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Division of Milwaukee Child
Protective Services (DMCPS)

DATE: November 22, 2017

TO: DMCPS

**FROM: Kevin Boland, Deputy Administrator
Division of Milwaukee Child Protective Services**

RE: DMCPS Memo Medical Examiner Report Process

The Division of Milwaukee Child Protective Services (DMCPS) receives every child death reported by the Milwaukee County Medical Examiner. This procedure clarifies how medical examiner reports are received, screened by Access, and documented by DMCPS.

Background

In accordance with 48.981(2), the Milwaukee County Medical Examiner's office is required to call 220-SAFE (DMCPS Access) to make a referral when a child death occurs. The medical examiner's office provides a site and preliminary autopsy report to DMCPS at the time of the referral and followed by the final medical examiner report when it is completed. The process is noted below and details DMCPS roles and responsibilities.

Process

- The medical examiner calls 220-SAFE to make a referral and then sends the site and preliminary autopsy reports detailing a child death to DMCPS via email (dcfdmcpmereports@wisconsin.gov). This email address is monitored by designated DMCPS office assistants.
- Within eight business hours of receiving the medical examiner's (ME) report, the designated Access office assistant (OA) or second shift Access OA provides the ME's report to Access.
- When a ME's report is received, the assigned Access worker determines whether or not DMCPS has received a referral involving the subject of the report, and monitors incoming referrals to ensure the information from the medical examiner is incorporated into the CPS report if applicable.
 - If the ME's report is received by email, but the ME has not made a referral to Access, the designated Access OA/second shift Access OA notifies Access. This initiates a call-back, resulting in a CPS report created by Access.
 - If the medical examiner made a referral to Access, but has not sent the preliminary medical examiner report, the assigned Initial Assessment supervisor must contact the Milwaukee County Medical Examiner Report Clerk and request that the report be sent to the DMCPS email (dcfdmcpmereports@wisconsin.gov).

- When the Access CPS report is completed, a Health Alert email is sent out (which includes the following recipients: assigned IAS, IA Supervisor, DMCPH Health Unit, and OPA).
- The designated OPA (responsible for tracking all medical examiner reports that DMCPH is assigned to) then emails the ME's report and case number to:
 - Administrator
 - Deputy Administrator
 - Policy Initiatives Advisor
 - Program Managers
 - Quality Improvement Section Chief
- The finalized ME's report is received by DMCPH three to six months from when the initial ME's report was created. The ME's office record specialist sends this report to DMCPH.
- If the case is open when the final ME's report is received, the assigned OA will email the report to the assigned IAS, and the OPA will upload the final report into eWiSACWIS.

Documentation

- The designated OA ensures the ME report is uploaded to eWiSACWIS under the legal tab.

Attachment(s): [DMCPH policies and procedures webpage](#)