



Date: 7/11/2024

To: DMCPs, Wellpoint Care Network, Children's Wisconsin, Professional Services Group

From: [Jill Collins](#), Ongoing Services Section Manager, 414-343-5765

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Re: Case Transition Policy (IA 32.00 and CM 1.00)

This memo highlights points of emphasis and considerations for the updated [Case Transition Policy](#).

In-Home Services (IHS) and Early In-Home Services (EIHS)

- The Initial Assessment Specialist (IAS) and Child Welfare Case Manager (CWCM) will collaborate with the development of the SAAP before approving (by IA Supervisor) and implementing the SAAP.
- If there is a protective plan or other In-Home plan in place, the IAS is responsible for the complete oversight of the specific plan. However, in partnership with the IAS, the CWCM must respond to immediate safety management, the CWCM is responsible for being responsive to immediate safety management issues and working with the IAS to manage/control for safety threats. The CWCM will receive complete oversight of the safety plan upon transition to IHS.
- Early In-Home Services (EIHS) will be replacing the EIS language in all tracking, referral, and practice. The Case Management Agencies and PSG will also be changing their practice to reflect EIHS. As a reminder, IAS can refer to Early In-Home Services when there is an active present danger threat that requires controlling for safety through a Protective Plan, and the IAS is requesting additional support/services from the Case Management Agency. There have been no changes to the In-Home Services program.

Case Transition Meeting (CTM) for IHS

- CTM will occur no later than seven business days from the IFM.
- The CTM must include the IAS, the CWCM, the family, and providers in the safety plan (as noted in Ongoing Service Standards).

Case Assignment and Transition to Contracted Case Management

- After the TPC hearing, the CWCM must contact the family the same day to discuss the following:
 - Discuss with the parents the most convenient time within a five-calendar-day period to have a family interaction with the children along with future family interactions.

- The five-day family interaction must occur within five calendar days of the date the child was taken into physical custody (initial out-of-home placement date), not the TPC Court Hearing date.
- In the interim period between the TPC Court Hearing and the CTM, the assigned IAS and CWCM will collaborate to ensure safety for any children remaining in the home in accordance with Ongoing and Initial Assessment Standards.
- If there is a Health Alert, after the TPC hearing, the IAS must update the DMCPs Medical Unit on the status of the case.
- The IAS must notify the DMCPs Medical Unit in the event a Health Alert was not identified and the case qualifies as an alert.