INTRODUCTION

Athena is a web-based program that is designed to encompass the life of an individual. Once an individual is entered into Athena that same record will follow that individual throughout all subsequent interactions with KDOC systems from youth to adulthood.

This system is used by all agencies of the Kansas Department of Corrections, including Juvenile Intake and Assessment, Probation, Parole, and eventually all correctional facilities. As the phased introduction of Athena continues, old corresponding databases will be discontinued for usage (i.e., CASIMS, JCFS, JJIAMS, OMIS, TOADS).

It is important for users to keep in mind that Athena is not designed off any of the previous data management systems and is its own unique system that will seem similar in some areas and unfamiliar in other areas.

This manual is designed to help users navigate Athena in their daily jobs, providing detailed step-by-step processes, instruction and familiarization with each tab in each module.

The information contained in this manual is designed for juvenile intake and assessment officers, juvenile intensive supervision officers, and juvenile facility officers. Some of the adult-only tabs and processes have been purposely omitted from this manual.
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Important Tips: Reminders and hints to help you be successful when navigating Athena.

Note: Notes and descriptions of tabs and screens describing essential functions.

How to: Explanations of steps to complete tabs and sections.
The default home screen is the Active Admissions Screen in the Admissions Module.
GLOBAL TOOL BAR.
Stays the same no matter the module you are in.

Global Search: Search for records across multiple entities, sorted by relevance.

Quick Admission: Create new Admission record.

Settings: Set up personal options.

User Information: View name of currently signed in user.

Help: Find help and training.

Advanced Find: Create advanced search queries.

Detailed examples of usage for each of the icons in the Global Tool Bar can be found in the Appendix.
TOOL BAR (INDIVIDUAL MODULE):
This tool bar changes depending on what Module you are working in. Some items on this tool bar remain the same. Examples of the other Tool Bars that will be found and examples of how to use are located in the Appendix.

*Save: Save current information without closing.

*Save & Close: Saves work and exits out.

*Back Button

Create Chronos: enter chronological information.

Refresh: Updates page

Share: Share individual record with individuals or teams.

Email a Link: Send records in an email

Check Access: Check access level and permissions.

Templates: List of forms

* = Items always visible
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMISSION</td>
<td>This refers to an admission into KDOC or into a separate phase of a sentence; facility, parole, community corrections, juvenile supervision, or juvenile intake and assessment.</td>
</tr>
<tr>
<td>APPLICATION</td>
<td>The specific information that the user views, adult or juvenile.</td>
</tr>
<tr>
<td>ASSOCIATED VIEW</td>
<td>A detailed list of entries specific to the tab/section.</td>
</tr>
<tr>
<td>CASE PLAN</td>
<td>Section in Athena where staff will access and enter case management information related to the individual's current period of supervision. Content includes risk assessments, goals and action steps and KDOC custody information. A case plan shell is automatically created when the admission is opened and closes automatically after court case closure. There may be multiple case plans for an individual if he/she has dual supervision.</td>
</tr>
<tr>
<td>CHRONO</td>
<td>The chronological documentation of activities and/or communications that are both direct and indirect to the individual.</td>
</tr>
<tr>
<td>COURT CASE</td>
<td>This refers to a specific court case information for which the individual has been sentenced to community-based corrections.</td>
</tr>
<tr>
<td>DASHBOARD</td>
<td>A compilation of data or information that is provided for staff viewing and to provide notification to the user of processes that may need to be addressed. For example, reports that are pending approval. Some dashboards provide the ability to filter information and identify components specific to the user. Locate dashboards using the &quot;Site Map&quot; and shortcut menus on the left side of the screen.</td>
</tr>
<tr>
<td><strong>IMPORTANT TERMS</strong></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td><strong>FILTER</strong></td>
<td>The funnel icon used for advanced searches.</td>
</tr>
<tr>
<td><strong>GLOBAL SEARCH</strong></td>
<td>This is represented by the magnifying glass on the right side of the &quot;Universal Bar.&quot; This searches across all modules in the system.</td>
</tr>
<tr>
<td><strong>HOME SCREEN</strong></td>
<td>Initial screen view after opening Athena. Some of the contents can be customized by the user.</td>
</tr>
<tr>
<td><strong>INDIVIDUAL</strong></td>
<td>A master file/location for information (i.e., demographics, aliases, contacts) that relates to the person across all parts of the system.</td>
</tr>
<tr>
<td><strong>INTAKE</strong></td>
<td>Any reference to intake is related to the juvenile intake and assessment process.</td>
</tr>
<tr>
<td><strong>MHS (Multi-Health Systems)</strong></td>
<td>MHS provides an interface in Athena for accessing the LSIR, LSCMI, and YLS/CMI.</td>
</tr>
<tr>
<td><strong>MODULE</strong></td>
<td>A section of information containing related detailed data. These are located on the Site Map in grey on the left. There are 5 juvenile options: Intake, Admission, Individuals, Court Case, Case Plan.</td>
</tr>
<tr>
<td><strong>NOTIFICATION BAR</strong></td>
<td>These appear at the top of the screen to provide information to the user, when needed. These notifications are color coded in severity (yellow, orange and red) ranging from cautionary warning (yellow) to prohibited action (red).</td>
</tr>
<tr>
<td>IMPORTANT TERMS</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>QUICK FIND</strong></td>
<td>The search bar on the right side of the &quot;Ribbon&quot; (the white-colored bar). This search focuses on the current view.</td>
</tr>
<tr>
<td><strong>RIBBON</strong></td>
<td>The white-colored bar is the &quot;Ribbon,&quot; which provides various commands, specific to the current module view. This bar is located under the Universal Bar.</td>
</tr>
<tr>
<td><strong>RISK REDUCTION PLAN</strong></td>
<td>A print-friendly view of the Goals and Objectives established for an individual, in their entirety. From here, the goals and objectives (historically referred to as the case plan) may be printed for the individual to sign and be provided a copy.</td>
</tr>
<tr>
<td><strong>SITE MAP</strong></td>
<td>The grey box/column to the left of the screen that provides navigation options is called the Site Map. It provides access to the main modules where data is stored. (See also: &quot;Module&quot;).</td>
</tr>
<tr>
<td><strong>TABS</strong></td>
<td>The data entry options that appear across the white ribbon beneath the page header. Tabs change based on the module the user is in. The &quot;Related&quot; tab is present in most views, however the content within the related tab can vary based upon the location.</td>
</tr>
<tr>
<td><strong>UNIVERSAL BAR</strong></td>
<td>The dark-colored bar at the top of the screen, under the website URL. The options in this bar are available across the application.</td>
</tr>
<tr>
<td><strong>VIEW SELECTOR</strong></td>
<td>Located below the Ribbon, this drop-down option allows the user to change system view populated on this screen.</td>
</tr>
</tbody>
</table>
# Admissions Module

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
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<td>Admissions Module Rules</td>
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<td>Admissions Module Flow Chart</td>
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<td>Searching for Individuals</td>
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<td>Admissions – Existing Individuals</td>
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<td>Quick Admission Screen</td>
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<tr>
<td>Complete Admission Screen</td>
<td>16</td>
</tr>
</tbody>
</table>
Admission Module Rules

**USE when:**
1. New individual (with no prior entry into Athena)
2. Every juvenile intake and assessment
3. Existing Individual
   a. Not currently on supervision
   b. Not on supervision in your district
   c. Changing levels of supervision (ISP – JCF, JCF – CR)

**DO NOT USE When:**
1. Individual is currently on supervision in your district
Admissions Module:

Search for Individual

Yes, Individual Exists

Complete with the KDOC number or Individual name

No, Individual does not Exist

Complete the admission module information
• This reduces the chances of duplicating an Individual who already exists in Athena.
• Go to Global Search Bar - this is found on the top tool bar.
• Be sure to use an *(asterisk) before entering the name.
Admissions- Existing Individual

• To enter a new admission for an existing individual, select the (+) plus sign on the Global Tool Bar.

• A screen will open to the right, begin entering information.
If duplicate identities are discovered and verified to be the same person, notify the web help desk to merge the two. [https://webhelpdesk.doc.ks.gov/](https://webhelpdesk.doc.ks.gov/)

Be sure when entering the information select YES in the Is Existing field. (this will keep from having duplicate files.)

