

Scott Walker
Governor

Gary H. Hamblin
Secretary



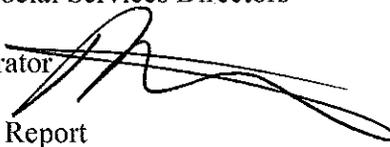
State of Wisconsin
Department of Corrections

Division of Juvenile Corrections
3099 E. Washington Avenue
Post Office Box 8930
Madison, WI 53708-8930
Telephone (608) 240-5900
Fax (608) 240-3370

Margaret C. Carpenter
Administrator

ADMINISTRATOR'S MEMO SERIES FOR COUNTIES

MEMO # 11-12

Date: October 17, 2011
To: County Departments of Human/Social Services Directors
From: Margaret C. Carpenter, Administrator 
Subject: 2011 Wisconsin Act 32 Required Report

Legislative Mandate

2011 Wisconsin Act 32, the biennial budget act, requires the Department of Corrections to submit a one-time report to the Legislature by June 30, 2012, regarding juvenile correctional services provided by counties and the State. Specifically, the act requires the report to include all of the following:

1. A list of all providers of juvenile correctional services.
2. The number of juveniles receiving juvenile correctional services and whether each juvenile was supervised by a county or the state.
3. An accounting of the costs of the juvenile correctional services provided.

Process for Survey Design and Pilot Testing

The Division of Juvenile Corrections (DJC) has partnered with counties to develop a survey instrument designed to collect information about the juvenile correctional services provided by counties and the associated costs. The following steps were taken to design and test the survey instrument:

1. *August 5, 2011:* DJC discussed the reporting requirement with the DJC/Counties Technical Advisory Committee (TAC). DJC reviewed existing sources of juvenile correctional services data. The TAC advised DJC to form a county workgroup to develop a survey.
2. *August 26, 2011:* DJC Assistant Administrator Silvia Jackson and I met with Bill Orth, Wisconsin County Human Services Association (WCHSA) President, who recommended that DJC receive its workgroup membership from the WCHSA Children, Youth, and Family PAC and the TAC.

3. *August 31, 2011:* Representatives from Sheboygan, Outagamie, and Milwaukee Counties met with DJC to determine the content and format of the survey instrument. The survey was modeled off of the Wisconsin Juvenile Justice Data Collection survey, which contains elements of the Human Services Reporting System (HSRS).
4. *September 9, 2011:* DJC distributed the draft survey instrument to Sheboygan, Outagamie, and Milwaukee Counties. These counties reviewed the instrument and developed recommendations to improve it, and Sheboygan and Outagamie Counties piloted the instrument.
5. *September 23, 2011:* The workgroup reconvened, joined by Dunn County, to discuss each survey question and address problems that the workgroup counties identified in trying to complete the draft survey. Additionally, Dunn County piloted the survey during the week of September 26.
6. *September 30, 2011:* The TAC and members of the survey workgroup met with DJC via phone conference to identify additional revisions to the survey based on the experience of the counties that piloted the survey.
7. *October 6, 2011:* DJC presented the draft survey to the WCHSA Executive Board and asked that all counties provide any feedback to DJC by October 14, 2011, for consideration in finalizing the survey tool.
8. *October 17, 2011:* DJC finalized the survey instrument for distribution to all counties.

Survey Completion

Each county's participation in completing the survey is essential to ensure that DJC provides a complete and accurate picture of juvenile correctional services in Wisconsin in the comprehensive report to the Legislature that is required by Act 32. Cooperation from all 72 counties will ensure that no county is named in the report as having not submitted its information.

Use the attached Microsoft Excel file to record your survey responses. The file includes three worksheets:

- **INSTRUCTIONS:** This worksheet contains general instructions for completing the survey.
- **SURVEY:** This worksheet contains the survey instrument. Enter your county's data in this worksheet.
- **SUMMARY:** This worksheet provides a summary of data collected in the survey and is automatically filled out by Excel when data is entered into the SURVEY worksheet. No data entry is required in this worksheet.

Complete the survey electronically, save an electronic copy for your records, and return the completed survey via email to Katie Herrem, Program and Policy Analyst, at katie.herrem@Wisconsin.gov no later than December 1, 2011. You may also contact Katie via email or at 608-240-5934 for technical assistance when completing the survey.

Technical Assistance on Survey

To ensure that all counties understand how to complete the survey, DJC representatives will be answering counties' questions about the survey at Juvenile Justice Supervisor regional meetings during October and November. Please attend your region's meeting.

Juvenile Justice Supervisor Regional Meetings

<i>Date</i>	<i>Survey Discussion Time</i>	<i>Region</i>	<i>Location</i>
Friday, October 21	10:30am-11:30am	Southern	University Room, 2909 Landmark Pl., Madison
Friday, November 4	10:00am-11:00am	Western	Western Regional Office, 610 Gibson St., Room 123, Eau Claire
Tuesday, November 8	9:00am-10:00am	Southeastern	Southeast Regional Office, 141 NW Barstow St., Room 151, Waukesha
Wednesday, November 16	9:45am-10:45am	Northern	Videoconferencing sites: - Ashland County DHHS, 630 Sanborn Ave., Ashland - Portage County HHSD, 817 Whiting Ave., Stevens Point
Thursday, November 17	10:00am-11:00am	Northeastern	Fox Valley Technical College, Appleton

Attachment: Microsoft Excel file containing:

- Instructions
- Survey
- Survey summary

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