

<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><b>CHAPTER:</b></p> <p><b>DOCUMENTATION, REPORTING AND RECORDS</b></p>	<p><b>STANDARD NO.</b></p> <p><b>JIAS-03-104</b></p>
	<p><b>SUBJECT:</b></p> <p><b>SAFEGUARDING RECORDS AND DISCLOSURE</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: K.S.A. 38-2223, K.S.A. 38-2310, K.S.A. 75-7023</b></p>		<p><b>DATE ADOPTED: 1-1-2015</b></p> <p><b>DATE REVIEWED: 10-10-2014</b></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.

**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).

Disclosure pursuant to K.S.A. 38-2310 by the Intake and Assessment Program's Director may include these agencies/individuals:

- The Division for Children and Families (DCF)
- Community supervision agency officers
- Defense attorneys for a youth
- Court Services Officers
- Child Advocacy Center (CAC)

**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.