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Cari J. Taylor
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 12-08

DATE: July 25, 2012

TO: County Departments of Human/Social Services Directors

FROM: Cari J. Taylor, Administrator

Subject: Juvenile Court Intake Worker Training Sessions

The Division of Juvenile Corrections continues to partner with the Wisconsin Juvenile Court Intake Association to provide a three day Basic Juvenile Court Intake Training in accordance with DOC Administrative Rule 399. We are pleased to announce that training sessions for newly-hired/assigned juvenile court intake worker are being offered, as follows:

Intake Trainings

September 5-7, 2012	**Great Wolf Lodge - Wisconsin Dells (FULL)**
December 5-7, 2012	**Great Wolf Lodge - Wisconsin Dells**
March, 2013	**Holiday Inn - Rothschild**
May, 2013	**Great Wolf Lodge - Wisconsin Dells**

The prerequisite to this training is the two day online training entitled *938/48 Legal Affairs* on the Legal Aspects of Child Welfare. This can be found on the Wisconsin Child Welfare Training System website at http://wcwpds.wisc.edu/caseworker-training/foundation/legal.

Description and Process:
An overview of the 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 followed by a three day classroom training. The notification 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://wcwpds.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 the requested information, 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 register a worker (a name must be provided) for the three day classroom training before the worker has completed the online 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 and Michelle Buehl has not received the completion verification email, they cannot attend the three day classroom training.**

Registration and Payment:
Registration information for the classroom training can be found on the WCJIA website http://www.wjcia.org/ under Training Opportunities. **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.

The cost to counties will be $60 per participant during state fiscal year 2012-2013. 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 person 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 confirmation email from WJCIA with a 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 updated copies of 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%.

Training Cancellations:
The Division of Juvenile Corrections and the Wisconsin Juvenile Court Intake Association may cancel a training due to a low number of participants (under 20) or an unforeseen emergency of one of the trainers. In the event that a scheduled training is cancelled, all participants will be notified and moved to the next scheduled training. Participants will not be penalized if they are unable to meet the requirement of completing Basic Juvenile Court Intake Training within the six month guideline when the Division of Juvenile Corrections or the Wisconsin Juvenile Court Intake Association has cancelled a training.

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

Attachments: Program Description
Notification Form

cc: Gary Hamblin, Secretary, DOC
Chuck Cole, Deputy Secretary, DOC
Dennis Schuh, Executive Assistant, DOC
Fredi-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

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

July 9, 2001
DOC/DJC/PJE