

**Chafee Foster Care Independence Program (CFCIP)  
Education and Training Vouchers (ETV) Program**

**Proposed FFY 2005 Budget**

	<b>CFCIP</b>	<b>ETV</b>
<b>Federal Award</b>	\$ 1,954,768	\$ 637,913
<b>State Administration</b>		
Salary (2.1 FTE)	92,934	
Fringe 40%	37,174	
Supplies and Services	28,525	15,000
Internal Services	37,400	10,000
Conferences	11,700	
Indirect (8.3% of salary)	7,714	
Subtotal	<b>215,447</b>	<b>25,000</b>
<b>Local Services</b>		
Grants to Counties/BMCW	1,611,225	447,082
Allocations to Tribes	39,180	5,580
Div of Juvenile Corrections	30,655	2,511
Chapin Hall Evaluation	58,261	
Scholarship Program		157,740
Subtotal	<b>1,739,321</b>	<b>612,913</b>
<b>Total Program</b>	<b>1,954,768</b>	<b>637,913</b>
<b>State/Local Match (20)%</b>	<b>485,663</b>	<b>159,478</b>
<b>Total Program Funding</b>	<b>\$ 2,428,315</b>	<b>\$ 797,391</b>

Sources of match:

- County and tribal program expenditures for independent living (CFCIP) and education and training voucher (ETV) activities
- Division of Juvenile Corrections expenditures for independent living and ETV activities
- Bureau of Milwaukee Child Welfare expenditures for independent living and ETV activities

Note: The proposed FFY 2005 budgets are based on the final FFY 2004 awards.

## **XI. ASSURANCES**

The Department, on behalf of the Governor, must provide assurances that Wisconsin is in compliance with federal requires for Title IV-B, CAPTA, and Chafee. The assurances are included in this section of the plan.

The following assurances are included:

- IV-B
- CAPTA
- Chafee CFCIP
- Chafee ETV

## TITLE IV-B CHILD WELFARE PROGRAM ASSURANCES

The assurances listed below are in 45 CFR 1357.15(c) and title IV-B sections 422(b)(10), 422(b)(12), section 422 (b) (14), section 432(a)(4), 432 (a)(7) and 432(a)(9). These assurances will remain in effect during the period of the current five-year CFSP.

1. The State assures that it will participate in any evaluations the Secretary of HHS may require.
2. The State assures that it will administer the CFSP in accordance with methods determined by the Secretary to be proper and efficient.
3. The State assures that it has a plan for the training and use of paid paraprofessional staff, with particular emphasis on the full-time or part-time employment of low-income persons, as community service aides; and a plan for the use of non-paid or partially paid volunteers in providing services and in assisting any advisory committees established by the State.
4. The State assures that standards and requirements imposed with respect to child care under title XX shall apply with respect to day care services, if provided under the CFSP, except insofar as eligibility for such services is involved.
5. the State assures that it is operating, to the satisfaction of the Secretary:
  - a statewide information system from which can be readily determined the status, demographic characteristics, location, and goals for the placement of every child who is (or, within the immediately preceding 12 months, has been) in foster care;
  - a case review system (as defined in section 475(5) for each child receiving foster care under the supervision of the State;
  - a service program designed to help children—where safe and appropriate, return to families from which they have been removed; or be placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement; and
  - a pre-placement preventive services program designed to help children at risk of foster care placement remain safely with their families; and
  - The State assures that it has implemented policies and administrative and judicial procedures for children abandoned at or shortly after birth that are necessary to enable permanent decisions to be made expeditiously with respect to the placement of such children.
6. The State assures that plans will be developed for the effective use of cross-jurisdictional resources to facilitate timely adoptive or permanent placements for waiting children.



## CAPTA ASSURANCES FOR CHILD ABUSE AND NEGLECT PROGRAM

On behalf of the Chief Executive Officer of the State of Wisconsin, I certify that the State has in effect and is enforcing a State law, or has in effect and is operating a Statewide program, relating to child abuse and neglect which includes:

- 1) provisions or procedures for reporting known or suspected instances of child abuse and neglect (section 106(b)(2)(A)(i));
- 2) policies and procedures (including appropriate referrals to child protection service systems and for other appropriate services) to address the needs of infants born and identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure, including a requirement that health care providers involved in the delivery or care of such infants notify the child protective services system of the occurrence of such condition in such infants (section 106(b)(2)(A)(ii));
- 3) the development of a plan of safe care for the infant born and identified as being affected by illegal substance abuse or withdrawal symptoms (section 106(b)(2)(A)(iii));
- 4) procedures for the immediate screening, risk and safety assessment, and prompt investigation of such reports (section 106(b)(2)(A)(iv));
- 5) triage procedures for the appropriate referral of a child not at risk of imminent harm to a community organization or voluntary preventive service (section 106(b)(2)(A)(v));
- 6) procedures for immediate steps to be taken to ensure and protect the safety of the abused or neglected child, and of any other child under the same care who may also be in danger of abuse or neglect; and ensuring their placement in a safe environment (section 106(b)(2)(A)(vi));
- 7) provisions for immunity from prosecution under State and local laws and regulations for individuals making good faith reports of suspected or known instances of child abuse or neglect (section 106(b)(2)(A)(vii));
- 8) methods to preserve the confidentiality of all records in order to protect the rights of the child and of the child's parents or guardians, including requirements ensuring that reports and records made and maintained pursuant to the purposes of CAPTA shall only be made available to--
  - a) individuals who are the subject of the report;
  - b) Federal, State, or local government entities, or any agent of such entities, as described in number 9 below;
  - c) child abuse citizen review panels;
  - d) child fatality review panels;

- e) a grand jury or court, upon a finding that information in the record is necessary for the determination of an issue before the court or grand jury; and
  - f) other entities or classes of individuals statutorily authorized by the State to receive such information pursuant to a legitimate State purpose (section 106(b)(2)(A)(viii));
- 9) provisions to require a State to disclose confidential information to any Federal, State, or local government entity, or any agent of such entity, that has a need for such information in order to carry out its responsibility under law to protect children from abuse and neglect (section 106(b)(2)(A)(ix));
- 10) provisions which allow for public disclosure of the findings or information about the case of child abuse or neglect which has resulted in a child fatality or near fatality (section 106(b)(2)(A)(x));
- 11) the cooperation of State law enforcement officials, court of competent jurisdiction, and appropriate State agencies providing human services in the investigation, assessment, prosecution, and treatment of child abuse or neglect (section 106(b)(2)(A)(xi));
- 12) provisions requiring, and procedures in place that facilitate the prompt expungement of any records that are accessible to the general public or are used for purposes of employment or other background checks in cases determined to be unsubstantiated or false, except that nothing in this section shall prevent State child protective services agencies from keeping information on unsubstantiated reports in their casework files to assist in future risk and safety assessment (section 106(b)(2)(A)(xii));
- 13) provisions and procedures requiring that in every case involving an abused or neglected child which results in a judicial proceeding, a guardian ad litem, who has received training appropriate to the role, and who may be an attorney or a court appointed special advocate who has received training appropriate to that role (or both), shall be appointed to represent the child in such proceedings—
- (a) to obtain firsthand, a clear understanding of the situation and needs of the child; and
  - (b) to make recommendations to the court concerning the best interests of the child (section 106(b)(2)(A)(xiii));
- 14) the establishment of citizen review panels in accordance with subsection 106(c) (section 106(b)(2)(A)(xiv));
- 15) provisions, procedures, and mechanisms –
- (a) for the expedited termination of parental rights in the case of any infant determined to be abandoned under State law; and
  - (b) by which individuals who disagree with an official finding of abuse or neglect can appeal such finding (section 106(b)(2)(A)(xv));

- 16) provisions, procedures, and mechanisms that assure that the State does not require reunification of a surviving child with a parent who has been found by a court of competent jurisdiction--
- a) to have committed a murder (which would have been an offense under section 1111(a) of title 18, United States Code, if the offense had occurred in the special maritime or territorial jurisdiction of the United States) of another child or such parent;
  - b) to have committed voluntary manslaughter (which would have been an offense under section 1112(a) of title 18, United States Code, if the offense had occurred in the special maritime or territorial jurisdiction of the United States) of another child or such parent;
  - c) to have aided or abetted, attempted, conspired, or solicited to commit such murder or voluntary manslaughter; or
  - d) to have committed a felony assault that results in the serious bodily injury to the surviving child or another child of such parent (section 106(b)(2)(A)(xvi));
- 17) provisions that assure that, upon the implementation by the State of the provisions, procedures, and mechanisms under number 16 above, conviction of any one of the felonies listed in number 16 above constitute grounds under State law for the termination of parental rights of the convicted parent as to the surviving children (section 106(b)(2)(A)(xvii));
- 18) provisions and procedures to require that a representative of the child protective services agency shall, at the initial time of contact with the individual subject to a child abuse and neglect investigation, advise the individual of the complaints or allegations made against the individual, in a manner that is consistent with laws protecting the rights of the reporter (section 106(b)(2)(A)(xviii));
- 19) provisions addressing the training of representatives of the child protective services system regarding the legal duties of the representatives, which may consist of various methods of informing such representatives of such duties, in order to protect the legal rights and safety of children and families from the initial time of contact during investigation through treatment (section 106(b)(2)(A)(xix));
- 20) provisions and procedures for improving the training, retention and supervision of caseworkers (section 106(b)(2)(A)(xx));
- 21) provisions and procedures for referral of a child under the age of 3 who is involved in a substantiated case of child abuse or neglect to early intervention services funded under part C of the Individuals with Disabilities Education Act (section 106(b)(2)(A)(xxi));
- 22) **not later than June 25, 2005 (2 years after the enactment of Public Law 108-36)**, provisions and procedures for requiring criminal background checks for prospective foster and adoptive parents and other adult relatives and non-relatives residing in the household (section 106(b)(2)(A)(xxii));





## CHAFEE FOSTER CARE INDEPENDENCE PROGRAM ASSURANCES

On behalf of the Chief Executive Officer of the State of Wisconsin, I certify that the State has in effect and is operating a Statewide program relating to Foster Care Independent Living and that the following provisions to effectively implement the Chafee Foster Care Independence Program are in place:

1. The State will provide assistance and services to youth who have left foster care because they have attained 18 years of age, and have not attained 21 years of age [Section 477(b)(3)(A)];
2. Not more than 30 percent of the amounts paid to the State from its allotment for a fiscal year will be expended for room and board for youth who have left foster care because they have attained 18 years of age, and have not attained 21 years of age [Section 477(b)(3)(B)];
3. None of the amounts paid to the State from its allotment will be expended for room or board for any child who has not attained 18 years of age [Section 477(b)(3)(C)];
4. The State will use training funds provided under the program of Federal payments for foster care and adoption assistance to provide training to help foster parents, adoptive parents, workers in group homes, and case managers understand and address the issues confronting adolescents preparing for independent living, and will, to the extent possible, coordinate such training with the independent living program conducted for adolescents [Section 477(b)(3)(D)];
5. The State will adequately prepare prospective foster parents with the appropriate knowledge and skills to provide for the needs of the child before a child, under the supervision of the State, is placed with prospective foster parents and that such preparation will be continued, as necessary, after the placement of the child. [Section 471(a), as amended];
6. The State has consulted widely with public and private organizations in developing the plan and has given all interested members of the public at least 30 days to submit comments on the plan [Section 477(b)(3)(E)];
7. The State will make every effort to coordinate the State programs receiving funds provided from an allotment made to the State under subsection (c) with other Federal and State programs for youth (especially transitional living youth projects funded under part B of title III of the Juvenile Justice and Delinquency Prevention Act of 1974); abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies [Section 477(b)(3)(F)];



**EDUCATION AND TRAINING VOUCHER PROGRAM ASSURANCES  
Chafee Foster Care Independence Program**

On behalf of the Chief Executive Officer of the State of Wisconsin, I certify that the State has in effect and is operating a Statewide program relating to Foster Care Independent Living and that the following provisions will be implemented as of September 30, 2003:

1. The State will comply with the conditions specified in subsection 477(i).
2. The State has described methods it will use to:
  - ensure that the total amount of educational assistance to a youth under this and any other Federal assistance program does not exceed the total cost of attendance; and
  - avoid duplication of benefits under this and any other Federal assistance program, as defined in section 477(3)(b)(J).

