

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:  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

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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)

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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.

MASTER FILE ORDER

Section I. Identification/Background

Picture
Personal Inventory Sheet
Personal Inventory Picture
Contact Info Sheet
Cover Sheet for Training School
 Commitment
Youth Admission Form
Admission, Intake, & Orientation
 Checklist
Court Order
Petition
Summons / Notice of Process
Statistical Data Sheet
Offense List
Miscellaneous

Section II. Social Summary

Juvenile Personal Data Sheet
Social Summary
Visitation Form
Orientation Information

Section III. Services

A. Chaplain's Department
Progress Notes
Religious Consent Form
Initial Assessment
B. Recreation
Progress Notes
Initial Assessment
C. Para-Military
Assessment
Letter of Consent
Placement R/O Form

Section IV. Special Management

Academic Counseling

Observation Rule
Special Intervention Form
Incident Report
Visitation Log
Suicide Log
Protocol
Suicide Contract
BMU Treatment Plan
Progress Notes

Section V. Due Process

A. Disciplinary Forms
B. Grievances
C. Incident Reports

Section VI. Classification

A. Treatment Team Forms
A. Rank and Placement
B. Parole Request/Notice of Parole

Section VII. Psychology/Psychiatry

A. Records – previous stays
B. YASI
C. MAYSI
D. Other assessment testing
E. Medication Side Effect Forms
F. Psychiatric/Psychological
 Assessment
G. Programming Needs Assessment
 Summary
H. Progress Notes / Ongoing
 Assessments – chronological order

Section VIII. Counseling/Programming (in Chronological order)

A. Service Plan
B. Progress Notes

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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES CAMPUS JUVENILE INSTITUTIONS	Policy Number 5.1	Section V page 1 of 1
SUBJECT: CONFIDENTIALITY OF RECORDS (Students and Employees)	DATE: April 1, 2004	
<p>POLICY</p> <p>It is a policy of the Mississippi Department of Human Services, Division of Youth Services, that any records maintained by the facility involving employees or students and the contents thereof, will be kept confidential and will not be disclosed for public inspection.</p> <p>PROCEDURE</p> <p>A. <u>Student</u></p> <p>“Any person who shall disclose or encourage the disclosure of any records involving children or the contents thereof without the proper authorization . . . shall be guilty of a misdemeanor and punished, upon conviction, by a fine of not more than (\$1,000) or by <u>imprisonment</u> in the county jail of not more than one (1) year or by both such fine and <u>imprisonment</u>.” <u>Mississippi Code Annotated 1972</u>, Section 43-21-257 through Section 43-21-267. All student records shall be securely locked by 5:00 p.m.</p> <p>B. <u>Employee</u></p> <p>Confidentiality of employee information will be maintained in accordance with <u>Performance Appraisal Review System Policy, AP-12, Revised</u>. An employee may view their record by appointment. Administrators and Supervisors shall view only those records of the personnel they supervise. All employee records shall be securely locked by 5:00 p.m. Any exceptions to the above policy must be approved by the Division Director.</p> <hr/> <p>Kathy H. Pittman, Director Division of Youth Services</p>		

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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 5.2	Section V page 1 of 9
SUBJECT: DESTRUCTION OF RECORDS	DATE: April 1, 2004	
<p>POLICY</p> <p>It is a policy of the Mississippi Department of Human Services, Division of Youth Services that all records will be maintained and/or destroyed according to the MS Department of Archives and History Records Management Control Schedule. The destruction of records pertaining to children shall be handled by the appropriate means as specified by the Youth Court Act, <u>Mississippi Code 1972, Annotated, Section 43-21-265.</u></p> <p>Penalties for offenses involving records, “the theft or deliberate alienation, alteration or <u>destruction</u> of records by any persons in a manner not authorized by an applicable record control schedule, or the unlawful divulging of restricted information under this chapter shall constitute a misdemeanor, punishable by a fine of not less than five hundred dollars (\$500) and not greater than one thousand dollars (\$1,000).” <u>Mississippi Code 1972, Annotated, Section 25-59-23 through Section 25-59-31.</u></p> <p>PROCEDURE</p> <p>The schedule provided on the following pages will be used as a guide for disposal of various records maintained. The schedule provides the following information:</p> <ul style="list-style-type: none">A. The Record Series Title Example: Statistical Sheets B. Series Description Example: Documents relating to coded forms used by each counselor for statistical Reports. File is arranged by county. C. Arrangement of File Example: By county D. How long to maintain records Example: Cut off: Fiscal; Hold in current: three years		

