Juvenile Justice Authority

State of Kansas

STANDARDS

and

RULES

Juvenile Intake

and

Assessment System

July 1, 2002

Table of Contents

SECTION A
ADMINISTRATION and MANAGEMENT

Mission 5
JIAS-A-100 5

Program Outcomes 5
JIAS-A-101 5
JIAS-A-102 5

Organizational Structure 5
JIAS-A-103 5

Policy Formulation 6
JIAS-A-104 6
JIAS-A-105 6
JIAS-A-106 6
JIAS-A-107 6

Program Monitoring 6
JIAS-A-108 6

Inter-Local Agreements 7
JIAS-A-109 7

Public Information 7
JIAS-A-110 7
JIAS-A-111 7

SECTION B
FISCAL MANAGEMENT

Fiscal Control 8
JIAS-B-200 8
JIAS-B-201 8

Budgets 8
JIAS-B-202 8
JIAS-B-203 9

Revenues 9
JIAS-B-204 9

Inventory, Purchasing and Insurance 9
JIAS-B-205 9
JIAS-B-206 9
JIAS-B-207 10
JIAS-B-208 10

Contractual Services 10
JIAS-B-209 10
JIAS-B-210 10

Audits 11
JIAS-B-211 11

SECTION C
PERSONNEL

Policy Manual 10
JIAS-C-300 ..... 11/12
JIAS-C-301 12

Criminal Record Checks 12
JIAS-C-302 12

Standards of Conduct 12
JIAS-C-303 ..... 12/13

SECTION D
STAFF DEVELOPMENT

Staff Development 13
JIAS-D-400 13

Orientation 13
JIAS-D-401 ..... 13/14

Administrative and Supervisory Staff 14
JIAS-D-402 14

Full-Time and Part-Time Non-Administrative Staff 14
JIAS-D-403 ..... 14/15

On-Site Support Staff, Interns and Volunteers 15
JIAS-D-404 15

SECTION E
OPERATIONAL STANDARDS

Intake Responsibilities 15
JIAS-E-500 15
JIAS-E-501 ..... 15/16

Response and Reaction Time 16
JIAS-E-502 16
JIAS-E-503 16
JIAS-E-504 16

Parent Contact 17
JIAS-E-505 17
JIAS-E-506 17

Assessment Procedure 17
JIAS-E-507 17
JIAS-E-508 ..... 17/18
JIAS-E-509 18
JIAS-E-510 18

Worker Qualifications 18
JIAS-E-511 18
JIAS-E-512 19
JIAS-E-513 19

Making Referrals 19
JIAS-E-514 ..... 19/20

Records 21
JIAS-E-515 21
JIAS-E-516 21
JIAS-E-517 21
JIAS-E-518 21
JIAS-E-519 21
JIAS-E-520 22

Transportation Policy 22
JIAS-E-521 22
JIAS-E-522 22

SECTION A

ADMINISTRATION and MANAGEMENT

Principle: A written body of policies and procedures establishes program goals, objectives, standard operating procedures and a system of regular review.

Mission

JIAS-A-100

There shall be a written document delineating the program=s mission within the context of the juvenile justice system.

Discussion: The mission statement should be concise and serve as the focus for program activities. The mission shall be consistent with statutory regulations as set forth in K.S.A. 75-7023.

Program Outcomes

JIAS-A-101

Written policy, procedure and practice shall require that written performance outcomes be contained in the programs annual funding application.

Discussion: Measurable outcomes will help in the process of monitoring and evaluating the program components. Information such as this may assist programs in determining whether or not they are achieving their stated goals.

JIAS-A-102

Programs shall be required to review annually the performance outcomes as established by the local Juvenile Corrections Advisory Board.

Organizational Structure

JIAS-A-103

There shall be a written document or illustration directing the organizational structure and JJA shall be notified in writing of any organizational changes within 30 working days from the date of the change.

Discussion: To provide a clear administrative picture, current organizational information is necessary. The information shall include program groupings, staffing patterns, span of control and lines of authority.

