

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-104
	SUBJECT: CASE MANAGEMENT CONTACT REQUIREMENTS	PAGE: 1 of 3
REFERENCES: None		DATE ADOPTED: 1-1-2013 DATE REVIEWED: 10-3-2012

STANDARD: Written policy, procedure and practice shall define case management contact standards as having six (6) levels of supervision.

Administrative level is reserved for juveniles that are participating in residential programs or services that provide twenty-four (24) hour supervision and monitoring, excluding electronic monitoring and global positioning systems (GPS).

For juveniles residing in a juvenile detention center or adult jail for an entire calendar month a face to face contact will not be required.

Absconder level is reserved for juveniles who are not physically available for supervision.

Levels one (1) through four (4) are designed for juveniles living in a home or relative placement within the community. A juvenile leaving a placement directly into the custody of a parent/guardian (trial home visit) or living independently shall be supervised on Level Two (2) for a period of thirty (30) days. Once the youth has been supervised on Level Two (2) for thirty (30) days, local policy and procedure shall dictate the supervision level advancement or regression up to the point of a Youthful Level of Service/Case Management Inventory (YLS/CMI) reassessment being completed. Once the YLS/CMI reassessment is administered the juvenile's supervision level should reflect the appropriate level according to the juvenile's overall risk level. Movement through the level system shall require supervisory approval as directed by local policy and procedure, but should be based on public safety, accountability and the juvenile's program progress.

The minimum number of contact requirements for juveniles placed on case management shall be:

Administrative Level:

- A face to face contact shall occur at a minimum of one (1) time every month, every other calendar month the face to face contact shall be in the juvenile's residence/placement
- Monthly contact with the parent(s)/guardian(s)
- Monthly contact with service provider/placement

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders 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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STANDARD (cont.):

Absconder Level:

- Attempted monthly contact with parent(s)/guardians(s) or responsible party

Level One (1): (Initial YLS/CMI score of very high)

- Eight (8) face to face contacts per calendar month, two (2) of which must take place in a location other than the Community Supervision Agency (non-office visits), one (1) visit shall occur in the juvenile's residence every other month
- Six (6) collateral contacts per month
- One (1) contact with the parent(s)/guardian(s) per month. If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile is otherwise living independently, then this contact will not be required

Level Two (2): (Initial YLS/CMI score of high)

- Four (4) face to face contacts per calendar month, one (1) of which must take place in a location other than the Community Supervision Agency (non-office visits), one (1) visit shall occur in the juvenile's residence every other month
- Four (4) collateral contacts per month
- One (1) contact with the parent(s)/guardian(s) per month. If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile is otherwise living independently, then this contact will not be required

Level Three (3): (Initial YLS/CMI score of moderate)

- Two (2) face to face contacts per calendar month, one (1) visit shall occur in the juvenile's residence every other month
- Two (2) collateral contacts per month
- One (1) contact with the parent(s)/guardian(s) per month. If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile is otherwise living independently, then this contact will not be required

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STANDARD (cont.):

Level Four (4): (Initial YLS/CMI score of low)

- One (1) face to face contact per calendar month. One (1) visit shall occur in the juvenile's residence every other month
- One (1) collateral contact per month
- One (1) contact with the parent(s)/guardian(s) per month. If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile is otherwise living independently, then this contact will not be required

All contact requirements shall be attempted and documented in the Community Agency Supervision Information Management System (CASIMS).

DISCUSSION: To help ensure effective face-to-face contacts with the juvenile, the community supervision agency staff should coordinate visits with the placement to be least disruptive to the placement's programming, school and routines. When meeting contact standards, the Community Supervision Agency must document reasonable, good faith efforts.

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