

**Part II. Application – Kansas Department of Corrections-Juvenile Services Juvenile Justice  
Comprehensive Plan Grant Application FY19**

**A. ADMINISTRATIVE COUNTY OFFICIALS SIGNATURE PAGE**

*Instructions: One page per JD. Be sure to print the BOCC Chairperson name as well as obtain his/her signature and the date of signature. All four sections must be complete, using format shown. The Financial Officer must be different than the Administrative Contact, BOCC Chair and JCAB Chair.*

**Administrative County Officials Signature Page**

A. Board of County Commission	B. Administrative Contact
Administrative County: <u>Sedgwick County</u>	Name/Title: <u>Glenda Martens, Director</u>
Mailing address: <u>525 N. Main, Suite 320</u>	Agency: <u>Division of Corrections</u>
City, zip: <u>Wichita, Kansas 67203</u>	Mailing address: <u>700 S. Hydraulic</u>
Telephone: <u>316.660.9300</u>	City, zip: <u>Wichita, Kansas 67211-2704</u>
Fax: <u>316.383.8275</u>	Telephone: <u>316.660.7014</u>
E-mail: <u><a href="mailto:David.Dennis@sedgwick.gov">David.Dennis@sedgwick.gov</a></u>	Fax: <u>316.660.1670</u>
Judicial District #: <u>18</u>	E-mail: <u><a href="mailto:Glenda.Martens@sedgwick.gov">Glenda.Martens@sedgwick.gov</a></u>
County Employer ID #: <u>48-60000798</u>	Signature/Date: _____
Name of BOCC Chair: <u>David Dennis</u>	(Administrative Contact)
Signature/Date: _____	
(BOCC Chair)	
C. Juvenile Corrections Advisory Board	D. Financial Officer of Administrative County
Name: <u>Shantel Westbrook</u>	Name: <u>Marty Hughes</u>
Title: <u>Team Justice</u>	Title: <u>Revenue Manager</u>
Mailing address: <u>350 S. Broadway</u>	Mailing address: <u>525 N. Main</u>
City, zip: <u>Wichita, Kansas 67202</u>	City, zip: <u>Wichita, Kansas 67203</u>
Telephone: <u>316.660.9657</u>	Telephone: <u>316.660.7134</u>
Fax: <u>316.660.9660</u>	Fax: <u>316.383.7729</u>
E-mail: <u><a href="mailto:Shantel.Westbrook@sedgwick.gov">Shantel.Westbrook@sedgwick.gov</a></u>	E-mail: <u><a href="mailto:Marty.Hughes@sedgwick.gov">Marty.Hughes@sedgwick.gov</a></u>
Signature/Date: _____	Signature/Date: _____
(JCAB Chair)	(Fiscal Officer)

Submission of the application packet and signature by county officials serves as certification to KDOC- JS that the application is complete; all submitted program requests were reviewed and those review documents remain on file for review; all applicable laws, standards, Financial Rules, Guidelines, and Reporting Instructions for Grantees requirements and grant conditions are being adhered to by the Administrative County and their sub-grantees; the Financial Rules, Guidelines, and Reporting Instructions for Grantees and any training necessary have been provided to each sub-grantee by the Administrative County.

## B. JUVENILE CORRECTIONS ADVISORY BOARD MEMBERSHIP

One form is required per judicial district. Boxes will expand to fit text entered. Chairperson is to be listed first as indicated on the membership list form. Please complete all information in the table for each board member. Additional spaces have been provided in the table in the event a board consists of more members than the statutory requirements. At the top of membership list – please identify judicial district and the date this membership list was completed/updated. Please ensure that all expiration dates are updated.

Judicial District #: 18 Date completed: 02.21.18

Is the JCAB a joint board with the Corrections Advisory Board (CAB)? NO

Chairperson Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
<b>Mental Health Official</b>	Mental Health	Westbrook, Shantel	350 S. Broadway	<a href="mailto:Shantel.Westbrook@sedgwick.gov">Shantel.Westbrook@sedgwick.gov</a>	F	NH	C	04.28.17	04.28.20
		Director of Rehab Services – COMCARE of Sedgwick County	Wichita, KS 67202	316.660.9657					
<b>Members Appointed by</b>	<b>Representing</b>	<b>Name and Job Title</b>	<b>Address</b>	<b>E-mail &amp; Phone</b>	<b>M/F</b>	<b>Ethnicity</b>	<b>Race</b>	<b>Appointed Date</b>	<b>Expiration Date</b>
Sheriff	Law Enforcement	Moore, Willetta	525 N. Main	<a href="mailto:Willetta.Moore@sedgwick.gov">Willetta.Moore@sedgwick.gov</a>	F	NH	AA	06.30.16	06.30.19
		Captain	Wichita, KS 67203	316.660.0904					
Chief of Police	Law Enforcement	East, Dan	455 N. Main	<a href="mailto:DEast@wichita.gov">DEast@wichita.gov</a>	M	NH	C	07.01.15	06.30.18
			Wichita, KS 67202	316.268.4269					
County / District Attorney	Prosecution	Paschal, Ron	1900 E. Morris	<a href="mailto:Ron.Paschal@sedgwick.gov">Ron.Paschal@sedgwick.gov</a>	M	NH	C	07.01.15	06.30.18
		Deputy District Attorney	Wichita, KS 67211	316.660.9700					
Administrative Judge	Judiciary	Walters, Patrick	1900 E. Morris	<a href="mailto:jwalters@dc18.org">jwalters@dc18.org</a>	M	NH	C	07.01.15	06.30.18
		Judge	Wichita, KS 67211	316.660.5614					
BOCC	Education Representative	Alvarez, Gilbert (Gil)	903 S. Edgemoor	<a href="mailto:GAlvarez@usd259.net">GAlvarez@usd259.net</a>	M	H	C	08.02.17	06.30.18
		Assistant Principal	Wichita, KS 67218	316.973.4457					
Administrative Judge	Court Services	Weible, Kerry	1900 E. Morris	<a href="mailto:kweible@dc18.org">kweible@dc18.org</a>	F	NH	C	07.01.15	06.30.18
		Chief Probation Officer	Wichita, KS 67211	316.550.5560					

Administrative Judge	Defense Attorney	Hogan, Kellie	340 S. Broadway	<a href="mailto:HoganK@klsinc.org">HoganK@klsinc.org</a>	F	NH	C	07.01.16	06.30.19
		Attorney	Wichita, KS 67202	316.265.9681					
BOCC	General	Peterman, Kristin	2601 S. Oliver St.	<a href="mailto:Kristin.peterman@dcf.ks.gov">Kristin.peterman@dcf.ks.gov</a>	F	NH	C	06.22.16	06.30.19
			Wichita, KS 67210	316.218.5972					
BOCC	General	Rutenbeck, Taunya	1602 N. Burns	<a href="mailto:info@socialworkinnovation.com">info@socialworkinnovation.com</a>	F	NH	AI	06.22.16	06.30.19
			Wichita, KS 67203	316.973.2260					
BOCC	General	Moses, Terri	3850 N. Hydraulic	<a href="mailto:tmoses@usd259.net">tmoses@usd259.net</a>	F	NH	C	06.22.16	06.30.19
			Wichita, KS 67219	316.973.2260					
BOCC	General	Countryman-Roswurm, Karen							
BOCC	General	Countryman-Roswurm, Karen	1845 Fairmount St.	<a href="mailto:Karen.countryman-roswurm@wichita.edu">Karen.countryman-roswurm@wichita.edu</a>	F	NH	C/NA	07.05.17	06.30.20
			Wichita, KS 67260	316.978.7013					
BOCC	General	Rinke, Julie	8410 S. 135 <sup>th</sup> W	<a href="mailto:Jrinke66@gmail.com">Jrinke66@gmail.com</a>	F	NH	C	07.05.17	06.30.20
			Clearwater, KS 67026	316.648.3744					
BOCC	General	Soliday, Dan	310 E. 2 <sup>nd</sup> St.	<a href="mailto:DSoliday@kansasbig.org">DSoliday@kansasbig.org</a>	M	NH	C	07.05.17	06.30.20
			Wichita, KS 67202	316.973.2260					
City	General	Linaweaver, Catherine	13510 E. Mount Vernon Rd.	<a href="mailto:clinaweaver@yahoo.com">clinaweaver@yahoo.com</a>	F	NH	C	08.17.16	06.30.19
			Wichita, KS 67230	816.213.3784					

