

<b>MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES</b>	
<b>Subject:</b> <b>DYS STATISTICAL DATA</b>	<b>Policy Number:</b> <b>20</b>
<b>Number of Pages:</b> <b>1</b>	<b>Section:</b> <b>Use of Force</b>
<b>Attachments:</b> <b>A. Statistical Data Form</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b>	<b>Approved:</b>  <hr/> <b>Kathy Pittman, Director</b>

### **I. POLICY**

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each CSD Youth Services Counselor is responsible for the completion of a statistical data form of all cases disposed of on the caseload. The completed statistical report will be due on the 15<sup>th</sup> of January, each year.

### **II. DEFINITIONS**

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

Statistical Data Form- is the form that all the youth's demographics information is recorded.

### **III. PROCEDURE**

This statistical data form will be completed by the Youth Services Counselor on all cases disposed of on their caseload and submitted to the Regional Director by the 15<sup>th</sup> of the month. The annual statistical will be the cases handled from December of the prior year through November of the current year. The statistical card for cases disposed of in November will be submitted by the 10<sup>th</sup> of December. All corrections for calendar year will be completed and submitted to the Central Office no later than the 15<sup>th</sup> of January, each year.