

## **eWiSACWIS Youth Justice Documentation FAQs**

The primary purpose of these FAQs to clarify eWiSACWIS placement documentation requirements for youth justice staff, supervisors, and managers. The FAQs are divided into three main components as follows:

1. Referral information
2. Intake Decision Information
3. Disposition through Case Closing Information

### **1. Referral Information FAQs**

#### **Q: Does the time of the referral matter?**

A: No, just the date matters for youth justice cases, but all cases in eWiSACWIS must have a time entered.

#### **Q: If a referral comes from a SRO/ERO at a school, how do I document referral source?**

A: SRO/EROs are law enforcement, so it should be documented as a referral from Law Enforcement.

#### **Q: How do I document referrals I receive for delinquencies under 10?**

A: Under Referral Type, select Delinquency. Under Decision, select Close Case. Under Reason, select No jurisdiction – under 10. If your county decides to treat that referral as a JIPS, then you should start a new JIPS referral.

#### **Q: Who is the report name, identified child, and reference person?**

For YJ Referrals, the youth named in the referral should be the **report name** and **identified child**. The reference person is the parent. Further guidance on reference person is [here](#).

#### **Q: What are counties supposed to do when they receive a referral that should go to another county?**

A: If County B knows immediately they are going to send the referral to County A, they do not need to enter the referral in eWiSACWIS; they can just send the referral right away to County A, and County A should enter the referral. If County B ends up deciding/realizing after the first 3 days (or after County B has entered the referral) that it should go to County A, they should select Close Case and select “Sent to another county” as the Reason. Then County A should enter it as a new referral

#### **Q: What if you get multiple referrals in a short period time (e.g., over the course of a week) on one kid?**

A: If they are separate referrals, you should track them separately. See below for what to do if they are eventually combined.

**Q: How do I enter the information if two referrals are eventually combined (e.g., the DA files one petition)?**

A: If only one of the referrals proceeds to disposition, you can indicate “Close Case” for the decision on the other ones and can select “Existing YJ case open – delinquency” from the Reason dropdown options.

**Q: What should I do if the number of counts changes between the referral and the petition?**

You cannot change the original number of counts that are listed under the Referral Offense(s) on the YJ Case Information page – that is frozen once the YJ Referral Information is completed.

If the only thing that changes between the referral and disposition is the number of counts (the statute does not change), you will enter the same Statute under “Additional Offenses” and enter the correct number of counts, and select the appropriate option from the Disposition dropdown. For the original number of counts (under Referral Offenses) you will select “Amended” as the Disposition.

## **2. Intake Decisions FAQs**

**Q: How do I document “informal supervision” or “voluntary” cases?**

A: It depends on whether the worker retains the right to request that a petition be filed on the original referral.

If yes, it should be documented as a DPA under the Intake Recommendation, and for the Disposition.

If no, it should be documented as Close Case under the Intake Recommendation, and the reason should be “appropriate for diversion” if human services is choosing to provide some level of service without any threat of a formal petition being filed. In the “Other services provided” narrative field, the worker can note the types of services being provided.

The statute (938.24(5)) states that “the intake worker shall request that a petition be filed, enter into a deferred prosecution agreement, or close the case within 40 days after receipt of referral information.” The drop down options are based on this statute.

**Q: Where can we enter our own case number?**

A: For the referral tab, there is not a place for an internal intake case number at this point. That can be added in future releases.

On the case information page, you can put in anything you want for court case number – so if you want to use your own county number, you can. We will not be using that field for reporting purposes, so you may use it however works best for your county.

**Q: What is the difference between offense date and referral date?**

A: The referral date is the date the referral was received. The offense date is the date of the actual offense and should be on the referral. There may be one referral for multiple offenses that occurred on different dates.

**Q: What if our county wants to explain more about the reason the case was closed beyond what is in the drop down options?**

A: Use the narrative box titled “Other Services” – you can type anything you want in that narrative field.

