

Scott Walker
Governor

Edward F. Wall
Secretary



State of Wisconsin
Department of Corrections

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Paul J. Westerhaus
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 15-06

DATE: April 20, 2015
TO: County Departments of Human/Social Services Directors
FROM: Paul J. Westerhaus, Administrator 
SUBJECT: Youth Records for Admission to Juvenile Corrections

As noted in past Administrator's Memos to Counties (09-09, 10-09, 11-16, 12-05), the Division of Juvenile Corrections (DJC) relies on our county agency partners to provide complete, accurate and timely documentation to us each time a youth is committed to a DJC facility by your court. This background information is essential for teachers, social workers and field agents to perform required assessments during the 21-day reception period. These assessments inform the discussion and recommendations of the Joint Planning and Review Committee which convenes at the end of that 21-day period to develop individualized release expectations. In order to facilitate risk-based program placement in DJC, accurate background information is critical in the determination of a youth's risk level via our COMPAS software.

Requested Information

Section 938.49(2), *Stats.*, requires a county agency to immediately forward to DJC a copy of the court report and "all other pertinent data" when a court places a youth in a state secure correctional facility. Of course, what is "pertinent data" will vary for each youth. The attached checklist (DOC 2553) may be helpful to your agency workers who assemble the admission documentation packets. The checklist can also be found in the "Forms" section of the Division's web page at <http://doc.wi.gov/families-visitors/juvenile-services/forms>.

Electronic Submission

Please note that scanning and e-mailing these documentation packets is an option for county agencies, not a requirement. We encourage your agency to use electronic submission if possible because of the positive results we experienced over the past several years since we requested it in Administrator's Memo # 12-05.

The contact persons to whom a scanned packet of county documentation may be sent are listed below. Two contact persons are provided for the institutions and regional offices so that there will not be a delay in receiving and transmitting the packets if one staff person is out of the office.

For reception staff at LHS and CLS:

Marta Loos	marta.loos@wi.gov
Tammy Brooks	tammy.brooks@wi.gov

For the Office of Juvenile Offender Review:

Marilyn Starczynski	marilyn.starczynski@wi.gov
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When post-release supervision by a DJC field agent is ordered by the court or required by law, the scanned packet may also be sent by e-mail to the regional office that serves your county. These contacts and counties are:

In the Southeast Region (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha counties)

Lisa Mitchell	LisaR.mitchell@wi.gov
Rebecca Olotu	rebecca.olotu@wi.gov

In the Northwest Region (balance of state)

Deb Warren	deb.warren@wi.gov
Deb Shadduck	deborah.shadduck@wi.gov

Thank you for helping to increase the efficiency and effectiveness of our services.

Attachment: DOC 2553

Cc: Edward F. Wall, Secretary, DOC
Deirdre Morgan, Deputy Secretary, DOC
Scott Legwold, Assistant Deputy Secretary, DOC
Fredie-Ellen Bove, Administrator, DCF/DSP
Ron Hermes, Director, Bureau of Permanence and Out of Home, DCF/DSP
Emily Tofte, Section Chief, Child Welfare Licensing Section, DCF/DSP
John Tuohy, Director, Bureau of Regional Operations, DCF/DES
Bill Hanna, DHS Area Administrator
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