

**SFY 2016 APPLICATION FOR  
PREVENTION  
AND  
GRADUATED SANCTIONS  
PROGRAMS**

**Part II. Application – Kansas Department of Corrections-Juvenile Services Juvenile Justice  
Comprehensive Plan Grant Application FY16**

**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>Mark Masterson, Director</u>
Mailing address: <u>525 N. Main, 3<sup>rd</sup> Floor</u>	Agency: <u>Sedgwick County Department of Corrections</u>
City, zip: <u>Wichita, 67203</u>	Mailing address: <u>700 S. Hydraulic</u>
Telephone: <u>316-660-9300</u>	City, zip: <u>Wichita, 67211</u>
Fax: <u>316-383-8275</u>	Telephone: <u>316-660-9750</u>
E-mail: <u><a href="mailto:Richard.Ranzau@sedgwick.gov">Richard.Ranzau@sedgwick.gov</a></u>	Fax: <u>316-660-1670</u>
Judicial District #: <u>18<sup>th</sup></u>	E-mail: <u><a href="mailto:mark.masterson@sedgwick.gov">mark.masterson@sedgwick.gov</a></u>
County Employer ID #: <u>48-6000798</u>	Signature/Date: <u> 4-2-15</u>
Name of BOCC Chair: <u>Richard Ranzau</u>	(Administrative Contact)
Signature/Date: _____	
(BOCC Chair)	
C. Juvenile Corrections Advisory Board	D. Financial Officer of Administrative County
Name: <u>Terri Moses</u>	Name: <u>John M. (Marty) Hughes</u>
Title: <u>Chairperson, Juvenile Corrections Advisory Board</u>	Title: <u>Revenue Manager</u>
Mailing address: <u>3850 N. Hydraulic</u>	Mailing address: <u>525 N. Main, 8<sup>th</sup> Floor</u>
City, zip: <u>Wichita, 67219</u>	City, zip: <u>Wichita, 67203</u>
Telephone: <u>316-973-2260</u>	Telephone: <u>316-660-7591</u>
Fax: <u>N/A</u>	Fax: <u>316-383-7729</u>
E-mail: <u><a href="mailto:moses@usd259.net">moses@usd259.net</a></u>	E-mail: <u><a href="mailto:marty.hughes@sedgwick.gov">marty.hughes@sedgwick.gov</a></u>
Signature/Date: <u> 4/2/2015</u>	Signature/Date: <u> 4/2/2015</u>
(JCAB Chair)	(Fiscal Officer)

ATTEST TO: \_\_\_\_\_  
Kelly B. Arnold, County Clerk

APPROVED AS TO FORM:   
Jennifer Magana, Acting County Counselor

## 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<sup>th</sup> Date completed: February 9, 2015 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
BOCC	General	Terri Moses	3850 N. Hydraulic	<a href="mailto:moses@used259.net">moses@used259.net</a>	F	NH	C	7/24/13	6/30/16
		Citizen	Wichita, KS 67219	316-973-2260					
Members Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
Sheriff	Law Enforcement	Richard Powell	141 W. Elm	<a href="mailto:rpowell@sedgwick.gov">rpowell@sedgwick.gov</a>	M	NH	C	6/30/13	6/30/15
		Chief Deputy	Wichita, KS 67203	316-660-3900					
Chief of Police	Law Enforcement	Hassan Ramzah	455 N. Main, 4 <sup>th</sup> Floor	<a href="mailto:HRamzah@wichita.gov">HRamzah@wichita.gov</a>	M	NH	AA	6/3/13	6/30/15
		Deputy Chief	Wichita, KS 67202	316-268-4270					
County / District Attorney	Prosecution	Ron Paschal	1900 E. Morris	<a href="mailto:rpaschal@sedgwick.gov">rpaschal@sedgwick.gov</a>	M	NH	C	6/12/15	6/30/15
		Deputy District Attorney	Wichita, KS 67211	316-660-9700					
Administrative Judge	Judiciary	Robb Rumsey	1900 E. Morris	<a href="mailto:rrumsey@dc18.org">rrumsey@dc18.org</a>	M	NH	C	5/27/14	6/30/15
		Presiding Juvenile Judge	Wichita, KS 67211	316-660-5708					
BOCC	Education Representative	Bill Faflick	201 N. Water	<a href="mailto:bfaflck@usd259.net">bfaflck@usd259.net</a>	M	NH	C	8/15/12	6/30/15
		Asst. Superintendent	Wichita, KS 67202	316-973-4457					
Administrative Judge	Court Services	Kerry Weible	1900 E. Morris	<a href="mailto:kweible@dc.18.org">kweible@dc.18.org</a>	F	NH	C	2/27/13	6/30/15
		Chief Probation Officer	Wichita, KS 67211	316-660-5560					
BOCC	Mental Health Representative	Jody Patterson	350 N. Broadway	<a href="mailto:Jody.patterson@sedgwick.gov">Jody.patterson@sedgwick.gov</a>	F	NH	C	4/28/14	6/30/16
		Director of Rehab Services	Wichita, KS 67202	316-660-9569					
BOCC	General	Julie Rinke	8410 S. 135 <sup>th</sup> W	<a href="mailto:Jrinke66@gmail.com">Jrinke66@gmail.com</a>	F	NH	C	7/2/14	6/30/17
		Citizen	Wichita, KS 67206	316-648-3744					

