



Date Issued	9/1/1998	Owner	Dana James
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Effective	9/1/2022		
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#012- Court Appearances

I. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced to as 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 or a Lead Care Coordinator 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. For CCS - Care Coordinators must have someone present at all hearings unless granted permission from CCS Program Manager. 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.

Note: This policy utilizes the term "Care Coordinator", which applies to Wraparound, REACH, and CCS Care Coordinators and FISS Case Managers. 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. During the Screening and Intake Process:

1. Options Counselor must attend all hearings that occur prior to disposition if the referral is court-ordered or if the Options Counselor has had a release of information

signed by the parent/legal guardian and youth (if 14 and older). Additionally, if a youth is enrolled prior to disposition, the Options Counselor must attend the first court hearing that occurs in the first 30 days of enrollment in addition to the assigned CC.

2. At any point before or BY disposition (if consent has been signed), a formal court letter must be written and e-filed with the court to notify parties of Wraparound Milwaukee's recommendation related to enrollment and eligibility. Abbreviated court letters are to be written for all other hearings to provide an update on the status of the screening process. Both types of court letters must be signed/approved by the Intake Manager or the consulting clinician/psychologist prior to e-filing. Verbal updates and recommendations to advocate for the youth are also highly encouraged where applicable.
3. A Lead Options Counselor, Intake Manager, or Court Liaison can be present alongside an Options Counselor at any point for support.

B. Once enrolled, Care Coordinators must attend all court hearings.

C. 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.

D. When appearing in Court, **all** Care Coordinators must identify themselves to the Court as **Wraparound Milwaukee** staff. **For CCS:** Care Coordinators must introduce themselves as Wraparound CCS staff. Each Wraparound representative should also state their role with Wraparound (i.e., Supervisor, Lead, Care Coordinator, etc.). **Failure to appear in court, unless excused, will result in an administrative penalty.**

E. When appearing in Court, all Wraparound Milwaukee personnel must dress in appropriate, professional attire (see *Dress Code Policy #040*).

F. When appearing in Court, all cell phones and portable electronic devices must be turned off or set to silent.

G. Wraparound Milwaukee Care Coordinators must present a written report to the Court for the following Court appearance unless a court letter has been approved by the Wraparound Milwaukee Court Liaison within the last 60 days and was submitted to the court:

1. Disposition
2. Revision/Extension
3. Review
4. Lift of stay
5. Permanency Plan

H. If another hearing, from the list above, falls within the 60 Day window, and is not a continuance from a prior proceeding, a new letter would be required (i.e. previous proceeding was for Disposition, and upcoming proceeding is for Lift of Stay). This requirement is in place as each letter should be specifically tailored not only to the current plan, but the reason for the hearing.

I. **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 must be e-filed at least 48 hours prior to the court date.

- J. 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 must be honest, comprehensive, and from a mental health/trauma informed lens. With the removal of written advocacy for some hearings, speaking up and thoughtfully sharing information with legal parties will be even more critical to the success of the families Wraparound Milwaukee serves. Care Coordinators can reach out to agency leadership and/or Wraparound Milwaukee Court Liaisons for additional support.
- K. If the Judge orders placement, at a higher level of care than the Child and Family Team had recommended and secured, the Temporary Physical Custody(TPC) order should be sent to the Wraparound Milwaukee Court Liaison for purpose of Prior Authorization.
- L. **For Adult Court/Civil Court:** Care Coordinators are expected to attend these hearings as well, but a court letter would not be required.
- M. If a youth has a dependent that is also involved in the court, the youth may request that Care Coordinators attend hearings and/or write court letters. Care Coordinators must make sure to obtain consent from the youth as the parent/guardian of the dependent.
- N. If you need assistance or have any questions related to court appearances, you may contact your assigned Wraparound Milwaukee Court Liaison.

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/23/2022
	Brian McBride: ExDir2 – Program Administrator	8/23/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/22/2022
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