July 2022
Version 3.0

Athena Training Manual - Juvenile

Created by:
Juvenile Public Service Executive I: Kelly Rodriguez (Region 1)
Juvenile Program Consultant II: David Womack (Region 2)
Juvenile Program Consultant II: Laura Parker (Region 3)
Juvenile Program Consultant II: Teressa Schumacher (Region 4)

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.

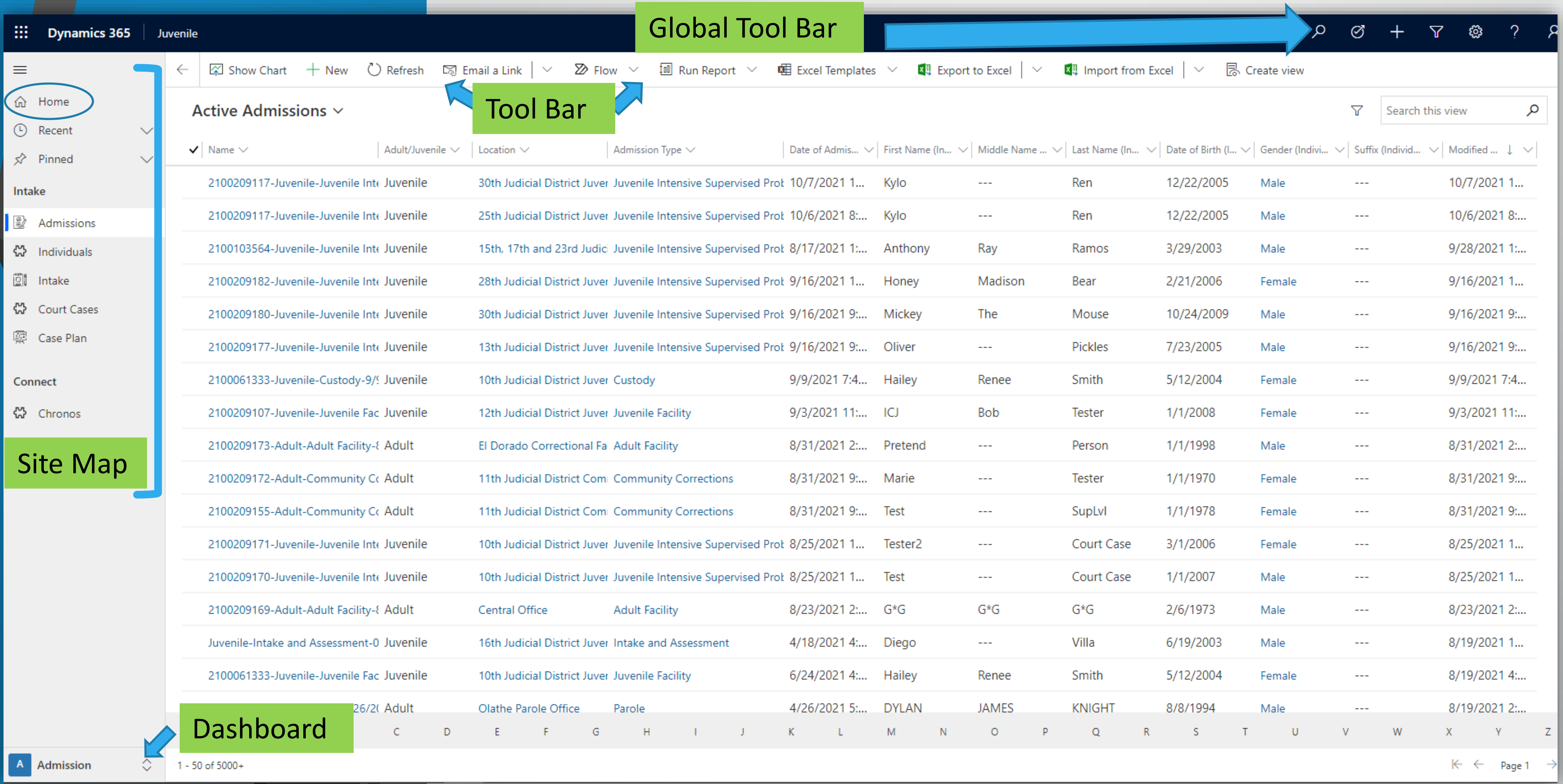
Table of Contents

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.



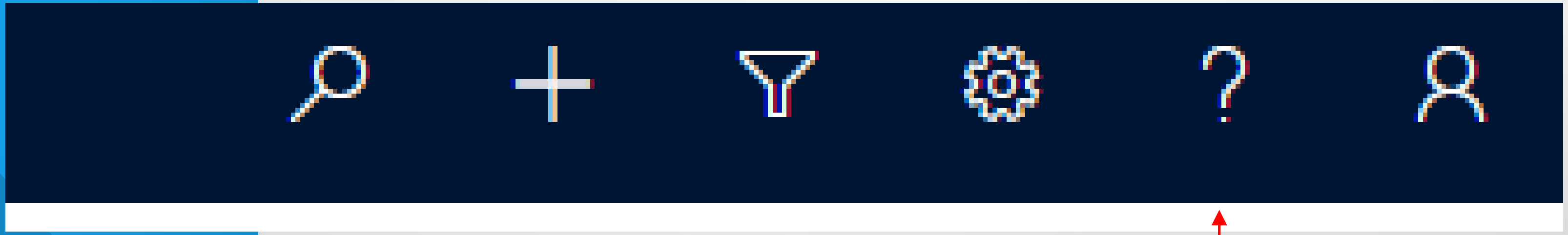
GLOBAL TOOL BAR.
Stays the same no matter the module you are in.

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.

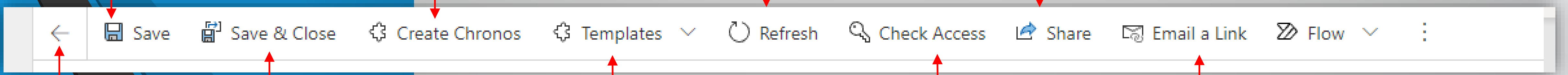
TOOL BAR (INDIVIDUAL MODULE):
This tool bar changes depending on what Module you are working in.
Some items on this tool bar remain the same. Examples of the other Tool Bars that will be found and examples of how to use are located in the Appendix.

*Save: Save current information without closing.

Create Chronos: enter chronological information.

Refresh: Updates page

Share: Share individual record with individuals or teams.



*Back Button

Email a Link: Send records in an email

Check Access: Check access level and permissions.

Templates: List of forms

*Save & Close: Saves work and exits out.

* = 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

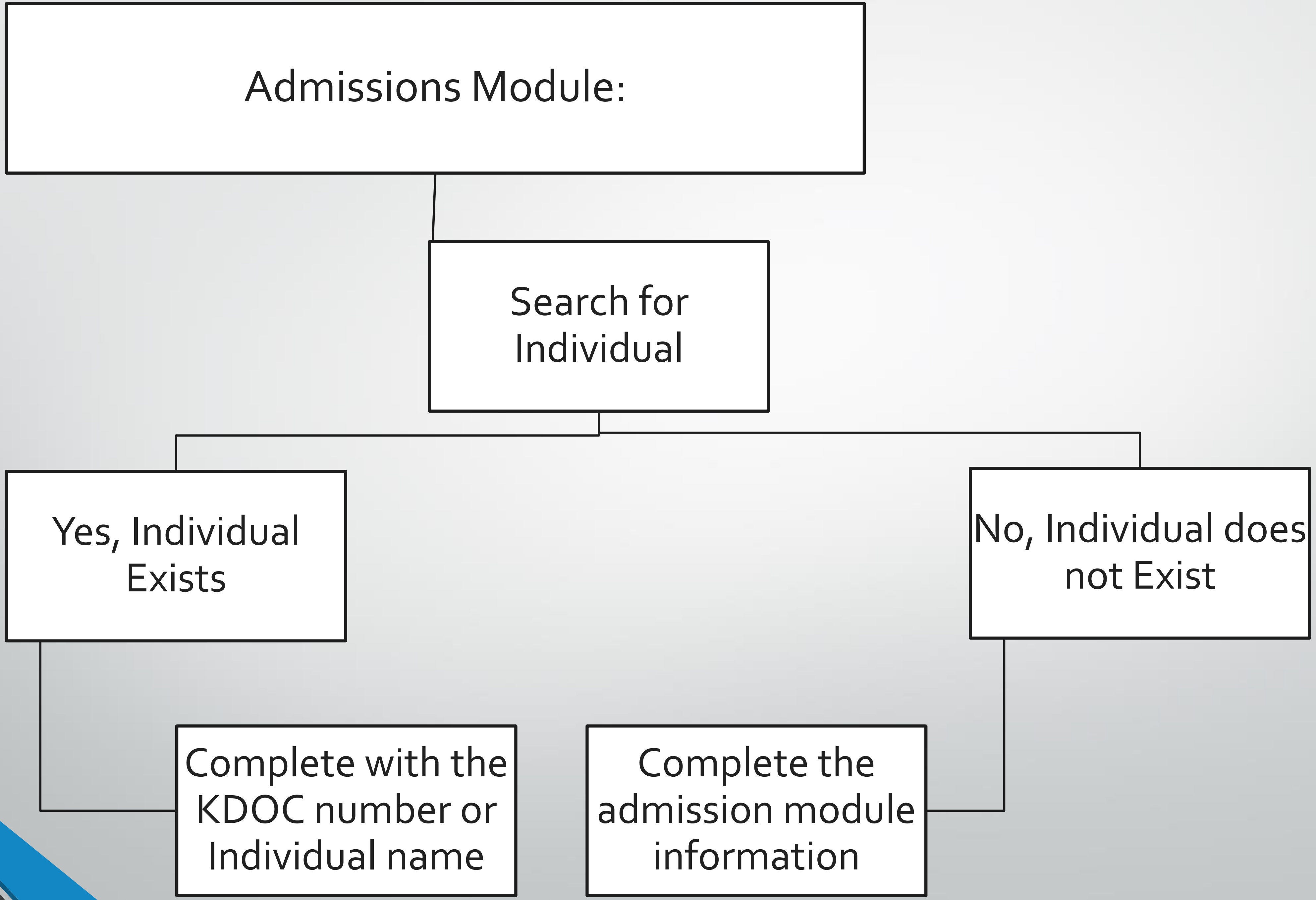
Admission Module Rules

<u>USE when</u>:

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)**

<u>DO NOT USE When:</u>

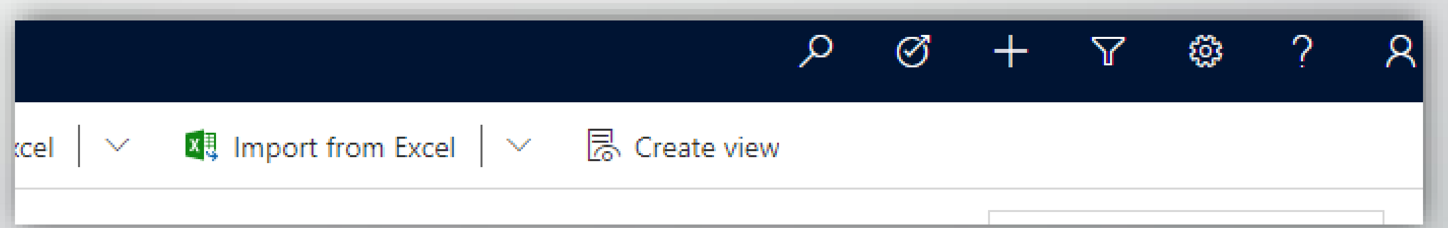
1. **Individual is currently on supervision in your district**


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

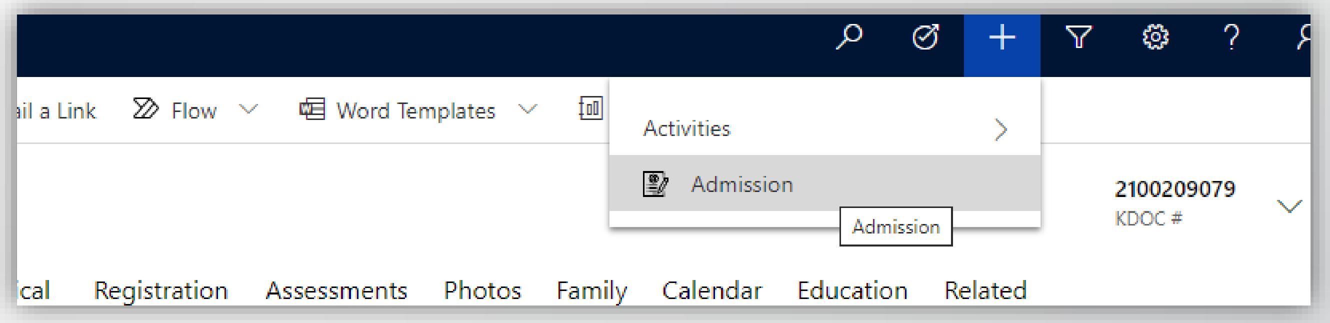
If duplicate identities are discovered and verified to be the same person, notify the Https://webhelpdesk.doc.ks.gov/ to merge the two.

- 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.



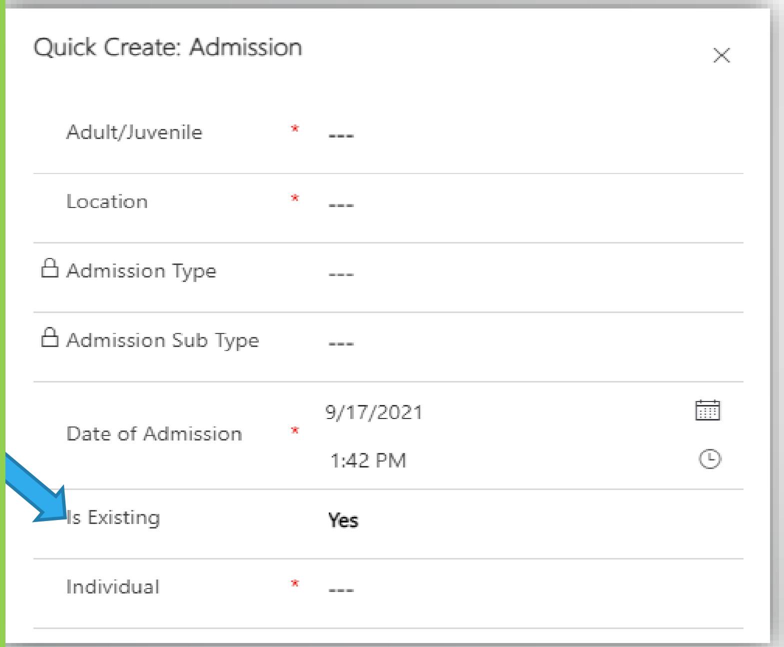
Admissions

Is Existing- YES

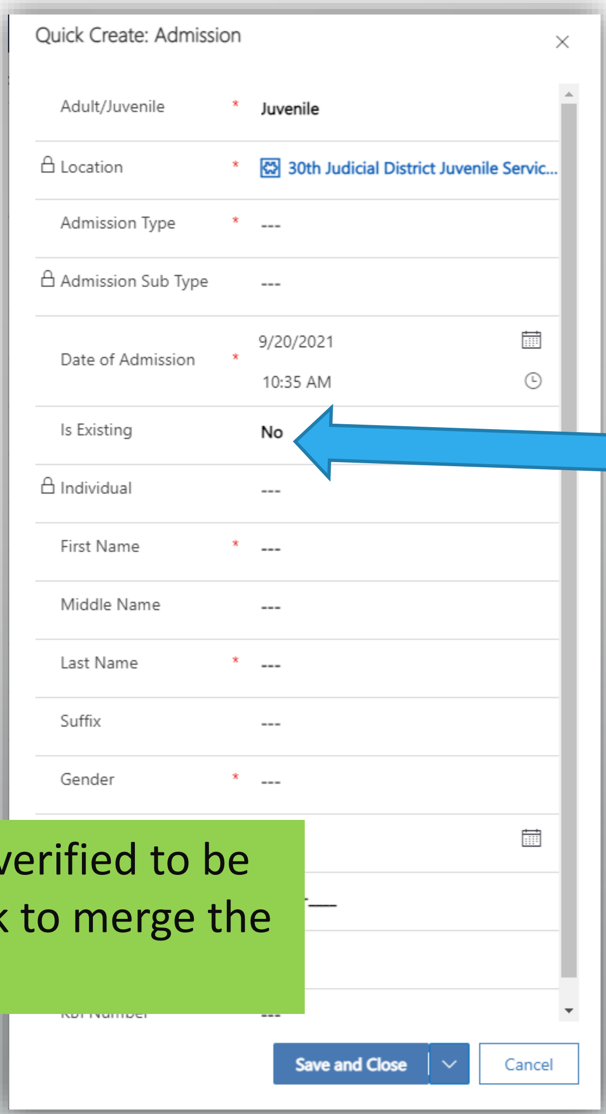
Be sure when entering the information select YES in the Is Existing field. (this will keep from having duplicate files.)
*Complete all required fields.
In the Individual field, name can be entered by:

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

Save and Close.



Is Existing - NO



Be sure when entering the information make sure to leave it set to the default.

*Complete all required fields.

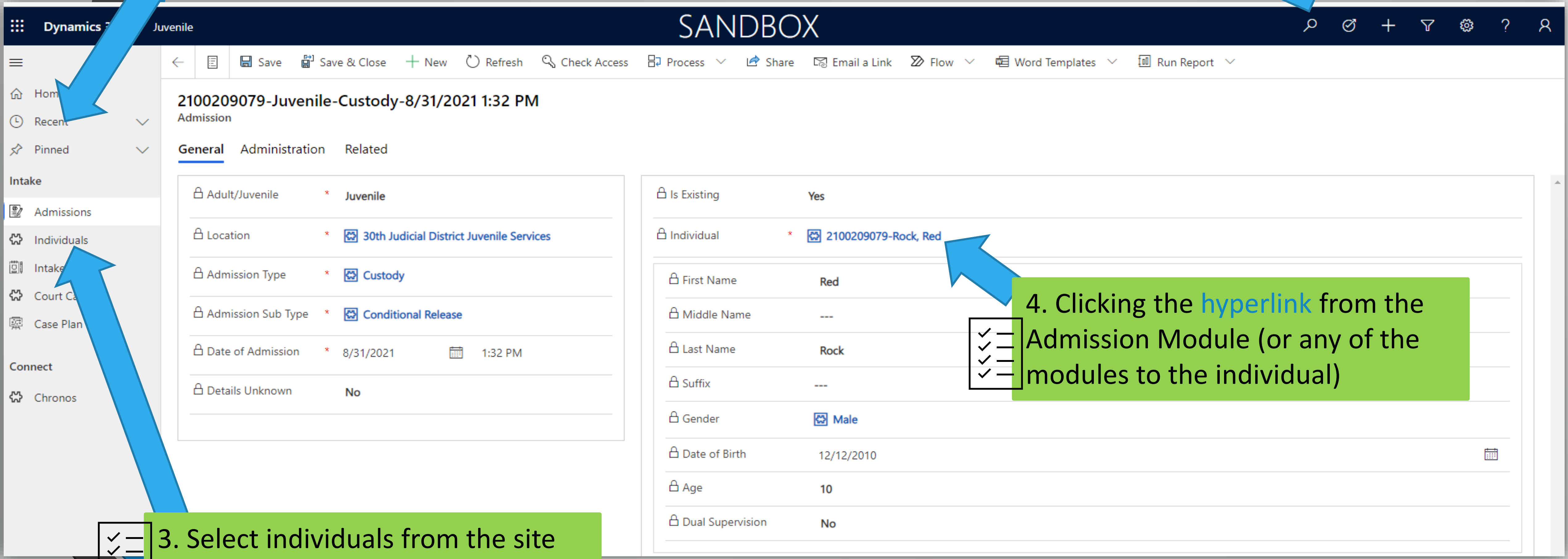
Save and Close

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

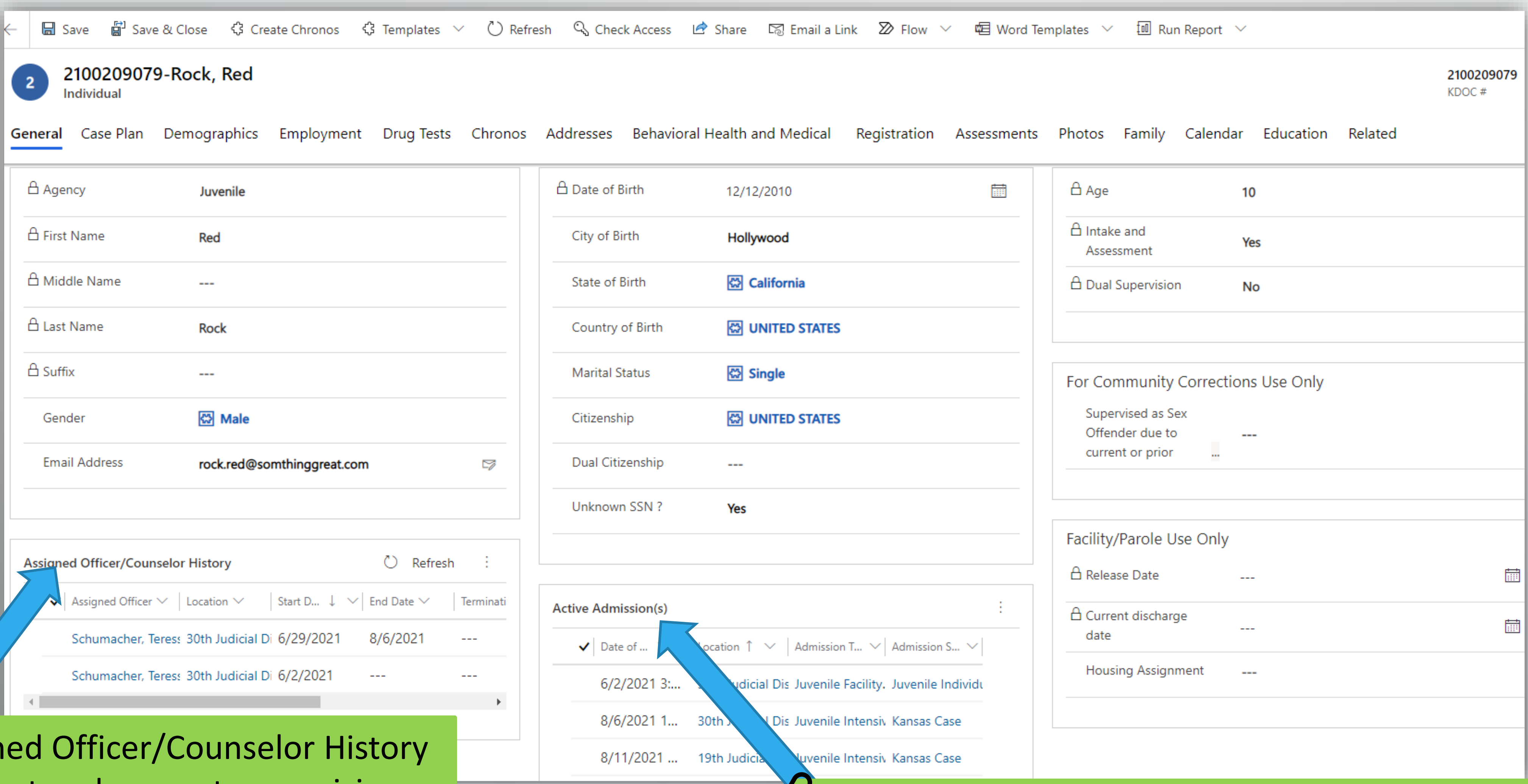
Individual Module

Make sure Admission is complete before moving to Individual Tab.

GENERAL

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

Complete as much information as known.



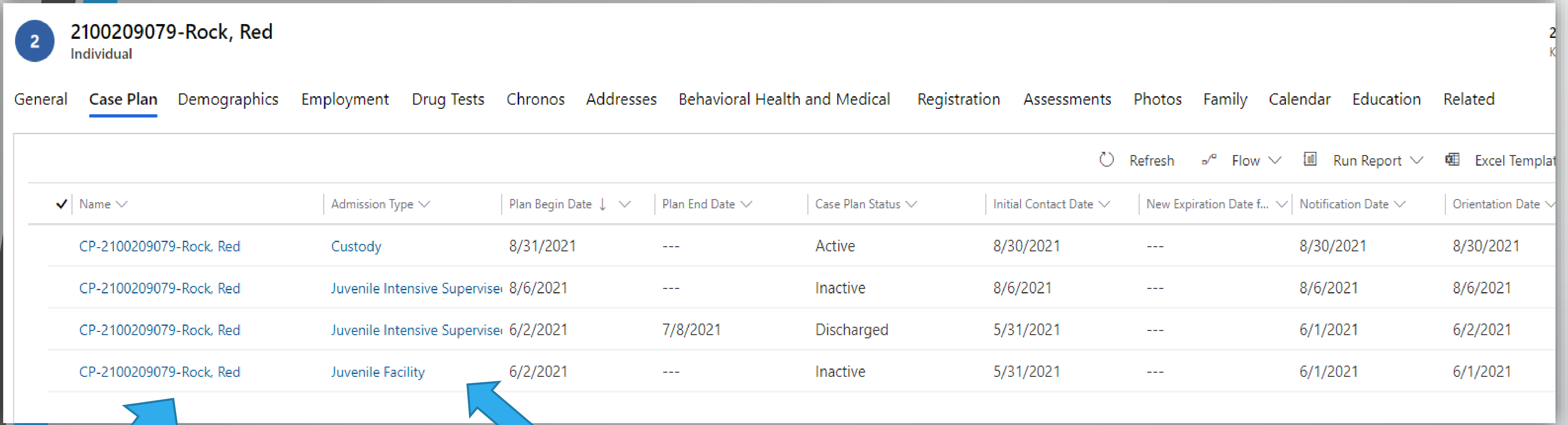
Assigned Officer/Counselor History lists past and present supervision officers.

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.


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 Templat

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 Supervisei	8/6/2021	---	Inactive	8/6/2021	---	8/6/2021	8/6/2021
CP-2100209079-Rock, Red	Juvenile Intensive Supervisei	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.

eral | Case Plan | **Demographics** | Employment | Drug Tests | Chronos | Addresses | Behavioral Health and Medical | Registration | ··

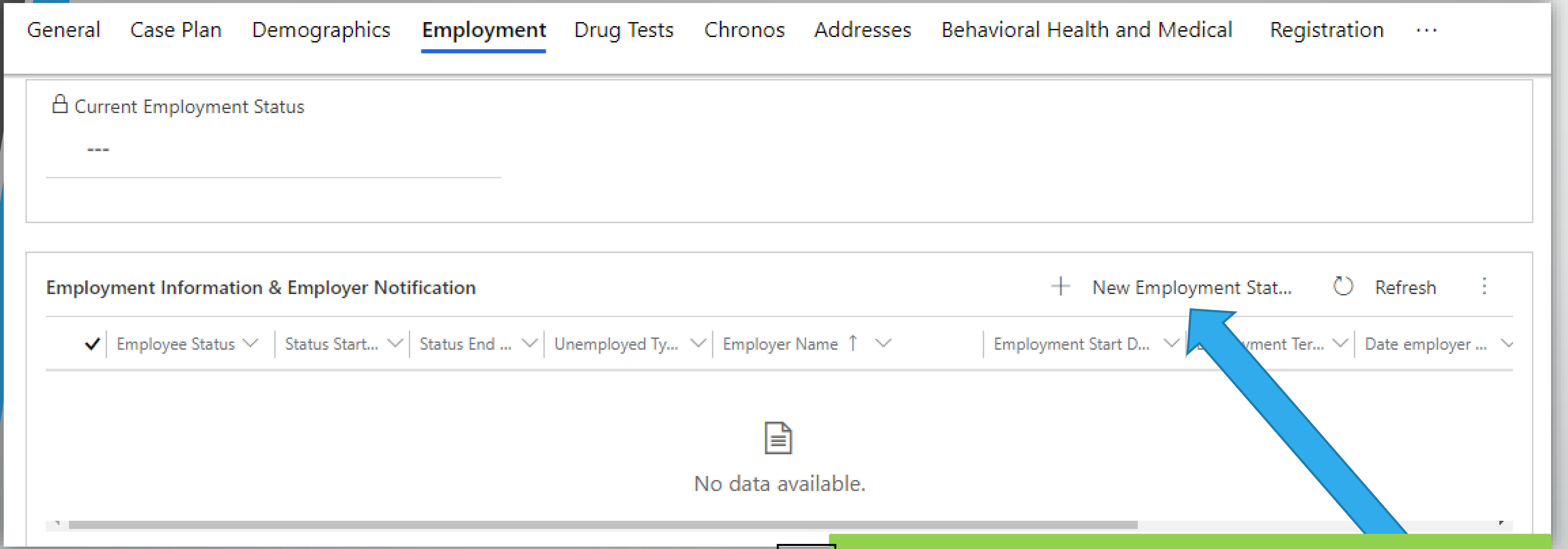
Height Ft	*	5
Height Inches	*	2
Weight	*	145

Hair Color	*	Black
Eye Color	*	Brown
Eye Wear		---

Primary Race		White
Is Multi Race?		U - Unknown
Ethnicity	*	Non-Hispanic
Complexion		---

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

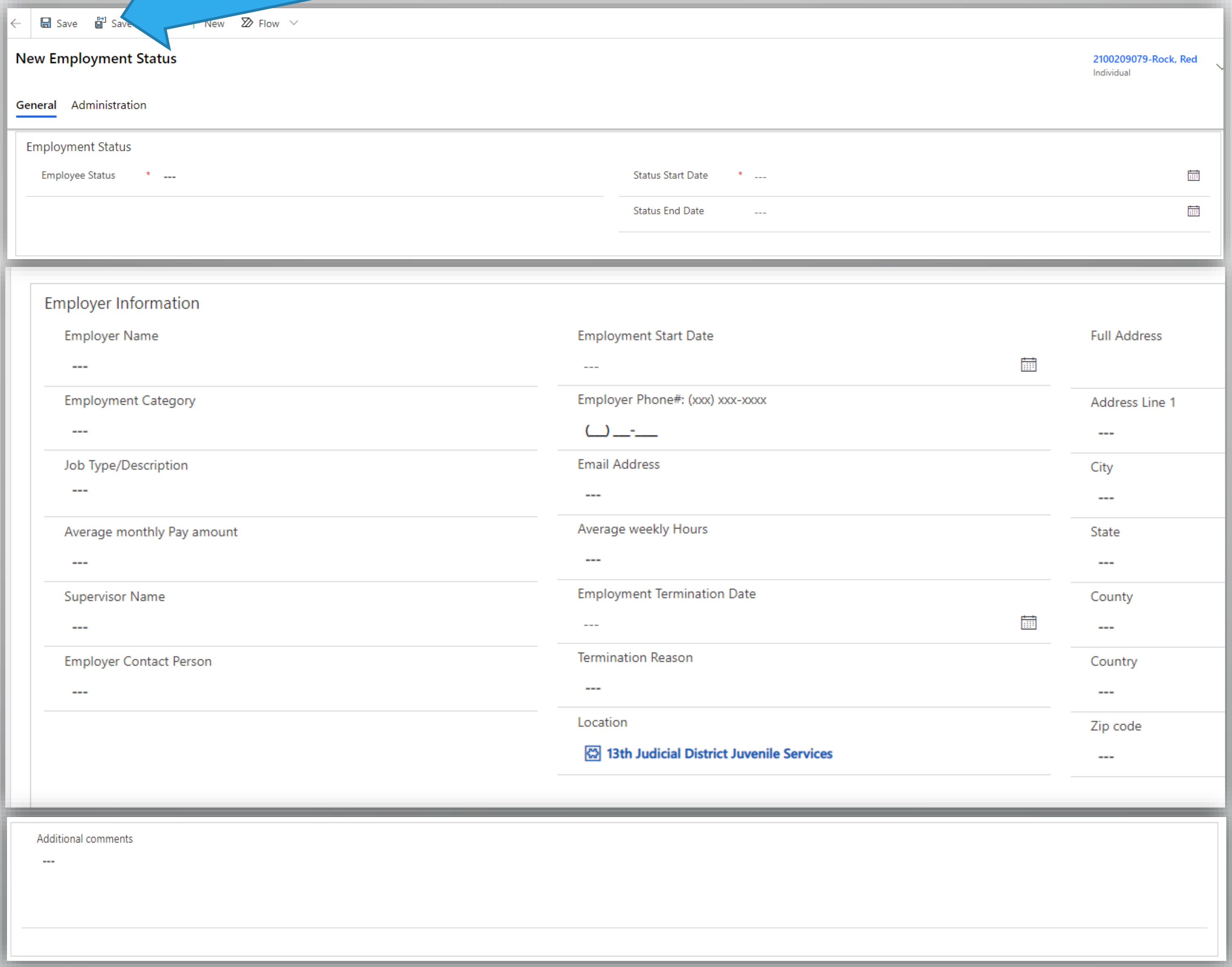
Employment tab has no required fields because not all clients are employed.



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

EMPLOYMENT CONTINUED

Remember to Save & Close before leaving the screen.



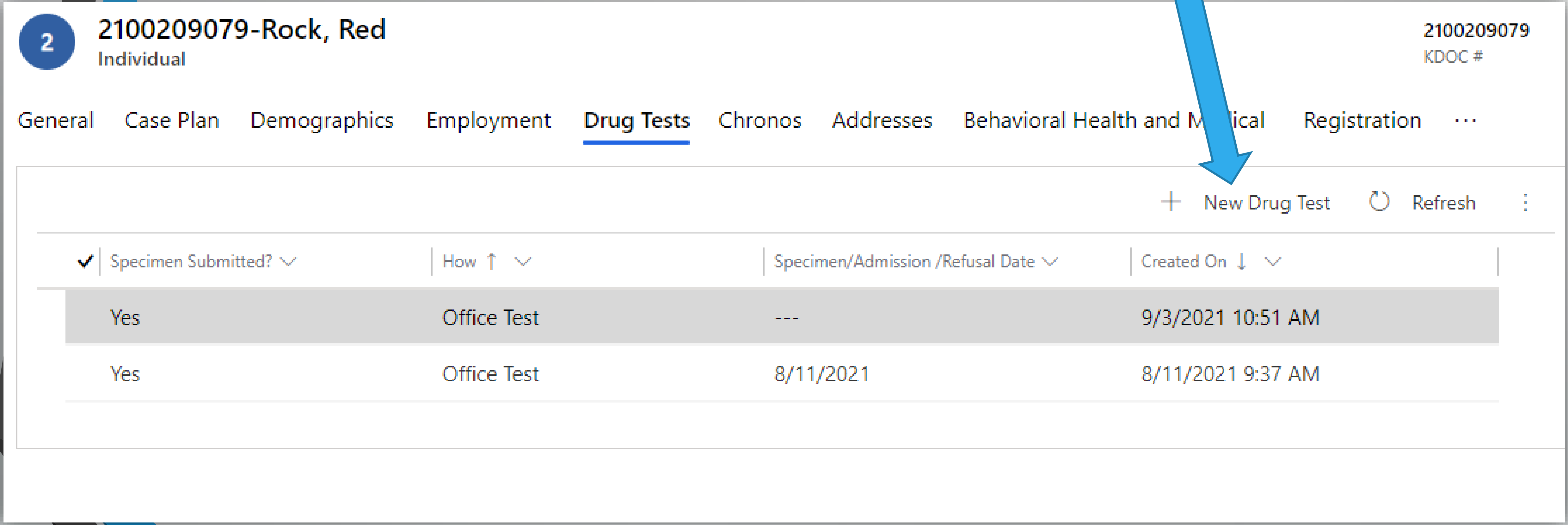
There are three sections in the "New Employment Status" subtab. Complete all known information.

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.

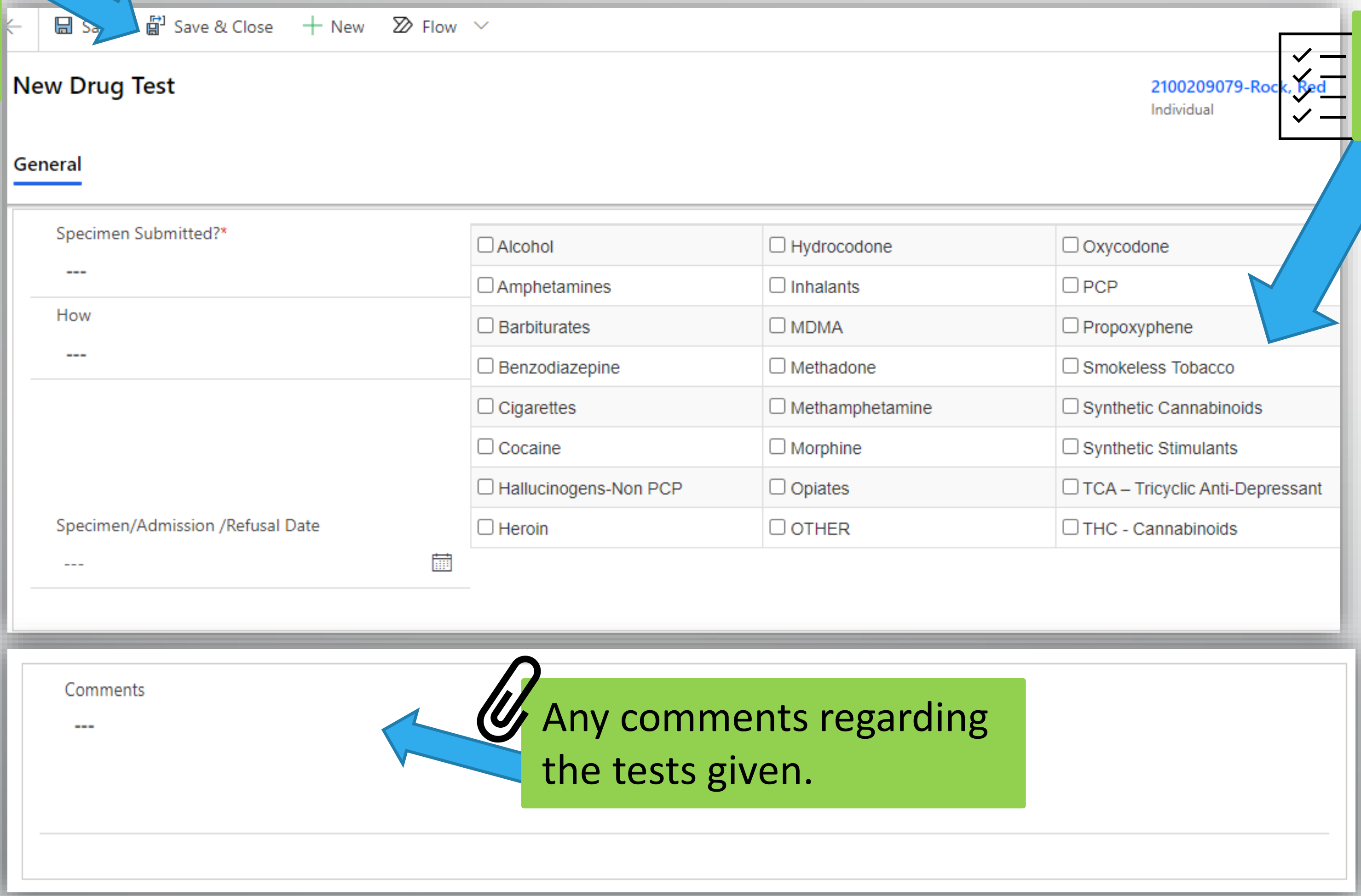


DRUG TESTS CONTINUED:
***There are two sections to this screen for entering a new drug test.**

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.

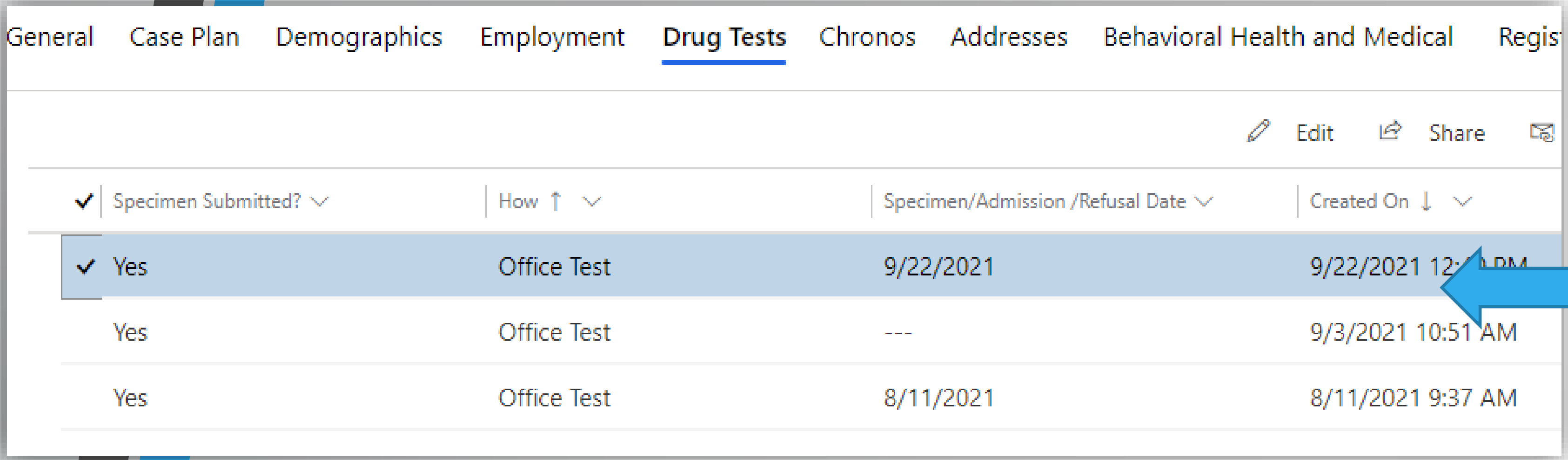
Select ALL substances tested.



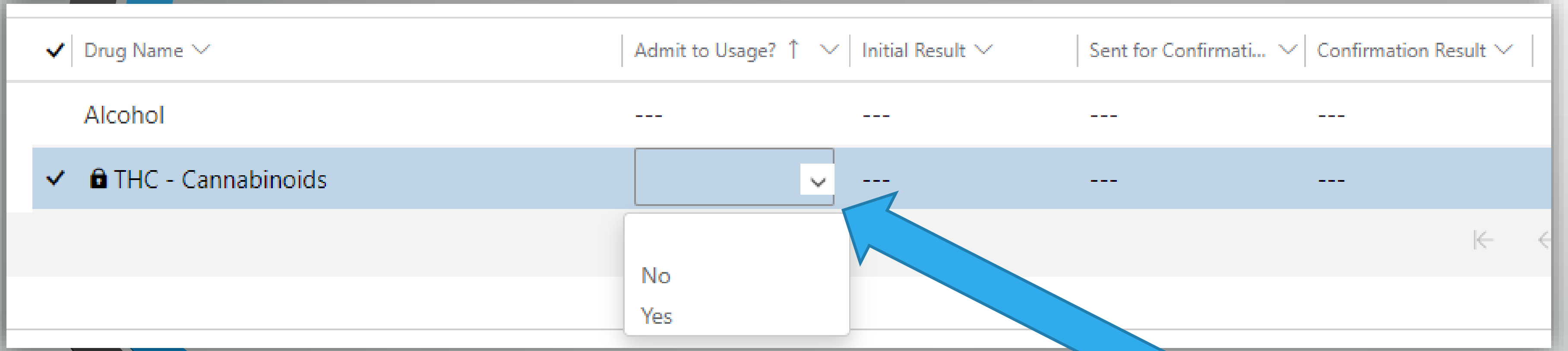
Any comments regarding the tests given.

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.

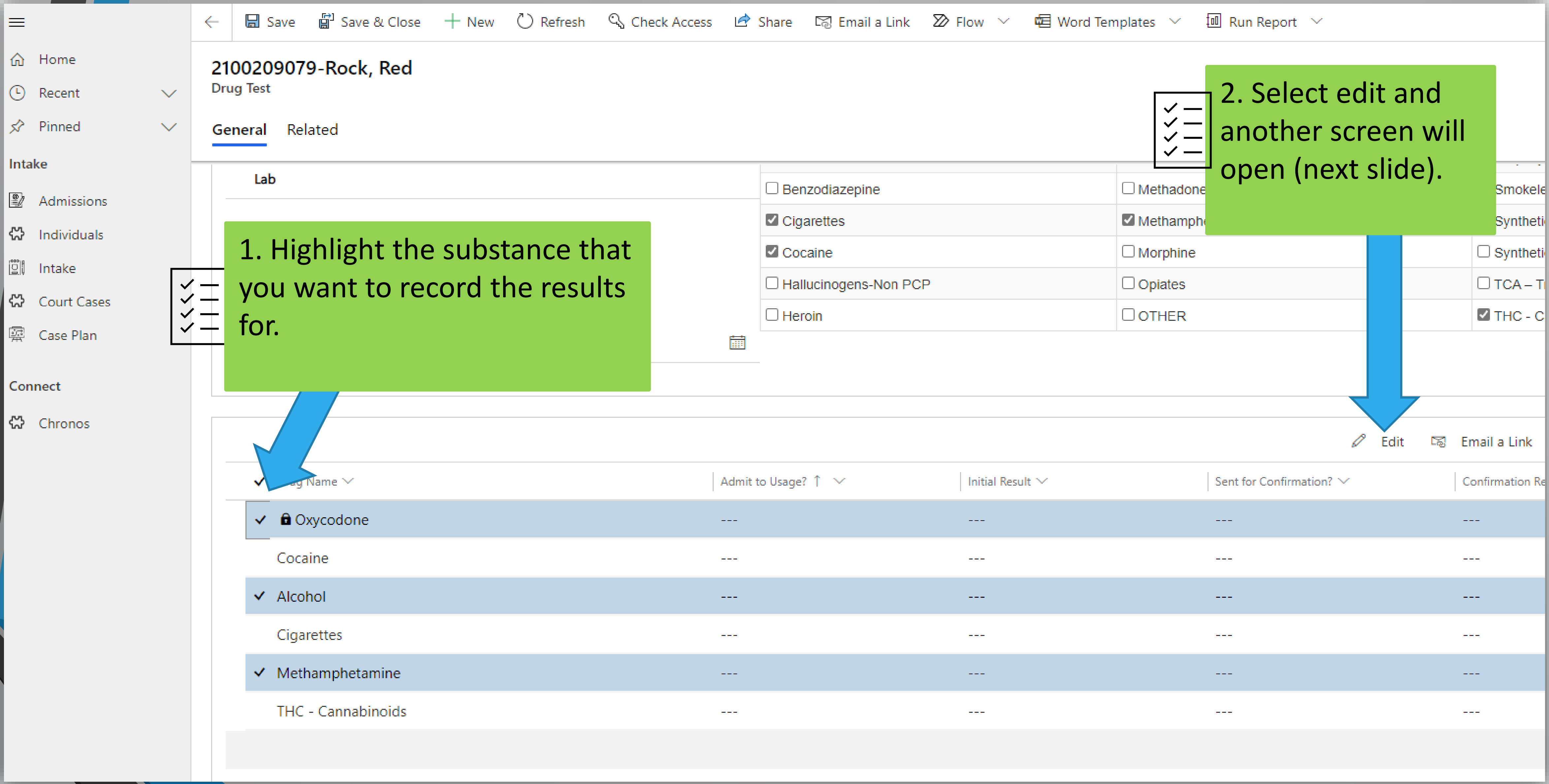


Once saved and returned to the Associated view, double click the desired test to record results.

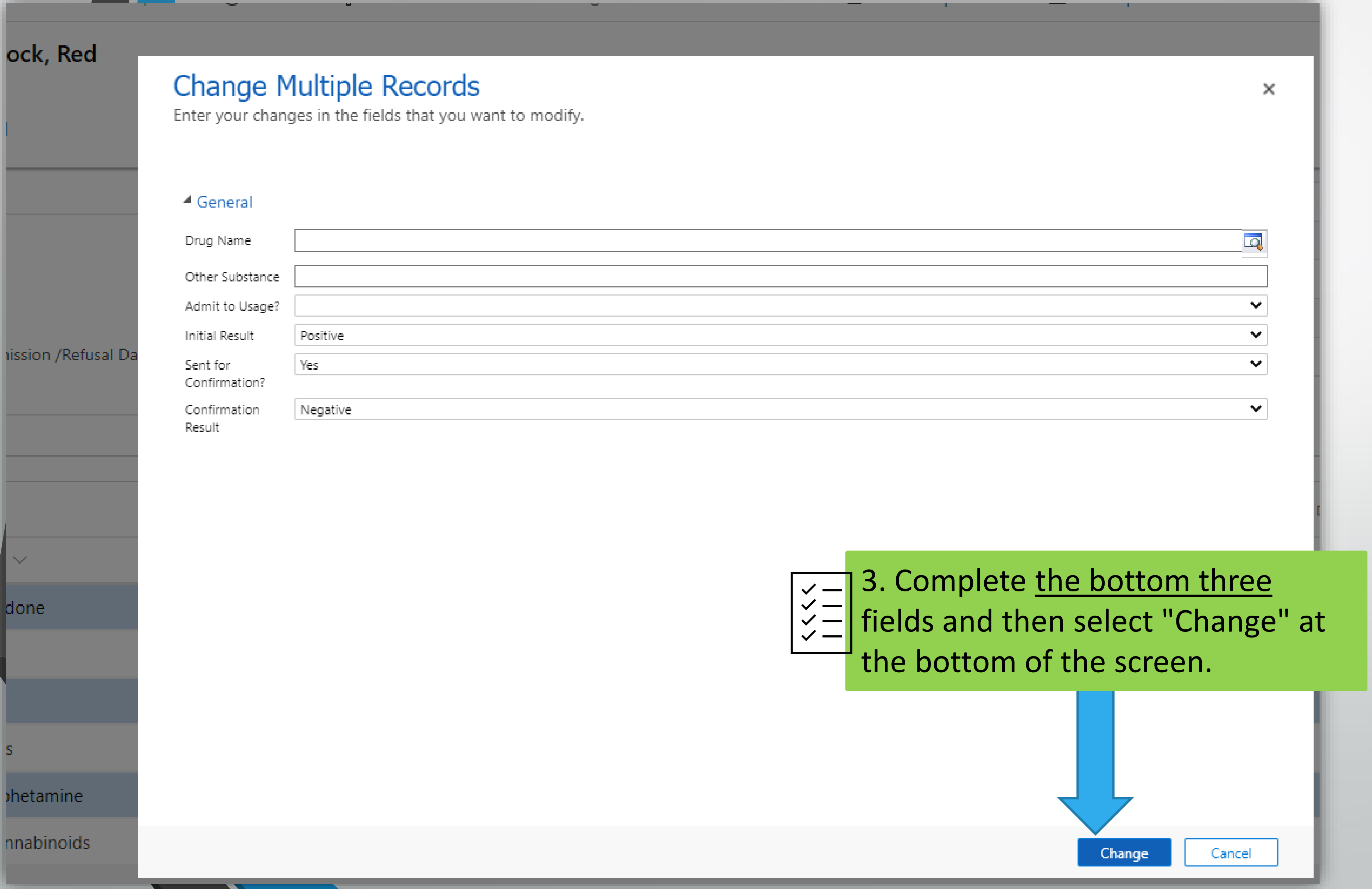


Highlight the substance select the drop down to record the results.

DRUG TESTS CONTINUED:
*Recording multiple results continued.

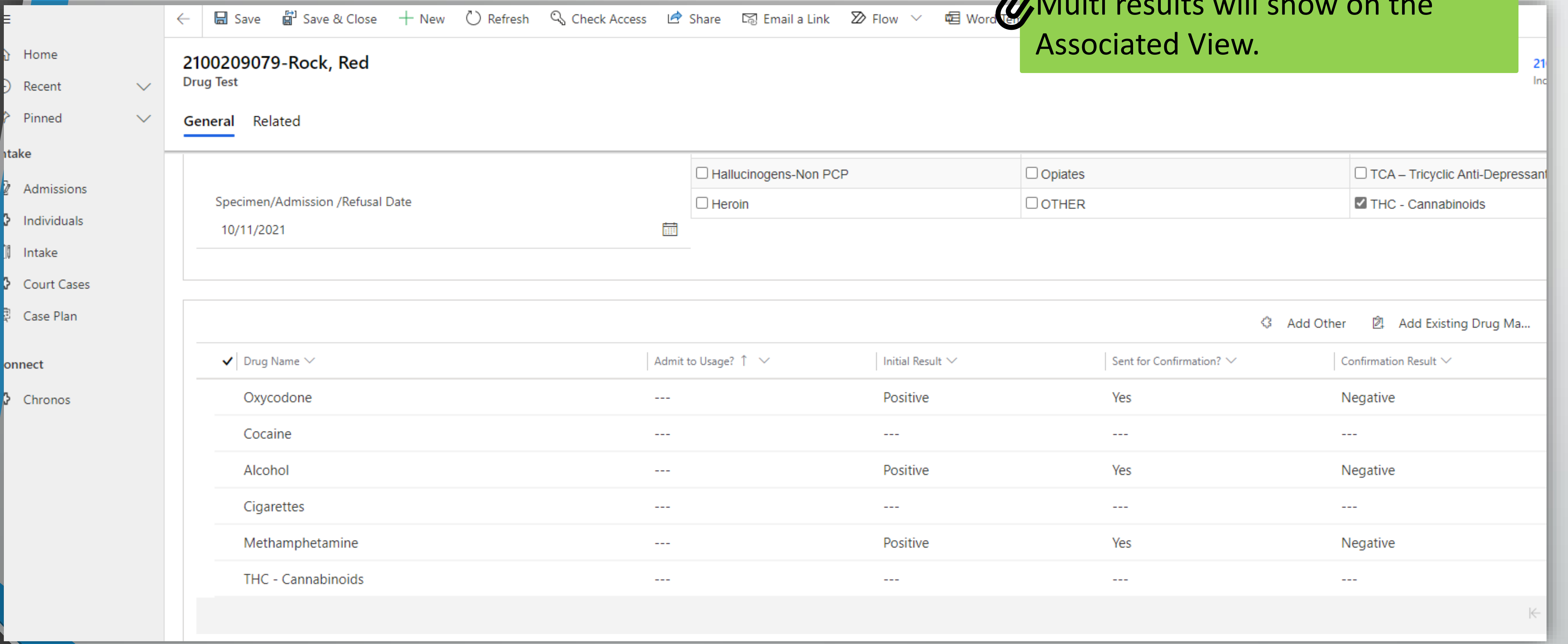


DRUG TESTS CONTINUED:
***Recording multiple results continued.**



DRUG TESTS CONTINUED:

***Recording multiple results continued.**



Multi results will show on the Associated View.

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.

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

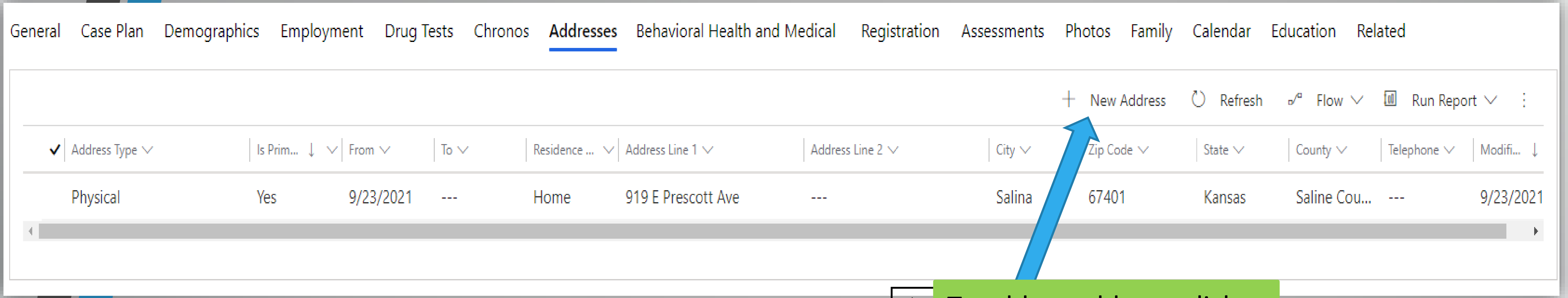
Search:

Contact Date	Type:SubType	Entered By	TOADS Entry By	Narrative
09/22/2021		Teressa Schumacher		Drug testing results are Created.
09/22/2021		Teressa 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		Teressa 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.



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

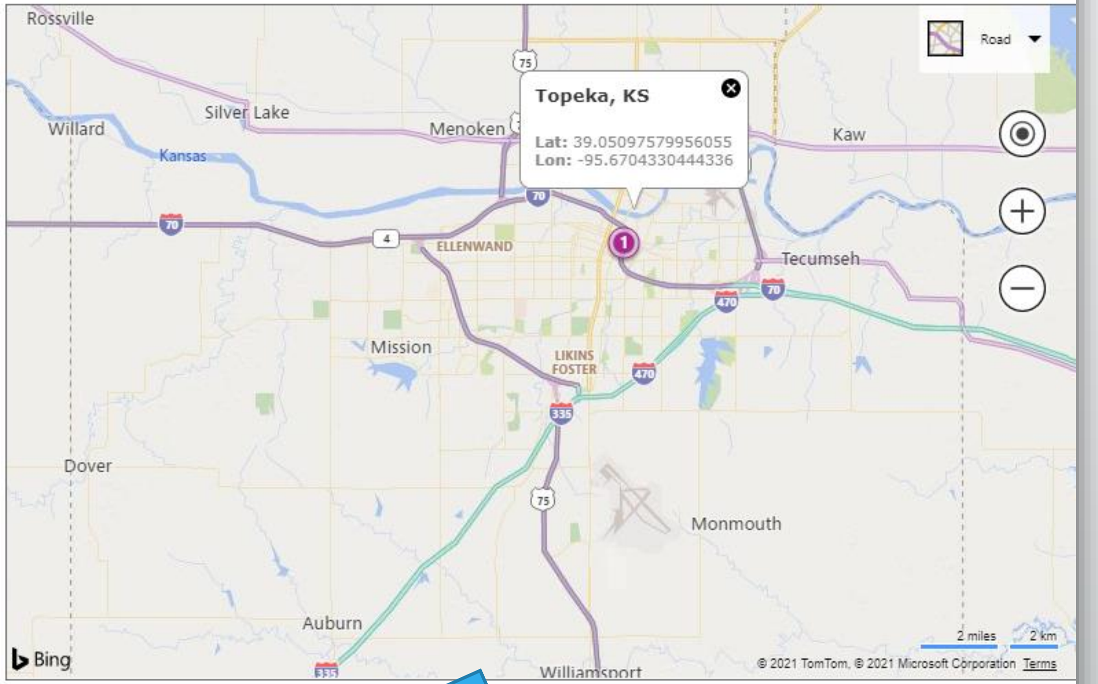
ADDRESSES CONTINUED:
Adding a new address

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.

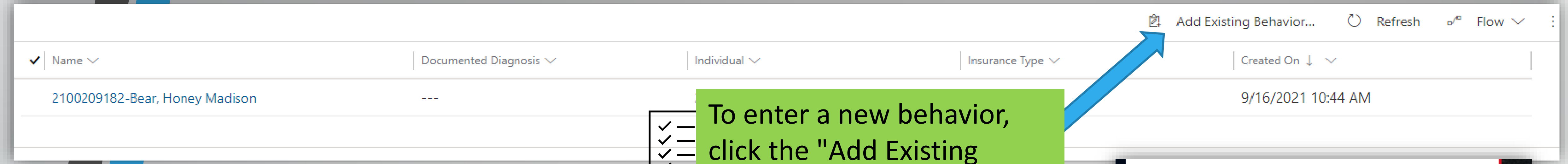


Comm...

