Youth Justice Court Report

The Youth Justice Court Report page is used to gather information related to a youth to create the Youth Justice Dispositional Court Report document and Statement of Active Efforts when applicable. Additional security is needed to create and view the Youth Justice Court Report page.

1. From the desktop's Cases tab, near the right of an appropriate case, select the Actions drop-down and select Create Case Work or Click the Create case work icon at the top of the page.
   a Verify or select the case
2. In the Legal drop down, select Youth Justice Court Report and click the Create button.

3. The Youth Justice Court Report page will prefill information in the Youth Info, Parent 1 Info, Parent 2 Info, and Tribal Information from Person Management for the youth or Parents. Click on the name hyperlink to access their Person Management page to update any information as needed.
4. The Type field in Parent 1 or Parent 2 Info will be located on the Parent Info tab of the youth's Person Management page.
5. Guardian(s)/Custodian(s) can also be updated on the Parent Info tab of the youth's Person Management page.

Note: In the Tribal Information section, the question "Does ICWA/WICWA apply?" will only prefill as "Yes" when ALL of the three apply:

- The youth's Tribal Identification section has a Status other than "Not eligible for membership" for any Indian Tribe on their Person Management page.
- On the Recommendations tab of the Youth Justice Court Report, in the Placement Recommendations section, the question "Is it recommended that the Youth be placed out of home?" is answered "Yes".
- On the Basic tab, any of the offenses selected in the Current Offense(s) section have a Statute/Description/Classification of Juvenile who is alleged to be in need of protection or services under 938.13(4), 938.13(6), 938.13(6m), and/or 938.13(7).

