

.02 Case Opening

To prepare for supervision and the first meeting with an agent, all clients shall receive an orientation packet upon being placed on supervision. The orientation packet shall, at a minimum, include a handbook, Rules of Community Supervision, the DOC-179 Probation Social Investigation and contact information for the assigned agent or office.

The following case opening activities shall be accomplished within the first 30 days of case opening activities:

- Obtain information about the offense.
- Obtain and review Criminal History Record Information (CIB/NCIC). The agent must use the Prior Record Listing [DOC-2354](#) to document prior record. The original form is kept in the DCC Case File; a copy is stored in Locator in the PSI Revocation Prior Record folder under the Documents tab. The naming convention used for the Prior Record Listing DOC-2354 will be **2354_DOC#(MMDDYY)**. For the date in parentheses, use the date saved to Locator. When the [DOC-2354](#) is updated due to new information or the client returns to supervision on a subsequent case, the agent will access the copy of the [DOC-2354](#) in Locator and review the copy for accuracy. The agent will add new arrests and convictions and save the updated [DOC-2354](#) in Locator as a Word document, using the naming convention. The official copy is printed and kept in the offender case file.

The Criminal History Record Information will also determine if the offender is required to register as a sex offender in Wisconsin or any other state. If required to register in another state, the agent shall provide relevant information to the other state's registry.

- Review Court Order
- Review the Rules of Community Supervision with the client.
- Complete COMPAS-R Core assessment.
- Complete Opioid Use History Questionnaire ([DOC-2945](#)) if previous behaviors/convictions suggests screening is appropriate unless opioid history has been identified and verified through investigations or verifiable sources. If indicated by the DOC-2945 or through previous investigations or verifiable sources, document the individual's opioid history in COMPAS Cautionary Information section. Select the "Alert" checkbox. If it is evident the client has an opioid history, the agent shall provide the client with literature or resources concerning Medication Assisted Treatment (MAT). If the client is interested in MAT, staff the case with a supervisor to discuss referral for services or transfer of case to a designated vivitrol agent in the city/county.
- Inform the client of reporting requirements

- Complete weekly face-to-face contacts with Sex Offender and NGI Intakes; and, at minimum, monthly face-to-face contacts with all other client intakes. This will not be tracked in Workload Manager. Agents will need to document these contacts in the COMPAS notes.
- Explain the complaint process to the client, and explain how the client can access the Request for Administrative Review ([DOC-127](#)).
- Review the status of court-ordered financial obligations.
- Inform the client of supervision fee payment requirements and how payments can be made.
- Request the client sign the Authorization for Disclosure of Non-Health Confidential Information ([DOC-1163](#)) and Authorization for Use and Disclosure of Protected Health Information ([DOC-1163A](#)) which will allow the Department to release confidential information if the client enters the revocation process or for non-revocation court related matters. The timeframe shall encompass the entire period of supervision, and specify the release of information to the Division of Hearings and Appeals, the Office of State Public Defender, as well as The District Attorney and Circuit Court for withheld probation cases.
- Make initial home visit. If the client is in a detention facility at the onset of the period of supervision, the initial home visit shall be made within 30 days of the client's release from custody. The agent shall set the next home visit due date by using the date selector within the COMPAS home visit note. The address shall be documented in COMPAS as the primary address.
- Notify the school district of any client who is employed by a public or private school district, employed by a company under contract to a school district, or who works on school district property within seven calendar days of the onset of supervision.
- Review the CCH obtained through CIB to verify DNA status. If DNA status on the CCH is "Conviction Sample On File", check WICS "DNA Collection and Tracking" screen and ensure that there is a date in the "DNA Verified Date" field. If both of these requirements are met, DNA does not need to be addressed again until 90 days prior to discharge unless you are notified by the SAFE Team of an issue. If either of these requirements are not met, the agent should continue following up with the client until both of these requirements are met. See the DNA Requirements section of the ECRM for further information. Verify that the WICS DNA Obligation (blue button) accurately reflects the client's status for DNA obligation.
- Enter note in COMPAS regarding DNA status when it is verified or if the offender still needs to take action.
- Agents should contact victims of convictions and read-ins by sending them a Victim Request for Notification ([DOC-2623](#)) during the client's intake process. The [DOC-2623](#) will explain the goals and objectives of supervision, including revocation and early discharge. The [DOC-2623](#) provides the victim with the opportunity to request notification should either revocation or early discharge occur. The victim also has the option to decline notification.