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Athena Training Manual - Juvenile

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INTRODUCTION

Athena is a web-based program that is designed to encompass the life of an individual. Once an individual is entered into Athena that same record will follow that individual throughout all subsequent interactions with KDOC systems from youth to adulthood.

This system is used by all agencies of the Kansas Department of Corrections, including Juvenile Intake and Assessment, Probation, Parole, and eventually all correctional facilities. As the phased introduction of Athena continues, old corresponding databases will be discontinued for usage (i.e., CASIMS, JCFS, JJIAMS, OMIS, TOADS).

It is important for users to keep in mind that Athena is not designed off any of the previous data management systems and is its own unique system that will seem similar in some areas and unfamiliar in other areas.

This manual is designed to help users navigate Athena in their daily jobs, providing detailed step-by-step processes, instruction and familiarization with each tab in each module.

The information contained in this manual is designed for juvenile intake and assessment officers, juvenile intensive supervision officers, and juvenile facility officers. Some of the adult-only tabs and processes have been purposely omitted from this manual.

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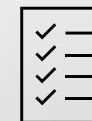
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Important Tips:
Reminders and hints to help you be successful when navigating Athena.



Note: Notes and descriptions of tabs and screens describing essential functions.



How to:
Explanations of steps to complete tabs and sections.



The default home screen is the Active Admissions Screen in the Admissions Module.

Dynamics 365 | Juvenile

Global Tool Bar

Tool Bar

Site Map

Dashboard

Active Admissions

Name	Adult/Juvenile	Location	Admission Type	Date of Admis...	First Name (In...	Middle Name ...	Last Name (In...	Date of Birth (L...	Gender (Indivi...	Suffix (Individ...	Modified ...
2100209117-Juvenile-Juvenile Int	Juvenile	30th Judicial District Juver	Juvenile Intensive Supervised Prot	10/7/2021 1...	Kylo	---	Ren	12/22/2005	Male	---	10/7/2021 1...
2100209117-Juvenile-Juvenile Int	Juvenile	25th Judicial District Juver	Juvenile Intensive Supervised Prot	10/6/2021 8:...	Kylo	---	Ren	12/22/2005	Male	---	10/6/2021 8:...
2100103564-Juvenile-Juvenile Int	Juvenile	15th, 17th and 23rd Judici	Juvenile Intensive Supervised Prot	8/17/2021 1:...	Anthony	Ray	Ramos	3/29/2003	Male	---	9/28/2021 1:...
2100209182-Juvenile-Juvenile Int	Juvenile	28th Judicial District Juver	Juvenile Intensive Supervised Prot	9/16/2021 1...	Honey	Madison	Bear	2/21/2006	Female	---	9/16/2021 1...
2100209180-Juvenile-Juvenile Int	Juvenile	30th Judicial District Juver	Juvenile Intensive Supervised Prot	9/16/2021 9:...	Mickey	The	Mouse	10/24/2009	Male	---	9/16/2021 9:...
2100209177-Juvenile-Juvenile Int	Juvenile	13th Judicial District Juver	Juvenile Intensive Supervised Prot	9/16/2021 9:...	Oliver	---	Pickles	7/23/2005	Male	---	9/16/2021 9:...
2100061333-Juvenile-Custody-9/!	Juvenile	10th Judicial District Juver	Custody	9/9/2021 7:4...	Hailey	Renee	Smith	5/12/2004	Female	---	9/9/2021 7:4...
2100209107-Juvenile-Juvenile Fac	Juvenile	12th Judicial District Juver	Juvenile Facility	9/3/2021 11:...	ICJ	Bob	Tester	1/1/2008	Female	---	9/3/2021 11:...
2100209173-Adult-Adult Facility-f	Adult	El Dorado Correctional Fa	Adult Facility	8/31/2021 2:...	Pretend	---	Person	1/1/1998	Male	---	8/31/2021 2:...
2100209172-Adult-Community Cc	Adult	11th Judicial District Com	Community Corrections	8/31/2021 9:...	Marie	---	Tester	1/1/1970	Female	---	8/31/2021 9:...
2100209155-Adult-Community Cc	Adult	11th Judicial District Com	Community Corrections	8/31/2021 9:...	Test	---	SupLvl	1/1/1978	Female	---	8/31/2021 9:...
2100209171-Juvenile-Juvenile Int	Juvenile	10th Judicial District Juver	Juvenile Intensive Supervised Prot	8/25/2021 1...	Tester2	---	Court Case	3/1/2006	Female	---	8/25/2021 1...
2100209170-Juvenile-Juvenile Int	Juvenile	10th Judicial District Juver	Juvenile Intensive Supervised Prot	8/25/2021 1...	Test	---	Court Case	1/1/2007	Male	---	8/25/2021 1...
2100209169-Adult-Adult Facility-f	Adult	Central Office	Adult Facility	8/23/2021 2:...	G*G	G*G	G*G	2/6/1973	Male	---	8/23/2021 2:...
Juvenile-Intake and Assessment-0	Juvenile	16th Judicial District Juver	Intake and Assessment	4/18/2021 4:...	Diego	---	Villa	6/19/2003	Male	---	8/19/2021 1...
2100061333-Juvenile-Juvenile Fac	Juvenile	10th Judicial District Juver	Juvenile Facility	6/24/2021 4:...	Hailey	Renee	Smith	5/12/2004	Female	---	8/19/2021 4:...
26/21 Adult	Adult	Olathe Parole Office	Parole	4/26/2021 5:...	DYLAN	JAMES	KNIGHT	8/8/1994	Male	---	8/19/2021 2:...

1 - 50 of 5000+

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GLOBAL TOOL BAR.
Stays the same no matter the module you are in.

Global Search: Search for records across multiple entities, sorted by relevance.

Quick Admission : Create new Admission record.

Settings: Set up personal options.

User Information: View name of currently signed in user.



Help: Find help and training.

Advanced Find: Create advanced search queries.



Detailed examples of usage for each of the icons in the Global Tool Bar can be found in the Appendix.

*Save: Save current information without closing.



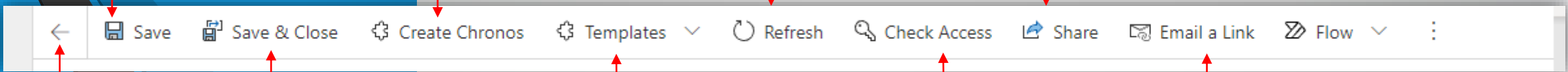
TOOL BAR (INDIVIDUAL MODULE):

This tool bar changes depending on what Module you are working in. Some items on this tool bar remain the same. Examples of the other Tool Bars that will be found and examples of how to use are located in the Appendix.

Create Chronos: enter chronological information.

Refresh: Updates page

Share: Share individual record with individuals or teams.



*Back Button

*Save & Close: Saves work and exits out.

Templates: List of forms

Check Access: Check access level and permissions.

Email a Link: Send records in an email

* = Items always visible

IMPORTANT TERMS

ADMISSION	This refers to an admission into KDOC or into a separate phase of a sentence; facility, parole, community corrections, juvenile supervision, or juvenile intake and assessment.
APPLICATION	The specific information that the user views, adult or juvenile.
ASSOCIATED VIEW	A detailed list of entries specific to the tab/section.
CASE PLAN	Section in Athena where staff will access and enter case management information related to the individual's current period of supervision. Content includes risk assessments, goals and action steps and KDOC custody information. A case plan shell is automatically created when the admission is opened and closes automatically after court case closure. There may be multiple case plans for an individual if he/she has dual supervision.
CHRONO	The chronological documentation of activities and/or communications that are both direct and indirect to the individual.
COURT CASE	This refers to a specific court case information for which the individual has been sentenced to community-based corrections.
DASHBOARD	A compilation of data or information that is provided for staff viewing and to provide notification to the user of processes that may need to be addressed. For example, reports that are pending approval. Some dashboards provide the ability to filter information and identify components specific to the user. Locate dashboards using the "Site Map" and shortcut menus on the left side of the screen.

IMPORTANT TERMS

FILTER	The funnel icon used for advanced searches.
GLOBAL SEARCH	This is represented by the magnifying glass on the right side of the "Universal Bar." This searches across all modules in the system.
HOME SCREEN	Initial screen view after opening Athena. Some of the contents can be customized by the user.
INDIVIDUAL	A master file/location for information (i.e., demographics, aliases, contacts) that relates to the person across all parts of the system.
INTAKE	Any reference to intake is related to the juvenile intake and assessment process.
MHS (Multi-Health Systems)	MHS provides an interface in Athena for accessing the LSIR, LSCMI, and YLS/CMI.
MODULE	A section of information containing related detailed data. These are located on the Site Map in grey on the left. There are 5 juvenile options: Intake, Admission, Individuals, Court Case, Case Plan.
NOTIFICATION BAR	These appear at the top of the screen to provide information to the user, when needed. These notifications are color coded in severity (yellow, orange and red) ranging from cautionary warning (yellow) to prohibited action (red).

IMPORTANT TERMS

QUICK FIND	The search bar on the right side of the "Ribbon" (the white-colored bar). This search focuses on the current view.
RIBBON	The white-colored bar is the "Ribbon," which provides various commands, specific to the current module view. This bar is located under the Universal Bar.
RISK REDUCTION PLAN	A print-friendly view of the Goals and Objectives established for an individual, in their entirety. From here, the goals and objectives (historically referred to as the case plan) may be printed for the individual to sign and be provided a copy.
SITE MAP	The grey box/column to the left of the screen that provides navigation options is called the Site Map. It provides access to the main modules where data is stored. (See also: "Module").
TABS	The data entry options that appear across the white ribbon beneath the page header. Tabs change based on the module the user is in. The "Related" tab is present in most views, however the content within the related tab can vary based upon the location.
UNIVERSAL BAR	The dark-colored bar at the top of the screen, under the website URL. The options in this bar are available across the application.
VIEW SELECTOR	Located below the Ribbon, this drop-down option allows the user to change system view populated on this screen.

Admissions Module

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Admission Module Rules

USE when:

1. New individual (with no prior entry into Athena)
2. Every juvenile intake and assessment
3. Existing Individual
 - a. Not currently on supervision
 - b. Not on supervision in your district
 - c. Changing levels of supervision (ISP – JCF, JCF – CR)

DO NOT USE When:

1. Individual is currently on supervision in your district

Admissions Module:

Search for Individual


Yes, Individual Exists

No, Individual does not Exist

Complete with the KDOC number or Individual name

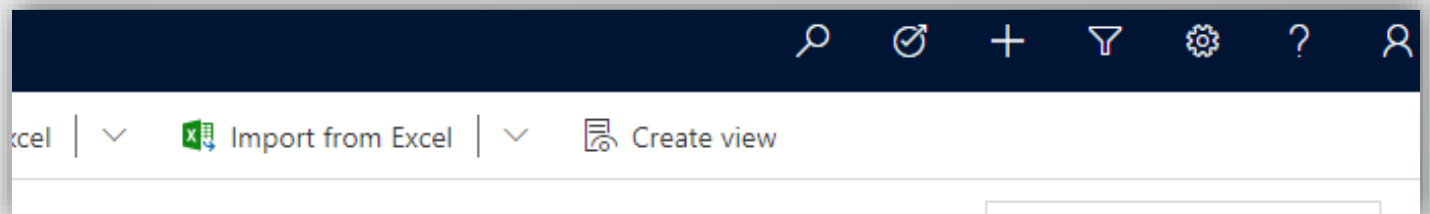
Complete the admission module information

SEARCH FOR AN INDIVIDUAL



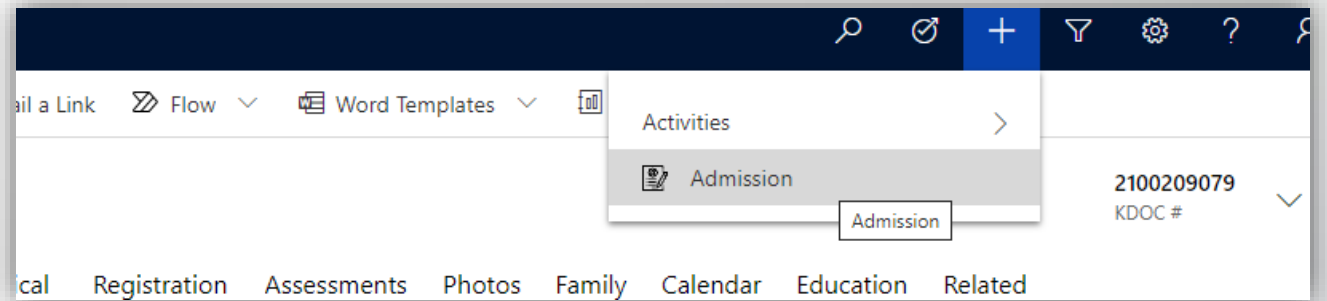
If duplicate identities are discovered and verified to be the same person, notify the <https://webhelpdesk.doc.ks.gov/> to merge the two.

- This reduces the chances of duplicating an Individual who already exists in Athena.
- Go to Global Search Bar- this is found on the top tool bar.
- Be sure to use an *(asterisk) before entering the name.



Admissions- Existing Individual

- To enter a new admission for an existing individual, select the (+) plus sign on the Global Tool Bar.
- A screen will open to the right, begin entering information.



Admissions

Is Existing- YES

Quick Create: Admission

Adult/Juvenile	*	---
Location	*	---
Admission Type		---
Admission Sub Type		---
Date of Admission	*	9/17/2021 1:42 PM
Is Existing		Yes
Individual	*	---

Is Existing - NO

Quick Create: Admission

Adult/Juvenile	*	Juvenile
Location	*	30th Judicial District Juvenile Servic...
Admission Type	*	---
Admission Sub Type		---
Date of Admission	*	9/20/2021 10:35 AM
Is Existing		No
Individual		---
First Name	*	---
Middle Name		---
Last Name	*	---
Suffix		---
Gender	*	---

Save and Close Cancel

Be sure when entering the information select YES in the Is Existing field. (this will keep from having duplicate files.)
*Complete all required fields.
In the Individual field, name can be entered by:

- Athena/KDOC number
- Last name, First name.

Save and Close.

Be sure when entering the information make sure to leave it set to the default.
*Complete all required fields.
Save and Close

If duplicate identities are discovered and verified to be the same person, notify the web help desk to merge the two. <https://webhelpdesk.doc.ks.gov/>

COMPLETE ADMISSION Screen: After admission is complete move to the Individual Module. (Options)

1. By selecting individual from your "recent" home screen

2. Doing a Global Search

4. Clicking the [hyperlink](#) from the Admission Module (or any of the modules) to the individual

3. Select individuals from the site map

Dynamics 365 | Juvenile | **SANDBOX**

2100209079-Juvenile-Custody-8/31/2021 1:32 PM
Admission

General Administration Related

Adult/Juvenile	Juvenile
Location	30th Judicial District Juvenile Services
Admission Type	Custody
Admission Sub Type	Conditional Release
Date of Admission	8/31/2021 1:32 PM
Details Unknown	No

Is Existing	Yes
Individual	2100209079-Rock, Red
First Name	Red
Middle Name	---
Last Name	Rock
Suffix	---
Gender	Male
Date of Birth	12/12/2010
Age	10
Dual Supervision	No

Individual Module



Make sure Admission is complete before moving to Individual Tab.

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GENERAL

*The General tab is for basic information on the offender.



Complete as much information as known.

2100209079-Rock, Red
Individual
2100209079
KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Related

Agency	Juvenile
First Name	Red
Middle Name	---
Last Name	Rock
Suffix	---
Gender	Male
Email Address	rock.red@somethinggreat.com

Date of Birth	12/12/2010
City of Birth	Hollywood
State of Birth	California
Country of Birth	UNITED STATES
Marital Status	Single
Citizenship	UNITED STATES
Dual Citizenship	---
Unknown SSN ?	Yes

Age	10
Intake and Assessment	Yes
Dual Supervision	No

For Community Corrections Use Only

Supervised as Sex Offender due to current or prior ...

Facility/Parole Use Only

Release Date	---
Current discharge date	---
Housing Assignment	---

Assigned Officer/Counselor History

Assigned Officer	Location	Start D...	End Date	Terminati
Schumacher, Teres	30th Judicial Di	6/29/2021	8/6/2021	---
Schumacher, Teres	30th Judicial Di	6/2/2021	---	---

Active Admission(s)

Date of ...	Location	Admission T...	Admission S...
6/2/2021 3:...	30th Judicial Dis	Juvenile Facility	Juvenile Individ
8/6/2021 1...	30th Judicial Dis	Juvenile Intensiv	Kansas Case
8/11/2021 ...	19th Judicial	Juvenile Intensiv	Kansas Case

Assigned Officer/Counselor History lists past and present supervision officers.

Active Admissions is important when checking for existing cases in other Judicial Districts.

CASE PLAN

*Associated View of all Case Plans connected with the individual.



From this tab it is possible to access the active Case Plan module. This will also list not just active but also discharged/inactive case plans.

2 2100209079-Rock, Red
Individual

General **Case Plan** Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Related

Refresh Flow Run Report Excel Template

✓ Name	Admission Type	Plan Begin Date	Plan End Date	Case Plan Status	Initial Contact Date	New Expiration Date f...	Notification Date	Orientation Date
CP-2100209079-Rock, Red	Custody	8/31/2021	---	Active	8/30/2021	---	8/30/2021	8/30/2021
CP-2100209079-Rock, Red	Juvenile Intensive Supervise	8/6/2021	---	Inactive	8/6/2021	---	8/6/2021	8/6/2021
CP-2100209079-Rock, Red	Juvenile Intensive Supervise	6/2/2021	7/8/2021	Discharged	5/31/2021	---	6/1/2021	6/2/2021
CP-2100209079-Rock, Red	Juvenile Facility	6/2/2021	---	Inactive	5/31/2021	---	6/1/2021	6/1/2021

When an admission is created a shell of a case plan will automatically be created and displayed here.

Remember to check the Admission Types in this column to ensure you have selected the appropriate one for clients with multiple admission types!

DEMOGRAPHICS

*This is a place to enter basic biographical information for the client.



Update information as needed and remember the red asterisk (*) fields are required. Remember to either Save or Save & Close before exiting.

General	Case Plan	<u>Demographics</u>	Employment	Drug Tests	Chronos	Addresses	Behavioral Health and Medical	Registration	..
Height Ft	*	5	Hair Color	*	Black	Primary Race	White		
Height Inches	*	2	Eye Color	*	Brown	Is Multi Race?	U - Unknown		
Weight	*	145	Eye Wear	---		Ethnicity	*	Non-Hispanic	
						Complexion	---		

EMPLOYMENT:

*Tab to enter information about a client's employment. Only used if client is employed.



Employment tab has no required fields because not all clients are employed.

General Case Plan Demographics **Employment** Drug Tests Chronos Addresses Behavioral Health and Medical Registration ...

Current Employment Status

Employment Information & Employer Notification

+ New Employment Stat... Refresh

✓ Employee Status ▾ | Status Start... ▾ | Status End ... ▾ | Unemployed Ty... ▾ | Employer Name ↑ ▾ | Employment Start D... ▾ | Employment Ter... ▾ | Date employer ... ▾

No data available.

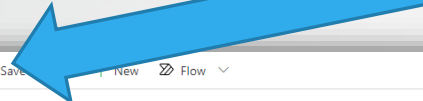


Select "+New Employment Status" to enter new employment information.

EMPLOYMENT CONTINUED



Remember to Save & Close before leaving the screen.



Save Save New Flow

New Employment Status

2100209079-Rock, Red Individual

General Administration

Employment Status

Employee Status	Status Start Date	Status End Date
---	---	---

Employer Information

Employer Name	Employment Start Date	Full Address
---	---	---
Employment Category	Employer Phone#: (xxx) xxx-xxxx	Address Line 1
---	() - -	---
Job Type/Description	Email Address	City
---	---	---
Average monthly Pay amount	Average weekly Hours	State
---	---	---
Supervisor Name	Employment Termination Date	County
---	---	---
Employer Contact Person	Termination Reason	Country
---	---	---
	Location	Zip code
	13th Judicial District Juvenile Services	---

Additional comments



There are three sections in the "New Employment Status" subtab. Complete all known information.

DRUG TESTS

*This is an Associated View of all drug/alcohol test results and where you will enter any new drug and alcohol results.



Remember to chrono your drug testing/entry/results.



Select "+ New Drug Test" to enter new drug/alcohol test information.

2 2100209079-Rock, Red Individual 2100209079 KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration ...

+ New Drug Test Refresh

✓ Specimen Submitted? ▾	How ↑ ▾	Specimen/Admission /Refusal Date ▾	Created On ↓ ▾
Yes	Office Test	---	9/3/2021 10:51 AM
Yes	Office Test	8/11/2021	8/11/2021 9:37 AM

DRUG TESTS CONTINUED:

*There are two sections to this screen for entering a new drug test.



Remember when entering a drug test that is sent away for results/confirmation, to enter the results in when the results are received.

Save and Close will return to the Associated View.

Specimen Submitted?*	Alcohol	Hydrocodone	Oxycodone
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How	Amphetamines	Inhalants	PCP
---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Barbiturates	MDMA	Propoxyphene
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Benzodiazepine	Methadone	Smokeless Tobacco
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cigarettes	Methamphetamine	Synthetic Cannabinoids
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cocaine	Morphine	Synthetic Stimulants
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hallucinogens-Non PCP	Opiates	TCA – Tricyclic Anti-Depressant
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heroin	OTHER	THC - Cannabinoids
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select ALL substances tested.

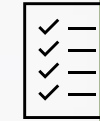
Any comments regarding the tests given.

DRUG TESTS CONTINUED: *Recording results of test.



After information has been saved a third box will appear in the record, this is where you will record the results of the test.

Specimen Submitted? ▾	How ↑ ▾	Specimen/Admission /Refusal Date ▾	Created On ↓ ▾
✓ Yes	Office Test	9/22/2021	9/22/2021 12:11 PM
Yes	Office Test	---	9/3/2021 10:51 AM
Yes	Office Test	8/11/2021	8/11/2021 9:37 AM



Once saved and returned to the Associated view, double click the desired test to record results.

Drug Name ▾	Admit to Usage? ↑ ▾	Initial Result ▾	Sent for Confirmati... ▾	Confirmation Result ▾
Alcohol	---	---	---	---
✓ THC - Cannabinoids	<input type="text" value=""/>	---	---	---

No
Yes



Highlight the substance select the drop down to record the results.

DRUG TESTS CONTINUED:

*Recording multiple results continued.

1. Highlight the substance that you want to record the results for.

2. Select edit and another screen will open (next slide).

Lab	
<input type="checkbox"/> Benzodiazepine	<input type="checkbox"/> Methadone
<input checked="" type="checkbox"/> Cigarettes	<input checked="" type="checkbox"/> Methamphetamine
<input checked="" type="checkbox"/> Cocaine	<input type="checkbox"/> Morphine
<input type="checkbox"/> Hallucinogens-Non PCP	<input type="checkbox"/> Opiates
<input type="checkbox"/> Heroin	<input type="checkbox"/> OTHER

Drug Name	Admit to Usage?	Initial Result	Sent for Confirmation?	Confirmation Re
<input checked="" type="checkbox"/> Oxycodone	---	---	---	---
<input type="checkbox"/> Cocaine	---	---	---	---
<input checked="" type="checkbox"/> Alcohol	---	---	---	---
<input type="checkbox"/> Cigarettes	---	---	---	---
<input checked="" type="checkbox"/> Methamphetamine	---	---	---	---
<input type="checkbox"/> THC - Cannabinoids	---	---	---	---

DRUG TESTS CONTINUED:

*Recording multiple results continued.

ock, Red

Change Multiple Records

Enter your changes in the fields that you want to modify.

General

Drug Name	<input type="text"/>
Other Substance	<input type="text"/>
Admit to Usage?	<input type="text"/>
Initial Result	Positive
Sent for Confirmation?	Yes
Confirmation Result	Negative



3. Complete the bottom three fields and then select "Change" at the bottom of the screen.



Change Cancel

ission /Refusal Da

done

s

phetamine

nnabinoids

DRUG TESTS CONTINUED:

*Recording multiple results continued.

Multi results will show on the Associated View.

Save Save & Close New Refresh Check Access Share Email a Link Flow Word

2100209079-Rock, Red
Drug Test

General Related

Specimen/Admission /Refusal Date
10/11/2021

<input type="checkbox"/> Hallucinogens-Non PCP	<input type="checkbox"/> Opiates	<input type="checkbox"/> TCA – Tricyclic Anti-Depressant
<input type="checkbox"/> Heroin	<input type="checkbox"/> OTHER	<input checked="" type="checkbox"/> THC - Cannabinoids

Add Other Add Existing Drug Ma...

