

 WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 9/1/98	Reviewed: 4/27/10 By: CP Last Revision: 8/5/10	Section: LIAISONS	Policy No: 005	Pages: 1 of 3 (1 Attachment)
☒ Wraparound ☐ Wraparound-REACH ☐ FISS ☒ Project O-Yeah	Effective Date: 1/1/11	Subject: CHANGE OF PLACEMENT Temporary and Legal			

I. POLICY

Since all youth enrolled in Wraparound Milwaukee are 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 Order CANNOT be moved until the Care Coordinator has secured a copy of the official Bureau of Milwaukee Child Welfare (BMCW) legal Notice of Change of Placement form. The BMCW retains all rights and responsibilities to distribute the legal Change in Placement Notice for CHIPS youth. HOWEVER, the Wraparound Milwaukee 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 Bureau's 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.

II. PROCEDURE

A. Temporary Placements.

Temporary Changes of Placement (TempCOP's) are to be submitted for the following types of placements: Respite, Shelter Care (a/k/a Placement Stabilization Centers), Pre-Placement Visits, Overnight Inpatient Stays, Detention Stays, Home Passes and as otherwise directed by the Wraparound 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, Probation Officer and/or Bureau Worker 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 Coordinators submit a TempCOP in Synthesis (*see Attachment for detailed data entry instructions*) 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 Bureau Worker and/or Probation Officer has been notified. **Notification to the Parent/Guardian, Bureau Worker/Probation Officer 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 Liaison or the Synthesis Help Desk.

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 simply call Aggie Hale at (414) 257-4766 with the correct information. 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.

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. Eventual placement to home or home-type placements after successful pre-placement visits or home passes. (Note: These pre-placement visits or home passes should have already been reported on a TempCOP.)
 - d. If a proposed placement previously submitted on a COP does not occur, and the youth remains in his or her current placement.

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. Wraparound Milwaukee is required to give legal notification to all parties listed on the Court Order **10 days prior to the move**, and these additional 4 days allow time for processing and mailing.

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, BMCW worker, probation officer, 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 Liaison to report the actual date of the move. The 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 Liaison or the Synthesis Help Desk.

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.**

Reviewed & Approved by: _____



Bruce Kamradt, Director



Synthesis

Step - by - Step Instructions for Entering Temporary Changes of Placement and Legal Changes of Placement

(Revised: 4/28/10)

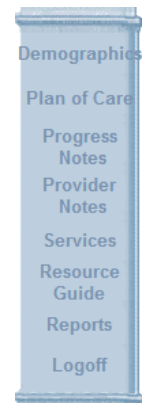
Temporary Change of Placement

TEMPORARY CHANGES OF PLACEMENT (TempCOPs) ARE USED TO REPORT THE FOLLOWING TYPES OF PLACEMENT MOVES:

- o When a youths runs away or is missing
- o When a youth returns from a runaway or missing episode
- o Detention placements
- o Home passes
- o Inpatient
- o Preplacement visits (any type of planned overnight passes to a new placement prior to moving a youth to that placement. This would include extended 1- to 2-week home passes for FOCUS youth prior to discharge from residential, as well as shorter pre-placements with prospective foster parents, etc.)
- o Respite
- o Shelter care (aka placement stabilization centers)
- o Returns from any of these temporary placements

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

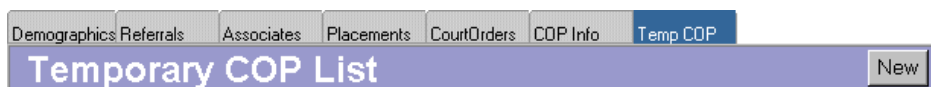
1. Select **Demographics** from the [Main Menu Column](#).



1. Select the **Enrollee Name** from the list.

Enrollee List				
Search:		Last Name		Search
<i>* Names appearing in italics are not currently enrolled.</i>				
Select	Last Name	First Name	DOB	Program
	Anderson	Ola	2/5/1988	Wraparound
	Goldman	Kelly	5/6/1997	Wraparound

3. Select the **Temporary COP** tab and click on the “New” button.



A screen similar to the one below will be displayed.

