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