


To: DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Fredi-Ellen Bove
 Administrator

Re: Juvenile Court Intake Worker Training Sessions

PURPOSE

This memo notifies counties of the juvenile court intake worker training sessions for 2016 and part of 2017 and juvenile court intake worker training requirements.

BACKGROUND

As directed in Act 55, the 2015-17 biennial budget bill, in January 2016 administrative and oversight responsibility for the community-based juvenile justice system transferred from the Department of Corrections (DOC) to the Department of Children and Families (DCF). This is explained in more detail in DCF Informational Memo 2015-17. Through this transfer, DCF becomes the state agency responsible for fiscal and programmatic oversight for the Youth Aids allocation and the community-based juvenile justice system, including juvenile court intake worker training. The administrative rule governing Intake Worker Training was renumbered from DOC 399 to DCF 82 as of December 2015.

INFORMATION SUMMARY

There are two components to juvenile court intake worker training: (1) a two day online training and (2) a three day face-to-face training. DCF is partnering with the Wisconsin Juvenile Court Intake Association (WJCIA) and the Wisconsin Child Welfare Professional Development System (WCWPDS) to provide juvenile court intake worker training under DCF 82.

Notification and Timelines

When a county hires a new worker, or a worker is newly assigned to the task of juvenile intake (referred to herein as "required attendees"), it is the employer's legal responsibility to notify the Wisconsin Child Welfare Professional Development System (WCWPDS). The worker has six months from the date of hire or reassignment to complete both the two day online training followed by a three day face-to-face training. The notification form is attached to this memo.

Online training (two days)

The two day online training is a prerequisite to the three day face-to-face training, and must be completed at least seven (7) days before the face-to-face training. Workers who have not completed the online training at least seven (7) days before the face-to-face training cannot attend the three day face-to-face training.

The two day online training is entitled "Basic Intake Worker Legal Affairs Online Training." Registration can be found on the WJCIA website <http://www.wjcia.org>. Please click on the training tab in the upper right quadrant of the page and follow the directions.

Before beginning the online training, the worker will need to access the Wisconsin Statute Homepage at <http://www.legis.state.wi.us/> and download the latest versions of [Chapter 48](#) and [Chapter 938](#) that will be used and referenced throughout the online training. These two chapters will also need to be brought to the three day face-to-face training.

Face-to-face training (three days)

Three day face-to-face training sessions for required attendees are being offered as follows:

2016

May 18, 19, 20	Holiday Inn & Suites	Rothschild, WI
August 29, 30, 31	Kalahari	WI Dells, WI
October (dates TBD)	(Hotel TBD)	Green Bay, WI
Nov. 30, Dec. 1, 2	Kalahari	WI Dells, WI

2017

January (dates TBD)	(Hotel TBD)	Wausau, WI
March 1, 2, 3	Kalahari	WI Dells, WI
May/June (dates TBD)	(Hotel TBD)	Stevens Point, WI

An overview of the training session is attached to this memo. Please share the description with required attendees.

A supervisor can register a worker (the worker's name must be provided) for the three day face-to-face training before the worker has completed the online training. The worker must complete the online training at least seven (7) days before the face-to-face training. Workers who have not completed the online training at least seven (7) days before the face-to-face training cannot attend the three day face-to-face training.

Proficiency Exam

All workers are required to pass a proficiency exam after taking all five days of training. The exam will be administered at the end of the third day of face-to-face training. The exam material will cover material learned in the two day online training as well as the three day face-to-face training. Workers will receive a certificate of completion upon passage with a 70% score or higher. Workers scoring less than 70% will be given a retake exam to complete. The worker must receive 100% on the retake exam in order to pass. If a worker does not pass the retake exam, DCF will follow the procedures outlined in DCF 82.07 and 82.05.

Registration and Payment

Registration information for the face-to-face training can be found on the WJCIA website <http://www.wjcia.org/> under the 'Training' tab. All registration for the face-to-face training must be completed online. Phone registration will not be accepted. For questions regarding the online registration, please contact Melissa Williams at Washburn County DHHS 715-468-4747. For questions regarding PDS On-line, please contact WCWPDS at 608-890-3965. Registration for the three day face-to-face training will close two weeks prior to the training.

