

27th Judicial District JCAB
Meeting Agenda

September 11, 2024

7:30 a.m.

- I. Welcome
- II. Approval of minutes from last meeting
- III. New business
 - a) FY24 JCAB Annual Report
 - b) Community Corrections Policy Updates
- IV. Roundtable
- V. Adjournment

Juvenile Corrections Advisory Board

Date: July 24, 2024

In Attendance: Keaton Berger, Joshua Jones, Tim Archer, Carla Smith, and Jim Willis

Absent: Kathleen Carter, Jenny Wilson, Patty Macke Dick, Shontina Tipton, Heather Jobe, Darryl Peterson, Andrew Davidson, Vikki Mader, Greg Bell, and Mike Mendez

Staff/Others: Jessica Susee, Becky Turley, Cory Vaile, and Randy Regehr

Minutes Approval: Motion by Keaton, second by Jim, all approved.

New Business:

- a. FY'24 year-end budget adjustments explained by staff.
- b. FY'25 carryover reimbursement budget explained by staff. Budget total is \$40,507.66.
- c. The year-end goals for youth services were reviewed by Jessica. For goal one they have been consistent in improving teamwork through frequent contact between full and part-time staff. There were some roadblocks, but overall progress was made. Staff completed their training for calendar year 2023 and are on track to complete training for 2024 as required. Community Corrections supervisor Cory Vaile made process on the coaching and auditing. Staff turnover impacted having juvenile staff meetings.
- d. Community Corrections policy updates were explained by staff. These were minor changes to processes.
- e. The human trafficking meeting was discussed by Jessica. There was discussion about adding the hospital staff to the meeting and maybe the Horizons Mental Health Center staff as well. A meeting notice will be coming out from DOC.

Items a-d were voted on with Keaton making a motion to approve, second by Jim, and all approved.

Roundtable Discussion: Court services expressed that their numbers are quite low, approximately 13 JO's and 38 IIP cases assigned this year. The rest of their caseloads are CINC cases.

Youth Data: Table 1

Instructions: Identify how many males and females are in your district for each category below. *This is point-in-time data, not total numbers for the whole year: how many youth were on supervision on the date specified below.*

INCLUDE youth placed out-of-home through KDOC and DCF. This includes: YRCII, TLP, CIP, QRTP, RMC, foster care, JCF, JDC, PRTF, in-patient substance abuse, secure care, hospital, home or relative's home, AWOL, or living independently.

	How many males were in each out-of-home placement as of June 30, 2024?	How many females were in each out-of-home placement as of June 30, 2024?	TOTAL
YRCII			0
TLP			0
CIP			0
QRTP			0
RMC			0
Foster Care	2		2
JCF	3	1	4
JDC			0
PRTF			0
In-patient substance abuse			0
Secure Care			0
Hospital			0
Home	6		6
Relative's home			0
AWOL		1	1
Living Independently			0
below			0
Comment:			13

POLICY & PROCEDURES

IMPLEMENTATION DATE: 4/15/24

LAST REVIEWED DATE: 7/26/24

LAST REVISION DATE: 3/27/24

CHAPTER: Juvenile Supervision

PAGES: 1

REFERENCE: CSS-04-122

SUBJECT: Independent Living

POLICY:

It is the policy of RCCC to require a completed Independent Living Plan on all JCF diverted youth, pursuant to KSA 38-2369, Juvenile Correctional Facility (JCF) or Conditional Release (CR) juveniles that are 14 years of age and older within the first thirty (30) calendar days of Court ordered supervision.

DEFINITION:

The Independent Living Plan identifies the juvenile's needs in preparation for adulthood and independence. These include services that address the needs of the juvenile, noting that if a need is identified, resources must be utilized to serve the juveniles.

