

# Deferred Prosecution Agreement

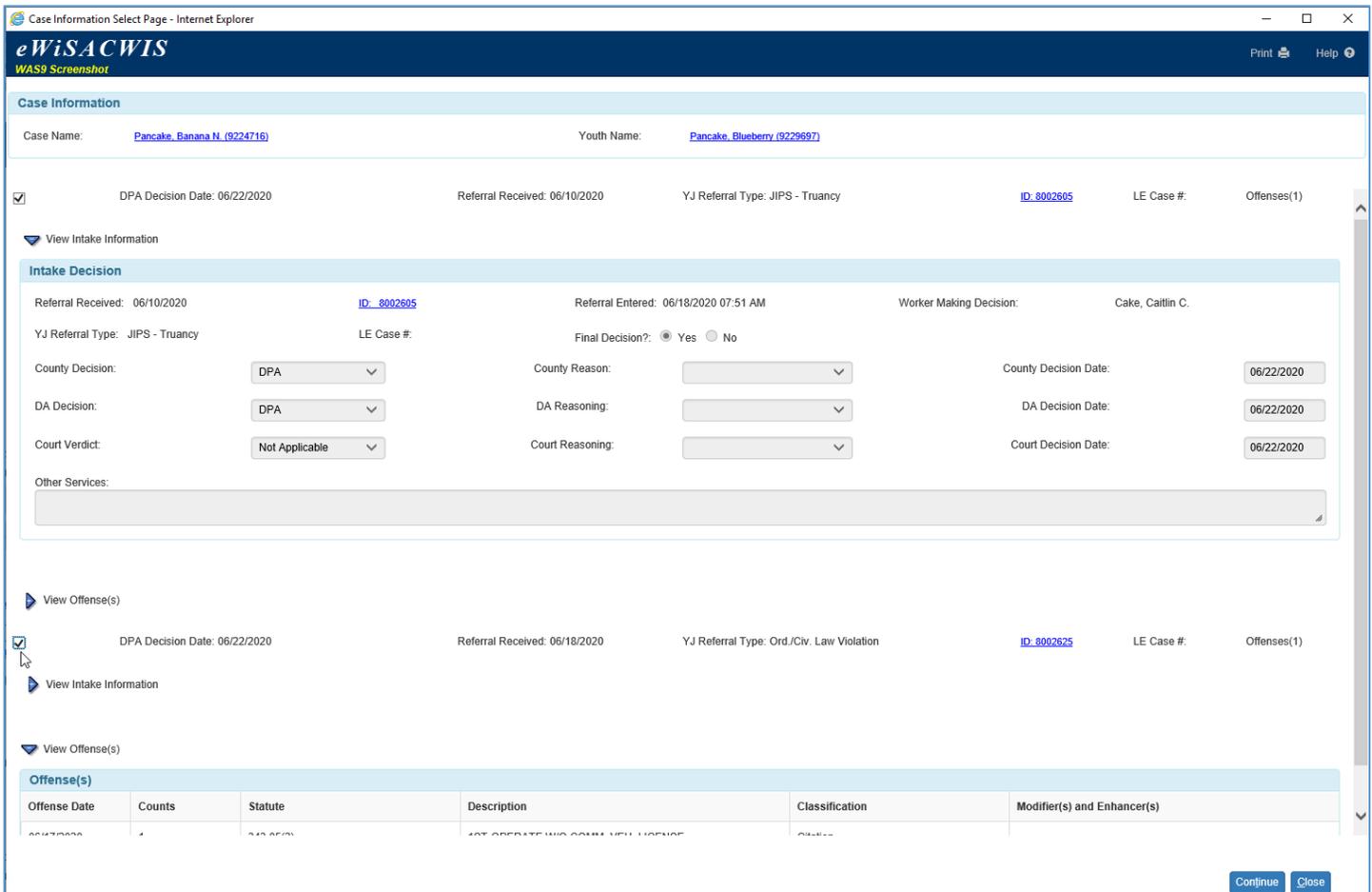
A Deferred Prosecution Agreement (DPA) can be created once a Youth Justice Case Information page has one or more referrals with a Disposition of “DPA”. On the DPA page, a Deferred Prosecution Agreement document and an Amended Deferred Prosecution Agreement can be created by entering or modifying the page information. The page can also be used to upload the signed documents.