I hereby certify that the State of Wisconsin complies with the requirements of the above assurances.

Certified by *Kenneth M. Munson for* Date: *10/22/2004*  
Kenneth Munson

Title: Deputy Secretary  
Agency: Wisconsin Department of Health and Family Services

Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

(ACF Regional Representative)

## PLAN ATTACHMENTS

### Attached Documents

The following documents referenced in the narrative of the plan are attached.

1. DHFS Organizational Chart
2. DCFS Organizational Chart
3. Adoption Program Report for 2003
4. Adoption Disruption Data Collection Forms
5. MEPA Information
  - 5.A Letter on child assessment forms
  - 5.B Process for use of forms
  - 5.C Individualized child assessment form
  - 5.D Adoptive placement selection
  - 5.E Placement decision making assessment
6. Citizen Review Panel Annual Reports
  - 6.A Marathon County
  - 6.B LaCrosse County
  - 6.C Outagamie County
7. Tribal Child Welfare Issues
8. BMCW Janine B. Settlement Agreement Corrective Action Plan for Period 1

### Web Site References

The plan references web sites for other information. These web sites include:

The Wisconsin PEP can be found at <http://dhfs.wisconsin.gov/cwreview/cfsr/PEP.htm>

The Kids First agenda can be found at <http://www.wisgov.state.wi.us/docs/kidsfirst.pdf>

Statutory language for CAPTA can be found at <http://folio.legis.state.wi.us/quickfind.html>

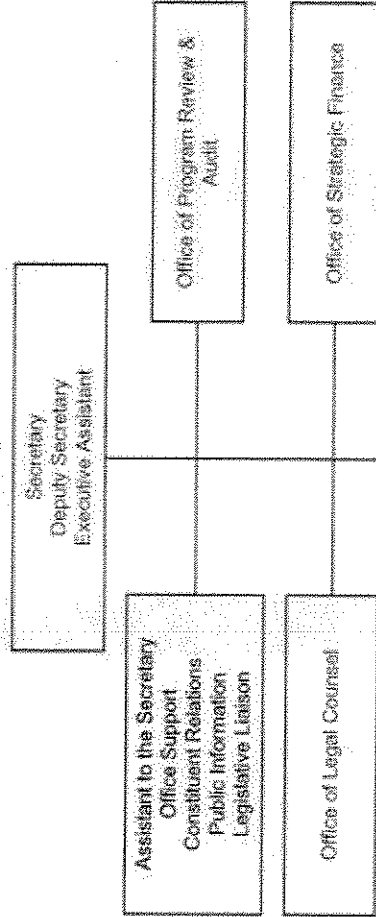
Note: To use the Folio on-line statutes select Chapter 48 Children's Code and enter in the appropriate statute number.

# Department of Health and Family Services Functions

Click here to see chart of supervisors

December 2003

- Northeastern Regional Office
- Northern Regional Office
- Southeastern Regional Office
- Southern Regional Office
- Western Regional Office



## Division of Children & Family Services

- Abuse Prevention
- Adoptions
- Adoption Search
- Child Abuse & Neglect
- Child Caring Institutions
- Coordinated Services Team Initiative
- Domestic Abuse
- Family Preservation & Support
- Foster Care
- Hunger Prevention Prog
- Migrant/Seasonal Soc
- Regulation of Day Care
- Programs: Group Foster
- Homes, CCR and Child
- Welfare Programs
- Runaway Programs
- Teen Parent Init & Svc
- Youth ACCA Prevention
- Youth Help Living

## Division of Disability & Elder Services

- Adult Day Care
- Alzheimer's Family Caregivers Support
- Birth-Three Programs and Council
- Brain Injury Waiver Program
- Caregiver Background Check Program
- Certification of Mental Health & ADD/ADHD Programs
- Children's Long-Term Care Release & Advisory Committee
- Community Integration Program
- Community Options Program
- Community Support Programs for
- Children w/Severe Mental Illness
- Coordinated Service Team Initiative
- Developmental Disabilities
- Elder Abuse
- Elder/Sever Programs
- Family Care Program
- Family Support Program
- Governor's Council on People w/Disabilities
- Human Services Reporting System
- Integrated Service Programs for
- Children w/Severe Emotional Disturbances
- Intoxicated Driver Program
- Katie Beckett Program
- Mental Health/ACCA Revison
- Mental Health and Council
- Nurses Aide Training Registry
- PACE Program
- Partnership Program
- Pathways to Independence
- Regulation of Adult Family Homes, CBRF's
- Adult Day Care & Res. Care Agreement Complexes
- Regulation of Hospitals, Laboratories, etc.
- Regulation of Nursing Homes
- Services for the Blind & Visually Impaired & Council
- Services for the Deaf & Hard of Hearing & Council
- Services for Persons with Physical Disabilities & Council
- State Independent Living Council
- State SSI, Caregiver Supplement, SSI-E Program
- Substance Abuse, Addiction & Council

## Division of Public Health

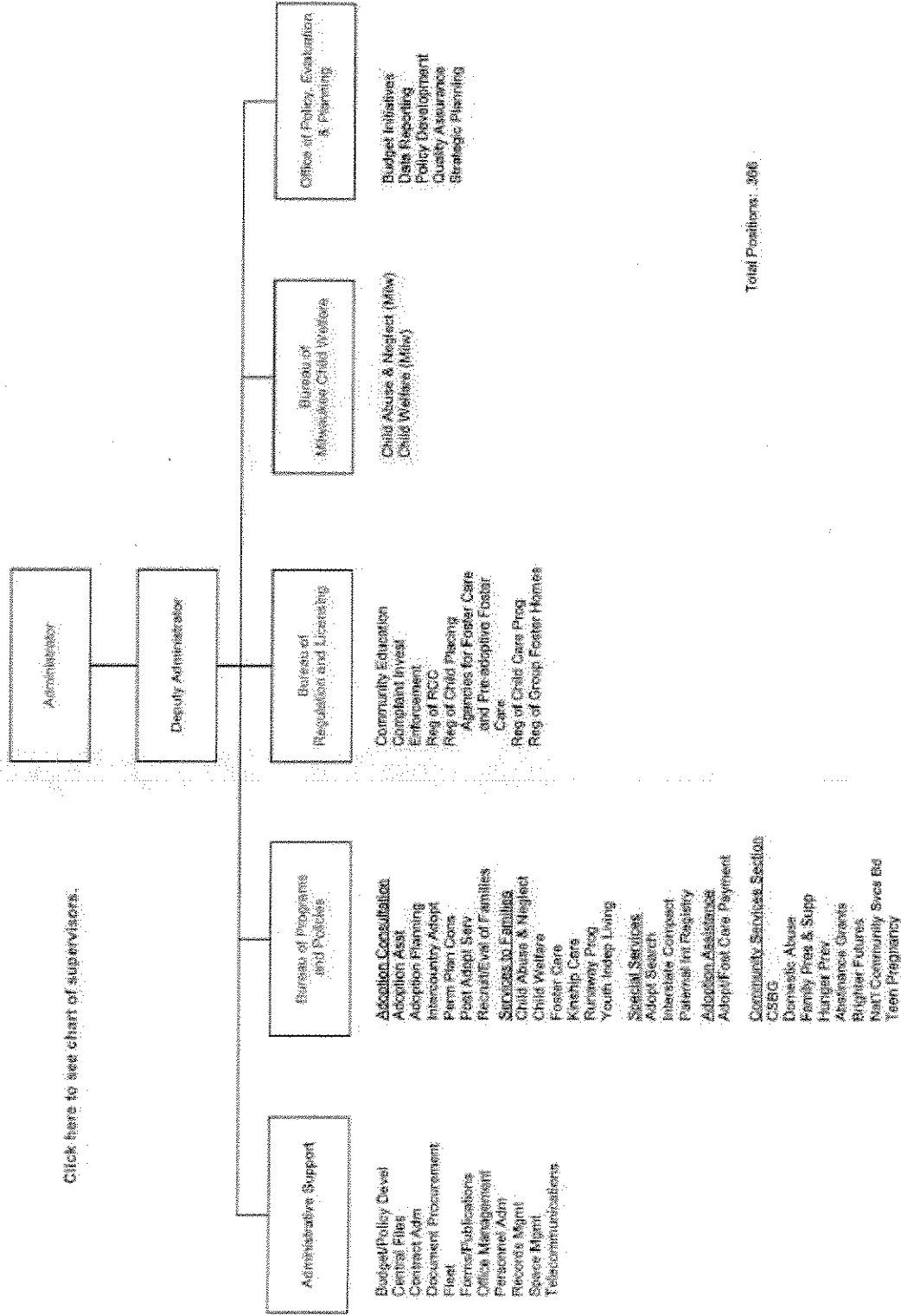
- AIDS/HIV/STD Programs
- Air Quality
- Chronic Disease Prevention
- Communicable Disease
- Surveillance and Prevention
- Comprehensive School Health
- Disaster/Emergency Response
- Environmental Health
- Family Health
- Fish Consumption Advice
- Groundwater Standards
- Health Hazard Evaluation
- Health Professional Strategic Areas
- Health Promotion
- Immunizations/Vaccines
- Infant Screening
- Injury Prevention
- Licensing/Certification/Registration:
- Emergency Medical Services:
- Restaurants/Hotels/Motels, Bed & Breakfast
- Homes, Dairy Operations, Campgrounds,
- Public Swimming Pools/Waterways,
- Tailor/Body Piercing,
- Local/Asbestos Abatement,
- Training Needs, X-ray Equipment
- Minority Health
- Refrigeration Information
- Occupational Health
- Dental Health
- Primary Care
- Public Health Epidemiology
- Public Health Nursing
- Radiation Protection Programs
- Reproductive Health
- Rural Health
- Sexual Assault Prevention
- Synar (Youth Tobacco) W/ Wink
- Women's Health
- Women, Infants, Children (WIC)
- Supplemental Food Program

