# Secure Detention Registry

The Secure Detention Registry page is used to enter Secure Detention Records and displays records for previous stays for a specific facility and youth.

Note: The 'Maintain Secure Detention Registry' option is only displayed under the Actions menu if the worker has security to view the Maintain Secure Detention Registry page.

- To open the Maintain Secure Detention Registry page, click on the Actions menu and select the 'Maintain Secure Detention Registry' option.
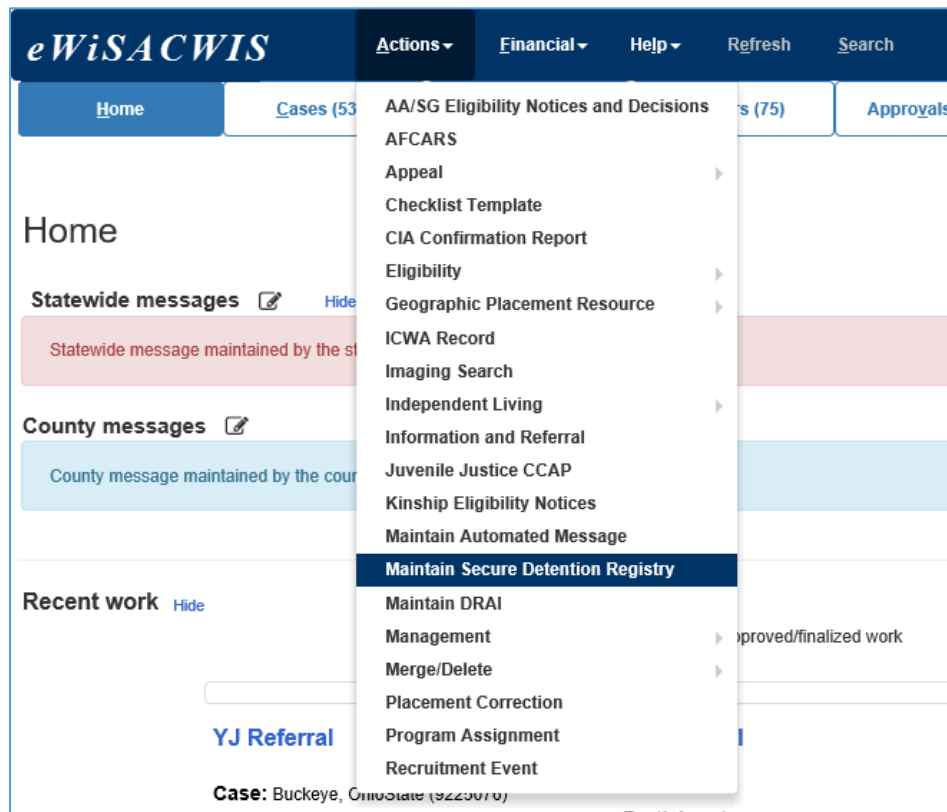

- New records can be entered by selecting a Facility in the Filter by drop-down and clicking the 'Insert' button.
- To Search for a record, enter any of the criteria at the top of the page and click 'Search'.
    i. Filter By – Defaults to All Facilities – select a facility to enter a new record or search.
    ii. Admit Date – required and will display any record on or after this date.
    iii. Release Date – will display records with this release date.
    iv. Last name – last name of the youth on the record
    v. First Name – first name of the youth on the record
    vi. DOB – searching the exact match of the Date of Birth on the youth's record
- The 'View only Secure Detention records with no release date/time' checkbox will only show records that do not have a release date/time entered.
- The 'View only Secure Detention records that have not been marked Completed' checkbox will only display records that have not been marked completed.
- The 'View only Secure Detention Records not linked to YJ Referral

- An Edit hyperlink will be available when the record has not yet been marked as completed. Clicking on the hyperlink will open the Secure Detention Registry page for the associated record in edit mode.
- A View hyperlink will be available when the record has been marked as completed. Clicking on the hyperlink will open the Secure Detention Registry page for the associated record in view-only mode.
- A Delete hyperlink will be available when the record has not yet been marked as completed. Clicking on the hyperlink will delete the associated Secure Detention Registry record.
- The Export hyperlink creates a spreadsheet to Save or Open for a specific record.
- The Options drop-down allows for an Export of all the records returned on the Search page.
    - i. Click Options
        1. Select 'Export'.
        2. Click 'Go' to Save or Open the excel file.
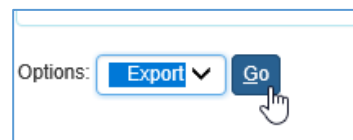
- Each column except YJ Referral(s) in the search results table is sortable. To sort the columns in ascending or descending order, click on the blue column header.
- The Filter By: drop-down can be used to select a Facility or Search All Facilities.

