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**Owner:** Dana James:  
 21011004-Quality Assurance Coordinator  
**Policy Area:** Wraparound (REACH, O'YEAH)-Care Cord.

References:

## #031-Change of Address (O-YEAH and CCS)

### POLICY

Since youth and young adults are enrolled in Milwaukee County DHHS-BHD Children's Community Mental Health Services and Wraparound Milwaukee programming, it is essential that we have the correct address for the youth and/or family during the entire duration of enrollment.

*NOTE: This policy utilizes the term "Care Coordinator", which applies to CCS Care Coordinators and O-YEAH Transition Coordinators. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult.*

### PROCEDURE

When a youth's address changes, the Care Coordinator will report the address change using the Temporary Change of Placement (TempCOP) tab in Synthesis **within 24** hours of the time the change occurred. This tab is also used by Care Coordinators who work with youth as part of a court order, and therefore the TempCOP tab contains fields that are not required for those enrolled when Wraparound Milwaukee is not on the court order. The only required fields are:

1. Date of Change (the date of the move).
2. Type of Change (it will always be Address Change).
3. Placement Name (generally, this will say "home").
4. Address and phone number.

### Attachments:

[Change of Address Reporting](#)

### Approval Signatures

Step Description	Approver	Date
	Michael Lappen: 11008000-BHD Administrator	1/26/2018
	MaryJo Meyers: 11003003-Director Wraparound Program	1/22/2018
	Pamela Erdman: 12008005-Placement Resources Manager	1/22/2018
	Dana James: 21011004-Quality Assurance Coordinator	1/22/2018