### **BUREAU OF MILWAUKEE CHILD WELFARE**

#### FLOW CHART - ONGOING CASE MANAGEMENT (OCM) AND ADOPTION

# **Adoption Consultant** (Secondary worker)

- Sends for legal documents
- Invites prospective adoptive family to Orientation meeting
- At Orientation gives family an application
- If application not received after several attempts to orient family, discusses appropriateness of case plan with ongoing case manager
- When application received, sends referral to supervisor for assignment to adoption worker
- If no identified adoptive resource, sends to supervisor for assignment to adoption worker
- Sends legal file to DA\*\*\* who will review legal grounds for TPR\*\*\*\*

### **Adoption Supervisor**

- Closes Consultant assignment on Wisacwis
- Assigns adoption worker on Wisacwis as secondary worker

#### Adoption Worker (Secondary Worker)

- Recruits when necessary
- Completes Adoptive Family Assessment
- Selects and approves placement
- Arranges and monitors pre-placement visits
- Provides support /supervision to the family

### **Adoption Supervisor**

AssignS Adoption Worker as Primary Worker
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#### **Adoption Worker (Primary Worker)**

- Complete post TPR Case Plan
- Completes Adoption Assistance
- Completes post TPR Perm Plan
- Prepares court work including Recommendation of Guardian

## **Ongoing Case Manager** (Primary Worker)

- Identifies child for whom adoption is the appropriate case plan inclusive of BMCW/ASFA\* requirements
- Discusses case plan with supervisor for approval
- Requests adoption consultation by completing form called Referral for Termination of Parental Right
- Obtains supervisor's signature on form and gives to Site consultant

#### **Ongoing Supervisor**

- Reviews/approves request for an adoption consultation
- Completes Adoption Referral on WISACWIS\*\*

## Ongoing Case Manager (Primary Worker)

- Continues to provide case management services to child and family
- Informs adoption worker of possible adoption families
- Discusses TPR grounds with DA
- Keeps adoption worker informed of changes in case plan
- Testifies at TPR
- When TPR ordered, divides TPR'd child file form family file

#### **Ongoing Supervisor**

- Creates Pre-Adoptive Case and assigns to adoption supervisor on WISACWIS
- Ensures ongoing case manager sends file to adoption within 5 days of the TPR
- \* Adoption and Safe Families Act
- \*\* Wisconsin State Automated Child Welfare System
- \*\*\* District Attorney
- \*\*\*\* Termination of Parental Rights