



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Division of Juvenile Corrections / Administrator's Office

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 20-07

DATE: August 10, 2020

TO: County Departments of Human/Social Services Directors

FROM: Ron Hermes, Administrator 
Lance Horozewski, Assistant Administrator 

SUBJECT: Lincoln Hills School & Copper Lake School Admissions

As you know, on June 2, 2020, the moratorium on new admissions at Lincoln Hills and Copper Lake Schools (LHS/CLS) was lifted. At that time, LHS/CLS implemented a weekly admissions schedule for youth that had been pending placement while the moratorium was in place.

Effective August 11, 2020, LHS/CLS will be changing to a once every two weeks admission schedule. By changing to a biweekly schedule, LHS/CLS will be able to ensure that new youth admitted to the facilities will be afforded the maximum amount of time out of their rooms during their initial 14 day stay in the quarantine unit. As a result of this change, LHS/CLS will increase the maximum number of admissions to 10 youth every other week. New admissions will continue to occur on Tuesdays between 9:00 AM – 11:00 AM.

As has been the case since the moratorium was lifted, admissions outside of this schedule will not be accepted. This change to admissions is applied to youth that are new commitments or on sanction holds. Counties will need to contact LHS/CLS prior to transferring a youth to ensure there is space available on the Tuesday they intend to transfer the youth. All youth must be accompanied with the following:

- A health transfer summary
- Documentation of COVID-19 Screening completed by the sending facility immediately prior to transfer
- MAR or medication list
- 5-day supply of medications (this includes over-the-counter medications)

The above health information is essential for the safe custodial transfer of youth into LHS/CLS to reduce the possible introduction of COVID-19 into the facility. Missing information may impede the admission of a youth.

At this time, the moratorium on the county contracted detention holds, Type II RCC holds and admissions at GROW Academy will continue.

Cc: Kevin A. Carr, Secretary, DOC
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