Members Appointed by	Representing	Name and Job Title	Address	E-mail & Phone	M/F	Ethnicity	Race	Appointed Date	Expiration Date
BOCC	General	Pat Hanrahan	245 N. Water	<a href="mailto:phanrahan@unitedwayplain.org">phanrahan@unitedwayplain.org</a>	M	NH	C	7/2/14	6/30/17
		Citizen	Wichita, KS 67202	316-267-1321					
BOCC	General	Emile McGill	2755 E. 19 <sup>th</sup>	<a href="mailto:Emcgill1@yahoo.com">Emcgill1@yahoo.com</a>	F	NH	AA	7/3/13	6/30/16
		Citizen	Wichita, KS 67214	316-686-4352					
BOCC	General	Taunya Rutenbeck	1602 N. Burns	<a href="mailto:trutenbeck@cox.net">trutenbeck@cox.net</a>	F	NH	AI	7/3/13	6/30/16
		Citizen	Wichita, KS 67203	316-253-8303					
BOCC	General	Karen Countryman-Roswurm	1845 Fairmount Street	<a href="mailto:Outreach7@cox.net">Outreach7@cox.net</a>	F	NH	C/NA	7/2/14	6/30/17
		Citizen	Wichita, KS 67260	316-978-7013					
City	General	Kathy Dittmer	823 Litchfield	N/A	F	NH	C	7/9/13	6/30/16
		Citizen	Wichita, KS 67203	316-262-6165					
City	General	Marvin Stone Jr.	2309 E. Murdock	<a href="mailto:stonejrmrvinpat@att.net">stonejrmrvinpat@att.net</a>	M	NH	AA	9/12/12	6/30/15
		Citizen	Wichita, KS 67214	316-263-8355					
City	General	Shawna Mobley	806 N. Main	<a href="mailto:Shawna_cck@hotmail.com">Shawna_cck@hotmail.com</a>	F	NH	C	7/9/13	6/30/16
		Citizen	Wichita, KS 67203	316-262-3060					

## C. DISPROPORTIONATE MINORITY CONTACT (DMC)

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.
  - Continue to collect, analyze and publish DMC data in our annual [benchmark report](#) released in May 2014. The report contains detailed information for trend analysis for five years (2009 – 2013) as well as narratives explaining the initiatives. The report was presented to the JCAB and Board of County Commissioners by consultants from Wichita State University. It is available online for the public on the DOC website.
  - WSU completed a [program evaluation](#) and report in November analyzing county and state funded crime prevention programs outcomes including differential success rates by race and ethnicity. The published report was presented to JCAB and Board of County Commissioners by consultants and is available online for the public on the DOC website. The overall successful completion rates for minority youth were 81.4% (African American 75.4%, Latino 86%) and for Caucasian youth 79.9%.
  - The governing bodies for DCM include the Detention Utilization Committee and JCAB. Data was presented and discussed at each monthly meeting as well as focused presentations to address specific questions and issues.
  - Community engagement and voice is represented through JCAB membership. One voting member represents the African American Coalition. Other positions represent the general public with appointment by the City of Wichita and Sedgwick County Board of County Commissioners.
  - WSU hosted the Richard Ross exhibit at their Ulrich Museum on campus in March 2014. JCAB held a monthly meeting there to highlight the exhibit for the members. Media coverage was extensive and presented the topics addressed in the Ross book titled *Juvenile In Justice*. This included the DMC issue. Pictures in the book include youth at the Sedgwick County Juvenile Detention Facility.
  - The Agreement to Appear arrest diversion program for minor offenses committed at Wichita Public Schools and Goddard Public Schools was studied by the stakeholder planning team, outcomes reviewed and continued for school year 2014 – 2015. Presentations about the program have been made to various groups as well as conferences.
  - Cultural competence is a strategic goal for the Department of Corrections. The strategy is contained in a written diversity plan as a component of the department strategic plan. The plan is updated annually, published in the benchmark report and made available to the public online at the department website. All staff are required to participate in training. Staffing levels are measured by race and ethnicity and results are used to guide recruitment efforts to achieve diversity goals. We strive for staffing that represents the community in our programs.

- An agreement for online interpreter services is provided by the department.
  - The director attended the Model for Change Annual Meeting in December by invitation as a member of the DMC Action Network legacy team.
  - The department participates in the JDAI state project and DMC is a component.
2. Please provide a summary, or attach a copy, of the judicial district's DMC work plan for the State Fiscal Year 2016.
- The work plan continues to be focused on reducing case processing time for detained youth, reducing admissions for failure to appear for court hearings, expansion of the Agreement to Appear arrest diversion to suburban schools, expanded data collection and analysis, preventing crossover from CINC to JO custody using a collaborative team approach developed attending a Georgetown Certificate program (11/2014), family engagement reforms and reducing arrests, detention and out of home placements using evidence based practices with fidelity and improved quality assurance methods and training.
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?
- Monthly discussions at JCAB and Detention Utilization Committee.
  - Presentations about the school arrest diversion program (ATA) and outcomes.
  - Strategic meetings with stakeholders regarding implementation of the crossover youth practices and strategies developed by the local team at Georgetown to avoid criminalizing CINC youth.
  - Develop policy and practice reforms and training to implement best practices for family engagement at JIAC, JDF, JRF, JISP and JCM.
  - Efforts to move Accountability Panels from DOC locations to community based settings.

#### **D. Juvenile Justice Continuum**

**1. Who does the court appoint for juvenile defense when youth do not retain their own counsel?**

- ☐ Public Defender's Office  
☒ Contract Attorneys  
☐ Both

➤ Please note any additional narrative:

**2. Are Court Appointed Special Advocates (CASAs) used for juvenile offender cases?**

- ☒ No  
☐ Yes – If yes, please answer the following questions:

a. How many JO's were appointed a CASA in FY14? \_\_\_\_\_

b. What is the eligibility criteria for a JO to be assigned a CASA?

➤ Please note any additional narrative:

**3. Are Citizen Review Boards (CRBs) used for juvenile offenders?**

- ☒ No  
☐ Yes – If yes, please answer the following questions:

a. How many JO's were processed through a CRB in FY14? \_\_\_\_\_

b. What is the eligibility criteria for a JO to be processed through a CRB?

