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**Owner:** Pamela Erdman:  
 12008005-Placement  
 Resources Manager  
**Policy Area:** Wraparound (REACH,  
 O'YEAH)-Care Cord.

References:

## #005- Change of Placement Temporary and Legal

### POLICY

Since there are youth enrolled in Wraparound Milwaukee under a Court Order, it is imperative that the Court is informed of any changes in the youth's placement during the entire duration of enrollment. Youth under the jurisdiction of a CHIPS, Delinquency, or JIPS Order **CANNOT** be moved until the Care Coordinator has secured a copy of the official Division of Milwaukee Child Protective Services (DMCPS) or Delinquency and Court Services Division (DCSD) legal Notice of Change of Placement form. The DMCPS or DCSD retains all rights and responsibilities to distribute the legal Change in Placement Notice for CHIPS, Delinquency, or JIPS youth. However, the Care Coordinator must still complete a separate legal Change of Placement, which is used for internal data updates at Wraparound Milwaukee. The Care Coordinator does **NOT** need to wait until the DMCPS or DCSD legal Notice of Change of Placement is received before submitting.

**Please note: A youth may not be moved out of a parent's or guardian's home for a non-temporary move until either an Emergency Detention or a Revision Hearing has occurred in Court.**

### PROCEDURE

#### A. Temporary Placements.

Temporary Changes of Placement (TempCOP's) are to be submitted for the following types of overnight placements: Respite, Shelter Care (AKA: Placement Stabilization Centers), Pre-Placement Visits, Overnight Inpatient Stays, Detention Stays, Home Passes and as otherwise directed by the Wraparound Milwaukee Court Liaisons. A Temporary Placement is when the youth's LEGAL address does not change (as in the instances cited above). These placements are considered "temporary" regardless of the length of time a youth remains in the Placement. At the time a decision is made by the Child & Family Team and approved by the Court to move the youth on a legal basis to another placement (or to make the current placement the youth's legal residence), a Legal Change in Placement (defined below) will be submitted. TempCOP's are also used to report when a youth runs from or returns to a placement (Runaway/Missing and Returns).

Anytime a youth's placement changes – even temporarily as noted above – at a minimum, the youth's parent or guardian, Human Service Worker (HSW) and/or DMCPS ongoing case manager (OCM) should be notified. Other Team members should also be notified, as appropriate. For youth on the Sex Offender registry, ALL legal parties must be informed of any move. Wraparound Milwaukee must be notified of all temporary Changes of Placement **within 24 hours** of the time the placement change occurred. This

notification to Wraparound Milwaukee occurs when the Care Coordinator submits a TempCOP in Synthesis (*see Attachment*) and the Supervisor or Lead approves it. Information to be entered on the TempCOP includes the following:

1. Date of Change.
2. Type of Change (i.e., Shelter, Respite, Detention, etc.)
3. IF KNOWN, you can enter a "Scheduled Return Date". For example, if the youth is being placed in Detention for a set number of sanction days and the return date is known, or is using Respite for a pre-planned number of days, etc., a "Scheduled Return Date" could be entered.
  - It will be assumed that the youth returns to his permanent Placement on the Scheduled Return Date, UNLESS a new TempCOP or COP is submitted explaining the change.
4. Confirmation that the DMCPs OCM and/or HSW has been notified. **Notification to the Parent/Guardian, DMCPs and/or HSW is required.**
5. The Placement Name, Relationship and Address must be indicated. The only occasions when Care Coordinators do NOT need to complete these sections are for Runaway/Missing and Runaway/Missing Returns or Detention stays.

When the youth returns from the Temporary Placement (this would include a Return from Runaway/Missing status), a TempCOP Return (or Runaway/Missing Return) must be entered showing the Return date. However, if the Care Coordinator had entered a "Scheduled Return Date" and the Return occurs as planned, no TempCOP Return needs to be submitted.

Any time a Temporary Placement becomes permanent (i.e., becomes the youth's legal residence), a Legal Change of Placement (described below) must be submitted.

If a TempCOP needs to be deleted, contact your Wraparound Milwaukee Court Liaison.