*Complete all required fields. In the Individual field, name can be entered by:
  - Athena/KDOC number
  - Last name, First name.

Be sure when entering the information make sure to leave it set to the default.

*Complete all required fields. Save and Close.
COMPLETE ADMISSION Screen: After admission is complete move to the Individual Module. (Options)

1. By selecting individual from your "recent" home screen

2. Doing a Global Search

3. Select individuals from the site map

4. Clicking the hyperlink from the Admission Module (or any of the modules to the individual)
<table>
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<tr>
<th>Tab</th>
<th>Page</th>
</tr>
</thead>
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<tr>
<td>General Tab</td>
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<tr>
<td>Case Plan Tab</td>
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<td>Demographics Tab</td>
<td>20</td>
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<tr>
<td>Employment Tab</td>
<td>21-22</td>
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<tr>
<td>Drug Tests Tab</td>
<td>23-28</td>
</tr>
<tr>
<td>Chronos Tab</td>
<td>29</td>
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<tr>
<td>Addresses Tab</td>
<td>30-31</td>
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<tr>
<td>Behavioral Health &amp; Medical Tab</td>
<td>32-33</td>
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<tr>
<td>Registration Tab</td>
<td>34</td>
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<tr>
<td>Assessments Tab</td>
<td>35</td>
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<tr>
<td>Photos Tab</td>
<td>36-37</td>
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<tr>
<td>Family Tab</td>
<td>38</td>
</tr>
<tr>
<td>Calendar Tab</td>
<td>39-40</td>
</tr>
<tr>
<td>Education Tab</td>
<td>41-42</td>
</tr>
<tr>
<td>Alias Tab</td>
<td>43-44</td>
</tr>
<tr>
<td>Appointments Tab</td>
<td>45-47</td>
</tr>
<tr>
<td>Audit History Tab</td>
<td>48</td>
</tr>
<tr>
<td>CC Courtesy Transfer Request Tab</td>
<td>49-50</td>
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<td>Contact Persons Tab</td>
<td>51</td>
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<td>Court Cases Tab</td>
<td>52</td>
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<tr>
<td>Court Hearings Tab</td>
<td>53</td>
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<tr>
<td>Critical Incident Reporting Tab</td>
<td>54</td>
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<tr>
<td>Documents Tab</td>
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<td>Individual IDs Tab</td>
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<tr>
<td>Juvenile Intake and Assessments Tab</td>
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<td>Phone Numbers Tab</td>
<td>59</td>
</tr>
<tr>
<td>Scars, Marks &amp; Tattoos Tab</td>
<td>60</td>
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<tr>
<td>Services &amp; Referrals Tab</td>
<td>61</td>
</tr>
<tr>
<td>STG Membership Tab</td>
<td>62</td>
</tr>
<tr>
<td>Supervision History Tab</td>
<td>63</td>
</tr>
<tr>
<td>Travel Permits Tab</td>
<td>64</td>
</tr>
</tbody>
</table>
GENERAL
*The General tab is for basic information on the offender.

Assigned Officer/Counselor History lists past and present supervision officers.

Active Admissions is important when checking for existing cases in other Judicial Districts.

Complete as much information as known.
CASE PLAN
*Associated View of all Case Plans connected with the individual.

From this tab it is possible to access the active Case Plan module. This will also list not just active but also discharged/inactive case plans.

When an admission is created a shell of a case plan will automatically be created and displayed here.

Remember to check the Admission Types in this column to ensure you have selected the appropriate one for clients with multiple admission types!
**DEMOGRAPHICS**

*This is a place to enter basic biographical information for the client.*

Update information as needed and remember the red asterisk (*) fields are required. Remember to either Save or Save & Close before exiting.

<table>
<thead>
<tr>
<th>Demographics</th>
<th>Employment</th>
<th>Drug Tests</th>
<th>Chronos</th>
<th>Addresses</th>
<th>Behavioral Health and Medical</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height Ft</td>
<td>* 5</td>
<td>Hair Color</td>
<td>* Black</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height inches</td>
<td>* 2</td>
<td>Eye Color</td>
<td>* Brown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight</td>
<td>* 145</td>
<td>Eye Wear</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Primary Race</td>
<td>White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Is Multi Race?</td>
<td>U - Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ethnicity</td>
<td>* Non-Hispanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complexion</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMPLOYMENT:
*Tab to enter information about a client’s employment. Only used if client is employed.

Employment tab has no required fields because not all clients are employed.

Select “+New Employment Status” to enter new employment information.
EMPLOYMENT CONTINUED

There are three sections in the “New Employment Status” subtab. Complete all known information.

Remember to Save & Close before leaving the screen.
DRUG TESTS
*This is an Associated View of all drug/alcohol test results and where you will enter any new drug and alcohol results.

- Remember to chrono your drug testing/entry/results.
- Select “+ New Drug Test” to enter new drug/alcohol test information.
DRUG TESTS CONTINUED:
*There are two sections to this screen for entering a new drug test.

Remember when entering a drug test that is sent away for results/confirmation, to enter the results in when the results are received.

Save and Close will return to the Associated View.

Select ALL substances tested.

Any comments regarding the tests given.
DRUG TESTS CONTINUED:

*Recording results of test.

After information has been saved a third box will appear in the record, this is where you will record the results of the test.

Once saved and returned to the Associated view, double click the desired test to record results.

Highlight the substance select the drop down to record the results.
DRUG TESTS CONTINUED:
*Recording multiple results continued.

1. Highlight the substance that you want to record the results for.

2. Select edit and another screen will open (next slide).
3. Complete the bottom three fields and then select "Change" at the bottom of the screen.
DRUG TESTS CONTINUED:
*Recording multiple results continued.

Multi results will show on the Associated View.
CHRONOS:
*Notes pertaining to the individual.

This is Associated View only. To enter a new chrono click the Create Chronos icon on the tool bar, refer to the Appendix for process.

Several actions create an Auto Chrono; (i.e., entering drug tests, creating/updating goals and action steps in the case plan, etc.)

<table>
<thead>
<tr>
<th>Contact Date</th>
<th>Type:SubType</th>
<th>Entered By</th>
<th>TOADS Entry By</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/22/2021</td>
<td></td>
<td>Teresa Schumacher</td>
<td></td>
<td>Drug testing results are Created.</td>
</tr>
<tr>
<td>09/22/2021</td>
<td></td>
<td>Teresa Schumacher</td>
<td></td>
<td>Drug testing results are Created.</td>
</tr>
<tr>
<td>09/16/2021</td>
<td></td>
<td>Kelly Rodriguez</td>
<td></td>
<td>Goals updated.</td>
</tr>
<tr>
<td>09/16/2021</td>
<td></td>
<td>Kelly Rodriguez</td>
<td></td>
<td>action steps created.</td>
</tr>
<tr>
<td>09/16/2021</td>
<td></td>
<td>Kelly Rodriguez</td>
<td></td>
<td>action steps created.</td>
</tr>
<tr>
<td>09/16/2021</td>
<td></td>
<td>Kelly Rodriguez</td>
<td></td>
<td>action steps created.</td>
</tr>
<tr>
<td>09/16/2021</td>
<td></td>
<td>Kelly Rodriguez</td>
<td></td>
<td>Goals Created.</td>
</tr>
<tr>
<td>09/16/2021</td>
<td></td>
<td>Teresa Schumacher</td>
<td></td>
<td>CasePlan is Updated.</td>
</tr>
</tbody>
</table>
ADDRESSES:
*Chronological list of client addresses.

This is an Associated View that lists ALL addresses entered for the Individual.

To add an address, click on "+ New Address."
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting.

"Is Primary" should be checked "yes" if it is the primary (where they spend the majority of their time) residence. This will need to be checked "No" prior to adding a new primary address.

Once the address is entered a map will generate and show the exact location of the address entered. Note: Foreign addresses also appear in the map.
BEHAVIORAL HEALTH AND MEDICAL:
*BH information, medical information, benefits, health insurance, identified/anticipated needs, referrals & releases, substance usage history, treatment history, physician information in related tab.

This screen is an Associated View of the information that has been entered previously.

To enter a new behavior, click the "Add Existing Behavior..."

