



Jim Doyle
Governor

Rick Raemisch
Secretary

Division of Juvenile Corrections
3099 E. Washington Avenue
Post Office Box 8930
Madison, WI 53708-8930
Telephone (608) 240-5900
Fax (608) 240-3370

State of Wisconsin
Department of Corrections

Margaret C. Carpenter
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 10-07

DATE: March 17, 2010
TO: County Departments of Human/Social Services Directors
FROM: Margaret C. Carpenter, Administrator 
SUBJECT: County Concerns and DJC Initial Response – County Follow-Up Needed

In Administrator's Memo to Counties #09-09, we announced the beginning of a process through which the Division of Juvenile Corrections (DJC) would consult with county human/social services agencies about problems they perceived with decision-making about youth in the state juvenile corrections system. By seeking County input in various forums, DJC would identify the most pressing issues and develop responses to address them. This memo summarizes our findings and the changes we will make as a result.

Through the Juvenile Corrections Technical Advisory Committee, the WCHSA Children, Youth and Families PAC, regional meetings of delinquency services supervisors, and submission of written comments, the Division received numerous comments and suggestions regarding the Office of Juvenile Offender Review (OJOR) and the Joint Planning and Review Committee (JPRC) process. Additionally, counties gave us many ideas about the programs and services offered by DJC's Institutions and Community Supervision Units. I thank you for your thoughtful efforts. I am pleased to have the opportunity to respond, as outlined below, in order to improve services and better meet the needs of our youth, their families and communities.

This memo presents the County issues to which DJC is able to immediately respond. Other suggestions are under consideration within the Division. We will send you an update memo later this year describing how we are responding on the issues that aren't resolved now, and tracking our progress on implementing the steps described below.

I. OJOR/JPRC Decision-Making

County concerns:

Numerous County representatives told us that they wanted the OJOR joint planning process to occur on a faster schedule, to use more comprehensive information about delinquent youth

committed to corrections, and to be based in objective risk assessment. They also told us that we should be more responsive to County recommendations about youth programs, release, extensions and other decisions.

DJC response:

- Beginning April 15, 2010, initial JPRC meetings regarding all youth except those in the Serious Juvenile Offender Program (SJOP) will occur no later than 21 days after admission. (This speeds up the process of setting initial youth goals and release conditions by about two weeks.)
- All OJOR reviews of youth not in the SJOP will be scheduled as formal JPRC meetings after April 15. That means unless the County asks us to modify the schedule, the JPRC will meet at least every 90 days to review each youth. (Currently, OJOR may hold an informal review every 90 days, in between formal reviews, and thus youth may go 180 days between formal reviews.)
- When non-SJO youth are returned to a juvenile correctional institution (JCI) for a new offense or serious rule violation, the initial JPRC will be held approximately 21 days after re-admission. (This change means decision-making about youth return will occur two to four weeks faster.)

Important: Timely receipt of documents from courts, county agencies and schools is essential to completing youth assessments during the 21-day time frame prior to initial JPRC conferences. Cooperation from courts, county agencies and schools in getting the necessary documents to DJC social workers and field agents within the first week after commitment, the earlier reviews is crucial.

- DJC is working with the Department of Children and Families to seek read-only access to e-WiSACWIS, so that we may directly access certain documents stored in that data system by counties.

Important: We urge County Agencies to actively share documents and information that will help DJC to better plan for individual youth needs for treatment and accountability as well as public safety. Valuable information might include results of prior risk and needs assessments of a youth, child welfare actions involving her/his family, and the effectiveness of previous treatment and interventions.

- On a bi-monthly basis, OJOR staff will visit community-based programs to learn more about what may be available to youth after release from a JCI. **County agencies with program visit suggestions and invitations should contact OJOR Director Shelley Hagan.**

- On April 15, OJOR will initiate use of a sign-off sheet at formal JPRC meetings. A sample of the form we will use is attached to this memo. All professional members of the JPRC, plus a youth's parents, will be asked to sign the form to indicate agreement or disagreement with the OJOR decision. The OJOR Director and DJC Administration will review and follow up on disagreements. We believe this process will assure that county concerns are heard and dealt with in a timely manner.

II. Communication and Collaboration

County concerns:

County representatives told us that they wanted to be informed more quickly when DJC-supervised youth in the JCI and community programs are alleged to have committed serious rule violations that affect program participation and/or may result in a security placement. We also heard that notices of scheduled JPRCs do not always reach the right people in the County agency. Counties also requested that a guide to the JPRC process be developed for reference by their staff and by families.

DJC response:

- All DJC Institutions and field offices will assure that County staff are informed when youth are at risk to fail short-term and direct-placement programs such as the Cadet Achievement Program and Corrective Sanctions.
- DJC Institutions will be required to notify a designated County worker (1) within 24 hours of a youth being placed in security unit and (2) within 24 hours after receiving a hearing decision on security placement.
- By April 1, OJOR will post on the DJC web site http://www.wi-doc.com/index_juvenile.htm a brief guide to the JPRC process.
- OJOR will maintain a list of Counties' preferred contacts for JPRC scheduling notices and security placement notification.

