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Governor Scott Walker  
Secretary Eloise Anderson

Division of Milwaukee Child  
Protective Services (DMCPS)

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**DATE: July 1, 2019**

**TO: SaintA, Children's Hospital of Wisconsin – Community Services**

**CC: Youth Transitioning to Adulthood Program, SaintA, Lad Lake SIL Program**

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

**RE: Case Transition Staffings from an Ongoing Case Management Agency to a  
Transition Resource Agency**

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This memo is to clarify the specific procedures used by the Division of Milwaukee Child Protective Services (DMCPS) when a youth transitions from placement in out-of-home care (OHC) to a Transitional Resource Agency. Effective 07/01/2019, this process will be required for all youth who are eligible.

Wisconsin's Ongoing Services Standards require a Case Transition Staffing for youth who age out of the foster care system. It is imperative that youth be transitioned to the regional Transition Resource Agency (TRA) in a way that is meaningful to them and supports/encourages future engagement with the TRA moving forward. All youth served by DMCPS are the responsibility of Region 3, unless they are going to be residing out-of-county post-discharge from OHC. In those circumstances, it is the responsibility of the Case Manager to connect that youth with Region 3 and the Region of residence.

For youth in out-of-home care, the case transition staffing (CTS) should occur during the time of the development of the Independent Living Transition to Discharge Plan (ILTD) and no less than 90 days prior to a youth's 18<sup>th</sup> birthday or upon aging out of care, whichever comes first. At minimum, the CTS must include the CM, the TRA worker and the youth. The case transition requirements apply to youth aging out of care as well as those eligible youth who are no longer in out-of-home care and are under the age of 21 (or 23 if receiving ETV funding).

The [A Guide for Case Managers: How to Transition Youth from Ongoing Case Management to a Transition Resource Agency](#) should be used to guide the CTS and as a resource for OCM.

Attachment(s):

[A Guide for Case Managers: How to Transition a Youth from Ongoing Case Management to a Transition Resource Agency](#)

[Transitioning Youth from Ongoing Services to a TRA DMCPS Due Date Tracker](#)