

Amended Standards for Kansas CASA Programs

The Kansas Supreme Court is accepting public comment on amendments to its Standards for Kansas Court Appointed Special Advocate Programs. The standards establish minimum requirements for Kansas CASA Programs.

If adopted, amendments to the standards will reflect current requirements from the National CASA/GAL Association for Children, increase minimum requirements for volunteer management, clarify procedures for program oversight, and match current practices.

Proposed changes are shown using strikethrough for deletion and underlining for new language.

Comment may be made by email to publiccomments@kscourts.org until 5 p.m. Sunday, July 31, 2022. The subject line must read "CASA Standards."

~~STANDARDS AND GUIDELINES~~ FOR KANSAS COURT APPOINTED SPECIAL ADVOCATE ~~(CASA)~~ PROGRAMS

Supreme Court Task Force on Permanency Planning
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Table of Contents

| | |
|---|----|
| Definitions | 5 |
| I. CERTIFICATION OF CASA VOLUNTEERS | 6 |
| A. Certification requirements | 6 |
| B. Screening conducted by the program..... | 6 |
| C. Record checks | 9 |
| D. Prior contact with juvenile justice or criminal justice systems..... | 11 |
| E. Screening conducted by OJA..... | 11 |
| F. Screening conducted by the Department for Children and Families (DCF)..... | 13 |
| G. Request for exception | 13 |
| H. Maintenance of volunteer certification | 13 |
| I. Notification of criminal charges to program..... | 14 |
| J. Continued screening..... | 14 |
| K. Retention of applicant and volunteer records | 14 |
| L. CASA volunteers' access to records..... | 14 |
| M. Request for certification and decertification to OJA | 14 |
| N. Acknowledgment of duty as a volunteer | 15 |
| II. TRAINING OF CASA VOLUNTEERS | 15 |
| A. Pre-service training requirement..... | 15 |
| B. Required topics | 15 |
| C. Court and Citizen Review Board observation | 17 |
| D. Training manual | 17 |
| E. Continuing education..... | 17 |
| III. CASA PROGRAM POLICIES GOVERNING ADMINISTRATION | 18 |
| A. Supreme Court Rule 110..... | 18 |
| B. Program membership with the National CASA Association..... | 18 |
| C. Program membership with the Kansas CASA Association..... | 18 |
| D. Management and personnel policies and procedures..... | 18 |
| E. Communications policy | 18 |
| F. Photo policy | 18 |
| G. Maintenance of required case information | 18 |
| H. Case file return..... | 19 |
| I. Case file record retention..... | 20 |
| J. Case destruction policy | 20 |
| K. Case closure documentation | 20 |
| L. Notification of volunteer appointment and removal | 20 |
| M. Files and information sharing | 21 |
| N. Reporting suspected abuse..... | 21 |
| O. Statement of confidentiality | 21 |
| P. Screening requirements..... | 21 |
| Q. Transportation policies and procedures | 21 |
| R. Training requirement for program leadership..... | 22 |
| S. Program attorney..... | 22 |
| T. CASA case limit policy | 23 |
| U. Conflict of interest policy | 24 |

| | | |
|-------|--|----|
| V. | Annual written report..... | 24 |
| W. | Annual budget..... | 24 |
| X. | Fundraising policy | 25 |
| Y. | Communication with OJA | 25 |
| Z. | Volunteer case assignment..... | 25 |
| AA. | Programs operating under or as an umbrella organization | 25 |
| BB. | Policy and procedure manual..... | 25 |
| CC. | Written agreement..... | 25 |
| DD. | Case supervision limit..... | 25 |
| IV. | PROGRAM POLICIES GOVERNING CASA VOLUNTEERS..... | 26 |
| A. | Approval | 26 |
| B. | Applicant’s signed acknowledgment of receipt..... | 26 |
| C. | Certification, decertification, and case assignment decisions..... | 26 |
| D. | Case conference requirements | 26 |
| E. | Conflict of interest policy | 26 |
| F. | Prohibition of weapons | 27 |
| G. | Gathering and release of information | 27 |
| H. | Prohibited activities | 28 |
| I. | Emergency procedures..... | 28 |
| J. | Reporting abuse or neglect..... | 28 |
| K. | In-person meeting requirement..... | 28 |
| L. | Confidentiality | 28 |
| M. | Inactive status..... | 29 |
| N. | Suspension for a crime pending resolution..... | 29 |
| O. | Transfer | 29 |
| P. | Decertification..... | 29 |
| V. | COURTESY CASA APPOINTMENT..... | 30 |
| A. | Intrastate assistance..... | 30 |
| B. | Memorandum of Understanding..... | 30 |
| C. | Interstate assistance..... | 30 |
| VI. | CERTIFICATION OF THE CASA PROGRAM | 30 |
| A. | Certification forms and timeframes | 30 |
| B. | Annual Audit..... | 31 |
| C. | Written certification report | 32 |
| VII. | PROGRAM COMPLAINTS | 33 |
| A. | Form..... | 34 |
| B. | Process | 34 |
| C. | Notice of compliance | 36 |
| D. | Extensions..... | 36 |
| E. | Discretionary audit..... | 36 |
| VIII. | PROGRAM EVALUATION | 36 |
| A. | Initiation..... | 36 |
| B. | Process; timeframes; onsite evaluation; onsite report; written determination | 36 |
| IX. | APPEALS PROCEUDRE | 37 |

| | |
|--|----|
| A. Program requirements and timeframes | 37 |
| B. Review panel..... | 38 |
| C. Hearing and report timeframes; findings; final decision | 38 |

**STANDARDS FOR KANSAS ~~CASA~~
COURT APPOINTED SPECIAL ADVOCATE PROGRAMS**

Definitions

1. **Applicant:** a person who has applied to become a Court Appointed Special Advocate (CASA) volunteer, CASA program volunteer, member of a CASA program board of directors, a CASA program intern, or a CASA program employee or a CASA volunteer, member of the board of directors, employee, CASA program volunteer, or intern who has been submitted for re-screening.
2. **Electronic Signature:** handwritten and scanned signature or a verified digital signature obtained with signing software.
3. **Files:** volunteer and case files may be electronic or in paper format.
4. **Program (the program):** a CASA program certified by the Office of Judicial Administration (OJA). Duties assigned to a CASA program in these standards must be fulfilled by the CASA program executive director or the executive director's designee unless otherwise noted
5. **Program Volunteer:** a person who volunteers for the program in a capacity other than as a CASA volunteer

6. TABLE OF CONTENTS

| | |
|---|-------------|
| | <u>Page</u> |
| <u>I. CERTIFICATION OF COURT APPOINTED SPECIAL ADVOCATE VOLUNTEERS</u> | <u>1</u> |

Chief Judge: The chief judge of the judicial district.

I. CERTIFICATION OF CASA VOLUNTEERS

A. Certification requirements—

Applicants must be certified as volunteers prior to assignment as a court appointed special advocate. CASA program applicants are certified upon successful completion of the following:

1. screening procedures,
2. training requirements (see Section II of these standards),
3. written request to OJA as outlined in Section I.M.; and
4. written notification from OJA to the program when a volunteer is certified.

B. Screening conducted by the program director—1

C. Release of The program must consider at least the following information—1

D. Screening conducted by Office of Judicial Administration 1

1
E. Written records of certified volunteers 7

H. TRAINING OF CASA VOLUNTEERS 7

A. Minimum hours 7

B. Minimum hours of local training 7

C. Required topics 7

D. Court/CRB observation 8

5
E. Training Manual 8

5
F. In-service requirement 8

III. PROGRAM POLICIES AND PROCEDURES GOVERNING ADMINISTRATION 8

| | | |
|----|---------------------------------------|----|
| A. | Office records, calendar, and files | 8 |
| B. | Volunteer case files | 8 |
| C. | Case file material | 9 |
| D. | Case file destruction policy | 9 |
| E. | Annual written report | 9 |
| F. | Staff conflict of interest | 9 |
| G. | Employee/Board of Directors Screening | 9 |
| H. | Legal consultation | 9 |
| I. | Program policies | 10 |
| J. | Management policies | 10 |
| K. | Kansas CASA Association Membership | 10 |
| L. | National CASA Association Membership | 10 |
| M. | Annual budget | 10 |
| N. | Fundraising | 10 |

