



COMMUNITY TASKFORCE

To Review Youth Corrections Systems Standards



JIAS Standards

JIAS Standards Cross-Reference Table

Standard No.	Standard / Form Name	Date Adopted	Date Reviewed	JAC Policy
Administration Chapter				
JIAS-01-100	Policy and Procedure Manual	11/1/2009	8/29/2016	8.103, 8.402
JIAS-01-101	Mission Statement	11/1/2009	8/29/2016	8.100
JIAS-01-102	Organizational Chart	11/1/2009	8/29/2016	
JIAS-01-103	Memorandums of Understanding	11/1/2009	3/1/2017	8.100, 8.828
JIAS-01-104	Contractual Services	1/1/2015	10/10/2014	
JIAS-01-105	Public Information	11/1/2009	8/29/2016	
JIAS-01-106	Juvenile Justice Authority Financial Rules and Guidelines for Grantees	1/1/2015	10/10/2014	
JIAS-01-107	Juvenile Justice and Delinquency Guidance Manual	11/1/2009	3/1/2017	8.100
JIAS-01-108	Standards of Conduct	11/1/2009	8/29/2016	8.301
JIAS-01-109	Conflict of Interest	11/1/2009	8/29/2016	8.817
JIAS-01-110	Non-Discrimination	11/1/2009	8/29/2016	
JIAS-01-111	Safety and Emergency Procedures	11/1/2009	3/1/2017	8.301, 8.600, 8.603, 8.810, 8.811, 8.812, 8.825
JIAS-01-112	Prohibited Acts Involving Youth	11/1/2009	8/29/2016	8.301
JIAS-01-113	Grievances	11/1/2009	8/29/2016	8.104
JIAS-01-114	Coordination of Services	1/1/2015	10/10/2014	
Staff Chapter				
JIAS-02-100	Intake and Assessment Supervisor/Director Qualifications	12/10/2015	12/8/2015	8.300
JIAS-02-101	Intake and Assessment Full-Time Staff Qualifications	12/10/2015	12/8/2015	8.300
JIAS-02-102	Intake and Assessment Part-Time Staff Qualifications	12/10/2015	12/8/2015	8.300
JIAS-02-103	Orientation for Employees	11/1/2009	2/15/2019	8.400, 8.400.1, 8.402, 8.826
JIAS-02-104	Training	11/1/2009	2/15/2019	8.401
Documentation, Reporting and Records Chapter				
JIAS-03-100	File Arrangement	11/1/2009	8/29/2016	8.500.1
JIAS-03-101	Juvenile Intake and Assessment Management System (JJAMS) Documentation and System Management	2/5/2015	2/2/2015	
JIAS-03-102	JJA Forms	11/1/2009	8/29/2016	
JIAS-03-103	Mandatory Reporting	11/1/2009	3/1/2017	8.821
JIAS-03-104	Safeguarding Records and Disclosure	11/1/2009	3/1/2017	8.500
JIAS-03-105	Retention Schedule	1/1/2015	10/10/2014	8.502
JIAS-03-106	Expungement of Records	1/1/2015	10/10/2014	8.503
Operations Chapter				
JIAS-04-100	24 Hour Service Availability	11/1/2009	3/1/2017	8.800
JIAS-04-101	Reaction and Response Time	11/1/2009	3/1/2017	8.808
JIAS-04-102	Searches	11/1/2009	8/29/2016	8.809
JIAS-04-103	Assessment Interviews	11/1/2009	3/1/2017	8.818, 8.819, 8.820
JIAS-04-104	Screening Instrument(s)	11/1/2009	3/1/2017	8.826, 8.826.4
JIAS-04-105	Walk-In Intakes	11/1/2009	3/1/2017	8.802
JIAS-04-106	Interstate Compact on Juveniles	11/1/2009	3/1/2017	8.803, 8.814
JIAS-04-107	Use of Restraints	1/1/2015	10/10/2014	8.810
JIAS-04-108	Weapons	11/1/2009	3/1/2017	8.811
JIAS-04-109	Release from Intake and Assessment	11/1/2009	7/1/2017	8.823, 8.823.1, 8.823.4, 8.823.5
JIAS-04-110	Transportation of Youth	11/1/2009	8/29/2016	8.825
JIAS-04-111	Review of Intake Results	1/1/2015	10/10/2014	8.822
JIAS-04-112	Notice to Appear	3/1/2017		8.828
JIAS-04-113	Referrals from Intake and Assessment	2/20/207		8.822
JIAS-04-114	Detention Risk Assessment Instrument	7/1/2017		8.807, 8.823
JIAS-04-115	Immediate Intervention Program	3/1/2017		8.829, 8.829.1
Expanded Operations Chapter				
JIAS-05-100	Expanded Operations and Services General Requirements	1/1/2015	10/10/2014	
JIAS-05-101	Substance Abuse Testing	11/1/2009	8/29/2016	
JIAS-05-102	Supervision Services	1/1/2015	10/10/2014	
JIAS-05-103	Electronic Monitoring	11/1/2009	8/29/2016	
JIAS-05-104	Attendant Care	1/1/2015	10/10/2014	
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KDOC-JS- JIAS-003	Acknowledgement Of Voluntary Completion of MAYSI-2 Screening Instrument			8.826
KDOC-JS- JIAS-009	Notice of Recommendation for Immediate Intervention			8.829, 8.829.1

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JIAS-05-101	Substance Abuse Testing
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KDOC-JS-JIAS-003	Acknowledgement Of Voluntary Completion of MAYSI-2 Screening Instrument
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KDOC-JS-JIAS-008	Notice and Agreement to Appear Template
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Administration Chapter

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-100</p>
	<p>SUBJECT:</p> <p>POLICY AND PROCEDURE MANUAL</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: The Intake and Assessment Program shall have a policy and procedure manual governing the operation and maintenance of all program components and services.

The manual shall be accessible to all staff.

The manual shall be reviewed annually and updated as needed.

Any new or revised policies and procedures shall be disseminated to staff, volunteers, and interns, prior to the implementation with the date of the implementation specified on the document.

DISCUSSION: The manuals will assist staff in successfully carrying out their assignments and are crucial to ensuring overall consistency in program policy and procedure. All staff should be thoroughly familiar with the sections concerning their job roles.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-101</p>
	<p>SUBJECT:</p> <p>MISSION STATEMENT</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall govern the written documentation of the Juvenile Intake and Assessment Program's mission. This document shall include a description of the agency's philosophy, values, goals and objectives. This document shall be reviewed annually and updated as needed.

DISCUSSION: The mission statement should be concise, clarify the program's purpose and role, as well as serve as the focus for the program's activities. This mission shall be consistent with statutory guidelines.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-102</p>
	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT ORGANIZATIONAL CHART</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall require the Juvenile Intake and Assessment Program to have a written description and organizational chart that reflects the current structure of authority, responsibility, and accountability within the local agency. These are reviewed at least annually and updated as needed.

DISCUSSION: A current organizational chart is necessary for providing a clear administrative picture. The chart should reflect the grouping of similar functions, the effective span of control, lines of authority, and an orderly channel of communication.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-103</p>
	<p>SUBJECT:</p> <p>MEMORANDUMS OF UNDERSTANDING</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall require a written Memorandum of Understanding (MOU) whenever the Intake and Assessment Program and another private or public agency have entered into a partnership. At a minimum the services and the entity responsible for the delivery of the services shall be included within the MOU.

At a minimum, each JD shall have a MOU with the local Department of Children and Family Services office.

It is highly recommended that each JD have a MOU with community partners/agencies or service providers they have ongoing working relationships with as well as the primary law enforcement agencies they have regular contact with.

All MOU's shall be readily available to the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS).

DISCUSSION: All MOUs should be updated at least every five years.

A MOU can help to clearly define shared roles and responsibilities.

An example of a MOU:

- An Intake and Assessment Program and a Children's Advocacy Center (CAC) enter into an MOU to ensure non-duplication of efforts and that the best interest of a sexually abused youth are met (see K.S.A. 38-2227)

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<p style="text-align: center;">J u v e n i l e I n t a k e a n d A s s e s s m e n t S y s t e m S t a n d a r d s</p> <p style="text-align: center;">K a n s a s D e p a r t m e n t o f C o r r e c t i o n s - D i v i s i o n o f J u v e n i l e S e r v i c e s S t a t e o f K a n s a s</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-104</p>
	<p>SUBJECT:</p> <p>CONTRACTUAL SERVICES</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>

STANDARD: Written policy, procedure and practice shall require a written contract whenever the Intake and Assessment Program enters into an agreement to purchase services from a private or public agency. At a minimum the services and the entity responsible for the delivery of the services shall be included within the contract.

All contracts shall be readily available to the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS).

DISCUSSION: A contract is any exchange of services for legal consideration. For guidance on the Administrative County contracting for the performance of the Intake and Assessment Program refer to Administrative County's Condition of Grant.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>PUBLIC INFORMATION</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED:</p> <p>DATE REVIEWED:</p>	<p>11-1-2009</p> <p>8-29-2016</p>

STANDARD: Written policy, procedure and practice shall establish the Juvenile Intake and Assessment Program’s process for informing the public and the media of events within the agency’s areas of responsibility. These procedures shall address emergency and non-emergency responses to the media and, at a minimum, include the following:

- Identification of physical areas in the Intake and Assessment Program office that are accessible to media representatives
- The contact person for routine or public requests of information
- Special events coverage
- News release policy
- The designation of individuals or positions within the agency authorized to speak with the media on behalf of the agency
- Public relations

Only information authorized by applicable statute, regulation or county policy may be shared with the media and public.

Under no circumstances shall the media or public:

- Receive or access information that could identify the youth and/or family, or take photographs of the youth and /or family
- Be allowed to observe an intake and assessment interview

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-106</p>
	<p>SUBJECT:</p> <p>KANSAS DEPARTMENT OF CORRECTIONS- DIVISION OF JUVENILE SERVICES (KDOC- JS) FINANCIAL RULES AND GUIDELINES FOR GRADUATED SANCTIONS AND PREVENTION BLOCK GRANTS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: Kansas Department of Corrections- Division of Juvenile Services Financial Rules and Guidelines for Graduated Sanctions and Prevention Block Grants</p>	<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>	

STANDARD: Written policy, procedure and practice shall require that Intake and Assessment Programs utilize and adhere to all instructions set forth in the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS) Financial Rules and Guidelines for Graduated Sanctions and Prevention Block Grants. The Intake and Assessment Program Director and/or designee shall be knowledgeable of all applicable guidelines and requirements for Graduated Sanctions and Prevention Block Grants funded through the KDOC- JS.

