

Terminology

KDOC-DIVISION OF JUVENILE SERVICES

Absconder - A youth who has been adjudicated as a juvenile offender and has run away from supervision, including probation, conditional release (parole), or a juvenile charged as an offender (no sentence imposed yet).

Administrative County (AC) - The county in a judicial district which receives grant funds from the Division of Juvenile Services for the operation of juvenile justice programs.

Adjudication - Finding by the court that the youth committed the offense.

Adoption and Foster Care Analysis and Reporting System (AFCARS) – Federal reporting system which collects case-level information from states and tribal title IV-E agencies on all children in foster care and those who have been adopted with title IV-E agency involvement (e.g, demographic information, number of removal episodes a youth has experienced, the number of placements, current placement setting)

Affidavit - A written sworn statement of fact.

Aggression Replacement Training (ART) – A cognitive behavioral intervention focused on adolescents, training them to cope with their aggressive and violent behaviors. It is a multimodal program that has three components; Social skills, Anger Control Training and Moral Reasoning.

Another Permanent Planned Living Arrangement (APPLA) – the child welfare agency maintains care and custody of the youth and arranges a living situation in which the youth is expected to remain until adulthood. At which time he/she obtains an independent living arrangement.

Absent Without Leave (AWOL) - A youth's departure from a placement or supervision without lawful authority.

Central Office (CO) - This refers to the Kansas Department of Corrections - Division of Juvenile Services' Central Office, located in Topeka.

Child in Need of Care (CINC) - A child who currently is, or has been at risk of being neglected, abused or inadequately supervised.

Chrono(s) – Documented narratives or logs in CASIMS which provide a chronological history of the youth's case from beginning to end. Chronos provide the who, what, when, where and how of juvenile offender case activity.

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Cognitive Behavioral Intervention (CBI) – are designed to reflect concepts which examines the association between thoughts, feelings, and behaviors. These interventions provide an opportunity for the youth to "think" about his/her behavior and the consequences received for a specific behavior (positive vs. negative). This is typically done using a cognitive tool (e.g. Thinking Report, RACE, Cost/Benefit Analysis etc.). In addition, these interventions must include action, i.e., the opportunity for the youth to observe the new appropriate behavior (modeling). The opportunity for the youth to practice the new behavior with feedback from an adult (role-playing). The opportunity for the youth to "try out" the new behavior with others (practice).

Cognitive Behavioral Therapy (CBT) – A psycho-social intervention that is the most widely used evidence-based practice for improving mental health. CBT focuses on the development of personal coping strategies that target solving current problems and changing unhelpful patterns in cognitions (e.g. thoughts, beliefs, attitudes), behaviors and emotional regulation.

Community Agency Supervision Information Management System (CASIMS) -
A database designed to gather and maintain specific data regarding the supervision of juvenile offenders. The system is used to generate reports and/or documents, populate forms and create the bi-annual AFCARS file. The official chronological record of all juvenile offender related activities and contacts is maintained in CASIMS.

Community Integration Programs (CIP) – a six (6) month program developed by KDOC to assist young men and women in becoming socially and financially independent.

Community Mental Health Center (CMHC) – Designated by the state of Kansas to provide the community-based public mental health services including the full range of outpatient clinical services, mental health rehabilitation services, such as psychosocial rehabilitation, community psychiatric support and treatment, peer support, case management and attendant care.

Community Supervision Agency (CSA) - A local juvenile justice program operated by the Administrative County which provides services for juvenile offenders and their families when the juvenile offender is subject to court-ordered supervision such as juvenile intensive supervised probation, court-ordered custody, interstate compact for juveniles, juvenile correctional facility and conditional release.

Community Supervision Officer (CSO) – term used to identify individuals whose job duties include the supervision of juveniles under supervision; court services, diversion, immediate intervention, probation or conditional release.

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Community Supervision Standards (CSS) – minimum guidelines published by the Kansas Department of Corrections' Division of Juvenile Services that are intended to help guide the development of local community supervision agency policy and procedure manuals.

Complaint - Document filed with the court to commence an action under the juvenile offender code.

Conditional Release (CR) - A period of aftercare, set by the court, for juvenile offenders released from a Juvenile Correctional Facility.

Contracted Provider – an individual or agency that provides specific services to juvenile offenders as agreed upon by the Community Supervision Agency and/or KDOC.

Courtesy Supervision - A supervision practice that facilitates a cooperative sharing of staff resources between judicial districts for providing supervision of a juvenile offender when not physically located within the judicial district that has supervision responsibility under an order of the court.

