



Date Issued	9/1/1998	Owner	Dana James
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#005- Change of Placement Temporary and Legal

I. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced as Wraparound Milwaukee) to have accurate and up to date information on where youth are living or staying. It is essential that we have the correct address for the youth and/or family during the entire duration of enrollment. Youth under the jurisdiction of a CHIPS, Delinquency, or JIPS Order **CANNOT** be moved, unless there is the presence of imminent risk factors, until the Care Coordinator has secured a copy of the official Division of Milwaukee Child Protective Services (DMCPS) or Children, Youth and Family Services (CYFS) legal Notice of Change of Placement form. DMCPS or CYFS retains all rights and responsibilities to distribute the legal Change in Placement Notice for youth on a CHIPS, Delinquency, or JIPS order. However, the Care Coordinator must still complete a separate Change of Placement, which is used for internal data updates at Wraparound Milwaukee. The Care Coordinator does **NOT** need to wait until DMCPS or CYFS legal Notice of Change of Placement is received before submitting. If placement is ordered during a court hearing, a youth may be moved prior to receiving the legal Notice of Change of Placement form from either DMCPS or CYFS as all are presumably aware since they were at the hearing.

Please note: Except for a case of emergency or when a court hearing is scheduled within 48 hours, 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.

Note: This policy utilizes the term "Care Coordinator", which applies to Wraparound, REACH, CCS, and Youth Connect Care Coordinators. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult.

II. PROCEDURE

A. Types of Changes of Placement (COPs)

1. Temporary Placements

1. Temporary COPs are to be submitted for the following types of **overnight** reasons: Respite, Shelter Care (AKA: Placement Stabilization Centers), Pre-Placement Visits, Inpatient Stays (psychiatric or medical), Detention Stays, Home Passes, Runaway/Missing episodes, or Relative Placement and as otherwise directed by the Wraparound Milwaukee Court Liaisons. A Temporary Placement is when the youth's legal and or permanent 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 COP (defined below) will be submitted. Temporary COP'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), when applicable, 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 Temporary COP in Synthesis (see *Attachment*) and the Supervisor or Lead approves it.

2. **Please note:** Selecting "unknown" is only acceptable in cases where youth is runaway/missing. Information entered needs to be as detailed and specific as possible. To enter a Temporary Change of Placement in Synthesis, refer to the detailed instructions attached to the Policy.
3. When the youth returns from the Temporary Placement, a Temporary COP 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 Temporary COP Return needs to be submitted. In the instance of Runaway/Missing Status, a Temporary COP must be always be entered for a Runaway/Missing Return.
4. Care Coordinators must complete the WI Child Sex Trafficking Indicator and Response Guide (see Care Coordination Frequently Used Forms) if youth is considered runaway/missing twice within a six (6) month period of time.
5. Any time a Temporary Placement becomes legal (i.e., becomes the youth's legal residence), a Legal COP (described below) must be submitted.

6. Wraparound Milwaukee Court Liaison will review the reason for the Temporary COP, if it rises to the level of a Critical Incident Report (CIR), they will check to ensure one has been completed as outlined in Policy #014- Critical and Serious Incident Reporting. If one has not been completed, the Court Liaison will remind the Agency that one is needed.
7. If a Temporary COP needs to be deleted, contact your Wraparound Milwaukee Court Liaison.
8. Option Counselors are required to complete a Temporary COP for a youth upon enrollment if they are not placed in their legal placement.

2. Legal Placements

1. 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 needs to call the assigned Wraparound Milwaukee Court Liaison. Do NOT submit a COP to correct information given to you at Enrollment).
2. If a placement is an out-of-home placement and 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 for non-emergency placements – must be entered **14 days prior to the Change in Placement**.

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

1. 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 can simply change the Parent or Guardian address and phone number on the Team List Tab and Label Addresses Tab in Synthesis. If and when the youth returns back to that home, a COP would be completed at that time for the youth.

