

TPC Checklist: Before Emergency TPC Hearing

Forms used for the TPC.

Notification of Court Hearings and Chapter 48 Rights after IA supervisor approves hold:

- ☐ Parents: biological, adoptive, adjudicated, alleged and/or presumptive.
- ☐ Children age 12 or older.
- ☐ Fax Tribe or Bureau of Indian Affairs (BIA): Wisconsin (715) 682-4527 and Midwest Region (612) 713-4400 if there is a possibility that the child has a status of Native American.
- ☐ If there is a prior Transfer of Guardianship (TOG), notice both biological parents & legal guardian.
- ☐ If the individual is incarcerated at the time of notification mark all mail that requires timely response or action "CHILD WELFARE MAIL--DO NOT RE-ROUTE" (See memo [Time-Sensitive Mail to Incarcerated Individuals](#))

DOCUMENT: Name, date, time, and means (i.e. in-person, via fax to prison, etc.) of notice for each party as notification will be needed for Section II of the TPC worksheet, question #3.

Prior to leaving the parent/caregiver/guardian's home:

- ☐ Have the biological parent/guardian sign the [Authorization Consent to Medical Treatment](#) (DCF-F-2503) form. (Parental refusal/inability to sign shall be presented to the court at the TPC hearing.)
- ☐ Give parents and children over the age of 12 the [Acknowledgement of Rights and Obligations](#) (JD 1704) form and have them sign it.
- ☐ Obtain child's medical card and any prescriptions or medical equipment needed for the child. If the parent will not provide you with the card, write the information on the card down to fill in the Information for Foster Parents Part A packet.
- ☐ Gather information regarding health concerns, allergies, and any special needs of each child.
- ☐ Obtain each child's Medicaid number from either the EDS or CARES.
 - o If you are unable to obtain the Medicaid number for EDS or CARES, once a placement opens, the Medicaid ID (MA number) should automatically appear under the Eligibility tab in eWiSACWIS under Medicaid Eligibility.
- ☐ Ask the parent/guardian if there is a possibility that the child has Native American heritage and status.
- ☐ Gather information for all possible relative placements. (In compliance with Act 79.)
- ☐ Provide biological parent/guardian *Care4Kids Parent Handout* (located in the Orange Placement Packet).
- ☐ (**For Relative Placement**) Complete the *Kinship Care Eligibility Determination* form ([5370.docx](#)) and [Joint Court Ordered Kinship Care & Foster Care Application – Part A](#) packet (DCF-F-2483-E) (located in the Orange Placement Packet).
- ☐ **Complete Birth-to-Three Referral:** Birth to Three referral **MUST** be completed for *substantiated* cases of abuse/neglect, in accordance with CAPTA & for children under 3 years old OR if the child is between the age of 0-3 with indications of medical or developmental concerns. Parents must be asked to provide parental consent by completing [consent form](#) (type in Birth to Three in the search bar) documenting consent OR refusal to consent; unless DMCPs has temporary or permanent guardianship. If DMCPs has guardianship, submit the guardianship court order with the referral – a consent form is not needed. ([IA Policy 33.00](#))
 - o Complete [Milwaukee County Birth-to-Three referral](#), consent form or guardianship court order, & e-mail to DCFDMCPsBirthToThree@wisconsin.gov
 - o DOCUMENT in eWiSACWIS: Medical/Mental Health tab in child's case maintenance:
 - o Enter first and last service date as date referral was made.
 - o Enter provider number 8000158

- Service Type = Birth to Three Referral

Immediately after leaving the parent/guardian's home:

- Contact **PSG (414) 475-2750** to notify of TPC. If needed, request placement.

CAC Health Screen

- Foster Care Health Screen must be completed within 2 business days of original custody date.
 - Contact 855-371-8104 same day as TPC, for the next available appointment.
- Newborns placed in out-of-home care immediately upon discharge from hospital AND child(ren) placed with non-custodial parent(s) are an exception and do not need a CAC health screen.

Determine least restrictive placement (in consultation with the Tribe, if ICWA applies):

Unlicensed (Relative & Non-Relative) Out-of-Home Placement

- *Relative unlicensed* placements must be approved by the IA supervisor
- *Non-relative unlicensed* placements must be approved by IA supervisor and the program manager.
- Obtain the correct names, nicknames, aliases (other names used, including maiden names), and dates-of-birth for all household members.
- Provide [*Joint Court Ordered Kinship Care & Foster Care Application Part A \(DCF-F-2483-E\)*](#) and explain it will need to be fully completed for pick up by the OCM/FCM at the 5 day re-CSE home visit (Link offers document in English, Spanish and Hmong).
- **(For Relative Placement)** Complete the [*Kinship Care Relationship Verification*](#) (could not find this) form and explain this form will also be picked up by the OCM/FCM at the 5 day re-CSE home visit.
- Provide household information to PSG, they will complete all necessary background checks & generate a provider number for placement (be sure to include all children ages 10 and up). (This provider number will typically be generated within 24 hours.)

