

Scott Walker
Governor

Gary H. Hamblin
Secretary



State of Wisconsin
Department of Corrections

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Cari J. Taylor
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 12-05

DATE: June 1, 2012
TO: County Departments of Human/Social Services Directors
FROM: Cari J. Taylor, Administrator 
SUBJECT: Electronic Submission of Assessment Documentation

The Division of Juvenile Corrections (DJC) is committed to the use of technology to improve and expedite communication with our partner agencies. To this end, we piloted a process for electronic submission of county documentation that is used by the staff of Lincoln Hills and Copper Lake schools to assess and evaluate youth during the 21-day reception phase. (Submission of these documents is required by 938.49(2), *Stats.*) Our pilot county now sends scanned documents to LHS/CLS, OJOR and the DJC regional office via e-mail, improving the speed, efficiency and accountability of the process. The pilot was so successful that we would like to extend this opportunity to all Wisconsin counties.

The contact persons to whom a scanned packet of county documentation may be sent are listed below. Two contact persons are provided for the institutions and regional offices so that there will not be a delay in receiving and transmitting the packets if one staff person is out of the office.

For reception staff at LHS and CLS:

Marta Loos	marta.loos@wi.gov
Tammy Brooks	tammy.brooks@wi.gov

For the Office of Juvenile Offender Review:

Marilyn Starczynski	marilyn.starczynski@wi.gov
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When post-release supervision by a DJC field agent is ordered by the court or required by law, the scanned packet may also be sent by e-mail to the regional office that serves your county. These contacts and counties are:

In the Southeast Region (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha counties)

Carol Paasch	carol.paasch@wi.gov
Rebecca Olotu	rebecca.olotu@wi.gov

In the Northwest Region (balance of state)

Deb Warren	deb.warren@wi.gov
Deb Shadduck	deborah.shadduck@wi.gov

Please note that scanning and e-mailing these documentation packets is an option for county agencies, not a requirement. We encourage your agency to use electronic submission if possible because of the positive results we experienced with the pilot. For a listing of documents that may be included in an admission packet, please see the attached form.

Attachment – DOC-2553

cc: Gary Hamblin, Secretary, DOC
Chuck Cole, Deputy Secretary, DOC
Dennis Schuh, Executive Assistant, DOC
Fredie-Ellen Bove, Administrator, DCF/DSP
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP
John Tuohy, Director, Bureau of Regional Operations, DCF/DES
Laura Kleber, Interim Director of Area Administration, DHS/OBIP
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