

8 LEAVES FROM JCI, TRANSFERS BETWEEN JCIs, AND CASE TRANSFERS

OVERVIEW OF CHAPTER CONTENTS

PRIMARY TOPICS COVERED IN THIS CHAPTER (READ ACROSS)

- Three Categories of Leaves
- Trial Visit Procedures
- Offgrounds Leaves and Furloughs
- Transfer of Youth Between LHS and MJTC
- Transfer of Cases

FORMS DISCUSSED IN THIS CHAPTER

- Department Order (DOC-1722-A)
- Juvenile Offgrounds Request (DOC-2060)
- Furlough Request (DOC-1947)
- Trial Visit to Parental Home Agreement (DOC-1720)
- Trial Visit and Pre-Placement Agreement (DOC1718)
- Order to Produce & Return (Milwaukee County)
- Juvenile Release Authorization (DOC-1788)
- Community Supervision Rules and Conditions (DOC-1741 or DOC-1741S)
- Health Screening – DJC (DOC-3387)
- Inter-Institution Transfer Summary (DOC-1980)
- Recommendation for Administrative Action (DOC-44A)

DOC-1788 is accessible in MyDOC. The DOC-1741 is to be completed in COMPAS. All other forms are completed in JJIS screens.

THREE CATEGORIES OF LEAVES

Leaves from a JCI are authorized absences by a youth from a JCI for a pre-determined period of time. The absences support the youth's treatment and program needs by providing community reintegration experiences. Chapter DOC 381, Wisconsin Administrative Code, and DOC/DJC S.I.M.P.#1 contain the policies and procedures governing leaves.

- **Offgrounds leave** means an escorted or supervised leave from the JCI **not exceeding 24 hours**. The 24-hour limitation does not apply when a court has issued an "Order to Produce and Return" form and the court proceedings exceed 24 hours.
- **Furlough** means an approved, supervised leave from a JCI for a period **not exceeding 7 days**.
- **Trial visit** means an approved leave from a JCI wherein a youth resides for **up to 28 days** in a potential community placement.

OFF-GROUNDS LEAVES AND FURLOUGHS

REASONS FOR APPROVAL

- To attend the funeral of a close family member
- To visit a terminally ill close family member
- To respond to a request from law enforcement officials or to make a court appearance
- To attend educational, social therapeutic, athletic or recreation events
- To participate in a structured work program
- To be interviewed by a prospective employer or educational official who requests the interview to determine an appropriate work release or study release placement
- To go to a medical appointment
- To participate in activities deemed appropriate by the superintendent
- To participate in community transition and family reintegration services

PROCEDURES PRIOR TO THE OFFGROUNDS LEAVE OR FURLOUGH

Staff initiated request for offgrounds leave or furlough for youth

- Recommendation and approval procedures
 - ✓ Youth's social worker/team recommends authorization of an offgrounds leave or furlough to the superintendent/designee according to institution policy.
 - ✓ Designated staff member submits a Juvenile Offgrounds Request (DOC-2060) or Furlough Request (DOC-1947) to superintendent/designee.
 - ✓ Superintendent/designee decides whether to approve recommendation according to institution policy.
 - ✓ Youth's section manager/team may appeal the superintendent's decision to the DJC assistant administrator.
- Role of HSU: exercises authority relating to medical appointments according to institution policy.
- Role of social worker: provides notice to victim/witness, with request on file, for an offgrounds leave or furlough. [see Chapter 11]

Youth initiated request for offgrounds leave or furlough

- Request and approval
 - ✓ Youth submits a Juvenile Offgrounds Request (DOC-2060) or Furlough Request (DOC-1947) to superintendent/designee.
 - ✓ Superintendent/designee provides a copy of the decision to approve or deny the youth's request including reasons for a denial.
 - ✓ If the superintendent/designee approves the request, he or she:
 - * Identifies the JCI staff, agent or other person supervising the youth.

- * Completes and has the youth sign special rules or conditions on the DOC-2060 or DOC-1947.
- * Provides the youth's agent with a copy of the DOC-2060 or DOC-1947.
- * Social worker provides notice to victim/witness, with request on file, for an offgrounds leave or furlough.