NOTE: PSG may not create a provider number prior to submission of legal documents to the DA's office, so non-relative/non-licensed placements may not pre-fill in the legal document.

Licensed/Non-Relative Placement of Child (foster care and group settings)

- Obtain the provider number for placement from PSG.
- (If applicable) For RCC (Residential Care Center) approval, fill out the [*Emergency Higher Level of Care Approval*](#) (DCF-F-2464-E) form. IAS must consult with the IA Supervisor and the OSS Program and Policy Analyst (8:00 am -5:00 pm, Monday-Friday) to obtain verbal consent for the request. If verbal consent is needed after business hours, the Program Manager should be contacted to obtain consent. The IAS must send the completed Emergency Higher Level of Care Approval Form to DCFDMCPSHLOCRequest@wisconsin.gov with the name of the approving OSS PPA, or the Program Manager, and when placement is needed (immediately or a specific date). The Ongoing Services Section will notify the supervisor and PSG of the approval.

Confirming Safe Environments (CSE)

- At time of placement, IAS will complete an assessment of the physical environment of the home, safe sleep arrangements (i.e. crib or Pack N Play), and the caretaker's access to supplies to meet child(ren)'s basic needs.
- At time of placement, IAS will assess for any presenting placement danger threats.

Provide an Orange Placement Packet for each child at the time of placement

- Complete applicable documents in Green Child Placement Folder & Orange Placement Packet.
- For foster parents, provide the *Questions for Foster Parents* handout, which is in the Orange Packet.

- ☐ Children placed with the non-custodial parent *do not* need an Orange Placement Packet. The only form needed is the [Placement Verification Letter](#) (DCF-F-5190-E).

Notification to DMCPHS Health Unit

- ☐ Notify DMCPHS Health Unit via e-mail same business day or next morning for after-hours TPC with the eWiSACWIS case number and the child(ren)'s names/DOB.

Scan and e-mail TPC (Temporary Physical Custody) Request(s): One TPC request for each child

E-mail signed TPC request(s) & KIDS/Cares reports to DA's Office with subject "Emergency TPC" to childwelfare.milwreferrals@da.wi.gov by 9 a.m. the day prior to TPC hearing. (State it is a potential FDTC case, if applicable.)

- ☐ *Take*: The time an IAS physically takes a child into TPC (IA supervisor approved).
- ☐ *Hold*: The time after the safety assessment leads to a conclusion that no action less restrictive than taking the child into TPC can control for the child's safety (IA supervisor approved).
- ☐ *Notice*: The time when notification of the court hearing is provided to parents, the Tribe, and children age 12 and older (The time the first party is noticed).
- ☐ Include the following information in the E-mail:
 1. Do the parents have any AODA issues?
 2. Parents dates of birth.
 3. What is the main reason for the detention?
 - a. What are the impending danger threats to the child's safety?
 4. Have all parents been asked if there is any Native American Heritage?
 - a. If yes, what is the heritage?
 - b. Please fax notice to the tribe or BIA (Bureau of Indian Affairs)
 - c. Is either parent enrolled in a tribe AND a child eligible for enrollment OR is a child enrolled in a tribe?
 1. If yes to either question, please indicated where you got that information from.
 5. Is an interpreter needed?
 - a. What language?
 - b. For which parent?
 6. Please indicate Yes or No, is there domestic violence in the home and if so did the child witness the violence?
 7. Did you try to implement Intensive In-home Services, Safety Plan or a Protective Plan?
 - a. If you tried to implement, why did they not work?

Milwaukee County Family Drug Treatment Court (FDTC)

- ☐ If there are *any* allegations of substance use, notify FDTC Coordinator Rebecca Foley when submitting request for TPC. Ms. Foley can provide consultation to determine if family meets criteria for FDTC. Phone (414) 257-6632 or e-mail at Rebecca.foley@wicourts.gov
- ☐ If e-mailing, include parent(s) and child(ren)s names & dates of birth, brief summary of the reason for TPC, & indicate which parent uses substances, drug of choice, if in treatment, if the parent is aware of FDTC, and a phone number for the parent with the substance abuse history. Ms. Foley can contact the parent to introduce FDTC and set up the screening that could possibly occur prior to the TPC hearing.