2. Group Home, Residential and Foster Care Placements.
3. Moves from one of these Placements back home.
4. Placement of the youth with a Relative or other Natural or Community Support (provided this is not just a temporary Respite Placement or Pass).
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. However, in a case of an emergency situation with imminent risk, the youth can be moved from the home but there will need to be a scheduled court hearing within 48 hours to obtain judicial approval.

6. Trial Reunification is an option for youth on both DMCPS or CYFS 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.
 - a. Trial Reunification is still an out-of-home placement that requires Permanency Plan hearings and a second COP would need to be completed once the Trial Reunification is over and the youth is then permanently and fully placed the parent/legal guardian's care.

3. The following are two types of Legal COPs:

- i. Emergency Placements.
 - 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)
 - e. **Emergency Placements need to be entered within 24 hours (excluding weekends and holidays) of the move**

Note: There are times a youth is moved from a legal placement to a temporary placement. If that is the case, Temporary COP would be completed as outlined. For example, an immediate removal request from one placement and youth stays in shelter in between the next placement being identified.

- ii. Non-Emergency Placements

- a. A youth/family moving from one home to another and have an address change (when the youth is not residing in out-of-home care).
- b. Placement moves not listed above which are planned by the Child & Family Team to meet Needs required to achieve the youth's permanency plan.
- c. **Non-emergency COP's need to be entered 14 days prior to the move.**

NOTE: 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.

B. Entering a COP

1. To enter a Change of Placement in Synthesis, refer to the detailed instructions (see *Attachment 1*).
 - a. **If a COP is submitted for a proposed move and the actual placement date changes**, the Care Coordinator must contact the Synthesis Helpdesk to request assistance with making modification. The Wraparound Milwaukee Court Liaison is only able to delete COPs. DO NOT submit another COP.
 - b. **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.
 - c. **If a COP needs to be deleted**, contact your Wraparound Milwaukee Court Liaison

In Summary:

Temporary COPs 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 COPs are entered for all legal and/or permanent 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

Instructions for Entering a COP

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/29/2022
	Brian McBride: ExDir2 – Program Administrator	8/29/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/25/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/25/2022

COPY



Step - by - Step

Instructions for Entering

Temporary and Legal Changes

of Placement

(Revised: August 2021)

To begin entering a Change of Placement (COP):

1. Select Demographics from the **Main Menu Column**.

Select the Enrollee Name from the list.

Enrollee List

Select	Last Name	First Name	Middle Name	DOB	Program
	Enrollee	Enrollee		11/21/2010	Wraparound



2. Select the COP tab and click on either the “New Temp” or “New Legal” button.

COP Info List

For Type, L=LegalCOP, T=TempCOP

New Legal **New Temp** **Print History**

Temporary Changes of Placement

TEMPORARY CHANGES OF PLACEMENT (COPs) ARE USED TO REPORT THE FOLLOWING TYPES OF PLACEMENT MOVES, WHEN A YOUTH DOES NOT SPEND THE NIGHT IN THEIR LEGAL PLACEMENT:

- When a youth runs away or is missing
- When a youth returns from a runaway or missing episode
- Detention stays
- Home passes
- Inpatient stays (psychiatric or medical)
- Preplacement visits
- Respite
- Relative Placement
- Shelter care (aka placement stabilization centers)
- Returns from any of these temporary placements

TEMPORARY COPs MUST BE SUBMITTED WITHIN 24 HOURS OF THE PLACEMENT MOVE (excluding weekends).

Entering Temporary COPs

- After selecting “New Temp”, a screen similar to the one below will be displayed.

PLACEMENT INFORMATION

Undisclosed Placement?

