



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: April 20, 2015

TO: All BMCW and Contracted Case Management Staff

CC: Tim Schindler, DCF
Jessica Foster, DCF
Michelle Rawlings, DCF/DSP/BSWB
Emily Erickson, DCF/DSP/BSWB
Jesus Mireles, Waukesha County
Sandy Hoefert, Washington County
Michael Lappen and Marion Ballos, Ozaukee County

FROM: Mary Pat Bohn
Acting Director, Bureau of Milwaukee Child Welfare (BMCW)

RE: Licensing of Foster Homes and Placement of Children Located in Neighboring Counties

This memo explains the mutual agreement that was developed in collaboration with our neighboring counties and the Department of Children and Families Bureau of Regional Operations to enhance communication between child welfare agencies.

When SaintA or Children’s Hospital of Wisconsin – Community Services (CHWCS) on behalf of BMCW initiates the licensing process of a home that is located in a different county, the agency must notify the county where the home is located of the intent to license the home per Wisconsin State Statues 48.75 (1g) (a) 3 and 48.75(1g) (a) 5. The agency should contact the following individual(s) for the applicable county:

Point of Contact Information: Licensing a Home

**Located in a contiguous county*

Agency	Name	Position	Telephone Number	Email Address
Ozaukee	Marian Ballos	CPS Manager	262.284.8219	mballos@co.ozaukee.wi.us
Ozaukee	Pam Dooley	Foster Care Coordinator	262.284.8205	pdooley@co.ozaukee.wi.us
Washington	Christine Ehrlich	Foster Care Coordinator	262.335.4675	Christine.Ehrlich@co.washington.wi.us
Waukesha	Janis Ramos	Foster Care Coordinator	262.548.7267	jramos@waukeshacounty.gov
Waukesha	Rebecca Hollister	Permanency Services Supervisor	262.548.7271	rhollister@waukeshacounty.gov

SaintA or CHWCS staff is required to document in eWiSACWIS the date, time, means of communication (email or telephone) and information shared with the contiguous county under the provider's case under *the Narrative Section* accessed through the *Provider's Tab*. The email may be copied and pasted in eWiSACWIS.

In addition, when BMCW or a contracted case management agency (CM) staff place a BMCW child in a contiguous county via a Temporary Physical Custody or Dispositional Order, BMCW/CM staff person must notify the Out-of-Home (OHC) Provider's county of residence (e.g. BMCW licensed foster home or unlicensed relative home located in Waukesha County). The contiguous county must also be notified when the child changes placement/moves from the contiguous county.

Please call and/or email the designated person the following information:

1. Casehead Name
2. eWiSACWIS Number
3. OHC Provider's eWiSACWIS Number (when known)
4. OHC Provider's name
5. Date of Placement or Change of Placement
6. Each Child's Name and Date of Birth (If the child's placement is entered in eWiSACWIS under the placement tab of the casehead, you do not need to include the child's names and DOB).
7. Contracted CM Agency Name
8. Assigned BMCW and CM staff
9. All other information will be accessed via eWiSACWIS. **Please make sure contact information and assignments are current in eWiSACWIS.**

BMCW or CM staff is required to document in eWiSACWIS the date, time, and information shared with the contiguous county under the primary casehead. BMCW staff must document it as an *Initial Assessment Contact* and CM staff must document it under *Narrative Notes*. The email may be copied and pasted in eWiSACWIS. BMCW or CM staff should contact the following individual(s) for the applicable county:

Point of Contact Information: Placing a Child

**Located in a contiguous county*

Agency	Name	Position	Telephone Number	Email Address
Ozaukee	Marian Ballos	CPS Manager	262.284.8219	mballos@co.ozaukee.wi.us
Washington	Alicia Leslie	Access & IA Supervisor	262.335.4664	Alicia.Leslie@co.washington.wi.us
Waukesha	Sarah Vargas	Access & IA Supervisor	262.548.7237	Svargas@waukesha-county.gov
Waukesha	Bobbi Borhardt	Access & IA Supervisor	262.548.7259	BBorhardt@waukesha-county.gov

Any questions or concerns, please contact your assigned supervisor and/or program manager. BMCW and CM supervisors and program managers must review this memo with their staff via individual supervision and/or team meetings.