



**DATE:** January 15, 2021

**TO:** DMCPs Managers and Supervisors, Managers at SaintA, Children's Wisconsin Community Services, PSG/CIP, Wraparound Milwaukee, Treatment Foster Home Agencies, and Congregate Care Settings

**CC:** Secretary Emilie Amundson's Office and Division of Safety and Permanence

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

**RE:** Notification to DMCPs regarding confirmed testing and/or exposure to COVID-19 -Update

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This memo is to provide an updated standard protocol for notifying DMCPs when confirmation of positive COVID-19 status has occurred. This protocol applies to all DMCPs CONTRACTED staff.

Information in this memo supersedes the previous COVID Reporting Memo sent on 3/19/20.

Highlighted changes include the following:

1. New requirements below **do not apply to DMCPs staff**. DMCPs Staff should reference the updated memo delivered on January 15, 2021
2. Notifications of EXPOSURE to a COVID positive person no longer need to be made to DMCPs; unless circumstances require DMCPs action (example: A placement-hold is needed as youth placed in a congregate care setting have been exposed to a person who tested positive for COVID-19 as defined by the [Center for Disease Control](#). DMCPs contacted agencies are required to have an internal process to track COVID exposure (as defined by the Center of Disease Control) and confirmed positive cases of COVID as it relates to employees, caregivers and children. This information must be available to DMCPs upon request.

This protocol applies to all agencies and entities contracted with DMCPs to serve Milwaukee County children, families and caregivers. Contracted agencies and entities must have their own internal protocols for the communication of COVID-19 matters. Each agency or entity has been asked to identify a primary contact person responsible for the communication of COVID-19 information to DMCPs. Any updates related to the identified contact person should be sent to the dedicated DMCPs COVID-19 email box, [DCFDMCPSCOVID19@wisconsin.gov](mailto:DCFDMCPSCOVID19@wisconsin.gov).

Licensing entities must continue to comply with all licensing requirements in reporting a serious incident in accordance with Wisconsin Administrative Code provisions.

The Notification Procedure below applies when it is learned that confirmation of positive COVID-19 status has occurred for:

1. Any DMCPS CONTRACTED staff, including congregate care staff
2. Any child served by DMCPS or DMCPS contracted agency who is in out-of-home or in-home services
3. Any foster parent, relative or non-relative caregiver providing primary care to a child being serviced by DMCPS

Notification Procedure:

1. Compose an email and send to the dedicated DMCPS COVID-19 email box, [DCFDMCPSCOVID19@wisconsin.gov](mailto:DCFDMCPSCOVID19@wisconsin.gov). This is a confidential email box with access limited to persons who need the information in order to perform required safety functions.

The email should include the following information as is known

- a. Subject Line: Confirmed COVID-19
  - b. Name of individual with confirmed positive COVID-19 status. The names of DMCPS contracted staff can remain anonymous however their relationship to the case should be identified. Example: TFC Case Manager, Ongoing Case Manager, Congregate Care Staff)
  - c. Role(s) within the agencies and/or case(s) for persons identified in 1.b (i.e., child, licensed foster parent, relative caregiver, group home staff)
  - d. eWiSACWIS identifying information for children and caregivers (i.e., person id, case number, provider number)
  - e. Date of when COVID test occurred and/or date of results. Or, date of when medically classified/diagnosed by a medical professional as having COVID-19
  - f. Any next steps or additional relevant information (i.e., child is medically needy, provider hospitalized, staff is isolating)
2. Any updates regarding the individual(s) subject should be sent to the same dedicated DMCPS COVID-19 email box, [DCFDMCPSCOVID19@wisconsin.gov](mailto:DCFDMCPSCOVID19@wisconsin.gov)

**The following is an additional requirement for all contracted case management agencies**

Contracted case management agencies will track all staff who are NOT in working status due to COVID-19 related circumstances (i.e., confirmed exposure or positive COVID test). The reporting period will be weekly from Thursday through Friday. Every Thursday by 5pm, case management agencies shall report these number to the DMCPS COVID-19 email box.

DMCPS recognizes this a challenging and stressful time for everyone and we applaud the work that has been done during the pandemic. We appreciate everyone's efforts and hard work on behalf of Milwaukee County children and families.