## Division of Health Care Financing

- Budget-Care
- Children's Care First
- Chronic Renal Disease
- Coordination of Benefits
- Disaster Support System
- Disability Determinations
- Disability Hearings
- Eligibility Policy and Waivers
- Estate Recovery
- Fee-for-Service Benefits Policy & Reimbursement
- Fiscal Agent Liaison & Monitoring
- Food Stamp & Eligibility Outreach
- Food Stamp Program
- General Relief
- Health Information
- Health Services Utilization Data, IIRSP
- Hospital Rate Setting
- Managed Care Programs
- Medical Assistance
- Medical Policy
- MI/ACCA Managed Care Projects
- Nursing Home Reimbursement
- Population Health Data
- Prior Authorization
- Provider Audits
- Provider Certification
- Quality Assurance
- Reciprocity Lock-In
- Senior Care Prescription Program
- Social Security & SSI Disability Determination
- SSI HMO Program
- SSI Medical Eligibility
- State Data Exchange
- Wisconsin Medicaid Program

## Division of Management & Technology

- Accounting
- Affirmative Action/Civil Rights Compliance
- Business Process Management
- Calculations
- Employee Assistance
- Employment Relations
- Engineering
- Health and Safety
- Information Systems
- Office Space
- Payroll & Benefits
- Personnel
- Purchasing
- Records & Forms Mgmt
- Reorganization Review
- Telecommunications
- Training & Development
- Wisconsin Environmental Protection Act (WEPA) Coordination



Total Positions: 366

# **Calendar Year 2003**

**Annual Report**

## **Special Needs Adoption Program**

Prepared by:

Bureau of Programs and Policies

Division of Children and Family Services

Wisconsin Department of Health and Family Services

March 2004



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## I. Introduction

In 2003, the Department of Health and Family Services (DHFS) Special Needs Adoption Program began a major restructuring in response to the State of Wisconsin's fiscal crisis. In response to the needs to reduce positions in state work force, a decision was made to provide special needs adoption services through three regions, rather than five, and to reduce state FTE by 14.5 positions. In spite of transitioning to a re-designed program, the state program experienced a 10% increase in the number of children who were adopted with special care needs. The Special Needs Adoption Program's (SNAP) innovative approaches to providing professional quality services have resulted in finding permanency for thousands of children in Wisconsin. In addition, surveys reflect that adoptive families have a high level of satisfaction with the services received by the program. Planning and consultation by state adoption staff with counties has assisted in moving more children to reunification or permanency through adoption. At the same time, applicants for an adoptive placement are discovering that the time to complete an adoptive homestudy has decreased from previous years. All these approaches will continue to have an impact on meeting federal benchmarks for outcomes for child welfare intervention.

**Children in out-of-home care who are made available for adoption by counties through a termination of parental rights (TPR) are referred to the State adoption program. Children are matched with adoptive parents or in the majority of cases, are adopted by their foster parents. In July 2000, DHFS entered into contracts with private child placing agencies across the state to increase our ability to move children to permanence in a quality and timely manner. Federal mandates regarding permanency for children have required that states look at ways to increase their capacity to serve the number of children needing adoptive families while maintaining adoption worker caseloads at accepted standards.**

DHFS and private partner adoption staff strive to find appropriate adoptive families to best meet the needs of children when it is not safe for them to stay with their birth parents. A majority of the children adopted through the SNAP are eligible for adoption assistance. Adoption assistance reimburses the family for some of the costs of extensive and frequently expensive care. As of February 2003, there were 6,954 children receiving Adoption Assistance through the State of Wisconsin. The Adoption Assistance Program is funded with Title IV-E of the Social Security Act and state matching funds. Adoption assistance may include:

- medical assistance for some medical costs not covered by the family's health insurance;
- a monthly reimbursement to adoptive parent(s) to assist in meeting the financial demands of caring for a child with special needs; or
- reimbursement of certain non-recurring adoption expenses (e.g., legal fees and/or agency fees) up to \$2000 per child.

Administrative Code HFS 50, Facilitating the Adoption of a Child with Special Needs, became effective in 2002. According to its requirements, a child must have, or be at high risk of developing, special care needs in order to be eligible for adoption assistance, and otherwise would not be able to be placed for adoption without assistance. Examples of a child with special care needs may be:

- an older child – 10 to 18 years of age;

- a child experiencing emotional or behavioral problems to a degree that meets established criteria;
- a sibling group of three or more that must be placed together;
- belong to a minority race and children of that minority race cannot be readily placed due to a lack of appropriate placement resources;
- a child with a disability or in need of personal care assistance (e.g., dressing, bathing or feeding) or may have special medical or physical problems that require special diets, medication or physical therapy; or
- a child at risk of developing special care needs due to poor prenatal care, birth family medical history indicating a risk for future health problems or social history background with certain risk factors.

The State of Wisconsin Adoption Program has grown considerably since July 2000 and has been able to attain permanency for many children in need of adoptive homes. The Division of Children and Family Services (DCFS) oversees the Adoption Program in every county except Milwaukee, where the Bureau of Milwaukee Child Welfare (BMCW) provides adoption services. In 2002, both DCFS and BMCW demonstrated a high growth in the number of children adopted. In 2003, both programs have been able to keep up the momentum of the previous year and to post increased numbers of adoptions. The state adoption program increased the number of adoptions from 544 to 562 over 2002. BMCW has completed 591 adoptions, an increase of 18% over the previous year. The overall total for the two programs for 2003 was 1153 children reaching permanency through adoption, a 10% increase over 2002.

The goal of permanency is a common thread that unites agencies to achieve the established standards of practice of the adoption program. The SNAP has evolved into a program that ensures quality services to families and timely permanence to children by adhering to performance standards that focus on best practice and comply with state and federal guidelines.

#### **A. Redesign of State Adoption Program**

In March 2003, DHFS made the difficult decision to reduce the number of state social workers and supervisors in the SNAP in response to the state's fiscal crisis. The position reductions came through the closing of the Adoption Program in two regional offices, Waukesha and Rhinelander, and providing services through three expanded regions based in Eau Claire, Madison and Green Bay. The required reduction in positions is 14.5 FTE to be completed by June 30, 2004, from the previous 30.5 FTE. At the present time, the state program is well on its way to meeting the target without any layoffs, through the process of retirements and the transition of social workers to other positions in state service.

The remaining 16 FTE for state staff are comprised of three regional supervisors and 13 social workers. The 13 social workers are moving into roles working with the counties as "State Permanency Consultants", while three supervisors oversee the work of the SNAP in the three regions. The process of the change in role of state social workers to permanency consultants had been started in 2000, when DCFS entered a partnership with private agencies to provide special needs adoption services. Private agency social workers have been added to provide case management and adoption services to children and families. With the change in their caseloads, state adoption staff were able to be utilized as consultants to counties for work on specific cases

and on system and best practice models designed to achieve safe, permanent and stable home for children in out-of-home care.

The transition to the redesigned Adoption Program is not yet complete, as state staff are currently working to finalize their adoption caseloads and to increase their consultation responsibilities in their assigned counties. The specialized expertise of the state adoption staff is expected to generate improved outcomes for children, in the ability to ensure earlier intervention in permanency decisions and to assist in obtaining the effective services for children in transition. The Adoption Program began functioning in the three expanded regions on January 1, 2004.

In July 2000, DCFS entered into a formal partnership with Children’s Service Society of Wisconsin, Lutheran Social Services, Catholic Charities, Bethany Christian Services, and the Professional Association of Treatment Foster Homes (PATH). The partnership initiative complements the state adoption program by increasing the capacity to serve the number of children referred for adoptive placement. The redesign of the SNAP has shifted a number of responsibilities to private partner agencies that had not been theirs previously. Following the decision to change the roles of the remaining state social workers, all adoption cases are now assigned to private agency workers, no matter the level of complexity. In addition, private agency social workers will be taking over all the responsibilities of assessment of new adoptive family applicants to the program, a duty that previously rested with state social workers.

Despite the changes to the program, both the regions and BMCW have been able to keep up the high level of adoption finalizations over the past year from the previous year. The following chart reflects the trend of adoptions for special needs children in which DHFS had guardianship.

<b>Adoption Finalizations</b>			
<b>Year</b>	<b>Regions</b>	<b>BMCW</b>	<b>Total</b>
1995	313	151	464
1996	311	254	565
1997	321	290	611
1998	415	307	722
1999	350	304	654
2000	421	288	709
2001	464	263	727
2002	544	500	1044
2003	562	591	1153

**B. Functions of program**

The following list of services provided by SNAP is not all-inclusive, but rather indicates the major components of the program’s array of services. (See Attachment I, Steps to Adoption, page 12)

- **Adoption informational meetings** are held monthly throughout the state and are not projected to decrease in number because of the new regional structure. At these meetings an overview of the adoption program process is presented as well as information on parenting a child with special needs. The meeting provides education to new families coming into the program as “new applicants,” as well as foster families who may have an interest in adopting

a foster child. The informational meeting is the initial step for most of the applicants entering the program. (See Attachment II, New Applicant Flow Chart, page 13)

In 2004, DCFS will begin using a newly developed PowerPoint presentation. The department has provided the technology to use the presentation at meetings throughout the state in order to provide interested people with a professional and focused view of the special needs adoption process. This change will go hand-in-hand with the federal recruitment efforts through AdoptUSKids, which is aimed at increasing awareness of the need for adoptive homes for special needs children.

