

Emergency Placement/Respite Check-List



To Do

Problem Solving Pointers:

- **Contact all team members, including the assigned consultant, to make them aware that a placement notice was given. They should know there is a potential need for an emergency placement and there is a definitive need for problem-solving.**
- **Contact the placement provider directly and review their reasoning behind submitting notice. What can be done to salvage the placement?**
- **Placement providers are required to submit their notice in writing a minimum of 15 days prior to discharge, unless an immediate safety risk is identified. Safety concerns must be specific to the facility, or peers within the facility.**

☐ **Unless placement is needed same-day**, hold Plan of Care Team Meeting to discuss placement

- ✓ Prioritize community planning, and maintaining the current placement if possible
- ✓ Discuss real safety risks
- ✓ Get releases signed by youth and parent/guardian for any placements being considered (prioritizing family, family friends, etc), or additional services that will be needed to support the placement
- ✓ **If a Team Meeting cannot take place, due to same-day placement being needed, all team members must be contacted for their input and assistance. If a young person is on a CHIPS order, now is the time to call the OCM and the Division Supervisor to ensure they are aware of the potential need for new placement, so they can help coordinate the transfer of the orange folder, and generate a new placement letter. If after-hours/weekends contact the On-Call DMCPs Supervisor for assistance – Children's Hospital: 414-758-5784, SaintA 414-916-6168.**

☐ Upload releases to Synthesis

- ✓ **For a same-day placement, when releases are needed, it is the Care Coordinators responsibility to meet with the parent/guardian (and youth if age 14 years or older) to get all needed releases and consents signed. This could include driving to the home, reaching out to family members, or whatever it takes.**
- ✓ **If after multiple attempts, the Care Coordinator is not able to get consents signed, the Supervisor should review efforts and then reach out to the assigned Coach/Consultant or shared placement inbox to review attempts, prior to reaching out to DMCPs.**

- ✓ **If the Division is the guardian, send over needed releases to the OCM and DMCPs Supervisor as soon as possible.**
- ✓ When informal/non licensed options are being considered, get full names, DOB, addresses, and phone numbers over to the HSW/OCM so that they can vet the option.
- Complete Out of Home referral and submit for Supervisory approval
 - ✓ This is your chance to advocate – use the mental health and trauma lenses to explain the “why” behind complicated decision-making/behaviors
 - ✓ Outline the extent to which the team members are going to help make the placement a success, and what resources are available to the provider and youth
 - ✓ **If approval is needed immediately, contact the assigned consultant or the shared placement inbox to have it reviewed.**
- Complete an assessment of potential informal/natural placement options using current Team members, historical information in Synthesis and Family Trees. All options considered should be added to the Out of Home Excel Spreadsheet with efforts and outcomes clearly stated.
- Once the Out of Home referral is approved by Wraparound Administration, call all applicable agencies regarding bed availability
 - ✓ Use Out of Home Excel spreadsheet to track all information
- Send out the OOH referral to all applicable agencies with the FULL Plan of Care - DO NOT SEND OOH REFERRAL OUT WITHOUT APPROVAL
 - ✓ Care Coordinator should call the agency immediately after faxing/emailing the referral to ensure they received it. This is also a great time to build relationships that could help you in the future. Ask about timelines for reviewing the referral and interviewing – note this information in your tracking form.
- Continue to follow-up regularly. Depending on timeline, you may need to call more frequently. For a same-day placement, this may mean calling every few hours.
- Simultaneously, arrange interviews with placement providers you have heard back from.
 - ✓ Be sure to have someone from the team present at ALL interviews. Prep the youth ahead of time, so they know what to expect.
 - ✓ Include the parent/guardian as much as possible. They need to know who is meeting with their child.
 - ✓ Think about the setting. If possible, pick somewhere the youth will feel comfortable, or have the interview take place at the potential placement.
- **If all in-network placement options are not available, out of network options will need to be pursued.**

- ✓ **Additional resources can be found @ <https://dcf.wisconsin.gov/cwlicensing>. Pathfinders and Walker's Point might also be options for some of our young people. Child and Family Teams will need to make determinations on which of those facilities are a good match for their adolescent.**
- ✓ **If needed: PSG (475.2750) can be accessed for adolescents that are on JC court orders only. PSG will only have assessment centers available, which are time sensitive (20 days post disposition). You do not need signed consent to call PSG, though RELEASES MUST STILL BE ON FILE IN ORDER TO CONTACT ANY PLACEMENTS PROVIDED BY PSG. **PSG cannot be contacted without first submitting the Out of Home Excel Spreadsheet to the assigned Coach/Consultant or shared inbox (wraparoundplacements@milwaukeecountywi.gov), and receiving approval to connect with PSG from Wraparound Administration. Please expect that the Wraparound Administration Team member will have questions for you about efforts, attempts and due diligence.****
- ✓ **If needed: Approval can be given for contact with the Children's or SaintA On-Going Placement Teams. This can only be initiated by submitting the completed Out of Care Excel File to the assigned Coach/consultant or shared inbox (wraparoundplacements@milwaukeecountywi.gov). **Please expect that the Wraparound Administration Team member will have questions for you about efforts, attempts and due diligence. The appropriate Wraparound Administration Team member will connect you with the appropriate Placement Team only if all available options have been thoroughly explored.****

☐ Once the team has narrowed it down to a few options, support the family in touring any placements that are being considered **if possible**. If it is an out of network option, please send an email to Theresa Randall, to get the possibility of utilization on her radar. Upon confirmation that it will be utilized you will then send the out of network request.

☐ Work with the selected placement option, and have additional placement specific consents signed. Placement providers may need additional information, so please actively communicate with them to solidify the transition plan.

☐ Conduct courtesy calls to all other agencies to alert them that a placement is no longer needed for the youth.

☐ Care Coordinator directly transports the youth in their transition to the new placement. This includes ensuring that any clothing, medication, copy of the Plan of Care, and Crisis Plan all make it to the new placement. Alleviate any concerns the young person may be feeling, and help remind them of any specific coping strategies that they have been working on with the team. Build them up! Remind them of their strengths.

☐ **For placement:** Complete a Change of Placement to inform all legal parties of the team's plan for placement. **This should be completed within 48 hours of placement occurring. (For respite, complete a Temp COP.)**

☐ **For placement:** Schedule a Team Meeting within two weeks to allow team members to review their responsibilities, and discuss additional or different supports that may be needed to support the young person's success.

☐ **For placement:** Update the Plan of Care to reflect the discussion that occurred during the Team Meeting and submit for Supervisory approval

- ✓ Make sure the POC is written for prior authorization for the **current** level of care
- ✓ Include strategies about what the placement will offer, and what team members will actively be doing to support the youth's success there
- ✓ Benchmarks should reflect anticipated progress needed for a return home