**Q: How are we supposed to track cases where a youth is charged as ‘party to a crime’ under 939.05?**

A: This has evolved over time. With the October 2018 release, there will now be a feature where you can click a box just to the right of the Statute/Description/Classification dropdown that will allow you to indicate that the offense was charged as party to a crime. This way you can select the applicable statute from the dropdown (e.g., theft) and then also check the box that indicates it was charged as party to a crime under 939.05. Prior to the October release, there was a workaround where you could select “939.05 Party to a Crime” (misdemeanor or felony) from the Statute dropdown. This will be discontinued with the October release.

**3. Disposition through Case Closure FAQs**

**Q: What if the intake decision is to do a DPA or formal petition, but the DA decides the case should be closed?**

A: Your intake decision should still be entered as is. Under Case Information, you should select “No Prosecution” for each of the charges under the Disposition column (from the drop down options). For Reason Ended, you should select “DA declined to file petition.”

You will still be required to enter a date for Disposition and Expiration (if your county is an Advanced user), as well as for County Supervision Ended. You should enter the same date for all of those fields (you can use the date you were notified of the DA’s decision). This date itself will not be used in reporting, but these fields are all required, so you have to enter something.

**Q: Why is there a DA Override box and when am I supposed to use it?**

A: That is only for the scenario when the Intake Decision was to Close Case, but the DA decides to pursue a formal petition (or the case otherwise proceeds as a DPA, Consent Decree, or JIPS). This is necessary in this scenario because once the decision to “Close Case” is made final, it disables the rest of the fields on the YJ Case Information page. If the DA files a formal petition (or it ends up as a DPA, Consent Decree, or JIPS), clicking the “DA Override” box will re-activate the fields on the YJ Case Information page. Then you will be able to select the relevant disposition from the Disposition dropdown options. This ensure the information is accurate: the intake decision will stay as “Close Case” but you will also be able to track what ended up happening in the case.

**Q: What if the referral comes in with multiple offenses, the intake worker recommends filing a petition, and the DA files a petition, but on different offenses?**

A: For the original charges from the referral, select “No Prosecution” under the Disposition column (from the drop down options). Then you can put in the offenses that the DA put in the petition under “Additional Offenses” and select the appropriate option under Disposition (e.g., if it’s a formal petition, select “Delinquency Order”).

**Q: What about ICJ cases?**

A: Put in a date for Court Supervision Ended – the day the youth was placed out of state. And for Reason Ended, select “Client no longer in service area”

**Q: What does “youth justice fee for service” ordered mean?**

A: It allows counties to track whether they charged the family for the youth justice services provided in this case. Some counties do and some counties don’t. This was put in by request of the counties.

**Q: What if the case goes to another county?**

A: If the case goes to another county for courtesy supervision, you can assign it to a worker from that county and note under the drop down options for role that it is “courtesy supervision”

If it is an actual change of venue and the order is still open, put in the date your county’s supervision ended (the date venue transferred to the other county). For Reason Ended, select “Order not expired – change of venue.”

**Q: How do I document cases when the DA refers the case back to intake for further investigation under 938.25?**

A: Enter the original intake decision within the 40 days. If after further investigation, you change your decision, you can unclick the “final decision” button and change your decision to what it was after the further investigation. You can note in the narrative box under “other services” that you changed your recommendation after it was sent back for further investigation under 938.25.

**Q: What if the youth is getting services from DHS or another county agency and that’s why we decide to close the case?**

A: Select “Close Case” for the Intake Decision and for Reason you can select “Appropriate for diversion.” Then you can type in the narrative box titled “Other Services” the other services the youth is receiving.

**Q: What if the intake recommendation is a DPA, but the DA files a formal petition?**

A: Leave the Intake Decision as DPA – that is just intended to capture what the human services intake decision was, regardless of what the DA later decided. You capture the DA’s decision down below on the Case Information page under Referral Offense(s) by selecting “Delinq. Order” in the dropdown for Disposition next to the offenses from the original referral (they are automatically brought in from the YJ referral page to the YJ Case Information page, and now a Disposition dropdown shows up to the right).