- Enabled only after a Facility is selected in the Filter By: field, Click the Insert button to create a Secure Detention Record.
    - i. While information can be entered in any order on the page, it is suggested that the worker begin by searching for the youth. To do so, click on the 'Search' button in the Youth Information section.
    - ii. If no youth is found, a message will appear at the top of the page: "No matching data found for the criteria specified."
        1. Click the Create button to create a Person Management record or refine the search criteria and Click the Search button again.
    - iii. Persons Returned will contain a list of potential matches
        1. Select the radio button to the left of the youth and click the Continue button.

Note: Secure Detention Records Person Search creates person records that can be linked to any CPS or YJ Case or other piece of work.

iv. Selecting a youth and clicking 'Continue' will be pre-filled in the 'Youth Information' section of the Secure Detention Registry page.
   1. If the youth is currently in an out-of-home placement, the placement address will populate for the youth's address.
   2. If the youth is a Safe at Home participant, the Safe at Home PO Box will display.
- When creating a new person record as much information about the youth should be entered as possible to assist the any worker in their case management purposes.
- The next section on the Secure Detention Registry page is the 'General Information' section. At the time a new record is being entered, the only required fields in this section are the Admit Date and Time. Additional fields become required when the Secure Detention Registry record is marked as 'Completed' as noted below.
   - **Facility Name**: A hyperlink that launches the eWiSACWIS provider record. The provider record will open in view-only mode unless the worker has the security to edit provider records.
   - **Date and Time Created**: The date and time the worker created the Secure Detention Registry record. This field is pre-filled by the system when the worker successfully saves the page.
   - **Created By**: The name of the worker who created the Secure Detention Registry record. This field is pre-filled by the system when the worker successfully saves the page.
   - **Date and Time Updated**: The date and time the Secure Detention Registry record was updated. This field is pre-filled by the system when the worker successfully saves the page.
   - **Updated By**: The name of the worker who last updated the Secure Detention Registry record. This field is pre-filled by the system when the worker successfully saves the page.
   - **Completed checkbox**: Checking this checkbox marks the Secure Detention Registry record as 'Completed.' This checkbox should be checked when the worker has finished entering all required fields, as well as any additional known information related to the detention episode. When the checkbox is checked and the worker clicks on the 'Save' button, the system will run a validation check to make sure all required information has been entered. An error message will appear at the top of the page to notify the worker of any missing required information.
      i. When the 'Completed' checkbox is checked, the system displays the following message: "The information on the Secure Detention Registry page will freeze when the page is saved. Please review and confirm the data prior to saving the page."

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Youth Information

Youth Name: Max Z. Referral, Jr. (9233519)

Address:
Street: 1234 Regent St
City/State/Zip: Madison, WI 537151264
County: Dane County

Race: Black/African American, White
Ethnicity: Cuban
Email:

Gender: Male
DOB: 01/01/2010
Cell:

General Information

Facility Name: La Crosse County Secure Detention (9222585)
Date and Time Created: 02/11/2022 11:41 AM
Created By: Caitlin C. Cake
Date and Time Updated: 02/11/2022 11:41 AM
Updated By: Caitlin C. Cake
☐ Completed

Admit Date and Time: 02/11/2022 11:36 ⦿ AM ○ PM Details
Age at Time of Admit: 12
Release Date and Time: 00/00/0000 00:00 ○ AM ○ PM Details

Comments:

Offense Information

Residence County: Dane
Offense County:
Referring County: Milwaukee
Hand Gun Violation: [ ] Details
Is Out of State or Federal Ward [ ] Details

Court Name: Milwaukee County Circuit Courts, Milwaukee County
Court Date and Time: 00/00/0000 00:00 ○ AM ○ PM
DRAI Score 30
☐ DRAI Override DRAI

Comments:

Save Close

- **Admit Date and Time**: The date and time the youth was admitted to the Secure Detention Facility. Required for initial save of the page. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The date cannot be a future date.
- **Age at Time of Admit**: The age of the youth at the time he/she was admitted to the Secure Detention Facility. This field is calculated and pre-filled by the system based on the date of birth that was entered for the youth.
- **Release Date and Time**: The date and time the youth was released from the Secure Detention Facility. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The date cannot be a future date.
    i. This field becomes required once the record is marked as 'Completed.'
- **Comments**: Narrative field to record general comments. This field has a 500-character limit.
    i. This field becomes disabled once the record is marked as 'Completed.'