IV. PROGRAM POLICIES GOVERNING CASA VOLUNTEERS 10

| | | |
|----|--|----|
| A. | Assignment to and removal from cases | 10 |
| B. | Conflict of interest by a volunteer | 10 |
| C. | Supreme Court Order 110 | 11 |
| D. | Prohibition of firearms | 11 |
| E. | Suspension of volunteer certification | 11 |
| F. | Required written policies provided to volunteers | 11 |

V. COURTESY ADVOCATE ASSISTANCE TO CASA PROGRAMS 12

| | | |
|----|----------------------------|----|
| A. | Intrastate courtesy CASA | 12 |
| B. | Out-of-state courtesy CASA | 12 |

VI. CERTIFICATION OF THE CASA PROGRAM 12

| | | |
|----|---|----|
| A. | Certification forms and calendar | 12 |
| B. | Site visit by Office of Judicial Administration | 12 |

| | | |
|--------------|--|-----------|
| C. | Written Certification Reports | 12 |
| D. | Evaluation of utilization of guidelines | 14 |
| VII. | PROGRAM REVIEWS | 14 |
| A. | Non-compliance | 14 |
| B. | Review by the Office of Judicial Administration | 15 |
| VIII. | APPEALS PROCEDURE | 15 |
| A. | Request for appeal to Supreme Court | 15 |
| B. | Three member appeals panel | 15 |
| C. | Hearing and report by panel | 15 |
| D. | Re- | |
| 1. | the individual's written application after denial of certification | 16 |

APPENDICES

| | | |
|----------------------------|--|-----|
| Appendix Form A (2 parts): | Certified CASA Volunteers | I |
| Appendix Form B: | Decertified CASA Volunteers | III |
| Appendix C: | <u>Kansas CASA Guidelines</u> | IV |
| A. | CASA Program Structure | IV |
| B. | Roles & Responsibilities of a CASA Volunteer | V |
| C. | Recruiting Volunteers | VI |
| D. | Selection & Appointments of Volunteers | VII |
| E. | Supervision of Volunteers | VII |

STANDARDS FOR KANSAS CASA PROGRAMS

~~I. CERTIFICATION OF COURT APPOINTED SPECIAL ADVOCATE VOLUNTEERS~~

~~A. Each program shall certify its applicants. Certification shall~~must
include the following information:

~~1. Screening procedures~~

~~2. Training requirements (see Section II of these standards)~~

~~B. At a minimum, program directors or their designee shall conduct the following screening procedures and give appropriate consideration to the information obtained:~~

~~1. The written application completed by the applicant containing, at a minimum, information pertaining to:~~

~~a. Educational~~a. educational background and training;

~~b. Employment~~employment history;

~~c. Experience~~experience working with children; _____

~~d. Personal~~personal experience with child abuse and neglect; and

~~Prior~~prior contact with the juvenile justice and criminal justice systems;

~~2. Three~~three written references from persons unrelated to the applicant;

~~3. Personal~~personal interview; and

~~4. results of records checks.~~

~~C. Record checks~~

~~1. The program must obtain the applicant's fingerprints on a fingerprint card provided by OJA. The program must perform the following record checks no sooner than ninety (90) days before initial certification and then every four years starting from the date on the record check results:~~

~~a. Criminal History Record Inquiry (CHRI) and Kansas Bureau of Investigation (KBI national) criminal record checks and;~~

~~b. criminal history records from the court jurisdiction in which the applicant currently lives and works;~~

- c. criminal history records from any county, state, or country in which the applicant has lived or worked the last seven years;
- d. Child Abuse and Neglect Central Registry Check or equivalent for any state or country the applicant has lived or worked in the last seven years;

~~5.~~ Criminal History Record Inquiry (CHRI)

- e. National Sex Offender Registry; and
- f. Social Security Number Verification.

2. If the applicant has not been a resident of the United States, Kansas, or current county of residence for the past seven years, the program must make inquiries of the criminal history records of all countries, states, and counties where the applicant has lived and worked in the seven years prior to application. Certification will not be denied if another state, county, or country does not respond in a reasonable amount of time to the record check inquiry after a minimum of two attempts to obtain the information. If the program receives information that indicates a volunteer has a criminal history equivalent to section I.E.2., the volunteer must be decertified.

3. The applicant must complete the following record check authorizations:

- a. KBI Waiver Agreement and FBI Privacy Act Statement;
- b. OJA CHRI form;
- c. shall Child Abuse and Neglect Central Registry Release of Information form;
- d. Social Security Number Verification form; and
- e. any additional releases needed to complete a records check.

4. The applicant must be informed, in writing,:

- a. of the screening procedures which will be used and must sign a release of information for the purpose of Child Abuse and Neglect Central Registry Check and the CHRI. Applicants who refuse to sign the release shall not be certified as CASA volunteers.;

b. that the CASA program executive director can determine an applicant ineligible for certification;

c.

~~D. The Office of Judicial Administration (OJA) shall conduct the CHRI.~~

1. ~~OJA shall furnish written notification to the program that refusal to authorize the records checks will prohibit certification; and~~

d. of the convictions and adjudications that prohibit certification.

5. The program must comply with the Americans with Disabilities Act. The application must include language that requires program compliance with the Americans with Disabilities Act.

D. Prior contact with juvenile justice or criminal justice systems

The program must make appropriate written inquiries to the applicant **regarding** any prior contact with juvenile justice or criminal justice systems. The program must furnish the information obtained to OJA.

3. ~~Program directors or their designees shall~~ **E. Screening conducted by OJA**
OJA must request a KBI records check for each applicant.

1. The program must provide information for the CHRI to OJA as follows: KBI records check to OJA on the CHRI form provided by OJA.

a. ~~The Full name of applicant and any also known as names (AKAs) known to the program~~

b. ~~Social Security number~~

e. ~~Birth date~~

d. ~~Height, weight, color of hair, and color of eyes~~

e. ~~Street address, city, and state of residence for the five years prior to application~~

f. ~~Race and ethnicity~~

2. OJA must screen the applicant through CHRI. Certification of the KBI criminal records check and determine the applicant's eligibility to be a CASA volunteer. An applicant is not eligible if the applicant generally

cannot proceed if any of the following is found to apply to the applicant: (If any exception is to be made, the chief judge or designated judge must document, in writing, the justification for granting an exception.):

- a. was convicted as an adult of any felony;
- b. was convicted as an adult of any misdemeanor which is a sex offense, a crime against public morals, a crime affecting family relationships and children, assault, battery, crime against the public peace, crimes against persons, crime against public safety, crimes involving controlled substances, or an attempt or conspiracy to commit any such misdemeanor ~~(as defined in K.S.A. Chapter 21, articles 33, 34, 35, 36, and 43 and amendments thereto);~~;
- c. was adjudicated a juvenile offender because of having committed an act, which if done by an adult, would constitute the commission of a felony;
- d. was adjudicated a juvenile offender because of having committed an act which, if done by an adult, would constitute a misdemeanor ~~which is a sex offense, a crime against public morals, a crime affecting family relationships and children, assault or battery, or an attempt or conspiracy to commit any such misdemeanor (as defined in K.S.A. Chapter 21, articles 33, 34, 35, 36, and 43 and amendments thereto);~~ as described in subsection I.E.2.b.;
- e. entered into a diversion agreement involving a charge of child abuse or a sexual offense ~~(K.S.A. 22-2906 et seq. and amendments, K.S.A. 38-1635);~~ or
- f. was convicted or adjudicated of any act that would pose a risk to children or to the credibility of the ~~CASA~~-program.

3. An applicant with

~~5. Anyone who is found to have charges pending for offenses listed in D4 above shall~~ criminal charges is not be cleared eligible unless and until the charges have been dismissed or the individual is found not guilty ~~in a court of law.~~;

4. The program shall be notified in writing that a decision on clearance is suspended pending the outcome of the applicant's court case.

