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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence
Bureau of Milwaukee Child Welfare

DATE: July 14, 2015

TO: All BMCW Initial Assessment Specialists, Supervisors, Program Managers and Program Evaluation Managers/Program and Policy Analyst (PEM/PPA) and Community Impact Program, Inc. Staff.

CC: Kimber Blum, Child Welfare Program and Policy Analyst, Bureau of Safety and Well-Being, and Jenny Bundrage, Child Welfare Section Chief, Bureau of Information and Technology Services

FROM: Lee Johnson, Section Chief
Bureau of Milwaukee Child Welfare (BMCW)

RE: Reopening an Approved Initial Assessment

This memo is follow up to the email sent on May 1, 2015 regarding the reopening of an approved initial assessment (IA). The Department of Children (DCF) and Families Division of Safety and Permanence (DSP) have implemented a new procedure for reopening an approved IA.

The process was established to request technical corrections to the eWiSACWIS case file. Technical corrections include things that are identified in the case narrative and inaccurately reflected through other parts of the case file; such as selecting the wrong radial, identifying the wrong maltreater, selecting the wrong value from a drop down list, or inadvertently selecting an action of approval in error. This process is not the mechanism to complete case updates, improvements, or clarifications to practice documentation. Update or improvement requests that are not technical in nature include things such as changing a substantiation decision that is not supported in the case narrative, adding information to the IA, or changing information in the IA after review of another agency staff person.

Reopening of an approved IA is a rare circumstance and should not be normal practice to correct case practice quality concerns.

The requirements of this memo are applicable to Community Impact Programs, Inc. (CIP) Staff who conduct Independent Assessments on behalf of BMCW.

Steps:

1. IA Specialist (IAS)/CIP Staff and IA/CIP Supervisor will request to reopen an initial assessment document in eWiSACWIS with the Access and IA Section Chief or designee.
2. When it has been approved, the IA/CIP Supervisor will email Access and IA Section Chief or designee to request to reopen the IA and provide the reason for the request. The assigned IAS/CIP Staff and IA program manager must be included in the email.
3. The Access and IA Section Chief or designee will forward the IA Supervisor's email to the DCF Helpdesk and CC: Kimber Blum (email address in Outlook), the assigned IA Program Manager and IAS of BMCW's approval to reopen the IA.
4. All requests will be reviewed and approved weekly by DSP Program Staff.
5. DSP Program Staff will notify the same individuals listed on the original email (reply all to the email sent by the Access and IA Section Chief) of the decision to reopen the approved IA.
6. When the IA has been approved to be reopened:
 - a. The IAS/CIP Staff will complete any subsequent tasks as required by State Standards, memos and BMCW policies when applicable (e.g. correcting a substantiation decision and sending notification letters).
 - b. The IAS/CIP Staff will complete the correction/revisions to the IA document in eWiSACWIS within 48 hours of receipt of the email (#4 of this memo).
 - c. The IA/CIP Supervisor will review and approve the IA document in eWiSACWIS within 72 hours of receiving the email (#4 of this memo).
 - d. The IA/CIP Supervisor will document in the *Closing Summary/Supervisor Comments* Section of the IA document the reason for reopening the IA in eWiSACWIS and the revisions (including any changes in dates not captured in eWiSACWIS) made to the IA document
7. When applicable, the PEM/PPA will consult and request that the assigned IA Supervisor submit a request to reopen the IA (and will follow the requirements of this memo).