



Date Issued	3/19/2018	Owner	Dana James
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FISS #01- Receipt of Referral

I. POLICY

In accordance with Division of Milwaukee Child Protective Services (DMCPS) policy, the Family intervention and Support Services program (FISS) must first assess families wishing to file a pro se CHIPS or JIPS petition, before they are allowed to petition the court. The FISS assessors will refer the family to appropriate services based on the assessment. If the assessment deems a referral to the FISS services unit, the following procedures will occur:

II. PROCEDURE

- A. FISS may only accept referrals with an open initial assessment when the assigned DMCPS Initial Assessment (IA) Specialist or Supervisor has determined they will be closing the initial assessment/case and the case is not being transferred to in-home services or out-of-home care case management services. The following process must occur in this scenario:
 1. Supervisor to supervisor contact must occur between FISS and DMCPS IA to confirm a determination has been made but the case is not yet closed.
 2. If the case is not closed two weeks after FISS is assigned the case, the FISS Case Manager or Supervisor will contact the IA Supervisor to confirm the status. FISS is expected to contact IA every two weeks to confirm the status of the case until it is closed with IA.
- B. Following the staffing decision, the FISS assessment worker will contact the family to offer voluntary service with the FISS services unit. If the family accepts, the FISS assessor will assign the case in the eWISACWIS system, and notify program coordinator and enrollment staff of the assignment.

- C. Children's Community Mental Health Services and Wraparound Milwaukee (hereby known as Wraparound Milwaukee) enrollment staff will enter the data in Synthesis (IT system).
- D. The assigned FISS Case Manager will contact the family as soon as possible, but within five (5) business days from the date of enrollment, to schedule an initial family meeting (IFM) and notify FISS Clinician (currently a St. Charles Youth and Family Services staff) of the scheduled date/time.
- E. FISS Clinician completes the Children's Mobile Crisis (CMC) Face-to-Face form within Synthesis and consults with Wraparound Milwaukee Psychologist to obtain approval.

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/31/2022
	Brian McBride: ExDir2 – Program Administrator	8/31/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/30/2022
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