

# Informal Disposition Agreement (IDA) Policy

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| <b>Policy Number:</b>       | IA 46.00, IIHS 14.00                                                                                                                        |
| <b>Subject:</b>             | IDA Policy                                                                                                                                  |
| <b>Previous Version:</b>    | December 15, 2017                                                                                                                           |
| <b>Release Date:</b>        | February 28, 2020                                                                                                                           |
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*Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.*

## Summary:

The Division of Milwaukee Child Protective Services (DMCPS) and DMCPS' contracted Ongoing agencies consider entering an Informal Disposition Agreement (IDA) whenever a case is referred to Intensive In-Home services. In accordance with [§48.245 of Wis. Statutes](#), an IDA is a formal written agreement between parties (Initial Assessment Specialist and parent, guardian or legal custodian) that controls for child safety by addressing diminished parental capacities and preserves the case information on file, should it be necessary to pursue a CHIPS petition to control for child safety.

## Policy:

An IDA gives DMCPS and Intensive In-Home services (IIH) time to intervene with the family rather than take Temporary Physical Custody (TPC) or request a CHIPS (Child in Need of Protective Services) petition. Generally, [Wis. Stat. § 48.24\(5\)](#) requires that a petition be filed within 60 days of receiving a referral. At times, there may be situations where a CHIPS petition needs to be filed for a family who has been participating in IIH for more than 60 days. Under Wis. Stat. § 48.245(7), if an IDA is entered into, that original referral information may be used to form the basis of a petition even if the petition is brought well after the 60-day period. An IDA preserves the initial assessment information for up to six months ([48.245\(2\)\(b\) and \(2r\)](#)) from the date the IDA is entered and allows for one six month extension of the agreement.

An IDA is beneficial for the parent/guardian because it gives the parent/guardian the opportunity to work on the safety concerns identified by meeting specific conditions and allows the child(ren) to remain in the parent/guardian's home rather than pursuing court oversight (through TPC or nonemergency CHIPS

order). Ultimately, an IDA is a tool to ensure child safety and make the guardian's responsibilities clear.

### **Procedures:**

- 1) Initial Assessment Specialist (IAS) / Ongoing Case Manager (OCM) must consult their supervisor when they plan to implement an IDA.
- 2) An IDA should be discussed and explained at the same time the IAS/OCM recommends an in-home safety plan to the family to control for safety (after sufficient information is collected identifying impending danger threats).
- 3) The IDA should be drafted concurrently with the safety analysis and plan (SAP) by IAS in collaboration with the IIHCM or by the OCM/IIHCM (if the case is not open with IA). Please see [IDA form job aid](#) for an explanation of how to complete the IDA.
- 4) When the IAS/OCM reviews the completed IDA and SAP with the family at the initial family team meeting, the IAS must explain that signing the IDA confirms that the parent/guardian and child(ren) age 12 or older agree to comply with the SAP. The IIHS Case Manager should also attend the meeting.
  - a) See [IDA Talking Points](#) for additional guidance on how to explain the IDA and how to respond to parents/guardians who are questioning the IDA.
  - b) All parties, including the parent(s)/guardian(s), noted in the SAP must sign the IDA. If there are two parents/guardians, and one cannot be located, IAS must document efforts to contact and locate the parent in the SAP and/or summary of facts in the IDA.
    - i) Diligent efforts must be made obtain a signature from the alleged father and documented if a signature is not obtained
  - c) If the parent(s)/guardian(s) or child age 12 or older is declining to sign the IDA, the IA/OCM supervisor must be consulted. It may be appropriate to pursue TPC or a non-emergency CHIPS order.
    - i) In some cases it may not be necessary to obtain the signature of both parents/guardians if one parent is agreeing to sign the IDA and the other is declining. IAS must document the parent's refusal to sign the IDA and explain why that parent's participation is not essential to ensuring for safety in the IDA summary of facts section.
  - d) IAS is primarily responsible for drafting and completing the IDA. An incomplete IDA in draft form should not be transferred to IIHS after the Case Transition meeting, and the ADA's office should review the IDA and provide feedback, if needed, prior to the case transition meeting.
- 5) During the internal case staffing between IAS and Ongoing agency contacts, the IDA should be discussed in conjunction with other relevant case information such as the family strengths, needs, SAP, available resources, and barriers in preparation for the Initial Family Meeting (IFM), in compliance with the DMCP's [Case Transition Policy](#).

- 6) The completed and signed IDA must be sent by the IAS/OCM to the District Attorney's office (email [childwelfaremilwreferrals@da.wi.gov](mailto:childwelfaremilwreferrals@da.wi.gov), not an individual ADA's email address) no later than one business day after the Family Case Transition meeting and scanned into eWiSACWIS under the legal documents. The IDA should include the SAP and Access Report as an attachment. The assigned IIHSCM must be cc'd on the email.
- 7) When the case is transferred to IIHS, IAS/IIHCM must update the eWiSACWIS case designation to "intensive in-home." See [IIHS designation eWiSACWIS screen shot](#) for guidance.
- 8) If the IDA is successfully completed, the contracted Ongoing agency must send the IDA completion letter to the parent or guardian, and the DA's office ([childwelfaremilwreferrals@da.wi.gov](mailto:childwelfaremilwreferrals@da.wi.gov)) in accordance with [§48.245\(8\)](#). The completion letter must be uploaded to eWiSACWIS under the legal window.
- 9) If IIHS determines it is appropriate to pursue extending the IDA, an IDA notice of extensive form must be completed and signed by the parent(s)/guardian(s) and sent to the DA's office ([childwelfaremilwreferrals@da.wi.gov](mailto:childwelfaremilwreferrals@da.wi.gov)). The extension notice must be uploaded to eWiSACWIS under the legal window.
- 10) If the parent/guardian, child over 12 years of age, or IIH Case Manager (IIHCM) decides to cancel the IDA at any time during the course of the IDA, an IDA Notice of Cancellation must be completed by the IIHCM and IIHCM's supervisor, sent to the DA's office, and uploaded to eWiSACWIS under the legal window.

Documentation: All IDA documentation must be uploaded to eWiSACWIS under the Legal Window. This includes the IDA, IDA Notice of Cancellation, IDA Completion Letter, and IDA Notice of Extension Form. If an IDA is not entered, a case note must be entered explaining why the IDA was not pursued.

If an IDA is being considered with a legal custodian, who by definition is not the parent or guardian, IAS should consult the DMCPD Office of Legal Counsel before pursuing an IDA.

**Responsibilities:**

IAS/OCM: consider pursuing an IDA with every case referred to IIH services, completed required IDA forms and letters, update the SAP when necessary, involve assigned IIH Case Manager as soon as possible (i.e. initial family meeting), and attend Case Transfer meeting with IIH Case Manager.

IIH case manager: complete required IDA forms and letters when an IDA extension, cancellation and/or successful completion of the IDA occurs, and update the SAP when necessary.

IA supervisor/ OCM supervisor/ IIH case manager's supervisor: provide consultation to IAS/OCM when an IDA is being pursued and attend staffing if an IDA is not being pursued.

Program manager/IIHS manager: provide consultation to IAS/OCMs and IA/OCM supervisors when needed.

**Related Resources:**

[DMCPS Policies](#)

- IDA Form
- IDA Talking Points for Initial Assessment
- IDA form job aid
- IIHS Designation in eWiSACWIS screen shot
- IDA Notice of Extension Form
- IDA Notice of Cancellation
- IDA Completion Letter
- Case Transition Policy

[Intranet](#): DMCPS Staff Resources List

- ADA Contact List