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Governor Scott Walker
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Division of Milwaukee Child
Protective Services (DMCPS)

DATE: May 13, 2016

TO: ALL DMCPS Employees

**CC: Saint A, Children's Hospital of Wisconsin Community Services (CHWCS), PSG,
CIP**

**FROM: Dr. Robin Joseph, Ph.D., Administrator,
Division of Milwaukee Child Protective Services**

RE: Consultations with the DMCPS Health Unit

This memo is to inform you that the Division of Milwaukee Child Protective Services (DMCPS) released the [Consultations with the DMCPS Health Unit Policy](#) replacing Staffings and Consultations with DMCPS Medical Director Policy (2010).

The policy establishes the process for conducting health consultations between the DMCPS Health Unit and Initial Assessment, Intensive In-Home Services, Foster Care and Adoption, Ongoing Case Management programs, and independent investigations. Health consultations provide medical and developmental expertise to help DMCPS identify, frame, and assess health conditions, medical concerns, and developmental vulnerabilities that impact child safety. The policy specifically addresses the health alert identification and notification process at the point of Access, health consultations with initial assessment, and documentation.

Key changes to this policy, since it was last updated in 2015, are regarding documentation and the process for requesting a health consultation during initial assessment:

- The Initial Assessment (IA) Supervisor is primarily responsible for scheduling the initial health consultation within 48 business hours of the screened in Access report, or sooner if acute needs or danger threats are identified, by sending an Outlook calendar invitation. The consultation will include the assigned IA nurse, Initial Assessment Specialist (IAS), and IA Supervisor. If the IA Supervisor is not available to schedule the consultation, the nurse should schedule the consultation.
- The initial and subsequent health consultations will include the IAS, IAS Supervisor and Nurse.
- During each consultation, there will be a discussion to determine if there is or is not a need for subsequent consultations. Subsequent consultations should be scheduled before the end of the meeting. In some cases, more than two consultations may be needed.
- In the event that a health consultation is cancelled, the individual who cancelled is responsible for rescheduling health consultation.
- Documentation of all health consultations are required by both the DMCPS nurse and IAS in eWiSACWIS. The IAS will document all health consultations under the assessment contact and the nurse will enter a case note under the narrative section.
- IAS should consult nurses prior to requesting medical records. Nurses will advise IAS how to request relevant health records from a medical provider.
- IA Supervisors and nurses should review the internal health consultation tracking document for accuracy and notify the Medical Program Assistant with any corrections.

Any health related questions that arise should be discussed with the DMCPS Health Unit as well as the child's health care provider. Initial consultations must occur when a health alert is identified or health

related questions arise in a case. Subsequent health consultations may be necessary before the final health consultation. Final consultation with the health unit are required between 30-45 days after the case is open, prior to the closure of the initial assessment, to ensure all health concerns have been addressed.

Supervisors and Program Managers must review the policy with their staff during supervision or team meetings and ensure it is understood.

This policy incorporates information detailed in the past memos, and are henceforth eliminated:

- Health Alert Notifications and EDS Reports, 08/03/2015
- Collaboration between IA and Medical Staff, 07/13/2015

DMCPS Memos, Policies and Procedures: http://dcfweb/mcw/procedure_manual/default.htm

Attachment: [IA 49, OCM 46, SS 10 Consultations with the DMCPS Health Unit Policy](#)
[Supplement: Office Associates and Initial Assessment Supervisors Assignments for Health Alert Notifications and EDS Reports](#)

CC: Children's Hospital of Wisconsin Community Services (CHWCS), Saint A, PSG, CIP