

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>JIAS-03-100</p>
	<p>SUBJECT:</p> <p>FILE ARRANGEMENT</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: K.S.A. 38-2310(e)</p>		<p>DATE ADOPTED: 11-1-2009</p> <p>DATE REVIEWED: 8-29-2016</p>

STANDARD: Written policy, procedure and practice shall require that the youth's case records be organized in a chronological order based on the date produced by the Intake and Assessment Worker or on the date received from collateral sources.

All intake and assessment records shall be secured and identified as being confidential.

DISCUSSION: This standardized file arrangement will allow for the Intake and Assessment Program to meet both the state and federal audit review requirements.

This standard includes both paper and electronic files.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program 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 intake and assessment 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.