~~6. If the applicant has not been a resident of the State of Kansas for the past five years, the program director or the program director's designee shall make inquiries of the criminal history records of all states and countries where the applicant has lived in the last five years. The applicant shall be~~

~~generally disallowed certification cannot be certified if it is found that the applicant has a criminal history equivalent to Section D.4 in another state or country. If section I.E.2. unless an exception is granted pursuant to section I.G.~~

~~5. be made, OJA must give written notification to the program regarding an applicant's eligibility to serve as a CASA volunteer. Only applicants who are found eligible or are granted an exception by the chief judge or designated judge must document, in writing, the justification for granting an exception their judge designee may be certified as a CASA volunteer.~~

~~7. The local program director or the local director's designee shall ensure that the applicant is screened through the Department of Social and Rehabilitation Services (SRS) **F. Screening conducted by the Department for Children and Families (DCF)** The program must complete a Child Abuse and Neglect Central Registry, shall records check through for DCF and make inquiries of the equivalent registries of other states where the applicant has lived in the last five years, and shall generally disallow certification seven (7) years. An applicant cannot be certified if it is found that SRSDCF or a similar agency in another state lists the applicant as substantiated as the perpetrator of an act of child abuse or child neglect. ~~(If an exception is to be made, the chief judge or designated judge must document in writing the justification for granting an exception.)~~ Certification shall will not be denied if the registry of another state refuses to give information in a timely manner. If ~~disqualifying documentation~~ stating that the CASA volunteer is ~~obtained~~ a perpetrator of an act of child abuse and neglect, is received after certification is granted, the program must decertify the volunteer.~~

G. Request for exception

If an applicant's criminal history is equivalent to section I.E.2., the program executive director may seek an exception from the chief judge or the chief judge's judge designee. If an exception is granted, the chief judge or their judge designee must state the justification in writing. The letter of exception must be placed in the applicant's file, and a copy of the letter must be provided to OJA.

H. Maintenance of volunteer certification

1. To remain a certified CASA volunteer, individuals must complete the following:
 - a. record check authorizations as outlined in I.C.3 every four years;
 - b. continuing education requirements as outlined in section II.E;
 - c. written acknowledgment of conflict of interest every four years;
and

d. written acknowledgment of confidentiality every four years.

2. The program must submit background checks to maintain a volunteer's certification as outlined in I.C.1.a-f. If a volunteer's background check results in section I.C.1.a-f. are not received by the program within the four year timeframe, the volunteer must cease all case related activities until background check results are received by the program.

I. Notification of criminal charges to program

Applicants and volunteers must immediately notify the program of any citations or criminal charges filed against them. Failure to notify the program could result in decertification-shall be undertaken.

J. Continued screening

The program must continue to assess an applicant during the training process until certification is granted. If during the screening or training process the program executive director determines an applicant cannot be certified, the applicant must be notified in writing, and the notice placed in the applicant's file. The program executive director may determine an applicant ineligible for certification.

K. Retention of applicant and volunteer records

Written records pertaining to each applicant covering all applicant's screening procedures employed by the program shall and training must be maintained by the program. Each program shall determine the period of time for which the written record on each applicant is maintained. The notification of the eligibility determination by the OJA shall be kept on file in the program office. Program directors shall
The program must maintain records for an applicant for a minimum of three years. If certified, a program must maintain records on a CASA volunteer for a minimum of five years after a volunteer has been decertified.

L. CASA volunteers' access to records

The program must have written policies and procedures for access, review, and response to requests for information contained in CASA volunteer files. Policies and procedures must include a CASA volunteers' access to their records.

M. Request for certification and decertification to OJA

1. Within thirty (30) days of completion, the program must send a list of the newly certified CASA volunteers who have met all of the requirements to OJA and request certification.

2. If a program determines that a volunteer must be decertified, the request to decertify the volunteer must be sent to OJA within 30 days after training and screening procedures are completed (see Appendix Form A). Within 30fourteen (14) days of a CASA volunteer's resignation or

~~termination, program directors shall notify OJA of the CASA volunteer's name and, and the program must provide the reason for decertification (see Appendix Form B).~~ If a volunteer is assigned to a case at the time of decertification, the program must obtain a court order discharging the CASA's appointment.

3. OJA may decertify a volunteer on its own if deemed appropriate.
4. Program requests for certification and decertification must be submitted on forms provided by OJA.
5. OJA must notify the program when a volunteer is certified or decertified.

N. Acknowledgment of duty as a volunteer

All applicants must be provided with a job description which clearly outlines the duty of the CASA volunteer. Prior to certification, the applicant must sign a form acknowledging the expectations of a CASA volunteer and agreeing to fulfill duties as outlined. The acknowledgment must include:

1. duties as outlined in Supreme Court Rule 110;
2. Kansas CASA standards; and
3. conduct expectations.

II. TRAINING OF CASA VOLUNTEERS

A. Pre-service training requirement

~~All applicants must participate in a minimum of 30 hours of training complete pre-service training approved by The National CASA/GAL Association and OJA prior to being assigned to certified as a caseCASA volunteer. Credit towards the 30 hour minimum hours may not be given for education or professional training obtained by a CASA applicant prior to the individual's application. Volunteers must be sworn in prior to the CASA programcase assignment.~~

B.

B. Required topics

~~The CASA program may allow applicants to participate in pre-service training curriculum may include segments provided by other agencies or other CASAKansas programs where a CASA. The program must deliver approved pre-service training. Each applicant travels to other sites or agencies to must participate with other trainees or professionals. However, in at least four (4) hours~~

of training ~~must be specifically designed to provide local information specific to the CASA applicants-certifying program as outlined in subsection II.B.14.~~

~~C. At a minimum, pre-service~~

The training must coverinclude the following topics:

1. ~~Roles~~roles and ~~Responsibilities~~responsibilities of CASA ~~Volunteers~~volunteers;
2. ~~Child Welfare System~~child welfare system;
3. ~~Relevant~~relevant ~~Child In Need of Care State and Federal Laws~~(CINC) ~~state and Regulations~~federal laws and regulations;
4. ~~relevant~~
4. ~~Relevant Juvenile Offender State and Federal Laws~~(JO) ~~state and Regulations~~ ~~federal laws~~
5. ~~Child Abuse and Neglect~~regulations;
5. ~~child abuse and neglect~~;
6. ~~Child Development~~child development;
7. ~~Dynamics~~dynamics of ~~Families~~families (including, but not limited to, mental health, trauma, substance abuse, domestic violence, and poverty));
8. ~~Permanency Planning~~permanency planning;
9. ~~Juvenile Court Process~~CINC court process;
10. ~~Domestic Relations~~domestic relations (including, but not limited to, custody and divorce, and Kansas laws pertaining to domestic relations));
11. ~~diversity and disparate outcomes~~;
12. ~~effective advocacy~~;
13. ~~confidentiality~~; and
14. four hours of training must include information specific to the local program and must include:
 - a. communication, information gathering, and record keeping;

b. local program policies and procedures; and

c. the local courts,

d. report writing, and

e. community

~~11. Cultural Competency~~

~~12. Effective Advocacy~~

~~13. Confidentiality~~

~~14. Communication, Information Gathering, and Record Keeping~~

~~15. Local CASA Program Policies and Procedures~~

~~16. Community resources available to meet the needs of children and families.~~

C. Court and Citizen Review Board observation

The CASA volunteer pre-service training must include

~~D. The training shall include court observation of juvenile proceedings. This includes observing Citizen Review Boards, where available.~~
observation of juvenile court proceedings. Pre-service training may include observation of a Citizen Review Board (CRB) proceeding. The program must establish and follow procedures to obtain court approval prior to observation of court hearings, pursuant to K.S.A. 38-2247. A statement of confidentiality must be signed by the trainee prior to observing court or the CRB.

D. Training manual

~~E. Trainees must be given~~provided a training manual and synopsis of pertinent Kansas laws.

~~E.~~

F. Continuing education

~~The program shall~~must provide or assist in ~~the provision of~~providing a minimum of ~~twelve (12) hours of in-service training~~continuing education annually. Programs ~~shall~~must require individual CASA volunteers to complete a minimum of ~~four (4) twelve (12) hours of in-service training~~continuing education annually. CASA volunteers may be granted continuing education credit for any pre-service training hours completed in the calendar year. Volunteers continuing education hours must be prorated based on their certification date.

III. CASA PROGRAM POLICIES AND PROCEDURES GOVERNING ADMINISTRATION

A. Supreme Court Rule 110

Program staff and certified CASA volunteers must comply with Supreme Court Rule 110.

B. Program membership with the National CASA Association

The program must be a program member in good standing with the National CASA/GAL Association and in compliance with current Standards for Local CASA/GAL Programs set forth by the National CASA/GAL Association.

C. Program membership with the Kansas CASA Association

The program must be a program member in good standing with the Kansas CASA Association.

D. Management and personnel policies and procedures

The program must have written management and personnel policies and procedures including a written transition plan for the executive director, and any staff who supervise cases in the event of a vacancy.

E. Communications policy

The program must have a written communication policy that addresses:

1. social media conduct for CASA volunteers, staff, and members of the board of directors;
2. communication between CASA volunteers and current or formerly served youth on social media;
3. appropriate contact with the media regarding who communicates on behalf of the program in crisis situations including: addressing issues that may have a significant impact on the program's credibility, reputation, or funding at the local, state, or national level; and
4. information sharing between national, state, and local organizations.

