

AGENT RESPONSIBILITIES DURING INTAKE AND TRANSITION (REENTRY)

Juvenile Correctional Facility (JCF) Intake

Upon a new Type 1 case being assigned, a DJC field agent shall have the following responsibilities:

- Obtain and review a copy of all active Dispositional Orders for the youth from the county of commitment.
- Obtain and review all materials provided by the county of commitment, including but not limited to: offense petitions, financial obligations, police reports, psychological evaluations, prior county involvement, family information, etc.
- Contact the youth's parents/legal guardians to provide an introduction and schedule an in-person family and home assessment, completing a DOC-1939 Family and Home Assessment within 18 days of case assignment.
- Contact the youth at the Type 1 Facility in person, via telephone, video or mail to provide an introduction prior to the initial Juvenile Program Review Committee (JPRC) review.
- Complete a DOC-2664 Home Language Interview – Parent/Guardian with the youth's parent or legal guardian.
- Complete all remaining tasks associated with the DOC-2850 DJC Field Checklists / JCF Intake Section within 30 days of case assignment or as staffed with a CFS.

It will be the responsibility of the JCF to create a profile for the youth in all DOC electronic systems, such as WICS, J-Tracker and COMPAS. The assigned agent shall review these electronic systems to ensure a youth's information is complete and accurate. If information is inaccurate or missing they shall work with the field status keeper to ensure the information is updated and complete.

Transition from JCF to the Field

Upon the Juvenile Program Review Committee (JPRC) making the determination to place a youth in Transition, a DOC-1722a Department Order shall be completed by the assigned Office of Juvenile Offender Review (OJOR) Reviewer. This will trigger a notification to be sent to all assigned staff and the field status keeper. In Workload Manager, the field status keeper shall end the status of "JCF" and assign the status of "Re-Entry" effective the date the youth was placed in Transition. The assigned agent shall complete the DOC-2850 DJC Field Checklists / Reentry Section, which is due to a Corrections Field Supervisor 15 days prior to the youth being released from the JCF, or as staffed with a CFS. All associated tasks shall be completed to include:

- Complete a residence assessment at the proposed release location, or submitting alternate care referrals to determined locations
- Ensure Sex Offender Registry (SOR) DOC-1759 is complete and on file with update residence
- Staff for discretionary GPS placement; submit DOC-1362 at least 3 days prior to release to enroll in GPS monitoring if needed
- Ensure any medications are known and submit referrals if needed for medication management
- Submit any other referrals needed for field services
- Verify the appropriate COMPAS Assessment is complete
- Review and sign the DOC-1741 COMPAS Rules of Supervision with the youth
- Enter/update Contact Information in COMPAS with an effective date
- Complete the CANS assessment if necessary

- Complete the DOC-0179 with the youth
- Verify medical insurance is in place
- Verify that a youth is in possession of their vital records. If so, DJC may offer to store vital records via approved procedures while a youth is under DJC supervision, but this is not required. If a youth does not have vital records, begin working with the youth and family to obtain them.
- Ensure DNA is collected and verified
- 15 Days prior to release/21 days prior to release for sex offenders, submit a DOC-1788 in J-Tracker to Authorize the youth's release.
- Schedule and complete a Transition Team Meeting (TTM) prior to release, and after community referrals for service are in place. The TTM shall be documented in a COMPAS Note using the TTM drop down selection.
 - Individuals invited to the TTM shall include, but are not limited to:
 - Youth
 - Parent
 - Community Support System
 - Treatment Providers
 - Mentors
 - School Representative
 - County Social Worker
 - Alternate Care Placement Providers
 - JCF Social Worker
 - Independent Living Social Worker
 - Assigned Psychological Services Unit (PSU) staff
 - Sending Agent if appropriate
 - Other as appropriate
 - If the TTM is to be held at the Type 1 facility, all invited members shall be added to the youth's approved visiting list per facility policy.
 - Topics discussed at the TTM shall include, but are not limited to:
 - Review needs identified on the COMPAS assessment
 - Court ordered financial obligations including balance
 - Court ordered conditions of supervision
 - Rules of supervision (agent reviews and obtains youth's signature)
 - Placement/alternate care site expectations
 - TTM members concerns/questions
 - Youth questions/concerns/goals
 - Transition to Community Programs including appointment dates/times, program expectations, program provider's role, duration of meetings, etc.
 - Discuss release date and schedule for day of release
 - Education enrollment plan – where enrolled, schedule, reporting date
 - Employment plan

- GPS expectations
- Review the residence assessment. Who is living in the house? If youth is a sex offender, are there restrictions/ordinances? Is the residence near a park or school?
- Treatment (AODA, SO, etc.)
- Medication – Health Services Unit (HSU) will give all information to the JCF social worker. The social worker brings the information to the TTM and shares it. HSU may sit in on TTM.
 - Who is the prescribing physician?
 - Prescribing physician name / number to facilitate timely contact / questions if needed
 - What medication is the youth currently on?
 - Injectable vs orally taken
 - If injectable, when will the next dose be due
 - How much medication will the youth be released with for each medication they are on
 - Verifying that youth has medical insurance set up before the youth releases to the field.
 - Verifying what pharmacy the youth intends to have prescription filled
 - Ensuring that referrals are set and appointments are confirmed before youth release for:
 - Ongoing mental health programming, so any further prescription needs are met
 - Any medication monitoring needed is set up
- Discuss supervision discharge date
- Status of birth certificate and social security card