Members Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
City	General	Masterson, Mark	1725 W. 27 <sup>th</sup> St. N	<a href="mailto:Mmasters4@cox.net">Mmasters4@cox.net</a>	M	NH	C	06.07.16	06.30.19
			Wichita, KS 67204	316.644.6437					
City	General	Stone, Marvin Jr.	2309 E. Murdock	<a href="mailto:stonejmarvinpat@att.net">stonejmarvinpat@att.net</a>	M	NH	AA	08.08.15	06.30.18
			Wichita, KS 67214	316.263.8355					



**C. COOPERATION AGREEMENTS BETWEEN COUNTIES**

*K.S.A 75-7039 provides that each county may qualify to receive grants from the Kansas Department of Corrections under the provisions of K.S.A. 75-7038 through 75-7053. Further, it is provided that counties may cooperate together to make themselves eligible for grants and such counties shall cooperate and enter into such agreements pursuant to K.S.A. 12-2901 through 12-2907.*

**Please provide the response that applies to the County or Group of Counties applying for this grant.**

- Single county application, if selected please proceed to next section**
- Group of two or more counties application, if selected please indicate if**
  - Copy of Cooperation Agreement included as attachment, or**
  - Group of Counties operating without a Cooperating Agreement**

**D. DISPROPORTIONATE MINORITY CONTACT (DMC)**

*K.S.A. 75-7046 of the Kansas Juvenile Justice Code requires that the Juvenile Corrections Advisory Boards shall make a formal recommendation to the Board of County Commissioners, at least annually, concerning the comprehensive plan which shall include provisions to address racial, geographic and other biases that may exist in the juvenile justice system.*

**Please answer the following questions regarding the judicial district’s efforts in addressing DMC.**

- 1. Please provide a summary of the judicial district’s DMC efforts and accomplishments of the past year.**

Racial and Ethnic Disparity (RED), formerly referred to as Disproportionate Minority Contact (DMC), has been an issue for a long time. **The Division of Corrections continues to collect, analyze and publish data annually and this information is included in the Benchmark 5 report (most recent May 2017). Information is also included in the annual Program Evaluation of state and county funded crime prevention programs. This evaluation is completed through a contract for consultation with Wichita State University (most recent December 2017).**

In reviewing information for all minority youth from SFY13 and SFY14, the period was identified as a ‘high water mark’ for arrests. The two years since then show a reduction in the rates of overrepresentation for minority youth. When compared to the overall numbers of arrests, in a steady decline, there is cause for some satisfaction with RED efforts. The overall decline is evident in the total numbers of African American youth, but the numbers for Hispanic youth show growth, as well as an increase in the percentage of youth arrests involving Hispanic youth. Apparently, the situation with respect to African American youth is improving while that for Hispanic youth is not. Overall, minority youth have a 89.6% success rate in the prevention/intervention programs, which is almost the same as that (91.8%) of the success rates of Caucasian youth.

While there has been a drop of about 10% in the numbers of minority youth admitted to detention, the minority youth percentage of total admissions to detention has grown, indicating that some of the changes are merely systemic changes and not an indication of progress in equity.

Sedgwick County has participated since 2011 in the Juvenile Detention Alternatives Initiative (JDAI). This work is helping to sustain our efforts to focus on improving case processing time, detention utilization for special populations, conditions of confinement in detention, and to evaluate detention alternatives. While these efforts are important, it is also important to note that many youth enter the juvenile detention facility for reasons other than criminal conduct. Too many status offenders, mentally ill individuals, youth from child welfare and teen victims of human trafficking are held in detention through various legal means and lack of adequate community services that provide more relevant alternative to detention.

Sedgwick County continues efforts to improve racial and ethnic disparity. In SFY18, we received a Title II grant targeted at the next phase of Reducing Racial and Ethnic Disparities. A contract was developed with the Burns Institute to work in partnership to reduce racial and ethnic disparities. Internal stakeholders have been reviewing data and compiling case information. Monthly meetings have been conducted with Burns Institute staff to look at systematic issues and more in depth data review towards a strategic planning process for Sedgwick County. Burns has reported out monthly to the Juvenile Corrections Advisory Board (Team Justice) who is the county oversight authority for the work through the grant.

2. **Please provide a summary, or attach a copy, of the judicial district’s DMC work plan for the State Fiscal Year 2019.**

Through the Title II Grant contract with Burns Institute, a strategic plan will be developed and will be inclusive of community engagement efforts to enlist stakeholders to address the issue in the larger community arena. We have identified target populations. An “expeditor” position will be added to our staffing plan to address case processing issues with a focus through a racial/ethnic disparity lens. Our larger community engagement goals will allow us to explore opportunities to reduce racial and ethnic disparity in the juvenile justice system. That work will be a part of the SFY19 effort.

3. **What is being done to engage youth, families, stakeholders and the community (i.e. individual citizens, civic organizations and advocacy groups) in DMC efforts?**

Through the Title II Grant contract with Burns Institute, a primary focus is community engagement. We are identifying stakeholders to come to the table in efforts to be inclusive and ensure sustainability after the grant award ends June 30, 2018. We have identified a youth group under the umbrella of Kansas Appleseed as well as potential for work through Wichita State University, public policy division and/or community engagement division with a focus on diversity and reducing racial/ethnic disparity. An expected outcome of the grant award is to have a strategic plan developed to guide future efforts.

## E. Juvenile Intake and Assessment System (JIAS)

The following questions are intended to provide KDOC-JS with a better understanding of the Juvenile Intake and Assessment System in each Judicial District for FY19. Some questions in this section will be answered using check boxes. In order to put a checkmark in a box, double click the box you would like to select and when the pop-up window opens, select "Checked" then "Ok" to close the box. If a box marked "Yes" is selected, please provide the additional requested information on the line. All of the questions have space available for narratives to note additional information from what has been requested.

- Describe the staffing pattern utilized by the JIAS program. The narrative must describe any regular scheduled office hours for JIAS staff, who and how staff responds to requests for JIAS services outside of those scheduled hours, include the process and contact information for law enforcement to notify JIAS of need for services, and where intakes are conducted.**

Currently (on 2/22/18), JIAC is open 24/7/365 operating with two shifts (day shift covers 7:00 A.M. – 11:00 P.M. and night shift covers from 11:00 P.M. – 7:00 A.M.). All intakes are conducted at the Juvenile Intake and Assessment Center located at 700 S. Hydraulic. JIAC is co-located with the Juvenile Detention Facility. Law enforcement has continuous access to JIAC; youth can be brought to JIAC for intake at any time. JIAC does not utilize / borrow staff from any other program or facility.

The day shift is comprised of two intake specialists, six full time intake officers (two designated for IIP) and two part time intake officers. On the day shift: Intake specialists work 4-10 hours shifts per week; full time intake officers work a modified 12 hour shift work schedule (12/12/10/6); and, part time intake officers work 2-8 hour shifts per week. The night shift is comprised of an intake specialist and two full time intake officers working 5-8 hour shifts. The JIAC program manager and the intake coordinator are salaried staff and typically work 8:00 A.M. – 5:00 P.M. and 6:30 A.M. – 3:00 P.M. respectively. JIAC does not utilize / borrow staff from other facilities or programs.

This work schedule was specifically designed to have 24/7 coverage while meeting the needs of increased intakes during the day due to implementation of the Notice to Appear process. It also allows for service availability should an Immediate Intervention Program be implemented.

