Kansas Administrative Regulations

Department of Health and Environment

Article 4.—Maternal and Child Health—Detention Centers and Secure Care Centers for Children and Youth.

28-4-354. Admission and release policies.

(a) Written admission policies and procedures of the center shall be approved by the governing body in accordance with goals and purposes of the center and Kansas statutes.

(b) Admission procedures and practice shall include but not be limited to:

(1) Collecting identifying information;

(2) verifying the legal authority to detain;

(3) completing a health history checklist. This checklist shall be completed by the admitting staff person, using a form approved by the Kansas department of health and environment. A description of bruises, abrasions, symptoms of illness and current medications shall be documented on this form;

(4) assessing the juvenile's suicide risk potential;

(5) documenting the notification of the juvenile's parents or legal guardian and legal custodian, if not the parent or legal guardian, in accordance with Kansas juvenile code.

(6) assisting the juvenile in contacting the juvenile's family at the time of admission.

(7) conducting an intake interview. Designated staff members shall conduct each intake interview;

(8) providing an orientation to the center in a manner which is understandable to the juvenile. Completion of the orientation and receipt of all written orientation materials shall be documented by a signed statement from the juvenile;

(9) notifying the appropriate intake officer;

(10) searching the juvenile and the juvenile's possessions;

(11) documenting the juvenile's clothing and personal possessions and disposition. A written inventory of all money and personal property of the juvenile shall be signed by the juvenile and the admitting staff member and kept with the juvenile's record. If the

juvenile refuses to sign the inventory, the refusal shall be documented in the juvenile's record;

(12) distributing personal hygiene items;

(13) providing for a shower and hair care;

(14) issuing clean, laundered clothing, if necessary; and

(15) assigning the juvenile to a sleeping room.

(c) No juvenile shall be admitted to:

(1) A detention center, except as authorized by K.S.A. 38-1528 subsections (a) or (b) or by K.S.A. 38-1640 and any amendments thereto; or

(2) a secure care center, except as authorized by K.S.A. 38-1502(a)(10) or by K.S.A. 38-1568 and any amendments thereto.

(d) No juvenile shall be admitted who shows evidence of being seriously ill, injured, intoxicated or physically or mentally impaired until the juvenile is examined and approved for admission by a physician licensed to practice in Kansas.

(e) A center shall not accept permanent legal guardianship of a juvenile.

(f) Release policies.

(1) All releases shall be approved by the court of jurisdiction or the designated authority.

(2) The center shall provide release forms to be signed by the person to whom the juvenile is released and by the staff person releasing the juvenile.

(3) Temporary releases for court attendance, medical appointments or placement visits, or other necessary purposes shall be permitted when authorized by the court or its designated official.

(4) Procedures and practice for release of juveniles shall include:

(A) Verification of identity.

(B) completion of any pending action, including any grievance or claim for damages or lost possessions;

(C) transportation arrangements;

(D) instructions for forwarding mail; and

(E) return of money and personal property to the juvenile. A receipt for all money and personal property shall be signed by the juvenile.

(5) Juvenile records shall be transferred in accordance with Kansas statutes and regulations and with center policies.

(g) The length of stay for each juvenile admitted for care in a detention center shall not exceed 90 days unless an exception is granted by the Kansas department of health and environment. Each request for an exception shall be received by the department prior to the ninetieth day of the juvenile's stay. Each exception request shall be in writing and provide:

(1) Identification of the juvenile for whom an exception is requested;

(2) the specific reason why an exception is requested;

(3) the projected release date; and

(4) the total number of service days requested.

(Authorized by and implementing K.S.A. 65-508; effective May 1, 1979; amended Aug. 23, 1993.)

***** Authenticated Kansas Administrative Regulation *****