

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>SUPERVISION</b>	<b>STANDARD NO.</b>  <b>CSS-04-121</b>
	<b>SUBJECT:</b>  <b>SUPERVISION PLAN</b>	<b>PAGE: 1 of 3</b>
<b>REFERENCES: K.S.A. 38-2365, Code of Federal Regulations (CFR): 45 CFR 1356.21, KDOC-0094</b>	<b>DATE ADOPTED: 7-1-2006</b> <b>DATE AMENDED: 3-27-2023</b> <b>DATE REVIEWED: 3-15-2023</b>	

**STANDARD:** Written policy, procedure, and practice shall require the Community Supervision Agency to complete an initial supervision plan (KDOC-0094 form) with the juvenile, parent(s)/guardian(s) and other pertinent people within thirty (30) days of all court ordered supervision, changes in supervision type or upon interstate compact acceptance. The juvenile and parent(s)/guardian(s) should be actively involved in the supervision plan process and not just recipients of the plan. Review of supervision plans shall be completed no later than six (6) months following the completion of the previous supervision plan.

Supervision plans shall, at a minimum, be discussed during every office visit. Anytime supervision plan goals and/or action steps are updated prior to the 6-month review obtaining new signatures and re-submitting the supervision plan to the Court will not be required if the following conditions are adhered to:

- The updated goal(s)/action step(s) are reviewed with the responsible parties listed in the supervision plan
- The updated goal(s)/action step(s) is documented in a progress note, including the specific goal(s)/action step(s) that were updated, all responsible parties that participate in the update and the date the update took place

Parent(s)/guardian(s) shall be invited and encouraged to participate in the supervision planning process with efforts made to accommodate their schedules. Parent(s)/guardian(s) who initially refuse to participate shall be provided an opportunity to learn about and participate in the supervision plan process. All efforts by the Community Supervision Agency to remove any barriers to participation shall be documented in the juvenile's case file. A neutral third party is a required participant for all juveniles in Kansas Department of Corrections custody.

For crossover youth, the Department for Children and Families (DCF) and/or the foster care case management provider shall be invited to participated in the initial supervision plan development and at a minimum advised of any subsequent changes made to the supervision plan.

**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.):

Supervision plans shall address no more than 3 domains and incorporate any responsibility factors and strengths that are identified. Domains that are not identified as being a risk (scoring a zero on the YLS/CMI) shall not be addressed on the plan. Additional risk areas (identified by assessments other than the YLS/CMI), supervision conditions or any other non-criminogenic needs shall be addressed in the “Other” domain. Emphasis should be placed on the following:

- Those domains that score moderate and high
- Peers Relations domain
- Personality and Behavior domain
- Attitudes and Orientation domain

Signed copies of the supervision plan shall be distributed to:

- The juvenile
- The parent(s)/guardian(s)
- Any other supervision plan participants
- The juvenile’s placement provider
- The Court
- The Case File
- The Deputy Compact Administrator for Interstate Compact for Juveniles (ICJ) by email at [kdoc\\_kansas\\_icj@ks.gov](mailto:kdoc_kansas_icj@ks.gov) or by fax to 785-596-6078
- DCF and/or the foster care case management provider for crossover youth

A Conditional Release (CR) supervision plan shall be completed, in consultation with Juvenile Correctional Facility (JCF) staff, on all JCF juvenile offenders thirty (30) days prior to the juvenile offender’s earliest possible release date. This CR plan shall be forwarded to the JCF upon completion.

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STANDARD (cont.):

All supervision plans shall be documented in the Kansas Department of Corrections (KDOC) case management system. Interstate Compact for Juveniles-Into the State of Kansas (ICJ-In) juveniles shall utilize the KDOC case management system supervision plan type of “Interstate Compact” and shall utilize the case status of “Compact In”. Interstate Compact for Juveniles-Out of the State of Kansas (ICJ-Out) juveniles shall utilize the KDOC case management system supervision plan type that was ordered by the Kansas Court (i.e. Juvenile Intensive Supervised Probation (JISP), CR, etc.) and shall utilize the case status of “Compact Out”.

Supervision plans shall continue to be completed for juveniles on absconder status.

Anytime supervision plan goals and/or action steps are updated prior to the 6-month review obtaining new signatures and re-submitting the supervision plan to the Court will not be required if the following conditions are adhered to:

- The updated goal(s)/action step(s) are reviewed with the responsible parties listed in the supervision plan
- The updated goal(s)/action step(s) is documented in a progress note, including the specific goal(s)/action step(s) that were updated, all responsible parties that participate in the update and the date the update took place

DISCUSSION: The Youth Level of Service/Case Management Inventory (YLS/CMI) results should be used to aid in addressing the criminogenic risk and need areas of the juvenile within the supervision plan.

Crossover youth is defined as any youth aged 10 or older with any level of concurrent involvement with the child welfare system (i.e., out of home placement, an assigned investigation of alleged abuse or neglect with a young person named as the alleged perpetrator, and/or participating in voluntary/preventive services cases that are open for services) system and juvenile justice (i.e., court ordered community supervision, and Immediate Intervention Programs).

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