The Lookup Records screen will appear. Click "+New Record" to enter new information.
BEHAVIORAL HEALTH AND MEDICAL CONTINUED:

This section is designed to add information that may or may not be applicable to every client. Fill in any known information in each associated tab. Remember to Save or Save & Close before exiting.

Once Saved and closed, you will return to the Associated View screen.
REGISTRATION:
*If client is required to register.

If the Required to Register field remains locked fill out a WebHelp desk ticket. [Https://webhelpdesk.doc.ks.gov/]

The requirement to register is unlocked based on the statute entered into the offense section in the Court Case Module.
ASSESSMENTS:
*Overview shows all assessments entered.

Assessments MUST be entered in the CASE PLAN module.
PHOTOS: *View of client photos.

This screen will only open on the FIRST time opening this tab. ALWAYS SELECT "ALLOW", if this box does not allow for selection enter a Webhelp desk ticket.
PHOTOS CONTINUED: *View of client photos.
This is the view of photos. **due to confidentiality, we cannot show actual photos here.

For the Process to Add a photo see Appendix.

Criteria for uploading
1. Client should hold placard with name, CC#, and date the picture is being taken with a forward-facing picture of the client. No SSN# or birthdate should be visible.
2. Use a plain background and ensure the client has no hat or sunglasses on in a well-lit area.
FAMILY:
*This tab allows for the entry of information of family's background information but not basic biographical information.

This lists all drug tests submitted for the Individual.
CALENDAR:
* All appointments can be listed on here and can be printed. This does NOT have to be limited to just office visits but can include appointments scheduled with other providers.

The red box shows the current day. Select "+New Appointment" and a box will appear to the right of the screen. See next slide.
CALENDAR CONTINUED:

This box shows the calendar view with the newly created appointment.

This box will allow users to create a new appointment.

Remember to click Save and Close when done creating a new appointment.

Appointments added to this screen will automatically appear in the Appointments Tab.

This box shows the calendar view with the newly created appointment.
EDUCATION:
*Allows for the management of educational information, it has 3 sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Basic background information. Remember the sections with the red asterisk (*) need to be completed or you will not be able to save and close this screen.</td>
</tr>
<tr>
<td>Section 2</td>
<td>Allows for the entry of more client-specific information in four separate fields.</td>
</tr>
<tr>
<td>Section 3</td>
<td>Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save &amp; Close before exiting.</td>
</tr>
</tbody>
</table>

**Section 1: Basic Background Information**
- Attending School: [No]
- Last Grade Completed: *6th*
- Current Grade: [---]
- Verified From: [---]
- School Contact Person: [---]
- Special Education Services: [No]
- Education Status: *WHD - Working on HS Diploma*
- SIP: [---]
- GED Status: [---]
- Parents unknown or Unavailable: [---]
- Determined youth is Exceptional: [No]

**Section 2: Client-Specific Information**
- 504 Plan: [No]
- Active IEP: *Hearing Impaired*
- Date Expect to Graduate: [---]
- Suspended/Expelled: [---]

**Section 3: Additional Information**
- Staffing Needs/Safety Precautions: [---]
- School Narrative: [---]
- Physical or mental health conditions: [---]
- Reason for Out-of-home care: [---]
EDUCATION CONTINUED:

Section 3 shows an Associated View of Individual School history.

To enter a new education entry, click "+ New Education." The field below will pop-up.

Remember to Save or Save & Close before exiting.
ALIASES:
*This is an Associated View of all Alias information.

To add a new alias, click "+ New Alias."
ALIASES CONTINUED:

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
APPOINTMENTS:
*Associated View of appointments for clients. Appointments listed here will also appear on the Calendar tab.

This screen will allow you to add appointments. To add a new appointment, click "+ New Appointment." The box on the right will appear.

This screen will show all entered scheduled appointments; this is an Associated View. You can enter new appointments or existing appointments.
APPOINTMENTS CONTINUED:

*Adding an Existing Appointment could be used

This box will allow users to create a new appointment.

To add an existing appointment, click "+ Add Existing Appointment"
APPOINTMENTS CONTINUED: ADD Existing Appoint... from the dashboard calendar to each active individual. (i.e., LEO checks)
AUDIT HISTORY:
*An Associated View of all the changes to the individual's file in chronological order with the most recent at the top of the page.

For supervisors this is a quick and easy way to see what changes have been made to the file.
CC COURTESY TRANSFER REQUEST:
* Fill this out to transfer a client to another district.
For reference to the entire process, see Appendix.
CC COURTESY TRANSFER REQUEST CONTINUED:

Process of completing the CC Courtesy Transfer Request located in the Appendix.
**CONTACT PERSONS:**

*This is an Associated View. Listing all contacts information.*

Enter parent/guardian information here.

To add information on contacts important to the individual, click "+New Contact Person".

Drug/MH history is related to the Contact person (i.e., mom) NOT the Individual’s record.

<table>
<thead>
<tr>
<th>General</th>
<th>Youth/ Household Finance</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td><strong>---</strong></td>
<td>---</td>
</tr>
<tr>
<td>Middle Name</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Last Name</td>
<td><strong>---</strong></td>
<td>---</td>
</tr>
<tr>
<td>Telephone: <em>(00)</em></td>
<td><em>(---)---</em></td>
<td>---</td>
</tr>
<tr>
<td>Full Address</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Email Address</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Race</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Relationship</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
COURT CASES:
*This is an Associated View of ALL court cases connected with this individual.

You CAN NOT enter a new case from this tab. You must go through the CASE PLAN Module to add Court Case information.

Details can be viewed by clicking the case number (this will take you to the Court Case Module).

Instructions on entering a new Court Case will be provided in Court Case Module section.
COURT HEARING:
*This is an Associated View of ALL entered court hearings.

This information is auto-populated from the Court Hearing entry in the Court Case Module.
CRITICAL INCIDENT REPORTING:
*Complete this with any critical incidents that occur.

Enter this pursuant to Community Supervision Standard (CSS-03-106). Once send email is selected, it will generate an email notification to Central Office.

To enter a new critical incident, click the "+ New Critical Incident R..."

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
DOCUMENTS:
*This is an Associated View and allows for documents to be uploaded.

All Documents loaded will stay with Individual, not attached to specific cases or case plans.

To upload a new document, Select “+ New”.

Choose File
Uploading a new document. Once it is uploaded the document will show with a hyperlink for access.

Select the file to upload.
INDIVIDUAL IDs:

Individual IDs are considered SSN, Driver's License Number, DOB, FBI/KBI Number, etc.

To enter a new individual ID, click "+ New Individual ID"

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
JUVENILE INTAKE & ASSESSMENT:
*This is an Associated View of all completed intakes for this individual.

To view the intake record, select this hyperlink.

Clicking these links will take you to the Individual record, not the intake record.

This is NOT where to enter a new Intake and Assessment; this is ONLY an Associated View. To enter a new Intake, go to the Admissions Module.
PHONE NUMBERS:
* This is an Associated View of all phone numbers for the Individual.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting.

Phone numbers are related to Individual NOT contact persons.

To enter a new phone number, click "+ New Phone Number"
SCARS, MARKS & TATTOO:
*This is an Associated View and allows for entry of new Scar, Mark and Tattoo.

To enter a new scar, mark or tattoo, click "+ New Scars, Marks & Ta..."

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
SERVICE & REFERRALS:
* Associated View of all Services and Referrals entered.

To enter new services/referrals, do so through the Case Plan module.
STG MEMBERSHIP:
*Security Threat Group/Street Gang information entry.

This cannot be suspected information but rather must be validated information.

To enter a new STG, click "+ New STG Membership..."

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
SUPERVISION HISTORY:
*Associated View of the chronological history of individual's supervision. This information comes from entries of the YLS/CMI assessment.

<table>
<thead>
<tr>
<th>Supervision level</th>
<th>Start date</th>
<th>End date</th>
<th>End Reason</th>
<th>Individual</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate - Level 3</td>
<td>8/30/2021</td>
<td>---</td>
<td>---</td>
<td>2100209079-Rock, Red</td>
<td>8/30/2021 1:26 PM</td>
</tr>
</tbody>
</table>
TRAVEL PERMIT:  
*Associated View of Travel Permits

For help with Interstate Compact matters, you can send an email to: KDOC_Kansas_ICJ@ks.gov

This is an Associated View only allowing you to see Travel Permits that have been entered. To enter a new Travel Permit, go to the Case Plan Module, in the related tab click Travel Permit. Travel Permits are associated with case plans.

