

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1E-ADM-500
	SECTION: Management Information System	PAGE: 1 of 1
	SUBJECT: Information System	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure and practice requiring establishment of an organized system for information storage and retrieval.

DEFINITIONS:

None

DISCUSSION:

Information systems facilitate decision making, research, and timely responses to inquiries.

REFERENCES:

KSA 75-5290, *et seq.*

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1E-ADM-501
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	SUBJECT: Case Management Documentation	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that information pertaining to assigned clients be recorded and maintained as required by the Kansas Department of Corrections to include:

Entering and maintaining case management information:

- 1) In the Kansas Department of Corrections case management system.
- 2) In a complete, timely and accurate manner:
 - a) within two (2) business days after notification of a client assignment, the supervising agency shall ensure that (1) a client record and (2) a status entry reflecting the current status of the client have been created.
 - b) within thirty (30) business days after notification of a client assignment, the supervising agency shall ensure that the case management system contains complete and accurate client information.
 - c) All client contacts and case activity shall be entered in the case management system immediately, but no later than five (5) business days after the contact or case activity occurs. Case activity includes but is not limited to addresses and statuses changes, employment history and statuses, contacts, case plans, court case information, offense descriptions, substance abuse testing, interventions and obligations.
- 3) If extenuating circumstances exist which prevent the supervising agency from meeting these deadlines, the fact that the deadline has not been met and the reason for the deviation should be recorded in the case management system.
- 4) In the Interstate Compact Offender Tracking System (ICOTS) for clients compacting out of state. The ICOTS log-in page is located at <http://www.interstatecompact.org/>
 - a) Complete all required ICOTS documents when requesting offender transfer.
 - b) For victim-sensitive cases, complete the Victim Advisement Form adopted by the Kansas Council of Interstate Commission for Adult Supervision and attach to the transfer request in ICOTS.
 - c) Respond accordingly and promptly to the Kansas Department of Corrections Interstate Compact Office in regards to submitting and/or correcting actions to ensure response compliance with ICAOS Rules.

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-501</p>
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	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

DEFINITIONS:

Victim: means a natural person or the family of a natural person who has incurred direct or threatened physical or psychological harm as a result of an act or omission of an offender.

Victim-Sensitive: means a designation made by the sending state in accordance with its definition of “crime victim” under the statutes governing the rights of crime victims in the sending state.

DISCUSSION:

In order to promote public safety and ensure fair and compassionate treatment of crime victims, Kansas adopted the Crime Victims Bill of Rights in 1989. The Bill of Rights requires that information be made available to victims throughout the criminal justice process and that their views or concerns are considered when their personal interests are impacted therefore; Additionally, ICAOS Rules require victim notification in cases where sending state law requires notification; therefore the Kansas Department of Corrections Interstate Compact Office has the discretion to return a transfer request if the Victim Advisement Form is not included in cases deemed “victim-sensitive” by Kansas law.

REFERENCES:

KSA 75-5290, *et seq.*

KSA 74-7333

KSA 22-3727

Interstate Commission for Adult Offender Supervision (ICAOS) Rules

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-501A</p>
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STANDARD:

Agencies shall have written policy, procedure, and practice governing the management of users for the Interstate Compact Offender Tracking System (ICOTS) to include:

- 1) All staff involved in the transfer of offenders under the Interstate Compact shall obtain a user name and password from the Kansas Department of Corrections Interstate Compact Unit.
 - a) All users must complete training from the Interstate Commission for Adult Offender Supervision (ICAOS) training modules prior to being given access to ICOTS. Required training modules will be determined by the Kansas Department of Corrections Interstate Compact Administrator or their designee based upon the user’s role in the compact process.
 - b) Once a password is assigned it can be changed by the user who shall be responsible for remembering and safekeeping the password.

- 2) All users are expected to participate in annual training relative to ICOTS.

DEFINITIONS:

None

DISCUSSION:

Users will be deactivated after six (6) months of no log-in activity. Reactivation can be requested from the Kansas Department of Corrections Deputy Compact Administrator.

