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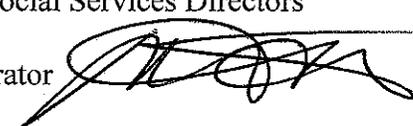
Margaret C. Carpenter
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 10-12

DATE: June 24, 2010

TO: County Departments of Human/Social Services Directors

FROM: Margaret C. Carpenter, Administrator 

SUBJECT: Juvenile Corrections Update – JPRC Process, Family Counseling, Cadet Achievement Program

In March, I sent you Administrator's Memo to Counties #10-07, outlining concerns that had been expressed to the Division of Juvenile Corrections (DJC) by county agencies and explaining how DJC planned to address these concerns. This Memo is to update you on several of our efforts.

I. Joint Planning and Review Committee (JPRC) Process

As stated in Memo #10-07, DJC has shortened the time period between formal meetings of the JPRC and the Office of Juvenile Offender Review (OJOR). For youth who are not committed under the Serious Juvenile Offender disposition, the initial meeting of the JPRC is now scheduled for 21 days after a youth is admitted; the JPRC meets formally every 90 days; and youth returned to a juvenile correctional institution (JCI) have a JPRC review within 21 days of arrival. We are very pleased at the efforts made by county agencies to more quickly supply the JCIs and OJOR with documents needed for assessing youth and developing case plans.

As of April 15, all participants in JPRC meetings have the opportunity to document their agreement or disagreement with the OJOR decision. These "sign-off sheets" are reviewed by the OJOR director, and any county disagreements are discussed with the Administrator and Assistant Administrator. Out of 237 formal JPRC meetings occurring between April 15 and June 15, county caseworkers expressed disagreement in only one instance.

II. Communication

Policies have been implemented throughout DJC to increase communication with counties when youth are misbehaving. Institution staff are notifying county workers when youth are placed in security in the JCIs. State staff also are notifying counties before a youth is removed from short-term and direct-placement programs in the JCIs or from the Corrective Sanctions Program.

We have prepared a brief description of the JPRC process that can be used by counties to inform their workers as well as help youths' families better understand how planning and release decisions are made. The document is posted on our web site at http://www.wi-doc.com/index_juvenile.htm and a copy is attached to this memo for your information.

III. JCI Programming

Evidence-based programs: As stated in Memo #10-07, DJC is engaged in a review of treatment programming in the JCIs and redesigning them when needed to assure that evidence-based principles and practices are incorporated. All direct-care staff received training on the principles of effective intervention in correctional settings, as well as on delivery of evidence-based programs. Institution social workers, field agents and OJOR reviewers had two days of training in Motivational Interviewing. Each staff person is submitting audio-taped sessions with youth, to be reviewed to assess their skill in using Motivational Interviewing techniques.

Family counseling: Responding to concerns about lack of participation in counseling by JCI youth and their families, DJC developed a referral form for DJC and county staff to use in requesting family counseling. The form may be accessed via our web site, and a copy is attached for your agency's use.

CAP: As reported in the April 2010 on-line DJC newsletter, the Cadet Achievement Program (CAP) at Lincoln Hills School (LHS) is undergoing substantial change in order to incorporate evidence-based practices. Staff members were recently trained on the evidence-based Juvenile Cognition Intervention Program (JCIP). By May 1, 2010, JCIP will be fully integrated into all components of CAP. Every cadet will be expected to successfully complete JCIP groups as part of their 90-day program. All CAP staff, using Social Learning Theory as a foundation, will integrate JCIP language into the day-to-day redirection and instructions to youth in the program. Cognitive intervention concepts will be stressed repeatedly on an ongoing basis in the program.

CAP also will be incorporating Environmental Literacy and Outdoor Education into its academic program. During the 90-day CAP program, youth may earn a .25 credit through hands-on projects and problem-solving experiences which will be interwoven with classroom instruction and visual aids. The Outdoor Education/Environmental Literacy class will offer opportunities for community service. New in 2010 will be a partnership with Wisconsin Department of Natural Resources. CAP cadets will be working side-by-side with DNR staff doing work projects at Council Grounds State Park near Merrill. A second partnership has been established with the UW-Stevens Point, School of Natural Resources. At the UW-SP outdoor classroom known as Tree Haven, cadets will work alongside UW staff and college students in the great outdoors. I am pleased that CAP is expanding the methods used in the program to help cadets learn the value of education, self-discipline, physical fitness, hard work, leadership, teamwork and community service. It is our intent to prepare cadets for a successful family and community reintegration.

