Jim Doyle
Governor

Reggie Bicha
Secretary

State of Wisconsin

Department of Children and Families

BUREAU OF MILWAUKEE CHILD WELFARE
1555 NORTH RIVERCENTER DRIVE, SUITE 220
MILWAUKEE WI 53212

Telephone: 414-220-7000
Fax: 414-220-7062
dcf.wisconsin.gov

DATE: **July 30, 2010**

TO: **All Ongoing Case Management, Initial Assessment, and Foster Care and Adoption program staff**

FROM: **Arlene Happach, Director** Arlene
Bureau of Milwaukee Child Welfare

RE: **Revised Procedure Placement of a Child in Out-of-Home Care**

Please review the attached procedure (OCM 12.00/IA 17.00/FCA 13.00) *Placement of a Child in Out-of-Home Care.* This procedure has been revised regarding placements into assessment and stabilization centers.

It is essential that the placement strips in eWiSACWIS accurately reflect a child's placement in the centers. This includes documenting discharges and readmissions to the centers due to a child being AWOL.

Effective August 1, 2010 the Out-of-Home Care Program (FCA) will assume the responsibility for entering and closing the appropriate placement strips for all placements into Assessment and Stabilization Centers. The child's assigned Initial Assessment or Ongoing Case Manager will be responsible for entering any new placement once the child is discharged from the center. The revision is at the bottom of page two, as follows:

3. *Within 24 hours, the assigned FCA program staff will update eWiSACWIS by documenting the placement on the Out-of-Home Placement window.*

Please review the procedure which will be in the BMCW online procedure manual for future reference.

cc. Julie Brown
PEM unit