

## Placement Referral Unit Policy

<b>Policy Number:</b>	IA 51.00 OCM 52.00 IIHS 13.00
<b>Subject:</b>	Placement Referral Unit; Out-of-Home Care Placements; Agency Case Assignment; Relative Placements; Background Checks; Intensive In-Home Services; Non-Emergency CHIPS; After-Hours; CRT
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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:

This policy establishes the functions of the Placement Referral Unit and delineates the appropriate procedures for collaboration with that unit.

### Related Resources:

[Case Transition Policy from IA to Ongoing; Case Transition Policy from IA to Intensive In-Home Services](#); Non-Emergency CHIPS Policy; ICPC Policy; [Emergency Higher Level of Care Approval Procedure](#)

### Policy:

The Placement Referral Unit (PRU) provides an orderly and equitable system of family case assignment to BMCW contracted agencies for case management, courtesy supervision and ICPC cases, while providing support functions that include provider/family background checks and out-of-home care placement referral. As these functions are critical to meeting the best interests of the children in our care, BMCW Initial Assessment Social Workers, contracted agency staff for case management, as well as the agency contracted to serve as the PRU will follow the procedures herein to ensure the PRU functions fully and effectively. For emergency higher level of care (HLOC) placements and referrals see Emergency Higher Level of Care Approval Procedure.

### Procedures:

#### Case Assignment

1. The Placement Referral Unit will assign children referred for out-of-home placement/ongoing case management services to BMCW's contracted Child Placing Agencies (CPAs) on a rotation basis and as placement resources are available. A CPA will be considered to have an appropriate and preferred placement resource, in

part, if the child(ren) will be able to remain in the same school and sibling groups can be kept together if appropriate.

2. Families referred for Intensive In-Home Services (including IDAs, Non-Emergency CHIPS) and ICPC cases will be assigned to the CPAs on a rotation basis.
3. The PRU office will be staffed Monday through Friday from 7 a.m. until 11 p.m. and should be contacted at 414-475-2750. After 11 p.m. and on weekends and holidays, all calls will be automatically transferred to the on-call Placement Specialist's cell phone; PRU staff is expected to return after-hours calls within 10 minutes. If, for any reason, calls are not returned within that time frame, the secondary after-hours contact number is 414-587-7689. If there is still no return call, staff is to contact the PRU Program Manager at 414-587-6079.

Note: When a request for courtesy supervision or pro se CHIPS is made the access supervisor will directly contact PRU for case assignment to a contracted agency. No assignment to Initial Assessment is necessary.

In cases where the Judge acts as the intake worker the court will call 220-SAFE. When this happens the case should immediately be assigned to Initial Assessment by Access. Upon assignment IA will complete an assessment of the family, and contact PRU for assignment to Ongoing Services. If the Judge acts as the intake worker on a case open with Ongoing Services or IIHS the assigned agency will assume all placement responsibilities for the child(ren) and future court activity.,

#### **After-Hours Placement Resources**

1. BMCW's contracted CPAs will provide the PRU with a list of foster homes available for after-hours placement by 4 p.m. each business day. Friday's list will cover the weekend, and the list provided the last business day preceding a holiday will cover the holiday.
2. The contracted CPAs will also have Placement Liaison staff on call in the event there are insufficient placement resources on the after-hours list to meet placement needs.

#### **The Referral Process**

1. When it is determined that a child(ren) will be taken into temporary physical custody, the Initial Assessment Social Worker (IASW) will contact the PRU and provide as much detailed information as possible regarding the child(ren) in order to assist in finding the most appropriate placement resource including, but not limited to, any known relative information. The IASW will state the case type and also provide the names of any family members or non-relatives who are part of a Protective Plan, if applicable. If a case is open in Ongoing Services or IIHS and placement is needed the case manager will contact their agency's Placement Liaison for placement via PRU.
2. PRU staff will complete the eWiSACWIS, Dept. of Justice, CCAP (Juvenile and Adult), Municipal Court, and Sex Offender Registry searches, i.e., background

- checks/caregiver screens on all family members and non-relatives participating in the Protective Plan or residing with a household being assessed for placement of a child. In order to gather Juvenile CCAP information, PRU will contact the respective Children's Court staff person depending upon time of day.
3. PRU staff will contact the IASW to provide the results of the family background checks within 30 minutes of the initial call to the PRU.
  4. Additionally, PRU staff will initiate national family/family finding searches on the same business day. For referrals received after hours, the family finding activities will commence on the next business day.
  5. PRU staff will create a provider number in eWiSACWIS for unlicensed relative/non-relative placements as needed. In order to do so, the IASW must provide the PRU with the relative's name, date of birth, social security number and complete home address.
  6. If placement with a relative is not possible, a placement option will be given to the IASW by PRU staff when one has been identified. These options will include general foster homes, after-hours foster homes, assessment/stabilization centers and higher level of care placements, whichever is appropriate to meet the child's needs.
  7. The PRU will provide CPA contacts with the Referral for Services form. Within 24 hours of receipt of the Referral for Services, the CPA will provide the IASW with contact information for the assigned Case Manager.
  8. For cases identified as needing Intensive In-Home Services (IIHS), the PRU will notify the assigned CPA's IIHS program of the case assignment and will also provide the IASW with a contact name and number.
  9. The PRU will continue relative searches until receiving confirmation of placement. For after-hours placements, the PRU will contact a placement resource from the after-hours list and notify them of the need for placement. PRU will then provide the IASW with the phone number of a foster parent on the after-hours list so that the IASW can contact the foster parent directly.
  10. At such time it is determined that the placement is not needed prior to placing the child(ren) it is the requesting Agency's (either agency, Initial Assessment or Ongoing Services that made the initial request for the placement) responsibility to inform the licensed placement resource that they will not be utilized at this time. PRU will contact the placement resource in after hour's situations where IA has determined they will not need placement and only in situations where IA has not made any contact with the pending placement resource. If IA has made contact with the placement resource they will continue to be responsible for connecting with the placement resource. Additionally IA must continue to contact the PRU with any updates and/or changes.
  11. The IASW must contact the PRU within 30 minutes of the time the placement was made in order to confirm the placement or within 30 minutes of a decision to not utilize the licensed placement resource for any reason.
  12. In the event an assessment/stabilization center is utilized for new cases, the PRU will enter the child(ren)'s placement strip into eWiSACWIS. This will be routed to the

assigned IA Service Manager for approval. Placements made on open cases will be entered by the agency designee.

**Responsibilities:**

Initial Assessment Social Workers and their Supervisors; Placement Referral Unit Personnel; Ongoing, Family and Intensive In-Home Case Managers.