

<p style="text-align: center;">Juvenile Intake and Assessment System 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>JIAS-03-101</b></p>
	<p><b>SUBJECT:</b></p> <p><b>INTAKE MODULE OF THE KDOC DATABASE SYSTEM: DOCUMENTATION AND SYSTEM MANAGEMENT</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: ATHENA Training Manual - Juvenile</b></p>	<p><b>DATE ADOPTED: 2-5-2015</b></p> <p><b>DATE AMENDED: 5-1-2023</b></p> <p><b>DATE REVIEWED: 12-12-2022</b></p>	

**STANDARD:** Written policy, procedure and practice shall require that each intake performed:

- Be entered into the Intake module of the Kansas Department of Corrections (KDOC) database system within one business day (excluding weekends and holidays) of the intake event.
- Be reviewed, amended as needed and approved by the Intake and Assessment Program Director or designee within three business days (excluding weekends and holidays) after the intake event is entered into the KDOC database system.

The Intake and Assessment Program is responsible for the integrity of the data related to youth served by the Intake and Assessment Program’s employees. Intake and Assessment Program staff are accountable for the proper use of the KDOC database system in compliance with policies and procedures governing the system. Supervisors or designees must provide periodic, ongoing instructions to staff, conduct case reviews, and routinely review reports entered into the KDOC database system to ensure data quality and integrity.

All new users of the Intake Module of the KDOC database system are required to have their supervisor submit a Help Desk Ticket requesting the new employee obtain system access. This request must be completed and approved by the KDOC IT department prior to the usage of the system. All new KDOC database system users are also required to complete the IT Security Awareness training as well as sign the Security Awareness Acknowledgment form prior to the usage of the system.

**DISCUSSION:** The ATHENA Training Manual - Juvenile should be referenced for any direction needed. The information entered into the KDOC database system should be accurate, comprehensive and understandable.

The Intake and Assessment Program Director or designee should conduct reviews of recent intake events entered into the Intake Module of the KDOC database system on a minimum of one every three (3) calendar months for each Intake and Assessment Program’s staff entering and/or approving intakes events. The purpose of the reviews is to check the record of the intake event for thoroughness and compliance with locally developed policy/procedure and state standards.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program 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 intake and assessment 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.