



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: MAY 13, 2014

TO: BMCW Initial Assessment Specialists (IAS), Supervisors and Program Managers

FROM: Mary Pat Bohn *MPB*
Deputy Director, Bureau of Milwaukee Child Welfare (BMCW)

RE: Documentation of MDT Meetings and Recommendations in eWiSACWIS

This memo outlines BMCW staff documentation requirement related to week or monthly Milwaukee County Child Abuse Review Team (CART): Multidisciplinary Team Meetings (MDT). Any questions or concerns related to your responsibility to the complete and document MDT meetings and/or recommendations should be directed to your supervisor and/or program manager.

MDT MEETINGS

BMCW staff will enter an assessment contact case note for the date and time that the MDT meeting occurred and include all recommendations identified for the participants to complete.

eWiSACWIS Steps:

1. Enter Date of the MDT Meeting
2. Enter Begin Time of the MDT Meeting
3. Category: Initial Assessment Contact
4. Type: Collateral
5. Type Detail: Staffing
6. Participants: Select appropriate participants
7. Narrative: Enter content
8. Select appropriate Assessment Contact Information
9. Check Note Finalized box if applicable
10. Select Save Assessment Contact

POST – MDT MEETINGS

BMCW staff is responsible for the completion of the BMCW identified recommendations along with related recommendations/tasks (i.e. child completes a subsequent skeletal survey). BMCW staff must enter an assessment contact case note(s) documenting the completion of the MDT recommendation(s).

If it is determined that the MDT recommendation(s) will not be completed, the BMCW staff will enter an assessment contact case note in eWiSACWIS. The assessment contact case note will be the date the assigned supervisor approved not completing the MDT recommendation(s). Program managers should be consulted as needed.

eWiSACWIS Steps:

1. Enter Date of the MDT Meeting
2. Enter Begin Time of the MDT Meeting
3. Category: Initial Assessment Contact
4. Type: Select appropriate Type
5. Type Detail: Select appropriate Detail Type
6. Participants: Select appropriate Participant(s)
7. Narrative: Enter content
8. Select appropriate Assessment Contact Information

9. Check Note Finalized box if applicable
10. Select Save Assessment Contact

CASES PRIMARILY ASSIGNED TO INITIAL ASSESSMENT TRANSFERRING TO A CONTRACTED AGENCY

BMCW staff is responsible for the case as outlined by State Standards and BMCW policy (i.e. case transition policies). When a case is transferring assignment from initial assessment to a contracted agency; BMCW staff will enter an assessment contact case note or a case transfer staffing meeting case note outlining the roles and responsibilities for BMCW and contracted agency staff related to completing the MDT recommendation(s) and how this was communicated (i.e. face-to-face, telephone, or email) between the parties.

CASES OPEN PRIMARILY OPENED WITH THE CONTRACTED AGENCY WITH SECONDARY ASSIGNMENT TO INITIAL ASSESSMENT

The coordinator of the MDT meetings will identify the BMCW and/or a contracted agency (OCM/FCM) recommendation(s). There are times when the responsible entity for the recommendation will not be clearly identified. BMCW staff will complete the MDT recommendation(s) that are expected in conducting an initial assessment (i.e. forensic interview/exam, working with law enforcement regarding interviews of other witnesses, etc.). There must be a discussion between BMCW and the contracted agency staff clearly outlining the roles and responsibilities related to the completion of the MDT recommendation(s) and this will be documented in eWiSACWIS.

MONITORING

A Program Evaluation Manager (PEM)/Program and Policy Analyst (PPA) will review each case for the documentation and completion of MDT recommendation(s). PEM/PPA will contact the IAS, supervisor and program manager via email when information related to the MDT recommendation(s) is not clearly documented in eWiSACWIS.