Drug Name	Admit to Usage?	Initial Result	Sent for Confirmation?	Confirmation Result
Oxycodone	---	Positive	Yes	Negative
Cocaine	---	---	---	---
Alcohol	---	Positive	Yes	Negative
Cigarettes	---	---	---	---
Methamphetamine	---	Positive	Yes	Negative
THC - Cannabinoids	---	---	---	---

CHRONOS:

*Notes pertaining to the individual.



This is Associated View only. To enter a new chrono click the Create Chronos icon on the tool bar, refer to the Appendix for process.

Contact Date	Type:SubType	Entered By	TOADS Entry By	Narrative
09/22/2021		Teresa Schumacher		Drug testing results are Created.
09/22/2021		Teresa Schumacher		Drug testing results are Created.
09/16/2021		Kelly Rodriguez		Goals updated.
09/16/2021		Kelly Rodriguez		action steps created.
09/16/2021		Kelly Rodriguez		action steps created.
09/16/2021		Kelly Rodriguez		action steps created.
09/16/2021		Kelly Rodriguez		Goals Created.
09/16/2021		Teresa Schumacher		CasePlan is Updated.



Several actions create an Auto Chrono; (i.e., entering drug tests, creating/updating goals and action steps in the case plan, etc.)

ADDRESSES:
*Chronological list of client addresses.



This is an Associated View that lists ALL addresses entered for the Individual.

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Related

+ New Address Refresh Flow Run Report

Address Type	Is Prim...	From	To	Residence ...	Address Line 1	Address Line 2	City	Zip Code	State	County	Telephone	Modifi...
Physical	Yes	9/23/2021	---	Home	919 E Prescott Ave	---	Salina	67401	Kansas	Saline Cou...	---	9/23/2021

To add an address, click on "+ New Address."

ADDRESSES CONTINUED: Adding a new address

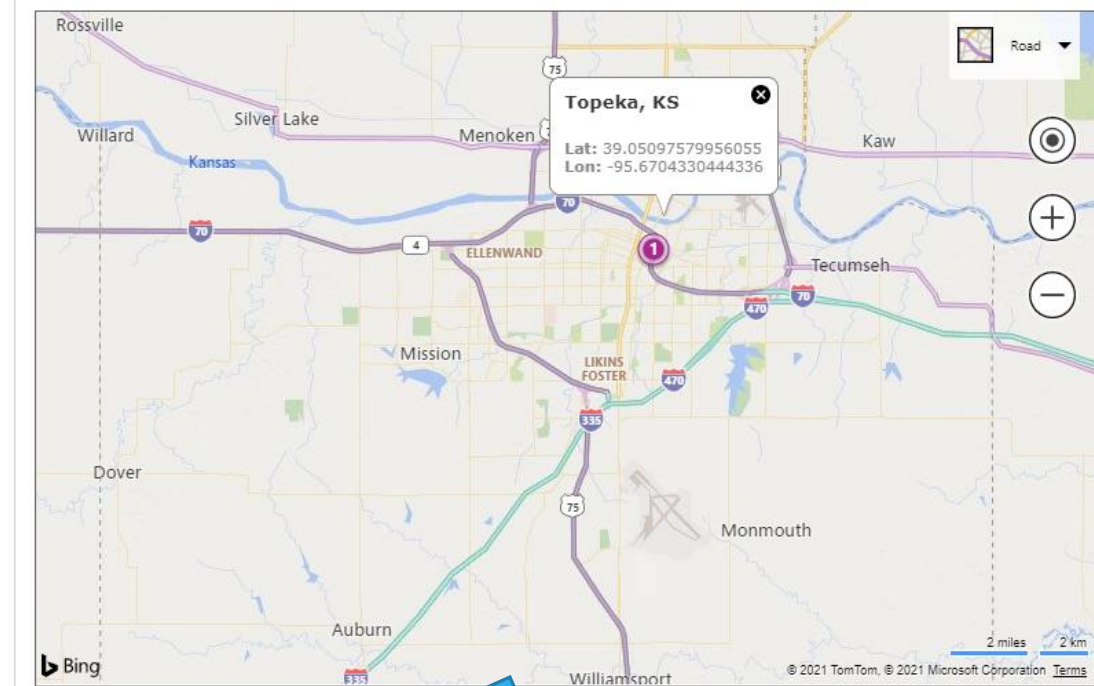


Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting

General Administration

Type of Address	*	---
Residence Type	*	---
Is Primary		No
Staff Verified		No
Effective From	*	---
Effective To		---
Full Address	*	---
Address Line 2		---
PO Box		---
City		---
State		Kansas
County		---
Zip Code	*	---
Country		UNITED STATES

"Is Primary" should be checked "yes" if it is the primary (where they spend the majority of their time) residence. This will need to be checked "No" prior to adding a new primary address.



Once the address is entered a map will generate and show the exact location of the address entered. Note: Foreign addresses also appear in the map.

BEHAVIORAL HEALTH AND MEDICAL:

*BH information, medical information, benefits, health insurance, identified/anticipated needs, referrals & releases, substance usage history, treatment history, physician information in related tab.



This screen is an Associated View of the information that has been entered previously.

Name	Documented Diagnosis	Individual	Insurance Type	Created On
2100209182-Bear, Honey Madison	---			9/16/2021 10:44 AM

To enter a new behavior, click the "Add Existing Behavior..."

The Lookup Records screen will appear. Click "+New Record" to enter new information.

Lookup Records

Select record

Type to search or press Enter to browse

+ New Record

Add Cancel

BEHAVIORAL HEALTH AND MEDICAL CONTINUED:



This section is designed to add information that may or may not be applicable to every client. Fill in any known information in each associated tab. Remember to Save or Save & Close before exiting.

← Save Save & Close Flow ▾

New Behavioral Health and Medical

2100209079-R
Individual

Behavioral Health Information Medical Information Benefits Health Insurance Identified or Anticipated Needs Referrals & Release Substance Usage History Treatment History

Behavioral Health Information

Preferred Language	Reading/writing level	Severe and Persistent Mental Illness (SPMI)
---	---	---
Current Mental Health treatment & medication?:	Intellectual Developmental Disability(IDD)	
---	---	
Release Of Information forms completed? :	Severe Mental Illness(SMI)	
---	---	
Mental Health Diagnosis level (Parole/facility Use Only)		

Mental Health Diagnosis		



Once Saved and closed, you will return to the Associated View screen.

REGISTRATION:

*If client is required to register.



If the Required to Register field remains locked fill out a WebHelp desk ticket.

<https://webhelpdesk.doc.ks.gov/>

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Related

🔒 Required to Register	---	Registration Duration	---
Offender Registration Number	---	Registration Type	---
Registration Cycle	---	Is Private Registry?	---
Registration comments	---		



The requirement to register is unlocked based on the statute entered into the offense section in the Court Case Module.

ASSESSMENTS:

*Overview shows all assessments entered.



Assessments MUST be entered in the CASE PLAN module.

← Save Save & Close Create Chronos Templates Refresh Check Access Share Email a Link Flow

2

2100209079-Rock, Red

Individual

2100209

KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Assessments ...

Measure Sessions (Individual)

Refresh Flow

✓	Session Date ↓	Tool	Score	Risk Level	Evaluator
	8/30/2021	---	13	Moderate (10-21)	Teresa Schumacher
	6/7/2021	---	16	---	Kelly Rodriguez
	6/3/2021	---	4	Low (0-9)	Jose DiazRibon
	6/2/2021	---	25	High (22-31)	Teresa Schumacher

PHOTOS: *View of client photos.

The screenshot shows a web application interface for a client named "Rock, Red". The navigation menu includes: Demographics, Employment, Drug Tests, Chronos, Addresses, Behavioral Health and Medical, Registration, Assessments, **Photos**, Family, and Calendar. A permission dialog box is displayed in the center, titled "Almost there ...". The dialog text reads: "Individual Photo App needs your permission to use the following. Please allow the permissions to proceed." Below the text, there is a purple icon representing Azure Blob Storage, followed by the text "Azure Blob Storage Premium" and "Connection by Microsoft". A warning icon and text state: "This app needs access to this connection. [Ask for access](#)". At the bottom of the dialog, there are two buttons: "Allow" (highlighted in pink) and "Don't Allow" (greyed out). A blue arrow points from the "Allow" button to the right.



This screen will only open on the FIRST time opening this tab. ALWAYS SELECT "ALLOW", if this box does not allow for selection enter a Webhelp desk ticket.

PHOTOS CONTINUED: *View of client photos.

This is the view of photos. **due to confidentiality, we cannot show actual photos here.



For the Process to Add a photo see Appendix.

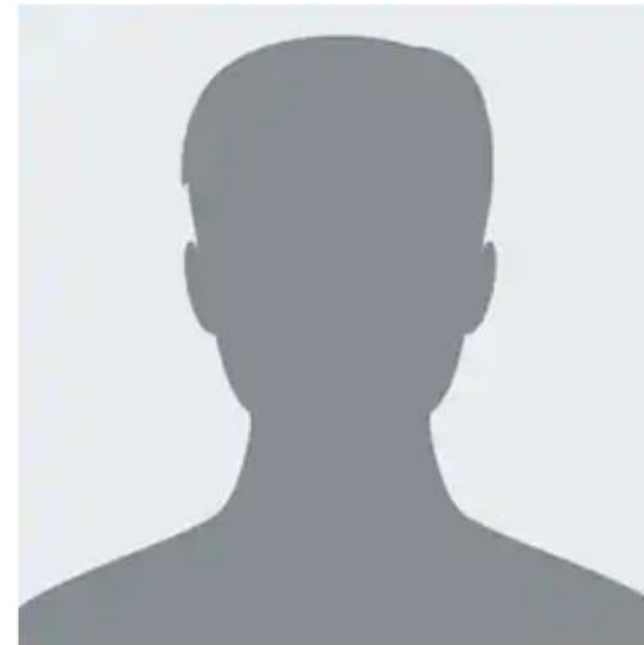


do-not-delete.png

Uploaded on: 03-05-2021



do-not-delete.png



Criteria for uploading

1. Client should hold placard with name, CC#, and date the picture is being taken with a forward-facing picture of the client. No SSN# or birthdate should be visible.
2. Use a plain background and ensure the client has no hat or sunglasses on in a well-lit area.

FAMILY:

*This tab allows for the entry of information of family's background information but not basic biographical information.

← Save Save & Close Create Chronos Templates Refresh Check Access Share Email a Link Flow Word Templates Run Report

2 2100209079-Rock, Red Individual 2100209079 KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Related

Drug/Alcohol Use (Self) No

Mental Health (Self) No

Family Primary Language ---

Drug/Alcohol Use (Siblings) No

Mental Health (Siblings) No

Domestic Violence Exposure No

Victim of Physical Abuse No

Victim of Sexual Abuse No

Drug Testing

Drug Test Administrated --- GCMC/Lab Request Date ---

Other Substance ---

+ New Drug Test Refresh

Specimen Submitted?	How	Specimen/Admission /Refusal Date	Created On
Yes	Admit	9/22/2021	9/22/2021 12:47 PM
Yes	Office Test	9/22/2021	9/22/2021 12:40 PM
Yes	Office Test	---	9/3/2021 10:51 AM
Yes	Office Test	8/11/2021	8/11/2021 9:37 AM

This lists all drug tests submitted for the Individual.

CALENDAR:

* All appointments can be listed on here and can be printed. This does NOT have to be limited to just office visits but can include appointments scheduled with other providers.

The screenshot shows a patient profile for '2100209079-Rock, Red' with a 'Calendar' tab selected. The calendar view is for the week of 9/19/2021 to 9/25/2021. A red box highlights the current day, Friday, 9/24/2021. A blue arrow points from the '+ New Appointment' button to a green callout box on the right. Another blue arrow points from a paperclip icon to a green callout box at the bottom.

2100209079-Rock, Red
Individual

2100209079
KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical **Calendar** ...

+ New Appointment

DAY | WEEK | MONTH < 9/19/2021 - 9/25/2021 >

	SUN, SEP 19, 2021	MON, SEP 20, 2021	TUE, SEP 21, 2021	WED, SEP 22, 2021	THU, SEP 23, 2021	FRI, SEP 24, 2021	SAT, SEP 25, 2021
9AM							
10AM							
11AM							
12PM							

✓ Select "+New Appointment" and a box will appear to the right of the screen. See next slide.

📎 The red box shows the current day.

CALENDAR CONTINUED:



Appointments added to this screen will automatically appear in the Appointments Tab.



This box will allow users to create a new appointment.

Quick Create: Appointment

Owner * Teresa Schumacher

Subject * ---

Location ---

APPOINTMENT DETAILS

Start Time * 9/24/2021 10:00 AM

End Time * 9/24/2021 10:30 AM

All Day Event

Duration 30 minutes

Description ---

Save and Close Cancel



This box shows the calendar view with the newly created appointment.



Remember to click Save and Close when done creating a new appointment.

EDUCATION:

*Allows for the management of educational information, it has 3 sections.

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Contact Persons Related

Attending School	No	Special Education Services	No	504 Plan	No
Last Grade Completed	* 6th	Education Status	* WHD - Working on HS Diploma	Active IEP	* Hearing Impaired
Current Grade	---	SIP	---	Date Expect to Graduate	---
Verified From	---	GED Status	---	Suspended/Expelled	---
School Contact Person	---	Parents unknown or Unavailable	No		
Special Behavior Cont/Mgmt Plan	---	Determined youth is Exceptional	No		
State Dept of Education Notified	No				



Section 1 is basic background information. Remember the sections with the red asterisk (*) need to be completed or you will not be able to save and close this screen.

Staffing Needs/Safety Precautions

School Narrative

Physical or mental health conditions

Reason for Out-of-home care




Section 2 allows for the entry of more client-specific information in four separate fields.




Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

EDUCATION CONTINUED:


 Section 3 shows an Associated View of Individual School history.

Education					+ New Education	Add Existing Education	Refresh	⋮
<input checked="" type="checkbox"/> School Name	School Type	From Date	Through Date	Created On				
Salina High South	Public	8/23/2021	---	9/24/2021 10:18 AM				

 To enter a new education entry, click "+ New Education." The field below will pop-up.

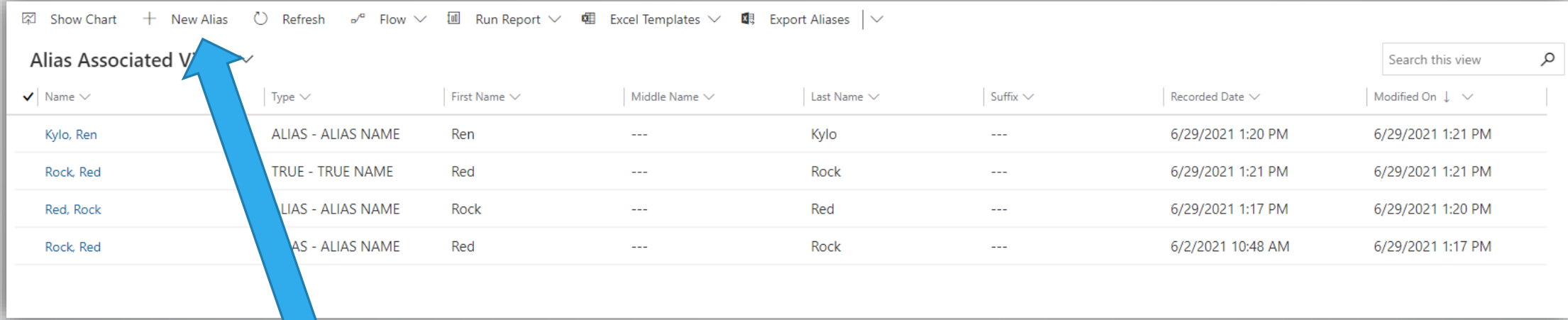
General

Unified School District	From Date	Address
---	---	---
School Name	Through Date	City
---	---	---
School Type	Phone#: (xxx) xxx-xxxx	State
---	() _-__	---
Principal	Fax	Zip
---	---	---
Counselor		

 Remember to Save or Save & Close before exiting.

ALIASES:

***This is an Associated View of all Alias information.**



Name	Type	First Name	Middle Name	Last Name	Suffix	Recorded Date	Modified On
Kylo, Ren	ALIAS - ALIAS NAME	Ren	---	Kylo	---	6/29/2021 1:20 PM	6/29/2021 1:21 PM
Rock, Red	TRUE - TRUE NAME	Red	---	Rock	---	6/29/2021 1:21 PM	6/29/2021 1:21 PM
Red, Rock	ALIAS - ALIAS NAME	Rock	---	Red	---	6/29/2021 1:17 PM	6/29/2021 1:20 PM
Rock, Red	ALIAS - ALIAS NAME	Red	---	Rock	---	6/2/2021 10:48 AM	6/29/2021 1:17 PM



To add a new alias, click
"+ New Alias."

ALIASES CONTINUED:



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.



← ↻ Save Save & Close + New Flow ▾

New Alias - Unsaved 2100209079-Rock, Red Individual | 210020 Intake

General

First Name *	---
Middle Name	---
Last Name	---
Suffix	---
Recorded Date	---

Type *	---
--------	-----

APPOINTMENTS:

*Associated View of appointments for clients. Appointments listed here will also appear on the Calendar tab.

The screenshot shows the 'Appointments' tab in a software interface. At the top, there are navigation tabs: General, Case Plan, Demographics, Employment, Drug Tests, Chronos, Addresses, Behavioral Health and Medical, Registration, Assessments, Photos, Family, Calendar, Education, and Appointments. Below these are utility buttons: Show Chart, + New Appointment, Add Existing Appoint..., Refresh, Flow, Run Report, Excel Templates, and Export Appointments. A search bar is on the right. A dropdown menu for 'Appointment Associated View' is open, with two blue arrows pointing to the '+ New Appointment' and 'Add Existing Appoint...' buttons. Below this is a filter section with 'Due' set to 'All' and a table of appointments with columns for Subject, Status, Priority, End Time, and Created By. A modal window titled 'Quick Create: Appointment' is open, showing fields for Owner (David Womack), Subject, Location, Start Time (9/23/2021 8:30 AM), End Time (9/23/2021 9:00 AM), All Day Event, Duration (30 minutes), Description, Regarding (2100209079-Rock, Red), and Priority (Normal).

This screen will show all entered scheduled appointments; this is an Associated View. You can enter new appointments or existing appointments.

To add a new appointment, click "+ New Appointment." The box on the right will appear.

This screen will allow you add appointments.

APPOINTMENTS CONTINUED: *Adding an Existing Appointment could be used



Appointments added to this screen will automatically appear in the Calendar Tab.

General Case Plan Demographics Employment Drug Tests Chronos Addresses Be

Show Chart + New Appointment Add Existing Appoint... Refresh Flow

Appointment Associated View ▾

Due
All ▾

✓ Subject ↑ ▾ | Status ▾

Placement visit | Open



To add an existing appointment, click "+ Add Existing Appointment"



This box will allow users to create a new appointment.

Quick Create: Appointment ×

Owner * Teresa Schumacher

Subject * ---

Location ---

APPOINTMENT DETAILS

Start Time * 9/24/2021 10:00 AM

End Time * 9/24/2021 10:30 AM

All Day Event

Duration 30 minutes ▾

Description ---

Save and Close ▾ Cancel

APPOINTMENTS CONTINUED: ADD Existing Appoint... from the dashboard calendar to each active individual. (i.e., LEO checks)



Individual

General Case Plan Demographics Employment **Appointments** Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education

Show Chart + New Appointment **Add Existing Appoint...** Refresh Flow Run Report Excel Templates Export Appointments

Appointment Associated View

Due: All

Subject	Status	Priority	End Time	Created By
Scheduled D/A Testing	Open	Normal	8/13/2021 8:30 AM	AthenaServiceAd

Lookup Records

Select record

Look for records

Recent records [All records](#)

- LEO Monthly check**
- Homework due
- test
- Therapy
- Office Visti
- Scheduled D/A Testing
- Placement visit

+ New Record

Add Cancel

AUDIT HISTORY:

*An Associated View of all the changes to the individual's file in chronological order with the most recent at the top of the page.



For supervisors this is a quick and easy way to see what changes have been made to the file.

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Audit History

Audit History

Filter on: All Fields

FLOW

<input type="checkbox"/>	Changed Date	Changed By	Event	Changed Field	Old Value	New Value
	9/16/2021 9:07 ...	Laura Parker	Update	Admission Current Location	2100209079-Juvenile- 19th Judicial District Ju	2100209079-Juvenile- 13th Judicial District Ju
	9/16/2021 9:07 ...	David Womack	Update	Admission Current Location	2100209079-Juvenile- 30th Judicial District Ju	2100209079-Juvenile- 19th Judicial District Ju
	9/1/2021 7:15 AM	Teresa Schumach	Update	Admission Admission Type	2100209079-Juvenile- Custody	2100209079-Juvenile- Juvenile Intensive Supr
	8/31/2021 1:33 ...	Teresa Schumach	Update	Admission Admission Type	2100209079-Juvenile- Juvenile Facility	2100209079-Juvenile- Custody
	8/31/2021 1:27			Admission	2100209079-Juvenile-	2100209079-Juvenile-

CC COURTESY TRANSFER REQUEST:

* Fill this out to transfer a client to another district.
For reference to the entire process, see Appendix.

The screenshot shows a software interface for a CC Courtesy Transfer Request. At the top, there is a navigation bar with icons for back, list, save, save & close, create chronos, templates, refresh, check access, share, email a link, and flow. Below this, the user profile for '2100209079-Rock, Red' is displayed, along with a '2100209079-KDOC #' identifier. A horizontal menu contains tabs for 'General', 'Case Plan', 'Demographics', 'Employment', 'Drug Tests', 'Chronos', 'Addresses', 'Behavioral Health and Medical', and 'CC Courtesy Transfer Request'. Below the menu is another toolbar with options like 'Show Chart', 'New Courtesy Transfer...', 'Add Existing Courtesy...', 'Refresh', 'Flow', 'Run Report', and 'Excel Templates'. The main section is titled 'Courtesy Transfer Request Associated View' and includes a search box and a table header with columns: 'Name', 'Sending Agency', 'Receiving Agency', 'Court Case Number(s)', and 'Created On'.

2100209079-Rock, Red
Individual

2100209079-KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical CC Courtesy Transfer Request ...

Show Chart + New Courtesy Transfer... Add Existing Courtesy ... Refresh Flow Run Report Excel Templates

Courtesy Transfer Request Associated View

Search this view

✓ Name Sending Agency Receiving Agency Court Case Number(s) Created On

CC COURTESY TRANSFER REQUEST CONTINUED:



Process of completing the CC Courtesy Transfer Request located in the Appendix.

General

Agency	Juvenile	Type of investigation *	---	Individual	2100209079-Rock, Red
Sending Agency *	---	Type of Transfer *	---		
Receiving Agency *	---				

Last Name	Rock
First Name	Red
Race	White
Gender	Male
Date of Birth	12/12/2010

Cases		
<input type="checkbox"/>	Case Number	Supervision Location
No records to view		

Proposed Residence plan*

Proposed Employment plan*

CONTACT PERSONS:

***This is an Associated View. Listing all contacts information.**



Enter parent/guardian information here.

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education **Contact Persons** Relat

Show Chart + New Contact Person Refresh Flow Run Report Excel Templates Export Contact Persons

Contact Person Associated View Search this view

Name Firstname Lastname Relationship Telephone Created On



To add information on contacts important to the individual, click "+New Contact Person"



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

General Youth/Household Finance Administration

First Name *	---	Potential Drug History	---
Middle Name	---	Potential Mental Health Condition	Youth Resides with Parent/Caregiver
Last Name *	---		No
Telephone#: (xxx) xxx-xxxx	() - -	Comments	---
Full Address	---		
Email Address	---		
Race	---		
Ethnicity	---		
Relationship	---	Narrative on the Drug/Mental Health Condition	---



Drug/MH history is related to the Contact person (i.e., mom) NOT the Individual's record.

COURT CASES:

***This is an Associated View of ALL court cases connected with this individual.**



You CAN NOT enter a new case from this tab. You must go through the CASE PLAN Module to add Court Case information.