➤ Please note any additional narrative:

**4. If special courts are used in your Judicial District for juvenile offenders, please check all that apply.**

- ☐ Drug Court  
☐ Family Court  
☐ Mental Health Court  
☐ Teen Court  
☐ Truancy  
☒ None

➤ Please note the eligibility criteria for each indicated:

**5. Does an Immediate Intervention Program (IIP) per KSA 38-2346 exist within the Judicial District?**

- ☐ No  
☒ Yes – If yes, please answer the following questions:

a. How many youth participated in an IIP in FY14? 424

b. How many youth completed an IIP in FY14? 272

c. What agency operates the IIP? District Attorney's Office

d. What are the eligibility criteria for youth?

Juveniles charged with the following crimes are eligible to apply for diversion if they do not have more than one pending case and have no prior juvenile adjudication, convictions other than traffic infractions, diversion or deferred prosecution in this or any jurisdiction:

- Theft
- Criminal deprivation of Property or Motor Vehicle
- Criminal Damage to Property
- Burglary
- Criminal Trespass
- Forgery

- Giving a Worthless Check
- Criminal Use of a Financial Card
- Battery (Charges involving bodily harm are not eligible)
- Disorderly Conduct
- Minor in Possession/Consumption of Alcohol
- Possession of Drug Paraphernalia
- Misdemeanor Possession of Controlled Substances
- Felony Possession of Controlled Substances (Only charges filed on or after September 1, 2013)
- Other non-violent crimes, at the discretion of the District Attorney

Charges involving bodily harm or violence are not eligible. Cases involving: weapons; explosives or incendiary devices; manufacturing, distribution or sales of controlled substances; sex/sexual motivation or death are not eligible for diversion regardless of the resulting charge. Gang members are not eligible for diversion.

- **Please note any additional narrative:** Eligibility information provided from the District Attorney's website:

<http://www.sedgwickcounty.org/da/documents/jv%20Diversion%20info.pdf>

**6. Is pre-file diversion available in the Judicial District?**

☒

No

☐

Yes – If yes, please answer the following questions:

- How many youth participated in a pre-file diversion program in FY14? \_\_\_\_\_
- How many youth completed a pre-file diversion program in FY14? \_\_\_\_\_
- What agency operates the pre-file diversion program?
- What is the eligibility criteria for youth?

- **Please note any additional narrative:**

**7. How many dispositional hearings for juvenile offenders occurred in FY14? 1,081**

*(Information was provided by the Sedgwick County Clerk's Office)*

**8. Of the dispositional hearings for juvenile offenders in FY14, how many Pre-Sentence Investigations (PSIs) and/or Pre-Dispositional Reports (PDRs) were completed, also in FY14? 443**

- **Please note any specific criteria for PSI/PDR being ordered:**

*(Information was received from Juvenile Court Services.)*

**9. Is Community Service Work (CSW) permitted to pay fines, fees and/or restitution?**

☐

No

☒

Yes – If yes, please answer the following questions:

- How many youth were permitted to pay fines, fees and/or restitution with CSW in FY14? This is not being tracked by the courts.
- What is the eligibility criteria for a youth to be permitted to pay fines, fees and/or restitution with CSW? Ordered by the Judge is the only criteria.

- **Please note any additional narrative:**



**10. How many youth received an Extended Juvenile Jurisdiction (EJJ) disposition in FY14?** N/A

➤ **Please note any additional narrative:**

*(The Sedgwick County Clerk's Office, District Attorney's Office, and the Office of Judicial Administration do not track this information. No data or information is available to the Sedgwick County Department of Corrections at this time.)*

**11. How many EJJ youth were revoked and had the adult sentence imposed in FY14?** N/A

➤ **Please note any additional narrative:**

**12. How many youth were waived to adult court in FY14?** 8

➤ **Please note any additional narrative:**

*(Mark Gleason from OJA reports there were 8 in Sedgwick County during SFY14.)*

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

### 1. Who operates Juvenile Intake and Assessment System (JIAS) within your Judicial District?

Sedgwick County Department of Corrections

### 2. What screening instrument(s) are used at JIAS? Please check all that apply.

☒

**MAYSI-II**

☐

**PACT**

☐

**POSIT**

☒

**Other: Sedgwick County Department of Corrections Juvenile Risk Assessment Instrument**

(Also known as the JIAC Brief Screen)

#### ➤ How is the information from the screening instrument(s) utilized?

The MAYSI-II is a state-approved screening instrument utilized as part of the assessment process for all juveniles aged 12 years and older that screens for mental health risks and needs. Once the instrument has been completed, staff score and print out the Scoring Profile and share the results with the juvenile and the juvenile's parent/legal guardian. The results are shared with the juvenile's parent/legal guardian to facilitate discussion regarding appropriate referrals; the parent/legal guardian signs the Scoring Summary form affirming that staff offered a referral for services to address areas of concern (caution and warning areas). Answers to specific questions in the instrument are not shared with anyone; only the aggregated results as represent by the Scoring Profile are shared. The results are provided with Juvenile Detention Facility staff for youth being placed in detention who score over Caution cut-off on Suicide Ideation or over Caution cut-off on any two other scales or over Warning cut-off on any one of the six clinical scales (excluded Traumatic Experience).