		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Program Manager - Jodi Tronsgard	20000354		8:00A-5:00P	8:00A-5:00P	8:00A-5:00P	8:00A-5:00P	8:00A-5:00P	
Intake Coordinator - Alex Allbaugh	20003062		6:30A-3:00P	6:30A-3:00P	6:30A-3:00P	6:30A-3:00P	6:30A-3:00P	
Day Shift								
Intake Specialist - Michelle Boyd	20002591	10:00A-8:00A	10:00A-8:00A	10:00A-8:00A	11:00A-9:00P			
Intake Specialist - Jeff Nemmers	20002593				6:00A-4:00P	10:00A-8:00P	10:00A-8:00P	10:00A-8:00P
Intake & Assessment Officer - Veronica Garcia	20002595	7:00A-7:00P	7:00A-7:00P	9:00A-7:00P	7:00A-1:00P			
Intake & Assessment Officer (IIP) - Cameron Andrews	20002601	7:00A-7:00P	9:00A-7:00P	7:00A-7:00P	7:00A-1:00P			
Intake & Assessment Officer - Kirstin Casimir	20002596	1:00P-11:00P	11:00A-11:00P	11:00A-11:00P	5:00P-11:00P			
Intake & Assessment Officer - Tonya Sloan	20002599				1:00P-7:00P	9:00A-7:00P	7:00A-7:00P	7:00A-7:00P
Intake & Assessment Officer (IIP) - Elisa Berumen	20002602				1:00P-7:00P	7:00A-7:00P	9:00A-7:00P	7:00A-7:00P
Intake & Assessment Officer - Emily Kinzel	20002603				5:00P-11:00P	11:00A-11:00P	11:00A-11:00P	1:00P-11:00P
Intake & Assessment Officer (PT) - Sarah Acosta	20002611		3:00P-11:00P			3:00P-11:00P		
Intake & Assessment Officer (PT) - Mark Mitchell	20002614	7:00P-11:00P		3:00P-11:00P			3:00P-10:00P	
Night Shift								
Intake Specialist - Jason Stepien	20002556	11:00P-7:00A			11:00P-7:00A	11:00P-7:00A	11:00P-7:00A	11:00P-7:00A
Intake & Assessment Officer - Marcus McCarter	20002610	11:00P-7:00A			11:00P-7:00A	11:00P-7:00A	11:00P-7:00A	11:00P-7:00A
Intake & Assessment Officer - Brittany Martin	20002597	11:00P-7:00A	11:00P-7:00A	11:00P-7:00A			11:00P-7:00A	11:00P-7:00A

2/20/2018



**2. Are any intakes conducted over two-way or audio-visual communication as permitted by K.S.A. 75-7023(d)?**

**No**  
**Yes – If yes, please describe both the technology used and how that technology provides for secure transmission of this electronic communication as well as the circumstances in which this method is utilized instead of an in-person intake.**

**3. Please list the specific service(s) or program(s) that serve as alternatives to placement into a juvenile detention center, pursuant to K.S.A. 38-2331(b).**

<b>Community Based Detention Alternative</b>	<b>Organization</b>	<b>Target Population</b>	<b>Cost Per Youth</b>	<b>Cost Paid By Whom</b>
Release upon youth's promise to appear	Not applicable	Youth with a KDAI score of 7 or lower	Not Applicable	Not Applicable
Release to a parent, guardian, or custodian upon their assurance to secure youth's appearance	Not applicable	Youth with a KDAI score of 8 to 13	Not Applicable	Not Applicable
Release with the imposition of reasonable restrictions on activities, associations, movements and residence specifically related to securing the youth's appearance at the next court hearing	Not applicable	Youth with a KDAI score of 8 to 13	Not Applicable	Not Applicable
Release to a voluntary community supervision program	Kansas Legal Services – Detention Advocacy Services (DAS)  Sedgwick County Division of Corrections – Home Based Services (HBS)	Youth can be assigned to DAS or HBS for 8-weeks of services as a condition of release (youth with a KDAI score of 8 to 13).  Youth (moderate or high risk) can also be referred to DAS.	Not Applicable	Not Applicable
Release to a mandatory, court-ordered community supervision program	Not applicable	This is not an available release condition at this time.	Not Applicable	Not Applicable
Release with mandatory participation in an electronic monitoring program with minimal restrictions on the youth's movement	Not applicable	This is not an available release condition at this time.	Not Applicable	Not Applicable
Release with mandatory participation in an electronic monitoring program allowing the youth to leave home only to attend school, work, court hearings or other court-approved activities	Not applicable	This is not an available release condition at this time.	Not Applicable	Not Applicable

**4. Is law enforcement in the district utilizing the Notice to Appear (NTA) process, pursuant to K.S.A. 38-2330.**

- Yes**  
 **No**

**If Yes, please provide a brief description of how this NTA process is working the district. Please include any data currently being collected regarding the NTA process.**

The Notice to Appear process began in February 2017 and outcomes are comparable to our Agreement to Appear process that has been utilized since July 2011 for minor offenses occurring at school. The average success rate for ATA's for the past six school years is 94% while the success rate for NTA's for the first (partial) year is 92%.

The majority (93%) of NTA's is for misdemeanor offenses. Most of the NTA's for felony offenses were non-person felonies; there were very few NTA's for person felony offenses.

For misdemeanants, 47% were issued an NTA, while 53% were brought to JIAC. The majority (62%) of youth brought to JIAC for new charges are for misdemeanors; JIAC would not know how many, if any, of the 460 "police drop offs" for a misdemeanor intake could have been issued an NTA.

There were 2 NTA's with unclassified offenses which should have been processed as ineligible. There were 26 ineligible NTA's in 2017 (for a variety of reasons). This is not a significant issue.

The D.A.'s Office is notified of all NTA's that are "failed." JIAC staff make multiple attempts to encourage the youth/family to comply with the NTA. When youth fail to appear for an NTA, it does not mean the youth is not charged. When Court Services identifies youth without an intake, they refer the youth to JIAC to get prints, etc. It could be beneficial for our district to know more about the NTA process in districts that experience 100% success with intakes for NTAs.

<b>Calendar Year</b>	<b># Issued</b>	<b>Ineligible</b>	<b>Successful</b>	<b>Unsuccessful</b>
<b>2017 2-1-17 to 12-31-17</b>	<b>492</b>	<b>26</b>	<b>92.3% 454 out of 492</b>	<b>7.7% 38 out of 492</b>

**F. Immediate Intervention Program (IIP)**

*The following questions are intended to provide KDOC-JS with a better understanding of the Immediate Intervention Program in each Judicial District for FY19. Because IIP programs have not yet completed a full year of IIP implementation, this section is more narrative at this time. In the future, though, KDOC will request more data descriptors as the data becomes more available. Some questions in this section may be answered using check boxes. In order to put a checkmark in a box, double click the box you would like to select and when the pop-up window opens, select "Checked" then "Ok" to close the box. If a box marked "Yes" is selected, please provide the additional requested information on the line. All of the questions have space available for narratives to note additional information from what has been requested.*

- 1. In the FY2018 grant application, districts were asked to provide documentation of the agreement between the JIAS Director and County or District Attorney(s) for implementation of an immediate intervention process. Please identify below if the district has made any revisions or changes to the agreement.**

- No changes have been made to the existing agreement.**  
 **Yes, we have made changes to the IIP agreement.**

**If "yes" was checked above, please attach to this application a copy of the revised written agreement.**

**If the district did not submit a signed agreement at the submission of the FY2018 plan, please attach one to this application.**

- 2. Does the agreement provide for inclusion of any offenders beyond those enumerated in subsection (b)(1) of K.S.A. 38-2346?**

- No**  
 **Yes – If yes, please list below the specific offense(s) and youth who are included beyond the minimum standard required in law.**

- 3. Please provide projection(s) of the number of youth to be served in FY19 by the IIP program.**

**A. Number of Youth eligible per subsection (b)(1) of K.S.A. 38-2346 \_\_\_\_\_**

In 2017 there were 802 intakes where the most serious offense was a misdemeanor offense, the youth had no prior JO adjudications (548 of which had no prior arrests), and youth was not placed at the Juvenile Detention Facility. The IIP data collection spreadsheet for the time period 7/1/17 to 12/31/17 identifies 413 eligible youth; note that this is for six months. There are a multitude of factors that could impact a projection that are not factored in at this time, but 800 would be an estimate based on the available data.

