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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence
Bureau of Milwaukee Child Welfare

DATE: March 16, 2015

TO: All BMCW Employed Staff and contracted case management agencies

**FROM: Lee Johnson, Section Chief
Bureau of Milwaukee Child Welfare (BMCW)**

RE: Intensive In-Home Services Friday Staffing and Attachment

This memo outlines agreed upon changes to the Intensive In-Home Services (IIHS) Friday Staffing at 8:30 AM. These initial changes are the result of collaborative discussions between BMCW and the partner contracted agencies for case management; the workgroup was comprised of direct line staff, supervisors and program managers. Any questions or concerns, please contact your assigned supervisor and/or program manager. BMCW and contracted agency staff are required to review the content of this memo with their staff to ensure compliance with the expectations of the IIHS Friday Staffing.

The changes outlined in this memo are effective immediately.

CHANGES:

1. Initial Assessment Specialists (IAS) and the IA supervisor will initiate the scheduling of the IIHS Friday Staffing.
2. The BMCW Deputy Director or Director will facilitate the IIHS Friday Staffing. The IAS will take the lead in presenting their case during the IIHS Friday Staffing.
3. Cases scheduled for the IIHS Friday Staffing will be scheduled for 15-minute increments, therefore allowing assigned staff to join the telephone conference during their scheduled time.
 - a. 8:30 AM
 - b. 8:45 AM
 - c. 9:00 AM
 - d. 9:15 AM
4. Agenda of the IIHS Friday Staffing:
 - a. IAS provides a brief synopsis of the Access report.
 - b. Description of the information collected and used to make decisions.
 - c. All the identified Impending Danger Threats.

- d. The management and controls for safety.
5. Initial Assessment (IA) point of contact for IIHS Friday Staffing is Program Manager, Demetra Parr Nelson (Demetra.ParrNelson@Wisconsin.gov or 414-343-5756).

PROCEDURE:

1. IAS develops the Safety Analysis and Plan (SAP) in consultation with their assigned supervisor who is responsible to review and approve the SAP.
2. The IA supervisor will consult with their assigned IA program manager throughout the process and obtain approval of the SAP prior to referring the family to IIHS program.
3. Upon IA program manager approval of the SAP, the IA supervisor will provide the IA program manager the following information:
 - a. Contracted Agency Name
 - b. Date Referred:
 - c. Casehead Name:
 - d. eWiSACWIS #:
 - e. Initial Face-to-Face Meeting Date
 - f. Name of the Referring IAS:
4. The IA program manager will enter the information listed in #3 into the master list located on the S drive: S:\BMCW\IIHS Friday Staffing\ Master IIHS Staffing List.
5. IA point of contact will email the Master IIHS Staffing List to the BMCW Director, Deputy Director, Medical Director, Access and IA Section Chief, IA and contracted agency program managers, and assigned IAS and supervisors and IIHS supervisors and case managers.
 - a. The Master IIHS Staffing List will indicate the scheduled time for the assigned IAS and supervisor and IIHS case manager and supervisor.
 - b. Attachment: Sample of the Master IIHS Staffing List
6. IIHS referrals received Monday through Thursday by noon will be scheduled for a staffing that Friday.
7. Any referrals received after noon on Thursday will be scheduled for the following Friday unless the seven-day staffing has occurred, then the case will not participate in the IIHS Friday Staffing.
8. Cases where the seven-day staffing has occurred prior to an available IIHS Friday Staffing time may be scheduled after the fact at the request of any BMCW or contracted agency.