To view Active Travel Permits and Inactive Travel Permits, click this drop-down carrot and choose which one you would like to view.
Intake Module

<table>
<thead>
<tr>
<th>Intake Flow Chart</th>
<th>66</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Module for</td>
<td>67</td>
</tr>
<tr>
<td>Intake only Flow Chart</td>
<td></td>
</tr>
<tr>
<td>Intake Module Tabs Flow</td>
<td>68</td>
</tr>
<tr>
<td>Chart</td>
<td></td>
</tr>
<tr>
<td>General Tab</td>
<td>69-70</td>
</tr>
<tr>
<td>LEO Tab</td>
<td>71</td>
</tr>
<tr>
<td>LAW Tab</td>
<td>72-73</td>
</tr>
<tr>
<td>Prior Tab</td>
<td>74</td>
</tr>
<tr>
<td>School Tab</td>
<td>75</td>
</tr>
<tr>
<td>Family &amp; Household Tab</td>
<td>76</td>
</tr>
<tr>
<td>Mental Health Tab</td>
<td>77</td>
</tr>
<tr>
<td>Special Tab</td>
<td>78</td>
</tr>
<tr>
<td>Runaway Information Tab</td>
<td>79</td>
</tr>
</tbody>
</table>

Complete an Intake (Admissions, Individual, and Intake).

<table>
<thead>
<tr>
<th>Substance Abuse Histories</th>
<th>80-82</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Appear Tab</td>
<td>83-84</td>
</tr>
<tr>
<td>Results Tab</td>
<td>85-87</td>
</tr>
<tr>
<td>Approve Intake Process</td>
<td>88</td>
</tr>
<tr>
<td>Notifications Alert</td>
<td>89</td>
</tr>
</tbody>
</table>
These are tabs in the INDIVIDUAL MODULE, this information must be verified or completed to have a completed Intake record.

Individual Module (for INTAKE – Juvenile Only)

- General *
- Demographics (do not update)
- Addresses *
- Contact Persons
- Phone Numbers*
- Save
- Go to Intake Module from Related TAB

*Verify and update information if youth already exists in system
Intake Module TABS

General

LEO → Law → Prior → School

Family & Household → Mental Health → Special → Runaway

Substance Usage History → Notice to Appear (if applicable) → Results → Save & Close
GENERAL:
*Enter information for this intake. There are 2 sections to the General Tab – this is section 1.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
GENERAL continued:

*Section 2, address entry.

The address information documented here is where the intake takes place.

Entering information in the Full Address field, will auto populate the rest of the fields. This will also create a map to the location in the address field.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
LEO:
*Enter information about the law enforcement agency that the intake originated from.

This is where the LEO case number goes.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
LAW:
*Enter information about the alleged offense and/or CINC background. LAW has 4 sections.

Section 1: Firearm/weapon/co-respondents. Complete red asterisk (*) required fields.

Section 2: JO Criteria, this field allows for the entry of a detailed description of what happened.

Section 3: CINC criteria field for CINC custody narrative.
LAW CONTINUED: Section 4, these are alleged offenses.

**Section 4: Associated View of offenses. Process: to add new offense, click "+New Offense."

<table>
<thead>
<tr>
<th>Description</th>
<th>Statute</th>
<th>Crime Type</th>
<th>Offense Date</th>
<th>Registration Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prize fights and wrestling matches pr...</td>
<td>21-1801</td>
<td>Misdemeanor</td>
<td>6/28/2021</td>
<td></td>
</tr>
</tbody>
</table>

The Offense Date and Crime Type will determine the statutes available. (I.e., if Misdemeanor is selected you cannot choose Murder.) Statute field will become unlocked when the date and crime type is selected.
PRIOR:
*Information about prior JO history, both client and family.

This tab contains two sections; the first is Arrests or Supervision.

<table>
<thead>
<tr>
<th>Supervised by</th>
<th>Prior CINC</th>
<th>*</th>
<th>Prior Arrest</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Youth Status Notes ---

Section 2 is JO History.

<table>
<thead>
<tr>
<th>First Referral of JO at Age 14 or Younger</th>
<th>Prior Adjudication Resulting in Out-of-home Placement</th>
<th>Runaway frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Family Members with Criminal History:
- More than 2 Probations

Runaway History:
- Present Runaway Status

- Narrativa

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
**FAMILY & HOUSEHOLD:**
*Information about important trauma associated with client's history.*

<table>
<thead>
<tr>
<th>Family &amp; Household</th>
<th>Mental Health (Self)</th>
<th>Drug/Alcohol use (Self)</th>
<th>Victim of Physical Abuse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Mental Health (Siblings)</td>
<td>***</td>
<td>***</td>
<td>Victim of Sexual Abuse</td>
</tr>
<tr>
<td></td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Suicide Attempt by Youth</td>
<td>***</td>
<td>Family Primary Language</td>
<td>Need to Notify Person or Agency</td>
</tr>
<tr>
<td></td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Domestic Violence Exposure</td>
<td>***</td>
<td>Persons Under 18 YOA in Household</td>
<td>Persons 18 YOA &amp; Older in Household</td>
</tr>
<tr>
<td></td>
<td>***</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Further Explanation of Family Relations</td>
<td>***</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
MENTAL HEALTH:
*Mental health information for client and family.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
**SPECIAL:**
*Data entry on client's children/pregnancy status, if applicable.*

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
RUNAWAY INFORMATION:

Example for a properly completed field for a runner from Kansas.

For an Other State Runaway: When completing the Intake, mark "Yes" in Other State Runaway. By marking "Yes" it will automatically send an email to the ICJ Inbox, alerting them of an out of state runaway. In addition, an email should be sent to KDOC_Kansas_ICJ@ks.gov with the following information if available/applicable:

*Name  
*Location of youth  
*Copy of Intake Report  
*DOB  
*Parent Information  
*Any new pending charges  
*Information if a Form III Hearing has been scheduled.

Example for a properly completed field for a runner from Kansas.
SUBSTANCE USAGE HISTORY:

To enter substance usage history during the intake and assessment process, in the Intake Module go to the Related Tab and select Substance Usage Histories.
To enter information about Substance Usage, click "+New Substance Usage..". The box below will pop up and allow for data entry for each substance. Each substance must be entered individually.
SUBSTANCE USAGE HISTORY CONTINUED:

Remember to complete as much information as known including the required red asterisk (*) field and Save and Close when completed.

Example of the main Substance Usage Histories Tab Associated View with substances that have been entered.
NOTICE TO APPEAR:
*Enter only if Notice to Appear (NTA) was issued.

From the Related tab Select Notice to appear.
NOTICE TO APPEAR CONTINUED: This is an Associated View of Notice To Appears. These are associated to the specific Intake.

To enter a new NTA, click "+ New Notice to appear."

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
RESULTS: There are 4 sections to complete. *The final step of the intake process before approval.

Make sure to complete the Results tab last.

<table>
<thead>
<tr>
<th>Process End Date Time*</th>
<th>Person Youth Released To*</th>
<th>Phone #: (xxx) xxx-xxxx*</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/8/2021</td>
<td>Linda Rock</td>
<td>(628) 597-5434</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Youth Refuse to Answer Questions</td>
<td></td>
</tr>
<tr>
<td>Transport Responsibility</td>
<td>N - No</td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td>Need family assistance</td>
<td></td>
</tr>
<tr>
<td>Release Authority</td>
<td>YFU - Yes - Follow Up</td>
<td></td>
</tr>
<tr>
<td>IW - Intake Worker</td>
<td>Services provided in this process</td>
<td></td>
</tr>
<tr>
<td>Placement outcome*</td>
<td>MA - MAYS, RE - Referral, IQ - Intake Questionnaire</td>
<td></td>
</tr>
<tr>
<td>PG - Parent(s) / Guardian(s)</td>
<td>Released Back to Agency</td>
<td>Kansas</td>
</tr>
<tr>
<td>Family Accepts Referrals</td>
<td>No</td>
<td>Zip</td>
</tr>
<tr>
<td>Y - Yes</td>
<td></td>
<td>67156</td>
</tr>
</tbody>
</table>
### Section 2

