

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-04-139</b>
	<b>SUBJECT:</b> <b>GRADUATED RESPONSES</b>	<b>PAGE: 1 of 6</b>
<b>REFERENCES: K.A.R. 123.17.101, Violation Levels Form, Incentives Grid Form, Response Grid Form, K.S.A. 38-2392, KDOC-0190</b>	<b>DATE ADOPTED:</b> 5-12-2017 <b>DATE AMENDED:</b> 10-11-2023 <b>DATE REVIEWED:</b> 10-9-2023	

**STANDARD:** Written policy, procedure, and practice shall require the Community Supervision Agency (CSA) to utilize the Violation Levels Report, Response Grid, and Incentives Grid for the administration of graduated responses as directed by Kansas Administrative Regulation (KAR) 123.17.101.

Parental notification shall be required any time the response grid is utilized, and the notification shall be documented in the Kansas Department of Corrections (KDOC) case management system.

A Violation Levels Report form shall be completed immediately for all technical violations to determine the appropriate level for application to the Response Grid. All Violation Levels Reports shall not be completed in the presence of the youth and shall be maintained in the youth's case file. The Violation Levels Report shall be uploaded in the KDOC case management system documents section. All completed Violation Levels Reports shall include the Cognitive Behavioral Intervention used with appropriate documentation attached.

Before requesting a revocation by the Court, the following shall be required pursuant to K.S.A. 38-2392:

- It is the youth's third or subsequent violation
- Prior failed responses are documented on the Violation Levels Report
- It has been determined and documented that graduated responses to the violations will not suffice

Supervisory approval shall be required prior to the initiation of the revocation process with the Court. All youth in the process of revocation shall continue to be supervised.

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STANDARD (cont.):

The Court shall be notified within three (3) business days of any alleged violation by completing the KDOC-0190 form and attaching the corresponding Violation Levels Report.

For crossover youth:

- The Department for Children and Families (DCF)/foster care management provider shall be notified of any crossover youth starting the revocation process
- A copy of the Violation Levels Report shall be provided to DCF/child placing agency worker

The following shall be definitions used for the application of the Response Grid:

- **Cognitive-Based Intervention:** A cognitive-based intervention is problem-focused and action-oriented. These interventions provide an opportunity for the youth to "think" about his/her behavior and the consequences received for a specific behavior (positive vs. negative). This is typically done using a cognitive tool (e.g., Problem Solving Worksheet, Cognitive Model, Cost/Benefit Analysis, Behavior Analysis, etc.). In addition, these interventions must include action, i.e., the opportunity for the youth to observe the new appropriate behavior (modeling). The opportunity for the youth to practice the new behavior with feedback from an adult (role-playing). The opportunity for the youth to "try out" the new behavior with others (practice).
- **Apology Letter:** A written document demonstrating remorse that is reviewed and approved by the youth's supervision officer.
- **Adjusted Curfew:** The youth's curfew should be adjusted according to the infraction severity level.

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STANDARD (cont.):

- **Formal Meeting with Youth/Officer/School/Family:** The meeting shall include a review of youth's behavior and proposed alternatives to address the behavior. The meeting shall include all appropriate parties.
- **Increased UA's (Urine Analysis):** The increasing of UAs shall be done proportionately based on substance abuse patterns.
- **Loss of Privileges:** May include but not be limited to: driving (should not affect travel to/from treatment, school, work), electronic devices, attending events, etc.
- **Verbal Apology:** A verbal conversation taking responsibility for the act.
- **Verbal Warning:** A verbal conversation with the youth that redirects the negative behavior and replaces it with a positive alternative. The verbal warning shall include the next possible response if the behavior is repeated
- **Youth Proposed Response:** A youth's proposed response that is proportionate to the unwanted behavior.
- **Hour(s) of CSW (Community Service Work):** When assigning CSW, the following shall be considered: skill development, positive behavior change, and restoration to the victim or community.
- **Day(s) House Restriction:** House restrictions shall not apply to treatment, programming, school, work, or other pro-social approved activities. The intention of house restriction is to limit the youth's available time to engage in negative activities.
- **Increased Reporting:** This shall include increased face-to-face contact with the officer focusing on behavioral change, skill building, and cognitive restructuring focused on the unwanted behavior(s).
- **Day/Evening Reporting Center:** (If available) The intention of DRC/ERC is to limit the youth's time available to engage in negative activities. The DRC/ERC shall

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STANDARD (cont.):

focus on behavioral change, skill building, and cognitive restructuring focused on the unwanted behavior(s).