LEGAL STATUS AND CANCELLATION OF OFFGROUNDS LEAVE OR FURLOUGH

Legal Status

- A youth on an offgrounds leave or furlough remains under type 1 DJC supervision. Therefore, a youth may be disciplined under Chapter DOC 373, Wisconsin Administrative Code, for committing a violation of any condition of the leave or lawful directive of JCI staff, agent or other supervising person.
- A youth who leaves a location without permission or fails to return to a designated location at a specified time may be treated as an escapee and could be charged with committing a criminal offense.

Cancellation

At anytime during an offgrounds leave or furlough, the superintendent/designee may cancel the offgrounds leave or furlough.

TRIAL VISIT PROCEDURES

OVERVIEW

- DJC may release a youth from a JCI to the community for a trial visit to evaluate a community placement either in the youth's home or in an alternate care placement.
- Generally, a trial visit is for 14 days, but may be extended for up to 28 total days.
- DJC bills the county for all trial visits home at the DJC daily institution rate. DJC bills the county for all trial visits to the alternate care placement at the alternate care placement daily rate. If the youth is being released to county supervision, the alternate care placement would bill the county for all trial visit days at the placement's published daily rate.

JCI SOCIAL WORKER RESPONSIBILITIES PRIOR TO TRIAL VISIT

Required Collaboration

- Recommend to OJOR that youth be made eligible for a trial visit
- Verify with OJOR that OJOR will notify a victim/witness when a request is on file
- Work cooperatively with the youth's aftercare worker and trial visit placement staff to determine location and conditions of trial visit
- For trial visits home, confirm with the county representative that they understand billing will occur at the DJC daily rate. With this understanding, they are authorized to request a trial visit home. Enter a COMPAS note to this effect.

Required Documentation

- Have youth sign the following:
 - ✓ Trial Visit and Pre-Placement Agreement (DOC-1718) or Trial Visit to Parental Home Agreement (DOC-1720)
 - ✓ Community Supervision Rules and Conditions (DOC-1741). Select standard juvenile rules in COMPAS. Complete the DOC-1741S if needed for Spanish-speaking youth.
- FAX the signed DOC-1718 or DOC-1720, and DOC-1741 to aftercare worker and trial visit placement
- Inform the trial visit placement in a standardized letter of the following:
 - ✓ JCI maintains a medical file regarding the youth and questions regarding the youth's health status should be directed to the appropriate institution HSU.
 - ✓ Trial placement must obtain prior authorization from JCI HSU before scheduling appointments for non-emergency medical or dental care.
- If youth will be enrolled in school during trial visit, arrange for transfer of education records and IEP (if applicable) to receiving school.

AFTERCARE WORKER RESPONSIBILITIES PRIOR TO TRIAL VISIT

Required Collaboration

- Work cooperatively with JCI social worker, OJOR, and trial visit placement staff to determine appropriateness of and **location of trial visit**.
- Develop conditions of trial visit and **rules of supervision** with JCI social worker.

Required Documentation

- State Agents must complete the **Juvenile Release Authorization** (DOC-1788) reflecting transfer of youth from JCI to the trial visit placement. This does not pertain to county supervised youth. County aftercare workers are not mandated to utilize this form and may satisfy trial visit affirmation via other methods.
- Complete required **referral materials** to alternate care placement [see Chapter 10].
- Prior to the beginning of a trial visit to an alternate care placement, ensure the alternate care placement has obtained **written parental consent** authorizing staff to consent to **emergency medical care**. This consent applies only to a medical emergency occurring during a trial visit wherein a parent cannot immediately be reached to obtain consent, and only remains in effect until parental consent is obtained.

OJOR RESPONSIBILITIES PRIOR TO TRIAL VISIT

- OJOR discusses with JPRC participants the merits of utilizing a trial visit to release.
- If a trial visit is agreed upon, determine the length of TVR. Typical duration is 14 days, but it must not exceed 28 days.

- Discuss with aftercare worker notification procedures for conclusion of trial visit.
- Confirm with county workers that trial visits to parental home (or relative's home) are billed at the JCI's daily rate. County supervised trial visits to other placements are billed at the daily rate of the specific facility.

HSU RESPONSIBILITIES PRIOR TO AND DURING THE TRIAL VISIT

- Send to trial visit placement a current Health Screening—DJC (DOC-3387) [see *Chapter 4*] and the youth's medications, if any, for the duration of the trial visit.
- Respond to questions posed by trial visit placement regarding the youth's physical and/or mental health status.
- During the trial visit, decide whether to authorize non-emergency medical and dental care when contacted by trial visit placement.

