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Margaret C. Carpenter  
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 11-16

**DATE:** November 29, 2011  
**TO:** County Departments of Human/Social Services Directors  
**FROM:** Margaret C. Carpenter, Administrator   
**SUBJECT:** County Documentation – Juvenile Corrections Commitment

In response to county concerns about the amount of time being spent on assessment and evaluation of youth in Reception at the state juvenile correctional institutions (JCIs), the Division of Juvenile Corrections (DJC) shortened the Reception period for youth on standard correctional orders from 35 days to 21 days in April 2010. On October 1, 2011, DJC shortened the Reception time period for Serious Juvenile Offender youth to 21 days also.

When I announced the initial change in March 2010 [see Administrator's Memo to Counties #10-07], I asked county agencies to assure that documents such as juvenile petitions and court reports be sent to DJC within the first week of a youth being committed to juvenile corrections. Most county agencies have been conscientious about sending documentation to DJC, and the cooperation of those agencies is greatly appreciated. However, there is a significant subset of counties which are not consistently sending required documentation to the Division during the Reception period. Without these documents, the JCI Reception process is less effective in discerning youth criminogenic and educational needs. Appropriate case plan development is hindered. The Joint Planning and Review Committee has inadequate information to set the release expectations for youth. Accountability and public safety may be compromised, as well as institution security.

**The Division is committed to a 21-day Reception period. County agencies and school districts can enhance the effectiveness of the Reception process by consistently providing Lincoln Hills School and Copper Lake School with the documentation required under s. 938.49(2).** The attached checklist should be used as a guide to compiling information for transmission to the JCI and the Office of Juvenile Offender Review as soon as possible after a youth is committed.

Thank you for your cooperation. Collaboration with our county partners makes DJC's services more effective.

Memo # 11-16  
November 29, 2011  
Page 2

Attachment – DOC 2553

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 Tuohy, Director, Bureau of Regional Operations, DCF/DES  
Patrick Cork, Director of Area Administration, DHS/OBIP  
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

## COUNTY DOCUMENTATION CHECKLIST JUVENILE CORRECTIONS COMMITMENT

**NOTE:** The documents and information listed below will assist the Division of Juvenile Corrections in assessing and evaluating youth committed to a state juvenile correctional institution by the court. Working with other agencies as needed, counties are requested to provide to the receiving institution as many of the listed items as are available, current and pertinent.

YOUTH NAME	COUNTY STAFF NAME	DATE

### EDUCATION

- School history: What schools the youth has attended, including schools in residential facilities, and the last school where the youth was enrolled
- School status: The grade the youth is in and whether s/he has any credits
- Special Education status: If the youth has been identified as needing Special Education services, and if so for what reason
- Most recent transcript
- Detention education: If the youth was in detention prior to placement, what educational program was s/he working on there, did s/he attain any credits there, and observations the facility has on the youth's school-related participation

### PSYCHOLOGICAL SERVICES

- All previous psychological assessments and reports
- All previous psychiatric reports including current psychotropic medication
- Detailed information about any recent self-harm attempts or threats

### LEGAL HISTORY

- Youth full legal name
- Court petition
- Police reports on the committing offense
- Court order for corrections
- Other court orders related to the committing offense including any change of placement orders and the reason for the change of placement
- Restitution and other financial obligations, and what payments have been made toward those obligations
- Pending juvenile or adult charges and any upcoming court dates

### SOCIAL HISTORY

- Social history (court report) including prior offenses and adjudications, prior treatment services offered and completed, AODA history, family history (place of birth, mother maiden name), strengths and needs
- Current contact numbers for parent or guardian
- Social Security number

### HEALTH INFORMATION

- Any health and dental related information relevant to ongoing needs for treatment and preventive services, current medical issues, current medications