Complete Case Maintenance

- ☐ Add all case participants and update demographic information (DOBs, SSNs, addresses) for all involved participants; including all household members and all adjudicated and alleged fathers of all children. This information will pre-fill into the legal document that is provided to the court.
- ☐ Update each child's person maintenance to reflect the child's mother and father.
- ☐ For paternity/custody orders contact Susan Medina (414) 257-7990 or Brian Neu (414) 257-5422.

KIDS Request

- ☐ If not yet provided, e-mail designated OA the mother's name/DOB and children's name/DOB.

Enter Placement in eWiSACWIS

- ☐ To enter placements in eWiSACWIS: Create → Placement/Services → Out of home placement.
- ☐ The placement needs to be approved by an IA supervisor to pre-fill in legal document.
- ☐ Services Strip shall be entered for non-custodial parents ONLY (strip #8045977). (See [IA Policy 50.](#))
- ☐ Placement Strip shall be entered for children who are in a short-term or interim location not designed for youth in out-of-home care for 24 hours or more (strip #8116401 DMCPs Awaiting, Placement) (e.g., hotel room, office space, short-term rental property), the agency should enter each of these locations as a separate living arrangement. It would be reported as one placement for however many days the child stays at that location. However, if the child has to pack up their belongings after the night's stay and then go back to the location for the next night, the agency would report that as two separate living arrangements. (See [AFCARS Technical Bulletin](#) pg. 70-71)

Complete CCAP Check

- ☐ Biological, adjudicated, presumed and/or adoptive parents and/or legal guardians.

Create Legal Record for each child taken into TPC:

- ☐ eWiSACWIS: Actions > Create Casework > Legal Record > manually select child taken into TPC > will prompt to make a legal action > Action is TPC hearing with date on the bottom of the page (in blue) > Save and Close page.

Legal document: - DMCPs Request for Temporary Physical Custody or Pick-Up Order

- ☐ Create Legal Document: eWiSACWIS: Actions > Create Case Work > Legal > Legal Document > BMCW Request for Temporary Physical Custody or Pick-Up Order > Temporary Physical Custody Hearing
 - “II. Worksheet” section of the legal document 7-14. (See TPC Guidelines for further detail):
 - 7) Family Information (Include ICWA & information regarding any alleged, adjudicated, or potential fathers who may or may not be involved including information on why they are not a placement option)
 - 8) What was the original cause for concern that led the DMCPs to make contact and intervene?
 - 9) Detailed description of the actions taken (TPC) to protect the child(ren) and why
 - Explain why each relative or non-relative caregiver was or was not an appropriate placement option under the “Detailed description of actions taken (TPC) to protect the child(ren) and why” section. To ensure confidentiality of CPS Records (48.98(7) Stats.), the description may not detail CPS history (i.e. substantiation decisions or concerning CPS history). (See [DMCPs memo 2018-02](#) for examples and guidance)
 - 10) Summary of the incident based on DMCPs contacts and information gathered
 - 11) Any pertinent history that supports the premise that the incident may not be an anomaly and/or the dangerous conditions are a pattern?
 - 12) Information gathered thus far that helps understand more than the incident
 - 13) Justification for Recommendations at hearing
 - In this section, request an “expedited Foster Care Home Study” be ordered for any non-licensed placement (both relative & non-relative placements).
 - 14) Next steps for recommended for inclusion in the order
- ☐ Submit legal document to IA supervisor for review.
- ☐ Print *BMCW Request for Temporary Physical Custody or Pick-Up Order* for IA supervisor's signature. Original must be given as discovery. Make at least one copy of signed document for DMCPs file.
- ☐ When legal document has been reviewed and approved for signature by IA supervisor, close and return to eWiSACWIS, then save. Then go back into the *BMCW Request for Temporary Physical Custody or Pick-Up Order* legal document and write down the document number located at the top of page. Leave document open (minimize). Send it by: Start > Computer > Local Disk C > WISACWIS > Work >

Right click on the doc. # > e-mail to (childwelfare.milwreferrals@da.wi.gov) with subject line “Emergency TPC” > Send.

☐ **DA’s Office Discovery Packet:**

Place in order with legal document on top:

- ☐ Legal Document signed by IAS and IA supervisor
- ☐ Signed requests for TPC(s)
- ☐ Notifications of court hearing
- ☐ KIDS/CARES (If not already sent when sending the TPC Request(s))
- ☐ CCAP
- ☐ CPS History: All Access reports, IAs or CWRs, and SAPs.
- ☐ Collateral documents; school, medical, mental health, & police records, etc.