- o If all three conditions apply, the ICWA/WICWA tab will be displayed and required to be filled out and a Statement of Active efforts document will be included with the Youth Justice Dispositional Court Report document.
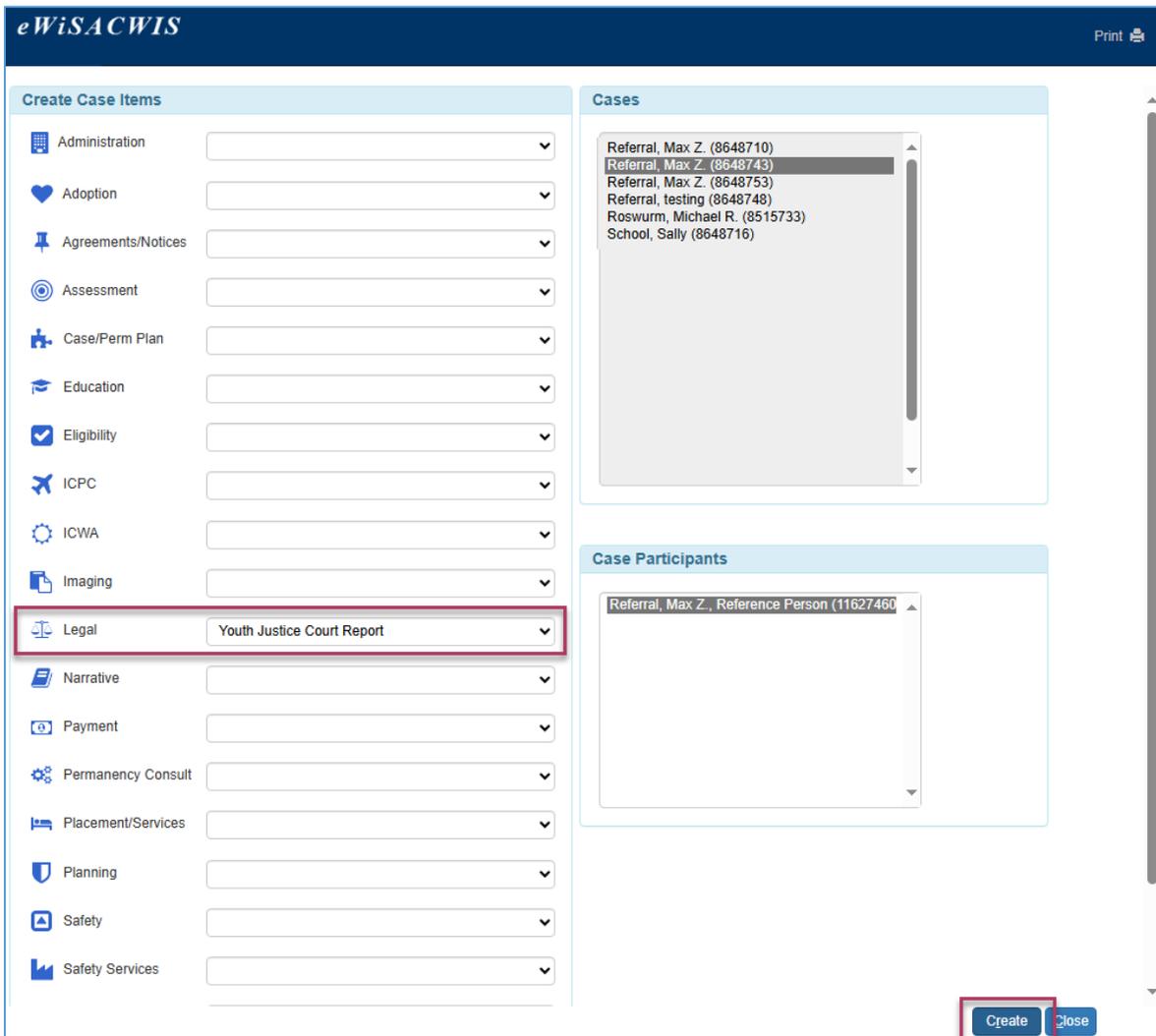
1. When clicking Create, the Youth Justice Court Report page will display. To save the page, enter the Hearing Date and click Save.
2. After the initial save, the Youth Justice Court Report hyperlink will display on the desktop under the Legal and Youth Justice topics. In the Youth Justice section, it will display in Other Work – Pending until it's approved or not approved, then it will move to Other Work – Completed. It will also display in read only from Search once saved.
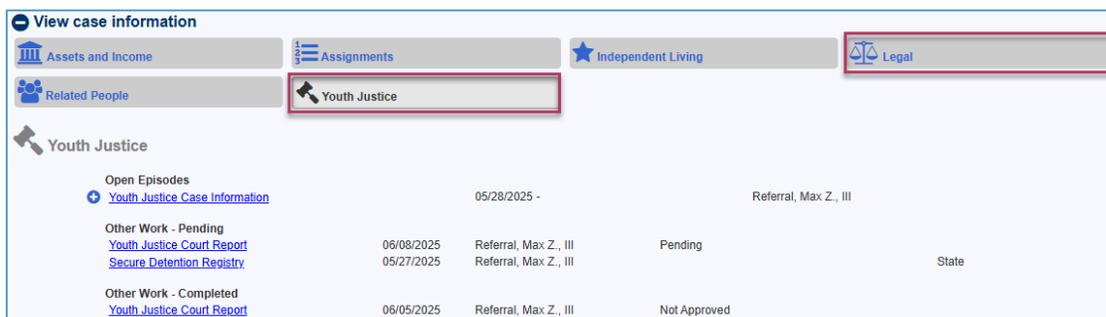
1. If an existing YJ Court Report has previously been approved, the YJ Court Report Selection page will display with a View and Copy hyperlinks.

2. To View the previously approved YJ Court Report click the View hyperlink. To Copy the report, click the Copy hyperlink.
3. To Create a new report without copying, Click the Create button. Click the Close button to close the page.
4. Display selections will copy over from the previous report, be sure to verify the appropriate display selections are checked on new and copy over reports. When checked, the section will display on the YJ Court Report document.

The **Basic** tab prefills all the most recent applicable and already entered information about the youth, parents, caregivers, out of home placement, and tribal information.

1. The Court Info section is used to either select existing legal records or enter a legal record for the youth.
   a. Click Add/Edit to choose already entered legal records from the Court Information Selection page. Check the Not Applicable checkbox if the legal record is not applicable.
   b. Check all applicable Court Numbers and click Continue to prefill the Court Info section.

c. Click the Legal Record hyperlink on the Youth Justice Court Report or the Court Information Selection page to create or edit a Legal Action for the youth. For more information on a legal record, see the Legal Record user guide.

d. To select or modify Prosecutor/Corp. Counsel and Youth Legal Counsel, click the Select hyperlink to select already established collaterals for the youth on the Case.

e. To update or modify these selections, click the Modify hyperlink.

