


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Youth Master File	Policy Number: 1
Number of Pages: 3	Section: V
Attachments	Related Standards & References
A. Master File Order B. YMF Check-Out Log	ACA 3-JTS-1E-01 ACA 3-JTS-1E-02 ACA 3-JTS-1E-04 ACA 3-JTS-1E-05 ACA 3-JTS-1E-06 ACA 3-JTS-1E-07 ACA 3-JTS-5A-02
Effective Date: May 23, 2007	Approved:  <hr/> Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that the establishment, use, and content of all Youth Master Files; youth rights to privacy; the secure placement and preservation of Youth Master Files; and a schedule for destroying inactive records shall be managed to facilitate efficiency and effectiveness of program and service delivery; and protected to promote and ensure confidentiality mandated by law. (3-JTS-1E-01)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. **Youth Master File (YMF)** - the official commitment record maintained for each youth that documents his/her treatment, correspondence, and all court papers addressing legal commitment. This should include the committing offense(s) and delinquent history, court records, probation services, family/guardian and school information, documentation of medical, substance abuse and mental health interventions, and health care, youth limitations and special needs, and projected placement requirements and support needs. As well, it consists of the case file, the medical record, and the educational file which taken together constitute the youth master file.

III. PROCEDURE

- A. The facility shall maintain a secured record on each youth admitted to a DYS Training School that is available in a master file and shall include at a minimum the following information (ACA 3-JTS-1 E-02):
1. name, age ,sex, place of birth, and race or nationality
 2. initial intake information form
 3. authority to accept juvenile referral source
 4. case history/social history
 5. medical consent form

Subject	Policy #	Page
Youth Master File	V.1	2 of 3

6. name, relationship, address, and phone number of parent(s)/guardian(s) and person(s) juvenile resides with at time of admission
7. record numbers including case file, driver's license, social security, and Medicaid numbers,
8. when applicable court and disposition
9. individual plan or program
10. signed release-of-information forms, when required
11. progress reports on program involvement
12. program rules and disciplinary policy signed by juvenile
13. grievance and disciplinary record,
14. if applicable referrals to other agencies
15. final discharge or transfer report from detention or probation

Note: 3-JTS-1E-02 Medical and educational records are components of the Youth Master File, which shall be located in the Clinic and School, respectively; and maintained in accordance with the Medical and Education policies.

- B. Each youth shall have a Master File created upon Admission to the facility. Each YMF should be labeled with a youth's name, date of birth, and county of origin and shall be marked "Confidential".
- C. The Youth's Master File should contain all legal documents and correspondence relating to the youth and all progress and other reports made during the length of stay. All data in the field shall be verified, and confidentiality shall be maintained
- D. All records/forms shall be identified and separated according to the Youth Master file Order (Attachment A). Each YMF should be maintained in a DYS approved standardized folder consisting of (eight (8) sections, with each section appropriately separated and labeled according to Attachment A. (3-JTS-1E-05)
- E. YMF Entries:
 1. All entries in Youth Master Files shall be dated and the identification of the staff persons making the entry. This shall be done to ensure accountability and relevance of information. (3-JTS-1E-06)
 2. All required documents or records shall be placed in the YMF within five (5) working days of receipt and should be filed in chronological order.
 3. All persons reviewing or checking out files from the record storage area shall sign the YMF Check-Out Log maintained in front of each YMF. (Attachment B)
- F. The youth's Admission Summary Report should be the first document use in the compilation of the Youth's Master File ACA (3-JTS-5A-02) (see policy XIII.1: Admission, Intake and Orientation).
- G. Security (3-JTS-1E-01)

Subject	Policy #	Page
Youth Master File	V.1	3 of 3

1. The Facility Administrator shall designate a secure and appropriate area for the storage and maintenance of both active and inactive files.
2. Both active and inactive files shall be stored in locked metal cabinets. All cabinets storing YMF should be labeled as "Confidential".
3. All Youth master Files shall be maintained and secured to ensure a youth's right to privacy.
4. YMF shall be retained and destroyed per DYS policy V.3: Destruction of Records.

H. Access to information- (3-JTS-1E-04)

1. Prior to the release of any information on a youth currently or previously housed at a DYS facility, a Release of Information Consent Form shall be signed by the youth.
2. A copy of all Release of Information Consent Forms Shall be maintained in a youth's Master File

I. Disclosure- (3-JTS-1E-07)

1. All Youth Master Files shall be safeguarded from unauthorized and improper disclosure.
2. All manual records shall be marked as Confidential. All information stored or managed by computerization, shall be treated confidentially as well.
3. Access to Youth master Files shall be limited to persons and public agencies that have both a "need to know" and a "right to know" and that can demonstrate that access to such information is necessary for juvenile justice purposes.