Show Chart Refresh Flow Run Report Excel Templates Export Court Cases

Case Associated View

Court Case#	Supervision Location	Admission	Case Type	Case Status	Case Plan	Created On
SU2021JV000045	30th Judicial District Community C	2100209079-Juvenile-Juvenile Inte	Kansas Case	---	CP-2100209079-Rock, Red	9/1/2021 7:17 AM
SU2021JV000005	30th Judicial District Juvenile Serv	2100209079-Juvenile-Juvenile Inte	Kansas Case	---	CP-2100209079-Rock, Red	8/30/2021 12:57 PM
CL2021JV000003	30th Judicial District Juvenile Serv	2100209079-Juvenile-Juvenile Inte	Kansas Case	Discharged	CP-2100209079-Rock, Red	6/29/2021 10:42 AM
CL2021JV000567	30th Judicial District Juvenile Serv	2100209079-Juvenile-Juvenile Inte	Kansas Case	Inactive	CP-2100209079-Rock, Red	6/2/2021 11:06 AM



Details can be viewed by clicking the case number (this will take you to the Court Case Module).



Instructions on entering a new Court Case will be provided in Court Case Module section.

COURT HEARING:
***This is an Associated View of ALL
entered court hearings.**



This information is auto-populated from the Court Hearing entry in the Court Case Module.

Show Chart Refresh Flow Run Report Excel Templates Export Court Hearing

Court Hearing Associated View

Search this view

Case	Hearing Type	Hearing Date	Primary Outcome Reason	Secondary Outcome Reason	Created On
SU2021JV000045	---	---	---	---	9/3/2021 10:05 AM
SU2021JV000005	---	8/30/2021	---	---	8/30/2021 12:58 PM
CL2021JV000567	---	---	---	---	6/10/2021 10:36 AM

CRITICAL INCIDENT REPORTING:

***Complete this with any critical incidents that occur.**



Enter this pursuant to Community Supervision Standard (CSS-03-106). Once send email is selected, it will generate an email notification to Central Office.

Table with columns: Reporting Person, Incident Date and Time, Issue Date, PREA Related Incident, What happened, Where it happened, Why it happened, Created On.

Reporting Person	Incident Date and Time	Issue Date	PREA Related Incident	What happened	Where it happened	Why it happened	Created On
Kelly Rodriguez	8/29/2021 8:00 AM	9/7/2021	No	---	Holcome	Had a fight with his mo...	9/3/2021 10:37 AM



To enter a new critical incident, click the "+ New Critical Incident R..."

Form titled "General" with fields for Incident details.

Issue Date	---	Reporting Person	* ---
Incident Type	---	PREA Related Incident	No
Incident Date and Time	* ---	Location	---
Send Email	<input type="checkbox"/>		
Where it happened*	---	What happened	---
Why it happened	---	How it happened	---
Action Taken	---	Comments	---



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

DOCUMENTS:

*This is an Associated View and allows for documents to be uploaded.



All Documents loaded will stay with Individual, not attached to specific cases or case plans.

Document Associated Grid

Documents on Default Site

No data available.

To upload a new document, Select "+ New".

Upload Documents

File Upload

Maximum upload limit in Dynamics 365 is 50.00MB. Larger files can be uploaded directly in SharePoint.

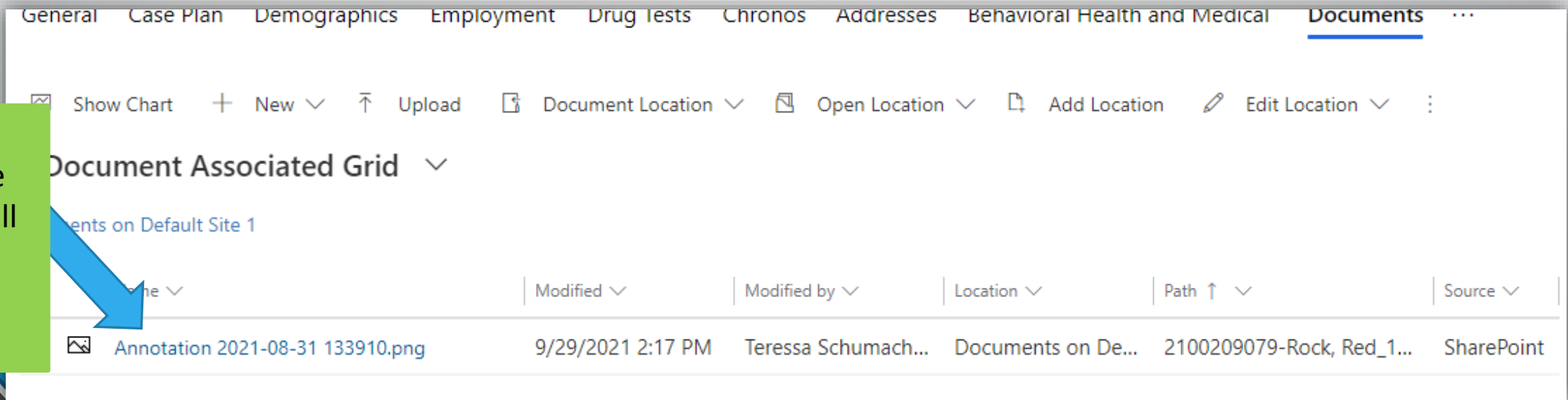
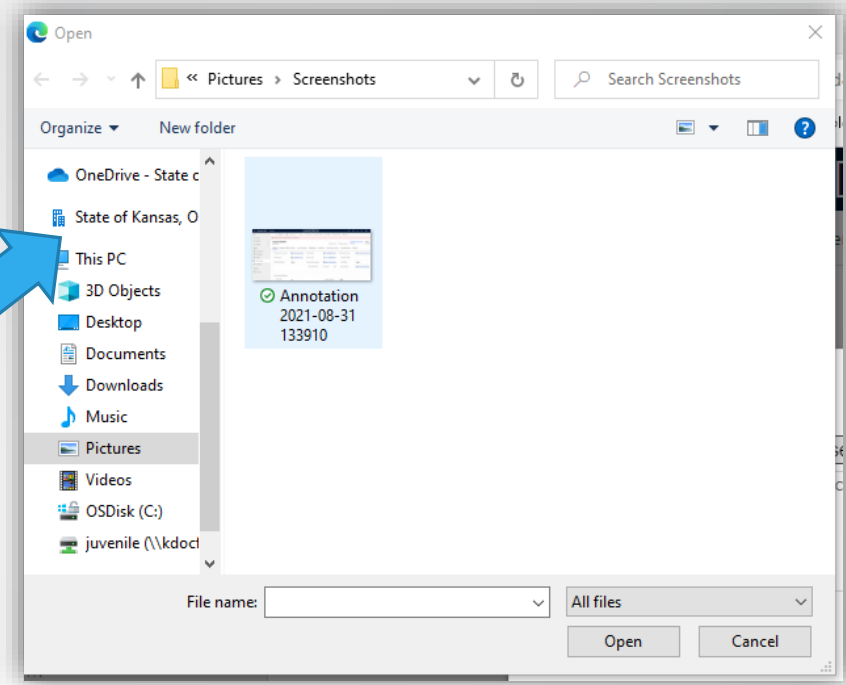
Overwrite existing files Yes

OK Cancel

Choose File

DOCUMENTS CONTINUED: Uploading a new document.

✓
✓
✓
✓
Select the file to upload.



✓
✓
✓
Once it is uploaded the document will show with a hyperlink for access.

INDIVIDUAL IDs:



Individual IDs are considered SSN, Driver's License Number, DOB, FBI/KBI Number, etc.

Show Chart + New Individual ID Refresh Flow Run Report Excel Templates Export Individual IDs

Individual ID Associated View Search this view

Type	ID Number	Comments	Expiration Date	Is Expired	Issuing Agency	ID Status	Offender ID Status	Reporting	Created On	Modified On
KDOC number	21009079	---	---	No	---	---	TRUE	Self-Reported	6/2/2021 10:48 AM	6/2/2021 10:48 ...



To enter a new individual ID, click "+ New Individual ID"

General


Type *	---	Expiration Date	---
ID Number *	---	Comments	---
Issuing Agency	---		
Offender ID Status *	---		
Reporting *	---		



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

JUVENILE INTAKE & ASSESSMENT:


***This is an Associated View of all completed intakes for this individual.**


 This is NOT where to enter a new Intake and Assessment; this is ONLY an Associated View. To enter a new Intake, go to the Admissions Module.

☑ Show Chart Refresh ⚙ Flow 📊 Run Report 📄 Excel Templates 📄 Export Intake

Intake Associated View

Intake #	Type of Intake	Individual	Age of Intake	Modified On
2100209079-Rock, Red	---	2100209079-Rock, Red	10	7/1/2021 7:54 AM
2100209079-Rock, Red	---	2100209079-Rock, Red	10	6/2/2021 12:29 PM

 To view the intake record, select this hyperlink.

 Clicking these links will take you to the Individual record, not the intake record.

PHONE NUMBERS:

* This is an Associated View of all phone numbers for the Individual.



Phone numbers are related to Individual NOT contact persons.

☑ Show Chart + New Phone Number ↻ Refresh ⌵ Flow ⌵ 📊 Run Report ⌵ 📄 Excel Templates ⌵ 📄 Export Phone Numbers ⌵

Phone Number Associated View

☑ Phone Number ⌵ | Phone Type ⌵ | From ⌵ | To ⌵ | Phone Status ⌵ | Created On ⌵



To enter a new phone number, click "+ New Phone Number"

General

Number#: (xxx) xxx-xxxx * () _-__

Type * ---

Phone Category ---

Phone Status * ---

Comments ---

🔒 Individual * 📄 2100209079-Rock, Red

Effective From * --- 📅

Effective To ---



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting

SCARS, MARKS & TATTOO:

***This is an Associated View and allows for entry of new Scar, Mark and Tattoo.**

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Scars, Marks & Tattoo ...

Show Chart + New Scars, Marks & Ta... Refresh Flow Run Report Excel Templates Export Scars, Marks & ...

Scars, Marks & Tattoo Associated View Search this view

Type	Body Part	Description	Recorded Date	STG Affiliated Tattoo	STG Validating Agency	Created On	Modified On
Tattoo	Arm, left (non-specific)	Heart tattoo with t...	9/30/2021	---	---	9/30/2021 9:40 AM	9/30/2021 9:40 AM



To enter a new scar, mark or tattoo, click "+ New Scars, Marks & Ta..."

General Administration Related

Type	* Tattoo	Recorded Date	* 9/30/2021
Category	TATTOOS	STG Affiliated Tattoo	---
Body Part	* Arm, left (non-specific)	STG Validating Agency	---
Description	Heart tattoo with the word "mom" in the middle, about half way between elbow and wrist on left arm.		



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

SERVICE & REFERRALS:

* Associated View of all Services and Referrals entered.



To enter new services/referrals, do so through the Case Plan module.

Show Chart Refresh Flow Run Report Excel Templates Export Service/Referrals

Service/Referral Associated View

Search this view

Name Admission Type Referral Reason Referral Category Referral Type Status Created On

STG MEMBERSHIP:
***Security Threat Group/Street Gang**
information entry.



This cannot be suspected information but rather must be validated information.

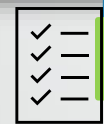
General Case Plan Demographics Employment Drug Tests Chronos Addresses **STG Membership** ...

Show Chart + New STG Membership... Add Existing STG Me... Refresh Flow Run Report Excel Templates

STG Membership History Associated View

Validated Validating Agency Validation Date Group Set SubSet Created On

Validated	Validating Agency	Validation Date	Group	Set	SubSet	Created On
No	KBI	9/16/2021 8:00 AM	Outlaw Motorcycle Gar Galloping Goose	---	---	9/30/2021 10:01 AM



To enter a new STG, click "+ New STG Membership..."

General

Group	*	---	Validated	No
Set		---	Validating Agency	---
SubSet		---		

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

SUPERVISION HISTORY:

*Associated View of the chronological history of individual's supervision. This information comes from entries of the YLS/CMI assessment.

Supervision History Associated View ▼						Search this
✓ Supervision level ▼	Start date ↓ ▼	End date ▼	End Reason ▼	Individual ▼	Created On ▼	
Moderate - Level 3	8/30/2021	---	---	2100209079-Rock, Red	8/30/2021 1:26 PM	
Unclassified	8/6/2021	8/30/2021	New Assessment Created	2100209079-Rock, Red	8/6/2021 11:24 AM	
Low - Level 4	6/3/2021	---	---	2100209079-Rock, Red	6/3/2021 7:06 AM	
High - Level 2	6/2/2021	6/3/2021	New Assessment Created	2100209079-Rock, Red	6/2/2021 11:01 AM	

TRAVEL PERMIT: *Associated View of Travel Permits



For help with Interstate Compact matters, you can send an email to: KDOC_Kansas_ICJ@ks.gov



This is an Associated View only allowing you to see Travel Permits that have been entered. To enter a new Travel Permit, go to the Case Plan Module, in the related tab click Travel Permit. Travel Permits are associated with case plans.

Name ↑	Destination	Date Issued	Departure date	Return Date	Created On
	Oklahoma	10/27/2021	10/30/2021	11/1/2021	10/27/2021 2:55 PM
	Oklahoma City	6/21/2022	6/28/2022	6/30/2022	6/28/2022 11:31 AM
	Ponca City, Oklahoma	9/30/2021	9/30/2021	10/2/2021	9/30/2021 10:08 AM



To view Active Travel Permits and Inactive Travel Permits, click this drop-down carrot and choose which one you would like to view.

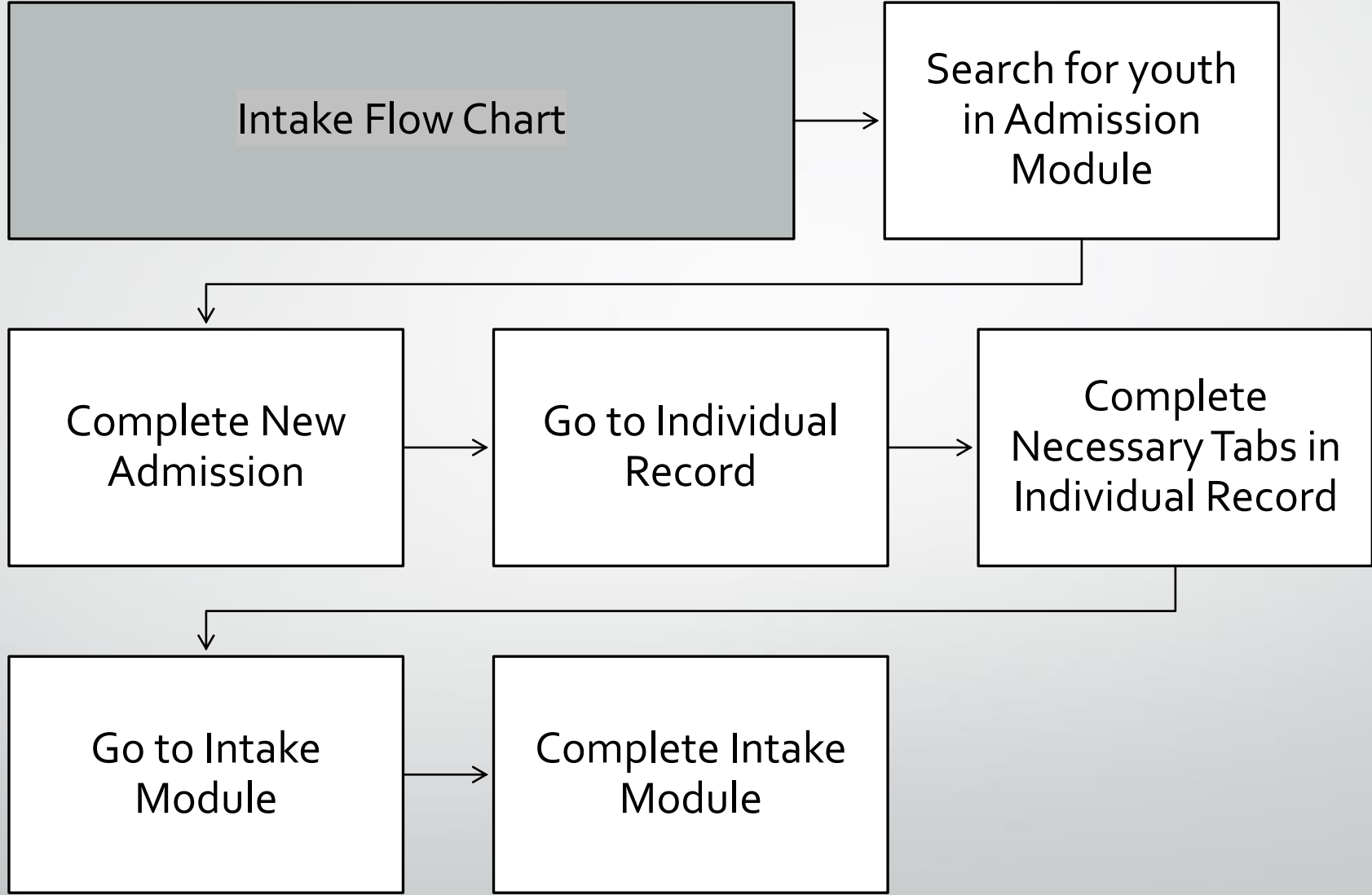
Intake Module



Complete an Intake (Admissions, Individual, and Intake).

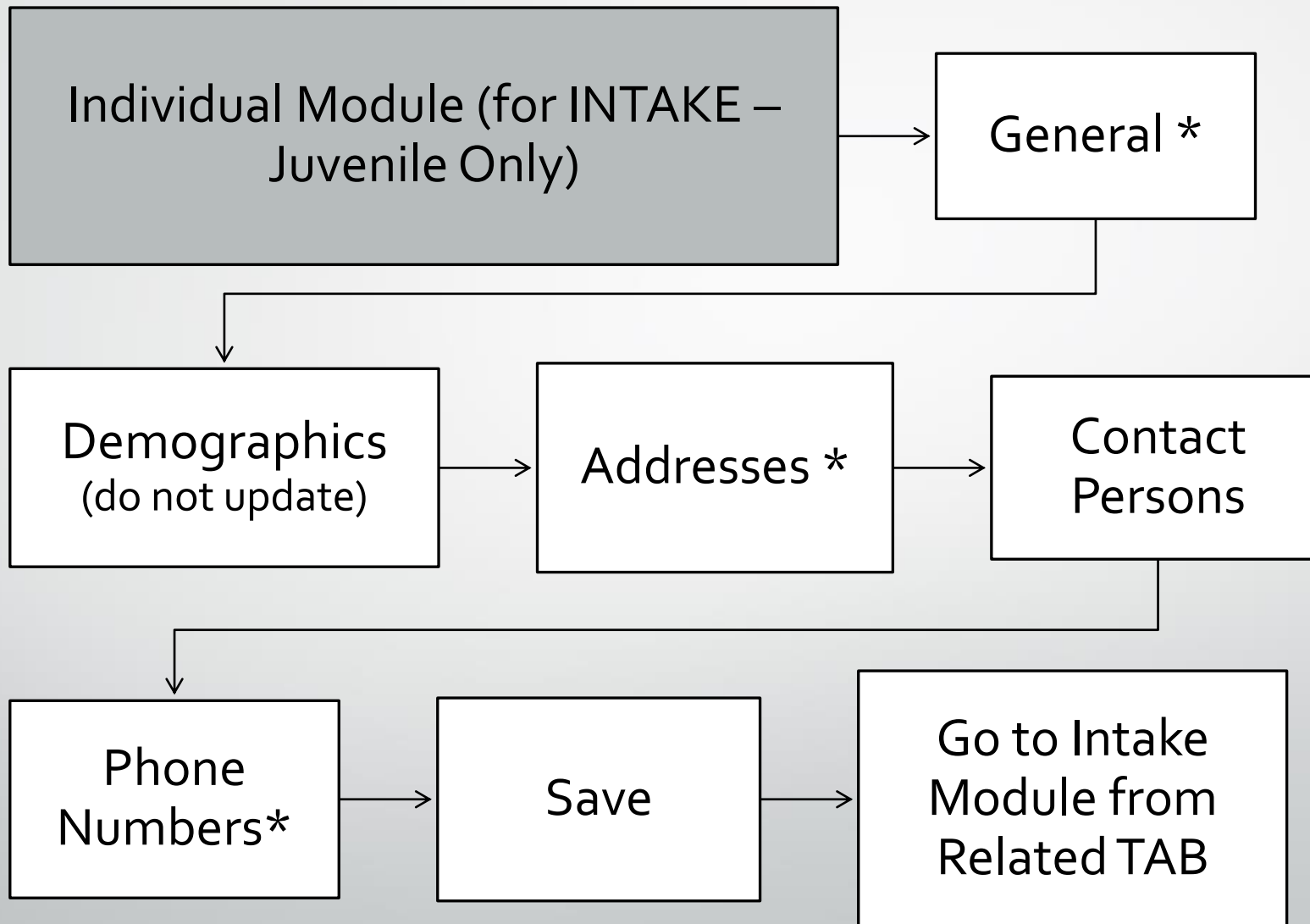
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Notice to Appear Tab	83-84
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Approve Intake Process	88
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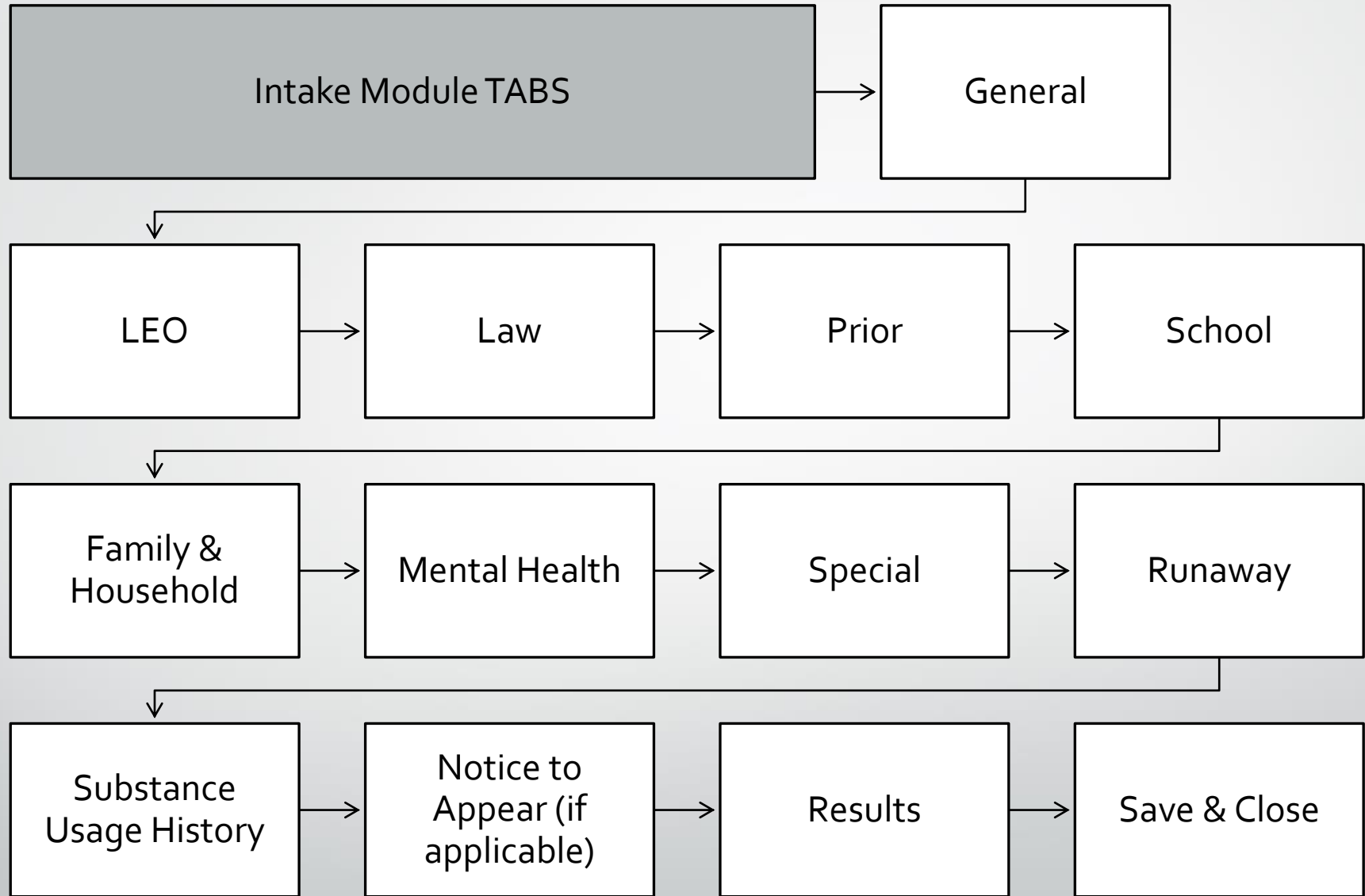




These are tabs in the INDIVIDUAL MODULE, this information must be verified or completed to have a completed Intake record.



