



635 North 26th Street
Milwaukee, WI 53233-1803
Telephone: 414-343-5500
Fax: 414-220-7062

Governor Scott Walker
Secretary Eloise Anderson

Division of Milwaukee Child
Protective Services (DMCPS)

DATE: February 20, 2018

TO: DMCPS

CC: CHWCS, SaintA, PSG

**FROM: Robin Joseph, Division Administrator
Division of Milwaukee Child Protective Services**

**Rick Karshna, Initial Assessment Bureau Director, Division of Milwaukee
Child Protective Services**

RE: Documenting Placement Decision-Making Memo

This memo establishes placement documentation requirements when Temporary Physical Custody (TPC) is taken during an Initial Assessment in accordance with [Wis. State Statute Chapter 48.21 and 48.207](#), [Child Protective Services Safety Intervention Standards](#), and the [Wisconsin Indian Child Welfare Act Chapter 48.028](#). Clearly documenting why a child is or is not placed with every potential caregiver is required and provides reasoning for why a particular caregiver was or was not selected as the placement. Proper documentation also ensures that Ongoing agencies have information about every placement option explored by Initial Assessment.

When an Initial Assessment Specialist (IAS) is completing the *Temporary Custody or Pick-Up Order request* in eWisACWIS, the IAS must explain why each relative or non-relative caregiver was or was not an appropriate placement option under the *"Detailed description of actions taken (TPC) to protect the child(ren) and why"* section. To ensure confidentiality of CPS Records (48.98(7) Stats.), the description may not detail CPS history (i.e. substantiation decisions or concerning CPS history).

Here are some examples (not exhaustive) of appropriate descriptions that explain the reasoning behind why a placement decision was made regarding a relative or non-relative by Initial Assessment:

- "Criminal and/or CPS history does not support placement"
- "Placement provider has a concerning CPS/Criminal history, but does not pose a threat to child safety or impact their functioning or ability to care for the child."
- "Child has a long-term relationship with the placement."
- "The placement has knowledge of the child's needs and expresses a desire to care for the child."
- "Parent refuses to provide _____(names and contact information of possible placement providers)"
- "Parent/caregiver unable/unwilling to permit CPS to implement a protective plan."
- "Placement danger threats have been identified"

- “Child expressed fear of caregiver / child shows strong aversion to caregiver.”
- “Caregiver is not aligned with DMCPs.” *Then describe why caregiver is not aligned.*
- “Caregiver does not have the ability to meet the needs of the child.” *Then specifically describe the needs, which for example, may be finances, or an inability to physically meet child’s needs.*
- “Information about the placement suggests they would not meet the kinship standards for relative placement or licensing requirements for a non-relative.” *Then specifically explain why they are or are not the best placement option available.*
- Or another explanation that may arise

Please note that the TPC Checklist reflects the required documentation for placement decisions. Initial Assessment is encouraged to contact Ongoing agencies to provide support to the placement.

Attachments:

- [TPC Checklist](#)
- [DSP Memo 2015-06 Changes to Definition of Relative for Notification and Placement Consideration](#)
- [DSP Memo 2016-33 2015 WI Act 373: Change of Placement](#)
- [Safety Intervention Standards](#)
- [Ongoing Standards: Chapter 12 Requirements Applicable to All Cases](#)
- TPC outline job aid
- [Wisconsin Indian Child Welfare Act Chapter 48.028](#) and [Resources on DCF website](#)
- [Summary of Codification of Federal Indian Child Welfare Act](#) in accordance with Chapter 48 and 938