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SUBJECT: DESTRUCTION OF RECORDS (continued)		DATE: April 1, 2004
<p>E. Other Instructions Example: Destroy hard copy; maintain computer tapes permanently.</p> <p>Records pertaining to children will be destroyed using the following procedures:</p> <p>A. Identify student records by county, giving child's name, case number, etc. (see Record Destruction Report).</p> <p>B. A written request to the appropriate/current judge/designee requesting a court order for permission to destroy in field old records listed on the form.</p> <p>C. When a court order is received, then and only then are records to be destroyed. (Exception: Medical or mental health examinations, <u>Mississippi Code 1972, Annotated, Section 43-21-265, Destruction of records</u>).</p> <p>D. Documentation of files destroyed must be forwarded back to the appropriate judge/designee indicating disposal of records has been completed.</p>		
<hr/> <p>Kathy H. Pittman, Director Division of Youth Services</p>		

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**DESTRUCTION OF RECORDS
for
JUVENILE INSTITUTIONS**

Series Title:	STUDENT FILES (MASTER FILES)
Series Description:	Documents relating to student cumulative records. Included are personal data sheets, summons and court orders, education plans achievement test results, psychological data, incidents on campus, and movement and progress reports.
File Arrangement:	Alphabetically by student name
Cut-off:	Continue
Hold in Current:	5 years
Other Instructions:	Maintain cumulative record permanently. Destroy remaining file contents 5 years after student leaves Columbia or Oakley. Permission to destroy student master files must be granted from the judge to committing county.
Series Title:	BIDS
Series Description:	Documents relating to bids on groceries for ninety days.
File Arrangement:	Chronologically
Cut-off:	Fiscal
Hold in Current:	1 year
Other Instructions:	Transfer to inactive files and maintain 2 years, then destroy
Series Title:	FARM RECORDS
Series Description:	Documents relating to accounting records, soil testing records, inventory records, and records of crops raised.
File Arrangement:	Chronologically
Cut-off:	Fiscal
Hold in "Current:	No
Other Instruction:	To Archives
Series Title:	INVENTORY RECORDS
Series Description:	Document relating to inventory records on janitorial supplies.
File Arrangement:	Chronologically
Cut-off:	Fiscal
Hold in Current:	3 years
Other Instructions:	After release of audit, the destroy.

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Series Title: SCHOOL LUNCH PROGRAM
Series Description: Documents relating to form SFS-4 monthly reports submitted to the Department of Education for reimbursement. Included are number of meals served
File Arrangement: Chronologically
Cut-off: Fiscal
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: DENTAL RECORDS
Series Description: Documents relating to dental treatment of students. Included are tooth charts, x-rays, problem lists and initial plans.
File Arrangements: Alphabetically by student
Cut-off: Continue
Hold in Current: No
Other Instructions: Until inactive. Permanently microfilming is recommended.

Series Title: ADMINISTRATOR'S CORRESPONDENCE
Series Description: Documents relating to general correspondence. Included are memos to staff' reprimand.
Hold in Current: 2 years
Other Instructions: Purge every 2 years, then destroy as needed.