***Verify and update information if youth already exists in system**



GENERAL:

*Enter information for this intake. There are 2 sections to the General Tab – this is section 1.

Recent	2100209079-Rock, Red	2100209079-Rock, Red	30th Judicial District Juvenile Services
Pinned	Intake	Intake #	Owner
Intake	<u>General</u> LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related		
Admissions	Intake Date 7/1/2021 7:37 AM	Intake #	2100209079-Rock, Red
Individuals	Intake Type * NTA - Notice & Agreement to Appe Offense Date ---	Intake Location	30th Judicial District Juvenile S...
Intake	Intake Status Draft Age at Intake 10	Admission	2100209079-Juvenile-Intake an...
Court Cases	Intake Officer --- County ---	Admission Type	Intake and Assessment
Case Plan	Approved Date + --- Approved By + ---	Intake Classification *	Juvenile Individual
Connect		Individual *	2100209079-Rock, Red
Chronos	Comments ---		

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

GENERAL continued:
***Section 2, address entry.**



The address information documented here is where the intake takes place.

2100209079-Rock, Red Intake

2100209079-Rock, Red Intake # 30th Judicial District Juver Owner

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Full Address

Street line 1	---
Street line 2	---
City	---
State	---
County	---
Country	---
Zip Code	---



Entering information in the Full Address field, will auto populate the rest of the fields. This will also create a map to the location in the address field.



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

LEO:

*Enter information about the law enforcement agency that the intake originated from.



This is where the LEO case number goes.

Recent Pinned

Intake

Admissions
Individuals
Intake
Court Cases
Case Plan

Connect
Chronos

2100209079-Rock, Red

Intake

2100209079-Rock, Red Intake # | 30th Judicial District Juvenile Services Owner

General **LEO** Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Agency Report Number*	Officer's Name*	City*
W783	D. Dog	Winfield
Agency Name*	Badge Number	Judicial District
Cowley County Sheriff	4	---
Arrest Date & Time	Arrived at JIAC*	County*
6/28/2021 8:00 AM	7/1/2021 8:00 AM	Cowley

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

LAW:

*Enter information about the alleged offense and/or CINC background. LAW has 4 sections.



Remember to save your work!

Recent
Pinned

Intake
Admissions
Individuals
Intake

2100209079-Rock, Red
Intake

2100209079-Rock, Red
Intake #

30th Judicial District Juvenile Services
Owner

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Firearm	N - No	Weapon	* No	Co-Respondents	* Yes
---------	--------	--------	------	----------------	-------

Section 1: Firearm/weapon/co-respondents. Complete red asterisk (*) required fields.

Intake
Court Cases
Case Plan
Connect

JO Criteria

Offense Narrative

Section 2: JO Criteria, this field allows for the entry of a detailed description of what happened.

Intake
Court Cases
Case Plan
Connect
Chronos

CINC Criteria

CINC Custody Narrative

Section 3: CINC criteria field for CINC custody narrative.

LAW CONTINUED: Section 4, these are alleged offenses.

Offenses						+ New Offense	📄 Add Existing Offense	⋮
✓	Description ▾	Statute ↑ ▾	Crime Type ▾	Offense Date ▾	Registration Required ▾	Counts ▾		
	Prize fights and wrestling matches pr...	21-1801	Misdemeanor	6/28/2021		1		

Section 4: Associated View of offenses. Process: to add new offense, click "+New Offense."

← Save Save & Close + New Flow ▾

New Offense

2100209079-Rock, Red Intake 2100209079-Rock, Red Intake

General

Offense Date *	---	📅	🔒 Offense Type	---	🔒 Intake *	📄 2100209079-Rock, Red
Crime Type *	---		🔒 Person/ Non-Person	---	Severity Level or Class	---
Attempt Conspiracy Solicited *	---		🔒 Grid	---	Co-Defendant(s)	---
🔒 Statute	---		Firearm	---	Weapon	---
Counts *	---				🔒 Registration Required	---
Primary	No					
🔒 Description *	---					

The Offense Date and Crime Type will determine the statutes available. (I.e., if Misdemeanor is selected you cannot choose Murder.) Statute field will become unlocked when the date and crime type is selected.

PRIOR:

*Information about prior JO history, both client and family.

This tab contains two sections; the first is Arrests or Supervision.

General LEO Law **Prior** School Family & Household Mental Health Special Results Runaway Information Notes Related

Arrests Or Supervision

Supervised by	---	Prior CINC	*	---	Prior Arrest	*	---
Youth Status Notes	---						

General LEO Law **Prior** School Family & Household Mental Health Special Results Runaway Information Notes Related

JO History

First Referral of JO at Age 14 or Younger	Prior Adjudication Resulting in Out-of-home Placement	Runaway frequency
---	---	---
Family Members with Criminal History	More than 2 Probations	Runaway History
---	---	---
		Present Runaway Status

Narrative	---	

Section 2 is JO History.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

SCHOOL:

***Information about the client's educational status and history.**

General	LEO	Law	Prior	<u>School</u>	Family & Household	Mental Health	Special	Results	Runaway Information	Notes	Related
Unified school district*	Enrolled*										
---	---										
School*	Expelled/Suspended*										
---	---										
Type*	Attendance Problems*										
---	---										
Grade*	Truancy Petition Filed*										
---	---										
GED Status*											

Active IEP Code*											

School Issue Narrative											



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

FAMILY & HOUSEHOLD:

*Information about important trauma associated with client's history.

General	LEO	Law	Prior	School	<u>Family & Household</u>	Mental Health	Special	Results	Runaway Information	Notes	Related
Mental Health (Self)	---	Drug/Alcohol use (Self)	---	Victim of Physical Abuse	---						
Mental Health (Siblings)	---	Drug/Alcohol use (Siblings)	---	Victim of Sexual Abuse	---						
Suicide Attempt by Youth	---	Family Primary Language	---	Need to Notify Person or Agency	---						
Domestic Violence Exposure	---	Persons Under 18 YOA in Household	---	Persons 18 YOA & Older in Household	---						
Further Explanation of Family Relations	---										



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

MENTAL HEALTH:

*Mental health information for client and family.

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Mental Health Treatment History

Inpatient

Outpatient

Parents Undergone Mental Health Treatment

Siblings Undergone Mental Health Treatment

Reasons for Treatment Referral

Narrative



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

SPECIAL:

*Data entry on client's children/pregnancy status, if applicable.

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Number of Dependents

Dependents Reside with Youth

Youth Pregnant

Oldest Dependent

Youth Require Medical Attention

No

Medical Release

No


Youngest Dependent

Youths Physical Condition



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

RUNAWAY INFORMATION:

 For ICJ Supervision – refer to Appendix.

2100209117-Ren, Kylo - Unsaved

Intake

2100209117-Ren, Kylo
Intake #

30th J
Owner

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Other State Runaway Yes

Demanding State * Nebraska

Date of contact * 12/1/2021



For an Other State Runaway: When completing the Intake, mark "Yes" in Other State Runaway. By marking "Yes" it will automatically send an email to the ICJ Inbox, alerting them of an out of state runaway. In addition, an email should be sent to [KDOC Kansas ICJ@ks.gov](mailto:KDOC_Kansas_ICJ@ks.gov) with the following information if available/applicable:

- *Name
- *Location of youth
- *Copy of Intake Report
- *DOB
- *Parent Information
- *Any new pending charges
- *Information if a Form III Hearing has been scheduled.

Other State Runaway No

Demanding State ---

Date of contact ---



Example for a properly completed field for a runner from Kansas.



SUBSTANCE USAGE HISTORY:

2100209079-Rock, Red - Saved

2100209079-Rock, Red
Intake #

Intake

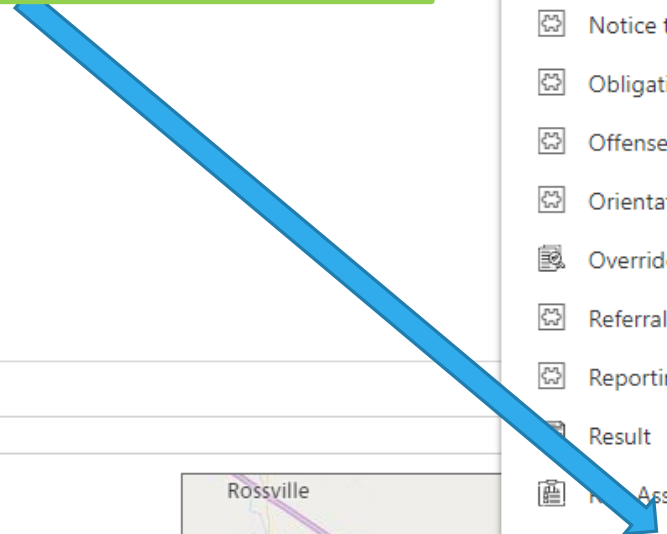
General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

- Admissions
- Aliases
- Assigned Officer Histories
- Audit History
- Chronos
- Documents
- Goals
- Individuals
- Intake Addendums
- Notice to appear
- Obligations
- Offenses
- Orientation checklist
- Override Result
- Referral Services
- Reporting Instructions
- Result
- Substance Usage Histories

Intake Date	11/8/2021	1:45 PM
Intake Type	* COA - Court Ordered Assess	
Intake Status	Draft	
Intake Officer	Schumacher, Teresa	
Approved Date	---	
Comments	---	



To enter substance usage history during the intake and assessment process, in the Intake Module go to the Related Tab and select Substance Usage Histories.



SUBSTANCE USAGE HISTORY CONTINUED: This is an Associated View.

2100209079-Rock, Red - Saved 210020
Intake #

Intake

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Substance Usage Histories Related

Show Chart + New Substance Usage... Add Existing Substanc... Refresh Flow Run Report Excel Templates Export Substance Usa...

Substance Usage History Associated view

Substance Name

To enter information about Substance Usage, click "+New Substance Usage..". The box below will pop up and allow for data entry for each substance. Each substance must be entered individually.

Save Save & Close + New Flow

New Substance Usage History

Usage

Substance Name * ---

Usage	Lifetime Usage	Intake
---	---	2100209079-Rock, Red
Recency	Frequency	Age 1st Use
---	---	---
	Has Used Drugs Intravenously	Shared IV Drug Materials with Others
	---	---

SUBSTANCE USAGE HISTORY CONTINUED:

← Save Save & Close + New Refresh Check Access Share Email a Link Flow Word Templates Run Report

2100209079-Rock, Red - Saved
Substance Usage History

Usage Related

Substance Name * Cigarettes

Usage	Lifetime Usage	Intake
F - Former User	6+ - 6 To 10Xs	2100209079-Rock, Red
Recency	Frequency	Age 1st Use
PY - Previous Year	D - Daily	08 - 0 to 8
	Has Used Drugs Intravenously	Shared IV Drug Materials with Others
	No	No



Remember to complete as much information as known including the required red asterisk (*) field and Save and Close when completed.

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Substance Usage Histories Related

Show Chart + New Substance Usage... Add Existing Substanc... Refresh Flow Run Report Excel Templates Export Substance Usa...

Substance Usage History Associated View

Substance Name	Usage	Created On
Cigarettes	F - Former User	12/6/2021 12:02 PM
Alcohol	C - Current User	12/6/2021 12:00 PM



Example of the main Substance Usage Histories Tab Associated View with substances that have been entered.

NOTICE TO APPEAR:

*Enter only if Notice to Appear (NTA) was issued.

2100209079-Rock, Red - Saved 2100209079-Rock, Red | 30th Judicial District Juvenile Services
Intake # Intake # Owner

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Intake Date	7/1/2021	7:37 AM	Intake #
Intake Type	* NTA - Notice & Agreement to Appe	Offense Date ---	Intake Location
Intake Status	Draft	Age at Intake 10	Admission
Intake Officer	McCarter,Clay	County ---	Admission Type
Approved Date + ---	Approved By + ---	Intake Classification *	Individual *
Comments	---		

Related - Common

- Activities
- Admissions
- Aliases
- Assigned Officer Histories
- Audit History
- Chronos
- Documents
- Goals
- Individuals
- Intake Addendums
- Notice to appear



From the Related tab Select Notice to appear.

NOTICE TO APPEAR CONTINUED: This is an Associated View of Notice To Appear. These are associated to the specific Intake.

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Notice to appear Related

Show Chart + New Notice to appear Add Existing Notice to... Refresh Flow Run Report Excel Templates

Notice to appear Associated View

Name Agency Narrative School-Based Unknown Created On

Search this view

To enter a new NTA, click "+ New Notice to appear."



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

Save Save & Close + New Flow

New Notice to appear - Unsaved

General Administration

Agency	---	Intake	2100209079-Rock, Red
NTA Status	---	Location	30th Judicial District Juvenile Services
Issue Date	11/22/2021	Admission	2100209079-Juvenile-Intake and Assessment-11/8/2021 1:45 PM
Unknown	<input type="checkbox"/>	Law enforcement agencies in district serving NTAs	
School-Based	<input type="checkbox"/>	No	
Narrative	---	Notice to Appear - Year (list of years)	

RESULTS: There are 4 sections to complete.
*The final step of the intake process before approval.



Make sure to complete the Results tab last.

Section 1

General LEO Law Prior School Family & Household Mental Health Special **Results** Runaway Information Notes Related

Process End Date Time*

9/8/2021



8:00 AM



Transport Responsibility

Parent

Release Authority

IW - Intake Worker

Placement outcome*

PG - Parent(s) / Guardian(s)

Family Accepts Referrals

Y - Yes

Person Youth Released To*

Linda Rock

Youth Refuse to Answer Questions

N - No

Need family assistance

YFU - Yes - Follow Up

Services provided in this process

MA - MAYSI, RE - Referral, IQ - Intake Questionnaire

Released Back to Agency

No

Phone #: (xxx) xxx-xxxx*

(628) 597-5434

Address*

320 E 9th Winfield

Person Youth Released To City*

Winfield

Person Youth Released To State*

 **Kansas**

Zip

67156

RESULTS CONTINUED:

Section 2

Risks	
Does Emergency Exist Requiring Placement	Risk for Abuse
Y - Yes	---
Estimate Number of Round Trip miles	Risk to Run from Placement
14	---
Estimate Time to Arrange Emergency Placement	Risk to Harm Self
2HR - 2 - 3 Hours	---
Estimate Time to Transport to Emergency Placement	Risk to Harm Others
NA - Not Applicable	---

Section 3

Final Narrative

RESULTS CONTINUED:

Section 4

Referral Services (Intake)					+ New Referral Services	Refresh	⋮
<input checked="" type="checkbox"/> Name ↑ ↓	Availability ↓	Services Referred ↓	Status ↓	Created On ↓			
Parenting Classes	Yes	Parenting Classes	Active	9/30/2021 9:55 AM			

APPROVE INTAKE:

***Must be completed by a supervisor.**

Recent Pinned Intake Admissions Individuals Intake Court Cases Case Plan Connect Chronos

2100209079-Rock, Red Intake

2100209079-Rock, Red Intake # | 30th Judicial District Juvenile Services Owner

General LEO Law Prior School Family & Household Mental Health Special Results Runaway Information Notes Related

Intake Date	7/1/2021	7:37 AM	Intake #	2100209079-Rock, Red	
Intake Type	* NTA - Notice & Agreement to Appe	Offense Date	---	Intake Location	30th Judicial District Juvenile S...
Intake Status	Draft	Age at Intake	10	Admission	2100209079-Juvenile-Intake an...
Intake Officer	---	County	---	Admission Type	Intake and Assessment
Approved Date	+ ---	Approved By	+ ---	Intake Classification	* Juvenile Individual
				Individual	* 2100209079-Rock, Red
Comments	---				


✓
✓
✓
✓

Supervisor must fill in the blue cross (+) fields to close the Intake process.

Remember to clear all Notifications before approving intakes. Also remember to click Save or Save & Close before exiting.


NOTIFICATIONS:


*Athena will flag areas with missing information.


 -Clicking on the notifications will NOT take you to the tab that requires attention.

←  Save  Save & Close  Refresh  Check

 You have 3 notifications. Select to view.

∨  Only intake Supervisors can approve an intake record

∨  Prior tab has missing information.

 School tab has missing information.

Case Plan Module



Think of the Case Plan Module as the case management module. This is where you will do most of the day-to-day work for individual's record.

Case Plan Module Flow Chart	91
Case Plan Tab	92-97
Goals and Action Steps Tab	98-102
Services and Referrals Tab	103
Permanency Tab	104-105
Independent Living Tab	106
Home Removal Tab	107
Juvenile Placements Tab	108-110
CC Orientation Checklist	111-114

Travel Permit	115
---------------	-----



Case Plan Module:

General

Assessments

Goals and
Action Steps

Services and
Referrals

Home
Removal

Permanency
(goal)

Independent
Living (plan)

Placements

Orientation
Checklist

Case Plan
Review

CASE PLAN

*This is where you will do most of the day-to-day work for individual's record.



From this tab it is possible to access the active Case Plan module.

2 2100209079-Rock, Red
Individual

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos Family Calendar Education Related

Refresh Flow Run Report Excel Template

✓	Name	Admission Type	Plan Begin Date	Plan End Date	Case Plan Status	Initial Contact Date	New Expiration Date f...	Notification Date	Orientation Date
	CP-2100209079-Rock, Red	Custody	8/31/2021	---	Active	8/30/2021	---	8/30/2021	8/30/2021
	CP-2100209079-Rock, Red	Juvenile Intensive Supervise	8/6/2021	---	Inactive	8/6/2021	---	8/6/2021	8/6/2021
	CP-2100209079-Rock, Red	Juvenile Intensive Supervise	6/2/2021	7/8/2021	Discharged	5/31/2021	---	6/1/2021	6/2/2021
	CP-2100209079-Rock, Red	Juvenile Facility	6/2/2021	---	Inactive	5/31/2021	---	6/1/2021	6/1/2021

Remember there is a Case plan created for each admission.

Remember to check the Admission Types in this column to ensure you have selected the appropriate one for clients with multiple admission types!

Remember to select the Active Case Plan Status that you want to work on.

CASE PLAN CONTINUED: GENERAL TAB

*This tab has 5 sections.



It is suggested that you click save after each section to ensure data is saved accurately.

Section 1

Recent items

Intake

- Admissions
- Individuals
- Intake
- Court Cases
- Case Plan**

Connect

- Chronos

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency ...

Supervision Type *	Kansas Case	🔒 New Expiration Date	---	📅 Sentencing Court *	---
Supervision County *	---	Initial Contact Date *	---	📅 Provided By *	---
Supervising Manager *	---	Notification Date *	---	📅 Agency	Juvenile
Items Covered	---	Orientation Date *	---	📅 JISP Order Date *	---
Specify multi-sentence	---				

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*).

Section 2

Individuals

- Intake
- Court Cases
- Case Plan**

Connect

- Chronos

Obligation totals

📅 Beginning Balance (\$)	\$0.00	📅 Current balance (\$)	\$0.00	🔒 Payment done (\$)	\$0.00
Last updated:	10/6/2021 8:20 AM	Last updated:	10/6/2021 8:20 AM	🔒 Payment done	0.00
📅 Beginning Balance (Hours)	0.00	📅 Current balance (Hours)	0.00		
Last updated:	10/6/2021 8:20 AM	Last updated:	10/6/2021 8:20 AM		

Section 2 is an Associated View. Obligation amounts are entered in the Court Cases Module.

CASE PLAN CONTINUED: GENERAL TAB

Section 3

Risk score: ---

Supervision/Custody Level: **Unclassified**

Latest Assessment date: ---

Next Assessment Due Date: ---

This section is auto-populated from Assessments Tab. These dates can be adjusted based on when the assessment is completed. Make sure the next assessment due date reflects 6 months after the latest assessment date.

Section 4

Supervision Level Histories

Refresh | Flow | Run Report

Supervision level	Start date	End date	End Reason	Assessment reason	Supervision level category
Unclassified	10/6/2021	---	---	---	None (Unclassified)

This is an Associated View of the history of supervision levels.

Section 5

Narrative: ---

CASE PLAN CONTINUED: ASSESSMENTS.

*This tab has 3 sections.


CP-2100209117-Ren, kyio
Case Plan

25th Judicial District Juvenile Services
Owner

210020
Individual

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency Program Participation Summary

Almost there ...
MHS D365 Measure Insight App needs your permission to use the following.
Please allow the permissions to proceed.

 MHS Janus Services API
MHS Janus Services API
Signed in

Switch account

Allow Don't Allow

For the first time using this, make sure to select: "Allow"

This will allow access to the MHS site which is a 3rd party vendor for YLS/CMI creation/administration.

Detailed instructions for YLS/CMI entry- will be given in YLS/CMI training.

CASE PLAN CONTINUED: ASSESSMENTS CONTINUED



Enter a New Assessment select "+New Assessment." This takes you to the MHS site where you will enter the YLS/CMI information.

Section 1



Total score can be found here.

EVALUATION RESULT

+ New Assessment

Date	Tool	Evaluator	Status	Action
08/30/2021	YLS/CMI	Teressa	●	

YLS/CMI 2.0
Administration 08/30/2021 1:13 PM
Total Score: 13

Scale	Item	Response	Score
> Prior and Current Offenses/Dispositions 2			
	Three or more prior convictions	No	
	Two or more failures to comply	Yes	
	Prior probation	Yes	
> Family Circumstances/Parenting 2			
	Inappropriate discipline	No	
	Inconsistent parenting	No	
	Discipline (Father / youth)	Yes	
> Education/Employment 2			
	Disruptive classroom behavior	No	

RESULT NOTE

Scale	Notes
Prior and Current Of...	
Family Circumstance...	
Education/Employm...	

GENERAL RISK / NEED

Category	Score
Prior...	3
Famil...	1
Educa...	2
Peer...	1
Subst...	2
Leisu...	3
Perso...	2
Attil...	1

RESULT COMPARISON



Click the paper icon to print. Click the pencil icon to edit the record.


CASE PLAN CONTINUED: ASSESSMENTS CONTINUED

Section 2

Admissions
Individuals
Intake
Court Cases
Case Plan
Connect
Chronos

WRNA Assessments

Assessment Type	Assessment Date	Risk Score	Risk Level	Interviewer
No records to view				

 WRNA Assessments is not for juvenile offenders, only Adult supervision officers will use this section.

Override Request

+ New Override Request Refresh Flow


✓ Assessment Score ↓ Assessment Type Override Decision Override Decision By Override Decision date Override Add Date Override Remove Date Recommended Supervision Level Remove override Requested By

Section 3

Override Request

+ New Override Request Refresh

✓ Assesmen... ↓ Assessment Ty... Override Decisi... Override Decisi... Override Decisi... Override Add ... Override Remo... Recommended Supervis... Remove override Reque...

 For Override Request Process, refer to Appendix.

GOALS AND ACTION STEPS:

*Associated View of current and past goals entered for the individual and where to enter new goals and action steps.



Select +New Goal to add new goals and action steps.

CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services | 2100209079-Rock, Red | Discharged
Owner | Individual | Case Plan Status | ---
Status Reason

General | Assessments | Goals & Action Steps | Risk Reduction Plan | Services & Referrals | Conditions & Violations | Chronos | Permanency | Program Participation | Summary | Independent Living | ...

+ New Goals | Refresh | Flow | Run Report

✓ Goal	Start Date ↓	Termination Date	Termination reason
Red will learn to make better decisions around his friends and get involved i...	9/16/2021	9/16/2021	SUCCESSFUL
Red will learn how his actions affect other people.	9/3/2021	---	---



Termination date and reason shows progression of the goals being worked on.

**GOALS AND ACTION STEPS:
GOALS CONTINUED:
*Adding new goals.**



Once this section is completed and saved it will open the Action Steps and Goal/Action Step Progress Notes.

← Save Save & Close + New Flow ▾

New Goals

CP-2100209117-Ren, Kylo 2100209
Case Plan Individual

General Administration

Domain Type* Education/Employment
Supervision Location: 25th Judicial District Juvenile Services

Review ---
Review must occur every six months.

Start Date* 10/6/2021
Termination reason: ---

Target Completion Date 12/23/2021
Target completion date should be no longer than 6 weeks.

Court Requirement / Condition of Supervision? No

Domain Score Info ---

Domain Problem Behavior Kylo is failing several classes.

Goal* Kylo will bring grades up to passing before semester is over.

Strengths Kylo is smart.

Responsivity Kylo is easily distracted by peers.

Remember to enter strengths and responsivity.

Goals should be written as long-term behavioral change.

GOALS AND ACTION STEPS /CONTINUED: Action Step section open after Goal is saved.

☑️ ☑️ ☑️ ☑️ ☑️
To add an action step as a part of a goal, click "Add Action Step."