- The next section on the Secure Detention Registry page is the 'Offense Information' section. At the time a new record is being entered, the only required fields in this section are the Residence County, Referring County, and Court Name fields. Additional fields become required when the Secure Detention Registry record is marked as 'Completed' or when additional fields are entered further down on the page, as noted below.

    - **Residence County**: The county where the youth resides. Required for initial save of the page.

- **Offense County**: The county where the offense occurred.
- **Referring County**: The county that referred the youth. Required for initial save of the page.
- **Hand Gun Violation**: Drop-down field to indicate whether the offense was related to a Youth Handgun Safety Act violation.
  - i. Hover over the 'Details' flare for more information about this field.
- **Is Out of State or Federal Ward**: Drop-down field to indicate a hold for a youth from out of state or that a youth was placed under Federal authority.
  - i. Hover over the 'Details' flare for more information about this field.
- **Court Name**: The name of the court where the youth is scheduled to appear. Required for initial save of the page.
- **Court Date and Time**: The date and time the youth is scheduled to appear in court. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred.
  - i. This field becomes required if Delinquency, CHIPS, or JIPS is selected in the 'Jurisdiction' drop-down in the 'Jurisdiction Information' section.
- **Secure Hold/Non-Secure Hold**: Radio buttons to indicate whether the hold was secure or non-secure.
  - i. This field becomes required once the record is marked as 'Completed.'
  - ii. If the radio button is changed from 'Secure Hold' to 'Non-Secure Hold' and information has been entered in the 'Jurisdiction Information' section, the system will display the following message: "By selecting Non-Secure Hold, information entered in the Jurisdiction section will be removed. Do you want to continue?"
- **DRAI Score**: Numeric field to record the youth's DRAI score. This field has a three-character limit and pre-fills when the Secure Detention Record is created from a completed DRAI page.
- **DRAI Override checkbox**: Checkbox to indicate an override of the DRAI score. This will pre-fill as checked or unchecked when the Secure Detention Record is created from a completed DRAI page.
- **DRAI hyperlink**: a hyperlink that opens the completed corresponding DRAI page in read only mode.
- **Comments**: Narrative field to record general comments. This field has a 500-character limit.
  - i. This field becomes disabled once the record is marked as 'Completed.'
- The next section on the Secure Detention Registry page is the 'Jurisdiction Information' section. At the time a new record is being entered, there are no required fields in this section. Additional fields become required when the Secure Detention Registry record is marked as 'Completed' or when specific values are selected on the page, as noted below.
  - **Jurisdiction**: Drop-down field to indicate the court's jurisdiction over an offense.
    - i. This field becomes required when the 'Secure Hold' radio button is selected, and the record is marked as 'Completed.'
  - **Explain**: Narrative field to record comments related to Jurisdiction. This field has a 500-character limit.
    - i. This field becomes required when 'Court Ordered – No Jurisdiction' or 'Insufficient Info – No Jurisdiction' is selected from the 'Jurisdiction' drop-down.
    - ii. This field becomes disabled once the record is marked as 'Completed.'
  - **Reason for Detention**: Drop-down field to indicate the reason for detention.
    - i. This field becomes required when the 'Secure Hold' radio button is selected, and the record is marked as 'Completed.'
    - ii. This field is not required when 'Court Ordered – No Jurisdiction' or 'Insufficient Info – No Jurisdiction' is selected from the 'Jurisdiction' drop-down.

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Jurisdiction Information

Jurisdiction Details	Reason for Detention	VCO Exception?	Current Status	Begin Date Details	End Date Details	
[▼]	[▼]	○ Yes ○ No	[▼]	00/00/0000	00/00/0000	
Explain:	Explain:	Explain:				
[ ]	[ ]	[ ]				

Insert

Referral Offense(s)

Offense Date	Counts	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Most Serious Alleged Offense?	
02/11/2022	1	943.20(1)(A) -- THEFT-MOVABLE PROPERTY (SPECIAL FA(	Select	☑	
00/00/0000			Select	☐	Delete

Insert

County Review/Outcomes

☐ Youth Justice Referral   ☐ Child Protective Services Report   ☐ Services Report   ☐ Confirm OHP Information   ☐ No Action Needed   Updated by: Caitlin C. Cake   Date Updated: 02/11/2022 11:41 AM
Create/Link

Linked YJ Referral(s):   ID: 8004485

Comments:
[   ]