2. The Youth Info section is all prefilled from their Person Management page. To update any of the information, click on the name hyperlink, make any changes, click Save on Person Management, and click Close to return to the Youth Justice Court Report page.

Note: Pronouns can be updated on the Basic tab of Person Management, Chosen Name can be entered in the AKA Names section on the Addresses tab. Select Type of Chosen Name.

3. Verify that all the information is correct in the Youth Info section and check the display boxes to display Pronouns and/or Chosen name on the YJ Court Report document.

Note: Display checkboxes will be unchecked after closing and reopening the page even if saved.

4. Parent 1 and Parent 2 Info sections display all the information already collected on the Person Management page of the youth's Parent Info tab along with additional information documented on each of the parents Person Management pages. Such as Address, Pronouns, Phone, Birth Date, and Marital Status.

   a. Click on the Parent 1 or Parent 2 name hyperlink to update any information on their Person Management page. Click Save and Close to return to the Youth Justice Court Report page.

Note: Use the youth's Person Management page, to update Type, Parent 1 record, Parent 2 record. Legal Guardian, Custodian, and Indian Custodian(s) can also be updated on their Person Management page. If a Death Date is entered for Parent 1 or Parent 2 the name hyperlink will also

display deceased and only display Birth Date and Type on the page. If the Display checkbox is checked, the Name and a checkbox for deceased will display on the document.

5. Verify that all the information is correct in the Parent 1 and Parent 2 Info sections and check the display boxes to display Pronouns and/or Chosen name (if applicable) on the YJ Court Report document. The Display checkbox on the far left is to display all of the Parent information on the document listed on the page. Uncheck it to only display the name on the document.

Parent 1 Info

		Parent 1	Referral, Mother (11627461)	Birth Date:	01/01/1982	Is English First Language?	Yes
Display:	☑	Address:	C/O: Tiny Tim La Crosse St La Crosse, WI 54601	Marital Status:	Single Female	Interpreter Required?	No
				Type:	Birth		
				Pronouns:		Display: ☑
		Phone:	(962) 124-5787			
				Chosen Name:		Display: ☐

Parent 2 Info

		Parent 2	Referral, Dad (11627615) - deceased	Birth Date:		Is English First Language?	
Display:	☑	Address:		Marital Status:		Interpreter Required?	
				Type:	Adjudicated		
		Phone:		Pronouns:		Display: ☐
				Chosen Name:		Display: ☐

6. Current Caregiver can be used to document a temporary placement that may not be formally documented.
   a. Click the Search hyperlink to search out a person already documented. If they aren't documented, a Person Record should be created.

Current Caregiver

A Current Caregiver should be documented in the event the Youth is being cared for by an individual but there is not a formal Out of Home Placement documented in eWiSACWIS.

		Legal Guardian?	☐		
Display:	☐	Name:		Search	Birth Date:
		Chosen Name:		Display: ☐	Pronouns:
		Address:			Phone:

7. Search for the Current Caregiver by at least Last Name and First Name, if no record exists, click Create. Last name or Person ID are the minimum requirements to do a search. To reduce results, any additional fields can be used including search precision set to a higher accuracy.
   a. Create the person record of the Current Caregiver with as much information as possible.

Person Search   Print 🖨   Help ❓

❶ Errors (1)

• No matching data found for the criteria specified.

Search Criteria

Last Name:	NotCreated	First Name:	Caregiver	Person ID:	
SSN:		DOB:	00/00/0000	Gender:	▼
Street:		City:	▼	ZIP Code:	

☑ Incl. AKA   Search Precision: Low ●—●—● Med High   Sort By: Alpha ▼   Search

Create Continue Close

8. If a result is returned and it is the correct person record, select the radio button to the left of the record to select it and click Continue.

a. The Current Caregiver section will now be prefilled with the selected person record. Use the Search, Edit, or Remove hyperlink to modify the chosen record.
b. Check the Legal Guardian? Checkbox if applicable
c. Check the Display checkbox on the left to Display the only display Name, Birth Date, Address, Telephone Number and Legal Guardian status. If unchecked the Telephone Number will be removed from the document.
   i. Check display for either Chosen Name or Pronouns if applicable.