DISCUSSION: A complete and detailed budget for the Intake and Assessment Program shall be written and approved by the Juvenile Corrections Advisory Board and administrative county Board of County Commissioners and approved by the KDOC- JS.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-107</p>
	<p>SUBJECT:</p> <p>JUVENILE JUSTICE AND DELINQUENCY GUIDANCE MANUAL</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall require Intake and Assessment Programs to utilize and adhere to all instructions set forth in the Guidance Manual for Monitoring Facilities Under the Juvenile Justice and Delinquency Prevention Act.

DISCUSSION: Intake and Assessment Programs are responsible for adhering to the procedural guidelines established in the manual and adherence to any local policies set forth pertaining to the Juvenile Justice and Delinquency Prevention Act of 2002.

The Juvenile Justice and Delinquency Prevention Guidance Manual can be found at <http://www.doc.ks.gov/publications/juvenile/ojjdp-manual>.

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	<p>SUBJECT:</p> <p>STANDARDS OF CONDUCT</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to establish standards of conduct and make them available to all staff.

Standards of conduct shall at a minimum address:

- The treatment of youth
- The acceptance and/or giving of favors, gifts, money and/or services from youth or their family members; business relationships with youth or their family members
- Engaging in criminal conduct or behaviors which may bring discredit upon the Intake and Assessment Program and the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS)
- The authorization and use of grant funds to provide an allowance or other miscellaneous personal items to youth in need (the general use of grant funds for this purpose must be specifically approved by the Juvenile Corrections Advisory Board)

DISCUSSION: To protect the integrity of the Intake and Assessment Program, Community Supervision Agency and the Kansas Department of Corrections- Division of Juvenile Services, local staff should be thoroughly familiar with the standards of conduct and be held accountable for compliance.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>CONFLICT OF INTEREST</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall govern the implementation of a conflict of interest policy for the Intake and Assessment Program. The Conflict of Interest policy shall include, but not be limited to:

- No employee of the Intake and Assessment Program shall conduct an assessment on a relative, household member and/or any other person that can be viewed as a conflict of interest
- Employees of the Intake and Assessment Program shall not use their official position nor shall they disclose or use confidential information acquired in the course of their official duties to advance their own or someone else's economic interests or to secure additional privileges and advantages for themselves or others
- An established nepotism policy

DISCUSSION: Employees may engage in outside employment or enterprise or volunteer activity to the extent that it does not constitute a conflict of interest, interfere with the performance of their duties, or impair their ability to respond to a request to return to work in the emergency situations.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>NON-DISCRIMINATION</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>

STANDARD: Written policy, procedure and practice shall require that the Intake and Assessment Program and its employees do not discriminate upon youth and/or families based upon race, gender, color, sex, religion, national origin, ancestry, age, sexual orientation, physical/mental disability and/or economic status.

DISCUSSION: The non-discrimination policy shall always be applied by the Intake and Assessment Program and the program's employees when conducting assessments, making recommendations and providing equal access to community programs and services. This does not preclude the Intake and Assessment Program from contracting with providers and developing partnerships with agencies and organizations that have programs and services designed to address the risks and needs of specific populations (e.g. gender specific, culture specific, age specific, etc.). For guidance on the discrimination policy refer to Administrative County's Condition of Grant.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-111</p>
	<p>SUBJECT:</p> <p>SAFETY AND EMERGENCY PROCEDURE</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to have an office and field safety policy for employees.

DISCUSSION: The Intake and Assessment Program should consider the following when determining a response to a possibly violent or dangerous situation:

- Staff safety
- Youth safety
- Prevention
- De-escalation
- No risk-taking
- Natural disaster
- Facility safety
- The transportation of youth
- Continuity of operations planning

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-112</p>
	<p>SUBJECT:</p> <p>PROHIBITED ACTS INVOLVING YOUTH</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2223, K.S.A. 21-3520</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>

STANDARD: Written policy, procedure and practice shall state that the Intake and Assessment Program shall not condone any actions by Intake and Assessment staff that may constitute physical, emotional or sexual abuse of the youth. Acts include but are not limited to: sexual contact, hitting, shaking, cursing, threatening, binding, closeting, prolonged isolation, meal denial as a punishment, and derogatory remarks about the youth or the youth's family. The Intake and Assessment Program staff and/or administration shall take the proper corrective action in response to such prohibited acts, including reporting suspected abuse as required by K.S.A. 38-2223.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-113</p>
	<p>SUBJECT:</p> <p>GRIEVANCES</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to adhere to the Board of County Commissioners written grievance policy. If a local policy does not exist a written policy shall be developed by the Intake and Assessment Program. The policy shall be made available to all youth, their parents, guardians/custodians or their representatives.

Grievances will be documented on form KDOC-JS-JIAS-002, or a locally approved equivalent form.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">J u v e n i l e I n t a k e a n d A s s e s s m e n t S y s t e m S t a n d a r d s</p> <p style="text-align: center;">K a n s a s D e p a r t m e n t o f C o r r e c t i o n s - D i v i s i o n o f J u v e n i l e S e r v i c e s S t a t e o f K a n s a s</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-01-114</p>
	<p>SUBJECT:</p> <p>COORDINATION OF SERVICES</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>	

STANDARD: The Intake and Assessment Program shall only use federal and state grant funds received through the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS) for the services described in these standards. Services which are not described as part of the Intake and Assessment Program include but are not limited to:

- Mental health treatment
- Substance abuse treatment
- Booking
- Fingerprinting
- Collection of blood, saliva and/or DNA
- Security
- Education
- Child welfare services

This does not prohibit the Intake and Assessment Program from entering into a memorandum of understanding (MOU) pursuant to JIAS-01-103 or contractual agreement pursuant to JIAS-01-104 in which the Intake and Assessment Program receives services, and/or funding to provide services, which are not described as being part of the Intake and Assessment Program.

DISCUSSION: Examples of coordination of services:

- An Intake and Assessment Program and a community mental health center enter into a MOU to provide mental health staff to perform evaluations and treatment for youth and families that is of no cost to the Intake and Assessment Program.
- A community mental health center provides the Intake and Assessment Program enter into a contract to provide funding to the Intake and Assessment Program to provide evaluations and treatment to youth and families with staff employed by the Intake and Assessment Program.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Staff Chapter

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>JIAS-02-100</p>
	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT SUPERVISOR/DIRECTOR QUALIFICATIONS</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: KCJIS Policy & Procedure Manual (Section C)</p>	<p>DATE ADOPTED:</p> <p>DATE REVIEWED:</p>	<p>12-10-2015</p> <p>12-8-2015</p>

STANDARD: Written policy, procedure and practice shall require detailed job descriptions, educational and employment requirements for the Intake and Assessment Program’s Supervisors/Directors. The applicant shall at a minimum meet the following requirements for employment:

- Be twenty-one (21) years of age or older
- Be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data
- Not be registered on the Kansas child abuse registry [Click here for form](#)
- Not be registered on the Kansas adult abuse registry [Click here for form](#)
- Possess a valid driver’s license

A name-based criminal record check must be completed prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee’s criminal history status has changed. A fingerprint-based records check is to be completed within the first 30 days of employment.

The documented results of all records checks completed must be maintained in a secured location within the agency in accordance with Kansas Highway Patrol (KHP) guidelines. Records shall only be accessible to individuals who have clearance to said information and shall not be kept in an employee’s personnel file. In lieu of a physical copy of the results, agencies with a National Crime Information Center (NCIC) terminal may maintain a log of when checks are conducted. This log should at a minimum include the employee name, date and time the records check is conducted. This log will allow the agency to access historical information in the NCIC terminal as necessary for KDOC audits.

If a felony conviction exists, the agency may request an exception to access KCJIS information by contacting the KCJIS Unit at KHP. If a KHP exception is granted, the agency must then request an exception from the Deputy Secretary. To request an exception from KDOC, the following documentation must be submitted to a designated Juvenile Services staff member: a letter from the local director stating the reason for the request, the results of the criminal record check and a copy of the exception granted by the KCJIS Unit of KHP.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>JIAS-02-100</p>
	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT SUPERVISOR/DIRECTOR QUALIFICATIONS</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: KCJIS Policy & Procedure Manual (Section C)</p>	<p>DATE ADOPTED: 12-10-2015</p> <p>DATE REVIEWED: 12-8-2015</p>	

Kansas child and adult abuse registry checks must be completed through the Department for Children and Families (DCF) prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's registry status has changed.

Driver's license validity shall be verified by the issuing authority prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's driver's license status has changed.

To the extent it does not conflict with other local county rules, directives or standards, the education and experience qualifications of the Intake and Assessment Program Supervisor/Director shall be specified in writing by the hiring authority and include, at a minimum, a Bachelor's degree in human services or related field with two (2) years of experience working with youth and families.

DISCUSSION: Prior supervisory experience is preferred.

Record checks are necessary initially and annually due to the accessibility of sensitive information via files and KDOC data management systems per KCJIS requirements.

Fingerprint-based records checks do not need to be completed annually as identity verification is confirmed with the 30 day screen.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>JIAS-02-101</p>
	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT FULL-TIME STAFF QUALIFICATIONS</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED:</p> <p>DATE REVIEWED:</p>	<p>12-10-2015</p> <p>12-8-2015</p>

STANDARD: Written policy, procedure and practice shall require detailed job descriptions, educational and employment requirements for the Intake and Assessment Program's full-time staff. The applicant shall at a minimum meet the following requirements for employment:

- Be twenty-one (21) years of age or older
- Be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data
- Not be registered on the Kansas child abuse registry [Click here for form](#)
- Not be registered on the Kansas adult abuse registry [Click here for form](#)
- Possess a valid driver's license

A name-based criminal record check must be completed prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's criminal history status has changed. A fingerprint-based records check is to be completed within the first 30 days of employment.

The documented results of all records checks completed must be maintained in a secured location within the agency in accordance with Kansas Highway Patrol (KHP) guidelines. Records shall only be accessible to individuals who have clearance to said information and shall not be kept in an employee's personnel file. In lieu of a physical copy of the results, agencies with a National Crime Information Center (NCIC) terminal may maintain a log of when checks are conducted. This log should at a minimum include the employee name, date and time the records check is conducted. This log will allow the agency to access historical information in the NCIC terminal as necessary for KDOC audits.

If a felony conviction exists, the agency may request an exception to access KCJIS information by contacting the KCJIS Unit at KHP. If a KHP exception is granted, the agency must then request an exception from the Deputy Secretary. To request an exception from KDOC, the following documentation must be submitted to a designated Juvenile Services staff member: a letter from the local director stating the reason for the request, the results of the criminal record check and a copy of the exception granted by the KCJIS Unit of KHP.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT FULL-TIME STAFF QUALIFICATIONS</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 12-10-2015</p> <p>DATE REVIEWED: 12-8-2015</p>	

Kansas child and adult abuse registry checks must be completed through the Department for Children and Families (DCF) prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's registry status has changed.