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.

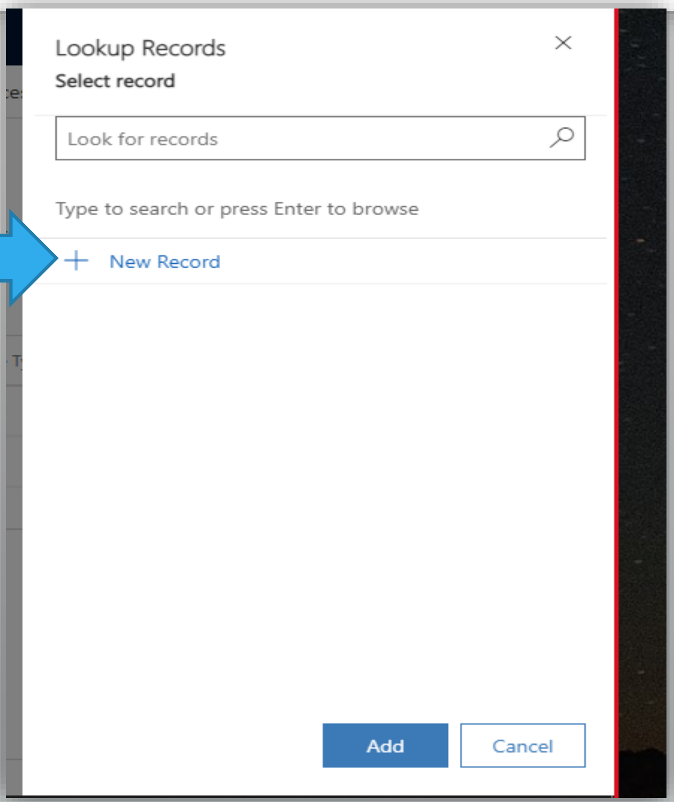
BEHAVIORAL HEALTH AND MEDICAL:
***BH information, medical information, benefits, health insurance, identified/anticipated needs, referrals & releases, substance usage history, treatment history, physician information in related tab.**

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



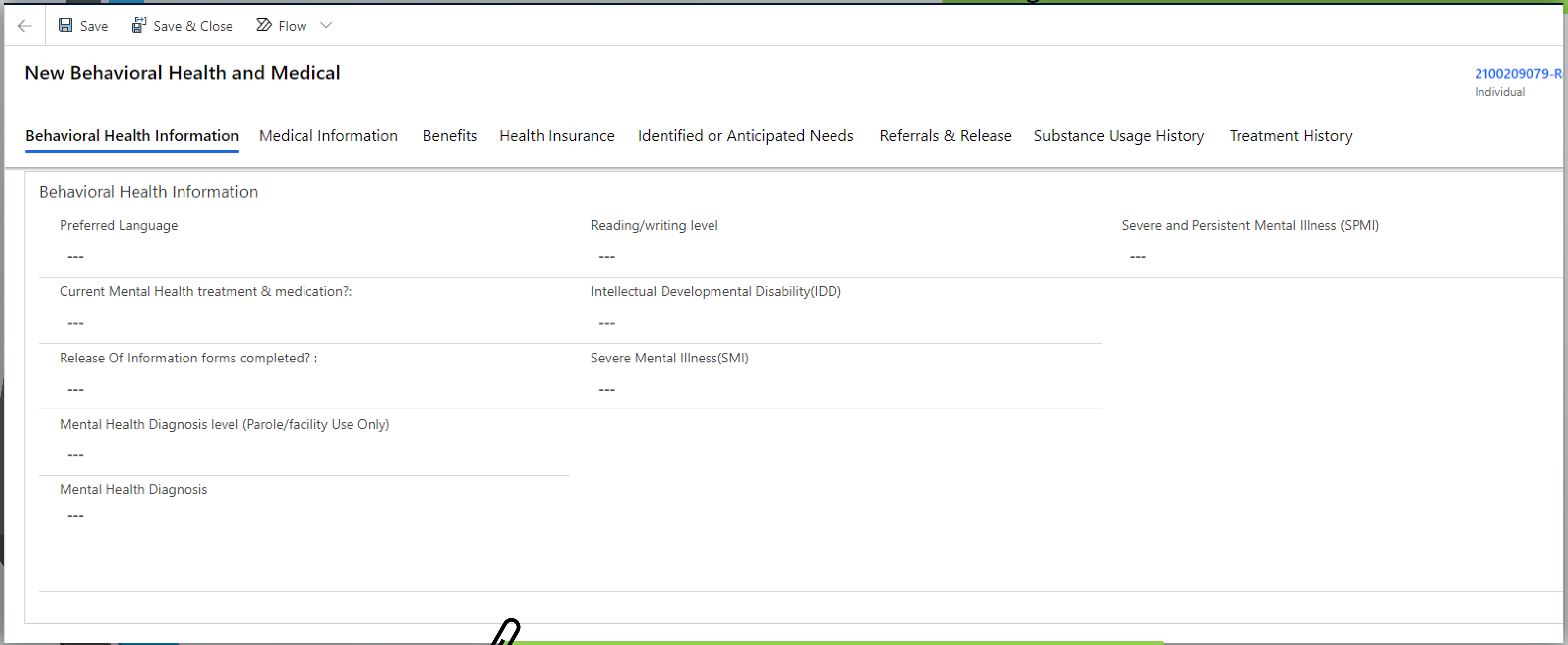
To enter a new behavior, click the "Add Existing Behavior..."

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



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.



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/](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

2100209079-Rock, Red
Individual

2100209
KDOC #

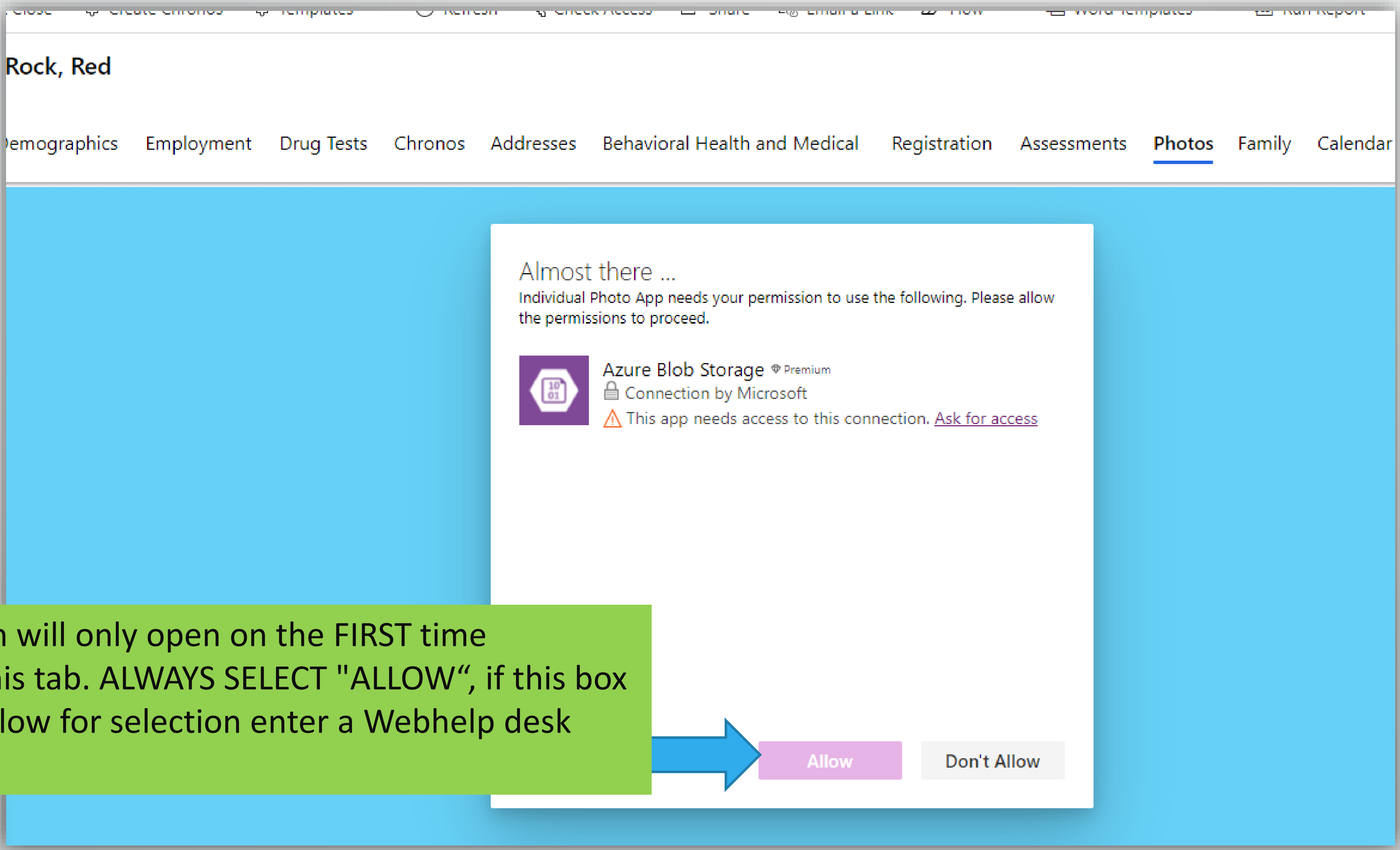
General | Case Plan | Demographics | Employment | Drug Tests | Chronos | Addresses | **Assessments** | ···

Measure Sessions (Individual)

Refresh | Flow

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

PHOTOS: *View of client photos.

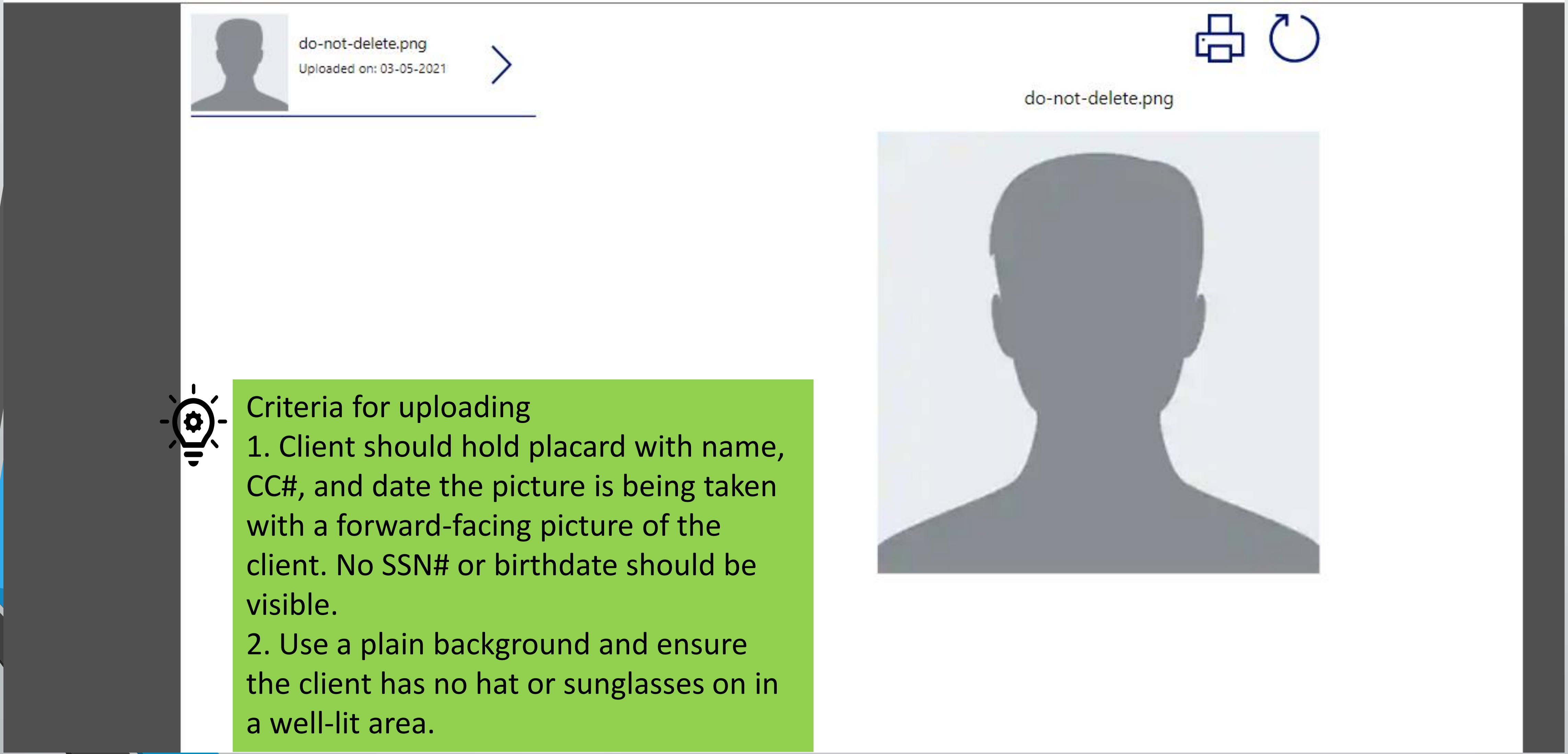


This screen will only open on the FIRST time opening this tab. ALWAYS SELECT "ALLOW“, if this box does not allow for selection enter a Webhelp desk ticket.

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.

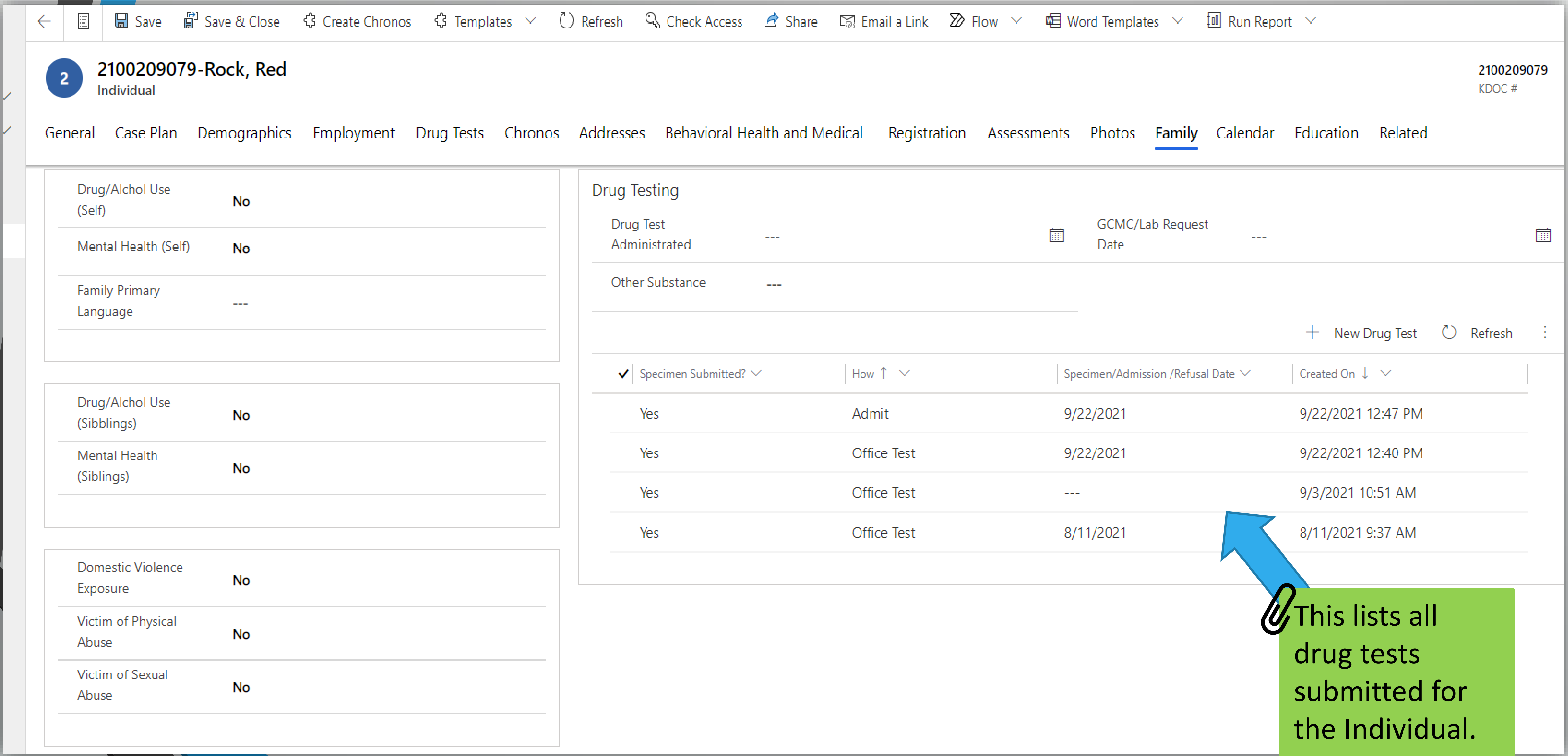


Criteria for uploading

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

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/Alchol Use (Self)	No
Mental Health (Self)	No
Family Primary Language	---

Drug/Alchol Use (Sibblings)	No
Mental Health (Siblings)	No

Domestic Violence Exposure	No
Victim of Physical Abuse	No
Victim of Sexual Abuse	No

Drug Testing

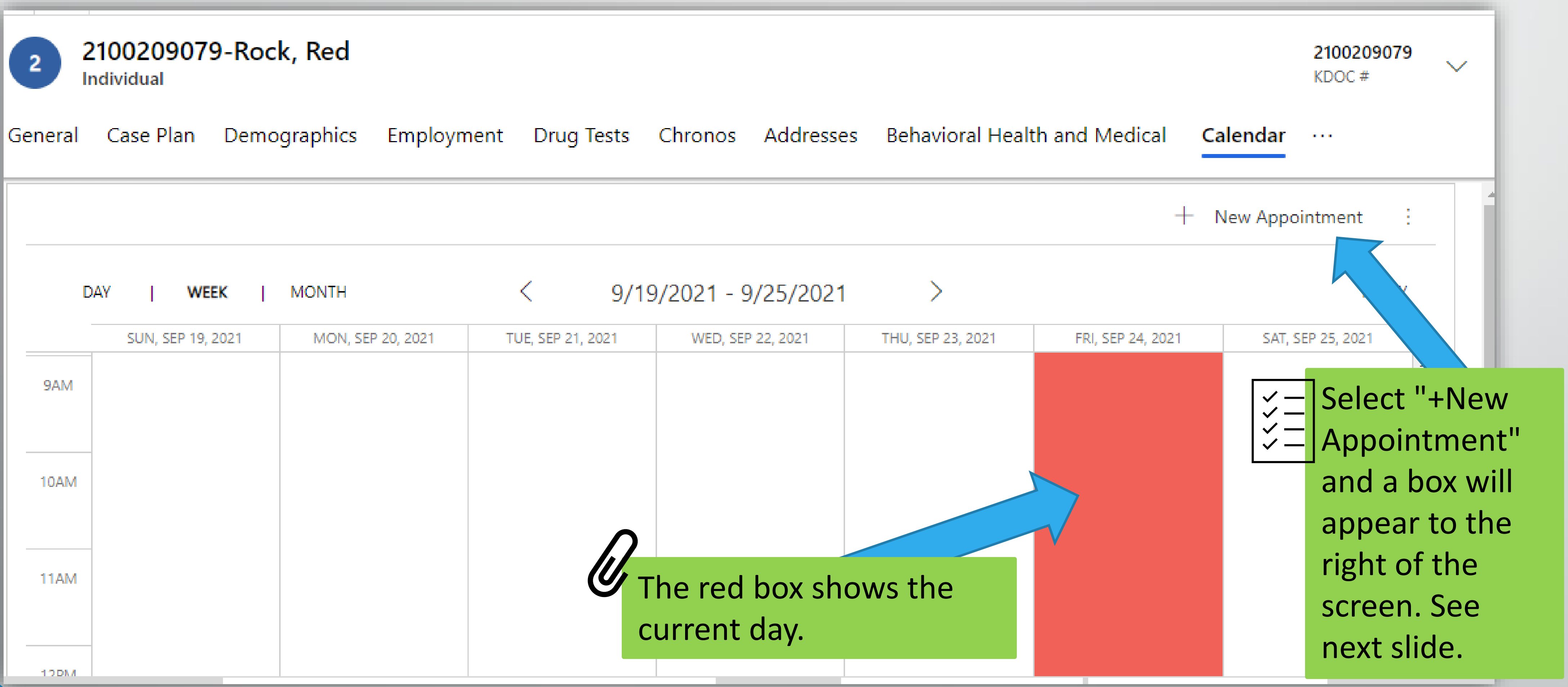
Drug Test Administrated	---	GCMC/Lab Request Date	---
Other Substance	---		

+ 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

CALENDAR:

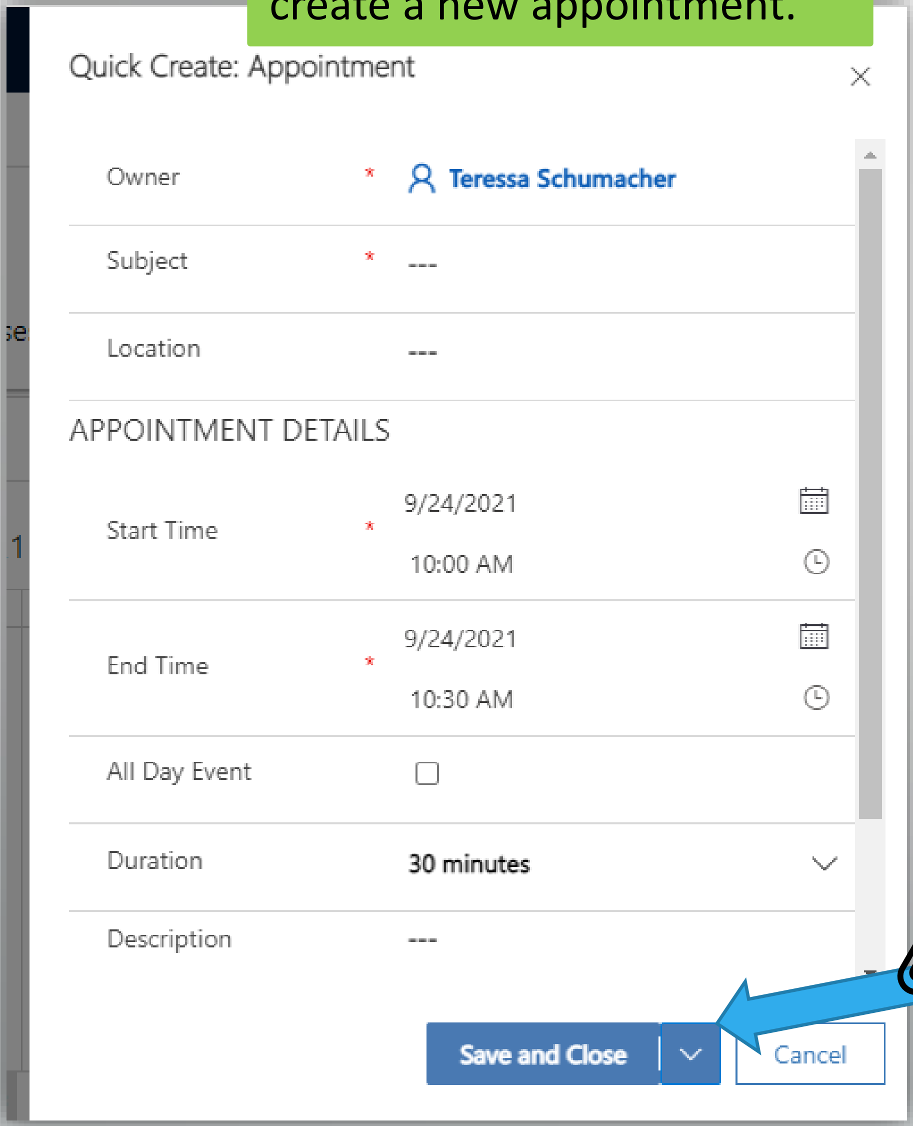
* All appointments can be listed on here and can be printed. This does NOT have to be limited to just office visits but can include appointments scheduled with other providers.

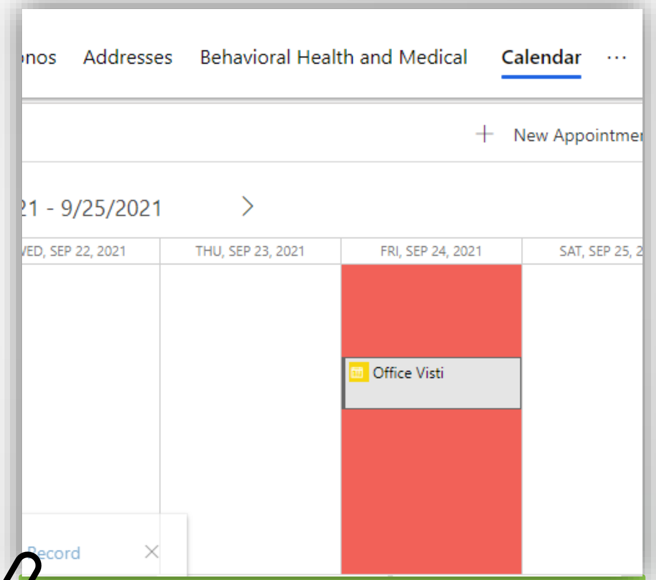


CALENDAR CONTINUED:

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

This box will allow users to create a new appointment.





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

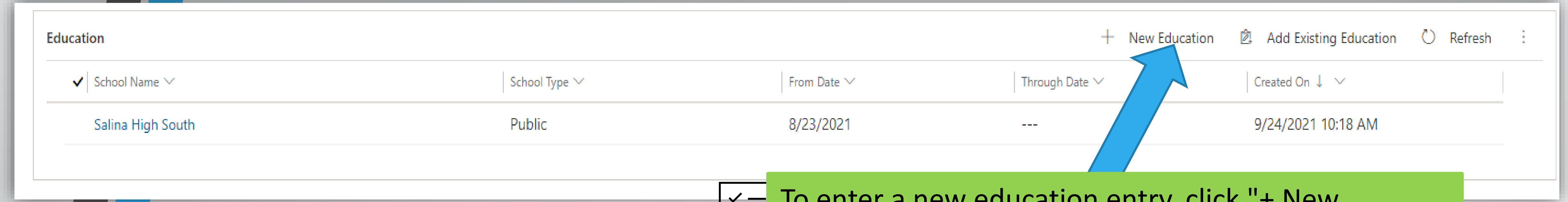
Reason for Out-of-home care

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.

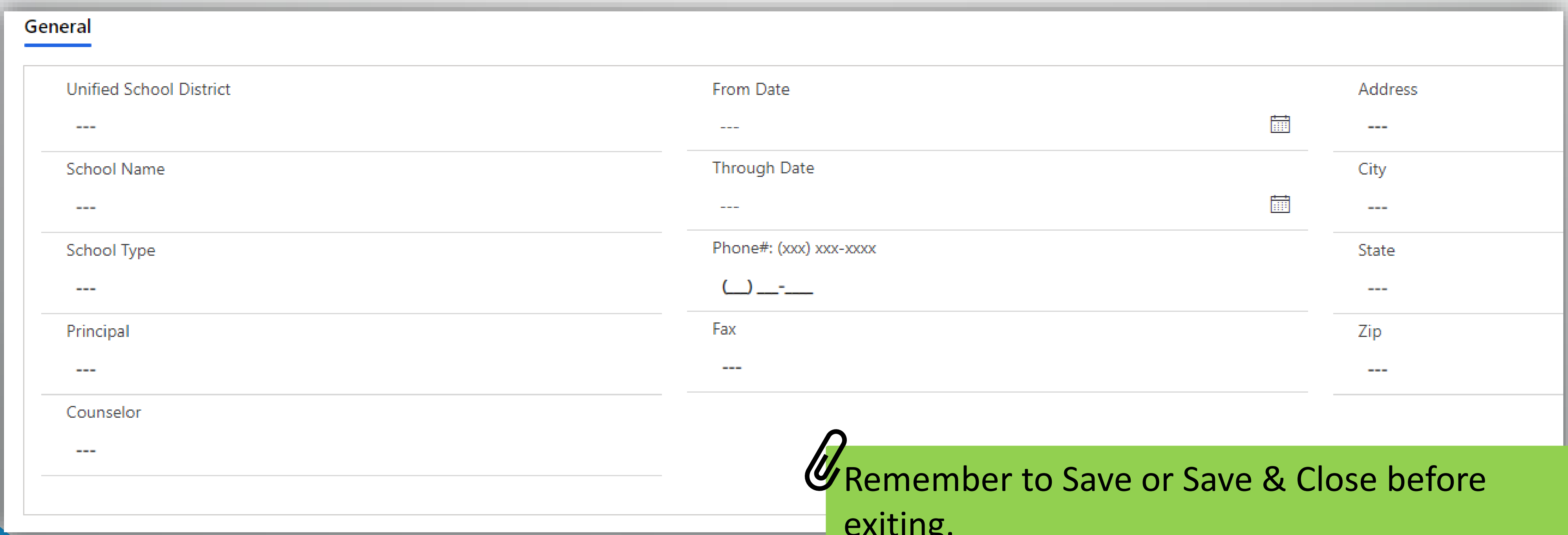
EDUCATION CONTINUED:

Section 3 shows an Associated View of Individual School history.



School Name	School Type	From Date	Through Date	Created On
Salina High South	Public	8/23/2021	---	9/24/2021 10:18 AM

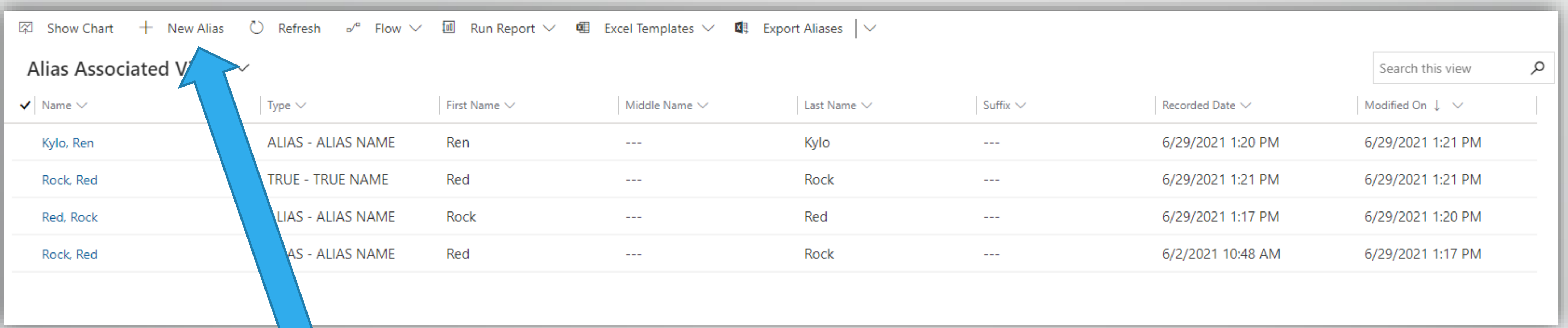
To enter a new education entry, click "+ New Education." The field below will pop-up.



Remember to Save or Save & Close before exiting.

ALIASES:

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

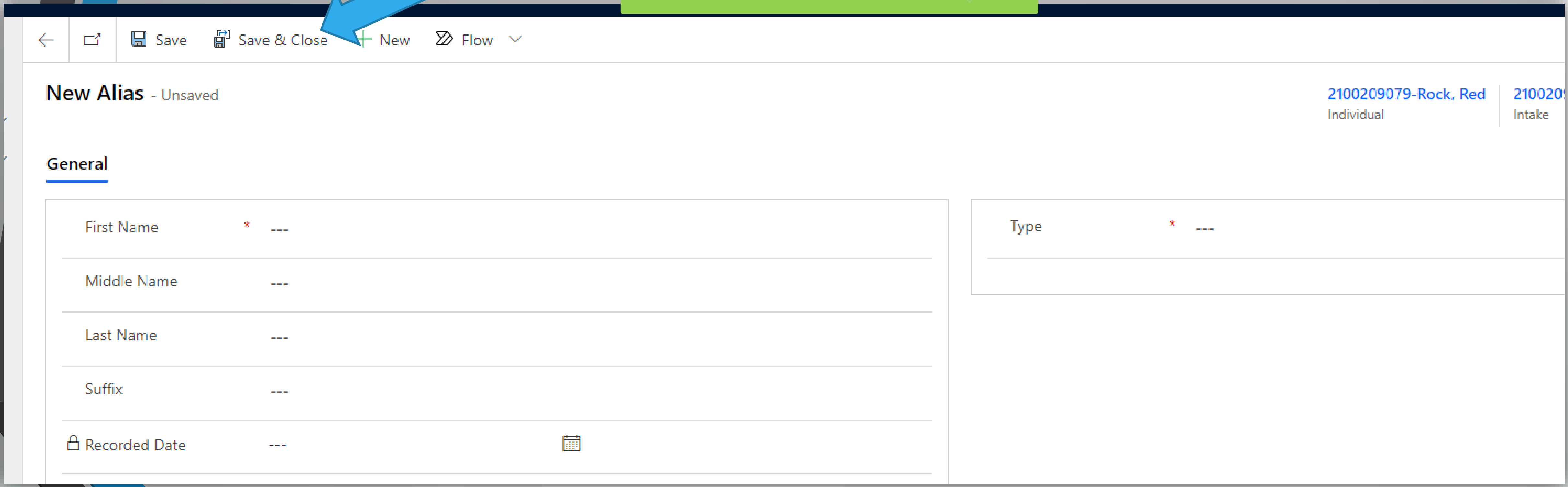


Name	Type	First Name	Middle Name	Last Name	Suffix	Recorded Date	Modified On
Kylo, Ren	ALIAS - ALIAS NAME	Ren	---	Kylo	---	6/29/2021 1:20 PM	6/29/2021 1:21 PM
Rock, Red	TRUE - TRUE NAME	Red	---	Rock	---	6/29/2021 1:21 PM	6/29/2021 1:21 PM
Red, Rock	LIAS - ALIAS NAME	Rock	---	Red	---	6/29/2021 1:17 PM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

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

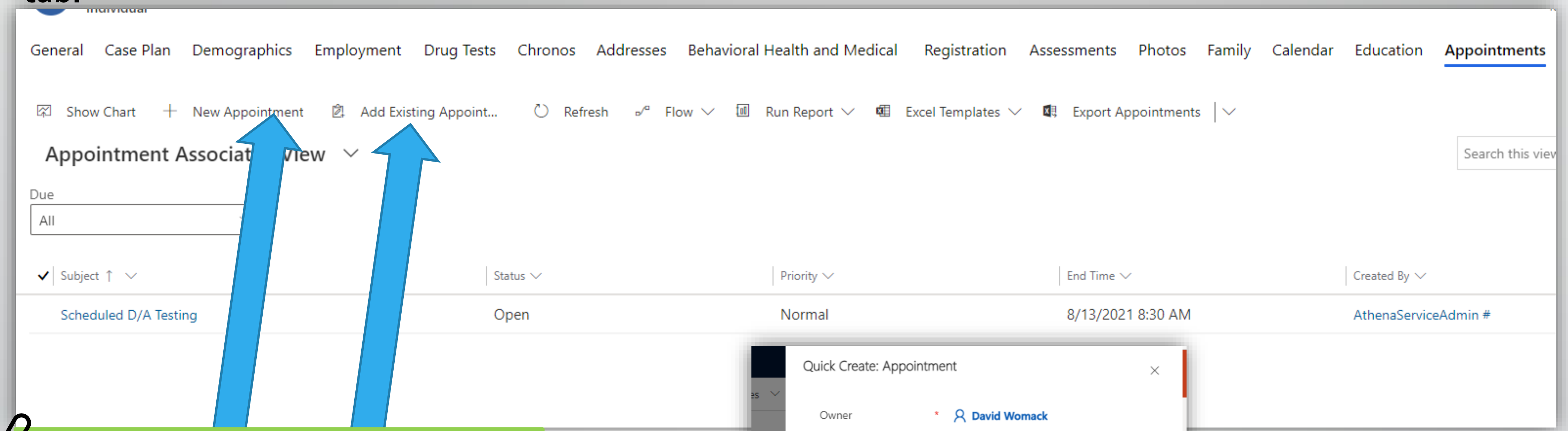
ALIASES CONTINUED:

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.



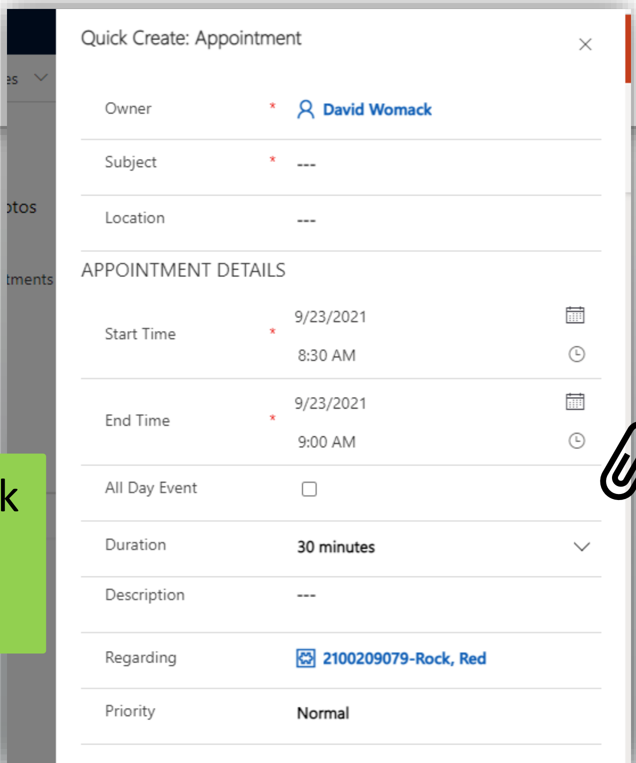
APPOINTMENTS:

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



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

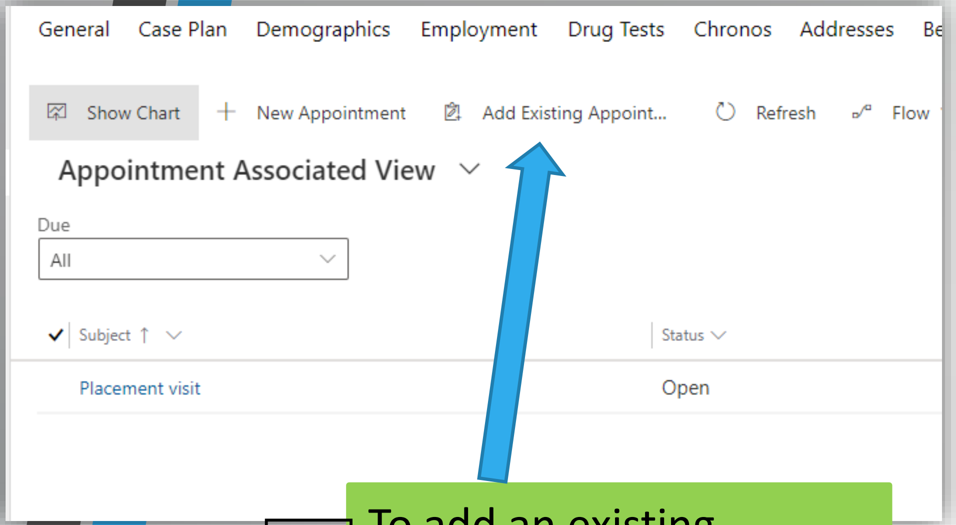
To add a new appointment, click "+ New Appointment." The box on the right will appear.



This screen will allow you add appointments.

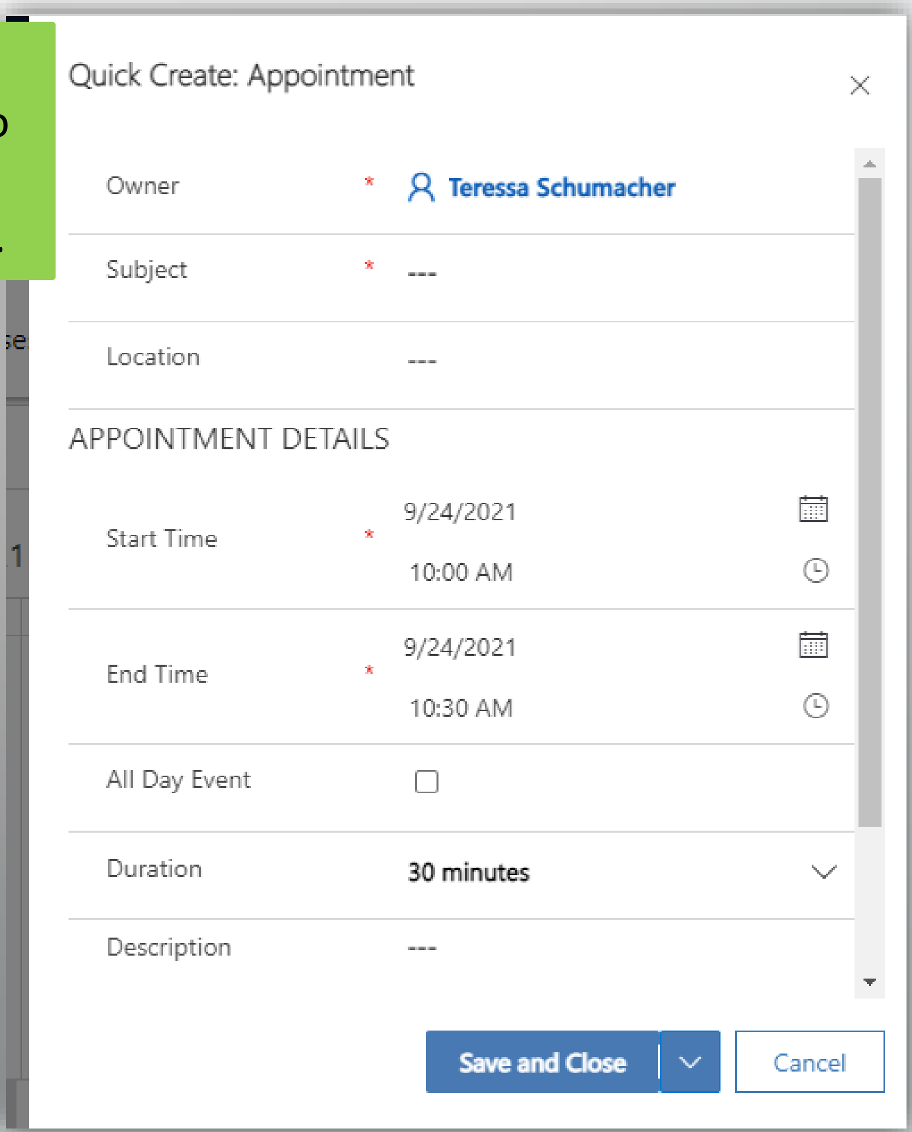
APPOINTMENTS CONTINUED:
*Adding an Existing Appointment could be used

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

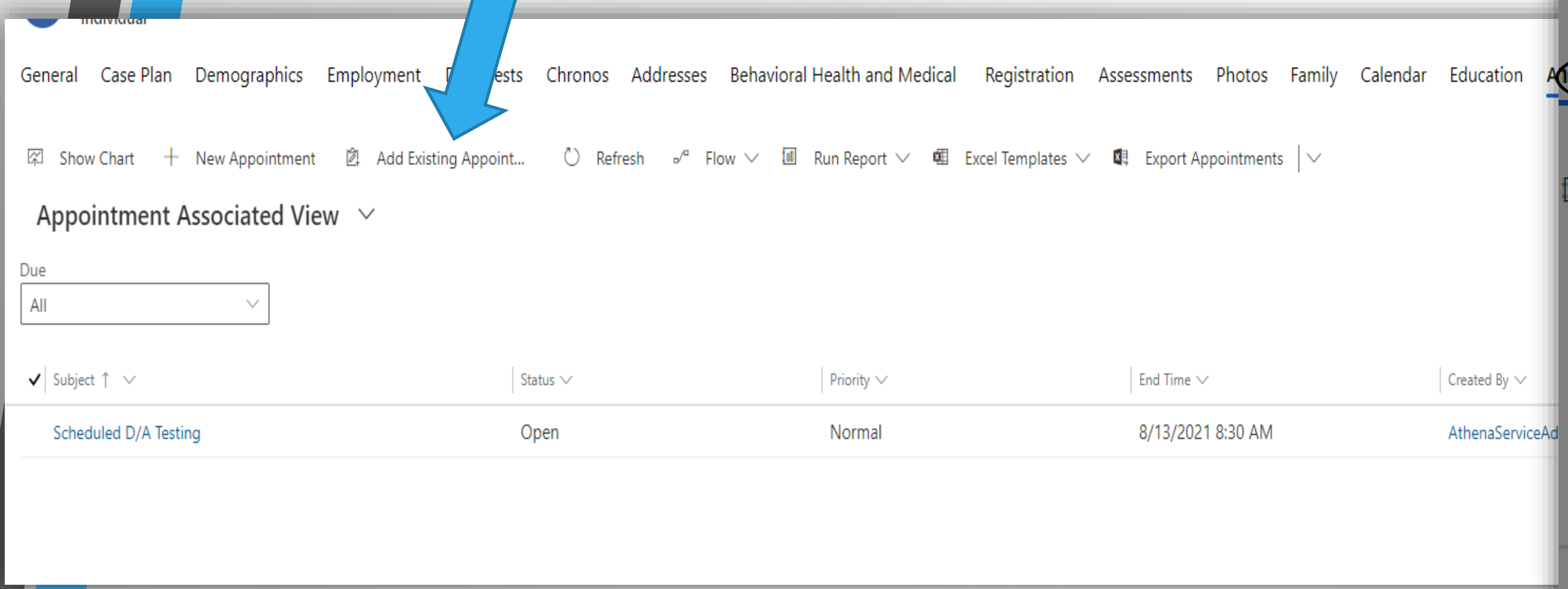


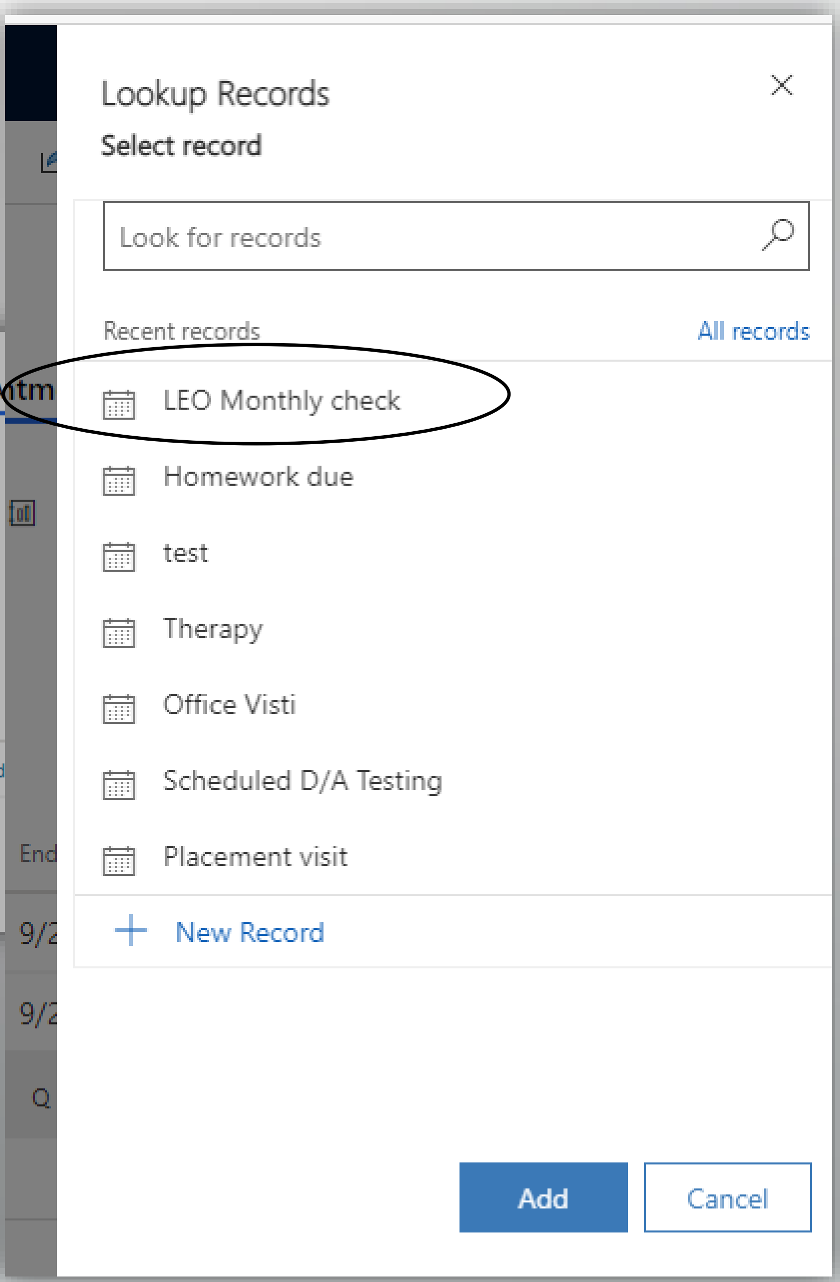
To add an existing appointment, click "+ Add Existing Appointment"

This box will allow users to create a new appointment.



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

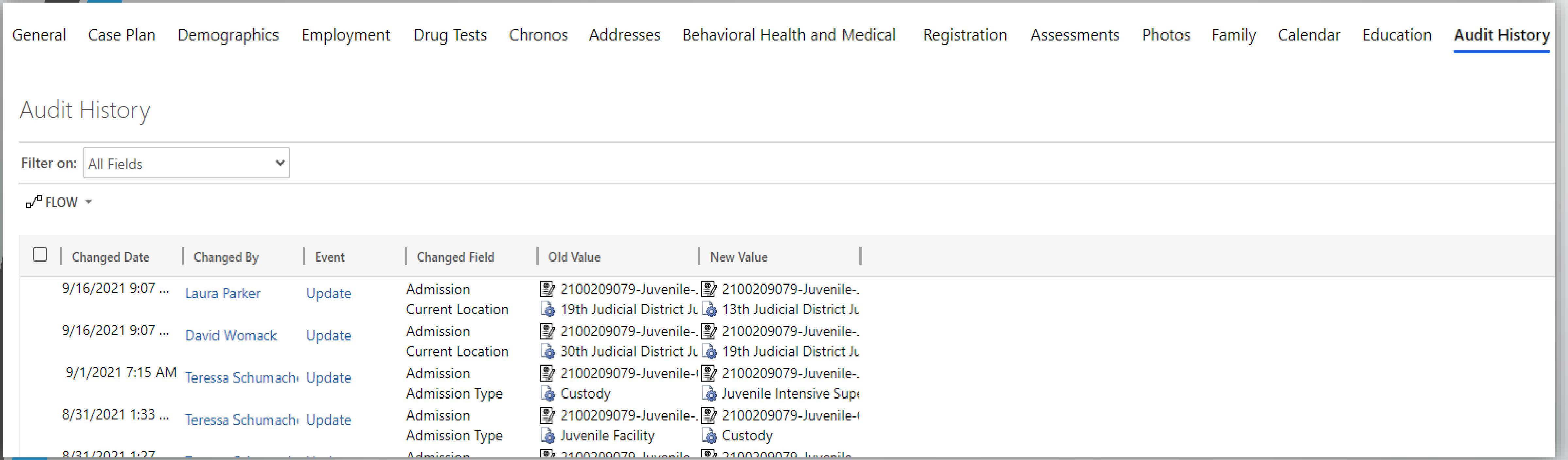




AUDIT HISTORY:

***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.

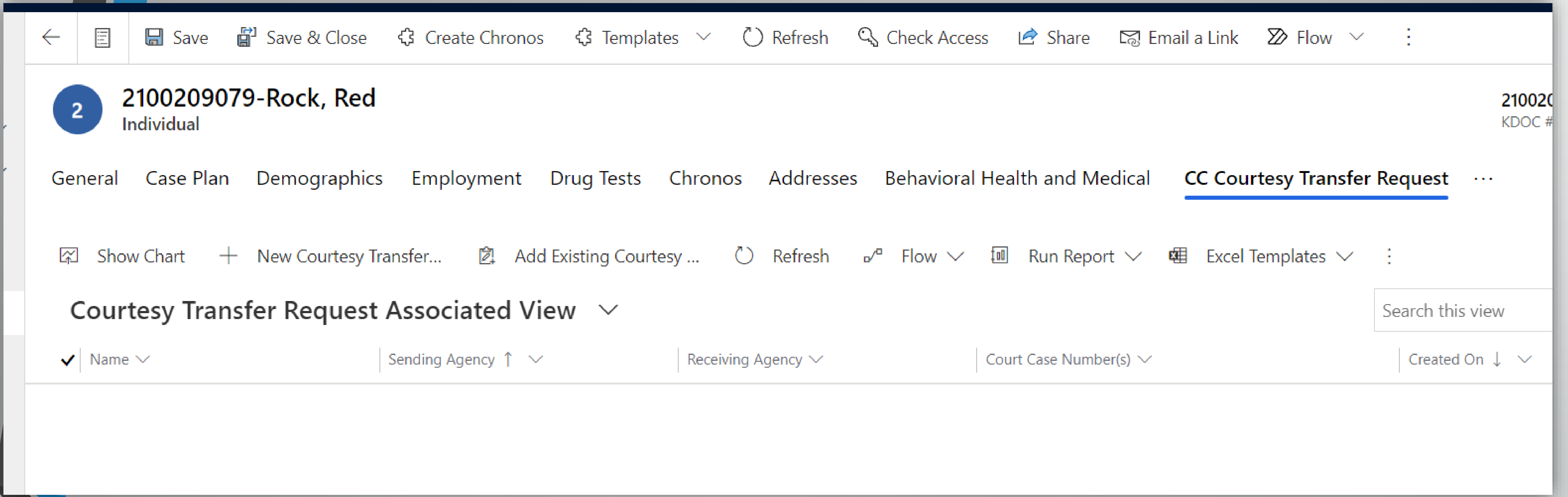


Changed Date	Changed By	Event	Changed Field	Old Value	New Value
9/16/2021 9:07 ...	Laura Parker	Update	Admission Current Location	2100209079-Juvenile-... 19th Judicial District Ju	2100209079-Juvenile-... 13th Judicial District Ju
9/16/2021 9:07 ...	David Womack	Update	Admission Current Location	2100209079-Juvenile-... 30th Judicial District Ju	2100209079-Juvenile-... 19th Judicial District Ju
9/1/2021 7:15 AM	Teressa Schumach	Update	Admission Admission Type	2100209079-Juvenile-(Custody	2100209079-Juvenile-... Juvenile Intensive Supe
8/31/2021 1:33 ...	Teressa Schumach	Update	Admission Admission Type	2100209079-Juvenile-... Juvenile Facility	2100209079-Juvenile-(Custody

CC COURTESY TRANSFER REQUEST:

* Fill this out to transfer a client to another district.

For reference to the entire process, see Appendix.



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

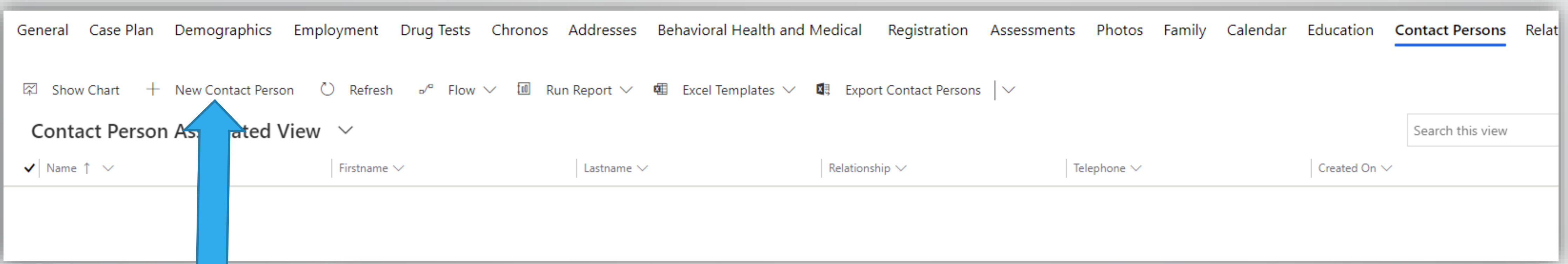
Case Number	Direct/Courtesy	Supervision Location
No records to view		

Proposed Residence plan*

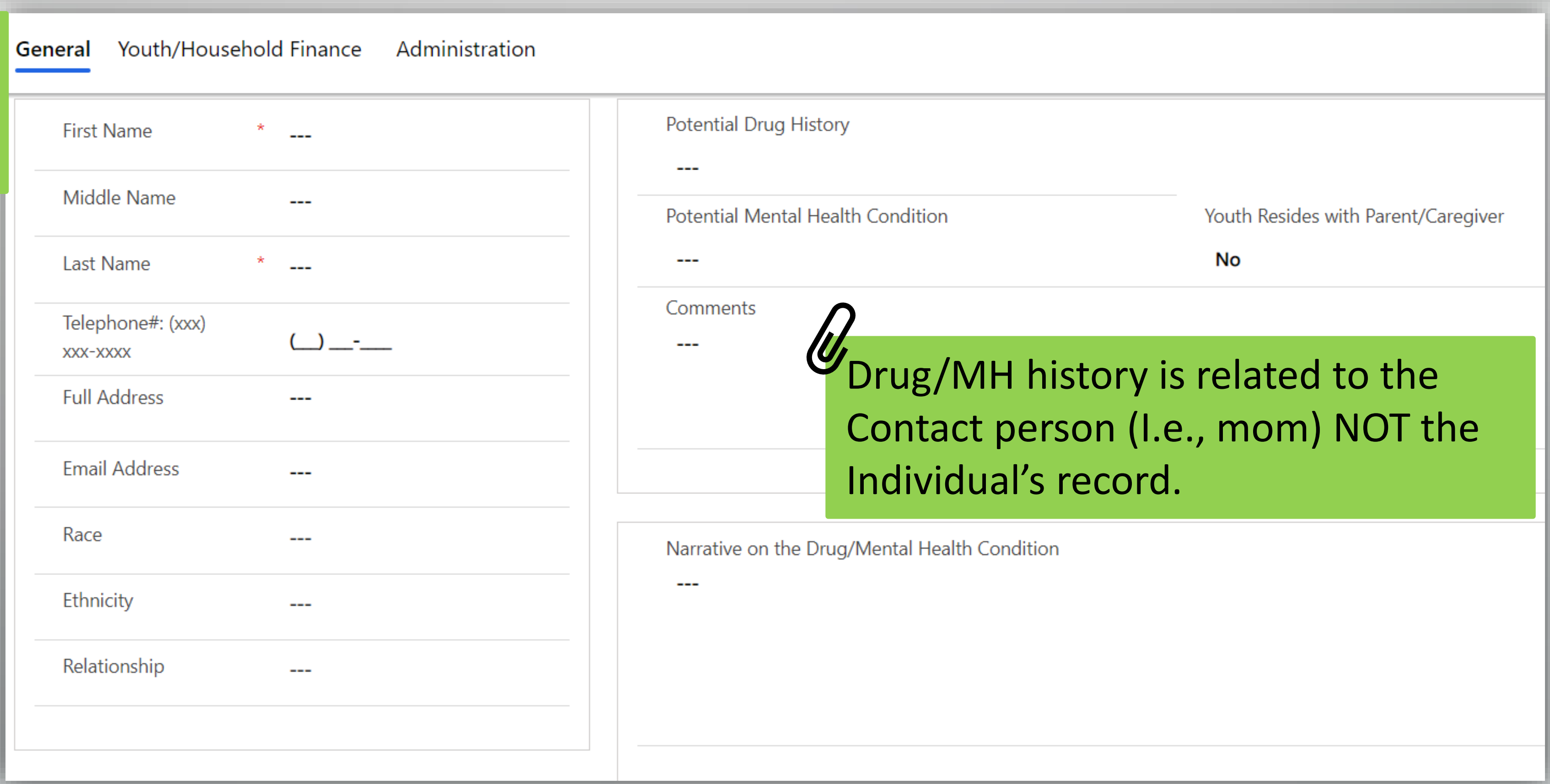
Proposed Employment plan*

CONTACT PERSONS:
***This is an Associated View. Listing all contacts information.**

Enter parent/guardian information here.



