

Juvenile Intake and Assessment System Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>STAFF</b>	<b>STANDARD NO.</b>  <b>JIAS-02-103</b>
	<b>SUBJECT:</b>  <b>ORIENTATION AND INITIAL TRAINING FOR EMPLOYEES</b>	<b>PAGE: 1 of 3</b>
<b>REFERENCES: K.S.A. 75-7023</b>	<b>DATE ADOPTED:</b>	<b>11-1-2009</b>
	<b>DATE AMENDED:</b>	<b>4-1-2023</b>
	<b>DATE REVIEWED:</b>	<b>2-27-2023</b>

**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-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-JIAS-001 shall be filed in the employee’s personnel file upon completion.

Prior to any independent job assignments, a new Juvenile Intake and Assessment staff shall shadow a fully trained Juvenile Intake and Assessment staff while completing the Intake and Assessment process a minimum of at least two intake events.

Initial training topics to be delivered by the Kansas Department of Corrections (KDOC) shall include, but not be limited to:

1. Juvenile Justice Basics
2. Massachusetts Youth Screening Instrument – Second Version (MAYSI-2)
3. Kansas Detention Assessment Instrument (KDAI)
4. Additional screening instrument(s) used by intake
5. Youth Mental Health First Aid
6. 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
7. ATHENA (Kansas Department of Corrections case management system)

**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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Additional training topics to be delivered by the Judicial District 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 education
- 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, crisis intervention and de-escalation techniques
- S. Basic medical responses
- T. Universal precautions (i.e. hazardous materials, exposure to bodily fluids and contaminants, urine analysis procedures, etc.)
- U. Opportunity for job shadowing

**DISCUSSION:** If the employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and time frame of the previous trainings will still meet the needs of the Judicial District's training requirements. If the previous training is determined to meet the agency requirements the staff should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employee's personnel file.

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The intent of the additional Judicial District training topics is to incorporate local policies and expectations into the orientation training. This will allow for the Judicial District to tailor each training to meet the needs of their agency.

The following resources may assist the Judicial District in meeting the orientation training requirements:

- The Kansas Department of Corrections Learning Management System
- National Institute of Corrections Learn Center
- The Kansas Children’s Alliance Training Center
- National Criminal Justice Training Center
- Justice Clearinghouse
- Office of Juvenile Justice and Delinquency Prevention
- National Criminal Justice Training Center Fox Valley Technical College
- National Assessment Center Association

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