Driver's license validity shall be verified by the issuing authority prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's driver's license status has changed.

To the extent it does not conflict with other local county rules, directives or standards, the education and experience qualifications of the Intake and Assessment Program's full-time staff shall be specified in writing by the hiring authority and include, at a minimum, a high school diploma or General Educational Development (GED) equivalent, and two (2) years of college coursework in human services or other related field; or two (2) years experience working with youth and families.

DISCUSSION: A bachelor's degree is preferred.

Record checks are necessary initially and annually due to the accessibility of sensitive information via files and KDOC data management systems per KCJIS requirements.

Fingerprint-based records checks do not need to be completed annually as identity verification is confirmed with the 30 day screen.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT PART-TIME STAFF QUALIFICATIONS</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED:</p> <p>DATE REVIEWED:</p>	<p>12-10-2015</p> <p>12-8-2015</p>

STANDARD: Written policy, procedure and practice shall require detailed job descriptions, educational and employment requirements for the Intake and Assessment Program’s part-time staff. The applicant shall at a minimum meet the following requirements for employment:

- Be twenty-one (21) years of age or older
- Be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data
- Not be registered on the Kansas child abuse registry [Click here for form](#)
- Not be registered on the Kansas adult abuse registry [Click here for form](#)
- Possess a valid driver’s license

A name-based criminal record check must be completed prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee’s criminal history status has changed. A fingerprint-based records check is to be completed within the first 30 days of employment.

The documented results of all records checks completed must be maintained in a secured location within the agency in accordance with Kansas Highway Patrol (KHP) guidelines. Records shall only be accessible to individuals who have clearance to said information and shall not be kept in an employee’s personnel file. In lieu of a physical copy of the results, agencies with a National Crime Information Center (NCIC) terminal may maintain a log of when checks are conducted. This log should at a minimum include the employee name, date and time the records check is conducted. This log will allow the agency to access historical information in the NCIC terminal as necessary for KDOC audits.

If a felony conviction exists, the agency may request an exception to access KCJIS information by contacting the KCJIS Unit at KHP. If a KHP exception is granted, the agency must then request an exception from the Deputy Secretary. To request an exception from KDOC, the following documentation must be submitted to a designated Juvenile Services staff member: a letter from the local director stating the reason for the request, the results of the criminal record check and a copy of the exception granted by the KCJIS Unit of KHP.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>JIAS-02-102</p>
	<p>SUBJECT:</p> <p>INTAKE AND ASSESSMENT PART-TIME STAFF QUALIFICATIONS</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 12-10-2015</p> <p>DATE REVIEWED: 12-8-2015</p>	

Kansas child and adult abuse registry checks must be completed through the Department for Children and Families (DCF) prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's registry status has changed.

Driver's license validity shall be verified by the issuing authority prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's driver's license status has changed.

To the extent it does not conflict with other local county rules, directives or standards, the education and experience qualifications of the Intake and Assessment Part-time Staff shall be specified in writing by the hiring authority and include, at a minimum, a high school diploma or General Educational Development (GED) equivalent.

DISCUSSION: One (1) year of experience working with juveniles and families is preferred.

Part-time staff includes interns, volunteers, contractual, on-call workers and transporters as related to the intake and assessment program.

Record checks are necessary initially and annually due to the accessibility of sensitive information via files and KDOC data management systems per KCJIS requirements.

Fingerprint-based records checks do not need to be completed annually as identity verification is confirmed with the 30 day screen.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>JIAS-02-103</p>
	<p>SUBJECT:</p> <p>ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 75-7023</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 2-15-2019</p>	

STANDARD: Written policy, procedure and practice shall provide that orientation for all Juvenile Intake and Assessment staff, interns and volunteers be completed prior to any independent job assignment(s). Initial training shall be completed within one (1) year of hire for all intake workers, supervisors and anyone who approves intakes and placement decisions.

Orientation and initial training for employees shall be documented on form KDOC-JS-JIAS-001, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form KDOC-JS-JIAS-001 shall be filed in the employee's personnel file upon completion. Orientation topics shall include, but not be limited to:

- A. Overview of child welfare and juvenile justice systems and processes
- B. The statutes and regulations pertaining to Juvenile Offender and Child in Need of Care (CINC) Code
- C. Confidentiality of juvenile records
- D. Recognition, signs and symptoms of child abuse and/or neglect
- E. Recognition, signs and symptoms of suicide
- F. Mandated reporting
- G. Evidence-based-approaches
- H. Family engagement
- I. Trauma-informed care
- J. Substance abuse
- K. Special education
- L. Knowledge of available community resources
- M. Staff work place, field safety and security issues
- N. Work place diversity
- O. Cultural diversity
- P. Sexual harassment
- Q. Review of personnel and intake and assessment policies and procedures
- R. Conflict resolution
- S. Basic medical responses
- T. Universal precautions
- U. Opportunity for job shadowing

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 75-7023</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 2-15-2019</p>	

Initial training topics shall include, but not be limited to:

- V. Massachusetts Youth Screening Instrument – Second Version (MAYSI-2)
- W. Detention Risk Assessment Instrument (DRAI)
- X. Additional screening instrument(s) used by intake
- Y. Juvenile Justice Intake and Assessment Management System (JJIAMS)
- Z. Juvenile Justice Basics
- AA. Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)
- BB. All staff that will have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff’s personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>STAFF</p>	<p>STANDARD NO.</p> <p>JIAS-02-104</p>
	<p>SUBJECT:</p> <p>ANNUAL TRAINING</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2394(b); K.S.A. 75-7023(h)</p>		<p>DATE ADOPTED: 11-1-2009 DATE REVIEWED: 2-15-2019</p>

STANDARD: Written policy, procedure and practice shall require the annual completion of:

- Forty (40) staff development hours by all full-time staff of the Intake and Assessment Program. At least eight (8) hours of the forty (40) shall be related to management, leadership and/or supervisory skills for supervisors/directors
- Twenty (20) staff development hours by part-time/on-call staff of the Intake and Assessment Program
- Eight (8) staff development hours for all support staff with direct juvenile/client contact
- All intake workers, supervisors and anyone who approves intakes and placement decisions shall have training annually on the following topics:
 - Mental Health
 - Trauma Informed Care
 - Family Engagement
 - Crisis Intervention/De-escalation Techniques
 - Stress Management/Vicarious Trauma
 - Recognition, signs and symptoms of children and youth at risk
- All staff that have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms annually. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff's personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit.

All completed training shall be documented in the employee's personnel file.

Volunteers or interns who have direct contact with youth beyond shadowing or assisting intake staff shall have the same training requirements as part-time intake staff.

DISCUSSION: Children and youth at risk may include but not be limited to child abuse/neglect, suicide, substance abuse, human trafficking victims etc.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Documentation, Reporting and Records Chapter

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-100</p>
	<p>SUBJECT:</p> <p>FILE ARRANGEMENT</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2310(e)</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall require that the youth's case records be organized in a chronological order based on the date produced by the Intake and Assessment Worker or on the date received from collateral sources.

All intake and assessment records shall be secured and identified as being confidential.

DISCUSSION: This standardized file arrangement will allow for the Intake and Assessment Program to meet both the state and federal audit review requirements.

This standard includes both paper and electronic files.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. JIAS-03-101
	SUBJECT: JUVENILE JUSTICE INTAKE AND ASSESSMENT MANAGEMENT SYSTEM (JJIAMS) DOCUMENTATION AND SYSTEM MANAGEMENT	PAGE: 1 of 2
REFERENCES: JJIAMS User Manual	DATE ADOPTED: 2-5-2015 DATE REVIEWED: 2-2-2015	

STANDARD: Written policy, procedure and practice shall require that each intake performed:

- Be entered into the Juvenile Justice Intake and Assessment Management System (JJIAMS) or another alternative intake and assessment computer system
- Be reviewed by the Intake and Assessment Program Director or designee prior to uploading to the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS)
- Be uploaded to the KDOC- JS within three (3) business days after the completion of the intake

For judicial districts that opt to utilize an alternative intake and assessment computer system the following criteria shall be followed:

- The system shall be supported by information technology staff of the judicial district or their contractors
- A plan will be submitted to the Secretary of Corrections for approval prior to the implementation of this alternative system. The plan shall specify how the judicial district will address connectivity and transmission of data to JJIAMS. The plan will also address security measures that will be taken to assure the confidentiality of the intake data. The plan must also address who will have access to the intake data and for what purpose

The Intake and Assessment Program is responsible for the integrity of the JJIAMS data related to youth served by the Intake and Assessment Program's employees. Intake and Assessment Program staff are accountable for the proper use of JJIAMS in compliance with policies and procedures governing the system. Supervisors or designees must provide periodic, ongoing instructions to staff, conduct case reviews, and routinely review JJIAMS reports to ensure data quality and integrity.

All new JJIAMS users are required to have their supervisor submit a Help Desk Ticket requesting the new employee obtain JJIAMS access. This request must be completed and approved by the KDOC IT department prior to the usage of JJIAMS. All new JJIAMS users are also required to complete the IT Security Awareness training as well as sign the Security Awareness Acknowledgment form prior to the usage of JJIAMS.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-101</p>
	<p>SUBJECT:</p> <p>JUVENILE JUSTICE INTAKE AND ASSESSMENT MANAGEMENT SYSTEM (JJIAMS) DOCUMENTATION AND SYSTEM MANAGEMENT</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: JJIAMS User Manual</p>	<p>DATE ADOPTED: 2-5-2015</p> <p>DATE REVIEWED: 2-4-2015</p>	

DISCUSSION: The JJIAMS user manual should be referenced for any direction needed. The information entered into JJIAMS should be accurate, comprehensive and understandable.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-102</p>
	<p>SUBJECT:</p> <p>Kansas Department Of Corrections - Juvenile Service FORMS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall require that Intake and Assessment Programs utilize unaltered Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS) approved forms.

DISCUSSION: If an Intake and Assessment Program develops local forms or additions to KDOC- JS created forms, such forms shall be identified as local and not represented as being authored by KDOC- JS. Any re-creation shall not utilize the KDOC- JS name or logo in referencing the form.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-103</p>
	<p>SUBJECT:</p> <p>MANDATORY REPORTING</p>	<p>PAGE: 1 of 3</p>
<p>REFERENCES: K.S.A. 38-2202; K.S.A. 38-2223; KSA 75-7023; DCF Guide to Reporting Child Abuse and Neglect</p>		<p>DATE ADOPTED: 11-1-2009 DATE REVIEWED: 3-1-2017</p>

STANDARD: Written policy, procedure and practice shall provide for the reporting of all instances of suspected child abuse/and or neglect in accordance with state and federal requirements. This includes suspected cases of physical, mental, emotional or sexual abuse.