The cost to counties will be \$60 per participant during the 2015-2016 state fiscal year. As of July 1, 2016 (the start of the 2016-2017 state fiscal year), the cost will increase to \$75 per participant. Checks or purchase orders should be made out to WI Juvenile Court Intake Association (WJCIA) and mailed to Treasurer Kathy Gourdine. Checks must be received prior to the start of the training. Please note:

cancellations must be made at least two weeks prior to the training, or your county will be billed the full registration fee.

Kathy Gourdine
Fond du Lac County Juvenile Court
Services 160 South Macy Street
Fond du Lac, WI 54935

Once the worker is officially registered, he/she will receive a confirmation email from WCWPDS with a description of the three day face-to-face training, location and lodging information. Workers will receive a binder the first day of training containing a number of the statutes that will be covered. It is imperative that workers bring updated copies of Chapter 48 and Chapter 938 to the three day face-to-face training as some information from these chapters will be covered, and these two chapters will not be provided at the face-to-face training.

Training Cancellations

The WCWPDS and the WJCIA may cancel a training due to 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 (6) month guideline when the WCWPDS or the WJCIA has cancelled a training.

If you have any questions about this procedure or need additional notification forms, you may contact Juvenile Justice Training Coordinator, WCWPDS, at 608-890-2338

CENTRAL OFFICE CONTACT:

Office of Youth Services
Division of Safety and Permanence
Department of Children and Families
(608) 422-6899

ATTACHMENTS:

Program Description: Basic Intake Worker Training
Notification Form

BASIC INTAKE WORKER TRAINING

General Information:

- Pursuant to Wisconsin State Statute §48.06, §938.06, and DCF 82, all workers who perform juvenile court intake functions are required to successfully complete 30 hours of basic intake training within the first six (6) months after beginning work as an intake worker.
- This face-to-face classroom training is for three (3) days and a total of 18 hours of class time, which includes the 90 minute exam.
- This training is to be taken after the initial 12 hour online training requirement has been successfully completed, in order to meet the 30 hour training requirement.
- The required exam at the conclusion of the face-to-face training that will cover material learned in both the two day online training and the three day face-to-face training.
- The Wisconsin Department of Children and Families with assistance from the Wisconsin Child Welfare Professional Development System 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 process. 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, informational 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 Darin Smith at the WI Child Welfare Professional Development System at (608-890-2338) or the WI Juvenile Court Intake Association website at www.wjcia.org.

NOTIFICATION OF EMPLOYMENT OR ASSIGNMENT OF JUVENILE COURT INTAKE WORKER

Pursuant to DCF 82.05 Administrative Code, County Departments of Social/Human Services are required to notify the WI Child Welfare Professional Development System (as an agent of the Department of Children and Families) when a person has been employed or assigned to perform juvenile court intake worker duties as defined in Wis. Stat. § 938.067 and § 48.067. According to § 938.06(1) (am) 1 and § 48.06(1) (am) 1, all intake workers who begin employment after May 15, 1980 shall have successfully completed 30 hours of training provided by the department prior to completion of the first six (6) months of employment in the position.

Please provide the following information and submit to the WI Child Welfare Professional Development System promptly when a person has been employed or assigned to perform juvenile court intake worker duties. This form must be received prior to the completion of the first six (6) months of employment in the position, at the very latest.

Name of Juvenile Court Intake Worker _____

Employing County Agency _____

Date of employment or assignment to perform intake worker duties _____

Position in the agency _____ Full time Part Time

If applicable, Complete the following

This person works part-time on-call only

Number of hours per month on call _____

Supervisor Name _____ Telephone Number _____

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.

Comments _____

Submit to Darin Smith, Juvenile Justice Training Coordinator, WI Child Welfare Professional Development System, 445 Henry Mall, Madison, WI 53706, Phone 608.890.2338, Fax 608.890.1594

FOR WCWPDS USE ONLY:

Dates of Training	Passed Initial	Yes	No
Location of Training	Passes Re-take	Yes	No