

Policy Name: Pre-Disposition Notice of Change of Placement

Policy Number: IA 53.00 OCM 55.00 IHS 15.00

Subject: Change of placement, disposition, pre-disposition, guardian ad litem, court parties, ADA, notification, notice

Last Updated/Reviewed: April 15, 2013

Contact Div/Bur/Sec: Division of Safety and Permanence, Bureau of Milwaukee Child Welfare (BMCW)

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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 a protocol for providing notice of pre-disposition changes of placement to interested parties.

Related Resources:

Change of Placement Notification Template

Policy:

If any change in a child's placement is made prior to the entry of a CHIPS dispositional order, all known court parties must be notified including, but not limited to, the parent(s), guardian(s), the Guardian ad Litem and the Assistant District Attorney.

Procedures:

1. Complete the attached template, *Change of Placement Notification*.
2. Mail the form to all parties indicated above within 24 hours of the placement change.
3. Document that notice was provided and to whom in an eWiSACWIS case note.

Responsibilities:

Initial Assessment Social Workers, Ongoing, Family and IHS Case Manager