

<p style="text-align: center;">Immediate Intervention Program Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p><b>CHAPTER:</b></p> <p><b>DOCUMENTATION, REPORTING, AND RECORDS</b></p>	<p><b>STANDARD NO.</b></p> <p><b>IIP-03-105</b></p>
	<p><b>SUBJECT:</b></p> <p><b>QUALITY ASSURANCE</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: K.S.A. 38-2395</b></p>		<p><b>DATE ADOPTED: 02-01-2017</b></p> <p><b>DATE REVIEWED: 08-02-2021</b></p>

**STANDARD:** Written policy, procedure and practice shall require that the information in youths' case files is accurate and up to date by conducting thorough youth case file audits. Case file audits shall be conducted at a minimum of one active youth case file from each Immediate Intervention Program (IIP) staff every three (3) calendar months.

Each case file audit must check for content and quality and be documented on a locally developed IIP audit form. The audit form shall be placed in the youth's case file upon completion.

**DISCUSSION:** IIPs may select any file at random to ensure each IIP staff's files are compliant with locally developed policy/procedure and state standards.

**ATTACHMENTS:** None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for immediate intervention programs operating through the board of county commissioners and their employees/contractors and youth participating in the immediate intervention process. They are not intended to establish state created liberty interests for immediate intervention programs or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to immediate intervention programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.