

Scott Walker  
Governor

Edward F. Wall  
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

Cari J. Taylor  
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 14-05

**DATE:** March 24, 2014.  
**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

May 28-30, 2014	Tundra Lodge – Green Bay
October 1-3, 2014	Kalahari - Wisconsin Dells
December 2014	Holiday Inn - Rothschild
March 2015	Kalahari - 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://wcwtpds.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 Module #14 *Notify Your Supervisor of Completion* 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 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. Please notify the registration coordinator **immediately** if you need to cancel a worker from the training for any reason, as often there is a wait list and many other workers waiting to participate in the training.

The cost to counties will be \$60 per participant during state fiscal year 2013-2014. 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](mailto:michelle.buehl@wisconsin.gov). Thank you.

Attachments: Program Description  
Notification Form

cc: Edward F. Wall, Secretary, DOC  
Deirdre Morgan, Deputy Secretary, DOC  
Scott Legwold, Assistant Deputy Secretary, 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  
Bill Hanna, DHS Area Administrator  
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  
File

## 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](http://www.wi-doc.com) or the WI Juvenile Court Intake Association website at [www.wjcia.org](http://www.wjcia.org).

