

<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-02-104</b></p>
	<p><b>SUBJECT:</b></p> <p><b>ANNUAL TRAINING</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: K.S.A. 38-2394(b); K.S.A. 75-7023(h)</b></p>		<p><b>DATE ADOPTED: 11-1-2009</b> <b>DATE REVIEWED: 2-15-2019</b></p>

**STANDARD:** Written policy, procedure and practice shall require the annual completion of:

- Forty (40) staff development hours by all full-time staff of the Intake and Assessment Program. At least eight (8) hours of the forty (40) shall be related to management, leadership and/or supervisory skills for supervisors/directors
- Twenty (20) staff development hours by part-time/on-call staff of the Intake and Assessment Program
- Eight (8) staff development hours for all support staff with direct juvenile/client contact
- All intake workers, supervisors and anyone who approves intakes and placement decisions shall have training annually on the following topics:
  - Mental Health
  - Trauma Informed Care
  - Family Engagement
  - Crisis Intervention/De-escalation Techniques
  - Stress Management/Vicarious Trauma
  - Recognition, signs and symptoms of children and youth at risk
- All staff that have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms annually. 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.

All completed training shall be documented in the employee's personnel file.

Volunteers or interns who have direct contact with youth beyond shadowing or assisting intake staff shall have the same training requirements as part-time intake staff.

**DISCUSSION:** Children and youth at risk may include but not be limited to child abuse/neglect, suicide, substance abuse, human trafficking victims etc.

**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.