9. The Guardian(s)/Custodian(s) section displays all of the youth's documented maternal and fraternal Guardian(s), Indian Custodian(s), and Legal Custodian(s). Documented on the Parent Info tab of the youth's Person Management page. These can be updated by clicking the youth's name hyperlink.

10. Update accordingly and click Save and Close to return to the Youth Justice Court Report page.
11. Checking the display checkbox for any of the documented Guardian(s)/Custodian(s) will display the Name, Birth Date, Address, Legal Guardian status, and Telephone Number. Unchecking the box will only display the Name on the document.
12. Check Display next to Chosen Name and/or Pronouns if applicable to display on the document.

Guardian(s)/Custodian(s)							
		Legal Guardian?	☑				
Display:	☑	Guardian 1:	Pancake, Patty (9232278)			Birth Date:	03/04/1961
		Chosen Name:		Display:	☐	Pronouns:	Display: ☐
		Address:	123 E Doty St Madison, WI 53703-5122			Phone:	
		Legal Guardian?	☑				
Display:	☑	Guardian 2:	Subsidized-Guardian, Green Z. (9221912)			Birth Date:	02/03/2000
		Chosen Name:		Display:	☐	Pronouns:	Display: ☐
		Address:	200 Main Street Apt 101 Milwaukee, WI 53227			Phone:	
		Legal Guardian?	☐				
Display:	☐	Indian Custodian 1:	Pancake, Chocolate Chip (9230839)			Birth Date:	10/31/2004
		Chosen Name:		Display:	☐	Pronouns:	Display: ☐
		Address:	835 Blueberry Hill, Ln Madison, WI 53701			Phone:	
		Legal Guardian?	☐				
Display:	☐	Legal Custodian 1:	Ajax, Lincoln (9231739)			Birth Date:	03/04/1961
		Chosen Name:		Display:	☐	Pronouns:	Display: ☐
		Address:	125 S Webster St Naperville, IL 60540-534			Phone:	

13. Current Out of Home Placement section will only display if the youth is in an out of home placement that is documented. If the youth is in a placement that needs to be documented, navigate to the case to document the placement.
14. Checking Display will display the Name, Address, Placement Type, and Telephone Number on the document. Unchecking Display Type, a blank Telephone Number, with Name and Address as "Provider identity withheld".

Current Out Of Home Placement					
Display:	☐	Name:	Aardvark, A'ndre (9221905)	Phone:	(444) 444-4444 ext. 12
		Address:	C/O: leave next door 789 Venice Apt 34, Blvd Amherst Junction, WI 54407	Placement Type:	Relative Care - Unlicensed

15. Current Offenses(s) will default to expanded but can be hidden to save space if needed. Click the triangle with the minus sign to the left of Current Offense(s) to hide and unhide this section.
Note: This can be done anywhere this icon appears on the page.
16. To add offenses to the Current Offenses(s) section, click the Add/Edit button.
    a. On the Offense Select page, select the appropriate offenses for the Youth Justice Dispositional Court Report document. Any offenses documented on a YJ referral that is linked to a Youth Justice Case Information page that hasn't been marked completed will display as an option in this section.
Note: If an offense is selected in the Current Offense(s) section, it will not be available to select in the Other Ongoing Supervision section on the Youth History tab and vice versa. Referral Offenses, Amended Offenses, and Inserted offenses will be available for selection.