#### Risks

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Risk Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does Emergency Exist Requiring Placement</td>
<td>Risk for Abuse</td>
</tr>
<tr>
<td>Y - Yes</td>
<td>---</td>
</tr>
<tr>
<td>Estimate Number of Round Trip miles</td>
<td>Risk to Run from Placement</td>
</tr>
<tr>
<td>14</td>
<td>---</td>
</tr>
<tr>
<td>Estimate Time to Arrange Emergency Placement</td>
<td>Risk to Harm Self</td>
</tr>
<tr>
<td>2HR - 2 - 3 Hours</td>
<td>---</td>
</tr>
<tr>
<td>Estimate Time to Transport to Emergency Placement</td>
<td>Risk to Harm Others</td>
</tr>
<tr>
<td>NA - Not Applicable</td>
<td>---</td>
</tr>
</tbody>
</table>

### Section 3

#### Final Narrative

---
<table>
<thead>
<tr>
<th>Name</th>
<th>Availability</th>
<th>Services Referred</th>
<th>Status</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parenting Classes</td>
<td>Yes</td>
<td>Parenting Classes</td>
<td>Active</td>
<td>9/30/2021 9:55 AM</td>
</tr>
</tbody>
</table>
APPROVE INTAKE:
*Must be completed by a supervisor.

Supervisor must fill in the blue cross (+) fields to close the Intake process.

Remember to clear all Notifications before approving intakes. Also remember to click Save or Save & Close before exiting.
NOTIFICATIONS:
*Athena will flag areas with missing information.

- You have 3 notifications. Select to view.
  - Only intake Supervisors can approve an intake record
  - Prior tab has missing information.
  - School tab has missing information.

Clicking on the notifications will NOT take you to the tab that requires attention.
Think of the Case Plan Module as the case management module. This is where you will do most of the day-to-day work for individual's record.

<table>
<thead>
<tr>
<th>Case Plan Module</th>
<th>91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow Chart</td>
<td></td>
</tr>
<tr>
<td>Case Plan Tab</td>
<td>92-97</td>
</tr>
<tr>
<td>Goals and Action Steps Tab</td>
<td>98-102</td>
</tr>
<tr>
<td>Services and Referrals Tab</td>
<td>103</td>
</tr>
<tr>
<td>Permanency Tab</td>
<td>104-105</td>
</tr>
<tr>
<td>Independent Living Tab</td>
<td>106</td>
</tr>
<tr>
<td>Home Removal Tab</td>
<td>107</td>
</tr>
<tr>
<td>Juvenile Placements Tab</td>
<td>108-110</td>
</tr>
<tr>
<td>CC Orientation Checklist</td>
<td>111-114</td>
</tr>
<tr>
<td>Travel Permit</td>
<td>115</td>
</tr>
</tbody>
</table>
CASE PLAN
*This is where you will do most of the day-to-day work for individual's record.

From this tab it is possible to access the active Case Plan module.

Remember there is a Case plan created for each admission.

Remember to check the Admission Types in this column to ensure you have selected the appropriate one for clients with multiple admission types!

Remember to select the Active Case Plan Status that you want to work on.
CASE PLAN CONTINUED: GENERAL TAB
*This tab has 5 sections.

It is suggested that you click save after each section to ensure data is saved accurately.

Section 1

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*).

Section 2

Section 2 is an Associated View. Obligation amounts are entered in the Court Cases Module.
CASE PLAN CONTINUED: GENERAL TAB

Section 3

This section is auto-populated from Assessments Tab. These dates can be adjusted based on when the assessment is completed. Make sure the next assessment due date reflects 6 months after the latest assessment date.

Section 4

This is an Associated View of the history of supervision levels.

Section 5
CASE PLAN CONTINUED: ASSESSMENTS.
*This tab has 3 sections.

For the first time using this, make sure to select: "Allow"

This will allow access to the MHS site which is a 3rd party vendor for YLS/CMI creation/administration.

Detailed instructions for YLS/CMI entry will be given in YLS/CMI training.
Enter a New Assessment select "+New Assessment." This takes you to the MHS site where you will enter the YLS/CMI information. Click the paper icon to print. Click the pencil icon to edit the record. Total score can be found here.
WRNA Assessments is not for juvenile offenders, only Adult supervision officers will use this section.

For Override Request Process, refer to Appendix.
GOALS AND ACTION STEPS:
*Associated View of current and past goals entered for the individual and where to enter new goals and action steps.

Select +New Goal to add new goals and action steps.

Termination date and reason shows progression of the goals being worked on.
**GOALS AND ACTION STEPS:**

**GOALS CONTINUED:**  
*Adding new goals.*

1. **Remember to enter strengths and responsivity.**
2. **Only 1 domain per goal should be selected.**
3. **Review must occur every six months.**
4. **Target completion date should be no longer than 6 weeks.**
5. **Goals should be written as long-term behavioral change.**

---

Once this section is completed and saved it will open the Action Steps and Goal/Action Step Progress Notes.
GOALS AND ACTION STEPS /CONTINUED: Action Step section open after Goal is saved.

To add an action step as a part of a goal, click "Add Action Step."

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

Progress notes can be added here by editing the Action Step and will be specifically attached to the Action Step.
GOALS AND ACTION STEPS CONTINUED:
*Adding Goals/Action Progress Notes.

Select Add Progress Note a new screen will open.

Progress Notes can be added to specific Action Steps by selecting this drop-down menu.
**GOALS AND ACTION STEPS:**

*Closing the Goal*

- **Close all Action Steps before Terminating the Goal.**
- **Complete the Termination reason and date once Goals are completed. Also remember to Save or Save & Close before exiting.**

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Start Date</th>
<th>Completion/Termination Date</th>
<th>Completion/Termination Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kylo will make a list of activities he enjoys.</td>
<td>10/7/2021</td>
<td>10/6/2021</td>
<td>SUCCESSFUL</td>
</tr>
<tr>
<td>Kylo will make a list what makes a good friend.</td>
<td>10/6/2021</td>
<td>10/7/2021</td>
<td>SUCCESSFUL</td>
</tr>
</tbody>
</table>
SERVICES AND REFERRALS:
*3 sections allowing entry of services/referrals.

This is where you document CBI.

---

<table>
<thead>
<tr>
<th>Service/Referral Reason</th>
<th>Start Date</th>
<th>Status</th>
<th>Termination Date</th>
<th>Termination Reason</th>
<th>Supervision Officer</th>
<th>Documents included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavior Change/CBT</td>
<td>---</td>
<td>Open (Pending)</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

- Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting. 

---

New Service/Referral - Unsaved

Case plan

Service/Referral Date: 11/18/2021
Provider: ---
Dosage Hours: 30 minutes

---

Individual: 2100209079-Roc
Admission Type: Juvenile Intensive
Location: 28th Judicial District
Response: ---
PERMANENCY: This is an Associated view
*Entry of Permanency Plans established by the court.

Select "+New Permanency" to add new Permanency information.
PERMANENCY:
*Entry of Permanency Plans established by the court.

Remember to click Save or Save & Close before exiting which will take you to the General Tab in the Individual Module.
INDEPENDENT LIVING:
*Entry of Independent Living Plan.

Remember to click Save or Save & Close before exiting which will take you to the General Tab in the Individual Module.
HOME REMOVAL: This tab can be found under the Related Tab in the Case Plan Module

Select + New Home Removal.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Save and Close.
JUVENILE PLACEMENTS:
*From the Related Tab in the Case Plan Module. There are two sections for completion of Juvenile placements.

To enter a new placement, all previous placements must be discharged. See process in Appendix.
JUVENILE PLACEMENTS CONTINUED:

Section 1

This requires a Supervisor Approval.
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
CC Orientation Check List: From the Case Plan Module select the Related tab.

Select CC Orientation Checklist from the Related Tab.
CC ORIENTATION CHECKLIST CONTINUED:
This is an Associated View.

Select + New Orientation Check list to add new.
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
To print, select the Word Template option from the Tool Bar. Select Standard Orientation Check List. This will create a Word document for printing.
TRAVEL PERMIT: *Enter information for travel permits.

For help with Interstate Compact matters, you can send an email to: KDOC_Kansas_ICJ@ks.gov

To enter a new travel permit, click "+New Travel Permit."

