

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division POLICY & PROCEDURE	Date Issued: 07/15/2013	Reviewed: 7-1-13 By: BTW Last Revision:	Section: ADMINISTRATION	Policy No: 002	Pages: 1 of 3 (1 Attachments)
<input checked="" type="checkbox"/> Delinquency and Court Services Division <input checked="" type="checkbox"/> Children's Court Services Network <input checked="" type="checkbox"/> Purchase of Service Agencies	Effective Date: 07/15/2013	Subject: <p style="text-align: center;">Alternative Sanction Program</p>			

I. POLICY

It is the policy of Delinquency and Court Services Division (DCSD) to promote and provide effective services that address risk and criminogenic needs among youth involved in the juvenile justice system. The Alternative Sanction Program is designed to provide a community-based alternative to detention for sanctions placement for youth who violate the conditions of their supervision.

II. PROCEDURE

A. Overview

The Saturday Alternative Sanctions (SAS) program will provide a timely response that holds youth accountable relative to their violations and engages them in positive and constructive programming. This program will consist of a weekend (Saturday) report center that features structured activities. The target population for the program is youth who are referred by their Human Service Worker (HSW) or ordered by a judge to participate in the program as a response to violating the conditions of their dispositional supervision (probation) order.

B. Program Goals

- Provide a timely community-based alternative to sanctions in detention
- Hold youth accountable for violations of the conditions of their dispositional order
- Assist youth in restoring and maintaining compliance with the conditions of their dispositional order
- Target interventions to address the nature of youth's violations and build skills and competencies for improved decision-making relative to behavior leading to violations
- Expose youth to community-based services and positive programming with the potential to lead to continuing involvement beyond their sanction and/or probation involvement

C. Program Components

1. The SAS program will review the referral form (Attachment A) and conduct an initial assessment to understand the nature of violations and the youth's circumstances, identify any barriers, and develop service plan outlining youth's involvement in the program. The alternative sanction program will review and provide copy of the participant/program handbook to youth and family as part of orientation to program. The SAS Program Coordinator shall make contact with youth and family within 24 hours of initial referral to schedule the initial assessment.
2. During intake, the SAS Program Coordinator will assess the appropriate dosage of programming for the youth (between 6-8 weeks) and notify the youth's assigned HSW.

3. The SAS program will engage youth in programming that address the specific nature of the behavior resulting in probation violations and is geared towards the development of skills and competencies to improve decision making relative to the behaviors contributing to violations. In order to maximize the effectiveness of core programming, each youth will receive 2 hours of programming in one of 3 areas: anger management (Aggression Replacement Training), anti-social thinking patterns (Thinking for Change) or substance abuse (AODA group counseling). In addition to these groups, youth will participate in enrichment activities and completing community service hours. Lunch and snacks will be provided.
4. On a weekly basis, in-between sessions, the SAS Program Coordinator will make contact with the youth and their caregiver(s) to check-in and see how the youth is progressing towards their goals. Contacts will be made by phone, in the home, at the program site, or in the community based on the needs of the youth. The youth and their caregiver(s) will be connected to community – based resources as appropriate.
5. The SAS Program Coordinator will submit a court report for all of the youth's court hearings and will be available to attend court hearings as requested by the youth, caregiver(s) or assigned HSW. The SAS Program Coordinator will contact the HSW with status updates when the youth completes their intake, when they attend their first day, half way through the program and at the end of the program with status updates. (HSW's will also be notified if the youth misses a day of programming or if any major incidents or other concerns come up during the course of programming.
6. Upon the completion of the program, youth will meet with the SAS Program Coordinator to review the status of their goals.
 - a. The SAS Program Coordinator will submit a Discharge Summary to the assigned HSW.
 - b. The SAS Program Coordinator will check-in with discharged participants once per month for 6 months after program completion.

D. Referral Criteria

1. Inclusionary Criteria
 - a. HSW is filing a motion for the imposition of sanctions based upon the youth's violations of supervision.
 - b. HSW is imposing stayed days based upon the youth's violations of supervision.
2. Exclusionary Criteria
 - a. Youth on Deferred Prosecution Agreements or Consent Decrees
 - b. Youth who are placed out of county
 - c. Youth participating in the residential phase of FOCUS
 - d. Youth who are AWOL and on capias status at the time the sanction motion is filed
 - e. Youth who are in detention pending action on another court matter (motion or new delinquency) at the time the sanction motion is filed

E. Referral Process

1. Filing a motion
 - a. If the above criteria are met, it is the expectation that the HSW will discuss with the youth and family the option to voluntarily participate in the SAS program while the motion for sanctions is pending. The HSW will indicate the youth's response on the Sanctions Motion form.
 - b. If the youth agrees to participate in the SAS program, the HSW will submit referrals to DCSD

Administrative Coordinator (See Referral Form). The YASI wheel must be included with the SAS referral.

- c. DCSD Administrative Coordinator will email referrals to SAS Program Supervisor. Once the referral is received, it will be processed by Wisconsin Community Services within 24 hours.
2. Imposing stayed days
- a. If the above criteria are met, it is the expectation that the HSW will discuss with the youth and family the option to voluntarily participate in the SAS program while the imposing stayed days is pending. The HSW will indicate the youth's response on the Motion and Order Imposing Stayed Sanctions form.
 - b. If the youth agrees to participate in the SAS program, the HSW will submit referrals to DCSD Administrative Coordinator (See Referral Form). The YASI wheel must be included with the SAS referral.
 - c. When the youth successfully completes the SAS program the HSW will complete the SAS Stayed Sanction Credit form (attached) documenting the stayed sanction days imposed originally authorized by the court on the Motion and Order Imposing Stayed Sanctions form. Copy of the SAS Stayed Sanction Credit form to be filed in the juvenile's court file.

F. Confidentiality/Client Files/Consents/Release of Information

All information about the client is strictly confidential and will not be discussed with any person outside of the client's parent/legal guardian, agency affiliated consultants, supervisory personnel or delinquency and court staff. The right to confidentiality applies not only to written and electronic records, but also to videos, pictures, or use of names of clients or legal or custodial guardians in agency publications. A Consent Form that permits the Agency to serve a youth must be in each client's file. The "CONSENT FOR SERVICE" form must be signed and dated by the parent/legal guardian **prior to the provision of services**. The agency is expected to create their own Consent for Service form.

Prior to an SAS Provider/designee transporting a youth, a "TRANSPORTATION CONSENT FORM" *must* be signed and dated by the parent/legal guardian. The Transportation Consent Form must be signed **prior to the provision of the first transport**.

Information about a youth may be released to other individuals or organizations only upon presentation of an authorized "AUTHORIZATION FOR RELEASE OF INFORMATION" form, appropriately signed by the youth's parent/legal guardian. The agency is expected to create their own form. Client records must be respected and maintained in a secure cabinet or room and are to be maintained at the agency until the client becomes 19 years of age or until 7 years after services have been completed, whichever is longer. The documents can then be appropriately disposed of/shredded.

Reviewed & Approved By: _____

B Thomas Wanta
B. Thomas Wanta,
Division Administrator