**B. If applicable, the number of Youth eligible per subsection (b)(2) of K.S.A. 38-2346 \_\_\_\_\_**

There is no data currently available to provide an estimate for this opportunity and neither has the D.A.'s Office indicated that such a process would be utilized for juveniles with fewer than two prior adjudications.

**4. Please list all individuals or organizations who have been part of the local collaboration and operation of IIP.**

<b>Representing</b>	<b>First and Last Name</b>	<b>Title</b>	<b>Agency or Organization</b>
Director of JIAS	Jodi Tronsgard	JIAC and Detention Alternatives Manager	Sedgwick County Division of Corrections
Court	Judge Patrick Walters	Juvenile Judge - Presiding	18th Judicial District
County or District Attorney(ies)	Marc Bennett Ron Paschal Donna Longsworth	District Attorney Deputy District Attorney Chief District Attorney – Juvenile Offender Division	D.A.’s Office
Juvenile Probation	Melinda Wilson Kerry Weible	Court Services Administrator Chief Probation Officer	18th Judicial District
DOC	Glenda Martens	Director	Sedgwick County Division of Corrections
DOC	Steven Stonehouse	Deputy Director of Juvenile Programs	Sedgwick County Division of Corrections
Juvenile Diversion	Sonya Miller	Program Manager – Juvenile Division	Office of the District Attorney

**5. Does the IIP program charge fees as permitted by IIP-04-107?**

- No**  
 **Yes – If yes, please describe the amount charged and whether or not provisions are included to perform community service in lieu of cash payment.**

**6. Please describe the successes and accomplishments of the district’s IIP thus far.**

N/A.

The Office of the District Attorney, 18<sup>th</sup> Judicial District of the State of Kansas and the Sedgwick County Division of Corrections signed a Memorandum of Understanding on May 25, 2017, to work collaboratively in developing IIP guidelines. Subsequently, the parties were unable to establish guidelines that would enable the Juvenile Intake and Assessment Center to administer the program in accordance with KDOC’s developed IIP Standards.

**7. Please identify any challenges of the district’s IIP to be addressed in the upcoming year.**

The Juvenile Intake and Assessment Center has the capacity and capability to provide IIP services should operating guidelines be established.

**G. Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)**

The following questions are intended to provide KDOC-JS with a better understanding of Juvenile Intensive Supervised Probation and Case Management program in each Judicial District for FY19. Some questions in this section will be answered using check boxes. In order to put a checkmark in a box, double click the box you would like to select and when the pop-up window opens, select “Checked” then “Ok” to close the box. If a box marked “Yes” is selected, please provide the additional requested information. All of the questions have space available for narratives to note additional information from what has been requested.

**1. Does the agency have specialized caseloads for Juveniles? (Examples by: risk level, gender or offense type)**

- No
- Yes – If yes, please answer the following question:
  - a. List all specialized caseloads:

**2. Does the agency administer any specific screening or assessment tools, in addition to the YLS/CMI?**

- No
- Yes – If yes, please answer the following questions:
  - a. List all specific screening or assessment tools administered:
  - b. How is the information from the tool(s) utilized?

**3. Please fill out the following table regarding your agency and fees and/or reimbursements that are assessed to the youth. First check each of the fees and/or reimbursements your agency charges. For each of those checked fill out the cost and check if a sliding scale fee is available and if community service work can be done in lieu of the fee.**

	<b>Fee/reimbursement:</b>	<b>How much is the fee/reimbursement:</b>	<b>Is a sliding fee scale available?</b>	<b>Can community service work be completed in lieu of the fee?</b>
<input type="checkbox"/>	<b>Courtesy Supervision</b>	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>DNA</b>	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	<b>Electronic Monitoring Device/GPS</b>	\$4.50/day	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	<b>Supervision</b>	\$50.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>Transportation</b>	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	<b>Urine Analysis (UA)</b>	\$5.00 each	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>UA Confirmations</b>	\$30.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>Other (please specify):</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>Other (please specify):</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>Other (please specify):</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>No fees/reimbursements assessed to youth or families</b>			

#### 4. Juvenile Intensive Supervised Probation and Case Management program information.

*The following information must be provided for each program, group, contracted service, or intervention available for participants in the Juvenile Intensive Supervised Probation and Case Management programs for FY19. Include all provided, regardless of delivery being by agency staff, contractor staff, or as contracted services. If budgeted in JISP or CM, a description must be provided.*

**A. Name of program, group, contracted service, or intervention:** \_\_\_\_\_

All programming below is provided by Sedgwick County Funded Program Provider Staff

- JISP/CM: Courage to Change curriculum, intervention
- JISP/CM: Accountability Panel, intervention
- JISP/CM: Thinking for A Change (T4C), intervention
- JISP/CM: Aggression Replacement Training (ART), intervention
- JISP/CM: Moral Reconciliation Therapy (MRT), intervention

OWDS programming is provided by Supervision ISO's (funded through this grant)

- JISP/CM: Offender Workforce Development (OWDS) curriculum, intervention

**B. Describe the target population (e.g. YLS/CMI risk level, age, gender, offenses, etc.):**

YLSC/CMI moderate and high risk youth, male/female, all ages and any offenses

**C. Please list any eligibility criteria to gain access to the program (e.g. completion of pre-requisites activities, attainment of supervision level, etc.):**

Moderate/high risk on the YLS/CMI

**D. Frequency of the program (ex. 3 times per week for 1 hour):**

- T4C: 2 times a week for 1 hour- each session
- ART: 2 times a week for 1 hour 30 mins.- each session
- MRT: 2 times a week for 1 hour- each session
- Courage to Change: 2 times a week for 1 hour- each session
- Accountability Panel: Twice a month for 2 hours- half hour sessions
- OWDS: 1 time a week for 1 hour- each session

**E. Duration of the program (e.g. 22 weeks long, self-paced):**

- T4C: 13 weeks
- ART: 10 weeks
- MRT: 13 sessions self paced
- Courage to Change: 4 weeks (each curriculum)
- Accountability Panel: Twice a month
- OWDS: 6 weeks

**F. Schedule for the program:**

Day of Week:	Start Time:	End Time:
Monday	4:00 p.m.	8:00 p.m.
Tuesday	4:00 p.m.	8:00 p.m.
Wednesday	4:00 p.m.	8:00 p.m.
Thursday	4:00 p.m.	8:00 p.m.
Friday	4:00 p.m.	8:00 p.m.
Saturday		
Sunday		

**G. Describe, and specify the name of, if different than program name in item A, the curriculum utilized:**

**H. Who provides/delivers the program (i.e. supervision staff, contractor, etc.):**

**I. List each Facilitator delivering the program:**

Name	Title/Position	Certifications/Qualifications
Anne Egan-Clair	ISOIII	OWDS certification, Trained in curriculum (T4C, ART, Courage to Change, MRT)
Julie Eckels	ISOI	Trained in curriculum (T4C, ART, Courage to Change, MRT)
Justin Lewis	ISOI	Trained in curriculum (T4C, ART, Courage to Change, MRT)
Tameka Tucker	ISOI	Trained in curriculum(T4C, ART, Courage to Change, Common Sense Parenting)
Timothy Hogan	ISOI	Trained in curriculum(T4C, Courage to Change)
Brooke Charland	ISOII	OWDS certification, Trained in curriculum
Larry Burks	ISOII	OWDS certification, Trained in curriculum
Arika Williams	ISOII	OWDS certification, Trained in curriculum
Claudia Davis	ISOI	Accountability Panel