Remember to click Save or Save & Close before exiting. After saving, an additional button will become available at the top Titled Travel Permit. Select this button to generate a Word template for signature. When signed, scan and upload to the Documents Folder in the Case Plan Module.
## Court Case Module

<table>
<thead>
<tr>
<th>Module</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Cases Module Flow Chart</td>
<td>117</td>
</tr>
<tr>
<td>Court Cases General Tab</td>
<td>118-124</td>
</tr>
<tr>
<td>Assigned Officer History Tab</td>
<td>125</td>
</tr>
<tr>
<td>Court Hearing Tab</td>
<td>126-127</td>
</tr>
<tr>
<td>Obligations Tab</td>
<td>128-129</td>
</tr>
<tr>
<td>Case Victims Tab</td>
<td>130</td>
</tr>
</tbody>
</table>
COURT CASES GENERAL TAB:
*Court cases are associated with Case Plans. To enter or edit information this must be done from the Case Plan Module.

Select Court cases from the related tab in Case Plan Module.
COURT CASES GENERAL TAB CONTINUED:
*This is an Associated View of all court cases associated with the selected case plan.

More than one court case may be associated with ONE case plan.

To Enter a new court case, select "+ New Court Case."
COURT CASES GENERAL TAB CONTINUED: Section 1 and 2

*There are 8 sections in the General Tab.

Completing the data fields in this tab in sequence is required. Once Supervision Location is selected (i.e., your judicial district) – Admission will unlock as will Assigned Officer. Once Admission (i.e., JISP) is selected a new section will appear for entry of Court Case #.

Enter two letter Kansas County code here unless case is from out of state then enter ZZ.
COURT CASES GENERAL TAB CONTINUED: Section 3 and 4
*There are 8 sections in the General Tab.

**Section 3**

<table>
<thead>
<tr>
<th>Court Case#</th>
<th>SA2021JW001984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Type</td>
<td>Kansas Case</td>
</tr>
<tr>
<td>County of Conviction</td>
<td>Saline</td>
</tr>
<tr>
<td>Sentence Date</td>
<td>10/6/2021</td>
</tr>
<tr>
<td>Sentencing Judge</td>
<td>Judge Judy</td>
</tr>
<tr>
<td>Date Entered</td>
<td>10/7/2021</td>
</tr>
</tbody>
</table>

**Section 4**

<table>
<thead>
<tr>
<th>Probation Duration at Sentencing (Months)*</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probation Start Date*</td>
<td>10/6/2021</td>
</tr>
<tr>
<td>Projected completion Date</td>
<td>6/6/2022</td>
</tr>
<tr>
<td>Case Termination Reason</td>
<td>---</td>
</tr>
<tr>
<td>Case Termination Date</td>
<td>---</td>
</tr>
</tbody>
</table>

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting.
COURT CASES GENERAL TAB CONTINUED:
Section 5 and 6.

**Section 5**

<table>
<thead>
<tr>
<th>First Appearance Date</th>
<th>Arrest Date</th>
<th>Adjudication Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/5/2021</td>
<td>6/25/2021</td>
<td>9/30/2021</td>
</tr>
</tbody>
</table>

**Section 6**

<table>
<thead>
<tr>
<th>DNA Collected Date</th>
<th>DNA Collected Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>10/25/2021</td>
</tr>
</tbody>
</table>

Once the first 6 sections are completed, select SAVE. This will open sections 7 and 8.
The Offense Date and Crime Type will determine the statutes available. (I.e., if Misdemeanor is selected you cannot choose Murder.) Statute field will become unlocked when the date and crime type is selected.

Important Tip: The offense entered here is what the Individual is adjudicated on.

Section 7: Associated View of offenses. Process: to add new offense, click "+New Offense."

The Offense Date and Crime Type will determine the statutes available. (I.e., if Misdemeanor is selected you cannot choose Murder.) Statute field will become unlocked when the date and crime type is selected.
Section 8: Associated View of Extensions: to add new extension, click "+New Extension History."

Important tip: Extensions can be added for revocations or voluntary extensions of the case.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
ASSIGNED OFFICER HISTORY:
*Associated View of the Assigned Officer (information generated from the General Tab).
COURT HEARING:
*Data entry point for court hearings associated with the case.

Important Tip: If there was an original detention date, make sure you enter that information and then save.

The information seen in this field should be auto-populated and once saved the hearing outcome box will become unlocked (see next slide).
COURT HEARING CONTINUED:
New Hearing Outcome* All hearings entered will appear as an Associated View

To create a new hearing, click "Add Hearing Outcome."

New Hearing Outcome box will appear, enter all court hearing information and click "Save & Close." Once saved and closed it will appear in the list of hearings.
OBLIGATIONS:
*This is an Associated View of obligations entered on this case. Obligations are court-ordered requirements; i.e., Restitution, Community Service Hours, Court Costs, Fines.

Obligations can include Community Service Hours also.

To add a new Obligation, click: "+New Obligations."
OBLIGATIONS CONTINUED:
*Ability to enter and track when offender completes payments, or hours as required.

To edit the obligation (i.e., add payment or hours) highlight the obligation type and select Edit.

Description could include where Community Service Hours are completed.

Remember to click Save & Close once completed to save your work and exit out from this tab.
CASE VICTIMS:
*Associated View of victims related to the case, ability to add victims as well.

To add victims to the case, click "+ New Case Victims."

Victim Type can include business.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
<table>
<thead>
<tr>
<th>Appendix &amp; Processes</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Chronos</td>
<td>132-134</td>
</tr>
<tr>
<td>Creating Multi-Chronos</td>
<td>135-136</td>
</tr>
<tr>
<td>Printing Chronos</td>
<td>137-139</td>
</tr>
<tr>
<td>Email a Link</td>
<td>140</td>
</tr>
<tr>
<td>CC Transfer Process</td>
<td>141-144</td>
</tr>
<tr>
<td>Closing out a Court Case</td>
<td>145-147</td>
</tr>
<tr>
<td>Closing out a Case Plan</td>
<td>148-149</td>
</tr>
<tr>
<td>Override Request</td>
<td>150-152</td>
</tr>
<tr>
<td>Obligations &amp; Payments</td>
<td>153-155</td>
</tr>
<tr>
<td>Documenting CBI &amp; Results</td>
<td>156-162</td>
</tr>
<tr>
<td>Documenting Response Grid</td>
<td>163-165</td>
</tr>
<tr>
<td>ICJ Supervision</td>
<td>166</td>
</tr>
<tr>
<td>Extensions</td>
<td>167</td>
</tr>
<tr>
<td>Case Plan Review</td>
<td>168-170</td>
</tr>
<tr>
<td>Photos</td>
<td>171-173</td>
</tr>
<tr>
<td>Changing Supervision Level or Type</td>
<td>174-176</td>
</tr>
<tr>
<td>Printing Intake Report</td>
<td>177-178</td>
</tr>
<tr>
<td>Discharging a placement</td>
<td>179</td>
</tr>
<tr>
<td>Contact Letter</td>
<td>180-183</td>
</tr>
<tr>
<td>Tab Definitions</td>
<td>184-189</td>
</tr>
</tbody>
</table>
CREATING A CHRONO:
* Entering chronological data for the individual.

Many of the tasks that are completed in Athena will create an auto chrono.

To create a chrono, click "Create Chronos."
CREATING A CHRONO CONTINUED:

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
CREATING A CHRONO CONTINUED:
* Group/Multi-chrono.

When entering a multi chrono, on the create chrono screen it will only list one name. However, the chrono will appear in all selected individuals' records.

Step 1, from the Associated View on the Individuals Module a user can click multiple records or use the drop-down carrot next to All Individuals near the top left of the screen to search for a specific group of individuals.

Check each client you want to enter a multi-chrono for and then click "Create Chrono" from the tool bar.
CREATING A MULTI-CHRONO CONTINUED
* Entering chronological data for multiple individuals

Step 2
To create a chrono, click "+ Create Chronos."
CREATING A MULTI-CHRONO CONTINUED:
* Entering chronological data for multiple individuals.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
PRINTING CHRONOS:
* This describes the process of how to print chronological records from Athena.

From the Individual Module, click on the Chronos Tab, then in the Tool Bar click the 3 vertical dots.
PRINTING CHRONOS CONTINUED:
* This describes the process of how to print chronological records from Athena.

