

 <b>WRAPAROUND MILWAUKEE Policy &amp; Procedure</b>	Date Issued: <b>9/11/02</b>	Reviewed: <b>5/26/09</b> By: <b>CP</b> Last Revision: <b>6/17/08</b>	Section: <b>LIAISONS</b>	Policy No: <b>043</b>	Pages: <b>1 of 1</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>SHELTER CARE and STABILIZATION CENTERS</b>		

**I. POLICY**

It is the policy of Wraparound Milwaukee that Shelter Care and Stabilization Center placements, identified in the Wisconsin State Statutes as Shelter Care, used for a youth, should best meet the needs of the youth and are in accordance with Wisconsin State Statutes, the policies of the Bureau of Milwaukee Child Welfare (BMCW) and Milwaukee County Delinquency Management Services.

*Note: Per Wisconsin State Statutes 48.357 (2), a youth may not be placed in a Shelter Care Facility, now also known as Assessment and Stabilization Centers, for more than 20 days!*

**II. PROCEDURE**

**A. Securing the Placement.**

1. The Child & Family Team must determine that Shelter Care or Stabilization Center placement is appropriate and necessary or the Court must have ordered this type of placement.
2. **For CHIPS youth:**
  - a. The Care Coordinator should contact the Placement Request Coordinator, Jamie Socolick at Children’s Service Society of Wisconsin (CSSW) at (414) 231-4880 to acquire specific information regarding availability of Stabilization Center beds.
  - b. The Child & Family Team should determine which available placement is the most appropriate for the youth.
  - c. The Care Coordinator should then contact the Stabilization Center chosen by the Child & Family Team from the available centers and make the arrangements for the youth to be placed.
  - d. The Care Coordinator should then notify the CSSW Placement Services Coordinator, Jamie Socolick (or designee) at (414) 231-4880 of which Center bed has been used.
  - e. If Jamie Socolick is unavailable, her voice mail will instruct the Care Coordinator who to call and provide the phone number. **In an emergency, the Care Coordinator can also call Teresa Cocker, Placement Supervisor, at (414) 231-4873, or the main placement number of (414) 220-7206.**
  - f. After Hours (after 4:30 p.m. or on weekends or holidays) – the Care Coordinator must call 220-SAFE (220-7233), if there is a need for a Stabilization bed after hours. The after hours worker must then contact the prospective placement to authorize the bed.
3. **For Delinquent or JIPS Youth:**
  - a. The Probation Officer, as a representative of the Child & Family Team, is to contact the Delinquency Management Services Shelter Care Coordinator (Erma Taylor or designee) at (414) 257-7134 to acquire specific information regarding the availability of Shelter Beds. (If the Probation Officer is unavailable or has been unresponsive, the Care Coordinator may then directly contact Erma Taylor or her designee.)
  - b. The Care Coordinator should contact the Shelter and make the arrangements for the youth to be placed.
4. **For All Youth:**
  - a. The Care Coordinator should process the Temporary Placement Status Report per Wraparound Milwaukee policy and procedure (*refer to Policy # 005 – Change of Placement*).
  - b. The Care Coordinator should maintain contact with all Child & Family Team members regarding all issues and concerns of this temporary (20 days or less) placement.

Reviewed & Approved by: Bruce Kamradt  
**Bruce Kamradt, Director**