Court-appointed special advocate (CASA) – a responsible adult, other than an attorney appointed by the court to represent the best interests of a child in a proceeding pursuant to the KSA code.

Critical Incident (CI) – an occurrence that requires immediate verbal notification to KDOC and/or an electronic report within two (2) business day.

Defense Attorney – represents the youth in court

Direct Commitment – at disposition, an order by the court for the transfer of legal responsibility over the youth to the state for placement in a juvenile correctional facility.

Director – The agency head designated by the Board of County Commissioners who is accountable for the agency.

Disposition – the final decision as to how a juvenile's case is handled after an adjudication.

District Attorney/County Attorney (DA/CA) - represents the State of Kansas in prosecution of adult and juvenile offenders in their local jurisdiction when allegations of a crime have been committed. They make the ultimate decision on prosecution.

Diversions – A voluntary alternative to the formal court process for youth. This type of program makes it possible for youth to take responsibility for their unlawful actions. Fulfilling diversion requirements may result in the dismissal of charges.

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Earliest Possible Release Date (EPRD) – The earliest date a juvenile offender is eligible for release from a juvenile correctional facility based on the placement matrix and good time earned.

Earned Discharge Credit (EDC) – credit earned by a juvenile offender placed on probation to received early discharge from probation.

Effective Practices in Correctional Settings (EPICS II) - is the use of translating principles of effective intervention into practice, and how to use core correctional practices in face-to-face interactions with youth.

Electronic Monitoring Devices (EMD) - Devices used to determine a juvenile offender's compliance to court/supervision requirements by restricting his or her movement to acceptable/approved locations.

Evidence-based practices (EBP) – practices, policies, procedures and programs demonstrated by research to produce reduction in the likelihood of reoffending.

Expungement - the removal and sealing of records concerning a juvenile offender.

Extended Juvenile Jurisdiction (EJJ) - a term applied when a juvenile is sentenced to both a juvenile and adult sentence. The adult sentence is stayed (delaying of the sentence) and the juvenile sentence is imposed. If the juvenile violates the juvenile sentence, the adult sentence is imposed.

Fidelity – The degree of exactness with which something is copied or reproduced.

Functional Family Therapy (FFT) – intensive short-term therapy delivered in the home, or on occasion, a convenient location. Therapy sessions address improving family dynamics.

Graduated responses (GR) - a system of community-based responses issued to youth to diminish anti-social, and promote pro-social behaviors.

Good Time Credit – the amount of time credited to a juvenile offender's term of incarceration, based upon behavior, participation in education, work, treatment, and vocational programs and activities, as well as through a willingness to examine and confront the past behavior patterns that resulted in the commission of offenses.

Immediate intervention Program (IIP) – An intervention program offered to first time juvenile offenders, which allows the opportunity to avoid prosecution. If the juvenile satisfactorily complies with the immediate intervention plan, such juvenile shall be discharged and the charges dismissed at the end of the program.

Incentives – something that motivates, or tends to encourage a youth towards a specific action.

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Interstate Compact on Juveniles (ICJ) - Legislative enactment that regulates the interstate transfer of supervision of juvenile offenders and the return of absconders/runaways from state to state. Compliance with this compact ensures public protection and provides juvenile offenders with accountability and needed services. The Compact is a legally binding agreement between all states included within the Compact.

Intensive Supervision Officer (ISO) – the position title of a person responsible for the case management of youth court ordered to Intensive Supervision Probation (ISP).

Intensive Supervision Probation (ISP) – A form of probation supervision involving frequent face-to-face contacts between the probationary youth and probation officers. In Kansas, these programs are operated by Community Supervision Agencies.

Journal Entry (JE) - A formal written document prepared in the court to accomplish the explanation of an order or judgment given by the judge.

Judicial District (JD) – an area in which a specific court has jurisdiction. Judicial districts may be a single county or a group of counties organized for the administration of the judicial system in Kansas.

Jurisdiction - The county or counties served by a Community Supervision Agency.

Juvenile Corrections Advisory Board (JCAB) - The body appointed by the Administrative County's Board of County Commissioners (BOCC) to advise the BOCC in the development, implementation and operation of juvenile programs within the judicial district. Consists of 12 or more members who represent law enforcement, prosecution, judiciary, education, corrections, ethnic minorities, social services and the general public.

Juvenile Correctional Facility (JCF) - a facility operated by the secretary of corrections for the long-term commitment of juvenile offenders.

Juvenile Corrections Officer (JCO) - a certified employee of the department of corrections working at a juvenile correctional facility responsible for maintaining custody, security and control of juveniles within the facility.