The "JIAC Brief Screen" was developed and validated against the Youth Level of Service/Case Management Inventory (YLS/CMI) by Wichita State University (WSU) in August 2009, with subsequent validation studies in May 2010 and July 2011. The screening tool is designed to measure each of 8 domains to predict future delinquency on a scale of 0 – 3 with 3 indicating higher levels of risk. The assessment yields an overall numeric score that is linked to one of four levels of risk: low risk, moderate risk, high risk and very high risk. Items with a score of 3 are a clear indication of a criminogenic risk, and suggest an opportunity to reduce future delinquency. Plans to assist youth should address the high risk domains. These areas facilitate discussion regarding appropriate referrals. Additionally, the scores and domain information are shared with others as appropriate to inform services for the youth. The domains are: history of antisocial behavior, school or work situation, leisure and recreation activities, peer relations, family circumstances, substance abuse, antisocial personality traits and antisocial thinking.

### 3. Does JIAS use an objective screening tool/ instrument to determine which youth will be placed in detention?

☐

**No**

☒

**Yes – If yes, please answer the following question:**

#### **a. List the names of the instruments and the developers:**

Sedgwick County Juvenile Detention Risk Assessment Instrument (RAI)

The RAI was implemented by the Sedgwick County Department of Corrections in 1996 and the instrument was later revised in 1997. The RAI was evaluated in December 2000 (by Dr. Brian Withrow and Matt Vequist; Midwest Criminal Justice Institute; Wichita State University with funding under a Juvenile Accountability Incentive Block Grant) and again in May 2009 (by Dr. Delores Craig-Moreland; Wichita State University).

➤ **Please note any additional narrative:**

The RAI is a screening tool used to evaluate each arrested youth to determine the need for secure locked confinement based on public safety (risk to the public and to reoffend) and failure to appear risks. It is a written checklist of criteria that are applied to rate each youth for specific detention related risks. It does so by assigning points for various risk factors and then producing a total risk score indicating whether the child is eligible for secure detention, conditional release, or for release home. The overall risk score is then used to guide the intake worker in making the critical decision of whether to detain or release the arrested youth. The RAI is used to ensure fair and consistent decision making in the interest of both the youth and the public.

**4. For a JIAS worker to place a youth in detention, is approval needed from any of the following:**

- ☐ **County Attorney**
- ☐ **District Attorney**
- ☐ **Judge**
- ☐ **JIAS Supervisor**
- ☐ **Law Enforcement Officer**
- ☐ **Other (please specify):** \_\_\_\_\_

➤ **Please note any additional narrative:**

Juvenile Release from Custody is done in accordance with K.S.A. 75-7023; KDOCJS – JIAS-04-109 and JIAC Policy 8.823. JIAC staff utilized the recommendation indicated by the Risk Assessment Screening Instrument (RAI). If staff are uneasy about the action prescribed by the RAI in a particular case, they contact the Judge for consultation prior to taking action. This may include recommendations for release or detention.

**5. Is a Notice to Appear (NTA) or (ATA) process available?**

- ☐ **No**
- ☒ **Yes – If yes, please answer the following questions:**
  - a. How many NTA or ATA intakes were completed in FY14?**

In SFY14 there were 223 ATAs issued.

- Of these 223, 3 youth were ineligible.
- Of the 220, 207 (94%) were successful; there were 193 ATA intakes and 14 were referred to their supervision officer in lieu of intake.
- Of the 220, 13 (6%) were unsuccessful.

”Successful” indicates that the youth completed an intake and assessment appointment OR was referred to their supervision officer.

“Ineligible” is determined for a variety of reasons including: the youth’s age; having an open CINC case; being placed in foster care; having a subsequent arrest; being omitted for inpatient treatment; moving out of the country; and, being sentenced.

**b. What is the eligibility criteria for a NTA or ATA?**

- Minor crimes committed by a student on USD 259 school grounds during school hours.
- The ATA requires the student and the student's parent/guardian to agree to make an appointment with JIAC within 24 hours of the offense.
- The student and the parent/guardian must attend and participate in the JIAC assessment process and follow through with the appropriate community services identified during the assessment process.
- Offenses eligible for ATA procedures include but are not limited to: fighting, disrupting school, disorderly conduct, possession of marijuana or alcohol, open container, minor vandalism/destruction of property, and petty theft.
- Ultimately, the decision is made by the Wichita Police officer; the student may be taken directly to JIAC for any offense if deemed appropriate by the officer.

➤ **Please note any additional narrative:**

In 2011, there were two collaborative efforts aimed at reducing arrests for youth at school. One, a non-binding Memorandum of Understanding (MOU) between USD 259, the Wichita Police Department (WPD), and the Juvenile Intake and Assessment Center (JIAC) established an alternative to traditional arrest procedures for certain low level school related offenses. This MOU establishes that WPD officers responding to a Wichita Public School can refer students involved in disorderly conduct and disturbing the peace offenses to conflict resolution alternatives rather than making an arrest. The MOU also establishes an Agreement to Appear (ATA) as an alternative to arrest and transport by WPD to JIAC for minor crimes committed by a student on USD 259 school grounds during school hours. The ATA requires the student and the student's parent/guardian to agree to make an appointment with JIAC within 24 hours of the offense. The student and the parent/guardian must attend and participate in the JIAC assessment process and follow through with the appropriate community services identified during the assessment process. Offenses eligible for ATA procedures include but are not limited to: fighting, disrupting school, disorderly conduct, possession of marijuana or alcohol, open container, minor vandalism/destruction of property, and petit theft.

The other partnership involves an MOU between USD 259, 18<sup>th</sup> Judicial District Court - Juvenile Division, JIAC, WPD, DCF- Wichita Region, DCCCA, Youthville, Sedgwick County Developmental Disability Organization, and COMCARE. This MOU establishes options for the handling of students with special needs who are alleged to have committed a delinquent act on Alternative School premises. The response to certain acts committed by students with intellectual or behavioral disorders, including but not limited to: fighting, disrupting school, disorderly conduct, obstruction of Police (regarding truancy), and criminal trespass (not involving damage to property), can be determined by the school or principal without arrest or the filing of a complaint alleging delinquency. This MOU provides an alternative to arrest, handcuff and transport to JIAC for students displaying crisis level behavior that is a manifestation of a diagnosed intellectual or behavioral disorder. In 2011, this procedure was implemented in the Alternative School setting. Use of the MOU will eventually expand across the district to every school and grade level since students with intellectual and behavioral disorders are educated at all schools.