PROCEDURES:

1. The Independent Living Plan identifies the juvenile's needs in preparation for adulthood and independence. These include services that address the needs of the juvenile, noting that if a need is identified, resources must be utilized to serve the juveniles.
2. The ISO may coordinate with the local DCF office to obtain available independent living resources. However, this does not relieve the agency of the obligation to meeting the juvenile's needs.
3. All independent living plans shall be completed in the KDOC case management database. The plan must be reviewed no later than 180 days following the initial plan and every 180 days thereafter.
4. For crossover youth, the Department of Children and Families (DCF) and/or the foster care case management provider shall be invited to participate in the initial supervision plan development and at a minimum advised of any subsequent changes made to the supervision plan.

5. *A copy of the independent living plan shall be provided to the youth, the parent(s)/guardian(s), the youth's placement provider, and DCF and/or the foster care case management provider for crossover youth.*

Crossover youth is defined as any youth aged 10 or older with any level of concurrent involvement with the child welfare system (i.e. out of home placement, an assigned investigation of alleged abuse or neglect with a young person named as the alleged perpetrator, and/or participating in voluntary/preventative services cases that are open for services) the and juvenile justice system (i.e. court ordered community supervision, and Immediate Intervention Programs).

POLICY & PROCEDURES

IMPLEMENTATION DATE: 8/14/23

LAST REVIEWED DATE: 8/8/24

LAST REVISION DATE: 3/20/23

CHAPTER: Juvenile Supervision

PAGES: 2

REFERENCE: CSS-04-125

SUBJECT: ~~Title IV-E~~ Medicaid and Child Support Enforcement Eligibility**POLICY:**

It is the policy of RCCC to require Intensive Supervision Officers to complete the following ~~Title IV-E~~ and Medicaid eligibility *and other eligibility documentation* forms.

~~These forms shall be completed for all juveniles in the Court ordered custody of the Department of Corrections Juvenile Services (KDOC JS), this includes direct commitments to a juvenile correctional facility (JCF).~~ Completed forms shall be forwarded to the local Division for Children and Families (DCF) Prevention and Protection Services (PPS) office within five (5) business days of assignment to the Community Supervision Agency or upon receipt of said documents.

PROCEDURE:

1. The following documents shall also be forwarded to the DCF PPS office upon the juvenile's initial admission into Division of Juvenile Services custody:
 - ~~Prevention and Protection Services (PPS) 5410A~~
 - Prevention and Protection Services (PPS) 5460
 - Journal entry of Court ordered custody
 - Journal entry approving the removal of the juvenile from the home
 - Juvenile complaint
 - ~~Copies of documents proving citizenship and identity (documents allowed to satisfy citizenship and identity requirements are on page two (2) of this standard)~~
2. The PPS 5460 shall be completed to report any changes in placement, parental deprivation, SSA/SSI benefits, income, age/school status or termination of Court ordered custody. The PPS 5460 shall be forwarded to the DCF PPS office within five business days.
3. ~~The PPS 5425A shall only be completed twelve (12) months after a juvenile is determined be Title IV-E eligible and every twelve (12) months thereafter while the juvenile remains in court ordered custody.~~
4. ~~The following documents satisfy requirements for citizenship:~~
 - Birth certificate
 - Vital Statistics Document if born in Kansas
 - Public birth record (United States or Territories)
 - American Indian Card (I-872)
 - Final adoption decree

- Official United States Record of Military Service (i.e. DD-214)
- United States Department of State Cards (i.e. DS-1350, FS-240, FS-545)
- SSI recipient with proven United States citizenship. Requires screen print from DCF or federal Social Security Staff.

5. — The following documents satisfy requirements for identity:

- Driver's license
- Federal, state or local government ID. Includes employee or prison ID. (If there is no photo, the ID must include identifying data)
- Military ID card, including Dependent ID cards
- Native American Tribal document
- School ID or records including childcare. These documents must include the juvenile's date of birth and the parent's name. (i.e. grade cards, admission forms) A photo is required for the use of a yearbook or directory
- Doctor, clinic or hospital records on official letterhead, created at birth or at least five (5) years before Medicaid application

6. — The following documents satisfy requirements for both citizenship and identity:

- Passport
- Certification of Naturalization
- Certificate of Citizenship

7. — State purchase of service dollars shall only be authorized for those providers listed in the JJA Payment System Handbook.