Count Number	Court Case No.	Offense Date	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Amended	Court Finding

Add/Edit

17. Selections can be made by checking Select All, Checking a Referral, or Selecting at the Offense level.

Offense Select   Print 🖨

Youth Information

Youth Name: Max Z. Referral (11627460)

☐ Select All

☐   Referral Received: 05/28/2025   YJ Referral Type: Delinquency, Ord./Civ. Law Violation   06/12/2025   LE Case#: ManualRef   Offenses Count: (3)
▶ View Offense(s)

☐   Referral Received: 05/28/2025   YJ Referral Type: JIPS - Non-truancy   06/09/2025   LE Case#:   Offenses Count: (3)
▼ View Offense(s)

Referral Offenses

	Offense Date	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Court Finding
☑	05/28/2025	938.13(4) -- PARENT UNABLE/NEEDS ASST TO CONTROL -- JIPS		Consent Decree
Amended	06/08/2025	943.20(1) -- THEFT -- Misdemeanor		
☑	06/08/2025	948.02(1)(C) -- 1ST DEG S/A OF CHILD(<16, FORCE/VIOLENC -- Felony		Adjudicated

☐   Referral Received: 06/05/2025   YJ Referral Type: Delinquency, Interstate Compact for Juveniles (ICJ), Ord./Civ. Law Violation   06/05/2025   LE Case#: DRAI 172DRAI   Offenses Count: (2)
▶ View Offense(s)

Continue   Close

18. Select all that apply and click the Continue button to return to the Youth Justice Court Report page.
    a. Modifications can be made by selecting Add/Edit any time before the page is approved.
19. The Court Case No: section will display either N/A if a court number isn't documented on the Youth Justice Case Information page (by offense) or will display the entry made on each offense. Each Court Case Number will have associated documentation options for Youth's account of Offense(s), Victim(s) Statements(s), and Restitution Requested. Each section will be required for approval.
    a. Checking Youth Did Not Disclose, Court Report Developed Prior to Adjudication, or See Attached will disabled the required narrative.
    b. Optionally document Parent(s)/Caregiver(s) Input.
    c. Checking No Victim, Victim Did Not Respond, or See Attached will disabled the required narrative.
20. Select the Yes or No radio button for Restitution Requested?. If yes, Requested Amount or checking the Amount to be Determined becomes required.

Current Offense(s)

Count Number	Court Case No.	Offense Date	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Amended	Court Finding
2	JVCRTesting	05/28/2025	938.13(4) -- PARENT UNABLE/NEEDS ASST TO CONTROL -- JIPS		No	Consent Decree
1	JVCRTesting	06/08/2025	948.02(1)(C) -- 1ST DEG S/A OF CHILD(<16, FORCE/VIOLENC) -- Felony		Yes	Adjudicated

Add/Edit

Court Case No.: JVCRTesting

Youth's account of Offense(s):   Details

☐ Youth Did Not Disclose   ☐ Court Report Developed Prior to Adjudication   ☐ See Attached

Youth's account

Parent(s)/Caregiver(s) Input:

Victim(s)'s Statement(s):

☐ No Victim   ☐ Victim Did Not Respond   ☐ See Attached

Victim Statement

Restitution Requested? ○ Yes ○ No   Requested Amount: $0.00   ☐ Amount To Be Determined

21. The Tribal Information section will prefill with information documented on Person Management for the youth. If a youth is eligible for more than one tribal membership, each tribe will be listed.
22. Click the Modify hyperlink to update Race, Ethnicity, Hispanic/Latino, Tribal Information or any of the other youth information on Person Management.

Tribal Information

This Youth may be a Member or Eligible for Membership with the Ho-Chunk, Oneida following Tribe(s) or Band(s):

Does ICWA/WICWA apply?   No

Modify   WICWA Online Resource   Wisconsin ICWA contacts

BIA National ICWA Contacts   National ICWA contacts

ICWA and WICWA only apply to an Indian Juvenile who is alleged to be in need of protection or services under 938.13(4), 938.13(6), 938.13(6m), and/or 938.13(7).

Options: [▼] Go

Actions
Approval
Text
YJ Court Report

Save Close

23. Hyperlinks to the ICWA/WICWA online resources are also included in the Tribal Information section.

The **Youth History** tab can be used to review and enter all related information regarding the youth. Other Ongoing Supervision, Previous Legal History, Youth Placement History, CPS History, and Social History Narrative will be documented on this tab.