Action Steps

✓ Action ▾	Start Date ↓ ▾	Completion/Termination Date ▾	Completion/Termination Reason ▾
Kylo will make a list of activities he enjoys.	10/7/2021	---	---
Kylo will make a list what makes a good friend.	10/6/2021	---	---

Goal/Action Step Progress Notes

✓ Action (Action Step) ▾	Created On ↓ ▾	Notes ▾
Kylo will make a list of activities he enjoys.	10/6/2021 12:44 PM	Kylo made a list of activities he enjoys on a napkin. He ...

New Action Step

Save Save & Close + New Flow ▾

New Action Step
CP-2100209117-Ren, Kylo Case Plan Goal-10-06-2021 Goal ▾

General

Action ---

Start Date * --- 📅

Duration ---

Completion/Termination Date --- 📅

Completion/Termination Reason ---

To be completed by whom ---

Progress Notes

📎 Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

📎 Progress notes can be added here by editing the Action Step and will be specifically attached to the Action Step.

GOALS AND ACTION STEPS CONTINUED:

*Adding Goals/Action Progress Notes.

Goal/Action Step Progress Notes			Add Progress Notes
✓ Action (Action Step) ▾	Created On ↓ ▾	Notes ▾	
Kylo will make a list of activities he enjoys.	10/6/2021 12:44 PM	Kylo made a list of activities he enjoys on a napkin. He ...	



Select Add Progress Note a new screen will open.

New Progress Notes

Save Save & Close + New Flow ▾

New Progress Notes
Goal-10-06-2021
Goal

Action Step ▾

General

Notes*

Date Entered
10/6/2021



Progress Notes can be added to specific Action Steps by selecting this drop-down menu.

New Progress Notes

Run Report ▾ Save Save & Close + New Flow ▾

New Progress Notes
Goal-10-06-2021
Goal

Action Step ▾

Look for Action Step 🔍

Action Step

- Actionstep-10-06-2021
Kylo will make a list what makes a good friend. ▾
- Actionstep-10-07-2021
Kylo will make a list of activities he enjoys. ▾

+ New Action Step Change View

GOALS AND ACTION STEPS: *Closing the Goal



-Close all Action Steps before Terminating the Goal.

General Administration Related

Domain Type*
Peer Relations

Supervision Location
25th Judicial District Juvenile Services

Review

Admission Type
Juvenile Intensive Supervised Probation

Start Date*
10/6/2021

Termination reason
SUCCESSFUL

Target Completion Date
10/15/2021

Termination Date
10/6/2021

Court Requirement / Condition of Supervision?
No

Action Steps

✓ Action	Start Date ↓	Completion/Termination Date ↓	Completion/Termination Reason ↓
Kylo will make a list of activities he enjoys.	10/7/2021	10/6/2021	SUCCESSFUL
Kylo will make a list what makes a good friend.	10/6/2021	10/7/2021	SUCCESSFUL

Complete the Termination reason and date once Goals are completed. Also remember to Save or Save & Close before exiting.

SERVICES AND REFERRALS:

*3 sections allowing entry of services/referrals.



This is where you document CBI.

New Service/Referral - Unsaved

CP-21002090

Case plan

General

Service/Referral Reason *	Behavior Change/CBT	Start Date	---	Individual *	2100209079-Rock
Service/Referral Category *	Cognitive Behavioral	Status	Open (Pending)	Admission Type *	Juvenile Intensive
Service/Referral Type *	EPICS: Behavior Analysis	Termination Date	---	Location *	28th Judicial Dist
Service/Referral Date *	11/18/2021	Termination Reason	---	Response	---
Provider	---	Supervision Officer	---		
Dosage Hours	30 minutes	Documents included (Parole)	---		



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting

PERMANENCY: This is an Associated view
***Entry of Permanency Plans established by the court.**

Save Save & Close Create Chronos Templates Refresh Check Access Share Email a Link Flow Word Templates Run Report

CP-2100209079-Rock, Red - Saved

30th Judicial District Juvenile Services

2100209079-Rock, Red

Case Plan

Owner

Individual

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency Program Participation Summary Permanency

Show Chart + New Permanency Refresh Flow Run Report Excel Templates Export Permanency

Permanency Associated View

Name ↑

Created On ↓

CP-2100209079-Rock, Red

9/3/2021 9:30 AM

Select "+New Permanency" to add new Permanency information.

PERMANENCY:

*Entry of Permanency Plans established by the court.

General

Goal

Look for Goal



Type to search or press Enter to browse

+ New Goals

Anticipated Date of Goal Achievement



Date of Determination



The parent has been found by a Court to have committed murder in the first degree, K.S.A. 21-3401, and amendments thereto, murder in the second degree, K.S.A. 21-3302, and amendments thereto, capital voluntary manslaughter, K.S.A. 21-3403, and amendments thereto, of a child or violated law of another state which prohibits such murder or manslaughter of a child.

No

The parent aided or abetted, attempted, conspired or solicited to commit such murder or voluntary murder of a child.

No

The parent committed a felony battery that resulted in bodily injury to the juvenile who is the subject of this proceeding or another juvenile.

No

The parent has subjected the juvenile who is subject of this proceeding or another child to aggravated circumstances as defined in K.S.A. 38-1502, and amendments thereto.

No

The parental rights of the parent to another child have been terminated involuntarily.

No



Remember to click Save or Save & Close before exiting which will take you to the General Tab in the Individual Module.

INDEPENDENT LIVING: *Entry of Independent Living Plan.

CP-2100209117-Ren, Kylo
Case Plan

25th Judicial District Juvenile Services
Owner

2100209117-Ren, Kylo
Individual

Active
Case Plan Status

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency Program Participation Summary **Independent Living** ...

Independent Living (Case Plan)

+ New Independent Livi... Refresh

Search this

✓ Name ↑ ↓

Created On ↓



CP-2100209117-Ren, Kylo
Independent Living

General Related

Case Plan	* CP-2100209117-Ren, Kylo	Needs Assessment	---
Date of Living Plan	* 10/6/2021	Other Assessment	---
Narrative	Upon discharge from JCF, Kylo will begin independent living skills.	Needs Services	---
Youth Refused to be involved	No	Other Services	---
Summary	* Youth will begin working on Independent living skills class.	Update	---

Remember to click Save or Save & Close before exiting which will take you to the General Tab in the Individual Module.

HOME REMOVAL: This tab can be found under the Related Tab in the Case Plan Module

The screenshot shows the Case Plan Module interface for case CP-2100209079-Rock, Red. The 'Home Removal' tab is selected. A blue arrow points to the '+ New Home Removal' button. A green callout box with a paperclip icon contains the text 'Select + New Home Removal.' The interface includes a top navigation bar with options like Save, Refresh, and Share, and a left sidebar with navigation options like Home, Recent, and Intake.

The screenshot shows the 'New Home Removal' form. The 'General' tab is selected. The form contains several fields, some marked with a red asterisk (*) to indicate they are required. A green callout box with a paperclip icon contains the text 'Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Save and Close.' The form fields include:

- Date of Removal*
- Manner of Removal*
- Relationship
- Conditions associated with home removal*
- Home Removal Address
 - Full Address
 - Address
 - City

JUVENILE PLACEMENTS:

*From the Related Tab in the Case Plan Module. There are two sections for completion of Juvenile placements.



To enter a new placement, all previous placements must be discharged. See process in Appendix.

CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services
Owner

2100209079-Rock, Red
Individual

Active
Case Plan Status

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency **Juvenile Placements** ...

Show Chart + New Placement Add Existing Placement Refresh Flow Run Report Excel Templates Export Placements

Placement Associated With

Name Approved Date (TBD) Approving Supervisor Provider Start Date Created On

To add a new placement, Select "+ New Placement."

JUVENILE PLACEMENTS CONTINUED:



This requires a Supervisor Approval.

Section 1

2100209079-Rock, Red-12-06-2021 - Unsaved

2100209079-Rock, Red
Individual

Draft
Status

General Discharge Placement Related

Placement Type*



Home

🔒 Foster Care Placement*

THV - Trial Home Visit

Start Date*

12/6/2021



Projected Placement End Date*

12/16/2022



Status

Draft

Proximity of the juvenile offender's*

COM - Community

Placement necessitated a change in school*

Y - Yes

Placement least restrictive setting available*

Y - Yes

Direct Commit to Juvenile Correctional Facility

No

Placement with Relative Considered*

Y - Yes

🔒 Case Plan



CP-2100209079-Rock, Red

Provider

Approving Supervisor

Approved Date



JUVENILE PLACEMENTS CONTINUED: Section 2

Section 2

Services Offered*

none

Safety/Appropriateness*

none

Reason for Placement*

parents home return from facility


Evaluation*

none

Notes

Explain

Explain if any marked No

 Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

CC Orientation Check List: From the Case Plan Module select the Related tab.

CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services | 2100209079-Rock, Red | Active
Owner | Individual | Case Plan Status

General | Assessments | Goals & Action Steps | Risk Reduction Plan | Services & Referrals | Conditions & Violations | Chronos | Permanency | Program Participation

Supervision Type	* Kansas Case	🔒 New Expiration Date	---	📅	Sentencing
Supervision County	* Butler	Initial Contact Date	* 8/6/2021	📅	Provided E
Supervising Manager	* Shumacher, Teresa	Notification Date	* 8/6/2021	📅	🔒 Agency
Items Covered	Public safety, Accountability, Social skills	Orientation Date	* 8/6/2021	📅	JISP Order
Specify multi-sentence	---				

Case Plan Review

Related - Common


- Admissions
- Assigned Officer History
- Audit History
- Independent Living
- Permanency
- Reporting Instructions
- Case Plan Review
- Case Plan Status history
- CC Orientation checklist

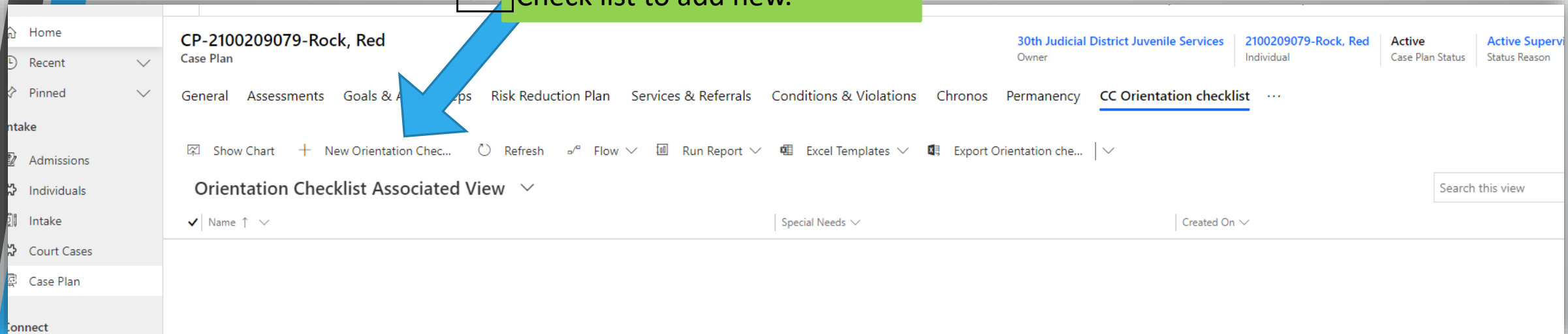
Select CC Orientation Checklist from the Related Tab.



CC ORIENTATION CHECKLIST CONTINUED:

This is an Associated View.

 Select + New Orientation
Check list to add new.



Home
Recent
Pinned
Intake
Admissions
Individuals
Intake
Court Cases
Case Plan
Connect

CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services
Owner

2100209079-Rock, Red
Individual

Active
Case Plan Status

Active Superv...
Status Reason

General Assessments Goals & A... Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency CC Orientation checklist ...

Show Chart + New Orientation Chec... Refresh Flow Run Report Excel Templates Export Orientation che... |

Orientation Checklist Associated View

Search this view

Name ↑ Special Needs Created On

CC ORIENTATION CHECK LIST CONTINUED:

← Save Save & Close + New Flow ▾

New Orientation Checklist

CP-2100209079-Rock, Red
Case Plan


General

<input type="checkbox"/> Select All	
<input type="checkbox"/> Other	<input type="checkbox"/> All requirements reviewed and copies provided.
<input type="checkbox"/> All conditions and court orders reviewed.	<input type="checkbox"/> All fees and CSW reviewed.
<input type="checkbox"/> Appeal/Grievance policy reviewed.	<input type="checkbox"/> Confidentiality policy reviewed.
<input type="checkbox"/> Release of Information signatures obtained.	<input type="checkbox"/> Medical consent signatures obtained.
<input type="checkbox"/> Parental Obligation signatures obtained.	<input type="checkbox"/> SS Benefits determined.
<input type="checkbox"/> FERPA 001 and Appendix 5q signatures obtained.	

Orientation Date: --- Special Needs: No

Notes: ---

Individual: 2100209079-Rock, Red
Admission Type: Juvenile Intensive Supervised Probation



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

CC ORIENTATION CHECK LIST CONTINUED: How to Print.

Navigation: Templates, Save, Save & Close, New, Refresh, Check Access, Share, Email a Link, Flow, Word Templates, Run Report

New Orientation Checklist

Orientation Checklist

General | Background Processes | Related

Select All

<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> All requirements reviewed and copies provided.
<input checked="" type="checkbox"/> All conditions and court orders reviewed.	<input checked="" type="checkbox"/> All fees and CSW reviewed.
<input checked="" type="checkbox"/> Appeal/Grievance policy reviewed.	<input checked="" type="checkbox"/> Confidentiality policy reviewed.
<input checked="" type="checkbox"/> Release of Information signatures obtained.	<input checked="" type="checkbox"/> Medical consent obtained.
<input checked="" type="checkbox"/> Parental Obligation signatures obtained.	<input checked="" type="checkbox"/> SS Background checked.

To print, select the Word Template option from the Tool Bar. Select Standard Orientation Check List. This will create a Word document for printing.

Example

Word Document: STANDARDIZED ORIENTATION CHECKLIST

*The youth and parent/guardian should initial each item.

Youth Initials	Parent/Guardian Initials	Date Reviewed	
			Reviewed and gave copies of supervision requirements, programmatic goals, objectives, violations, regulations, contact requirements and any other local information with the youth and parent(s)/guardian(s) and answered any questions presented during the discussion.
			Reviewed specific court orders/conditions of assignment with the youth and parent(s)/guardian(s) and answer any questions presented during the discussion.
			Discussed any fees associated with the program and/or community service work (CSW) requirements and made resources available to complete CSW.
			Reviewed the Appeal/Grievance Policy and provide the youth and parent(s)/guardian(s) with the copy.

TRAVEL PERMIT: *Enter information for travel permits.



For help with Interstate Compact matters, you can send an email to: KDOC_Kansas_ICJ@ks.gov

General Case Plan Demographics Employment Drug Tests Chronos Addresses Travel Permit ...

Show Chart + New Travel Permit Add Existing Travel Per... Refresh Flow Run Report Excel Templates

Travel Permit Associate /view Search this view

Name	Destination	Date Issued	Departure date	Return Date	Created On
---	Ponca City, Okla...	9/30/2021	9/30/2021	10/2/2021	9/30/2021 10:08 AM



To enter a new travel permit, click "+New Travel Permit."

General

Destination	Relationship	Case Plan
---	---	---
Address	Phone#: (xxx) xxx-xxxx	Individual
---	() _-__	2100209079-Rock, Red
Date Issued	Departure date	Permit Issued by
---	---	---
Purpose of Trip	Trip companions	Return Date
---	---	---
Method of travel	Sending State	
---	---	
Special instructions		

Name: 2100209079-Rock, Red
Date of Birth: 12/12/2010
Address Type: ---



Remember to click Save or Save & Close before exiting. After saving, an additional button will become available at the top Titled Travel Permit. Select this button to generate a Word template for signature. When signed, scan and upload to the Documents Folder in the Case Plan Module.

Court Case Module

Court Cases Module Flow Chart	117
Court Cases General Tab	118-124
Assigned Officer History Tab	125
Court Hearing Tab	126-127
Obligations Tab	128-129
Case Victims Tab	130

Court Cases Module

General

Obligations

Court hearing

Case Victims

COURT CASES GENERAL TAB:

*Court cases are associated with Case Plans. To enter or edit information this must be done from the Case Plan Module.

The screenshot displays a software interface for a Case Plan. The main header shows the Case Plan ID 'CP-2100209117-Ren, Kyo', the Owner '25th Judicial District Juvenile Services', and the Case Plan Status 'Active'. Below the header, there are several tabs: 'General', 'Assessments', 'Goals & Action Steps', 'Risk Reduction Plan', and 'Services & Referrals'. The 'General' tab is selected, showing a table of information:

Supervision Type	* Kansas Case	New Expiration Date	---
Supervision County	* Saline	Initial Contact Date	* 9/15/2021
Supervising Manager	* Womack, David	Notification Date	* 9/15/2021
Items Covered	Public safety, Accountabilit...	Orientation Date	* 10/6/2021
Specify multi-sentence	---		

A dropdown menu is open on the right side of the interface, listing various options. A blue arrow points to the 'Court Cases' option in this menu. The 'Court Cases' option is highlighted with a blue background. The other options in the menu include: Permanency, Reporting Instructions, Case Plan Review, Case Plan Status history, CC Orientation checklist, Documents, Facility Detainers, Home Removal, and Juvenile Intake & Assessment.

✓
✓
✓

Select Court cases from the related tab in Case Plan Module.

COURT CASES GENERAL TAB CONTINUED:

***This is an Associated View of all court cases associated with the selected case plan.**



More than one court case may be associated with ONE case plan.

CP-2100209117-Ren, Kylo
Case Plan

25th Judicial District Juvenile Services
Owner

2100209117-Ren, Kylo
Individual

Active
Case Plan Status

Active Supervision
Status Reason

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals **Court Cases** ...

Show Chart + New Court Case Add Existing Court Case Refresh Flow Run Report Excel Templates

Case Associated View

Search this view

✓ Court Case# Supervision Location Admission Case Type Case Status Case Plan Created On

No data available.

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



To Enter a new court case, select "+ New Court Case."

No data available.

COURT CASES GENERAL TAB CONTINUED: Section 1 and 2

*There are 8 sections in the General Tab.



Completing the data fields in this tab in sequence is required. Once Supervision Location is selected (I.e., your judicial district) – Admission will unlock as will Assigned Officer. Once Admission (I.e., JISP) is selected a new section will appear for entry of Court Case #.

Sections 1 & 2

Intake

Admissions

Individuals

Intake

Court Cases

Case Plan

Connect

Chronos

General Assigned Officer History Court Hearing Obligations Case Status history Administration

Supervision Location *	28th Judicial District Juve...	Individual *	2100209182-Bear, Honey ...	Admission Type	Juvenile Intensive Supervised ...
Admission *	2100209182-Juvenile-Juve...	Case Plan	CP-2100209182-Bear, Hon...	Assigned Officer	Womack, David
Direct/Courtesy	Direct	Conviction Location	28th Judicial District Juvenil...	Case Status	Active
Status Begin Date *	10/7/2021	Status Reason	---		

Court Case Number

Court Case
County/City Code

SA

Enter two letter Kansas
County code here unless
case is from out of state
then enter ZZ.

Court Case Year *

2021

Court Case Type *

JV

Case Number *

001984

COURT CASES GENERAL TAB CONTINUED: Section 3 and 4

*There are 8 sections in the General Tab.

Section 3

Court Case#	* SA2021JV001984	County of Conviction	Saline	Sentence Date	* 10/6/2021
Case Type	Kansas Case	County of Conviction (other)	---	Sentencing Judge	Judge Judy
Departure	---			Controlling Sentence	---
Date Entered	10/7/2021				

Section 4

Probation Duration at Sentencing (Months)*	8	Probation Start Date*	10/6/2021	Projected completion Date	6/6/2022
Case Termination Reason	---	Case Termination Date	---	Probation Duration Including Extension(s)(Days)	---



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting.

**COURT CASES GENERAL TAB CONTINUED:
Section 5 and 6.**



Once the first 6 sections are completed, select SAVE. This will open sections 7 and 8.

Section 5

First Appearance
Date

7/5/2021



Arrest Date

6/25/2021



Adjudication Date

9/30/2021



Section 6

DNA Collected

Yes

DNA Collected Date

10/25/2021



COURT CASES GENERAL TAB CONTINUED: Section 7

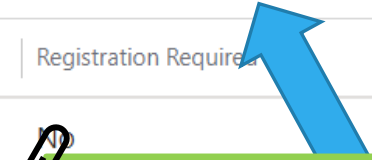
These tabs will appear after the first 6 sections have been saved. .

Section 7



Important Tip: The offense entered here is what the Individual is adjudicated on.

Offenses						+ New Offense	📄 Add Existing Offense	⋮
✓ Description ▾	Statute ↑ ▾	Crime Type ▾	Offense Date ▾	Registration Required	Counts ▾			
Prize fights and wrestling matches pr...	21-1801	Misdemeanor	6/28/2021		1			



Section 7 : Associated View of offenses. Process: to add new offense, click "+New Offense."

- Home
- Recent
- Pinned
- Intake
 - Admissions
 - Individuals
 - Intake
 - Court Cases
 - Case Plan
- Connect
 - Chronos

New Offense

2100209079-Rock, Red Intake

Save Save & Close + New Flow

General

Offense Date *	---	📅	Offense Type	---	Intake *	📄 2100209079-Rock, Red
Crime Type *	---		Person/ Non-Person	---	Severity Level or Class	---
Attempt Conspiracy Solicited *	---		Grid	---	Co-Defendant(s)	---
Statute	---		Firearm	---	Weapon	---
Counts *	---					
Primary	No					
Description *	---					



The Offense Date and Crime Type will determine the statutes available. (I.e., if Misdemeanor is selected you cannot choose Murder.) Statute field will become unlocked when the date and crime type is selected.

COURT CASES GENERAL TAB CONTINUED: Section 8
*These tabs will appear after the first 6 sections have been saved. .



Important tip: Extensions can be added for revocations or voluntary extensions of the case.

Section 8

Extension History

+ New Extension History Refresh Flow

Extend Extension Ordered On Date New Projected Completion Date Created On

No data available.

Section 8: Associated View of Extensions: to add new extension, click "+New Extension History."

Save Save & Close Flow

New Extension History

General

Case	* SU2021JV000007
Extension Ordered On Date	---
New Projected Completion Date	---
Extend	Yes

Probation Start Date	10/25/2021
Projected Probation Completion Date	4/25/2022

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

ASSIGNED OFFICER HISTORY:

*Associated View of the Assigned Officer (information generated from the General Tab).

Navigation menu: Pinned, Intake, Admissions, Individuals, Intake, Court Cases, Case Plan

General Assigned Officer History Court Hearing Obligations Violations Case Status history Administration Related

Refresh Flow Run Report

Assigned Officer	Location	Start Date	End Date	Termination Reason	Created On	Modified On
Womack, David	28th Judicial District Ju	10/7/2021	---	---	10/7/2021 1:09 PM	10/7/2021 1:09 PM

COURT HEARING:

*Data entry point for court hearings associated with the case.



Important Tip: If there was an original detention date, make sure you enter that information and then save.

2100209182-SA2021JV001984
Court hearing

SA2021 Case

General Related

Admission type*	Assigned Officer	Individual*
Juvenile Intensive Supervised Probation	Womack, David	2100209182-Bear, Honey Madison
Original detention date	County	Intake Location
---	---	28th Judicial District Juvenile Services



The information seen in this field should be auto-populated and once saved the hearing outcome box will become unlocked (see next slide).

COURT HEARING CONTINUED: New Hearing Outcome* All hearings entered will appear as an Associated View

Hearing Outcome					Add Hearing Outcome	Refresh	
<input checked="" type="checkbox"/>	Hearing Type ▾	Hearing Date ▾	Primary Outcome Reason ▾	Secondary Outcome Reason ▾	Created On ↓ ▾		
	Disposition/Sentencing Hearing	10/6/2021	---	---	10/7/2021 1:17 PM		

To create a new hearing, click
 "Add Hearing Outcome."

New Hearing Outcome box will
 appear, enter all court hearing
 information and click "Save &
 Close." Once saved and closed it
 will appear in the list of hearings.

New Hearing Outcome

Save Save & Close New

New Hearing Outcome

Hearing Outcome
2100209182-SA2021JV001984 ▾
Hearing

General Related

Hearing Type *	Disposition/Sentencing Hearing
Other Outcome Reason	---
Hearing Date	10/6/2021
Judge	Judge Judy S.
County/District Attorney	Betty White
Defense Attorney	Elmer Fudd
Comments	Sentenced to probation.