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



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

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:

***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

Search this view

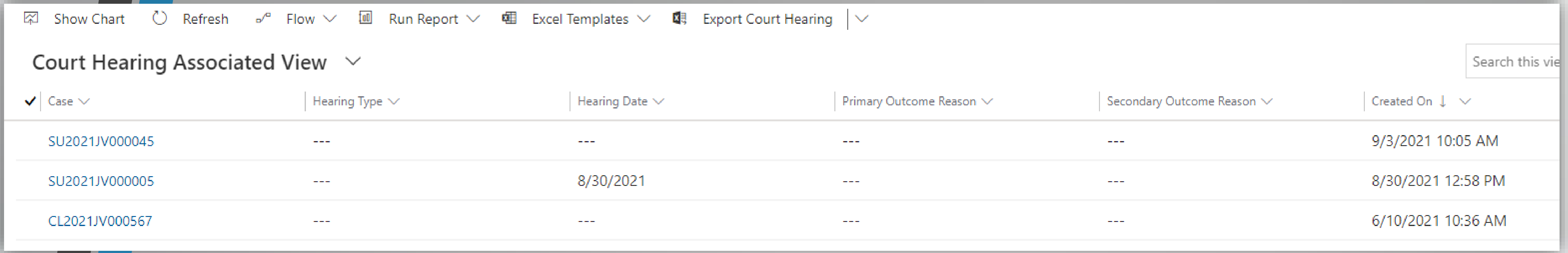
Court Case#	Supervision Location	Admission	Case Type	Case Status	Case Plan	Created On
SU2021JV000045	30th Judicial District Community C	2100209079-Juvenile-Juvenile Inte	Kansas Case	---	CP-2100209079-Rock, Red	9/1/2021 7:17 AM
SU2021JV000005	30th Judicial District Juvenile Servic	2100209079-Juvenile-Juvenile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

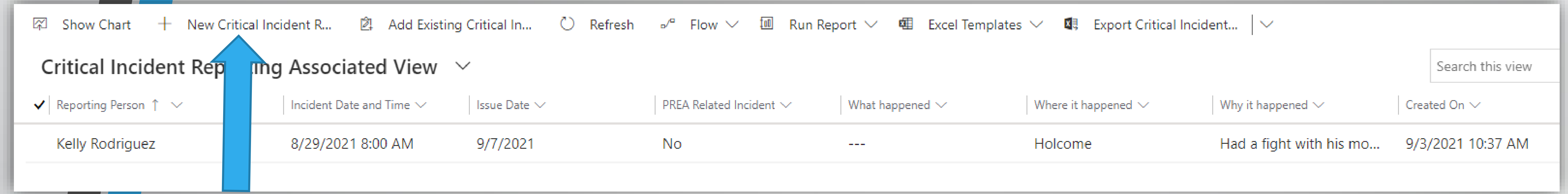
Search this vie

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

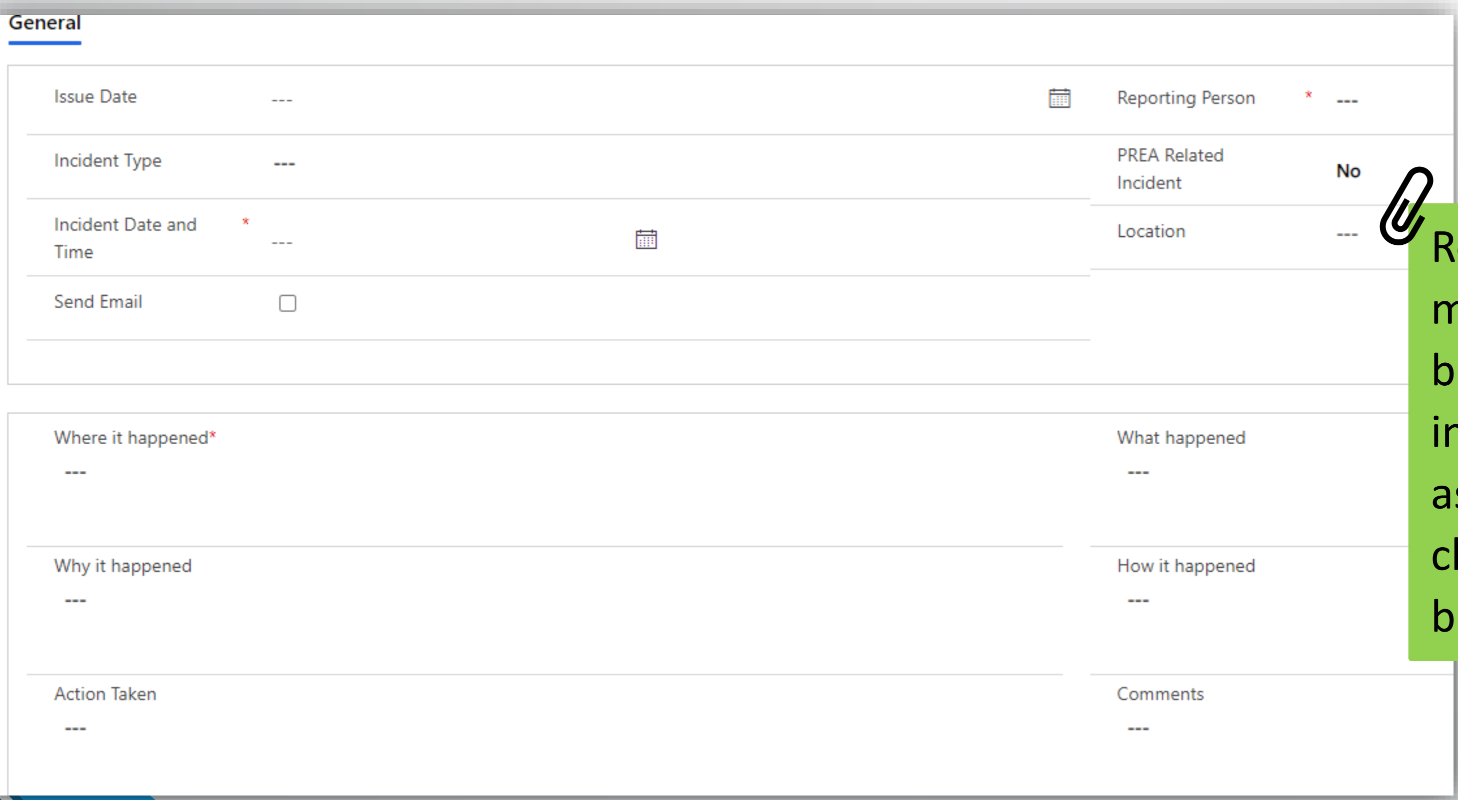
CRITICAL INCIDENT REPORTING:

***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.



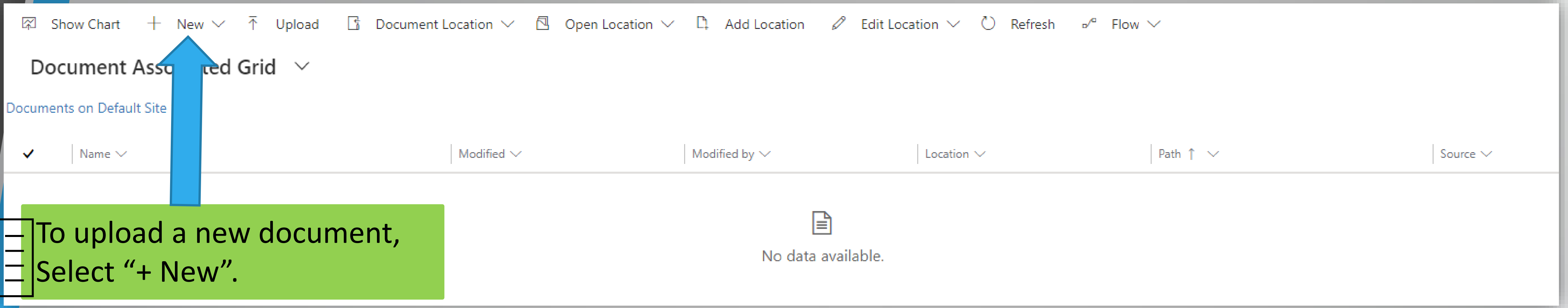
To enter a new critical incident, click the "+ New Critical Incident R..."



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.

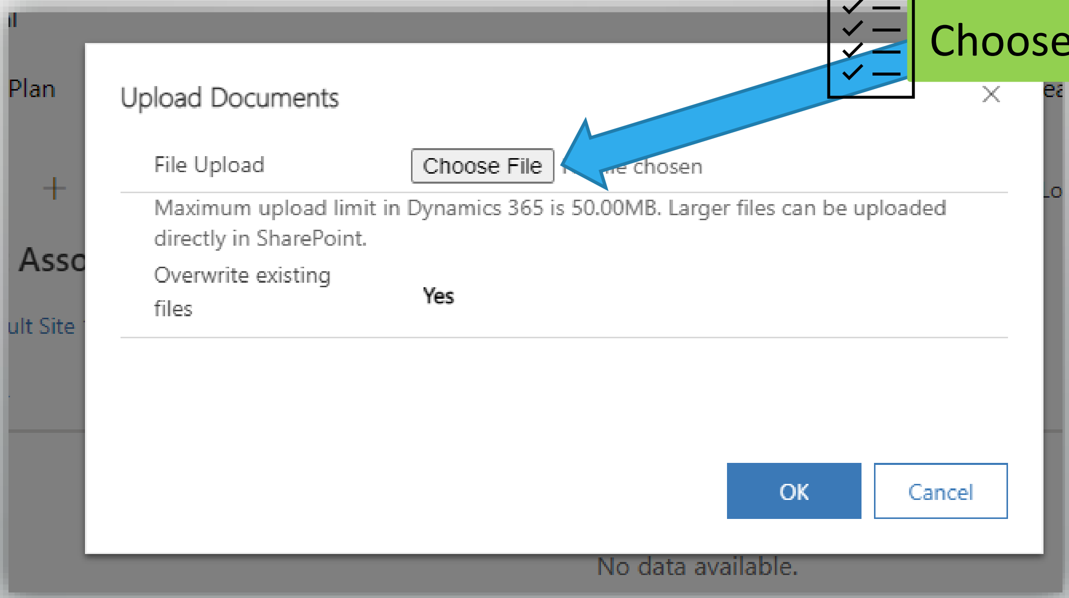
DOCUMENTS:
***This is an Associated View and allows for documents to be uploaded.**

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



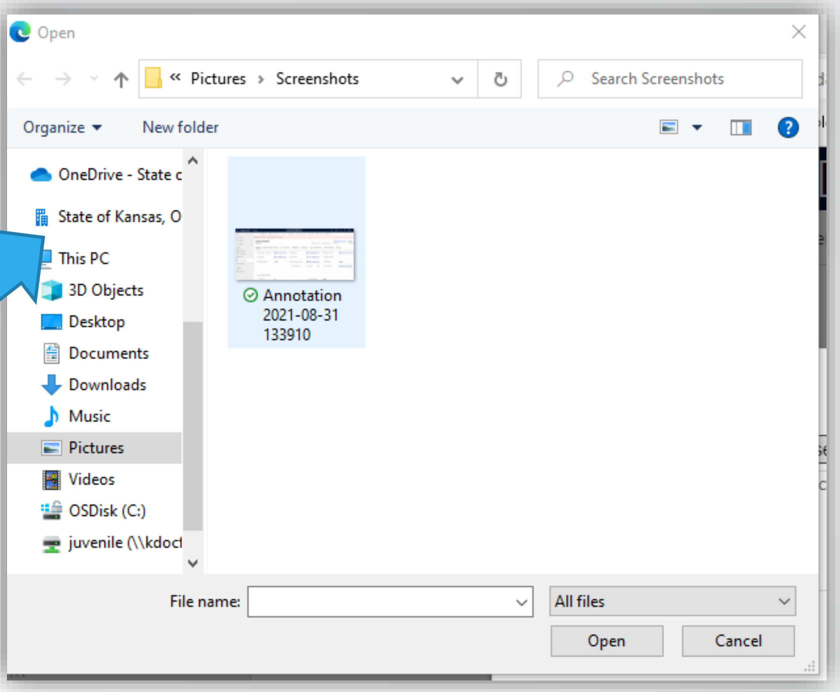
To upload a new document, Select "+ New".

Choose File

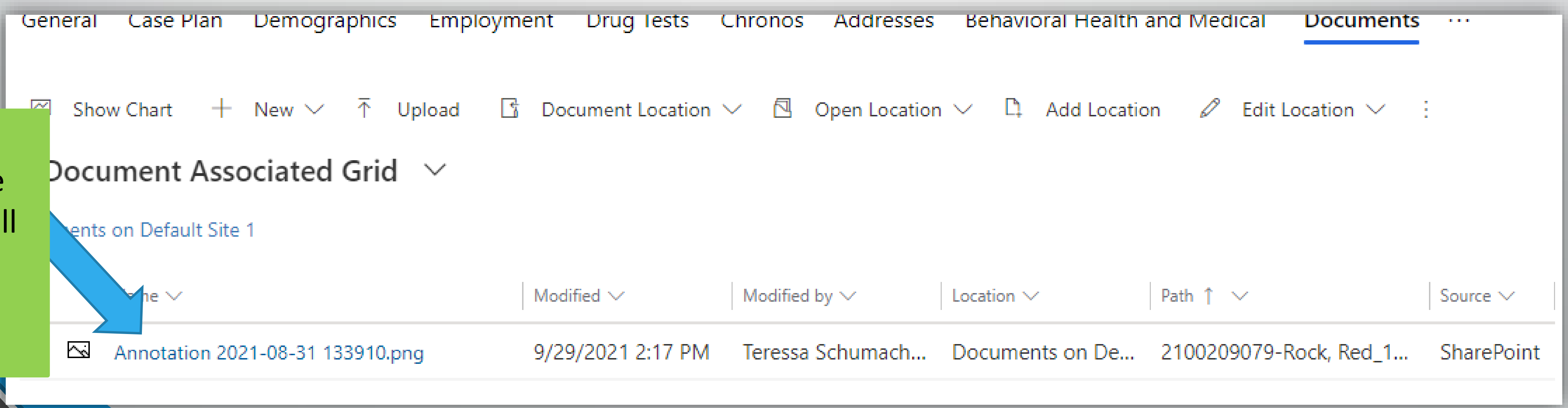


DOCUMENTS CONTINUED:
Uploading a new document.

Select the file to upload.

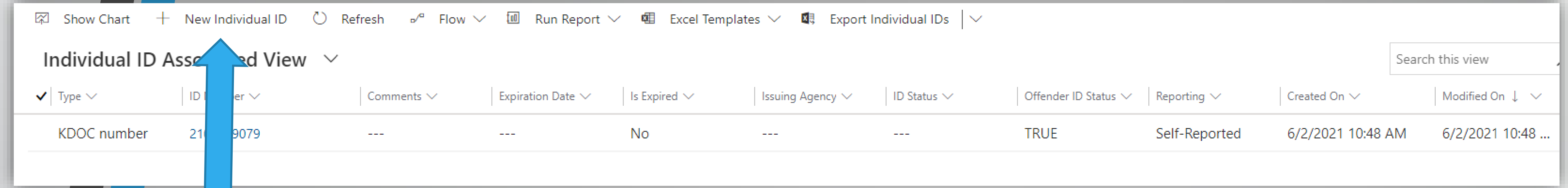


Once it is uploaded the document will show with a hyperlink for access.

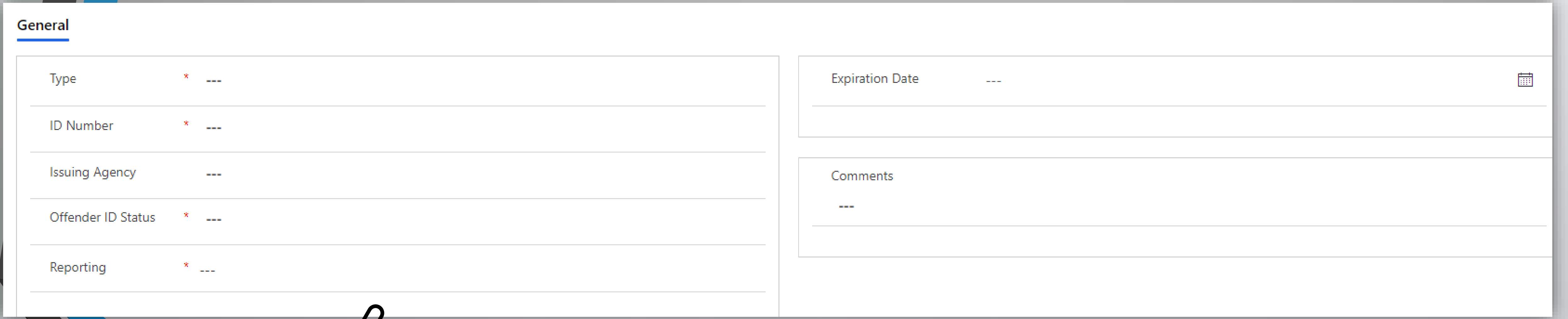


INDIVIDUAL IDs:

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



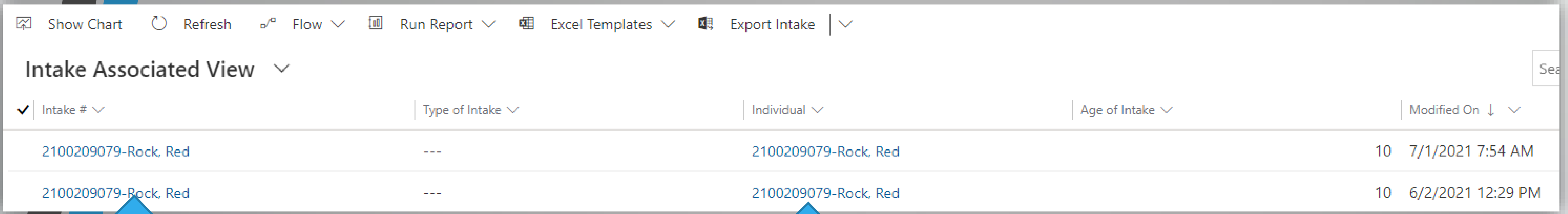
To enter a new individual ID, click "+ New Individual ID"



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.



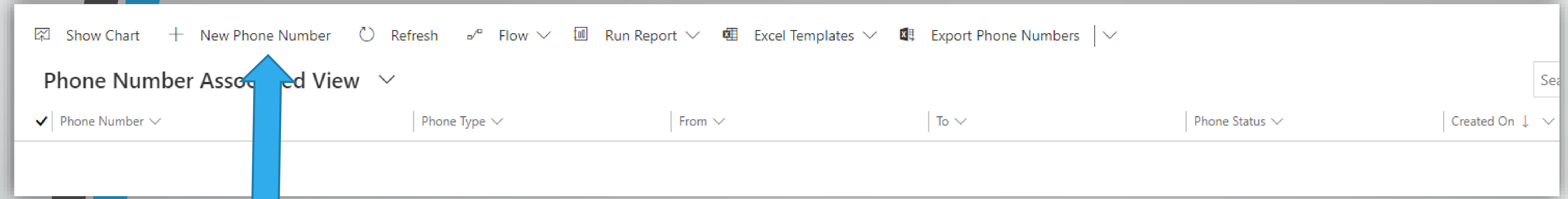
Intake #	Type of Intake	Individual	Age of Intake	Modified On
2100209079-Rock, Red	---	2100209079-Rock, Red	10	7/1/2021 7:54 AM
2100209079-Rock, Red	---	2100209079-Rock, Red	10	6/2/2021 12:29 PM

To view the intake record, select this hyperlink.

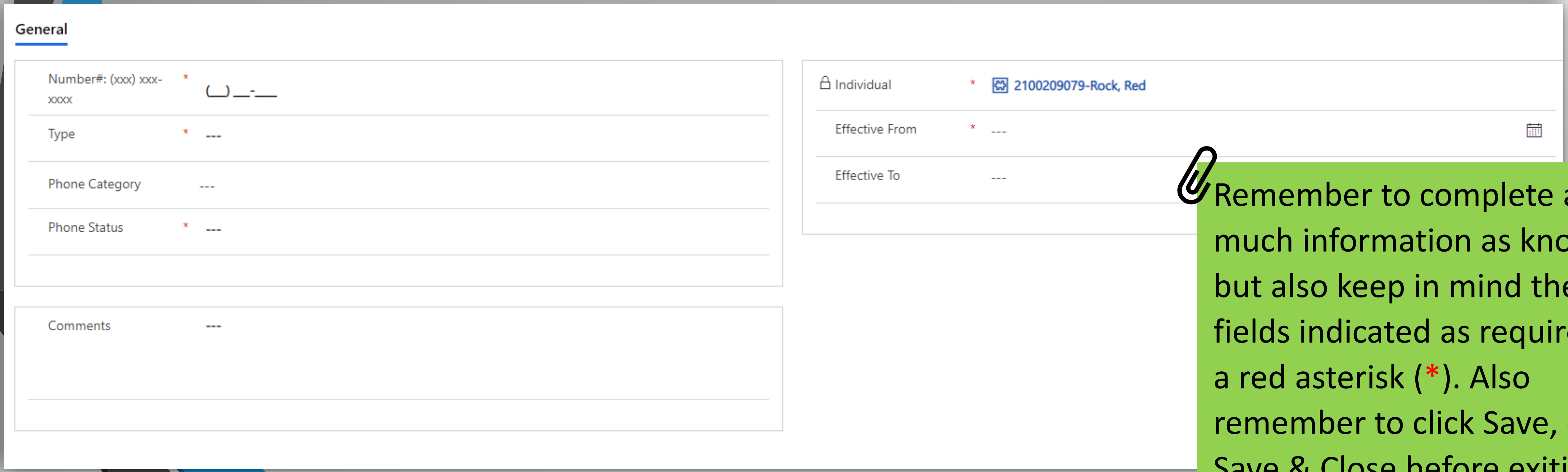
Clicking these links will take you to the Individual record, not the intake record.

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

Phone numbers are related to Individual NOT contact persons.



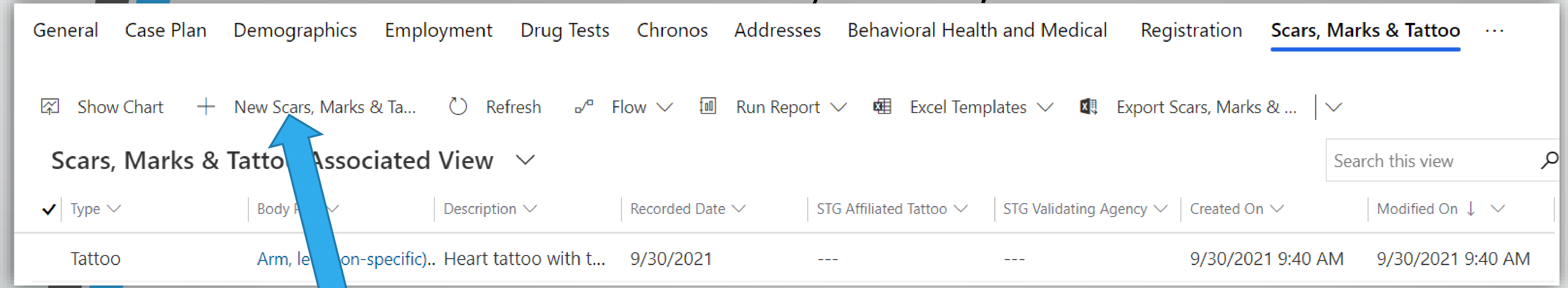
To enter a new phone number, click "+ New Phone Number"



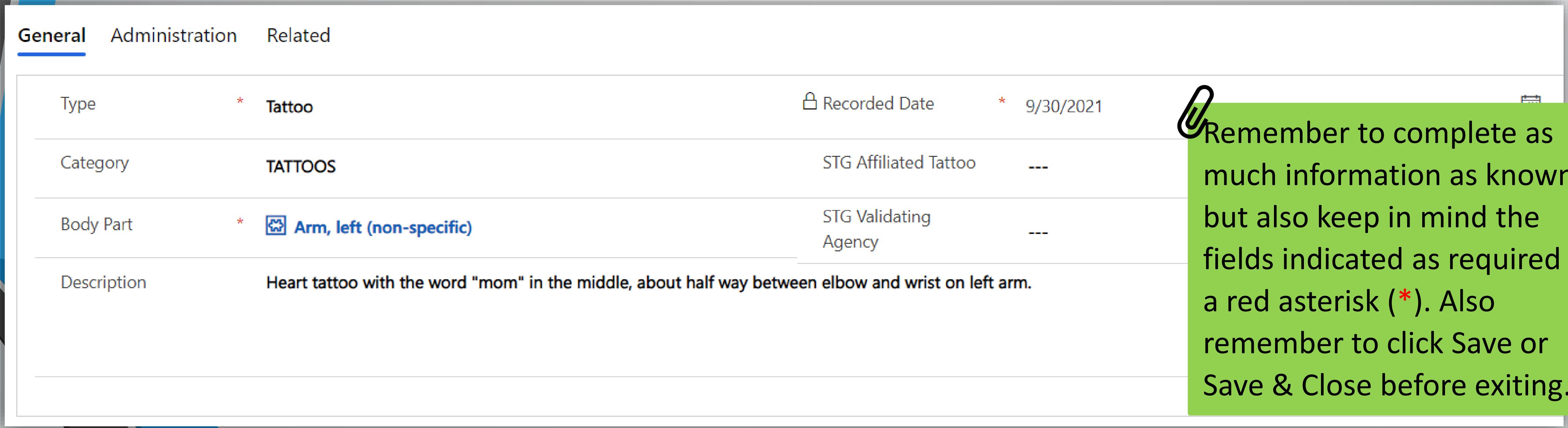
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save, or Save & Close before exiting

SCARS, MARKS & TATTOO:

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



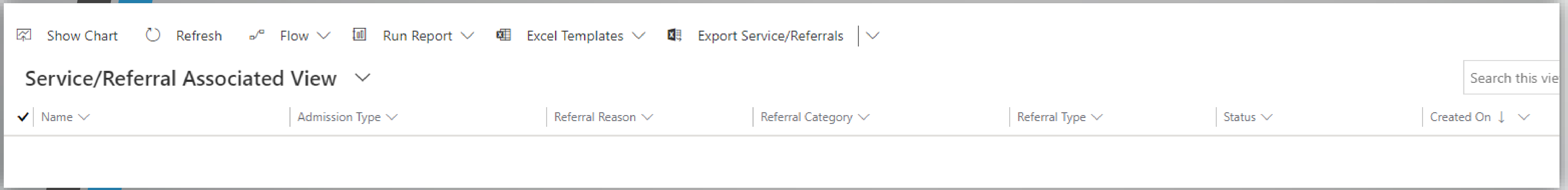
To enter a new scar, mark or tattoo, click "+ New Scars, Marks & Ta..."



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.

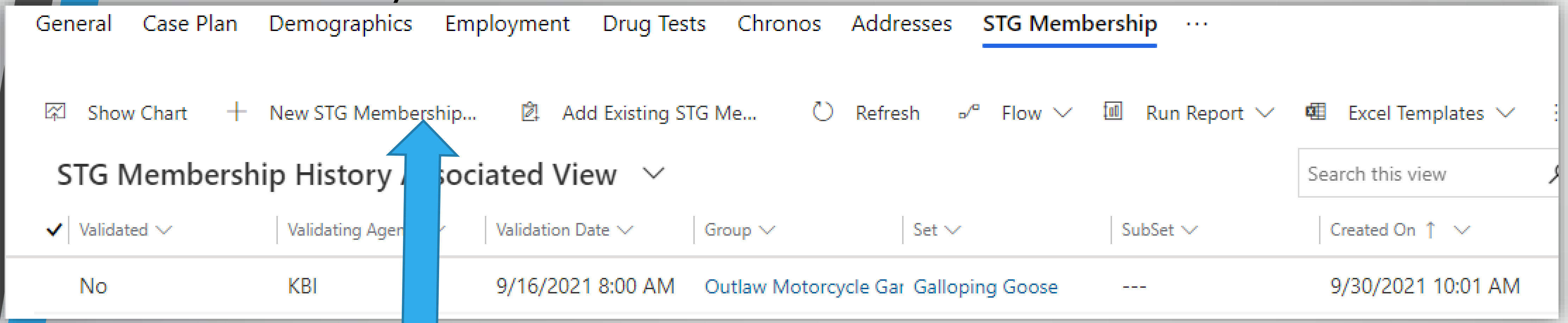
SERVICE & REFERRALS:
*** Associated View of all Services and Referrals entered.**

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

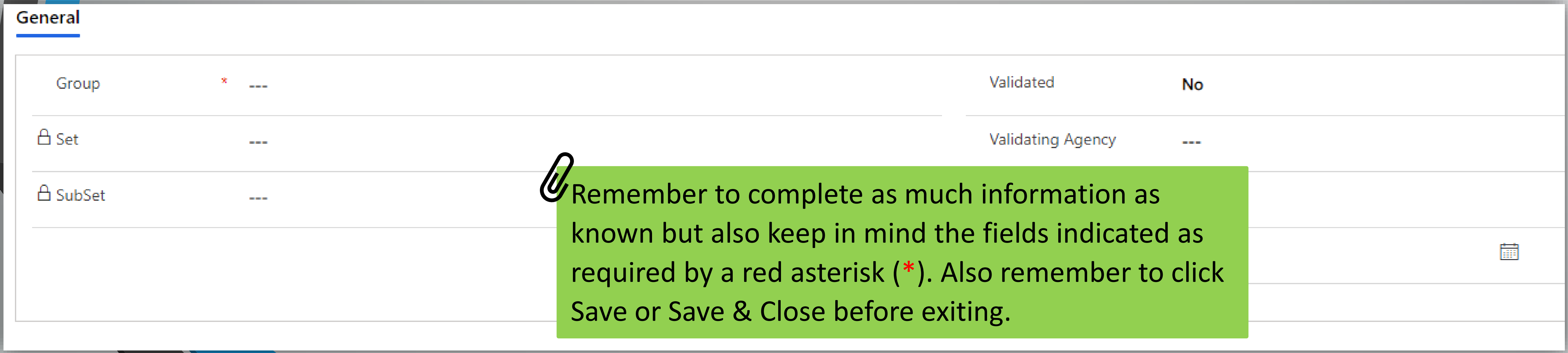


STG MEMBERSHIP:
***Security Threat Group/Street Gang information entry.**

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



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



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

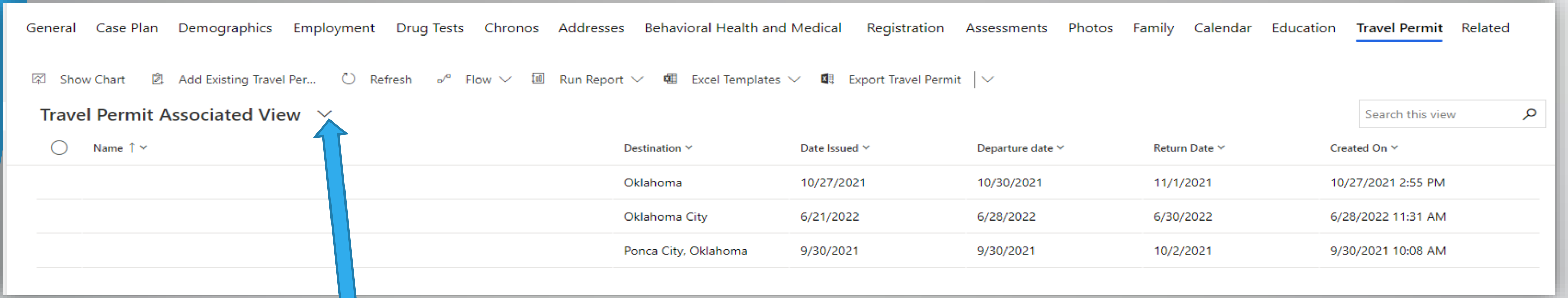
Search thi

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

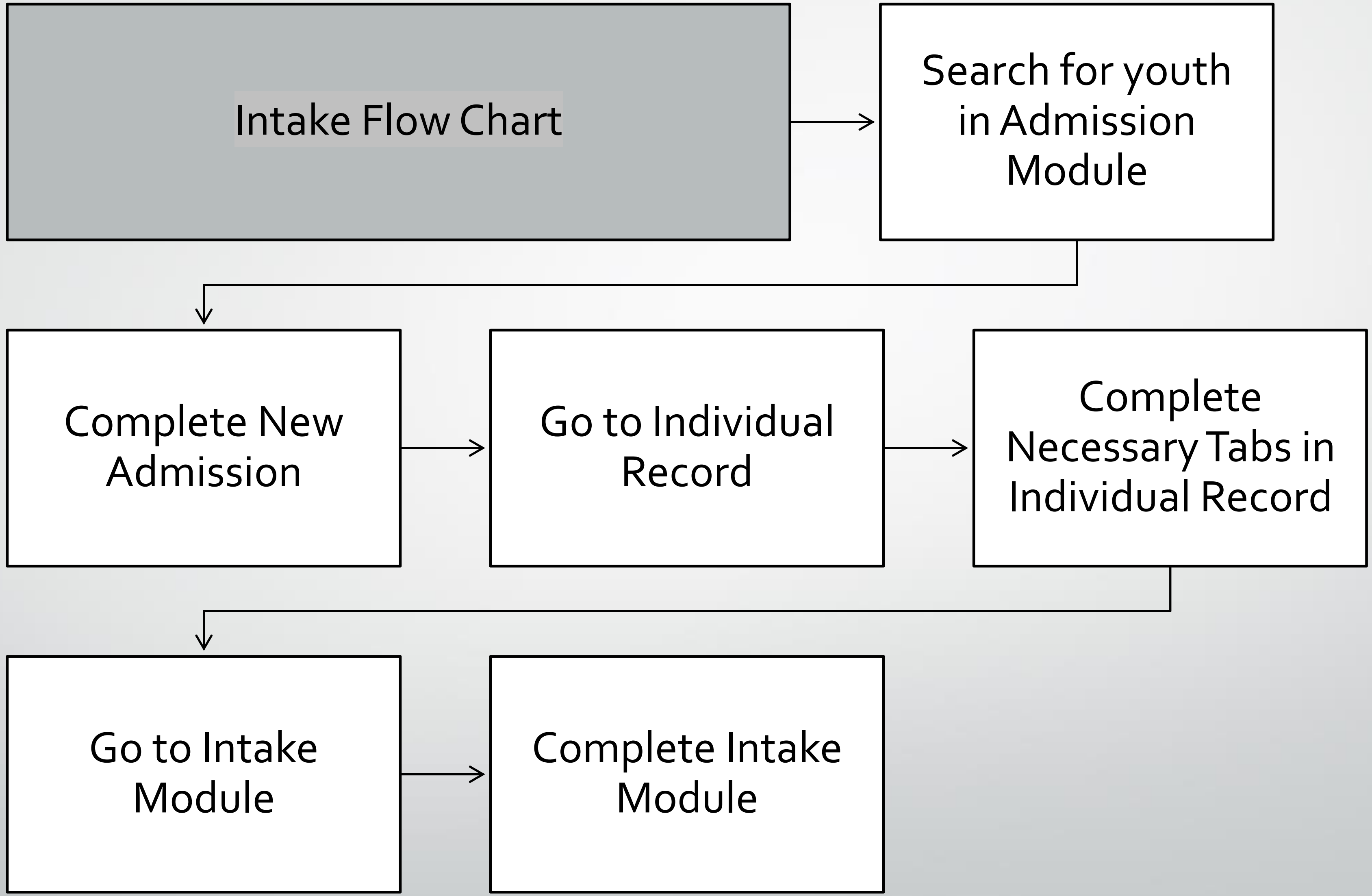
This is an Associated View only allowing you to see Travel Permits that have been entered. To enter a new Travel Permit, go to the Case Plan Module, in the related tab click Travel Permit. Travel Permits are associated with case plans.



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).


Intake Flow Chart
Search for youth in Admission Module
Complete New Admission
Go to Individual Record
Complete Necessary Tabs in Individual Record
Go to Intake Module
Complete Intake Module

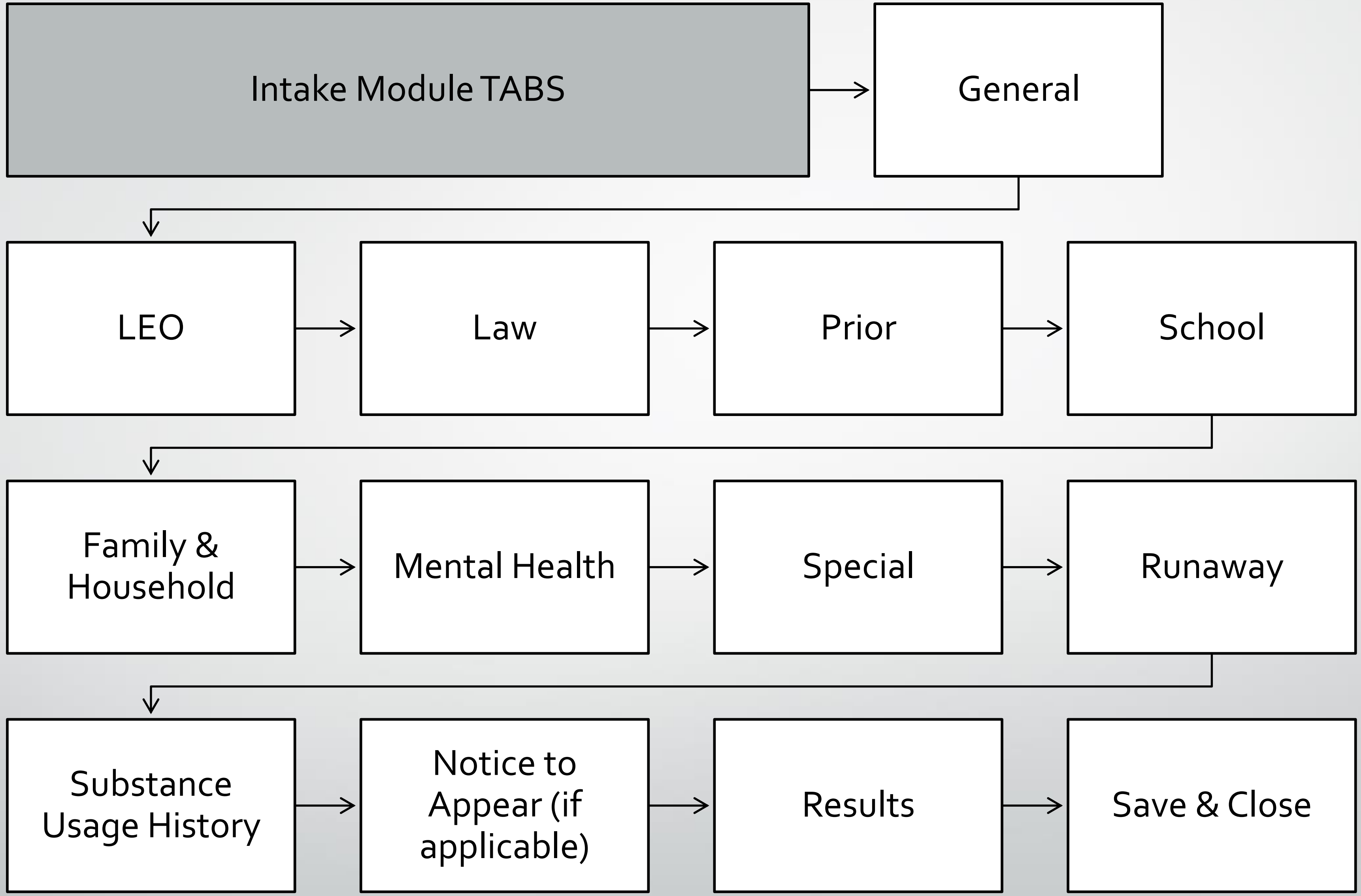
These are tabs in the INDIVIDUAL MODULE, this information must be verified or completed to have a completed Intake record.

Individual Module (for INTAKE – Juvenile Only) → General *

→ Demographics (do not update) → Addresses * → Contact Persons

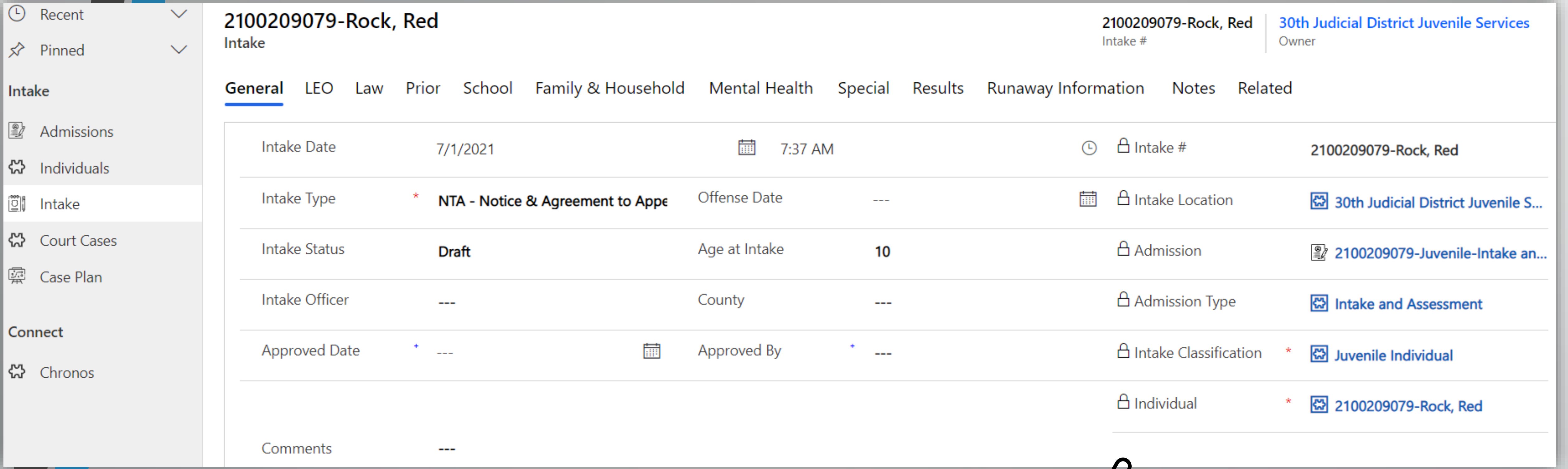
→ Phone Numbers* → Save → Go to Intake Module from Related TAB

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


Intake Module TABS
General
LEO
Law
Prior
School
Family & Household
Mental Health
Special
Runaway
Substance Usage History
Notice to Appear (if applicable)
Results
Save & Close

GENERAL:

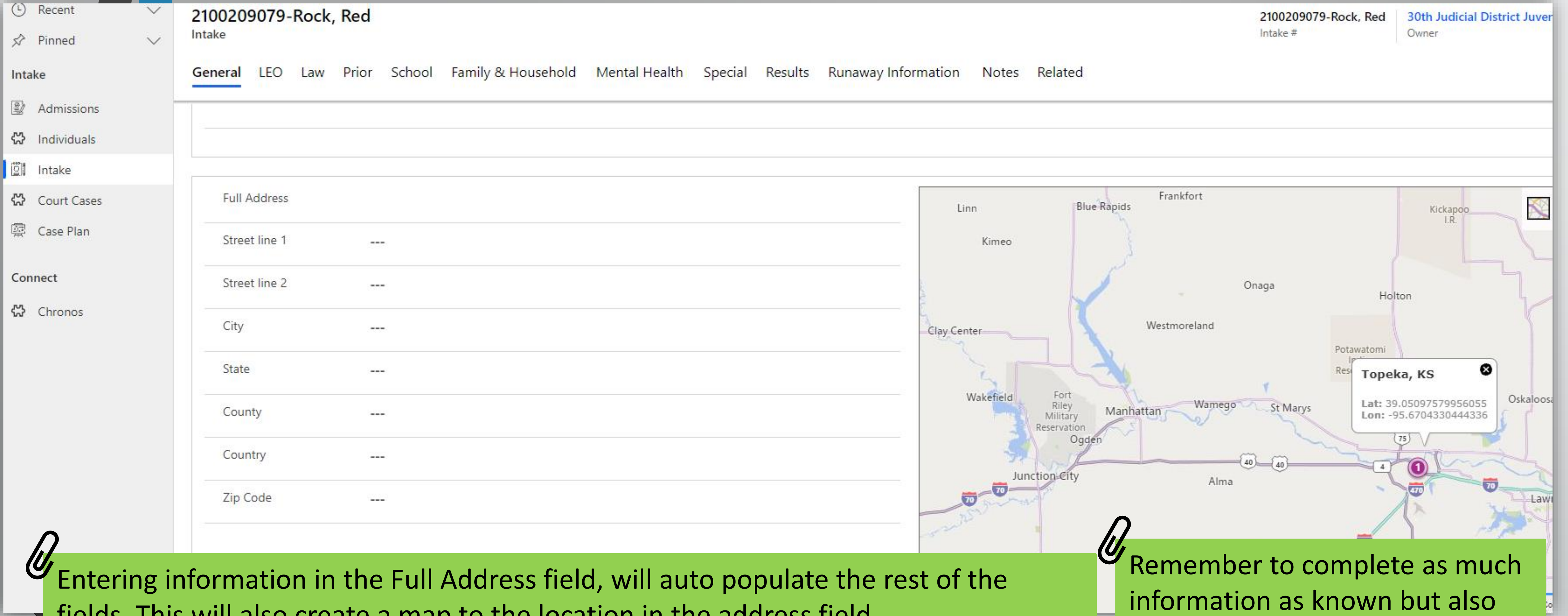
*Enter information for this intake. There are 2 sections to the General Tab – this is section 1.



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.

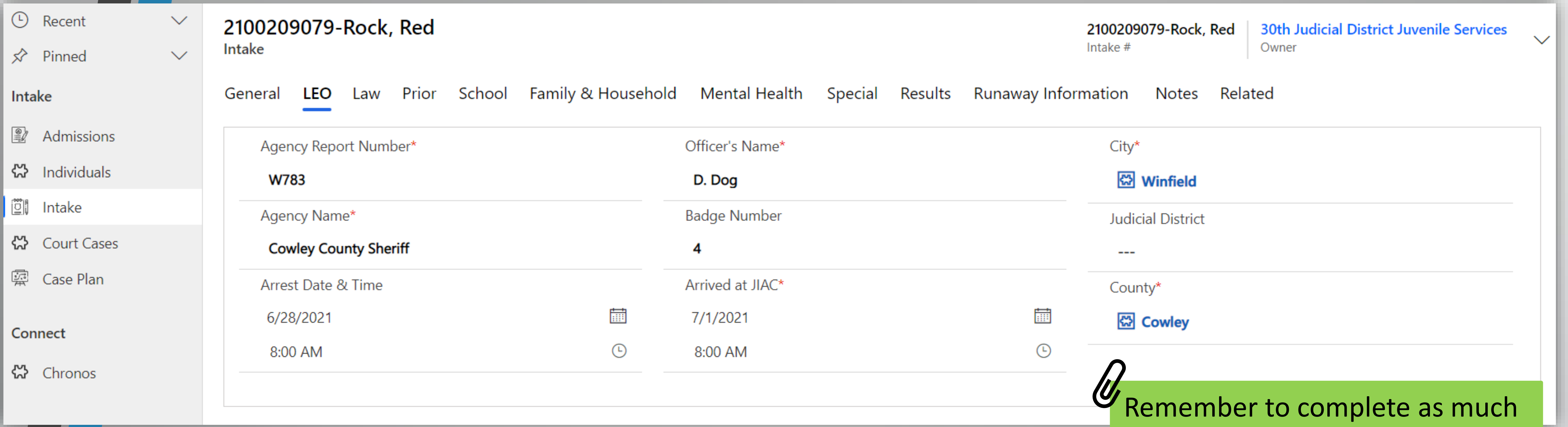


Entering information in the Full Address field, will auto populate the rest of the fields. This will also create a map to the location in the address field.

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.

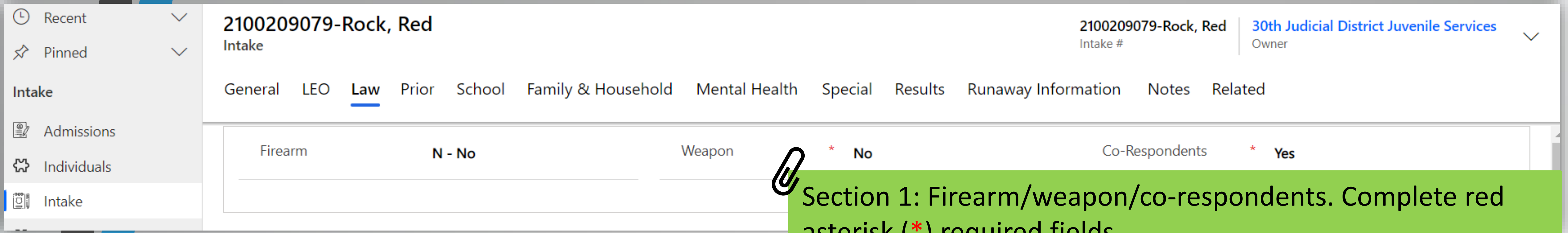
This is where the LEO case number goes.



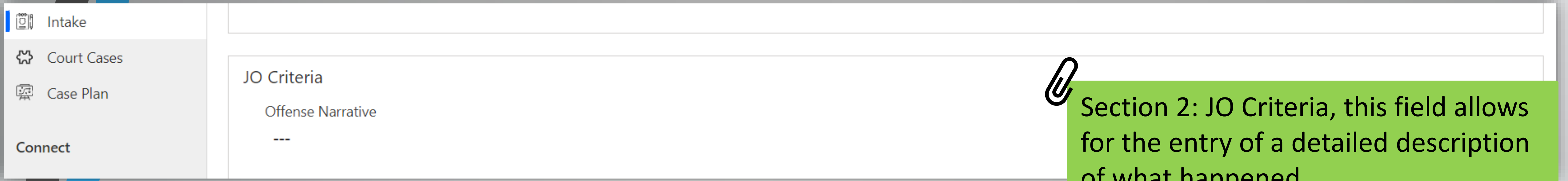
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

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

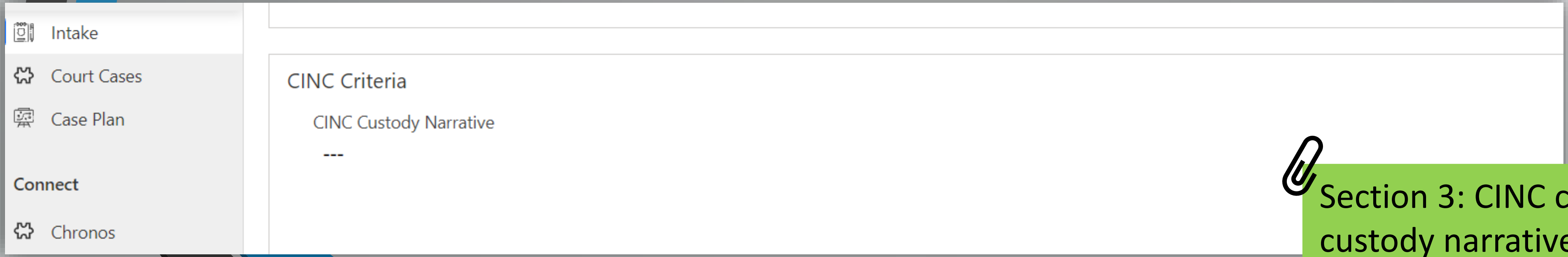
Remember to save your work!



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

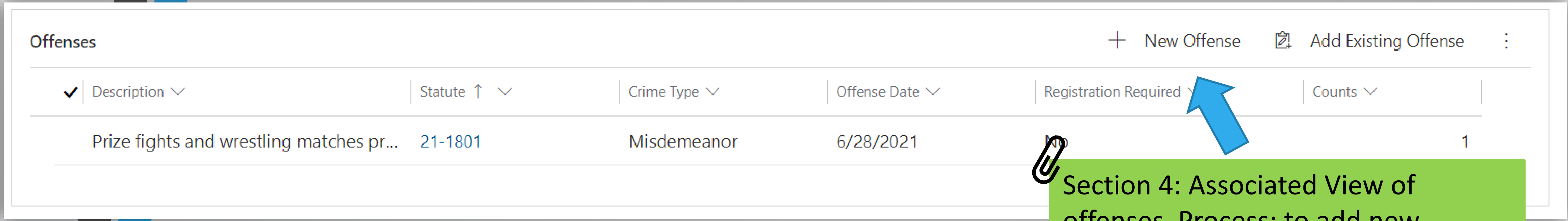


Section 2: JO Criteria, this field allows for the entry of a detailed description of what happened.

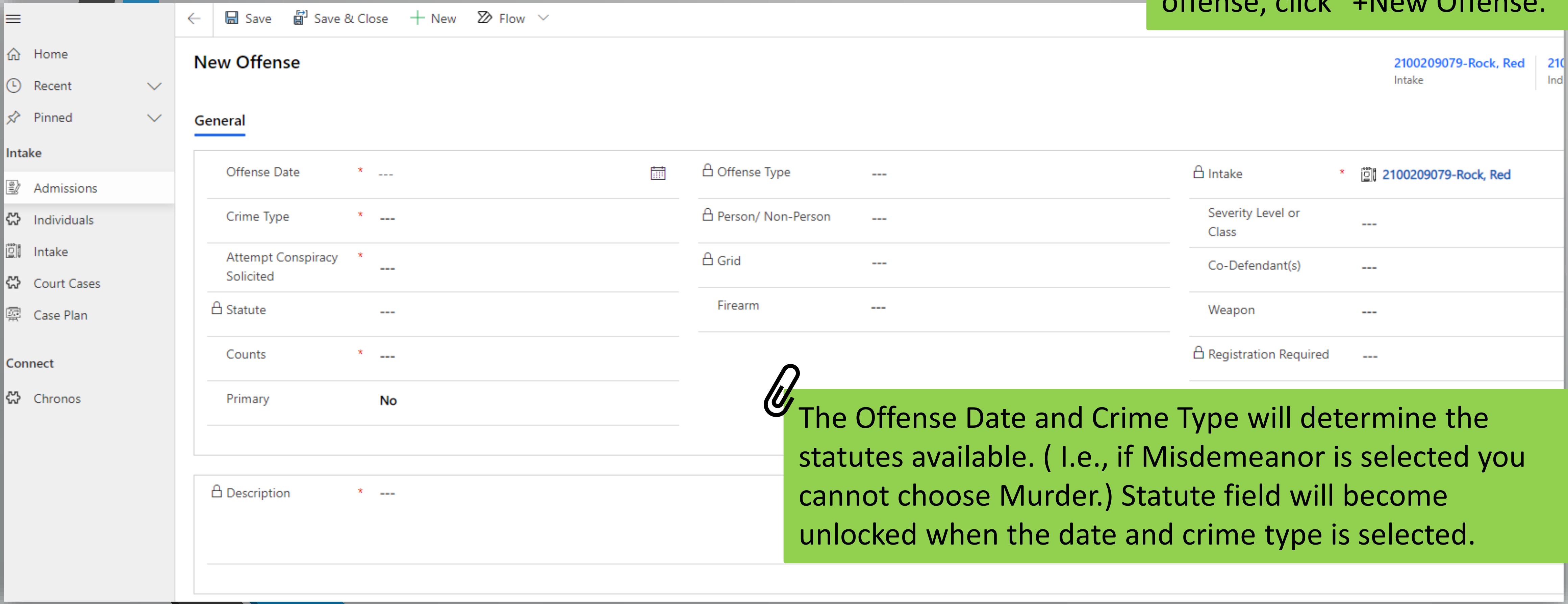


Section 3: CINC criteria field for CINC custody narrative.

LAW CONTINUED: Section 4, these are alleged offenses.