**H. PREVENTION PROGRAM SUMMARY**

**Judicial District** 18

**Program Name:** Detention Advocacy Services/Kansas Legal Services

**Program Number:** P1918-7

*Program type must be indicated for each program and be assigned according to the definitions included in the funding application (Part I, Section C).*

*It is possible for a program to target more than one prevention type so check all that apply and ensure the program summary clearly describes the different target populations. For example, a Mentoring program may provide secondary prevention services to at risk youth by matching to a mentor and provide the same matching service as tertiary prevention targeting youth after arrest/intake.*

<b>Program Type:</b>	<b>Number of Youth Served in FY17:</b>	<b>Number of Youth to be served in FY19:</b>
<input type="checkbox"/> <b>Primary Prevention</b>		
<input type="checkbox"/> <b>Secondary Prevention</b>		
<input checked="" type="checkbox"/> <b>Tertiary Prevention</b>	<i>199 (101 CM, 58 STS, 40 ATTY)</i>	<i>340 (150 CM, 90 STS, 100 ATTY)</i>

**1. a. What is the programs intended purpose?**

The program’s intended purpose is to shorten the length of stay of minority and low-income youth who are detained at the Juvenile Detention Facility or the Sedgwick County Adult Detention Facility. This is accomplished by providing legal representation to all youth who need legal counsel at their detention hearings, providing continued legal representation to the conclusion of the legal process when detained/appointed by the Court, and by providing case management or brief services to expedite their release from detention or prevent their return to detention.

**b. Please check the one most appropriate selection of the 4 options below. While programs may target additional changes, please indicate the one which is the primary change in response to this question. These groups are used as general categories for programs for which each program must associate. The programming delivered and the outcomes established will vary from program to program within these same categories. Some possible examples that may fall into each are included below. (select only one)**

- Antisocial behavior** (*reduced criminal activity, reduced violence, improved behavior, etc.*)
- Family relationship** (*improved family functioning, reduced out of home placement, reduced incidents of family violence, etc.*)
- School Attendance** (*improved academic performance, improved attendance, reduced disciplinary/expulsion/disciplinary actions, etc.*)
- Substance Abuse** (*reduced use of substances, education on risks of substance use, programming/treatment of substances, etc.*)



- 2. Geographic Area to be Served:** *The geographic area(s) from which participants will be served. This might be an entire judicial district or one county in a multi-county district or one school in a school district, etc.*

Youth from Sedgwick County (the 18<sup>th</sup> Judicial District) will be served by this program.

**3. Target Population:**

The target population consists of youth who are incarcerated in the Sedgwick County Juvenile Detention Facility (JDF) or who are detained on a juvenile court matter at the Sedgwick County Adult Detention Facility. *Case management* is offered when the reason for detention presents a reasonable likelihood those services could expedite release. Program participants are low-income and/or minority youth. Priority for case management services is given to minority youth. Referrals may occur from JIAC as a Conditions of Release in the KDAI process. *Short term services* are interventions provided to program eligible youth who remain detained or who are receiving traditional case management services through other agencies. These youth are in need of specific services that could possibly expedite their release from detention or prevent their return to detention. *Attorney services* are provided to all youth who are accepted for case management or short term intervention services. Attorney services are also provided to all youth at detention hearings regardless of their participation in case management or short term intervention services. Attorney services continue for those youth detained including representation at fourteen (14) day reviews.

**a. Demographics:** *The basic demographics of the program's target population(s).*

The target population for this project is minority and low income youth (male and female) who are between 10 and 18 years of age. A small percentage of youth are over the age 18 (18-23). These are youth who have Juvenile cases and still require legal services, case management or brief services.

**b. Eligibility Criteria:** *How participants are identified for the program that qualifies the program for the program type(s) selected above.*

All minority and low income youth who have been arrested and/or detained with low to high-risk factors or with multiple arrests are identified as candidates for this project's services.

**c. Referral Source(s):** *How are youth referred to access the program.*

Youth who have been detained are allowed to volunteer for the program via an interview prior to their detention hearing. In most cases they are Court ordered to work with DAS as a condition of their release. Court can also order them to work with DAS at future hearings upon their release. and the Court can order them to work with DAS to prevent the youth from being detained. JIAC also refers moderate to high risk youth to the program and may refer as a Conditions of Release in the KDAI process.

**4. Services Provided:** *Provide a brief summary that clearly summarizes all services provided to youth by the program.*

The *case management component* includes five basic case management services and short term intervention services. Advocates develop a supervision plan for case management targeting Risk / Need actors as indicated in the YLS/CMI screening tool or the JIAC Brief Screening tool. Case management services include:

- Detention intervention by advocating for alternative releases from detention, including but not limited to developing release plans.
- Acting as a support system to educate and assist the client and family through the court process.
- Minimal financial assistance to enable client to take care of court ordered tasks (such as tuition for GED tests, bus passes to attend court, substance abuse treatment, or other court-ordered program) and reward incentives.
- Monitoring youth to assist with compliance of bond conditions.
- Referrals to community resources as needed.

The *short term services component* is provided to program eligible youth who remain detained or who are receiving traditional case management services through other agencies. These youth are in need of specific services that could possibly expedite their release from detention or prevent their return to detention. Short term services are generally categorized as: detention intervention services, financial assistance, support services, support services for sex offenders, or a combination of these services. Short term services include:

- Educating and guiding the youth and family through the legal process.
- Acting as a mentor to the youth while they are at the Juvenile Detention Facility.
- Advocating for the youth's release to a less restrictive environment through release plans, population meetings or other avenues.
- Providing youth with financial assistance including but not limited to: bus passes, initial GED fees, clothing to return to school, and other needs necessary to ensure they are viable candidates for release. This also includes providing financial assistance to youth receiving case management through other agencies but where failure to take care of a court ordered task will cause them to be detained.

The *attorney services component*, provided by Kansas Legal Services, consists of the provision of legal representation at all detention hearing dockets for 100% of youth needing counsel (excluding those who refuse or require separate counsel). In addition, the Kansas Legal Services attorney provides continued legal representation at all subsequent hearings to qualifying youth. Youth qualify for continued legal representation if the Kansas Legal Services attorney has been appointed by the court to represent them. Youth who receive continued legal representation also receive Detention Advocacy Services case management or brief service investigations. The goal of continued legal representation is to provide the client with a continuity of services from the detention hearing stage through disposition, to reduce the amount of time the youth spends in secure detention pending disposition, and to reduce the chances of the youth reoffending. Continued legal representation includes, but is not limited to, representing youth at all initial appearances, pre-trial conferences, motion hearings, plea negotiations, bench trials, sentencing, and probation violation hearings. As part of the legal representation, Kansas Legal Services also advises the youth and his or her family on the judicial process and what they can do to be successful.

**5. Best Practices:** *Please list the best practices utilized by the program to achieve the desired behavior change and anticipated outcome for youth. (Examples include but are not limited to: behavior monitoring and reinforcement, conducting assessment of program participants, skills training, wraparound services, etc.)*

This program is modeled after the Baltimore Detention Response Unit which was implemented in 1994 with funds from OJJDP. The program is designed to address over-representation of minority youth in secure detention and to improve the quality of representation for detained youth.

Best practices for the case management component include:

**Risk-Need-Responsivity Model (RNR):** objective risk assessment of criminogenic factors; individualized supervision / treatment plans based on Case Plan Assessment and YLS/CMI or JIAC Brief Screen results; risk targeted services (court orders influence the domains targeted); and, levels of service (each with a minimal monitoring requirement). When appropriate, referrals are made to community-based services in line with targeted risk factors / domains. The Kansas Legal Services detention advocates provide clear behavioral expectations with regard to peer and family relationships, education and employment, substance abuse and mental health issues, promoting positive leisure activities, and consequences of antisocial attitudes / thinking.

**Motivational Interviewing (MI):** MI techniques are utilized when communicating with clients. Advocates use a client-centered approach.

