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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence
Bureau of Milwaukee Child Welfare

DATE: **February 16, 2015**

TO: **All BMCW Employed Staff**

FROM: **Lee Johnson, Section Chief**
Bureau of Milwaukee Child Welfare (BMCW)

RE: **After-Hours Program Policy #449**

Attached is the updated *After-Hours Program Policy #449*. The Department of Children and Families (DCF) Human Resources and the BMCW After-Hours workgroup were consulted throughout the revision process for this policy. The After-Hour workgroup was comprised of a number of Initial Assessment specialists across BMCW.

Supervisors and program managers must review the policy with their staff during supervision or at a team meeting.

This policy is located on the Department of Children and Families' Human Resources webpage under "HR Policy" and on the BMCW intranet Procedures Manual webpage under Administration Procedures.

After-Hours Program Policy #449 updates include:

- BMCW 2012 Redesign
- Terminology/language
- Clarification that contracted agencies on-call program manager is available for After-Hours *consultation*
- Clarified the procedure for obtaining temporary guardianship of a child and that only the BMCW director or designee may give final consent for a medical procedure when temporary guardianship has been granted to BMCW.

After-Hours Sign Up and Emergency/Force Policy IA 40.00 will be released in the coming weeks.