According to K.S.A. 38-2223(a)(1)(D), any employee that works in Juvenile Intake and Assessment is a Mandatory Reporter and is required to report all suspected cases of child abuse and/or neglect. Mandated reporters need to be aware of signs and symptoms that may indicate child abuse and only need to have a suspicion that a child has been harmed as a result of abuse or neglect that requires them to submit a report.

Child abuse and/or neglect reports shall be made regardless of where the abuse occurred. Reports of suspected child abuse and/or neglect shall be made to the Kansas Department for Children and Families (DCF) Protection Report Center at 1-800-922-5330 or online at <http://www.dcf.ks.gov/services/pps/Pages/KIPS/KIPSWegintake.aspx>. The identity of the mandatory reporter is held confidential, although exceptions do apply under law. The Intake and Assessment Program shall not conduct an investigation of any allegation of suspected abuse. The child protection investigator shall be responsible for all investigations. This shall not prevent the Intake and Assessment Program from conducting an internal investigation involving employee misconduct.

K.S.A. 38-2223(e) provides it is not a defense to a charge of failure to report that another mandatory reporter made a report. Because failure to report is a class B misdemeanor, all allegations of abuse/neglect should be reported by the Intake and Assessment staff regardless of whether or not the allegation was previously reported.

K.S.A. 38-2223(f) provides that anyone who makes a report without malice shall have immunity from any civil liability.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-103</p>
	<p>SUBJECT:</p> <p>MANDATORY REPORTING</p>	<p>PAGE: 2 of 3</p>
<p>REFERENCES: K.S.A. 38-2202; K.S.A. 38-2223; KSA 75-7023; DCF Guide to Reporting Child Abuse and Neglect</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>

DISCUSSION: If a case of abuse or neglect is suspected, JIAS workers should gather enough information to make a report, but be careful not to ask too many questions. Asking questions with too much detail can potentially alter facts of the case unintentionally. Investigators with specialized training from the Kansas Department for Children and Families (DCF) and law enforcement officers can conduct forensic interviews (if needed).

Law enforcement bringing a youth to the Intake and Assessment Program due to an allegation of child abuse and/or neglect does not relieve the Intake and Assessment staff of their obligation as a mandatory reporter.

Definitions

“Physical, mental or emotional abuse” means the infliction of physical, mental or emotional harm or the causing of a deterioration of a child and may include, but shall not be limited to, maltreatment or exploiting a child to the extent that the child's health or emotional well-being is endangered.

“Neglect” means acts or omissions by a parent, guardian or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. Neglect may include, but shall not be limited to:

- (1) Failure to provide the child with food, clothing or shelter necessary to sustain the life or health of the child;
- (2) failure to provide adequate supervision of a child or to remove a child from a situation which requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that results in bodily injury or a likelihood of harm to the child; or

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-103</p>
	<p>SUBJECT:</p> <p>MANDATORY REPORTING</p>	<p>PAGE: 3 of 3</p>
<p>REFERENCES: K.S.A. 38-2202; K.S.A. 38-2223; KSA 75-7023; DCF Guide to Reporting Child Abuse and Neglect</p>		<p>DATE ADOPTED: 11-1-2009 DATE REVIEWED: 3-1-2017</p>

DISCUSSION (cont.):

(3) failure to use resources available to treat a diagnosed medical condition if such treatment will make a child substantially more comfortable, reduce pain and suffering, or correct or substantially diminish a crippling condition from worsening. A parent legitimately practicing religious beliefs who does not provide specified medical treatment for a child because of religious beliefs shall not for that reason be considered a negligent parent; however, this exception shall not preclude a court from entering an order pursuant to K.S.A. 38-2217-a-2.

“Sexual abuse” means any contact or interaction with a child in which the child is being used for the sexual stimulation of the perpetrator, the child or another person. Sexual abuse shall include allowing, permitting or encouraging a child to engage in the sale of sexual relations or commercial sexual exploitation of a child, or to be photographed, filmed or depicted in pornographic material. Sexual abuse also shall include allowing, permitting or encouraging a child to engage in aggravated human trafficking, as defined in K.S.A. 21-5426-b, if committed in whole or in part for the purpose of the sexual gratification of the offender or another.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-104</p>
	<p>SUBJECT:</p> <p>SAFEGUARDING RECORDS AND DISCLOSURE</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 38-2207, K.S.A. 38-2223, K.S.A. 38-2310(e), K.S.A. 75-7023(b)</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall require that youth records are safeguarded from unauthorized and improper disclosure. All intake and assessment information (records, reports, and other information) shall be deemed confidential and shall not be disclosed except as provided by federal or state statute or regulation.

According to KSA 38-2310(e), the Director of juvenile intake may authorize disclosure of records, reports and information only to:

1. A licensed clinician assessing or treating a juvenile whom the clinician suspects may be abused or neglected;
2. A CASA with the legal responsibility or authorization to care for, treat or supervise a juvenile;
3. A parent or another adult legally responsible for the welfare of a juvenile, or their legal representative, with protection for the identity of persons reporting and other appropriate persons;
4. The juvenile, the juvenile's attorney and/or the juvenile's guardian ad litem.
5. The police or other law enforcement agency;
6. An agency charged with the responsibility of preventing or treating physical, mental or emotional abuse or neglect or sexual abuse of children, if the agency requesting the information has standards of confidentiality as strict or stricter than the requirements of the Kansas code for care of children or the revised Kansas juvenile justice code, whichever is applicable;
7. Members of a multidisciplinary team appointed by the court.
8. Licensed clinicians and/or agencies authorized by a properly constituted authority to diagnose, care for, treat or supervise a child or juvenile who is the subject of a report or record of child abuse or neglect.
9. A citizen review board appointed by the court (KSA 38-2207).
10. Schools (if/when necessary to provide for the safety of the students/employees of the school).
11. Educators (if/when necessary to provide for the safety of the students/employees of the school).
12. Another JIAS worker or another JIAS program; and
13. The interstate compact for juvenile's compact administrator (involving interstate compact juveniles).

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-104</p>
	<p>SUBJECT:</p> <p>SAFEGUARDING RECORDS AND DISCLOSURE</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 38-2207, K.S.A. 38-2223, K.S.A. 38-2310(e), K.S.A. 75-7023(b)</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD (cont.):

All records, reports and information obtained in JIAS shall not be allowed to be used for evidence and shall not be used in a child in need of care proceeding or a juvenile offender proceeding with the following exceptions:

1. If there is suspicion or reason to believe that the juvenile is a potential victim of physical, mental or emotional abuse or neglect or a victim of sexual abuse (which is required to be reported under K.S.A. 38-2223), records, reports and information obtained in the juvenile intake process may be used in a child in need of care proceeding for diagnostic and referral purposes and provided to the court for consideration of dispositional alternatives; and/or
2. If a juvenile is potentially being trafficked as a runaway; records, reports and information obtained in the juvenile intake process that is specific to the possible trafficking of the runaway may be used in a juvenile offender proceeding and shall be made available to the appropriate county/district attorney and the court. Such records, reports, and information shall be used only for diagnostic and referral purposes.

DISCUSSION: Any medical information received by the Intake and Assessment Program is subject to Health Insurance Portability and Accountability Act (HIPAA) and shall not be disclosed to any unauthorized person(s) without a written release signed by a parent(s) or guardian(s).

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<p style="text-align: center;">J u v e n i l e I n t a k e a n d A s s e s s m e n t S y s t e m S t a n d a r d s</p> <p style="text-align: center;">K a n s a s D e p a r t m e n t o f C o r r e c t i o n s - D i v i s i o n o f J u v e n i l e S e r v i c e s S t a t e o f K a n s a s</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-105</p>
	<p>SUBJECT:</p> <p>RETENTION SCHEDULE</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to comply with the retention schedule put forth by the Kansas State Historical Society. If any Intake and Assessment Program is aware of any pending or reasonably likely litigation surrounding a file, contact the Kansas Department of Corrections (KDOC) Legal Division.

DISCUSSION: The Kansas State Historical Society's retention schedule is the minimum retention period for records. Intake and Assessment Programs may retain the records longer if required by local policy and procedure. The Kansas State Historical Society's retention schedule for Intake and Assessment Records is five (5) years.

For assistance on compliance with the Kansas State Historical Society's retention schedule for local units of government please contact:

Kansas State Historical Society
6425 SW 6th Avenue
Topeka, KS 66615
785-272-8681
<http://www.kshs.org/index.htm>

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<p style="text-align: center;">J u v e n i l e I n t a k e a n d A s s e s s m e n t S y s t e m S t a n d a r d s</p> <p style="text-align: center;">K a n s a s D e p a r t m e n t o f C o r r e c t i o n s - D i v i s i o n o f J u v e n i l e S e r v i c e s S t a t e o f K a n s a s</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-106</p>
	<p>SUBJECT:</p> <p>EXPUNGEMENT OF RECORDS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2312</p>	<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>	

STANDARD: Written policy, procedure and practice shall require that Intake and Assessment Programs upon a receipt of an order of expungement shall:

- Notify the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS) of the order for expungement of the record
- Collect and print any and all information concerning the youth, including any electronic or paper documents or records on individuals listed within the court order
- Place these documents in a sealed envelope. Write in red ink on the envelope, "EXPUNGED RECORDS." In addition, write or type on the envelope the following: "The contents of this envelope have been expunged and may not be divulged without an order from the District Court of ***** County." Upon any written or verbal request for information from any source, the Intake and Assessment Program shall respond that no such record exists
- The file may be identified, for internal purposes only, with the name of the youth and the date the case was expunged
- Under certain circumstances, K.S.A. 38-2312 may permit access to previously expunged records. Upon receipt of such an order or request, the Intake and Assessment Director or designee shall notify KDOC- JS and release the contents of the file as authorized by law. Questions related to the disclosure of expunged records may be directed to the KDOC Legal Division

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Operations Chapter

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-100</p>
	<p>SUBJECT:</p> <p>24-HOUR SERVICE AVAILABILITY</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2330; K.S.A. 75-7023</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to provide intake and assessment services 24-hours per day, 365 days per year. How these services are provided, whether by staffed facility, an on-call system, notice to appear process or other local process shall be authorized by the Board of County Commissioners, Juvenile Corrections Advisory Board and local law enforcement agencies.

For Judicial Districts that have multiple counties, arrangements can be made for intake interviews to be conducted using a two-way audio or a two-way audio-visual communication system. (See JIAS 04-101).

DISCUSSION: At a minimum, 24-hour services must include who to contact (name and or office) and how (telephone or pager) for questions or assistance during the regular work day; and names and contact numbers for after hours, on weekends, and during holidays for regular or emergency situations.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-101</p>
	<p>SUBJECT:</p> <p>REACTION AND RESPONSE TIME</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 75-7023</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall require that the Intake and Assessment Program respond to law enforcement upon their request within ten (10) minutes of notification. The intake worker and law enforcement officer shall confer and determine whether an immediate assessment is required.