**6. Are Walk-In Intakes available to parents, guardians and youth on a voluntary basis?**

☐

No

☒

Yes – If yes, please answer the following questions:

**a. How many walk-in intakes were completed in FY14?**

There were 7 voluntary intakes in SFY14. This does not include youth who turned self in (for sanction or commitment order) or Agreements to Appear.

**b. What are the eligibility criteria for walk-in intakes?**

JIAC offers voluntary, pre-scheduled assessment for any youth (ages 10 – 17) in the community.

➤ **Please note any additional narrative:**

Recently, information on voluntary assessments was provided to external stakeholders including Saint Francis Community Services and USD 259. Additionally, brochures for our Starting Point Program are being distributed to Saint Francis Community Services, USD 259 and the Wichita Police Department. Starting Point is a free delinquency prevention program for youth ages 10 – 17 designed to help youth develop the basic skills needed to make wise decisions prior to any involvement in the juvenile court system.

**7. Given that JIAS must be available 24 hours a day, 7 days a week, please indicate how the jurisdiction staffs for JIAS by completing the table below. Please account for all hours.**

<b>Day:</b>	<b>Scheduled Office Hours:</b>	<b>On-Call Hours:</b>
<b>Sunday 12am – 11:59pm</b>	00:01 to 23:59	
<b>Monday 12am – 11:59pm</b>	00:01 to 23:59	
<b>Tuesday 12am – 11:59pm</b>	00:01 to 23:59	
<b>Wednesday 12am – 11:59pm</b>	00:01 to 23:59	
<b>Thursday 12am – 11:59pm</b>	00:01 to 23:59	
<b>Friday 12am – 11:59pm</b>	00:01 to 23:59	
<b>Saturday 12am – 11:59pm</b>	00:01 to 23:59	

➤ **Please note any additional narrative:**

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

### **1. Who is the responsible agency for the Juvenile Intensive Supervised Probation (JISP) and Case Management (CM) in your Judicial District?**

Sedgwick County Department of Corrections – Juvenile Field Services

### **2. What population(s) does your agency serve?**

☒

**Only Juvenile**

☐

**Only Adult**

☐

**Both Juveniles and Adults**

➤ **Please note any additional narrative:**

### **3. 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: High Risk**

➤ **Please note any additional narrative:**

### **4. Does the agency administer any specific screening or assessment tools, other than the YLS?**

☐

**No**

☒

**Yes – If yes, please answer the following questions:**

**a. List all specific screening or assessment tools administered: JSOAP**

**b. How is the information from the tool(s) utilized?**

➤ **Please note any additional narrative:** Completed on all male sex offenders under the age of 18 years old, reassessments completed as needed. Utilized to identify risk to reoffend sexually, treatment determined based on risk level.

### **5. Does the agency utilize a response grid of rewards and sanctions in supervising youth?**

☐

**No**

☒

**Yes**

➤ **Please note any additional narrative:** Graduated Responses grid is utilized to address violations and reward positive behaviors in a timely manner regarding terms of supervision.

### **6. Does the agency utilize a response grid of graduated sanctions grid for youth going through the revocation process?**

☒

**No**

☐

**Yes**

➤ **Please note any additional narrative:** Graduated Responses grid is utilized prior to filing motions with the Court.

### **7. How does the agency provide services to juveniles outside standard business hours?**

☒

**Evening classes or groups**

☐

**Evening community service project**

☒

**Evening curfew checks**

☒

**Evening home visits**

☒

**Evening office appointments**

☐

**Evening surveillance**

☐

**Evening Reporting Center (ERC)**

☐

**Evening other (please specify):**

☐

**Weekend classes or groups**

- ☐ Weekend community service project
- ☐ Weekend curfew checks
- ☐ Weekend home visits
- ☐ Weekend office appointments
- ☐ Weekend surveillance
- ☐ Weekend other (please specify): \_\_\_\_\_

➤ **Please note any additional narrative:** Groups are offered until 8pm, curfew checks / home visits are completed until 10pm, office hours are until 6pm Monday – Thursday.

**8. Does your agency deliver cognitive behavior classes or groups?**

- ☐ No
- ☒ Yes – If yes, please answer the following question:

**a. List all the curricula and developers:**

- Curricula- Thinking for A Change Integrated Cognitive Behavior Change Program  
Developer- National Institute of Corrections
- Curricula- Aggression Replacement Training  
Developer- Dr. Arnold Goldstein, Dr. Barry Glick
- Curricula- Courage to Change  
Developer- The Change Companies
- Curricula- Why Try Program  
Developer- Christian Moore

**9. 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.**

	Fee/reimbursement:	How much is the fee/reimbursement:	Is a sliding fee scale available?	Can community service work be done in lieu of the fee?
<input type="checkbox"/>	Courtesy Transfer		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	DNA		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	Electronic Monitoring Device/GPS	\$5.28 - \$8.04	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	Supervision	\$50.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	UA	\$5.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/>	UA Confirmation	\$30.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Other (please specify):		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	None			

- **Please note any additional narrative:**
- Electronic Monitoring Device charges are based on the equipment (EMD, GPS with phone or without)
  - The Graduated Response grid allows a reduction of fees as an incentive

**G. PREVENTION PROGRAM SUMMARY**Judicial District 18<sup>th</sup>Program Name: Detention Advocacy ServicesProgram Number: P1618-07

Program Type:	Number of Youth Served in FY14:	Number of Youth to be served in FY16:
<input type="checkbox"/> Primary Prevention		
<input type="checkbox"/> Secondary Prevention		
<input checked="" type="checkbox"/> Tertiary Prevention	335 (120 CM, 120 STS, 95 ATTY)	340 (150 CM, 90 STS, 100 ATTY)

**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 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. Indicate the primary (select only one) change in the participants of the program**

☒ 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:**

Youth from Sedgwick County (the 18th 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. *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.

