

<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-03-101</p>
	<p>SUBJECT:</p> <p>JUVENILE JUSTICE INTAKE AND ASSESSMENT MANAGEMENT SYSTEM (JJIAMS) DOCUMENTATION AND SYSTEM MANAGEMENT</p>	<p>PAGE: 1 of 2</p>
<p>REFERENCES: JJIAMS User Manual</p>		<p>DATE ADOPTED: 2-5-2015</p> <p>DATE REVIEWED: 2-2-2015</p>

STANDARD: Written policy, procedure and practice shall require that each intake performed:

- Be entered into the Juvenile Justice Intake and Assessment Management System (JJIAMS) or another alternative intake and assessment computer system
- Be reviewed by the Intake and Assessment Program Director or designee prior to uploading to the Kansas Department of Corrections- Division of Juvenile Services (KDOC- JS)
- Be uploaded to the KDOC- JS within three (3) business days after the completion of the intake

For judicial districts that opt to utilize an alternative intake and assessment computer system the following criteria shall be followed:

- The system shall be supported by information technology staff of the judicial district or their contractors
- A plan will be submitted to the Secretary of Corrections for approval prior to the implementation of this alternative system. The plan shall specify how the judicial district will address connectivity and transmission of data to JJIAMS. The plan will also address security measures that will be taken to assure the confidentiality of the intake data. The plan must also address who will have access to the intake data and for what purpose

The Intake and Assessment Program is responsible for the integrity of the JJIAMS data related to youth served by the Intake and Assessment Program's employees. Intake and Assessment Program staff are accountable for the proper use of JJIAMS in compliance with policies and procedures governing the system. Supervisors or designees must provide periodic, ongoing instructions to staff, conduct case reviews, and routinely review JJIAMS reports to ensure data quality and integrity.

All new JJIAMS users are required to have their supervisor submit a Help Desk Ticket requesting the new employee obtain JJIAMS access. This request must be completed and approved by the KDOC IT department prior to the usage of JJIAMS. All new JJIAMS users are also required to complete the IT Security Awareness training as well as sign the Security Awareness Acknowledgment form prior to the usage of JJIAMS.

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.

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DISCUSSION: The JJIAMS user manual should be referenced for any direction needed. The information entered into JJIAMS should be accurate, comprehensive and understandable.

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