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

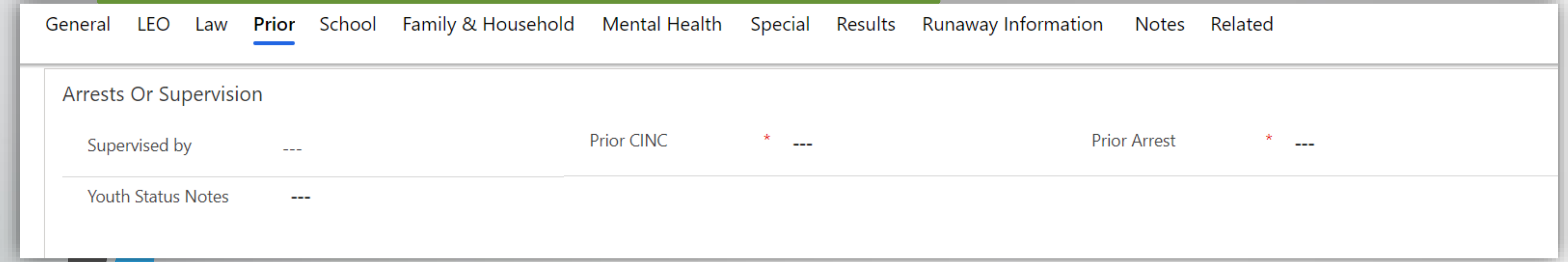


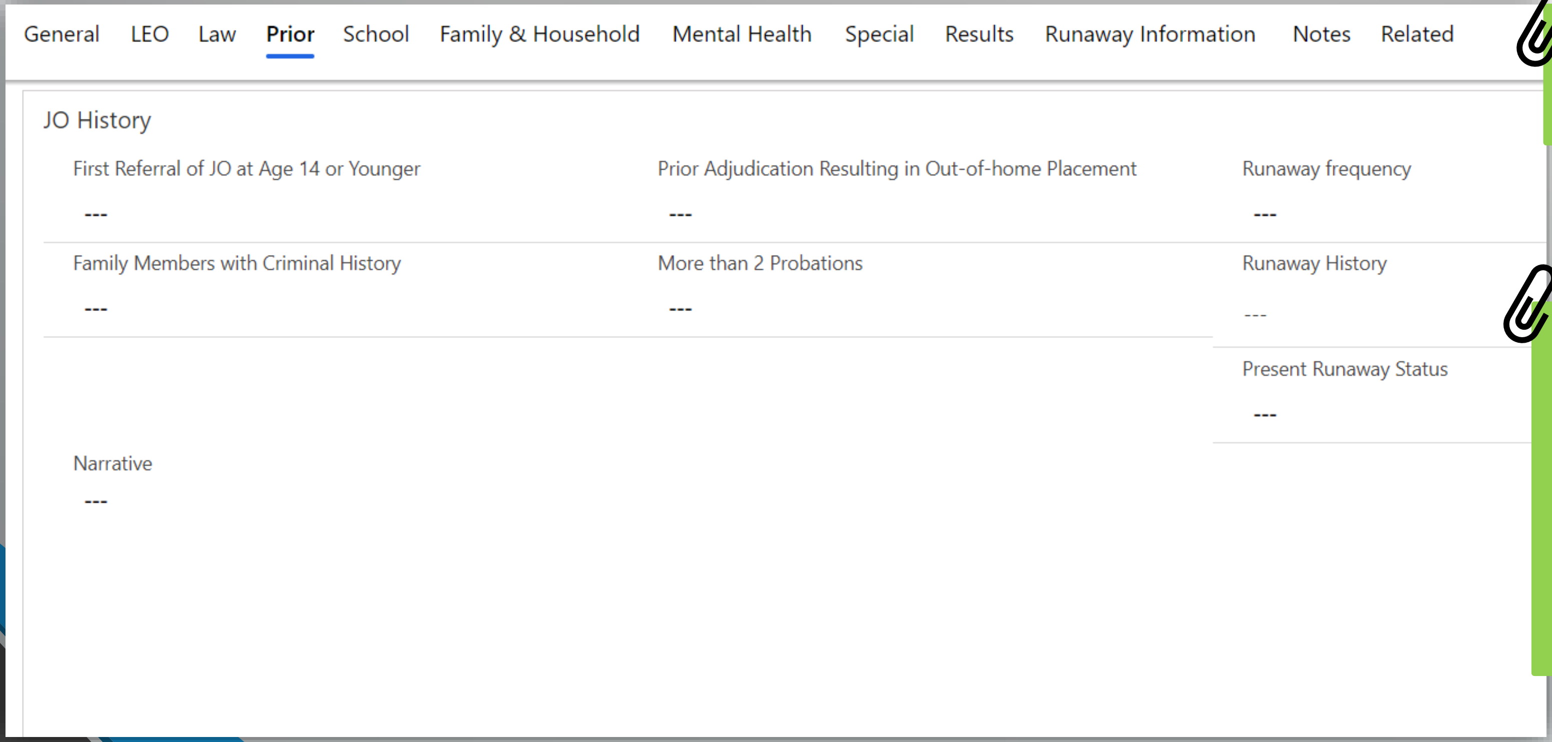
The Offense Date and Crime Type will determine the statutes available. (I.e., if Misdemeanor is selected you cannot choose Murder.) Statute field will become unlocked when the date and crime type is selected.

PRIOR:

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

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





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 | **School** | 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 | **Family & Household** | Mental Health | Special | Results | Runaway Information | Notes | Related

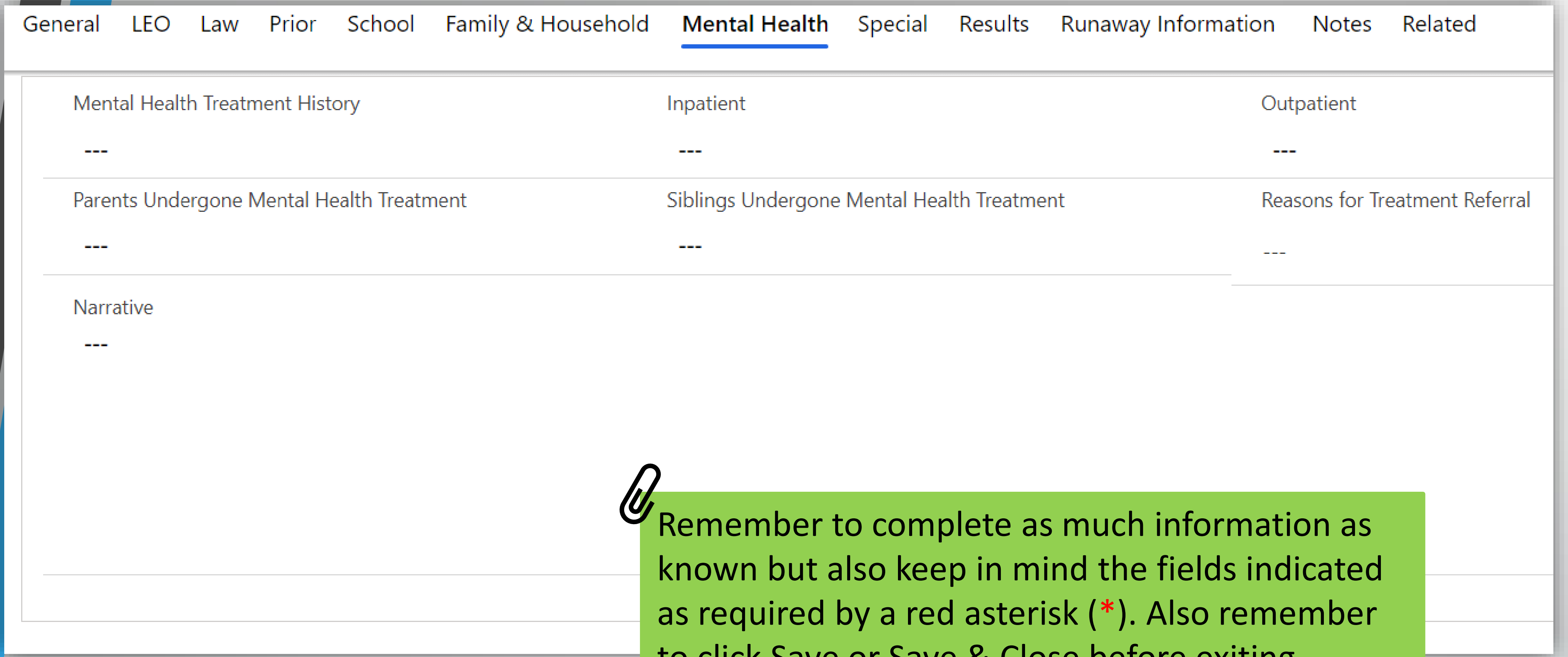
Mental Health (Self) ---	Drug/Alcohol use (Self) ---	Victim of Physical Abuse ---
Mental Health (Siblings) ---	Drug/Alcohol use (Siblings) ---	Victim of Sexual Abuse ---
Suicide Attempt by Youth ---	Family Primary Language ---	Need to Notify Person or Agency ---
Domestic Violence Exposure ---	Persons 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.**



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.**

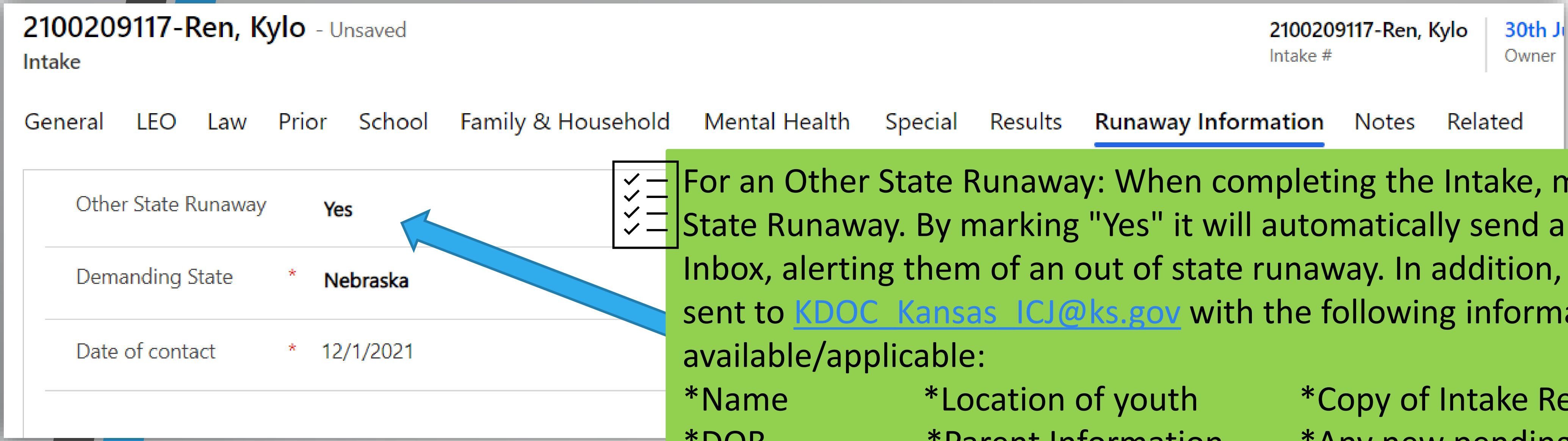
General | LEO | Law | Prior | School | Family & Household | Mental Health | **Special** | Results | Runaway Information | Notes | Related

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.

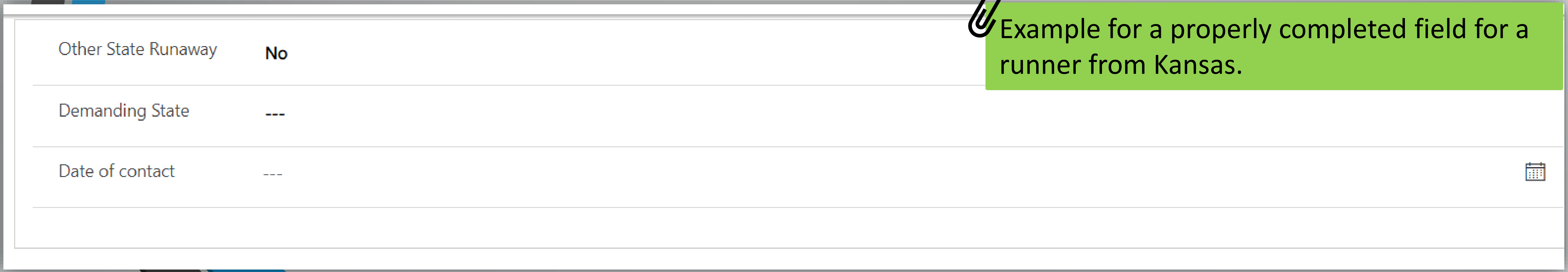


For an Other State Runaway: When completing the Intake, mark "Yes" in Other State Runaway. By marking "Yes" it will automatically send an email to the ICJ Inbox, alerting them of an out of state runaway. In addition, an email should be sent to KDOC_Kansas_ICJ@ks.gov with the following information if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

*Name *Location of youth *Copy of Intake Report

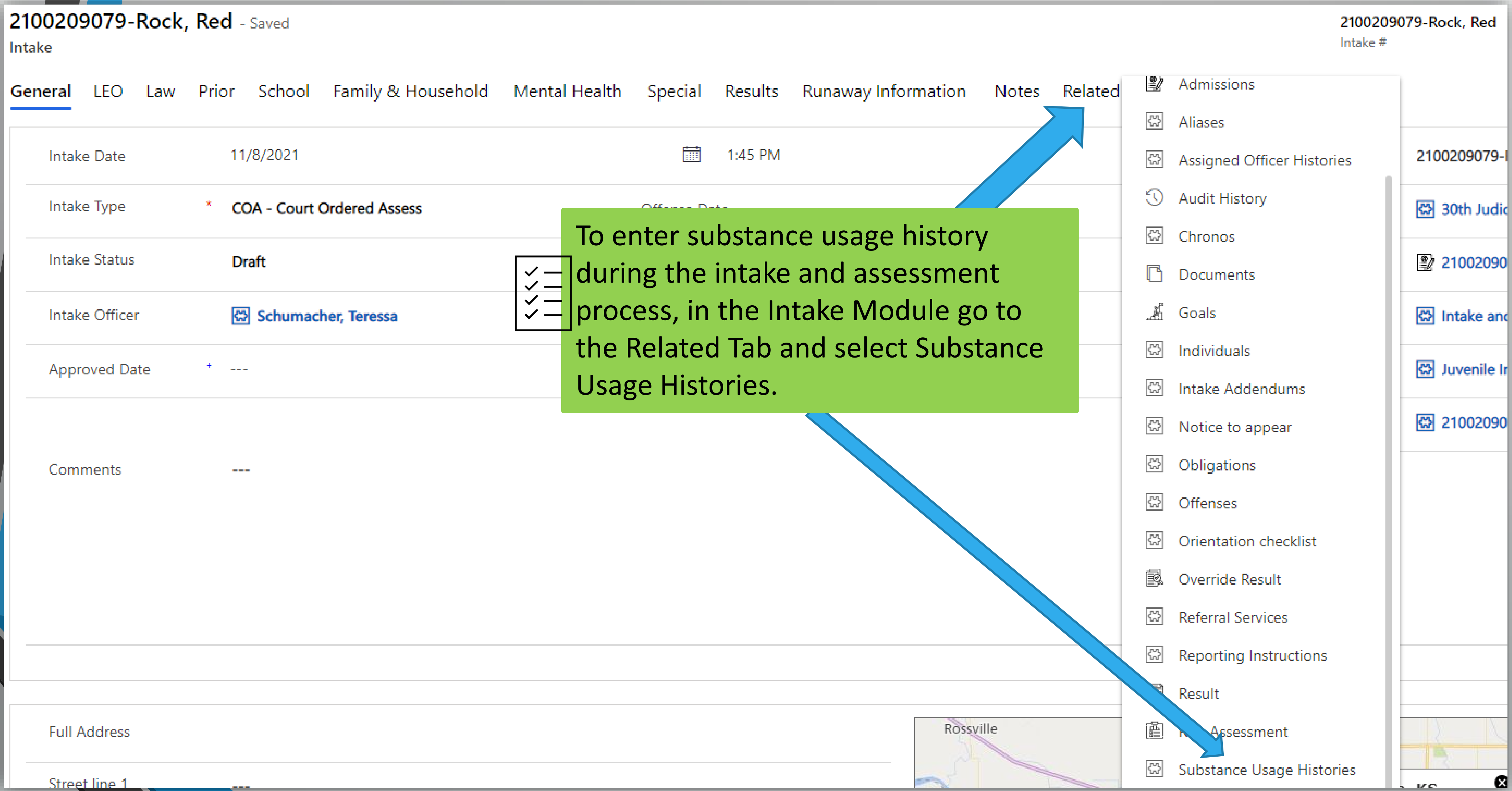
*DOB *Parent Information *Any new pending charges

*Information if a Form III Hearing has been scheduled.

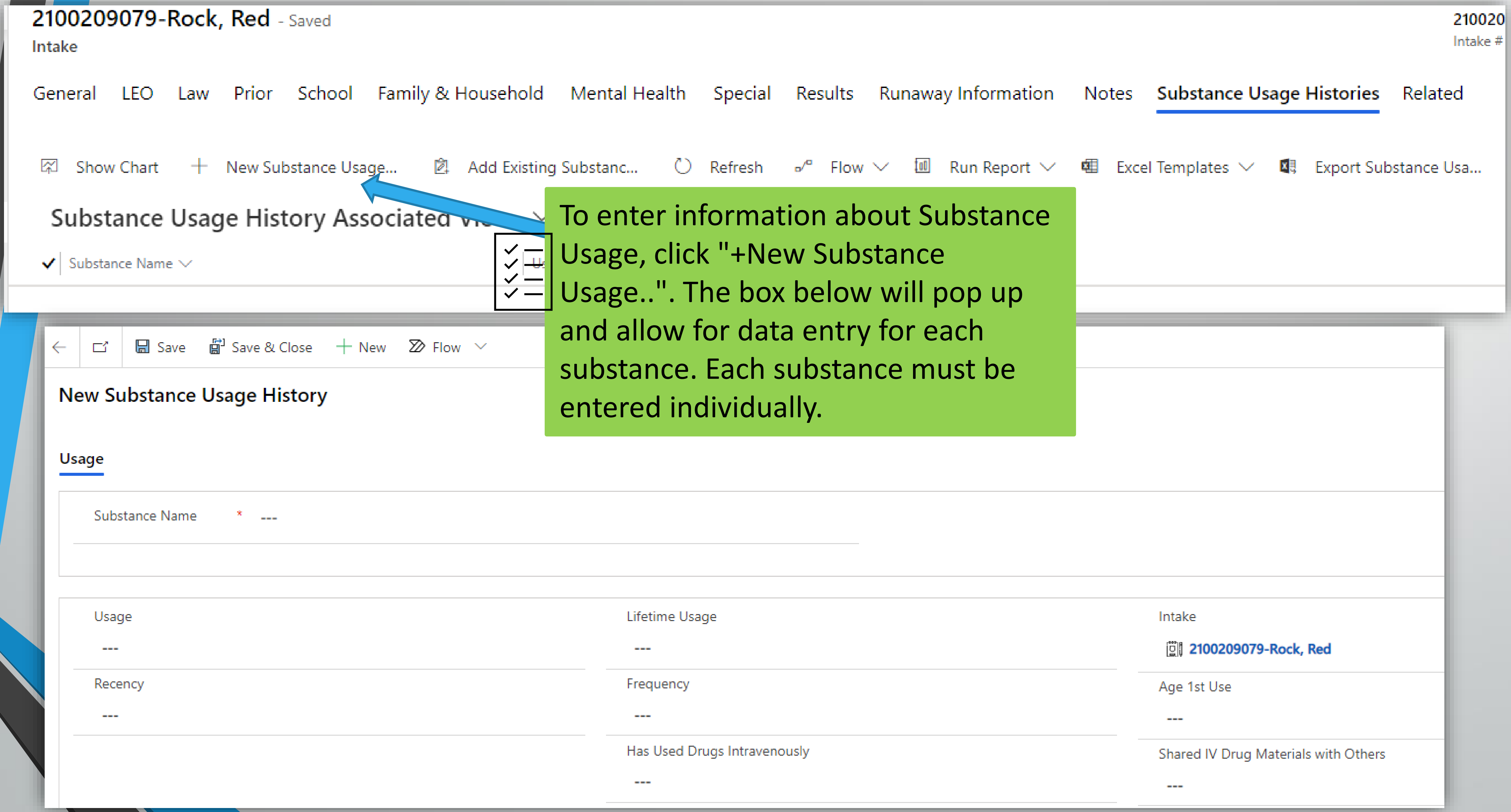


Example for a properly completed field for a runner from Kansas.

SUBSTANCE USAGE HISTORY:

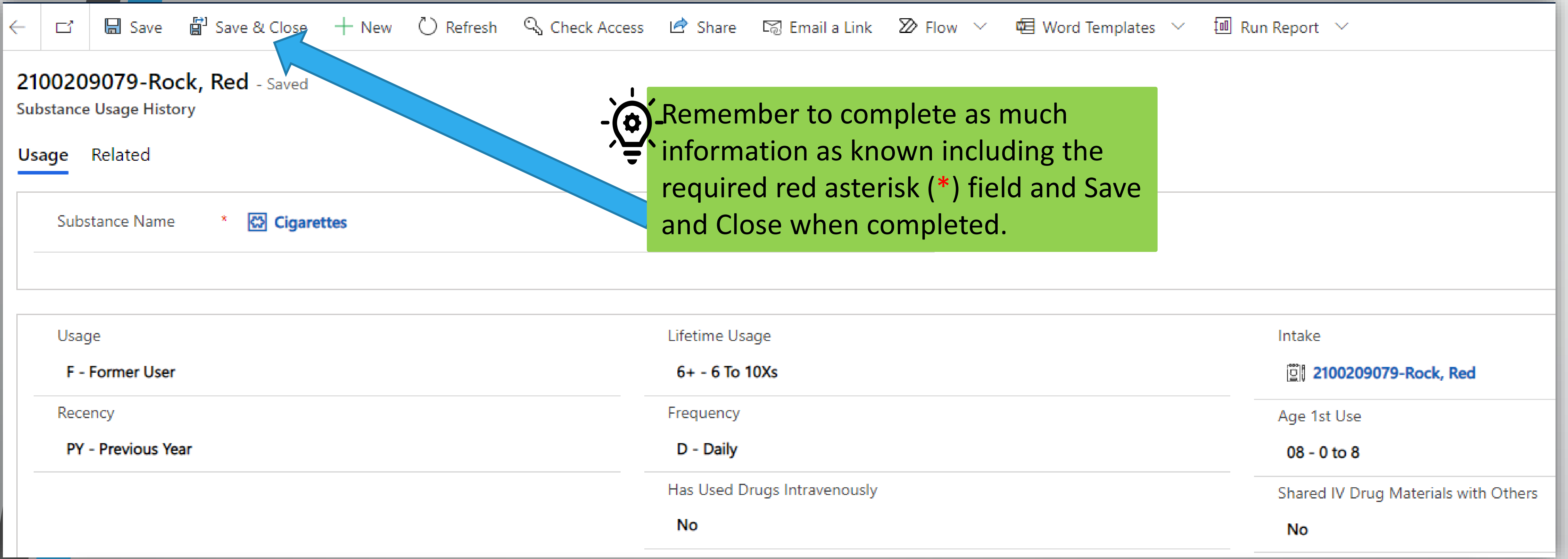


SUBSTANCE USAGE HISTORY CONTINUED:
This is an Associated View.

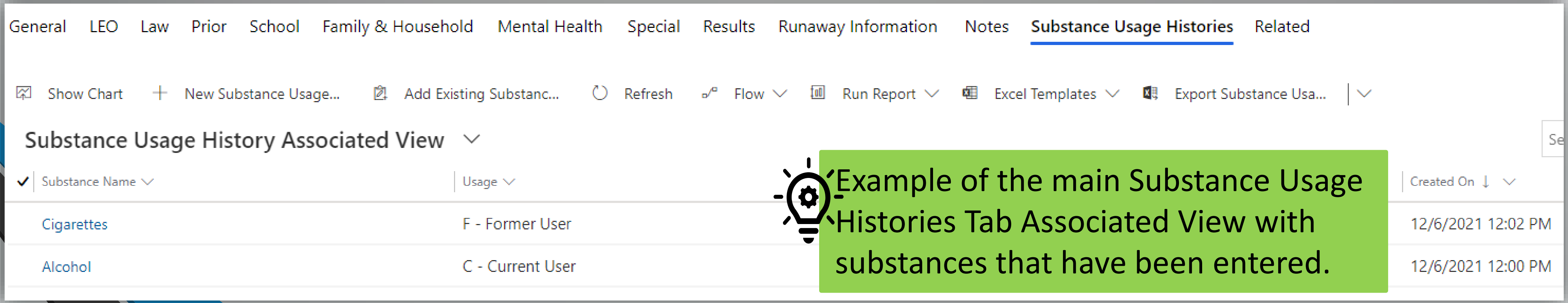


To enter information about Substance Usage, click "+New Substance Usage..". The box below will pop up and allow for data entry for each substance. Each substance must be entered individually.

SUBSTANCE USAGE HISTORY CONTINUED:



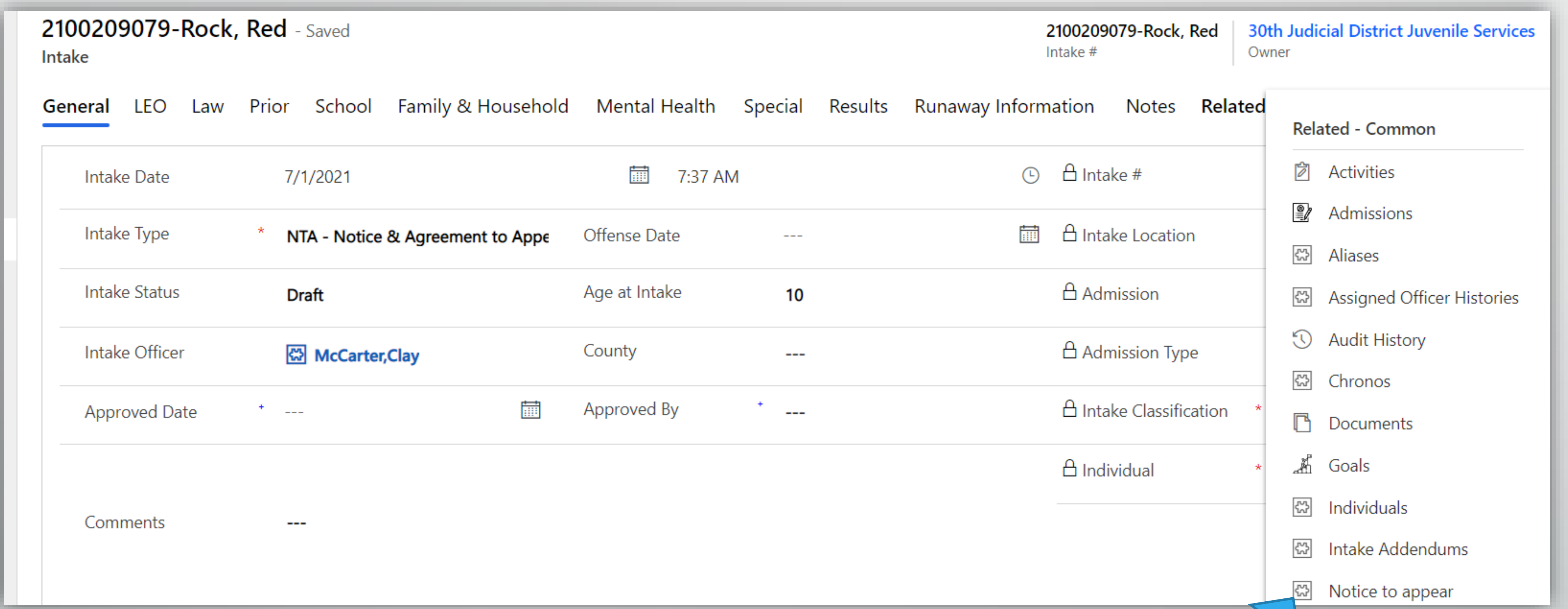
Remember to complete as much information as known including the required red asterisk (*) field and Save and Close when completed.



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

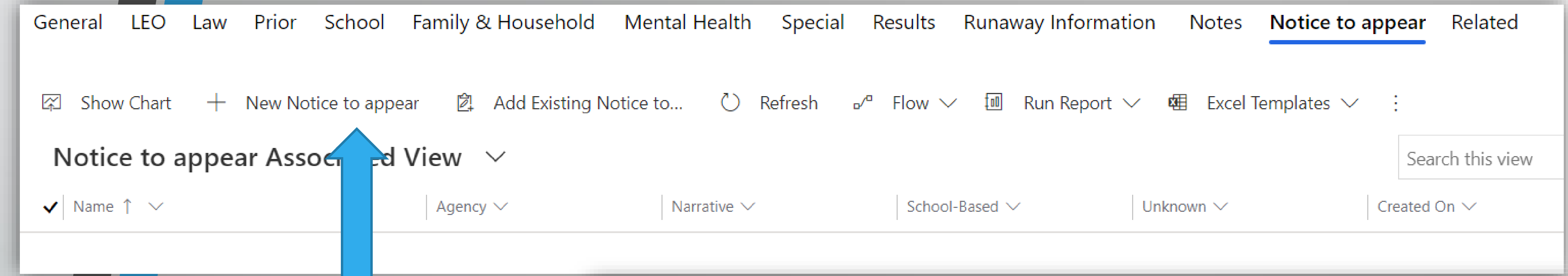
NOTICE TO APPEAR:

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

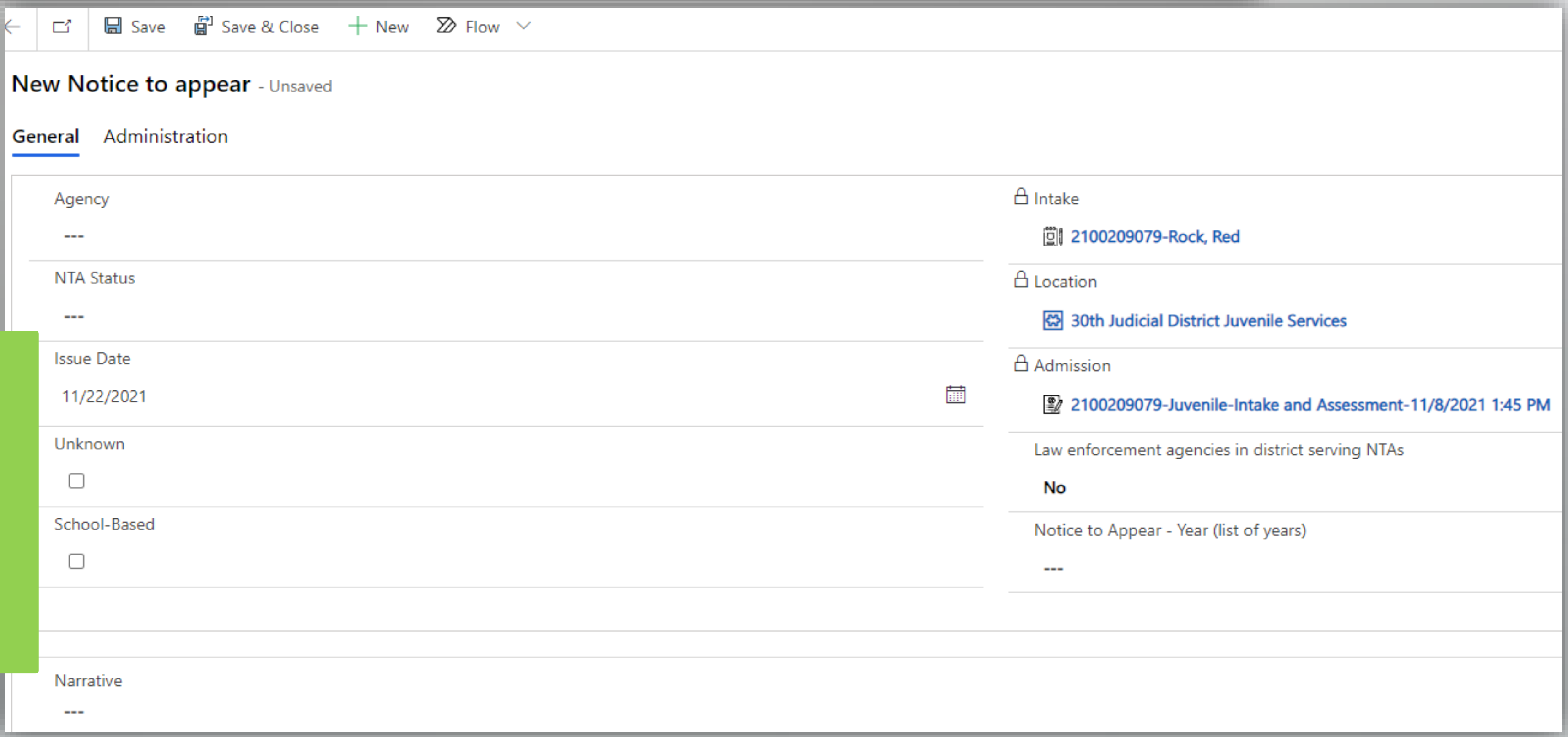


From the Related tab Select Notice to appear.

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



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.

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

Section 3

Final Narrative

RESULTS CONTINUED:

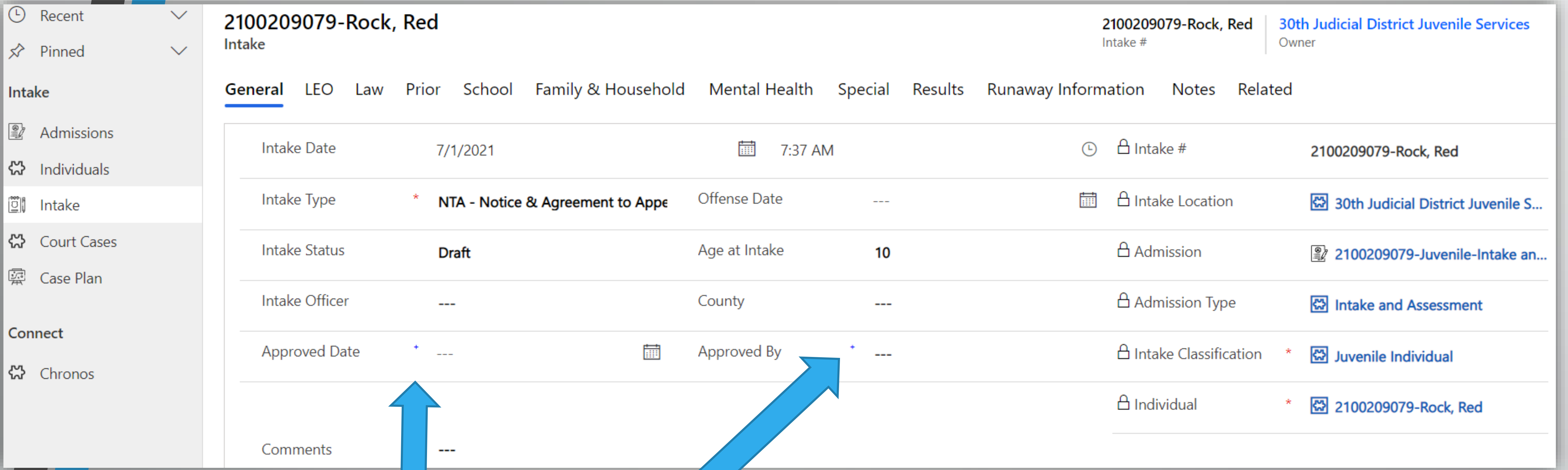
Section 4

Referral Services (Intake)

+ New Referral Services   Refresh

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.

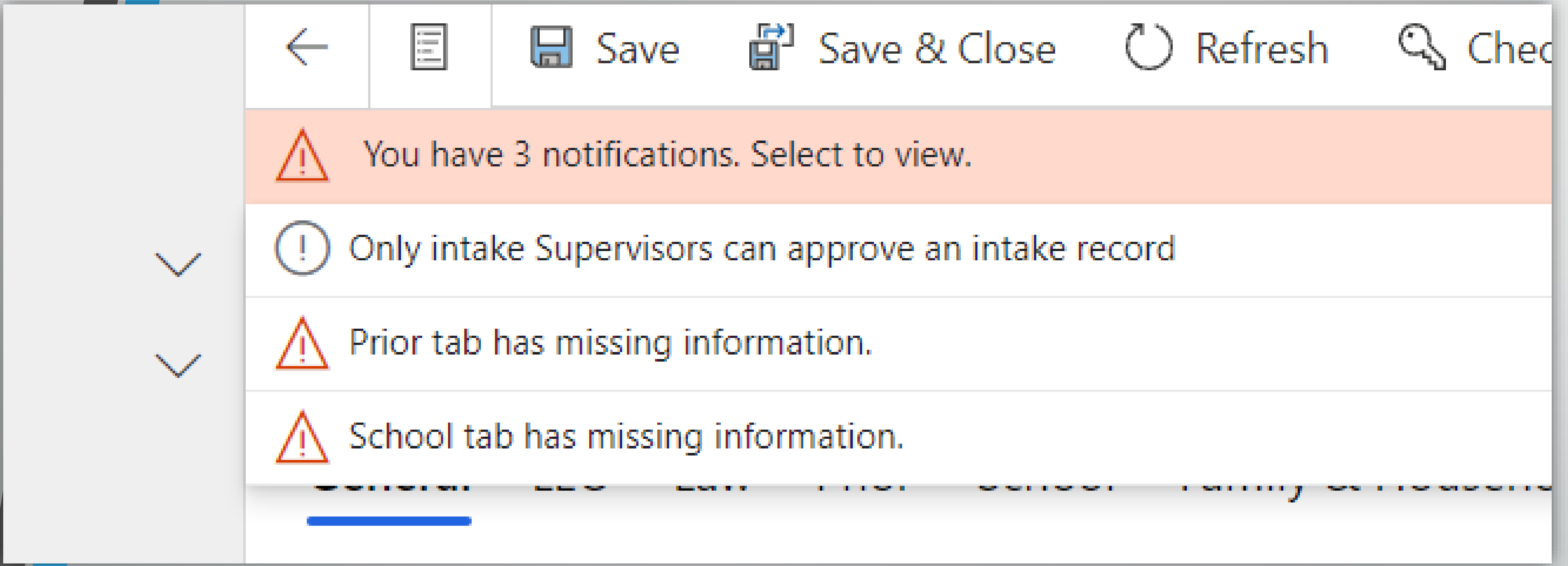


Supervisor must fill in the blue cross (+) fields to close the Intake process.

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

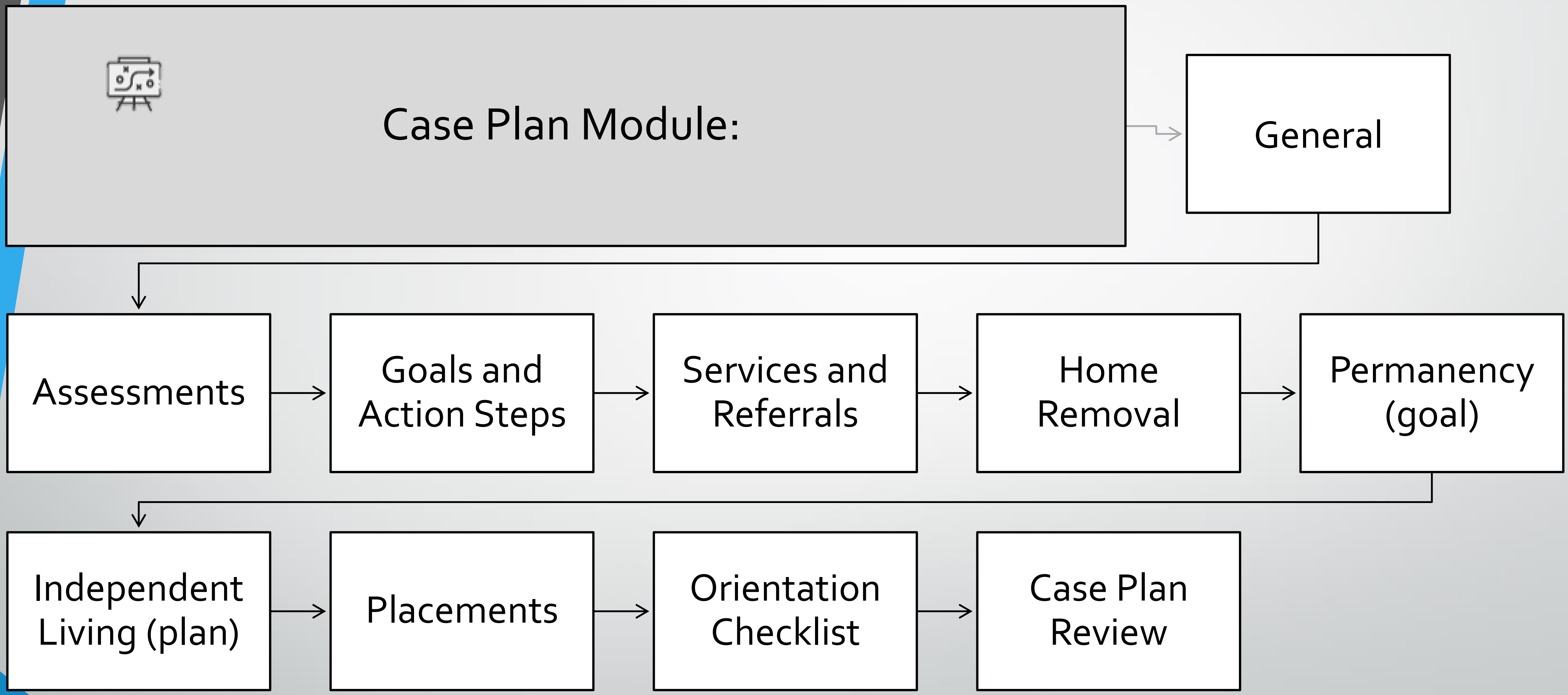
NOTIFICATIONS:
***Athena will flag areas with missing information.**

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



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:
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.

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 Templat

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!

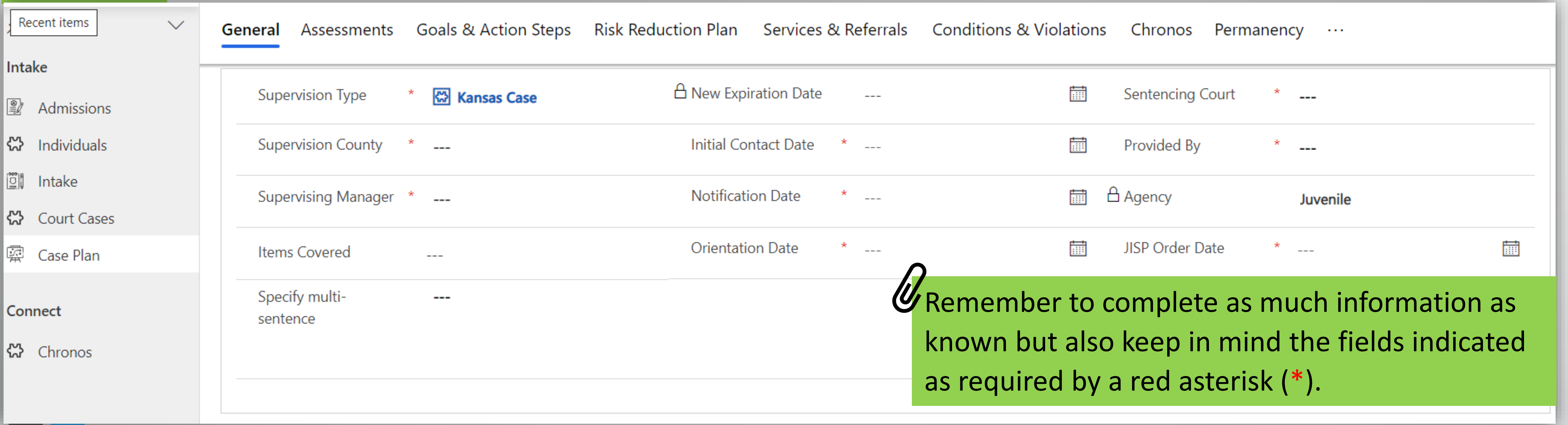
Remember to select the Active Case Plan Status that you want to work on.

CASE PLAN CONTINUED: GENERAL TAB

*This tab has 5 sections.

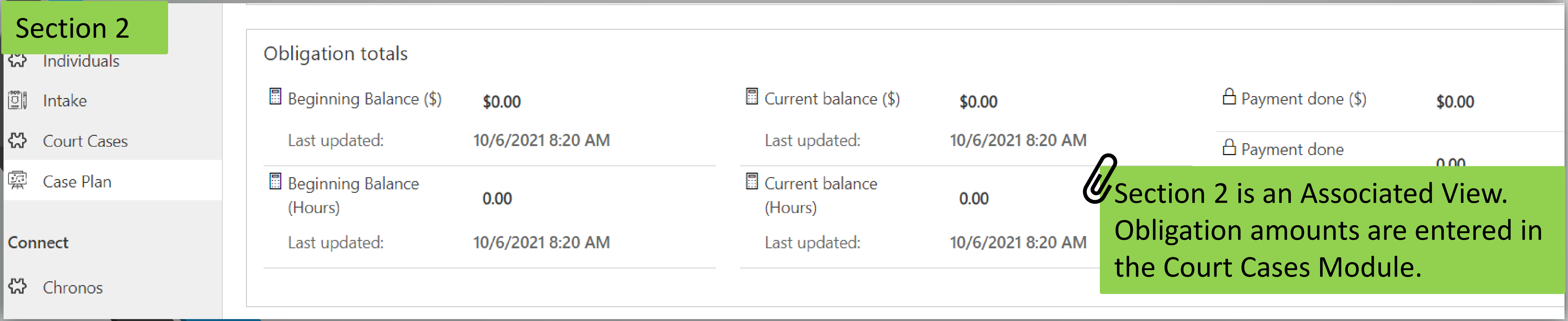
It is suggested that you click save after each section to ensure data is saved accurately.

Section 1



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

Section 2



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	Latest Assessment date
---	Unclassified	---

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

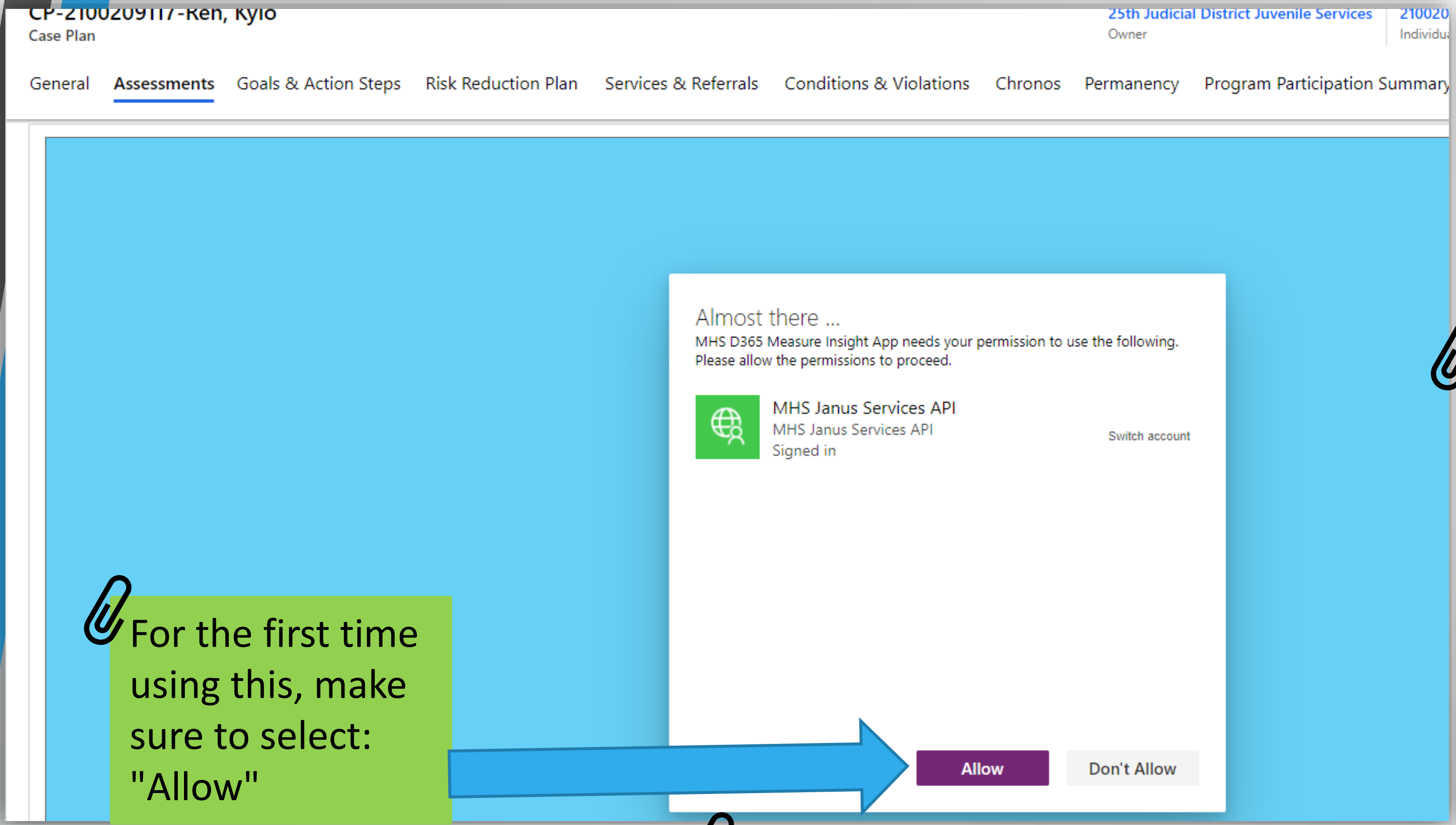
Supervision level	Start date	End date	End Reason	Assessment reason	Supervision level category
Unclassified	10/6/2021	---	---	---	None (Unclassified)

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

Section 5

Narrative

CASE PLAN CONTINUED: ASSESSMENTS.
*This tab has 3 sections.



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

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

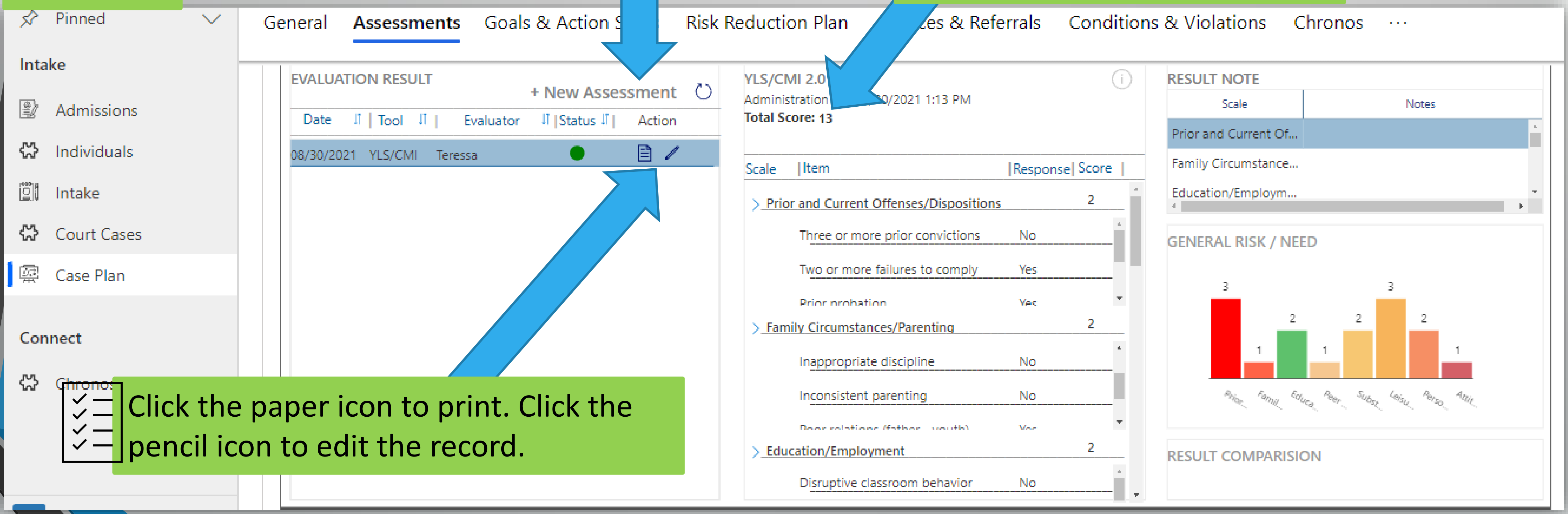
This will allow access to the MHS site which is a 3rd party vendor for YLS/CMI creation/administration.

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

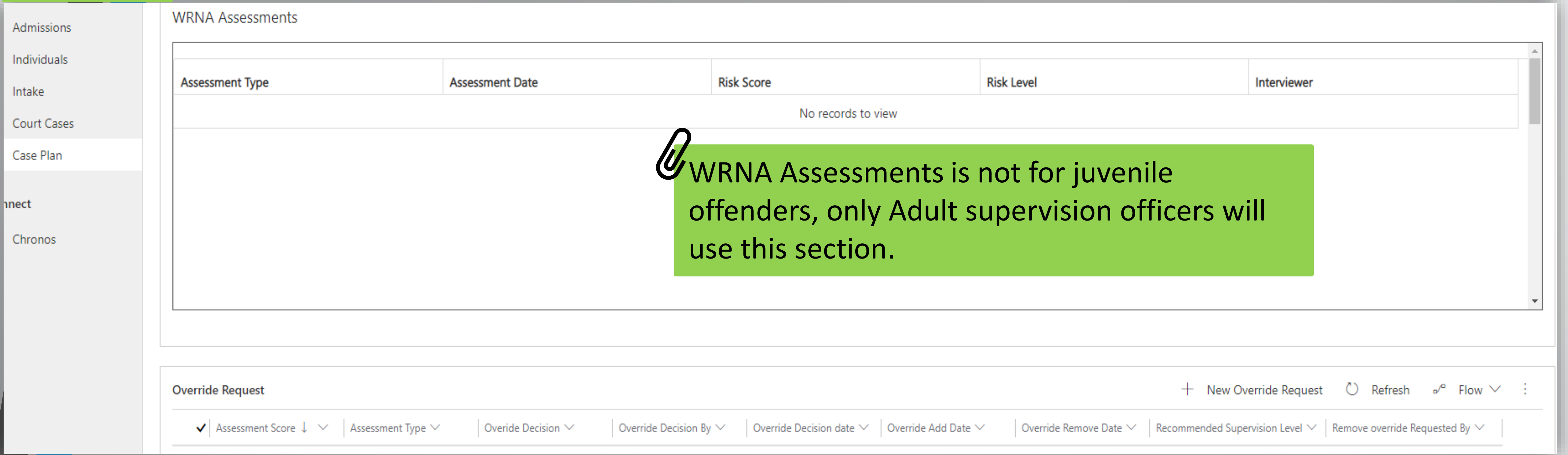
Total score can be found here.



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

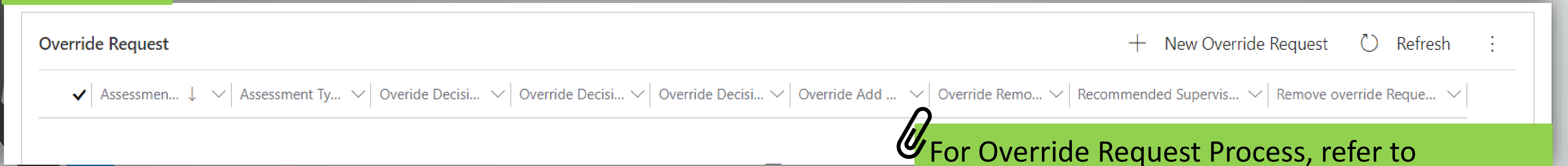
CASE PLAN CONTINUED: ASSESSMENTS CONTINUED

Section 2



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

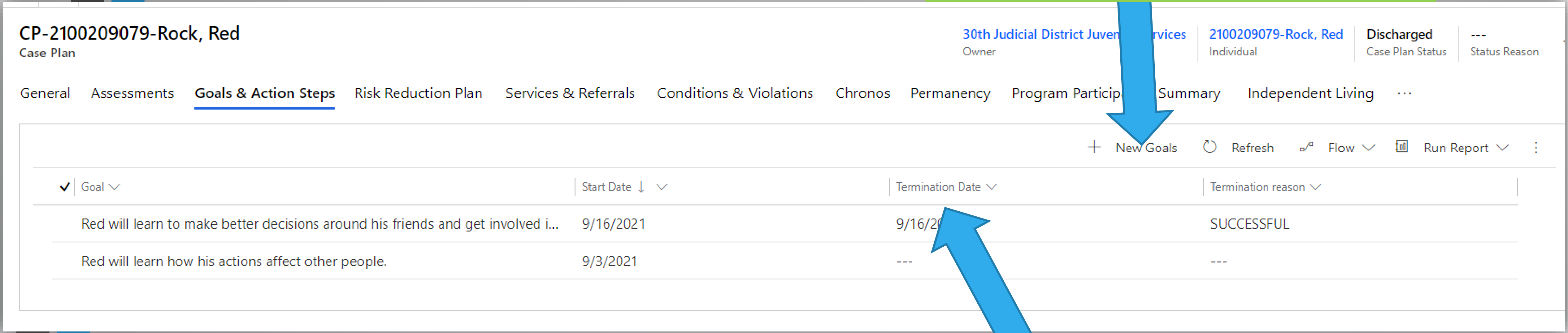
Section 3



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.



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
Case Plan

2100209
Individual

General | Administration

Only 1 domain per goal should be selected.

Domain Type*
Education/Employment

Review

Review must occur every six months.

Start Date*
10/6/2021

Target Completion Date
12/23/2021

Target completion date should be no longer than 6 weeks.

Court Requirement / Condition of Supervision?
No

Supervision Location
25th Judicial District Juvenile Services

Admission Type

Termination reason

Domain Score Info

Domain Problem Behavior
Kylo is failing several classes.

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

Goals should be written as long-term behavioral change.

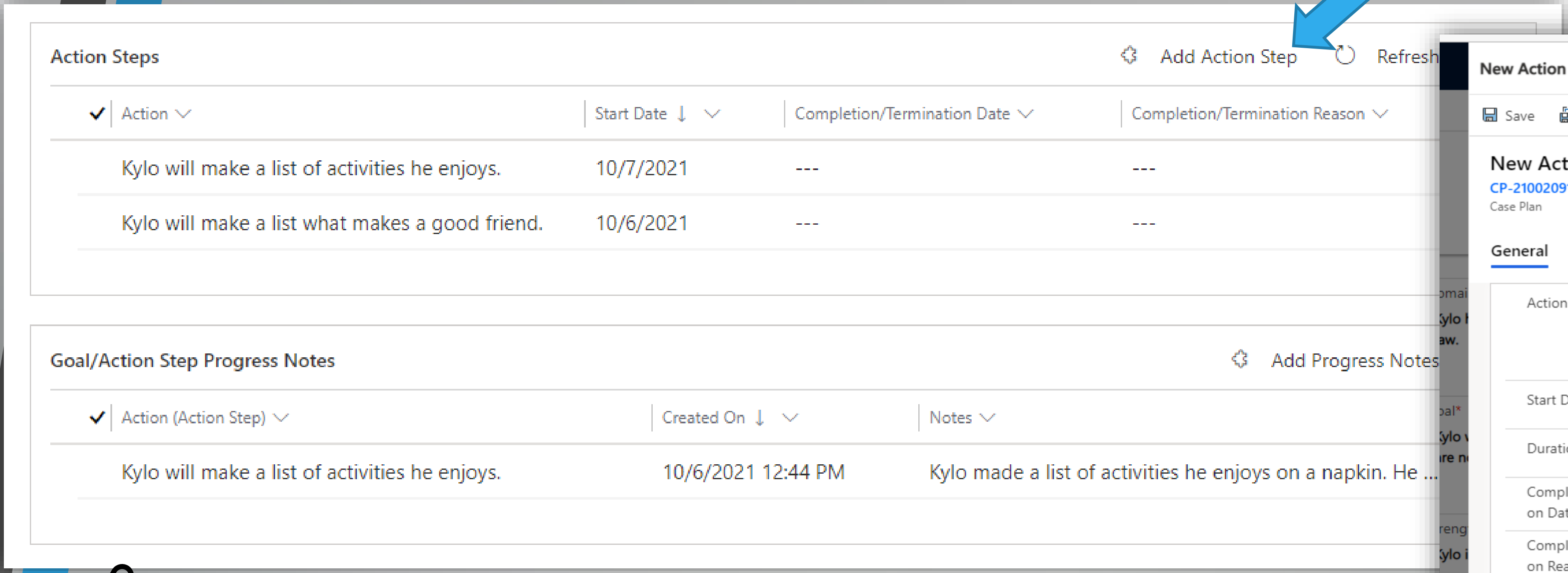
Strengths
Kylo is smart.

