



**Casework Activity:            Mobile Urgent Treatment Team (MUTT) for Foster Families**

New 12/4/05

**PURPOSE**

To establish policy and procedures for the documentation and follow-up procedures for families using the Mobile Urgent Treatment Team (MUTT) for Foster Families crisis intervention program provided by Wraparound Milwaukee.

**PROCEDURES**

**Consent for Services**

When responding to a caregiver who is experiencing a crisis in the behavioral or emotional condition of a foster child, MUTT-FF may provide necessary intervention under the presumption that consent for such intervention is implied by the legal, court-ordered placement of the child in the foster home. Additionally, the BMCW will ensure that appropriate consent is in place at the time of placement or upon notification of an intervention.

Primary assigned workers must:

1. Ensure Medical Consents are signed and in the child file at the time of all new out-of-home care placements.
2. Provide a copy of signed Medical Consent to the foster parent to be kept in the placement packet.
3. If consents are not signed and in the child's file at the time of an intervention, obtain them as soon as possible and distribute to the foster parent and to MUTT-FF.

**Communication and Documentation**

1. When a call is received from a foster family, the MUTT-FF crisis counselor will search in eWiSACWIS to identify the primary worker assigned to the child in crisis, and the Foster Care and Adoption (FCA) staff assigned to the foster family. The primary worker may be an Ongoing case manager from Regions 1-3, an Initial Assessment social worker, or a FCA case manager.
2. The crisis counselor will email the child's primary worker assigned and the FCA staff responsible for serving foster caregiver and inform them a call to MUTTFF has been received.
3. Documentation
  - The crisis counselor will send all documentation of any contact, including phone contacts and in-home interventions, to the two parties identified above. Upon receipt of this notification from MUTT-FF, the following steps are to be consistently implemented to document the incident:
  - FCA staff will review the incident and the status of the home, and will notify the primary worker assigned to any additional child/children in the home who have been affected by the incident.
  - FCA staff will summarize the incident and will enter a case note in the foster parent's provider record. This documentation will not include identifying information about the child/children involved.



- Primary assigned staff of the involved child/children will copy the correspondence from MUTT-FF or will paraphrase its content into a case note concerning any child affected by the incident. Identifying information must be redacted for the case documentation of multiple children. This entry should be identified as a 'collateral contact' and should specify that the correspondence was originally written by the staff of MUTT-FF.

### **Follow-up Case Activity**

1. In all cases, the FCA staff will contact the foster caregiver within one business day of the incident.
2. The FCA staff will follow up with MUTT-FF if additional information about the incident is necessary, and will communicate relevant information with the primary worker(s) of children in the home.
3. FCA and case management staff are expected to seek supervisory consultation regarding any critical incident that occurs in a foster placement.
4. The licensing FCA staff, in collaboration with case management staff, will assess the immediate stability of the family, and if necessary will coordinate a stabilization meeting to occur at the home. When a Stabilization Meeting is deemed necessary or advisable, it is to occur within 2 business days of the intervention and must include the primary assigned worker of the child in crisis and, if necessary, the workers of other children in the home. The purpose of the stabilization meeting is to ensure that appropriate services are in place for all children in the home, and that the level of support and supervision available to the foster family is adequate. Subsequent stabilization meetings may be scheduled by the licensing specialist in response to further intervention or for the purpose of follow-through on support needs.

### **Documentation**

- The stabilization meeting must be documented in a Case Note on the Provider record.
- Specific actions necessary to support the family or remediate threats to placement stability and safety will be included in an updated Support Plan for Foster Parents.
- Child case documentation will also reflect all topics covered in the stabilization meeting and will address and resolve the need for any additional services necessary to stabilize the placement.