

 <b>WRAPAROUND MILWAUKEE POLICY &amp; PROCEDURE</b>	Date Issued: <b>9/1/98</b>	Reviewed: <b>5/26/09</b> By: <b>CP</b> Last Revision: <b>6/9/09</b>	Section: <b>LIAISONS</b>	Policy No: <b>005</b>	Pages: <b>1 of 3</b> (1 Attachment)
	<input checked="" type="checkbox"/> Wraparound <input type="checkbox"/> Wraparound/REACH <input type="checkbox"/> FISS	Effective Date: <b>1/1/10</b>	Subject: <b>CHANGE OF PLACEMENT Temporary and Legal</b>		

## 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 processing at Wraparound Milwaukee.

**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 (AWOL's and AWOL 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 AWOL's and AWOL Returns or Detention stays.

When the youth returns from the Temporary Placement (this would include a Return from AWOL status), a TempCOP Return (or AWOL Return) must be indicated 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 Associates 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.

**WRAPAROUND MILWAUKEE**

**Change of Placement Policy**

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**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: 4/27/09)

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# Temporary Change of Placement

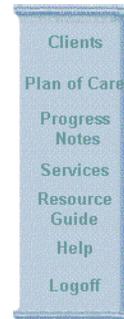
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**TEMPORARY CHANGES OF PLACEMENT (TempCOPs) ARE USED TO REPORT THE FOLLOWING TYPES OF PLACEMENT MOVES:**

- AWOLS
- Returns from AWOL
- Detention placements
- Home passes
- Inpatient
- 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.)
- Respite
- 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).**

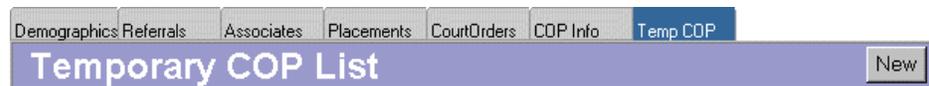
1. Select **Clients** from the [Main Menu Column](#).



1. Select the **Client Name** from the client list.

Select	Last Name	First Name	DOB	Program
	Client	Sample	1/1/1991	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 AWOL placements, you do not need to type in the Placement Name/Address/Relationship boxes
  - For AWOLs and Home Passes, you do not need to enter the Reason box.

Type of Change

AWOL

AWOL Return

Detention

Home Pass

Inpatient

Pre-placement

Respite

Shelter

Temp Placement Return

Other

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

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## Edit Temporary Change of Placement

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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.

**Temp COP - Sample Client** Update Get Approval Done

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# Get Supervisor Approval

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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.**

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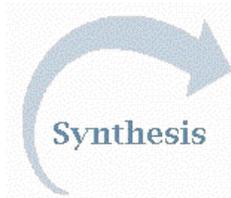
## Supervisor Approval / Rejection

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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 reject the TempCOP. If that occurs, the care coordinator will receive a login message on Synthesis alerting you that a TempCOP has been rejected. To access a rejected Temporary Change of Placement, click on the client name, which serves as a hyperlink to the Temporary Change of Placement screen for that client. 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.*

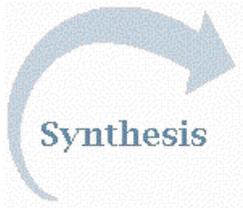
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# Wraparound Liaison Approval

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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.

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# Temporary Placement Returns

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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.

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# Deleting a TempCOP

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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.

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# Legal Changes of Placement

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

- Group home, 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 TempCOP 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 Associates tab and Mailing Labels tab in Synthesis. If and when the client 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:

- A pre-placement visit home (or to a foster home) goes well and then the child is discharged to that placement.
- 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 home pass to officially move the child home.
- 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.

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# Types of Legal Changes of Placement

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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:

- The Court orders an immediate placement as part of a Court hearing;
- The youth's current placement requests immediate removal;
- Temporary placements previously submitted as TempCOPs which become permanent placements;
- 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:

- 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.