1. To create a Deferred Prosecution Agreement, select a case and from the ‘Actions’ dropdown, select “Create Case Work”
2. Select the dropdown arrow next to Youth Justice from the Case Work Items. Select “Deferred Prosecution Agreement” and click ‘Create’.
3. A Case and Participant should already be selected if using

The screenshot shows the eWiSACWIS interface. At the top, there are navigation tabs for Home, Cases (495), Providers (216), Workers (69), Approvals (1268), Access Reports (120), ICPC Referrals (12), YJ Referrals (2), Home Inquiries (31), and Quick Links. The 'Cases' section is active, displaying filters for 'View by' (Case selected), 'Filter by' (Date restricted, Multiselect), and 'Cases: 495'. A dropdown menu is open, showing options like 'Case Note Criteria Search', 'Create Assignment', 'Create Case Face Sheet', 'Create Case Note', 'Create Case Work' (highlighted), 'Create Meeting', 'Imaging Search', 'Print Case Record', and 'View Tasks'. Below the menu, case details for 'Pancake, Banana N. (9224716)' are visible, including case address, primary worker, and various case work items like 'Secure Detention Registry', 'YJ Referral', and 'Youth Justice'.

The screenshot shows the 'Create Case Items' page in eWiSACWIS. On the left, there is a list of case work items with dropdown arrows. The 'Deferred Prosecution Agreement' item is highlighted with a red box. On the right, there are two lists: 'Cases' and 'Case Participants'. The 'Cases' list includes 'Pancake, Banana N. (9224716)' and 'Pancake, Chocolate Chip, Biological Child (9230839)'. The 'Case Participants' list includes 'Pancake, Banana N. Reference Person (9229686)' and 'Pancake, Chocolate Chip, Biological Child (9230839)'. At the bottom right, there are 'Create' and 'Close' buttons, with 'Create' highlighted by a red box.

4. If there's more than one available referral with a Disposition of "DPA", a select page will display allowing for one or more of the referrals to be checked to be linked to the newly created DPA.
  - a. Expand View Intake Information to view the Intake Decisions made for that referral.
  - b. Expand View Offenses to view the offenses for that referral.
  - c. Check the box next to one or more of the referrals and click 'Continue'.



5. The Deferred Prosecution Agreement will launch for the worker to enter all the information to be contained on the DPA agreement with the youth.
6. Many of the fields will be prefilled from other pages of the application, however there are some fields that will be required in order to save the page successfully.
7. The Case Information group box display the Case Name and Youth Name from the YJ Referral. Clicking the name hyperlinks will bring you to their Case Maintenance or Person Management Information.
8. The Youth & DPA Information group box bring the 'Birth Date', 'Date Youth Referred', 'County', and 'Youth Previously Adopted' field information from the YJ Referral and the youth's Person Management page.
9. 'Agreement Begin Date' is user entered required to save the initial page. This is the date the DPA goes into effect.

| Case Information          |                              |                             |  |
|---------------------------|------------------------------|-----------------------------|--|
| Case Name:                | Pancake, Banana N. (9224716) | Youth Name:                 | Pancake, Blueberry (922697)  |
| Youth & DPA Information   |                              |                             |  |
| Birth Date:               | 02/21/2010                   | Date Youth Referred:        | 06/18/2020   |
| County:                   | Milwaukee                    | Agreement Effective Date:   | 06/23/2020   |
| Youth Previously Adopted: | <input type="checkbox"/>     | Agreement Termination Date: |  |
|                           |                              | Case Type:                  | <input type="checkbox"/> Delinquency<br><input type="checkbox"/> In Need for Protection / Services<br><input type="checkbox"/> Ordinance / Civil Law |

10. 'Agreement Begin Date' is user entered required to save the initial page. The date entered will be required to be less than 41 days from the referral date.
11. 'Agreement Termination Date' prefills with the date calculated or entered in the Obligations.
12. 'Case Type' will prefill with information from the YJ Referral and can be user modified if needed.
13. The Referral Information group box will display the Referral Offenses and any Additional Offenses from all linked YJ Referrals.
14. The Undisputed Facts group box is to document information that should display on the DPA document.

| Undisputed Facts  |
|---|
| <p>An inquiry has been conducted into this matter. It has been determined that at this time neither the interests of the juvenile named above nor of the public require filing of a petition for circumstances relating to §§938.12 to 938.14, Wisconsin Statutes. It is this worker's belief, however, that the facts are sufficient that court action could be sought, and this conclusion is undisputed by the juvenile and parents, guardian or legal custodian.</p> <p>Summary of Undisputed Facts:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |

15. The Obligations group box is where the youth's obligations will be selected and described for the DPA.
  - a. Case held open can be a number of months or specified date.
  - b. Restitution will prefill and be checked if there is *Victim Claim* information from the Youth Justice Case Information Page.
    - i. To create a Victim Claim on the Youth Justice Case Information page, click 'Create'
    - ii. To edit an existing Victim Claim on the Youth Justice Case Information page, click 'Edit'
    - iii. The total Restitution Ordered entered for all linked referrals will be displayed. If any restitution is already documented on the Youth Restitution Summary, that will not be reflected in this calculation.