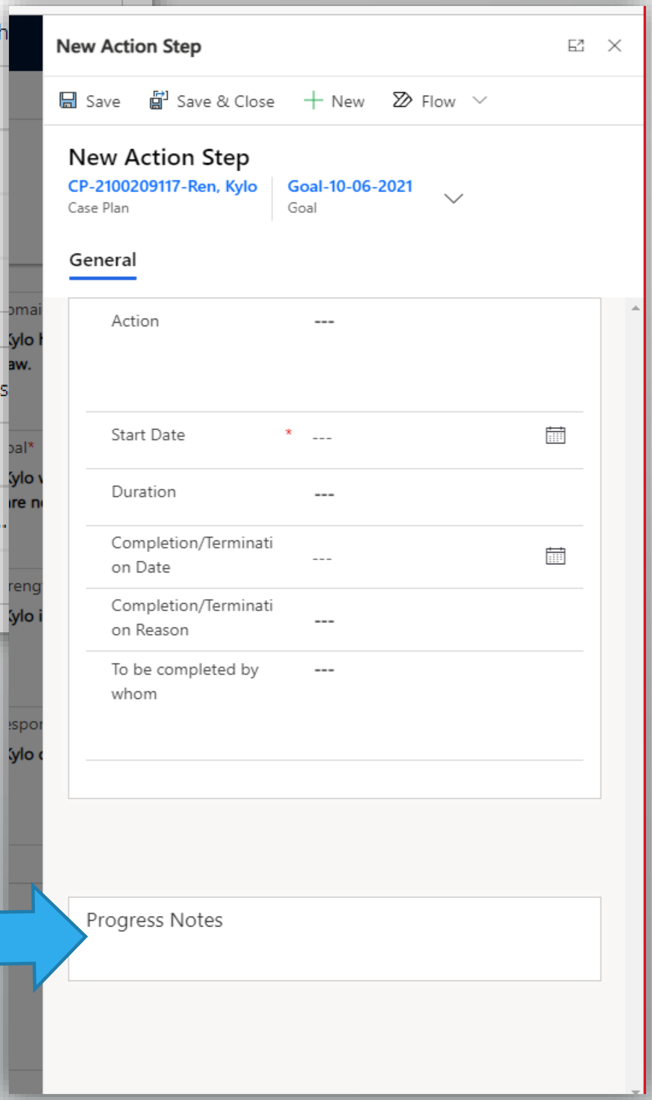
Responsivity
Kylo is easily distracted by peers.

Remember to enter strengths and responsivity.

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."

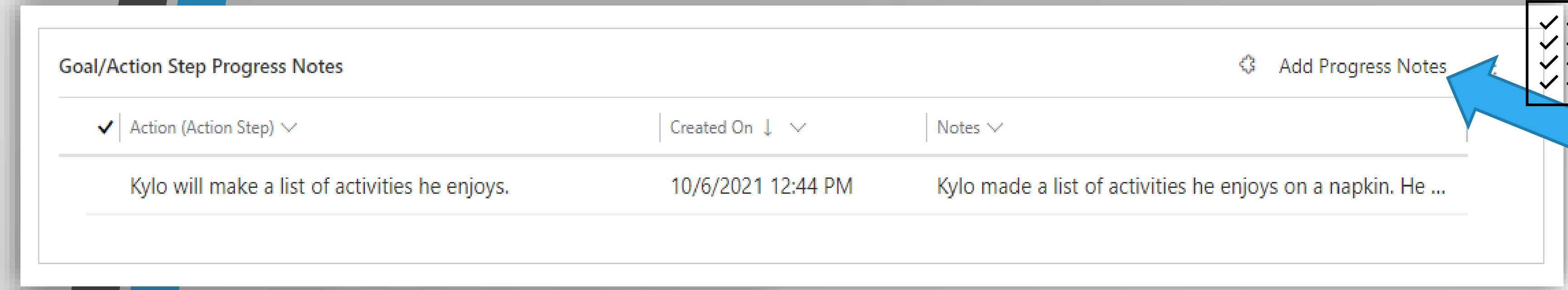




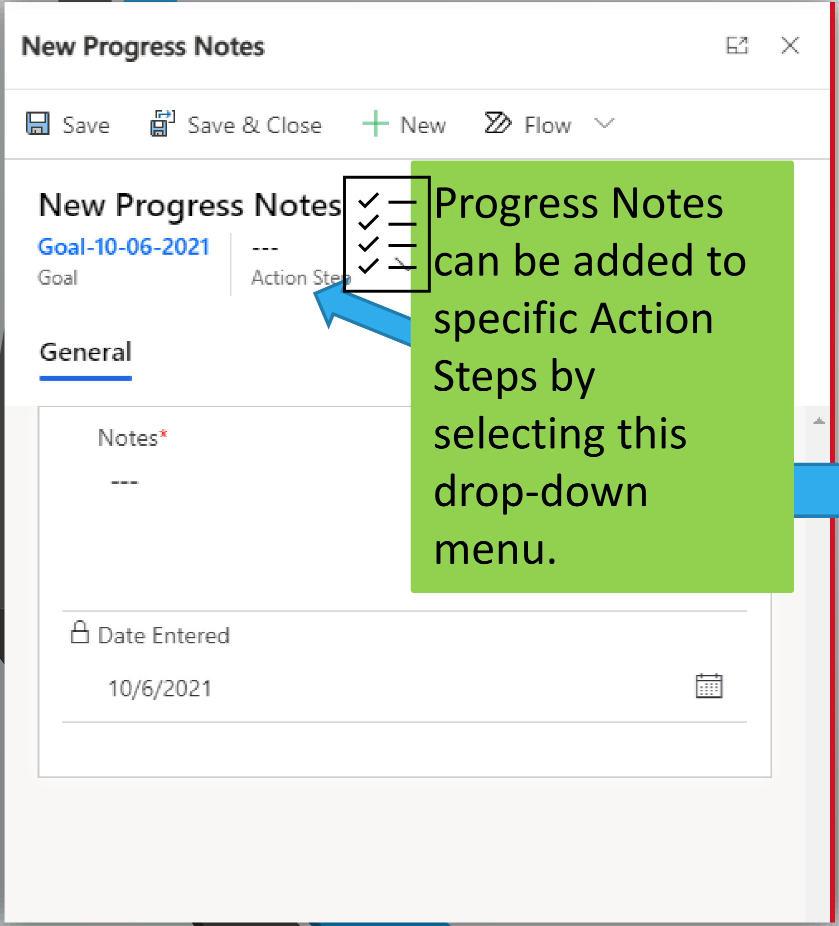
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

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

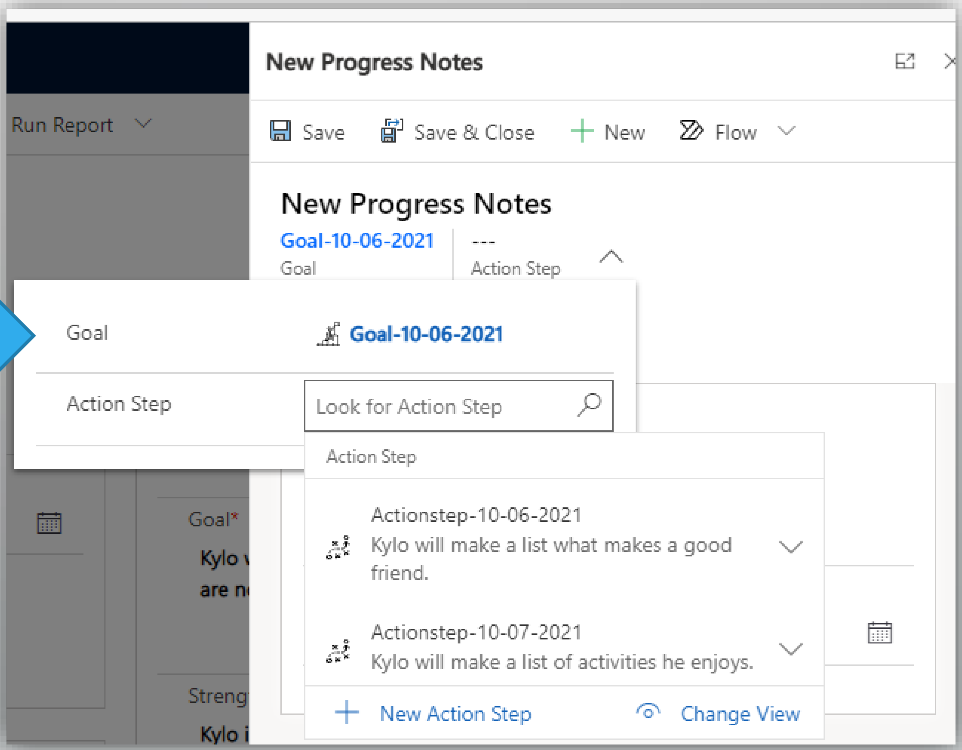
GOALS AND ACTION STEPS CONTINUED:
*Adding Goals/Action Progress Notes.



Select Add Progress Note a new screen will open.



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



GOALS AND ACTION STEPS:
*Closing the Goal

-Close all Action Steps before Terminating the Goal.

General | Administration | Related

Domain Type*
Peer Relations

Review

Start Date*
10/6/2021

Target Completion Date
10/15/2021

Court Requirement / Condition of Supervision?
No

Supervision Location
25th Judicial District Juvenile Services

Admission Type
Juvenile Intensive Supervised Probation

Termination reason
SUCCESSFUL

Termination Date
10/6/2021

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

Action Steps

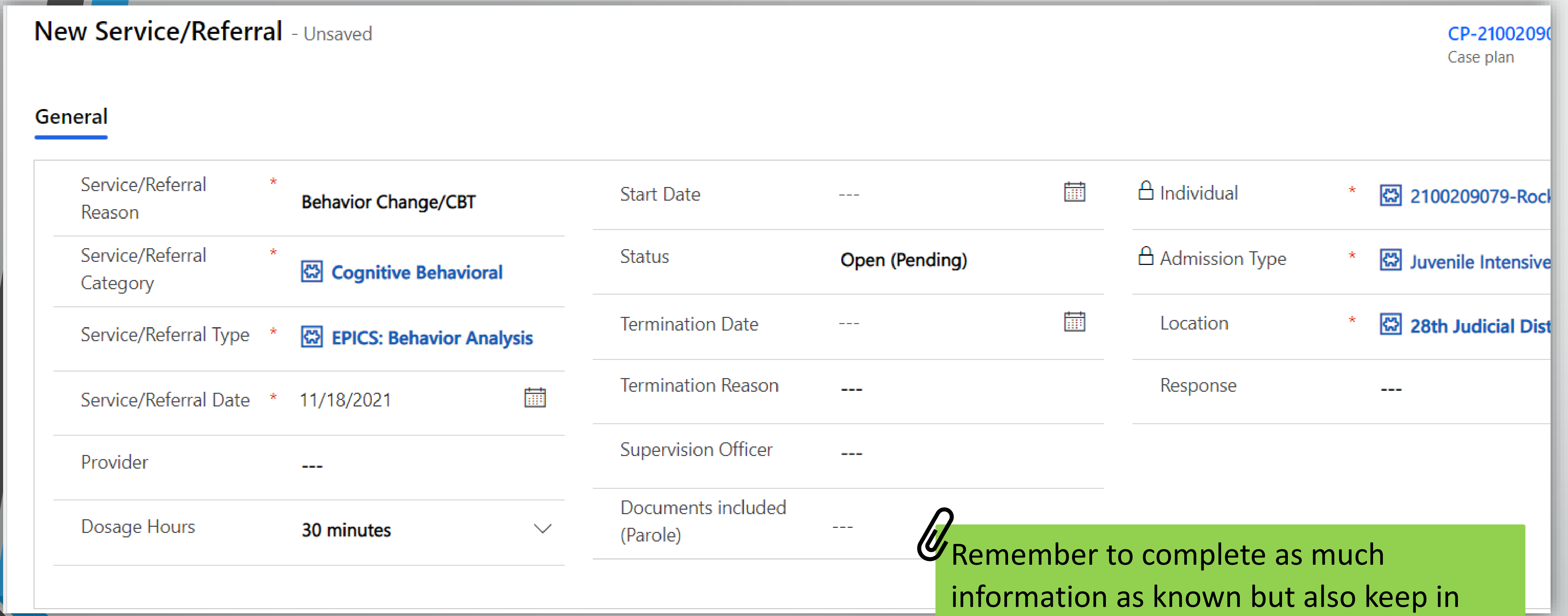
Add Action Step | Refresh

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

SERVICES AND REFERRALS:

*3 sections allowing entry of services/referrals.

This is where you document CBI.



New Service/Referral - Unsaved

CP-2100209(

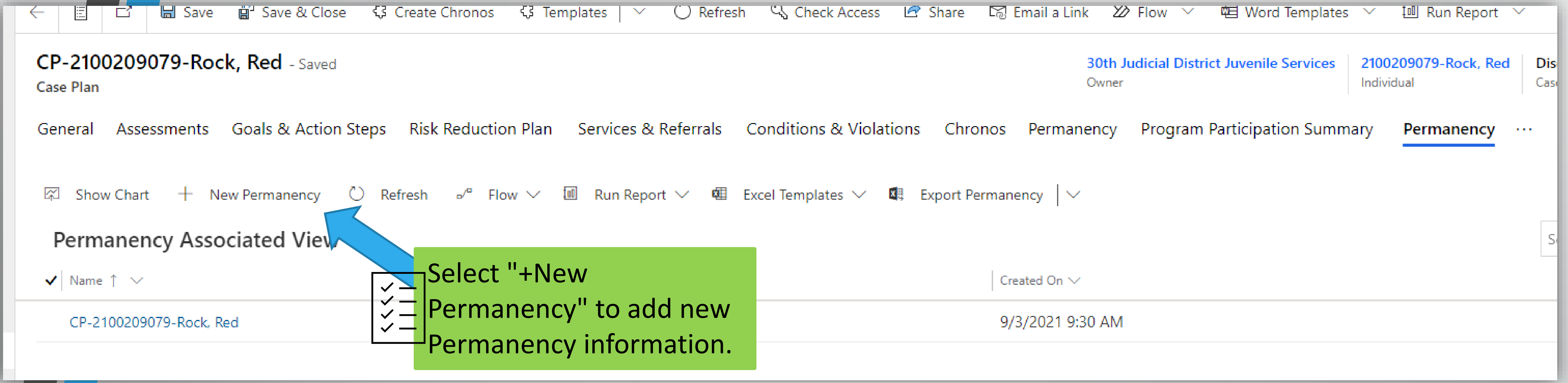
Case plan

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.



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.

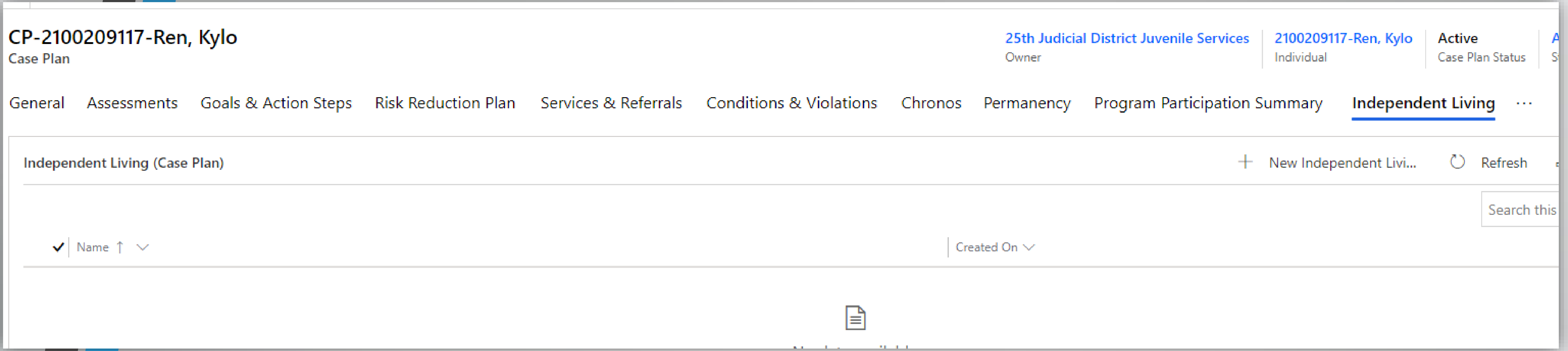
No

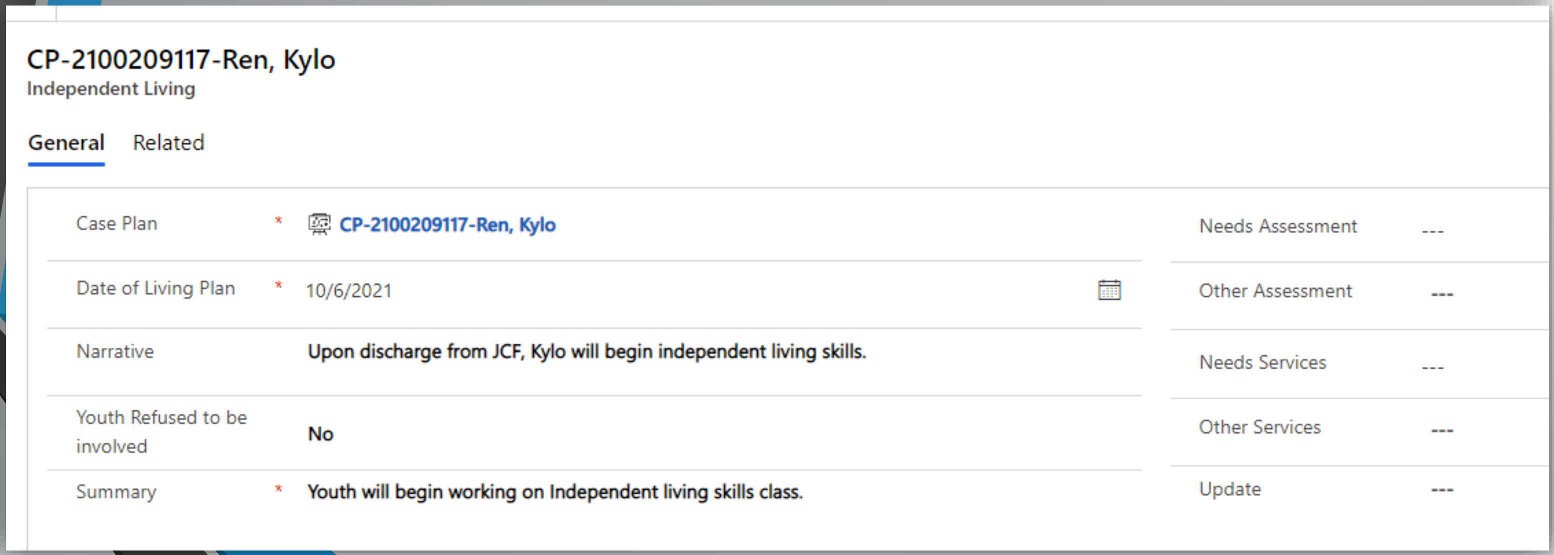
The parental rights of the parent to another child have been terminated involuntarily.

No

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

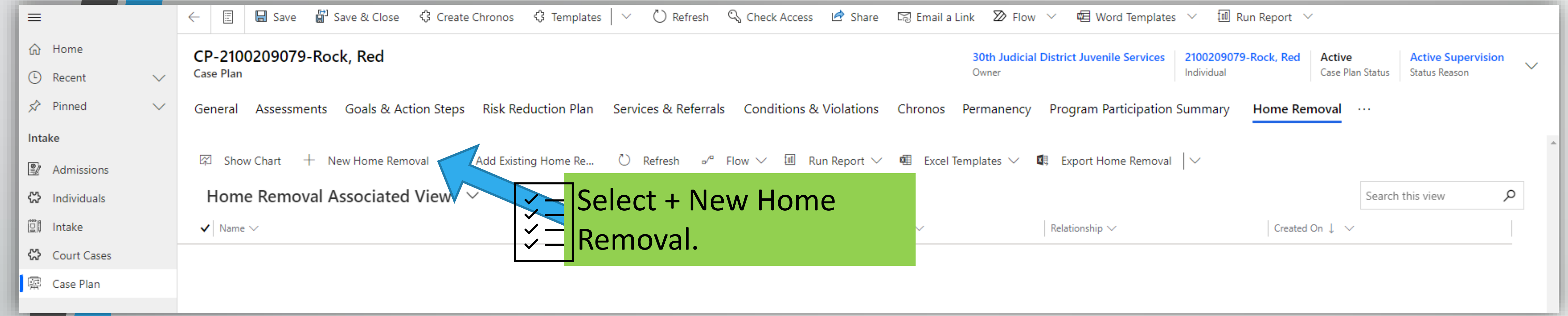
INDEPENDENT LIVING:
*Entry of Independent Living Plan.



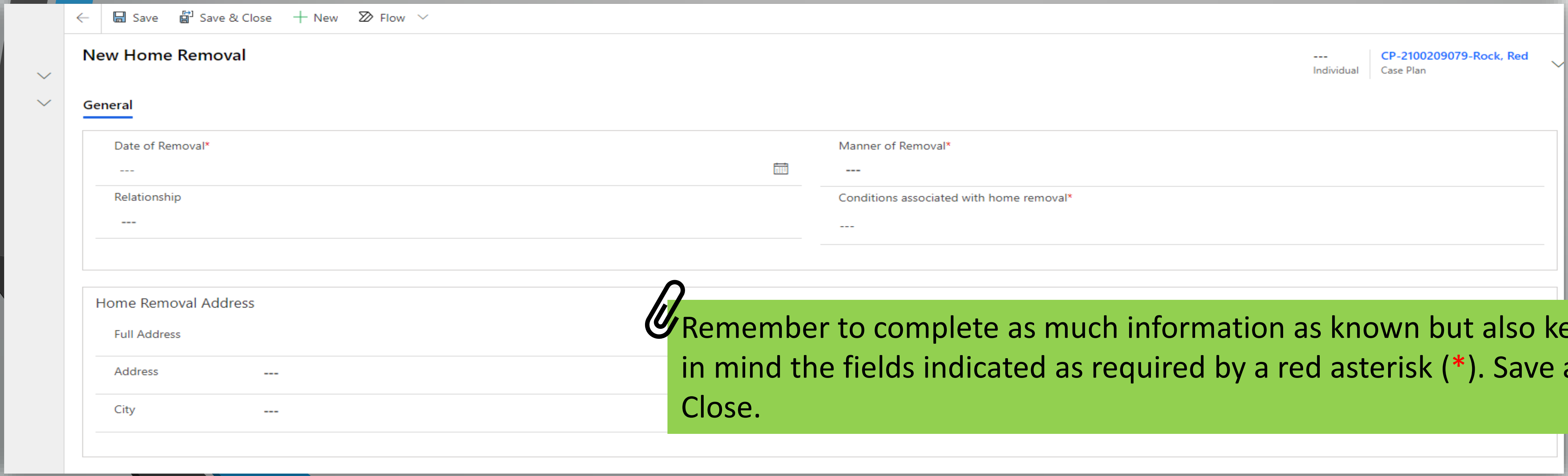


Remember to click Save or Save & Close before exiting which will take you to the General Tab in the Individual Module.

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



Select + New Home Removal.

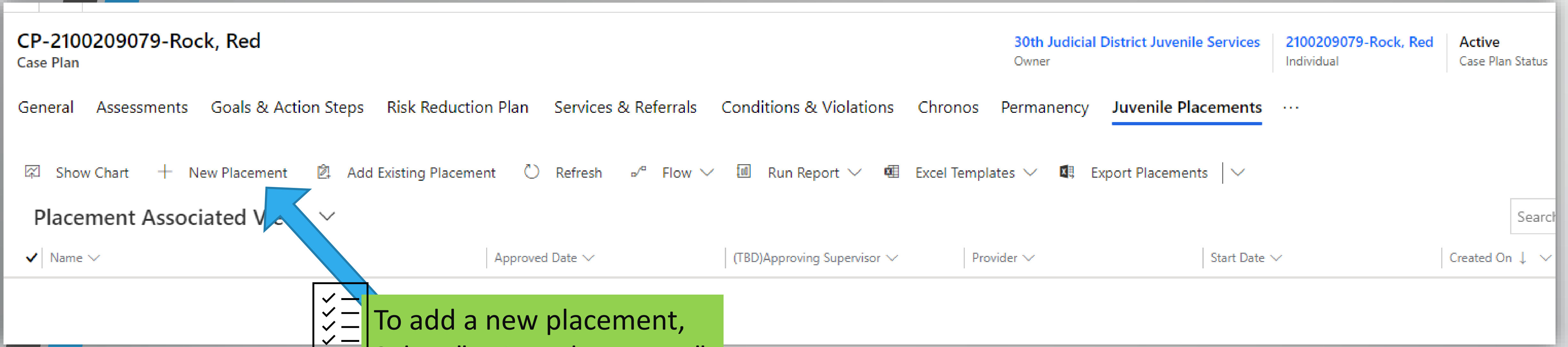


Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Save and Close.

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.



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
Placement

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

Services Offered*

none

Safety/Appropriateness*

none

Reason for Placement*

parents home return from facility

Evaluation*

none

Notes

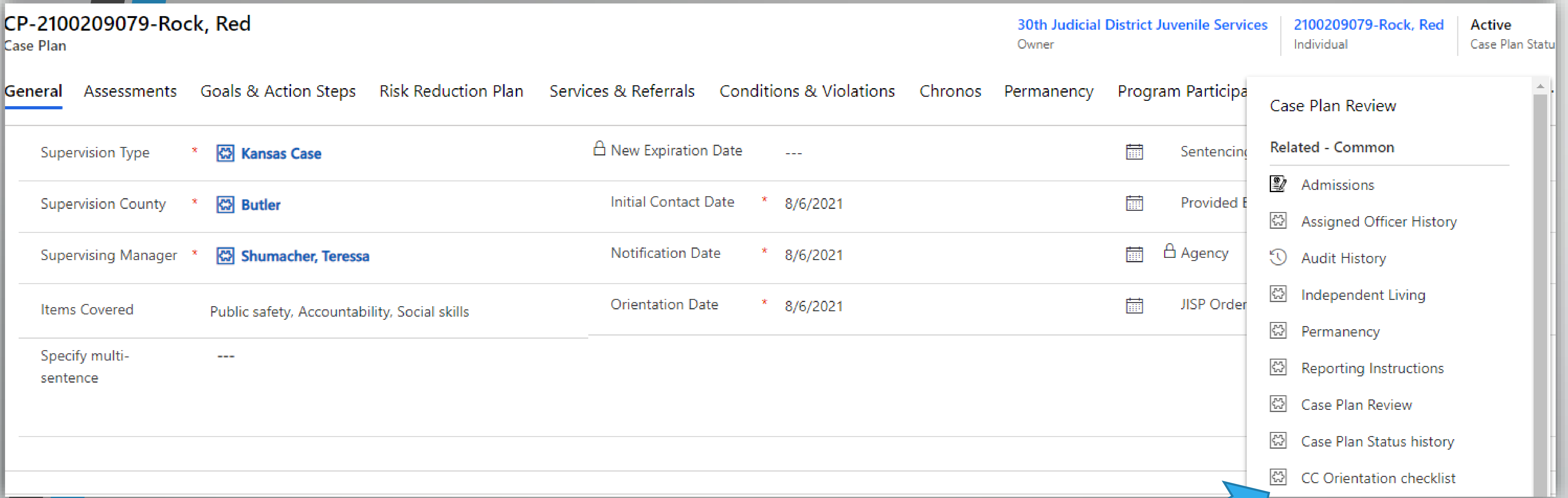
Explain

Explain if any marked No

Section 2

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.

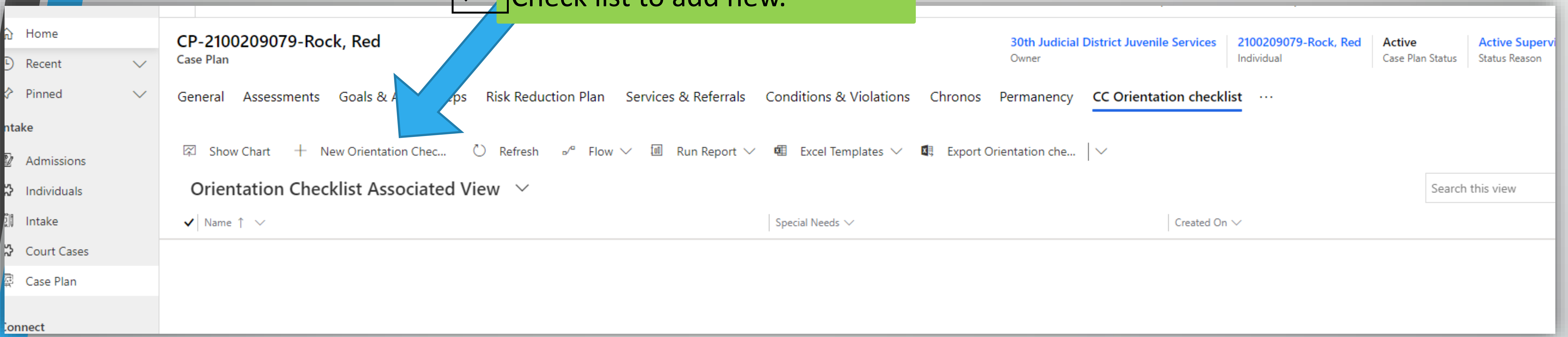
CC Orientation Check List:
From the Case Plan Module select the Related tab.



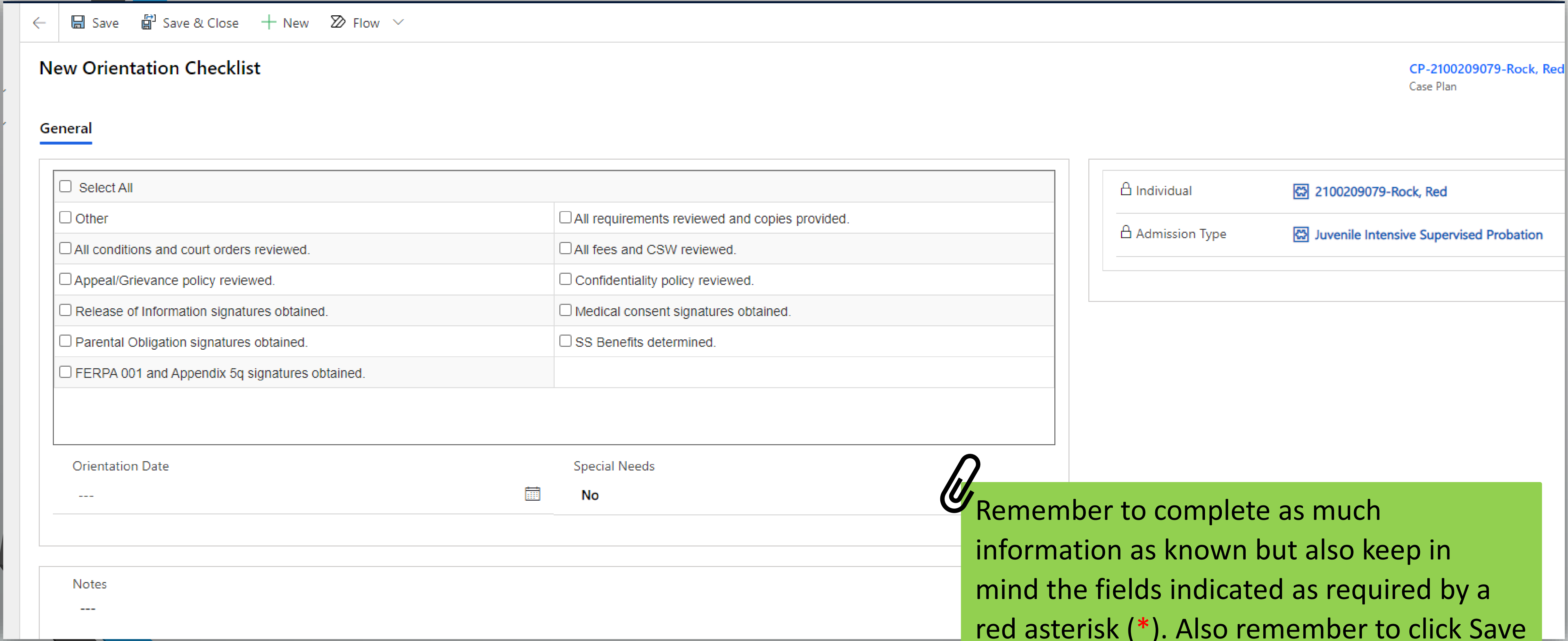
Select CC Orientation Checklist from the Related Tab.

CC ORIENTATION CHECKLIST CONTINUED:
This is an Associated View.

Select + New Orientation Check list to add new.

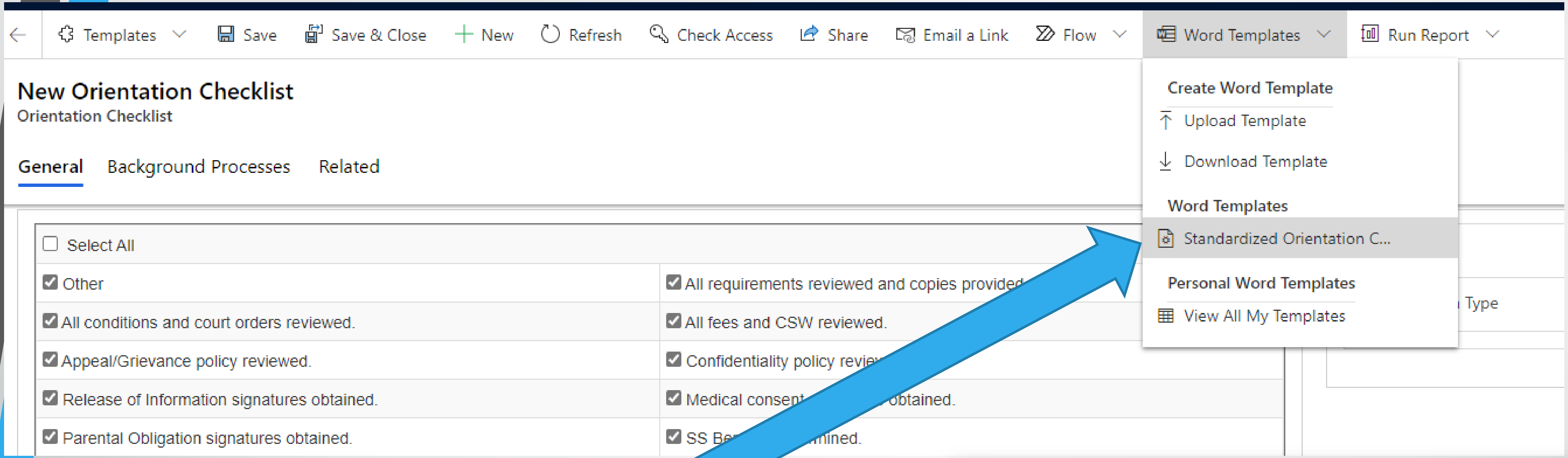


CC ORIENTATION CHECK LIST CONTINUED:



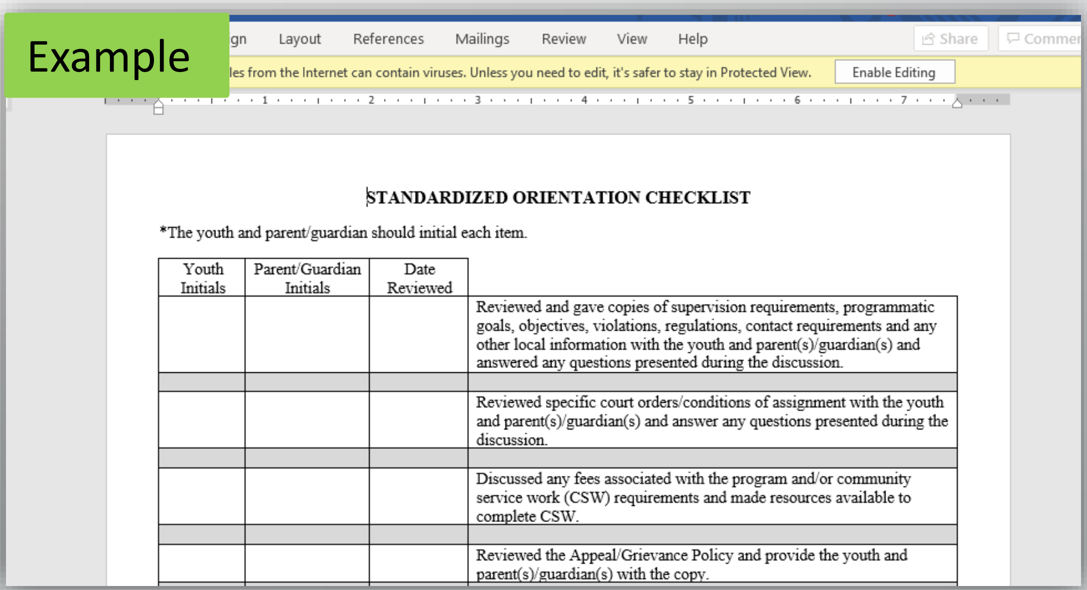
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

CC ORIENTATION CHECK LIST CONTINUED:
How to Print.



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



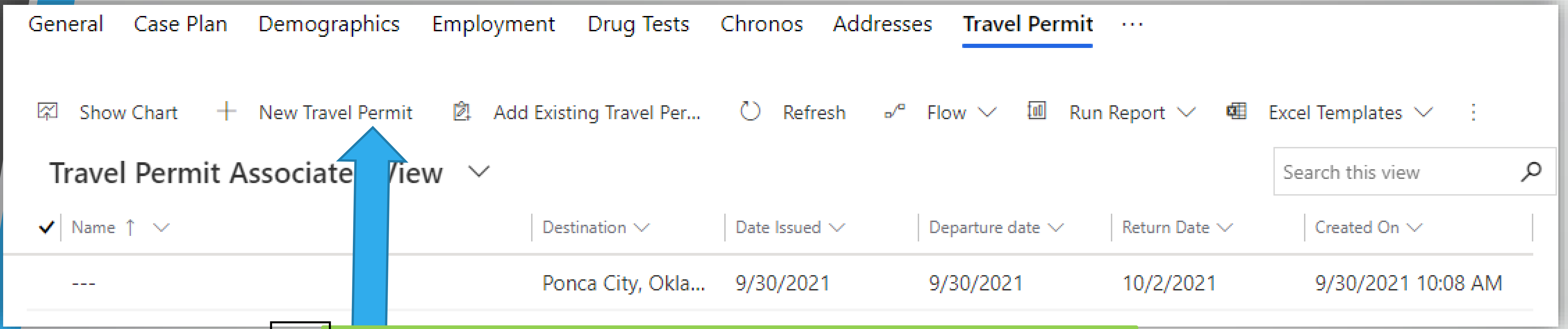
STANDARDIZED ORIENTATION CHECKLIST

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

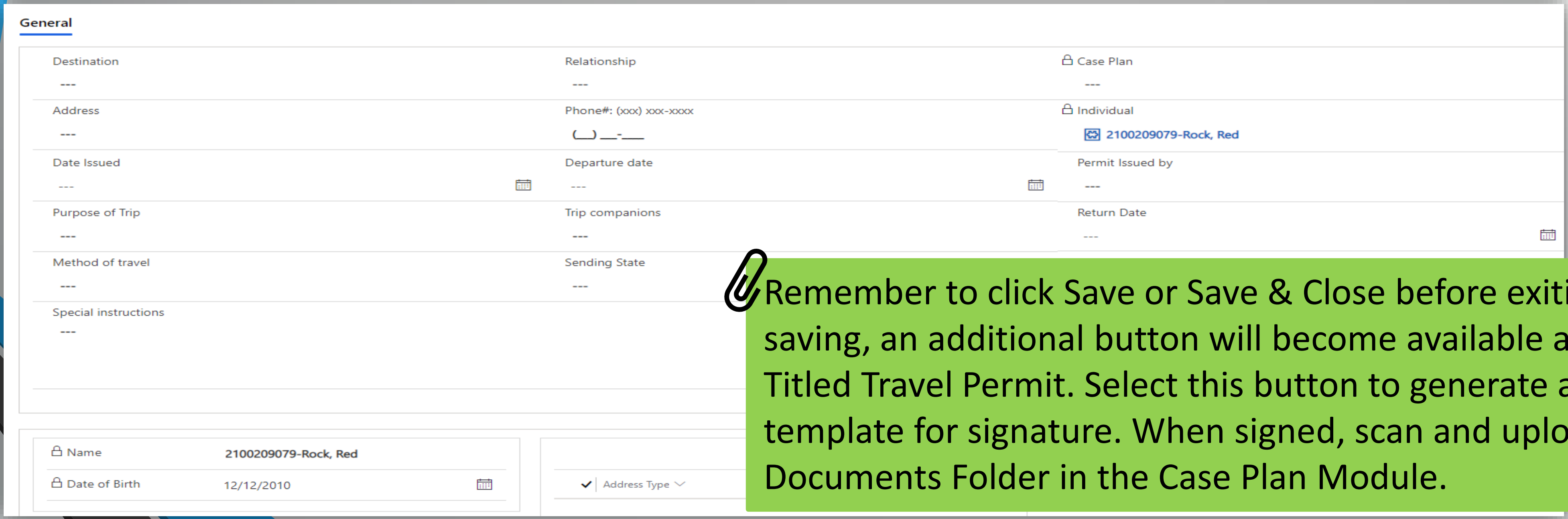
Youth Initials	Parent/Guardian Initials	Date Reviewed	
			Reviewed and gave copies of supervision requirements, programmatic goals, objectives, violations, regulations, contact requirements and any other local information with the youth and parent(s)/guardian(s) and answered any questions presented during 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



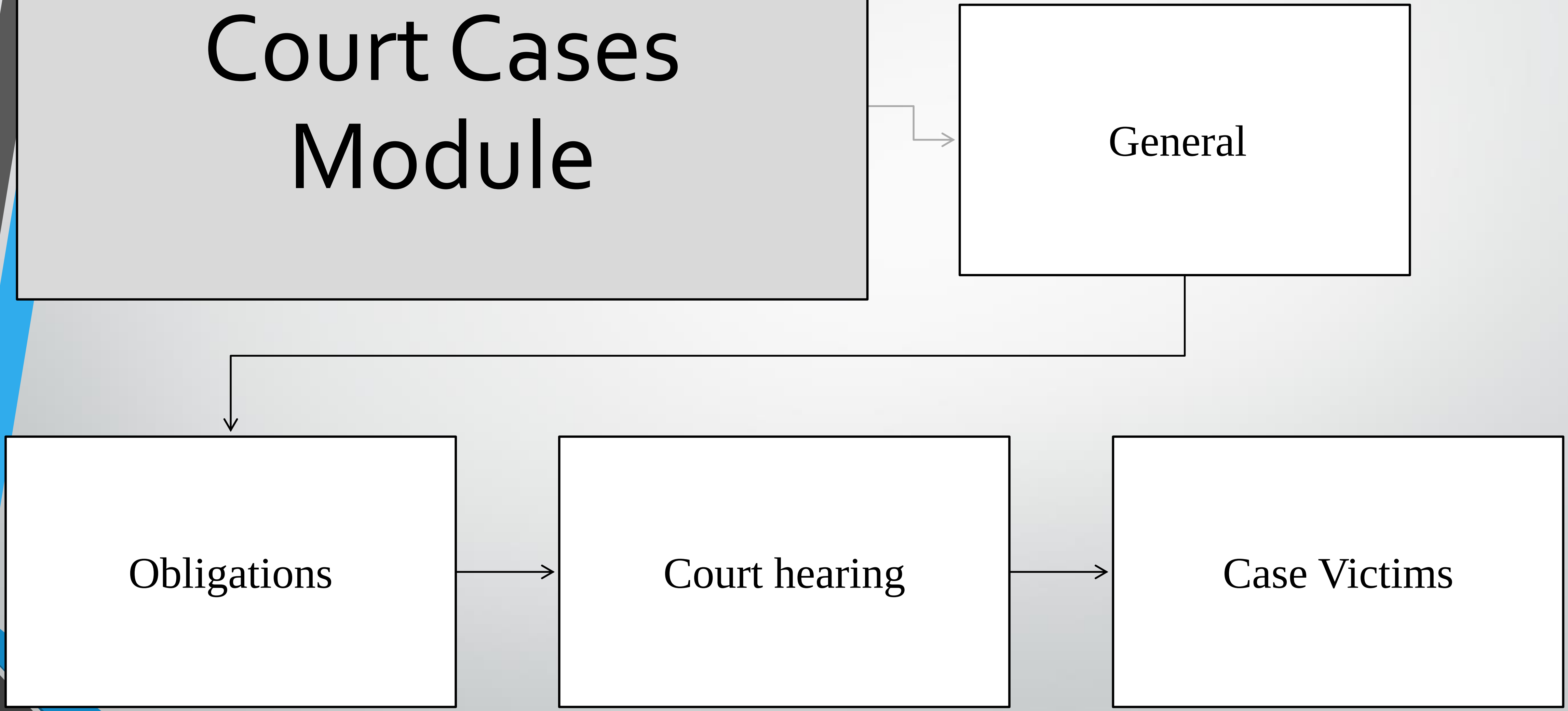
To enter a new travel permit, click "+New Travel Permit."



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.

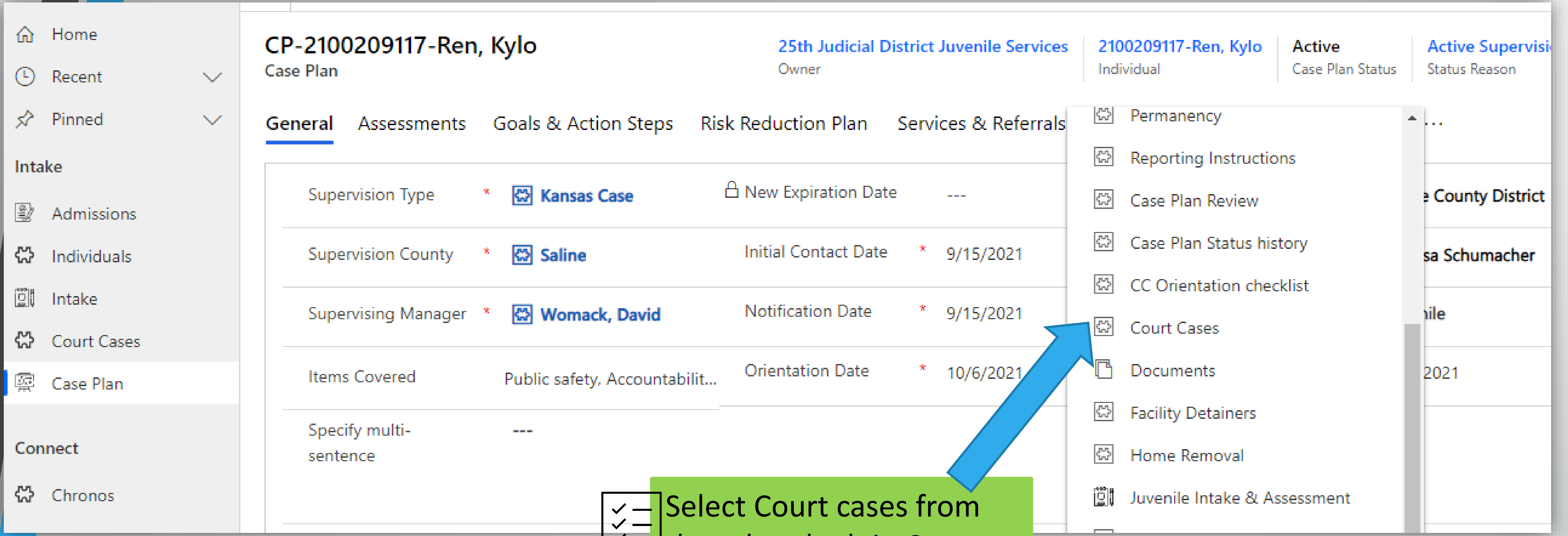
Court Case Module

Court Cases Module



COURT CASES GENERAL TAB:

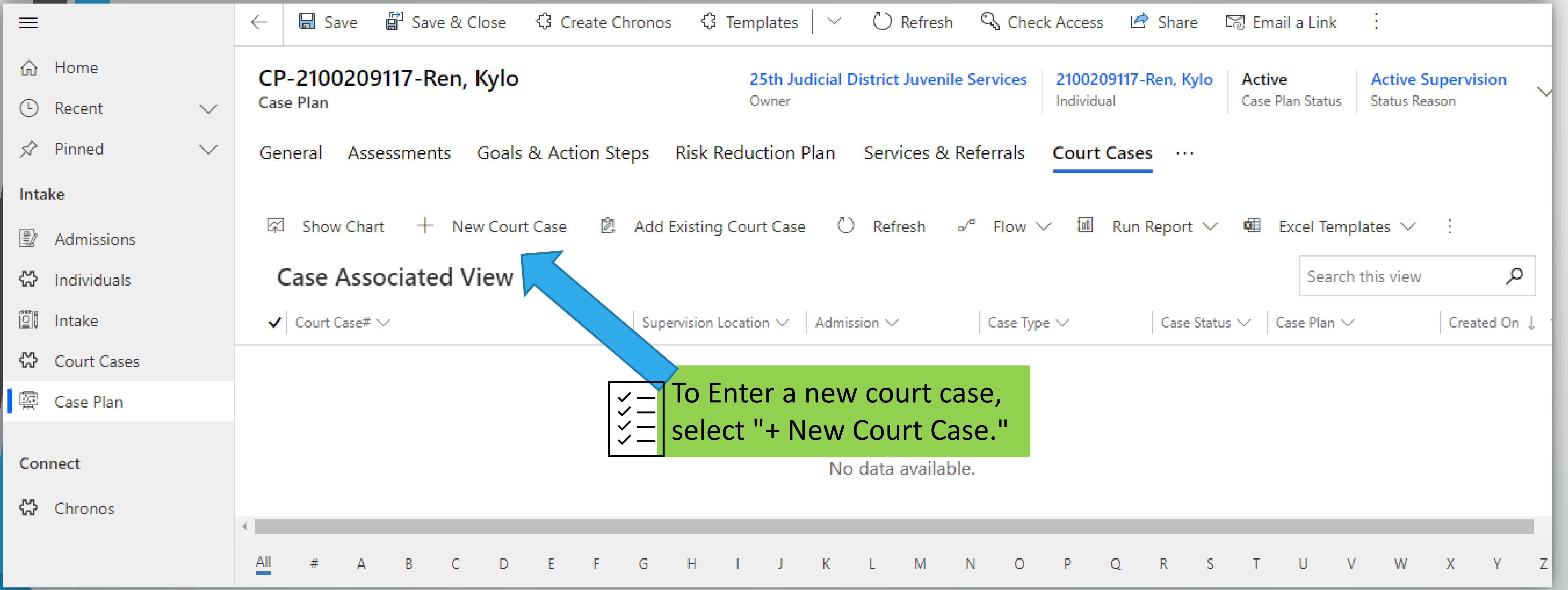
*Court cases are associated with Case Plans. To enter or edit information this must be done from the Case Plan Module.



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.

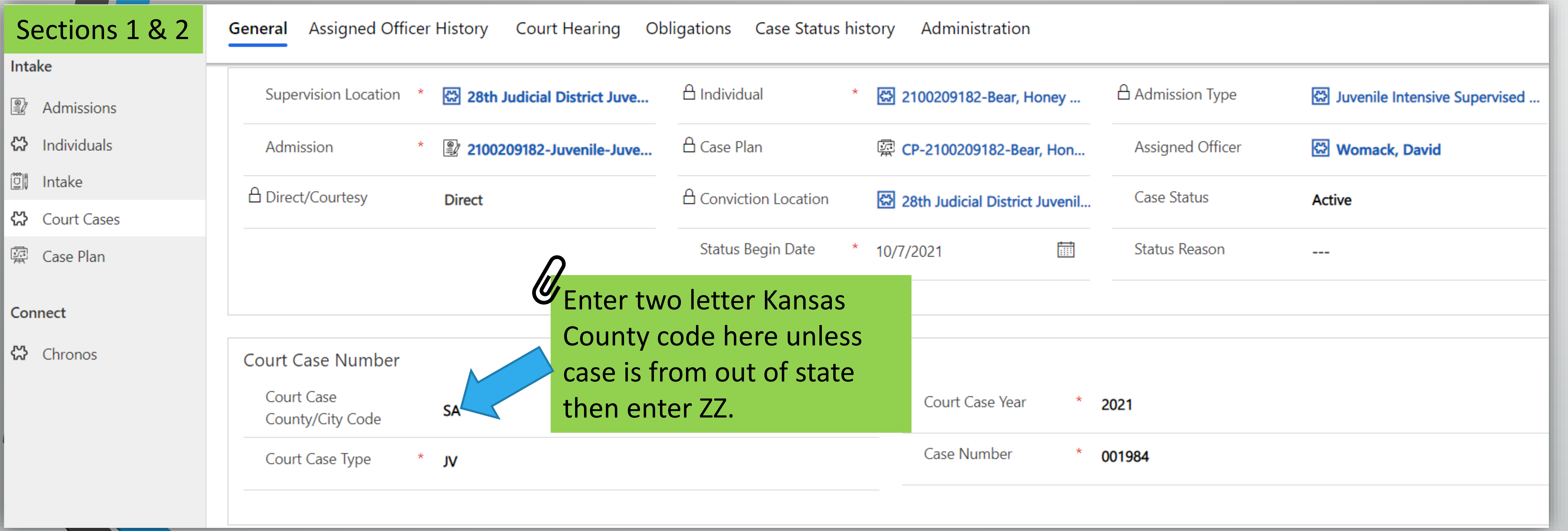


To Enter a new court case, select "+ New Court Case."

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 #.

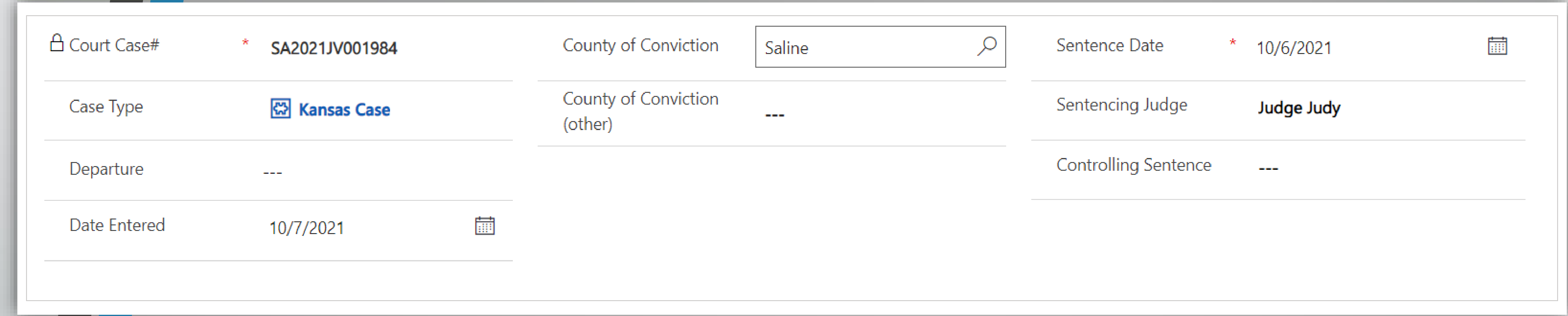
Sections 1 & 2



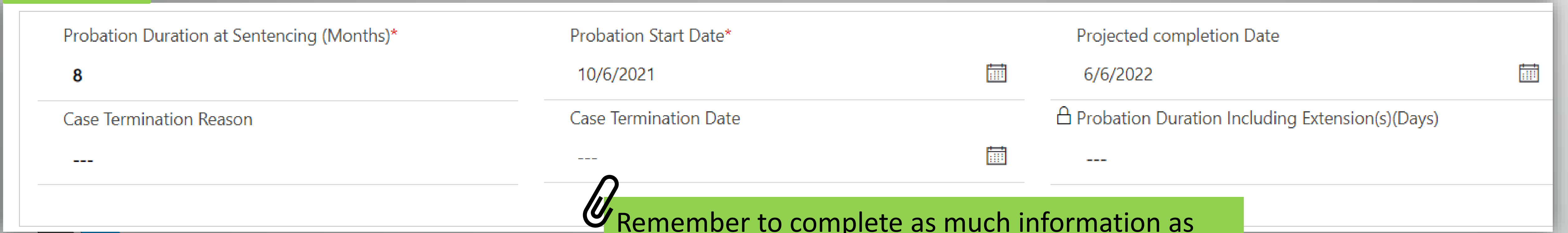
Enter two letter Kansas County code here unless case is from out of state then enter ZZ.

COURT CASES GENERAL TAB CONTINUED: Section 3 and 4
*There are 8 sections in the General Tab.

Section 3



Section 4



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 Require...	Counts
	Prize fights and wrestling matches pr...	21-1801	Misdemeanor	6/28/2021	No	1

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

Save   Save & Close   + New   Flow

Home

Recent

Pinned

Intake

Admissions

Individuals

Intake

Court Cases

Case Plan

Connect

Chronos

New Offense

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 *	---				
Primary	No				

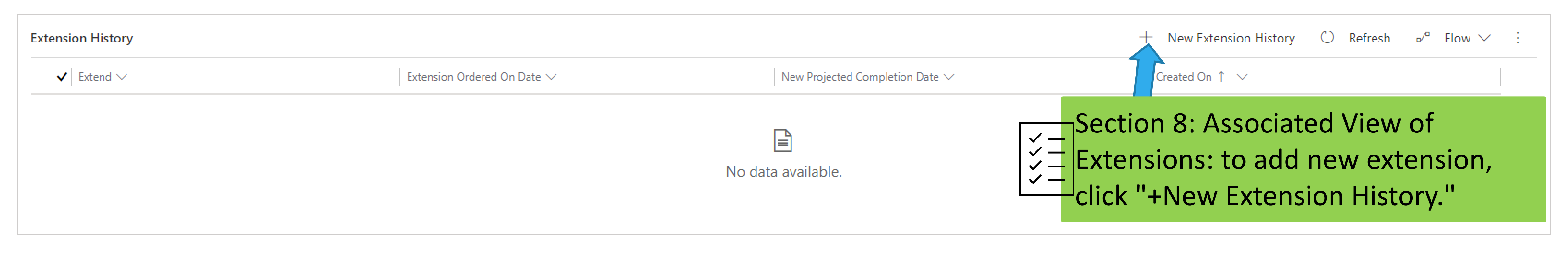
Description * ---

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.

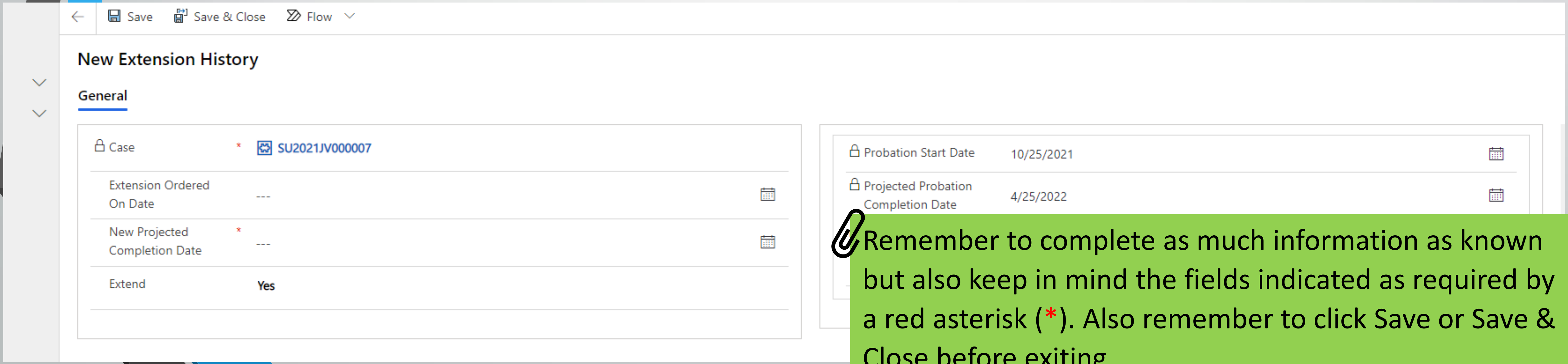
COURT CASES GENERAL TAB CONTINUED: Section 8
*These tabs will appear after the first 6 sections have been saved. .