- **Family building consultations** are completed on individuals and families who would like to take the next step in the adoption process after attending the informational meeting. At the consultation, an adoption social worker meets with the family to discuss motivation, experience, and family expectations. In addition, the adoption worker discusses with the family the realities of adopting a child with special needs and if such a child would be a good match for the family.
- **The Adoptive Family Assessment (AFA)**, is the process to complete the applicant's home study. After the screening, the applicants are provided with an adoption application and other materials needed to begin the home study process. Upon receipt of the information at the regional office, the applicant is assigned to a partner agency for completion of the home study process. Criminal background checks, reference checks, and the AFA are completed while preparing the family for placement of a child. The family preparation process includes training, counseling, and a review of the educational services that the child or family may need before and after placement of a child. Within regions throughout the state PACE training for foster, adoptive and kinship families as a preparation for parenting has been developed and has proved to be a good resource for Wisconsin families.
- **Conversions of foster homes to adoptive placements** comprised approximately 85% of the adoptions finalized in recent years. The process for these families is similar to those who enter the program as new applicants.
- Following the successful completion of the AFA, the applicant is **licensed as a foster home**. The adoption social worker explains the foster care licensing rules to applicants, provides them with a copy of the licensing rules, and ensures that the home meets licensing criteria.
- **Placement selection and matching** are critical pieces in the adoption program. Based on the completed Adoptive Family Assessment, the adoption social worker will make a recommendation taking into consideration the applicant's preferences, and the age and needs of a child for the applicants. Descriptions of available children and families are shared at monthly regional meetings between the state and partner agencies. During the year the adoption program has made changes to its selection and matching process to ensure that the state is in compliance with the federal Multi-ethnic Placement Act (MEPA). The revamped process includes documentation that ensures consideration of all prospective families for a child, as well as a clear understanding of the child's best interests in being matched with a particular family.

- **State Permanency Consultants (SPC) provide consultation** to counties during permanency planning for children in out-of-home care. This function is crucial for compliance with federal law and timely decision-making for the child's permanency. Federal outcomes measured in the recent CSFR review expect that 32% of children in out-of-home care will be adopted within 24 months from removal from the birth home. The State of Wisconsin currently has reached 21% in that category and expects to be able improve the percentage with the work of the SPCs in planning with counties.

At the time of assignment, the planning team (county worker, foster family, child – if age appropriate, counselor, school personnel, etc.) will meet to discuss the case, share pertinent information and clearly define roles. This same meeting typically occurs prior to TPR and again prior to adoption finalization. Ongoing services are identified during the process and allow for a seamless service delivery for the child and family. Concurrent planning with counties provides the best opportunity for children to experience a shorter transition into a permanent placement. (See Attachment III Timeline for Concurrent Planning Activities, page 14.)

- **Child preparation** is provided through the SNAP in a variety of ways. Children are prepared in creative child oriented ways for transition towards adoption. The worker may read books on adoption to the child, help the child create a life book, and work with the family and child through any confusion or fear they may have. Supportive services are provided as needed. When appropriate, counseling for the child and family is provided to help them deal with the transition and any other related adoption issues.
- **Case management** is provided post-TPR to the child and foster/adoptive family by an adoption social worker. Case management information is entered in the Wisconsin Statewide Automated Child Welfare Information System (e-WiSACWIS), including any case notes, foster care licensing, AFA, foster care reimbursement, adoption assistance reimbursement, medical assistance, permanency plans, case plans, and Title IV-E related information.
- **Adoption assistance** is established prior to adoption finalization, once the AFA is completed and approved. Adoption assistance may consist of medical assistance, a monthly financial reimbursement, and/or a one-time adoption expense reimbursement. The adoption worker discusses adoption assistance with the family and completes necessary paperwork with the family upon application.
- **The adoption finalization process** is a significant event for everyone involved. The adoption social worker completes all necessary documentation for the courts, and the family files a petition for an adoption hearing. Adoptive parents, the child, other family members, and county and adoption workers typically attend the adoption hearing to celebrate the finalization.
- **Interstate adoption** services are also provided by the state adoption program. Children placed with families in Wisconsin from other states are serviced through the Interstate

Compact on the Placement of Children (ICPC). Wisconsin children may also be placed with families residing in other states.

- **Guardianship** cases are maintained through the adoption program. Custody of a child is returned to the county when a child has not been placed in an adoptive home after two years in the State's guardianship and a TPR has occurred. Guardianship responsibilities remain with the State adoption program, while the county maintains custody, case management, and financial responsibilities. The adoption program continues to pursue adoptive resources for a child after custody is returned to the county.
- **Adoption standards** have been developed for statewide adoptions. The standards form a basis for case management and program responsibilities provided by counties, the state adoption program and contract agencies. The standards have created uniformity among all agencies involved in the adoption process and have set precedence for expectations serving children and families.
- **Quality Assurance (QA)** is a key component in measuring the success of the SNAP. A number of processes have been developed to measure outcome analysis. The QA unit has focussed the past year on communication and education of the special needs adoption staff as a means of improving performance. In addition, the unit has worked on measurement of satisfaction, foster home licensing reviews, and MEPA compliance, amongst other activities.

### C. Related Programs

#### Quality Assurance

A key component of the adoption initiative is the Quality Assurance (QA) unit. QA specialists monitor practice, analyze findings, and promote and develop program improvements within the SNAP. The BMCW has its own QA monitoring mechanism and the regional QA staff work with the BMCW to assure continuity in the methods and areas evaluated.

A major initiative of the unit during the past year has been the implementation of a monthly e-mail newsletter. The newsletter was conceived as a means of keeping open communication and creating a sense of cohesiveness in a program that was undergoing a significant redesign. Additionally, the new program structure requires consistency throughout the state in terms of practice and procedure. The newsletter, "Building Families Together", provides a means of drafting and publishing policy as well as promoting statewide uniformity of protocol for practice. Regular features include sharing of children and families, technical support for the e-WiSACWIS system, resource guides, and dissemination of practice and policy requirements. The newsletter provides a means of teaching techniques and providing expectations to workers regarding their level of practice.

DCFS managers and regional supervisors, in addition to QA staff, have identified numerous areas that require program standardization and improvement. Some areas resulted from the Standards of Practice and the contractual agreements in place with private partners, while others are governed by state and federal law, such as the Adoption and Safe Families Act (ASFA), the Multi-Ethnic Placement Act (MEPA) and the Inter-country Adoption Act of 2000 (Hague

Convention). The QA staff have developed tools to capture and monitor the placement and matching of children with families to ensure compliance with MEPA. Other aspects of the program requiring monitoring include training standards for prospective adoptive parents, regular reviews of program standards and strategies to meet the timelines of ASFA, and compliance with completion of e-WiSACWIS documentation.

The QA staff function also seeks to implement strategies that assure integrated services with state adoption staff, partner agencies, and counties for accountability and positive client and program outcomes. To gain insight into the quality of service provision delivered by both the private agencies, a satisfaction survey is sent out annually to all adoptive families. In addition, the QA staff prepares reports on the yearly satisfaction surveys and the bi-annual survey of adoption outcomes for contract partners. Regular planning meetings with regional supervisors and managers ensure that current program issues are identified and addressed in a timely manner.

The following tasks of the quality assurance unit ensure a high standard of service to Wisconsin children and families within the SNAP, as well as working to meet federal and state outcome expectations:

- Consistency of administrative and judicial reviews;
- Technical support regarding e-WiSACWIS;
- Monthly newsletter regarding program policies;
- Title IV-E foster home licensing reviews;
- Written protocol and policies
- Implementation of recruitment strategies for adoptive families;
- Survey every six months of county service provision to children adopted internationally;
- Regular written analysis regarding the ongoing program progress of the SNAP;
- Monitoring and collection of documentation regarding MEPA compliance;

### **Post Adoption Services**

The DHFS funds six Post Adoption Resource Centers (PARCs) statewide. The PARCs provide assistance to families, individuals and professionals, with a focus on:

- Education, support activities and services;
- Community awareness;
- Understanding the unique issues facing adoptive families among public and private human service providers, schools, and medical care providers;
- Increasing the availability of services for adoptive families, including respite care, crisis intervention, day care, after-school care, legal help, family counseling, support groups related to adoption, access to Title XIX service providers and planning for the transition of an adopted child to adulthood; and
- Improving collaborative efforts among public and private organizations and the general public to address the needs of adoptive families in the regional area.

The PARCs bring expertise, as well as additional funding to post adoption services through grants, in-kind services and donations. The PARCs include the following agencies:

- Catholic Charities-Diocese of LaCrosse, covering the Western Region in LaCrosse and the Northern Region in Stevens Point
- Family Services of Green Bay, covering the Northeastern Region in Green Bay
- Catholic Charities - Diocese of Madison, covering the Southern Region in Madison
- Adoption Resources of Wisconsin, covering the Southeastern Region in Milwaukee
- Milwaukee through BMCW

**Interstate Compact on the Placement of Children (ICPC)**

The Interstate Compact on the Placement of Children (ICPC) establishes legal and financial responsibilities for children placed across state lines pursuant s.48.988 Wis. Stats. and applies to the following types of interstate placements:

- Adoptive
- Foster Care
- Relative
- Group Home
- Residential Care Centers for Children and Youth
- Residential Treatment Facilities

The Interstate Compact is a legal contract between all fifty states, the District of Columbia and U.S. Virgin Islands that ensures that the jurisdictional, administrative and human rights obligations of all the parties involved in the interstate placement are protected. Children placed out-of-state need to be assured the same protection and support services that would be provided if the child remained in their “home state.” They must also be assured a return to their original jurisdiction should the placement prove not to be in their best interest or the need for out-of-state services cease.

The ICPC provides a mechanism for public and private child placing agencies to obtain a home study of a proposed placement resource in another state prior to moving the child to the other state. It also provides for supervision of a Wisconsin court order over a child’s placement in another state. Without an approved interstate compact prior to moving the child, the court order from the sending state cannot legally be supervised in the receiving state. ICPC cases are facilitated by regional state adoption staff due to the complexity of working across state lines and negotiation involved with other states.

<b>Adoption Cases Processed via the Interstate Compact on the Placement of Children (ICPC)</b>		
<b>Activity</b>	<b>CY 02</b>	<b>CY 03</b>
Requests for Adoptive Placements into WI	122	126
Requests for Adoptive Placements from WI to Other States	51	60
Total	173	186



## II. Cost and Methodology

The adoption contracts with the private partner agencies are paid on a case rate basis. In previous years, calculations did not include contract spending for adoptions and some indirect costs. While the cost per adoption in 2002 appears to have increased, this is the result of including 100% of the private partner contract costs plus 30% of the state adoption worker cost.

The following methodology was used to determine the cost of adoption services in CY 2002:

- The actual costs of the private partner contracts is included in the calculation. The total cost of contracts for CY 2002 is \$1,690,892.
- Adoption staff costs include 30% of the actual cost of professional and supervisory positions assigned to adoption activities. This is the result of approximately 70% of state adoption social worker time spent on case consultation to counties. In order to achieve this level of consultation by state adoption social workers, the majority of adoption casework was assigned to the contract partners. Wage adjustments, due to contracts that expired July 1, 2002, are not included. Salary cost for adoption staff is \$313,584 that represents 30% of the total.
- Fringe costs for adoption staff is calculated at \$120,596 (30% of total).
- Rent/lease was calculated at actual costs for office space at each regional or district location. The total costs for district or regional office space for CY 2002 was \$35,420 (30% of total).
- Other costs including telephone, travel, postage, printing, training, and other services for CY 2002 was \$151,039 (30% of total).
- Staff time for adoption and supervisory staff is assigned to adoption activities at 100%.
- The average costs per adoption by the Department in CY 2002 was determined by dividing the total costs of adoption services by 544 adoption finalizations.
- The costs of adoption services does not include miscellaneous departmental functions and other State administrative expenses that may indirectly support the adoption program.
- The costs of adoption does not include maintenance reimbursement to foster parents or adoptive families prior to adoption assistance payments made by the Department or medical assistance costs for children placed in foster care or an adoptive home.
- Costs related to BMCW are not incorporated in this calculation.

