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Behavioral Health Division

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Owner:	Pamela Erdman: 76140-Placement Resources Manager
Policy Area:	Wraparound (REACH, O'YEAH)- Vendor

References:

Out-of-Home Care Referrals and Authorizations (#004)

POLICY

It is the policy of Wraparound Milwaukee to preauthorize all new placements in Residential Care Centers for Children & Youth (RCCCY's), Group Homes, Foster Care and Independent Living, as well as review requests for placement extensions to ensure adherence to providing quality care to youth in the safest, least restrictive setting. The purpose of the Out-of-Home Care Authorization Process is to document expected placement outcomes and to ensure quality collaboration between families, community agencies and Out-of-Home Care facilities.

PROCEDURE

A. Placements Initiated by Child & Family Team

1. If a youth's needs rise to the level of a possible Out-of-Home placement, as identified by a member of the Child & Family Team, a Child & Family Team meeting **must** occur. Before the team gathers together, the Care Coordinator must meet with their Supervisor to determine if a Wraparound Coach needs to be consulted. The Child & Family Team must **once again** review all Strengths, Needs, Strategies and resource options to determine the appropriate action to be taken by the Team members. Options of alternate resources, supports and/or consultations must be considered. If all possible resources have been exhausted, and out-of-home placement is going to be requested, the Care Coordinator must update the youth's Plan of Care (POC) to reflect this.
2. The POC must be approved by the Supervisor/Lead, as usual.
3. The Care Coordinator submits the POC SIGNATURE SHEET (*under Care Coordinator Frequently Used Forms on our website*) for final POC approval from Wraparound Milwaukee, checking the "Submit for Prior Auth Review" box and the requested level of care. This will cue Wraparound staff that the POC contains a request for out-of-home care, and the POC and a Cover Sheet will be forwarded to the appropriate Wraparound Staff for review.
4. The Wraparound Staff will review the form for authorization. More information or documentation may be requested prior to authorization being considered.
5. **A decision to approve or deny the request will be made within four (4) days of receipt of a COMPLETE request.** Care Coordinators will be notified as to whether or not the request has been approved via a login message in Synthesis.

6. **If denied**, alternative recommendations will be provided to the Care Coordinator to consider with the Child & Family Team. If the Child & Family Team disagrees, the Care Coordinator may appeal the decision by contacting the Deputy Director of Wraparound Milwaukee at (414) 257-7521.
7. **If approved**, the Care Coordinator must have an AUTHORIZATION TO RELEASE/EXCHANGE INFORMATION form (*under Care Coordinator Frequently Used Forms on our website*) completed and signed by the youth and guardian for all referrals to group home, residential and independent living placements. The Care Coordinator must have an AUTHORIZATION TO RELEASE HEALTH INFORMATION FOR FOSTER CARE (*under Care Coordinator Frequently Used Forms on our website*) completed and signed by the youth and guardian if the team is seeking foster care.
8. For Group Home, Residential and Independent Living ONLY: The Care Coordinator and team must complete the OUT OF HOME REFERRAL FORM (*under the Forms tab in Synthesis*). In addition, the Plan of Care with the most recent psychiatric diagnoses, must be included. Referral packets for residential, group home and independent living care can be distributed directly to those agencies identified on the Release/Exchange Information form. The Care Coordinator should then arrange for and facilitate tours of facilities with youth and their families.
9. For Foster Care ONLY: The Care Coordinator and team must complete the OUT OF HOME REFERRAL FORM (*under the Forms tab in Synthesis*), the WHAT YOU SHOULD KNOW ABOUT ME form (*under Care Coordinator Frequently Used Forms on our website*), and include letters of introduction or support from team members, the Plan of Care with the most recent psychiatric diagnoses. Foster care referral packets must be submitted to the identified Wraparound Milwaukee contact for distribution. For youth on delinquency orders, the Care Coordinator also needs to complete a CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) (*under Care Coordinator Frequently Used Forms on our website*) assessment with the team and enter it into Synthesis. Care Coordinators can use the CANS tool done by Division of Milwaukee Child Protective Services (DMCPS) workers for youth on CHIPS orders. Foster care placement rates are determined by the CANS score and are automatically calculated under the Foster Care Rate tab. The Care Coordinator should then arrange for and facilitate visits of potential homes with youth and their families.
10. If the youth is moving from home to an Out-of-Home setting, a detention or revision hearing must be held prior to the move. A legal change of placement must be filed 14 days prior to any move (*please refer to Policy #005 – Change of Placement*).
11. **ALL YOUTH PLACED IN RESIDENTIAL, GROUP HOME, FOSTER CARE OR INDEPENDENT LIVING MUST HAVE OUT-OF-HOME CARE PRIOR AUTHORIZATION UPON ADMISSION.** *For the first out-of-home authorization, Care Coordinators should print off a copy of the approved Authorization form from Synthesis and give to the placement provider to confirm authorization for placement/payment.*