**Note:** although Restitution, Restitution Payments, and Community Service Completed can be documented on the Youth Justice Case Information Page, using the Youth Restitution Summary in the Financial Menu for payments and community service completed will allow for one place to document all restitution payments and community service completed for a youth. The Youth Restitution Summary page will display the Restitution Ordered from the *Victim Restitution Claim* and the Community Service Ordered entered on the *Youth Justice Case Information Page*.

Youth Justice Case Information - Internet Explorer

**eWiSACWIS** Print

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**Case Information**

Case Name: [Pancake, Banana N. \(9224716\)](#)      Youth Name: [Pancake, Blueberry \(9229697\)](#)      [YASI/CaseWorks](#)

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**YJ Referral - Victim Information**

Victim Name: [Winkler, Henry \(V8000040\)](#)      Victim Address: 1234 Address Street Madison WI 53701      Restitution Claim: Edit

[Victim Packet Documentation](#)

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Victim Name: [Baker, Anna \(V8000060\)](#)      Victim Address:      Restitution Claim: Create

[Victim Packet Documentation](#)

Insert

- c. Community Service will prefill with any Community Service documents on the Youth Justice Case Information Page. The total Community Service entered for all linked referrals will be displayed. If any completed service is already logged on the Youth Restitution Summary, that will not be reflected in this calculation.

**Additional Offense(s)**

Court Case Number:

| Offense Date | Counts | Statute/Description/Classification | Modifier(s) and Enhancer(s) | Amended | Expiration Date | Ex Da |
|--------------|--------|------------------------------------|-----------------------------|---------|-----------------|-------|
|              |        |                                    |                             |         |                 |       |

Youth Justice Fee for Service Ordered?  Yes  No

Restitution Ordered?  Yes  No      Total Amount Ordered: \$100.00

Community Service Ordered?  Yes  No      Total Hours Ordered: 20

Date County Supervision Ended: 00/00/0000      Reason Ended:

- d. Checking any of the obligations boxes will display a 'Terms' field where any special obligations terms can be documented. These fields will print on the DPA and/or Amended DPA agreement.
- e. Unchecking these boxes will delete any comments in the 'Terms' field and will not be included on the DPA and/or Amended DPA documents.

**Obligations**

Check all appropriate check boxes for any combination of obligations:

Case held open for  months or until [Date]

No new referrals to intake and/or violations of federal, state or local laws.

Restitution

Community Service

Counseling

Alcohol/Drug Abuse (A.O.D.A) Assessment

Teen/Youth Court Program

Curfew

Daily school attendance; no unexcused absences; obey school rules

No contact with

Other specific obligations/conditions

Options:

**Note:** See the Youth and Victim Restitution Summary user guide for more information on documenting payments and community service hours.

Restitution

| Amount                          | Payment Terms: |
|---------------------------------|----------------|
| Total Amount Ordered: \$50.00   |                |
| Youth Ordered: \$50.00          |                |
| Parent/Guardian Ordered: \$0.00 |                |

Make repairs or provide services agreeable to the victim.

Community Service

| Hours                   | Terms: |
|-------------------------|--------|
| Total Hours Ordered: 20 |        |

f. Checking the 'Counseling' and/or the 'Alcohol/Drug Abuse (A.O.D.A) Assessment' checkbox will open up additional check boxes to be included on the agreement.

Counseling

| Counseling Provided To   | Terms:           |
|--|------------------|
| <input checked="" type="checkbox"/> Youth<br><input checked="" type="checkbox"/> Parent/Guardian<br><input checked="" type="checkbox"/> Family | Enter terms here |

Alcohol/Drug Abuse (A.O.D.A) Assessment

|   | Terms:           |
|---|------------------|
| <input type="checkbox"/> Not possess alcohol or drugs<br><input checked="" type="checkbox"/> Submit to drug screens | Enter terms here |

16. Once the DPA page has been filled in and saved, a text hyperlink will display in the Documentation group box of the page. Click this hyperlink to launch a DPA, modify it, save it, or print it.