**Case Management:** The Kansas Legal Services detention advocates provide traditional case management and short term services as detailed in the section above on services provided. Advocates assist in expediting release and providing services to prevent detention.

Best practices for the attorney services component:

The Kansas Legal Services attorney provides continued legal representation to Detention Advocacy Services clients to minimize the amount of time that clients spend in detention, reduce disproportionate minority contact, and reduce rates of recidivism. The KLS attorney component is also utilized to provide representation for youth who remain in detention and have 14 day reviews. The attorney works closely with the detention advocate by sharing information on youth and identifying services in the community that would assist the youth. The attorney advises clients on the judicial process, legal and other consequences of criminal activity, expected behaviors with regard to peer and family relationships, educational/employment expectations, substance abuse and mental health issues, promoting positive leisure activities, and consequences of antisocial attitudes/thinking. This is in line with the Risk-Needs-Responsivity Model. The attorney receives periodic training in matters relating to juvenile justice, and regular reviews will be conducted to ensure compliance with best practices.

**6. Completion Criteria:** *Specify the requirements and obligations the participant must meet in order to complete the program. Please include how long a participant is expected to remain in the program to meet the completion criteria.*

Program completion is determined by the date of the final disposition of the youth's case. Youth receive case management services and/or monitoring of their bond conditions until the final disposition of their case or if the youth is terminated from the program early due to non-compliance with court

orders, bond revocation for a new crime or failure to follow program rules. Youth receiving case management are considered successful when they are engaged and follow the case plan. For youth provided continued legal representation, those who do not return to the Juvenile Detention Facility during the adjudicatory process are considered successful.

**7. Who is responsible for annually evaluating the program and program operations?**

Sedgwick County partners with Wichita State University (WSU) for a formal written evaluation that describes the specific activities and data collected on an annual basis. Dr. Delores Craig-Moreland with WSU serves as an external independent evaluator. The evaluation is a formative (process) evaluation conducted in conjunction with the program staff with a focus on program improvement as well as a summative (behavior) evaluation conducted for external audiences and decision makers for the purpose of determining the worth / effectiveness of the program. The evaluation data is communicated through a final report that is reviewed with the Juvenile Corrections Advisory Board – Team Justice and provided to key stakeholders.

**8. Describe the process that is utilized for monitoring and evaluating the program.**

The program engages in a continuous quality improvement process. Sedgwick County Division of Corrections (SCDOC) administrative staff regularly monitor the program to measure service delivery, service quality and program administration. This is performed by reviewing the program's quarterly reports to check the accuracy of outcome data and through periodic site visits. They also provide budget workbooks to this program on a quarterly basis. This information is used to help guide both programmatic and fiscal decisions.

In addition, Wichita State University consultant, Dr. Delores Craig-Moreland, conducts an annual independent evaluation of the program and shares her evaluation findings and recommendations with the program. All parties work to find opportunities to implement recommendations and improve program services. The information from this program is included in the evaluation report as well as other annual documents. Dr. Craig-Moreland presents her independent evaluation report to Team Justice and the Board of County Commissioners on an annual basis. This information is used to provide technical assistance and guide future funding decisions.

**PREVENTION PROCESS OUTCOME STATEMENT    Judicial District    18<sup>th</sup>**

**Program Name:**    Detention Advocacy Services/Kansas Legal Services

**Program Number:**    P1918-7

**Process Outcome Statement (What will the program change and by how much?)**

To serve 200 youth in SFY19, the number of minority and low-income youth in secure detention who receive case management services (125 youth) and short-term intervention services (75 youth), as measured by program participation records maintained by Kansas Legal Services.

**1. How will the change be measured and what data will be used?**

By program participation records maintained by Kansas Legal Services. Specifically, reports are generated from the Legal Trek database, maintained by Kansas Legal Services, by the code for the project which includes the opening date, the closing date and the closing outcome.

**2. By when will it change?**

By the end of SFY19.

**3. What is the baseline?**

In SFY17, 159 youth received case management services and short term services, (101 case management, 58 short-term services).

In SFY16, 237 youth received case management services and short term services (147 case management, 90 short- term services).

**K. PREVENTION BEHAVIORAL OUTCOME STATEMENT      Judicial District 18<sup>th</sup>**

**Program Name:**      Detention Advocacy Services

**Program Number:**      P1918-7

**Behavioral Outcome Statement (What will the program change and by how much?)**

To increase by 1% (from 88% to 89%) in SFY19 the percentage of program participants who do not return to the Juvenile Intake and Assessment Center and/or the Juvenile Detention Facility during case management, as measured by admission records.

**1. How will the change be measured and what data will be used?**

By juvenile records compiled by the Sedgwick County Division of Corrections. Specifically, the Juvenile Information Management System (web JIMS application) database, maintained by the Sedgwick County Division of Corrections, is utilized to obtain admissions to the Juvenile Detention Facility for program youth for the relevant time period.

**2. By when will it change?**

By the end of SFY19.

**3. What is the baseline?**

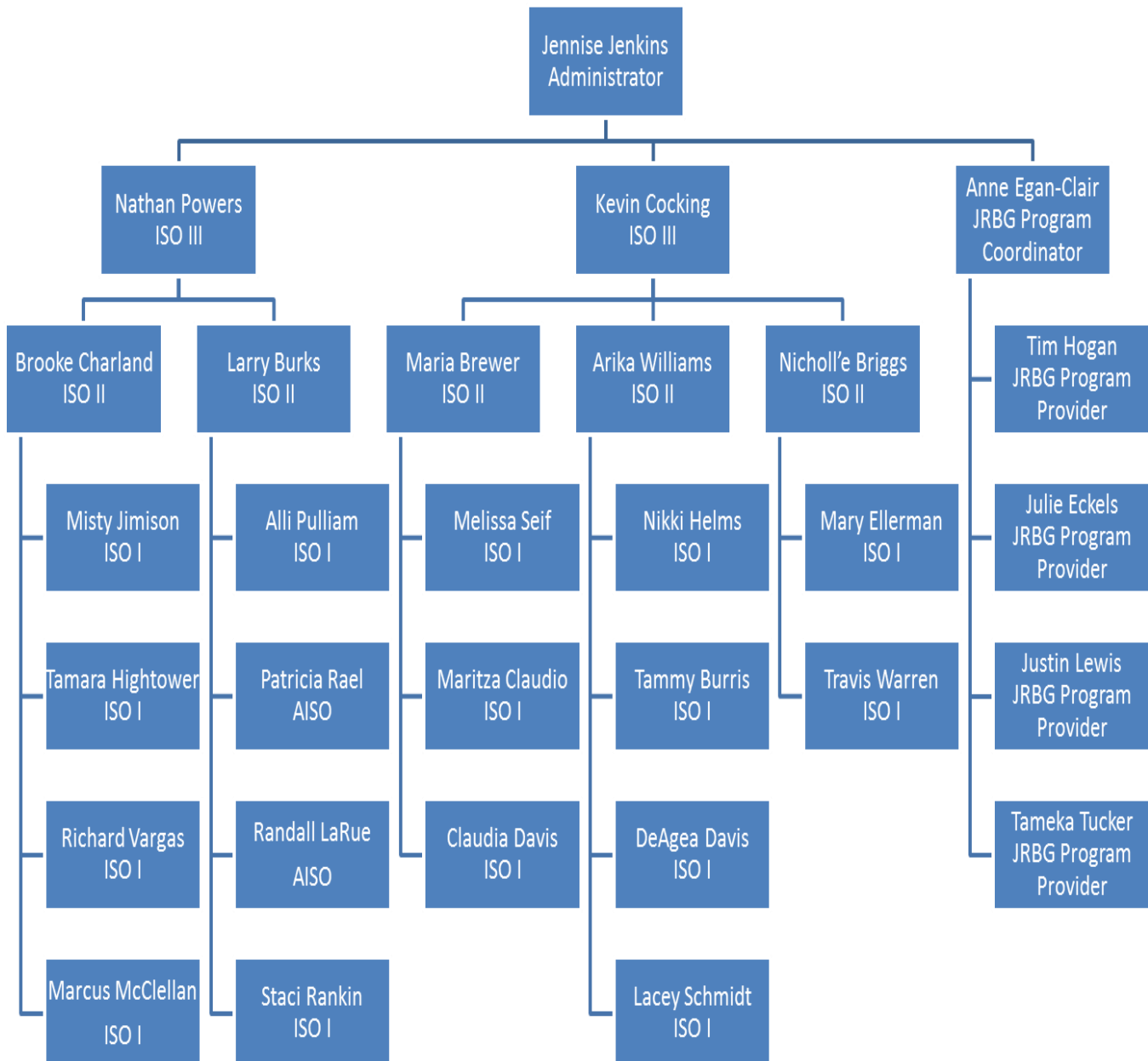
During SFY16, 90% of the program participants did not return to JDF during case management services as measured by JDF admission records.