The chart below displays the adoption and cost figures for recent years.

## COMPARISON OF DEPARTMENT ADOPTION FINALIZATIONS AND COST

Factors Considered	CY 02	CY 01	CY 00	CY 99	CY 98
Number of Adoptions	544	464	421	350	415
Cost of Adoption Services	\$2,311,531*	\$1,828,564	\$2,142,243	\$1,999,190	\$1,723,857
Average Cost per Adoption	\$4,249	\$3,941	\$5,088	\$5,712**	\$4,154

\*Denotes the change to finalized adoptions and other cost factor changes as indicated in the 2002 Annual Adoption Report – Cost and Methodology.

\*\*Does not include 1999 wage increases that were approved in union contracts after March 1999.

### **III. Summary**

Over the past few years, the adoption program has experienced steady growth in new guardianship cases that are moving to adoption. Due to this increase, the program contracted with private agencies to assist in moving children to adoption in a timely manner, and to ensure that staff caseloads would not be a barrier to permanence for children. As a result of this partnership, the state completed a record number of adoptions in CY 2002.

Prior to collaborating with private agencies, the state adoption staff had reached a maximum goal of 430 adoptions in one year. Worker capacity was consumed with ongoing case management activities and lack of standardized practice. Social worker caseloads were in excess of 30 child cases per worker. The partnership has resulted in the decrease of state adoption social worker caseloads to about eight child cases per worker. Our enhanced capacity through the partnership is largely responsible for the increased number of finalized adoptions and decreased state adoption worker caseloads. The increase in adoptions will result in a federal adoption incentive for federal fiscal year 2002 of approximately \$1.2 million which will help offset costs in BMCW and the state adoption program.

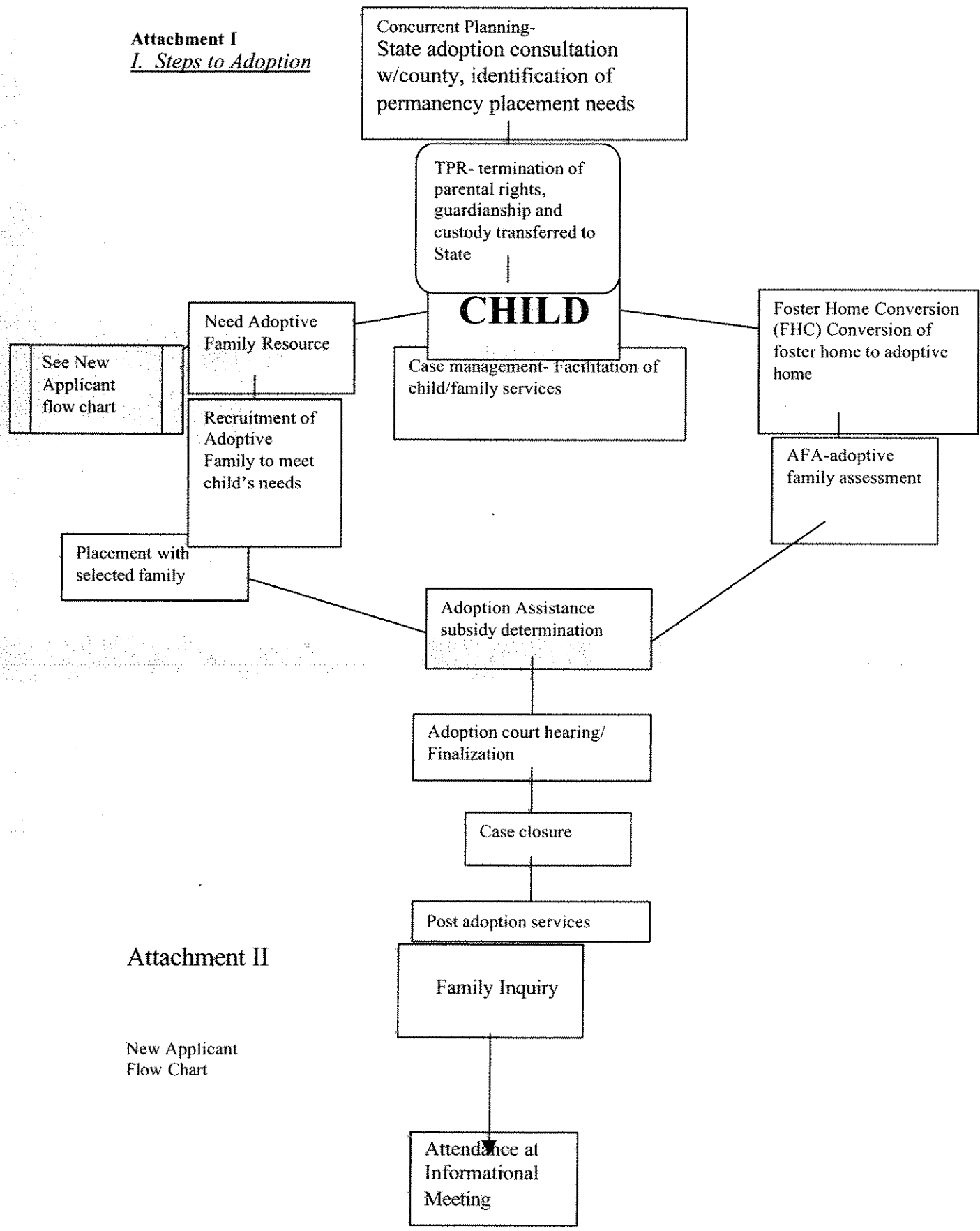
The previous method of calculating the costs of the program based on placements could result in a child being counted more than once in a given year or counted in successive years if the adoptive placement changed. Calculations based on finalized adoption numbers ensure accuracy and consistency of base statistics.

The implementation of the QA program allows specific analysis of the outcomes of the adoption program. Through these efforts the program will have information beyond statistics that will include actual client, family, partner agency, court and case file information to incorporate into quality improvement efforts.

The focus of the adoption program continues to be on providing timely and quality adoption services.

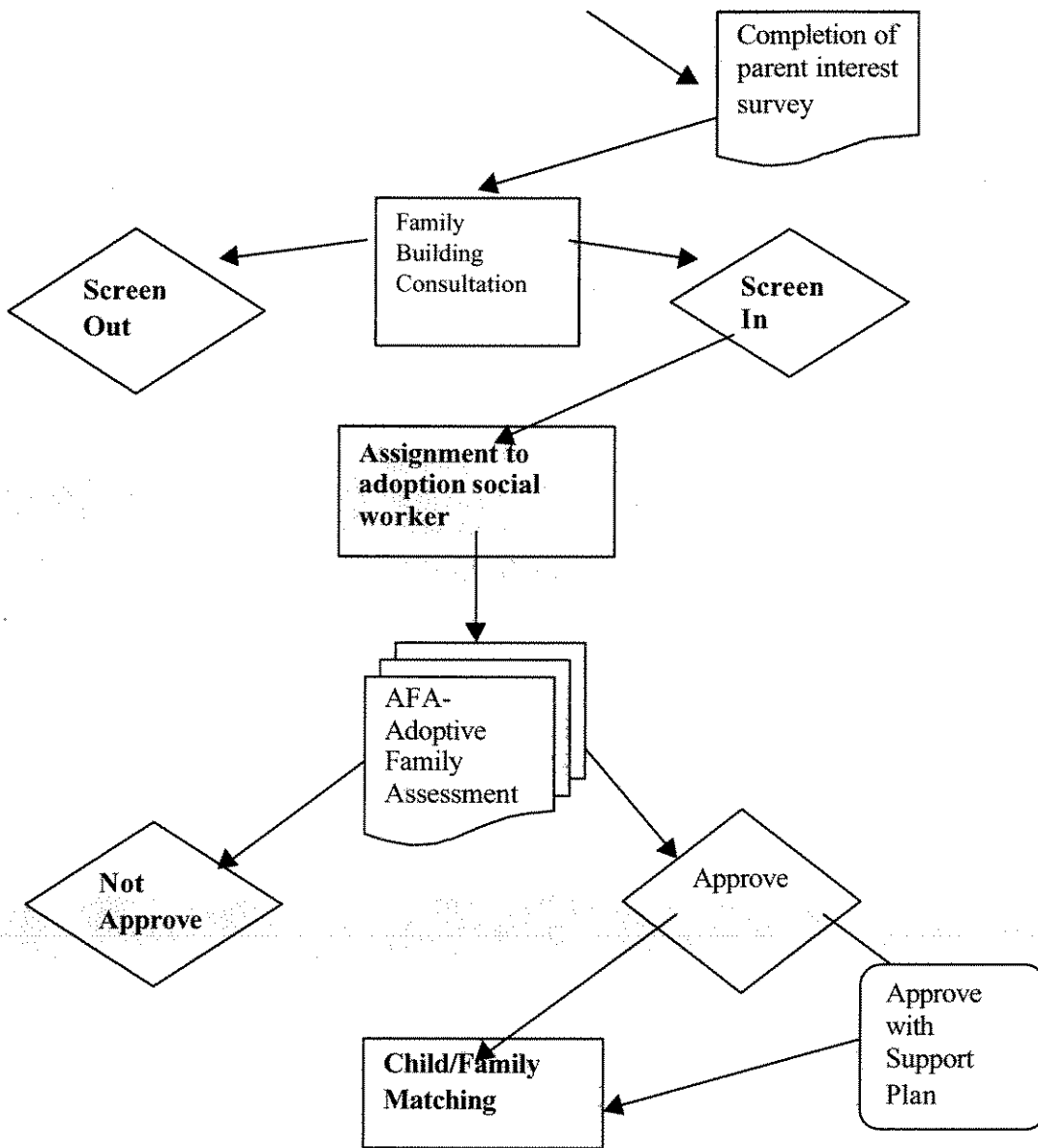
**APPENDIX**

**Attachment I**  
***I. Steps to Adoption***



**Attachment II**

New Applicant  
Flow Chart



**TIMELINE FOR CONCURRENT PLANNING ACTIVITIES**

**ATTACHMENT III**

This document is designed as a working tool to assist county and state staff to initiate referral, enhance communication, identify concurrent planning benchmarks and coordinate activities to ensure timely permanence for children. At the time that ANY finding or recommendation by the county case manager, the Administrative review panel, the Judge or GAL for a concurrent plan, requires the county case manager make a referral to the State Permanency Consultant (SPC), consisting of the Intake and supporting documents. A referral must be made to the SPC at any time that permanency plan does not include reunification.