| <b>Deferred Prosecution Agreement</b>  |  |                    |         |        |                  |           |  |
|--|--|--------------------|---------|--------|------------------|-----------|--|
|  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Intake Case Number</td> <td style="padding: 2px;">9224716</td> </tr> <tr> <td style="padding: 2px;">County</td> <td style="padding: 2px;">Milwaukee County</td> </tr> <tr> <td style="padding: 2px;">Case Type</td> <td style="padding: 2px;"> <input checked="" type="checkbox"/> Delinquency<br/> <input checked="" type="checkbox"/> In Need of Protection / Services under Ch. 938<br/> <input checked="" type="checkbox"/> Ordinance / Civil Law                 </td> </tr> </table> | Intake Case Number | 9224716 | County | Milwaukee County | Case Type | <input checked="" type="checkbox"/> Delinquency<br><input checked="" type="checkbox"/> In Need of Protection / Services under Ch. 938<br><input checked="" type="checkbox"/> Ordinance / Civil Law |
| Intake Case Number   | 9224716  |                    |         |        |                  |           |  |
| County   | Milwaukee County   |                    |         |        |                  |           |  |
| Case Type  | <input checked="" type="checkbox"/> Delinquency<br><input checked="" type="checkbox"/> In Need of Protection / Services under Ch. 938<br><input checked="" type="checkbox"/> Ordinance / Civil Law   |                    |         |        |                  |           |  |
| In the interest of:  |  |                    |         |        |                  |           |  |
| Name - Youth<br>Pancake, Blueberry   | Date of Birth<br>02/21/2010  |                    |         |        |                  |           |  |
| Address - Youth<br>789 Main St, Madison, WI 53701  | Date Youth Referred<br>06/18/2020  |                    |         |        |                  |           |  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Youth has previously been adopted?   |  |                    |         |        |                  |           |  |
| <p>An inquiry has been conducted into this matter. It has been determined that at this time neither the interests of the youth named above nor of the public require filing of a petition for circumstances relating to §§938.12 to 938.14, Wisconsin Statutes. It is this worker's belief, however, that the facts are sufficient that court action could be sought, and this conclusion is undisputed by the youth and parents, guardian or legal custodian.</p> <p>Summary of Undisputed Facts:</p> |  |                    |         |        |                  |           |  |

- a. The Date signed can be manually entered before the PDF is launch and other fields can be modified such as the name the payments can be made to, Terms, Youth/Parent/Guardian/Worker Names, and the Date Signed. These changes will not save on the Deferred Prosecution Page, they will only be viewable on the saved document.
- b. All the information that was entered and saved on the page will display on the template. Review for accuracy before saving and printing.
  - i. Click 'Close' to return to the Deferred Prosecution Agreement page to make modifications and click 'Save' to update the template.
  - ii. The Text hyperlink will change to a View hyperlink once a signed document has been uploaded. No modifications to the page or template can be made after a signed document has been uploaded. An Amended DPA will need to be created if modifications need to be made.

17. The DPA page can be changed as many times as needed before the signed document is uploaded. Clicking the Text hyperlink will launch the last saved page to create the document with modification up until that point.

- a. To upload a signed agreement, click the 'Insert' button in the Documentation group box. The application will automatically fill in the Document Type based on what has already been saved.

| Type                 | Creation Date |   |                        |
|----------------------|---------------|---|------------------------|
| DPA Amended - Signed | 06/25/2020    | <a href="#">Create</a> <a href="#">Imaging Search</a> | <a href="#">Delete</a> |
| DPA Amended          | 06/25/2020    | <a href="#">Text</a>                                  | <a href="#">Delete</a> |
| DPA - Signed         | 06/23/2020    | <a href="#">View</a> <a href="#">Imaging Search</a>   |                        |
| DPA                  | 06/23/2020    | <a href="#">View</a>                                  |                        |

- i. Click 'Create' to upload a new document or 'Imaging Search' to locate an existing document.
- ii. The Image 'Case', 'Worker', 'Category', 'Type', and 'Participants' will prefill.
  1. Enter the 'Date of the Document' and 'Effective To' date if applicable.
  2. Click 'Browse' to select a document.
  3. Verify the 'Participants'.
  4. Enter any 'Comments' if necessary.
  5. 'Last Updated By' will prefill upon save.
  6. Click 'Save' and 'Close' to return to the Deferred Prosecution Agreement page.
- iii. Once the image is saved the 'Create' hyperlink will change to 'View'.