During SFY17, 88% of the program participants did not return to JDF during case management services as measured by JDF admission records.

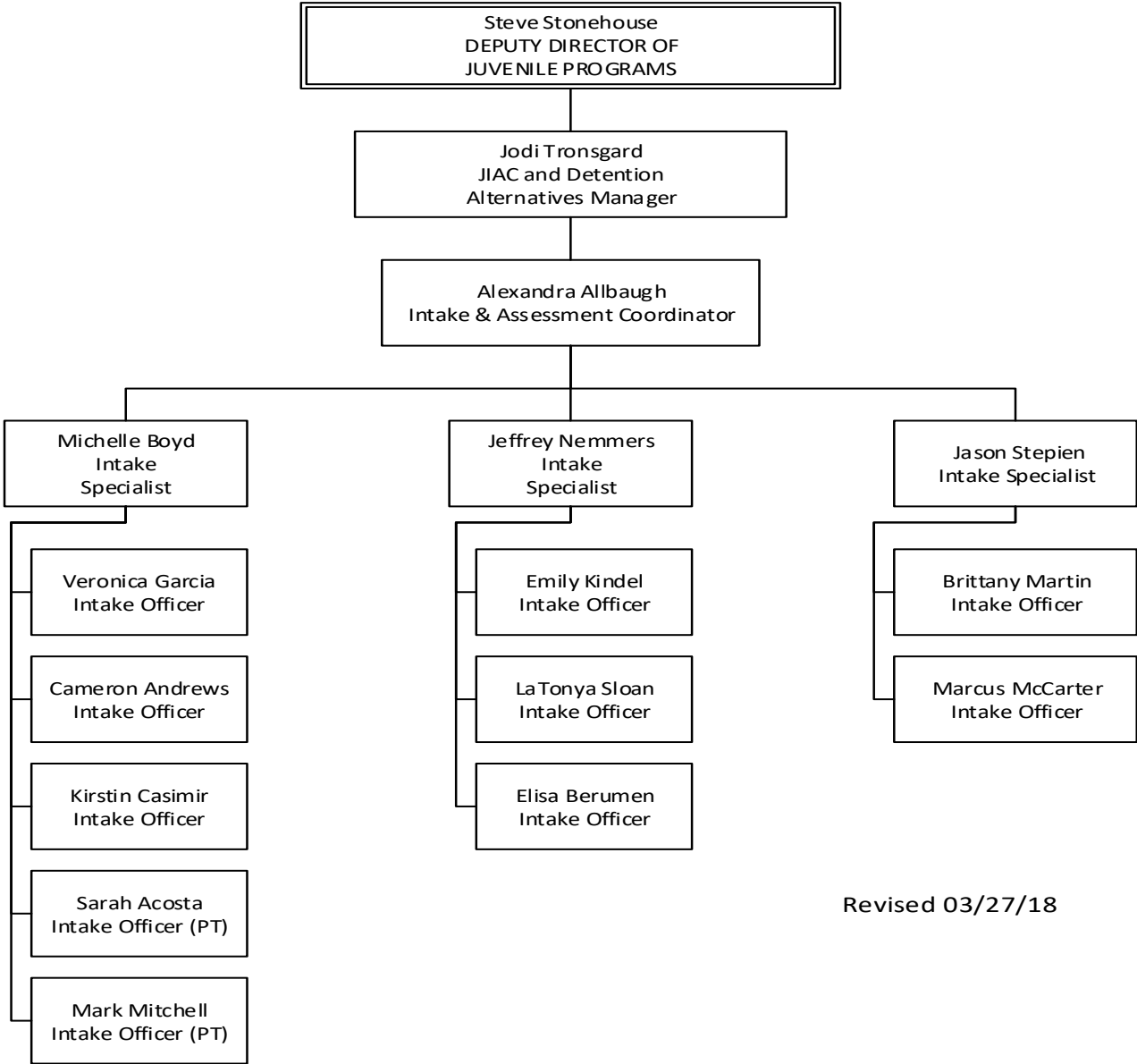
## K. ORGANIZATIONAL CHART

Provide a graphic illustration of lines of authority and responsibility within the organization. Structure will vary by Administrative County; however the application must reflect all entities from the BOCC to each position required to operate the organization. The organizational chart should clearly list each employee and their title for JIAS, IIP, JISP and CM. Please do not include organizational charts for prevention programs.

### Sedgwick County Division of Corrections Juvenile Field Services – JISP/CM



# SEDGWICK COUNTY DIVISION OF CORRECTIONS JUVENILE INTAKE & ASSESSMENT CENTER (JIAC) 2018



Revised 03/27/18



**FY2019 District Programs**

**L. PROGRAM CONTACT INFORMATION**

Program Name & Organization Name	Director Name & Email	Financial Officer *	Physical Address	Phone	Program # and Award Amount
Detention Advocacy Service  Kansas Legal Services	Dorothy Burgess  <a href="mailto:burgess@klsinc.org">burgess@klsinc.org</a>	Jim Murphy	Dorothy Burgess Detention Advocacy Service 700 S. Hydraulic Wichita, KS 67211  Jim Murphy Kansas Legal Services 712 S. Kansas Avenue, #200 Topeka, KS 66603	Dorothy Burgess 316-660-5365  Jim Murphy 785-233-2068	P1918-7  \$167,327
Juvenile Intake and Assessment Center  &  Immediate Intervention Program (IIP)	Jodi Tronsgard  <a href="mailto:jodi.tronsgard@sedgwick.gov">jodi.tronsgard@sedgwick.gov</a>	Chris Morales	Jodi Tronsgard Juvenile Intake and Assessment Center 700 S. Hydraulic Wichita, KS 67211  Chris Morales Sedgwick County Division of Corrections 700 S. Hydraulic Wichita, KS 67211	Jodi Tronsgard 316-660-5360  Chris Morales 316-660-7019	GS1918-1  \$754,671.
Juvenile Intensive Supervision Program	Jennise Jenkins  <a href="mailto:jennise.jenkins@sedgwick.gov">jennise.jenkins@sedgwick.gov</a>	Chris Morales	Jennise Jenkins Juvenile Field Services 3803 E. Harry Suite 125 Wichita, KS 67218  Chris Morales Sedgwick County Division of Corrections 700 S. Hydraulic Wichita, KS 67211	Jennise Jenkins 316-660-5375  Chris Morales 316-660-7019	GS1918-2  \$649,291.
Juvenile Case Management	Jennise Jenkins  <a href="mailto:jennise.jenkins@sedgwick.gov">jennise.jenkins@sedgwick.gov</a>	Chris Morales	Jennise Jenkins Juvenile Field Services 3803 E. Harry Suite 125 Wichita, KS 67218  Chris Morales Sedgwick County Division of Corrections 700 S. Hydraulic Wichita, KS 67211	Jennise Jenkins 316-660-5375  Chris Morales 316-660-7019	GS1918-3  \$1,480,152.