F. minimum, programs shall Photo policy

The program must have a policy regarding the use, distribution, storage, and destruction of photos, including after case closure.

G. Maintenance of required case information

The program must maintain the following:

1. ~~Complete~~complete case assignment records;
2. ~~List~~list of certified CASA volunteers and contact information;
- ~~3.~~
3. ~~Up to date~~ calendar of scheduled court hearings; and
4. ~~Up to date~~ case files, including:
 - a. ~~Copies~~copies of all CASA volunteers' monthly ~~and court reports;~~ and court reports,
 - b. case related documents filed with the court in the official and social files,
 - ~~c.~~ b. Correspondence documents obtained by the program or volunteer during the course of appointment,
 - d. documentation of calls;
 - ~~e.~~ Calls, hearings attended, or in-person consultations, and other correspondence,
 - e. name of CASA volunteer,
 - f. name of CASA child,
 - ~~g.~~ d. Court date of CASA volunteer assignment,
 - h. date of CASA volunteer discharge
 - i. affidavit, petition, and amendments thereto,
 - j. court orders; and
 - ~~e.~~ Journal k. journal entries;
- B5. if the program is unable to procure a written copy of required information, attempts to obtain the information must be documented in the case file, along with the reason the information was not obtained.

H. ~~Case files shall be returned to the office when the file return~~
The CASA volunteer is discharged or the case is closed. The court shall be notified if a files, notes, and case file has not been returned related materials to the program within 30 days of the volunteer's discharge or case

closure. The program must notify the court and OJA immediately if case related materials have not been returned.

~~C.~~ **I. Case file record retention**

At the closing of a case, all CASA materials, including ~~CASA~~ volunteer, director, or coordinator and staff notes, monthly reports, reports to the court, and any documents not found in the court's files shall ~~must~~ be maintained until the child reaches ~~18 years of age, then the file shall~~eighteen (18) years of age and the case is closed. The document releasing the CASA as outlined in section III.K. must be maintained in the file. After the child reaches the age of eighteen (18), the closed case file may be destroyed.

~~D.~~ Each

J. Case destruction policy

The program shall ~~must~~ develop a case destruction policy which establishes the procedure for tracking and destroying case files.

~~E.~~ **An annual written report shall be compiled by February 15 of each year by the program, to be distributed to the district chief judge and the Office of Judicial Administration. At a minimum, the written report shall include the following****K. Case closure documentation**

The program must maintain a record of each case closed to the program including the date of the program's discharge and the permanency outcome pursuant to K.S.A. 38-2203(c). Documentation of case closure must be maintained in the case file and must include a court order discharging CASA or terminating the court's jurisdiction and a database entry.

L. Notification~~;~~

- ~~1.~~ The number of CASA volunteers certified during the period of the report and the number of CASA volunteers currently assigned to cases.
- ~~2.~~ The number of children served during the period of the report and the number of children served since the inception of the program.
- ~~3.~~ Specific types of cases handled (CINC, juvenile offender, domestic relations, etc.) during the period of the report and since the inception of the program.
- ~~4.~~ The ages of children served (at the time of case assignment) during the period of the report and since the inception of the program.

~~5.~~ **The number of volunteer hours estimated during the period****appointment and removal**

~~6. Outcome data as established by the~~ The program must notify the following individuals, in writing, of an appointment or removal of a CASA volunteer:

1. attorneys for parties to the case; and

2. other interested parties.

M. Files and information sharing

The program may retain files and records in paper or electronic format. If electronic files and records are maintained, the program must have policies and procedures to address the secure back-up and maintenance of files and records as well as a policy regarding the destruction of electronic information.

The program must establish policies and procedures to address the secure exchange of electronic information.

The program may utilize electronic signatures. Signatures must be verified by the applicant or volunteer at the time of signing.

Electronic files are subject to retention, destruction, and closure procedures outlined in sections III.H-K.

N. Reporting suspected abuse

Program employees should report to DCF or law enforcement any incident of child abuse or neglect or any situation in which the employee has reason to believe that a child served by the program is in imminent danger. Documentation of any reports made by a program employee must be filed in the case file.

O. Statement of confidentiality

Prior to employment or service as a member of the board of directors, individuals must sign a statement of confidentiality. Members of the board of the directors do not have access to case records in accordance with K.S.A. 38-2211.

P. Screening requirements

The program must ensure that employees, members of the board of directors, and any volunteer who may have access to confidential information undergo record checks as outlined in sections I.B. through I.I. The program must repeat the required screenings every four years.

Q. Transportation policies and procedures

The program may allow CASA volunteers and employees to transport a child. The program must establish policies and procedures for transportation that include the following:

1. a copy of valid personal automobile insurance must be maintained in the volunteer's file;
2. written authority from the custodial agency and the CASA supervisor to transport children must be obtained on a form provided by OJA;
3. written acknowledgement of the potential risk of being held personally liable must be obtained;
4. annual motor vehicle record checks must be completed and reviewed; and
5. a copy of the volunteer's valid driver's license must be maintained in the volunteer's file.

R. Training requirement for program leadership

The program executive director must attend training provided by OJA within twelve (12) months of their initial hire date. The program's president of the board of directors must attend the training within the first year of their term. The training must include:

1. Supreme Court Rule 110; and
- ~~1.2.~~ Kansas CASA Association—standards, including OJA requirements and timeframes.
- ~~7.~~ Budget information.

S. Program attorney

The program must

~~F.~~ To avoid a conflict of interest, the program shall not employ as paid staff any individual who concurrently supervises child in need of care or juvenile offender cases, for the court, for SRS, for SRS child welfare providers, or for the Juvenile Justice Authority.

~~G.~~ The program shall ensure that program employees and board members undergo screening procedures as outlined in Sections I. B. through I. D. of the Standards and Guidelines and National CASA Standards related to recruitment and selection of qualified employees.

~~H.~~ The program shall ensure that an attorney is available for legal consultation with the CASA volunteer program, its employees, or its volunteers on any case wherein which the program executive director deems it appropriate, provided that no. The program's attorney shall must not consult with the CASA volunteer as to program, its employees, or its volunteers on any case in which the

attorney is serving in any capacity, or in any case in which there appears to be a conflict of interest. The program must have a current written agreement with the program attorney.

~~I. The program shall have written policies on the following and shall make these written policies available to the local court and the Supreme Court upon request:~~

~~1. The maximum number of cases which a CASA volunteer may be assigned to at any one time. If that number is larger than two, a rationale must be located in the volunteer's file.~~

~~2. The maximum number of volunteers to be supervised by each staff person. Consideration should be given to the exact number of hours each staff person spends in supervision (as opposed to administrative or other duties).~~

~~J. The program shall have in effect written management and personnel policies and procedures.~~

~~K. The program shall be a program member in good standing with the Kansas CASA Association.~~

~~L. The program shall be a program member in good standing with the National CASA Association.~~

~~M. The program shall prepare annual, written budgets~~ **T. CASA case limit policy**

1. CASA volunteers may serve on two cases. A case is defined as one child. An exception may be granted by the program executive director to allow a volunteer to serve on more than two cases. The program executive director may not grant an exception to allow any CASA volunteer to serve more than 5 children at one time. The program must document the exception in the CASA volunteer's file on a form provided by OJA. The program may request an exception from OJA, on a form provided by OJA, to allow a volunteer to serve as the CASA more than 5 children. OJA must provide a written response to the request, and the program must file the response in the case file.

2. The program may allow program employees to serve in the CASA volunteer role. If a program employee serves in the role of a CASA volunteer Kansas CASA Standards and relevant procedures concerning CASA volunteers must be applied.

U. Conflict of interest policy

The program must maintain a written conflict of interest policy approved by the board of directors. This policy must govern the conduct of members of the board of directors, program employees, program volunteers, and interns. Members of the board of directors, program employees, program volunteers, CASA volunteers, and interns must sign the conflict of interest policy every 4 years. The conflict of interest policy must:

1. identify, define, and prohibit conduct and transactions in which a conflict of interest exists or has the potential to exist and warrants disclosure;
2. prohibit members of the board of directors, program employees, program volunteers, interns, and CASA volunteers from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of the program;
3. establish the requirement that members of the board of directors, program employees, program volunteers, interns, and CASA volunteers disclose a conflict of interest or potential for conflict of interest upon discovery;
4. include a procedure for recusal from the transaction or decision by the members of the board of directors, program employees, interns, and CASA volunteers with a conflict of interest or potential conflict of interest; and
5. include a procedure for dismissal or other appropriate discipline upon failure to disclose the conflict of interest.