#### B. **Permanent Placements.**

A Change in Placement (COP) needs to be submitted for **ALL Legal** Changes of Placement AFTER ENROLLMENT. (Note: To correct any Placement information as of the date of Enrollment, the Care Coordinator should call the assigned Wraparound Milwaukee Court Liaison. Do NOT submit a COP to correct information given to you at Enrollment). The COP is used to notify the Court and Wraparound Milwaukee of the youth's whereabouts. This is a required legal form that serves as notification to all concerned parties. **By Law, this notification must occur prior to the proposed change so that those who have an interest in the youth's welfare have an opportunity to object to the placement.** Should anyone object to the proposed change of placement, a hearing would be held to address the objection. The youth should NOT be moved to the contested placement until the Court has heard the issue and rendered a decision regarding the placement. The COP form is generated through the COP Tab in Synthesis, and – for non-emergency placements – must be entered **14 days prior to the Change in Placement.**

A Legal Change in Placement means that the youth's residence address changes. Examples are listed below:

1. Group Home, Residential and Foster Care Placements.
2. Moves from one of these Placements back home.

3. Placement of the youth with a Relative or other Natural or Community Support (provided this is not just a temporary Respite Placement or Pass).
4. When the youth moves to a new home (i.e. address change).  
**Note:** If the youth is NOT living at home and the family residence changes, the Care Coordinator does NOT submit a COP to change the home address. The Care Coordinator should simply change the Parent or Guardian address and phone number on the Team List Tab and Mailing Labels Tab in Synthesis. If and when the youth returns back to that home, the Court will be notified of the youth's new address when that COP is entered.
5. A Child & Family Team cannot decide to move a child out of a parental/guardian's home without a Court Hearing and with a Judge's approval.
6. Trial Reunification is an option for youth on both DMCPs or DCSD orders. Once approved by the Child & Family Team, including the DMCPs OCM or HSW, legal parties must be notified by the DMCPs OCM or HSW who may or may not give approval.

The following are two types of COPs:

1. Emergency Placements.

Examples:

- a. The Court orders an immediate placement as part of a Court Hearing.
- b. The youth's current placement requests immediate removal.
- c. If a proposed placement previously submitted on a COP does not occur, and the youth remains in his or her current placement.
- d. Moving youth out of temporary care (i.e. detention, shelter)

**Emergency Placements should be entered within 24 hours (excluding weekends and holidays) of the move.**

2. Non-Emergency Placements.

**Example: Placement moves not listed above which are planned by the Child & Family Team to meet Needs required to achieve the youth's permanency plan.**

**Non-emergency COP's should be entered 14 days prior to the move.**

*All Changes in Placement should be well planned. Their rationale should be documented in the youth's record. Ongoing collaboration with ALL parties (i.e., the youth, parent, guardian, district attorney, DMCPs worker, HSW, public defender, GAL and other team members) MUST occur on a regular and consistent basis regarding changes in a youth's placement. Ongoing collaboration with all involved parties prior to a move should eliminate the majority of the legal problems associated with objections to these changes in placement.*

To enter a Change of Placement in Synthesis, refer to the detailed instructions (see Attachment).

**If a COP is submitted for a proposed move and the actual placement date changes**, the Care Coordinator should simply email their respective Wraparound Milwaukee Court Liaison to report the actual date of the move. The Wraparound Milwaukee Court Liaison will then update the Placement Tab in Synthesis. DO NOT submit another COP.

If a COP is submitted for a proposed move and the move does not occur, another COP DOES need to be submitted. This COP should be coded as an Emergency Placement, and the Date of New Placement should be listed as the date the Team decided the move would not occur. The Reason for Change in Placement would then explain to the Court and all parties involved what occurred.

If a COP needs to be deleted, contact your Wraparound Milwaukee Court Liaison.

**In Summary:**

**Temporary Change of Placements (TempCOP's) are entered for any move that is not a legal residence change for the youth.** These must be entered **within 24 hours** of the Placement move.

Legal Change of Placements (COP's) are entered for all legal residence changes for youth. **For non-emergency Placements, these must be entered 14 days prior to the move. For emergency Placements as identified above, these must be entered within 24 hours of the Placement move.**

**Attachments:**

[Step-by-Step Instructions for Entering Temp and Legal COP](#)

**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
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