**Note:** DPA, Amended DPA, and uploaded signed documents cannot be deleted once they are saved. Please be sure to review all documents for accuracy prior to saving. Saved uploaded images will display on the desktop when they Youth Justice Category is expanded under images. The DPA and Amended DPA agreement documents can only be found in the Documents group box on the Deferred Prosecution Agreement page.

Imaging
Print Help

**Case Details**

Case: Pancake, Banana N. (9224716) Worker: Caitlin C. Cake

**Image Details**

Date of Document:  Effective To:

Category: Legal Document

Type:

File Name: DPA-128.2.pdf [View](#)

Comments:

Last Updated By:

**Participants:**

Pancake, Banana N. (Reference Person)

**Pancake, Blueberry (Cousin)**

Pancake, Chocolate Chip (Bio Child)

Hold down the 'Ctrl' key for multi-selection

18. Imaging Search will automatically select the 'Search by', 'Name', 'Category', 'Type', and 'Participants' for the last year.

- a. Select a document by clicking the radio button on the left of the row in the Results group box and click 'Continue' to add the document to the page.

19. Uploading a signed DPA will automatically allow a worker to create an Amended DPA if any changes to the Deferred Prosecution Agreement page are made and saved after the signed document has been uploaded. This will allow for an Amended DPA document to be launched, modified, saved, and printed. Once signed, it can be uploaded in the Documents group box.

- a. In the example below the 'Agreement Effective Date' was changed and saved. Any changes made to the page after a signed agreement is uploaded will ask to consider inserting an amended agreement. Clicking Yes will create the Amended DPA row where the Text hyperlink can be selected to launch the document. Once the signed Amended DPA is uploaded the page will ask again if any additional changes are made and saved.
- b. The Amended DPA document will be the same document as the DPA that will display the changes made and saved on the page. An Amended checkbox will also display on the document.

Save

Save and Generate PDF

Close

### Deferred Prosecution Agreement

Amended

Intake Case Number

9224716

County

Milwaukee County

Case Type

Delinquency

In Need of Protection / Services under Ch. 938

20. To locate an existing Deferred Prosecution Agreement page, from the desktop, search the Case that the agreement is linked to.

- a. Click the Youth Justice Category.
- b. Locate the Youth Justice Case Information Page the Deferred Prosecution Agreement is linked to.
- c. Click the DPA hyperlink that will include the 'Agreement Effective Date' and an 'Expiration Date' if one exists on the Deferred Prosecution Agreement page.

21. Images related to the Deferred Prosecution Agreement page will be nested under Images.

- a. Click the plus sign to view all related images.
  - i. Signed images will also be displayed under the Legal category.

**Pancake, Banana N. (9224716)**

**Case details:**  
 Youth Justice  
 BMCW-Admin  
 Open OHP exists for associated participant(s)

**Case address:**  
 4242 Skillet Lane  
 Appleton, WI 54911

**Primary worker:**  
 Cake, Caitlin C.  
 (123) 456-7890 Ext. 1234  
[chris.santoslang@wisconsin.gov](mailto:chris.santoslang@wisconsin.gov)

**Actions:**  
 Please select an action ▾

**View case information**

- Assets and Income
- Legal
- Youth Justice
- Assignments
- Permanency Consultation
- Child/Youth Images
- Planning
- Eligibility
- Related People

**Youth Justice**

|   |                                    |                         |                                   |           |
|---|------------------------------------|-------------------------|-----------------------------------|-----------|
| <a href="#">Secure Detention Registry</a>                       | 08/01/2019                         | Pancake, Chocolate Chip | Insufficient Info-No Jurisdiction | La Crosse |
| <a href="#">YJ Referral</a>                                     | 05/12/2020                         | Pancake, Chocolate Chip | Documented YJ Referral            | Milwaukee |
| <a href="#">Youth Justice Case Information</a>                  | <b>DPA_06/25/2020 - 06/25/2021</b> | 06/22/2020              | Pancake, Blueberry                | DPA       |
| <a href="#">YJ Referral</a>                                     | 06/18/2020                         | Pancake, Blueberry      | DPA                               | Milwaukee |
| <a href="#">YJ Referral</a>                                     | 06/10/2020                         | Pancake, Blueberry      | DPA                               | Milwaukee |
| <b>Images (2)</b>   |                                    |                         |                                   |           |
| <a href="#">Legal Document - DPA - Signed</a> (Details)         |                                    | 06/23/2020              | Pancake, Blueberry                |           |
| <a href="#">Legal Document - DPA Amended - Signed</a> (Details) |                                    | 06/24/2020              | Pancake, Blueberry                |           |

### Related User Guides:

Select the Youth Justice Category at:

<https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work>