Save Close

- **Explain**: Narrative field to record comments related to Reason for Detention. This field has a 500-character limit.
    i. This field becomes required when 'Hold for Another Facility' or 'Runaway Out of State' is selected from the 'Reason for Detention' drop-down.
    ii. This field becomes disabled once the record is marked as 'Completed.'
- **VCO Exception?** Valid Court Order (VCO) Exception
    i. **This field is required when the completed checkbox is checked, and the page is saved.**
    ii. This field defaults to 'Yes' when; 'CHIPS', 'Court Ordered-No Jurisdiction', or 'Insufficient Info-No Jurisdiction' is selected from the 'Jurisdiction' drop-down, when both; 'JIPS', is selected from the 'Jurisdiction' drop-down, and 'Dispositional' is selected from the 'Reason for Detention' drop-down, or 'Capias/Warrant CHIPS', 'Hold for Another Facility' 'Runaway Out of State', or 'Sanction' is selected from the 'Reason for Detention' drop-down.
- **Explain:** Narrative field to record comments related to the Valid Court Order (VCO) Exception.
    i. This field becomes required when the 'Yes' radio button is selected from VCO Exception? and the record is marked as 'Competed'.
- **Current Status**: Drop-down field to indicate the status of the delinquent act as either Adjudicated or Alleged.
    i. This field becomes required when the 'Secure Hold' radio button is selected, and the record is marked as 'Completed.'

ii. This field becomes required when 'Delinquency' is selected from the 'Jurisdiction' drop-down.
iii. This field is not required when 'CHIPS' or 'JIPS' is selected from the 'Jurisdiction' drop-down.

- **Begin Date**: The date jurisdiction began. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The 'Begin Date' must be equal to or greater than the 'Admit Date' and equal to or less than the 'Release Date.'
    i. This field becomes required when the 'Secure Hold' radio button is selected, and the record is marked as 'Completed.'
- **End Date**: The date jurisdiction ended. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. The 'End Date' must be equal to or greater than the 'Admit Date' and equal to or less than the 'Release Date.' Additionally, the 'End Date' cannot be prior to the 'Begin Date' nor can it be a future date.
    i. This field becomes required when the 'Secure Hold' radio button is selected, and the record is marked as 'Completed.'
- **Delete hyperlink**: Hyperlink to delete a row from the 'Jurisdiction Information' section. This link does not appear for the first row in the section but will appear for each subsequently inserted row. This link also will not appear after the record has been marked as 'Completed' or when the record is access in view-only mode.
- **Insert button**: Button to insert a new row into the 'Jurisdiction Information' section. New rows can only be inserted when the 'Secure Hold' radio button is selected.
- The next section on the Secure Detention Registry page is the 'Referral Offence(s) section.
    - **Offense Date**: The date of the offense. Right-clicking in the date field will open a calendar that allows you to select a date. The date can also be entered into the field manually, if preferred. Cannot be a future date.
        i. This field becomes disabled once the record is marked 'Completed.'
    - **Counts**: The number of counts associated with the offense.
        i. This field becomes disabled once the record is marked 'Completed.'
    - **Statute/Description/Classification**: Field to capture the specific statute, description, and classification associated with the offense. To select a value from this field, begin typing in either the statute number, the description, or the classification. Once at least three characters have been entered, the list will begin to narrow and will further narrow as additional characters are typed. When the appropriate value is found, click on the value to select it and populate it in the field. Required when the completed checkbox is checked, and the page is saved.
        i. This field becomes disabled once the record is marked as 'Completed.'
    - **Modifier(s) and Enhancer(s)**: Click on the Select hyperlink to open the 'Select Modifier(s) and Enhancer(s)' page. At the top of the page, the offense will be listed in the 'Statute/Description/Classification' section. Use the checkboxes in the 'Modifier(s)' and 'Enhancer(s)' page to select as many modifiers and/or enhancers as needed. Click on the 'Continue' button to save your selections and return to the Secure Detention Registry page. Click on the 'Close' button if you would like to close the page without making any selections or to discard any selections you may have made. Upon returning to the Secure Detention Registry page, any modifiers and/or enhancers that were selected will now be listed in the 'Modifier(s) and Enhancer(s)' field.
    - **Delete hyperlink**: a hyperlink to delete a row from the 'Jurisdiction Information' section. This link does not appear for the first row in the section but will appear for each subsequently inserted row. This link also will not appear after the record has been marked as 'Completed' or when the record is access in view-only mode.
    - **Insert button**: Button to insert a new row into the 'Referral Offense(s)' section. Multiple rows can be inserted, as needed.