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

Section 8

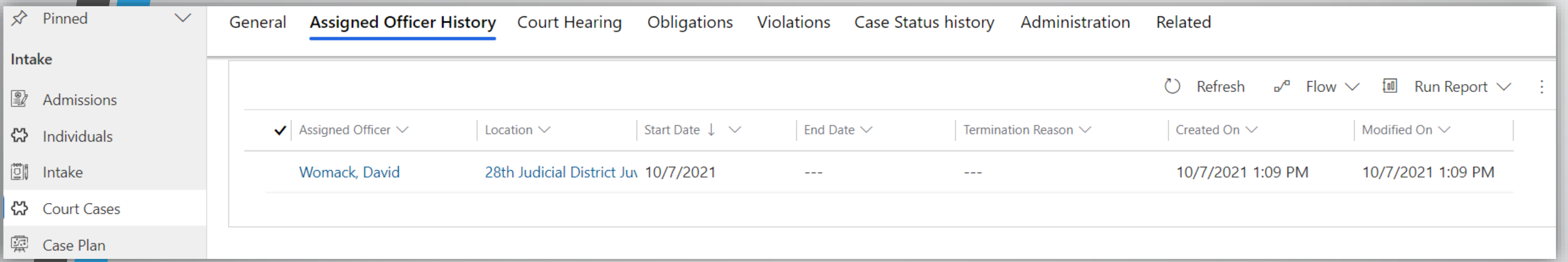


Section 8: Associated View of Extensions: to add new extension, click "+New Extension History."



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.

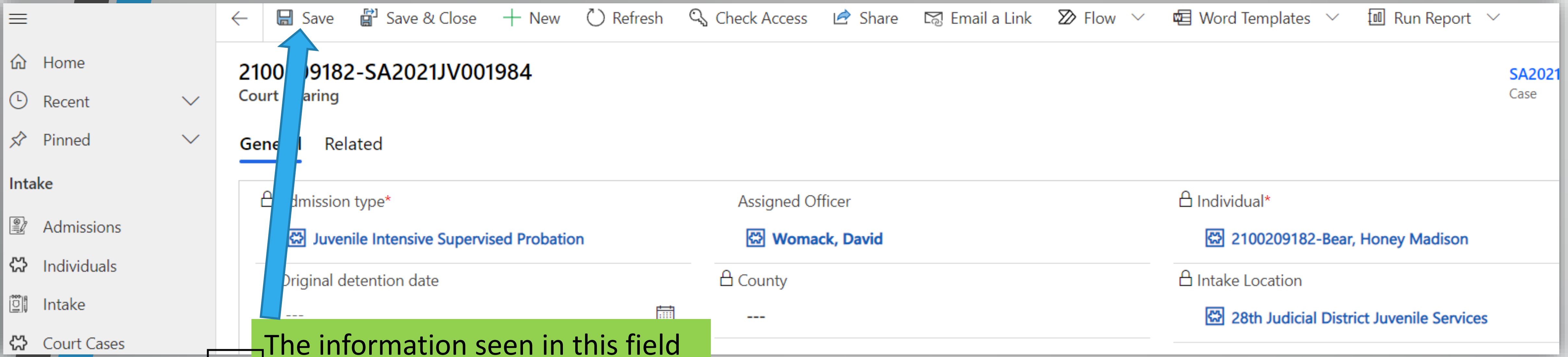
ASSIGNED OFFICER HISTORY:
*Associated View of the Assigned Officer (information generated from the General Tab).



COURT HEARING:

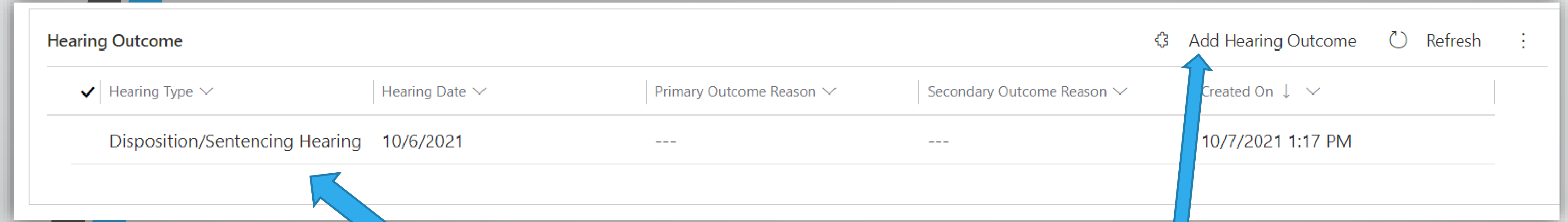
*Data entry point for court hearings associated with the case.

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



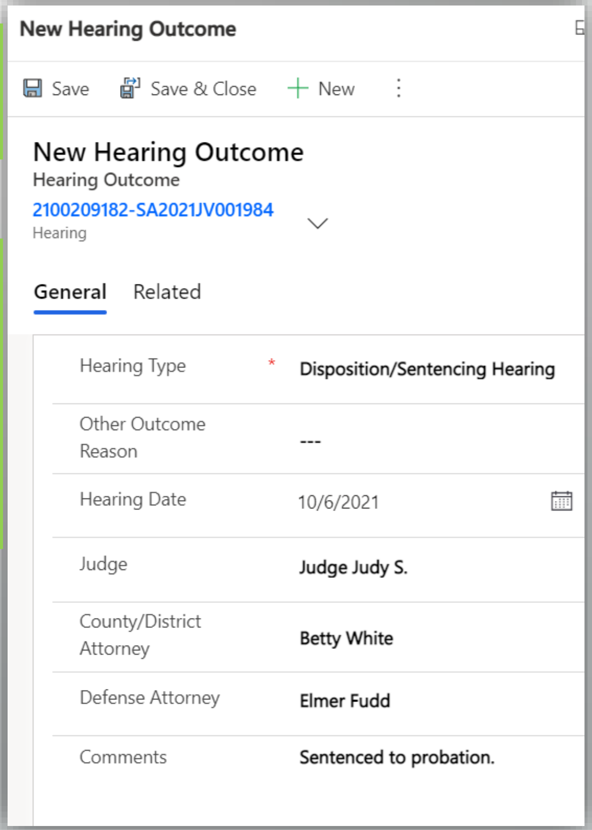
The information seen in this field should be auto-populated and once saved the hearing outcome box will become unlocked (see next slide).

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



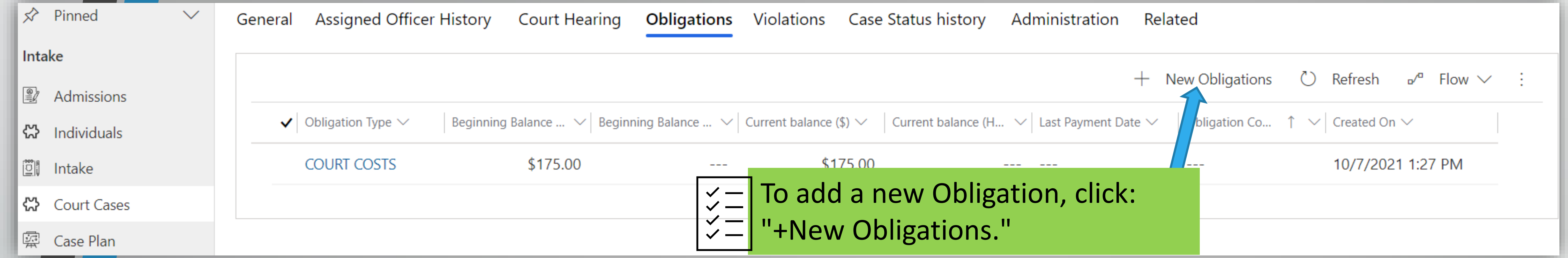
To create a new hearing, click "Add Hearing Outcome."

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.

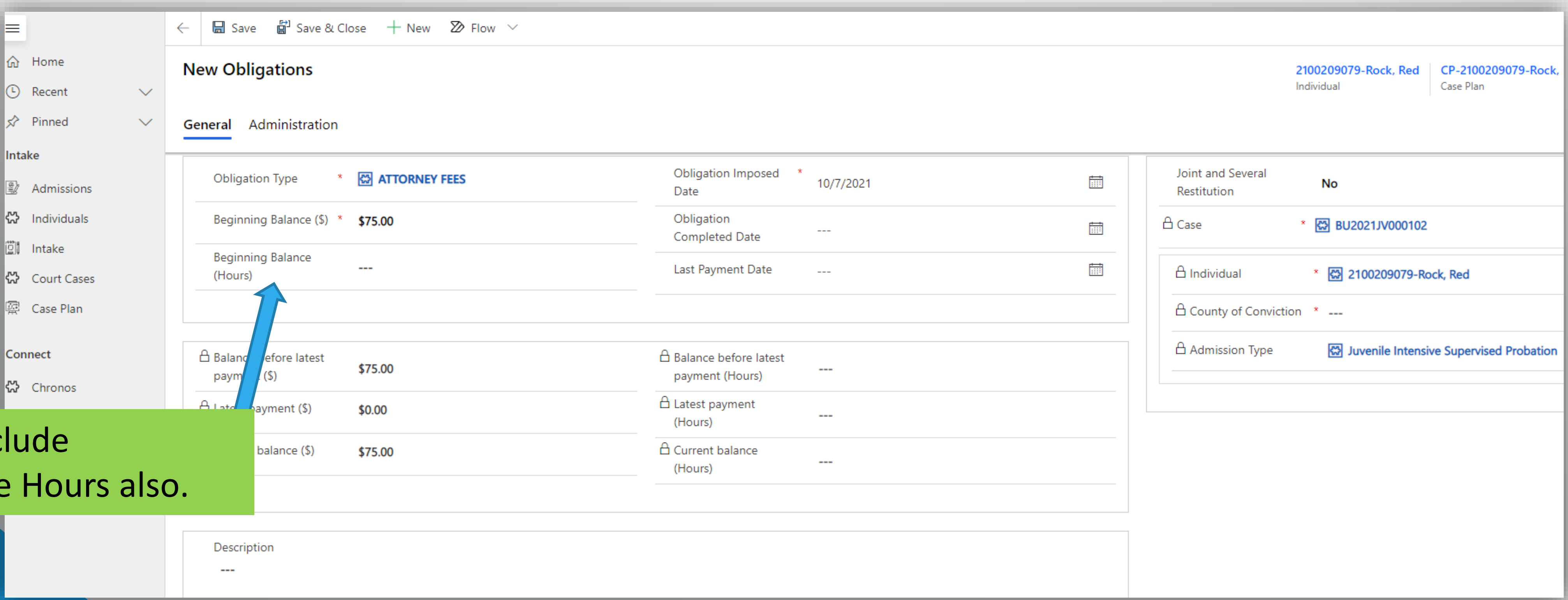


OBLIGATIONS:

***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.**



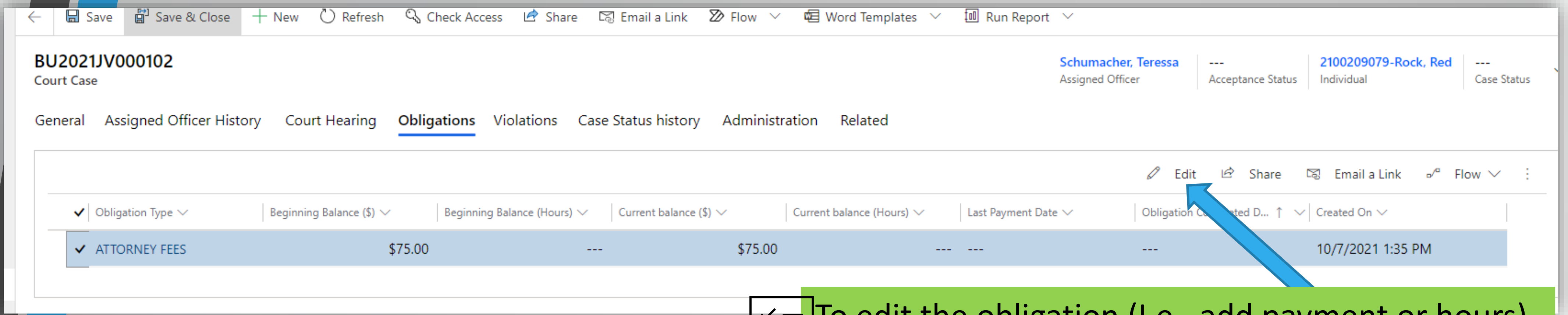
To add a new Obligation, click: "+New Obligations."



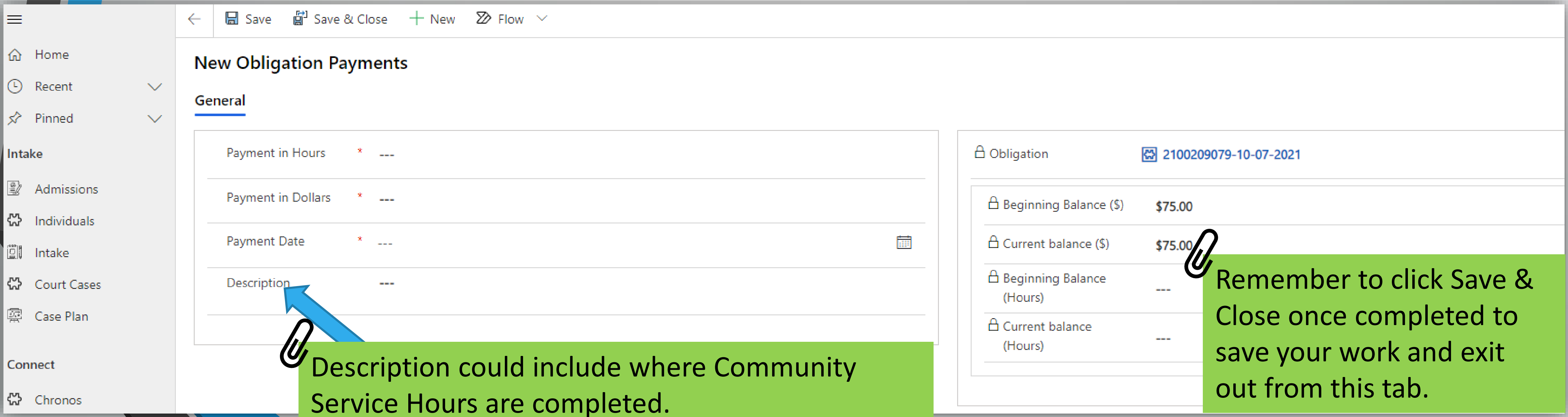
Obligations can include Community Service Hours also.

OBLIGATIONS CONTINUED:

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



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

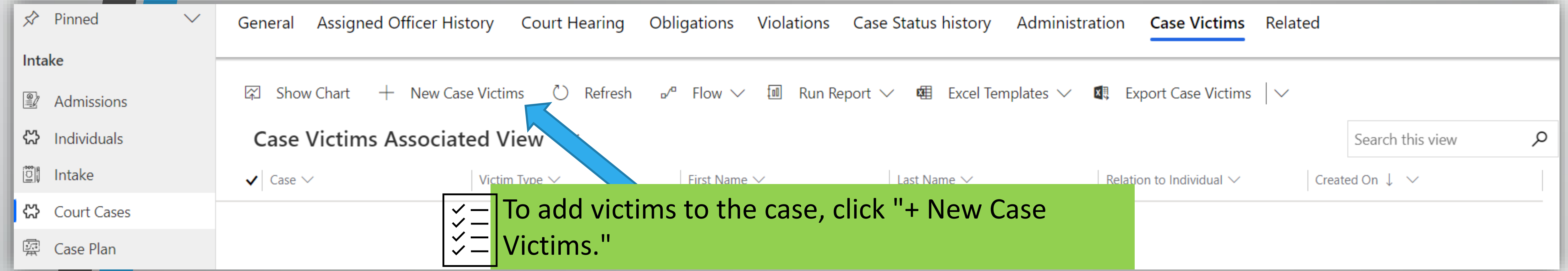


Description could include where Community Service Hours are completed.

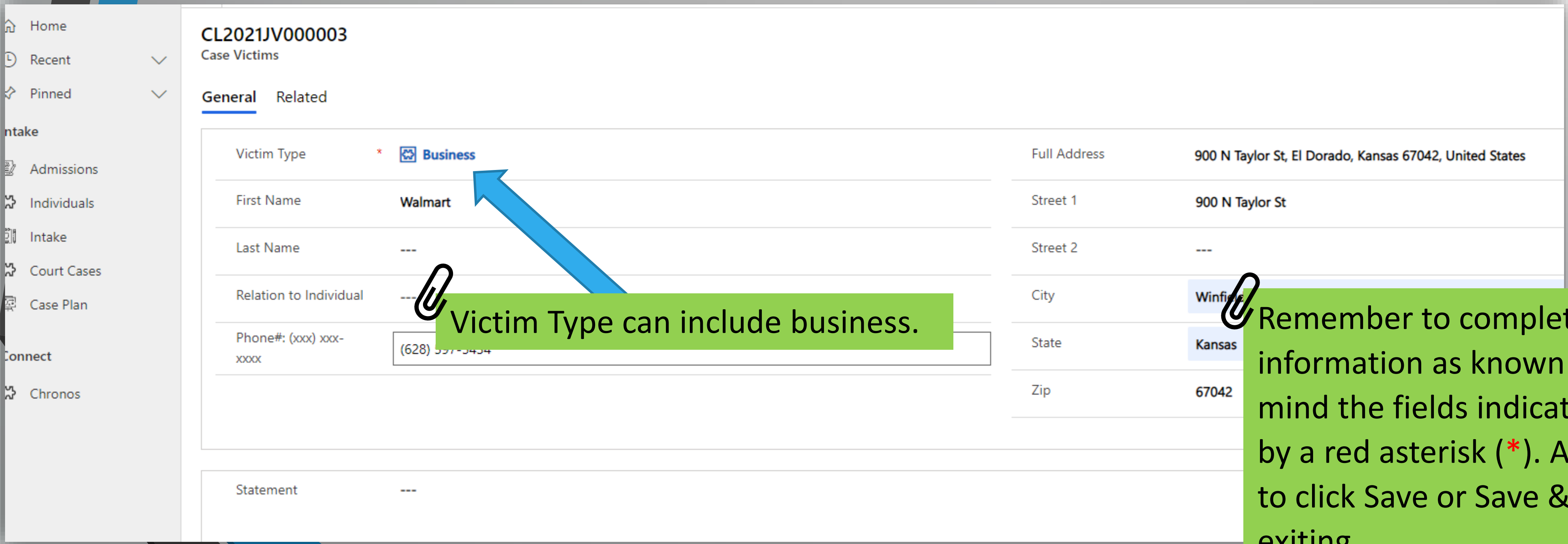
Remember to click Save & Close once completed to save your work and exit out from this tab.

CASE VICTIMS:

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



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



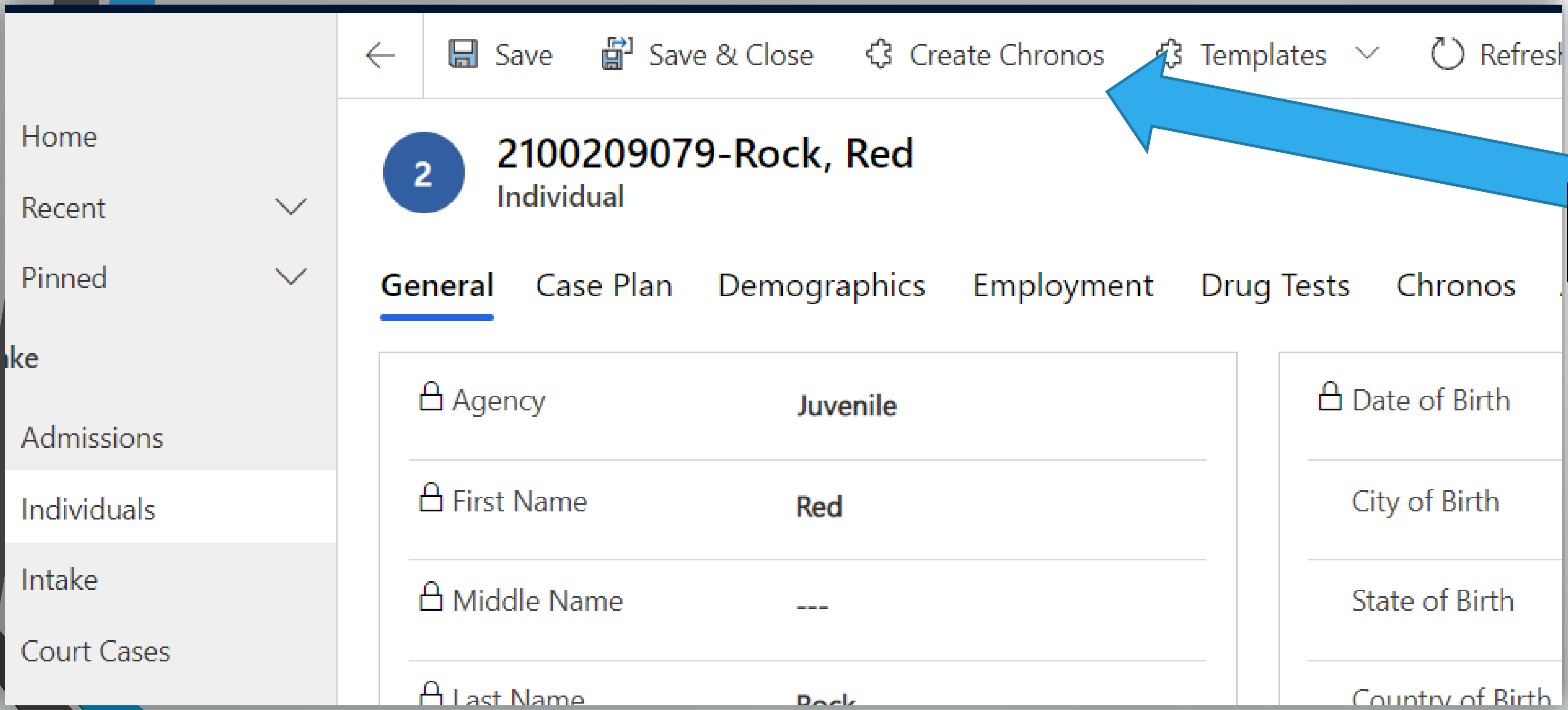
Victim Type can include business.

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

CREATING A CHRONO:
*** Entering chronological data for the individual.**

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



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

Collateral

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

Administrative

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

Visitation

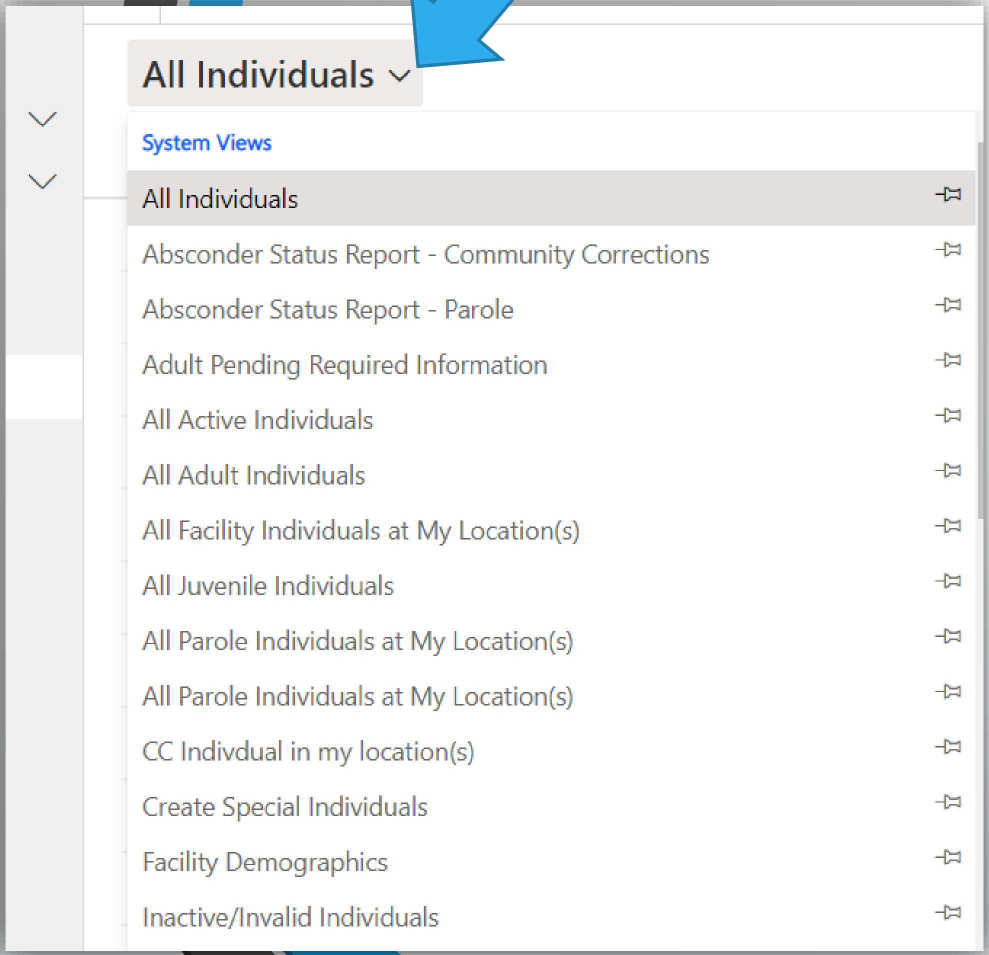
- Did Not Occur
- Negative Visit
- Positive Visit
- Setup
- Visitation

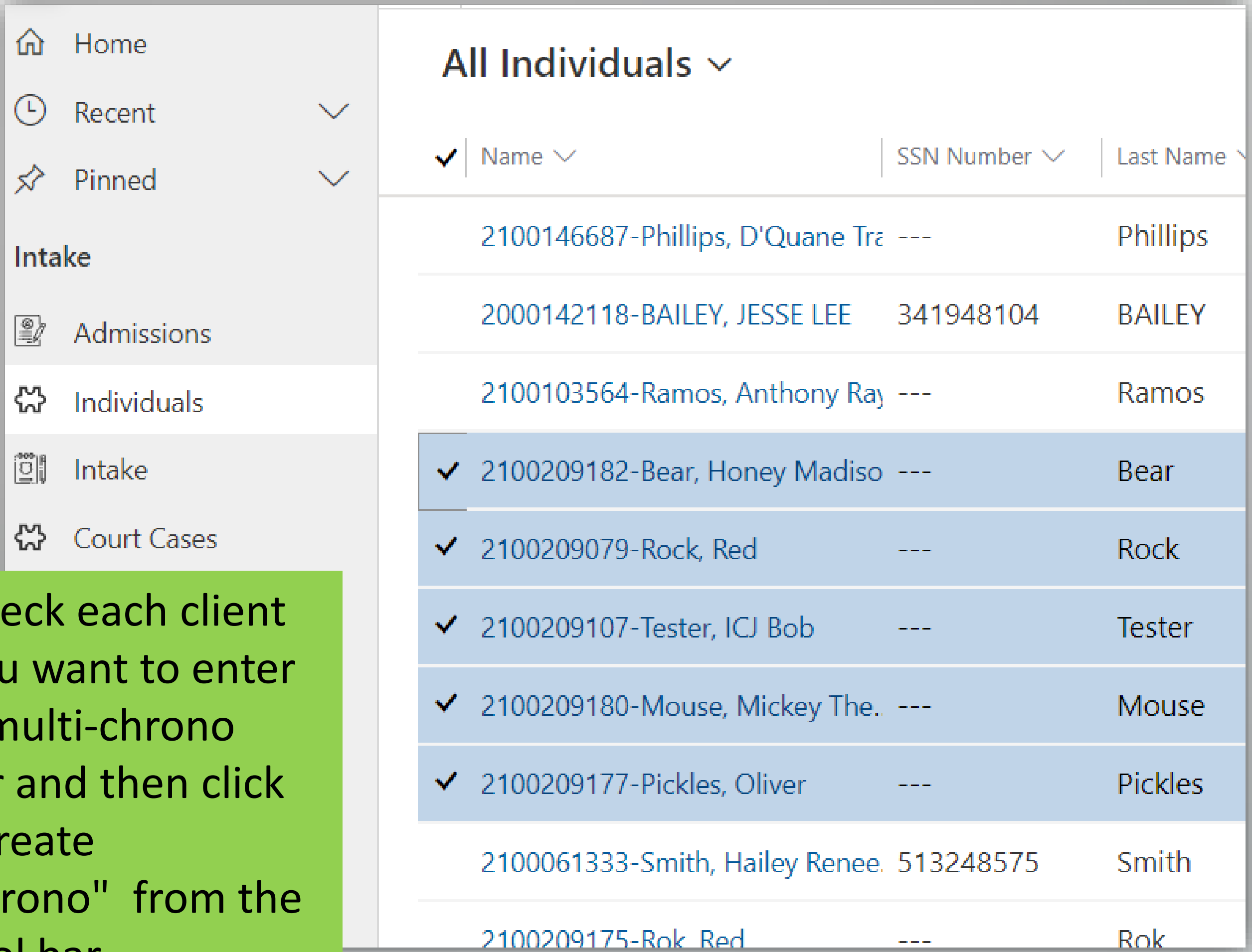
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

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.

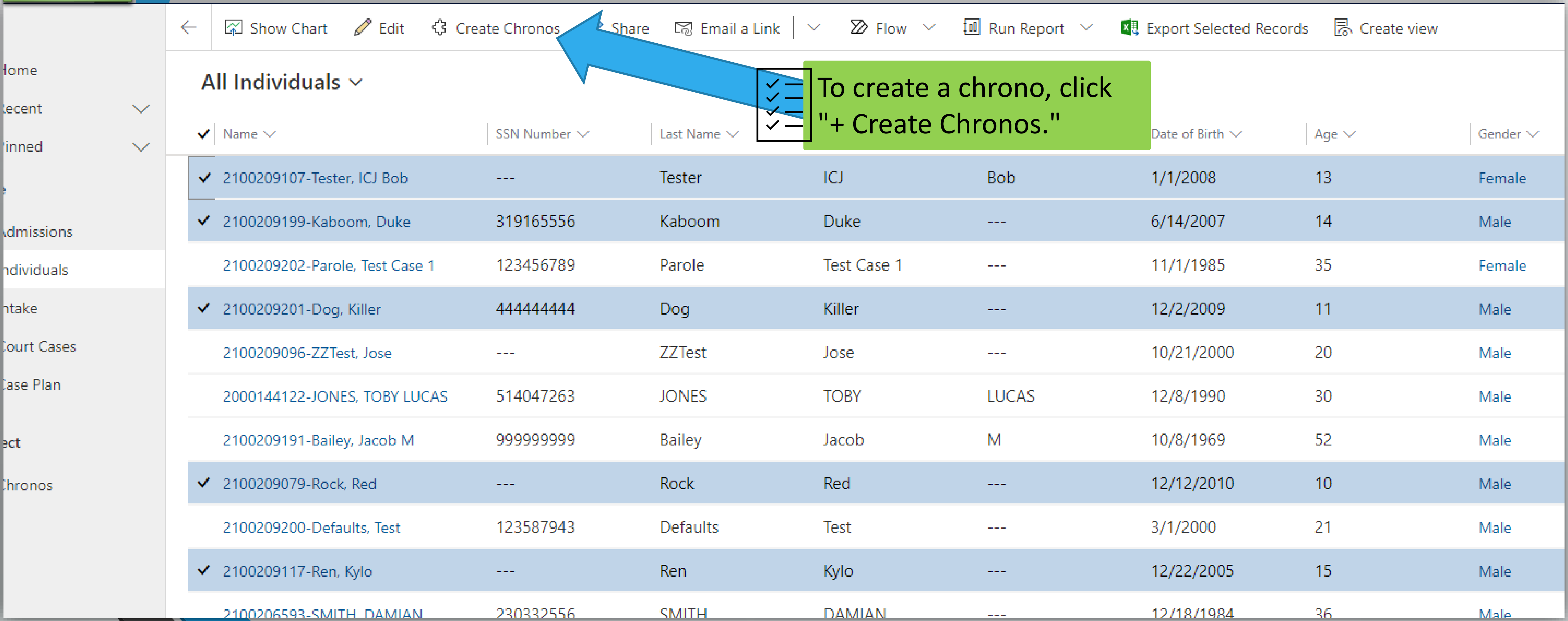




Check each client you want to enter a multi-chrono for and then click "Create Chrono" from the tool bar.

CREATING A MULTI- CHRONO CONTINUED
* Entering chronological data for multiple individuals

Step 2



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

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

Collateral

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

Administrative

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

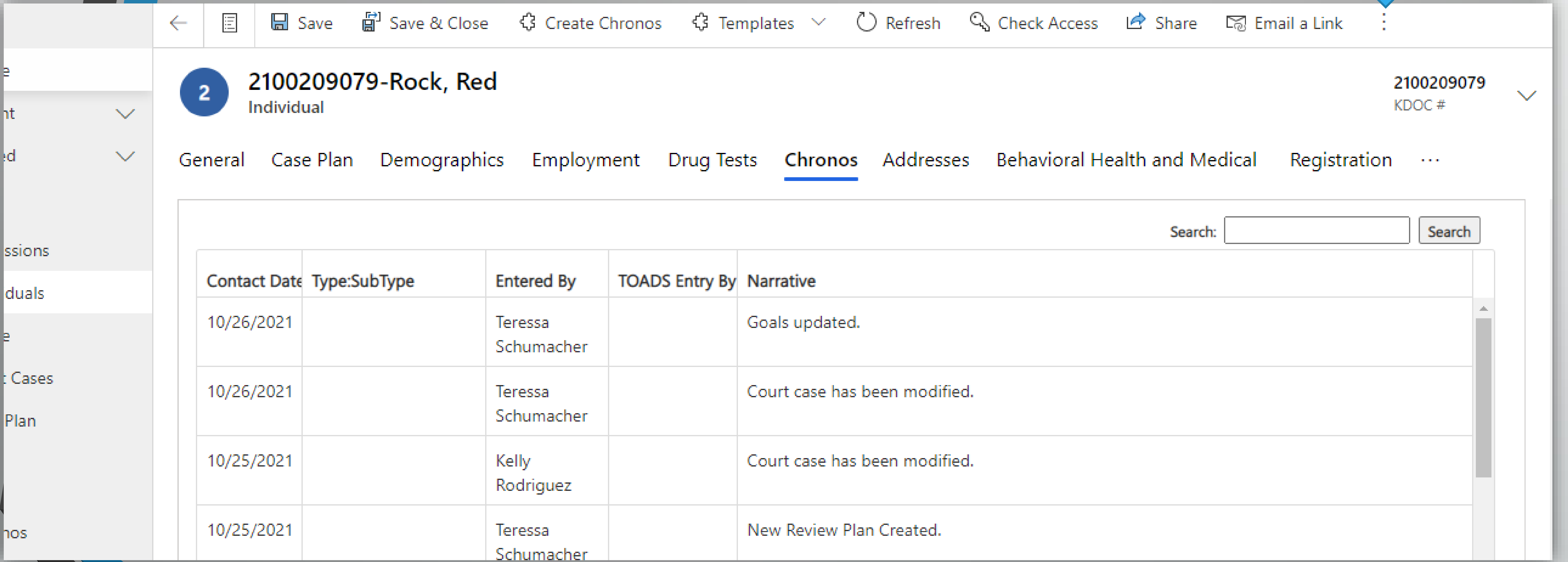
Visitation

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

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.

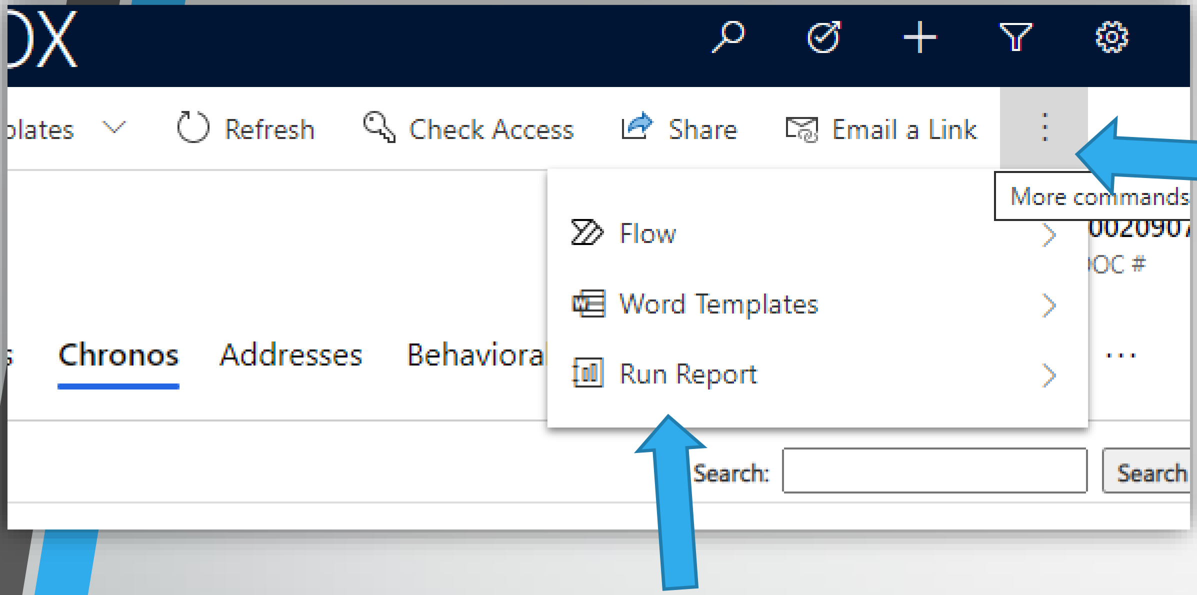
PRINTING CHRONOS:
*** This describes the process of how to print chronological records from Athena.**

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

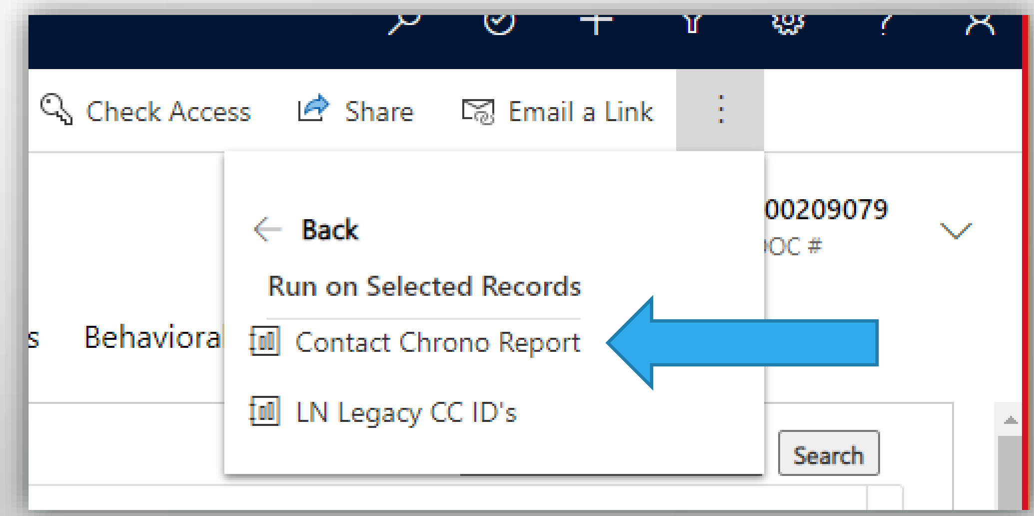


PRINTING CHRONOS CONTINUED:

*** 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

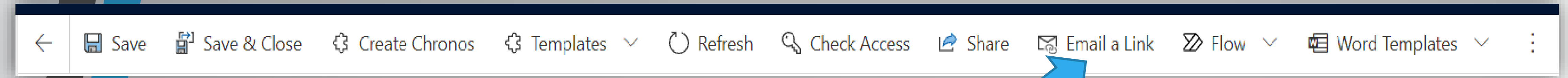
Contact Chrono Report

⊞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, Teressa	
8/6/2021	2100209079	Rock	Red		Court case has been modified.			Schumacher, Teressa	
6/15/2021	2100209079	Rock	Red		Goals Created.			Butrick, Jeff	
6/10/2021	2100209079	Rock	Red		Court case has been modified.			Schumacher, Teressa	
7/8/2021	2100209079	Rock	Red		CasePlan is Updated.			Barnhart, Sarah	
7/8/2021	2100209079	Rock	Red		New Review Plan Created.			Schumacher, Teressa	
10/5/2021	2100209079	Rock	Red	Collateral:LawEnforcement	LEO CONTACT check			Schumacher, Teressa	
10/5/2021	2100209079	Rock	Red	FacetoFace:Other Collateral:LawEnforcement	LEO Contact			Schumacher, Teressa	
10/5/2021	2100209079	Rock	Red	FacetoFace:Other Administrative:CaseStaffing	Test			Schumacher, Teressa	
6/29/2021	2100209079	Rock	Red		Case - A new court case is Created.			Schumacher, Teressa	
7/1/2021	2100209079	Rock	Red		School Created.			Schumacher, Teressa	

EMAIL A LINK:
*** This describes the process to send emails or links to Individual records in Athena.**

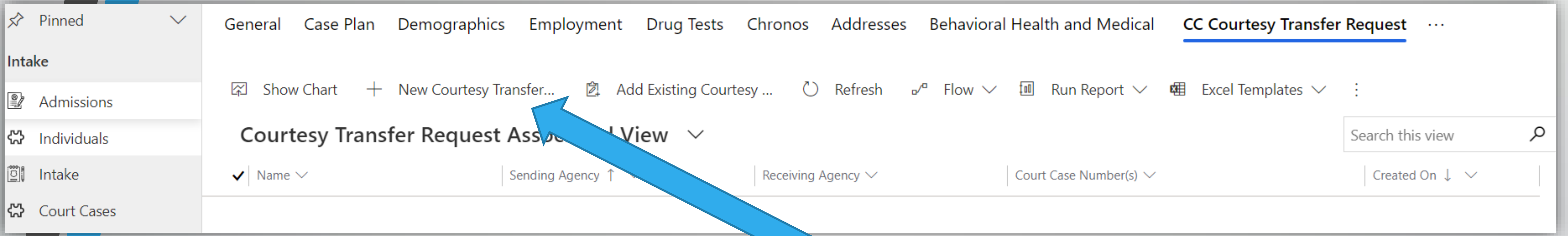
Include with your email a reason why you are sending the specific information.



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. <u>NOTE: To close out the transfer, simply complete the CC Transfer back to the originating county.</u>

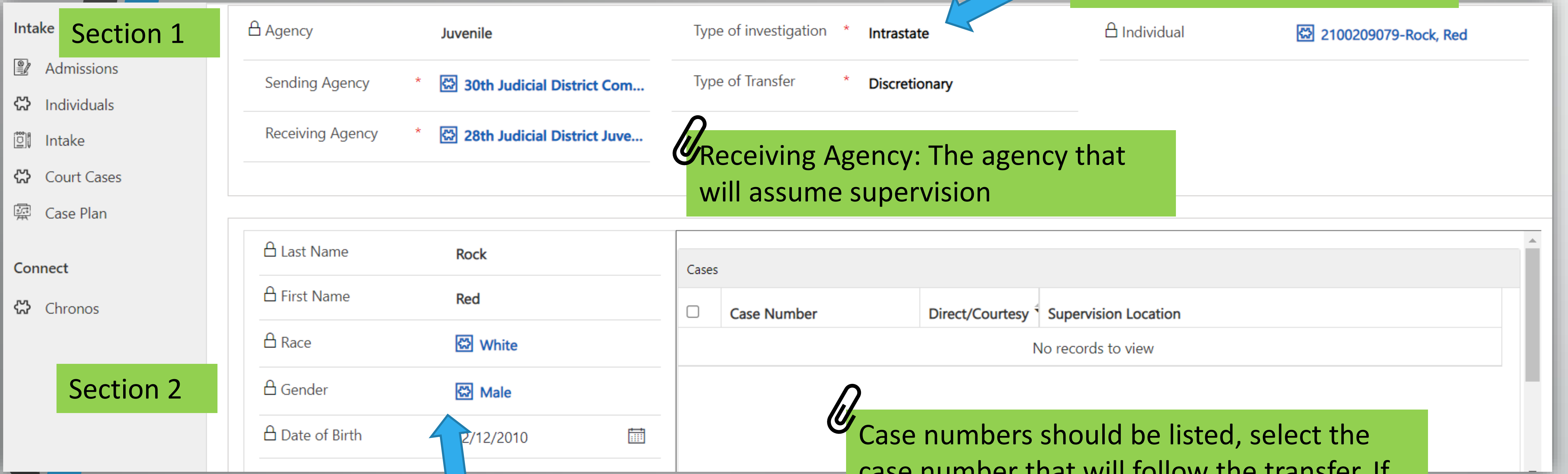


Open the individual's record through the Individual Module, click "+New Courtesy Transfer..."

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

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



Section 1

Section 2

Receiving Agency: The agency that will assume supervision

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**

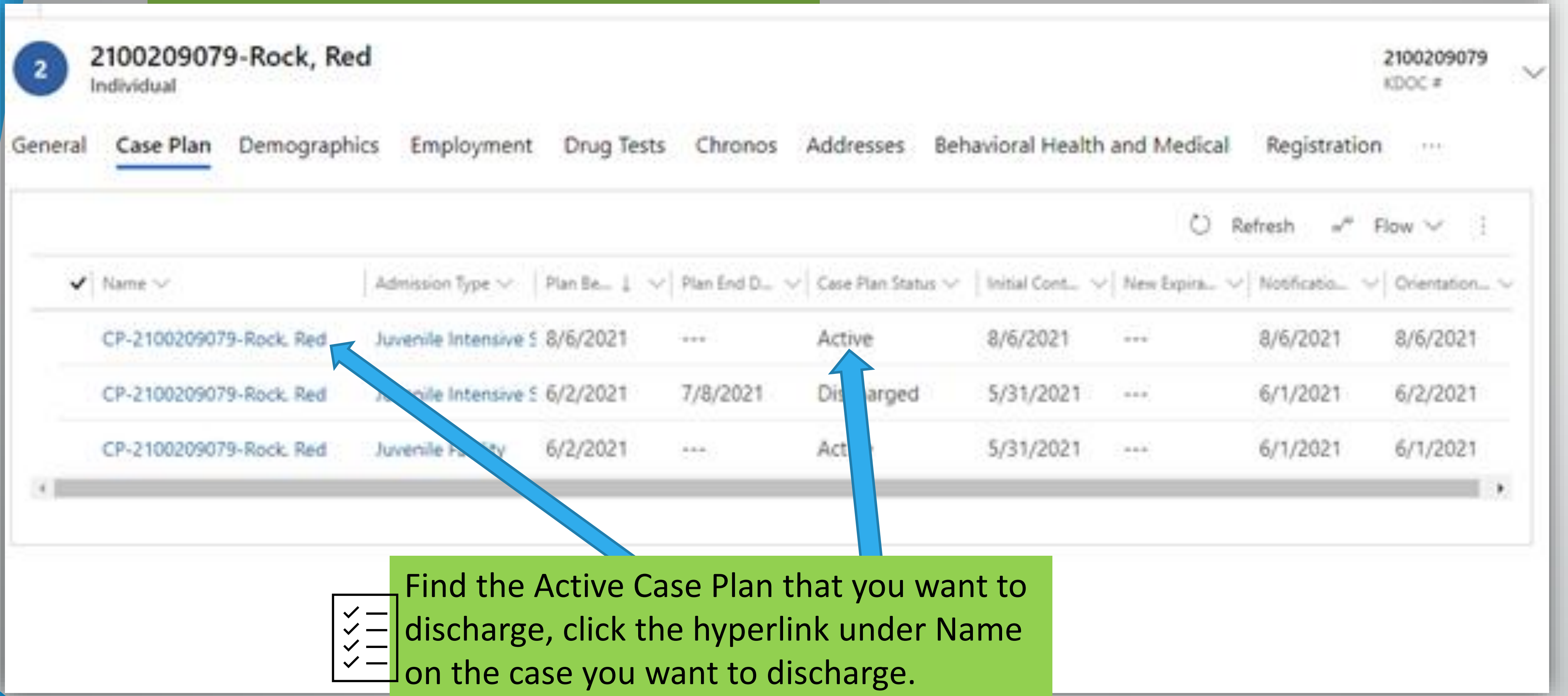
Receiving Agency Comments

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.

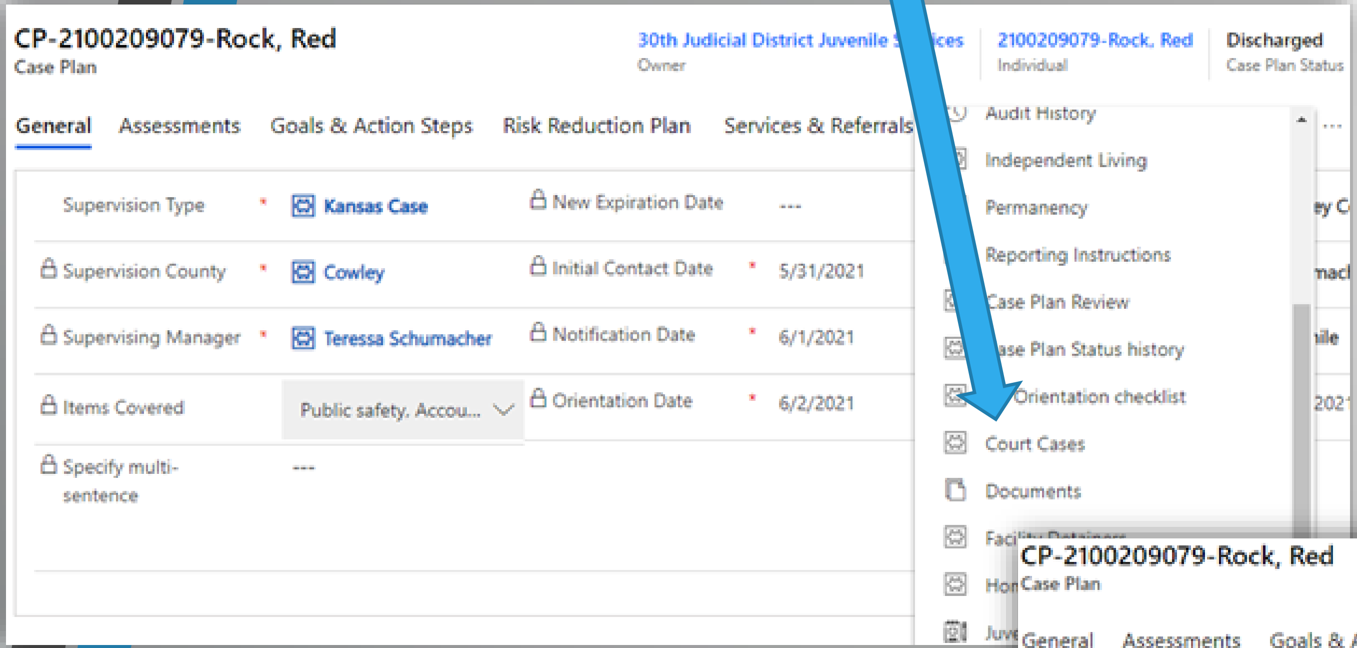


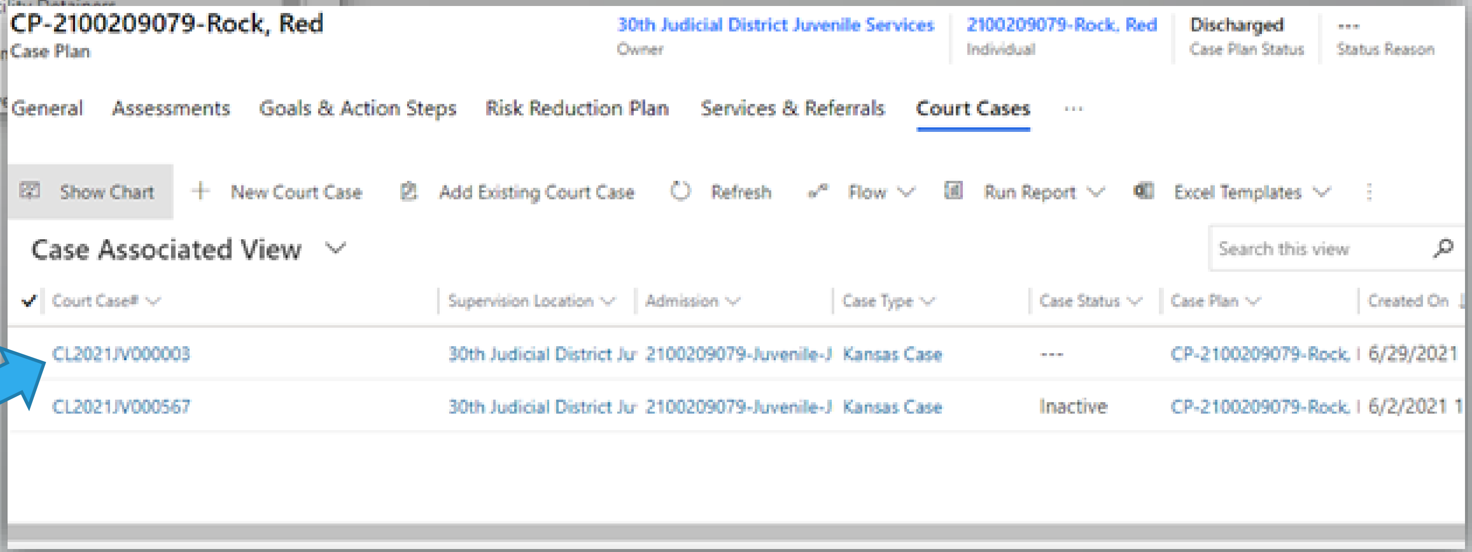
Find the Active Case Plan that you want to discharge, click the hyperlink under Name on the case you want to discharge.

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.

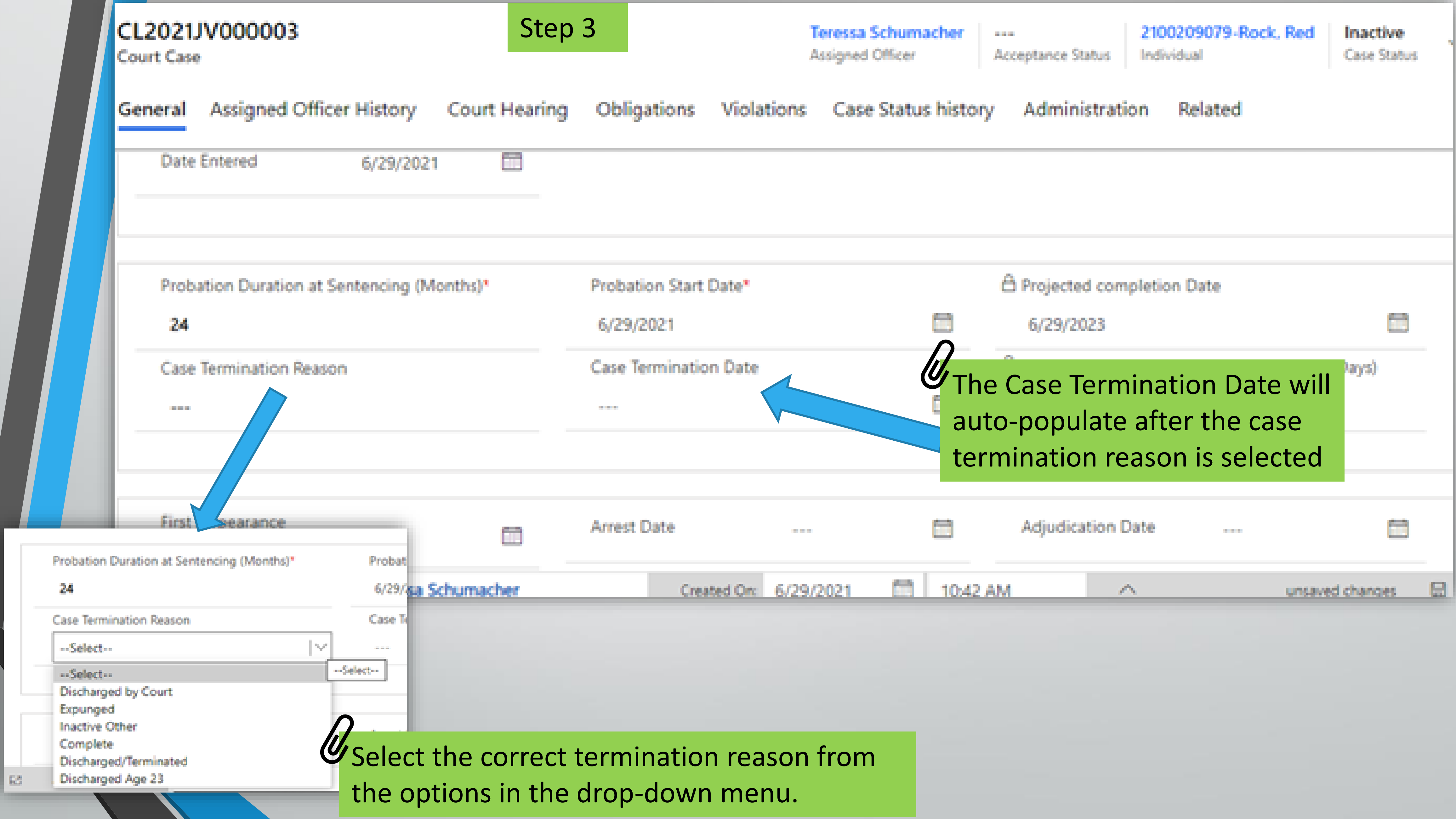
Step 1. In the Case Plan Module, go to the related tab and select the Court Cases.