If determined an immediate assessment is required, the assessment should commence within thirty (30) minutes of the conversation. If there are extenuating circumstances causing a delay, the intake worker shall document extensions of this time period.

For Judicial Districts that have multiple counties and an intake office is not located in the same county where the law enforcement officer has custody of the youth, arrangements can be made for intake interviews to be conducted using a two-way audio-visual communication system. If a two-way audio-visual communication system is not available, then a two-way audio system may be used.

When a youth is brought to intake, parent(s)/guardian(s) or other appropriate adult(s) shall be contacted immediately unless case circumstances indicate it may not be in the child's best interest. The appropriate time to attempt contact shall be determined based upon case circumstances. This contact, or unsuccessful attempts, shall be documented in Juvenile Justice Intake and Assessment Management System (JJIAMS).

For Judicial Districts that have law enforcement agencies that elect to use a notice to appear process, the juvenile intake and assessment office shall have a process in place to receive, document and track NTAs and other pertinent information received from the LEO. (See JIAS 04-112)

A Memorandum of Understanding, pursuant to JIAS-01-103, may be developed between law enforcement and the Intake and Assessment Program in the event of any deviation from the above standard. The agreed upon response times shall be specified within the Memorandum.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-101</p>
	<p>SUBJECT:</p> <p>REACTION AND RESPONSE TIME</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 75-7023</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

DISCUSSION: Research has demonstrated that much of the intake program's success in working with youth and their families can be contributed to the immediate response to the youth and/or families' actions. Delaying the assessment process tends to reduce that positive impact.

For Judicial Districts with multiple counties that have arrangements between juvenile intake and law enforcement agencies for intake interviews to be conducted using a communication system, it is preferable to utilize a two-way audio-visual system rather than a two-way audio system (to provide for sight and sound capability).

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-102</p>
	<p>SUBJECT:</p> <p>SEARCHES</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>	

STANDARD: Written policy, procedure and practice shall specify that law enforcement shall be requested to conduct any necessary searches of the youth prior to leaving the youth with the intake and assessment worker.

When law enforcement is not available to conduct a search written policy shall govern the type, frequency, and process for conducting searches. Information pertaining to searches of youth shall be posted in a conspicuous location within the Intake and Assessment Program's building.

Written policy may also address the type, frequency and process for searches of visitors, as well as the issue of consent, and actions if consent is refused. Information pertaining to searches of visitors shall be placed in a conspicuous location within the Intake and Assessment Program's building.

For an Intake and Assessment Program to adopt a local policy for conducting any type of search the following steps shall be required:

- Legal review by county or district legal authority
- Inform the Juvenile Corrections Advisory Board (JCAB)
- Approved by all Boards of County Commissioners in the appropriate counties in which searches may be conducted

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-103</p>
	<p>SUBJECT:</p> <p>ASSESSMENT INTERVIEWS</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 75-7023</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to conduct all assessment interviews at an appropriate location and upon youth that are capable of participating in the interview.

When determining an appropriate interviewing location, the following shall be addressed:

- Sight and sound separation from adult inmates/offenders
- Safety of the youth and staff performing the intake
- Confidentiality to ensure the interview is not overheard by other persons

When determining the ability of the youth's participation in the interview process, the following shall be considered:

- Age
- Impairment due to the usage of drugs and/or alcohol
- Cognitive challenges
- Current emotional state due to traumatic events

For those youth that are deemed temporarily impaired (i.e. under the influence of drugs and/or alcohol at the time of the intake) a screening instrument (MAYSI-2) shall NOT be completed and the youth shall be given an opportunity to reschedule the intake assessment within seven (7) business days. For temporarily impaired youth, as much information as possible shall be gathered from law enforcement, the youth, parents/guardians or any other parties that have pertinent knowledge of the youth to make the most appropriate release recommendation based upon limited information.

For youth with cognitive challenges that are not temporary in nature, as much information as possible shall be gathered from law enforcement, the youth, parents/guardians or any other parties that have pertinent knowledge of the youth to make the most appropriate release decision based upon limited information. For those youth with cognitive challenges that are not temporary in nature, a screening instrument (MAYSI-2) shall NOT be completed.

Documentation shall be provided in the Juvenile Justice Intake and Assessment Management System (JJIAMS) on all youth stating why the interview was not conducted.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-103</p>
	<p>SUBJECT:</p> <p>ASSESSMENT INTERVIEWS</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD (cont.):

The parents/guardians should not be present during the interview process (i.e. during the administration of the MAYSI-2 screening assessments/questionnaires or during the gathering of any information for JJIAMS that may be influenced by their presence), unless there is a lack of cognitive functioning that requires parent/guardian participation or the youth's age would require parent/guardian participation. The parent's/guardians absence is to ensure the youth is comfortable and will give accurate information without the influence of the parents/guardians. It shall be considered acceptable if the parents/guardians refuse to participate in the intake process.

The parents/guardian shall NOT be allowed to be present during the interview process if the parents/guardian is a co-respondent, alleged perpetrator of physical or sexual abuse or there is parental interference with the interview process. If the parent becomes uncooperative or refuses to allow the intake to proceed, law enforcement should be contacted for assistance.

Law enforcement shall not be present during the assessment interview process unless it is for the purpose of the Intake and Assessment Worker's safety or the youth's safety. The lack of law enforcement presence during the interview may allow for a more open and relaxed environment for the youth, ensure that the information obtained through the intake is not used in the legal proceedings, and prohibits any interviewing or interrogating by law enforcement during the intake.

DISCUSSION: If a youth is exhibiting signs of active trauma and the JIAS worker's attempts are not adequate to provide support and relief, the JIAS worker should follow local policy and procedure for obtaining additional mental health guidance and support.

Judicial Districts that do not utilize a centralized intake center to conduct all intakes should collaborate with their local law enforcement and youth service agencies to establish local protocols to ensure access is available to appropriate locations to complete the intake interview.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-104</p>
	<p>SUBJECT:</p> <p>SCREENING INSTRUMENT</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 75-7023, AG Opinion 2001-053, Massachusetts Youth Screening Instrument, Version 2, User's Manual & Technical Report, Mental Health Screening with the MAYSI-2 Training</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>

STANDARD: Written policy, procedure and practice shall require Juvenile Intake and Assessment System (JIAS) use the Massachusetts Youth Screening Instrument – Second Version (MAYSI-2) as part of the screening and referral process.

All JIAS staff shall complete the MAYSI-2 training. Prior to administering the screening, all staff shall be proficient in scoring the MAYSI-2 and providing Secondary Screenings on appropriate youth.

The MAYSI-2 shall be administered and scored during each intake on youth who are:

- Between twelve (12) and seventeen (17) years old;
- Child in Need of Care cases;
- Juvenile offenders;
- Notice/Agreement to Appear; and
- Walk-in intakes.

The MAYSI-2 shall NOT be administered on youth when:

- They have had a MAYSI-2 administered within the past 3 weeks and there does not seem to be any significant changes for the youth;
- They are temporarily impaired (under the influence of drugs and/or alcohol);
- They are impaired and it is not temporary in nature (cognitive functioning, etc.); or
- The youth refuses to participate in the screening.

JIAS staff shall encourage youth to participate in the MAYSI-2 screening and inform all youth that taking the MAYSI-2 is voluntary. Youth shall be required to sign form KDOC-JS-JIAS-003 acknowledging they understand the screening is voluntary.

Interpreting Results: JIAS shall use the results of the MAYSI-2 to determine if additional services are necessary.

- A. For youth who score at or above the Caution cut-off on Suicide Ideation, at a minimum, provide a MAYSI-2 Suicide Ideation Secondary Screening.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-104</p>
	<p>SUBJECT:</p> <p>SCREENING INSTRUMENT</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 75-7023, AG Opinion 2001-053, Massachusetts Youth Screening Instrument, Version 2, User's Manual & Technical Report, Mental Health Screening with the MAYSI-2 Training</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>

STANDARD (cont.):

If JIAS staff believe an intervention is needed based upon the results of the MAYSI-2 Suicide Ideation Secondary Screening, follow local policy and procedure for attaining an emergency mental health screen. The following precautions shall be taken by JIAS staff in this situation:

- Maintain a safe environment (remove all sharp objects, etc.);
- Keep the youth in the line of sight of an adult at all times; and
- Exchange information appropriately to the responsible adult taking physical custody of the youth upon the release from JIAS.

B. For all youth who score at or above the Caution cut-off on any subscale, recommend or refer the youth for further mental health assessment.

All MAYSI-2's shall be entered in MAYSIWARE. If the MAYSI-2 is completed in the pencil and paper version by the youth, the results need to be entered into MAYSIWARE by JIAS staff within three (3) business days.

Aggregate data of all MAYSI-2's administered in the Judicial District shall be submitted electronically, exported from MAYSIWARE in excel, to the Kansas Department of Corrections-Juvenile Services on a monthly basis.

DISCUSSION: Secondary screenings are available for all subscales, with the exception of traumatic experiences, and are recommended because youth sometimes get high scores for reasons that do not necessarily require immediate response or an intervention that is not typically used with youth scoring high on a given scale. Secondary Screenings can be used to assist in determining urgency and gathering additional information for recommendation or referral to mental health agencies for further assessment and services.

The MAYSI-2 should be administered as soon as possible as a part of the intake process. However, if a youth is extremely upset, allow them some time to calm down before administering the MAYSI-2 in order to obtain more accurate responses.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-105</p>
	<p>SUBJECT:</p> <p>WALK-IN INTAKES</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2223, K.S.A. 75-7023(g)</p>		<p>DATE ADOPTED: 11-1-2009 DATE REVIEWED: 3-1-2017</p>

STANDARD: Written policy, procedure and practice shall allow for parents, guardians and youth to access the intake and assessment services on a voluntary basis.

If the judicial district charges a fee for intake and assessment services, a sliding scale fee schedule according to the ability to pay for accessing the walk-in program shall be developed and approved by the Administrative County's Board of County Commissioners for the judicial district and approved by the Juvenile Corrections Advisory Board (JCAB) prior to implementation.

Juvenile Intake staff shall assist the family and youth by interviewing the family members, gathering information and conducting approved screenings in order to help the youth and their family address their current situation. If warranted, referrals should be made for the youth to access community services identified through the intake process which may provide support or programing in an area that the juvenile may be experiencing problems in.

If there is suspicion or reason to believe that the juvenile is a potential victim of physical, mental, emotional, or sexual abuse or neglect (which is required to be reported under K.S.A. 38-2223), a report shall be made as described in JIAS-03-103.

