WRAPAROUND MILWAUKEE
1:1 STAFFING REQUEST FOR YOUTH IN GH OR RCCCY DECISION MAKING PROCESS

Step 1: Team member, GH/RCCCY, MUTT initiates the suggestion for 1:1 staffing based on extraordinary behaviors

Step 2: Agency/Person that identified the suggestion for 1:1 staffing notifies the Care Coordinator (CC)

If there is not a WAM Consultant on the team, CC completes a Consultant Request form via Synthesis prior to proceeding to Step 3.

Step 3: CC facilitates a Child & Family Team meeting to discuss the rationale and logistics for the 1:1 staffing suggestion. Team considers Step 3A & 3B:

Step 3A: Are there current Natural/Informal Supports to meet this need?

No or

Yes

Utilize the supports to attempt to meet this need

Step 3B: Are there current Formal Supports to meet this need (i.e. current supports at the GH/RCCCY, crisis stabilizer)?

No or

Yes

Utilize the supports to attempt to meet this need

Step 4: If the team is in agreement to continue with the 1:1 staffing request, CC completes all areas of the 1:1 Staffing Request form and submits to Supervisor via Synthesis

Step 5: Supervisor reviews 1:1 Staffing Request form and determines appropriateness

Get Approval or

Send back

Supervisor discusses the rationale with CC

Step 6: WAM Manager/Consultant reviews 1:1 Staffing Request form and determines appropriateness

Approve or

Send back (or) Not Approved

Manager/Consultant discusses the rationale with Supervisor

Step 7A: WAM Finance Department enters manual SAR based on approval (start date, end date, units)

Step 7B: Via Synthesis messages, CC is notified of approval

Step 8A: WAM Provider Network contacts the GH/RCCCY to discuss the Synthesis requirements related to the service (i.e.: user access)

Step 8B: CC notifies GH/RCCCY and team of approval using “Out of Home Authorization Confirmation” generated from Synthesis*

Step 9: CC updates Crisis Plan to include strategy. GH/RCCCY and team implements 1:1 staffing

*Note: If the 1:1 staffing request is approved by Wraparound Milwaukee, the GH/RCCCY is responsible to complete any other requirements set forth by the Department of Children and Families per DCF 57.

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