



Date Issued	9/1/1998	Owner	Dana James
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#004 Out-of-Home Care Referrals and Authorizations

I. POLICY

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

Note: The policy utilizes the term "Care Coordinator", which applies to Wraparound and REACH Care Coordinators. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult.

II. 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 Milwaukee Consultant needs to be consulted. The Child & Family Team must **once again** review all Strengths, Needs, Action Steps 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 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 parent/legal guardian and youth (aged 14 and older) 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 parent/legal guardian and youth (aged 14 and older) if the team is seeking foster care.
3. The Care Coordinator must arrange for and facilitate tours of facilities with youth and their families. In addition, the Care Coordinator is responsible for transportation to and from tours and new placement.
4. **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.

Note: Care Coordinator needs to complete an individual OUT OF HOME REFERRAL FORM for each level of care that is being referred for. For example, if seeking group home and residential care, the Care Coordinator must complete two different OUT OF HOME REFERRAL FORMS.

5. **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*), include letters of introduction or support from team members, and the Plan of Care with the most recent psychiatric diagnoses. For youth on delinquency orders, a Wraparound Milwaukee Consultant 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 post placement. The Wraparound Milwaukee Consultant 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.
6. If the youth is moving from home to an Out-of-Home setting, a detention hearing or Emergency Change of Placement (COP) hearing would take place within 48 hours of a move. A legal COP must be filed 14 days prior to any move (*please refer to Policy #005 – Change of Placement*). This COP will trigger Wraparound Milwaukee Court Liaison to enter an initial out-of-home authorization in Synthesis.
7. If a youth moves to an out-of-home placement, participation in quarterly Out-of-home Staffings at the Care Coordination Agency is required to discuss how things are going, transition planning, barriers, and steps being taken to overcome barriers.

See *Prior Auth/Out-of-Home Care Protocol* on website for further information.

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 must have the appropriate releases signed by the youth and parent/legal guardian, and must determine which homes or facilities have openings appropriate to the youth's needs and arrange for tours or visits in a timely manner. The Wraparound Milwaukee Enrollment Coordinator will enter the initial Prior Authorization in Synthesis.
2. If a youth has a new court-order during enrollment and or Wraparound Milwaukee is added to an existing order, the Care Coordinator must then obtain and upload a copy of the signed court order to the youth's profile in Synthesis.

C. Other Special Circumstances

1. If emergency placement may be needed, the Care Coordinator must consult with their Supervisor about the possible placement need and alternative options. If it is determined that placement needs to be sought immediately and all options have been exhausted, the Supervisor must reach out to the Wraparound Milwaukee Shared Placement Email (WraparoundPlacements@milwaukeecountywi.gov).
2. A Team or Plan of Care Meeting must be called immediately to discuss how the out-of-home placement will be integrated into the POC.

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, the Care Coordinator needs to staff with the Wraparound Milwaukee staff during their agency specified Out-of-home Staffing time on a quarterly basis.

E. Additional Responsibilities

1. For additional responsibilities of the Care Coordinator when it comes to out-of-home placement, please utilize the **EMERGENCY PLACEMENT CHECKLIST** and **OUT OF HOME PLACEMENT CHECKLIST** on the website.

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.

Approval Signatures

Step Description

Approver

Date

Michael Lappen: BHD Administrator	8/30/2022
Brian McBride: ExDir2 – Program Administrator	8/30/2022
Dana James: Integrated Services Manager- Quality Assurance	8/29/2022
Dana James: Integrated Services Manager- Quality Assurance	8/29/2022

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