Important: DJC requests that Counties designate a preferred contact or contacts for JPRC scheduling and youth security placement notification. Please do so by sending an e-mail to OJOR staff person Marilyn Starczynski at marilyn.starczynski@wisconsin.gov. DJC thanks Counties for notifying OJOR when the designated contact(s) name, e-mail address or phone number is changed.

III. JCI Programming

County concerns:

In addition to pointing out the above concerns, County Representatives urged DJC to incorporate evidence-based principles and practices into the programs offered at the JCIs. They also

suggested that certain youth would need to have their treatment programs modified to address their individual circumstances. Further, there were concerns with progress in school and with access to counseling services for families as well as youth.

DJC response:

- The Division is beginning a multi-stage action plan to incorporate evidence-based principles and practices into our program offerings. We are reviewing and redesigning all programs and are striving to improve them based on reliable research. We are training staff on the principles of effective intervention in correctional settings, as well as on delivery of evidence-based programs such as Motivational Interviewing, instructional strategies and treatment implementation and integration.
- We will report in more detail on the outcomes of the action plan in a memo to you later this year, as well as at meetings of the Juvenile Corrections Technical Advisory Committee.
- The JCI's will offer County Liaisons and Caseworkers the opportunity to request family counseling services for youth in their facilities. Requests will go via the Institution Social Worker to the Chief Clinician or her/his designee. Requests will be honored to the extent that resources are available and the youth and her/his family will participate. A form will be developed for this purpose and distributed to JPRC participants.

Again, DJC thanks the Counties that expressed concerns and suggestions for improvement. The Division welcomes the continued reflective focus. DJC will remain accountable for the quality and responsiveness of services the Division provides. DJC looks forward to enhancing our partnership with County Agencies, your communities, and the youth and families you commit to our care.

Attachment

cc: Rick Raemisch, Secretary, DOC
Ismael Ozanne, Deputy Secretary, DOC
Melissa Roberts, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Cyrus Behroozi, Administrator, DCF/DSP
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP
Patrick Cork, Interim Director of Area Administration, DHS/DES
Greg Van Rybroek, Director, DHS/MJTC
DHS/DCF Area Administrators
DHS/DCF Human Service Area Coordinators
DOC/DJC Management staff
County Youth Aids contacts
Court-attached juvenile court intake offices



JOINT PLANNING AND REVIEW CONFERENCE OUTCOME

YOUTH NAME	DOC NUMBER
CURRENT INSTITUTION PLACEMENT	REVIEW DATE

OJOR OFFICIAL ACTION

Name

JPRC MEMBER RECOMMENDATIONS

INSTITUTION SOCIAL WORKER Name	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>	Signature
Statement			
STATE FIELD AGENT Name	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>	Signature
Statement			
COUNTY CASE WORKER/LIAISON Name	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>	Signature
Statement			
FAMILY Name/Relationship	Agree <input type="checkbox"/>	Disagree <input type="checkbox"/>	Signature
Statement			

DISTRIBUTION:

- | | | |
|--|--|--|
| <input type="checkbox"/> OJOR Director | <input type="checkbox"/> Committing County | <input type="checkbox"/> Youth |
| <input type="checkbox"/> OJOR-Local | <input type="checkbox"/> State Agent | <input type="checkbox"/> Parent/guardian |

Instructions for Form DOC-xxxx

This form is used at each formal meeting of the Joint Planning and Review Committee (JPRC) to document (1) the proposed decision of the Office of Juvenile Offender Review (OJOR) and (2) the agreement or disagreement with the decision by the JPRC participants.

JPRC participants do the following:

- The OJOR reviewer explains the recommended Official Action at the meeting and writes it legibly on the DOC-xxxx form in the OJOR OFFICIAL ACTION box.
- Each indicated person, if participating in the meeting, identifies himself/herself in the appropriate section of the form, checks the Agree or Disagree box, and signs the form.
- A person who checks the Disagree box may use the Statement section directly under his/her name to explain the disagreement and offer an alternative.
- If the person is participating by phone or videoconference, the OJOR reviewer writes in the information and indicates "by phone" or "by video" in the Signature box. OR, the person may send comments by mail, fax or e-mail to be included as an attachment to the form.
- Within three working days of the JPRC meeting, OJOR will send copies of the form to persons on the distribution list.

This is not an appeal form.
The DOC-xxxx form is used solely to document and monitor
the outcome of JPRC meetings.

Not everyone who participates in a JPRC meeting has the legal right to appeal an OJOR decision.

Formal appeals under s. DOC 371.10(6) may be submitted only by the institution social worker, state agent or county representative.

Parents who have a concern about the OJOR decision may contact the OJOR Director by phone at 608-240-5918 to discuss.