



**JUSTICE AND PUBLIC SAFETY
CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
3-JTS-1F-01, 08
3-JDF-1A-06, 1F-01, 02
3-JCRF-1E-07, 1F-01, 02, 04
1-JDTP-1F-01-03
1-JBC-1F-01, 02
4-JCF-6F-05, 07
1-JPAS-2-7070, 7078
2-CO-1E-06, 08; 1F-01, 04, 06**

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Information Systems

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APPROVAL: Bob D. Hayter

, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall maintain both manual and automated youth and management information systems. These information systems shall provide information necessary for the efficient and effective management of all aspects of the agency. The information system is part of an overall research and decision-making process related to both youth and operational needs.

II. APPLICABILITY

This policy shall apply to DJJ staff, programs, and offices.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. Overall authority and responsibility for information systems in DJJ shall be assigned to the Division of Administrative Services, Information Systems (IS) Branch.
- B. Information systems shall include youth record management programs and any other application that is designed to maintain information on Department functions. The design and format of the information system shall be the sole responsibility of the IS Branch and shall be based on current technology, overall usability, and best practices for similar types of systems.

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- C. The information system shall be reviewed regularly through the establishment and operation of an “Information Systems (IS) Committee.” This committee shall meet at a minimum annually, or as a result of receipt of a change request if needed, to review the adequacy, effectiveness, and overall usability of the information system.
1. The IS Committee shall be composed of the following staff:
 - a. The IS Branch Manager or designee, who serves as the Chair of the Committee;
 - b. The Division Director of Program Services or designee;
 - c. The Division Director of Community and Mental Health Services or designee;
 - d. Two Community Services staff as selected by the Division Director of Community and Mental Health Services;
 - e. One staff member representing each residential facility type Youth Development Center (YDC), Regional Juvenile Detention Center (RJDC), Group Home, and Day Treatment as selected by the IS Branch Manager;
 - f. The Classification Branch Manager or designee;
 - g. The Quality Assurance (QA) Branch Manager or designee; and
 - h. Other staff permanently or temporarily assigned as determined by the IS Branch Manager.
 2. Requests for changes to the information systems be submitted in writing to the IS Branch Manager using the online “Change Request Form.” The IS Branch Manager shall evaluate the change request for feasibility. If the request is feasible, it shall be taken to the IS Committee for adoption or rejection. The IS Branch Manager or designee shall inform the requestor of the ultimate disposition of the request after the determination of the Information Systems Committee.
 3. If consensus among Committee members regarding adoption or rejection of a change request cannot be reached, two-thirds support by vote shall be required for final approval of adoption or rejection. All decisions of the Committee are subject to override by the Commissioner’s Office.
 4. The IS Branch shall be responsible for developing any changes that are accepted by the Committee. The Division of Program Services shall be responsible for the development and distribution of use instructions and training on any changes to the information system. Documentation such as use instructions, including user manuals,

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and all subsequent revisions shall be approved by the Commissioner prior to distribution to the agency.

5. Changes to the information system shall not be deployed to users until use instructions and appropriate training have been delivered to all affected users.
- D. Data security shall be imposed by the system to only allow access to appropriate DJJ staff with a legitimate need for the information. DJJ information shall be protected by appropriate security measures as determined by the IS Branch. Data shall be backed up and stored according to procedures developed by the IS Branch according to best practices in data collection and retention.
- E. DJJ shall collaborate with other criminal justice systems and human service agencies in information gathering, exchange, and standardization. Information in Juvenile Offender Record Information (JORI) shall be available for use in statistical reporting and research in accordance with the provisions on confidentiality of Kentucky Revised Statute (KRS) 610.320, 610.340, and 635.120.
- F. Youth records maintained in the data system shall be maintained according to the DJJ Records Retention Schedule.

V. MONITORING MECHANISM

- A. The Division of Administrative Services shall be responsible for ensuring the administration of the IS Committee as outlined in this policy.
- B. The Division of Program Services shall:
 1. Ensure an ongoing evaluation of the effectiveness of the information system, as it relates to overall agency management, is completed by the IS Committee; and
 2. Generate an annual report as a result of this evaluation and it shall be distributed to all agency managers.