


To: DCF/DMCPS Administrator
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: **Youth Justice Data Standard**

PURPOSE

This memo sets forth policy requirements for entry of youth justice (YJ) data.

BACKGROUND

DCF has responsibilities and oversight for youth justice data collection and reporting under Wis. Stat. s. 938.485 and 938.795. DCF also has authority to establish and enforce standards for services, under Wis. Stat. s. 938.485(5).

To fulfill its obligations under Wis. Stat. s. 938.485(5), DCF will periodically release Youth Justice Standards. The standards will be organized under four major categories: 1. Administration of Youth Justice System, 2. Youth Justice Intake, 3. Youth Justice Ongoing, and 4. Youth Justice Closure. The existing Ongoing Service Standards will continue to apply to all out of home placements, including youth justice placements. Each Youth Justice Standard will have accompanying, non-binding supporting resources which will be release in conjunction with the Standard.

DCF's first Youth Justice Standard on collection of YJ referral and intake information will be issued as Youth Justice Standard 2.10. For more background on the process leading up to these changes, please see DSP Informational Memo Series 2018-11i (March 20, 2018). DCF is making enhancements to eWiSACWIS to allow counties to track the required information.

POLICY

Youth Justice Standard 2.10 – Documentation of Referral and Intake Information

All referrals received by a county agency under Wis. Stat. s. 938.24 shall be documented as a Youth Referral report in eWiSACWIS.

Referrals shall be documented within three (3) business days of the date they are received. If a referral is transferred to another county agency within those three (3) days, the county conducting the intake inquiry under 938.24 shall document the referral.

All intake decisions made by a county agency under 938.24(5) shall be documented in eWiSACWIS. Intake decisions shall be documented within three (3) business days of the final decision.

REQUIRED ACTION

Counties will have the choice of being Basic or Advanced eWiSACWIS users for the current YJ enhancements. Counties at the **Basic** level will enter referral and intake information into eWiSACWIS as required by policy. Counties who want the benefits that come with being an **Advanced** user will enter a limited amount of additional information for all YJ cases, including some disposition and case closure information. All counties will be permitted to enter this additional information, but counties who choose to be Advanced Users will have these fields required before they can close a case. This will ensure consistency of entry and will allow Advanced users to run reliable reports on this additional information. See DSP Informational Memo Series 2018-11i (March 20, 2018) for a chart comparing the benefits of each level of use.

Counties must inform DCF of their initial decision to be a Basic or Advanced user by email to DCFYJ@wisconsin.gov by 5 p.m. on June 20, 2018. Counties may move from Basic to Advanced status at a later date by notifying DCF by email or phone. Please feel free to reach out with any questions by email to DCFYJ@wisconsin.gov or by phone to (608) 422-6897.

SUPPORTING RESOURCES

Written and recorded materials will be available online, including:

- Video on eWiSACWIS Knowledge web
- eWiSACWIS release notes and User Guide
- eWiSACWIS Youth Justice Documentation Manual and Type Key

TRAINING OPPORTUNITIES

In addition to the supporting resources, DCF will provide live opportunities to learn about these YJ eWiSACWIS enhancements, including:

- Overview of changes at regional supervisors meetings
- Training for super-users prior to the release
- Demo environment on eWiSACWIS Knowledge Web prior to release
- **Live webinar** explaining how to enter YJ information into eWiSACWIS – **June 6, 9am-9:45am**
Call in for audio: Phone number: 877-820-7831, Participant code: 384188
Adobe connect meeting room: <https://connect.wisconsin.gov/yjdatawebinar/>

ACTION SUMMARY

- All county agencies are required to comply with Youth Justice Standard 2.10 no later than July 1, 2018.
- All county agencies are required to notify DCF if they will be Basic or Advanced YJ data users by June 20, 2018.

CENTRAL OFFICE CONTACT: Youth Justice Policy Coordinator
Bureau of Youth Services
(608) 422-6897

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>