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Department of Corrections

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Paul J. Westerhaus  
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 15-06

**DATE:** April 20, 2015  
**TO:** County Departments of Human/Social Services Directors  
**FROM:** Paul J. Westerhaus, Administrator   
**SUBJECT:** Youth Records for Admission to Juvenile Corrections

As noted in past Administrator's Memos to Counties (09-09, 10-09, 11-16, 12-05), the Division of Juvenile Corrections (DJC) relies on our county agency partners to provide complete, accurate and timely documentation to us each time a youth is committed to a DJC facility by your court. This background information is essential for teachers, social workers and field agents to perform required assessments during the 21-day reception period. These assessments inform the discussion and recommendations of the Joint Planning and Review Committee which convenes at the end of that 21-day period to develop individualized release expectations. In order to facilitate risk-based program placement in DJC, accurate background information is critical in the determination of a youth's risk level via our COMPAS software.

Requested Information

Section 938.49(2), *Stats.*, requires a county agency to immediately forward to DJC a copy of the court report and "all other pertinent data" when a court places a youth in a state secure correctional facility. Of course, what is "pertinent data" will vary for each youth. The attached checklist (DOC 2553) may be helpful to your agency workers who assemble the admission documentation packets. The checklist can also be found in the "Forms" section of the Division's web page at <http://doc.wi.gov/families-visitors/juvenile-services/forms>.

Electronic Submission

Please note that scanning and e-mailing these documentation packets is an option for county agencies, not a requirement. We encourage your agency to use electronic submission if possible because of the positive results we experienced over the past several years since we requested it in Administrator's Memo # 12-05.

The contact persons to whom a scanned packet of county documentation may be sent are listed below. Two contact persons are provided for the institutions and regional offices so that there will not be a delay in receiving and transmitting the packets if one staff person is out of the office.

For reception staff at LHS and CLS:

Marta Loos	<a href="mailto:marta.loos@wi.gov">marta.loos@wi.gov</a>
Tammy Brooks	<a href="mailto:tammy.brooks@wi.gov">tammy.brooks@wi.gov</a>

For the Office of Juvenile Offender Review:

Marilyn Starczynski	<a href="mailto:marilyn.starczynski@wi.gov">marilyn.starczynski@wi.gov</a>
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When post-release supervision by a DJC field agent is ordered by the court or required by law, the scanned packet may also be sent by e-mail to the regional office that serves your county. These contacts and counties are:

In the Southeast Region (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha counties)

Lisa Mitchell	<a href="mailto:LisaR.mitchell@wi.gov">LisaR.mitchell@wi.gov</a>
Rebecca Olotu	<a href="mailto:rebecca.olotu@wi.gov">rebecca.olotu@wi.gov</a>

In the Northwest Region (balance of state)

Deb Warren	<a href="mailto:deb.warren@wi.gov">deb.warren@wi.gov</a>
Deb Shaddock	<a href="mailto:deborah.shaddock@wi.gov">deborah.shaddock@wi.gov</a>

Thank you for helping to increase the efficiency and effectiveness of our services.

Attachment: DOC 2553

Cc: Edward F. Wall, Secretary, DOC  
Deirdre Morgan, Deputy Secretary, DOC  
Scott Legwold, Assistant Deputy Secretary, DOC  
Fredie-Ellen Bove, Administrator, DCF/DSP  
Ron Hermes, Director, Bureau of Permanence and Out of Home, DCF/DSP  
Emily Tofte, Section Chief, Child Welfare Licensing Section, DCF/DSP  
John Tuohy, Director, Bureau of Regional Operations, DCF/DES  
Bill Hanna, DHS Area Administrator  
Greg Van Rybroek, Director, DHS/MJTC  
DHS/DCF Area Administrators  
DHS/DCF Human Service Area Coordinators  
DOC/DJC Management staff  
County Youth Aids contacts  
Court-attached juvenile court intake offices

## COUNTY DOCUMENTATION CHECKLIST JUVENILE CORRECTIONS COMMITMENT

**NOTE:** The documents and information listed below will assist the Division of Juvenile Corrections in assessing and evaluating youth committed to a state juvenile correctional institution by the court. Working with other agencies as needed, counties are requested to provide to the receiving institution as many of the listed items as are available, current and pertinent. The provision of the youth's Social Security Number and Date of Birth is voluntary. It will be used to collect historical documentation. Failure to provide Social Security Number and other Personally Identifiable Information (PII) may result in an information processing delay or potential information retrieval errors.

YOUTH NAME	COUNTY STAFF NAME	DATE
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### EDUCATION

- School history: What schools the youth has attended, including schools in residential facilities, and the last school where the youth was enrolled
- School status: The grade the youth is in and whether s/he has any credits
- Special Education status: If the youth has been identified as needing Special Education services, and if so for what reason
- Most recent transcript
- Detention education: If the youth was in detention prior to placement, what educational program was s/he working on there, did s/he attain any credits there, and observations the facility has on the youth's school-related participation

### PSYCHOLOGICAL SERVICES

- All previous psychological assessments and reports including psychosexual evaluations
- All previous psychiatric reports including current psychotropic medication
- Detailed information about any recent self-harm attempts or threats

### LEGAL HISTORY

- Youth full legal name
- Court petition
- Police reports on the committing offense
- Court order for corrections
- Other court orders related to the committing offense including any change of placement orders and the reason for the change of placement
- Restitution and other financial obligations, and what payments have been made toward those obligations
- Pending juvenile or adult charges and any upcoming court dates

### SOCIAL HISTORY

- Social history (court report) including prior offenses and adjudications, prior treatment services offered and completed, substance use history, family history (place of birth, mother maiden name), strengths and needs
- Verification of legal parent / guardian and current address and phone number
- Social Security number
- All siblings and parents (e.g. step-parents, ex-parents) not living in the home, including full name and date of birth.
- History of CHIPS/JIPS referrals related to abuse and neglect, including alleged perpetrator name, age, sex and relationship to youth
- Household income and source if available.

### HEALTH INFORMATION

- Any health and dental related information relevant to ongoing needs for treatment and preventive services, current medical issues, current medications