OBLIGATIONS:

***This is an Associated View of obligations entered on this case. Obligations are court-ordered requirements; I.e., Restitution, Community Service Hours, Court Costs, Fines.**

Navigation: Pinned, Intake, Admissions, Individuals, Intake, Court Cases, Case Plan

General Assigned Officer History Court Hearing **Obligations** Violations Case Status history Administration Related

+ New Obligations Refresh Flow

Obligation Type	Beginning Balance ...	Beginning Balance ...	Current balance (\$)	Current balance (H...	Last Payment Date	Obligation Co...	Created On
COURT COSTS	\$175.00	---	\$175.00	---	---	---	10/7/2021 1:27 PM

✓ - To add a new Obligation, click: "+New Obligations."

Save Save & Close + New Flow

New Obligations

2100209079-Rock, Red Individual CP-2100209079-Rock, Case Plan

General Administration

Obligation Type * ATTORNEY FEES	Obligation Imposed Date * 10/7/2021
Beginning Balance (\$) * \$75.00	Obligation Completed Date ---
Beginning Balance (Hours) ---	Last Payment Date ---
Balance before latest payment (\$) \$75.00	Balance before latest payment (Hours) ---
Latest payment (\$) \$0.00	Latest payment (Hours) ---
Current balance (\$) \$75.00	Current balance (Hours) ---

Joint and Several Restitution **No**

Case * **BU2021JV000102**

Individual * **2100209079-Rock, Red**

County of Conviction * ---

Admission Type **Juvenile Intensive Supervised Probation**

Description ---

Obligations can include Community Service Hours also.

OBLIGATIONS CONTINUED:

*Ability to enter and track when offender completes payments, or hours as required.

BU2021JV000102
Court Case

Schumacher, Teresa
Assigned Officer

2100209079-Rock, Red
Individual

Acceptance Status

Case Status

General Assigned Officer History Court Hearing **Obligations** Violations Case Status history Administration Related

Edit Share Email a Link Flow

✓ Obligation Type	Beginning Balance (\$)	Beginning Balance (Hours)	Current balance (\$)	Current balance (Hours)	Last Payment Date	Obligation Created D...	Created On
✓ ATTORNEY FEES	\$75.00	---	\$75.00	---	---	---	10/7/2021 1:35 PM

✓
✓
✓
✓

To edit the obligation (i.e., add payment or hours) highlight the obligation type and select Edit.

Home Recent Pinned Intake Admissions Individuals Intake Court Cases Case Plan Connect Chronos

New Obligation Payments

General

Payment in Hours * ---

Payment in Dollars * ---

Payment Date * ---

Description ---

Obligation 2100209079-10-07-2021

Beginning Balance (\$) \$75.00

Current balance (\$) \$75.00

Beginning Balance (Hours) ---

Current balance (Hours) ---

Remember to click Save & Close once completed to save your work and exit out from this tab.

Description could include where Community Service Hours are completed.

CASE VICTIMS:

*Associated View of victims related to the case, ability to add victims as well.

General Assigned Officer History Court Hearing Obligations Violations Case Status history Administration **Case Victims** Related

Show Chart + New Case Victims Refresh Flow Run Report Excel Templates Export Case Victims

Case Victims Associated View

Case Victim Type First Name Last Name Relation to Individual Created On

To add victims to the case, click "+ New Case Victims."

Home Recent Pinned Intake Admissions Individuals Intake Court Cases Case Plan

CL2021JV000003
Case Victims

General Related

Victim Type * Business Full Address 900 N Taylor St, El Dorado, Kansas 67042, United States

First Name Walmart Street 1 900 N Taylor St

Last Name --- Street 2 ---

Relation to Individual --- City Winfield

Phone#: (xxx) xxx-xxxx (628) 557-5454 State Kansas

Zip 67042

Statement ---

Victim Type can include business.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

Appendix & Processes

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CREATING A CHRONO:

* Entering chronological data for the individual.



Many of the tasks that are completed in Athena will create an auto chrono.

The screenshot shows the Athena system interface for an individual. The top navigation bar includes a back arrow, 'Save', 'Save & Close', 'Create Chronos', 'Templates', and 'Refresh'. The main content area displays the individual's information: '2100209079-Rock, Red' and 'Individual'. Below this, there are tabs for 'General', 'Case Plan', 'Demographics', 'Employment', 'Drug Tests', and 'Chronos'. The 'General' tab is active, showing a form with fields for Agency (Juvenile), Date of Birth, First Name (Red), City of Birth, Middle Name (---), State of Birth, and Last Name (Rock). A blue arrow points from the 'Create Chronos' button in the top navigation bar to the 'Chronos' tab.

To create a chrono, click "Create Chronos."

CREATING A CHRONO CONTINUED:

New Chronos

Save & Close

New Chronos

General

Contact Date * ---



Next appointment date ---



Type of Appointment ---

Appointment Duration ---



Next Appointment Location ---

Notes * ---

Type:SubType

Face to Face

- Community Visit
- Office Visit
- Virtual/Video
- Court w/ Juvenile
- Other
- Home Visit
- Placement

Collateral

- Court
- Other
- Service Provider
- Employer
- Parent/Family/Guard..
- Law Enforcement
- School

Administrative

- Case Staffing
- Missed Contact
- Verification
- Juvenile
- Note to File
- Violation
- Level Change
- Other

Visitation

- Did Not Occur
- Setup
- Negative Visit
- Visitation
- Positive Visit



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

CREATING A CHRONO CONTINUED:

* Group/Multi-chrono.



When entering a multi chrono, on the create chrono screen it will only list one name. However, the chrono will appear in all selected individuals' records.

Step 1, from the Associated View on the Individuals Module a user can click multiple records or use the drop-down carrot next to All Individuals near the top left of the screen to search for a specific group of individuals.

The screenshot shows the 'All Individuals' dropdown menu on the left, which is open to show various system views. A blue arrow points to the dropdown arrow next to 'All Individuals'. The main area displays a list of individuals with columns for Name, SSN Number, and Last Name. Several rows are highlighted in blue, and each has a checkmark in the left margin, indicating they are selected. A green callout box with a paperclip icon points to the 'Intake' section of the sidebar, containing instructions on how to create a multi-chrono.

	Name	SSN Number	Last Name
	2100146687-Phillips, D'Quane Tra	---	Phillips
	2000142118-BAILEY, JESSE LEE	341948104	BAILEY
	2100103564-Ramos, Anthony Ray	---	Ramos
✓	2100209182-Bear, Honey Madiso	---	Bear
✓	2100209079-Rock, Red	---	Rock
✓	2100209107-Tester, ICJ Bob	---	Tester
✓	2100209180-Mouse, Mickey The.	---	Mouse
✓	2100209177-Pickles, Oliver	---	Pickles
	2100061333-Smith, Hailey Renee.	513248575	Smith
	2100209175-Rok, Red	---	Rok

Check each client you want to enter a multi-chrono for and then click "Create Chrono" from the tool bar.

CREATING A MULTI- CHRONO CONTINUED

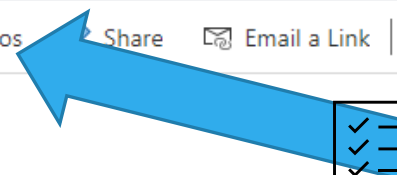
* Entering chronological data for multiple individuals

Step 2

← Show Chart Edit Create Chronos Share Email a Link Flow Run Report Export Selected Records Create view

All Individuals ▾

<input checked="" type="checkbox"/>	Name ▾	SSN Number ▾	Last Name ▾			Date of Birth ▾	Age ▾	Gender ▾
<input checked="" type="checkbox"/>	2100209107-Tester, ICJ Bob	---	Tester	ICJ	Bob	1/1/2008	13	Female
<input checked="" type="checkbox"/>	2100209199-Kaboom, Duke	319165556	Kaboom	Duke	---	6/14/2007	14	Male
<input type="checkbox"/>	2100209202-Parole, Test Case 1	123456789	Parole	Test Case 1	---	11/1/1985	35	Female
<input checked="" type="checkbox"/>	2100209201-Dog, Killer	444444444	Dog	Killer	---	12/2/2009	11	Male
<input type="checkbox"/>	2100209096-ZZTest, Jose	---	ZZTest	Jose	---	10/21/2000	20	Male
<input type="checkbox"/>	2000144122-JONES, TOBY LUCAS	514047263	JONES	TOBY	LUCAS	12/8/1990	30	Male
<input type="checkbox"/>	2100209191-Bailey, Jacob M	999999999	Bailey	Jacob	M	10/8/1969	52	Male
<input checked="" type="checkbox"/>	2100209079-Rock, Red	---	Rock	Red	---	12/12/2010	10	Male
<input type="checkbox"/>	2100209200-Defaults, Test	123587943	Defaults	Test	---	3/1/2000	21	Male
<input checked="" type="checkbox"/>	2100209117-Ren, Kylo	---	Ren	Kylo	---	12/22/2005	15	Male
<input type="checkbox"/>	2100206593-SMITH, DAMIAN	230332556	SMITH	DAMIAN	---	12/18/1984	36	Male



To create a chrono, click "+ Create Chronos."

CREATING A MULTI-CHRONO CONTINUED:

* Entering chronological data for multiple individuals.

Step 3

New Chronos

Save & Close

New Chronos

General

Contact Date *	---			
Next appointment date	---		Type of Appointment	---
Appointment Duration	---		Next Appointment Location	---
Notes *	---			

Type:SubType

- Face to Face**
 - Community Visit
 - Office Visit
 - Virtual/Video
 - Court w/ Juvenile
 - Other
- Collateral**
 - Court
 - Other
 - Service Provider
 - Employer
 - Parent/Family/Guard...
- Administrative**
 - Case Staffing
 - Missed Contact
 - Verification
 - Juvenile
 - Note to File
 - Violation
 - Level Change
 - Other
- Visitation**
 - Did Not Occur
 - Setup
 - Negative Visit
 - Visitation
 - Home Visit
 - Placement
 - Law Enforcement
 - School
 - Positive Visit

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

PRINTING CHRONOS:

* This describes the process of how to print chronological records from Athena.



From the Individual Module, click on the Chronos Tab, then in the Tool Bar click the 3 vertical dots.



← [List Icon] Save Save & Close Create Chronos Templates Refresh Check Access Share Email a Link ⋮

2 2100209079-Rock, Red Individual 2100209079 KDOC #

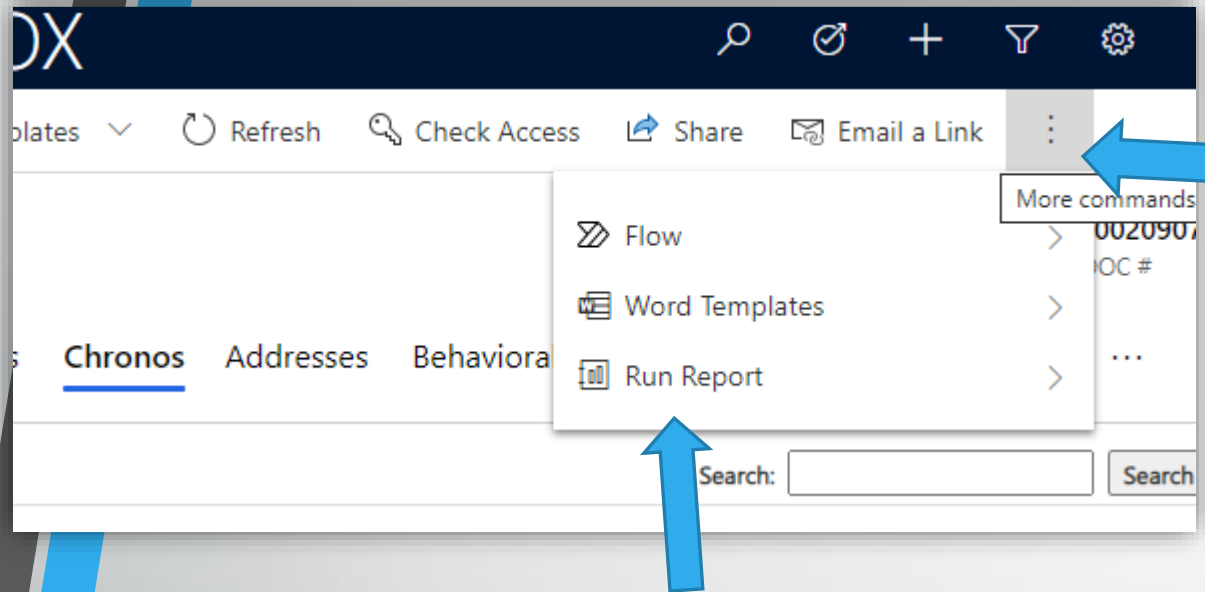
General Case Plan Demographics Employment Drug Tests **Chronos** Addresses Behavioral Health and Medical Registration ...

Search: Search

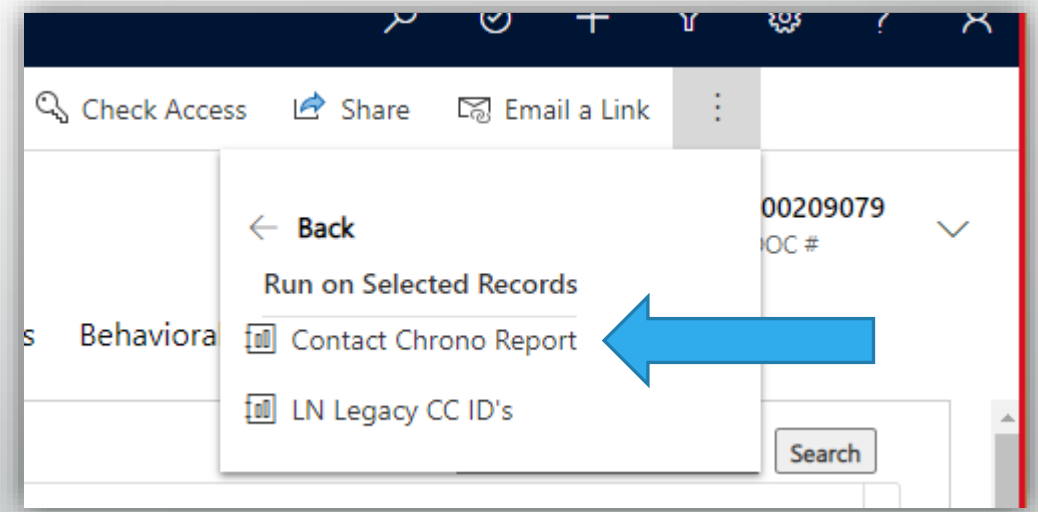
Contact Date	Type:SubType	Entered By	TOADS Entry By	Narrative
10/26/2021		Teresa Schumacher		Goals updated.
10/26/2021		Teresa Schumacher		Court case has been modified.
10/25/2021		Kelly Rodriguez		Court case has been modified.
10/25/2021		Teresa Schumacher		New Review Plan Created.

PRINTING CHRONOS CONTINUED:

* This describes the process of how to print chronological records from Athena.



Click the three dots from the Tool Bar. Then select Run Report. Click Contact Chrono Report.



PRINTING CHRONOS CONTINUED:

* This describes the process of how to print chronological records from Athena.



When the report is generated, a new screen will appear separate from Athena. This report can be edited before printing or saving.

File

Edit Filter

1 of 4 100% Find | Next

Contact Chrono Report

Filter Summary

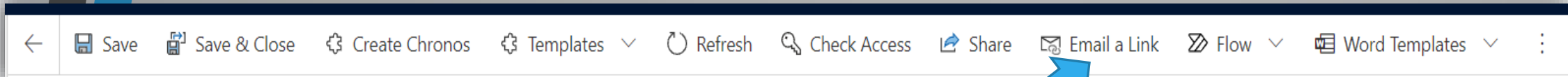
Contact Date	KDOC #	Last Name	First Name	Type:SubType	Narrative	Next appointment date	Next Appointment Location	Entered by User	TOADS Entry By
6/10/2021	2100209079	Rock	Red		A court hearing record has been added.			Schumacher, Teresa	
8/6/2021	2100209079	Rock	Red		Court case has been modified.			Schumacher, Teresa	
6/15/2021	2100209079	Rock	Red		Goals Created.			Butrick, Jeff	
6/10/2021	2100209079	Rock	Red		Court case has been modified.			Schumacher, Teresa	
7/8/2021	2100209079	Rock	Red		CasePlan is Updated.			Barnhart, Sarah	
7/8/2021	2100209079	Rock	Red		New Review Plan Created.			Schumacher, Teresa	
10/5/2021	2100209079	Rock	Red	Collateral:LawEnforcement	LEO CONTACT check			Schumacher, Teresa	
10/5/2021	2100209079	Rock	Red	FacetoFace:Other Collateral:LawEnforcement	LEO Contact			Schumacher, Teresa	
10/5/2021	2100209079	Rock	Red	FacetoFace:Other Administrative:CaseStaffing	Test			Schumacher, Teresa	
6/29/2021	2100209079	Rock	Red		Case - A new court case is Created.			Schumacher, Teresa	
7/1/2021	2100209079	Rock	Red		School Created.			Schumacher, Teresa	

EMAIL A LINK:

* This describes the process to send emails or links to Individual records in Athena.



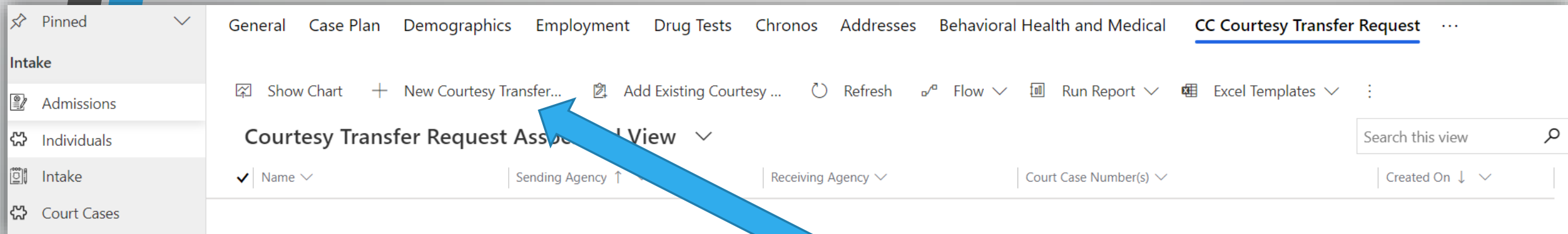
Include with your email a reason why you are sending the specific information.



Email a link is found on the Global Tool Bar. Use this when sending Travel permits, Interstate and Intrastate compacts, and other collaboration The person who is receiving the email MUST have access to Athena.

COURTESY TRANSFER PROCESS:

* To initiate the CC Courtesy Transfer Request, locate the form in the Individual Module then Related tab and click CC Courtesy Transfer Request. Once selected it will open a new 5-section screen. Once all the information is entered by the sending agency the sending officer will select "save and close," the transfer request will appear in the Pending Incoming Transfers dashboard for the receiving agency. NOTE: To close out the transfer, simply complete the CC Transfer back to the originating county.



The screenshot shows a software interface with a navigation menu on the left and a main content area. The navigation menu includes 'Pinned', 'Intake', 'Admissions', 'Individuals', 'Intake', and 'Court Cases'. The main content area has tabs for 'General', 'Case Plan', 'Demographics', 'Employment', 'Drug Tests', 'Chronos', 'Addresses', 'Behavioral Health and Medical', and 'CC Courtesy Transfer Request'. Below the tabs, there are buttons for 'Show Chart', '+ New Courtesy Transfer...', 'Add Existing Courtesy ...', 'Refresh', 'Flow', 'Run Report', and 'Excel Templates'. A search bar is visible on the right. Below the buttons, there is a table header with columns for 'Name', 'Sending Agency', 'Receiving Agency', 'Court Case Number(s)', and 'Created On'. A blue arrow points from a green callout box to the '+ New Courtesy Transfer...' button.

✓ —
✓ —
✓ —

Open the individual's record through the Individual Module, click "+New Courtesy Transfer..."



To close out the CC Transfer, simply complete the CC Transfer Process back to the originating county.

COURTESY TRANSFER PROCESS CONTINUED:

*Section 1 and 2

Section 1

Agency: Juvenile | Type of investigation: * Intrastate | Individual | 2100209079-Rock, Red

Sending Agency: * 30th Judicial District Com... | Type of Transfer: * Discretionary

Receiving Agency: * 28th Judicial District Juve...

Section 2

Last Name: Rock | First Name: Red | Race: White | Gender: Male | Date of Birth: 2/12/2010

Case Number	Direct/Courtesy	Supervision Location
No records to view		

Type of Investigation: ONLY select Intrastate, the others apply to Adult.

Receiving Agency: The agency that will assume supervision

Section 2

Name section should be auto-populated.

Case numbers should be listed, select the case number that will follow the transfer. If no case numbers are listed enter a Web Help desk ticket at: <https://webhelpdesk.doc.ks.gov>

COURTESY TRANSFER PROCESS CONTINUED: *Sending agency information

Section 3

Proposed Residence plan*

Proposed Employment plan*

Sending Agency Comments

Section 4

Documents Required by KDOC Standard Are
Uploaded?

Sending Agency Officer

Date Request Submitted



Remember to upload these required documents in the Documents Tab in the Individual Module.

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). The process will not be complete until approved by a supervisor.

COURTESY TRANSFER PROCESS CONTINUED:
***Receiving Agency to complete.**

Section 5

Request Status

Decision By

Decision Date

New Supervising Officer



Receiving Agency Comments



When this form is reviewed by the receiving agency and approved, that agency will complete the approval fields at the bottom of the form which are shown here. Upon approval, this will automatically update the Supervision Location and Assigned Officer fields on the applicable court cases and change the case from Direct to Courtesy.

To close out the CC Transfer, simply complete the CC Transfer Process back to the originating county.

CLOSING OUT A COURT CASE:

- ✓ - From the Individual Module, select the Case Plan tab.

2100209079-Rock, Red
Individual

2100209079
KDOC #

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration ...

Refresh Flow

✓ Name	Admission Type	Plan Be...	Plan End D...	Case Plan Status	Initial Cont...	New Expira...	Notificatio...	Orientation...
CP-2100209079-Rock, Red	Juvenile Intensive	8/6/2021	---	Active	8/6/2021	---	8/6/2021	8/6/2021
CP-2100209079-Rock, Red	Juvenile Intensive	6/2/2021	7/8/2021	Discharged	5/31/2021	---	6/1/2021	6/2/2021
CP-2100209079-Rock, Red	Juvenile Intensity	6/2/2021	---	Acti	5/31/2021	---	6/1/2021	6/1/2021

- ✓ - Find the Active Case Plan that you want to discharge, click the hyperlink under Name on the case you want to discharge.

CLOSING OUT A COURT CASE CONTINUED:



If more than one court case is attached to this case, the case plan will not show disposed/inactive until both court cases are closed.



Step 1. In the Case Plan Module, go to the related tab and select the Court Cases.

CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services
Owner

2100209079-Rock, Red
Individual

Discharged
Case Plan Status

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals

Audit History
Independent Living
Permanency
Reporting Instructions
Case Plan Review
Case Plan Status history
Orientation checklist
Court Cases
Documents
Facilities
Hours

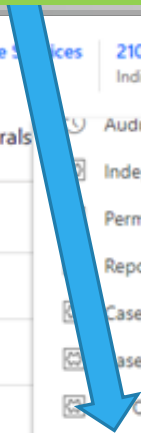
Supervision Type * Kansas Case New Expiration Date ---

Supervision County * Cowley Initial Contact Date * 5/31/2021

Supervising Manager * Teresa Schumacher Notification Date * 6/1/2021

Items Covered Public safety, Accou... Orientation Date * 6/2/2021

Specify multi-sentence ---



CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services
Owner

2100209079-Rock, Red
Individual

Discharged
Case Plan Status

Status Reason

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals **Court Cases**

Show Chart + New Court Case Add Existing Court Case Refresh Flow Run Report Excel Templates

Case Associated View

Search this view

✓ Court Case#	Supervision Location	Admission	Case Type	Case Status	Case Plan	Created On
CL2021JV000003	30th Judicial District Jur	2100209079-Juvenile-J	Kansas Case	---	CP-2100209079-Rock	6/29/2021
CL2021JV000567	30th Judicial District Jur	2100209079-Juvenile-J	Kansas Case	Inactive	CP-2100209079-Rock	6/2/2021



Step 2. Choose the court case that is to be closed/inactive/discharged.