The adoption worker becomes a member of the planning team for the case. At the time of assignment the team (county worker, foster family, child – if age appropriate, counselor, school personnel, etc.) will be brought together to discuss the case, share pertinent information and clearly define roles. This same meeting should take place prior to TPR and again prior to adoption finalization. This will help provide a seamless service delivery process for the child and family, as ongoing services are needed.

Case Event	Timeframe	Judicial Finding/ Legal Decision	Task and Responsibility
Temporary Physical Custody Hearing	<ul style="list-style-type: none"> <li>- <b>48 hours after decision to hold</b> excluding legal holidays, Sat. &amp; Sun.</li> <li>- Court may grant additional <b>5 days</b> for RE to Prevent Removal Finding for good cause shown at TPC (should be an extremely rare practice)</li> </ul>	<p>Contrary to the Welfare (CTW), Reasonable Efforts (RE) to Prevent Removal, &amp; RE to Safely Return Home</p> <p>CTW &amp; RE to Prevent Removal</p>	<p><b>County Case Manager:</b> If birth family has high risk factors for Fast Track TPR, may refer to SPC.</p>
ANY OTHER INITIAL REMOVAL HRG: PERMANENCY PLAN	<ul style="list-style-type: none"> <li>- First court order that authorizes removal, such as Dispositional Change of Placement Orders, etc.</li> <li>- Filed with the court <b>within 60 days</b> after removal.</li> <li>- If RE to Prevent Removal/ Reunify <b>NOT REQUIRED</b>, plan must be reviewed <b>within 30 days</b> after judicial finding at a Permanency Plan Hearing</li> <li>- Must be reviewed at least once every <b>6 months</b></li> </ul>		<p><b>County Case Manager:</b> See above.</p>
PERMANENCY PLAN REVIEW	<ul style="list-style-type: none"> <li>- Initial review must be conducted no later than <b>6 months</b> after date of removal</li> <li>- Subsequent review must be conducted no later than <b>6 months</b> after previous Perm. Plan Hearing</li> <li>- Conducted by admin. panel or court</li> </ul>	<p>If Held by Court: RE to Achieve the Goals of the Permanency Plan</p>	<p><b>County Case Manager:</b> If goal does not include reunification, the SPC is a resource for all other types of plans for permanence.</p>
9 MONTHS	<ul style="list-style-type: none"> <li>- <b>9 Months</b> from date of removal</li> </ul>		<p><b>County Case Manager:</b> Latest date that the referral must be made to SPC for permanency planning services, to allow for possible photolisting of unmatched child.</p>
PERMANENCY PLAN HEARING	<ul style="list-style-type: none"> <li>- Initial Permanency Plan Hearing must be held by the <u>earlier of the following two dates:</u> <ul style="list-style-type: none"> <li>• <b>6 months</b> after previous permanency plan review</li> <li>or</li> <li>• <b>12 months</b> after date of removal</li> </ul> </li> <li>- Subsequent Permanency Plan Hearing(s) must be held no later than <b>6 months</b> from the previous permanency plan review</li> <li>- Hearing must be conducted by a judge or court commissioner</li> <li>- Court shall make written findings relating to all determination listed under Stat. 48.38(5)(c)</li> </ul>	<p>RE to Achieve the Goals of the Permanency Plan</p>	<p><b>State Permanency Consultant:</b> Reviews referral information assessing child for special needs &amp; adoptability. May meet with case manager, foster family, birth parents, and relatives regarding issues of adoption. Is available for discussions &amp; questions. Gather the record materials for referral to the Adoption Worker.</p> <p>Recruits/screens potential new adoptive placements for matching. Completes the MEPA compliance questionnaire on all cases referred for consultation. Is liaison between potential adoptive families, county case manager, et al? County case manager should participate in presentation to potential new adoptive family. If appropriate, completes a letter to the court accepting guardianship. Will consult with the regional adoption supervisor, ongoing, to identify an appropriate time for assignment to an Adoption</p>

<p>Worker. *</p> <p>An <b>Adoption Worker</b> may be involved for a county identified "Concurrent Planning Home" or recruitment of a "legal risk" placement. At any time when an Adoption Worker should be involved with case planning, all parties to the decision-making process will be brought together to discuss the case plan, to determine who is responsible for decisions and to identify each party's role. Involvement of the Adoption Worker provides a seamless transfer to Adoption and reduces any confusion of roles with the SPC. At any time direct services are required i.e. FFA, AFA as related to the home and/or placement an Adoption Worker will be assigned. **</p>		<p><b>County Case Manager:</b> Completes paperwork and submits to DA/ Corp Counsel. Notifies the State Permanency Consultant a petition will be filed.</p> <p><b>Regional Adoption Supervisor:</b> Completes Matrix: assigns to Adoption Worker/refers to Private Partner Leadworker for assignment to Adoption Worker.</p>	<p><b>Adoption Worker:</b> Initiates a meeting with the county manager and all members of the child's treatment team to discuss the plan for the child. Adoption worker will prepare and provide the Referral Information-Return of Custody packet for the county including all the information in the adoption file on the child.</p> <p><b>Adoption Worker:</b> Informs County supervisor of potential Return of Custody to the County. Includes designated County worker in planning for transitioning custody to county.</p> <p><b>Adoption Worker:</b> Submits any updated paperwork and petition for Return of Custody Hearing (see No Adoption Plan).</p>
<p>PETITION FOR TPR</p>	<ul style="list-style-type: none"> <li>- When appropriate</li> <li>- If 15 of 22 months in out-of-home care, unless TPR filing exception documented</li> <li>- Within 60 days after a RE NOT REQUIRED finding if an abandoned infant or parent convicted of a listed felony</li> </ul>	<p>TPR</p>	<p><b>State Permanency Consultant:</b> Alerts regional manager of new guardianship case for Assignment if not previously assigned. Adoption worker assumes case management responsibility. The SPC will continue in a secondary/consultative role.</p> <p><b>Adoption Worker:</b> Meets with the SPC, county worker, foster family, and child if not completed pre-TPR. Studies family conversion and provides all adoption services.</p> <p><b>Adoption Worker:</b> Prepares the adoptive home study and adoption finalization paperwork for adoption hearing.</p> <p><b>Adoption Worker:</b> Informs SPC and the county case manager of all hearings related to the assigned cases so they can attend if they would like to.</p> <p><b>Adoption Worker:</b> Invites the county designee and sends a copy of the Plan review and summary to the county designee.</p>
<p>ADOPTION CASE ASSIGNMENT</p>		<p>TPR</p>	<p><b>Adoption Worker:</b> Prepares the adoptive home study and adoption finalization paperwork for adoption hearing.</p> <p><b>Adoption Worker:</b> Informs SPC and the county case manager of all hearings related to the assigned cases so they can attend if they would like to.</p>
<p>PETITION FOR ADOPTION ADOPTION HEARING</p>		<p>Adoption Finalized</p>	<p><b>Adoption Worker:</b> Invites the county designee and sends a copy of the Plan review and summary to the county designee.</p>
<p>PERMANENCY PLAN REVIEW/ HEARING</p>	<ul style="list-style-type: none"> <li>- Review: 6 months after previous Perm. Plan Hearing</li> <li>- Hearing: 6 months after previous Perm. Plan Review</li> </ul>	<p>RE to Achieve the Goals of the Permanency Plan</p>	<p><b>Adoption Worker:</b> Initiates a meeting with the county manager and all members of the child's treatment team to discuss the plan for the child. Adoption worker will prepare and provide the Referral Information-Return of Custody packet for the county including all the information in the adoption file on the child.</p> <p><b>Adoption Worker:</b> Informs County supervisor of potential Return of Custody to the County. Includes designated County worker in planning for transitioning custody to county.</p> <p><b>Adoption Worker:</b> Submits any updated paperwork and petition for Return of Custody Hearing (see No Adoption Plan).</p>
<p>NO ADOPTION PLAN</p>	<ul style="list-style-type: none"> <li>- At any time a determination is made that no adoptive resources exist for a particular child, due to age, refusal of the child to consider, institutional placement.</li> </ul>		<p><b>Adoption Worker:</b> Initiates a meeting with the county manager and all members of the child's treatment team to discuss the plan for the child. Adoption worker will prepare and provide the Referral Information-Return of Custody packet for the county including all the information in the adoption file on the child.</p> <p><b>Adoption Worker:</b> Informs County supervisor of potential Return of Custody to the County. Includes designated County worker in planning for transitioning custody to county.</p> <p><b>Adoption Worker:</b> Submits any updated paperwork and petition for Return of Custody Hearing (see No Adoption Plan).</p>
<p>18 MONTHS POST TPR</p>	<ul style="list-style-type: none"> <li>- 18 months After Date of TPR</li> </ul>		<p><b>Adoption Worker:</b> Initiates a meeting with the county manager and all members of the child's treatment team to discuss the plan for the child. Adoption worker will prepare and provide the Referral Information-Return of Custody packet for the county including all the information in the adoption file on the child.</p> <p><b>Adoption Worker:</b> Informs County supervisor of potential Return of Custody to the County. Includes designated County worker in planning for transitioning custody to county.</p> <p><b>Adoption Worker:</b> Submits any updated paperwork and petition for Return of Custody Hearing (see No Adoption Plan).</p>
<p>RETURN OF CUSTODY TO COUNTY</p>	<ul style="list-style-type: none"> <li>- 2 Years After Date of TPR</li> </ul>	<p>Custody Returned</p>	<p><b>Adoption Worker:</b> Initiates a meeting with the county manager and all members of the child's treatment team to discuss the plan for the child. Adoption worker will prepare and provide the Referral Information-Return of Custody packet for the county including all the information in the adoption file on the child.</p> <p><b>Adoption Worker:</b> Informs County supervisor of potential Return of Custody to the County. Includes designated County worker in planning for transitioning custody to county.</p> <p><b>Adoption Worker:</b> Submits any updated paperwork and petition for Return of Custody Hearing (see No Adoption Plan).</p>

\* The Matrix will be completed at the time a case is referred to an Adoption Worker.

\*\* An adoption worker will be assigned as a secondary worker whenever direct service from the adoption program is needed.