Attachments:

- JPRC description
- Family counseling request form

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cc: Rick Raemisch, Secretary, DOC
Ismael Ozanne, Deputy Secretary, DOC
Melissa Roberts, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
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John Touhy, Director, Bureau of Regional Operations, DCF/DES
Patrick Cork, Interim Director of Area Administration, DHS/DES
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

Office of Juvenile Offender Review: Joint Planning and Review Process

Description:

Within the state Division of Juvenile Corrections, the Office of Juvenile Offender Review (OJOR) exercises the legal authority to release youth from confinement in a Wisconsin juvenile correctional institution (JCI). The OJOR staff, known as Juvenile Review and Release Specialists, are stationed at Ethan Allen School, Lincoln Hills School, Southern Oaks Girls School and the Mendota Juvenile Treatment Center. They convene a Joint Planning and Review Committee (JPRC) for every youth committed to a JCI under a juvenile disposition. The JPRC consists of the **OJOR reviewer**, the **institution social worker**, the **state field agent (if assigned)**, a **representative of the committing county**, the **youth**, and the **youth's parents or guardian**.

The role of the JPRC is to develop recommendations that are consistent with the youth's delinquent behavior, the court-ordered disposition and the needs of the youth. The JPRC sets individual goals for the youth that are incorporated into the institution case plan and advises OJOR as to what programs the youth should be required to complete before release. The JPRC meets regularly to review each youth's progress, revise goals as necessary, and make recommendations as to when a youth is ready for release.

Specific Steps:

1. **OJOR** convenes an initial JPRC meeting for each youth committed by Wisconsin courts to a juvenile correctional institution. The initial meeting will take place within 21 days of admission for youth on standard correctional orders, and within 35 days of admission for youth on Serious Juvenile Offender (SJO) orders.
 - Prior to the meeting, the **county agency** will have supplied the institution and OJOR with various documents pertaining to the youth's delinquency, prior treatment history, educational attainment, criminogenic risk factors, family circumstances and other factors important to understanding the youth and her/his correctional commitment.
 - Based on these documents along with a comprehensive assessment process, **institution and field staff** prepare and submit reports to the JPRC. Information from these reports and the court order is used to guide individualized case plan development.
2. Based on the **JPRC** recommendation, **OJOR** determines each youth's broad individual goals, correctional placement and tentative release plan.
3. Also at the initial conference, the **JPRC** reviews victim impact statements, and considers victim issues in setting youth goals and case plans.

4. The **JPRC** meets periodically throughout a youth's JCI stay. The **OJOR reviewer** convenes the meetings at the JCI where the youth is placed. **JPRC members** may participate in person, by phone or via video teleconference.
 - For youth with standard correctional commitments, **OJOR** convenes the JPRC for formal meetings every 90 days. Youth with SJO commitments receive a formal JPRC at least every 180 days, and meet with OJOR informally every 90 days.
 - At these conferences, the **JPRC** reviews the youth's case plan and progress toward goals, and makes recommendations for changes it deems appropriate (for example, adding a program requirement, deciding to have the youth complete a treatment program in the community after release rather than in the institution, or extension of a youth's correctional order).
5. When the **JPRC** determines that a youth is about 90 days from release, **OJOR** places the youth in the Transition Phase. During Transition, the **state or county aftercare provider** intensifies contact with the youth, develops the community care plan (housing, school, employment, treatment, accountability), and **state agents** convene a **Transition Team** meeting with representatives of organizations involved in the community care plan.
6. **OJOR** will make a youth eligible for release when the youth has adequately progressed in treatment according to her/his case plan and individual goals. A final JPRC meeting may or may not be held, depending on individual circumstances.
7. If a youth is returned to the institution due to serious violations of her/his community supervision rules, such that revocation of aftercare or termination of community supervision is recommended, the **JPRC** will re-convene about 21 days after the youth returns to the institution to develop recommendations on requirements – behavioral, treatment (including relapse programming) – for the youth to be returned back to the community.
8. During the JPRC process, disagreements may arise about a youth's individual goals, progress in treatment and/or requirements for release. **OJOR** is responsible for eliciting opinions from the **JPRC members** and attempting to form a consensus. When consensus cannot be reached, the **OJOR** reviewer may work with the **institution unit supervisor, state field supervisor or county program manager** to address issues. Unresolved conflict may be referred to the **OJOR director** and **Division Administrator** for settlement with the **institution superintendent, regional chief or county director**.

FAMILY THERAPY REFERRAL

| | | | |
|--------------------|------------------|---------|--------|
| YOUTH NAME | DOC NUMBER | COTTAGE | DATE |
| SOCIAL WORKER NAME | REFERRED BY NAME | | COUNTY |

1. What are the specific family issues that need to be addressed?

2. What family members should be involved in treatment?

3. Prior to submitting this referral, please contact each person to determine their willingness to engage in family therapy. Which family members have agreed to participate?

4. How does the youth feel about the referral?

5. Will the family participate

by phone

in person

by video conference site located at _____

6. What is the youth's earliest anticipated release date?

7. List the name and phone number of the therapist in the community who will provide ongoing counseling after the youth is released.

THERAPIST NAME

PHONE NUMBER (Include Area Code)

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