



Current Status: Active

PolicyStat ID: 4339696



Date Issued: 9/1/1998
Last Approved Date: 12/12/2017
Last Revised Date: 12/12/2017
Next Review: 12/12/2019

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Policy Area: Wraparound (REACH,
 O'YEAH)-Care Cord.

References:

#021- Guardianship - Temporary

POLICY

It is the policy of Wraparound Milwaukee that when the youth's parents are unavailable or unwilling to consent for treatment services, a petition must be filed with Children's Court for a Transfer of Temporary Guardianship Order to obtain necessary treatment or services for the youth. **For youth under a CHIPS Order, the Division of Milwaukee Child Protective Services (DMCPS) is responsible for securing temporary guardianship with the assistance of the Care Coordinator. For youth under a Delinquency Order, that responsibility falls to the Human Service Worker (HSW) with the assistance of the Care Coordinator.**

PROCEDURE

A. Temporary Guardianship (Imminent Need)

This section refers to situations regarding treatment and placement issues that need legal action as quickly as possible (*i.e., out-of-home placement*).

The procedures that the Care Coordinators must follow for obtaining a temporary guardianship (Imminent Need) order are as follows:

For a Youth on CHIPS Order, the Care Coordinator must contact the DMCPS Case Manager to request the Temporary Guardianship. The Care Coordinator should be prepared to assist the DMCPS Case Manager in this process by gathering and documenting information regarding the need for the Temporary Guardianship and by assisting in the reasonable effort attempts to contact the parent or guardian.

For a Youth on a Delinquency or JIPS order, the Care Coordinator must contact the HSW to request the Temporary Guardianship and to ensure that the HSW is aware of the need for a Temporary Guardianship. The Care Coordinator should be prepared to assist the HSW in this process by gathering and documenting information regarding the need for a Temporary Guardianship and by assisting in the reasonable efforts to contact the guardian. The Care Coordinator should also be prepared to assist in presenting this information to the Court.

1. Gather and document information regarding the specifics of the treatment or service need.
2. Consult with Supervisor and obtain the Supervisor's approval.
3. Reasonable efforts (a minimum of three [3] in-person attempts on three [3] separate days) must be

made to reach the parent(s)/guardian prior to submission of the Temporary Guardianship Worksheet.

The Care Coordinator should maintain constant and regular contact with the HSW throughout this time period.

4. Consult with the Wraparound Milwaukee Liaison.
5. Be available to supply the HSW with sufficient information for them to write the petition.
6. Be available to appear in Court to give testimony regarding the details of the situation and the need for the granting of temporary guardianship.
7. After the hearing, make copies of the Guardianship Order for the caregiver, the Wraparound Liaison and the Agency file. File a set of copies in the Agency record and give a set of copies to the caregiver.
8. Take the Guardianship Order and the necessary Consents or Admission form(s) that need a guardian's signature to the proper State, County, or Wraparound Administrator for their signature.
9. Provide copies of the signed consents to the caregiver and for the Agency file.
10. Discuss with the Care Coordination Supervisor and the Child & Family Team what planning might be needed when the sixty-day Temporary Guardianship Order expires.

B. Emergency - Same Day (after hours or weekend) Temporary Guardianship.

Contact staff at the Division of Milwaukee Child Protective Services at 220-7233 regarding any weekend or after-hours requests for Temporary Guardianship that are emergent and require immediate (same day) attention.

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: 11008000-BHD Administrator	12/12/2017
	MaryJo Meyers: 11003003-Director Wraparound Program	12/12/2017
	Pamela Erdman: 12008005-Placement Resources Manager	12/6/2017
	Dana James: 21011004-Quality Assurance Coordinator	12/6/2017