Demographics Payments Referrals Associates Placements Court Orders COP

Temp COP - Sample Client Insert

Date of Change Client Address: 1234 Any Street
Milwaukee, WI 53201

Type of Change

If known, scheduled return date:

FOR ALL TEMP COPs:

Has Bureau or PO been notified? ☐ No ☐ Yes

IF TEMPORARY PLACEMENT NOT DESCRIBED ABOVE:

Placement Name Relationship

Address Line 1 Reason

Address Line 2

City, State, Zip

Phone

4. **All areas of the TempCOP 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.

Type of Change

▼

Detention
Home Pass
Inpatient
Pre-placement
Respite
Runaway/Missing
Runaway/Missing Return
Shelter
Temp Placement Return
Other

7. Save your entry by clicking the “Insert” button.

Edit Temporary Change of Placement

If you need to make any changes to a Temporary Change of Placement (workers can only do this until the TempCOP 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 TempCOP.

Get Supervisor Approval

Click on the "Get Approval" button to obtain supervisory approval of the Temporary Change of Placement. Your supervisor then receives a message the next time he logs in to Synthesis alerting him that there is a TempCOP waiting for approval.

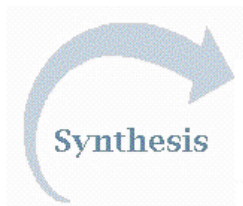
THIS IS A CRITICAL STEP – YOU MUST SEND THE TempCOP TO YOUR SUPERVISOR TO CONTINUE THE NOTIFICATION PROCESS TO WRAPAROUND.

Supervisor Approval / Rejection

The supervisor can choose to approve the TempCOP, which then notifies the Wraparound Court Liaisons that a TempCOP has been completed, OR,

The supervisor can Send Back the TempCOP. If that occurs, the care coordinator will receive a login message on Synthesis alerting you that a TempCOP has been sent back. To access this Temporary Change of Placement, click on the enrollee name, which serves as a hyperlink to the Temporary Change of Placement 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 TempCOP to the supervisor again for review.

Sample View Supervisor Reject Message



Good Afternoon Margaret Pena

Messages for you:

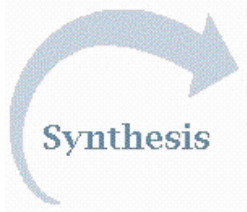
Diane Thompson:

A Temporary COP for [Sample Client](#) was rejected for the following reason:
Enter reason.

Wraparound Liaison Approval

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

Sample View Final Approval Message



Good Afternoon Margaret Pena

Messages for you:

Jeannie Maher:

A Temporary Change of Placement for Sample Client was approved.

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

Temporary Placement Returns

If a child returns from a Temporary Placement – and the care coordinator did NOT enter that information when the initial TempCOP was completed – a second TempCOP 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 TempCOP and the youth DOES return on that date – no new TempCOP 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 as described below.

Deleting a TempCOP

If a Temporary COP needs to be deleted (if the wrong type of COP was entered, for instance), contact the Synthesis Help Desk at 257-7547.

Legal Changes of Placement

Legal Changes of Placement (COPs) are submitted in the **whenever the child's legal residence changes after enrollment**. Examples of this would be:

- o Group home, residential or foster care placements;
- o Moves from one of these placements back home or to another level of care;
- o 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 TempCOP instead).
- o When the child moves to a new home (i.e., address change)
 - o **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.

Legal Changes of Placement (COPs) are also submitted whenever a temporary placement becomes permanent. Examples of this include:

- o A pre-placement visit home (or to a foster home) goes well and then the child is discharged to that placement.
- o FOCUS youth on pre-placement home passes prior to discharge from residential. If the child is successful with the pre-placement (which would have been already reported on a TempCOP), a Legal COP is entered at the end of the pre-placement to officially move the child home.
- o These COPs will be coded as emergency placements, and the Date of the Placement should reflect the date the team made the decision that the temporary placement would become permanent.