Ensure you have name & contact information for FCM & FCM Supervisor.

TPC Checklist: During Emergency TPC Hearing & Immediately Following

Contact the FCM/Supervisor as you are being called into the TPC hearing.

If the parent(s) is present at the TPC hearing *and* the child(ren) were *not* placed with a relative, then IAS must ask parent to identify three adult relatives who are potential placement resources.

Document information gathered at the TPC Hearing:

- ☐ Names of all parties (ADA, attorneys, GAL, parents, children, anyone else attending the hearing).
- ☐ Visitation orders, placements approved, and/or orders made around placements.
- ☐ Judge’s findings.
- ☐ Paternity orders.
- ☐ Any other orders or authorizations made (i.e. psychological evaluation, AODA evaluation). Initial appearance date, time, branch.
- ☐ Wait to receive a copy of the signed TPC from the judge.
- ☐ If copies of the TPC are needed, copies can be made in the copy room. (Copier code 1303)

Introduction of the family to assigned FCM/supervisor

- ☐ If TPC was granted, meet with the FCM and/or supervisor, the family and any family members/supports who may be present per the family. IAS will inform FCM and/or FCM supervisor of any court orders made during the TPC hearing, subjectivity of ICWA, and involvement of non-custodial parents.
- ☐ Discuss and schedule the Family Case Transition Meeting (FCTM) to include:
 - Discuss the purpose of the FCTM as to focus on keeping children at home safely and discuss possible relative placement options.
 - Begin discussing and encouraging the family to invite other family members, formal and or informal supports that they would like present at future Family Team Meetings. *Discuss with the family their willingness to consent to the attendance of foster parents.*
 - Set the date, time, and location –to be within 7 business days of the TPC—that the parent/caregiver is available to have the FCTM.
 - Discuss visitation orders and schedule the 5-day visit. If the 5 day visit cannot be scheduled, discuss a plan regarding how Children’s Community Services and Wellpoint will ensure the 5 day visit occurs.
 - FCM will get signed consents to talk with the family/informal/formal supports. IAS (if applicable) will complete the Birth to 3 referral and consent form, provide the parent’s rights

brochure to the parent/guardian, and submit the referral to
DCFDMCPSBirthToThree@wisconsin.gov

Notify your IA Supervisor of the date and time of the FCTM.

TPC Checklist: After Emergency TPC Hearing

*E-mail FCM & FCM's supervisor (include IA Supervisor). E-mail should include a cut & paste version of the legal case note (see below). **OR** E-mail FCM & FCM's supervisor (include IA Supervisor) informing if TPC was not granted.*

Care4Kids/FAST Referral

- ☐ E-mail scanned **TPC order** AND the signed **TPC Request** (document that was sent to paralegals prior to court hearing) to Matthew.Kramer@Wisconsin.gov (Must be completed no later than 1 business day after TPC hearing as he will upload to eWiSACWIS)

Out of County Placement (If applicable)

Call or email designated person the following information within 24 hours of TPC hearing:

- ☐ Reference Person & eWiSACWIS Number
- ☐ OHC Provider's name & eWiSACWIS Number (when known)
- ☐ Date of Placement or Change of Placement
- ☐ Each Child's Name and Date of Birth
- ☐ Contracted CM Agency, CM name & name of IAS

See memo dated 04/20/2015 regarding point of contact in neighboring counties.

Create Legal Case Note (Select "Type Detail" as TPC Order and Select "Face to Face Location" as Court)

- ☐ If TPC was granted or not.
- ☐ Attendees at court.
- ☐ Legal parties' contact information.
- ☐ Any special orders.
- ☐ Scheduled FCTM and Initial Appearance (date, time, branch).
- ☐ Visitation ordered; include date of 5 day and visitation schedule (all dates, times, locations).
 - Level of supervision and any individuals approved or needing to be assessed to supervise visitation
 - Individuals allowed or not allowed to participate in family interactions
 - Recommendations regarding location of family interactions
 - Parents' caregiving diminished protective capacities (i.e. impending danger threats) that impact child's safety, warranting supervised family interactions
 - Recommendations related to sibling interactions (if applicable)
 - Any information communicated to, or by, the parents regarding family interactions

Update legal record in eWiSACWIS for each child involved on TPC

- ☐ Open Legal Tab and you will find legal record for each child.
- ☐ Open & update Legal Record with file date.
- ☐ Create Legal Status and complete all fields that apply.