CLOSING OUT A COURT CASE CONTINUED:

CL2021JV000003

Court Case

Step 3

Teresa Schumacher

Assigned Officer

Acceptance Status

2100209079-Rock, Red

Individual

Inactive

Case Status

General Assigned Officer History Court Hearing Obligations Violations Case Status history Administration Related

Date Entered 6/29/2021

Probation Duration at Sentencing (Months)*

24

Probation Start Date*

6/29/2021

Projected completion Date

6/29/2023

Case Termination Reason

Case Termination Date

The Case Termination Date will auto-populate after the case termination reason is selected

First Appearance

Arrest Date

Adjudication Date

Probation Duration at Sentencing (Months)*

24

Case Termination Reason

--Select--

--Select--

Discharged by Court

Expunged

Inactive Other

Complete

Discharged/Terminated

Discharged Age 23

Select the correct termination reason from the options in the drop-down menu.

Created On: 6/29/2021

10:42 AM

unsaved changes

CLOSING OUT A CASE PLAN:

* This describes the process to close out a case plan.



Close the case plan when ALL the Goals and Action Steps have been closed.

CP-2100209079-Rock, Red
Case Plan

30th Judicial District Juvenile Services | 2100209079-Rock, Red | Active | Active Supervision

Owner | Individual | Case Plan Status | Status Reason

General | Assessments | Goals & Action Steps | Risk Reduction Plan | Services & Referrals | Conditions & Violations | Chronos | Permanency | Program Participation Summary | Independent Living | ...

Supervision Type	* Kansas Case	New Expiration Date	---	Sentencing Court	* Butler County District Court
Supervision County	* Butler	Initial Contact Date	* 8/6/2021	Provided By	* Teresa Schumacher
Supervising Manager	* Shumacher, Teresa	Notification Date	* 8/6/2021	Agency	Juvenile
Items Covered	Services	2100209079-Rock, Red	Active	Active Supervision	
		Individual	Case Plan Status	Status Reason	
Program Participation Summary	Owner	* 30th Judicial District Juve...			
Sentencing Court	Individual	2100209079-Rock, Red			
Provided By	Case Plan Status	* Active			
Agency	Status Reason	Active Supervision			
JISP Order Date	Status Begin Date	* 10/20/2021			

Select the Active Supervision section to change the Status Reason. A box will appear for editing.

CLOSING OUT A CASE PLAN CONTINUED:

word templates Run Report

ct Juvenile Services 2100209079-Rock, Red Active Active Supervision
Individual Case Plan Status Status Reason

Program Participation Summ

Sentencing Court

Provided By

Agency

JISP Order Date

Owner * 30th Judicial District Juve...

Individual 2100209079-Rock, Red

Case Plan Status * Active

Status Reason

Status Begin Date * 10/20/2021

Active
Discharged
Inactive

✓ —
✓ —
✓ —

Choose the correct Case Plan Status, and reason. Be sure to change the Status Begin Date.

es 2100209079-Rock, Red Active Active Supervision
Individual Case Plan Status Status Reason

on Summ

Court

Case Plan Status * Active

Status Reason Active Supervi...

Status Begin Date * 10/20/2021

✓ —
✓ —
✓ —

When complete click off the box and information will be saved.

OVERRIDE REQUEST:

* This describes the process to initiate an override of the YLS/CMI indicated appropriate supervision level. This is also used to move a supervision level of a youth based on an incentive or sanction.



Open the Assessments Tab in the Case Plan module.

The screenshot shows the software interface for a Case Plan. The left sidebar contains navigation options: Home, Recent, Pinned, Intake (Admissions, Individuals, Intake, Court Cases, Case Plan), and Connect (Chronos). The main content area displays the Case Plan for 'CP-2100209079-Rock, Red'. The 'Assessments' tab is selected. A green callout box with a checklist icon points to the 'Override Request' section, which includes a '+ New Override Request' button and a table with columns for Assessment, Assessment Type, Override Decision, Override Add, Override Remove, Recommended Supervision, and Remove override Request.



Override Request is the third section on this page. Click "+New Override Request."



OVERRIDE REQUEST CONTINUED:

✓ The New Override Request Tab has three sections. The third section (shown on the next slide must be completed by a supervisor).

New Override Request CP-2100209079-Rock, Red
Case Plan

General

Assessment Score	Assessment Type
13	INITIAL
Current Scored Supervision Level	Location*
Moderate - Level 3	---

Override

Requested By	Override Request Date
---	10/26/2021
Override Category	

Recommended Supervision Level*	

Override Description	

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). The process will not be complete until approved by a supervisor.

OVERRIDE REQUEST CONTINUED: SUPERVISOR APPROVAL



This section must be completed by a supervisor. According to standard CSS 04-102.



Overrides are for overriding the YLS/CMI and for supervision level adjustment based upon incentives and sanctions.

Override Approval

Override Decision

Override Decision date



Override Decision By

Override Decision Comments



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

OBLIGATIONS & PAYMENTS:

* This describes the process to record progress towards obligations and payments required for supervision.

The screenshot shows the 'Obligations' tab for court case SA2021JV001984. The interface includes a sidebar with navigation options like Home, Recent, Pinned, Intake, Admissions, Individuals, Intake, Court Cases, and Case Plan. The main content area displays a table of obligations with columns for type, beginning balance, current balance, last payment date, and creation time. A '+ New Obligations' button is visible at the top right of the table.

Obligation Type	Beginning Balance	Current balance (\$)	Last Payment Date	Created On
COURT COSTS	\$175.00	\$175.00		10/7/2021 1:27 PM
COURT ORDERED COI	40.00	40.00		10/7/2021 1:36 PM

In the Court Case Module, click Obligations. This will bring up an Associated View of all the Obligations entered.

This close-up view highlights the '+ New Obligations' button with a blue arrow pointing to it. The button is located at the top of the obligations table.

To enter a new obligation, click "+New Obligations."

OBLIGATIONS & PAYMENTS CONTINUED: ENTERING A PAYMENT

Obligation Types include court/program fees, restitution ordered by the court, and community service hours.

New Obligations

2100209182-Bear, Honey Madison Individual | CP-2100209182-Bear, Honey Madison Case Plan

General Administration

Obligation Type *	---	Obligation Imposed Date *	---	Joint and Several Restitution	No
Beginning Balance (\$) *	---	Obligation Completed Date	---	Case *	SA2021JV001984
Beginning Balance (Hours) *	---	Last Payment Date	---	Individual *	2100209182-Bear, Ho...
				County of Conviction *	---
				Admission Type	Juvenile Intensive Su...

Balance before latest payment (\$)	---	Balance before latest payment (Hours)	---
Latest payment (\$)	---	Latest payment (Hours)	---
Current balance (\$)	---	Current balance (Hours)	---

Description

Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

OBLIGATIONS & PAYMENTS CONTINUED: ENTERING A PAYMENT OR HOURS SERVED

Navigation: Pinned, Intake, Admissions, Individuals, Intake, Court Cases, Case Plan

Menu: General, Assigned Officer History, Court Hearing, **Obligations**, Violations, Case Status history, Administration, Related

<input checked="" type="checkbox"/> Obligation Type	Beginning Balance (\$)	Beginning Balance (Hours)	Current balance (\$)	Current balance (Hours)	Last Payment Date	Obligation Completed D...	Created On
<input checked="" type="checkbox"/> COURT COSTS	\$175.00	---	\$175.00	---	---	---	10/7/2021 1:27 PM
<input type="checkbox"/> COURT OR... COMM. SEF	---	40.00	---	40.00	---	---	10/7/2021 1:36 PM

Actions: Edit, Share, Email a Link, Flow



To enter a payment (towards monetary obligations or hours) click the check next to the item you want to enter it for and then click edit.

Obligation Payments

+ New Obligation Paym...

<input checked="" type="checkbox"/> Payment Date	Payment in Hours	Payment in Dollars	Created On
No data available			



To enter a new obligation payment (either monetary or hours) click: "+New Obligation Paym..."



Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

General

Payment in Hours	---
Payment in Dollars	* \$25.00
Payment Date	* 10/26/2021
Description	Paid \$25.00 on

Obligation 2100209182-10-06-2021

Beginning Balance (\$)	\$175.00
Current balance (\$)	\$175.00
Beginning Balance (Hours)	---
Current balance (Hours)	---

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS:

***Where to document CBI (with or without a VLR)**

✓ —
✓ —
✓ —
✓ — To document any usage of a CBI tool, click "+ New Service/Referral"

Home Recent Pinned Intake Admissions Individuals Intake Court Cases Case Plan Connect

CP-2100209117-Ren, Kylo - Saved Case Plan

25th Judicial District Juvenile Services Owner 2100209117-Ren, Kylo Individual Active Case Plan Status Active Supervision Status Reason

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency

+ New Service/Referral Refresh

✓ Name ↑	Status	Admission Type	Referral Category	Referral Reason	Referral Type	Created On
2100209117-Community Service Work -11-09-2021..	Open (Pending)	Juvenile Intensive Su	Other	Response to N...	Community Service \	11/9/2021 12:12 PM
2100209117-Drug/Alcohol Assessment-09-29-2021..	Open (Pending)	Juvenile Intensive Su	Substance Abuse	Behavior Chang...	Drug/Alcohol Assess	10/6/2021 1:19 PM
2100209117-EPICS: Problem Solving-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: Problem Solv	11/9/2021 12:11 PM
2100209117-EPICS: RACE-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: RACE	11/9/2021 9:15 AM

This procedure is the recommended way of documenting CBI usage in conjunction with a VLR or on its own. This will be the process until the behavioral management system becomes available.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS: *Where to document CBI (with or without a VLR)

There are three sections under the General Tab

Section 1

Home

Recent

Pinned

ke

Admissions

Individuals

Intake

Court Cases

Case Plan

nect

Chronos

New Service/Referral

CP-2100209117-Ren, Kylo
Case plan

General

Service/Referral Reason *	---	Start Date	---	Individual *	2100209117-Ren, Kylo
Service/Referral Category *	---	Status	Open (Pending)	Admission Type *	Juvenile Intensive Supervised ...
Service/Referral Type	---	Termination Date	---	Location *	---
Service/Referral Date *	---	Termination Reason	---	Response	---
		Supervision Officer	---		
		Documents included (Parole)	---		

Start by selecting the Service/Referral Reason. For CBI select Behavior Change/CBT from the drop-down menu.

Service/Referral Reason *

Service/Referral Category *

Service/Referral Type

Service/Referral Date *

--Select--

Behavior Change/CBT

Condition of Supervision

Response to Non-Compliant Behavior

ISO/PO Directive

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS CONTINUED: *Where to document CBI (with or without a VLR)

Section 1 Continued

Home
Recent
Pinned
ke
Admissions
Individuals
Intake
Court Cases
Case Plan
nect
Chronos

New Service/Referral

CP-2100209117-Ren, Kylo
Case plan

General

Service/Referral Reason *	---	Start Date	---	Individual *	2100209117-Ren, Kylo
Service/Referral Category *	---	Status	Open (Pending)	Admission Type *	Juvenile Intensive Supervised ...
Service/Referral Type	---	Termination Date	---	Location *	---
Service/Referral Date *	---	Termination Reason	---	Response	---
		Supervision Officer	---		

The Service/Referral Category is based on the Service/Referral Reason. The Service/Referral Type is the type of CBI that was used. This will open Provider and Dosage Hour fields.

General

Service/Referral Reason *	Behavior Change/CBT
Service/Referral Category *	Cognitive Behavioral
Service/Referral Type *	EPICS: RACE
Service/Referral Date *	11/9/2021
Provider	---
Dosage Hours	30 minutes

The officer selects the Dosage Hours for the completed CBI.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS CONTINUED: *Where to document CBI (with or without a VLR)

Section 1 Continued

Home
Recent
Pinned
ke
Admissions
Individuals
Intake
Court Cases
Case Plan
nect
Chronos

New Service/Referral

CP-2100209117-Ren, Kylo
Case plan

General

Service/Referral Reason *	---	Start Date	---	Individual *	2100209117-Ren, Kylo
Service/Referral Category *	---	Status	Open (Pending)	Admission Type *	Juvenile Intensive Supervised ...
Service/Referral Type	---	Termination Date	---	Location *	---
Service/Referral Date *	---	Termination Reason	---	Respo	---
		Supervision Officer	---		

The Service/Referral Category is based on the Service/Referral Reason. The Service/Referral Type is the type of CBI that was implemented. This will open Provider and Dosage Hour fields.

General

Service/Referral Reason *	Behavior Change/CBT
Service/Referral Category *	Cognitive Behavioral
Service/Referral Type *	EPICS: RACE
Service/Referral Date *	11/9/2021
Provider	---
Dosage Hours	30 minutes

Ensure Location is entered.

The officer selects the Dosage Hours for the completed CBI.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS CONTINUED:

*Where to document CBI (with or without a VLR)

Section 2

Documents included

Feedback



In the Documents included field, indicate any forms that you uploaded using the Documents Tab in the Individual Module.



The Feedback field can be used for official feedback from providers such as mental health, or substance abuse providers.

Section 3

Comment Box



The Comment Box is for your own notes about the CBI interaction. Include the VLR # associated with this entry.



Remember to click Save or Save & Close before exiting.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS RESULTS:

***Where to document CBI (with or without a VLR)**

Home Recent Pinned

Intake
Admissions
Individuals
Intake
Court Cases
Case Plan

Connect
Chronos

CP-2100209117-Ren, Kylo - Saved
Case Plan

25th Judicial District Juvenile Services
Owner

2100209117-Ren, Kylo
Individual

Active
Case Plan Status

Active Supervision
Status Reason

General Assessments Goals & Action Steps Risk Reduction Plan **Services & Referrals** Conditions & Violations Chronos Permanency ...

✓ Name ↑ Status Admission Type Referral Category Referral Reason Referral Type Created On

2100209117-Community Service Work -11-09-2021..	Open (Pending)	Juvenile Intensive Su	Other	Response to N...	Community Service \	11/9/2021 12:12 PM
2100209117-Drug/Alcohol Assessment-09-29-2021..	Open (Pending)	Juvenile Intensive Su	Substance Abuse	Behavior Chang...	Drug/Alcohol Assess	10/6/2021 1:19 PM
2100209117-EPICS: Problem Solving-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: Problem Solv	11/9/2021 12:11 PM
✓ 2100209117-EPICS: RACE-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: RACE	11/10/2021 10:20 A...
2100209117-EPICS: RACE-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: RACE	11/9/2021 9:15 AM

Edit Share Email a Link

✓ —
✓ —
✓ —

From the Case Plan Module, Services & Referrals Tab – click on the entry you want to edit. The Edit option will appear above referral type. Select Edit.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS

RESULTS CONTINUED: *Where to document CBI (with or without a VLR)



If the tool is completed during the supervision meeting, the termination information can be completed at the time of entering the service/referral information.

Section 1

2100209117-EPICS: RACE-11-09-2021 - Unsaved

CP-2100209117-Ren, Kylo

Service/Referral

General Related

To close out/complete the referral – complete the Termination Date, the Termination Reason, and the Response.

Service/Referral Reason *	Behavior Change/CBT	Start Date	---	Individual	* 2100209117-Ren, Kylo
Service/Referral Category *	Cognitive Behavioral	Status	Closed	Admission Type	* Juvenile Intensive Supervised ...
Service/Referral Type *	EPICS: RACE	Termination Date	11/10/2021	Location	* 28th Judicial District Juvenile ...
Service/Referral Date *	11/9/2021	Termination Reason *	SUCCESSFUL	Response	ACC - Accepted
Provider	---	Supervision Officer	Womack, David		
Dosage Hours	30 minutes	Documents included (Parole)	---		

SERVICES/REFERRALS: DOCUMENTING THE RESPONSE GRID

✓ —
✓ —
✓ —

To document responses given from the grid you will begin by selecting "+New Service/Referral"

Home Recent Pinned Intake Admissions Individuals Intake Court Cases Case Plan Connect

CP-2100209117-Ren, Kylo - Saved

25th Judicial District Juvenile Services Owner

2100209117-Ren, Kylo Individual

Active Case Plan Status

Active Supervision Status Reason

General Assessments Goals & Action Steps Risk Reduction Plan **Services & Referrals** Conditions & Violations Chronology Permanency ...

+ New Service/Referral Refresh

✓ Name ↑ ↓	Status ↓	Admission Type ↓	Referral Category ↓	Referral Reason ↓	Referral Type ↓	Created On ↓
2100209117-Community Service Work -11-09-2021..	Open (Pending)	Juvenile Intensive Su	Other	Response to N...	Community Service \	11/9/2021 12:12 PM
2100209117-Drug/Alcohol Assessment-09-29-2021..	Open (Pending)	Juvenile Intensive Su	Substance Abuse	Behavior Chang...	Drug/Alcohol Assess	10/6/2021 1:19 PM
2100209117-EPICS: Problem Solving-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: Problem Solv	11/9/2021 12:11 PM
2100209117-EPICS: RACE-11-09-2021	Open (Pending)	Juvenile Intensive Su	Cognitive Behavioral	Behavior Chang...	EPICS: RACE	11/9/2021 9:15 AM

**SERVICES/REFERRALS:
DOCUMENTING THE RESPONSE GRID CONTINUED:
SELECTING THE SERVICE/REFERRAL INFORMATION**


Select "Response to Non-Compliant Behavior" for the Service/Referral Reason.

2100209079-Community Service Work -11-08-2021


Service/Referral

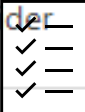
General Related

Service/Referral Reason * Response to Non-Compliant Behavior

Service/Referral Category *  Other

Service/Referral Type *  Community Service Work

Service/Referral Date * 11/8/2021 

Provider 

Under the Service/Referral Type, select the appropriate response given, if not listed, select "none" and type the response given into the comment box along with the associated VLR.

For the Service/Referral Category select: "Other."

Start Date ---

Termination Date ---

Termination Reason ---

Supervision Officer ---

Comments included (e) ---

SERVICES/REFERRALS: DOCUMENTING THE RESPONSE GRID CONTINUED: ENTERING INFORMATION INTO THE COMMENT BOX

Comment Box

In response to VLR #3. Red completed 2 apology letters and 3 hours community service.



Please remember to ensure you document the VLR number associated with the response. If "other" was selected as the category, make sure you document the specific response. You may also add time frames for the responses in this section, i.e. hours, days, amount to be completed.

INTERSTATE COMPACT (ICJ) - SUPERVISION: Complete Admission for the correct Subtype.



IMPORTANT NOTE, THIS SLIDE IS FOR ICJ SUPERVISION – NOT RUNAWAYS.

Quick Create: Admission

Adult/Juvenile * Juvenile

Location * 30th Judicial District Juvenile Servic...

Admission Type * Juvenile Intensive Supervised Pro...

Admission Sub Type * Look for Admission Sub Type

Intake Types

Date of Ad Interstate Compact
Juvenile Intensive Supervised Probation

Is Existing Kansas Case
Juvenile Intensive Supervised Probation

Individual [+ New Intake Type](#) [Advanced lookup](#)



For Compact-In select Interstate Compact.



For Compact-Out cases select Kansas Case and proceed to notify ICJ by emailing KansasICJ@doc.ks.gov



For Interstate Compact for Juveniles (ICJ) information refer to CSS 04-113.

Contact Information:
KansasICJ@doc.ks.gov

Kansas Interstate Compact for Juveniles –
Kansas Department of Corrections,
714 SW Jackson Street, Suite 300,
Topeka, KS 66603.

Phone: 785-296-3317
Fax: 785-296-1412



Select the correct status reason on the Court Case General tab; **active** for Compact-In and **compact out** for Compact-Out cases.

NEW EXTENSION HISTORY: CHANGING THE DATE OF EXPIRATION (EDC, EXTENSION)



From the Court Case Module, General Tab scroll to the bottom and find the Extension History section which is the eighth and last section on the tab. Click "+New Extension History."

Extension History				+ New Extension History	Refresh	Flow	⋮
Extend	Extension Ordered On Date	New Projected Completion Date	Created On				
Yes	11/19/2021	5/10/2022	11/22/2021 7:25 AM				



NOTE: The "+New Extension History" option will not be available if the individual is not assigned to your location.

Save Save & Close Flow

New Extension History - Unsaved

General

Case * SU2021JV000007

Extension Ordered On Date ---

New Projected Completion Date * ---

Extend Yes

Probation Start Date 10/

Projected Probation Completion Date 5/1

Probation Duration Including Extension(s) (Days) 19

Save Save & Close Refresh Check Access Share Email a Link Flow Word

Ext-SU2021JV000007 - Saved

Extension History

General Related

Case * SU2021JV000007

Extension Ordered On Date 11/19/2021

New Projected Completion Date * 5/10/2022

Extend Yes

CASE PLAN REVIEW:

Home Recent Pinned Intake Admissions Individuals Intake Court Cases Case Plan

CP-2100209079-Rock, Red - Saved
Case Plan
30th Judicial District Juvenile Services
2100209079-Rock, Red
Active
Active Supervision

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Case Plan Review

Show Chart + New Case Plan Review Refresh Flow Run Report Excel Templates Export Case Plan Review

Case Plan Review Associated View

Name	Created On
08-06-2021-09-30-2021	10/20/2021 2:2
08-06-2021-10-19-2021	10/19/2021 10:

1. To complete a Case Plan Review (required at a minimum every six months) ensure you are first in the Case Plan Module – Case Plan Review Tab.

2. To enter the Case Plan Review click "+ New Case Plan Review"

New Case Plan Review - Unsaved
CP-2100209079-Rock, Red Case Plan

General Participation Visitation

Review Date 11/18/2021 Individual 2100209079-Rock, Red

3. In the General Tab enter the date of the review.

CASE PLAN REVIEW CONTINUED:

General Participation Visitation

Visitation is not currently available for any data entry.

Youth Participated Yes

Copy of Case Plan Received by

Parent or Guardian, Youth, All Participants

Case managed attended Yes



4. Complete the information under the Participation Tab. Remember that Third Party is only required for youth in custody. If not in custody, enter N/A.

Third Party * N/A

Show Chart + New Case Plan Review Refresh Flow Run Report Excel Templates

Case Plan Review Associated View

Name ↑	Created On
08-06-2021-09-30-2021	10/20/2021 2:27 PM
08-06-2021-10-19-2021	10/19/2021 10:51 AM
08-06-2021-10-25-2021	10/25/2021 10:37 AM
08-06-2021-10-27-2021	10/27/2021 1:47 PM
08-06-2021-11-18-2021	11/18/2021 1:11 PM

This is an Associated View of the dates of your completed Case Plan reviews with the most recent at the bottom.

CASE PLAN REVIEW CONTINUED: Adding the date to the General tab in the Active Goal.

Goal-10-19-2021 - Unsaved

Goals

General Administration Related

Domain Type* Supervision Locat

Peer Relations 30th Judicial

Review Administration type

Look for Review Juvenile Inte

Case Plan Review

08-06-2021-09-30-2021	10/20/2021 2:27 PM	▼
08-06-2021-10-19-2021	10/19/2021 10:51 AM	▼
08-06-2021-10-25-2021	10/25/2021 10:37 AM	▼
08-06-2021-10-27-2021	10/27/2021 1:47 PM	▼

+ New Case Plan Review Advanced lookup

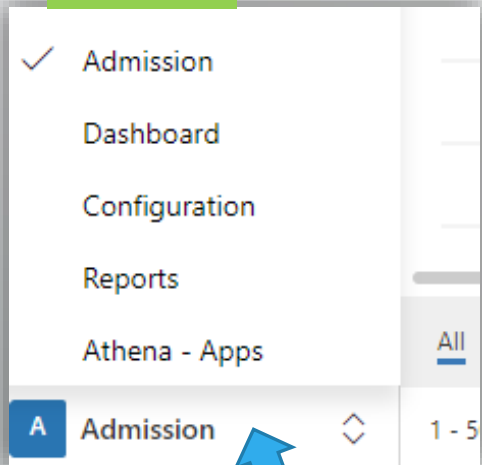
Action steps

5. From the General Tab select the Spy glass on the Review Field. Select from the list the most current Review completed.

To ensure Federal Supervision guidelines are met, please make sure you save before exiting to ensure all of your information is recorded.

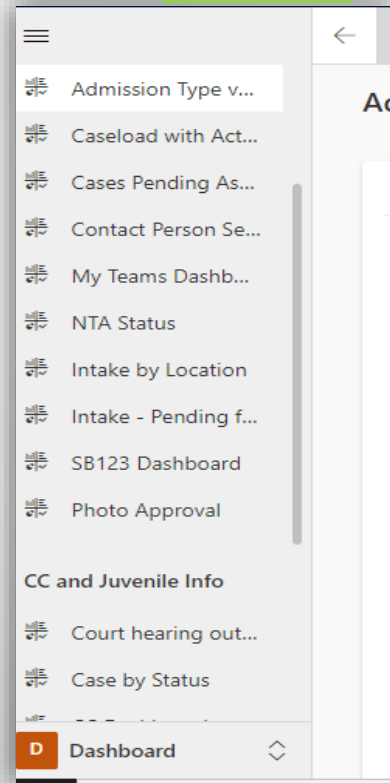
PHOTOS: To add a new photo. This is a 5-step process.