**State of WI Sites**

State of Wisconsin Portal

<http://www.wisconsin.gov/state/home>

State of Wisconsin DHFS

<http://www.dhfs.wisconsin.gov>

Adoption in Wisconsin

<http://www.dhfs.wisconsin.gov/children/adoption>**Legislative/Administrative Codes Referenced in the Report**

Wisconsin State Legislature

<http://www.legis.state.wi.us>

Chapter 48, Children's Code

<http://www.legis.state.wi.us/statutes/01Stat048.pdf>

Chapter 938, Juvenile Justice Code

<http://www.legis.state.wi.us/statutes/01Stat0938.pdf>

HFS 42, State Adoption Information Center

<http://www.legis.state.wi.us/rsb/code/hfs/hfs042.pdf>

HFS 50, Facilitating the Adoption of Children With Special Needs

<http://www.legis.state.wi.us/rsb/code/hfs/hfs050.pdf>

HFS 51, Adoption of Children With Special Needs

<http://www.legis.state.wi.us/rsb/code/hfs/hfs051.pdf>

HFS 56, Foster Home Care for Children

<http://www.legis.state.wi.us/rsb/code/hfs/hfs056.pdf>**Federal Sites**

Administration for Children and Families

<http://www.acf.dhhs.gov>

- Adoption and Safe Families Act of 1997
- Child Abuse Prevention and Enforcement Act 2000
- Child Welfare Policy Manual
- Indian Child Welfare Act
- Inter-country Adoption Act of 2000
- Promoting Safe and Stable Families Amendments of 2001

Children's Bureau - Adoption Site

<http://www.adoptuskids.com>

United States Department of Health and Human Services - Multiethnic Placement Act (MEPA)

<http://www.os.dhhs.gov/ocr/mepaipp.htm>

American Public Human Services Administration (APHSA)

Interstate Compact on the Placement of Children

<http://icpc.aphsa.org/>**Post Adoption Resource Centers (PARCs)**

Adoption Resources of Wisconsin

<http://www.wiadopt.org>

Family Services of NE Wisconsin

<http://www.familyservicesnew.org>

Catholic Charities Diocese of LaCrosse

<http://www.friendsofadooption.org>

Catholic Charities Diocese of Madison

<http://www.catholiccharitymadison.org>

**INTERNATIONAL ADOPTIONS: OUTCOMES and ANALYSIS**  
 Hague Convention: Federal Mandate for State Reporting  
*Initial Data*

Reporting Period: January – December 2003

**Purpose: To collect information required by International Adoption Act 2000 (IAA) for federal reporting and program planning. Cases identified on this form will be reviewed for further case-specific information. Workers or other staff identified will be contacted by state Quality Assurance staff.**

County: \_\_\_\_\_

**Children in Placement/ 2003 (CHIPS, JIPS or Delinquency)**

- Of all children in placement at any given point in 2003, how many of those immigrated to the U.S. as a result of an international adoption?
- Please provide name and phone # of case worker/contact person for each applicable case in question 1, as well as the child's name, date of birth, and the applicable jurisdiction:

Worker Name	Worker phone number	Child's Name	Child's D.O.B.	Jurisdiction
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.

**Terminations of Parental Rights/2003 (CHIPS, JIPS or Delinquency)**

- Of all Terminations of Parental Rights in 2003, how many of those pertained to a child who immigrated to the U.S. as a result of an international adoption?
- Please provide name and phone # of case worker/contact person for each applicable case in question 3, as well as child's name and date of birth:

Worker Name	Worker phone number	Child's Name	Child's D.O.B.	Jurisdiction
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.
				<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinq.

Name & title of county staff providing information: \_\_\_\_\_

Thank You

**INTERNATIONAL ADOPTIONS: OUTCOMES and ANALYSIS**

Hague Convention: Federal Mandate for State Reporting

***Out of Home Placement***

**Reporting Period: January – December 2003**

\*This form (a follow-up to the "Initial Data" survey of county cases involving children who immigrated to the U.S. as a result of an International Adoption) provides needed, case-specific information.

County: \_\_\_\_\_

Worker Name	Worker phone	Child's Name	Child's d.o.b.	Child's Age	Jurisdiction
					<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinquency

**Out-of-Home Placement/2003**

- Dates of Child's placement (this episode): From \_\_\_\_\_ To \_\_\_\_\_
- Circumstances necessitating placement out of the home:
- Placement Type:  Foster care  Relative  Other \_\_\_\_\_
- Outcome of out-of-home care or permanency plan:

**For office use only:**  02  03

**Historical: International Adoption**

- Child's pre-adoptive name:
- Country of Origin:
- Adoption Agency that arranged the adoption (name/state):
- VISA type:  IR-3 (Readoption Not required)  IR-4 (Readoption Required)
- Readopted in United States:  Unknown  No  Yes → If Yes, State:
- Finalized in United States:  Unknown  No  Yes → If Yes, State:
- If above data is not known to county staff:  
 Name(s) of adoptive parents:  
 Address:  
 Phone:

<p><b>For Office Use Only</b></p> <p>Readoption required: <input type="checkbox"/> No (This is a dissolution/plcmt)  <input type="checkbox"/> Yes</p> <p>If Yes, did Readoption take place: <input type="checkbox"/> No (This is a Disruption) <input type="checkbox"/> Yes (This is a dissolution/plcmt)</p>
---

Name & title of county staff providing information: \_\_\_\_\_  
 Thank You

**INTERNATIONAL ADOPTIONS: OUTCOMES and ANALYSIS**

Hague Convention: Federal Mandate for State Reporting

***Termination of Parental Rights***

**Reporting Period: January – December 2003**

\*This form (a follow-up to the "Initial Data" survey of county cases involving children who immigrated to the U.S. as a result of an International Adoption) provides needed case-specific information.

County: \_\_\_\_\_

Worker Name	Worker phone	Child's Name	Child's d.o.b.	Child's Age	Jurisdiction
					<input type="checkbox"/> CHIPS <input type="checkbox"/> JIPS <input type="checkbox"/> Delinquency

**Termination/Dissolution 2003**

12. Date of TPR:

13. Date child placed (this episode) leading to TPR:

For office use only:  02  03

14. Circumstances necessitating TPR:

15. Child's placement type at time of TPR:  Foster home  Treatment foster home  Fost/Adopt home

Other:

4. Post-TPR Permanency Plan:  Long-term foster care  Special Needs Adoption

Other:

**Historical: International Adoption**

5. Child's pre-adoptive name:

6. Country of Origin:

7. Adoption Agency that arranged adoption (name/state):

8. *If above data is not known to county staff:*

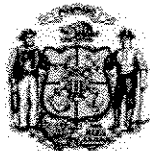
Name(s) of adoptive parents:

Address:

Phone:

Name & title of county staff providing information: \_\_\_\_\_

Thank You



## State of Wisconsin

## Department of Health and Family Services

Jim Doyle  
GovernorHelene Nelson  
Secretary

To: Certified Professional

Re: Individualized Child Assessment Form  
Purpose and Instructions

Date: January 28, 2003

You have been asked to complete an individualized child assessment regarding a placement decision of a child in foster care. The placement decision is related to compliance with the Multiethnic Placement Act, as amended (42 USC 1996b), commonly referred to as MEPA, which prohibits the delay or denial of a foster care or adoptive placement based on race, color, or national origin (RCNO). MEPA includes a penalty and corrective action plan provision for any state or entity receiving federal assistance that violates this section of the law. Under MEPA, RCNO can be raised as a factor of consideration when making a foster care or adoptive placement only in unique and individual circumstances. Should RCNO be raised, the consideration must be narrowly tailored to the child's documented and/or expressed needs and based on the child's best interest. Even then, RCNO cannot be the sole factor used to determine a foster care or adoptive placement for any child.

When RCNO has been identified as a possible factor in a placement decision, the child must undergo an independent assessment by a certified professional. The professional must complete Section II of the Individualized Child Assessment Form stating whether RCNO should be considered in the placement of the child as indicated by the child's individual needs. Individual needs shall include, but not be limited to, an assessment of the following factors:

- Child's emotional, behavioral, and/or developmental background
- Medical and /or educational needs
- Cognitive functioning
- Placement history
- Experiences in and out of placements
- Connection with birth family and/or significant other relevant to the anticipated foster and/or adoptive placement setting.

When the assessment is completed, the certified professional returns the original form to the agency that has requested the assessment. At that point the agency reviews the recommendation and forwards the form to:

**Wisconsin Department of Health and Family Services**  
1 West Wilson Street Room 527  
PO Box 8916  
Madison, WI 53708-8916

**State of Wisconsin  
Multi-Ethnic Placement Act Compliance  
Process for Use of Forms**

The Multi-Ethnic Placement Act, commonly referred to as MEPA, prohibits the delay or denial of a foster care or adoptive placement based on race, color, or national origin (RCNO). MEPA includes a penalty and corrective action plan provision for any state receiving federal assistance that violates this section of the law. Under MEPA, RCNO can be raised as a factor of consideration when making a foster care or adoptive placement only in unique and individual circumstances. Should RCNO be raised, the consideration must be narrowly tailored to the child's documented and/or expressed needs and based upon the child's best interests. Even then, RCNO cannot be the sole factor used to determine a foster care or adoptive placement for any child.

In order to monitor MEPA compliance in the State of Wisconsin, three forms have been developed for use in family selection and placement decisions. They should be used in the following way:

- **Adoptive Placement Selection Data**

All adoptive placements should include this form. The child's name, DOB, race, and sibling placement consideration is marked, as well as the date of placement and the date of selection of family.

- For foster care conversion cases, kinship, and ICWA placements, the top of the form is all that needs to be filled out and the bottom signed. Those placement decisions are made prior to guardianship by the State of Wisconsin.
- For NEW PLACEMENTS, the rest of the form will be filled out in addition to Placement Decision Making Assessment, which should be attached.

