

 <b>WRAPAROUND MILWAUKEE POLICY &amp; PROCEDURE</b>	Date Issued: <b>4/25/01</b>	Date Revised: <b>10/28/08</b>	Section: <b>ADMINISTRATION</b>	Policy No: <b>023</b>	Pages: <b>1 of 2</b>
	<input checked="" type="checkbox"/> Wraparound <input checked="" type="checkbox"/> Wraparound/REACH <input type="checkbox"/> FISS	Effective Date: <b>1/1/09</b>	Subject: <b>HIGH RISK YOUTH REVIEW</b>		

## I. POLICY

It is the policy of Wraparound Milwaukee/REACH that all youth who have a substantiated history of **sexual aggression** (adjudicated or non-adjudicated) or other behavior possibly requiring specialized treatment and safety planning, be reviewed within the **High Risk Review** process. The aim is to promote best practice approaches and utilization of community resources to effectively prevent harm and promote healthy relationships. High Risk designation is determined at the point of screening, but may be amended during enrollment, if the need for such becomes apparent.

## II. PROCEDURE

1. Upon receiving a referral packet, a Care Coordinator shall review the referral and screening information and the Court Order to determine if the youth is considered to be “High Risk”. A report is available under the “Supervisor Reports” in Synthesis, which specifies “High Risk Youth and their Current Placements”. **An “orange note” included in the Referral Packet will indicate the date and time of the first High Risk Review.**
2. **Agency Supervisors** must assure that Care Coordinators attend the “MANDATORY” High Risk Review as scheduled and indicated in the Referral Packet. If a face-to-face High Risk Review cannot be scheduled within the first two (2) weeks following enrollment, Care Coordinators should email Stephen Gilbertson ([sgilber@wrapmilw.org](mailto:sgilber@wrapmilw.org)) to arrange a time to discuss risk management/crisis and safety planning. Ongoing periodic High Risk Reviews may be required and will be based on individual need. Agency-based High Risk Reviews will occur on a monthly basis. A record of High Risk Reviews can be found within the High Risk Notes in Synthesis. Care Coordinators are encouraged to take their own notes during reviews and to carefully follow recommendations.
3. Within the Care Coordinator’s initial meeting with the parent(s)/guardian/caretaker, a basic supervision/safety plan should be drafted. The aim is to ensure that the youth is not left unsupervised in situations that might place him/her and/or others at risk. The Mobile Urgent Treatment Team (MUTT) can serve as a resource to the parent, youth, school officials, probation officer, and the Care Coordinator in establishing and implementing a viable, initial/safety/crisis plan until additional resources can be brought on to the team (i.e., crisis worker, parent assistant, tracker, treatment provider, etc.). Initial crisis/safety plans should be entered into Synthesis within one business day of the meeting. Crisis plans should be edited/updated as conditions or needs change. Progress Notes should clearly reflect that the discussion and planning has taken place and who was in attendance. Resources required to implement the crisis/safety plan should be sought immediately, with documentation of the effort in the Progress Notes.
4. **Care Coordinators** who are transferred a “High Risk” youth are required to schedule a High Risk Review within two (2) weeks of the transfer.
5. **Arrangements to schedule or reschedule High Risk Reviews are made by calling 257-7693.** Reviews will be scheduled between 11:00 a.m. and 1:00 p.m. on Thursdays. Care Coordinators are encouraged to invite members of the Child & Family Team to attend this meeting, if possible.
6. **Care Coordinators** will address with the family / team immediate **Safety Needs** prior to attending the High Risk Review and will have information regarding initial safety planning available to share within the meeting.