V. Annual written report

The program must submit an annual written report to OJA and the chief judge of the judicial district where the program is located. The written report must be submitted on a form provided by OJA.

W. Annual budget

The program must prepare and submit to OJA an annual budget reflecting actual and projected income and expenses.

1. ~~N. — All CASA fundraisers shall be consistent with the mission of CASA programs and shall not negatively affect the program. —~~ The program must prepare the annual budget using accounting software.
2. The CASA program must re-submit the budget to OJA if it deviates more than 10% from the previously submitted budget. The revised budget must be submitted within 30 days of deviation discovery.

X. Fundraising policy

Programs must comply with the Kansas Attorney General's Opinions and local District or County Attorney's Kansas Attorney General opinions and local district or county attorney's guidance on fundraising.

Y. Communication with OJA

The program must maintain communication with OJA. The program must adhere to all timeframes and deadlines established by OJA.

Z. Volunteer case assignment

An individual, certified CASA volunteers must be appointed by the court with a court order to have access to the file. The program may access the court file prior to volunteer appointment with an order from the court.

AA. Programs operating under or as an umbrella organization

Only CASA program employees and interns may have access to CASA case files, volunteer files, and the CASA database or electronic information about cases or volunteers. CASA program employees may perform any duties related to case supervision or volunteer management for the CASA program. If the program shares administrative functions with another entity such as a child advocacy center or a citizen review board, the CASA program's financial information including grant income and expenses, payroll, and program expenses must be clearly separated from other programs. Program employees may not share information across programs without first obtaining a release or a court order. Background checks submitted by the program must only pertain to CASA volunteers, CASA program employees, CASA board members, or interns for the CASA program.

BB. Policy and procedure manual

The program must submit a complete copy of program policies and procedures as of the effective date of these standards. Each time a policy or procedure is amended, a complete copy of the manual must be submitted to OJA.

CC. Written agreement

The program must have a memorandum of understanding with the local district court. The term of the written agreement may not exceed two years and must be renewed following any change of the program's executive director or the chief judge of the local court. The agreement governs operation of the privately administered program and must include all requirements as outlined in Supreme Court Rule 110.

DD. Case supervision limit

Program employees supervising volunteers full-time must not supervise more than 30 active volunteers. If the employee is required to perform duties other than

supervision of volunteers, the number of volunteers to be supervised must be reduced pro rata.

IV. PROGRAM POLICIES GOVERNING CASA VOLUNTEERS

A. Approval

The program policies under section IV must be approved by the chief judge or the chief judge's designee of the judicial district where the program is located and the program board of directors.

B. Applicant's signed acknowledgment of receipt

Prior to certification, the program must provide a copy of all policies under section IV to applicants. The program must obtain a signed acknowledgement of receipt. Any revision to policies under section IV must be provided to CASA volunteers and an acknowledgment of receipt must be obtained within sixty (60) days of the adoption of the policy revision.

C. Certification, decertification, and case assignment decisions

The program executive director ~~or the director's designee shall be~~ is responsible for all decisions regarding assignment or removal of requesting certification and decertification of volunteers and making case assignment decisions of CASA volunteers.

D. Case conference requirements

The program's volunteer supervisor must hold regularly scheduled case conferences with the CASA volunteer assigned to a case to review case progress. The volunteer supervisor must be accessible to provide case specific ~~volunteers to specific cases~~ guidance when requested.

~~B. To avoid~~ E. Conflict of interest policy

The program must maintain a written conflict of interest, ~~no~~ policy. The conflict of interest policy must govern the conduct of CASA volunteers and must include language that:

1. identifies, defines, and prohibits conduct and transactions where conflict of interest exists or may exist and warrants disclosure;
2. prohibits CASA volunteers from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of the program;
3. requires the CASA volunteer to disclose upon discovery a conflict of interest or potential for conflict of interest;

4. allows for recusal from a transaction or decision with a conflict of interest or potential conflict of interest;
5. dismisses or disciplines an individual upon failure to disclose a conflict of interest;
6. shall be certifiedprohibits certification of a CASA applicant if he or she the CASA applicant is currently employed in the juvenile division of the district court, the youth services division of SRS, SRSDCF, child welfare providers, the Department of Corrections Juvenile Justice Authority Services, Community Corrections, or community juvenile field services. No volunteer may be assigned to a specific case if he or she is connected to the family any agency that could result in a professional capacity or in a close personal relationship.conflict of interest; and

~~C. The CASA program and advocates shall comply with Supreme Court Rule 110.~~

- ~~D. CASA staff and advocates shall not possess a weapon or firearm on CASA~~
7. prohibits the assignment of a CASA volunteer to a specific case if connected to the family in a professional capacity or in a close personal relationship.

E. Prohibition of weapons

Members of the board of directors, program employees, program volunteers, interns, and CASA volunteers must not possess a weapon, as defined in K.S.A. 72-6131, while on program premises or while conducting business on behalf of CASA.

- ~~E. A CASA volunteer's certification may be suspended by the chief judge or the chief judge's designee if the CASA volunteer is arrested for, charged with, or convicted of a crime pending resolution. If convicted of a crime listed in Section I.D.4. of the Standards and Guidelines, immediate decertification must be undertaken. If convicted of any other crime(s), decertification shall be at the discretion of the CASA program director.~~

- ~~F. There shall be written policies developed by the program that shall be approved by the chief judge or designated judge that are provided to all CASA volunteers to cover the following:~~

~~Specific rules and policies~~**G. Gathering and release of information**

The program must develop a policy pertaining to the gathering and release of information by a CASA volunteer, that includes:

1. circumstances or conditions for questioning a parent if the parent has an attorney;

2. situations in which an individual asks the CASA volunteer not to reveal information to anyone else;
3. circumstances whereby a CASA volunteer should report suspected child abuse or neglect and procedures for making such reports; and
4. confidentiality of information and records which are collected by the CASA volunteer as part of the CASA volunteer duties.

H. Prohibited activities

The program must develop a policy about prohibited CASA volunteer activities. Prohibited activities include:

1. taking a child to the CASA volunteer's home or any location unless pre-approved by the CASA supervisor and the child's parent or legal guardian;
2. giving legal advice or therapeutic counseling;
3. making placement arrangements for the child; and
4. giving money or expensive gifts to the child, the child's family, or caregiver.

I. Emergency procedures

The program must develop a policy about emergency procedures to cover situations affecting a child's welfare which come to the CASA volunteer's attention at any time when the CASA office is not open.

J. Reporting abuse or neglect

The program must develop a policy which states when CASA volunteers should report incidents of suspected child abuse or neglect to DCF or law enforcement or situations in which the child is believed to be in imminent danger.

Documentation of any reports made by CASA volunteers must be filed in the case file.

K. In-person meeting requirement

Programs must develop policies that require volunteers to submit monthly contact reports to document in-person contact with their assigned child(ren) once every thirty (30) days at a minimum. An exception may be granted by the program if a CASA volunteer is unable to meet with the child. The exception must be documented in the file on a form provided by OJA.

L. Confidentiality

The program must require CASA volunteers to maintain confidentiality for assigned cases. The CASA volunteer must:

1. take an oath of confidentiality upon completion of pre-service training to be retained in the volunteer's file,
2. sign the Kansas Judicial Council's Oath of Court Appointed Special Advocate specific to each case assigned to be retained in the case file, and
3. sign a statement of confidentiality every four years to be retained in the volunteer's file.

M. Inactive status

CASA volunteers who are not assigned to a case are considered inactive. The program must develop policies pertaining to inactive CASA volunteer status, including the decertification of CASA volunteers who have been inactive for a year and circumstances under which a volunteer would have to be retrained. The program executive director may grant an exception to decertification of an inactive volunteer. If an exception is granted, the justification must be documented. A CASA volunteer may not be inactive for more than two consecutive years. Inactive volunteers must complete annual continuing education as required in section II.E.

N. Suspension for a crime pending resolution

The program must develop policies about suspension of volunteers due to crimes pending resolution. A CASA volunteer's certification must be suspended if the CASA volunteer is arrested for, charged with, or convicted of a crime. If the program is made aware that a volunteer is under investigation for a crime listed in section I.E.2, the volunteer's certification must be suspended. The volunteer must remain suspended pending resolution of the case. If convicted of a crime listed in section I.E.2., the volunteer must be removed from the case and decertified immediately. If convicted of any other crime(s), the volunteer may be decertified.