If referrals are made to community agencies for assessments or services, the parent or guardian shall be responsible for the costs of any such program utilized.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: OPERATIONS	STANDARD NO. JIAS-04-106
	SUBJECT: INTERSTATE COMPACT ON JUVENILES	PAGE: 1 of 2
REFERENCES: K.S.A. 38-1008 et. seq		DATE ADOPTED: 11-1-2009 DATE REVIEWED: 3-1-2017

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to comply with the Interstate Compact on Juveniles.

When an out of state youth has law enforcement contact in Kansas and is not an absconder, escapee or runaway this youth is not subject to the provisions of the Interstate Compact on Juveniles.

If a youth is an absconder or escapee from supervision from another state as determined by law enforcement, the intake and assessment worker shall have the youth detained until the youth can appear before the Court. The intake and assessment worker also shall notify the Kansas Interstate Compact on Juvenile's office at KansasICJ@doc.ks.gov or 785-296-5616, for assistance in returning the youth to their home state. On nights and weekends, an email or voicemail shall be left with the Kansas Interstate Compact on Juveniles office who will follow up the next business day.

If a youth is a runaway from another state, the Interstate Compact on Juveniles allows for the parent(s) or legal guardian(s) to pick up the youth within the first twenty-four (24) hour time period without going through the Interstate Compact on Juveniles process; however, the Kansas Interstate Compact on Juvenile's office must first be notified. Prior to picking up a youth, a parent or legal guardian must provide proof of entitlement and identity. If information from law enforcement or intake and assessment identifies any potential safety risk for the youth, the intake and assessment worker shall recommend the youth be detained until the youth can appear before the Court. The parent(s) or legal guardian(s) may authorize another person to pick up the youth; such authorization must be provided to intake and assessment in writing. Proof of entitlement and identity shall be required by the parent and proof of identity shall be provided by the other person picking up the youth prior to release.

DISCUSSION: Specific information regarding the Interstate Compact on Juveniles requirements may be found at <http://www.doc.ks.gov/juvenile-services/interstate>.

If it is suspected that the youth is an out of state absconder or runaway, the intake and assessment worker may request law enforcement to check the National Crime Information Center (NCIC) for the youth's status or contact law enforcement in the youth's home community. The intake worker should inquire about the circumstances around the youth not being in their home state and confer with any identified collateral sources. If there is no evidence that the youth is an absconder or runaway from another state, the youth shall be dealt with in the same manner as a Kansas resident.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-106</p>
	<p>SUBJECT:</p> <p>INTERSTATE COMPACT ON JUVENILES</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 38-1008 et. seq</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

DISCUSSION cont.

Definitions

“Proof of entitlement” is defined as papers, documentation, and/or evidence that the person claiming to have a relationship is that of a parent or family member and not someone posing as a family member. Examples of identification and proof of entitlement could be a driver’s license along with a school card, school papers, or a birth certificate (items that a stranger posing as a family member would likely not have in their possession).

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Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: OPERATIONS	STANDARD NO. JIAS-04-107
	SUBJECT: UTILIZATION OF RESTRAINTS	PAGE: 1 of 1
REFERENCES: K.S.A. 38-2330(b)		DATE ADOPTED: 1-1-2015 DATE REVIEWED: 10-10-2014

STANDARD: Written policy, procedure and practice shall allow properly trained Intake and Assessment staff to restrain youth for the purposes of public safety, staff safety and/or safety of the youth. Staff shall use the least restrictive method to control the situation. Staff who perform this function shall receive restraint training annually. Documentation is required to verify staff has received training.

The following steps shall be required for an Intake and Assessment Program to adopt a local policy for utilizing any type of restraint the following steps shall be required:

- Legal review by county or district legal authority
- Inform the Juvenile Corrections Advisory Board (JCAB)
- Approved by all Boards of County Commissioners in the counties where restraints may be utilized
- Submit policy to the Secretary of the Kansas Department of Corrections prior to implementation
- Adhere to the procedural guidelines established in the Juvenile Justice and Delinquency Prevention Manual and adhere to any local policies set forth pertaining to the Juvenile Justice and Delinquency Prevention Act of 2002

DISCUSSION: Intake and Assessment Programs that do not utilize restraints do not need a local policy for this Standard.

The Juvenile Justice and Delinquency Prevention Manual can be found at <http://www.jja.ks.gov/FederalGrants/JJDPManual2011.doc>.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-108</p>
	<p>SUBJECT:</p> <p>WEAPONS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 3-1-2017</p>	

STANDARD: Written policy, procedure and practice shall prohibit Intake and Assessment Program employees from carrying weapons in the performance of their duties.

The use of the following items shall be prohibited for use by Juvenile Intake and Assessment staff in the performance of their duties:

- Firearms
- Oleoresin capsicum (pepper spray)
- Any variation of blunt force weapons (including batons)
- Any variation of electric control devise (including Tasers)

State block grant funds shall not be used in the purchasing of the above stated weapons and/or any of their accessories.

This standard shall not prohibit the carrying of concealed firearms when done so in accordance with the Kansas Personal and Family Protection Act. State block grant funds shall not be used in the purchasing of firearms or accessories for concealed carry.

DISCUSSION: When situations cannot be resolved, law enforcement authorities may be contacted for assistance.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-109</p>
	<p>SUBJECT:</p> <p>RELEASE FROM INTAKE AND ASSESSMENT</p>	<p>PAGE: 1 of 5</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 38-2389, K.S.A. 75-7023, K.S.A. 38-2232, K.S.A 38-2330, K.S.A. 38-2331</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 7-1-2017</p>

STANDARD: Written policy, procedure and practice shall define the process for determining the release/placement of each youth that goes through Juvenile Intake and Assessment. Each determination shall be reviewed and approved by the Intake and Assessment Director or designee.

A. Release Determinations

Pursuant to K.S.A. 75-7023 and K.S.A. 38-2331, juvenile intake workers shall use the records, reports and information obtained in the intake process to make a release determination. All determinations shall be made in the best interest of the youth with placement in the least restrictive environment to ensure safety of the youth and others.

It is prohibited for a youth to be released to any parent, legal guardian or other appropriate adult when:

- Parental rights have been terminated;
- the worker perceives there to be a danger to the youth, parent/guardian or other household members

Release/placement options are as follows:

1. The first release/placement option is releasing the youth to the custody of the youth's parent, other legal guardian or another appropriate adult;
2. The second release/placement option is to conditionally release the youth to the custody of the youth's parent, other legal guardian or another appropriate adult. To place a youth on conditions, the intake and assessment worker has reason to believe that:
 - If the conditions are met, release is in the best interest of the youth; and
 - It might be harmful to the youth if released without imposing the conditions.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-109</p>
	<p>SUBJECT:</p> <p>RELEASE FROM INTAKE AND ASSESSMENT</p>	<p>PAGE: 2 of 5</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 38-2389, K.S.A. 75-7023, K.S.A. 38-2232, K.S.A. 38-2330, K.S.A. 38-2331</p>	<p>DATE ADOPTED:</p> <p>DATE REVIEWED:</p>	<p>11-1-2009</p> <p>7-1-2017</p>

STANDARDS (cont.):

Conditions may include, per K.S.A. 75-7023(e)(2):

- a. Participation of the youth in counseling;
- b. Participation of members of the youth's family in counseling;
- c. Participation by the youth, members of the youth's family and other relevant persons in mediation;
- d. Provision of outpatient treatment for the youth;
- e. Referral of the youth and/or youth's family to the Department for Children and Family Services (DCF) for services;
- f. Referral of the youth and the youth's family to community resources or services;
- g. Requiring the youth and members of the youth's family to enter into a behavioral contract to provide for regular school attendance among other requirements; or
- h. Any special conditions necessary to protect the youth from future abuse or neglect.

Conditions may include, but not be limited to, the following alternatives per K.S.A. 38-2331(b):

- i. Release on the youth's promise to appear;
- j. Release to a parent, guardian or custodian upon the youth's assurance to secure such youth's appearance;
- k. Release with the imposition of reasonable restrictions on activities, associations, movements and residence specifically related to securing the youth's appearance at the next court hearing;
- l. Release to a voluntary community supervision program;
- m. Release to a mandatory, court-ordered community supervision program;
- n. Release with mandatory participation in an electronic monitoring program with minimal restrictions on the youth's movement;
- o. Release with mandatory participation in an electronic monitoring program allowing the youth to leave home only to attend school, work, court hearings or other court-approved activities;

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-109</p>
	<p>SUBJECT:</p> <p>RELEASE FROM INTAKE AND ASSESSMENT</p>	<p>PAGE: 3 of 5</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 38-2389, K.S.A. 75-7023, K.S.A. 38-2232, K.S.A 38-2330, K.S.A. 38-2331</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 7-1-2017</p>	

STANDARDS (cont.):

3. The third release/placement option is to have the youth placed in a shelter facility or a licensed attendant care only if the intake worker has reason to believe that it is in the youth's best interest not to release or conditionally release the youth.
4. Another placement/release option is in a juvenile detention center. To be placed in a juvenile detention center the following criteria must be met:
 - a. A Detention Risk Assessment Instrument (DRAI) was administered per JIAS-04-114.
 - b. It is determined that community-based alternatives to detention are insufficient to:
 - i. Secure the presence of the juvenile at the next hearing as evidenced by a demonstrable record of recent failures to appear at juvenile court proceedings and an exhaustion of detention alternatives; or
 - ii. protect the physical safety of another person or property from serious threat if the juvenile is not detained
 - c. Youth CANNOT be placed in detention solely due to:
 - i. A lack of supervision alternatives or service options;
 - ii. a parent avoiding legal responsibility;
 - iii. a risk of self-harm;
 - iv. contempt of court;
 - v. a violation of a valid court order; or
 - vi. technical violations of conditional release unless there is probable cause that the juvenile poses a significant risk of harm to others or damage to property or the applicable graduated responses or sanctions protocol allows such placement.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-109</p>
	<p>SUBJECT:</p> <p>RELEASE FROM INTAKE AND ASSESSMENT</p>	<p>PAGE: 4 of 5</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 38-2389, K.S.A. 75-7023, K.S.A. 38-2232, K.S.A 38-2330, K.S.A. 38-2331</p>	<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 7-1-2017</p>	

STANDARDS (cont.):

5. If a youth is in the legal custody of the DCF or the Department of Corrections- Juvenile Services, release/placement shall be to return the youth to the placement they were in whenever possible. If due to safety or other extenuating circumstances, return is not an option, the youth shall be released to the custodial agency. In situations where there are new charges, intake staff must complete a DRAI prior to making any release/placement decisions.
6. If a youth is an absconder, escapee or runaway from another state, follow guidance in JIAS 04-106 regarding Interstate Compact on Juveniles for making release/placement determinations.