Annual training is generally provided by the Interstate Compact national office. Information regarding available trainings may be requested from the Kansas Department of Corrections Interstate Compact Administrator or located online at <http://www.interstatecompact.org/>

REFERENCES:

KSA 75-5290, *et seq.*
Interstate Commission for Adult Offender Supervision (ICAOS) Rules

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-501B</p>
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-501C</p>
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-502</p>
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	<p>SUBJECT:</p> <p>Research and Special Projects</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring that the agency director reviews and approves all research projects prior to implementation.

Any research projects which utilize data derived from the Kansas Department of Corrections case management system must be submitted to the Kansas Department of Corrections for pre-approval.

DEFINITIONS:

None

DISCUSSION:

Research activities can contribute to more efficient and effective agency operation and services; public safety and client accountability. Researchers or other individuals working in the program should be informed of all policies regarding confidentiality.

REFERENCES:

KSA 75-5290, *et seq.*

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1E-ADM-503
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	SUBJECT: Research and Special Projects	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure, and practice requiring collaboration, at least annually, with local resource providers, courts, law enforcement, public defender’s office, district attorney’s office and other key stakeholders for the purpose of information exchange.

DEFINITIONS:

None

DISCUSSION:

Collaboration is critical to effective management and decision making. Furthermore, it helps prevent or reduce the likelihood of the duplication of continuous efforts and costs.

REFERENCES:

KSA 75-5290, *et seq.*

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-504</p>
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	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-505</p>
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	<p>SUBJECT:</p> <p>Distribution of Reports</p>	
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STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

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	<p>SUBJECT:</p> <p>Case Files</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

Community Corrections Adult Intensive Supervision Standards Kansas Department of Corrections Division of Community Corrections Services	CHAPTER: Administration and Management	STANDARD NO. 1E-ADM-507
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	SUBJECT: Case Files	
	CURRENT VERSION EFFECTIVE DATE: 09-01-2018	

STANDARD:

Agencies shall have written policy, procedure and practice governing the content and organization of client case files. Each case file shall include either in hard copy or electronically:

- Demographic information
- Documentation of legal authority to participate (Journal Entry/Probation Order)
- Documentation of orientation/intake
- Appropriately signed and dated releases of information
- Initial risk/need assessments and all reassessments
- Drug testing record and results
- Supervision/case plans
- Clinical evaluation and assessment reports
- Written communication (may include but not be limited to resource providers, victims, and others related to the case)
- Legal documents
- Discharge report (as applicable)
- Documentation of supervisory case file review
- Photo of client that meets the following requirements:
 - 1) The offender’s face is recognizable and visible;
 - 2) The photo is displayed in ‘portrait’ view (height is greater than width);
 - 3) The photo is in color and is sharp with no visible pixels or printer dots; and
 - 4) The background does not detract from the offender’s face
- Chronological record of contacts, events, and actions
- Employer notification (if applicable)
- Employment and intervention information

Case files for clients who have been transferred to another jurisdiction for courtesy transfer or who have compacted out of state for supervision shall be maintained in the same manner as clients for whom the agency is providing direct supervision.

DEFINITIONS:

None

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DISCUSSION:

Information required in the Kansas Department of Corrections' case management database or the Interstate Compact Offender Tracking System (ICOTS) is not required to be in the hard copy file.

REFERENCES:

KSA 75-5290, *et seq.*

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-508</p>
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	<p>SUBJECT:</p> <p>Case Records</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Open

DEFINITIONS:

DISCUSSION:

REFERENCES:

<p style="text-align: center;">Community Corrections Adult Intensive Supervision Standards</p> <p style="text-align: center;">Kansas Department of Corrections Division of Community Corrections Services</p>	<p>CHAPTER:</p> <p>Administration and Management</p>	<p>STANDARD NO.</p> <p>1E-ADM-509</p>
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	<p>SUBJECT:</p> <p>Client Access to Case Files</p>	
	<p>CURRENT VERSION EFFECTIVE DATE: 09-01-2018</p>	

STANDARD:

Agencies shall have written policy, procedure, and practice governing a client’s access to information contained in his/her case file.

DEFINITIONS:

None

DISCUSSION:

None

REFERENCES:

KSA 75-5290, *et seq.*