Policy Formulation

JIAS-A-104

There shall be written policy and procedure governing the development, approval, monitoring and implementation of program policies.

JIAS-A-105

A policy and procedure manual governing the operation and maintenance of all program services shall be accessible to all staff, volunteers and interns. The manual shall be reviewed annually and updated as needed.

Discussion: Manuals of standard operating procedures assist staff in successfully carrying out their assignments and ensure overall conformance to program policy and procedure. All staff should be thoroughly familiar with the sections concerning their functions.

JIAS-A-106

Written policy, procedure and practice shall require that new or revised policies and procedures be disseminated to staff, volunteers and interns, prior to implementation with the date of implementation specified on the document.

JIAS-A-107

There shall be written policy, procedure and practice to ensure the distribution of admission policies to referring agencies and interested parties.

Discussion: Interested parties may include the courts, county attorneys and county commissioners.

Program Monitoring

JIAS-A-108

Written policy, procedure and practice shall provide a system for random monitoring conducted by the director or designee of program operations and indicates progress in achieving identified outcomes.

Discussion: Timely and periodic assessments can reveal how well a program is complying with established policies and procedures.

Inter-Local Agreements

JIAS-A-109

If programs have inter-local agreements, a copy shall be provided to the Juvenile Justice Authority. JJA shall be notified in writing of any agreement changes within 30 working days from the date of the change.

Discussion: An inter-local agreement helps define shared roles and responsibilities. It is recommended that multi-county districts have an agreement in place.

Public Information

JIAS-A-110

Programs shall have written policy, procedure and practice governing media access and public information.

Discussion: Directors are encouraged to identify who within the agency may release or discuss with the media information relevant to the program. Federal and state laws that preserve a juveniles rights to privacy must be adhered to.

JIAS-A-111

Programs shall have written policy, procedure and practice governing confidentiality and the protection of juvenile records.

Discussion: Staff should take the necessary precautions to ensure those juvenile records and related documents are properly stored.

SECTION B

FISCAL MANAGEMENT

Principle: A written body of policies and procedures establishes the programs fiscal planning, budgeting and accounting procedures and establishes a system of regular review.

Fiscal Control

JIAS-B-200

Programs shall have a written policy, procedure and practice governing fiscal management, control and accountability.

Discussion: At a minimum, the following fiscal areas shall be included: internal controls, petty cash, signature controls, the issuance of vouchers, when and where deposits are to be made and the frequency of deposits.

JIAS-B-201

There shall be written policy, procedure and practice governing the retention, storage and destruction of agency fiscal records and documentation consistent with state law.

Discussion: For further information on record retention and storage, refer to the Kansas State Records Manual. Also, K.S.A. 75-7023 and K.S.A. 38-2311, *et seq*.

Budgets

JIAS-B-202

There shall be written policy, procedure and practice governing the budgeting, allocation, distribution and transfer of funds in accordance with the *JJA Financial Guide* and the JJA funding application process.

Discussion: A complete and detailed budget for the program shall be written and approved by the Juvenile Corrections Advisory Board and administrative county Board of County Commissioners and approved by the JJA. Existing funding sources shall not be supplanted by state allocated funds.

JIAS-B-203

Upon submission of a completed program budget to JJA, budget revision requests shall be submitted to the JJA on the appropriate form. Written documentation of such requests shall be made a part of the fiscal records for that year.

Discussion: Line item transfers shall be in accordance with current JJA policy as outlined in the *JJA Financial Guide* or other instructions by JJA.

Revenues

JIAS-B-204

There shall be written policy, procedure and practice governing the accounting for revenues generated by services to youth accessing the program on a voluntary basis.

Discussion: K.S.A. 75-7023(g) allows parents, guardians and juveniles to access juvenile intake and assessment programs on a voluntary basis. Parents or guardians shall be responsible for the costs of any such program utilized. Examples would be intake case management, an intake mediation program, or other youth programs under the supervision of the program.

Inventory, Purchasing and Insurance

JIAS-B-205

Programs shall establish written policy, procedure and practice concerning the appropriate use of property, equipment and supplies.