Field Intake: Release from Type 1 Facility

Upon a youth's release from a DJC Type 1 Facility, case manager responsibility will shift from the JCF to the field agent. The agent shall be assigned the status of Field Intake which includes completion of the DOC-2850 DJC Field Checklists / Field Intake section which is due to a Corrections Field Supervisor 30 days after a youth's release from the JCF, or as staffed with a CFS. All associated tasks shall be completed to include:

- During the 30 day intake period and until successful completion of the field intake, the contact standards will be set at high supervision level.
- Take a youth's photo upon release from the JCF and update every 180 days thereafter.
- Update the youth's contact information in the COMPAS Contact Information Module. Once staff have conducted a home visit or residence assessment, a validation date shall be entered in the COMPAS Contact Information Module.
- Review and sign Rules of Supervision with the youth upon release, even if these Rules were reviewed while at the JCF. These rules will be reviewed and signed with each youth every 180 days thereafter.
- Review the Petition and Dispositional Order with the youth to include court ordered conditions and financial obligations.

- Request an updated DOC-2354 Prior Record Listing from the Regional Program and Policy Analyst using a DOC-1410 Time System Information Request Log.
- Review the last completed COMPAS Risk and Needs Assessment. Ensure the appropriate assessment has been completed and review for accuracy.
- Enter the Screener Supervision Recommendation into the most recent Risk and Needs Assessment. If agreeing with the assessment, no further action is needed. If asking for a deviation, enter comments justifying your request to discuss with your CFS.
- Initiate a COMPAS Case Plan based on the most recent Risk and Needs Assessment, including completion of the Identifying the Driver Worksheet and labeling the driver within the Case Plan.
- If the youth is supervised as a Sex Offender, complete the DOC-2084 Sex Offender Intake Checklist.
- Complete and update the Substance Use History, Employment and Education Modules in COMPAS. Modules shall be reviewed and updated as needed every 180 days thereafter.
- Complete a Home Visit with the youth.
- Administer a Urinalysis 14-30 days after release.
- If a youth is mandated GPS upon release, review their GPS status with your CFS to determine if GPS needs to remain in place.

The Field Intake Status and associated Supervision Contact Levels will remain in place until the DOC-2850 Field Intake is submitted to and approved by a CFS.

Field Intake: Direct Commitment / ICJ Youth

Upon a youth's acceptance to DJC as a Direct Commitment from a referring county, the field status keeper shall ensure a COMPAS profile is started for the youth. The agent shall be assigned the status of Field Intake which includes completion of the DOC-2850 DJC Field Checklists/Field Intake Section which is due to a Corrections Field Supervisor 30 days after a youth's acceptance and court date placing them with Corrections, or as staffed with a CFS. If the youth is assigned through ICJ, the Deputy Compact Administrator shall ensure a COMPAS profile is started for the youth, and the field status keeper shall assign the status of ICJ Field Intake in WLM. All associated tasks shall be completed to include:

- During the 30 day intake period and until successful complete of the Field Intake / ICJ Intake, the contact standards will be set at High Supervision Level.
- Complete the DOC-2664 and DOC-2664A with the youth and parent / guardian.
- Take a youth's photo upon the first appointment with the youth, and update every 180 days thereafter.
- Update the youth's contact information in the COMPAS Contact Information Module. Once staff have conducted a home visit or residence assessment, a validation date shall be entered in the COMPAS Contact Information Module.
- Review and sign Rules of Supervision with the youth upon the first appointment with the youth. These rules will be reviewed and signed with each youth every 180 days thereafter.
- Complete a DOC-0179 Background Information Packet with the youth.
- Review the Petition and Dispositional Order with the youth to include Court Ordered Conditions and Financial Obligations.
- Request an updated DOC-2354 Prior Record Listing from the Regional Program and Policy Analyst using a DOC-1410 Time System Information Request Log. Also verify that a youth has a WI SID number and if required, DNA on file. If a youth is missing either of these, follow DJC DNA policy 100.04.01 and procedure to obtain them.
- Complete the appropriate COMPAS Risk and Needs assessment per procedure.
- Enter the Screener Supervision Recommendation into the most recent Risk and Needs Assessment. If agreeing with the assessment, no further action needed. If

asking for a deviation, enter comments justifying your request to discuss with your CFS.

- Initiate a COMPAS Case Plan based on the most recent Risk and Needs Assessment, including completion of the Identifying the Driver Worksheet and labeling the driver within the Case Plan.
- If the youth is supervised as a Sex Offender, complete the DOC-2084 Sex Offender Intake Checklist.
- Complete and update the Substance Use History, Employment and Education Modules in COMPAS. Modules shall be reviewed and updated as needed every 180 days thereafter.
- Verify that a youth is in possession of their vital records. If so, DJC may offer to store vital records via approved procedures while a youth is under DJC supervision, but this is not required. If a youth does not have vital records begin working with the youth and family to obtain them.
- Complete a Home Visit with the youth.
- Administer a Urinalysis 14-30 days after release.
- Review GPS status with your CFS to determine if GPS needs to be utilized.

The Field Intake Status and associated Supervision Contact Levels will remain in place until the DOC-2850 Field Intake is submitted to and approved by a CFS.