

<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>STAFF</b></p>	<p><b>STANDARD NO.</b></p> <p><b>JIAS-02-103</b></p>
	<p><b>SUBJECT:</b></p> <p><b>ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES</b></p>	<p><b>PAGE: 1 of 2</b></p>
<p><b>REFERENCES: K.S.A. 75-7023</b></p>	<p><b>DATE ADOPTED: 11-1-2009</b></p> <p><b>DATE REVIEWED: 2-15-2019</b></p>	

**STANDARD:** Written policy, procedure and practice shall provide that orientation for all Juvenile Intake and Assessment staff, interns and volunteers be completed prior to any independent job assignment(s). Initial training shall be completed within one (1) year of hire for all intake workers, supervisors and anyone who approves intakes and placement decisions.

Orientation and initial training for employees shall be documented on form KDOC-JS-JIAS-001, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form KDOC-JS-JIAS-001 shall be filed in the employee's personnel file upon completion. Orientation topics shall include, but not be limited to:

- A. Overview of child welfare and juvenile justice systems and processes
- B. The statutes and regulations pertaining to Juvenile Offender and Child in Need of Care (CINC) Code
- C. Confidentiality of juvenile records
- D. Recognition, signs and symptoms of child abuse and/or neglect
- E. Recognition, signs and symptoms of suicide
- F. Mandated reporting
- G. Evidence-based-approaches
- H. Family engagement
- I. Trauma-informed care
- J. Substance abuse
- K. Special education
- L. Knowledge of available community resources
- M. Staff work place, field safety and security issues
- N. Work place diversity
- O. Cultural diversity
- P. Sexual harassment
- Q. Review of personnel and intake and assessment policies and procedures
- R. Conflict resolution
- S. Basic medical responses
- T. Universal precautions
- U. Opportunity for job shadowing

**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.

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Initial training topics shall include, but not be limited to:

- V. Massachusetts Youth Screening Instrument – Second Version (MAYSI-2)
- W. Detention Risk Assessment Instrument (DRAI)
- X. Additional screening instrument(s) used by intake
- Y. Juvenile Justice Intake and Assessment Management System (JJIAMS)
- Z. Juvenile Justice Basics
- AA. Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)
- BB. All staff that will have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff’s personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit.

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