JIAS-B-206

Programs shall adhere to written local policy, procedure and practice governing the requisition and purchase of supplies and equipment. In the absence of written local policy, programs shall utilize the competitive bid process for all purchases over $1,000.00.

Discussion: Supplies and equipment should be obtained on a competitive bid basis or according to the governing county's purchasing requirements. The competitive bid process should be used if the county has not established guidelines.

JIAS-B-207

Programs shall establish written policy, procedure and practice governing the control of property, supplies and other assets. A complete listing of all program assets over $500.00 shall be maintained on file and available for the JJA review.

Discussion: A current and complete inventory of all program assets should always be maintained. Records should include purchase date, cost, source of funds, location and to whom assigned.

JIAS-B-208

Programs shall establish written policy, procedure and practice that requires all assets be insured the same as required by the administrative county policy.

Contractual Services

JIAS-B-209

Program policy, procedure and practice shall require the agency to utilize a bid process for each contractual service or adhere to established administrative county policy.

Discussion: To assist the vendor in providing an effective bid for the contract, each bid request should specify all project requirements. Some considerations are: a brief description of the program and purpose(s); vendor qualifications desired (license, insurance, staff qualifications); level of service expected; equipment specifications; type of training provided for program staff; level of oversight provided by vendor; method of billing; method of payment; and, termination of contract.

JIAS-B-210

Program policy and procedure shall require the director of the program to make a copy of all contracts available to the JJA for review.

Discussion: Documentation of contracts/agreements should be kept on file.

Audits

JIAS-B-211

Written policy, procedure and practice shall require that agencies provide JJA with a copy of any audit performed by or approved by the administrative county or annual audit within sixty (60) days of receipt.

Discussion: Examples include, but are not limited to: fiscal audits authorized by the administrative county and accreditation audits.

SECTION C

PERSONNEL

Principle: A written body of policies and procedures establishes the programs staffing, recruiting, promotions, benefits and review procedures for all staff.

Policy Manual

JIAS-C-300

Written policy, procedure and practice shall require a current personnel policy manual, which has been approved by the governing authority. The manual shall be available for staff reference. At a minimum, the following areas should be covered:

- Mission and philosophy statement
- Organizational chart
- Recruitment, promotion and equal employment opportunity provisions
- Job descriptions and qualifications, including salary determinations
- Benefits, holidays, leave and work hours
- Personnel records and staff evaluation
- Staff development, including in-service training
- Resignation and termination
- Disciplinary, grievance and appeal procedures
- Rules relevant to political activities
- Rules of conduct
- Sexual harassment
- Americans w/Disabilities Act
- Drug free work place

Discussion: Written personnel regulations help ensure equitable and consistent treatment of all staff. Every staff member should have the opportunity to review the personnel manual at the time of employment. The manual should always be available to staff.

JIAS-C-301

Written policy, procedure and practice shall require that each staff member, following an orientation to the program, sign a statement acknowledging receipt of relevant personnel policies, training and his/her responsibility for being aware of policy content.

Discussion: Signing a statement, which acknowledges receipt of and responsibility for the personnel policies, should follow the orientation with the program administrator or designee. All questions pertaining to staff responsibilities should be answered. Staff should periodically review the manual and ask questions whenever necessary.

Criminal Record Checks

JIAS-C-302

Written policy, procedure and practice shall require that a criminal record and child abuse registry check be conducted on all staff.

Discussion: KBI Criminal Record and SRS Child Abuse Registry checks will assist programs in determining appropriate candidates for employment. When a criminal record is discovered, the program should be guided by administrative county policy.

Standards of Conduct

JIAS-C-303

Programs shall establish Standards of Conduct and make them available to all staff. Standards of Conduct shall at a minimum address:

- The treatment of all youth/children/families
- The acceptance of favors, gifts or services from youth/ children or their family members
- Business relationships with offenders or their family members
- Engaging in conduct or behavior which may create a conflict of interest or the appearance of a conflict of interest
- Engaging in criminal conduct or behavior which may bring discredit to the program

Discussion: To protect the integrity of the program and JJA, its staff must be thoroughly familiar with the Standards of Conduct and be held accountable for compliance.

