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Division of Milwaukee Child  
Protective Services (DMCPS)

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**DATE: June 6, 2017**  
**TO: DMCPS Staff**  
**CC: Children's Hospital of Wisconsin Community Services; Saint A**  
**FROM: Kevin Boland, Deputy Administrator,**  
**Division of Milwaukee Child Protective Services**  
**RE: OHC Providers Part A Form Process**

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This memo clarifies the DMCPS process for completing the *CFS-0872A Form: Information for Out-of-Home Care (OHC) Providers Part A* to ensure all available child specific information is provided timely to the out-of-home care provider.

In accordance with Chapter DCF 37 Admin. Code and [DSP memo 2016-07](#), the OHC Providers Part A must be provided to the prospective out-of-home care provider(s) at the time of placement, but no later than two days after placement. This form ensures the provider is informed about the medical, physical, and behavioral health conditions of the child to ensure proper care can be provided. The DMCPS process is noted below:

#### Process

1. When it is determined that TPC is taken on a health alert case, IAS must notify the assigned DMCPS nurse.
2. Then, the DMCPS nurse immediately updates any available medical and mental health information for the child in eWiSACWIS. The information inputted by the DMCPS nurse will automatically pre-populate in the form via eWiSACWIS.
3. At the time of TPC, The IAS completes the OHC Provider Part A form and takes it with them into the field.
4. At the time of placement, IAS reviews the OHC Provider Part A form with the provider and obtains the provider's signature as well as completes the placement checklist verifying the receipt of all placement materials.
5. Additional information obtained about child functioning after placement must be updated in eWiSACWIS by IAS until case transfer. This ensures that Ongoing case managers can access and print an updated OHC Provider Part A form.

#### Documentation: eWiSACWIS instructions

- To update the form in eWiSACWIS follow these steps:
- Click create >Click case work> select planning information for OHC Provider Part A > click on the case >click on the relevant child's name under case participants> then hit the create button.
- A new window will open with all the information contained within OHC Provider Part A form.
- Then enter relevant information collected into the form.
- When completed, print the form by clicking on options > then select "Information for OHC Providers"

The DMCPs orange placement packets have been updated to reference the OHC Provider Part A form.

Attachment: [DCF-F-CFS0872A Form](#): Information for Out-of-Home Care Providers, Part A  
[DSP memo 2016-07](#): Revised Ch. DCF 37 Administrative Code: Information to be Provided to Out-of-Home Care Providers  
TPC Checklist on the [DMCPs intranet webpage](#)

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