**Part III. Application Attachments – Kansas Department of Corrections-Juvenile Services Juvenile Justice Comprehensive Plan Grant Application FY19**

A. Check List

*Each completed application for this grant will include the following items:*

- Application (part II of this document), which also includes as attachments:
  - If applicant a group of counties, a copy of the Cooperating Agreement
  - Copy(ies) of Written Agreement(s) for Immediate Intervention Program
- Excel file of the FY19 Agency Application Budget Workbook including signed approval form
- FY18 Grant Conditions, signed by the Chairperson of the Board of County Commissioners

## Part IV: FY2019 KDOC-Juvenile Services Comprehensive Plan Signatory Approval Forms

Agency Name: Sedgwick County Division of Corrections

Agency Director: Glenda Martens

My signature certifies that I did assist in the development, completion and review of the agency's Comprehensive Plan, Budget Summary and Budget Narrative attached hereto. I further certify that:

1. The plan, including budget documents and other attachments, complies with the written directions sent to me by the Kansas Department of Corrections – Juvenile Services (KDOC-JS).
2. The plan, including budget documents and other attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC-JS Standards and KDOC Financial Rules and Guidelines.
3. The agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on juvenile community corrections supervision.
4. The agency will provide timely, complete and accurate data to the KDOC-JS regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC-JS Standards and KDOC Financial Rules and Guidelines or special requests from the KDOC-JS.

Furthermore, my signature certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2018 through June 30, 2019 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

### **I. GRANTEE AGREES TO:**

- A. Utilize grants funds for the development, implementation, operation and improvement of juvenile community correctional services pursuant to K.S.A. 75-7038 through 75-7053 and amendments thereto, as submitted in the GRANTEE'S comprehensive plan and grant application.
- B. Perform intake and assessment functions as required pursuant to K.S.A. 75-7023 and amendments thereto, and in accordance with KDOC-JS's Juvenile Intake and Assessment Services Standards, <http://www.doc.ks.gov/juvenile-services/supervision-standards/jias>
- C. Perform immediate intervention program functions as required pursuant to K.S.A. 38-2346 and amendments thereto, and in accordance with KDOC-JS's IIP standards, <https://www.doc.ks.gov/juvenile-services/supervision-standards>
- D. Perform juvenile intensive supervised probation functions as required pursuant to K.S.A. 75-7034 et seq. and in accordance with KDOC-JS's Community Agency Supervision Standards, <http://www.doc.ks.gov/juvenile-services/supervision-standards>
- E. Perform case management services for juvenile offenders placed in KDOC-JS custody and in accordance with KDOC-JS's Community Agency Supervision Standards, <http://www.doc.ks.gov/juvenile-services/supervision-standards>
- F. Assume the authority and responsibility for funds received through KDOC-JS in accordance with the provisions of the KDOC-JS Financial Rules and Guidelines for Graduated Sanctions and Prevention Block Grants, <http://www.doc.ks.gov/publications/juvenile/financial-rules>
- G. Convene a juvenile corrections advisory board pursuant to K.S.A. 75-7044 and amendments thereto, and determine and establish an administrative structure for the effective administration and delivery of the comprehensive juvenile justice system.
- H. Provide administrative oversight to enhance the operational and evaluation procedures by assessing program efficiency and effectiveness of juvenile justice programs funded by state block grant funds.

- I. Notify KDOC-JS in writing, within ten (10) days of appointment, of administrative changes of the Chairperson for the Board of County Commissioners or Juvenile Corrections Advisory Board, the Administrative Contact, or the Director(s) of Juvenile Intake and Assessment, Community Case Management and Juvenile Intensive Supervised Probation programs operated under this grant.
- J. Adhere to all applicable Federal and State laws and regulations, the Interstate Compact for Juveniles, K.S.A. 38-1008 *et seq.*, as well as KDOC-JS standards, policies and procedures. GRANTEE shall be responsible for any and all costs associated with non-compliance under this section.
- K. Expend KDOC-JS funds, including, but not limited to, prevention and/or graduated sanctions in accordance with GRANTEE's Juvenile Justice Comprehensive Plan State Block Grant. Obtain advance approval in writing by the Deputy Secretary of KDOC-JS for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds.
- L. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to GRANTEE shall be returned to KDOC-JS within thirty (30) days.
- M. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC-JS may reduce the amount of the grant award.
- N. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
- O. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC-JS, its employees and/or its contractual agents.
- P. Not consider employees or agents of the GRANTEE as agents or employees of KDOC-JS. GRANTEE accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
- Q. Not hold KDOC-JS and the State of Kansas, and their employees, officials or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to GRANTEE.
- R. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile Services for final review and resolution.
- S. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
- T. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for

training including apprenticeship. GRANTEE agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the GRANTEE. GRANTEE further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.

- U. Provide services to applicable juveniles residing or adjudicated in GRANTEE's Judicial District.
- V. Maintain books, records, documents, and other evidence in a manner that accurately reflects receipts and expenditures of all programs funded by this grant.
- W. Not use state funds allocated through this grant to supplant GRANTEE'S present Federal, State or local funding of services or programs.
- X. Maintain records and submit reports containing such information and at such times as required by KDOC-JS.
- Y. Attend all applicable training sponsored by KDOC-JS.
- Z. Enter into agreements with member counties and/or private, public or not-for-profit entities for the delivery of graduated sanctions and prevention services in order to maximize the effective and efficient use of state resources. All agreements between GRANTEE and member counties or subcontractors shall be in writing and shall require compliance with these award conditions. GRANTEE shall be responsible for ensuring member county and/or subcontractor compliance with these grant conditions, KDOC-JS Juvenile Intake and Assessment Standards, KDOC-JS Community Agency Supervision Standards, the Financial Rules and Guidelines for Graduated Sanctions and Prevention Block Grants, and state and federal law. If requested by KDOC-JS, the GRANTEE shall forward a copy of all such agreements to KDOC-JS indicating compliance with this condition.

## **II. JUVENILE SERVICES AGREES TO:**

- A. Maintain standards, policies and procedures for Juvenile Intake and Assessment, Community Case Management and Juvenile Intensive Supervised Probation, and provide consultation and technical assistance to GRANTEE for the implementation of the comprehensive juvenile justice system.
- B. Provide oversight necessary to support the Juvenile Justice Reform Act.
- C. Maintain case management purchase of service funds for services in the Juvenile Services Provider Handbook, <http://www.doc.ks.gov/juvenile-services/provider/PH>
- D. Receive and process invoices for non-Medicaid provider services contained in the Handbook.
- E. Assume responsibility for payment of Medicaid services contained in the Case Management Payment System Handbook.
- F. Delegate authority to Grantee to sign consents necessary in the administration of programs for juvenile offenders in the custody of the Kansas Department of Corrections, Juvenile Services, to GRANTEE or its designees.
- G. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to GRANTEE shall be returned to KDOC-JS within thirty (30) days.
- H. Conduct audits and reviews of GRANTEE to determine their level of compliance with Juvenile Intake and Assessment, Community Case Management, and Juvenile Intensive Supervised Probation standards and the Case Management Payment System Handbook, KDOC-JS Financial Rules and Guidelines for Graduated Sanctions and Prevention Block Grants, and all applicable laws, regulations, and policies. In the event of a finding of unsatisfactory compliance with its obligations under this Agreement, or a finding based upon other evidence of a serious violation and/or lack of compliance with Agreement, all applicable Federal and State laws and regulations, as well as KDOC-JS field standards, policies and procedures, KDOC-JS may withhold part or all of any grant due or to become due to GRANTEE as payment for services rendered hereunder.
- I. Neither assume nor accept any liability for the actions or failure to act, either professionally or otherwise, of GRANTEE, its employees and/or its contractual agents.

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Agency Director

Date

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Advisory/Governing Board Chairperson

Date

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Board of County Commissioners Chairperson (Host County Only)

Date

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

County: \_\_\_\_\_