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

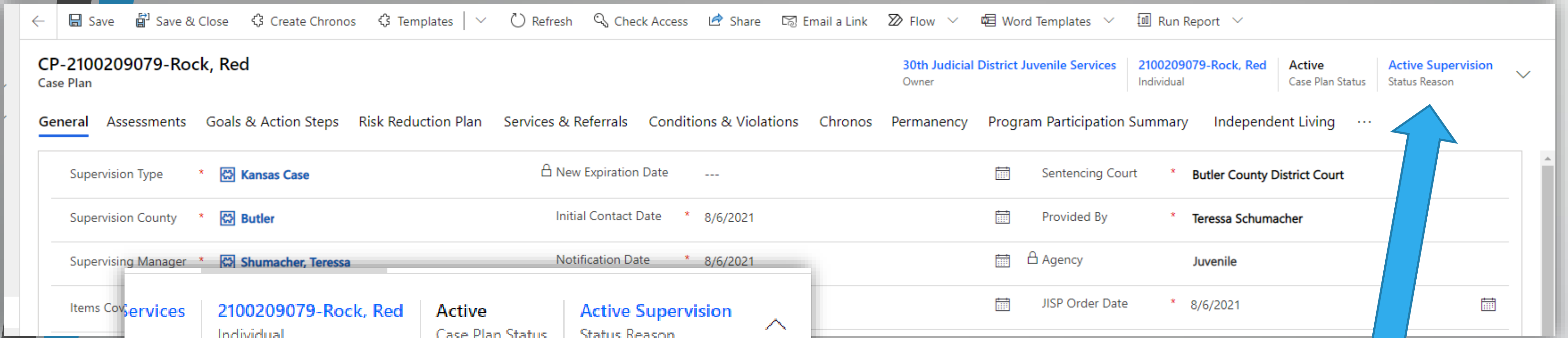
CLOSING OUT A COURT CASE CONTINUED:

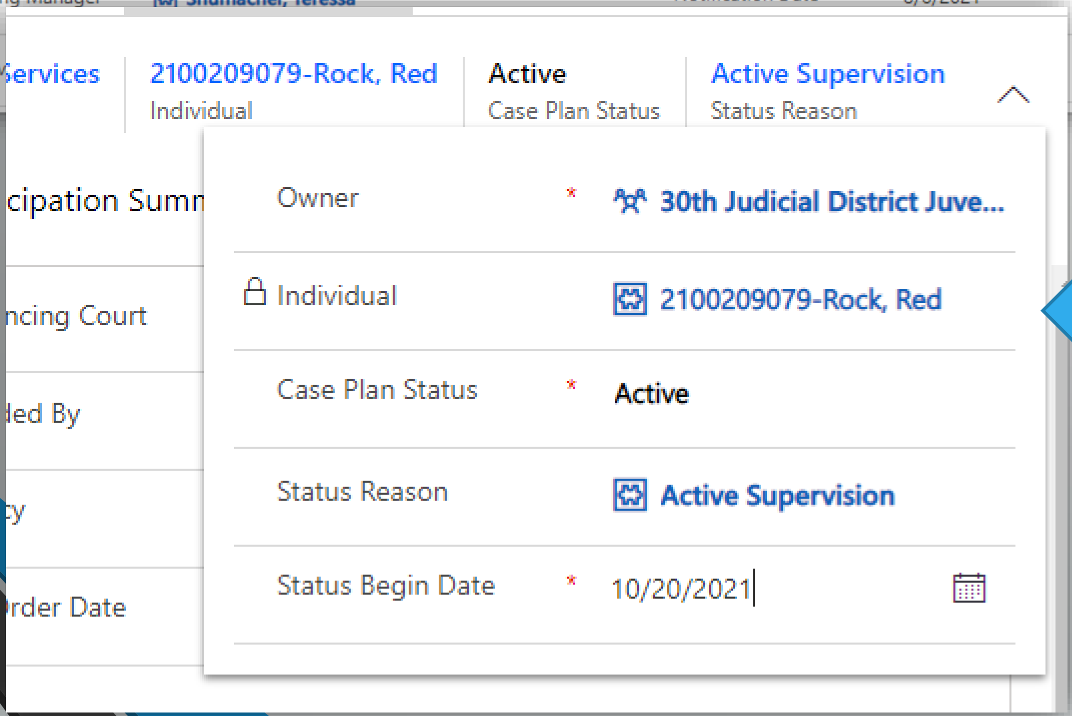


CLOSING OUT A CASE PLAN:

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

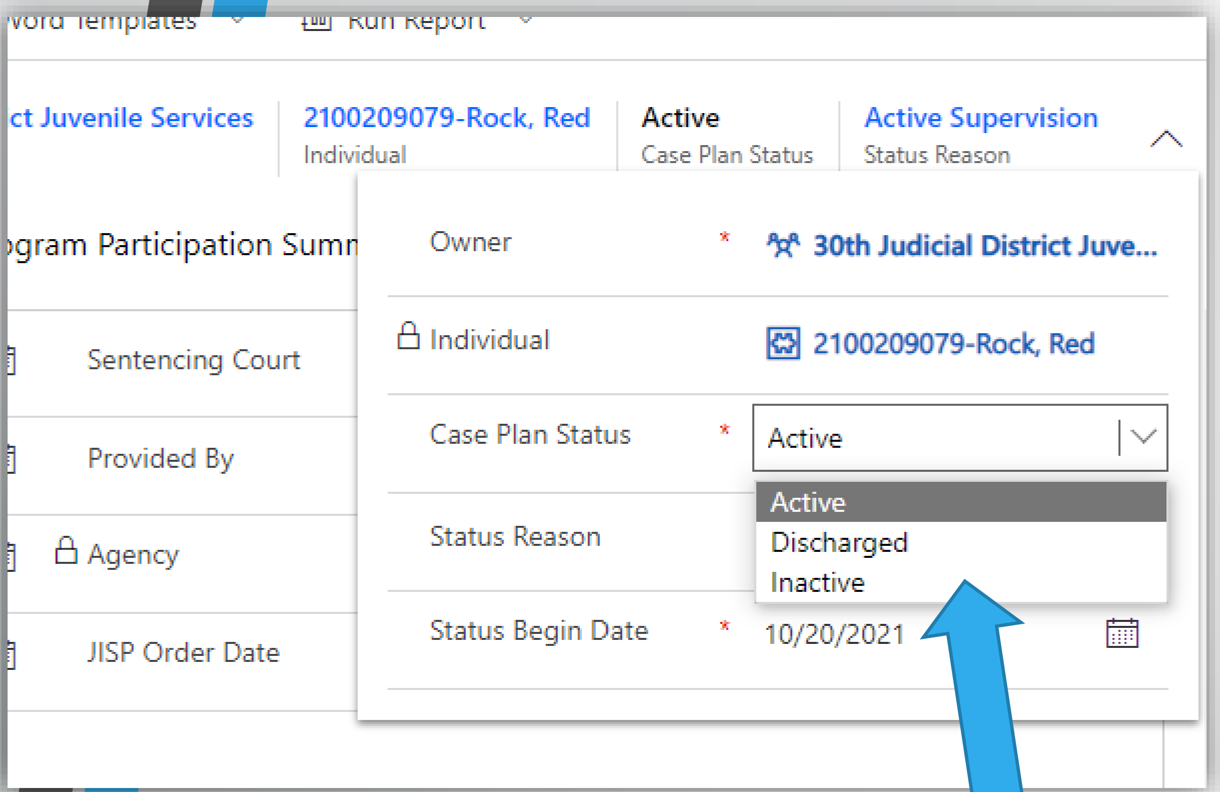
Close the case plan when ALL the Goals and Action Steps have been closed.



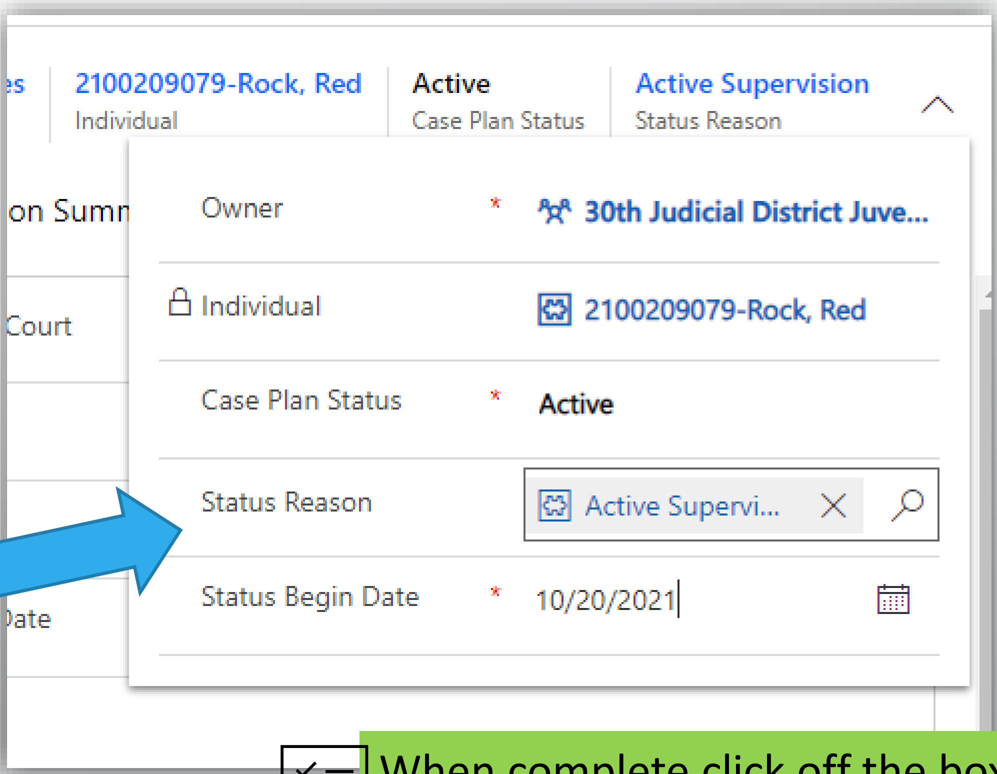


Select the Active Supervision section to change the Status Reason. A box will appear for editing.

CLOSING OUT A CASE PLAN CONTINUED:



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

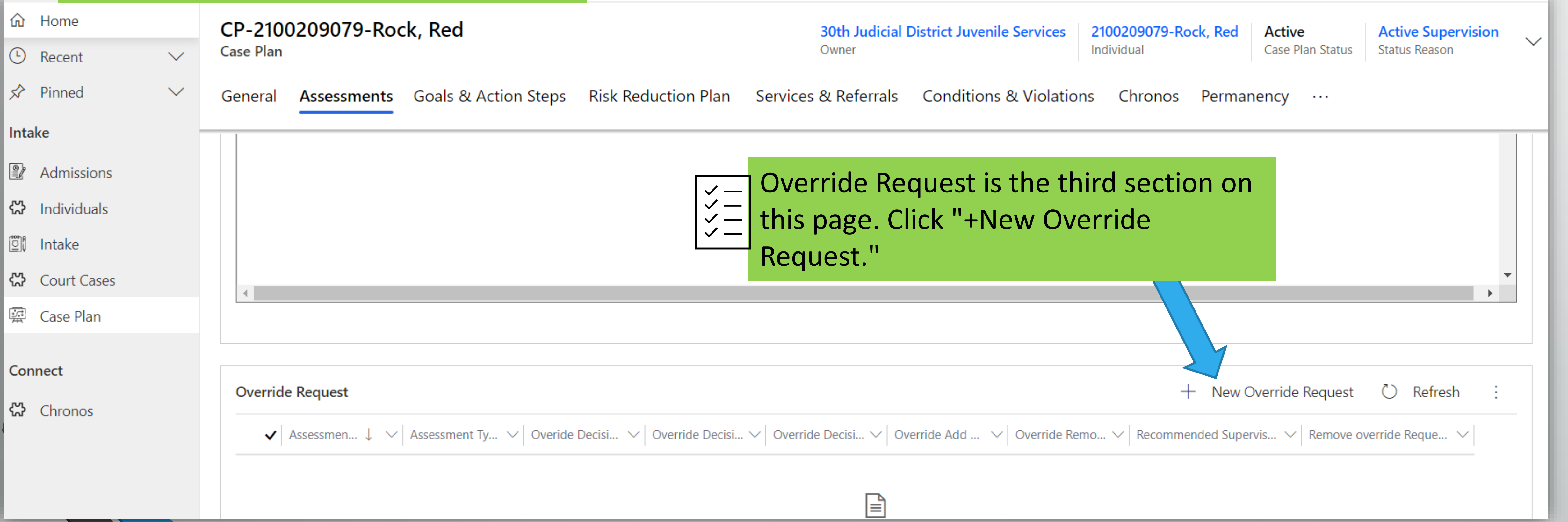


When complete click off the box and information will be saved.

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.**

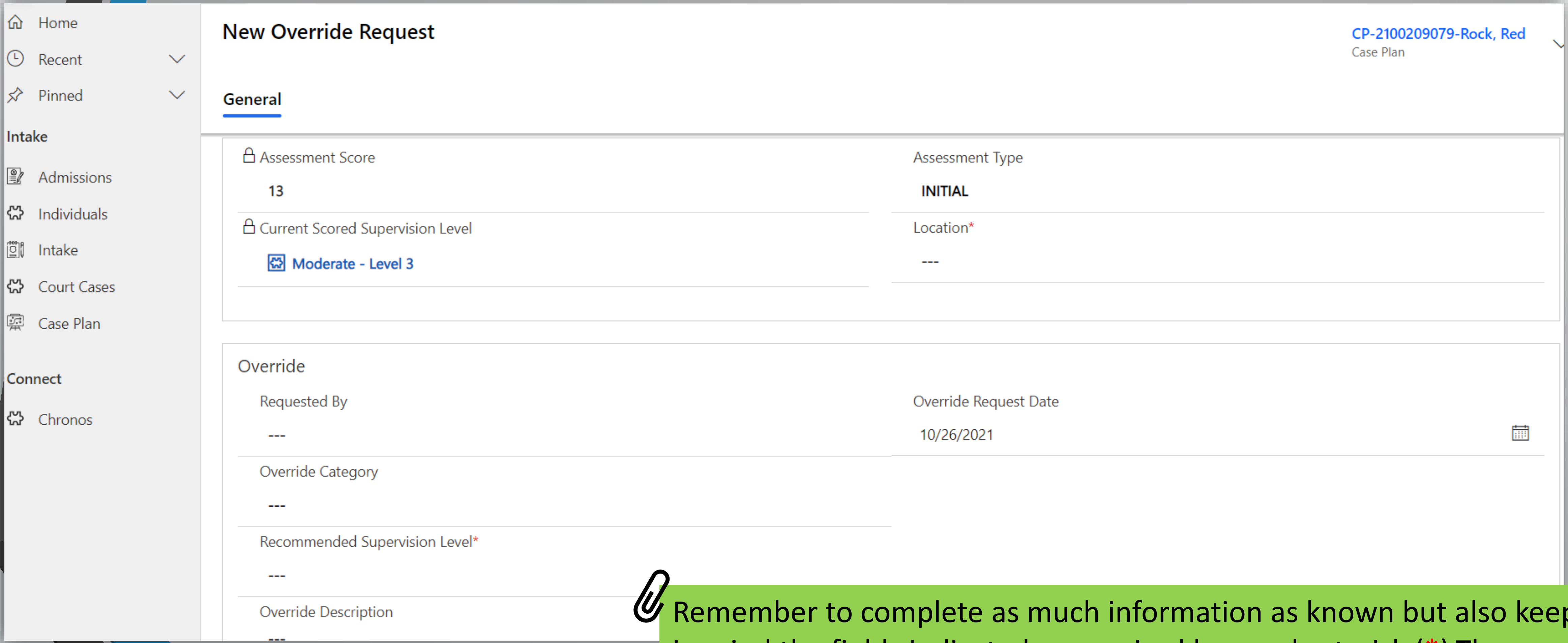
Open the Assessments Tab in the Case Plan module.



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).



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

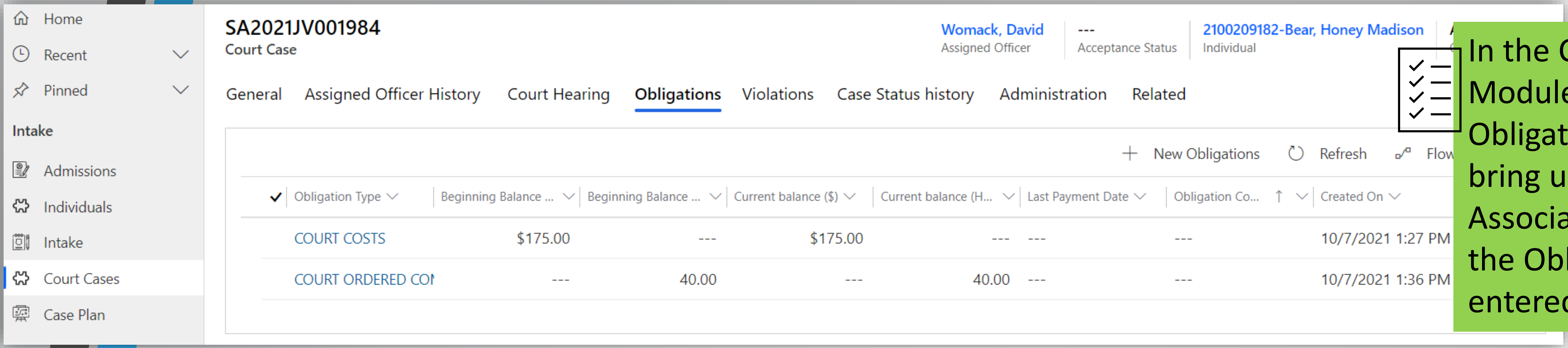
Override Decision By

Override Decision Comments

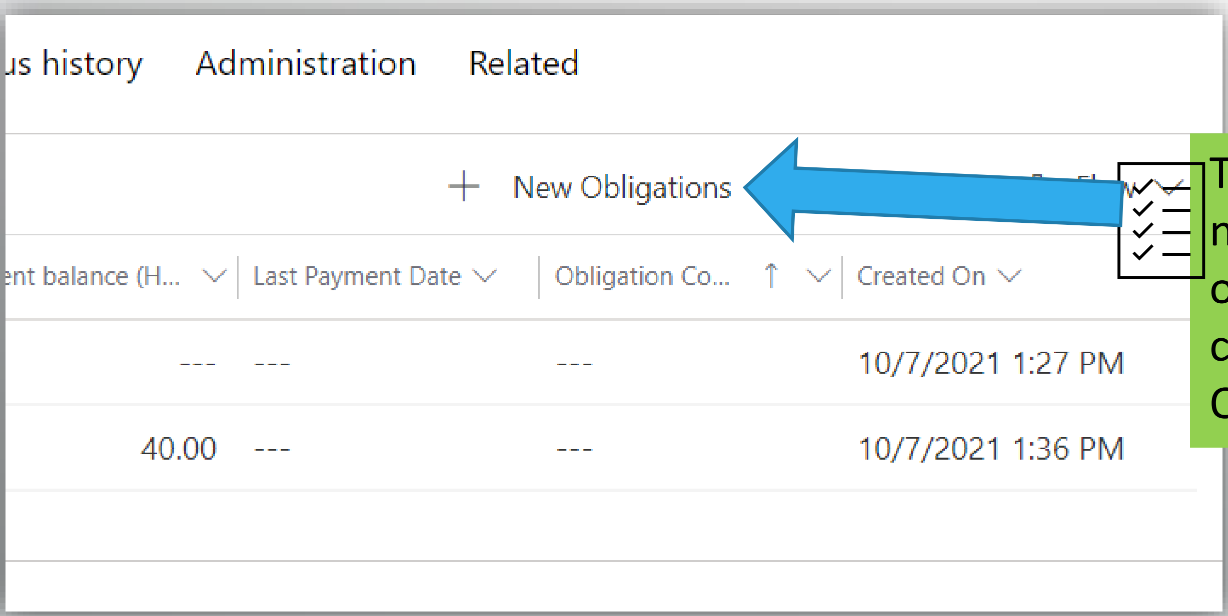
Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

OBLIGATIONS & PAYMENTS:

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



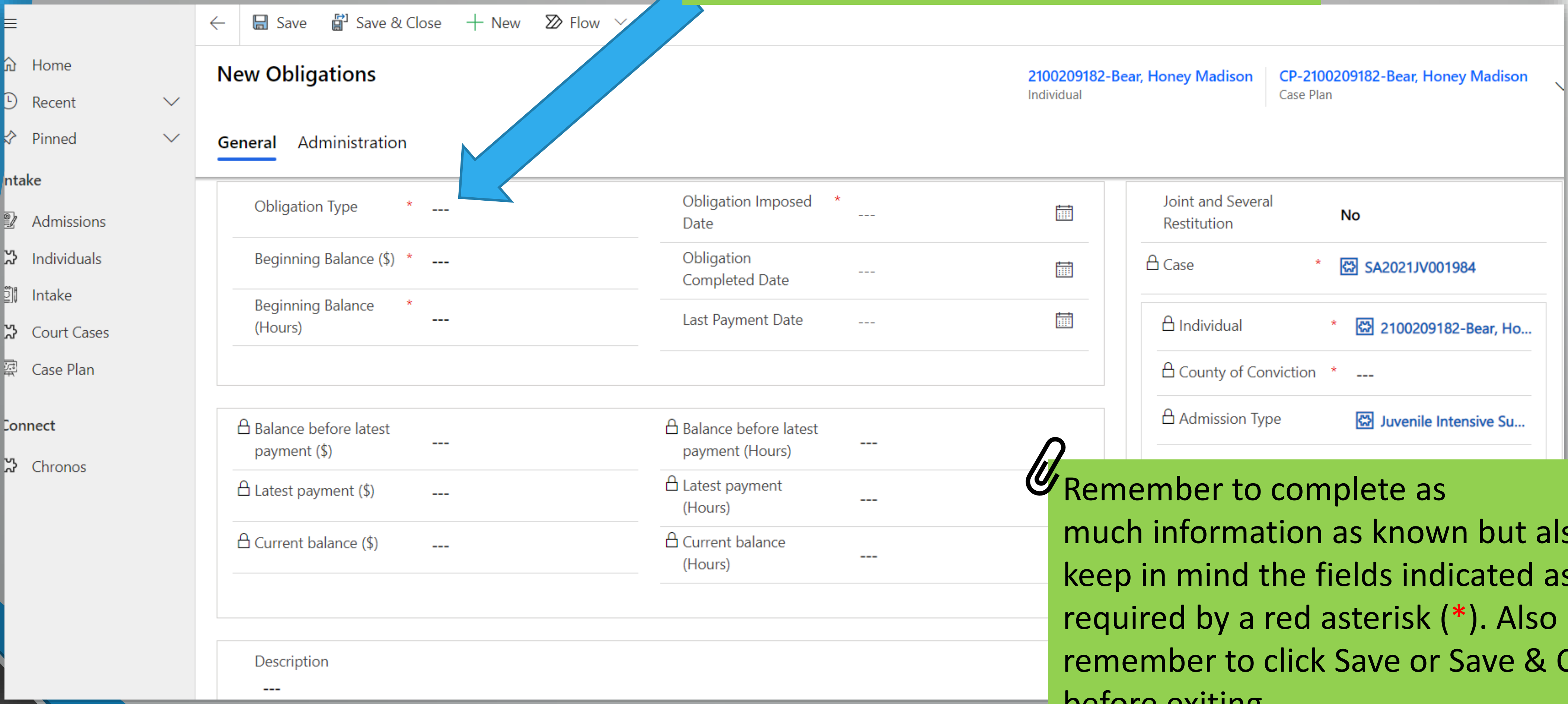
In the Court Case Module, click Obligations. This will bring up an Associated View of all the Obligations entered.



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

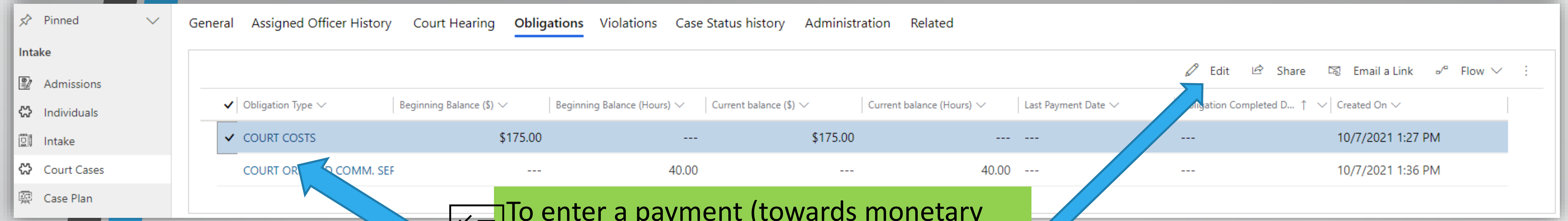
OBLIGATIONS & PAYMENTS CONTINUED: ENTERING A PAYMENT

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

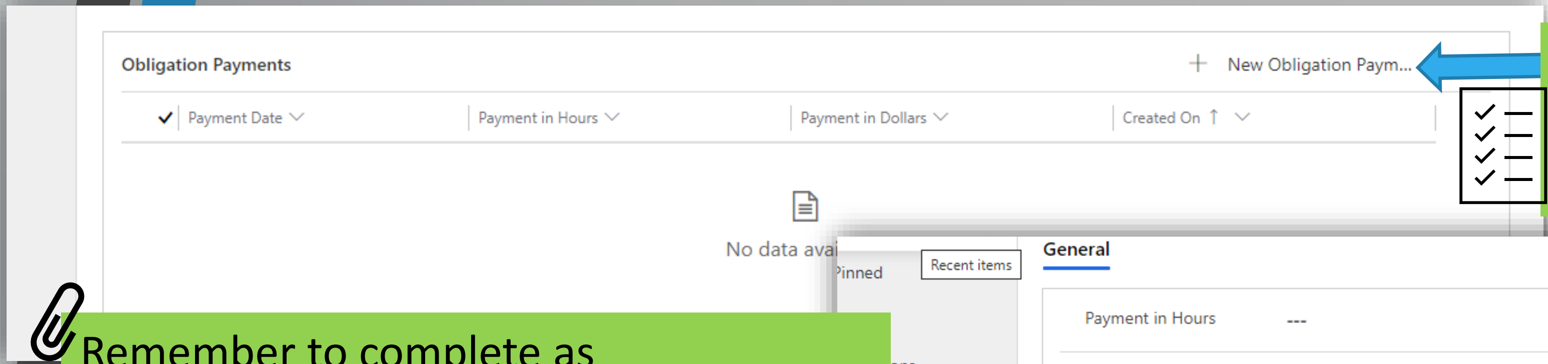


Remember to complete as much information as known but also keep in mind the fields indicated as required by a red asterisk (*). Also remember to click Save or Save & Close before exiting.

OBLIGATIONS & PAYMENTS CONTINUED: ENTERING A PAYMENT OR HOURS SERVED



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.



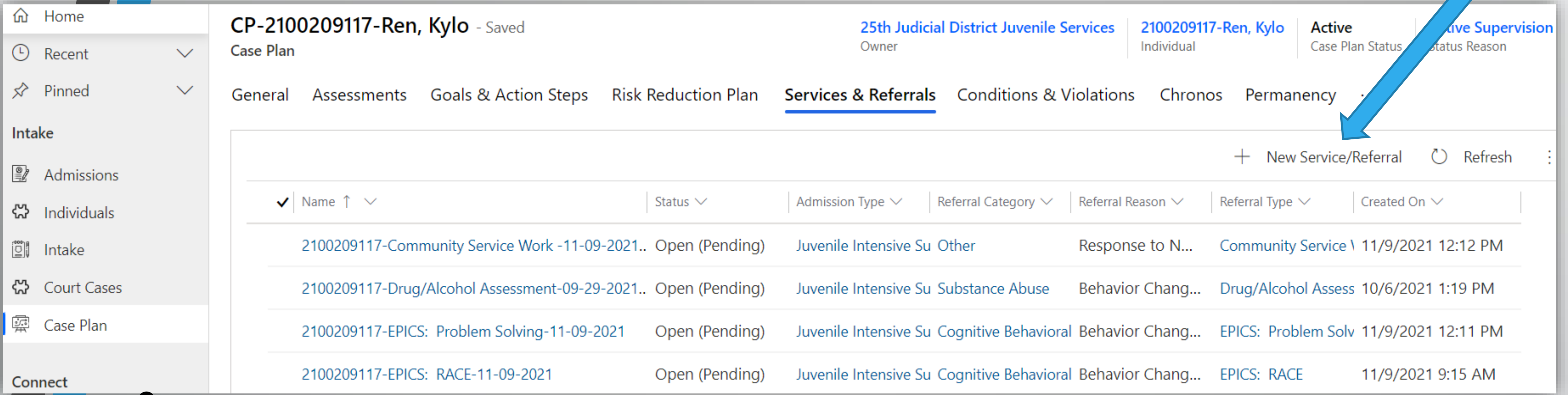
To enter a new obligation payment (either monetary or hours) click: "+New Obligation Paym..."

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.

SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS:

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

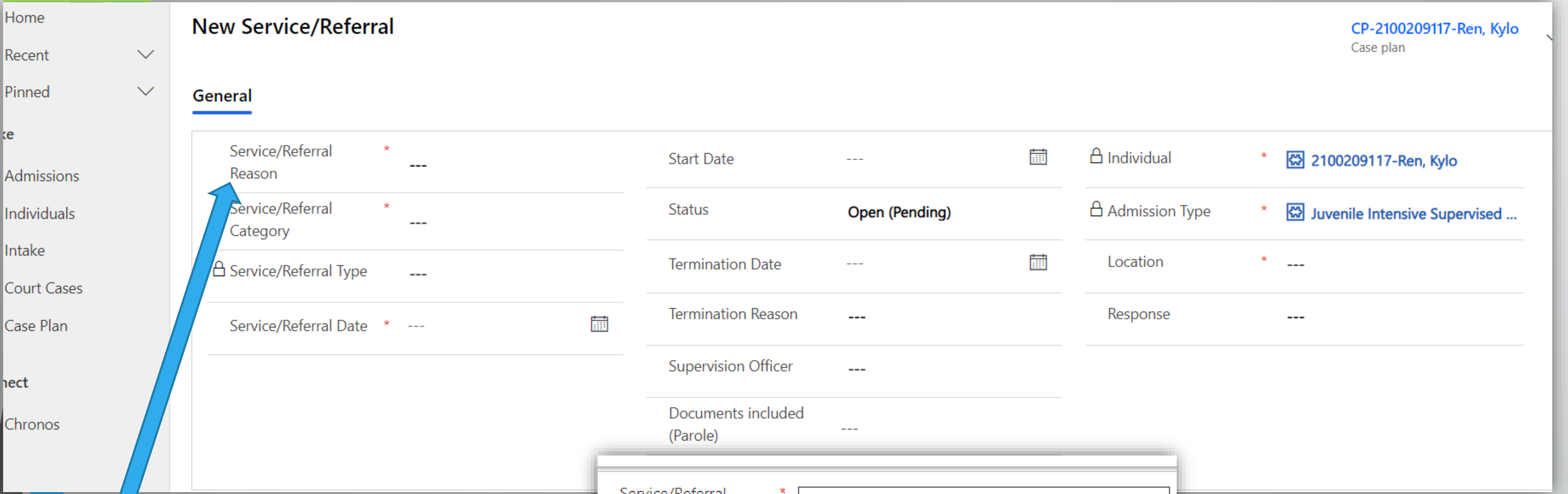
To document any usage of a CBI tool, click "+ New Service/Referral"

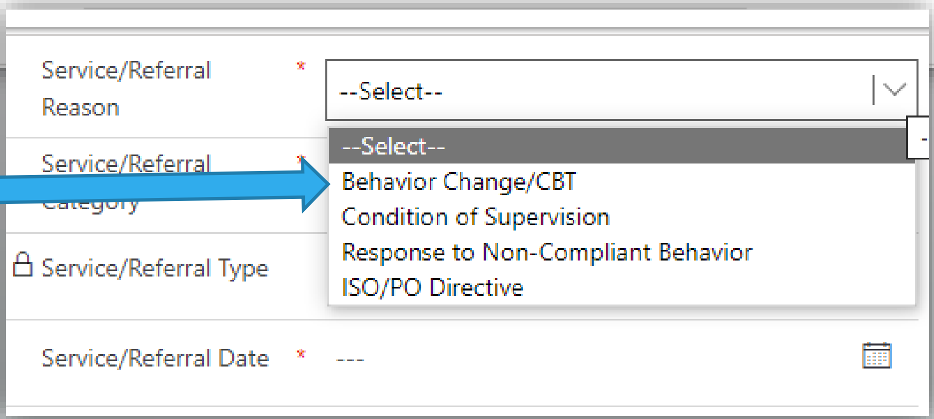


This procedure is the recommended way of documenting CBI usage in conjunction with a VLR or on its own. This will be the process until the behavioral management system becomes available.

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

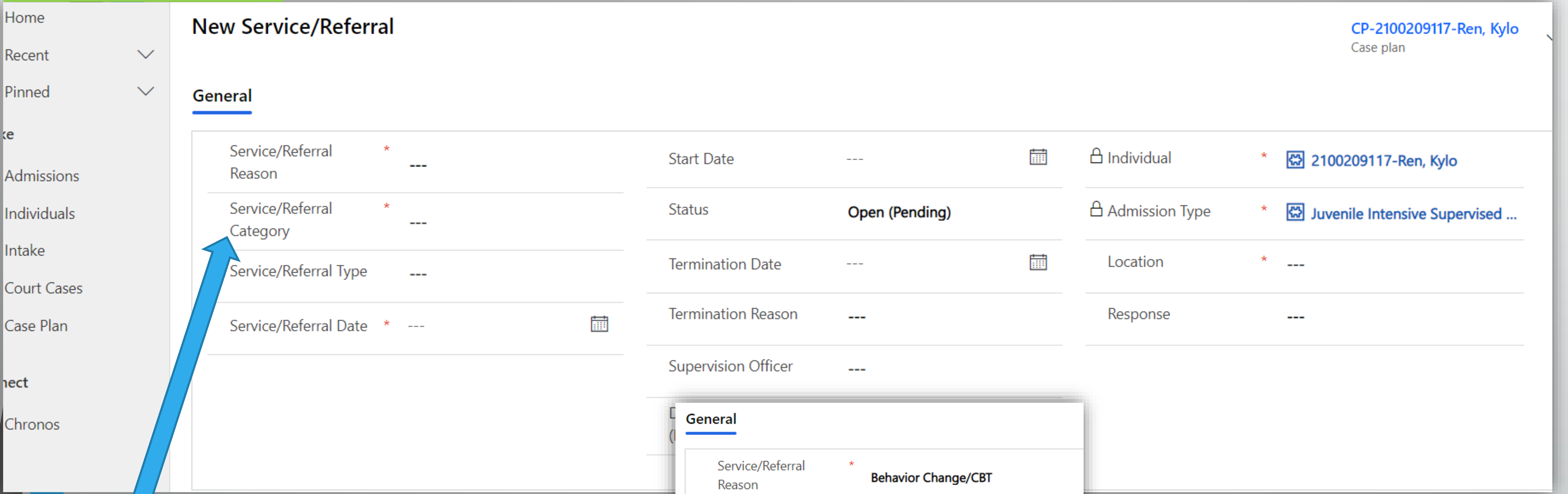


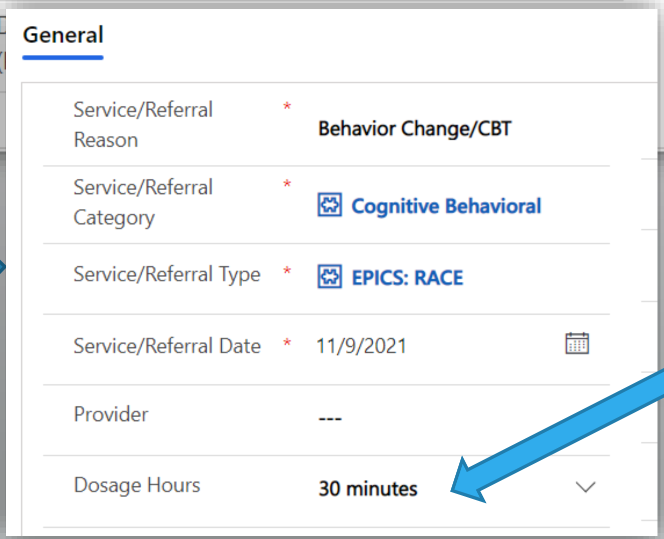


Start by selecting the Service/Referral Reason. For CBI select Behavior Change/CBT from the drop-down menu.

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

Section 1 Continued



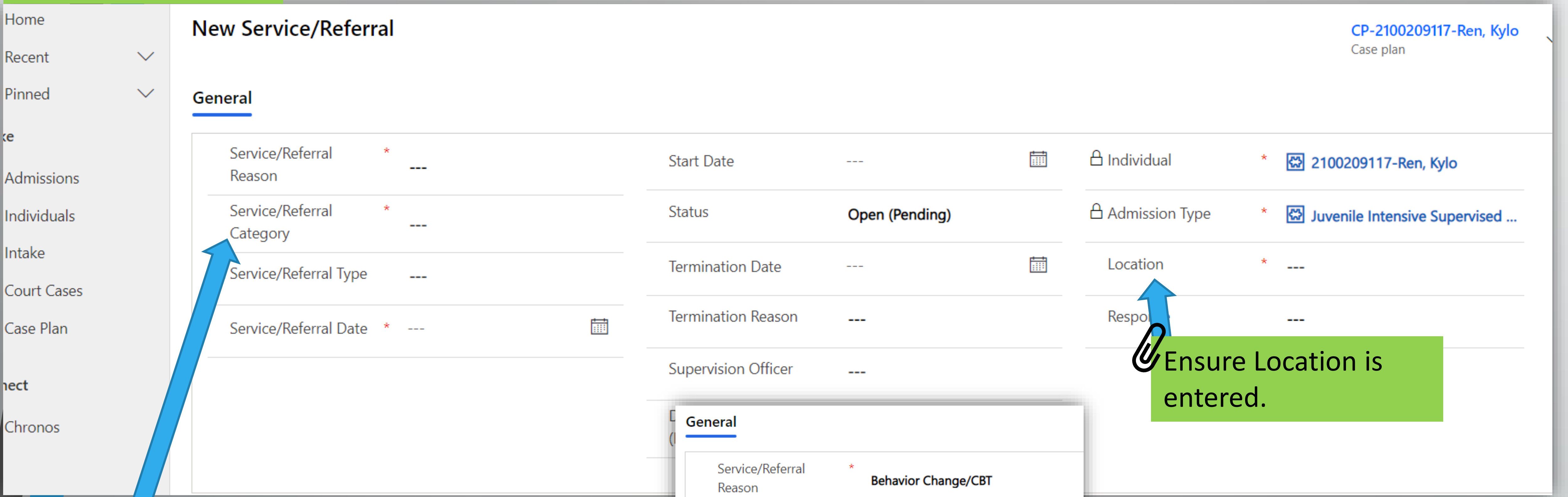


The Service/Referral Category is based on the Service/Referral Reason. The Service/Referral Type is the type of CBI that was used. This will open Provider and Dosage Hour fields.

The officer selects the Dosage Hours for the completed CBI.

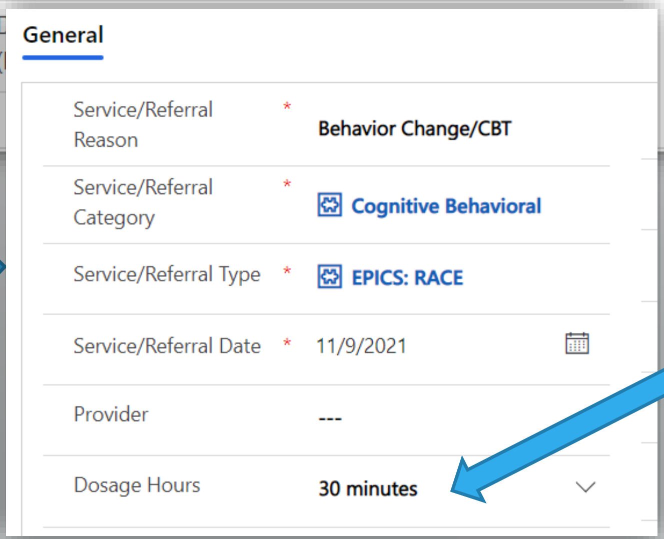
SERVICES/REFERRALS: DOCUMENTING COGNITIVE BEHAVIORAL INTERVENTIONS CONTINUED: *Where to document CBI (with or without a VLR)

Section 1 Continued



Ensure Location is entered.

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.



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

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

Feedback

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

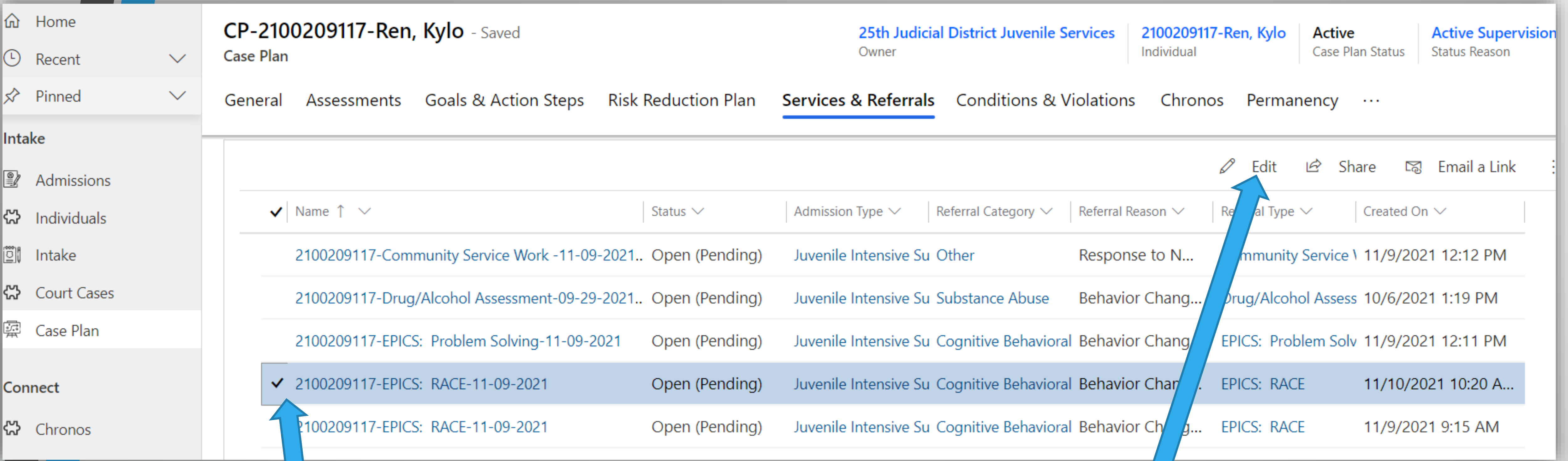
Section 3

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)



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

Service/Referral

CP-2100209117-Ren, Kylo

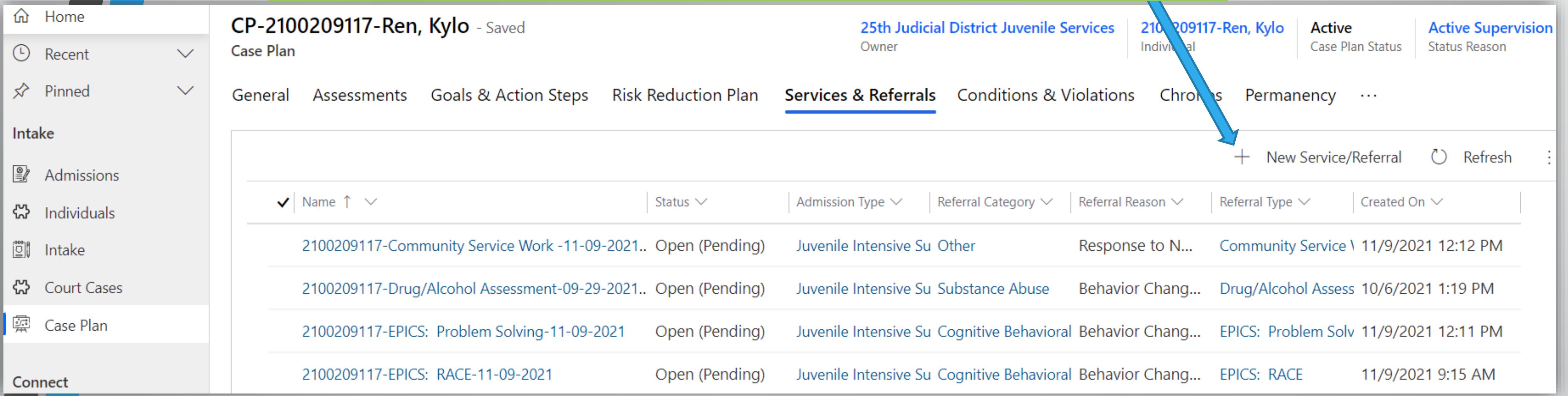
To close out/complete the referral – complete the Termination Date, the Termination Reason, and the Response.

General | Related

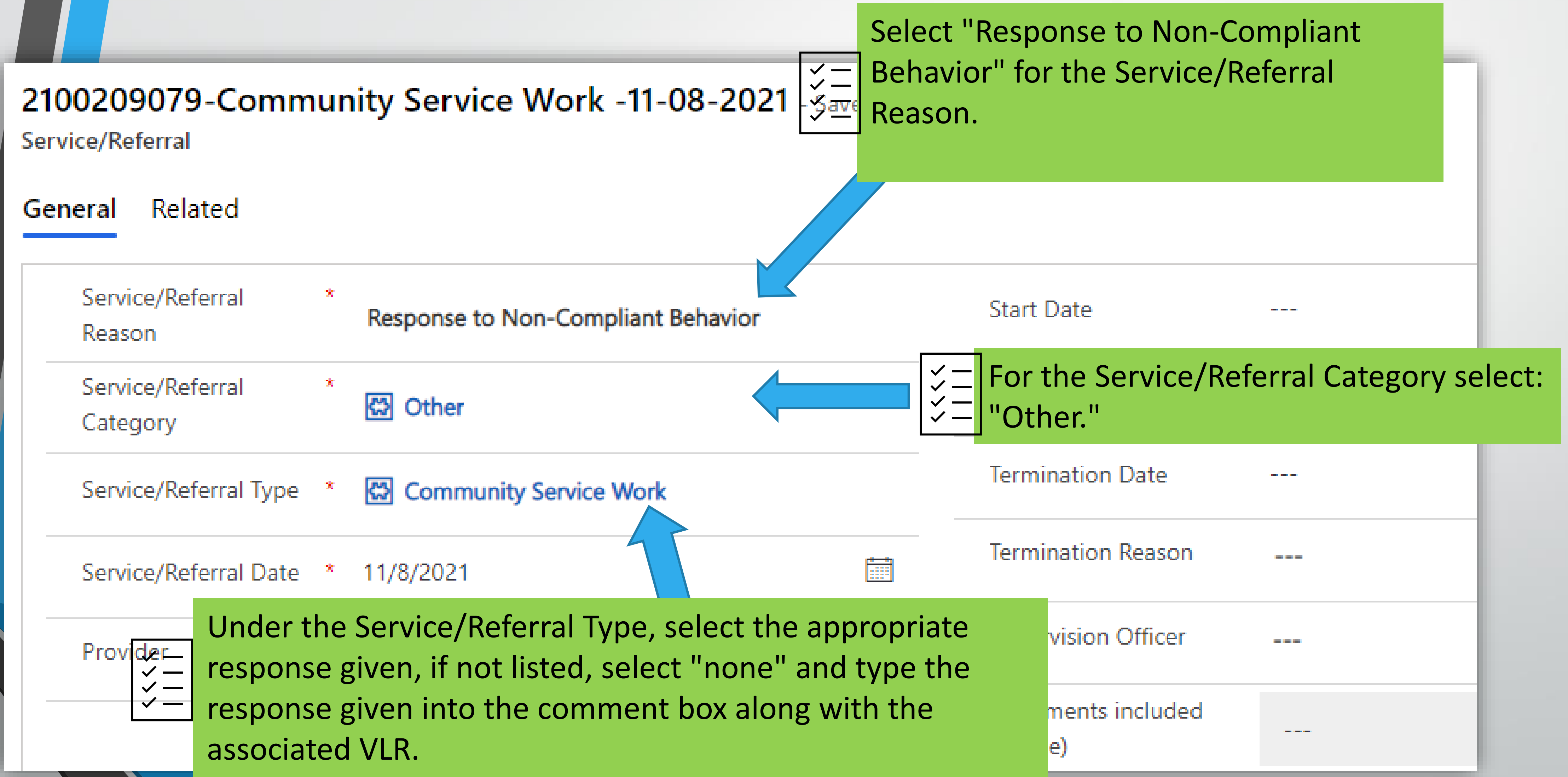
Service/Referral Reason *	Behavior Change/CBT	Start Date	---	Individual *	2100209117-Ren, Kylo
Service/Referral Category *	Cognitive Behavioral	Status	Closed	Admission Type *	Juvenile Intensive Supervised ...
Service/Referral Type *	EPICS: RACE	Termination Date	11/10/2021	Location *	28th Judicial District 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

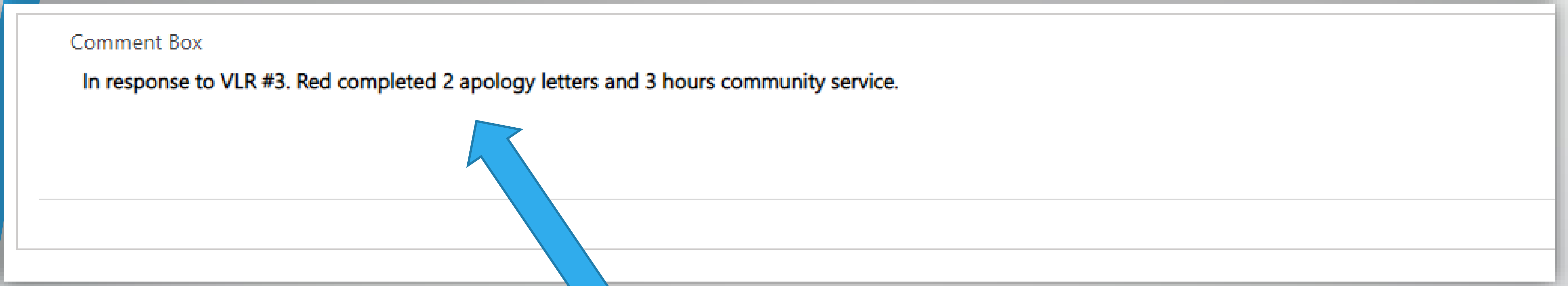
To document responses given from the grid you will begin by selecting "+New Service/Referral"



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



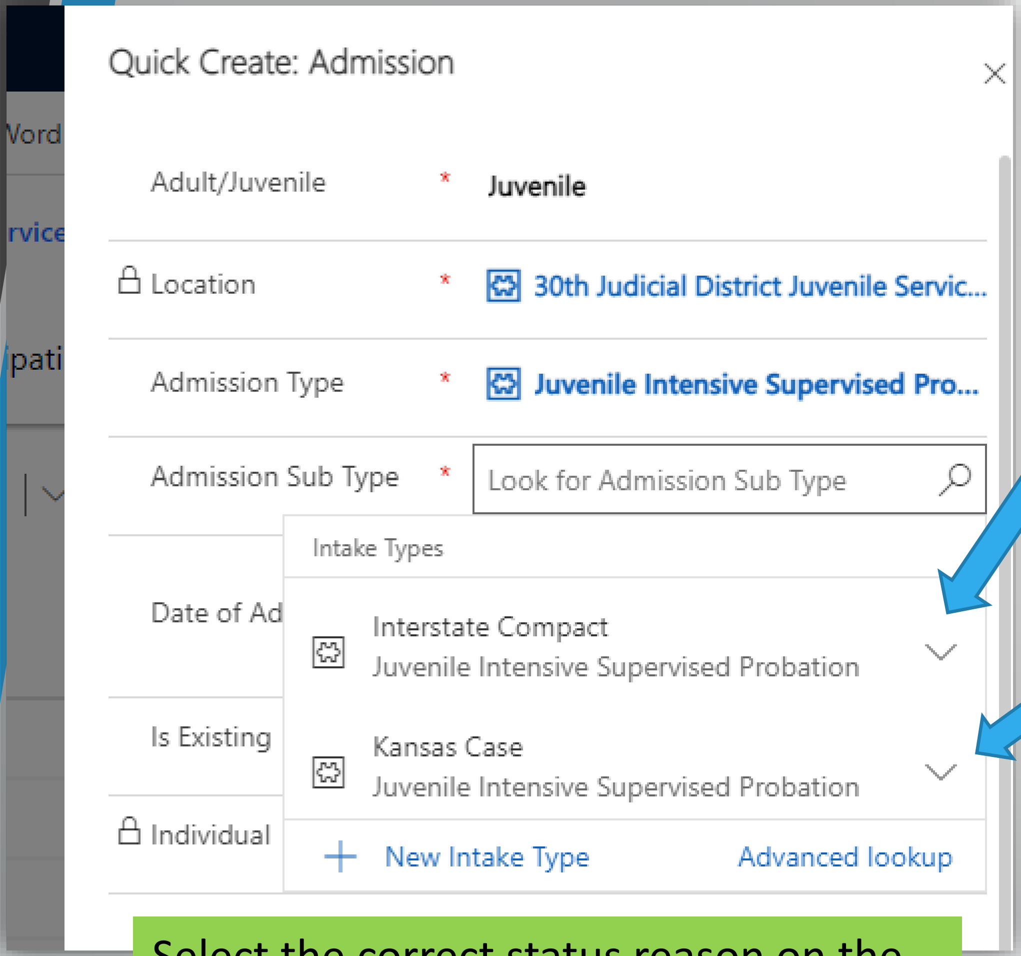
SERVICES/REFERRALS: DOCUMENTING THE RESPONSE GRID CONTINUED: ENTERING INFORMATION INTO THE COMMENT BOX



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.



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

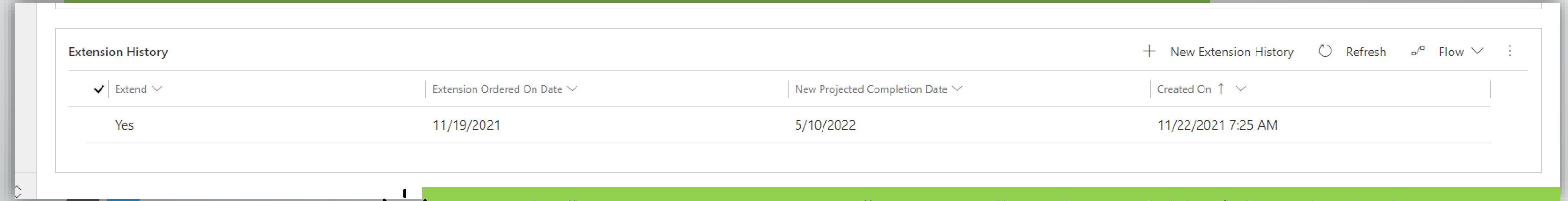
Kansas Interstate Compact for Juveniles –
Kansas Department of Corrections,
714 SW Jackson Street, Suite 300,
Topeka, KS 66603.

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

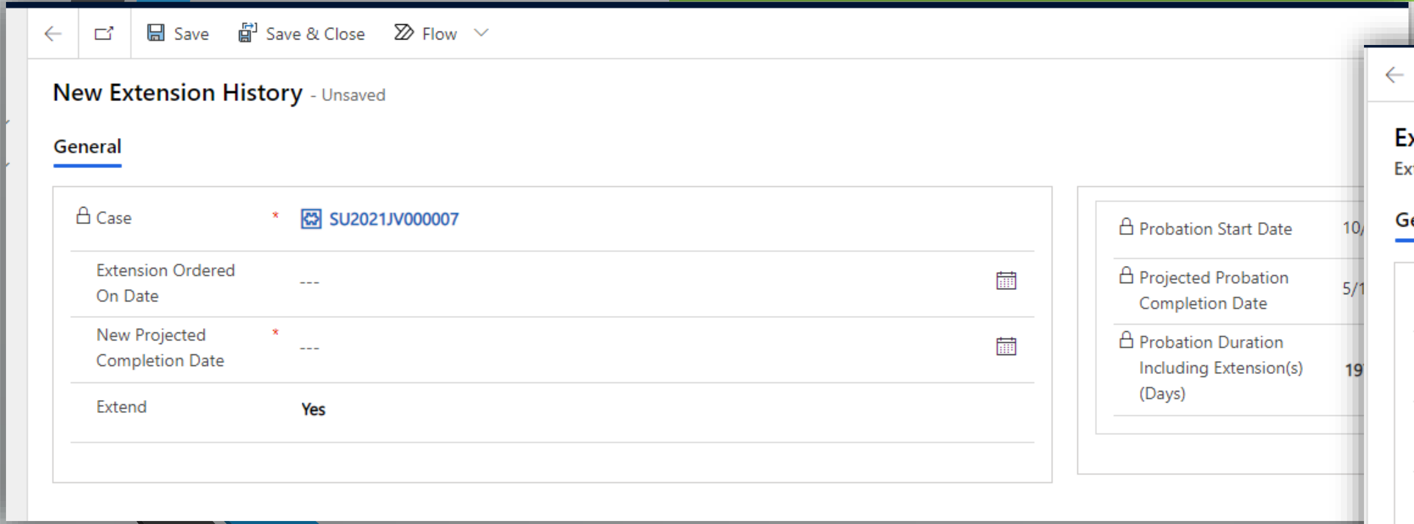
Select the correct status reason on the Court Case General tab; **active** for Compact-In and **compact out** for Compact-Out cases.

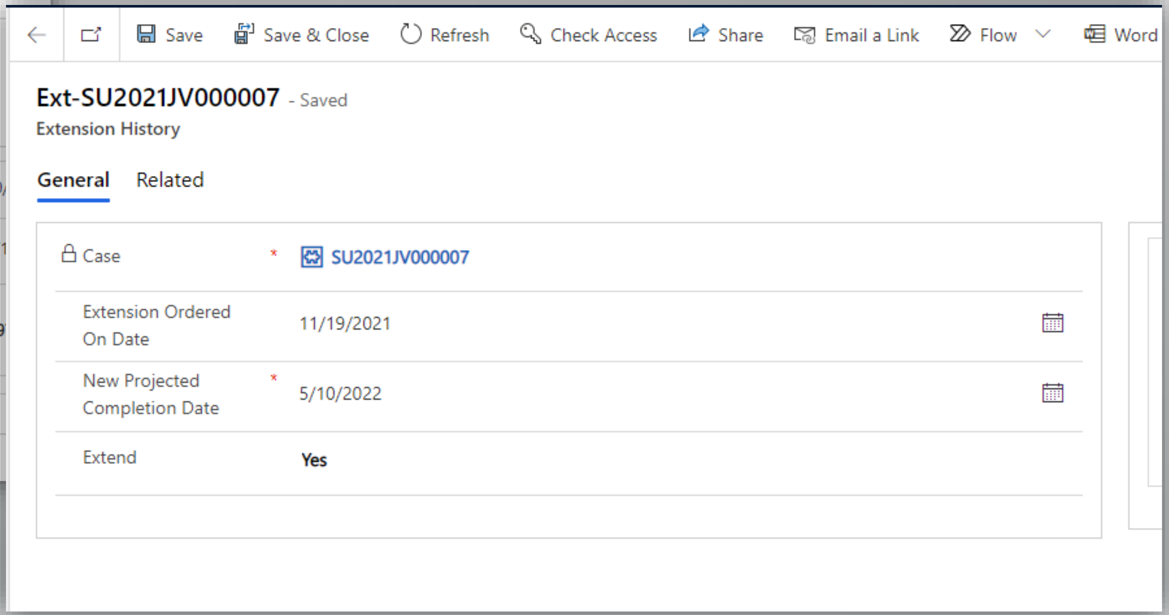
NEW EXTENSION HISTORY:
CHANGING THE DATE OF EXPIRATION (EDC, EXTENSION)

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."