1. In the Other Ongoing Supervision section, click the Add/Edit button to add related offenses for the youth. Any offenses selected on the Basic tab in the Current Offense(s) section cannot be selected here. On the Offense select page, select the other ongoing offenses to be displayed on the document.

   a. The Select All checkbox will select or deselect all offenses listed on the page, the referral level checkbox will select or deselect all offenses by referral, or offenses can be selected or deselected individually. Referral Offenses, Amended Offenses, and Inserted offenses can be selected. If they haven't already been selected in the Current Offense(s) section.
   b. Click the Continue button to update the Other Ongoing Offenses section and return to the Youth Justice Court Report page.
   c. Each column can be sorted by clicking the heading to sort ascending or descending. When the page is opened the Court Case No. will default to sort ascending. All offenses are brought in from any open (not marked completed) YJ Referral that are attached to a Youth Justice Case Information page. To make any changes prior to selection, navigate to the page to update the offense(s).

Note: Click the triangle icon to expand and collapse the sections as needed. When collapsed, there will be a plus sign. Select to expand a section.

2. The Previous Legal History section will display all offense(s) that are on a YJ Referral that have been checked completed on a Youth Justice Case Information page and are default sorted by Court Case No. in descending order. Check or uncheck rows that should display or not display on the printed YJ Court Report.

▼ Previous Legal History

☐ Select All

Display?	Court Case No. ▲	Offense Date	Statute/Description/Classification	Result	Expiration Date
☐		06/13/2025	346.04(3) -- VEH.OPER. FLEE/ELUDE OFFICER-BODILY HARM -- Felony	Close Case - Appropriate for diversion	
☑		06/13/2025	938.13(6) -- TRUANCY -- JIPS	Close Case - Appropriate for diversion	
☐		06/13/2025	943.37(1) -- ALTER IDENTITY MARKS-LUMBER -- Misdemeanor	Close Case - Appropriate for diversion	

3. The Youth Placement History section (only displayed if one or more placements have been documented) will display all documented placement.
    a. Select all or each applicable placement to display it on the document.

▼ Youth Placement History

☐ Select All

Display?	Begin Date ▼	End Date	Placement Type	Out-Of-Home Care Provider	Jurisdiction
☑	04/05/2016	09/20/2017	Trial Reunification	Default-Trial, Reunfication 1 West Wilson Madison, WI 53701	N/A
☐	04/01/2016	04/04/2016	Foster Home (Level 2+)	Badger, Bucky 111 Main St Racine, WI 53403	N/A

4. The CPS History section will prefill any Screened In CPS/Services Report(s) where the Youth's Role is the Alleged Victim (AV) or Identified Child/Unborn Child (IC) and have been linked to a Case.
    a. Screened Out and Pending reports will be omitted
    b. The last 12 months of reports will be defaulted to checked but can be updated accordingly. Check the box of any reports that should be included on the document.
        i. Check any of the remaining CPS reports or check the Select All checkbox to include all reports on the document.
    c. The Report Type hyperlink can be used to view the reports if needed.
    d. If applicable, the Assessment Finding will be included for each report.

The CPS History section displays any Screened In CPS/Services Report(s) where this Youth Is Identified as an Alleged Victim or Identified Child. Check Display to Include a Report on the document, Check Select All to Include all the listed Reports on the document.

☐ Select All

Display?	Date ⌄	Report Type	Assessment Finding
☑	08/30/2021	CPS Report - La Crosse	Unsubstantiated
☐	06/20/2021	CPS Report - La Crosse	Unsubstantiated
☐	05/03/2021	CPS Report - La Crosse	Unsubstantiated
☑	01/16/2015	CPS Report - La Crosse	Unsubstantiated
☐	06/13/2014	CPS Report - La Crosse	Unsubstantiated
☑	06/20/2013	CPS Report - La Crosse	Services Needed
☐	05/07/2013	CPS Report - La Crosse	Services Needed
☐	07/19/2007	CPS Report - La Crosse	Likely to occur

5. The Social History Narrative section is where a professional can write in length about the youth's history that is applicable to the court report.

Note: The options drop down will have Approval and YJ Court Report on each tab. The YJ Court Report document can be launched any time after initial save for review prior and after approval. The **YASI** tab is used to collect information from the YASI Assessment and has a single sign on link that will open YASI for staff with YASI/CaseWorks security.

