

<b>Immediate Intervention Program Standards</b>	<b>CHAPTER:</b>  <b>DOCUMENTATION, REPORTING AND RECORDS</b>	<b>STANDARD NO.</b>  <b>IIP-03-104</b>
	<b>SUBJECT:</b>  <b>DATA COLLECTION</b>	<b>PAGE: 1 of 2</b>
Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>REFERENCES: K.S.A. 38-2325</b>	<b>DATE ADOPTED: 02-01-2017</b> <b>DATE AMENDED: 02-01-2017</b> <b>DATE REVIEWED: 11-28-2022</b>

**STANDARD:** Written policy, procedure and practice shall provide for collection and reporting of youth participant data for Immediate Intervention Programs (IIP's) to the Kansas Department of Corrections – Juvenile Services (KDOC-JS). Documentation of the youth's participation in an Immediate Intervention Program (IIP) shall be entered into the database immediately upon their admission to such program. Accurate and updated information is to be completed by the Immediate Intervention Program (IIP) Officer and entered into the IIP Database within ten (10) days of performing the work. The Immediate Intervention Program Agency is responsible for the integrity of 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 the IIP Database in compliance with policies and procedures governing the system.

The following shall be documented in the database for every youth referred to an IIP:

- Demographic information: full name; date of birth; gender; race; and ethnicity
- Jurisdictional information: county; judicial district; and supervising IIP staff
- Case information:
  - Date of Juvenile Intake
  - K.S.A. number for the alleged offense
  - Offense date
  - Juvenile Intake recommendation for IIP
  - referral source
  - date of referral from county/district attorney
  - IIP type (pre- or post-file)
  - case number (police report or court case)
  - level of supervision
  - assigned length of IIP
  - restitution amount ordered with or without payment plan
  - fee amount ordered with or without payment plan
  - any fee reductions
  - total IIP fees paid
  - discharge date
  - discharge type (successful or unsuccessful)
  - unsuccessful discharge reason

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for immediate intervention programs operating through the board of county commissioners and their employees/contractors and youth participating in the immediate intervention process. They are not intended to establish state created liberty interests for immediate intervention programs 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 immediate intervention 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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STANDARD (cont.):

Additionally, as applicable:

- length of IIP extension for evidenced based mental health or substance abuse program
- multidisciplinary team (MDT) referral date and reason
- length of IIP extension by MDT

DISCUSSION: Information in the database includes 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.

ATTACHMENTS: None.

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