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# Entering Legal COPs

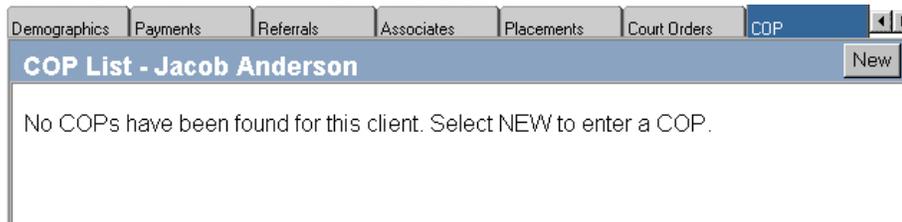
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1. Open up the Client's record.
2. Select the **COP Info** tab.



A screen similar to the ones below will be displayed.

NEW CLIENT - NO EXISTING COP's



## CLIENT - WITH EXISTING COP's

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 Msher (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	
<b>Client Address:</b> 1234 Any Street Milwaukee, WI		<b>Care Coordinator:</b> Margaret Pena	
		<b>Care Coord. Phone Info:</b> 257-7611 Pager: 123-1234 Evening and	
<b>Father</b>	Fathers Name	<b>Mother</b>	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	
<b>Foster Parent</b> (if former, update role in associates)		<b>Tribe</b>	
<b>Address Line 1</b>		<b>Address Line 1</b>	
<b>Address Line 2</b>		<b>Address Line 2</b>	

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

### Information That CANNOT be Edited or Changed

- Client 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](http://www.wisbar.org) - select Lawyer Directory at top of page; and  
[www.wisspd.org](http://www.wisspd.org) - Select SPD Agency Directory.

**UPDATED INFORMATION THAT TRANSFERS TO THE ASSOCIATES TAB:**

- Father
  - Mother
  - Foster Parent (where applicable)
- } **Name and address are drawn from the "Associates 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 "Associates Tab". Information changed on the COP screen will automatically update the Associates Tab information for these associates 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	<input type="text" value="PO Name"/>
Site	<input type="text" value=""/>

*Sample View Bureau Worker Entry*

Worker	<input type="text" value="Bureau Wkr Name"/>
Site	<input type="text" value="2"/>

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## Placement Information Section

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PLACEMENT INFORMATION	
New Placement	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone Number	<input type="text"/>
New Placement Date	<input type="text"/>
New Placement Type	<input type="text"/>
Type of Move:	<input type="text"/>
Actual or Proposed?	<input type="radio"/> Proposed <input type="radio"/> Actual
Emergency Placement?	<input type="radio"/> No <input type="radio"/> Yes
Court Authorized?	<input type="radio"/> No <input type="radio"/> Yes
Was this placement court-ordered against team recommendations?	<input type="radio"/> No <input type="radio"/> Yes
If yes, Comments?	<input type="text"/>
	<b>Reason For Change</b>
	<input type="text"/>

**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.

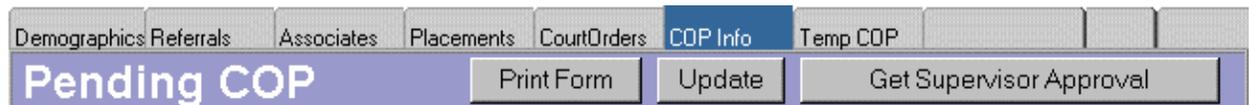
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## Change / Update COP Data Entry

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

Save the entry, click on the "Update" button at the top of the screen.



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## Approval Process

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

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## Making Changes to Approved COPs

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**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.

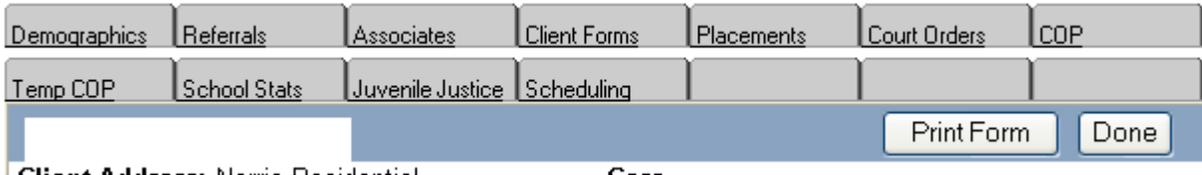
**If a COP needs to be deleted for any reason-** contact the Synthesis Help Desk at 257-7547.

