

To: DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services 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: Fredi-Ellen Bove 
Administrator

Re: Present Danger Assessment and Protective Plans

PURPOSE

The intent of this memo is to notify agencies of changes to the *Wisconsin Child Protective Services Safety Intervention Standards* regarding Protective Plans, documentation of Present Danger Threat assessments in eWiSACWIS, and changes to the current Protective Plan form (DCF-F-CFS2179-E).

BACKGROUND

The *Wisconsin CPS Safety Intervention Standards*, dated January 2016, provide direction on protective planning when Present Danger Threats (PDTs) are identified. The protective planning policy, outlined in DSP Memo Series 2016-01 dated January, 22, 2016, is intended to enhance the practice and documentation surrounding protective planning by requiring Protective Plan forms to be scanned into eWiSACWIS within two business days of implementation. The January 2016 policy also provided clarification of documentation in case notes related to protective planning, and specified the signatures required on the Protective Plan form.

This memo introduces a new Protective Plan form, as well as enhanced documentation requirements regarding the assessment of PDTs and resulting action. State staff, tribal representatives, county stakeholders, and a focus group of parents with lived CPS experience helped redesign the Protective Plan form. The new Protective Plan form is trauma-informed and more family friendly; as such the form does not document all information needed for agency staff to meet all documentation requirements in Standards. This is why enhancements related to documentation of assessment of PDTs in eWiSACWIS are included in the policy.

The new Protective Plan form reflects the voluntary and collaborative nature of protective planning and includes responses to frequent questions from families about the Protective Plan and the protective planning process. Additionally, the form better addresses tribal notification of CPS reports and tribal engagement in protective planning efforts, consistent with the protective planning requirements with tribal children noted in DSP Memo Series 2016-01 dated January, 22, 2016. The new Protective Plan form, which will be available in English, Spanish and Hmong languages, will be available in a three-ply and in the Documents section of eWiSACWIS.

The new Present Danger Assessment (PDA)/Present Danger Assessment and Protective Plan (PDAPP) eWiSACWIS page provides a place to document in more detail those PDTs affecting child safety and how Protective Plans are being used to address these threats. This documentation will also allow data gathering on use of Protective Plans across the state. This data will be available to counties and used by the state to better understand the needs and interventions used to ensure child safety for our most vulnerable children and their families.

POLICY AND PROCEDURE REQUIREMENTS

Effective June 13, 2016, eWiSACWIS documentation requirements surrounding assessment of PDTs and resulting protective action will be required in the following ways:

- **When There Are No Present Danger Threats Identified at Initial Assessment**
 - o Agencies are required to enter a Present Danger Assessment (PDA) on the Present Danger Threat tab of the PDAAP page under the Safety icon in eWiSACWIS by the end of the Initial Assessment period, indicating that no Present Danger Threats were identified.
 - o The PDAAP will be electronically sent to the supervisor for approval.
- **When There Are Present Danger Threats Identified at Initial Assessment**
 - o Agencies are required to enter a Present Danger Assessment (PDA) on the Present Danger Threat tab of the PDAAP page under the Safety icon in eWiSACWIS within two business days from the identification of PDT(s).
 - o Agencies are required to enter details of the Protective Plan on the Protective Plan Details tab of the PDAAP page under the Safety icon in eWiSACWIS within two business days from the identification of the PDT(s).
 - If Temporary Physical Custody (TPC) or Voluntary Placement Agreement (VPA) is put in place as a result of the identified PDT(s), the question “was a Protective Plan implemented” will be answered as “no” and the appropriate reason selected under “Reason Not Implemented.”
 - If a voluntary, collaborative Protective Plan, as negotiated with the family and documented on the new Protective Plan form, is put in place as a result of the identified PDT(s), further details about the Protective Plan controls will be documented.
 - o Completing the PDAPP is in addition to scanning the Protective Plan form into eWiSACWIS, as required in DSP Memo Series 2016-01 dated January 22, 2016.
 - o If modifications are needed to the Protective Plan or new Present Danger Threats are identified, the current PDAPP must be ended and a new PDAPP and Protective Plan form created. The new PDAPP and Protective Plan will subject to the above documentation requirements.
 - o The completed PDAAP will be electronically sent to the supervisor for approval.

eWiSACWIS DOCUMENTATION

The June 13, 2016 eWiSACWIS release will reflect the newly designed Present Danger Assessment and Protective Plan (PDAPP) page. In addition, the PDA/PDAPP and Confirming Safe Environment documentation sections will be located under the “Safety” icon. Agencies will need to open a Present Danger Assessment & Plan through Case Work, under the Safety tab. The policy change described in this memo applies to all Primary and Secondary Initial Assessments and Ongoing Services (when Present Danger Threats have been identified in lieu of a new CPS report).

ACTION SUMMARY

Revision to the Safety Intervention Standards, the documentation of PDT and the Protective Plan in the new PDAPP eWiSACWIS functionality, and use of the new Protective Plan form will be effective June 13, 2016. Attached to this memo are excerpts of the Safety Intervention Standards that highlight policy

change referenced in this memo, as well as the URL for a webinar that orients the user to the new Protective Plan form and PDAPP functionality in eWiSACWIS.

Updated Safety Intervention Standards, dated June 2016 will be posted to the DSP website prior to June 13, 2016. The Protective Plan form Protective Plan form (DCF-F-CFS2179-E) can be obtained from Document Sales via the following website: <http://docsales.wi.gov/Home.aspx>

The Division is working with the Wisconsin Child Welfare Professional Development System to integrate the Protective Planning practice and documentation components into current child safety related training curricula. In addition, the Division will be providing in-person presentations and webinars over the next several months to further support protective planning practice, use of the new Protective Plan form with families, and eWiSACWIS documentation associated with PDT and protective planning.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Child Welfare Program and Policy Analyst
Bureau of Safety and Well-Being
Division of Safety and Permanence
(608) 422-6957

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments:

CPS Safety Intervention Standards

<https://dcf.wisconsin.gov/files/cwportal/policy/pdf/safety-intervention-standards.pdf>

Present Danger Assessment and Protective Planning Webinar (May 2016) link:

<https://connect.wisconsin.gov/p33ayqgqv4r/>