Provider section pre-fills the Case address when the child is placed with the Trial Reunification provider.
- Safety Assessment, Analysis and Plan (Plan Analysis tab – Comments)  
The Plan Analysis tab contains a ‘Details’ flare to help the worker identify the content which should be entered into this section. This will include the following text:
  - A description of what will happen if conditions prevent in-home safety management, and as appropriate, how the agency will communicate the child's status and facilitate services to the out-of-home care provider.
  - A description of any contact the out-of-home care provider will have with the child, and if the child is part of a sibling group, which of the siblings will be included in the trial reunification, either because the sibling already resides in the home or as other children placed in out-of-home care also return for a trial reunification.