Completion of paperwork after TPC was granted:

- ☐ Complete all case notes.
- ☐ Complete Initial Assessment/CW Report, safety analysis and plan.
- ☐ Complete CAPTA Letter (if applicable).

- ☐ Complete reporter or relative notifications under Act 79 (if applicable).
- ☐ Get *Questions for Foster Parents* (in Orange Placement Packet) prior to FCTM if foster parent(s) are not attending the FCTM.

Complete *Confirming Safe Environments* (CSE)

- ☐ eWiSACWIS: Actions > Create Case Work > Safety > Confirming Safe Environments
- ☐ NOTE: CSE document does not need to be completed for shelter care/stabilization centers.

Complete *Relative Search* (RS)

- ☐ eWiSACWIS: Actions > Create Case Work > Planning > Relative/Non-Relative Search.
- ☐ Document 3 relatives parent identified as potential placement resources.

Documentation in eWiSACWIS

- ☐ If you haven't already, update each child's Education Tab in Person Management and send the education passport form to the child's school (via [this list](#)). If the child attends MPS send it directly to central office by e-mailing fpn@milwaukee.k12.wi.us.
 - o Enter a case note with the school information. ([Education Passport Policy IA 61.00](#))
- ☐ Complete the Badgercare form for parents no longer qualifying for Badgercare because all their children were removed from their custody (Shared Drive>DMCPS>Professional Development Sec>Training Curriculum>TPC Training). E-mail as attachment to point person (Program 1-Michelle Kobriger; Program 2-Nadine Sherman, Program 3-Kim Paige, Program 4-Please reach out to your supervisor) include FCM & FCM supervisor's name and numbers in your e-mail and CC IA supervisor.

Document CAC Health Screen in eWiSACWIS: Enter appointment date & info. on Medical/Mental Health tab for each child after appointment has been completed.

- ☐ eWiSACWIS: Medical/Mental health tab at top of each child's person maintenance screen → Insert → Provider: CAC Health Screen (MP8050592)→ Continue. Type of service: Foster Care Health Screen. Begin date & end date is date of appointment. Procedure: Foster Care Health Screen, list any diagnosis or follow up recommendations. CAC will complete mental health screen during health screen. NOTE: Case note shall be entered documenting child(ren) exempt from a CAC health screen.
- ☐ If TPC was from a relative caregiver receiving Kinship payments, e-mail PSG at kinship@psgcip.com and request Kinship service be closed. The e-mail should include the child's name and DOB, as well as the caregiver's name and DOB.
- ☐ If TPC was from a guardian receiving subsidized guardianship payments, e-mail Linda.ullrich@wisconsin.gov to request payments be discontinued. E-mails should include the child's name and DOB, as well as the caregiver's name and DOB.
- ☐ Forms to be scanned into to the Imaging file in eWiSACWIS (scan into this area)
 - ☐ Acknowledgement of Notice of Rights and Obligations (Legal/Participant Document)
 - ☐ Assessment/Stabilization Center Documents (Placement/Services)
 - ☐ Background reports – CPS, Criminal, other states (Legal/Participant Document)
 - ☐ Confidential Release of Information (Participant Document)
 - ☐ Consent to medical treatment (Participant Document)
 - ☐ Consent forms specific to child (Participant Document)
 - ☐ Court reports (Legal)
 - ☐ Criminal Court Information (Participant Document)
 - ☐ Docket Sheets (Legal)
 - ☐ ICPC requests and decisions (Placement/Services or Participant Document)
 - ☐ Information for Foster Parents (Placement/Services)
 - ☐ Law enforcement reports (Legal)

- ☐ Notice of change in placement (Legal)
- ☐ Placement Packet Checklist (Placement/ Services)
- ☐ Protective Plan (Legal/Participant Document)
- ☐ Request for medical records (Participant)
- ☐ TPC Request (Legal) > title “Temporary Physical Custody Request Chpt 48” and have the effective date the date it was signed by the supervisor

Complete face to face Family Case Transition Meeting (FCTM) (See [IA 32.00](#) & [Memo](#))

- ☐ Introductions
- ☐ Discussion of why child welfare is involved with the family
- ☐ Identification of family strengths
- ☐ Discussion of family/informal supports/formal supports’ involvement
- ☐ Identification of what the family needs at this time
- ☐ Next steps

IAS must complete a case note documenting that the FCTM occurred and what information IAS provided during the FCTM.

The Family Case Transition Meeting is another opportunity to obtain Birth to 3 consent.

NOTE: Cases must be transferred within 7 business days of TPC hearing. Paperwork & documentation must be completed, approved by IA supervisor, & case file must be submitted at least 48 hours prior to FCTM.