

## GLOSSARY

**Case Plan:** A written document included in a client's case file which is individually tailored for the client and outlines the goals, objectives and requirements to be completed while under supervision.

**Client Case File:** A collection of documents, both electronic and paper, relating to a client's probation supervision.

**Community Corrections Grant Funds:** Funds made available to a governing authority by the Department of Corrections, pursuant to KSA 75-5290 *et seq.* and amendments thereto.

### **Contact Definitions/Types:**

**Note:** Face-to-face (F2F) interaction with a client should include, but not be limited to, discussion regarding elements of the current supervision plan, reviewing current efforts and progress on matters relevant to the client's probation status and supervision.

**ADMINISTRATIVE** – Miscellaneous case information such as: case reviews, supervisory staffings, informal judicial reviews, drug test results from other agencies or programs, criminal records checks, report forms completed by the client when he/she did not see an officer, and client violation notifications, contacts with the client in jail, and mail that does not fit in other definitions.

**ATTEMPTED** – An unsuccessful attempt by ISP staff to contact the client or other collateral contacts, or verify residence, employment or interventions.

**COLLATERAL** – Communication, written or oral, with someone, other than the client, who provides information about the client and that does not meet the definition of employment verification, residence verification or intervention verification. The information provider should be identified by name, whenever possible.

**COURT** – Formal court hearings, revocations, modifications, reviews, and sentencings.

**EMPLOYMENT VERIFICATION** – Substantiation of a client's employment by: on-site visit, oral or written contact with the employer, or pay stub review.

**F2F EMPLOYMENT** – A face-to-face visit with the client at his/her place of employment where meaningful information is exchanged regarding the client's progress.

**F2F FIELD** – A face-to-face visit with the client in the community where meaningful information is exchanged regarding the client's progress. (This contact type should not be used to document a home contact or an employment contact.)

**F2F HOME** – A face-to-face visit with the client in their current residence where meaningful information is exchanged regarding the client's progress.

**F2F OFFICE** – A face-to-face visit with the client in the ISP office where meaningful information is exchanged regarding the client's progress.

**F2F SURVEILLANCE** – A face-to-face visit with the client, by a surveillance officer, where meaningful information is exchanged regarding the client's progress under supervision. If there is no verbal communication with the client, it should be considered an ATTEMPT.

**INTERVENTION VERIFICATION** – Communication, written or oral, with a treatment/ service/ education provider who provides pertinent meaningful information about the client’s progress or behavior in the intervention.

**NO SHOW** – The client failed to show for a scheduled visit with ISP staff.

**RESIDENCE VERIFICATION** – Substantiation that the client’s reported residence is the client’s actual residence by on-site visit, oral or written contact with the client’s family, neighbors or others, and/or review of documents, such as bills, tax assessments, property records.

**TELEPHONE** – Telephone contact with the client OR telephone contact with other persons who do not fit in the INTERVENTION/RESIDENCE/EMPLOYMENT VERIFICATION definitions.

**Discharge Report:** A written summary of a client’s performance while under supervision.

**Employment Notification:** Notification to a client’s employer of the client’s assignment to a community corrections program.

**Interstate Commission for Adult Offender Supervision (ICAOS):** The entity responsible for day-to-day oversight and compliance monitoring of the compact between states which allows for transferring supervision of offenders from one state to another.

**Interstate Compact Offender Tracking System (ICOTS):** A web-based system that facilitates the transfer of supervision for probationers and parolees from one state to another.

**Intensive:** Refers to the targeting of services and interventions based on risk/needs assessments with ongoing community collaboration.

**Risk/Needs Assessment Instrument:** A tool which determines a client’s level of risk and supervision requirements. It also outlines the specific programmatic needs of clients, which aid staff in the development of effective supervision plans.

**Special Needs Client:** A client with a disability, whether it be mental, physical, or emotional.

**Specialized Programming:** Programming provided to the client within the agency or in the community. For example: Cognitive Behavioral Classes, Workforce Development Classes, Anger Management Classes, etc...

**Supervisory Review:** Client case file reviews performed by an administrative staff member designed to provide feedback on agency and staff performance.

**Workload:** A formula or policy which outlines the manner in which cases are assigned to staff as well as the number of cases assigned per officer.