Juvenile Detention Alternatives Initiative (JDAI) – a public safety partnership focusing on reducing the unnecessary and harmful use of secure detention for low-risk juveniles.

Juvenile Detention Center (JDC) - a public or private facility licensed by KDHE, which is used for the lawful temporary custody of alleged or adjudicated juvenile offenders.

Juvenile Intake and Assessment Service (JIAS) – The specific services provided by an intake and assessment program operated by each administrative county that

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services children in need of care and juvenile offenders taken into custody by law enforcement. The program serves to assist law enforcement by assessing immediate needs and making release or placement recommendations.

Juvenile Intake and Assessment worker (JIAS) - responsible adult trained and authorized to perform intake and assessment services as part of the intake and assessment system.

Juvenile Justice Authority (JJA) – Began on July 1, 1997, combined pieces of the Office of Judicial Administration (OJA), Department of Corrections (DOC), and Social and Rehabilitation Services (SRS/DCF) to provide oversight to the juvenile justice system through prevention/intervention programs, community based program, residential placements and juvenile correctional facilities. JJA was merged with the Kansas Department of Corrections on July 1, 2013, and is was renamed The Kansas Department of Corrections – Division of Juvenile Services.

Juvenile Justice Intake & Assessment Management Information Systems (JJIAMS) – a database application designed to capture information about youth that who are assessed at the Juvenile Intake and Assessment Center.

Juvenile Offender (JO) - a person who commits an offense while 10 or more years of age but less than 18 years of age which if committed by an adult would constitute the commission of a felony or misdemeanor as defined by the State of Kansas.

Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP) - Establishes four core protections with which participating states and territories must comply to receive grants under the JJDP Act: deinstitutionalization of status offenders; removal of juveniles from adult jails and lockups; separation of juveniles and adults in institutions; and the reduction of disproportionate minority contact where it exists.

Juvenile Justice and Delinquency Prevention Manual - This manual provides clarification, regulations and guidance for all requirements as set forth by the Juvenile Justice and Delinquency Prevention Act of 2002.

Juvenile Justice Foster Care (JJFC) – A level of foster care established specifically for juvenile offenders. Foster parents are licensed through DCF, are sponsored by a licensed child-placing agency which contracts with KDOC, agree to receive specialized training and utilize cognitive interventions with juvenile offenders placed in the home.

Kansas Child Abuse Hotline - The toll-free phone number designated by the Secretary of Kansas Department of Children and Families for reporting the alleged abuse and/or neglect of a youth.

Department for Children and Family Services (DCF) – umbrella agency responsible for the oversight of social services delivery and provisions of care to the vulnerable (e.g.

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child abuse and neglect central registry, adult protective services, child support enforcement, Temporary Assistance for Needy Families (TANF), medical assistance, and other rehabilitative services).

Kansas Department of Corrections - Division of Juvenile Services (KDOC-JS) -

The state agency charged under Kansas law to lead a broad-based state and local, public and private partnership to provide the state's comprehensive juvenile justice system.

Kansas Detention Assessment Instrument (KDAI) – risk assessment instrument adopted and used to identify factors shown to be statistically related to a juvenile's risk of failing to appear in court or reoffending pre-adjudication and designed to assist in making detention determinations.

Kansas Offender Registration Act (KORA) - Kansas offender registration requirements for specific sex crimes, drug crimes and violent crimes, intended to provide the public with information regarding convicted offenders who could pose a threat to the safety of our families.

Kansas Statutes Annotated (K.S.A.) – the laws enacted by the legislature for the State of Kansas.

Mandatory Reporter - A person required to report suspected abuse or neglect to the Kansas Department of Children and Family Services (DCF).

Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ) – curriculum designed to provide juvenile justice staff with basic information about adolescent development, mental health disorders commonly seen among youth, and the important role of the family.

Moral Reconciliation Therapy (MRT) – a cognitive-behavioral approach which utilizes interactive workbooks in a group setting to enhance moral reasoning, better decision making, and more appropriate behavior.

Multidisciplinary Team (MDT) – a group composed of members with varied experience, qualifications, and skills that set goals, review progress, remove barriers, contribute to and provide support towards the achievement of a youth's success.

Multi-Systemic Therapy (MST) – a family- and home-based treatment that strives to change how youth function in their natural settings – home, school, and neighborhood – in ways that promote positive social behavior will decreasing anti-social behavior.

National Crime Information Center (NCIC) - A computerized index of criminal justice information such as: criminal record history information; fugitives; stolen properties; and missing persons. It is available to federal, state, and local law enforcement officials and other criminal justice agencies and is operational 24 hours a day, 365 days a year.