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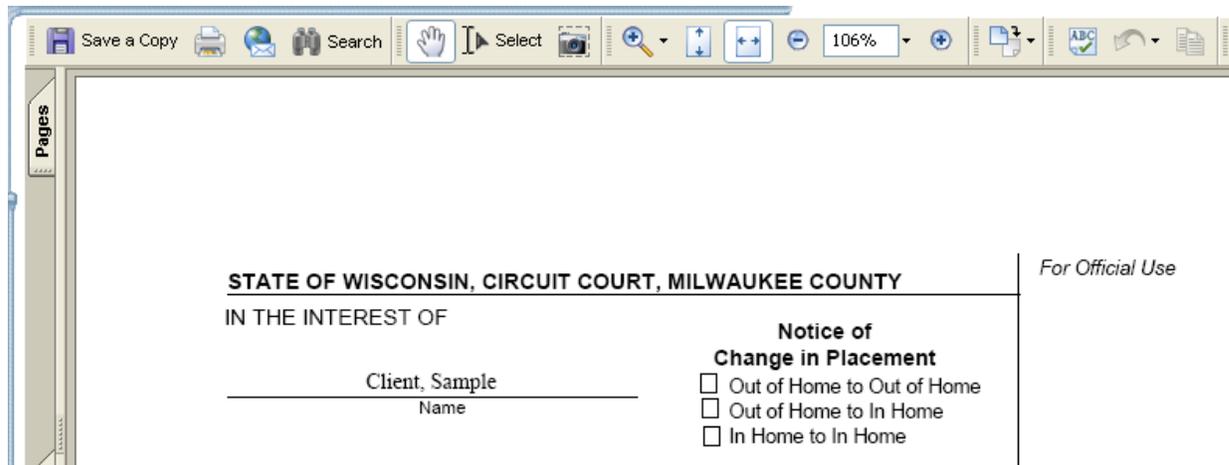
# Print Form

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



A screen similar to the one below will be displayed.



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 client. (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**

<p><b>STATE OF WISCONSIN, CIRCUIT COURT, MILWAUKEE COUNTY</b></p> <p>IN THE INTEREST OF</p> <p style="text-align: center;">Client, Sample Name</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;">1/1/91 Date of Birth</p>	<p style="text-align: right; font-size: small;">For Official Use</p> <p style="text-align: center;"><b>Notice of Change in Placement</b></p> <p><input type="checkbox"/> Out of Home to Out of Home  <input type="checkbox"/> Out of Home to In Home  <input type="checkbox"/> In Home to In Home</p> <p>Case No. <u>01JV 000001</u></p>
<p>This placement <input type="checkbox"/> was <input checked="" type="checkbox"/> will be changed on (date) <u>1/31/04</u> as follows:</p> <p>This change <input checked="" type="checkbox"/> was <input type="checkbox"/> was not authorized by the original dispositional order.</p>	
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>Give reason for new placement, why it is preferable and how it satisfied treatment plan: Reason....</p> </div>	
<div style="border: 1px solid black; padding: 5px;"> <p>Name and address of new placement:      Ammie Thoompson Foster Home  32322 N. Center    Milwaukee, WI 53222</p> </div>	
<p>If placement continues to be outside the home, the parents/guardian/legal custodian/trustee will be required to pay support for the placement.</p> <p style="text-align: center;"><b>Hearing Rights</b></p> <p>If you object to the change in placement:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>	
<p>Distribution:</p> <ol style="list-style-type: none"> <li>1. Original - Court</li> <li>2. Child/Juvenile</li> <li>3. Parents/Guardian/Legal Custodian/Trustee</li> <li>4. Social Worker/District Attorney/Corporation Counsel</li> </ol>	<p style="text-align: right; font-size: small;">Signature of Case Worker/District Attorney/Corporation Counsel</p> <p style="text-align: center;"><u>Aggie Hale for Community</u> Name Printed or Typed</p> <p style="text-align: center;"><u>5/27/08</u> Date</p>