This document contains Johnson County Community Corrections policies for how to conduct check-in meetings with clients. Please follow these guidelines when conducting a meeting with a client:

1. Confirm the client's address. If it has changed, get the new address.
2. Confirm the client's phone number. If it has changed, get the new number.
3. Confirm the client's employment. If it has changed, understand why and get details.
4. Confirm the status of the latest drug screen with the client. If it was positive, have a conversation about why and what it means.
5. If the client has an ankle monitor, check in to make sure they don't have any issues with it and if they do help them resolve them.
6. Check in on any medications the client might be taking and ask about any changes to them.
7. Check the status of user fees the client has. Let them know if they are caught up or owe money still.
8. Ask the client if they've had any police contact. If they have ask why.
9. Ask about the clients schedule and confirm it's entered in for the following week
10. Set a follow up meeting with the client for their next check-in
11. Ask the client questions about their personal life.