**a. Demographics:**

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:**

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):**

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. JIAS also refers moderate to high risk youth to the program.

**4. Services Provided:**

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 factors 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 for telephone installation services for purposes of electronic monitoring and/or being able to do their weekly phone checks as required, 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, sentencings, 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:

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 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:**

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 until 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. Jodie Beeson with WSU serves as an external independent evaluator. The evaluation is a formative (process) evaluation conducted by Dr. Beeson for 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 provided to key stakeholders as well as published on the Sedgwick County Department of Corrections website.

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

The program engages in a continuous quality improvement process. Sedgwick County Department of Corrections (SCDOC) administrative staff regularly monitors 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 researcher and professor, Dr. Jodie Beeson, 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. Dr. Beeson presents her independent evaluation report and Benchmark 5 Update 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.

## H. PROGRAM/SUBGRANTEE PROCESS OUTCOME STATEMENT

Judicial District 18<sup>th</sup>

Program Name: Detention Advocacy Services

Program Number: P1618-7

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

To serve 240 youth in SFY16, the number of minority and low-income youth in secure detention who receive case management services (150 youth) and short-term intervention services (90 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 SFY16.

#### 3. What is the baseline?

In SFY14, 240 youth received case management services and short term services (120 case management, 120 short- term services).

## H. PROGRAM/SUBGRANTEE PROCESS OUTCOME STATEMENT

Judicial District 18<sup>th</sup>

Program Name: Detention Advocacy Services

Program Number: P1618-7

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

In SFY16, Kansas Legal Services will provide continued legal representation to the conclusion of the legal process to 100% of youth who are accepted for case management or short term intervention services who do not already have appointed counsel (excluding those who refuse or require separate counsel), as measured by program 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, from which reports are generated by the legal 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 SFY16.

#### 3. What is the baseline?

In SFY14, legal representation was provided to 100% (95/95) of eligible youth.

**I. PROGRAM/SUBGRANTEE BEHAVIORAL OUTCOME STATEMENT****Judicial District** 18<sup>th</sup>**Program Name:** Detention Advocacy Service**Program Number:** 1618-7**Behavioral Outcome Statement (What will the program change and by how much?)**

To increase by 1% (from 88% to 89%) in SFY16, the percentage of program participants who do not return to the Juvenile Detention Facility (JDF) during case management, as measured by JDF admission records.

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

By juvenile records compiled by the Sedgwick County Department of Corrections. Specifically, the Juvenile Information Management System (web JIMS application) database, maintained by the Sedgwick County Department 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 SFY16.

**3. What is the baseline?**

During SFY14, 88% (105/120) of the program participants did not return to JDF during case management services as measured by JDF admission records

**I. PROGRAM/SUBGRANTEE BEHAVIORAL OUTCOME STATEMENT** Judicial District 18<sup>th</sup>

**Program Name:** Detention Advocacy Service

**Program Number:** 1618-7

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

To increase by 1% (from 84% to 85%) in SFY16, the percentage of program participants who do not return to the Juvenile Detention Facility (JDF) during continued legal representation, as measured by JDF admission records

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

By juvenile records compiled by the Sedgwick County Department of Corrections. Specifically, the Juvenile Information Management System (web JIMS application) database, maintained by the Sedgwick County Department 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 SFY16.