SECTION D

STAFF DEVELOPMENT

Principle: A written body of policy and procedure establishes staff development programs, and requirements for all categories of personnel.

JIAS-D-400

Written policy, procedure and practice shall provide that staff development be planned and coordinated by the program director and/or designee. The Staff Development Plan shall be reviewed and evaluated annually. Documentation of completion of staff hours shall be placed in each staff members personnel file.

Discussion: The plan should include orientations, regularly scheduled in-service and specialized curriculum. The programs mission and the offender population serve as primary considerations. Staff should be provided an opportunity to evaluate all staff development sessions. It is further recommended that programs designate a staff training coordinator.

Orientation

JIAS-D-401

Written policy, procedure and practice shall require that orientations for full-time staff, part-time staff, interns and volunteers be completed prior to any independent job assignment. Documentation of orientation completion shall be placed in each staff members personnel file. Orientation topics shall include, but not be limited to:

- Overview of SRS/JJA system
- Statutes and regulations pertaining to Juvenile Offender/ Child In Need of Care (CINC) Code
- Personnel and program policies and procedures
- Intake and assessment services procedures
- Local and state resources
- Work place diversity
- Courtroom protocol
- Graduated sanctions programs
- Staff work place and field safety and security issues
- Child abuse

- Suicide
- Confidentiality
- Conflict resolution
- Job shadowing
- Screening instrument(s) used by intake for fulfill K.S.A. 75-7023

Discussion: All new employees in the agency, regardless of status or title need to receive orientation training. This training should be given prior to receiving a job assignment. If the employee has had training in these areas prior to employment, he/she should provide documentation of such and receive credit and not be required to complete the training.

Administrative and Supervisory Staff

JIAS-D-402

Programs shall establish written policy, procedure and practice governing the annual completion of 40 staff development hours by all full-time administrative and supervisory staff.

Discussion: Ongoing training enables employees to sharpen their skills, familiarize themselves with new developments in the field, and reinforce their knowledge and understanding of the fundamentals of their job.

Full-Time and Part-Time Non-Administrative Staff

JIAS-D-403

Programs shall establish written policy, procedure and practice governing the annual completion and documentation of 40 staff development hours by full-time non-administrative staff and 20 hours for part-time non-administrative staff. The topics shall be relevant to staff functions.

Discussion: Ongoing training enables employees to sharpen their skills, familiarize themselves with new developments in the field, and reinforce their knowledge and understanding of the fundamentals of their job. Retraining provides employees an opportunity to exchange experiences, define problems from their perspective and communicate to the administration issues of special concern.

On-Site Support Staff, Interns and Volunteers

JIAS-D-404

Programs shall establish written policy, procedure and practice governing the annual completion and documentation of 8 staff development hours for on-site support staff, interns and volunteers.

Discussion: Staff development topics should pertain to staff functions and the functions of interns and volunteers.

SECTION E

OPERATIONAL STANDARDS

Principle: JIAS programs shall adhere to the following Standards of JJA.

Intake Responsibilities

JIAS-E-500

Programs shall respond to all law enforcement requests for assistance with children in need of care and juvenile offenders to provide the following services:

(A) Administration of the Juvenile Intake and Assement Questionnaire (JIAQ) and assessment screening instruments;

(B) Referral and placement of children; and,

(C) Emergency crisis counseling for children and families.

Discussion: In addition to the functions listed above, a program may, based on available funding, offer other services to children as approved by the Juvenile Correctional Advisory Board, Board of County Commission and JJA. Programs offering other services to children should comply with JIAS-B-204 as it would apply to voluntary access to those programs. K.S.A. 38-1528(a)(b) and 38-2330(c).

JIAS-E-501

Written policy, procedure and practice shall be developed for voluntary referrals of juveniles brought to the intake center by their parent, legal guardian or on their own.

Discussion: Programs offering other services to youth should comply with JIAS-B-204 as it would apply to voluntary access to these programs.