O. Transfer

The program must develop policies about the transfer of a volunteer to another program. CASA volunteer who transfers to another CASA program must complete the full application and screening process, and a minimum of four hours of local training as outlined in section II.B.14. A copy of the CASA volunteer's file must be sent to the receiving program. After the receiving program completes the certification process the transferring program must decertify the CASA volunteer.

P. Decertification

The program must establish policies and procedures for CASA volunteer decertification. The request for decertification must be sent to OJA on a form provided by OJA within fourteen (14) days of the volunteer's resignation or termination. OJA must provide the program with notification that the volunteer

has been decertified. Documentation of decertification must be retained in the volunteer's file.

V. COURTESY ADVOCATE ASSISTANCE TO CASA PROGRAMS APPOINTMENT

A. Intrastate assistance

CASA programs may provide intrastate courtesy advocate assistance to Kansas CASA programs. The appointed courtesy advocate must comply with the policies and procedures of their certifying CASA program.

B. Memorandum of Understanding

If a program director finds that an intrastate courtesy CASA is appropriate, the program where the case originated and the program where the volunteer was certified must complete a memorandum of understanding which states:

1. the program in the jurisdiction where the case originated is using a volunteer from another program;
2. the courtesy CASA volunteer must be appointed to the case in the jurisdiction where the case originated;
3. the program in the jurisdiction where the case originated is the only CASA program that may have access to any files or information related to the case unless other orders are made by the court;
4. the courtesy CASA's casework will be supervised by the program in the jurisdiction where the case originated, and;
5. the program in the jurisdiction where the case originated will count the case and the volunteer in their statistics until the courtesy CASA is discharged from the case.

C. Interstate assistance

CASA programs shall not request or provide courtesy advocate assistance to CASA programs outside of Kansas.

VI. CERTIFICATION OF THE CASA PROGRAM

A. Certification forms and timeframes

1. Before being appointed to a case, each new program must apply to OJA and be certified. The Office of Judicial Administration (OJA) shall mail Each year after initial certification forms to each program by July 1 of each year in order to begin, the program must:

- a. ~~submit an annual certification process. The completed forms are to be returned application to OJA on forms provided by July 31 of each year. OJA;~~

include all required documents

- b. ~~1. Any programs with active cases~~ the application;

- c. submit the application to OJA within the established timeframe;
and

- d. participate in an annual audit as described in Section VI.B.;

~~2. of July 1 shall be expected to be certified by January 1. Annual~~ The certification shall be in effect year is from January 1 through December 31.

~~2. Before being appointed to a case, each new program must apply to OJA and be certified.~~

3. Materials and statistics provided shall in the application must cover the period from January to December prior certification year.

B. Annual Audit

As part of the certification process, the Office of Judicial Administration OJA must schedule a site visit to each program an annual audit of the program which may be conducted in-person or virtually, at the discretion of OJA.

1.

~~1. The site visit annual audit must take place within ninety (90) days after the receipt of the completed during the calendar year certification forms and materials in the Office of Judicial Administration were submitted.~~

2. ~~OJA shall~~ If additional materials are required, OJA must inform the program in writing if additional material shall be required before or at the time of the site visit.

3.

~~3. The site visit may include one or more interviews which shall be determined in advance after consulting with the program director. A list of those to be interviewed shall be given to the program director in advance.~~

In addition to program employees, OJA may ask others to participate in the annual audit process.

4. ~~The site visit shall include a random~~ During the audit, OJA must review of program records pertaining to CASA volunteers and their cases.

C. Written certification report

OJA ~~shall~~must issue ~~the a~~ preliminary written Certification Report ~~certification report~~ to the program director, ~~designated~~executive director and the president of the board of directors following the site visit. OJA may provide the preliminary report to the chief judge(s), ~~and the president of the program's board of directors,~~ within thirty (30) days after the completion of the site visit, ~~or the chief judge's judge designee.~~ Programs ~~who~~that disagree with the preliminary report ~~or sections of it shall have~~ fifteen (15) days to discuss it with ~~provide written objections to~~ OJA before it is finalized. The final Certification Report ~~shall~~certification report must be issued ~~by following the OJA to the program upon~~ expiration of the fifteen (15) day discussion period. A copy of the final Certification Report ~~shall~~certification report must be sent to the ~~designated~~program executive director, the chief judge(s) or the chief judge's judge designee, and the president of the board of directors. OJA may release the final report to the National CASA/GAL Association upon request.

1. In the report, OJA ~~shall~~must rate ~~each component of the program, as explained in Sections I through IV of these standards. The ratings to be used are~~ based on each standard as follows:
 - a. ~~Meets standards;~~
 - ~~b. Meets standards with qualifications;~~ meets standard, or
 - b. does
 - ~~e. Does not meet standards~~standard.
- ~~2. Any items which do not meet standards or which meet standards with qualifications shall~~must be explained in a narrative section. The explanation ~~shall~~must include the tasks to be done in order to upgrade the rating.
- ~~2. 3. The program shall have~~has fifteen (15) days from the date of the final report to submit a program improvement plan ~~including~~ correcting(PIP). The PIP must include steps to correct items marked as that did not meeting standards on the final Certification Report to OJA. ~~Written verification of implemented improvements shall be submitted to OJA within 90 days of receipt of the program improvement plan. An extension may be granted at the discretion of OJA, along with a timeframe for completion. OJA must approve the PIP. OJA may schedule a second site visit at OJA's discretion~~additional audits to review the implemented improvements.

4. ~~Items which meet standards with qualifications must be corrected by the program before the next certification cycle begins.~~
53. If no improvements are implemented, or if the improvements are determined to be inadequate, certification ~~shall~~may be denied. ~~Notification revoked. Notice of the denial/revocation of certification shall~~must be sent to the program executive director, designated chief judge, and board or the chief judge's judge designee, the president. ~~This notification shall~~ of the board of directors, and the executive director of the Kansas CASA Association. The notice must include a recommendation that an Order Rescinding the Appointment of Volunteers discharging a CASA volunteer be issued in all cases where a CASA volunteer has been appointed or assigned to a child. -Upon ~~denial of certification~~ revocation, the program ~~shall~~must cease all operations, including fundraising, CASA volunteer training, CASA volunteer contact with children, and any other activity by which the program holds itself out to be a certified ~~CASA~~ program. The ~~denial of certification~~ revocation must not prohibit any person from appearing in court pursuant to a lawful subpoena. ~~CASA personnel,~~ The program may apply for recertification following resolution of the designated judge, items identified in the program improvement plan. Program employees, the chief judge or the chief judge's judge designee, and the president of the board ~~president, and persons appointed by the designated judge or board president of directors~~ may engage in activities necessary to complete the certification process. The program may reapply for certification at the next certification cycle.
- D. ~~OJA, as part of the certification process, shall evaluate the program's utilization of the Kansas CASA Guidelines (see Appendix C).~~
1. ~~No report on the guidelines shall be issued unless the judge or the program requests such a report in writing.~~
 2. ~~If such a request is made, the report on the Guidelines shall be issued separate from the Certification Report and shall be used for consultation purposes only.~~
 3. ~~The report shall automatically be sent to both the program and the judge when it is complete and shall be issued as close as possible to the issue date of the Certification Report.~~

VII. PROGRAM REVIEWS — COMPLAINTS

A. Form

If an individual believes that a program is not meeting these standards, the individual may file a complaint with OJA on a form provided by OJA.

B. Process

If at any time OJA ~~determines~~ receives a written complaint that a program may be in noncompliance with the standards, the following shall happen: subsequent steps must be followed.

1. OJA ~~shall~~ must contact the CASA program and inform them, in writing, of the determination/complaint within 15 days.

2. _____

2. The program shall have 30 days to ~~must~~ respond in writing addressing the determination as follows:

a. The program shall provide to OJA documentation ~~within thirty (30) days.~~ The response must include verification that the program is in compliance with the ~~standards~~ standard outlined in question, or the complaint.

3. If the program is not in compliance with the standard as alleged in the complaint, the response must include a plan to correct the deficiencies.

4. Within fifteen (15) days of receiving the response, OJA must inform the program in writing whether or not the response is sufficient.

