

## Chapter DCF 49

### JUVENILE COURT INTAKE WORKER TRAINING

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**Note:** Chapter HSS 49 was renumbered Chapter HFS 49 under s. 13.93 (2m) (b) 1., Stats., Register December 2004 No. 588. Chapter HFS 49 was renumbered to chapter DCF 49 under s. 13.92 (4) (b) 1., Stats., Register November 2008 No. 635.

**DCF 49.01 Authority and purpose.** This chapter is promulgated under the authority of s. 48.06 (1) (am) and (2) (b), Stats., for the purpose of ensuring that all juvenile court intake workers receive basic training appropriate to their functions and responsibilities.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89.

**DCF 49.02 Applicability.** This chapter applies to the department, to juvenile court intake workers who are employed after July 1, 1989 and to agencies in which juvenile court intake is administratively located.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89.

**DCF 49.03 Definitions.** In this chapter:

(1) "Basic intake training" means 30 hours of department-approved training required under s. 48.06 (1) (am) and (2) (b), Stats., which includes one hour for a test at the conclusion of the instruction and may include up to 4 hours of child abuse and neglect training approved by the department.

(2) "Department" means the Wisconsin department of children and families.

(3) "Employing agency" means a court, county department of social services, county department of human services or county sheriff's department which employs one or more juvenile court intake workers.

(4) "Juvenile court" or "court" means the court assigned to exercise jurisdiction under ch. 48, Stats.

(5) "Juvenile court intake worker" or "intake worker" means an employee of a court, a county department of social services or human services or the sheriff's department who performs court intake functions as specified in s. 48.067, Stats.

(6) "Successfully completed" means was present for 30 hours of basic intake training and gave correct answers to 70% or more of the test questions.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89; correction in (2) made under s. 13.92 (4) (b) 6., Stats., Register November 2008 No. 635.

**DCF 49.04 Intake training. (1) REQUIREMENT.** Except as provided in sub. (2), every juvenile court intake worker hired on or after July 1, 1989 shall successfully complete 30 hours of department-approved basic intake training within the first 6 months after beginning work as a juvenile court intake worker.

(2) **EXEMPTION.** A person hired on or after July 1, 1989 to perform juvenile court intake responsibilities shall be exempt from the training requirement under sub. (1) if:

(a) The person successfully completed basic intake training while employed by another agency as a juvenile court intake worker; or

(b) The person was employed as a juvenile court intake worker in Wisconsin prior to May 15, 1980.

**Note:** The exemption under sub. (2) applies only to the requirements of this chapter. All intake workers hired after May 15, 1980 remain subject to the training requirement under s. 48.06 (1) (am) and (2) (b), Stats.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89.

**DCF 49.05 Monitoring of compliance with the training requirement. (1) NOTIFICATION OF APPOINTMENT OR ASSIGNMENT.** Within 20 working days after the appointment of a juvenile court intake worker or the assignment of juvenile intake responsibilities to an employee, the employing agency shall notify the department, in writing, of the appointment or assignment. The notification shall include:

(a) The name of the new employee or newly assigned employee; and

(b) The starting date of the new employee or newly assigned employee.

**Note:** The notice that an employing agency is required to send to the Department should be sent to the Bureau of Safety and Well-Being, Division of Safety and Permanence, P.O. Box 8916, Madison WI 53708-8916.

(2) **NOTIFICATION OF NON-COMPLIANCE.** If the required basic intake training of a juvenile court intake worker was not successfully completed within the first 6 months after the person began work, which the department shall determine on the basis of the notification under sub. (1) and the test results under s. DCF 49.07 (2) (e), (3) and (4), the department shall send a letter reporting this to:

(a) The chief juvenile court judge;

(b) The director of the county social services or human services department, if the intake worker is an employee of that department;

(c) The district attorney or corporation counsel;

(d) The sheriff of the county or the head of the agency which administers the county's juvenile detention facility; and

(e) The intake worker's supervisor or the chief juvenile court intake worker.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89; correction in (2) (intro.) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635.

**DCF 49.06 Review and approval of training proposals. (1) SUBMISSION OF TRAINING PROPOSAL.** Any individual, agency or organization intending to provide basic intake training to juvenile court intake workers shall submit a proposal to the department for all 30 hours of training, including the one hour test, at least 60 days before the training is to begin. The proposal shall include:

(a) A description of the organization and content of the training and a statement describing the educational objectives of the training. The content of the training shall consist of training in statutes specified by the department;

**Note:** The statutes to be included in basic intake training are found in appendix A of this chapter.

(b) A list of trainers, including documentation of their knowledge of the subject and ability to teach it;

(c) An agreement to administer the test required under s. DCF 49.07;

(d) A description of procedures to be used to verify attendance at the training sessions;

(e) Identification of any tuition or other fees to be charged to participants;

(f) The maximum number of participants that can be accommodated;

(g) The specific location or locations in which the training will take place; and

(h) A list of dates on which the training will be given.

