

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: Wendy Henderson 
Administrator

Re: Youth Justice Referral Report (YM01x100) Available for County Use

PURPOSE

This memo describes the new Youth Justice Referral Report (YM01x100) now available for county and statewide use.

BACKGROUND

DCF has responsibilities and oversight for youth justice (YJ) data collection and reporting under s. 938.485 Wis. Stats. and s. 938.795 Wis. Stats. Counties have been required to document Youth Justice referrals in the child welfare database eWiSACWIS since July 1, 2018. This requirement is further described in DSP Numbered Memo Series 2018-19, May 23, 2018, Youth Justice Data Standard, <https://dcf.wisconsin.gov/files/cwportal/policy/pdf/memos/2018-19.pdf>. The Youth Justice Referral Report provides a means of aggregating the youth justice referrals entered in eWiSACWIS.

INFORMATION SUMMARY

The **Youth Justice Referral Report (YM01x100)** is now available for county and state use. This report is a Microsoft Excel spreadsheet that provides detailed and summarized information on Youth Justice referrals documented in eWiSACWIS, including youth referrals received by county, the offense type, demographics of the youth being referred, and the decisions made regarding the referrals. Only the youth referrals received within the date range of the reporting period are included in the report.

This report is available upon logging in to eWiSACWIS and clicking upon the 'Reports – Scheduled & On-Demand' hyperlink. If you do not have access to this report, you may request access through your security delegate.

A description of each worksheet in the report follows, including how it may be used in case practice, and how to inspect details behind summarized figures. If you have further questions, please contact the Bureau of Youth Services at: DCFYJ@wisconsin.gov

Referral Summary

This worksheet provides a summary, by individual county or State, of the referral types, locations of alleged offenses, and decisions made regarding the referrals.

Use in case practice: This tab provides a high-level summary of all referrals received in the reporting period to assist in better understanding the YJ population.

Underlying data source: Detailed records behind these figures are located on the Referral Detail tab.

County Referral Comparison

This worksheet provides a county and statewide comparison of referral types, locations of alleged offenses, and decisions made regarding the referral.

Use in case practice: This tab provides a means to compare referral summaries across counties.

Underlying data source: Detailed records behind these figures are located on the Referral Detail tab.

Youth Summary

This worksheet provides demographic information on the total count of youths in YJ referrals within the reporting period by their race, ethnicity, gender and age at the time of the YJ referral.

Use in case practice: This tab provides a high-level summary of different youth characteristics to assist in better understanding the YJ population.

Underlying data source: Detailed records behind these figures are located on the Youth Detail tab.

County Youth Comparison

This worksheet provides a county and statewide comparison of youth justice referrals received in the reporting period by the youth's demographic information, including primary race, ethnicity, and gender.

Use in case practice: This tab provides a means to compare the youth characteristics across counties.

Underlying data source: Detailed records behind these figures are located on the Youth Detail tab.

School Offense Summary

This worksheet provides information related to the referrals and offenses documented as having allegedly occurred at school. This tab includes the five most frequent alleged offenses, the five schools with the most referrals, and the referral sources (e.g. law enforcement, school, other).

Use in case practice: This tab is intended to provide an understanding of school-specific referrals.

Underlying data source: Detailed records behind these figures are located on the Referral Detail tab, after filtering the variable 'Location_School' = Yes.

County Offense Comparison

This worksheet provides a county and statewide comparison of alleged offenses in YJ referrals received within the reporting period. These include high-level categories (e.g. 'Property') and more specific offense types (e.g. 'Vandalism').

Use in case practice: This tab provides a means to compare alleged offense information across counties.

Underlying data source: Detailed records behind these figures are located on the Referral Detail tab.

Youth Detail

This worksheet provides one row per every youth with a YJ referral, and details information on that youth including the youth's name and youth ID, case name and case ID, demographic information, referral information, and summary data on the youth's prior child welfare and out-of-home care history.

Use in case practice: This tab provides a means to inspect detailed records underlying the Youth Summary and County Youth Comparison tabs, and to help you better understand the composition of your YJ population.

Referral Detail

This worksheet provides one row per offense allegation, and therefore youths with multiple alleged offenses in the reporting period will be listed multiple times. This worksheet details the youth's name and youth ID, case name and case ID, demographic information, referral information, offense information, and quantifies the youth's prior child welfare and out-of-home care history.

Use in case practice: This tab is intended to provide a means to look up information summarized in the prior tabs at the most detailed level. It also is intended to help counties better understand the composition of the YJ caseload.

CENTRAL OFFICE CONTACT:

Questions on Youth Justice Policy

Bureau of Youth Services

DCFYJ@wisconsin.gov

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