

<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>04/01/2018</b></p>	<p>Current Review Date: <b>03/20/2018</b></p> <p>Current Review By: <b>DB</b></p>	<p>Section: <b>AFTERCARE</b></p>	<p>Policy No: <b>058</b></p>	<p>Pages: <b>Page 1 of 2</b> (1 Attachment)</p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input checked="" type="checkbox"/> Detention Center</p> <p><input checked="" type="checkbox"/> DYFS Services Network</p> <p><input type="checkbox"/> Purchase of Service Agencies</p>	<p>Current Effective Date: <b>04/01/2018</b></p>	<p>Subject:</p> <p><b>Field Home Assessment Responsibilities while Youth are in Aftercare</b></p>			

## I. Policy

The policy of Division of Youth and Family Services (DYFS) to comply Wisconsin State Statute, DOC 371.07- the Field Home Assessment (FHA) is to be completed for all youth court ordered to the Department of Corrections (DOC), Division of Youth Corrections (DJC). The purpose of the field home assessment report is to provide the DJC accurate, complete, and relevant information upon which to base correctional, transfer, release, extension and discharge for a youth.

## II. Procedure

### A. Overview

During initial home visits HSW-YA will gather information to relevant to:

- Family's attitude towards child's commitment, perception of community and program needs.
- Transition concerns (e.g. alternate placements if applicable...)
- Individuals residing in the home social history/criminal background
- School history
- Victims residing in the home

### B. Initial Field Home Assessment

1. Schedule a home visit with the family via phone, letter, or email within one (1) week of receiving the case file.
2. During the FHA meeting, the HSW-YA must also provide the DYFS Resource (<http://county.milwaukee.gov/ImageLibrary/Groups/cntyHHS/DYFS/ProviderDirectory083016.pdf>) and DOC Overview of Services Guide (H-Drive) to allow families to identify services that are available to them and their children pre- and post their youth's stay in the institution.
3. Complete the assessment (*Refer to Attachment A: Field Home Assessment Form*) within the first two (2) weeks of receiving the case file.
4. All completed FHAs must be typed and submitted to the Human Service Worker- Aftercare Supervisor (HSW-AS) for approval five (5) working days prior to the scheduled OJOR.
5. The approved FHA must be submitted to the OJOR reviewer via e-mail and copy the HSW-AS three (3) working days prior to the scheduled OJOR including:
  - "Reply all" to the OJOR Schedule email from DJC Operations Program Associate (Includes: institution social worker, OJOR reviewer).

- Attach the FHA or provide notification of attempts if not completed
  - ✚ If the HSW-YA is unable to schedule or complete the FHA, they must inform the assigned OJOR reviewer within three (3) working days of the scheduled OJOR of all attempts to complete FHA.

### C. Final Field Home Assessment

1. Schedule a home visit with the family via phone, letter, or email within one (1) week of receiving notification of youth's transition.
2. Complete the assessment (*Refer to Attachment A: Field Home Assessment Form*) within the first two (2) weeks of notification of transition.
3. All completed FHAs must be typed and submitted to the Human Service Worker- Aftercare Supervisor (HSW-AS) for approval five (5) working days prior to the scheduled OJOR.
6. The approved FHA must be submitted to the OJOR reviewer via e-mail and copy the HSW-AS three (3) working days prior to the final scheduled OJOR:
  - "Reply all" to the OJOR Schedule email from DJC Operations Program Associate (Includes: institution social worker, OJOR reviewer).
  - Attach the FHA or provide notification of attempts if not completed
    - ✚ If the HSW-YA is unable to schedule or complete the FHA, they must inform the assigned OJOR reviewer within three (3) working days of the scheduled OJOR of all attempts to complete FHA.

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

  
Mark Mertens, Division Administrator

## FAMILY AND HOME ASSESSMENT

NAME OF YOUTH		DOC #:	D.O.B.	
INSTITUTION			DATE REPORT COMPLETED	
COMMUNITY AGENT		AGENT NUMBER	PHONE NUMBER (      )	
INTERVIEWEE OR ATTEMPTED CONTACT			D.O.B.	
STREET ADDRESS		CITY	STATE	ZIP CODE
INTERVIEW DATE	INTERVIEW METHOD <input type="checkbox"/> PERSONAL <input type="checkbox"/> PHONE	IF NO CONTACT, DATE LETTER SENT		
GUARDIAN				

1. Add additional social history information not covered by the Court/SJO Report: include whether there are guns or weapons in the residence; note if either parent(s) or other family members are on probation or parole and their agents; any history of child maltreatment; parent(s) awareness of school problems—truancy, expulsion; any victims in the home, neighborhood or who attend the same school; and youth's prior gang involvement, if any.:

2. Family attitude toward commitment:

3. Family's perception of treatment needs:

4. Family's recommendation for youth's release to the community (Review of Community Release options):

A. Is home appropriate now?  YES  NO  
Please explain:

B. Needs and goals of the family to be addressed in order for the youth to return home:

C. Needs and goals of the youth to be addressed in order for the youth to return home:

5. Assessment/Recommendation: (Include overall impression of the home/family environment and recommendations for services to meet the youth's needs.)

6. Community Supervision Plan:

A. Tentative Placement Plan:

B. Minimum number of supervising contacts per week:

C. The conditions, under which the youth's supervision may be revoked, or the youth's Type 2 status may be terminated:

D. Services or programming to be provided to the youth while on community supervision (also address restitution order and victim services):

E. The estimated length of time that supervision and services shall be provided to the youth: