


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> <b>Monthly Caseload Report</b>	<b>Policy Number:</b> <b>19</b>
<b>Number of Pages:</b> <b>3</b>	<b>Section:</b>
<b>Attachments:</b> <b>A. Monthly Caseload Report</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b>  10-1-11	<b>Approved:</b>   Kathy Pittman, Director

**I. POLICY**

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each Community Services Youth Services Counselor submits a monthly caseload report (see page 2) to the appropriate Regional Director by the 3<sup>rd</sup> day of the month following the monthly reporting period.

**II. DEFINITIONS**

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

Informal Adjustment Agreement – A youth who has not being adjudicated and is being supervised by a Youth Services Counselor. An Informal Adjustment agreement is voluntary and shall not continue for beyond six (6) months.

CHINS – “Child in need of supervision” means a child who has reached his seventh birthday and is in need of treatment or rehabilitation because the child is habitually disobedient of his parent, guardian, or custodian and is ungovernable and runs away from home.

Delinquent - A child who has reached his tenth birthday and who has committed a delinquent act. A delinquent act is anything if committed as adult will be a crime.

Reference the Youth Court Desk Book for further definitions.

**III. PROCEDURE**

The general instructions of the monthly caseload report are as follows:

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**Supervision Report:**

**-Informal Probation/Adjustment:** This category includes delinquency or CHINS cases being supervised under an Informal Adjustment Agreement or any “informal” supervision status. Also include “counseled, warned and released” cases or cases which are resolved at the time of referral or at Intake.

**-Formal Probation:** This category includes “formal”, court ordered delinquency or CHINS supervision cases.

**-Parole:** This category includes all cases supervised after release from a state juvenile institution.

**A. Referral and Institutional Commitment Report:**

**-Non-Residential Referrals:** This category includes delinquency or CHINS cases not actively supervised by the counselor due to referral of the case for counseling, assistance or other non-residential services at another agency or program, such as referral to the local mental health center, the Adolescent Offender Program, Drug Court or to a local volunteer program. This category also includes “inactive” cases, probation and parole, which are not being supervised by the counselor but are still on the caseload because of an outstanding fine or restitution.

**-Residential Referrals:** This category includes delinquency or CHINS cases not actively supervised due to their placement in a group home or other residential facility.

**-DYS Institutional Commitments:** This category includes cases committed to a juvenile institution operated by MDHS-Division of Youth Services.

-Columns-

The Brought Forward amounts are the Total Column for the report submitted the previous month.

New Cases are cases not already referred and recorded in another category. A case would be recorded in this category only when first coming into the system or, after having been released and removed from the card, has returned due to a subsequent offense. For example: New Cases are first offenders, new referrals from other counties or states, or referrals which have been out of the system for a period time.

A Category Change is a case that is already in the system and recorded on the card in which a change in status has occurred. For example: (1) A child on formal probation last month is committed to the “Training School” as a “Category Change” **not** as a “New Case”.

Brought Forward + New Cases + Category Change - Closed = TOTAL

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**NOTE: CASES CANNOT BE CARRIED IN MORE THAN ONE CATEGORY.**

Diversions from the Training School: This category includes the number of cases diverted from Oakley Training School. These diversions include but not limited to: Informal and Formal Probation, AOP, Community Services Work Youth Challenge, Families First, Community Program, Non-residential and Residential.

Prior Delinquent Referral: This category includes the number of new cases by a youth who has had a prior delinquent referral.

Race and Gender: This category includes the total number of males and females according to race. The races includes African American, Caucasian, Hispanic, Indian, Asian, and Other. The total number of race and gender should equal the total number of cases.