

**Jim Doyle**  
Governor

**Rick Raemisch**  
Secretary



**State of Wisconsin**  
**Department of Corrections**

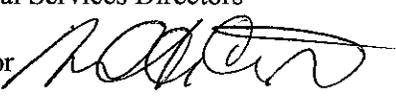
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Fax (608) 240-3370

**Margaret C. Carpenter**  
Administrator

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**ADMINISTRATOR'S MEMO TO COUNTIES**

**MEMO # 09-07**

**DATE:** August 14, 2009  
**TO:** County Departments of Human/Social Services Directors  
**FROM:** Margaret C. Carpenter, Administrator   
**SUBJECT:** Community Intervention Program SFY 2009 Evaluations

This memo is to notify you of the requirement to submit your county's evaluation of SFY 2009 funding received under the Community Intervention Program. The completed evaluation must cover services delivered and clients participating between July 1, 2008 and June 30, 2009. The evaluation must clearly state the extent to which the county's measurable objectives were met.

Reimbursement of SFY 2010 Community Intervention Program funds will be suspended for any county that does not submit a complete evaluation according to the Division's criteria by the deadline, until a satisfactory evaluation is received.

The Community Intervention Evaluation form is attached. The completed evaluations are **due on October 23, 2009**. Please mail the required completed evaluation to Michelle Buehl, Juvenile Services Specialist, at the above address.

The evaluation form may be faxed to 608-240-3371. A Word file sent via e-mail is also acceptable. You may reach Mrs. Buehl at 608-240-5914 or via e-mail at [michelle.buehl@wisconsin.gov](mailto:michelle.buehl@wisconsin.gov). Thank you.

Attachment: Community Intervention Program Evaluation Form – To Be Returned

cc: Rick Raemisch, Secretary, DOC  
Ismael Ozanne, Deputy Secretary, DOC  
Carrie Templeton, Executive Assistant, DOC  
Silvia Jackson, Assistant Administrator, DOC/DJC  
Cyrus Behroozi, 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

**Community Intervention Program Evaluation**  
**SFY 09 -- July 1, 2008 to June 30, 2009**

County \_\_\_\_\_

**Directions:** Please complete both sides of this form, in sufficient detail to clearly identify your county's program goals and achievements. Additional pages may be attached as necessary. A county that funded several programs with its SFY 09 grant may consolidate all programs onto one evaluation form, or may use one form for each program.

- 1. State the target group(s), program component(s) and measurable objective(s) of your county's final approved plan. Identify which components were modifications to the original plan, if any.**

[Example: Serve 60 habitually truant youth through a Report Center. 90% of youth will have fewer than three days of unexcused school absence while in the program.]

- 2. For each objective, identify and quantify what was accomplished.**

[Example: 25 chronic offender youth at risk of out-of-home placement were given home detention with electronic monitoring. One had to be placed in a group home, and the rest remained in their own homes.]

3. **What problems were encountered in meeting the objectives?**  
[Example: Lack of referrals from court intake initially caused slow start-up and difficulty in filling the parent-child education groups.]
4. **Were there more global/less measurable benefits that occurred as a result of implementing the program component(s)?**  
[Example: The high school and the tribal human service agency developed a more explicit commitment to jointly intervene in truancy cases.]
5. **Additional comments:**  
[Example: Outstanding balances that will not be spent by your county.]

Completed by:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Title (print)

\_\_\_\_\_  
Phone number