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ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 08-15

DATE: December 23, 2008
TO: County Departments of Human/Social Services Directors
FROM: Margaret C. Carpenter, Administrator 
SUBJECT: Juvenile Justice Data Reporting

Introduction

As you are aware, the Department of Children and Families (DCF) will be discontinuing the Human Services Reporting System (HSRS) Core module on 2/28/2009 for the Child Welfare (CW) and Juvenile Justice (JJ) populations. With HSRS Core data becoming unavailable in the juvenile justice area, a workgroup comprised of nine volunteers from county human/social service departments, the Department of Children and Families, and the Division of Juvenile Corrections developed juvenile justice data elements to be reported via an online survey tool named Wisconsin Juvenile Justice Data Collection Survey. This online survey for juvenile justice data reporting is voluntary and is intended to be used by counties not entering juvenile justice data in eWISACWIS. The data elements in the juvenile justice survey are also present in eWISACWIS. DCF and DJC will work together to merge year-end data from the JJ survey and eWISACWIS to develop a statewide JJ report.

This memo provides direction to county human/social service agencies regarding the completion of CY2008 juvenile justice data reporting and provides instructions for the 2009 Wisconsin Juvenile Justice Data Collection Survey county departments may use in 2010.

Juvenile Justice Reporting Liaison

Counties choosing to report juvenile justice data using the new Wisconsin Juvenile Justice Data Collection Survey must identify one staff person who will serve as the Juvenile Justice Reporting Liaison to the Division of Juvenile Corrections. This person(s) will be responsible for ensuring timely and accurate reporting via the new web-based reporting tool for juvenile justice data and serve as the point of contact regarding questions and concerns related to county reporting.

The name, phone number and e-mail address of this staff person is to be provided to Laura Wood via e-mail laura.wood@wisconsin.gov or phone at (608) 240-5927 **no later than Monday, January 12, 2009**, if the county wants to use the 2008 survey.

Juvenile Justice Reporting for CY2008

The deadline for entry of 2008 JJ case data into eWISACWIS or HSRS Core will be February 27, 2009. Counties choosing to use the 2008 Wisconsin Juvenile Justice Data Collection Survey to report aggregate JJ population and service delivery numbers must complete the survey by the same date.

A link to the 2008 Wisconsin Juvenile Justice Data Collection Survey will be sent to the identified Juvenile Justice Reporting Liaison in January 2009, and the survey is titled:

- Wisconsin Juvenile Justice Data Collection – CY 2008

Juvenile Justice Reporting for CY2009

The deadline for entry of 2009 JJ case data into eWISACWIS will be February 26, 2010. Counties choosing to use the 2009 Wisconsin Juvenile Justice Data Collection Survey to report aggregate JJ population and service delivery numbers must complete the survey by the same date. The HSRS Core will not be available for JJ population and service reporting.

A link to the 2009 Wisconsin Juvenile Justice Data Collection Survey will be sent to the Juvenile Justice Reporting Liaison in January 2010, and the survey is titled:

- Wisconsin Juvenile Justice Data Collection – CY 2009

Frequently Asked Questions

How does the county get a link to the 2008 Wisconsin Juvenile Justice Data Collection Survey?

The first step is to designate a Juvenile Justice Reporting Liaison to receive and respond to the 2008 survey. Please provide a name, phone number, and email address to Laura Wood via e-mail laura.wood@wisconsin.gov or phone at (608) 240-5927 **no later than Monday, January 12, 2009**, and a link to the survey will be provided.

How does the county enter data into the 2008 Wisconsin Juvenile Justice Data Collection Survey?

A link will be sent via email from Laura Wood to each county Juvenile Justice Reporting Liaison. The liaison will click on that link to open the survey in the liaison's Web browser. The liaison will answer the questions about the year and county, and then fill in the numbers for each question as appropriate. The survey will automatically be sent after completing the last page. The survey can be revisited for review/corrections until the cut off date of February 27, 2009.

What are the methods available for reporting JJ data and when are they available?

There are different reporting alternatives for the 2008 and 2009 JJ population.

1. HSRS – CY 2008 Only
 - a. To collect detail data
 - b. Currently available

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- c. Closes February 27, 2009
 - d. For 2008 data only
2. eWISACWIS
- a. To collect detail data
 - b. Currently available on an ongoing basis
3. 2008 Wisconsin Juvenile Justice Data Collection Survey
- a. To report year end summary data
 - b. Opens January 1, 2009
 - c. Closes February 27, 2009
 - d. Excel spreadsheet available from Barry Mickelson, DCF as a tool for calculating summary numbers to input into the survey
4. 2009 Wisconsin Juvenile Justice Data Collection Survey
- a. To report year end summary data
 - b. Opens January 1, 2010
 - c. Closes February 26, 2010
 - d. Excel spreadsheet available from Barry Mickelson, DCF as a tool for calculating summary numbers to input into the survey

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