



Division of Safety and Permanence

DSP Numbered Memo Series 2022-29

November 4, 2022

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 Standards Updates November 2022

PURPOSE

The purpose of this memo is to establish and communicate updates to Youth Justice Case Process and Documentation Standards. It will describe which areas of practice are affected and provide an overview of the new requirements, effective on January 1, 2023.

BACKGROUND

Youth Justice data entry standards were first published in May 2018. Since that time, there have been youth justice features added to eWiSACWIS, which now warrant additional case process and documentation standards to outline required elements and timeframes for entry by local agency youth justice professionals.

POLICY AND PROCEDURE REQUIREMENTS

Previous standards required timely entry of referrals and intake decisions. This update to Youth Justice Case Process and Documentation Standards expands requirements around timely entry to a larger set of events and decisions and clarifies what is considered timely. The updated standards also specify the processes for documenting transfers of referrals and supervision between agencies, as well as requirements for regular review of important data elements at the case level. These standards entail no new changes in eWiSACWIS.

- Timeframes are added for documentation of DA and Court Decisions, Initiation and Extension of Supervision, and conclusion of Youth Justice work.
- Under previous standards, when a county made the determination to transfer a youth justice referral to another county or tribal agency, the original county would close the referral and receiving county would create a new one. Under revised standards, counties



reassign the referral to appropriate youth justice professional at the receiving agency. This reduces the appearance of duplicate referrals for agencies and youth; allows the receiving agency to benefit from information documented on the referral by the original agency; and because the application lists the individual who created the referral, preserves a digital chain of custody for the referral.

- For transfers of supervision, the new standards expressly identify that the original county should reassign the case to appropriate youth justice professional in the receiving county and indicate the responsibility as courtesy supervision.
- Finally, to ensure data remains accurate and current, the new standards identify data elements vital to the case for review at least every six months. This is a similar approach to requirements in Ongoing Standards.

Youth Justice Standards have been reformatted as a single document for easier reference and updating. These standards replace the existing standard 2.10 – Documentation of Referral and Intake Information.

CENTRAL OFFICE CONTACT: Youth Justice Policy Coordinator
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MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

ATTACHMENTS: [Youth Justice Standards](#)