- EMD: (Electronic Monitoring Device) Is a device used to increase the effectiveness of supervising youth who are required to abide by curfew or remain in their home. When this is selected as a response, only one additional response can be chosen.

The following shall be definitions used for the application of the Incentives Grid:

- Minor Achievement: Positive action or progress achieved not directly affecting a change to the youth's overall risk. i.e., supervision condition compliance, initial steps completed for behavioral health treatment, program participation, supervision plan compliance and participation, etc.
- Modest Achievement: Positive action or progress achieved affecting change to the youth's overall risk. i.e., regular school attendance and grade improvement, documented behavioral health treatment progress, actively utilizing skills learned in programming, supervision plan objective completion, etc.
- Major Achievement: Consistent maintenance of positive action or progress reducing the youth's overall risk. i.e., program hour completion, behavioral health treatment completion, program completion, completion of multiple supervision plan objectives or overall goals, etc.
- Verbal Praise: Verbal acknowledgement of youth's positive behavior.
- Certificate of Achievement: Written document acknowledging youth's specific behavior and/or accomplishment.
- Community Activity Pass: Providing the youth with a pre-paid pass to a community activity; activities may include but not be limited to: zoo, swimming pool, gym, school sports pass, museum, etc.

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STANDARD (cont.):

- Community Leader Acknowledgement: Written or verbal acknowledgement from a community leader including but not limited to judge, pastor, elected official, school personnel, etc.
- CSW Modification: Reduction of required CSW hours which may include subtracting required CSW hours, granting double credit for CSW hours completed, etc.
- Extended Curfew: Extension of time that youth is allowed to be in the community (i.e., away from their residence).
- Gift Card: Providing the youth with a pre-paid gift card which is geared toward the youth's interests or needs (examples include: barber/beauty/gas card/shopping/school/etc.). The value of the gift card shall be proportionate to the positive behavior and duration of time.
- Grab Bag: A variety of items from which youth may select - food/candy/treat, hygiene items, school supplies, books/magazines, toys, etc.
- Invitation for Youth to Serve in Leadership Role: Leadership roles may include: mentoring a youth, help facilitate a group, or giving feedback to community representatives.
- Petition for Termination of Case: Seek case termination from the court.
- Positive Letter to Parents from Involved Adult: Letter sent to parent/guardian acknowledging youth's positive achievement(s).
- Publicly Display Work: Displaying youth's achievements in a public setting (certificates of completion, grade cards, artwork, etc.).
- Raffle Ticket: Youth is awarded a ticket which can be redeemed for items such as community activity passes, grab bag, or agency sponsored items.
- Recognition at Ceremony: Public acknowledgement of youth's positive achievement.

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STANDARD (cont.):

- Reduced Level of Supervision: Reducing the amount of face-to-face contacts required for the youth (i.e. level drop).
- Removal from EMD: Removal of an electronic monitoring device.
- Removal of Supervision Condition: Petition to the court for removal of an assigned supervision condition.
- Special Outing: Pre-paid passes/tickets provided to the youth based on his/her interests (this could also include passes for family/friend) such as: tour of college, meal with CSO (Community Supervision Officer), movie, meal/meal coupon, sporting event, job shadow, etc.
- UA Modification: Reduction of required number of UAs.
- Youth/Parent Proposed Incentive: An incentive proposed by youth/parent which is approved by the community supervision agency.

DISCUSSION: A 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) and the juvenile justice system (i.e., court ordered community supervision and Immediate Intervention Programs (IIP)).

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