

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division  <b>Policy &amp; Procedure</b>	Date Issued:  <b>06/01/2014</b>	Reviewed: <b>05/05/2014</b> By: <b>MG/KP</b> Last Revision:	Section:  <b>ADMINISTRATION</b>	Policy No:  <b>031</b>	Pages:  <b>1 of 2</b>
<input checked="" type="checkbox"/> <b>Delinquency and Court Services Division</b> <input checked="" type="checkbox"/> <b>Children’s Court Services Network</b> <input checked="" type="checkbox"/> <b>Purchase of Service Agencies</b>	Effective Date:  <b>06/01/2014</b>	Subject:  <b>Court/Capias Abatement Program</b>			

## I. POLICY

It is the policy of Delinquency and Court Services Division (DCSD) that the Court/Capias Abatement Program is to prevent the issuance of a petition or a capias for a missed court appearance by making efforts to ensure that youth appear for an intake inquiry or subsequent initial court hearing. The target population for the program is youth who missed their initial intake inquiry (order-in appointment date) since there is a higher likelihood that these youth will miss their initial court hearing.

## II. PROCEDURE

- A. Once a Human Service Worker (HSW) receives a new order-in case the HSW should contact the family within 24 hours to remind them of the order-in date and to see if that date needs to be changed to due scheduling conflicts. ***HSW’s must document each contact attempt, made in Synthesis.***
- B. If a youth and family miss their intake inquiry with the HSW, the HSW needs to email the Information Application System Specialist within one business day with the *Court/Capias Abatement Form*-see attachment A.
- C. Agencies will receive an email with the referral form attached. These referrals will be sent one week in advance of the rescheduled intake inquiry date.
- D. Agencies will make face-to-face contact with the youth and family within 48 hours of receiving the referral to verify the address and remind them of the rescheduled intake inquiry date or upcoming initial court hearing. Also, the agencies will try and have the family contact the HSW to confirm the rescheduled intake inquiry intake appointment date and time.
- E. Agencies will make up to three home visit attempts prior to the rescheduled intake inquiry date. The return form from the agencies must be completed and returned within 24 hours of the face-to-face contact, and no later than three business days prior to the rescheduled intake inquiry date, even if the agency is planning to make additional contact attempts. If contact is made subsequent to the initial submission of the form, an updated email should be sent to the HSW immediately following the contact.
- F. Agencies will make reminder calls to the youth and family the evening prior to the court hearing or the rescheduled intake inquiry date.
- G. The agency’s obligation stops at the time of the rescheduled intake inquiry or court date if the youth/family appears.

- H. If the youth fails to appear for the rescheduled intake inquiry, the process above is repeated for the initial court hearing.

### III. TRANSPORTATION

If transportation is mentioned as a barrier to getting to court, bus tickets may be provided by the agency or the HSW. If the agency believes that the youth is unlikely to go to court unless he or she is taken, the agency should contact the HSW to discuss options, which may include the agency bringing the youth and family out to court. The HSW can also conduct a home visit if the family is able to meet in the home before the scheduled court hearing.

### IV. BILLING

- A. Agencies will invoice on Synthesis at the tracking rate for time spent. Service code is YMN. The maximum number of units is 75 per referral.
- B. Agencies may bill for time spent on documentation, paper/computer file entry to open and close out cases and file maintenance, attempts made to contact the youth/family via telephone, transporting youth and family to court, transportation to and from home visits and time spent providing the relevant information regarding the youth's court hearing.



Reviewed & Approved By: \_\_\_\_\_

**B. Thomas Wanta, Division Administrator**