

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.
			Reviewed the Agency's confidentiality guidelines/policy.
			Reviewed and obtained signatures on the Release of Information form (KDOC-0088).
			Reviewed and obtained signatures on the Medical Consent form (KDOC-0092 or KDOC-0093). <i>Only for custody youth.</i>
			Reviewed and obtained signatures on the JS Acknowledgement of Parental Obligation (KDOC-0014). <i>Only for custody youth.</i>
			Determine if the youth is receiving Social Security Benefits. <i>Only for custody youth.</i>
			Gather information required and complete the DCF PPS5410A for Initial Title IV-E Eligibility Determination. <i>Only for custody youth.</i>
			Reviewed and obtained signatures on the KSDE/FERPA 001 and CFS 4003 forms. <i>Only for custody youth.</i>

Obtain copies of health insurance, social security card and birth certificate. *Only for custody youth.*

By signing below, I acknowledge that I have completed the orientation process, received a copy of the supervision conditions and understand the information where I initialed in the checklist above.

Juvenile Signature

Date

Parent/Guardian Signature

Date

Community Supervision Officer

Date