New Placement Date:

If known, scheduled return date:

New Placement Type:

Runaway/Missing Protocol Initiated: Yes No N/A

New Placement:

Relationship:

Phone Number:

Address Line 1:

Address Line 2:

C, S, Z:

Transportation to be provided by:

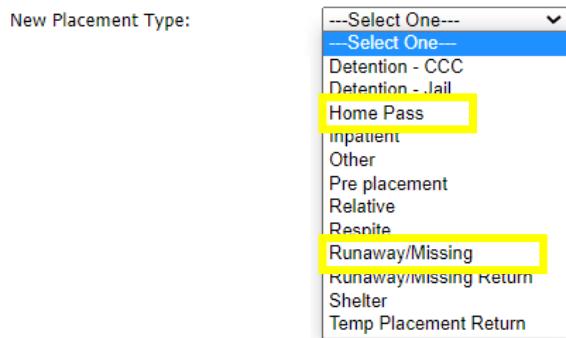
DMCPS HSW Been Notified? No Yes

Reason for Change?

- New Placement name- list the name of the placement i.e. group home name name of the relative/parent/caregiver

- All areas of the COP must be filled out for all Temporary COP types except:**

- For Milwaukee County Detention and Runaway/Missing placements you do not need to type in the Placement Name/Address/Relationship boxes
- For Runaway/Missing entries and Home Passes you do not need to enter the Reason box



Legal Changes of Placement

Legal COPs are submitted whenever the child's legal residence changes after enrollment.

Examples of this would be:

- Group home or residential or foster care placements
- Moves from one of these placements back home or to another level of care
- Permanent placement of the youth with a relative or other natural or community support if this is just a respite placement or pass that should be reported on a Temporary COP instead
- When the child moves to a new home (i.e. address change)
 - **NOTE: If the child is NOT living at home and the family residence changes, NO Legal COP is submitted to change the home address.** The worker should simply change the parent or guardian address on the Team List tab and Mailing Labels tab in Synthesis. If and when the youth moves back to that home the Court will be notified of the new address when that COP is entered.

Types of Legal Changes of Placement

There are two types of Legal COPs:

Emergency placements: Emergency COPs should be entered within 24 hours of the move (including weekends). Examples of emergency placements are:

- The Court orders an immediate placement as part of a Court hearing
- The youth's current placement requests immediate removal;
- Temporary placements previously submitted which become permanent placements
- Proposed placements previously submitted as a Legal COP which do not occur

Non-emergency placements: Non-emergency COPs should be submitted 14 days prior to the move. Examples of non-emergency placements are:

- Any placement change not listed above which is planned by the child and family team to meet needs required to achieve the child's permanency plan.

Entering Legal COPs

1. After clicking “New Legal”, a screen similar to the one below will be displayed.

PLACEMENT INFORMATION	
Undisclosed Placement?	<input type="checkbox"/>
New Placement Date:	<input type="text"/>
New Placement Type:	<input type="text"/> ---Select One---
Type of Move:	<input type="text"/> ---Select One---
Actual or Proposed?	<input type="radio"/> Proposed <input type="radio"/> Actual
Emergency Placement?	<input type="radio"/> No <input type="radio"/> Yes
CCAP Number:	<input type="text"/>
New Placement:	<input type="text"/>
Relationship:	<input type="text"/>
Phone Number:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
C, S, Z:	<input type="text"/> <input type="text"/> <input type="text"/>
Transportation to be provided by:	<input type="text"/>
DMCPS HSW Been Notified?	<input type="radio"/> No <input type="radio"/> Yes
Court Authorized?	<input type="radio"/> No <input type="radio"/> Yes
Placement ordered against team recommendations?	<input type="radio"/> No <input type="radio"/> Yes
If Yes, Comments?	<input type="text"/>
Reason for Change?	<input type="text"/>

2. **All areas of the COP must be filled out for all Legal COP types.**

3. New Placement name- list the name of the placement i.e. group home name name of the relative/parent/caregiver
4. When filling out the “Reason for Change” section for out-of-home placements please remember to ustify the change as it pertains to treatment needs of the youth. Outline progress made if any at the current placement. hat should be pected at the proposed placement
5. ave your entry by clicking the “Insert” button.

