



635 North 26th Street
Milwaukee, WI 53233-1803
Telephone: 414-343-5500
Fax: 414-220-7062

Governor Scott Walker
Secretary Eloise Anderson

Division of Milwaukee Child
Protective Services (DMCPS)

DATE: June 25, 2018

TO: DMCPS, Ongoing Agencies, PSG, Wrap-Around Placement Coordinator, Group Homes, Residential care Centers, Assessment and Stabilization Centers

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

RE: Temporary Suspension of Placement in a Group Home, Residential Care Center, or Assessment and Stabilization Center

This memo clarifies the procedures used by the Division of Milwaukee Child Protective Services (DMCPS) to temporarily suspend DMCPS placements (also known as implementing a "placement hold"), which includes Group Homes, Residential Care Centers (RCC), or Assessment & Stabilization Centers (ASC) that is under contract or registered as a placement facility with DMCPS.

Temporary Suspension of Placements

If the Ongoing Services Section (OSS) Chief, or designee finds reason to suspend the placement of DMCPS children within a facility contracted by or registered with DMCPS, a temporary suspension of placement is issued.

1. The DMCPS OSS designee sends an email alerting the following parties that placement in a facility has been suspended.
 - a. Placement Referral Unit
 - b. Placement Units at contracted Ongoing Agencies
 - c. Wraparound Milwaukee Placement Coordinator
2. The OSS designee sends notification by letter and email to the facility of the suspension that includes:
 - a. Notice of the temporary suspension
 - b. The effect of the suspension, which includes information that the suspension:
 - Is limited to placements of DMCPS children
 - Has no effect on the facility's license
 - Is independent of any action taken or beliefs of the Bureau of Performance and Out-of-Home Care within the Wisconsin of Department of Children and Families
 - Is independent of the process or outcomes of any pending or future Independent Investigations

- c. If applicable, the steps or corrective action needed by the facility to remove the suspension.
- d. Who the facility can contact with questions or concerns regarding the notification.

Ending the Temporary Suspension of Placements

When the Ongoing Services Section (OSS) Chief, or designee finds reason to end the suspension of placement of DMCPs children within a facility contracted by or registered with DMCPs, the Chief or designee will send notification by letter and email to the facility confirming the end of the placement hold, and will send an email alerting the following parties that placement in the facility is no longer suspended.

- a. Placement Referral Unit
- b. Placement Units at contracted Ongoing Agencies
- c. Wraparound Milwaukee Placement Coordinator

Attachment(s):

Form letter for Suspension

Form letter for lifting of Suspension