Step 1:



Go to the Dashboard at the bottom of the Site Map.

Step 2:



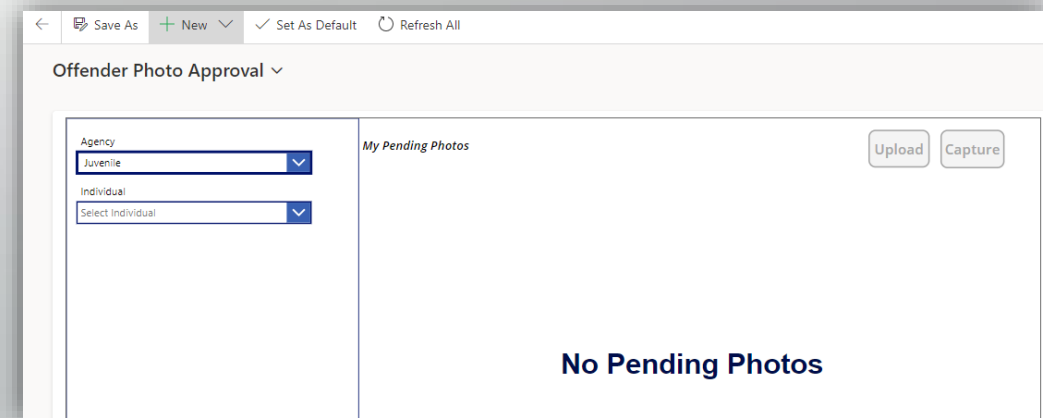
ALL uploaded photos will be approved by KDOC before added to Athena.



Criteria for uploading

1. Client should hold placard with name, CC#, and date the picture is being taken with a forward-facing picture of the client. No SSN# or birthdate should be visible.
2. Use a plain background and ensure the client has no hat or sunglasses on in a well-lit area.

Once the Photo Approval is selected from the list The Offender Photo Approval box will open.



PHOTOS CONTINUED: Adding a photo

Step 3:

Offender Photo Approval

Agency
Juvenile

Individual
Select Individual

My Pending Photos

Upload Capture

No Pending Photos

Once in the Offender Photo Approval, select "Juvenile" under Agency.

Step 4:

Offender Photo Approval

Agency
Juvenile

Individual
2100074916-UNKNOWN, "J J"

Name: UNKNOWN, "J J"

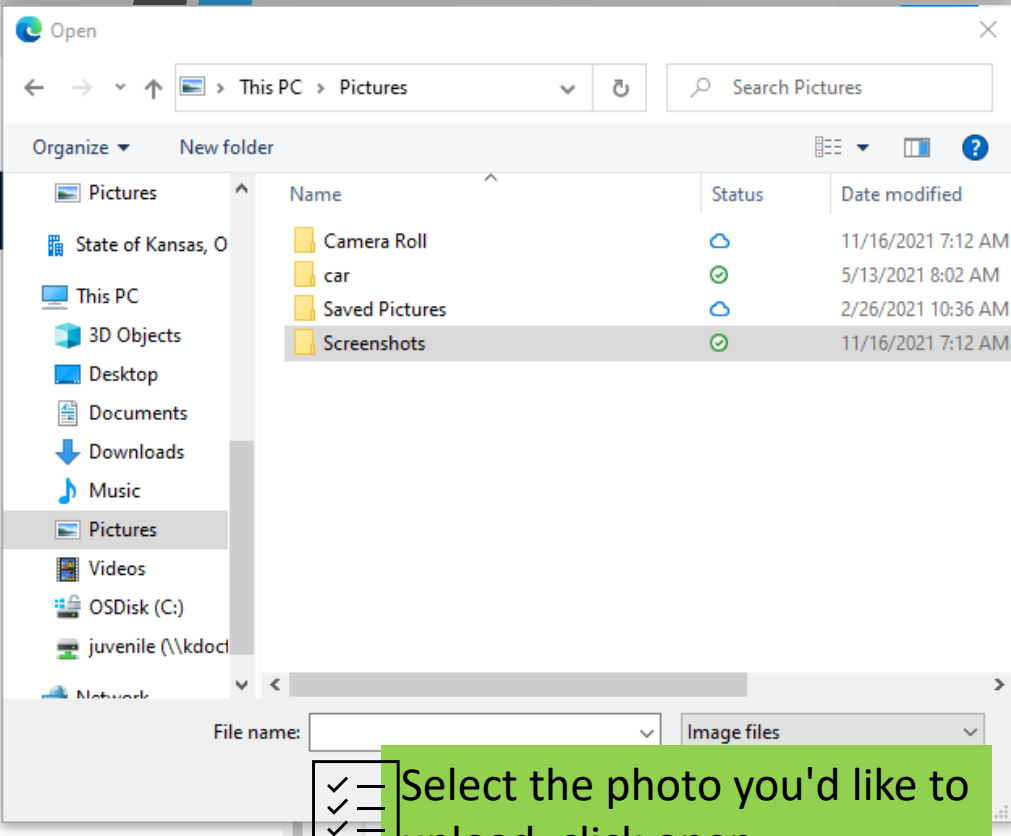
DOB: 11-30-2001

SSN:

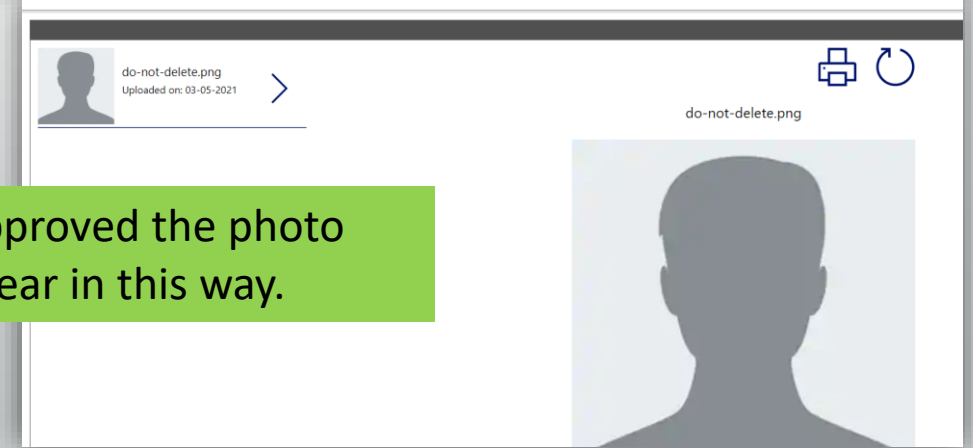
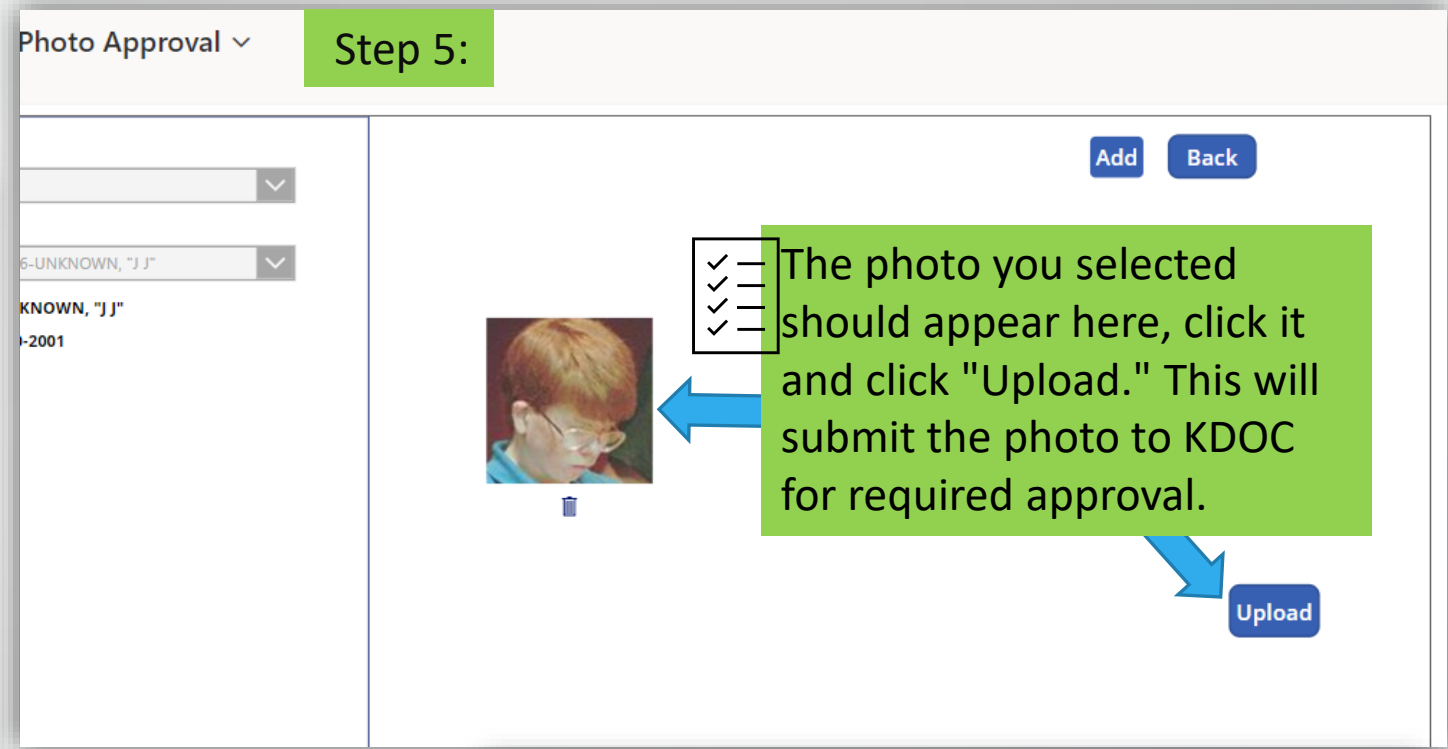
Add Back

Search and select the name of the individual.

PHOTOS CONTINUED: To add a new photo. Step 5



Select the photo you'd like to upload, click open.



Once approved the photo will appear in this way.

CHANGING LEVELS: PROCESS FOR CHANGING AN INDIVIDUAL'S SUPERVISION TYPE

To switch a supervision type from JISP to custody, facility or conditional release, create a new admission with the appropriate sub-type.



This is a three-step process.
Creating a new admission, closing out the current level of supervision and moving/adding the court case.

Quick Create: Admission Step 1.

Adult/Juvenile * Juvenile

Location * 30th Judicial District Juvenile Servic...

Admission Type * Look for Admission Type

Admission Type

Custody	4/5/2021 4:46 AM	▼
Intake and Assessment	4/5/2021 4:46 AM	▼
Juvenile Facility	4/5/2021 4:46 AM	▼
Juvenile Intensive Supervised Probation	4/5/2021 4:46 AM	▼

Advanced lookup



To start a new supervision type, create a new admission – ensure the Admission Type is the new type of supervision, i.e., JISP, Custody, Juvenile Facility. Choose the correct Admission Sub-Type that goes with the new admission.

The date the client is admitted to the new supervision type is the date that should be entered in the Date of Admission.

CHANGING LEVELS CONTINUED: CHANGING A CASE PLAN STATUS (ACTIVE/INACTIVE/DISCHARGED)

Step 2.

CP-2100209079-Rock, Red - Saved

30th Judicial District Juvenile Services | 2100209079-Rock, Red | Active | Active Supervision

Case Plan

General | Assessments | Goals & Action Steps | Risk Reduction Plan | Services & Referrals | Conditions & Violations | Chronos | Permanency | Program Participation Summary | Independent Living

Supervision Type * Kansas Case | New Expiration Date --- | Sentencing Court * Butler County District Court

2100209079-Rock, Red | Active | Active Supervision

Individual | Case Plan Status | Status Reason

Owner * 30th Judicial District Juve...

Individual 2100209079-Rock, Red

Case Plan Status * Active

Status Reason Active Supervision

Status Begin Date * 10/20/2021

2100209079-Rock, Red | Active | Active Supervision

Individual | Case Plan Status | Status Reason

Owner * 30th Judicial District Juve...

Individual 2100209079-Rock, Red

Case Plan Status * Active

Status Reason

Status Begin Date * 10/20/2021

#1

#2.

#3

To change an admission from Active to Discharged in the General Tab in the Case Plan Module click Active Supervision(#1) and make the appropriate adjustment.(#2,#3)

CHANGING LEVELS: CONNECTING EXISTING COURT CASE TO ADMISSION

UNDER CONSTRUCTION

Step 3

CP-2100209079-Rock, Red - Saved

30th Judicial District Juvenile Services | 2100209079-Rock, Red | Active Case Plan

Owner | Individual

General Assessments Goals & Action Steps Risk Reduction Plan Services & Referrals Conditions & Violations Chronos Permanency Program Participation Summary **Court Cases** ...

Show Chart + New Court Case Add Existing Court Case Refresh Flow Run Report Excel Templates Export Court Cases

Case Associated View

Court Case#	Supervision Location	Admission	Case Type	Case Status	Case Plan
-------------	----------------------	-----------	-----------	-------------	-----------

Currently the process of connecting a current court case to an Admission for a new level of supervision is not functional. To connect an existing court case, complete a Web Help Desk Ticket. In the Web Help Desk ticket please ensure you include the Individual Name, Athena Number, the existing court case number that you wish to attach and the current case plan admission type.

PRINTING JUVENILE INTAKE AND ASSESSMENT REPORT:



From the KDOC portal select the tab Athena Reports JIAS. The Juvenile Intake and Assessment Report hyperlink (in blue) will appear. Click the Hyperlink.

applicationportal.doc.ks.gov/applicationPortal/



Kansas Department of Corrections

To completely logout of all applications you must close all browser windows.

Application Portal

- Accounting
- Athena Reports CC
- Athena Reports JIAS
- Landscape Intake and Assessment Report (Last 3 Months)
- Landscape Intake and Assessment Report (Last 3-12 Months)
- Portrait Intake and Assessment Report (Last 3 Months)
- Portrait Intake and Assessment Report (Last 3-12 Months)
- Athena Reports Parole
- Case Management
- DOC Operations
- Human Resources



The Hyperlink will open this box, enter the information of the Intake Report that you wish to print and click "OK" at the bottom

Enter Values

Enter Athena Number : Athena Number

Enter Last Name: Last Name

Enter First Name: First Name

Enter Date of Intake: Date of Intake

Please enter Date in format "mm/dd/yyyy".

Enter Intake Judicial District: Intake Judicial District

Enter a Value:

OK

PRINTING JUVENILE INTAKE AND ASSESMENT REPORT CONTINUED:

Enter Values

Enter Athena Number : Athena Number
2100209079

Enter Last Name: Last Name
Rock

Enter First Name: First Name
Red

Enter Date of Intake
Please Enter Date of Intake
07/01/2011

Enter Intake Judicial District: Intake Judicial District
30th Judicial District Juvenile Services

Enter a Value:
30th Judicial District Juvenile Services

OK

✓ — Once information is uploaded
✓ — the Intake Report will appear.

CLOSING OUT A JUVENILE PLACEMENT: Located in the Case Plan Related Tab- Juvenile Placements.

2100209079-Rock, Red-12-06-2021 - Saved

Placement

2100209079-Rock, Red
Individual

General Discharge Placement Related



Step 1: Complete Discharge Placement Tab.

Discharge Placement

Reason for Foster Care Discharge

Discharge Reason

Yes

NA - Not Applicable

Date

Discharged from Foster Care

12/23/2021



No

Transaction Date

Court Deemed Failed Placement

12/23/2021



No

Placement

Individual

General Discharge Placement Related

Placement Type*

Home

Proximity of the juvenile offender's*

COM - Community

Case Plan

CP-2100209079-Rock, Red

Foster Care Placement*

THV - Trial Home Visit

Placement necessitated a change in school*

Y - Yes

Provider

Start Date*

12/6/2021



Placement least restrictive setting available*

Y - Yes

Approving Supervisor

Schumacher, Teresa

Projected Placement End Date*

7/16/2022



Direct Commit to Juvenile Correctional Facility

No

Approved Date

12/6/2021

Status

Approved

--Select--

Draft

Approved

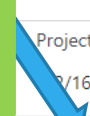
Disapproved/Inactive

none

Placement with Relative Considered*

Y - Yes

Step 2: Return to the General tab and change the status to Disapproved/Inactive.



CONTACT LETTER:



Step 1: In the record, click Contact Letter.

2100209079-Rock, Red - Saved
Individual
KDOC # 2100209079

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos ...

Agency	Juvenile	Date of Birth	12/12/2010	Age	10
First Name	Red	City of Birth	Winfield	Intake and Assessment	Yes

New Contact Letter

Save Save & Close + New Flow

New Contact Letter

General

Template Type

--Select--

--Select--

Contact your supervision officer on or before Date1
Due to scheduling conflicts, your appointment on date1 has been rescheduled for date2. Contact me at least 24 hours in advance if you need to reschedule.
You have failed to report as directed on date1. You are directed to report on date2.
You have failed to report as directed on date1. You are directed to report on date2. Failure to report as directed may result in a warrant for your arrest.

Comments



Step 2: In the new window that will open, select the appropriate text from the drop-down menu for Template Type.

CONTACT LETTER:

✓ -
✓ -
✓ -
Step 1: In the record, click Contact Letter.

2100209079-Rock, Red - Saved
Individual
KDOC # 2100209079

General Case Plan Demographics Employment Drug Tests Chronos Addresses Behavioral Health and Medical Registration Assessments Photos ...

Agency	Juvenile	Date of Birth	12/12/2010	Age	10
First Name	Red	City of Birth	Winfield	Intake and Assessment	Yes

New Contact Letter

Save Save & Close + New Flow

New Contact Letter

General

Template Type: --Select--

Content: [Text area with pre-filled content]

Comments: [Text area]

✓ -
✓ -
✓ -
Step 2: In the new window that will open, select the appropriate text from the drop-down menu for Template Type.

CONTACT LETTER:

New Contact Letter

Save Save & Close + New Flow

New Contact Letter

General

Template Type --Select--

Content

Comments

- ✓
- ✓
- ✓

Additional Steps: Additional fields will display, labeled Date 1 and/or Date 2, depending on Template Type chosen. Complete these fields. The Content Field is locked and will auto-populate based on the Template Type that is chosen. Add any additional relevant comments. Select save. After saving, an additional button will become available at the top of the same page. Download the document as a Word document that

2100209096-ZZTest, Jose

Save Save & Close Contact Letter Template + New Deactivate Refresh Check Access Share Email a Link Flow Word Templates Run Report

2100209096-ZZTest, Jose - Saved

Contact Letter

General Related

Template Type Due to scheduling conflicts, your appointment on date1 has been rescheduled for date2. Contact me at least 24 hours in advance if you need to reschedule.

Date 1 5/20/2022 8:00 AM Date 2 5/27/2022 8:00 AM

Content Due to scheduling conflicts, your appointment on 5/20/2022 at 8:00 AM has been rescheduled for 5/27/2022 at 8:00 AM. Please contact me at least 24 hours in advance if you need to reschedule.

Comments Test comments.

CONTACT LETTER:

2100209096-ZZTest, Jose

Save Save & Close Contact Letter Template + New Deactivate Refresh Check Access Share Email a Link Flow Word Templates Run Report

2100209096-ZZTest, Jose - Saved
Contact Letter

General Related

TemplateType Due to scheduling conflicts, your appointment on date1 has been rescheduled for date2. Contact me at least 24 hours in advance if you need to reschedule.

Date 1: * 5/20/2022 8:00 AM Date 2: * 5/27/2022 8:00 AM

Content Due to scheduling conflicts, your appointment on 5/20/2022 at 8:00 AM has been rescheduled for 5/27/2022 at 8:00 AM. Please contact me at least 24 hours in advance if you need to reschedule.

Comments Test comments.

- ✓ — Remember: When signed, scan and upload to the Documents Folder for the individual. Once
- ✓ — saved, all screen versions of the contact letter forms will be available to view later. To view
- ✓ — them, select the Related Tab from the Individual Module and choose contact letters.

Individual Module

General Tab	General information, most will auto-populate, where to find active admissions and assigned officer history (current).
Demographics Tab	Demographic Information.
Employment Tab	Employment Information.
Drug Tests Tab	Drug/Alcohol Test Results.
Addresses Tab	Client addresses (past and present).
Behavioral Health and Medical Tab	BH information, medical information, benefits, health insurance, identified/anticipated needs, referrals & releases, substance abuse history, treatment history, physician information in related.
Registration Tab	If client is required to register.
Assessments Tab	View history of assessments only, assessments are entered in the CASE PLAN record.

Individual Module

Photos Tab	View of photos.
Family Tab	Drug testing here, victim of abuse, siblings' substance use and mental health.
Calendar Tab	Place to schedule appointments with the client.
Education Tab	Education information for the client.

Individual Module - Related Tab (this may vary depending on the size of the computer screen that you are using.)

Audit History Tab	A place to see changes to the file.
CC Courtesy Transfer Request Tab	Fill this out to transfer a client to another district.
Contact Persons Tab	Put any people associated with the client that you want to have information on, i.e., parents, relatives, friends.
Court Cases Tab	This will give you an overview of all the cases that have been associated with this individual. Do not enter information here.
Critical Incident Reporting Tab	This is where you will add any CI that occur with the individual.

Individual Module - Related Tab

Documents Tab	Add new documents here or view documents that have been uploaded to the file.
Individual ID's Tab	Enter ID's here for the client, i.e., SSN, Driver's License, state ID, KBI, FBI.
Placements Tab	This is an overview of placements. Placement information is entered in the Case Plan Record.
Scars, Marks & Tattoos Tab	Enter any identifying marks for the client here.
STG Membership Tab	Enter any gang membership here, but ONLY if it has been documented.
Travel Permit Tab	Complete this section for travel permission.

Case Plan Module

General Tab	Supervision information (if not auto-populated must be filled out manually), running totals for obligations for all cases, assessment score and supervision level, supervision level histories.
Assessments Tab	Enter current assessments here and overrides.

Case Plan Module

Goals & Action Steps Tab	This is the CASE PLAN/SUPERVISION PLAN, enter the domain, start date, problem behavior, goal, strengths, responsivity and action steps for the goal. This is also where you will go to enter the dates the action steps and goals are completed.
Risk Reduction Plan Tab	This is the tab that will allow you to pull up the goals and action steps in a word document to print it.
Services & Referrals Tab	Enter any services that the client is receiving and any referrals that are made for the client. This includes start and end dates and type of completion.
Conditions & Violations Tab	At this time this is used by ADULTS ONLY.
Chronos Tab	
Permanency Tab	If the youth has a permanency goal, you enter it here.
Program Participation Summary Tab	At this time this is used by ADULTS ONLY.
Independent Living Tab	IF the youth is in DOC custody and over the age of 14, this will need to be filled out.

Case Plan Module Related Tab

Case Plan Review Tab	Enter the dates that reviews were completed on case plans (goals and action steps, you will also need to link this date in the REVIEW field in the goals.
CC Orientation Checklist Tab	Completed at the time of orientation with the youth. Check everything completed at orientation and print the word document for the parent, supervision officer and the client to sign.
Court Cases Tab	This is where you will enter any new court cases, and complete court case information including extensions, offenses and terminations.
Home Removal Tab	If the youth is removed from their home by the court and placed in KDOC custody this tab has to be filled out.
Juvenile Placements Tab	If the youth is removed from their home by the court and placed in KDOC custody, this tab needs to include where they are placed. This is also where the supervision will approve the placement. Discharge of placement is also in this tab. This includes placement at the JCF.

Court Case Module

General Tab	General information about the court case goes here; supervision location, assigned officer, case status, court case number, probation start date, projected end date, first appearance, arrest and adjudication dates. Offense goes in this tab. Extensions goes in this tab. DNA collection goes in this tab. Termination information goes in this tab.
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Court Case Module

Assigned Officer History Tab	List of officers previously assigned to the individual.
Court Hearing Tab	Enter any hearing associated with the court case, I.e., review hearings, revocation hearings.
Obligations Tab	Enter any obligations for the court case here. Each obligation will have to be added separately and not in one lump sum.
Case Status History Tab	List history of the case status for this court case.

Court Case Module Related Tab

Case Victims Tab	Enter any victims on the court case in this tab.
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