Demographics	Referrals	Team List	Rel/Consent	Surveys	Forms	Placements
Court Orders	COP	School Stats	Transfer	Scheduling	Program List	File Store
Transfer Letters	Placement Svcs	Critical Incident				

Temp COP Info - .Enrollee .Enrollee

Insert **Done**

Edit Change of Placement

If you need to make any changes to a COP workers can only do this until the COP has been sent to the supervisor for approval as described below— simply enter your changes and click the “Update” button.

NOTE: The “Update” and “Get Approval” buttons appear immediately after you click the “Insert” button initially to save the COP.

Update **Get Approval** **Done**

Get Supervisor Approval

Click on the **Get Approval** button to obtain supervisory approval of the COP. Your supervisor then receives a message the next time they log in to Synthesis alerting them that there is a COP waiting for approval.

Update **Get Approval** **Done**

THIS IS A CRITICAL STEP – YOU MUST SEND THE COP TO YOUR SUPERVISOR TO CONTINUE THE NOTIFICATION PROCESS TO WRAPAROUND.

Supervisor Approval / Send Back

The supervisor can choose to approve the COP which then notifies the Wraparound Milwaukee Court Liaisons that a COP has been completed

OR

The supervisor can Send Back the COP. If that occurs the care coordinator will receive a login message on Synthesis alerting them that a COP has been sent back. To access this COP that has been sent back click on the enrollee name which serves as a hyperlink to the COP screen. The care coordinator should make whatever changes were required by the supervisor click the “Update” button to save those changes, and then again click the “Get Approval” button to send the revised COP to the supervisor for review.

Wraparound Liaison Approval

When the supervisor approves the COP the Wraparound Milwaukee Court Liaisons are notified that a COP has been entered and needs final approval. After the Liaisons approve the COP the care coordinator receives a login message that the COP has been approved.

Processing of the Change of Placement in Synthesis is now complete.

Temporary Placement Returns

If a youth returns from a Temporary Placement – and the care coordinator did NOT enter that information when the initial COP was completed – a second COP needs to be submitted indicating that the youth returned to his original placement. However, **if the care coordinator had entered a “Scheduled Return Date” on the initial COP and the youth DOES return on that date – no new COP is needed.**

If a child does not return to the original placement but instead is placed elsewhere a Legal Change of Placement needs to be submitted.

Making Changes to Approved COPs

If a COP is submitted for a proposed move and the actual placement date changes – care coordinators should contact the Synthesis Help Desk at 257-7547. They will update Synthesis with the correct information.

If a COP is submitted for a proposed move and the move does not occur – another COP must be submitted. This COP would be coded as an emergency placement and the Date of New Placement would 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 for any reason- email your Wraparound Milwaukee Court.

Print Form

1. To print the COP, click on the “Print Form” button on the top of the screen:



2. A screen similar to the one below will be displayed.

Enrollee Enrollee

For Official Use

STATE OF WISCONSIN, CIRCUIT COURT, MILWAUKEE COUNTY

IN THE INTEREST OF

.Enrollee, .Enrollee

Name _____

11/21/10

Date of Birth _____ Case No. 01JV 000000

M. Joseph Donald

Notice of Change in Placement

Out of Home to Out of Home
 Out of Home to In Home
 In Home to In Home
 In Home to Out of Home
 Trial Reunification

This placement was will be changed on (date) 7/8/19 as follows:
This change was was not authorized by the original dispositional order.

Give reason for new placement, why it is preferable and how it satisfied treatment plan:
kk

Name and address of new placement: k
k
milw. wi 55555

If placement continues to be outside the home, the parents/guardian/legal custodian/trustee will be required to pay

3. To print the report to your local or network printer click on the printer icon at the top of the report.



4. To download