Response and Reaction Time

JIAS-E-502

Programs shall be required to be available on a twenty-four hour, seven days a week yearly basis. Programs shall provide written policy and procedure providing a coverage plan.

JIAS-E-503

Programs utilizing pagers shall require on-call intake workers to respond to law enforcement via telephone within 10 minutes of notification. Where applicable, the intake worker and law enforcement officer shall confer and determine whether an immediate assessment is required. In no case should an intake be conducted later than 48 hours after the law enforcement contact.

If it appears that a placement determination other than parent/ guardian may be required, the assessment should commence within 30 minutes of the telephone conversation unless there are extenuating circumstances causing a delay. The worker shall document extensions of this time period.

Discussion: It is recognized that due to geographical conditions in some of the multi-county districts, a slight extension of this time may be required. Research has demonstrated that much of intakes success in working with youth and their families can be contributed to the immediate response to the youth and/or family's actions. Delaying the assessment process tends to reduce that impact.

JIAS-E-504

Interviews shall be conducted at an appropriate location using the uniform questionnaire and screening instruments.

Discussion: Consideration shall be given in conducting the interviews to sight/sound separation from adults, clean/safe physical plant and confidentiality concerns.

Parental Contact

JIAS-E-505

Workers shall be required to contact the youth's parent, legal guardian or another appropriate adult as soon as possible upon delivery to an intake worker by law enforcement.

Discussion: Written documentation of the parental/guardian contact should be recorded in the Final Narrative section of JJIAMS.

JIAS-E-506

The worker shall be required to make an attempt to review information and test results with the youth and the youth=s parent, legal guardian or another appropriate person when appropriate.

Discussion: Reviewing results of the intake process with the parent or legal guardian keeps the parent informed of the youth=s involvement in the intake process. However, there may be occasions in the best interest of the youth that the information is not shared.

Assessment Procedure

JIAS-E-507

Programs shall be required to use the Juvenile Intake and Assessment Questionnaire (JIAQ) which is part of the Juvenile Justice Intake and Assessment Management System (JJIAMS).

Discussion: The JIAQ shall be used for all youth accessing the intake program.

JIAS-E-508

Programs shall be required to use the Problem Oriented Screening Instrument for Teen (POSIT) or the Massachusetts Youth Screening Instrument-Second Version (MAYSI-2) as a part of the screening referral process on every child 12 to 18. This includes children in need of care, juvenile offenders and walk-ins.

- The only exception is a re-admitted child, where a POSIT/MAYSI-2 has been administered in the last three months and there does not appear to be any significant changes.

Discussion: Pursuant to K.S.A. 75-7023(d)(1), the Commissioner is authorized to select the standard risk assessment tool to be used by intake and assessment workers.

JIAS-E-509

Written policy, procedure and practice shall provide that juvenile offenders, children in need of care and walk-ins shall be informed in writing that taking the POSIT or MAYSI-2 is voluntary. Youth shall be required to sign a form acknowledging they understand the process is voluntary.

JIAS-E-510

If a drug test is requested or required at the time of intake, the intake worker performing the evaluation shall be the same gender as the youth.

Worker Qualifications

JIAS-E-511

Written policy, procedure and practice shall require detailed job descriptions and educational requirements for Intake and Assessment Program Directors hired after July 1, 2002. These include:

- Must be 21 years of age
- Must submit to a KBI Criminal Background check and SRS Child Abuse Central Registry check
- Valid drivers license
- Required Bachelors Degree in Human Services, Psychology, Social Work, Criminal Justice or related degree and/or work experience with youth population
- Other screening and tests required by the hiring county or agency

Discussion: Job descriptions and educational requirements assist in the programs selection of quality employees.

JIAS-E-512

Written policy, procedure and practice shall require detailed job descriptions and educational requirements for Intake and Assessment Workers.

