

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>DOCUMENTATION, REPORTING AND RECORDS</b>	<b>STANDARD NO.</b>  <b>CSS-03-103</b>
	<b>SUBJECT:</b>  <b>SAFEGUARDING RECORDS AND DISCLOSURE</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: K.S.A. 38-2309, K.S.A. 38-2310, K.S.A. 38-2311, Form KDOC-0088</b>	<b>DATE ADOPTED:</b> <b>DATE AMENDED:</b> <b>DATE REVIEWED:</b>	<b>7-1-2006</b> <b>12-19-2022</b> <b>12-12-2022</b>

**STANDARD:** Written policy, procedure and practice shall require that juvenile records are safeguarded from unauthorized and improper disclosure. All juvenile information shall be maintained in a strict and confidential manner and an Authorization for Release of Confidential Information, form KDOC-0088, is required prior to releasing any information. The Community Supervision Agency shall deem all juvenile records confidential and shall not be disclosed except as provided by federal or state statute or regulation or by Court order.

**DISCUSSION:** Any medical information received by the Community Supervision Agency is subject to Health Insurance Portability and Accountability Act (HIPAA) and shall not be disclosed to any unauthorized person(s) without a written release signed by a parent(s) or guardian(s).

**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.