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**Owner:** Dana James:  
 21011004-Quality  
 Assurance Coordinator  
**Policy Area:** Wraparound (REACH,  
 O'YEAH)-Care Cord.

References:

## #012- Court Appearances

### POLICY

It is the policy of Wraparound Milwaukee that Care Coordinators be prepared for and present in a professional and knowledgeable manner at all Court hearings. **New** Care Coordinators must be accompanied by either their Supervisor, a Lead Care Coordinator, or a member of the Wraparound Milwaukee Management Team for all court appearances for the first **six months** of their employment. After that time period, Supervisors are expected to determine, through frequent performance reviews, which Care Coordinators are prepared to make competent presentations to the Court alone. All Care Coordinators, regardless employment length of time, will be escorted by a Supervisors or a Lead Care Coordinator, to any Lift of Stay Court Hearing. However, it is highly recommended that all Care Coordinators be accompanied by a Lead or Supervisor during all Court hearings. The presence of a Consultant does not excuse the presence/involvement of a Supervisor or a Lead Care Coordinator.

### PROCEDURE

- A. Prior to court appearances, whenever there is an unresolved legal issue, the Care Coordinator should request, and then facilitate, a pre-court conference. This conference should include all legal parties and Child & Family Team members.
- B. When appearing in Court, **all** Care Coordinators must identify themselves to the Court as **Wraparound Milwaukee** staff. Each Wraparound representative should also state their role with Wraparound (i.e., Supervisor, Lead, Care Coordinator, etc.).
- C. When appearing in Court, all Wraparound Milwaukee personnel must dress in appropriate, professional attire (see *Dress Code Policy #040*).
- D. When appearing in Court, all cell phones, pagers and portable electronic devices must be turned off or set to silent.
- E. Wraparound Milwaukee Care Coordinators must present a written report to the Court for **every** Court appearance, unless a court letter has been approved by the Wraparound Milwaukee Court Liaison within the last 30 days and was submitted to the court. **With rare exceptions, Court Letters must be written by the Care Coordinator and approved by the Wraparound Milwaukee Court Liaison at least seven (7) business days prior to the Court hearing. Failure to have these letters written within these time frames, will result in an administrative penalty; no Court Letter at all will also result in an administrative penalty. Copies of the final Court Letter should be delivered to the court branch at least 48 hours prior to the court date.**

- F. During court appearances, the Care Coordinator must be prepared to verbally present supplemental information to the Court to enable the Court to make a fully informed decision. This verbal presentation be honest, comprehensive, and from a mental health/trauma informed lens.
- G. Care Coordinators must upload a copy of the Docket Sheet in Synthesis within seven (7) days of **every** court hearing. Care Coordinators must also provide a copy of the Temporary Physical Custody Order (TPC) to Wraparound Milwaukee within seven (7) days of any court hearing that removes a youth from the home of their parent or guardian.
- H. If the Judge orders placement, at a higher level of care than the Child and Family Team had recommended and secured, the TPC should be sent to the Wraparound Milwaukee Court Liaison for purpose of Prior Authorization.
- I. If you need assistance or have any questions related to court appearances, you may contact your assigned Wraparound Milwaukee Court Liaison.

**Attachments:**

No Attachments

**Approval Signatures**

Step Description	Approver	Date
	Michael Lappen: 11008000-BHD Administrator	12/18/2017
	MaryJo Meyers: 11003003-Director Wraparound Program	12/15/2017
	Pamela Erdman: 12008005-Placement Resources Manager	12/15/2017
	Dana James: 21011004-Quality Assurance Coordinator	12/15/2017