- Must be 21 years of age
- Must submit to a KBI Criminal Background check and SRS Child Abuse Registry check
- Valid drivers license
- High school graduate and/or GED
- Other screening and tests required by the county
- One year working with youth
- Good communication skills

JIAS-E-513

Programs shall use trained workers to assess the information gathered in order to make a decision on referrals in accordance with the Juvenile Justice and/or CINC Code.

Making Referrals

JIAS-E-514

Upon completion of the intake and assessment process with the youth and compiling their information, the program worker shall make the following determinations in accordance with K.S.A. 75-7023:

(A) Release the child to the custody of the child's parent, other legal guardian or another appropriate adult if the intake and assessment worker believes that it would be in the best interest of the child and it would not be harmful to the child to do so.

(B) Conditionally release the child to the child's parent, other legal guardian or another appropriate adult if the intake assessment worker believes that if the conditions are met, it would be in the child's best interest to release the child to such child's parent, other legal guardian or another appropriate adult; and the intake and assessment worker has reason to believe that it might be harmful to the child to release the child to such child's parents, other legal guardian or another appropriate adult without imposing the conditions. The conditions may include, but are not limited to:

- Participation of the child in counseling
- Participation of members of the child's family in

counseling

- Participation by the child, members of the child's family and other relevant person in mediation
- Referral of the child and the child's family to the Secretary of Social and Rehabilitation Services for services and the agreement of the child and family to accept and participate in the services offered
- Referral of the child and the child's family to available community resources or services and the agreement of the child and family to accept and participate in the services offered
- Requiring the child and members of the child's family to enter into a behavioral contact which may provide for regular school attendance among other requirements
- Any special conditions necessary to protect the child from future abuse or neglect

(C) Deliver the child to a shelter facility or a licensed attendant care center along with the law enforcement officer=s written application. The shelter facility or licensed attendant care facility shall then have custody as if the child had been directly delivered to the facility by the law enforcement officer pursuant to K.S.A. 38-1528, and amendments thereto.

(D) Refer the child to the county or district attorney for appropriate proceedings to be filed or refer the child and family to the Secretary of Social and Rehabilitation Services for investigations in regard to the allegations.

(E) Make recommendations to the county or district attorney concerning immediate intervention programs, which may be beneficial to the juvenile.

Discussion: On a conditional release, it is recommended that follow-up be performed on all referrals if staff and resources will allow. All information collected and actions taken must be in accordance with the Juvenile Justice and CINC Code and all amendments thereto.

Records

JIAS-E-515

Each intake performed shall be entered into the Juvenile Justice Intake and Assessment Management System (JJIAMS).

Discussion: Please refer to the Juvenile Justice Intake and Assessment Users Guide for direction.

JIAS-E-516

Program Director or designee shall review all intake records prior to submission to JJA.

Discussion: The program director or designee is responsible for the accuracy of the records entered into the information system.

JIAS-E-517

Written policy, procedure and practice provides that intakes are to be completed or uploaded within an average of 3 business days after the initiation of the intake.

Discussion: This includes the uploading of the intake data to the JJA.

JIAS-E-518

No records, reports or information obtained as a part of the juvenile intake and assessment process may be admitted into evidence in any proceeding and may not be used in a child in need of care proceeding except for diagnostic and referral purposes and by the court in considering dispositional alternatives.

Discussion: The sharing of records shall be compliant with K.S.A. 38-2310(e).

JIAS-E-519

If records, reports or information are in regard to abuse or neglect, which is required to be reported under K.S.A. 38-1522, and amendments thereto, such records, reports or information may then be used for any in need of care proceeding pursuant to the Kansas code for care of children.

JIAS-E-520

There shall be written policy, procedure and practice governing the retention, storage and destruction of agency records and documentation consistent with state law.

Discussion: For further information on record retention and storage, refer to the Kansas State Records Manual.

Transportation Policy

JIAS-E-521

Intake and Assessment Programs shall not transport juvenile offenders to detention centers or sanction houses.

JIAS-E-522

Pursuant to K.S.A. 75-7023(e)(3), the only exception to the transportation policy is that JIAS staff may transport a child they have referred to a shelter facility or attendant care.

Discussion: Shelter facility includes foster homes, etc.