Series Title: CLASS ROLL BOOKS
Series Description: Documents relating to placemen area. Included are daily attendance record, demographic data, and monthly compilation of attendance.
File Arrangement: Alphabetically by student
Cut-off: Calendar
Hold in Current: 3 years
Other Instructions: Then destroy

Series Title: PLACEMENT REPORTS
Series Description: Documents relating to vocational placement. Included are area of placement, name, age, and date of birth.
File Arrangement: Alphabetically by student
Cut-off: School
Hold in Current: 3 years
Other Instructions: Then destroy

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Series Title: DISASTER DRILL REPORT
Series Description: Documents relating to reports on disaster drills. Included are time, date, and length of time of drill.
File Arrangement: Chronologically by month
Cut-off: Calendar
Hold in Current: 1 year
Other Instructions: 1 year after drill, then destroy.

Series Title: MEDICATION FILES (LOG)
Series Description: Documents relating to medication ordered by doctor or nurse. Included are logs kept by Columbia officials which indicate medicine given, time given, and by whom given.
File Arrangement: Chronologically by day
Cut-off: Calendar
Hold in Current: 1 year
Other Instructions: Transfer to inactive files and hold until youngest child on log page reaches 28 years of age, then destroy.

Series Title: TELEPHONE CALL LOGS
Series Description: Documents relating to phone calls. Included are listing of phone calls made by students and listing of long distance calls made by the staff.
File Arrangement: Chronologically by arrival date
Cut-off: School
Hold in Current: 1 year
Other Instructions: 1 year after call is made, then destroy.

Series Title: VISITOR'S LOG
Series Description: Documents relating to visitors to campus. Included are name, address, social security number, car make and model, tag number, and length of visit.
File Arrangement: Chronologically by arrival date.
Cut-off: School
Hold in Current: 1 year
Other Instructions: 1 year after call is made, then destroy.

Series Title: MEDICAL FILES
Series Description: Documents relating to medical treatment. Included are immunization records, physical testing results, and requests from Campus for a nurse.

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Series Title: **MEDICAL FILES (Continued)**
File Arrangement: Alphabetically by student
Cut-off: Continue
Hold in Current: 5 years
Other Instructions: Transfer to inactive files and hold until child reaches 28 years of age, then destroy.

Series Title: **REQUISITION FOR ISSUANCE OF WARRANT**
Series Description: Issuance of Auditor's disbursement warrant for goods received or services rendered for the state.
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: **REQUEST FOR AUDITOR'S RECEIPT WARRANT**
Series Description: Application for Auditor's Receipt Warrant and State Treasurer's Receipt.
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: **PURCHASE ORDERS - FORM 09.20.12**
Series Description: Purchase orders and purchase order adjustments.
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: **GENERAL LEDGERS**
Series Description: Postings to GAAP fund types and account groups.
Hold in Current: 3 years
Others Instructions: After release of audit, then destroy.

Series Title: **REQUEST FOR AUTHORITY TO PURCHASE (P-1's)**
Series Description: These documents may be found in agencies requiring in-agency approval prior to issuing a purchase order. They generally will contain description of item, quantity, vendor, catalog number, and price.
Hold in Current: 1 year
Other Instructions: Then destroy

Series Title: **PERSONNEL FILES - ACTIVE**
Series Description: Included are application for employment, personnel data summary,

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Series Title: **PERSONNEL FILES - ACTIVE (Continued)**
attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction date, bond, training records, etc.

Hold in Current: Until employee is separated.

Other Instructions: Transfer to **PERSONNEL FILES - SEPARATED EMPLOYEES**. Active personnel files may be routinely purged of the following material 3 years after receipt: Request for Leave, Cumulative Leave Records, and Performance Evaluations.

Series Title: **PERSONNEL FILES - SEPARATED EMPLOYEES**

Series Description: Included are application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline records, letters of commendation, notice of separation/resignation, payroll deduction data, bond, training records, other records relating to an individual's employment.

Other Instruction: Personnel files may be destroyed after 6 years provided personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. This information is maintained by the State Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. **NOTE:** Personnel files for separated employees may be transferred to the State Records Center must contain certification from the agency that personnel summary data has been prepared for all files data prior to 1978.