B. Documentation

Whenever a youth participates in the juvenile intake process, the JIAS staff shall document the release/placement decision in the JIAS information management system which will include narrative of the determining factors and circumstances in the release/placement decision.

Appropriate forms must be completed and distributed:

Release/Placement Form KDOC-JS-JIAS-004 shall be completed when youth are released:

- to the custody of the youth's parent, other legal guardian or another appropriate adult;
- to a shelter facility or a licensed attendant care;

The Police Protective Custody (PPC) Section of the form only needs to be completed in situations where the youth has been placed in PPC. The PPC section requires law enforcement to complete and sign the form unless law enforcement wishes to utilize a separate application in which case the application shall be attached to Form KDOC-JS-JIAS-004.

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Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: OPERATIONS	STANDARD NO. JIAS-04-109
	SUBJECT: RELEASE FROM INTAKE AND ASSESSMENT	PAGE: 5 of 5
REFERENCES: K.S.A. 38-2346, K.S.A. 38-2389, K.S.A. 75-7023, K.S.A. 38-2232, K.S.A 38-2330, K.S.A. 38-2331	DATE ADOPTED: DATE REVIEWED:	11-1-2009 7-1-2017

STANDARDS (cont.):

Conditions of Release Form KDOC-JS-JIAS-005 shall be completed when youth are conditionally released to the custody of the youth's parent, other legal guardian or another appropriate adult. A safety plan using Form KDOC-JS-JIAS-006 may be completed when in the best interests of the youth.

Once all release signatures are obtained, a copy shall be given to the person taking custody of the youth and a copy retained for the intake file.

DISCUSSION: Examples of when it is NOT recommended the youth be released to a parent/guardian or other appropriate adult include but are not limited to:

- When the parent/guardian or other appropriate adult is an alleged perpetrator of physical or sexual abuse of the youth
- When the alleged perpetrator lives with and/or the parent(s)/guardian(s) cannot adequately protect the youth
- When the parent/guardian or other appropriate adult appears to be impaired by being under the influence of drugs or alcohol unless cleared by law enforcement

The person with authority to place a youth in a juvenile detention center maintains discretion to release the youth if other less restrictive measures would be adequate.

If a youth is in the legal custody of DCF or the Department of Corrections-Juvenile Services (KDOC-JS) and is detained or taken into custody by a LEO, the LEO may return the youth directly to the previous DCF or KDOC-JS placement agency without coming to juvenile intake whenever it is appropriate.

If it is suspected that the youth is an out of state absconder or runaway, the intake and assessment worker may request law enforcement to check the National Crime Information Center (NCIC) for the youth's status or contact law enforcement in the youth's home community. The intake worker should inquire about the circumstances around the youth not being in their home state and confer with any identified collateral sources. If there is no evidence that the youth is an absconder or runaway from another state, the youth shall be dealt with in the same manner as a Kansas resident.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>ADMINISTRATION</p>	<p>STANDARD NO.</p> <p>JIAS-04-110</p>
	<p>SUBJECT:</p> <p>TRANSPORTATION OF YOUTH</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 59-2953, K.S.A. 75-7023(e)(3)</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to coordinate transportation when the youth is to be delivered to a shelter facility, foster care placement or licensed attendant care center along with a law enforcement officer's written application following the completion of the intake and assessment process.

The Intake and Assessment Program shall not transport a youth to or from:

- A juvenile detention facility
- The home of a parent, legal guardian or another appropriate adult
- A hospital or a mental health facility
- Court

DISCUSSION: A Memorandum of Agreement (MOU) pursuant to JIAS-01-103 may be entered into between the local law enforcement agency(s) and the Intake and Assessment Program defining the responsibilities, liabilities and costs associated with this service. If an MOU is entered into, a copy of such agreement shall be readily available to the Kansas Department of Corrections- Division of Juvenile Services.

Coordination does not mean the intake and assessment program is obligated to provide transportation services for law enforcement.

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<p style="text-align: center;">J u v e n i l e I n t a k e a n d A s s e s s m e n t S y s t e m S t a n d a r d s</p> <p style="text-align: center;">K a n s a s D e p a r t m e n t o f C o r r e c t i o n s - D i v i s i o n o f J u v e n i l e S e r v i c e s S t a t e o f K a n s a s</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-111</p>
	<p>SUBJECT:</p> <p>REVIEW OF INTAKE RESULTS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>

STANDARD: Written policy, procedure and practice shall require the Intake and Assessment Program to attempt to review the intake and assessment information and the assessment results with the youth and the youth's parent(s)/guardian(s), or another appropriate person.

There may be occasions where this review is not in the best interest of the youth. In these situations, the intake and assessment information and results shall not be shared with the parent/guardian and/or appropriate adult. The Intake and Assessment Program Director or designee shall make the determination if the release of the information and results are not in the best interests of the youth.

DISCUSSION: Reviewing results of the intake and assessment process with the parent/legal guardian/appropriate person keeps them informed of the youth's involvement in the intake process.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-112</p>
	<p>SUBJECT:</p> <p>NOTICE TO APPEAR</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 38-2330; K.S.A. 75-7023</p>		<p>DATE ADOPTED: 3-1-2017</p> <p>DATE REVIEWED:</p>

STANDARD: Written policy, procedure and practice shall require the intake and assessment program to have a Notice to Appear (NTA) procedure in place to receive, process, track and report on NTAs received from law enforcement agencies.

According to KSA 38-2330 a Law Enforcement Officer (LEO) may issue a NTA to a juvenile that is detained or taken into custody and shall provide a copy of the NTA and other information pertaining to the juvenile to the juvenile intake and assessment office. The juvenile intake and assessment office shall have a process in place to receive, document and track NTAs and other pertinent information received from the LEO.

The juvenile, parent or guardian is responsible to contact the intake and assessment office within 48 hours of receiving the NTA (excluding weekends and holidays). The intake and assessment office shall be available to be contacted by the juvenile. When contacted, the intake and assessment staff shall make arrangements to meet with the juvenile and conduct the intake process. An appointment shall be scheduled for the youth and family within five (5) business days of the notification. As a result of the records, reports and information obtained in the intake process, the intake staff shall make release determinations (as per JIAS 04-109) and referral determinations (as per JIAS 04-113).

If the juvenile fails to contact juvenile intake and assessment services as required in the NTA, juvenile intake and assessment services shall notify the district/county attorney that the juvenile did not comply with the NTA order. A copy of that notification shall be kept in the juvenile intake and assessment office. If the youth and/or parents cannot be contacted within the time frame, miss the appointment or refuse to participate in the intake and assessment process, this shall be documented and the intake and assessment program shall notify appropriate agencies.

The intake and assessment office shall collect aggregate data on NTAs served/received, NTAs complied with and NTAs not complied with and shall make that information available to the Kansas Department of Corrections- Division of Juvenile Services.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-112</p>
	<p>SUBJECT:</p> <p>NOTICE TO APPEAR</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 38-2330; K.S.A. 75-7023</p>		<p>DATE ADOPTED: 3-1-2017</p> <p>DATE REVIEWED:</p>

DISCUSSION: If the intake and assessment office receives a NTA notice from a law enforcement agency but is not contacted by the juvenile, parent or guardian within the 48-hour time frame, it is recommended that the intake and assessment staff attempt to contact the parents or guardian to ensure they are aware of the NTA and to encourage compliance.

A Memorandum of Understanding (MOU) pursuant to JIAS-01-103 may be entered into between the county/district attorney's office, the local law enforcement agency(s) and the intake and assessment program defining the procedural responsibilities of each agency. If an MOU is entered into, a copy of such agreement shall be readily available to the Kansas Department of Corrections- Division of Juvenile Services.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-113</p>
	<p>SUBJECT:</p> <p>REFERRALS FROM INTAKE AND ASSESSMENT</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 75-7023</p>		<p>DATE ADOPTED: 2-20-2017</p> <p>DATE REVIEWED:</p>

STANDARD: Written policy, procedure and practice shall require that each youth processed through the Juvenile Intake and Assessment System (JIAS) shall have their case referred to the local Immediate Intervention Program, the county/district attorney, or the Department for Children and Family Services. Additionally, youth and families will be referred for services within the community as appropriate to address identified areas of concerns.

A. Case Referral

The JIAS staff shall use the records, reports and information obtained in the intake process to make referrals to one of the following:

1. An immediate intervention program (K.S.A. 38-2346(b)) per JIAS-04-115;
2. The local county/district attorney for appropriate proceedings to be filed, with or without a recommendation that the youth be considered for immediate intervention (K.S.A. 38-2346), (see JIAS-04-115); or
3. Refer the youth and/or family to the Department of Children and Family Services for follow up and/or investigation as a Child in Need of Care.

B. Referrals for Services

The JIAS staff may use the records, reports and information obtained in the intake process to make referrals to a local agency to address one or more of the following issues: mental health; crisis intervention; coping skills; substance abuse; trauma; family related issues; parenting skills; anger management; problems in school; truancy issues; negative peer relations; cognitive programming; community service work; gang intervention; mentoring; legal services; gender responsive programming; employment services; independent living support; etc.

Referrals for services may be for the youth and/or family members. The JIAS staff may contact the referral agency directly to set an appointment prior to the youth's release from intake or provide the parent/guardian and youth the contact information for the referral agency so that they can follow up at their convenience.

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	<p>SUBJECT:</p> <p>REFERRALS FROM INTAKE AND ASSESSMENT</p>	<p>PAGE: 2 of 2</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 75-7023</p>	<p>DATE ADOPTED: 2-20-2017</p> <p>DATE REVIEWED:</p>	

STANDARD (cont.):

Pursuant to K. S. A. 75-7023, the parent or guardian shall be responsible for the costs of any such program utilized.

If any referrals for community services are recommended or made for the youth and/or youth's family, those referrals should be documented on form KDOC-JS-JIAS-007. The form should be given to the parent/guardian and a copy kept in the intake file.

DISCUSSION: JIAS staff shall assist the family and youth by gathering information and conducting approved screenings in order to help the youth and their family address their current situation. If warranted, referrals should be made for the youth to access community services identified through the intake process which may provide support or programing in an area that the youth may be experiencing problems in.

Definitions:

“Case Referrals” is defined as a formal referral required by K.S.A. 75-7023(e)(4). All cases processed through the Juvenile Intake and Assessment Program require a case referral.

“Referrals for Services” is defined as an optional referral for services by the JIAS staff for local program providers to provide some assistance and/or support for the youth and/or family based on the results of the intake and assessment screenings.

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-114</p>
	<p>SUBJECT:</p> <p>DETENTION RISK ASSESSMENT INSTRUMENT</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: K.S.A. 38-2302, K.S.A. 38-2325, K.S.A. 38-2331, K.S.A. 38-2343, K.S.A. 75-7023</p>	<p>DATE ADOPTED: 7-1-2017</p> <p>DATE REVIEWED:</p>	

STANDARD: Written policy, procedure and practice shall require use of the state issued Detention Risk Assessment Instrument (DRAI) as directed by this standard.

