

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: SUPERVISION	STANDARD NO. CSS-04-103
	SUBJECT: SUPERVISION AND CONTACT REQUIREMENTS	PAGE: 1 of 5
REFERENCES: KDOC-0180	DATE ADOPTED:	5-22-2018
	DATE REVIEWED:	4-26-2018

STANDARD: Written policy, procedure and practice shall define Juvenile Intensive Supervised Probation (JISP), Case Management (CM), Conditional Release (CR) and Interstate Compact for Juveniles (ICJ) contact standards as having six (6) levels of community supervision. Level two (2) supervision shall be assigned at the initial contact to ensure immediate supervision of the juvenile offenders. Upon the completion of the initial Youthful Level of Service/Case Management Inventory (YLS/CMI) assessment the level of supervision shall correspond with the level of risk as determined by the YLS/CMI.

Administrative level is reserved for juvenile offenders that are not available for direct supervision (i.e. detention, treatment, etc).

Absconder level is reserved for juvenile offenders who are not physically available for supervision and law enforcement has been notified and a warrant requested due to their absconding.

Program hours shall be tracked by the Community Supervision Officer for each youth on their caseload. Program hours shall be documented on the form KDOC-0180. Program hours shall only be counted for hours that are completed post adjudication and upon the assignment to Juvenile Services. Program hours shall be completed in the youth's term of supervision. For JCF youth, or CM and CR youth in a residential placement (on Administrative Level), they shall receive program hour credit for any documented program or service completion. Required hours shall be based off the most current YLS/CMI.

Program hours shall include but not be limited to:

- Cognitive Behavioral Treatment/Programming (i.e. Thinking for a Change, Moral Reconciliation Therapy, etc.) and any subsequent required "homework"
- Cognitive Behavioral Tools (i.e. EPICS, Cost-Benefit Analysis, Thinking Reports, Skill Cards, Roleplays, etc.)
- Employment and skill based service participation
- Pro-social or skill building activities through a Mentoring Program
- Behavioral Health treatment/services (i.e. Substance Abuse, Functional Family Therapy, etc.)

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STANDARD (cont.):

- Pro-social extracurricular activities that are supervised through an organization shall be given half credit (i.e. school sports teams, band, science club, etc.). Private lessons shall not be counted as program hours.
- Other skill building and cognitive behavioral programming (i.e. Evidence Based Parenting Classes, Girl’s Circle, Tutoring, etc.)

Daily school attendance and daily work attendance do not count towards program hours.

Interactions occurring while receiving program hours shall also be documented in the Community Agency Supervision Information Management System (CASIMS) as the relevant chrono type and sub-type.

Upon a YLS/CMI reassessment, program hours will need to be altered to reflect the most recent risk level change. For example, a juvenile going from level 2 (120 program hour minimum) to level 3 (60 program hour minimum) may already have the amount of hours needed for program hour completion. Also, for example, a juvenile going from level 4 (10 program hour minimum) to level 3 (60 program hour minimum) would need additional hours to meet program hour completion. Juveniles shall be given credit for program hours that were completed previously while on a different supervision level.

The minimum number of contact requirements for juvenile offenders placed on Juvenile Intensive Supervised Probation (JISP), Case Management (CM), Conditional Release (CR) and Interstate Compact for Juveniles (ICJ) shall be:

Administrative Level:

- A face to face contact shall occur at a minimum of one (1) time every thirty (30) days
- Monthly contact with the parent(s)/guardian(s)
- Monthly contact with service provider/placement

Absconder Level:

- Attempted monthly contact with parent(s)/guardians(s) or responsible party

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STANDARD (cont.):

Level One (1): (Initial YLS/CMI score of very high)

- Four (4) face to face contacts per calendar month, one (1) visit shall occur in the juvenile’s residence every month, one (1) visit shall occur at the youth’s school or employment site
- A collateral contact shall occur every month for each service provider for the youth. (i.e. school, mental health, employment, program provider, etc.). One (1) contact shall be with the parent(s)/guardian(s). If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile offender is otherwise living independently, then this parent contact will not be required
- Youth on Level One (1) shall receive at a minimum, 175 program hours during their supervision term

Level Two (2): (Initial YLS/CMI score of high)

- Three (3) face to face contacts per calendar month, one (1) visit shall occur in the juvenile’s residence every month, one (1) visit shall occur at the youth’s school or employment site
- A collateral contact shall occur every month for each service provider for the youth. (i.e. school, mental health, employment, program provider, etc.). One (1) contact shall be with the parent(s)/guardian(s). If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile offender is otherwise living independently, then this parent contact will not be required
- Youth on Level Two (2) shall receive at a minimum, 120 program hours during their supervision term

Level Three (3): (Initial YLS/CMI score of moderate)

- Two (2) face to face contacts per calendar month, one (1) visit shall occur in the juvenile’s residence every month. If the youth scores moderate, high or very high in the Education/Employment domain on the YLS/CMI one (1) visit shall occur at the youth’s school or employment site

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STANDARD (cont.):

- A collateral contact shall occur every month for each service provider for the youth. (i.e. school, mental health, employment, program provider, etc.). One (1) contact shall be with the parent(s)/guardian(s). If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile offender is otherwise living independently, then this parent contact will not be required
- Youth on Level Three (3) shall receive at a minimum, 60 program hours during their supervision term

Level Four (4): (Initial YLS/CMI score of low)

- One (1) face to face contact every calendar month in the juvenile’s residence. If the youth scores moderate, high or very high in the Education/Employment domain on the YLS/CMI one (1) face to face visit shall occur at the youth’s school or employment site
- A collateral contact shall occur every other month for each service provider for the youth. (i.e. school, mental health, employment, program provider, etc.). One (1) contact shall be with the parent(s)/guardian(s). If the juvenile is not under parental supervision due to emancipated status, parental rights being terminated or because the juvenile offender is otherwise living independently, then this parent contact will not be required
- Youth on Level Four (4) shall receive at a minimum, 10 Program Hours

Written policy, procedure and practice shall define CM, CR, JISP and JCF contact standards as an Administrative Level of supervision for youth not residing in the community and are participating in residential programs or services that provide twenty-four (24) hour supervision and monitoring, excluding electronic monitoring devices (EMD) and global positioning systems (GPS). Administrative Level shall have contact requirements as follows:

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STANDARD (cont.):

JISP, CM and CR Administrative Level:

- A face to face contact shall occur at a minimum of one (1) time every month, every other calendar month the face to face contact shall be in the juvenile's residence/placement
- Monthly contact with the parent(s)/guardian(s)
- Monthly contact with service provider/placement

JCF Administrative Level:

- Participation including but not limited to: initial program planning within 21 days of admission, program reviews every 180 days and release planning 30 days prior to release
- A face to face contact shall occur at a minimum of one (1) time every ninety (90) days, in the months the juvenile offender is not having a face to face contact, phone contact will be required with the juvenile offender (there shall be no more than ninety (90) days between face to face contacts)
- A face to face contact shall occur at a minimum of one (1) time each month of the last three (3) months the juvenile offender is residing in the a JCF
- Monthly contact with the parent(s)/guardian(s)
- Monthly contact with JCF case manager/group leader

All contact requirements shall be attempted and documented in CASIMS.

DISCUSSION: To help ensure effective face-to-face contacts with the juvenile offender, the community supervision agency staff should coordinate visits with the JCF/placement to be least disruptive to the JCF/placement's programming, school and routines. When meeting contact standards, the Community Supervision Agency must document reasonable, good faith efforts.

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