

<p style="text-align: center;">Immediate Intervention Program Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p><b>CHAPTER:</b></p> <p><b>DOCUMENTATION, REPORTING AND RECORDS</b></p>	<p><b>STANDARD NO.</b></p> <p><b>IIP-03-100</b></p>
	<p><b>SUBJECT:</b></p> <p><b>FILE ARRANGEMENT</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: None.</b></p>		<p><b>DATE ADOPTED: 02-01-2017</b></p> <p><b>DATE REVIEWED:</b></p>

STANDARD: Written policy, procedure and practice shall require that a youth's case records be organized in a case file. All information in the sections of the case file and throughout any additional sections must be in chronological order based on the date produced by Immediate Intervention Program (IIP) staff or the date received from collateral sources.

All IIP records shall be secured and identified as being confidential.

DISCUSSION: This standard includes both paper and electronic files.

ATTACHMENTS: None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for immediate intervention programs operating through the board of county commissioners and their employees/contractors and youth participating in the immediate intervention process. They are not intended to establish state created liberty interests for immediate intervention programs or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to immediate intervention programs operating through the board of county commissioners or their employees/contractors, supervised juveniles 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.