

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p><b>POLICY &amp; PROCEDURE</b></p>	<p>Original Date Issued: <b>06/26/2017</b></p> <hr/> <p>Last Revision Date: <b>08/15/2018</b></p>	<p>Current Review Date: <b>08/15/2018</b></p> <p>Current Review By: <b>DB</b></p>	<p>Section: <b>AFTERCARE</b></p>	<p>Policy No: <b>055</b></p>	<p>Pages: <b>Page 1 of 3</b></p>
<p><input checked="" type="checkbox"/> <b>Division of Youth and Family Services (DYFS)</b></p> <p><input type="checkbox"/> <b>Detention Center</b></p> <p><input type="checkbox"/> <b>DYFS Services Network</b></p> <p><input type="checkbox"/> <b>Purchase of Service Agencies</b></p>	<p>Current Effective Date: <b>08/15/2018</b></p>	<p>Subject: <b>Office of Juvenile Offender Review (OJOR) and Joint Planning and Review Committee (JPRC)</b></p>			

## I. Policy

It is the policy of Division of Youth and Family Services (DYFS) to ensure the Human Service Worker-Youth Advocates (HSW-YA) understand their role in the Department of Corrections (DOC), Division of Juvenile Corrections (DJC) staffing process, titled Office of Juvenile Offender Review (OJOR) and Joint Planning and Review Committee (JPRC).

## II. Definitions

1. Division of Youth and Family Services (DYFS)
2. Department of Corrections (DOC)
3. Division of Juvenile Corrections (DJC)
4. Office of Juvenile Offender Review (OJOR)
5. Joint Planning and Review Committee (JPRC)
6. Human Service Worker- Youth Advocate (HSW-YA)
7. Mendota Juvenile Treatment Center (MJTC)
8. Alcohol and Other Drug Abuse (AODA)
9. Field Home Assessment (FHA)
10. Human Service Worker – Aftercare Supervisor (HSW-AS)

## III. Procedure

### A. Overview

Joint Planning and Review Committee is the entity that makes the recommendations regarding goals, extensions, and discharges from supervision, to the OJOR reviewer who is the statutory release authority.

### B. Office of Juvenile Offender Review

1. The JPRC meets formally within 21 days following a youth's admission to the institution.
2. The HSW-YA will receive an OJOR schedule from DOC including the name of the OJOR reviewer, and institution social worker.
3. The HSW-YA will receive the *Notes List Report* from DYFS [juvenileinfo@milwaukeecountywi.gov](mailto:juvenileinfo@milwaukeecountywi.gov) on the youth's progress from the assigned social worker at the institution approximately two (2) days before the OJOR.

4. Required OJOR attendees include: HSW-YA, designee, institution social worker, the OJOR reviewer (assigned to the institution), and parents/guardians (If available). Other formal and informal supports (i.e. wraparound representative, mentor, close relative, therapist or representative service provider) may attend with permission OJOR reviewer.
5. OJOR reviewer issues the department order within seven (7) days of formal or routine conference:
  - Youth
  - Parent/Guardian of a youth under the age of 18
  - HSW-YA
  - JPRC Members
  - ✦ In addition to the scheduled OJORS, subsequent OJORS can occur anywhere from 60-90 days thereafter.
  - ✦ If Wraparound services are needed for the youth post-discharge from the facility, a Wraparound Milwaukee representative may attend the Office of Juvenile Offender Reviews once a youth is placed in the Transition Phase, 90 days prior to the discharge date.

#### **C. Office of Juvenile Offender Review Hearing Outcomes**

1. Transfer from Reception, which is the unit/cottage where youth stays for initial assessment and evaluation
2. Changes to Services
3. Transfer to Mendota Juvenile Treatment Center (MJTC)
4. Retention at the facility
5. Placement in the Transition Phase, which means that a youth is about 90 days from their tentative release date
6. Placement decision (parent/guardian input)
7. Release to aftercare in the community
8. Conditions of community release (e.g. ongoing sex offender treatment, AODA therapy...)

#### **IV. Human Service Worker – Youth Advocate Responsibilities**

1. Present the completed FHA to the OJOR reviewer three (3) days before the initial OJOR via email (copy assigned HSW- AS). Attend all scheduled OJORS, or HSW-YA coverage
2. Attend all scheduled OJORS, or HSW-YA coverage
3. Review the *Notes List Report*
4. Contact parent/guardian to assist with attending OJOR via satellite or conference call
5. Contact parent/guardian regarding OJOR outcome if they are unable to attend
6. File OJOR appeals (if applicable)

#### **V. Appeal Process for Office of Juvenile Offender Review decisions**

The Administrative Code that governs the appeal process of the Office of Juvenile Offender Review is State Statute DOC 371.10.

1. Appeals can be initiated based on the OJOR outcome
2. The youth, parent/guardian, HSW-YA can file an appeal
3. Filing an appeal requires the following steps:
  - The youth, family and/or HSW-YA determine that the OJOR decision is not favorable.

- The person filing the appeal must draft a letter stating what the decision of OJOR was, that an appeal is being requested, the rationale for the appeal as well as an alternate recommendation for the OJOR to consider.
  - The letter must be sent and received within seven (7) days of the day of the OJOR via certified mail to the OJOR Director.
4. The appeal process will address the youth's treatment, education, vocation and behaviors, in addition to JPRC recommendations.
  5. The DJC Administrator will disseminate the final decision within seven (7) days of receipt of the request for appellate review, otherwise the original decision made by the OJOR reviewer will be acknowledged.
    - ✦ The JPRC members may request a review by the DJC Administrator of any findings made on appeal requests.

## VI. Contact Information

➤ Office of Juvenile Offender Review (OJOR)

Name: Casey Gerber, Director

Phone: 608-240-5918

Address: Wisconsin Department of Corrections - Division of Juvenile Corrections  
3099 East Washington Avenue  
P.O. Box 8930  
Madison, WI 53708

Email: [casey.gerber@wisconsin.gov](mailto:casey.gerber@wisconsin.gov)

➤ Mailing Address for the Division of Youth Corrections (DJC)

Division of Youth Corrections

PO BOX 8930

Madison, WI 53708-8930

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

  
**Mark Mertens, Division Administrator**