

# YOUTH JUSTICE STANDARDS

**DIVISION OF SAFETY AND PERMANENCE**

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Wisconsin Department of  
Children and Families

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# YOUTH JUSTICE STANDARDS

## Introduction and Purpose - Wisconsin's Youth Justice System

The vision for Wisconsin's Youth Justice (YJ) System incorporates a focus on prevention and diversion with the provision of accountability and services to youth and families to prepare them to thrive. The YJ system in Wisconsin is community based, designed to serve the greatest number of youth through local prevention and diversion services and reduce the number served out-of-home.

Because Wisconsin's YJ system is state supervised and county administered, counties determine and maintain the structure of their courts and the human services agencies providing YJ services. In 2016, DCF assumed responsibility for fiscal and programmatic oversight of Wisconsin's community-based youth justice (YJ) system. These responsibilities include training, maintaining data systems, development of standards, and capacity building through technical assistance. DCF has developed these standards in accordance with statutory authority under section 48.526(10), Wis. Stats. Chapter 938 of Wisconsin Statutes governs administration of the YJ system, including requirements that both courts and local human/social services agencies must follow. Standards do not include all statutory requirements.

## SECTION 1: CASE PROCESS AND DOCUMENTATION

### Introduction

The following standards support best practices related to case process, documentation of referrals, intake decisions, court decisions and case closure.

### I. Documentation of Referral and Intake Information

#### I.A. Receipt of Referral

All referrals received by a county agency under [Wis. Stat. s. 938.24](#) shall be documented as a Youth Justice Referral in eWiSACWIS within 3 business days of the date they are received.

#### I.B. Transfer of Referral

If a referral is transferred from one county to another during the intake process, the county that originally received the referral shall reassign it in eWiSACWIS within 3 business days of the decision to transfer. The agency conducting the intake inquiry under [938.24](#) shall then document further case management.

#### I.C. Courtesy Supervision

If a case requires courtesy supervision, staff in the receiving county shall have an

assignment created for the case and the responsibility of courtesy supervision shall be indicated.

### **I.D. Intake Recommendations**

All intake recommendations regarding whether to close case, enter into a Deferred Prosecution Agreement, or file a formal Petition made by a county agency under [938.24\(5\)](#) shall be documented in eWISACWIS within 3 business days of the date they are made.

- All decisions to close case shall have a corresponding reason documented.

## **II. Documentation of Court Decisions and Dates**

### **II.A. DA Decision and DA Decision Date**

The prosecutor's decision regarding whether to close case, enter into a Deferred Prosecution Agreement, or proceed with a formal Petition, and the date the decision was rendered, shall be entered within 20 business days of notification of the decision.

- If no notification is received, the decision shall be entered no later than 30 days from the date the intake recommendation was sent to the prosecutor. The date entered shall be the final day the prosecutor could have sent notification (20 days after intake recommendation was sent).

### **II.B. Court Decision and Court Decision Dates**

If the prosecutor files a petition, the court's decision whether to hear the case or recommend a Deferred Prosecution Agreement or Case Closure shall be entered within 20 business days of notification of the decision. Adjudication and disposition dates shall be entered within 20 business days of hearings.

## **III. Documentation of Supervision Decisions and Dates**

### **III.A. Initiation of Supervision**

Offense-level Outcomes and Expiration Date(s) shall be entered within 20 business days of the date that a DPA is entered, or that documentation is received from court concerning the creation of a Consent Decree or Dispositional Order.

### **III.B. Extension of Supervision**

Extended Expiration Date shall be entered within of the date that a DPA is extended, or that documentation is received from court concerning an extension of a Consent Decree or Dispositional Order.

## **IV. Regular Review of Data Elements**

During ongoing case work, the case record shall be maintained to ensure demographics, contact information, addresses, and involvement status is current for all youth, parents, and/or guardians, plus other participants currently active in the YJ case. Data shall be reviewed for accuracy at least every six months.

## **V. Documentation of Conclusion of Youth Justice Work**

Date County Supervision Ended shall be entered, contact information shall be reviewed and confirmed, and the "Completed" checkbox shall be marked complete within 30 days of the date that a DPA is completed, or a Consent Decree or Dispositional Order expires or is terminated.

**SECTION 2: [RESERVED FOR FUTURE USE - YASI]**

## **SECTION 3: OUT-OF-HOME CARE**

### **VI. Out of Home Care**

The [Ongoing Services Standards](#) for Child Welfare Out-Of-Home Care Cases apply to Youth Justice Out-of-Home Care Placements.



## Wisconsin Department of Children and Families

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