Click the three dots from the Tool Bar. Then select Run Report. Click Contact Chrono Report.
PRINTING CHRONOS CONTINUED:
* This describes the process of how to print chronological records from Athena.

When the report is generated, a new screen will appear separate from Athena. This report can be edited before printing or saving.
EMAIL A LINK:
* This describes the process to send emails or links to Individual records in Athena.

Include with your email a reason why you are sending the specific information.

Email a link is found on the Global Tool Bar. Use this when sending Travel permits, Interstate and Intrastate compacts, and other collaboration .... The person who is receiving the email MUST have access to Athena.
COURTESY TRANSFER PROCESS:
* To initiate the CC Courtesy Transfer Request, locate the form in the Individual Module then Related tab and click CC Courtesy Transfer Request. Once selected it will open a new section screen. Once all the information is entered by the sending agency the sending officer will select "save and close," the transfer request will appear in the Pending Incoming Transfers dashboard for the receiving agency. NOTE: To close out the transfer, simply complete the CC Transfer back to the originating county.

Open the individual's record through the Individual Module, click "+New Courtesy Transfer..."

To close out the CC Transfer, simply complete the CC Transfer Process back to the originating county.
COURTESY TRANSFER PROCESS CONTINUED:
*Section 1 and 2

**Receiving Agency:** The agency that will assume supervision.

**Type of Investigation:** ONLY select Intrastate, the others apply to Adult.

**Case numbers should be listed,** select the case number that will follow the transfer. If no case numbers are listed enter a Web Help desk ticket at: [Https://webhelpdesk.doc.ks.gov](https://webhelpdesk.doc.ks.gov)

**Name section should be auto-populated.**
**COURTESY TRANSFER PROCESS CONTINUED:**

*Sending agency information*

Section 3

<table>
<thead>
<tr>
<th>Documents Required by KDOC Standard Are Uploaded?</th>
<th>Sending Agency Officer</th>
<th>Date Request Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember to upload these required documents in the Documents Tab in the Individual Module.

Section 4

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). The process will not be complete until approved by a supervisor.
When this form is reviewed by the receiving agency and approved, that agency will complete the approval fields at the bottom of the form which are shown here. Upon approval, this will automatically update the Supervision Location and Assigned Officer fields on the applicable court cases and change the case from Direct to Courtesy.

To close out the CC Transfer, simply complete the CC Transfer Process back to the originating county.
CLOSING OUT A COURT CASE:

1. From the Individual Module, select the Case Plan tab.
2. Find the Active Case Plan that you want to discharge, click the hyperlink under Name on the case you want to discharge.
CLOSING OUT A COURT CASE CONTINUED:

Step 1. In the Case Plan Module, go to the related tab and select the Court Cases.

Step 2. Choose the court case that is to be closed/inactive/discharged.

If more than one court case is attached to this case, the case plan will not show disposed/inactive until both court cases are closed.
CLOSING OUT A COURT CASE CONTINUED:

Step 3

Select the correct termination reason from the options in the drop-down menu.

The Case Termination Date will auto-populate after the case termination reason is selected.
CLOSING OUT A CASE PLAN:
* This describes the process to close out a case plan.

Close the case plan when ALL the Goals and Action Steps have been closed.

Select the Active Supervision section to change the Status Reason. A box will appear for editing.
CLOSING OUT A CASE PLAN CONTINUED:

Choose the correct Case Plan Status, and reason. Be sure to change the Status Begin Date.

When complete click off the box and information will be saved.
OVERRIDE REQUEST:
* This describes the process to initiate an override of the YLS/CMI indicated appropriate supervision level. This is also used to move a supervision level of a youth based on an incentive or sanction.

Open the Assessments Tab in the Case Plan module.

Override Request is the third section on this page. Click "+New Override Request."
The New Override Request Tab has three sections. The third section (shown on the next slide must be completed by a supervisor).

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). The process will not be complete until approved by a supervisor.
OVERRIDE REQUEST CONTINUED:
SUPERVISOR APPROVAL

This section must be completed by a supervisor. According to standard CSS 04-102.

Overrides are for overriding the YLS/CMI and for supervision level adjustment based upon incentives and sanctions.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
OBLIGATIONS & PAYMENTS:
* This describes the process to record progress towards obligations and payments required for supervision.

In the Court Case Module, click Obligations. This will bring up an Associated View of all the Obligations entered.

To enter a new obligation, click "+New Obligations."
OBLIGATIONS & PAYMENTS CONTINUED: ENTERING A PAYMENT

- **Obligation Types** include court/program fees, restitution ordered by the court, and community service hours.

- Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
OBLIGATIONS & PAYMENTS CONTINUED:
ENTERING A PAYMENT OR HOURS SERVED

To enter a payment (towards monetary obligations or hours) click the check next to the item you want to enter it for and then click edit.

To enter a new obligation payment (either monetary or hours) click: "+New Obligation Paym..."

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.
SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS:

*Where to document CBI (with or without a VLR)*

This procedure is the recommended way of documenting CBI usage in conjunction with a VLR or on its own. This will be the process until the behavioral management system becomes available.

To document any usage of a CBI tool, click "+ New Service/Referral"
Start by selecting the Service/Referral Reason. For CBI select Behavior Change/CBT from the drop-down menu.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS: Where to document CBI (with or without a VLR)

There are three sections under the General Tab.
The officer selects the Dosage Hours for the completed CBI.

The Service/Referral Category is based on the Service/Referral Reason. The Service/Referral Type is the type of CBI that was used. This will open Provider and Dosage Hour fields.
The officer selects the Dosage Hours for the completed CBI.

The Service/Referral Category is based on the Service/Referral Reason. The Service/Referral Type is the type of CBI that was implemented. This will open Provider and Dosage Hour fields.

Ensure Location is entered.
SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS CONTINUED:
*Where to document CBI (with or without a VLR)

**Section 2**

- **Documents included**
  - In the Documents included field, indicate any forms that you uploaded using the Documents Tab in the Individual Module.

- **Feedback**
  - The Feedback field can be used for official feedback from providers such as mental health, or substance abuse providers.

**Section 3**

- **Comment Box**
  - The Comment Box is for your own notes about the CBI interaction. Include the VLR # associated with this entry.

- Remember to click Save or Save & Close before exiting.
SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS RESULTS:
*Where to document CBI (with or without a VLR)

From the Case Plan Module, Services & Referrals Tab – click on the entry you want to edit. The Edit option will appear above referral type. Select Edit.
To close out/complete the referral – complete the Termination Date, the Termination Reason, and the Response.

If the tool is completed during the supervision meeting, the termination information can be completed at the time of entering the service/referral information.
To document responses given from the grid you will begin by selecting "+New Service/Referral"
Select "Response to Non-Compliant Behavior" for the Service/Referral Reason.

For the Service/Referral Category select: "Other."

Under the Service/Referral Type, select the appropriate response given, if not listed, select "none" and type the response given into the comment box along with the associated VLR.
Please remember to ensure you document the VLR number associated with the response. If "other" was selected as the category, make sure you document the specific response. You may also add time frames for the responses in this section, i.e. hours, days, amount to be completed.
INTERSTATE COMPACT (ICJ) - SUPERVISION: Complete Admission for the correct Subtype.

For Interstate Compact for Juveniles (ICJ) information refer to CSS 04-113.

Contact Information:
KansasICJ@doc.ks.gov

Kansas Interstate Compact for Juveniles – Kansas Department of Corrections,
714 SW Jackson Street, Suite 300, Topeka, KS 66603.

Phone: 785-296-3317
Fax: 785-296-1412

IMPORTANT NOTE, THIS SLIDE IS FOR ICJ SUPERVISION – NOT RUNAWAYS.

For Compact-In select Interstate Compact.

For Compact-Out cases select Kansas Case and proceed to notify ICJ by emailing KansasICJ@doc.ks.gov

Select the correct status reason on the Court Case General tab; active for Compact-In and compact out for Compact-Out cases.
NEW EXTENSION HISTORY:
CHANGING THE DATE OF EXPIRATION (EDC, EXTENSION)

From the Court Case Module, General Tab scroll to the bottom and find the Extension History section which is the eighth and last section on the tab. Click "+New Extension History."

