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**State of Wisconsin**  
**Department of Corrections**

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**Charles A. Tubbs**  
Administrator

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**ADMINISTRATOR'S MEMO TO COUNTIES**

**MEMO # 08-02**

**DATE:** February 13, 2008

**TO:** County Departments of Human/Social Services Directors

**FROM:** Charles A. Tubbs, Administrator *Charles a. Tubbs*

**SUBJECT:** Juvenile Justice Data Collection – County Agency Involvement

The Department of Health and Family Services plans to discontinue use of the “core” component of the Human Services Reporting System (HSRS) previously used by county agencies to report client-specific data on service utilization. [See DCFS Numbered Memo 2008-04, Standard Program Service Reporting, February 2008] With HSRS core data becoming unavailable in the juvenile justice area, concern was expressed by members of the Juvenile Corrections/County Technical Advisory Committee (TAC) about the loss of statewide information describing the juvenile justice system, its clients and services. The TAC asked the Division of Juvenile Corrections (DJC) to create a voluntary means for counties to periodically report basic data describing their juvenile justice systems, and to use DJC’s Web site to post the results. The committee’s purpose in asking DJC to collect and maintain the data was to assure there was a central, accessible, statewide source of numeric data to facilitate discussion of how juvenile justice services are delivered in Wisconsin. Under the proposal, counties’ submission of data is totally voluntary. We are exploring available systems and how they might be used to provide counties with a means to report and DJC with a way to publish that information. The Division will use available resources to pursue a data collection and publishing method that is simple, concise, flexible, and easy enough to use that all counties will choose to participate.

We are interested in involving representatives from a variety of counties on a workgroup to develop the juvenile justice data elements and procedures, to be implemented in CY 2009 when HSRS core data is no longer collected. Input from staff currently reporting these data in HSRS, and program managers will be needed, and we may need to request participation of IT specialists when more is known about the technologies that may be used. If you would like to volunteer one of your staff to be on the workgroup, please send us the person’s name and contact information by March 3. You may reply to the Juvenile Services Specialist, Michelle Buehl by phone at 608-240-5914 or by e-mail at [Michelle.Buehl@wisconsin.gov](mailto:Michelle.Buehl@wisconsin.gov). Laura Wood, a new planning analyst in DJC Central Office, will convene the workgroup initially in March. We anticipate holding three to four workgroup meetings between March and September.

Thank you for your interest.

cc: Rick Raemisch, Secretary, Department of Corrections  
Amy Smith, Deputy Secretary, DOC  
Ismael Ozanne, Executive Assistant, DOC  
Silvia Jackson, Assistant Administrator, DOC/DJC  
Reggie Bicha, Administrator, DCFS/DHFS  
Jill Chase, Bureau of Regulation and Licensing, DCFS/DHFS  
Diane Waller, Director, Area Administration, DES/DHFS  
DES Area Administrators  
DES Human Service Area Coordinators for Children and Families  
Division of Juvenile Corrections Management staff  
County Youth Aids contacts  
Greg Van Rybroek, Mendota Juvenile Treatment Center  
Court-attached juvenile court intake offices