- The next section on the Secure Detention Registry page is the 'County Review/Outcomes' section. This section is only displayed for workers that have the appropriate security. It is intended to be completed by the county case worker that is assigned to the youth justice case for the youth associated with the Secure Detention Registry record. When the county case worker has been notified that a new Secure Detention Registry record has been entered for a youth, they should review the record and determine if it has any impacts on their case management. The outcome of that review should be recorded in this section. If the 'Completed' checkbox is checked, the County Review/Outcomes section will be disabled. To enable the fields, the 'Completed' checkbox will need to be unchecked.

- **Youth Justice Referral**: Checkbox to indicate that a YJ Referral was created.
- **Create/Link hyperlink**: Click on the hyperlink to open the YJ Referral Select page.
- **Child Protective Services Report**: Checkbox to indicate that a Child Protective Services Report was created.
- **Services Report**: Checkbox to indicate that a Services Report was created.
- **Confirm OHP Information**: Checkbox to indicate that the worker entered out-of-home placement information, if needed, or confirmed the accuracy of the out-of-home placement information that may have already been entered on the case.
- **No Action Needed**: Checkbox to indicate that no further action was needed or taken.
- **Updated By**: The name of the worker who last updated the 'County Review/Outcomes' section. This field is pre-filled by the system when the worker successfully saves the page.
- **Date Updated**: The date and time the 'County Review/Outcomes' section was updated. This field is pre-filled by the system when the worker successfully saves the page.
- **Linked YJ Referral(s)**: Referral ID Hyperlinks to the YJ Referrals that were linked to the record for the same youth.
- **Comments**: Narrative field to record any comments related to the 'County Review/Outcomes' section. This field has a 500-character limit.
- When the county worker clicks on the Create/Link hyperlink, the YJ Referral Select page opens. This page allows the worker to create a new YJ Referral, to associate a Secure Detention Registry record to an existing YJ Referral, or both.

- If one or more YJ Referrals already exist for the youth, the referral(s) will be listed in the 'Referral Information' section. If no YJ Referrals exist for the youth, the system displays the following message: "There are no YJ Referrals associated with this person. To generate a new YJ Referral, please select the 'Create' button."

Note: If a YJ Referral is checked Made in Error on the YJ Referrals tab of the desktop, the referral will no longer be linked to the Secure Detention Record.

- **Create button**: When the 'Create' button is selected, a new YJ Referral is created. The youth and offense information from the Secure Detention Registry record will pre-fill into the new YJ Referral. The worker will need to complete the remaining fields on the YJ Referral.

- **Link button**: To associate a Secure Detention Registry record to an existing YJ Referral, select the checkbox next to the referral in the 'Referral Information' section. Multiple checkboxes can be selected, as needed. When the 'Link' button is selected, the Secure Detention Registry record will be linked to the selected referral(s). The Secure Detention Registry record will be nested under the YJ Referral under 'Youth Justice' work item on the case.
  - **Link and Create New button**: The 'Link and Create New' button has two functions – a new YJ Referral is created, and the Secure Detention Registry record is linked to the selected referral(s). When the button is selected, the system displays the following message: "This action will associate the Secure Detention Registry record to an existing YJ Referral and will also create a new YJ Referral. Do you wish to continue?" The youth and offense information from the Secure Detention Registry record will pre-fill into the new YJ Referral. The worker will need to complete the remaining fields on the YJ Referral. The Secure Detention Registry record will be nested under the YJ Referral under 'Youth Justice' work item on the case.

- The following information displays for the Secure Detention Registry record under the 'Youth Justice' work item on the case:

- **Secure Detention Registry hyperlink**: Hyperlink to open the Secure Detention Registry record.
- **Date**: The Admit Date on the Secure Detention Registry record.
- **Name**: The name of the youth on the Secure Detention Registry record.
- **Jurisdiction**: The Jurisdiction on the Secure Detention Registry record. If multiple jurisdiction rows were inserted on the record, the jurisdiction with the most recent begin date will display.
- **Reason for Detention**: The Reason for Detention on the Secure Detention Registry record. If multiple reasons were inserted on the record, the reason with the most recent begin date will display.
- **County**: The name of the Referring County on the Secure Detention Registry record.

- When the Secure Detention Registry page has been successfully saved the first time, an automated message (email) is sent to county staff to notify them that a new Secure Detention Registry record has been entered for their county.
- An automated message will also be sent to the worker that entered the record if the following conditions exist:
  - A youth's record has been open for 15 months.
  - A youth's record has been open for 3 months.
  - A new record Admit Date is entered for a youth that has a previous record without a Release Date.
- A view of the Secure Detention Record can also be opened from Case and Person search.

Additional Youth Justice resources (click Youth Justice):
https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work