5. _____ If response is insufficient, the

b. The program must submit a program improvement plan to OJA if it is found to be in ~~within thirty (30) days~~ addressing the areas of noncompliance with the standards-. The program improvement plan must:

a. address areas of non-compliance;

b. 3. _____ If ~~list action is not taken by~~ steps correcting the items identified as non-compliant with Kansas CASA Standards; and

c. provide detail as to how the plan will be implemented within 18 months.

6. If a CASA program, ~~OJA shall issue~~ does not respond within 30 days of the written notice of ~~noncompliance to the complaint~~, a program **director, designated judge, and board president. The evaluation must be initiated.**

7. Within 15 days of receiving the program shall have fifteen (15) days to respond to the complaint improvement plan, OJA must either accept the plan or request revisions.
4. ~~The~~
- a. If the program shall submit to improvement plan is accepted, OJA written verification of implemented improvements within 90 days must monitor the plan's progress. OJA may grant an extension. A site visit to review the previously determined noncompliance shall be scheduled at the request of OJA revise or extend the program improvement plan.
- b. If OJA requests revisions to the program improvement plan, the program must submit a revised plan within 15 days of the request. If a program does not submit a revised plan as requested, a program evaluation must be initiated.
8. If the program does not submit a program improvement plan, a program evaluation must be initiated.
9. If no improvements are implemented, or if the improvements are determined to be inadequate, certification shall may be revoked. Notification of the revocation of certification shall must be sent to the program executive director, designated the chief judge, and board or the chief judge's designee, the president of the board of directors, and the executive director of the Kansas CASA Association. This notification shall must include a recommendation that an Order Rescinding the Appointment of Volunteers Discharging a CASA volunteer be issued in all cases where a CASA volunteer has been appointed or assigned to a child. Upon revocation of certification, the program shall must cease all operations, including fundraising, CASA volunteer training, CASA volunteer contact with children, and any other activity by which the program holds itself out to be a certified CASA program. The revocation of certification shall must not prohibit any person from appearing in court pursuant to a lawful subpoena. CASA personnel, the designated judge The program may reapply for certification at the certification cycle following the resolution of items identified in the program improvement plan. CASA program employees, the chief judge or the chief judge's designee, the board president, and persons appointed by the designated chief judge, the chief judge's designee, or board president may engage in activities necessary to complete the certification process. Application for certification may be made at the next certification cycle.
6. ~~The appeals procedure shall be the same as the annual certification process as outlined in Section VIII "Appeals Procedure."~~

B. _____

C. Notice of compliance

If at any time OJA reserves the right to determine that the program is in compliance with all standards, OJA must issue a written notice of compliance.

D. Extensions

OJA may grant extensions to timeframes listed in Sections VI and VII.

E. Discretionary audit

OJA may review the program's compliance with these standards at any time.

VIII. APPEALS PROCEDURE PROGRAM EVALUATION

A. If Initiation

OJA may initiate a program is not granted annual evaluation at any point during the certification cycle and complaint process.

B. Process; timeframes; onsite evaluation; onsite report; written determination

If OJA initiates a program evaluation, it must follow the subsequent steps.

1. Notify, in writing, the chief judge or the chief judge's judge designee, program executive director and the president of the board of directors, within 15 days of initiation.
2. Schedule the onsite review with the chief judge or the chief judge's judge designee, the program executive director, and president of the board of directors or the president of the board of directors' designee. OJA will identify an onsite team to conduct the program evaluation. The onsite team members must not reside or work in the judicial district where the program under evaluation is located. The team may include:
 - a. a court administrator;
 - b. a court services officer;
 - c. a CASA program executive director;
 - d. a CRB director;
 - e. the executive director of the Kansas CASA Association or the executive director's designee; and

- f. any other representative identified by OJA as necessary to complete the program evaluation.
3. The onsite evaluation must be completed within 60 days of the notice and may include:
 - a. interviews with the chief judge, chief judge's judge designee, the program executive director, members of the board of directors, and any additional community members with knowledge of the program;
 - b. review of program records pertaining to members of the board of directors, employees, program volunteers, CASA volunteers, and case files; program policies and procedures; memorandum of agreements;
 - c. local court rules; and
 - d. any additional items required by Supreme Court Rule 110 and these standards.
 4. The onsite team will issue a report to the judicial administrator. The report must include the review team's findings and recommendations on the program's compliance with these standards. A copy of the report will be provided to the chief judge, the program executive director, president of the board of directors, the chairperson of the Supreme Court Task Force on Permanency Planning, and the Kansas Supreme Court.
 5. ~~annual~~ The judicial administrator must make a written determination within thirty (30) days of receipt of the report. The judicial administrator may determine:
 - a. no further action is required of the program; or
 - ~~a.~~b. the program's certification is revoked, ~~the~~.

IX. APPEALS PROCEUDRE

A. Program requirements and timeframes

1. The program may appeal the certification denial or revocation decision to the Supreme Court. The appeal must:
 - a. be in writing; and

- b. be sent to the Supreme Court within 45 days of the final certification report or certification revocation.
2. The program must cease operations pending the appeal unless otherwise ordered by the Supreme Court.

B. Review panel

Appeals may be reviewed by a panel of three members appointed by the chief justice of the Supreme Court. The panel must include at least one program executive director of a certified Kansas CASA program. Panel members must not reside or work in the judicial district where the program being reviewed is located or have served as a member of the onsite review team.

~~C. _____~~

C. Hearing and report timeframes; findings; final decision

The panel ~~shall~~must convene a hearing within 45 days of the receipt of the request by the ~~court~~Kansas Supreme Court. ~~The program's executive director, and the board president (or board president's designee), and are required to attend the hearing. Additional required attendees include: an OJA shall be present.~~

~~1. — The court representative, a district court representative from the district which has entered into the memorandum of agreement with the program shall be invited to attend or send a designee, and any other individuals identified by the panel.~~

~~2. Any persons in attendance may present documentation, testimony, and witnesses at the hearing. In making The panel may set time limits for such presentations, consideration should be given to time constraints.~~

~~3. _____~~

~~2. The panel shall must prepare a report of its findings within two weeks.~~
30 days of the hearing.

~~4. — The findings of the panel shall be advisory to the Supreme Court.~~

~~5. — The Supreme Court will issue the final decision on the appeal.~~

~~D. — If the panel recommends the certification denial or revocation of certification, it shall must include in its report the any conditions and timetable whereby it recommends that be satisfied before the program may reapply for certification.~~

~~3. _____, if any.~~

APPENDIX FORM A

(Part 1 The findings of 2 Parts)

~~CERTIFIED CASA~~

~~Pursuant to CASA Standard I.E., this is written notification to the Office of Judicial Administration that applicants have been screened, trained, and certified as CASA volunteers.~~

Name of Program _____

Judicial District _____

~~As of _____, (date of last notification) the applicants listed on the attached sheet have been certified as CASAs. A check (✓) in each column indicates that the applicant passed the screening procedure listed. (If a written exception has been made by an authorized judge, no check will appear in the appropriate column KBI or SRS but the column "Written Exception by Judge" will have a check.)~~

Signature _____ Date

Title

APPENDIX FORM B

Decertified CASA Volunteers

Pursuant to CASA Standard I.E., this is written notice to the Office of Judicial Administration that the following CASA volunteers have been decertified:

| Name | Date Certified | Date Decertified | Reason for Decertification |
|------|----------------|------------------|----------------------------|
| - | - | - | - |
| - | - | - | - |
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| - | - | - | - |

Name of Program _____

Judicial District _____

Signature _____ Date _____

————— Title

APPENDIX C

KANSAS CASA GUIDELINES

~~The following guidelines~~the panel ~~are~~ offered to assist existing and developing programs. They are very flexible in order to allow local courts and program administrators to make decisions which will best suit their communities. It is assumed that the local judge(s) and the program will be in constant contact as decisions are made so that the CASA program will be truly reflective of the court's needs.