**Note:** Submit training proposals for review and approval of the Department to the Bureau of Safety and Well-Being, Division of Safety and Permanence, P.O. Box 8916, Madison WI 53708-8916.

**(2) EVALUATION AND APPROVAL OF TRAINING PROPOSAL.** (a) 1. The department shall evaluate the training proposal for completeness, timeliness and adequacy under sub. (1) and for inclusion of the by the department.

2. The department shall notify the applicant in writing of approval or denial within 20 days after receipt of the proposal. If the proposal is not approved, the department shall include in the notice the reason for not approving the proposal. If the proposal is approved, the department shall include in the notice the name and mailing address of the department employee designated to receive completed tests from persons who administer the test.

(b) The basic intake training for employees of a county may not be conducted by an individual who is an employee of that county.

**Note:** The prohibition under par. (b) applies only to basic intake training. County agencies are encouraged to use inservice training for advanced intake training and for training on related local policies and procedures.

**(3) APPEAL OF AN ADVERSE DECISION.** (a) An applicant whose training proposal is denied approval may appeal that decision to the administrator of the department's division of safety and permanence. An appeal shall be submitted in writing to the administrator within 10 working days after receipt of the notice of denial and shall include information which responds to reasons given by the department for its decision not to approve the proposed training.

(b) The administrator shall either affirm or overturn the decision to deny approval of the proposal within 10 working days after receiving the appeal. The administrator's decision shall be final.

**Note:** An appeal of an adverse decision on a training proposal should be addressed to the Bureau of Safety and Well-Being, Division of Safety and Permanence, P.O. Box 8916, Madison WI 53708-8916.

**(4) DURATION OF APPROVAL.** The decision to approve a proposal includes approval of all training dates included in the proposal. The effective period for the approval is 12 months from the date of notification of approval. The approved training shall be conducted during that period unless any change is made in the approved proposal. If a change is made in the approved proposal, the department shall be notified and the period of approval shall extend to 12 months from the date that the department notifies the applicant that the amended proposal is approved.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89; corrections in (1) (c) and (3) (a) made under s. 13.92 (4) (b) 6. and 7., Stats., Register February 2009 No. 638.

**DCF 49.07 Examination.** (1) **TEST QUESTIONS.** The department shall develop a pool of questions related to the content of the basic intake training, including questions designed to measure knowledge of relevant statutes. The department shall select questions from the pool of questions in creating a test that court intake workers shall take at the conclusion of the instruction.

(2) **ADMINISTRATION OF THE TEST.** An employee of the department or, at the request of the department, the person providing the training, shall administer the test at the end of the instruction part of the training, as follows:

(a) The test may not be distributed to participants until the time for testing at the end of the training;

(b) One hour shall be allowed to complete the test and that hour shall be included as part of the 30 hours of required training;

(c) Statutes and other resources may be used by training participants to complete the test, but participants shall individually complete the test;

(d) Within 2 working days after participants have completed the training, the person administering the test shall submit the tests to the department employee designated in the notice of approval of the training proposal; and

(e) The individual who administered the test shall provide the department with the following:

1. A signed statement indicating that the test was administered as specified in this subsection;

2. A list of training participants and the county or counties in which they are employed.

**(3) EVALUATION AND SCORING OF TESTS.** Staff of the department designated by the administrator of the department's division of community services shall evaluate the responses to the test questions and shall determine the percentage of questions that each training participant has answered correctly. The department shall notify each training participant and his or her supervisor of that percentage within 20 working days after the training is completed. A training participant who has answered 70% or more of the questions correctly has passed the test; a training participant who has answered fewer than 70% of the questions correctly has failed the test.

**(4) OPPORTUNITY TO SUCCESSFULLY COMPLETE THE EXAMINATION.** If a training participant fails the test, he or she shall be given an opportunity to respond again to only the specific questions for which erroneous responses were given on the original test. The questions that a participant failed to answer correctly shall be included with the notice of the participant's score on the original test. The participant shall have 5 working days to complete answers to the questions and to return the answers to the department. If the answers are correct, the department shall notify the participant that he or she has passed the test.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89.

**DCF 49.08 Participant evaluation of training.**

(1) **EVALUATION.** Participants in the training shall be given an opportunity to evaluate the training experience, including the trainer's knowledge and ability, the curriculum, the content, the examination and the format of the training. The department shall supply the trainer with evaluation forms to be completed by the participants. The trainer shall return all the completed evaluation forms to the department after administration of the test.

(2) **EVALUATION RESULTS.** The department shall notify the trainer of the results of the participant evaluations. The trainer shall meet with department representatives at the request of the department if participant evaluations indicate dissatisfaction with the training experience.

(3) **EFFECT OF EVALUATION RESULTS.** If the department finds that the evaluation results indicate that the training was inadequate or inappropriate, the department may withhold approval of future training by the affected trainer.

**History:** Cr. Register, June, 1989, No. 402, eff. 7-1-89.