AFTERCARE WORKER RESPONSIBILITIES DURING TRIAL VISIT

- Monitor youth's behavior during trial visit.
- Revise and have youth sign Community Supervision Rules and Conditions (DOC-1741) when modifications are made. Youth supervised by a county aftercare worker may utilize an independently developed form.
- Communicate information relating to youth to the JCI social worker and OJOR reviewer.
- May cancel a trial visit at any time. (see below)

EXTENSION OF TRIAL VISIT

- Frequently, a trial visit is scheduled for 14 days. In some cases, an aftercare worker may request OJOR to extend the trial visit for another 14 days.
- The aftercare worker notifies the JCI social worker and trial visit placement of the extension when OJOR extends the trial visit.

AFTERCARE WORKER RESPONSIBILITIES UPON CANCELLATION OF TRIAL VISIT

- State agents will complete and distribute the bottom portion of the DOC-1718 or 1720 indicating the reason(s) for the cancellation of the trial visit.
- County workers will contact the JCI shift supervisor for cancellation of trial visit, detaining and transporting arrangements for the youth.
- Follow procedures under "Conclusion of Trial Visit: Unsuccessful" described below.

ESCAPE FROM TRIAL VISIT PLACEMENT

- Aftercare worker immediately notifies JCI shift supervisor, social worker and OJOR reviewer in the event that the youth escapes from trial visit placement.
- JCI shift supervisor issues an Apprehension Request (DOC-58) immediately when notified by the youth's aftercare worker that the youth has escaped.

- JCI designee notifies the victim/witness, if there is a request on file, of the youth's escape from the trial visit placement. [See *Chapter 11*.]
- JCI may pursue escape charges with the local District Attorney.

CONCLUSION OF TRIAL VISIT

Successful Trial Visit: Youth Remains in the Community

- Aftercare worker notifies OJOR reviewer and JCI social worker that the youth will not return to the JCI by completing and distributing the ANR (DOC-1734). [see *Chapter 5*]
- OJOR issues DOC-1722a releasing (not done from TV status) the youth to the community. [see *Chapter 5*]

Unsuccessful Trial Visit: Youth Returns to JCI

- Aftercare worker notifies OJOR reviewer, JCI social worker and trial visit placement that the youth will return to the JCI.
- Aftercare worker arranges for transportation of youth back to the JCI in concert with JCI shift supervisor.
- Aftercare worker obtains remaining medications, if any, from trial visit placement and returns them to the JCI with the youth.
- OJOR decides whether to continue or rescind youth's eligibility for release/transfer.
- If OJOR decides to rescind youth's eligibility for release/transfer, OJOR issues a DOC-1722a and sets up next review date.

TRANSFER OF YOUTH BETWEEN LHS AND MJTC

TRANSFER OF YOUTH FROM LHS TO MJTC

- LHS chief psychologist determines that a youth should be considered for a transfer to MJTC.
- MJTC and LHS liaisons consult to determine if transfer of a youth from LHS to MJTC is appropriate and possible, based upon bed availability.
 - ✓ When liaisons agree to the transfer, LHS liaison notifies staff including at least the superintendent, gatehouse, social worker, psychiatrist and clinician.
 - ✓ If liaisons disagree about the transfer of a youth, the superintendents make the decision.
- Prior to the transfer of a youth from LHS to MJTC:
 - ✓ Pending charges (include any known information about pending charges: juvenile or adult, in or out of state.)
 - ✓ LHS social worker completes the Inter-Institution Transfer Summary (DOC-1980).
 - ✓ Clinician writes a list of treatment services requested and/or referral questions to be addressed by MJTC staff.
 - ✓ LHS social worker notifies youth's parent/guardian, committing county, and agent.

- ✓ LHS Psychological Services Unit OOA notifies OJOR reviewer of transfer decision and notifications.
- LHS sends to MJTC with the youth, the above described documents, along with the clinical, medical, SS and education files, and the youth's approved correspondence and visitors list.
- OJOR issues a DOC-1722a transferring the youth to MJTC.

