

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

Subject: Activity Record/Time Record Card/ Daily Sign In/Out Register (MDHS-PER-224)	Policy Number: 18
Number of Pages: 1	Section:
Attachments: A. Activity Record B. Time Record Card C. Daily Sign-In/Out Register (MDHS-PER-224) D. Parole Tracking Form E. Regional Diversion Report	Related Standards & References: AP-6
Effective Date: June 1, 2012	Approved:  James Maccarone, Director

I. POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each Community Services Division (CSD) Youth Services Counselor will maintain a record outlining daily activities and working hours. Each CSD Youth Services Counselor will submit a monthly Activity Record (see page 2) to the appropriate Regional Director by the 3rd of the month following the month the activities occurred.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each CSD employee document and complete a time card which accurately reflects all hours worked and all leave taken. Time cards should be submitted to the Regional Director by the required deadline.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each Regional Director is to submit a Monthly Report to the Community Services Director by the 5th of the month following the reporting period or by the next business day if the 5th falls on a weekend or holiday. The following reports include: Monthly Caseload reports, Travel, Regional Monthly Calendar, Parole Tracking Forms and Regional Diversion Report.

II. DEFINITIONS

None

III. PROCEDURE

None