



## **PROGRAM ACTIVITY      Suspension of Placement in a Group Home, Residential Care Center, Adolescent Assessment Center, or Placement Stabilization Center**

Revised 1/2008

### **PURPOSE**

To establish a procedure for temporarily suspending Bureau of Milwaukee Child Welfare (BMCW) placements to a group home, assessment center, or stabilization center that is under contract or registered as a placement facility with the BMCW.

### **Review Panel**

A placement review panel will be made up of the following staff members. Decisions will be made in consultation with at least 3 of 4 panel members or their designee. The Policy Development and Quality Improvement section chief will update the BMCW director and deputy director on any panel activity.

- BMCW Contract Specialist (designee is any BMCW fiscal program evaluation manager (PEM) )
- BMCW Foster Care and Adoption (FCA) PEM (designee is any program PEM)
- Placement authorization agency designee
- BMCW Policy Development and Quality Improvement section chief (or designee)

### **Alerting the Panel**

The panel members will be consulted for review after notification by the BMCW point person who receives information from one or more of the following regarding the facility:

- Alert from Access regarding an independent investigation  
The point person reviews the case in eWiSACWIS and/or with the Ongoing case manager (OCM) and supervisor or Initial Assessment social worker (IASW) and supervisor before consulting panel members by email or telephone.
- Bureau of Regulations and Licensing enforcement actions, citations and warnings  
The panel member alerted reviews the citation/warning and consults panel members by email or telephone.
- Programming concerns or incidents reported by program staff or other sources  
The panel member alerted will review the case in WiSACWIS and/or review with OCM or IASW before consulting with panel members by email or telephone.
- Financial concerns will be determined by the fiscal PEM. These may include:
  - Required insurance lapse
  - Budget discrepancy
  - Audit discrepancy

In cases of fiscal concerns, the Fiscal PEM will brief the contract specialist before contacting the point person.



### **Immediate Internal Suspension of Placement and Referrals**

When information of potential risk has been reviewed and warrants immediate action, the panel confers via email or telephone to determine whether to issue an immediate suspension of referrals/placements. Potential placement risk is defined as any incident or situation that possesses a potential threat to children in the placement and warrants a “hold” on new placements. The Immediate Internal suspension of new placements is effective at the time of notification to other panel members, but is not to exceed 72 hours unless a reason for extending the suspension has been identified. This is an internal action and does not require notification of the facility.

1. An Immediate Internal Suspension suspends the placement of children in the facility until the panel has completed the review of the problem/allegations.
2. The placement agency designee alerts the placement unit supervisor.
3. The placement unit supervisor alerts all assigned IA social workers and IA supervisors of cases for which there is a pending placement.
4. The Section Chief will designate some to investigate the situation and provide the review panel with information necessary to determine if a Temporary Suspension of Placement is necessary.

### **Temporary Suspension of Placements**

If the panel review finds reason to suspend the placement of children within a facility until corrective action is taken by the facility, a Temporary Suspension of Placements is issued.

1. The BMCW point person sends an email alerting the region manager, program managers, and Wraparound Milwaukee program contact that placement in a facility has been suspended.
2. The PEM sends notification by letter to the facility of the suspension that includes:
  - a. The basis for the temporary suspension
  - b. The effect of the suspension, which includes information that the suspension:
    - Is limited to placements by the BMCW;
    - Has no effect on the facility's license;
    - Is independent of the Bureau of Regulation & Licensing; and
    - Is independent of the independent investigation.
  - c. The steps or corrective action needed by the facility to remove the suspension.

### **Panel follow-up**

Once the facility has responded to the suspension, the PEM consults the panel regarding the response. The panel then decides to retain or remove the suspension. The PEM notifies the facility of the decision.