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Margaret C. Carpenter
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ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 10-09

DATE: May 10, 2010
TO: County Departments of Human/Social Services Directors
FROM: Margaret C. Carpenter, Administrator 
SUBJECT: Juvenile Correctional Placements – Required Information at Reception

As announced in Administrator's Memo to Counties #10-07, the Division of Juvenile Corrections (DJC) initiative to improve the efficiency of our Assessment and Evaluation (Reception) services for Youth is underway. As of April 15, 2010, the reception period for non-Serious Juvenile Offender Youth has been shortened from 35 to 21 days.

As noted in the previous Administrator's Memo, the success of our initiative depends in large part on timely receipt of background information on Youth from their committing Counties. We appreciate the cooperation of County Agencies in providing this information to DJC Institutions and field offices so that teachers, social workers and field agents can perform required assessments prior to the end of Reception and the first meeting of the Joint Planning and Review Committee, where these assessments are critical to effective case plans for Youth.

We often get questions from County Staff as to what information should be sent to DJC to inform the assessments that are done in Reception. This memo is to provide you with a list of reports and other types of information that we request your agency share with DJC as soon as possible after a Youth is committed to Corrections.

Education:

- School history: What schools has the Youth attended, including schools in residential facilities, and the last school where the Youth was enrolled
- School status: The grade the Youth is in and whether s/he has any credits
- Special Education status: Has the Youth been identified as needing Special Education services, and if so for what reason
- Last transcript
- Detention education: If the Youth was in Detention prior to placement with DJC, what educational program was s/he working on there, did s/he attain any credits there, and observations the facility has on the Youth's school-related participation

Psychological Services:

- All previous psychological reports
- All previous psychiatric reports including current psychotropic medication
- Detailed information about any recent self-harm attempts/threats

Legal History:

- Youth full legal name
- Court Petition
- Police Reports on the committing offense
- Court Order for Corrections
- Other court orders related to the committing offense including any Change of Placement orders and the reason for the Change of Placement
- Restitution and other financial obligations, and what payments have been made toward those obligations
- Pending juvenile or adult charges and any upcoming court dates

Social History:

- Social History (court report) including prior offenses and adjudications, prior treatment service offered and completed, AODA history, family history (place of birth, mother maiden name), medical history if significant history of psychiatric treatment and medications utilized
- Current contact numbers for parent or guardian
- Social Security Number

Health Services:

- Any health and dental related information relevant to ongoing needs for treatment and preventive services, current medical issues, current medications

Thank you for your cooperation.

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