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Margaret C. Carpenter
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ADMINISTRATOR'S MEMO SERIES FOR COUNTIES

MEMO # 09-04

Date: May 22, 2009
To: County Departments of Human/Social Services Directors
From: Margaret C. Carpenter, Administrator 
Subject: Juvenile Court Intake Worker Training Sessions

The Division of Juvenile Corrections, in collaboration with the Wisconsin Juvenile Court Intake Association, the Department of Children and Families, and the Wisconsin Child Welfare Training System has developed a two day online training entitled *938/48 Legal Affairs* on the Legal Aspects of Child Welfare as the first two days of the five day Basic Juvenile Court Intake Worker Training. The Division of Juvenile Corrections will continue to partner with the Wisconsin Juvenile Court Intake Association to provide the remaining three days of the intake training in accordance with DOC Administrative Rule 399. This new training would continue to meet requirements pursuant to §48.06 and §938.06.

The new online training will become available for counties to begin pilot voluntarily in May of 2009, while the current five day intake training will continue through June 2009. The revised three days of Basic Juvenile Court Intake Worker Training will begin September 2009.

Intake Trainings

June 8-12, 2009	Eau Claire (last 5 day training)
September 14-16, 2009	Wisconsin Dells
November 2009	Manitowoc
January 2010	Wisconsin Dells
April 2010	TBA

Description and Process:

An overview of the revised three day classroom training session is attached to this memo. Please share the description with employees that are assigned to attend this training.

When a county hires a new worker, it is the employer's legal responsibility to notify the Department of Corrections at the time that a new intake worker is hired or re-assigned. The worker has six months from the date of hire to complete both the two day online training and the

three day classroom training. The form is attached to this memo. Notification forms should be sent to Michelle Buehl:

DOC - Division of Juvenile Corrections
ATTN: Michelle Buehl
3099 East Washington Avenue
P. O. Box 8930
Madison, WI 53708-8930
FAX: (608) 240-3371

After a worker is hired, they will need to complete the 938/48 Legal Affairs Training found on the Wisconsin Child Welfare Training System website at <http://wcwts.wisc.edu/caseworker-training/foundation/legal>. Before beginning the training, the worker will need to access the Wisconsin Statute Homepage at <http://www.legis.state.wi.us/> and download the latest versions of ch. 48 & ch. 938 that will be used and referenced throughout the online training. These two chapters will also need to be brought to the three day classroom training. When the worker has completed all of the modules in the online training, they will need to click on the *Notify Your Supervisor of Completion* button at the bottom of the home page. The worker will need to provide their name, email address, their supervisor's email address and date of completion, then submit the form. An email will be sent automatically to both their supervisor and Michelle Buehl. Completion and submission of this form will allow the worker to get credit for their work. A supervisor can pre-register a worker (a name must be provided) for the three day classroom training before the worker has completed the online training. Once the online training has been completed and both the supervisor and Michelle Buehl have received the online training verification email, the worker is officially registered for the classroom training. The worker must complete the online training at least seven days before the classroom training. Michelle Buehl will need to receive the online training verification email no later than seven business days before the three day training begins. **If a worker has not completed the two day online training or Michelle Buehl has not received the completion verification email, they cannot attend the three day classroom training.**

Registration and Payment:

Registration information can be found on the WCJIA website <http://www.wjcia.org/> under Training Opportunities. **As of July 1, 2009, all registration for classroom training must be completed online. Phone registration will not be accepted.** Registration information will need to be received by the registration contact no later than seven business days before the three day classroom training to register a worker. Any worker who has not completed the two day online training before attending the three day classroom training will be asked to leave.

There is a **\$105** fee per participant, charged to counties, for workers trained during state fiscal year 2009-2010 (July 1, 2009-June 30, 2010). This is a reduction of \$25 due to two of the five days of training are now online. Checks or purchase orders should be made out to the WI Juvenile Court Intake Association (WJCIA) and mailed to Treasurer, Kathy Gourdine. Checks must be received prior to the start of the session. **Please note: The registration contact must receive all cancellations at least 2 weeks prior to the training, or your county will be billed the full registration fee.**

Registration:

Contact: **Melissa Williams**
Washburn County HHSD
PO Box 250
Shell Lake, WI 54871

Treasurer: **Kathy Gourdine**
Fond du Lac County Juvenile Crt Services
160 South Macy Street
Fond du Lac, WI 54935

Once the worker has been officially registered, they will receive a packet of information from WJCIA with description of the three day classroom training, location and lodging information. The worker should plan to arrive a little early the morning of the training so they are on time and do not feel rushed once the training begins. Workers will receive a binder the first day of training containing a number of statutes that will be covered. It is imperative that workers bring ch. 48 and ch. 938 to the three day classroom training, as some information from these chapters will be covered. These two chapters will not be provided at the three day training. The exam material will cover what is being learned in both the two day online training, as well as the three day classroom training. As is current practice, the worker will receive a certificate of completion if they have passed the exam with 70% or higher. If they do not pass, they will be given a retake exam to complete. The worker must receive 100% on the retake exam in order to pass. If they do not pass the retake exam, they will need to retake both the two day online training and three day classroom training and pass the exam at the above standard of 70%..