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Non-Critical Incident – an incident that occurs during normal day to day operations and requires an intervention by contracted provider staff.

Notice to Appear (NTA) – a written order issued by law enforcement in lieu of physical arrest requiring a person accused of violating the law to appear in a designated court or governmental office at a specified date and time.

Offender Workforce Development Specialist (OWDS) – Specialists trained to help the offender population to enhance job skills, including, job searching, interviewing and maintaining a job.

Office of Judicial Administration (OJA) – The Judicial Branch for the State of Kansas, this includes the Kansas Supreme Court, the appellate courts, and the 31 judicial districts in the state (judges, clerks and court services).

Out-of-home Placement (OOH) - The living arrangement made for a juvenile offender by the supervising officer, after court-ordered Division of Juvenile Services custody and removal from home have occurred.

Overall case length limit - the maximum jurisdiction of the court following adjudication on an individual case.

Permanency Goal – The goal or planned outcome of the court ordered custody episode.

Permanency Hearing – a notice and opportunity to be heard is provided to interested parties providing care to the youth.

Permanency Planning – Planning process which determines a permanency goal for a juvenile offender and identifies the actions, services, and supports reasonably necessary to achieve permanency.

Placement Agreement – a written agreement between the Community Supervision Agency and a Contracted Provider for a maximum of 90 days per agreement.

Placement Matrix – Chart that the court uses in determining sentencing for a JCF eligible youth.

Presentence/Predisposition Investigation (PSI/PDI) - An investigation report provided to the court prior to a disposition hearing.

Principles of Effective Intervention (PEI) – the four principles of “what works” to help reduce recidivism with the criminal population; risk, need, responsivity, fidelity.

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Probation – conditional freedom granted by a judicial officer to an adjudicated juvenile, as long as the youth meets certain conditions of behavior during a specific term.

Program Hours – the number of treatment/intervention/therapy hours a youth must complete prior to release from supervision. This number is based on the youth's risk level as determined by the YLS/CMI.

Psychiatric Residential Treatment Facility (PRTF) - Provide non-acute inpatient facility care for recipients who have a mental illness and/or substance abuse/dependency and need 24-hour supervision and specialized interventions.

Recidivism – The tendency of a convicted criminal (adjudicated juvenile) to reoffend.

Responses – a reaction to a youth's behavior, positive and/or negative.

Sanction - The penalty for disobeying a law or rule.

Status Offense – A status offense is an action that is prohibited only to a certain class of people, and most often applied only to offenses committed by minors.

Subpoena - An order by the court that has authority to compel testimony by a witness or a production of evidence under a penalty for failure.

Summons – is a legal document that orders a defendant to appear in court.

Supervision (Case) Plan – A record of the goals, and objectives for intervention. The plan records all the important decision and tasks that are necessary to achieve the goals and objectives agreed on by the youth, supervision officer, and others who are working with the youth towards successful completion of supervision.

Supervision Level – the level of supervision ranges from one (1) to six (6) and indicates the required number, and type of contact the supervision officer is required to have with a youth. This level is based on the risk level of the youth as determined by the YLS/CMI.

Technical violation - a act by a youth under supervision that is not by itself a criminal offense and generally does not result in arrest (e.g., failing to report for a scheduled office visit, missing a curfew, truancy, testing positive for drugs/alcohol) or a pattern of misbehavior.

Thinking for a Change (T4C) - is a cognitive-behavioral program that incorporates research from cognitive restructuring theory, social skills development, and the learning and use of problem solving skills.

Urine Analysis (UA) – sample of urine collected to test for illegal substances.

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Violation - Acts, behaviors or conduct of offenders that violate court-ordered conditions, pose a threat to public safety, or demonstrate an unwillingness or inability to comply with program conditions with the instructions of the supervising officer.

Violation Level Report (VLR) – a document used to report violations of supervision conditions. The VLR assists officers in determining and issuing an appropriate response to anti-social behaviors.

Warrant - A court order typically issued by a judge or magistrate on behalf of the state, which authorizes the arrest and detention of an individual.

Youthful Level of Services/Case Management Inventory (YLS/CMI) – is the primary risk assessment tool used in Kansas to assess potential risk of reoffending, determine intervention targets, measure change, and establish the foundation for case management practices.

Youth Residential Center II (YRCII) - A facility appropriately licensed to provide housing for juvenile offenders who have been removed from the home.

Youth Residential Facility (YRF) - A facility appropriately licensed to provide housing for juvenile offenders who have been removed from the home