1. If as YASI wasn't administered, check the Not Applicable checkbox.
    a. A description of why it wasn't appropriate to administer a YASI and the Responsivity Factors section will become required if Not Applicable is checked.
2. If left unchecked, the Youth Dynamic Strength and Need Score, Identified Areas of Strength, Priority Area Needs, and Responsivity Factors sections will be displayed and are required prior to approval.

3. The Youth Dynamic Strength and Need Score section will prefill with the latest YASI Assessment scores from Case Works if the youth's Person ID matches the Custom Client ID.

Note: If the ID's do not match, the Client record can be updated in Case Works, but the Youth Justice Court Report page will not update until the following day with the score from Case Works.

    a. If no score is available at the time of printing the document, the labels will still print on the document. Check the Manually document YASI Score to document the scores manually.

4. The Identified Areas of Strength section will default to two Domains and Strengths to be entered.

    a. Hover over the Details hover help to view additional guidance for each section.

    b. To add additional rows, click the Insert button.

    c. To Delete a row, click the Delete hyperlink.

Identified Areas of Strength

Consider including strengths identified in domains under Priorities and Targets.

Domain: Community & Peers   Strength: Volunteering efforts   Delete   Details

Description:
Narrative

Domain: Strength: Delete   Details
- Aggression
- Attitude
- Community & Peers
- Employment & Free Time
- Family
- School
- Skills

Description

Insert

5. The Priority Need Areas section will default with one row and has a limit of 3 rows.
    a. Fill in the Domain and Case Managers Insights. These may correspond to domains identified under Priorities and Targets.
    b. To add additional rows, click the Insert button.
    c. To delete a domain row, click the Delete hyperlink.

Priority Need Areas

Domain: Details   Delete
- Aggression
- Alcohol & Drugs
- Attitude
- Community & Peers
- Employment & Free Time
- Family
- Mental Health
- School
- Skills

Case Manager Insights: Details

Insert

6. The Responsivity Factors section will be required for approval.

Responsivity Factors

Consider identifying potential barriers to effective casework, such as in the Mental Health domain, as well as incentives for motivation, which may correspond to YASI C's and D's

Important factors
functioning, motivation, and cognitive abilities. Common responsivity factors may also include mental health, hobbies or career interests, long-term goals and/or opportunities for growth, important relationships, cultural context, etc.   Details

Options: Go   Save   Close

The **Recommendations** tab is used to document service and placement recommendations.

| Basic | ICWA/WICWA | Youth History | YASI | Recommendations |

Service Recommendations

Youth Services: ☐ Not Applicable
Details

Priority Need or Strength Being Addressed	Type of Service	Service Provider	
Attitude ⌄	Community Service Wo ⌄	Youthworks	Delete
⌄	⌄		Delete

Insert

Description of services being recommended and how they will address the identified priority need areas above, or how the services will support the Youth: Details

Description of services being recommended

1. The Service Recommendations section is used to document Youth Services, Educational Services, Parent/Caregiver Services.
   a. Hover over the Details hover help to view additional guidance for each section.
   b. Check Not Applicable if Youth Services do not apply.
   c. If applicable, the Priority Need or Strength Being Addressed will default to two rows. To add an additional row, click the Insert button.
   d. To delete a row, click the Delete hyperlink.

Educational Services: ☐ Not Applicable

☐ An Individualized Education Plan is in place or being recommended

Highest Grade Level Completed:

Has the school been notified of educational services/plan? ○ Yes ○ No

Description of current educational services or plans, and any additional relevant information:

Narrative

Parental/Current Caregiver Services: ☐ Not Applicable

Description of availability of services, and services that are recommended for the Youth's current caregiver(s), if applicable:

Narrative

2. Educational Services will prefill from Person Management.

a. The Individual Education Plan (IEP) in place will prefill with a checked box if checked on Person Management. If one is being recommended the box can be checked on this page to indicate that on the document.

b. Highest Grade Level Completed will prefill but can be updated on Person Management if needed.

c. Select the Yes or No radio button to indicate if the school has been notified of the IEP and complete the required narratives prior to approval.

d. The Not Applicable checkbox can be checked if Educational Services do not apply.

3. Parental/Current Caregiver Services description of available services is required prior to approval.

a. Check the Not Applicable checkbox if Parental/Current Caregiver Services do not apply.