MJTC RESPONSIBILITIES DURING YOUTH'S STAY AT MJTC

- By the end of the first 6 weeks of the youth's placement, MJTC forwards to LHS the answers to the referral questions posed by the LHS clinician and/or in the DOC-1980.
 - MJTC forwards to the LHS liaison, OJOR and the agent:
 - ✓ The results of any psychological or psychiatric assessments if the youth is returned to LHS upon completion of evaluation period.
 - ✓ Reports every 90 days regarding treatment services being provided and the youth's progress (e.g., COMPAS case plan updates).

RETURN OF YOUTH FROM MJTC TO LHS

Transfer Request

- A youth may be transferred from MJTC back to LHS at the request of liaison staff at MJTC or LHS.
- Return may be requested for one of the following reasons:
 - ✓ Youth has reached maximum benefit from MJTC programming,
 - ✓ Youth does not seem to be making progress, or
 - ✓ A bed is needed for a youth requiring immediate transfer to MJTC.

Information discussed by Liaisons

- Length of stay at MJTC.
- Progress in treatment; transfer may be necessary because the youth has successfully completed a treatment program, or youth does not seem to be benefiting from treatment.
- Stability of behavior.
- Mental health status.
- Anticipated negative and positive reactions to a return to LHS.
- Responses to referral questions posed by LHS prior to transferring the youth to MJTC.
- Other information relating to the return of the youth such as security.

EMERGENCY PLACEMENT OF YOUTH AT MJTC

Information discussed

- Emergency needs of the youth at LHS to be immediately placed at MJTC.
- Selection of most appropriate youth to return back to LHS based upon discussion of information regarding youth already placed at MJTC described above.

Liaisons choose the youth to return to LHS

- Based on notification from the LHS Psychological Services OOA, OJOR issues a DOC-1722a returning the youth to LHS.
- Liaisons schedule a return date.
- LHS liaison informs other LHS staff including at least the superintendent, gatehouse, social worker, and clinician of youth's return date.
- LHS social worker notifies the youth's parent/guardian, committing county and agent.
- If liaisons disagree about the transfer of a youth, the superintendents make the decision.

Youth's return to LHS

- MJTC sends with the youth the results of the MJTC evaluation, responses to original referral questions, if not already forwarded to LHS, and other pertinent information relating to the youth's return.
- Based upon discussions between MJTC and LHS liaisons and other staff, LHS places youth in an appropriate level of security status or cottage placement.
- Gatehouse notifies chief psychologist of the time of the youth's return to the LHS.
- Youth's clinician arranges to meet with youth shortly after return.
- Youth's clinician reviews materials sent with youth from MJTC staff.

TRANSFER OF CASES

OVERVIEW

Case transfer means the **transfer of formal case responsibility** from a social worker to another social worker, from an agent to another agent, or from an agent to a social worker.

Case transfers include transfers within JCIs, between JCIs, from JCIs to the community, from the community back to the JCI, between DJC agents, and between DJC and DCC.

Case transfers do not occur due to a short security stay or a sanction where case responsibility stays with the same social worker or agent.

CASE TRANSFERS WITHIN AND BETWEEN JCIS

When cases are transferred from one social worker to another within the same JCI or between JCIs, the receiving social worker informs the other JPRC participants either verbally or in writing within 5 working days and re-assigns case responsibility in COMPAS. He or she also notifies the youth's parent/guardian.

CASE TRANSFERS FROM THE JCI TO THE COMMUNITY

Documentation

- When youth are administratively transferred or released from a JCI to the community, the receiving agent (either state or county) completes the Juvenile Release Authorization (DOC-1788) prior to the youth leaving the JCI. [see Chapter 10]
- Agent should complete the DOC-1788 as soon as the release/transfer date is known to permit the JCI and OJOR to provide legally-required notices to victim/witness and community agencies at least 15 days prior to the youth's release/transfer. [see Chapters 11 & 12]
- The receiving agent re-assigns the COMPAS person record to the community location and takes the case responsibility.

Notification of case transfer

Agent also notifies the youth's parent/guardian of the case transfer.

