


To: DCF/DMCPS Administrator  
DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Directors  
County Departments of Community Programs Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons

From: Wendy Henderson  
Division Administrator 

Re: **Extended Placement in A Setting Certified as A Qualified Residential Treatment Program**

**PURPOSE**

The Family First Prevention Services Act (FFPSA) was passed by Congress in 2018. This law restructures how the federal government allocates funds to the child welfare system to improve outcomes for children and families. One way that FFPSA does this is through the creation of qualified residential treatment programs (QRTP). FFPSA requires that all children placed in a QRTP long-term (extended) have approval from the agency responsible for their care. This memo provides instruction on the necessary forms and requirements related to the extended placement in a QRTP.

**BACKGROUND**

Pursuant to 42 U.S.C. 675a (c)(5), for any child who is placed in a QRTP for more than twelve (12) consecutive months or eighteen (18) nonconsecutive months (or, in the case of a child under age thirteen (13), for more than six (6) consecutive or nonconsecutive months), the agency responsible for their care (local child welfare agency) must maintain the following documentation in the child's case plan and make it available for federal inspection and/or review upon request:

- (A) The most recent documentation and evidence of the following:
  - i. The ongoing assessment of the strengths and needs of the child, which continues to support the determination that the child's needs cannot be met through placement in a foster home

- ii. Evidence that the placement in a QRTP provides the most effective and appropriate level of care for the child
  - iii. Information reflecting that the placement is consistent with the short- and long-term goals for the child, as specified in the child’s permanency plan
  - iv. Documentation of the specific treatment needs that will be met for the child in the QRTP placement and the length of time the child is expected to need the treatment or services and
  - v. Documentation of efforts made by the agency to prepare the child to return home or to be placed with a fit and willing relative, a legal guardian, or an adoptive parent, or in a foster home.
- (B) Signed approval of the head of the local child welfare agency for the continued placement of the child in the QRTP setting.

Direction from the Department of Health and Human Services (DHHS) indicates that in states with county-administered child welfare systems, the director of the local child welfare agency can be responsible for approving the continued placement of a child in a QRTP. The head of the local child welfare agency may not appoint a designee to approve extended QRTP placements on their behalf.

## **POLICY AND PROCEDURE REQUIREMENTS**

In Wisconsin, the approval of an extended placement in a facility certified as a QRTP will require the completion of the *Extended Placement in a Setting Certified as a Qualified Residential Treatment Program* form ([DCF-F-5513-E](#)) and signed approval by the head of the local child welfare agency in accordance with the timelines outlined above.

The form is located on the DCF website in the [forms repository](#). It can be completed electronically, physically, or both. The use of this form and its storage in eWiSACWIS is mandatory, per the [Wisconsin Ongoing Service Standards](#) [September 2021] at <https://dcf.wisconsin.gov/files/cwportal/policy/pdf/ongoing-services-standards.pdf>.

The eWiSACWIS database will generate automated reminders to the assigned primary child welfare professional for the form to be completed. Additionally, an eWReport will be available on demand for monitoring of placements.

## **eWiSACWIS DOCUMENTATION**

Upon signature, form [DCF-F-5513-E](#) shall be uploaded to the eWiSACWIS database under the appropriate case head for the child placed in a certified QRTP. Uploading of the document is completed using the ‘imaging’ function for uploads and storage, under the label of ‘Extended Placement in a QRTP’. The updated [Placement Documentation Manual](#) provides detailed instructions at <https://dcf.wisconsin.gov/knowledgeweb/training/user-guides-and-manuals/placement-documentation-manual>.

CENTRAL OFFICE CONTACT:                      Program and Policy Analyst  
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MEMO WEB SITE:

<https://dcf.wisconsin.gov/cwportal/policy>

ATTACHMENTS:

Extended Placement in a Setting Certified as a Qualified Residential Treatment Program Form [DCF-F-5513-E](#)

QRTP Child Welfare Professionals Desk Guide

<https://dcf.wisconsin.gov/files/publications/pdf/5482.pdf>

eWiSACWIS Release Notes

<https://dcf.wisconsin.gov/knowledgeweb/home>

Placement Documentation Manual

<https://dcf.wisconsin.gov/knowledgeweb/training/user-guides-and-manuals/placement-documentation-manual>