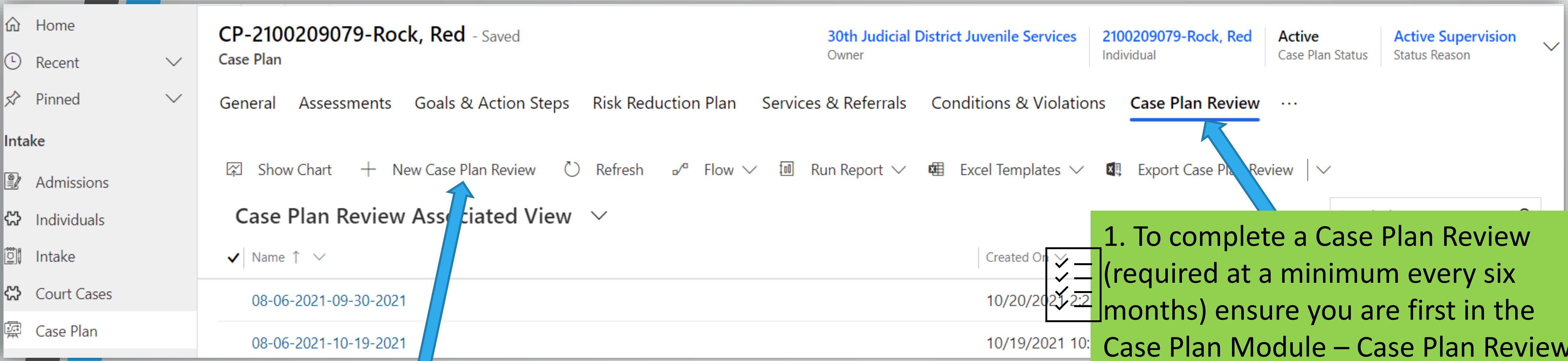


NOTE: The "+New Extension History" option will not be available if the individual is not assigned to your location.



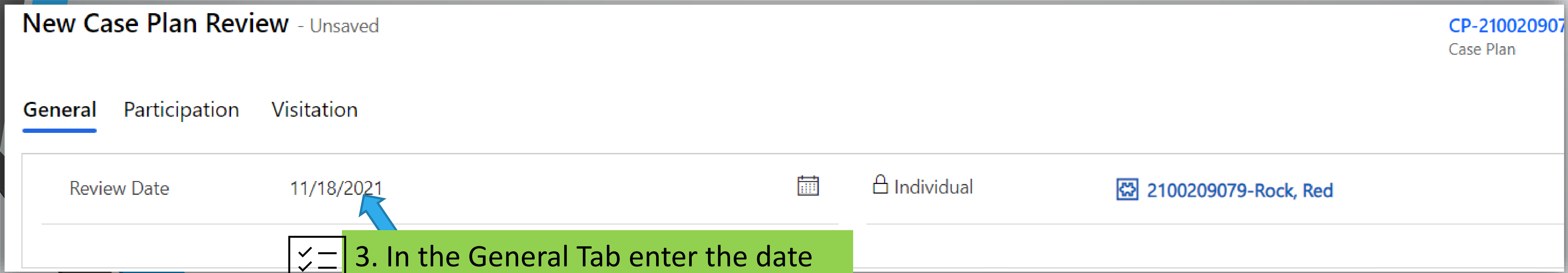


CASE PLAN REVIEW:



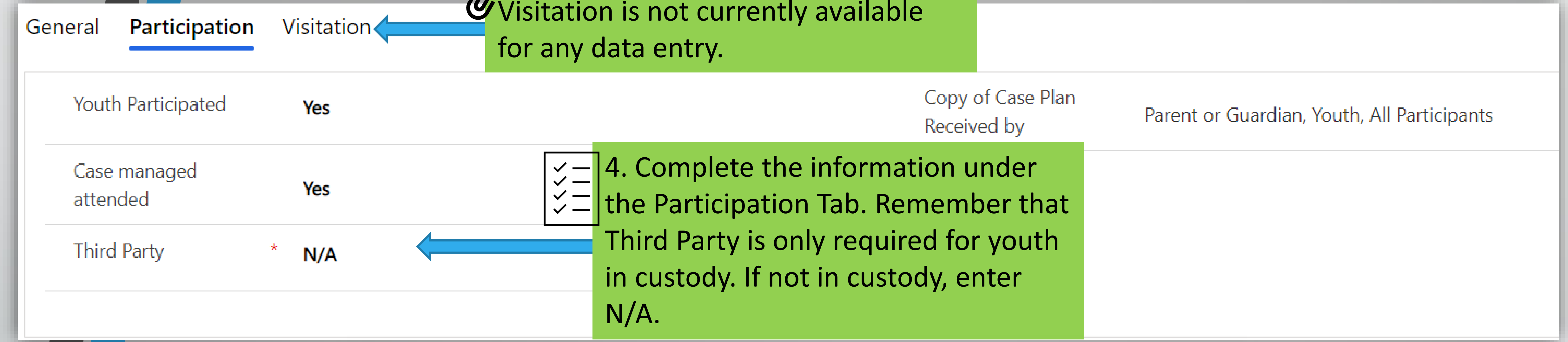
1. To complete a Case Plan Review (required at a minimum every six months) ensure you are first in the Case Plan Module – Case Plan Review Tab.

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



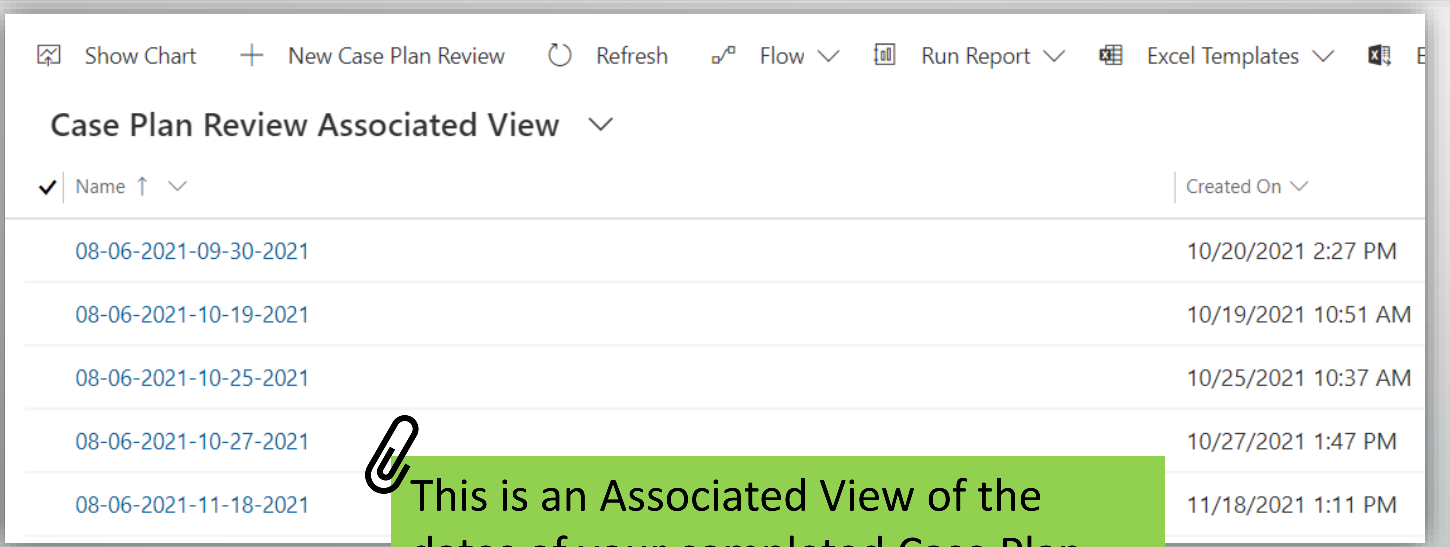
3. In the General Tab enter the date of the review.

CASE PLAN REVIEW CONTINUED:



Visitation is not currently available for any data entry.

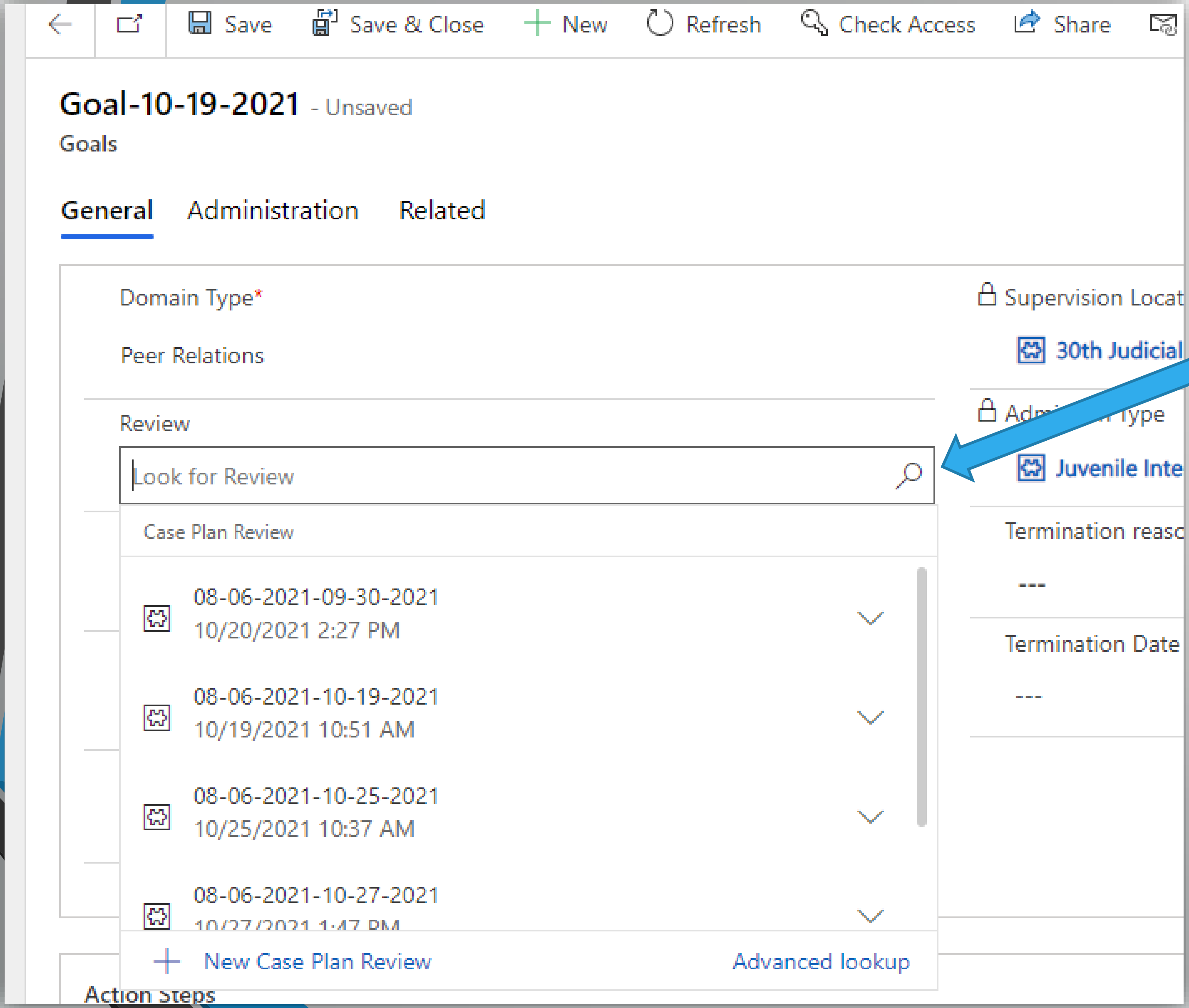
4. Complete the information under the Participation Tab. Remember that Third Party is only required for youth in custody. If not in custody, enter N/A.



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.



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

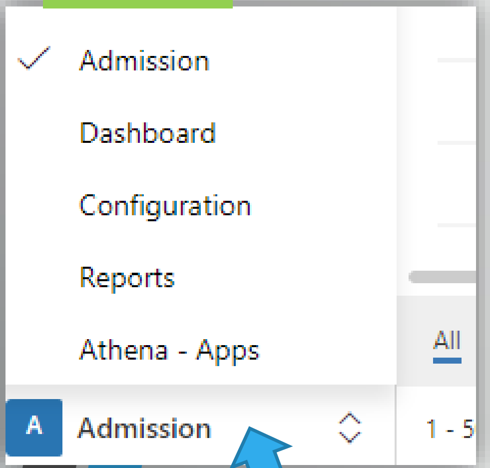
To ensure Federal Supervision guidelines are met, please make sure you save before exiting to ensure all of your information is recorded.

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

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

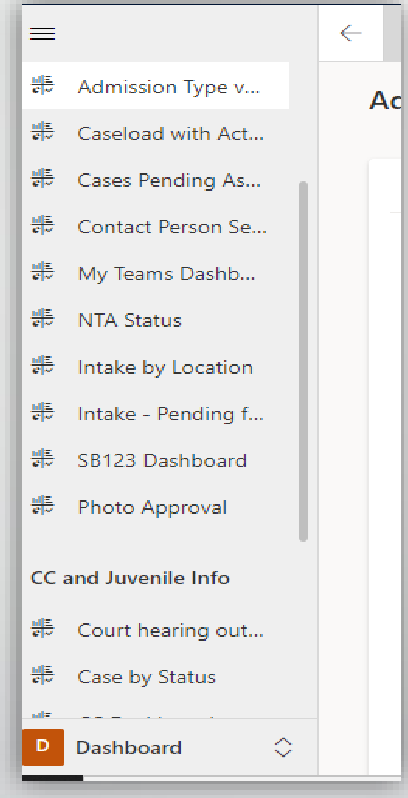
Criteria for uploading
1. Client should hold placard with name, CC#, and date the picture is being taken with a forward-facing picture of the client. No SSN# or birthdate should be visible.
2. Use a plain background and ensure the client has no hat or sunglasses on in a well-lit area.

Step 1:

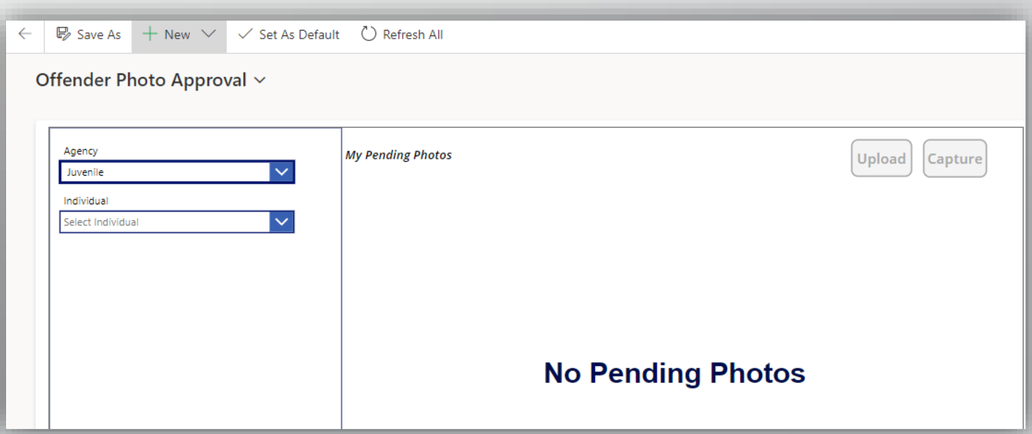


Go to the Dashboard at the bottom of the Site Map.

Step 2:

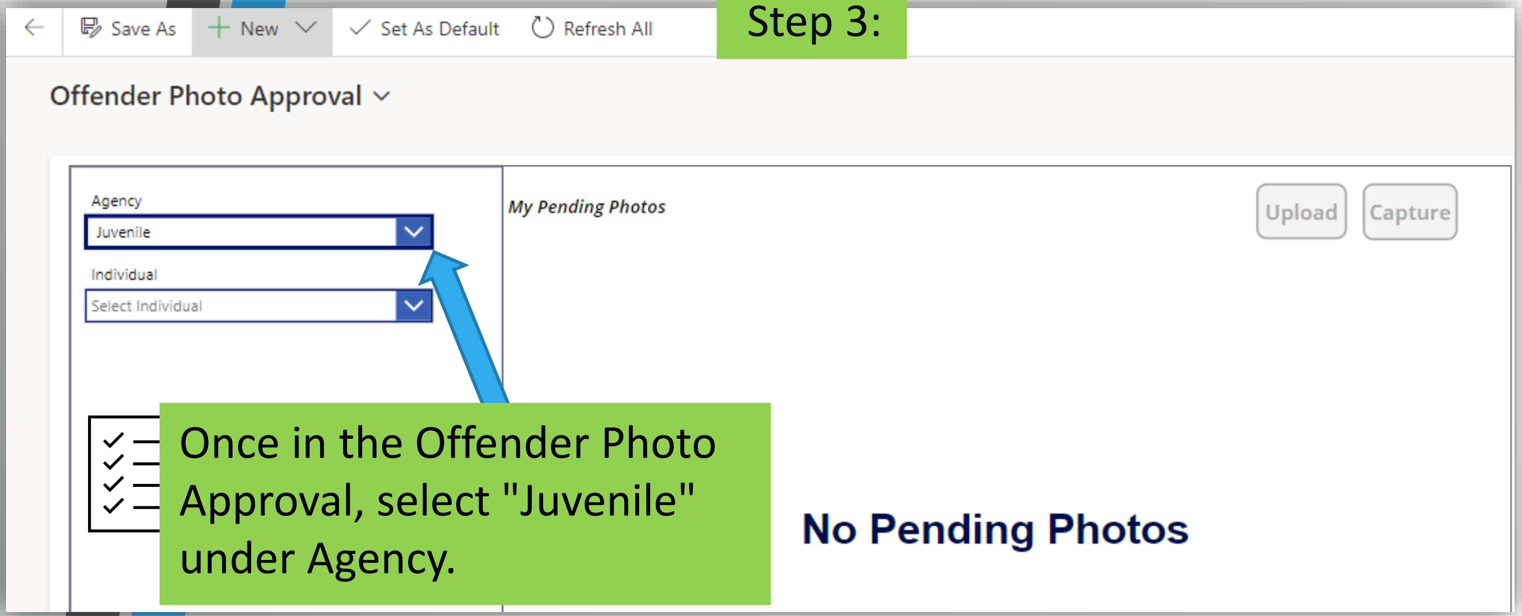


Once the Photo Approval is selected from the list The Offender Photo Approval box will open.



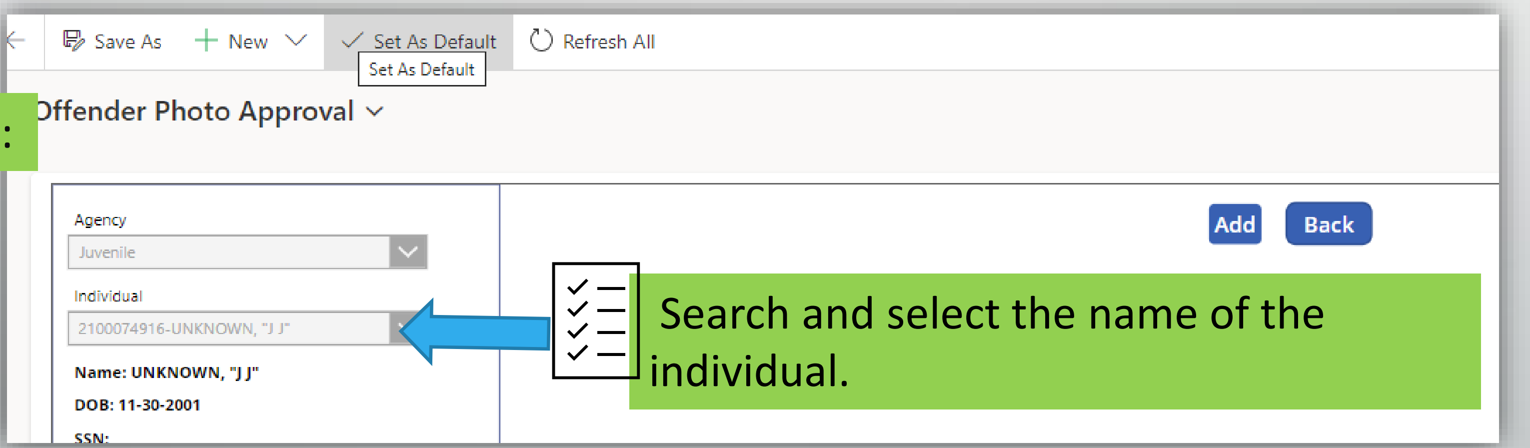
PHOTOS CONTINUED: Adding a photo

Step 3:



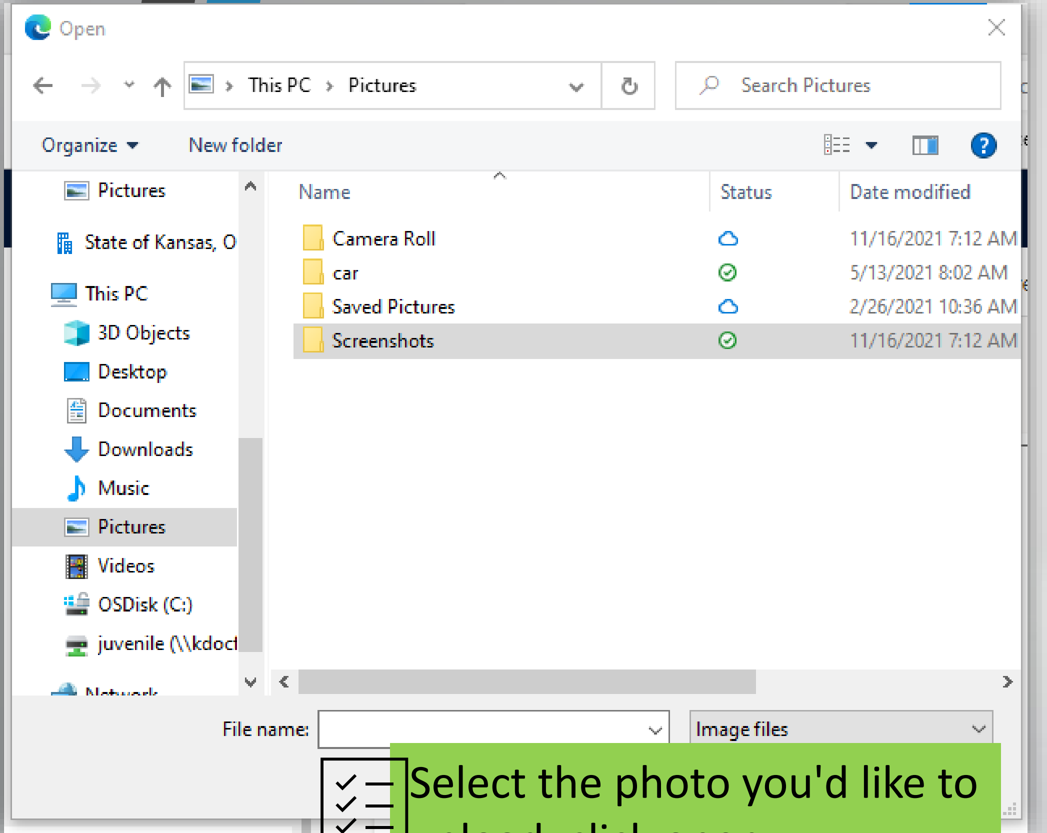
Once in the Offender Photo Approval, select "Juvenile" under Agency.

Step 4:

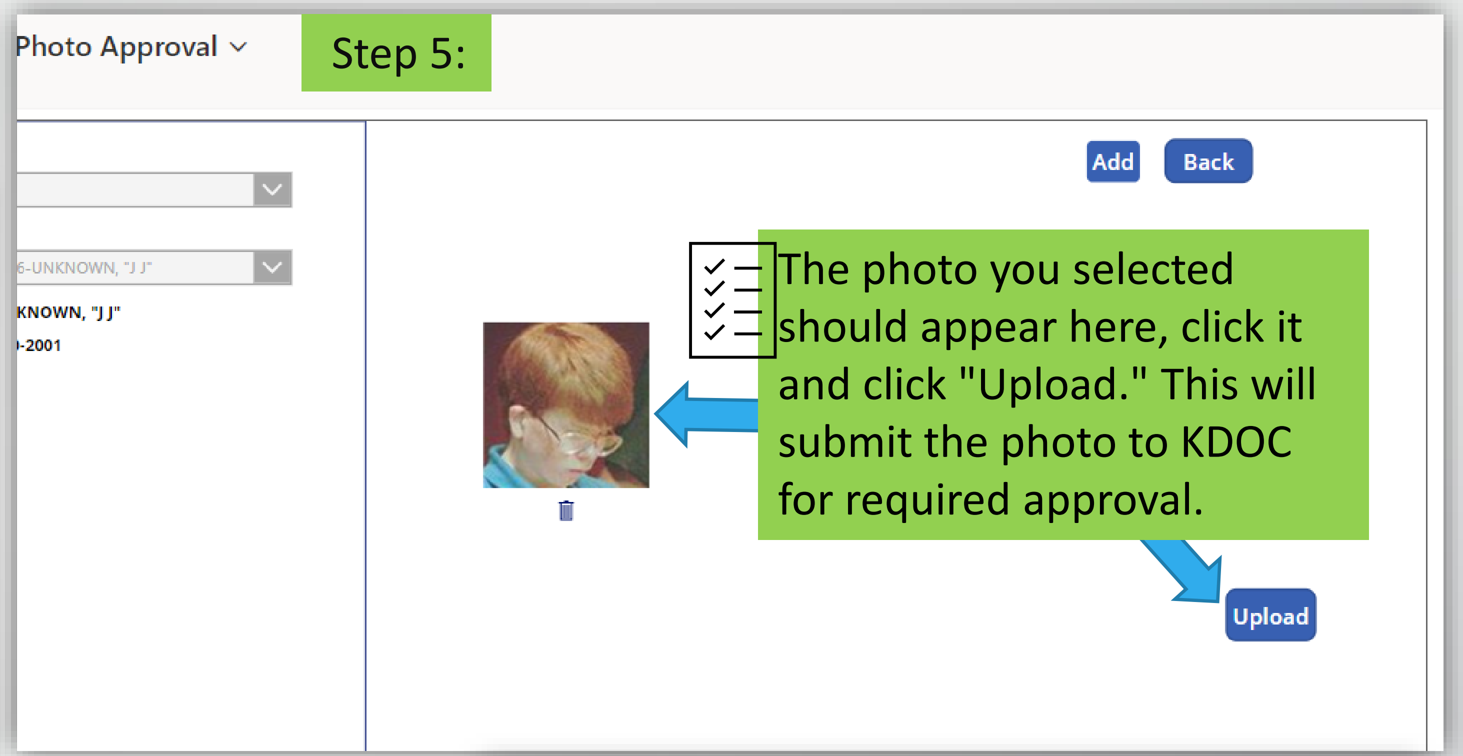


Search and select the name of the individual.

PHOTOS CONTINUED: To add a new photo. Step 5



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



Step 5:

The photo you selected should appear here, click it and click "Upload." This will submit the photo to KDOC for required approval.

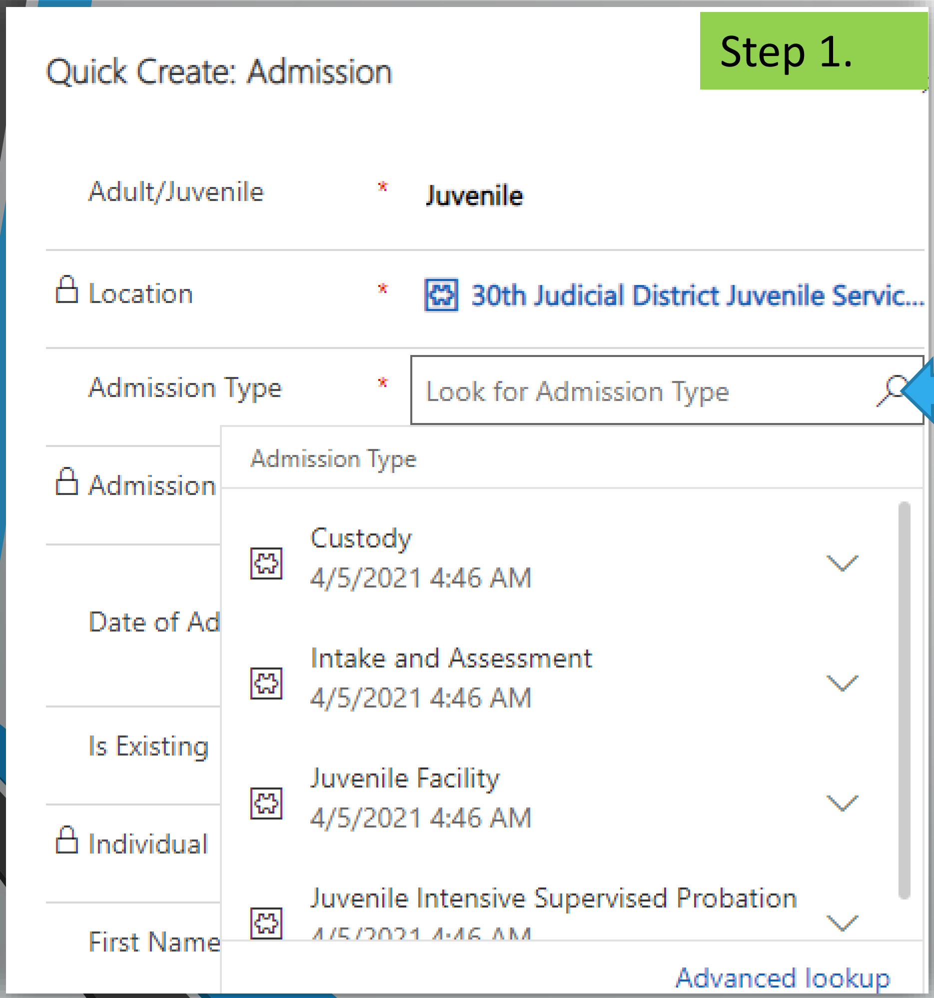
Once approved the photo will appear in this way.

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.

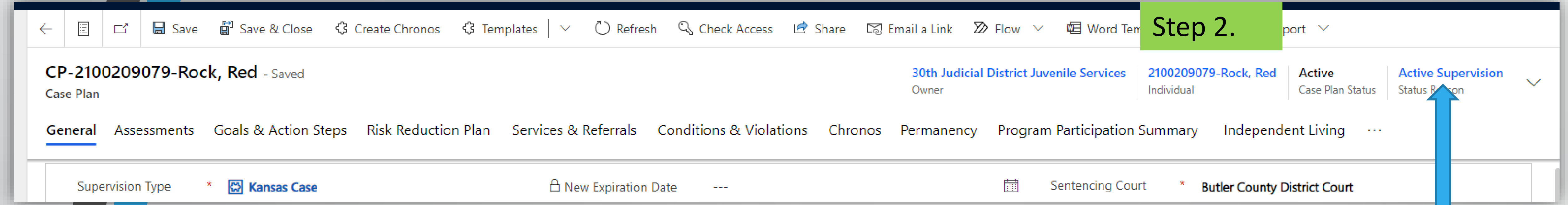
Step 1.

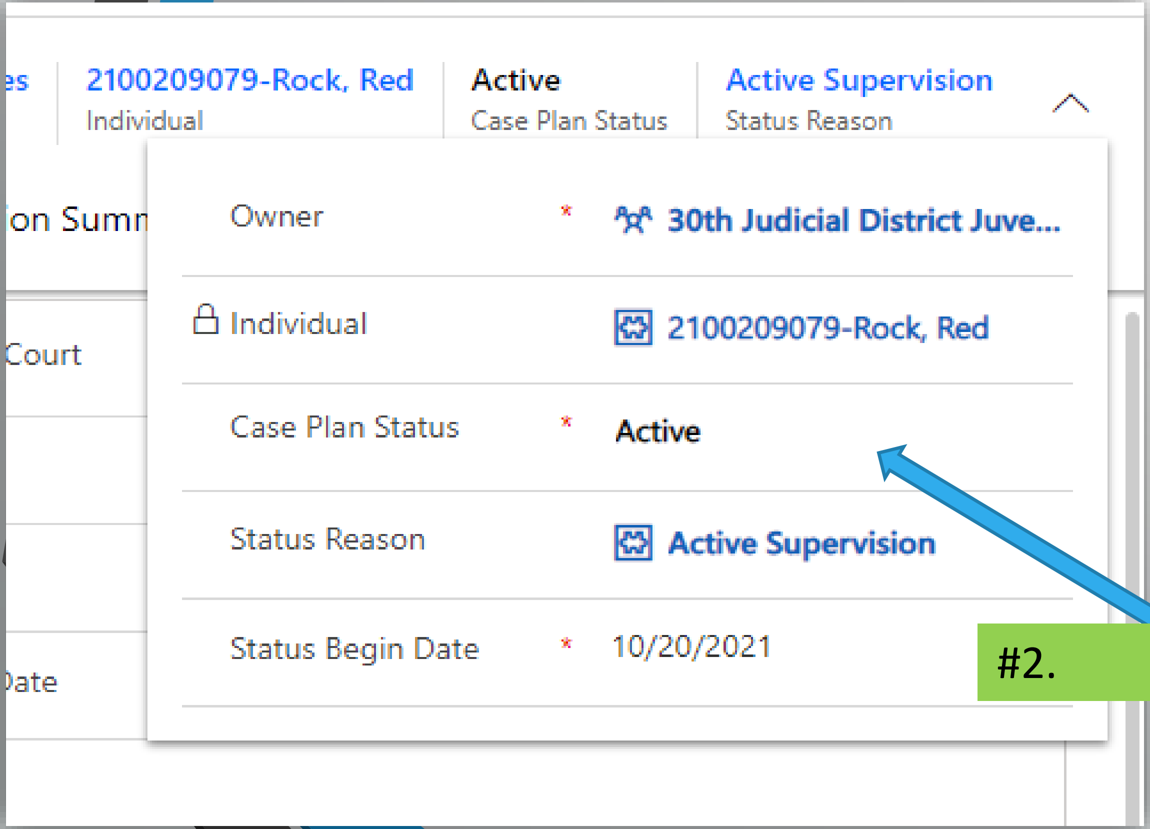


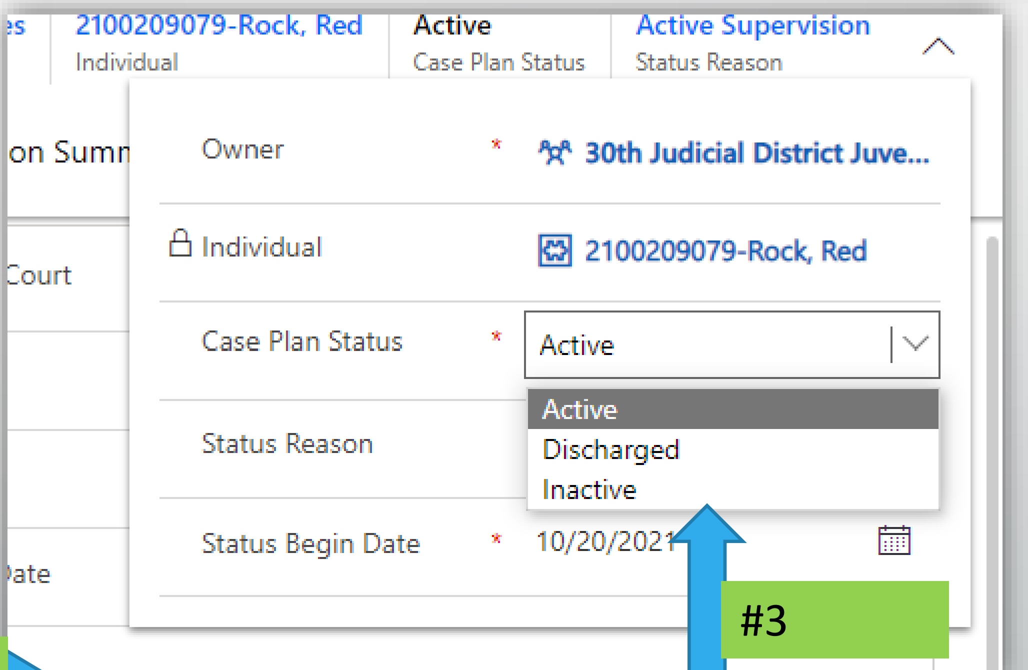
To start a new supervision type, create a new admission – ensure the Admission Type is the new type of supervision, i.e., JISP, Custody, Juvenile Facility. Choose the correct Admission Sub-Type that goes with the new admission.

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)







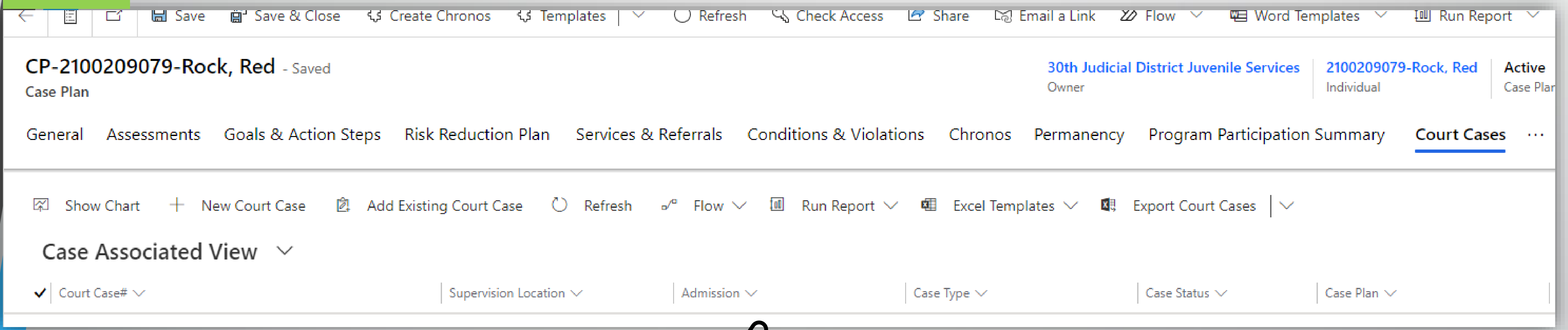
#1

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

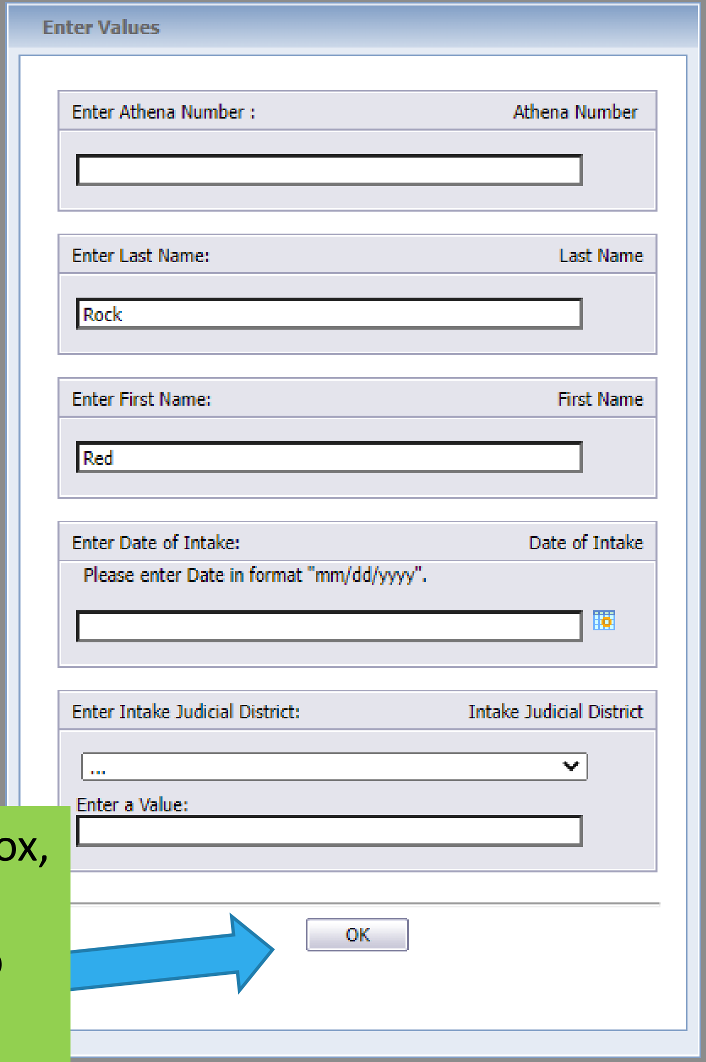
Step 3



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.

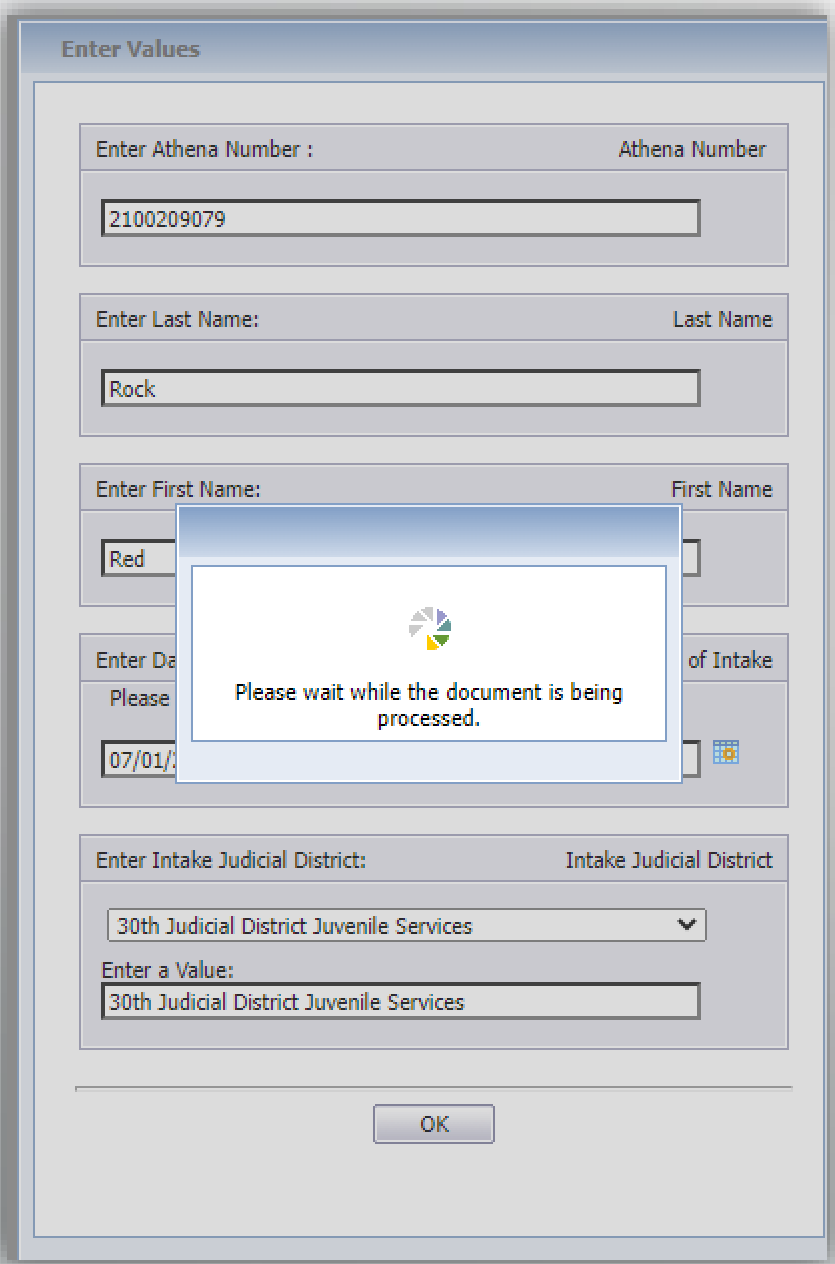
PRINTING JUVENILE INTAKE AND ASSESSMENT REPORT:

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



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

PRINTING JUVENILE INTAKE AND ASSESMENT REPORT CONTINUED:



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: Yes	Reason for Foster Care Discharge: NA - Not Applicable	Discharge Reason: ---
Date: 12/23/2021	Discharged from Foster Care: No	
Transaction Date: 12/23/2021	Court Deemed Failed Placement: 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, Teressa
Projected Placement End Date*: ?/16/2022	Direct Commit to Juvenile Correctional Facility: No	Approved Date: 12/6/2021
Status: Approved	Placement with Relative Considered*: Y - Yes	

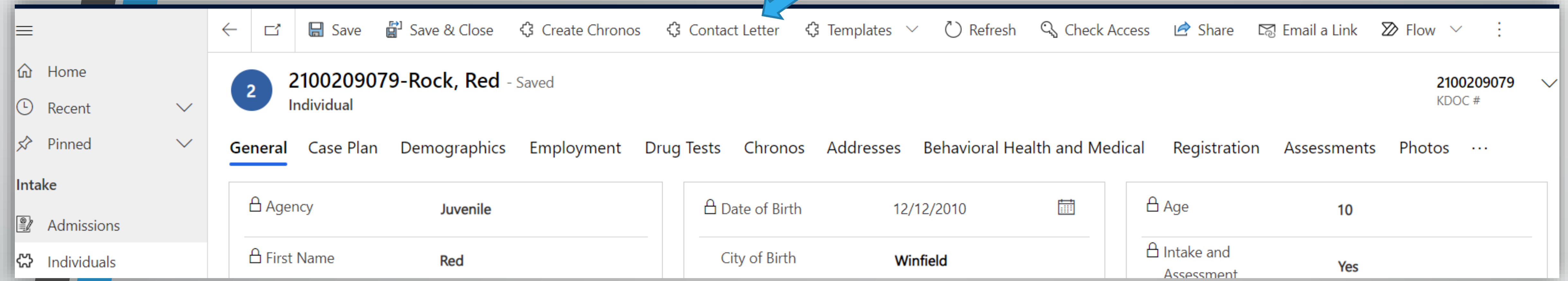
--Select--
Draft
Approved
Disapproved/Inactive

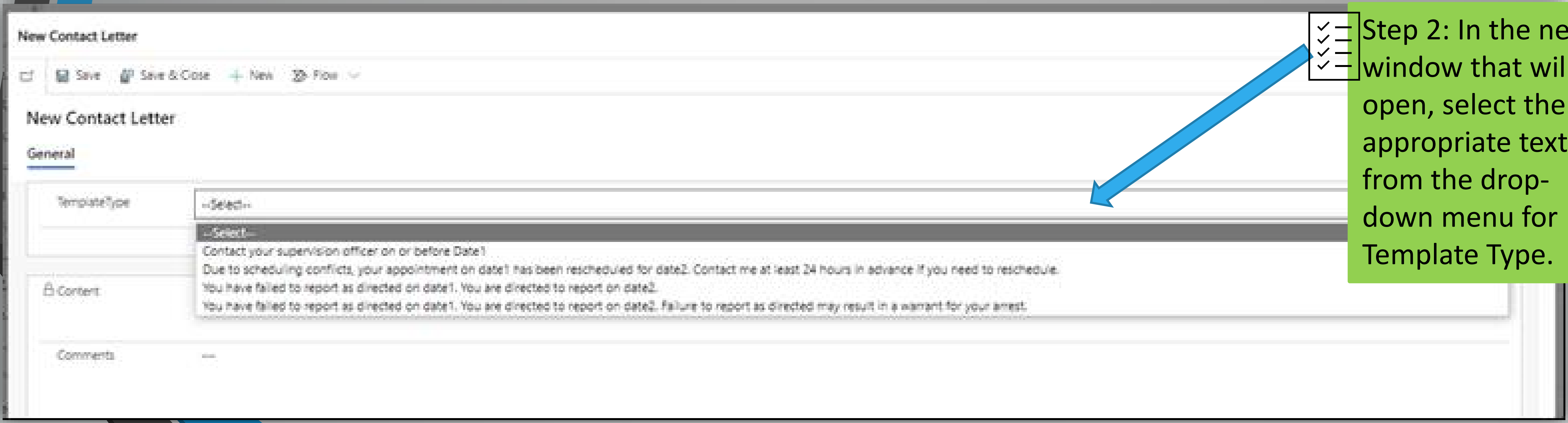
none

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

CONTACT LETTER:

Step 1: In the record, click Contact Letter.

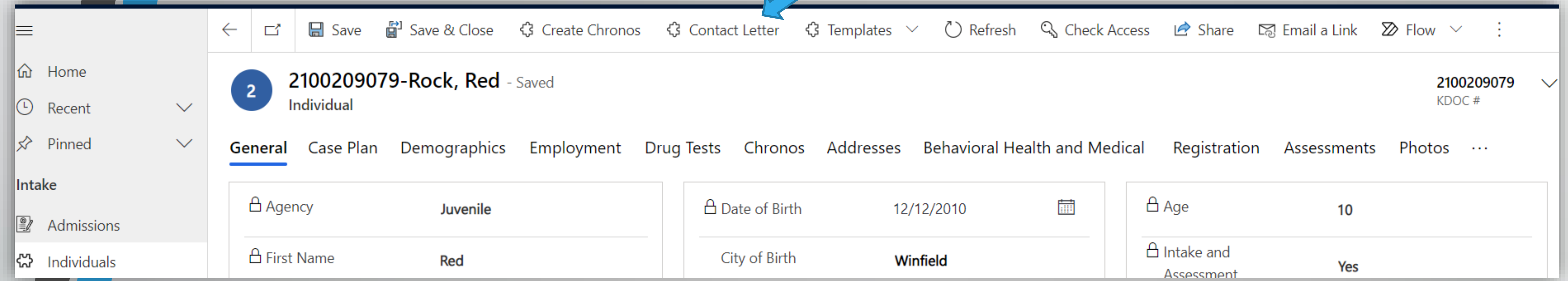




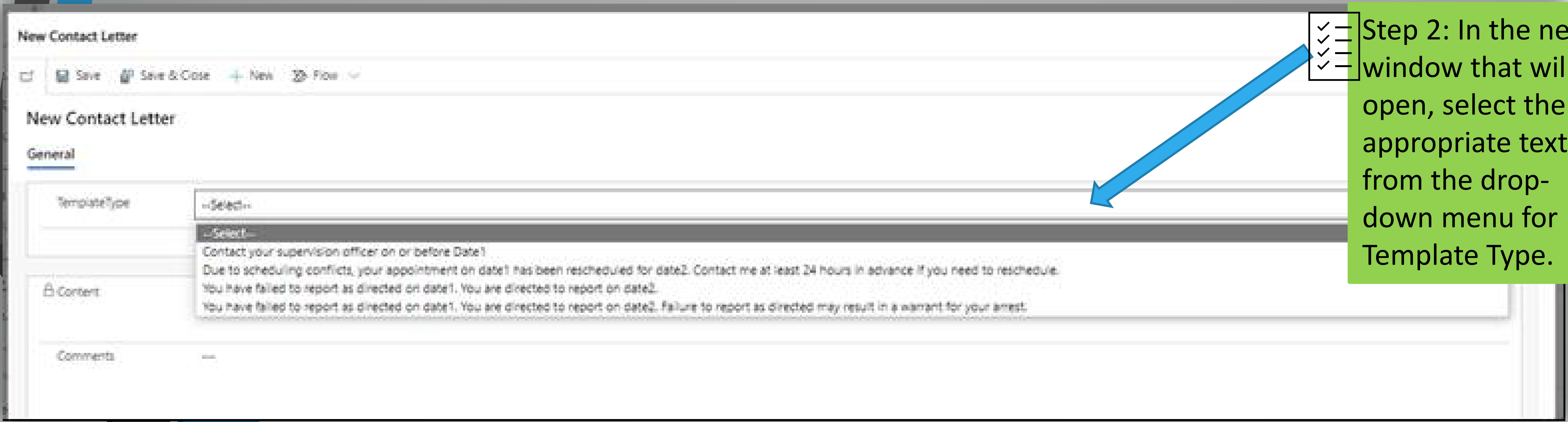
Step 2: In the new window that will open, select the appropriate text from the drop-down menu for Template Type.

CONTACT LETTER:

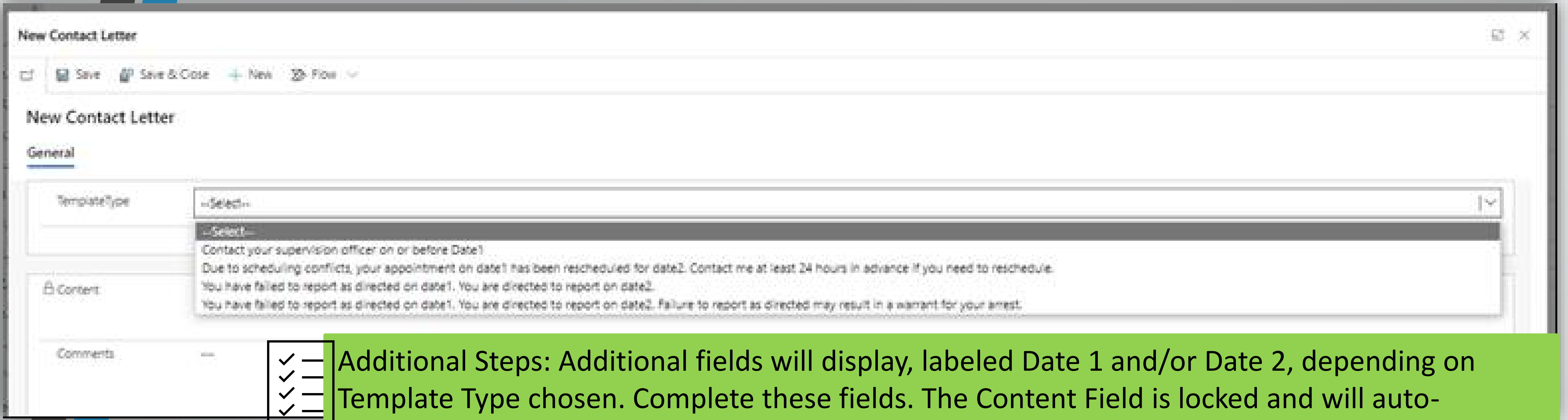
Step 1: In the record, click Contact Letter.



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

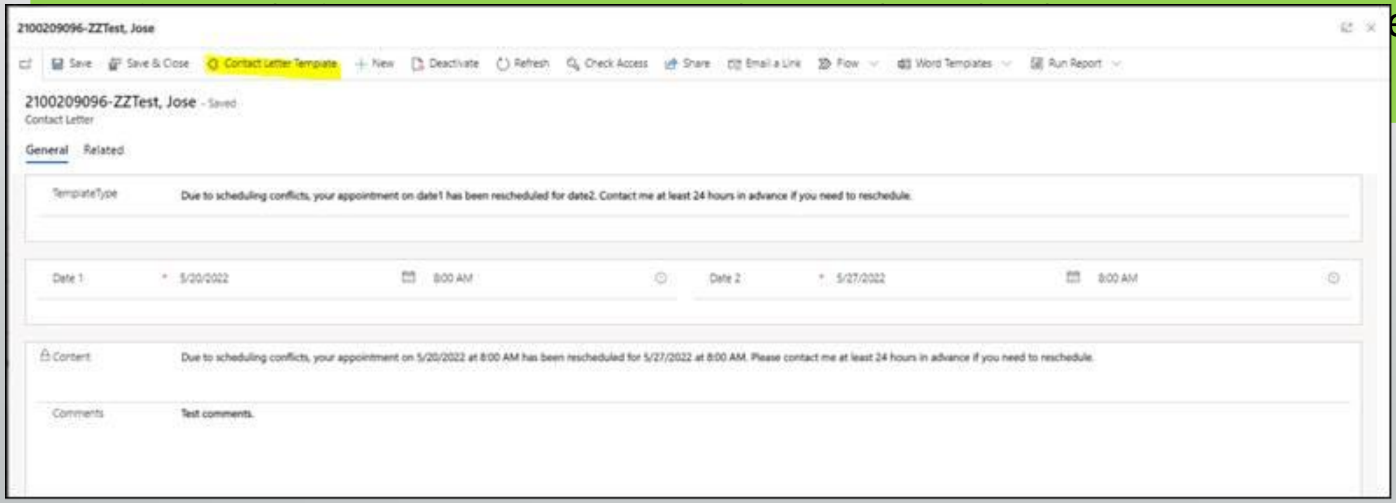


CONTACT LETTER:

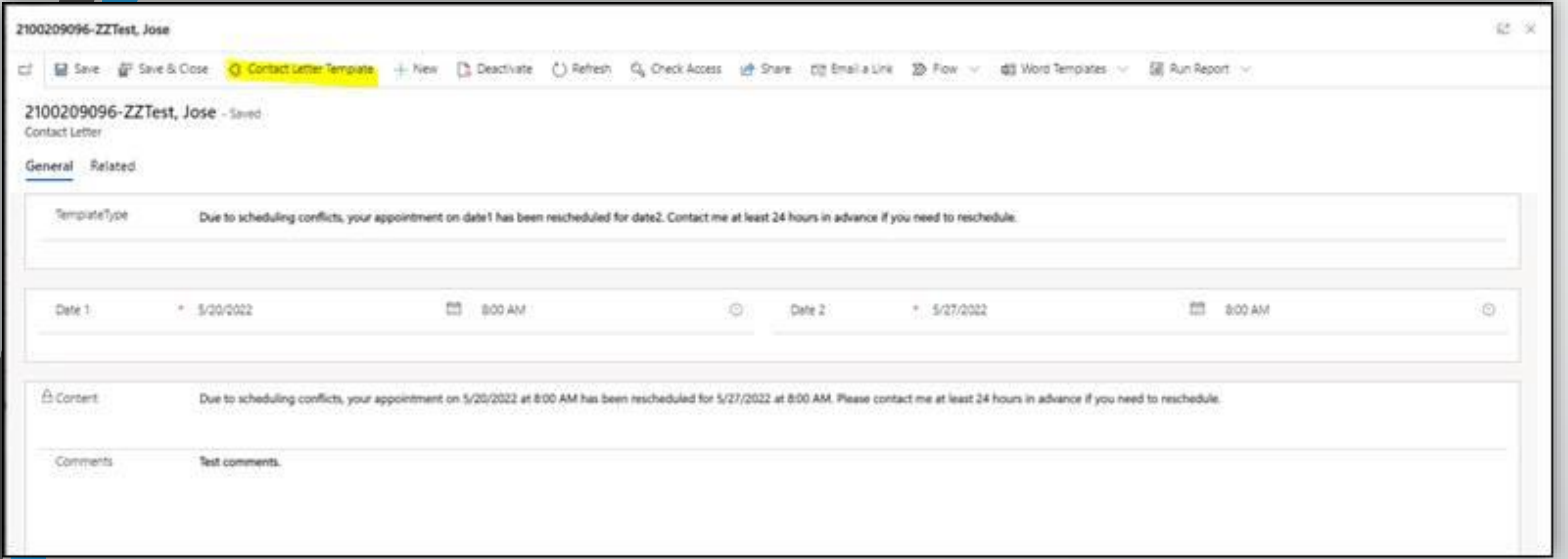


Additional Steps: Additional fields will display, labeled Date 1 and/or Date 2, depending on Template Type chosen. Complete these fields. The Content Field is locked and will auto-populate based on the Template Type that is chosen. Add any additional relevant comments. Select save. After saving, an additional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

e a Word document that



CONTACT LETTER:



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.

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.