**3. What is the baseline?**

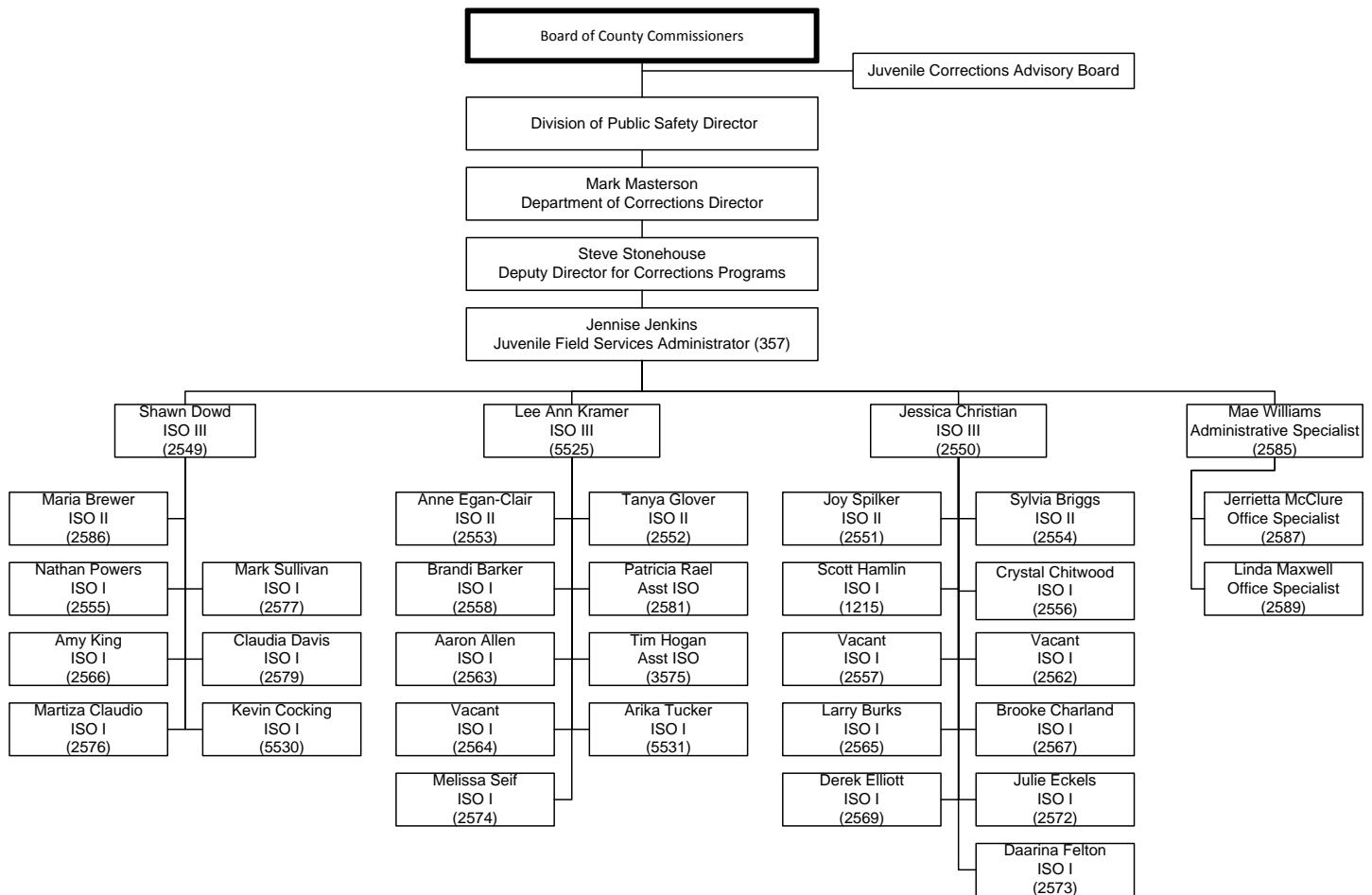
During SFY14, 84% (80/95) of the program participants receiving continued legal representation did not return to JDF during the adjudicatory process as measured by JDF admission records.



## L. 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, JISP and CM. Please do not include organizational charts for prevention programs.*

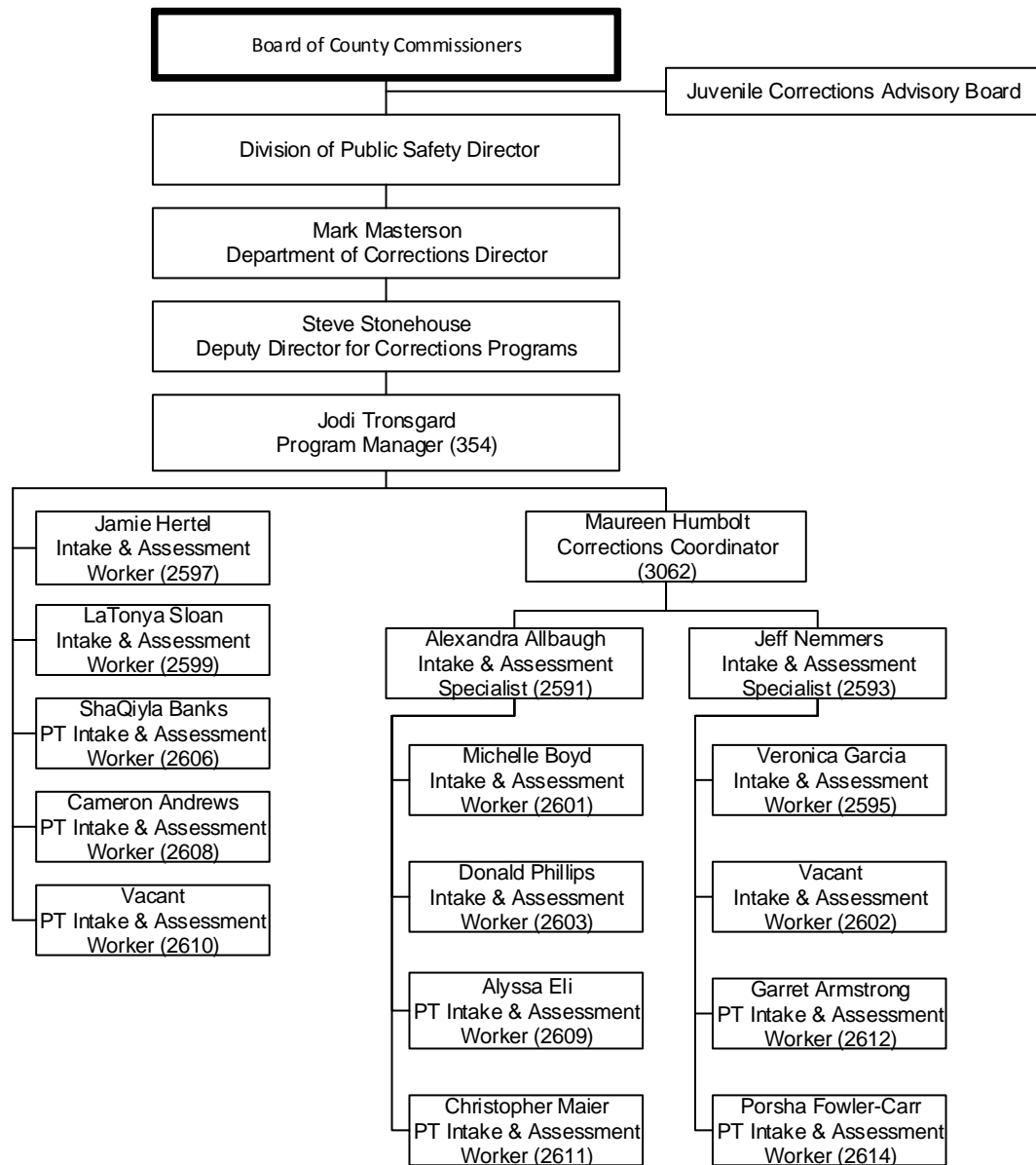
### SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS JUVENILE FIELD SERVICES SFY 2016 ORGANIZATIONAL CHART