Series Title: **GENERAL ADMINISTRATIVE FILES - PERSONNEL OFFICE**

Series Description: Included are Certificate of Eligibles, job applications (unsuccessful), employee count printouts, requests for certificate of eligibles, performance evaluations due, manpower projections, and occupational analysis.

Hold in Current: 3 years

Other Instructions: Then destroy

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Series Title: REQUEST FOR LEAVE
Series Description: Employee's personal and medical leave.
Hold in Current: 3 years
Other Instructions: Then destroy

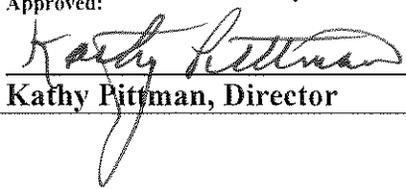
Series Title: COMMUNIQUE FILES
Series Description: Documents relating to employee reprimands, letters of warning, employees incidents, and memos signed by employees. Included are in-service training records.
File Arrangement: Alphabetically
Cut-off: Continue
Other Instructions: Hold in current files area indefinitely after employee terminates employment.

Series Title: INVOICES
Series Description: Documents relating to purchase invoices of equipment.
File Arrangement: Chronologically
Cut-off: Continue
Hold in Current: No
Other Instructions: Destroy after equipment is deleted.

Series Title: CORRESPONDENCE
Series Description: Documents relating to correspondence pertaining to daily operations of school. Included are memos.
File Arrangement: Alphabetically by subject
Hold in Current: No
Other Instructions: Purge unnecessary material every 3 years. Material not purged after 3 years, keep in file as long as needed, then destroy.

Series Title: IN-SERVICE FILES
Series Description: Documents relating to continuing education and training seminars of employees.
File Arrangement: Alphabetically by employee
Cut-off: Fiscal
Hold in Current: 1 year
Other Instructions: Transfer to Communique Files.

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

Subject: Case Management Systems		Policy Number: 5	
Number of Pages: 2		Section: V	
Attachments none		Related Standards & References	
Effective Date: September 01, 2009		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all data and information created and collected by DYS employees on youth in the custody, care or under the supervision of Youth Services shall be entered and managed via Case Management Systems (CMS) to ensure continuity of care and effective information sharing throughout the State. Employees shall only have access to youth information as required by role or responsibility.

II. DEFINITIONS

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

- A. CMS – the abbreviated form of Case Management Systems, which is a computer-based case management data-base which is used to track the history, educational, mental health, medical history and needs of youth who come in contact with the juvenile justice system.
- B. CMS Database Administrator – The Information Technology (IT) Senior Systems Administrator designated by the Division Director or designee to manage the database.

III. PROCEDURE

- A. Access – The CMS Database Administrator shall control and manage access to the CMS database. All employees shall only be allowed access to youth information as necessary and determined by their organizational role and responsibility.
 - i. Log-in – each employee shall have a unique and individual log-in identification and password, which shall be developed and assigned by a CMS Database Administrator.
 - ii. All employees shall be informed of their log-in and password before the end of the New Employee Orientation period.
 - iii. Existing employees shall be provided with individual ID log-in and passwords by the CMS Database Administrator via their direct supervisor.

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- iv. Computers equipped with CMS shall be placed strategically throughout campus and the community to allow for data input and report generation.

- B. Use – A user manual shall be placed in each area of campus and in community offices where employees are required to input data and information into the system.

- C. Data/Information gathering and input – All data and information entered and viewed in the CMS database shall remain confidential and not be shared or discussed with non-essential persons.

- D. Training
 - i. Pre-Service: all new employees shall attend no less than two (2) hours of introductory training, which shall at a minimum include:
 - 1. Log-in/Access
 - 2. Role responsibilities
 - 3. Report preparation and generation
 - 4. Database navigation
 - 5. Data Input

 - ii. In-Service: All employees shall at a minimum attend one (1) hour of refresher training annually, which shall cover all topics noted above in addition to new or updated functions.