

TPC Checklist: After Emergency TPC Hearing

E-mail FCM & FCM's supervisor (include IA Supervisor). E-mail should include a cut & paste version of the legal case note (see below). OR E-mail FCM & FCM's supervisor (include IA Supervisor) informing if TPC wasn't granted.

Care4Kids/FAST Referral

- E-mail scanned TPC order to Matthew.Kramer@Wisconsin.gov (Must be completed no later than 1 business day after TPC hearing as he will upload to eWiSACWIS)

Out of County Placement (If applicable)

Call or email designated person the following information within 24 hours of TPC hearing:

- Reference Person & eWiSACWIS Number
- OHC Provider's name & eWiSACWIS Number (when known)
- Date of Placement or Change of Placement
- Each Child's Name and Date of Birth
- Contracted CM Agency, CM name & name of IAS

See memo dated 04/20/2015 regarding point of contact in neighboring counties.

Create Legal Case Note (Select "Type Detail" as TPC Order and Select "Face to Face Location" as Court)

- If TPC was granted or not.
- Attendees at court
- Legal parties' contact information
- Any special orders.
- Scheduled FCTM and Initial Appearance (date, time, branch)
- Visitation ordered; include date of 5 day and visitation schedule (all dates, times, locations).
 - Level of supervision & any individuals approved or need to be assessed to supervise visitation
 - Individuals allowed or not allowed to participate in family interactions
 - Recommendations regarding location of family interactions
 - Parents' caregiving diminished protective capacities (i.e. impending danger threats) that impact child's safety warranting supervised family interactions
 - Recommendations related to sibling interactions (if applicable)
 - Any information communicated to or by the parents regarding family interactions

Update legal record in eWiSACWIS for each child involved on TPC

- Open Legal Tab and you will find legal record for each child.
- Open & update Legal Record with file date.
- Create Legal Status & complete all fields that apply

Completion of paperwork after TPC was granted:

- Complete all case notes.
- Complete Initial Assessment/CW Report, safety analysis and plan.
- Complete CAPTA Letter (if applicable).
- Complete reporter or relative notifications under Act 79 (if applicable).
- Get *Questions for Foster Parents* (in Orange Placement Packet) prior to FCTM if foster parent(s) aren't attending FCTM.

Complete Confirming Safe Environments (CSE)

- eWiSACWIS: Actions > Create Case Work > Safety > Confirming Safe Environments
- NOTE: CSE document does not need to be completed for shelter care/stabilization centers.

Complete Relative Search (RS)

- eWiSACWIS: Actions > Create Case Work > Planning > Relative/Non Relative Search.
- Document 3 relatives parent identified as potential placement resources

Documentation in eWiSACWIS

- If you haven't already, update each child's Education Tab in Person Management and send the education passport form to the child's school (via [this list](#)) and to angela.quayle@milwaukeecountywi.gov. Enter a case note with the school information. (See IA 61.00, OCM 601.00 Education Passport Policy for more information).
- Complete [Badgercare Form](#) for parents no longer qualifying for Badgercare because all their children were removed from their custody. E-mail as attachment to point person (Program 1-Rose Balistreri; Program 2-Nadine Sherman, Program 3-Kim Paige) include FCM & FCM supervisor's name and numbers in your e-mail and CC IA supervisor.

Document CAC Health Screen in eWiSACWIS: Enter appointment date & info. on Medical/Mental Health tab for each child after appointment has been completed.

- eWiSACWIS: Medical/Mental health tab at top of each child's person maintenance screen → Insert → Provider # [8040231](#) → Continue. Type of service: Foster Care Health Screen. Begin date & end date is date of appointment. Procedure: Foster Care Health Screen, list any diagnosis or follow up recommended. CAC will complete mental health screen during health screen. NOTE: Case note shall be entered documenting child(ren) exempt from a CAC health screen.
- If TPC was from a relative caregiver receiving Kinship payments, e-mail PSG at kinship@psgcip.com & request Kinship service be closed. E-mail includes child's name & DOB, caregiver's name & DOB.
- If TPC was from a guardian receiving subsidized guardianship payments, e-mail Paul.Seeger@wi.gov & CC supervisor Steven.Obershaw@wisconsin.gov to request payments be discontinued. E-mails should include child's name & DOB, caregiver's name & DOB.
- Forms to be scanned into to the Imaging file in eWiSACWIS (scan into)
 - Acknowledgement of Notice of Rights and Obligations (Legal/Participant Document)
 - Assessment/Stabilization Center Documents (Placement/Services)
 - Background reports- CPS, Criminal, other states (Legal/Participant Document)
 - Confidential release of Information (Participant Document)
 - Consent to medical treatment (Participant Document)
 - Consent forms specific to child (Participant Document)
 - Court reports (Legal)
 - Criminal Court Information (Participant Document)
 - Docket Sheets (Legal)
 - ICPC requests and decisions (Placement/Services or Participant Document)
 - Information for Foster Parents (Placement/Services)
 - Law enforcement reports (Legal)
 - Notice of change in placement (Legal)
 - Placement Packet Checklist (Placement/ Services)
 - Protective Plan (Legal/Participant Document)
 - Request for medical records (Participant)
 - TPC Request (Legal)

Complete face to face Family Case Transition Meeting (FCTM) (See [IA 32.00](#) & [Memo](#))

- Introductions
- Discussion of why child welfare is involved with the family
- Identification of family strengths
- Discussion of family/informal supports/formal supports' involvement
- Identification of what the family needs at this time
- Next steps

IA must complete a case note documenting the FCTM occurred and what information IA provided during the FCTM.

The Family Case Transition Meeting is another opportunity to obtain Birth to 3 consent

NOTE: Cases must be transferred within 7 business days of TPC hearing. Paperwork & documentation must be completed, approved by IA supervisor, & case file must be submitted at least 48 hours prior to FCTM.