NOTE: The "+New Extension History" option will not be available if the individual is not assigned to your location.
To complete a Case Plan Review (required at a minimum every six months) ensure you are first in the Case Plan Module – Case Plan Review Tab.

To enter the Case Plan Review click "+ New Case Plan Review".

In the General Tab enter the date of the review.
CASE PLAN REVIEW CONTINUED:

4. Complete the information under the Participation Tab. Remember that Third Party is only required for youth in custody. If not in custody, enter N/A.

Visitation is not currently available for any data entry.

This is an Associated View of the dates of your completed Case Plan reviews with the most recent at the bottom.
CASE PLAN REVIEW CONTINUED:
Adding the date to the General tab in the Active Goal.

5. From the General Tab select the Spy glass on the Review Field. Select from the list the most current Review completed.

To ensure Federal Supervision guidelines are met, please make sure you save before exiting to ensure all of your information is recorded.
PHOTOS: To add a new photo. This is a 5-step process.

**Step 1:**
ALL uploaded photos will be approved by KDOC before added to Athena.

**Criteria for uploading**
1. Client should hold placard with name, CC#, and date the picture is being taken with a forward-facing picture of the client. No SSN# or birthdate should be visible.
2. Use a plain background and ensure the client has no hat or sunglasses on in a well-lit area.

**Step 2:**
Once the Photo Approval is selected from the list The Offender Photo Approval box will open.

Go to the Dashboard at the bottom of the Site Map.
PHOTOS CONTINUED: Adding a photo

Step 3:
Once in the Offender Photo Approval, select "Juvenile" under Agency.

Step 4:
Search and select the name of the individual.
PHOTOS CONTINUED: To add a new photo. Step 5

Select the photo you'd like to upload, click open.

The photo you selected should appear here, click it and click "Upload." This will submit the photo to KDOC for required approval.

Once approved the photo will appear in this way.
CHANGING LEVELS: PROCESS FOR CHANGING AN INDIVIDUAL’S SUPERVISION TYPE

To switch a supervision type from JISP to custody, facility or conditional release, create a new admission with the appropriate sub-type.

This is a three-step process. Creating a new admission, closing out the current level of supervision and moving/adding the court case.

Step 1.

To start a new supervision type, create a new admission – ensure the Admission Type is the new type of supervision, i.e., JISP, Custody, Juvenile Facility. Choose the correct Admission Sub-Type that goes with the new admission.

The date the client is admitted to the new supervision type is the date that should be entered in the Date of Admission.
CHANGING LEVELS CONTINUED:
CHANGING A CASE PLAN STATUS (ACTIVE/INACTIVE/DISCHARGED)

To change an admission from Active to Discharged in the General Tab in the Case Plan Module click Active Supervision (#1) and make the appropriate adjustment (#2, #3).
Currently the process of connecting a current court case to an Admission for a new level of supervision is not functional. To connect an existing court case, complete a Web Help Desk Ticket. In the Web Help Desk ticket please ensure you include the Individual Name, Athena Number, the existing court case number that you wish to attach and the current case plan admission type.
PRINTING JUVENILE INTAKE AND ASSESSMENT REPORT:

From the KDOC portal select the tab Athena Reports JIAS. The Juvenile Intake and Assessment Report hyperlink (in blue) will appear. Click the Hyperlink.

The Hyperlink will open this box, enter the information of the Intake Report that you wish to print and click "OK" at the bottom.
PRINTING JUVENILE INTAKE AND ASSESSMENT REPORT CONTINUED:

Once information is uploaded the Intake Report will appear.
CLOSING OUT A JUVENILE PLACEMENT: Located in the Case Plan Related Tab - Juvenile Placements.

**Step 1:** Complete Discharge Placement Tab.

**Step 2:** Return to the General tab and change the status to Disapproved/Inactive.
CONTACT LETTER:

Step 1: In the record, click Contact Letter.

Step 2: In the new window that will open, select the appropriate text from the drop-down menu for Template Type.
Step 1: In the record, click Contact Letter.

Step 2: In the new window that will open, select the appropriate text from the drop-down menu for Template Type.
Additional Steps: Additional fields will display, labeled Date 1 and/or Date 2, depending on Template Type chosen. Complete these fields. The Content Field is locked and will auto-populate based on the Template Type that is chosen. Add any additional relevant comments. Select save. After saving, an additional button will become available at the top of the same window titled Contact Letter Template. Select this button to generate a Word document that you can sign and mail.
CONTACT LETTER:

Remember: When signed, scan and upload to the Documents Folder for the individual. Once saved, all screen versions of the contact letter forms will be available to view later. To view them, select the Related Tab from the Individual Module and choose contact letters.
<table>
<thead>
<tr>
<th>Individual Module</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Tab</strong></td>
<td>General information, most will auto-populate, where to find active admissions and assigned officer history (current).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Demographics Tab</strong></td>
<td>Demographic Information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employment Tab</strong></td>
<td>Employment Information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drug Tests Tab</strong></td>
<td>Drug/Alcohol Test Results.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Addresses Tab</strong></td>
<td>Client addresses (past and present).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Behavioral Health and Medical Tab</strong></td>
<td>BH information, medical information, benefits, health insurance, identified/anticipated needs, referrals &amp; releases, substance abuse history, treatment history, physician information in related.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registration Tab</strong></td>
<td>If client is required to register.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assessments Tab</strong></td>
<td>View history of assessments only, <strong>assessments are entered in the CASE PLAN record</strong>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tab</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photos Tab</td>
<td>View of photos.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Tab</td>
<td>Drug testing here, victim of abuse, siblings' substance use and mental health.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calendar Tab</td>
<td>Place to schedule appointments with the client.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Tab</td>
<td>Education information for the client.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit History Tab</td>
<td>A place to see changes to the file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Courtesy Transfer Request Tab</td>
<td>Fill this out to transfer a client to another district.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Persons Tab</td>
<td>Put any people associated with the client that you want to have information on, i.e., parents, relatives, friends.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court Cases Tab</td>
<td>This will give you an overview of all the cases that have been associated with this individual. <strong>Do not enter information here.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Incident Reporting Tab</td>
<td>This is where you will add any CI that occur with the individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Individual Module - Related Tab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Documents Tab</strong></td>
<td>Add new documents here or view documents that have been uploaded to the file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Individual ID's Tab</strong></td>
<td>Enter ID's here for the client, i.e., SSN, Driver's License, state ID, KBI, FBI.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Placements Tab</strong></td>
<td>This is an overview of placements. Placement information is entered in the Case Plan Record.</td>
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<tr>
<td><strong>Scars, Marks &amp; Tattoos Tab</strong></td>
<td>Enter any identifying marks for the client here.</td>
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<tr>
<td><strong>STG Membership Tab</strong></td>
<td>Enter any gang membership here, but <strong>ONLY</strong> if it has been documented.</td>
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<tr>
<td><strong>Travel Permit Tab</strong></td>
<td>Complete this section for travel permission.</td>
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<th><strong>Case Plan Module</strong></th>
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<tr>
<td><strong>General Tab</strong></td>
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<td><strong>Assessments Tab</strong></td>
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<td>Case Plan Module</td>
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<td><strong>Goals &amp; Action Steps Tab</strong></td>
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<td><strong>Risk Reduction Plan Tab</strong></td>
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<td><strong>Services &amp; Referrals Tab</strong></td>
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<td><strong>Conditions &amp; Violations Tab</strong></td>
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<td><strong>Chronos Tab</strong></td>
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<td><strong>Permanency Tab</strong></td>
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<td><strong>Program Participation Summary Tab</strong></td>
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<td><strong>Independent Living Tab</strong></td>
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<td>Case Plan Review Tab</td>
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<td>CC Orientation Checklist Tab</td>
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<td>Court Cases Tab</td>
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<td>Home Removal Tab</td>
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<td>Juvenile Placements Tab</td>
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<tr>
<td><strong>Assigned Officer History Tab</strong></td>
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<td><strong>Court Hearing Tab</strong></td>
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<td><strong>Obligations Tab</strong></td>
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<td><strong>Case Status History Tab</strong></td>
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<tr>
<th><strong>Court Case Module Related Tab</strong></th>
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<tr>
<td><strong>Case Victims Tab</strong></td>
<td>Enter any victims on the court case in this tab.</td>
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