CASE TRANSFERS FROM THE COMMUNITY TO THE JCI

Two kinds of case transfers from the community back to a JCI:

- Aftercare revocation [see Chapter 17]
- Termination of type 2 community supervision [see Chapter 15]

Responsibilities of staff

- OJOR-CO distributes copies of the revocation or termination packet to all JPRC participants and other appropriate staff. [see Chapters 15 & 17]
- JCI social worker informs the other JPRC participants, either verbally or in writing, within 5 working days that he or she has case responsibility and re-assigns case responsibility in COMPAS.
- Social worker also notifies the youth's parent/guardian.

CASE TRANSFERS BETWEEN DJC AND DCC AGENTS OR COUNTY AGENTS

DJC to county agent, or DJC to DCC agent

- Sending DJC agent completes and distributes to the receiving agent and others as appropriate the **Recommendation for Administrative Action** (DOC-44a).
- Receiving DCC or county agent and his or her supervisor discuss the transfer, and sign and distribute the DOC-44a as appropriate.
- If transferring case to a county worker, DJC agent re-assigns the person in COMPAS if the county is active in COMPAS.
- If transferring case to a DCC agent, DJC agent closes the juvenile case in COMPAS. DCC opens a new case in COMPAS and assigns the agent in WICS.

DJC agent to another DJC agent

- Sending agent completes the **Transfer Preparation Record in JJIS** and mails the youth's field file to the receiving agent.

- Receiving agent and supervisor discuss the transfer, and the receiving agent accepts the Transfer Preparation Record in JJIS.
- The receiving agent changes the person assignment in JJIS and re-assigns the case in COMPAS.

CASE TRANSFER TIMELINES

Prior to Youth's Release/Transfer from JCI to the Community

Sending Agent Responsibilities	Due Date
Discuss community placement plans with social worker	90-120 days
Contact receiving field supervisor for assignment of agent	60-90 days
Call the receiving agent to discuss: release/transfer date, ICCP, family issues and needs, victim issues, Dispositional Order and need for extension [<i>see Chapter 10</i>]	60-90 days
Complete Transfer Preparation Record in JJIS	15 days
Forward youth's field file to receiving agent	15 days
Sending Agent Responsibilities	Due Date
Notify OJOR CO if victim/witness notification is on file [<i>see Chapter 11</i>]	At least 15 days
Complete transition or detailed ICCP (Note: CSP agent completes the ICCP)	At least 3 days

Receiving Agent Responsibilities	Due Date
Schedule and complete monthly contacts with youth during transition phase [<i>see Chapter 10</i>]	
Discuss community placement plans with sending agent	60-90 days
Contact parent/guardian to decide if home placement is appropriate	60-90 days
Discuss home visit results, if home visit took place, with sending agent	60-90 days
Schedule Transition Team meeting [<i>see Chapter 10</i>]	30-60 days
Notify parent/guardian if youth will be placed in alternate care	At least 30 days
Schedule placement date with social worker	21 days
Accept Transfer Preparation Record in JJIS	As soon as decision is made to accept
Transfer case in COMPAS	Effective date

Prior to Transfer of Case to a New Agent When Youth is in the Community

Sending Agent Responsibilities	Due Date
Contact receiving field supervisor for assignment of agent	At least 15 days
Call the receiving agent to discuss: release/transfer date, ICCP, family issues and needs, victim issues, Dispositional Order and need for extension [see <i>Chapter 10</i>]	At least 15 days
Schedule placement date with receiving agent, if necessary	At least 15 days
Complete Transfer Preparation Record in JJIS or DOC-44a depending on type of transfer	15 days
Forward youth's field file to receiving agent	15 days
Notify OJOR CO if victim/witness notification is on file only if youth is changing placements	At least 15 days

Receiving Agent Responsibilities	Due Date
Discuss community placement plans with sending agent	At least 15 days
Contact parent/guardian to decide if home placement is appropriate	At least 15 days
Discuss home visit results, if home visit took place, with sending agent	At least 15 days
Notify parent/guardian if youth will be placed in alternate care	At least 5 days
Accept Transfer Preparation Record in JJIS, or sign and distribute the DOC-44a depending on type of transfer	As soon as decision is made to accept
Transfer case in COMPAS	Effective date

ORDER TO PRODUCE AND RETURN 2491

CASE NAME _____

CASE NUMBER _____ D.O.B. _____

PRODUCE (NAME) _____

FROM _____

TO _____ BRANCH _____

TO BE PRODUCED

DATE _____ TIME _____

REMARKS _____