**Pre-Service Module: Confirming Safe Environments**

**Section 3****: Timeline and Process Requirements for CSE**

**Section Learning Objectives**

By the end of Section 3: Timeline and Process Requirements for CSE, child welfare professionals will be able to:

* Understand your role in implementing Standards
* Apply steps and timeframes
* Develop strategies for Risk Management Planning

**Section Themes and Key Points**

Below is a summary of the themes and key points covered in this section. This summary is intended to remind learners of the key learning points addressed and assist supervisors / coaches in understanding what was covered in order for them to guide and support the application of learning for new child welfare professionals related to this section.

1. This section outlines the timeline and process for CSE in licensed homes, unlicensed homes, and Group Homes/Residential Care Centers:

|  |  |
| --- | --- |
| **Licensed Home** | |
| **Prior to Placement** | Verbal Contact with the provider |
| **Within 24 hours** | * Background checks must be completed * Assist caregiver with needed provisions for care of the child |
| **Initial Visit** | Must occur within 3 business days following the placement |
| **Subsequent Visit** | Must occur within 7 business days of first home visit |
| **Unlicensed Home** | |
| **Prior to placement** | * Complete background checks * Initial Home Visit |
| **Emergency Situations** | * If unable to make a home visit prior to placement, background check information must still be gathered * Confirming that the placement is safe must still occur – can be via verbal contact with the caregiver * Home visit within 24 hours of the child being placed (delaying an initial home visit by 24 hours is an exception and can only be made in an emergency) |
| **Subsequent Visit** | Must occur within 5 working days of the initial home visit |
| **Respite/Pre-placement Visits** | State policy allows for some slight requirement variations when respite and pre-placement visits have already been approved in unlicensed homes in accordance with WI law. Wisconsin law currently requires specific background checks on all residents aged 17 and older. When an agency decides to use them for an out-of-home placement for a child, there is no requirement for additional background checks. However, a home visit must be conducted within **3 working days** following the child’s placement to assess and evaluate the safety of the placement environment.  Prior to placement you must:   * Continue to assess and evaluate safety in the placement environment * Confirm with the out-of-home care provider expectations and their role in the safety plan * Discuss any issues related to the care of the child |
| **Group Home/Residential Care** | |
| **Prior to Placement** | * Ensure the facility has the capacity to meet the identified needs:   CANS assessment  Behaviors of other youth  Behaviors of the child being placed  Risk Management Planning |

1. This section identifies the following processes for licensed and unlicensed homes:
   * Risk Management Plans – required for one of two reasons:
     + The child you are placing may have behaviors that are dangerous to others, or
     + The behaviors of other minors in care may be dangerous to the child that you are placing
   * Safety – when a Placement Danger Threat is confirmed, the placement cannot be used, and an alternate placement must be found. This may indicate that other children in the placement home may be unsafe as well.

* If a Placement Danger Threat is confirmed, the following is required:
  + - Immediately assess safety for all children
    - Collaborate with others
    - Immediately transition child
* If the court orders a placement to continue despite a confirmed Placement Danger, develop a protective plan.

1. This section identifies the following processes for licensed homes, unlicensed homes, and group home/residential care:
   * eWISACWIS Documentation – the CSE template in eWISACWIS is used to guide and document decision-making related to safety in assessing, evaluating, and confirming a safe environment.

**On-the-Job Application Activities**

Listed in this section is an optional transfer of training activity to support the learner in applying the knowledge acquired during the Confirming Safe Environments: Timeline and Process Requirements for CSE Pre-Service Module to their CPS roles and responsibilities.

This activity is optional and is provided only to aid the child welfare professional and supervisor/coach in supporting transfer of learning from pre-service to the agency. The child welfare professional, with input from their supervisor/coach, may choose to complete this activity or substitute in other activities.

This activity, described below, and a resource section to aid the post-activity supervisor/coach discussion with the child welfare professional follows the description of the activity.

**Option 1: Requirements for CSE Activity**

This module covered the specific timelines and policy requirements for Confirming Safe Environments. These are described in detail in the Safety Intervention and Ongoing Services Standards.

* Pull out your Safety Intervention Standards.
* If you need to access a copy of the Safety Intervention Standards, you can find them on the DCF website page: <https://dcf.wisconsin.gov/cwportal/policy> in the “Standards” section. If you need help finding them, ask your supervisor/coach for assistance.
* Go to “Confirming a Safe Environment when Children are Placed in Out-of-Home Care” section.
* Take some time to review each requirement, along with what it means to the child and the placement. Keep in mind that your most important responsibility is the safety of the child being placed, as well as the children that may already be in the placement.
  + Fill in the timeline and process requirements for initiating a child’s placement in out- of-home care in the table below.
  + Discuss your answers with your supervisor or coach.

**Requirements for CSE in licensed homes, unlicensed homes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Background Checks** | **Home Visit** | **Subsequent Home Visits** |
| **Unlicensed Home** |  |  |  |
| **Respite/Pre-Placement Visits** |  |  |  |
| **Licensed Home** |  |  |  |

**Resource for Option 1: Requirements for CSE Activity**

This resource section is provided to aid the post-activity supervisor/coach discussion with their child welfare professional after completion of Option 1 related to the Requirements for CSE Activity.

**Requirements for CSE in licensed homes, unlicensed homes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Background Checks** | **Home Visit** | **Subsequent Home Visits** |
| **Unlicensed Home** | Prior to placement | Prior to Placement  In case of emergency, within 24 hours | 5 working days of the initial home visit |
| **Respite/Pre-Placement Visits** |  | Within 3 working days. |  |
| **Licensed Home** | Within 24 hours | Within 3 business days | Within 7 business days of first home visit |