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Governor Tony Evers
Secretary Emilie Amundson

Division of Milwaukee Child Protective Services

DATE: July 18, 2019

TO: DMCPS

CC: SaintA, Children's Hospital of Wisconsin-Community Services, PSG

**FROM: Bridget Chybowski, Ongoing Services Section Manager
Division of Milwaukee Child Protective Services**

RE: Higher Level of Care Request

The Division of Milwaukee Child Protective Services (DMCPS) has changed the process and requirements for Higher Level of Care (HLOC) approvals. Requests for Treatment Foster Care placements, Group Home placements and Wraparound Assessments no longer need to be approved by DMCPS. Ongoing agency management and Initial Assessment supervisors have the authority to make placement decisions when in the best interest of the child. Contracted agencies will develop their own internal process for determining the least restrictive environment to ensure safety, well-being and placement stability. Contracted agencies will also develop a tracking mechanism which will document what HLOC is being approved and the justification for placement in the identified HLOC.

DMCPS will continue to review and approve all requests for all Residential Care Center (RCC) placements. The approval process will remain the same as the previous HLOC approval process in that a HLOC request form will need to be completed and sent to DMCPS (DCFDMCPSHLOCRequest@wisconsin.gov) for review and approval. DMCPS will also continue to review all requests for out-of-state Residential Care placements. The process for this will remain the same at this time. All out-of-state placement requests must be approved by the DMCPS Administrator prior to placement out-of-state.

Attachment:

DMCPS Higher Level of Care Request Form (<https://dcf.wisconsin.gov/files/forms/doc/5184.docx>)