# SEDGWICK COUNTY DEPARTMENT OF CORRECTIONS

## JUVENILE INTAKE & ASSESSMENT CENTER

### SFY 2016 ORGANIZATIONAL CHART



**FY2016 District Programs**

**K. 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	P1618-7  \$167,327.27
Juvenile Intake and Assessment Center	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 Dept. of Corrections 700 S. Hydraulic Wichita, KS 67211	Jodi Tronsgard 316-660-5360  Chris Morales 316-660-7019	GS1618-1  \$722,251.84
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 Dept. of Corrections 700 S. Hydraulic Wichita, KS 67211	Jennise Jenkins 316-660-5375  Chris Morales 316-660-7019	GS1618-2  \$701,514.08
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 Dept. of Corrections 700 S. Hydraulic Wichita, KS 67211	Jennise Jenkins 316-660-5375  Chris Morales 316-660-7019	GS1618-3  \$1,626,509.08

**L. BUDGET DOCUMENTATION:** *Missing attachments will impact your funding.*

*The Application Packet must include all required budget documents. Supplanting personnel or operations currently funded by sources other than state grant funds is not allowed. Instructions for budget completion are discussed in this chapter. The budget workbook containing the budget narrative form for reporting personnel data and non-personnel data will be emailed to all applicants in an Excel document. Agencies **will be required** to submit all budget and personnel documentation in the workbook provided and this should be submitted as an **Excel** document.*

**Definitions:**

- 1. Budget Narrative:** *A detailed explanation of expenditures contained in the Budget Documents (expenditure allocations by program). Forms supplied by KDOC shall be used for this purpose.*
- 2. Budget Summary:** *Anticipated expenditures, organized in specific budget categories related to the Comprehensive Plan for FY2016, summarizing the budget narrative. Forms supplied by KDOC shall be used for this purpose. The form provided automatically populates based on the narrative amounts.*

**A. GENERAL BUDGET INSTRUCTIONS:**

*Budget justifications and allocation will be presented using the budget worksheets. Each **Category** contains three sections. The first section is a **percentage** allocation for each line item by program. The second section is a **monetary** allocation for each line item by program. The second section **CANNOT** be modified, except for certain criterion which is discussed below. The third section is **category comments**.*

- Tab 1: Agency Personnel Narrative is the first budget narrative worksheet. Personnel is broken down into **1A ADMIN PERSONNEL** and **1B NON-ADMIN PERSONNEL**. Input total salary and percentage allocations by program for each employee in the first section of each line item. The second section will auto-populate based on the percentages you input in the first section. Employer paid deductions is the **Only** criteria you are allowed to modify. ***Please note Insurance, Longevity, and other employer specified deductions are dollar amounts NOT percentages.***
- Tab 2: Agency Non-Personnel Narrative is the second budget narrative worksheet. Each category contains two sections; the percentage allocation and the monetary allocation by program for each line item. List all line item descriptors under each category. Provide details regarding how the amount for each descriptor is derived. Enter the amount for each descriptor and the percentage allocation for each program. The monetary allocation will auto-populate based on the percentage allocation.
- Tab 3: **Only applicant Community Corrections agencies with a residential center need to complete the third budget worksheet.** The process described above must be addressed separately for adult intensive supervision and residential center. The Residential budget narrative worksheet falls under the same guidelines and restriction as the first two worksheets precisely mentioned. The expenditure categories are those associated solely with a residential center.
- Tab 4: The Budget Summary is the fourth in the budget narrative worksheet. There cannot be any modifications on this sheet. Use the populated figures in this sheet to verify the accuracy of the budget.
- Tab 5: The Signatory Approval Form is the final budget narrative worksheet. Once the budget is complete, the agency should obtain the appropriate signatures as designated by the sheet. The agency must obtain a budget approval from the County Commission Chairperson, Advisory Board Chairperson, County Fiscal Officer, and the Director / Administrative Contact.

## **B. GENERAL BUDGET GUIDELINES:**

*A complete listing of personnel data for both new and existing staff MUST be included. All Category Comments must be completed with information regarding the method in determining the percentage allocations and anticipated increases or decreases over previous state fiscal years. Forms supplied by KDOC shall be used for this purpose. The agency must abide by the following guidelines when creating the budget documentation:*

- Include only state funded positions and expenditures.
- Budget amount must be for SFY 2016 ONLY
- Budgeting previous year unexpended funds is not allowed
- Budgeting for pre-paid future year expenditures is not allowed
- Round all percentages in the narrative to the nearest tenth.
- All figures will be expressed in whole dollars
- Prevention Admin budget cannot exceed 10% of the total prevention allocation.
- When requesting equipment or vehicles, the following outlines the maximum amount KDOC will grant for the purchase of the specified item.

Desktop Computer	\$ 804.00
Laptop Computer	\$ 1,135.00
Monitor	\$ 140.00
Minivan	\$21,500.00
Vehicle (intermediate car)	\$18,200.00
Vehicle (compact car)	\$16,400.00

**Failure to respond to each of the listed criteria in the workbook provided and submitted as an Excel document may adversely impact the grant award determination.** Please note that all awards are subject to availability of appropriated funds.