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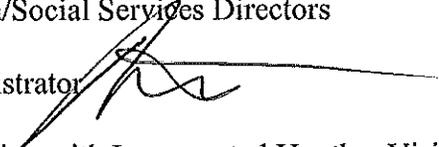
Gary H. Hamblin
Secretary

State of Wisconsin
Department of Corrections

Margaret C. Carpenter
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 11-02

DATE: May 18, 2011
TO: County Departments of Human/Social Services Directors
FROM: Margaret C. Carpenter, Administrator 
SUBJECT: Maintaining Families' Connection with Incarcerated Youth – Visitor Bus, Videoconferencing

As outlined in Administrator's Memo #11-01 to Counties, Ethan Allen School (EAS) and Southern Oaks Girls School (SOGS) are closing in June 2011. Consolidation of the state's Juvenile Correctional Institutions (JCIs) will occur at Lincoln Hills School (LHS). The girls' facility will be Copper Lake School (CLS) on the LHS grounds. We believe that maintaining family ties and family involvement is critical to help delinquent youth become productive members of society. To support an increase in family involvement, the Division is expanding bus service and videoconference visits for families.

1. Weekly Bus Transportation to Lincoln Hills and Copper Lake Schools

Families, of JCI youth, keep in touch through in-person visits and regular phone calls. Statistics shared with the Governor's Juvenile Corrections Study Committee showed that between January 2009 and March 2010, the averages of youth visits were as follows: EAS 1.01 visits per youth per month; LHS .78 per youth per month and SOGS 1.45 per youth per month (not including parent participation in OJOR reviews or other meetings). The Division wants to increase family visits and participate in programming for youth. Below are some details about the expanded bus transportation program, so that your staff can provide this information to families when appropriate.

Frequency and route –

- Currently, LHS offers no-cost bus transportation for families once per month from Milwaukee via a stop in Madison to LHS.
- After July 8, the frequency of the trips will quadruple. There will be a bus once per week, with stops expanded to include a route through the Fox Valley, via a stop in Appleton.

Notification to parents –

- Parents/guardians will receive information about the bus schedule and routes in the packets sent to families of all newly-committed youth.
- In addition, families of all youth in placement as of July 1 will receive a mailing containing the new schedule.

Schedule and logistics –

- The bus originates in Milwaukee, departing at 7:00am. Every other week, the trip is on Thursday, alternating with Saturday.
- Approximately every other Thursday/Saturday, the Milwaukee bus will also pick up passengers in Madison around 8:30am before proceeding to CLS/LHS.
- On the alternating Thursdays/Saturdays, the Milwaukee bus will route through the Fox Valley and pick up passengers in Appleton around 9:00am on the way to CLS/LHS. In 2011:

Day	Via Madison	Via Appleton
Thursday	July 14 August 25 September 1 September 29 October 27 December 8 December 22	July 28 August 11 September 15 October 13 November 10 December 29
Saturday	July 23 August 6 September 24 October 8 November 19 November 26 December 3	July 9 August 20 September 10 October 22 November 5 December 17

- All busses depart CLS/LHS at 3:00pm and return passengers to their pick-up points.
- Families can call LHS after 8:00 the morning of the trip to see if there is space available for Madison/Appleton passengers.
- Pick-up locations:
 - Milwaukee – Lee School, 921 W. Meineke Avenue
 - Madison – East Towne Mall, JC Penney’s
 - Appleton – Fox Valley Mall, Target

The institution reintegration social worker and gatehouse staff can help in answering any questions families have about bus transportation. The schedule will also be available on the DJC web site http://www.wi-doc.com/index_juvenile.htm.

2. Visits by Videoconference

For families who cannot travel for an in-person visit, being able to see and talk with their youth by videoconference may be a beneficial alternative. Lincoln Hills School and the Mendota Juvenile Treatment Center have videoconference rooms that can be used for visits between youth and their families; Copper Lake School will have a videoconference room when it opens in late June.

- Both Lincoln Hills and Copper Lake will have scheduled afternoon and evening times during which families may request a videoconference visit.
- The Division is surveying county agencies to find out which counties can make their videoconference facilities available for families who wish to arrange this type of visit. The survey results will be available to institution social workers to assist in arrangements.
- Families will receive specific information about Lincoln Hills and Copper Lake video visit times and how to initiate a visit request. This information will also be sent to county liaisons and caseworkers involved with JCI youth.
- Only persons on a youth's approved visitor list will be allowed to participate in video visits.
- Video visits will be monitored, and may be terminated if there is inappropriate behavior or language.
- On a pilot basis, visiting time will also be available during the first 15-20 minutes of a youth's Joint Planning and Review Committee meeting if the parents are participating by videoconference. The Office of Juvenile Offender Review will test the feasibility of this arrangement during July through September 2011.

The institution reintegration social worker is the first point of contact for families and county staff interested in arranging a family visit through videoconference.

cc: Gary Hamblin, Secretary, DOC
Chuck Cole, Deputy Secretary, DOC
Dennis Schuh, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Fred-Ellen Bove, Administrator, DCF/DSP
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP
John Touhy, Director, Bureau of Regional Operations, DCF/DES

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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