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Governor Scott Walker
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Division of Milwaukee Child
Protective Services (DMCPS)

DATE: 5/7/2018

TO: DMCPS

**FROM: Robin Joseph, Division Administrator
Division of Milwaukee Child Protective Services**

**Lee Johnson, Access Section Chief,
Division of Milwaukee Child Protective Services**

**Dr. Michelle Urban, Medical Director,
Division of Milwaukee Child Protective Services**

RE: Documenting Supplemental Medical Information in Access Reports

This memo clarifies how supplemental medical information should be documented in Access reports completed by the Division of Milwaukee Child Protective Services (DMCPS).

When an Access Initial Assessment Specialist (IAS) receives a report of alleged maltreatment or neglect that relates to a child's health condition, the Access IAS may request an Electronic Data System (EDS) Medical Claims History Report to confirm that a child has received medical service(s), including place of service, date of service and rendering provider. Access IAS can request an EDS report from the designated Office Associates during first and second shift. The Access IAS may also consult with the DMCPS Health Unit, including the Medical Director, who may provide clarification or have access to additional relevant health information. It may be appropriate to consult the DMCPS Health Unit, if Access is unsure of the urgency of the referral, if there is missing or insufficient information provided by the reporter, or to reconcile information.

When the Access IAS obtains medical information from the EDS report, they must document the information in the narrative section under alleged maltreatment in the Access Report. When consultation is obtained from the DMCPS Health Unit or Medical Director, it must be noted in decision section of the Access Report. See a few examples below of appropriate documentation:

- EDS report confirms: child's physician, diagnosis, and date service was provided.
- Information provided by the Medical Director supports the screening decision.
- Discussed the allegation and medical condition with the DMCPS Medical Director, who has additional information.

This DMCPS memo as well as other policies and procedures are located on the [DMCPS policy webpage](#). For additional guidance on when to issue an Access Health Alert see the [DMCPS Health Consultation Policy](#). For additional information regarding Access Report documentation see the [Access and Initial Assessment Standards](#) (pages 17-18, 23, Appendix 8).