- **Placement Decision Making Assessment**

**All new placements should document the placement decision by means of this form.**

**The form is to be used in conjunction with State Regional Supervisor, who is to be consulted on all placement decisions. Completion of the form will allow families to be assessed competitively and will justify matching decisions. Following the matching staffing, all families not chosen are to be notified of the decision.**

- **Individualized Child Assessment Form**

**In any case where the social worker has identified that RCNO might be applied to a child's situation, the worker and supervisor complete Section I to request an evaluation by an independent assessor. The form is then sent to the professional making the assessment, along with the "instructions to professionals". When the assessment and recommendation are completed, the caseworker will meet with the State Regional Supervisor to complete Section III. In the case of a DHFS social worker, Section III should be completed by the Adoption and Consultation Section Manager.**

### Individualized Child Assessment Form

**Note: This form is to be completed by the child placement agency when race, color, or national origin is used as a factor in making placement decisions for foster care or adoption.**

<b>Section I. To be completed by child placing agency.</b>			
Child's Name	Type of Placement <input type="checkbox"/> Foster <input type="checkbox"/> Adoption	Child's Date of Birth	Child's Race
Agency Name and Address			
Caseworker Name (please print)	Worker Signature	Date	Phone
Supervisor Name (please print)	Supervisor Signature	Date	Phone

<b>Section II. To be completed by licensed social worker, psychologist, or clinical therapist who is not an employee of the placing agency.</b>		
Please provide your assessment of this individual child that describes the child's distinct needs based on his/her race, color, or national origin, and whether it is in the child's best interest to take these needs into consideration when placing this child for foster care or adoption. Please address whether or not the child's needs can be met by prospective foster or adoptive parents of a different race, color, or national origin. Attach a copy of your assessment and recommendation and return to the placing agency.		
In my professional opinion, race, color, or national origin <input type="checkbox"/> Should <input type="checkbox"/> Should Not be considered as a factor in the child's placement		
Name of Professional (please print)	Credentials	Phone
Signature	Date	

<b>Section III. To be completed by the review team.</b>	
After review of the Individualized Child Assessment and Recommendation, it has been determined that the use of race, color, or national origin <input type="checkbox"/> Should <input type="checkbox"/> Should Not be a consideration in the placement decision. If this decision is different from the professional's recommendation, attach a statement of rationale overriding the professional's recommendation. This determination is valid for six months.	
Date of Final Decision	Expiration Date
Caseworker Signature	Date
Caseworker's Supervisor Signature	Date
State Regional Supervisor Signature	Date
Section Manager (when applicable)	Date

**A copy of this completed form must be sent to:**

**Wisconsin Department of Health and Family Services  
Attn: Karen Slaney**

**1 West Wilson Room 527  
PO Box 8916  
Madison, WI 53708-8916**





### Placement Decision Making Assessment

The documentation of child's needs and family factors is meant to be a tool to assist in the placement selection process. The decision should not be made solely on the basis of this tool, but in collaboration of all factors considered for the best interest of the child/ren.

I. Child(ren) Name(s) \_\_\_\_\_ DOB \_\_\_\_\_  
 \_\_\_\_\_ DOB \_\_\_\_\_  
 \_\_\_\_\_ DOB \_\_\_\_\_  
 \_\_\_\_\_ DOB \_\_\_\_\_

II. Dates of Matching Staff meetings \_\_\_\_\_

Names of persons participating in placement staff meeting:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

III. Summary of child's individual needs.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Multiethnic Placement Act/ Race, Color, National Origin</b>
Complete this box only if race, color, or national origin is being considered a factor in placement consideration.
Does the child have specific needs that require race, color, or national origin to be taken into consideration? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If yes, has an individualized assessment of the child's particular needs been completed? <input type="checkbox"/> YES <input type="checkbox"/> NO
Can race, color, or national origin be used as a factor in the placement decision process? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Please attach the individualized child assessment form</b>
Approval date on the child's individual assessment:
Expiration date for the child's individual assessment:

Were all available families considered for this child?  YES  NO

If NO, explain:

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List all families that were formally reviewed:

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The following families remain as possible placement resources for this child(ren):

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For the remaining families, consider factors reflected in the following assessment tool. Check N/A if item is not a child need. Compare the needs of the child with each family's ability to meet that need. Record strengths (+), areas needing improvement (-), or neutral (0) in each family column as it pertains to meeting the child's identified needs. Again, this is only a tool to help support decision making during the matching process and the final decision should not be based solely on the following checklist. Furthermore, it is possible for one element to override all other components. For example, a family who otherwise appears ideal for a child may be ruled out on one (-) should that issue pose a significant risk to the child's safety, health, permanency, or wellbeing.

Check plus (+) or minus (-) or neutral (0) in each box as it pertains to each family's ability to meet the child's specific needs.						
CHILD'S NEEDS	N/A	Family A	Family B	Family C	Family D	Comments
<b>Safety Needs</b>						
Family is able to meet child's specific health needs						
Family able to meet child's physical needs						
CHILD'S NEEDS	N/A	Family A	Family B	Family C	Family D	Comments
Adequate supervision available to meet child's needs						

<b>Permanency Needs</b>						
Family willing to accept legal risk placements						
Family willing to have contact with: Birth parents, foster parents, siblings, other.						
Family willing to adopt siblings if available in future						
Family maintains relationship with birth parents, fost/adopt parents, siblings, others						
<b>Stability and Continuity</b>						
Child has positive relationship with family						
Child will remain in same environment						
Child will remain in same school						
Child will remain in same activities (scouts, sports)						
Child will remain in same faith community						
<b>CHILD'S NEEDS</b>	N/A	Family A	Family B	Family C	Family D	Comments
<b>Family Structure</b>						
Child needs to be: a)youngest b)oldest c)only child						
Child needs to be placed w/siblings						
Child needs: a)Two parents b)Single Mother c)Single Father d)additional support						

in home						
<b>Physical Environment</b>						
Child needs a stay at home parent						
Child needs: Own bedroom						
Child Needs handicapped accessible environment						
<b>Therapy Needs</b>						
Child needs to participate in therapy						
Child needs to attend his/her religious preference						
Family willing to participate in treatment goals						
Family understands/ advocates for special education services						
Family accepts child with unknown life expectancy						
<b>CHILD'S NEEDS</b>	N/A	Family A	Family B	Family C	Family D	Comments
Family able to cope with frequent hospitalizations/doct or visits						
Other:						
<b>Communication</b>						
Family speaks English						
Family speaks additional language						

Family has experience with language barriers						
<b>Experience</b>						
Family is aware of community resources						
Family has experience working w/birth parents						
Family has experience w/ fost/adopt children						
Family previously adopted a child with special needs						
Family has experience parenting a child who was sexually abused						
Family has experience parenting a sexual perpetrator						
<b>CHILD'S NEEDS</b>	N/A	Family A	Family B	Family C	Family D	Comments
Family has experience parenting a child with medical, emotional, and/or behavioral needs						
Family has history of commitment						
<b>Family Expectations</b>						
Family comfortable with birth parent contact						
Family expects child to be involved in family activities						
Family expects child to attend their church						

Family has realistic academic expectations						
Family comfortable with child needing services as adult						
Has the family experienced recent events: Death, birth, marriage, divorce, illness, job loss, placement disruption, adoption finalization						
<b>Parenting Styles</b>						
Family's level of activity meets needs of child						
Child needs highly structured environment						
<b>CHILD'S NEEDS</b>	N/A	Family A	Family B	Family C	Family D	Comments
Child needs less structured environment						
Child would do best with strong a) paternal b) maternal c) equalitarian parental relationship						
Child needs parents with specialized training						
Family displays personality traits that match child's						
<b>Support Systems</b>						
Family has connections within community; church, organizations.						
Extended family supportive						
Family accepts child's health needs						

Family accepts child's mental health needs.						
Family could benefit from training						
Other:						

**Document additional considerations given for matching decision.**

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Indicate below date of letters sent to families that were not the best match in meeting the child's needs:

Family Choice 1: \_\_\_\_\_ Date \_\_\_\_\_

Family Choice 2: \_\_\_\_\_ Date \_\_\_\_\_

Family Choice 3: \_\_\_\_\_ Date \_\_\_\_\_

Family Choice 4: \_\_\_\_\_ Date \_\_\_\_\_

**Staff involved in decision making:**

Signatures	Agency	Date
Caseworker _____		
Supervisor _____		
State Regional Supervisor _____		
Other _____		



MARATHON COUNTY  
CITIZEN REVIEW PANEL 2003 ANNUAL REPORT

The Marathon County Citizen Review Panel (CRP) is one of three CRP's in Wisconsin. The Panel began its work in May of 2001 and meets once each month.

Marathon County is located in north central Wisconsin. It is the largest in size of Wisconsin's counties, covering an area of 1,584 square miles. The latest census tally shows Marathon County to be one of the areas in the state with a population increase. Marathon County has a population of 126,031.

The mission of the Marathon County Citizen Review Panel is:

- To assure that children and families needing child welfare/
- Justice services in the community are provided the best possible services within the context of available resources.

The CRP reviewed and discussed the CFSR and the Wisconsin PEP preparing to assist the state in the PEP implementation.

Last year, the CRP spent eight months reviewing and working with the county to complete the Child Welfare Assessment Tool required by the state. It is interesting to note that Marathon County has the highest number of substantiated Emotional and Sexual Abuse reports and the highest rate of overall substantiation at 34.4% as compared to the state rate of 29.7%. However, when looking at comparison counties we have the lowest rate of resulting out-of-home care.

In response to the survey results, the Panel has formed several small work groups which are looking at PR/PI initiatives, foster care rate structure, Marathon County's "Home Along" policy, and a program from St. Paul Minnesota (WAKENHEZA), intended to bring some community "ownership" to parenting challenges. A key issue has been to understand and identify what education would be helpful to the general public to assist them in understanding child welfare issues.

The focus for 2004 will be to implement new requirements for Citizen Review Panels and to work with the state to identify how we can be most useful in assisting with the implementation of the Wisconsin PEP, consistent with the CAPTA requirements for Citizen Review Panels.

State of Wisconsin  
7<sup>th</sup> Judicial District  
Citizen Review Panel  
Final Report  
2003

This panel was set up as a pilot project . The early meetings focused on training and orientation and then the Panel moved on to developing a mission statement and objectives. After a strong start, the Panel struggled with identifying how to address making recommendations for improvements/policy changes to five different county child welfare systems. Focus and attendance became a challenge. After lengthy discussions, it was decided that LaCrosse County (the most populous county in the 7<sup>th</sup> Judicial District) would assume responsibility for the Citizen Review Panel. LaCrosse County had expressed an interest in having a panel and a willingness to share suggestions, improvements, etc with the other counties of the 7<sup>th</sup> Judicial Circuit.

The 7<sup>th</sup> Judicial Circuit CRP was disbanded in early 2003.

The members of the 7<sup>th</sup> Judicial District Citizen Review Panel appreciated the opportunity to serve on the Panel and learn more about the child welfare system. They will continue to be strong advocates for children, particularly as it relates to their right to grow up in a safe and loving permanent family.

**LaCrosse County Citizen Review Panel**  
2003 Annual Report

LaCrosse County's Family Policy Board has assumed the duties and responsibilities of the Citizen Review Panel. It is comprised of a Governing Council and a Management Council and looks at all of the children's issues in the county. It is made up of heads of agencies, law enforcement, a judge, and schools and will include consumers and other community members. It looks at all issues relating to the welfare of children in LaCrosse County.

The Panel has spent its first meetings on organizational issues and receiving orientation and training on the role and responsibility of citizen review panels. In addition, time was spent reviewing CFSR.

The Family Policy Board is pleased to have the opportunity to carry out the duties and responsibilities of the CRP. The focus for the upcoming year will be ensuring compliance with the newest CAPTA requirements for Citizen Review Panels and working with state staff to identify how the Panel can be most useful in the implementation of Wisconsin's PEP.