Types of Legal Changes of Placement

There are two types of Legal Changes of Placement:

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

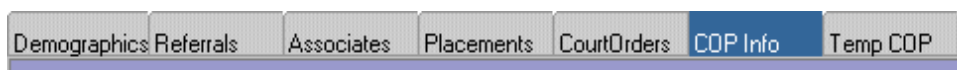
- o The Court orders an immediate placement as part of a Court hearing;
- o The youth's current placement requests immediate removal;
- o Temporary placements previously submitted as TempCOPs which become permanent placements;
- o Proposed placements previously submitted on a Legal COP which do not occur;

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

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

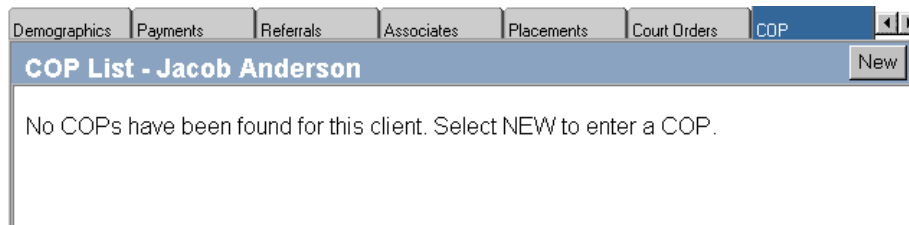
Entering Legal COPs

1. Open up the youth's record.
2. Select the **COP Info** tab.



A screen similar to the ones below will be displayed.

ENROLLEE WITH NO EXISTING COP's



ENROLLEE WITH EXISTING COP's

Demographics	Payments	Referrals	Associates	Placements	Court Orders	COP
COP List - Sample Client New						
Open	Status	Date	Name	Actual or Proposed?	Entered By	Wrap Approval
	Approved	1/23/2004	Placement Name	Proposed	Aggie Hale (1/23/2004)	Aggie Hale (1/23/2004)
	Approved	1/31/2004	Placement Name	Actual	Jeannie Maher (1/14/2004)	Aggie Hale (1/22/2004)

Note: To view information from a previous change of placement, click on the yellow folder  next to the change of placement that you wish to view.

- To enter a new Change of Placement, click on the **"NEW"** button in the top right hand corner of the screen. A screen similar to the one below will be displayed.

New COP Entry				Insert
Client Address: 1234 Any Street Milwaukee, WI		Care Coordinator Margaret Pena		
		Care Coord. Phone Info. 257-7611 Pager: 123-1234 Evening and		
Father	Fathers Name	Mother	Mothers Name	
Address Line 1	Father's Address	Address Line 1	Unknown	
Address Line 2		Address Line 2		
City, State, Zip	City St Zip	City, State, Zip		
Foster Parent (if former, update role in associates)		Tribe		
Address Line 1		Address Line 1		
Address Line 2		Address Line 2		

The COP (Change of Placement) Screen displays the following information:

Information That CANNOT be Edited or Changed

- Youth Address
- Care Coordinator Name
- Court Order Type
- Court Order Expiration Date

Information That MUST BE REVIEWED and Entered or Edited

- Care Coordinator Phone Number/s
- Father's Name and Address
- Mother's Name and Address
- Foster Parent Name and Address (if applicable)
- Tribe Name and Address (if applicable)
- Public Defender Name and Address
- District Attorney Name
- PO or Bureau Worker Name
- Bureau Site
- Guardian Ad Litem - Name and Address
- Legal Custody - Name and Address

There are two websites you can use to look up attorney's addresses:
www.wisbar.org - select Lawyer Directory at top of page; and
www.wisspd.org - Select SPD Agency Directory.

UPDATED INFORMATION THAT TRANSFERS TO THE TEAM LIST TAB:

- Father
 - Mother
 - Foster Parent (where applicable)
- } **Name and address are drawn from the "Team List Tab"**

The father's name, mother's name and where applicable foster parent's name and address/es are drawn from the information contained under the "Team List" Tab. Information changed on the COP screen will automatically update the Team List when the COP entry is saved.

IF A PROBATION OFFICER - Enter the P.O. Name and **leave the Site BLANK**. IF A BUREAU WORKER - Enter the Bureau Worker Name and select the Worker's Site from the Site Drop Down Box.

