



635 North 26th Street
Milwaukee, WI 53233-1803
Telephone: 414-343-5500
Fax: 414-220-7062

Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence
Bureau of Milwaukee Child Welfare

DATE: March 12, 2014
TO: All BMCW State Employed Staff
All BMCW Contracted Agencies
FROM: Arlene Happach *Arlene*
Director, Bureau of Milwaukee Child Welfare (BMCW)
RE: Care4Kids Updates as of 03-10-2014

This memo informs BMCW and contracted agency staff of the recent updates related to the *Care4Kids Program*. Two documents were recently updated: *Care4Kids Enrollment Process* 03-10-2014 and the *Email Templates for the Primary Child Welfare Worker* 03-10-2014. BMCW and contracted agency management should review the memo with their staff.

The sections included in the *BMCW Memo Care4Kids Program Information and Updates* dated 01/10/2014 by Arlene Happach, Director of BMCW remains current and should be followed:

- Out-of-Home Health Care Screens
- Care4Kids Eligibility Requirements
- Information Sharing with Parents and/or Legal Guardians

UPDATES

Email Templates for the Primary Child Welfare Worker

The templates used by BMCW and contracted agency staff have been revised. Please start using the *Care4Kids Email Templates for the Primary Child Welfare Worker* dated 03-10-2014 immediately. Please note that template #1 *Initial or Secondary Contact Template* has been eliminated from the 03-10-2014 version. In addition, the three remaining templates have been expanded to include applicable information for the specific template to assist staff in completing the template (i.e. includes applicable reason a child is ineligible for *Care4Kids*).

Templates:

1. Re-Enrollment
2. Child Becomes Ineligible
3. Adoption or Transfer of Guardianship

The BMCW and contracted staff will complete the templates for the applicable situations and email the Department of Health Services (DHS) Enrollment Specialist Email Address (Care4Kids@automated-health.com) and Children's Community Health Plan (CCHP) Health Care Coordination Team Email Address (Care4Kids@chw.org).

Enrollment/Referrals

BMCW and contracted agency staff will no longer refer a child to the *Care4Kids* program by completing the *Initial/Secondary Contact Template* (previously #1) and emailing it to DCFBMCWC4K.WI.gov or DCFBMCWC4KMedicaid@Wisconsin.gov (DCF BMCW C4K Medicaid). The enrollment specialist and

the Health Care Coordination team will utilize the *Care4Kids Enrollment Report* from eWiSACWIS in the identification of eligible *Care4Kids* children.

BMCW Staff Only: No longer need to submit template #1 Initial/Secondary Contact Template to the assigned office associate as previously directed in an email from Section Chief, Lee Johnson on 03/05/2014.

It is important that the child's out-of-home placement is approved by the assigned supervisor in eWiSACWIS and a copy of the Temporary Physical Custody (TPC) Order is given to Maximus/Financial Assessment Services (FAST) Unit to ensure timely completion of the *Foster Care Medicaid* application. Once this is completed, the Enrollment Specialist and Health Care Coordination Team will proceed with the *Care4Kids* enrollment process.

A copy of the TPC order must be given to Maximus/FAST Unit no later than the next business day after the TPC Court Hearing date (i.e. TPC Court Hearing occurred on Friday and a copy of the TPC order to Maximus/FAST Unit by the following Monday). BMCW and contracted agency staff may leave a copy of the TPC order in the "FAST" basket located in the file/copy room at Children's Court Center and a "FAST" basket located by the mailbox on the second floor of the BMCW location. Contracted agency staff may send by courier (BMCW N 26th Street location), fax (414-220-7062) or email a copy of the TPC order to Matthew Kramer (Matthew.Kramer@Wisconsin.gov).

The enrollment specialist will attempt to up to three telephone contacts within five business days of the child's Medicaid eligibility date being on file in iChange (health care database) to obtain the parent/legal guardian's consent for the child's enrollment in *Care4Kids* program.

The enrollment specialist will no longer email the assigned case manager when the parent (s) cannot be located and the child will be enrolled in the *Care4Kids* program via the blanket court order. This is a change in the *Care4Kids Enrollment Process 12-2013 and BMCW Care4Kids Program Information and Updates Memo dated 01/10/2014*.

Entering/Changing Out-of-Home Placements

The BMCW and contracted agency staff will continue to enter a child's out-of-home placement within 48 hours and the complete the *Financial Assessment (IV-E) Referral CFS-2123T (12/2003)* in eWiSACWIS for Maximus/FAST Unit. Please note the requirement for entering a child's out-of-home placement in eWiSACWIS according to *Wisconsin Ongoing Standards January 2013 and the Care4Kids Enrollment Process 03-10-2014 (#1)* is within five business days. BMCW's policy is limiting the timeframe for entering a child's out-of-home placement to be within 48 hours (excluding Saturday, Sunday, and holidays) of holding a child in physical custody or change of placement.

The enrollment specialist and the Health Care Coordination Team do not need to be emailed regarding a child's change of placement unless it impacts the child's eligibility for the *Care4Kids* program.

1. When an enrolled *Care4Kids*' child changes placement and become ineligible for continued enrollment in the program, the BMCW or contract agency staff must complete template #2 *Child Becomes Ineligible Template of the Email Templates for The Primary Child Welfare Worker 03-10-2014*. This should be emailed to the Enrollment Specialist Email Address (Care4Kids@automated-health.com) and Health Care Coordination Team Email Address (Care4Kids@chw.org).
2. An enrolled *Care4Kids*' child changes placement and remains eligible for continued enrollment in the program, the BMCW or contract agency staff does not need to notify the enrollment specialist or Health Care Coordination Team. The change of placement information will be obtained via the *Care4Kids Enrollment Report* from eWiSACWIS. BMCW and contracted agency staff will continue to enter a child's out-of-placement within 48 hours of the change.

Maximus/FAST Unit will be notified of change of placements via the automated eWiSACWIS email.

The enrollment specialist and Health Care Coordination Team must be notified (using the applicable template) when a child is discharged from out-of-home care or achieves permanency. Please see the *Care4Kids* Enrollment Process 03-10-2014 for specific information and guidance related to applicable discharges and/or permanency types.

Training

The *Care4Kids Training PowerPoint* was updated 01/24/2014 and can be located on the Department of Children and Families' *Care4Kids* website.

Additional Resources

- Wisconsin Department of Children and Families' *Care4Kids* website:
<http://dcf.wisconsin.gov/children/foster/care4kids/default.htm>
- Wisconsin Department of Health Services' Family Care Medical Home website:
<http://www.dhs.wisconsin.gov/bdds/fcmh/index.htm>
- Children's Community Health Plan website:
<http://www.childenschp.com/display/PPF/DocID/33909/router.asp>

Attachments (also located on the DCF *Care4Kids* website)

Care4Kids Enrollment Process 03-10-2014

Care4Kids Email Templates for Primary Child Welfare Workers 03-10-2014

CC: Katie Sepnieski, DCF
Diane Parduhn, DHS/TMG