

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: DOCUMENTATION, REPORTING AND RECORDS	STANDARD NO. CSS-03-101
	SUBJECT: COMMUNITY AGENCY SUPERVISION INFORMATION MANAGEMENT SYSTEM (CASIMS) DOCUMENTATION AND SYSTEM MANAGEMENT	PAGE: 1 of 1
REFERENCES: 45 Code of Federal Regulations (CFR) 1355.57 Adoption and Foster Care Analysis and Reporting System (AFCARS)	DATE ADOPTED: 1-16-2015 DATE REVIEWED: 1-4-2017	

STANDARD: Written policy, procedure and practice shall require accurate and updated information to be completed by the Community Supervision Agency Officer on the Community Agency Supervision Information Management System (CASIMS) within ten (10) days of performing the work. The Community Supervision Agency is responsible for the integrity of CASIMS data related to juveniles served by staff under its supervision, and for requested information to the Division of Juvenile Services Supervisors and staff are accountable for the proper use of CASIMS in compliance with policies and procedures governing the system.

DISCUSSION: Screens in CASIMS are important documents that could become part of the Court record if subpoenaed by the sentencing Court, therefore entries should always be current, comprehensive and understandable. Please see “Qualifications” standards for specific position qualifications to gain CASIMS access.

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.