4. The required fields change depending on if the Not Applicable checkbox is checked for each type of service.

5. The Placement Recommendations section fields will display differently based on a couple conditions.

a. If "Is it recommended that the Youth be placed out of home?" is Yes, then the Recommended placement Type (required) and Recommended Placement Type will be enabled. Other Out of Home Placement Information narratives will also display and be required. If No, they will both be disabled.

i. In both scenarios, if the youth have tribal membership, the ICWA/WICWA placement setting question and narrative will be displayed and required.

ii. When the youth have tribal membership, this question is answered Yes, and any of the Current Offense(s) are 938.13(4), 938.13(6), 938.13(6m), and/or 938.13(7). The ICWA/WICWA tab will display and be required prior to approval.

iii. If the ICWA/WICWA tab is displayed, the Statement of Active Efforts document will be included when the YJ Court Report is launched.

Basic	Youth History	YASI	Recommendations

Placement Recommendations

Is it recommended that the Youth be placed out of home?

◉ Yes ○ No

Recommended Placement Type:

Foster Home (Level 1 or 2) ▾

Recommended Provider:

[   ]

Other Out of Home Placement Information:

Description why continued placement of the Youth in his or her home would be contrary to the welfare of the Youth:

Narrative

Description of reasonable efforts to prevent the removal of the Youth from the home with the Youth's health and safety as the primary concern:

Narrative

ICWA/WICWA:

Is the child in a placement setting that meets the placement preferences as outlined by ICWA/WICWA?   ◉ Yes ○ No   WICWA Online Resource

Describe your diligent efforts in the past six months to locate a placement that meets the preferences outlined by ICWA/WICWA:

Narrative

Child Support:

Is a child support recommendation being made? ○ Yes ○ No ○ Parents referred to local Child Support agency   Amount: $0.00

6. The Conditions section is used to document the recommendation to the court for the youth.
   a. Choose a period of 12 months or less or enter a date if longer than 12 months or an end date is known.
   b. Worker and Supervisor will be prefilled but can be updated as needed to print on the YJ Court Report document.

7. If the ICWA/WICWA tab isn't displayed, review each tab for correct entry and Save the page.
   a. From the Options dropdown, select the YJ Court Report to review the report before approval. Make any modifications as needed.
   b. If ready for initial approval, use the options dropdown and select the Approval radio button and click the Continue button. When returned to the Youth Justice Court Report page, click the Save button. Initial approval has been submitted to a Supervisor. If approved by a Supervisor, the page will disable, and approval will be saved. When in initial approval status, the approval can be Rerouted, Recalled/Returned, or Not Approved. Viewing Approval History displays the status.

The ICWA/WICWA tab displays all related ICWA/WICWA information to be completed when a youth is a member of a tribe, recommended for placement, and has any Current Offense(s) including are 938.13(4), 938.13(6), 938.13(6m), and/or 938.13(7).

1. The Tribal Information section moves from the Basic tab to the ICWA/WICWA tab when the tab is displayed. On this tab, "Does ICWA/WICWA apply?" will always be Yes. Always No if on the Basic tab.
    a. The Tribes listed with membership will display from Person Management.
    b. Click the Modify hyperlink to update Person Management if needed.
    c. The ICWA/WICWA web page hyperlinks can be used for additional guidance along with the Details hover help.

2. Complete all fields on the page, all are required for approval.
3. The ICWA/WICWA Active Efforts section will display on the Statement of Active Efforts document that automatically gets launched when the YJ Court Report document is selected. All fields are required prior to approval.

4. If ready for initial approval, use the options dropdown and select the Approval radio button and click the Continue button. When returned to the Youth Justice Court Report page, click the Save button. Initial approval has been submitted to a Supervisor. If approved by a Supervisor, the page will disable, and approval will be saved. When in initial approval status, the approval can be Rerouted, Recalled/Returned, or Not Approved. Viewing Approval History displays the status.

After initial save, the Youth Justice Court Report page will be able to be launched from the Recent Work, the Cases tab on the Desktop, and from Case and Person Search. The page hyperlinks will be displayed when expanding Legal and Youth Justice. Approved Youth Justice Court Reports will also be available for selection in Print Case Record.