

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>DOCUMENTATION, REPORTING AND RECORDS</b>	<b>STANDARD NO.</b>  <b>CSS-03-100</b>
	<b>SUBJECT:</b>  <b>FILE ARRANGEMENT</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: K.S.A. 38-2311</b>	<b>DATE ADOPTED:</b>	<b>1-1-2013</b>
	<b>DATE REVIEWED:</b>	<b>1-4-2017</b>

**STANDARD:** Written policy, procedure and practice shall require that a juvenile’s case records be organized in a case file. All information in the sections of the case file and throughout any additional sections must be in chronological order based on the date produced by the Community Supervision Agency Officer or the date received from collateral sources.

All records containing diagnostic and treatment provider information shall be retained in a separate medical file or distinctly separated in the case file and marked CONFIDENTIAL.

**DISCUSSION:** This standardized file arrangement will allow Community Supervision Agency Officers to meet both state and federal audit review requirements.

For purposes of this standard, diagnostic and treatment records include, but are not limited to, reports or documentation created by medical or treatment providers (Kan Be Healthy, dental, mental health, psychological evaluations, etc.) This excludes pre-sentence/disposition investigation (PSI, PDI) reports, supervision plans, court reports or other similar documents containing summary diagnostic or treatment information.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders 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.