A. CASA PROGRAM STRUCTURE

- ~~1. A CASA program should have an advisory board and/or board of directors representing a broad section of the community.~~

~~The purpose of the board of directors is to provide the program with financial security. As a program expands into training and assigning CASA volunteers, a Board of Directors becomes a necessary tool for a well-managed program. It is helpful to assign board members committee assignments such as fundraising, training, policies and procedures, budget, etc. The board should act in conjunction with the program director to maintain a program that will provide optimal representation of children.~~

~~Consultation and participation by local professionals and community leaders is essential to the development of a quality program. Often, programs choose to form an advisory board in order to formalize their relationship with key individuals, and such a board is highly recommended. The kinds of board member expertise which programs have found to be helpful are as follows:~~

- ~~— pediatrics, child development, mental health, dynamics of abusive or neglectful families, child abuse or neglect treatment~~
- ~~— accounting or budgeting~~
- ~~— nonprofit management~~
- ~~— personnel~~
- ~~— fundraising~~
- ~~— public relations or marketing~~
- ~~— media relations~~
- ~~— courts~~
- ~~— SRS liaison~~
- ~~— CASA volunteers~~
- ~~— legislative issues~~
- ~~— other child service agencies~~
- ~~— community and business leaders~~

- ~~2. The primary focus of a CASA program should be serving abused and neglected children in juvenile dependency proceedings.~~to

- ~~3. The CASA program should have written goals and objectives, measures for obtaining those goals and objectives, and a methodology for monitoring and evaluating progress. The program's budget and financial goals should be based upon these objectives.~~
- ~~4. A CASA program should have a written organizational plan, including job descriptions for staff and CASA volunteers, CASA volunteer recruiting plan, screening and training procedures, program policies and procedures, guidelines for support and supervision of CASA volunteers, guidelines for record keeping and data collection, and a funding plan.~~
5. In addition to the program director, CASA programs should have adequate supervisory and support staff to ensure timely and thorough case management. A recommended CASA volunteer to supervisor ratio is 30 to 1.
6. A CASA program should have a written media or public relations policy.
7. A CASA program should be recognized and supported by the court.

~~8. A CASA program should have local policies in keeping with the Kansas Supreme Court CASA standards.~~

4. The Kansas Supreme Court will issue the final decision on the appeal.

5. OJA will provide a copy of the Kansas Supreme Court's final decision to the chief judge, the president of the board of directors, the Kansas CASA Association, and the National CASA Association.

~~B. ROLES AND RESPONSIBILITIES OF A CASA VOLUNTEER~~

1. A CASA volunteer should:
 - ~~a. Maintain complete written records about the case, including appointments, interviews, and information gathered about the child(ren);~~
 - ~~b. Report any incidents of child abuse or neglect to the CASA supervisor and appropriate authorities;~~
 - ~~c. Interview parties involved in the case, including the child(ren);~~
 - ~~d. Determine if a permanent plan has been created for the child(ren), and whether appropriate services, including reasonable efforts, are being provided to the child(ren) and family;~~
 - ~~e. Assure that the child(ren)'s best interests are being represented at every stage of the case, attend court hearings, and make a written recommendation to the court on what decision is best for the child(ren);~~

- ~~f. Monitor the case by visiting the child(ren) as often as necessary to observe whether the child(ren)'s essential needs are being met and whether the judge's orders are being carried out;~~
 - ~~g. Participate in any planning or treatment team meetings involving the child(ren) in order to be kept informed of the child(ren)'s permanent plan; and~~
 - ~~h. Remain actively involved in the case until formally discharged by the court.~~
- ~~2. A CASA volunteer should not become inappropriately involved in the case by providing direct service delivery to any parties that could (a) lead to a conflict of interest or liability problems; or (b) cause a child or family to become dependent on the CASA volunteer for services that should be provided by other agencies or organizations. Examples of inappropriate volunteer practices are:~~
- ~~— Taking a child home or sheltering a child in the home;~~
 - ~~— Giving legal advice or therapeutic counseling;~~
 - ~~— Making placement arrangements for a child; or~~
 - ~~— Giving money or expensive gifts to a child or family.~~
- ~~3. A CASA volunteer should respect the relationship between placement providers, such as foster parents, and the child. If the provider and the CASA should disagree about the care that is being provided to the child, the CASA volunteer should try to discuss the situation with the provider if at all possible. If the disagreement continues, the CASA volunteer should follow the proper procedure in reporting the situation to the provider's agency. Only when the disagreement has been through the proper channels and failed to be resolved should the CASA volunteer ask the court to intervene.~~
- ~~4. A CASA volunteer should transport a child only when there is liability insurance coverage for such an activity and the program allows. The CASA volunteer should also have the permission of the person or agency which holds custody before transporting a child.~~

~~C. RECRUITING~~

- ~~1. A CASA program should produce a standardized packet of information (brochure, information kit) to clearly explain the purpose of CASA, define the role and responsibilities of the CASA volunteer, and explain the minimum commitment of time required.~~
- ~~2. The recruitment effort should be targeted to attract male and female volunteers from diverse cultural and ethnic backgrounds and from a variety of age groups and socio-economic levels.~~

- ~~3. The recruitment effort should be targeted to include some individuals who are able to work effectively with children who have special needs, such as hearing, sight, or speech impairment; developmental disability; physical or mental disability; or any other condition requiring special skills for communication or advocacy.~~
- ~~4. The recruitment plan should be designed to make the public aware of the problems faced by abused and neglected children who enter the courts.~~
- ~~5. As part of its recruiting procedure, a CASA program should refer potential CASA volunteers to other CASA programs if the potential CASA volunteer lives outside the program's service area.~~
- ~~6. The recruiting efforts should include media outreach and speaking engagements.~~

~~D. SELECTION AND APPOINTMENTS OF CASA VOLUNTEERS~~

- ~~1. CASA programs should notify all applicants in writing of the status of their application. The selection procedure should ensure that those not selected are treated with dignity, respect, and, if possible, referred to alternative volunteer opportunities more suitable for them.~~
- ~~2. The judge should determine which cases are referred to the CASA program, and all appointments and assignments should be made by an appropriate order of the court.~~
- ~~3. CASA volunteers should be sworn in by the presiding judge.~~
- ~~4. CASA volunteers should be assigned at the earliest stages of the court proceedings, in accordance with Recommendation #15 from the Metropolitan Judges Committee Report of the National Council of Juvenile & Family Court Judges, "Deprived Children: A Judicial Response, 73 Recommendations."~~
- ~~5. CASA volunteers should not be assigned more than two cases simultaneously; the number of cases assigned should be high enough to maintain the interest of the volunteer and low enough to ensure quality work and to avoid volunteer burnout. If a CASA volunteer is assigned more than two, a rationale must be located in the volunteer's file. A case is defined as one sibling group.~~
- ~~6. CASA programs should be conscious of ethnic, cultural, and religious diversity when appointing volunteers to cases, and would select volunteers based on experience, understanding, and skills to deal with these considerations.~~
- ~~7. CASA programs and/or the court should notify all parties and agencies involved in the case of the CASA volunteer's appointment.~~
- ~~8. CASA volunteers should have complete and immediate access to all records and documents pertaining to the case.~~

~~E. SUPERVISION OF VOLUNTEERS~~

- ~~1. CASA program staff should be easily accessible and should make every effort to provide quick and thorough guidance to the CASA volunteer when he or she is assigned to a case.~~
- ~~2. The CASA program supervisor should hold regularly scheduled case conferences with the volunteer to review progress of the case.~~
- ~~3. CASA program supervisors should process the CASA volunteer's report to the court and should consider the volunteer's concerns and recommendations in a timely manner so as not to jeopardize the best interests of the child.~~
- ~~4. CASA volunteers should submit all recommendations concerning the case to the program supervisor in a signed, written report. CASA program supervisors should not alter the report without the consent of the CASA volunteer. If the supervisor disagrees with the CASA volunteer's recommendation, an additional, second report should also be submitted to the court under the supervisor's signature.~~
- ~~5. The CASA program should have a clear policy to guide CASA volunteers and program staff in the case of conflict regarding the case. The plan should include at least one level of appeal to another authority (i.e., board grievance committee).~~
- ~~6. The CASA program should have a plan for the discharge or termination of a CASA volunteer by a designated authority. Appropriate grounds for dismissal include:
 - ~~a. The CASA volunteer takes action without program or court approval which endangers the child or is outside the role or powers of the CASA program.~~
 - ~~b. The CASA volunteer violates a program policy, court rule, or law.~~
 - ~~c. The CASA volunteer demonstrates inability to effectively carry out CASA duties.~~
 - ~~d. The CASA volunteer fails to complete required ongoing training.~~
 - ~~e. The CASA volunteer falsifies the volunteer application or misrepresents facts during the screening process.~~~~
- ~~7. The CASA program should evaluate all CASA volunteers on an annual basis using a standardized evaluation form to review their performance and effectiveness. This should include an evaluation of the CASA volunteer's work on the case, participation in ongoing training, and comments from the judge and/or juvenile court officers.~~
- ~~8. CASA programs should practice ongoing recognition of CASA volunteers through written and verbal acknowledgment by judges and staff, in program newsletters, and in the media.~~