If you have questions about this procedure or need additional Department notification forms, you may contact Michelle Buehl at (608) 240-5914 or at michelle.buehl@wisconsin.gov. Thank you.

Attachments: Program Description
Notification Form

cc: Rick Raemisch, Secretary, DOC
Amy Smith, Deputy Secretary, DOC
Ismael Ozanne, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Cyrus Berhoozi, Administrator, DCF/DSP
Jill Chase, Director, Bureau of Regulation and Licensing DCF/DSP
Patrick Cork, Interim Director of Area Administration, DHS/DES
Greg Van Rybroek, Director, DHS/MJTC
DES Area Administrators
DES Human Service Area Coordinators
DOC/DJC Management staff
County Youth Aids contacts
Court-attached juvenile court intake offices

BASIC INTAKE WORKER TRAINING

General Information:

- Pursuant to §48.06 and §938.06, all workers that are assigned to perform court intake worker duties (taking and holding in custody, carrying a pager, conducting intake conferences, etc.) as part of their job are required to attend this training.
- This face-to-face classroom training is for three (3) days and a total of 18 hours of class time.
- This training is to be taken after the initial two (2) day web-based training requirement has been successfully completed, in order to meet the five (5) day, 30 hour training requirement.
- There is a required exam at the conclusion of training that will cover material learned in both the two day online training and the three day classroom training.
- The DOC-Division of Juvenile Corrections will award certificates of completion of the training for participants that meet the attendance and examination requirements.

Training Overview:

Basic Intake Training is designed to provide a newly assigned intake worker with the basic knowledge to take and hold a child/juvenile in custody and timelines that must be adhered to during the intake process, as specified in state statutes. It is not designed or intended to cover all of Chapter 48 or 938. It is designed to provide the worker with the basic information that they will need to perform the job functions of an intake worker. Determining whether or not the youth is within the jurisdiction of the court is one of the most important tasks of the intake worker. Therefore, a significant focus in the session will address establishing jurisdiction in Chapters 48 and 938, and on understanding the elements of a crime for delinquent acts. This training is not designed to teach interviewing skills, understanding the effects of mental health on behavior, dealing with difficult clients, and other similar useful skills for an intake worker to possess. This training is a specialized training on the law and how to apply it.

Participants Will Learn:

Titles and Legislative purpose;
Powers and duties of intake workers and disposition workers;
Definitions of terms used in juvenile court;
Abused and neglected children – definitions, reporting requirements;
Jurisdiction, rights, and venue;
How to refer appropriate cases to Chapter 51 or 55;
Orders applicable to adults;
Compulsory school attendance and enforcement;
Timelines for filing petitions with the court and sending notice to victims;
Types of court hearings;
Consent decrees, informal agreements, adjudication, and dispositions;
Parental liability;
Overview of the Criminal Codes.

Training participants should know the location and contents of his/her county's judicial policies and child protection standards.

For more information, contact the WI Department of Corrections, Division of Juvenile Corrections or visit the website at www.wi-doc.com or the WI Juvenile Court Intake Association website at www.wjcia.org.

**NOTIFICATION OF EMPLOYMENT
OR ASSIGNMENT OF
JUVENILE COURT INTAKE WORKER**

Pursuant to DOC 399.05, Administrative Code, County Departments of Social/Human Services are required to notify the Department of Corrections when a person has been employed or assigned to perform juvenile court intake worker duties as defined in s. 938.067 and s. 48.067, WI Stats. According to s. 938.06(1)(am)1 and s. 48.06(1)(am)1, WI Stats., all intake workers who begin employment after May 15, 1980 shall have successfully completed 30 hours of training provided by the department.

Please provide the following information and submit to the Dept. of Corrections prior to the completion of the first six (6) months of employment in the position.

- 1) Name of Juvenile Court Intake Worker: _____
- 2) Employing County Agency: _____
- 3) Date of employment or assignment to perform intake worker duties: _____
- 4) Position in the agency (full time or part time): _____

Circle one
- 4a) If applicable please complete the following:
 This person works part-time, on-call only
 Number of hours per month on call: _____
- 5) Supervisor and phone number: _____
 _____ () _____
- 6) Check One of the Following:
 This employee is required to complete Basic Intake Worker Training;
 This employee completed the Basic Training on _____;

(Date of certification)

 This employee is exempt from Basic Training because s/he was hired to perform juvenile court intake duties in WI prior to May 15, 1980.
- 7) Comments: _____

Submit to Michelle Buehl, Juvenile Services Specialist, Division of Juvenile Corrections, P.O. Box 8930, Madison, WI 53708-8930, Phone 608.240.5914, Fax 608.240.3371