Sample View Probation Officer Entry

Worker	PO Name
Site	

Sample View Bureau Worker Entry

Worker	Bureau Wkr Name
Site	2

Placement Information Section

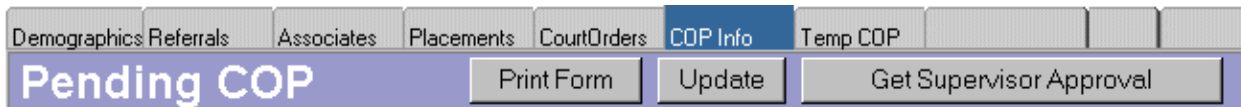
PLACEMENT INFORMATION	
New Placement	
Address Line 1	
Address Line 2	
City, State, Zip	
Phone Number	
New Placement Date	
New Placement Type	
Type of Move:	
Actual or Proposed?	☐ Proposed ☐ Actual
Emergency Placement?	☐ No ☐ Yes
Court Authorized?	☐ No ☐ Yes
Was this placement court-ordered against team recommendations?	☐ No ☐ Yes
If yes, Comments?	
	Reason For Change

SAVE DATA ENTRY After entering the ALL fields in this section, click on the "Insert" button at the top right-hand side of the screen to save the entry.

Change / Update COP Data Entry

If needed, additions or changes can be made to the information on the COP screen.

To save your changes, click on the "Update" button at the top of the screen.



The screenshot shows a software interface with a top navigation bar containing tabs: Demographics, Referrals, Associates, Placements, CourtOrders, COP Info (highlighted in blue), Temp COP, and two empty tabs. Below the navigation bar is a purple banner with the text "Pending COP". To the right of the banner are three buttons: "Print Form", "Update", and "Get Supervisor Approval".

Approval Process

The Review / Approval process for Legal COPs is identical to that for TempCOPs (described on Pages 4 and 5).

Making Changes to Approved COPs

If a COP is submitted for a proposed move and the actual placement date changes – care coordinators should simply email your court liaison with the actual date of the placement change. 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- contact the Synthesis Help Desk at 257-7547.

Print Form

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

A screenshot of the top navigation bar of a legal form application. It features a series of buttons: Demographics, Referrals, Associates, Client Forms, Placements, Court Orders, COP, Temp COP, School Stats, Juvenile Justice, and Scheduling. Below these buttons is a blue bar containing a "Print Form" button and a "Done" button. The text "Client Address: Maria Residential" is partially visible below the buttons.

A screen similar to the one below will be displayed.

A screenshot of a legal form titled "STATE OF WISCONSIN, CIRCUIT COURT, MILWAUKEE COUNTY". The form is displayed in a web browser window with a toolbar at the top. The form content includes a section for "IN THE INTEREST OF" with a line for "Client, Sample Name". To the right of this section is a "Notice of Change in Placement" with three checkboxes: "Out of Home to Out of Home", "Out of Home to In Home", and "In Home to In Home". The text "For Official Use" is visible in the top right corner of the form area.

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

A "Notice of Change of Placement" form will print for each Court Order that is in effect for the youth. (ie: If there is more than one court order, multiple "Notice of Change of Placement" forms will be prepared and print.) See the following sample:

Sample "Notice of Change of Placement" Form

STATE OF WISCONSIN, CIRCUIT COURT, MILWAUKEE COUNTY		<i>For Official Use</i>
IN THE INTEREST OF		Notice of Change in Placement ☐ Out of Home to Out of Home ☐ Out of Home to In Home ☐ In Home to In Home
Client, Sample _____ Name Case No. <u>01JV 000001</u>		
1/1/91 _____ Date of Birth		
This placement ☐ was ☒ will be changed on (date) <u>1/31/04</u> 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: Reason....		
Name and address of new placement: Ammie Thoompson Foster Home 32322 N. Center Milwaukee, WI 53222		
If placement continues to be outside the home, the parents/guardian/legal custodian/trustee will be required to pay support for the placement.		
Hearing Rights		
If you object to the change in placement:		
☐ A written request for a hearing must be filed with the court listed above within 10 days of your receipt of this notice. Copies of this request should be sent to all concerned parties.		
☐ The change of placement is authorized in the current dispositional order. Therefore, your request for a hearing must allege new information which affects the advisability of that dispositional order.		
Distribution: 1. Original - Court 2. Child/Juvenile 3. Parents/Guardian/Legal Custodian/Trustee 4. Social Worker/District Attorney/Corporation Counsel	_____ Signature of Case Worker/District Attorney/Corporation Counsel <u>Aggie Hale for Community</u> Name Printed or Typed <u>5/27/08</u> Date	

Wrapcm/Synthesis/COP and Temp COP Instructions.doc