B. Placements initiated by a Court-Order On or During Enrollment

1. If a youth is court-ordered into an Out-of-Home placement upon enrollment, the Care Coordinator will be notified of this at enrollment. If the Court or Wraparound Milwaukee has not already determined the home or facility, the Care Coordinator should have the appropriate releases signed by the youth and guardian, and should determine which homes or facilities have openings appropriate to the youth's needs and arrange for tours or visits in a timely manner.
2. If a youth is unexpectedly, and/or against the team's recommendations, ordered into an Out-of-Home placement during enrollment, the Care Coordinator must then submit the Docket Sheet to their

Wraparound Milwaukee Court Liaison as soon as possible, highlighting the area that indicates the youth has been ordered into an out-of-home placement. The Care Coordinator must then follow the referral steps listed under section A.8 and/or 9. There will be an administrative authorization approval entered that will be valid for the first 30 days of placement. This authorization will appear on the youth's prior authorization screen in Synthesis and will contain a short statement from authorizing staff outlining the expectations for the Care Coordinator and the facility/home for the first authorization period.

C. Other Special Circumstances

1. If emergency placement may be needed, the Care Coordinator should consult with their Supervisor about the possible placement need and alternative options. If it is determined that placement needs to be sought immediately, the Supervisor must contact the appropriate Wraparound Milwaukee staff to seek authorization.
2. A Team or Plan of Care Meeting should be called immediately to discuss how the out-of-home placement will be integrated into the POC.
3. The initial authorization period will generally be for no more than **30** days, during which time it is expected that a Plan of Care meeting will occur, and the Care Coordinator will submit a re-authorization request.

D. Out Home Care Prior Re-Authorization

1. If placement is expected to continue beyond the expiration date of the current Out of Home Authorization, a new POC must be submitted **14 days prior to the expiration date of the current authorization**. Agency staff shall be assigned to run the "Out-of-Home Prior Authorization Expiration Dates" report in Synthesis on or around the 10th day of each month, and notify Care Coordinators of expiring authorizations. Supervisors should monitor that the re-authorization requests are completed and submitted no later than the 15th day of each month.
2. The Care Coordinator must facilitate a Plan of Care meeting prior to the authorization expiration date to review the progress to date achieved through interventions by the placement provider, as well as what supports and resources the Child & Family Team has utilized during the youth's placement. The Child & Family Team should determine what has been successful and helpful, and support those resources. The Plan of Care must clearly state the transition plan and timelines for transition.
3. For a re-authorization, a Progress Report is required from the placement facility. The OUT-OF-HOME CARE PROGRESS REPORT (*under the Forms tab in Synthesis*) must be completed by the treatment provider. For youth in RCCCY's, who are adjudicated as a Juvenile Sex Offender or receiving specialized treatment due to a history of sexualized behavior (non-adjudicated), the OUT-OF-HOME CARE PROGRESS REPORT **AND** the JSO TREATMENT PROGRESS REPORT (*under the Forms tab in Synthesis*) must be completed by the treatment provider. The Care Coordinator should remind the facility-based therapist of these requirements. A copy of these reports must be shared with all team members.

Note: The Care Coordinator must have weekly face-to-face contact with the youth and family while in an Out-of-Home placement. For youth in an Out-of-County placement (*more than one hour outside of Milwaukee County*) the Care Coordinator must have bi-weekly face-to-face contact with the youth at the Out-of-County placement. Video/telephone conferencing is not considered face-to-face contact.

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	5/24/2017
	MaryJo Meyers: 87778-Executive Director 1 - Deputy Program Admin	5/15/2017
	Pamela Erdman: 76140-Placement Resources Manager	5/12/2017
	Pamela Erdman: 76140-Placement Resources Manager	5/12/2017

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