The Kansas Department of Corrections – Juvenile Services (KDOC-JS) adopted the Kansas Detention Assessment Instrument (KDAI) as the state issued DRAI.

All intake workers, supervisors and anyone who approves intake placement decisions must be trained by KDOC-JS in administering the KDAI.

A. Administration of the KDAI as part of the Intake Process

The KDAI must be administered at every intake on youth who are 10 to 17 years old and:

- allegedly committed a juvenile offense or status offense; or
- were brought to JIAS for technical reasons (warrant, violation of a valid court order, etc.).

The KDAI is NOT to be completed on youth who:

- are Child in Need of Care cases of abuse and neglect;
- report for a Notice/Agreement to Appear (NTA); or
- any walk-in intakes.

The KDAI Scoring Guide must be used every time a KDAI is administered and JIAS workers shall follow all guidelines in the KDAI Scoring Guide.

All overrides of a KDAI detention decision require court approval. The director of JIAS must obtain a local order or other written guidance from the Administrative Judge of the Judicial District regarding cases, situations, or circumstances in which the court will approve an override. A clear process by which JIAS workers obtain override approval must be established.

Completed KDAI's shall not be provided to anyone who is not trained in administering the instrument. Only the KDAI Summary Sheet may be included as part of the intake information packet provided as notification an intake was conducted to appropriate system stakeholders based on local distribution practices.

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Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: OPERATIONS	STANDARD NO. JIAS-04-114
	SUBJECT: DETENTION RISK ASSESSMENT INSTRUMENT	PAGE: 2 of 2
REFERENCES: K.S.A. 38-2302, K.S.A. 38-2325, K.S.A. 38-2331, K.S.A. 38-2343, K.S.A. 75-7023		DATE ADOPTED: 7-1-2017 DATE REVIEWED:

B. The KDAI and Court Requests

If the court is considering detention for a youth post intake:

1. JIAS staff may administer a KDAI without doing an intake.
2. Only the KDAI Summary Sheet may be provided to or for the court.
3. A KDAI is valid for a maximum of 90 days for court reference.
 - a. A new KDAI must be completed if:
 - i. It is has been 90 days since the KDAI was administered; or
 - ii. The youth meets any of the following criteria:
 - Has a new charge that hasn't yet been assessed
 - Has any change in supervision status
 - Has any new runaways from a court ordered placement
 - Has any new bench warrants for failing to appear
 - Has any new adjudications
 - b. If more than one KDAI has been completed on a youth within the last 90 days and none of the criteria listed in 3.a.ii. apply, the most recent KDAI shall be used for determining detention eligibility.
4. JIAS staff shall not provide any testimony in regard to the KDAI.

C. Quality Assurance

Monthly, the director of JIAS or designee shall submit data collected on each KDAI administered in a state issued spreadsheet to the Kansas Department of Corrections – Juvenile Services (KDOC-JS). Override rates shall be monitored with data by the director of JIAS or designee and reported to the KDOC-JS.

DISCUSSION: Kansas statutes require that any youth being considered for placement in a juvenile detention center must be determined eligible on a KDAI administered by JIAS.

For NTA's, a placement determination has already been made by law enforcement therefore, a detention assessment would not be appropriate at the time of intake.

Placement determinations are not part of walk-in intakes, therefore a detention assessment would not be appropriate at the time of intake.

KDAI overrides should be minimal.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>OPERATIONS</p>	<p>STANDARD NO.</p> <p>JIAS-04-115</p>
	<p>SUBJECT:</p> <p>RECOMMENDATION FOR REFERRAL TO IMMEDIATE INTERVENTION PROGRAMS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2346, K.S.A. 75-7023</p>	<p>DATE ADOPTED: 3-1-2017</p> <p>DATE REVIEWED:</p>	

STANDARD: Written policy, procedure and practice shall require the local director of Juvenile Intake and Assessment System (JIAS) in collaboration with each county/district attorney to develop written agreement(s) that establishes the referral process for eligible youth to each Immediate Intervention Program (IIP).

At a minimum, youth shall be recommended by JIAS to each county/district attorney for an IIP if they meet the following criteria (pursuant to K.S.A. 38-2346):

- Charged with a misdemeanor or unlawful sexual relations;
- Has no prior adjudications; and
- Goes through JIAS.

Each director of JIAS in collaboration with each county/district attorney may develop guidelines to include offenders beyond those listed above to be eligible for referral to an IIP.

Upon recommending a youth to each county/district attorney for an IIP, JIAS shall send Form KDOC-JS-JIAS-009 (Notice of Recommendation for Immediate Intervention) to the IIP for their records.

DISCUSSION: The written agreement between JIAS and each county/district attorney establishing the referral process should include a timeline for recommendations for referral to IIP's from JIAS.

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Expanded Operations Chapter

<p style="text-align: center;">J u v e n i l e I n t a k e a n d A s s e s s m e n t S y s t e m S t a n d a r d s</p> <p style="text-align: center;">K a n s a s D e p a r t m e n t o f C o r r e c t i o n s - D i v i s i o n o f J u v e n i l e S e r v i c e s S t a t e o f K a n s a s</p>	<p>CHAPTER:</p> <p>EXPANDED OPERATIONS AND SERVICES</p>	<p>STANDARD NO.</p> <p>JIAS-05-100</p>
	<p>SUBJECT:</p> <p>EXPANDED OPERATIONS AND SERVICES GENERAL REQUIREMENTS</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 75-7023(e)</p>	<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>	

STANDARD: Intake and Assessment Programs that elect to provide an expanded operation(s) and/or service(s) beyond the intake and assessment process shall be required to develop written policy, procedure and practice regarding each operation. Any expanded services shall be approved by the Board of County Commissioners and Juvenile Corrections Advisory Board annually.

Youth have the right to refuse any referrals to these expanded operations.

Each operation/service shall define its content in terms of duration, expectations and/or conditions that will be imposed. An orientation shall be provided to the youth and parent/guardian within three (3) days of entering the operation/service.

Each expanded operation/service shall meet all Juvenile Intake and Assessment Services Standards in addition to those applicable to the operation/service type.

DISCUSSION: Expanded operations are services and programs offered by the Intake and Assessment Program that are in addition to the basic intake and assessment process. The standards in this Chapter address commonly provided expanded operations and services but not every operation and service can be identified due to new programs and trends in services for youth. If unable to determine the applicable standards for a specific operation or service, contact the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS).

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<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>EXPANDED OPERATIONS AND SERVICES</p>	<p>STANDARD NO.</p> <p>JIAS-05-101</p>
	<p>SUBJECT:</p> <p>SUBSTANCE ABUSE TESTING</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: AG opinion 1999-020</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>

STANDARD: Intake and Assessment Programs that elect to administer substance abuse tests are required to adopt and implement written policy, procedure and practice regarding substance abuse testing procedures.

Policy and procedure shall include:

- The substance abuse testing process shall be on a voluntary basis for the youth
- The governing of confirmation requirements for substance abuse testing. Confirmation testing shall be based on current scientific and legal standards
- Taking precautions during all stages of substance abuse testing operations. It is crucial that staff adhere to basic practices established for the protection of staff, youth, visitors and the work environment
- Only staff of the same sex as the youth may directly observe the collection process

DISCUSSION: The extent to which the substance abuse testing is used may be determined in part by the Intake and Assessment Program's mission statement, use patterns of youth and judicial requirements.

Precautions:

- Use rubber gloves during the handling of specimens
- No eating or drinking in the collection or testing area
- No refrigeration of food where chemicals and specimens are stored
- Wash hands following substance abuse testing operations

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	<p>SUBJECT:</p> <p>SUPERVISION SERVICES</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>

STANDARD: Intake and Assessment Programs that elect to provide a supervision service(s) post intake shall be required to develop written policy, procedure and practice regarding each service.

All supervision services shall discontinue at the point of the youth's dispositional hearing or be provided for no longer than six (6) months.

DISCUSSION: Supervision services are commonly referred to as case management, pre-trial supervision, diversion, community service or any other service which requires the youth to regularly have contact with staff. Supervision services may include cognitive based programs that target criminogenic needs of the youth; including but not limited to:

- Thinking for a Change
- Aggression Replacement Training
- Pathways to Self-Discovery and Change
- Crossroads

Community service should be completed with an approved public or non-profit community agency.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

Juvenile Intake and Assessment System Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: EXPANDED OPERATIONS AND SERVICES	STANDARD NO. JIAS-05-103
	SUBJECT: ELECTRONIC MONITORING	PAGE: 1 of 1
REFERENCES: None	DATE ADOPTED: 11-1-2009 DATE REVIEWED: 8-29-2016	

STANDARD: Intake and Assessment Programs that utilize electronic monitoring shall develop written policy, procedure and practice to govern its use.

DISCUSSION: If this service is provided to youth through the Intake and Assessment Program, the parent and youth shall be educated on this service and their responsibilities.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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	<p>SUBJECT:</p> <p>ATTENDANT CARE</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: None</p>		<p>DATE ADOPTED: 1-1-2015</p> <p>DATE REVIEWED: 10-10-2014</p>

STANDARD: Intake and Assessment Programs that elect to provide an attendant care service(s) post intake shall be required to maintain licensure by the Kansas Department of Health and Environment (KDHE) and develop written policy, procedure and practice regarding this service.

DISCUSSION: None.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

JIAS Forms Chapter

**Acknowledgement of Voluntary
Completion of MAYSI-2 Screening Instrument**

I, _____, a youth born (month, day, year) _____, do hereby acknowledge that my participation by completing the MAYSI-2 screening instrument is voluntary. By volunteering to complete the screening instrument I understand the results will be used to determine any services I may be in need of, and will not be used for any Court proceedings against me.

Youth Signature – Date

I, _____, a juvenile intake and assessment worker do hereby acknowledge that I have explained the MAYSI-2 screening instrument and afforded the juvenile an opportunity to ask any questions regarding the screen instrument and/or process.

Intake and Assessment Worker Signature – Date

Notice of Recommendation for Immediate Intervention

Name of Youth: _____ Date of Birth: _____

Date of Intake at JIAS: _____ Local IIP Number: _____

Permanent Address of Youth: _____

Alleged Offense(s): _____

Date of Alleged Offense: _____ County Alleged Offense Occurred in: _____

County/District Attorney: _____ Date of Recommendation: _____

Name of Parent/Guardian: _____

Address: _____

Phone number: _____

Name of Parent/Guardian: _____

Address: _____

Phone number: _____

Additional Comments: _____

Distribution: Original – JIAS, Copy - Immediate Intervention Director