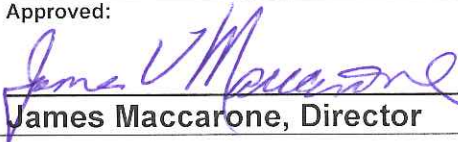


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

Subject: <b>Youth Master File</b>	Policy Number: <b>1</b>
Number of Pages: <b>4</b>	Section: <b>V</b>
<p style="text-align: center; margin: 0;">Attachments</p> <p><b>A. Master File Order</b> <b>B. YMF Review Sign Out Log</b> <b>C. YMF Records Request Log</b></p>	<p style="text-align: center; margin: 0;">Related Standards &amp; References</p> <p><b>ACA 4-JCF-6F-01      ACA 4-JCF-6F-02</b> <b>ACA 4-JCF-6F-04      ACA 4-JCF-6F-06</b> <b>ACA 4-JCF-6F-07</b></p>
Effective Date: <b>May 23, 2007</b> <b>Revised June 15, 2015</b>	Approved:  <b>James Maccarone, Director</b>

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that a Youth Master File be established. The use and content of all Youth Master Files shall include youth rights to privacy, the secure placement and preservation of Youth Master Files, and protection to ensure confidentiality mandated by law. Youth Master Files shall be managed to document program and service delivery.

**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 program service delivery and all court documents addressing legal commitment.

**III. PROCEDURE**

Each youth shall have a secure record created and maintained upon admission to the facility. The procedures for a Youth Master File are as follows:

- A. Each Youth Master File should be labeled with a youth's name, date of birth, identification number, and county of origin and shall be marked confidential.
- B. The Master File clerk is responsible for creating the YMF and maintaining the filing for all YMFs. Other individuals may be designated to assist in these duties.
- C. The YMF shall adhere to a specific master file order as outlined in *Attachment A – Master File Order*. However, the YMF shall include at a minimum the following information:

1. Name, age, sex, and race or nationality

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2. Authority to accept youth into custody of DYS
3. Court records and disposition documents
4. Committing offense(s) and delinquent history
5. Probation services
6. Initial intake information
7. Case history/social history
8. Name, relationship, address, and phone number of parent(s)/guardian(s) and person(s) youth resides with at time of admission
9. Family information
10. Prior education information
11. Case file and social security numbers
12. Medicaid and driver's license numbers, when applicable
13. Individual plan
14. Signed consent to release information forms, when required
15. Program rules and disciplinary policy signed by the youth
16. Disciplinary records
17. Substance abuse and mental health interventions
18. Health care needs of youth
19. Youth's special needs
20. Projected placement requirements
21. Support needs
22. Referrals to other agencies, if applicable
23. Release and transition documentation

Note: Medical and educational records are separate components which shall be located in the Medical Clinic and School, respectively and maintained in accordance with DYS Medical and Education policies.

D. 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.

E. 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*.

F. YMF Entries:

1. All entries in Youth Master Files shall be dated and identify the individual making the entry.
2. All required documents or records shall be placed in the YMF within five (5) working days of receipt and filed in chronological order.

G. Security

1. The Facility Administrator shall designate a secure and appropriate area for the storage and maintenance of both active and inactive files.

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2. All Youth Master Files shall be maintained and secured to ensure a youth's right to privacy.
3. Both active and inactive files shall be stored in locked metal cabinets. All cabinets storing YMF should be labeled as "Confidential".
4. YMFs shall be retained and destroyed per DYS Policy V.2: Destruction of Records.
5. Inactive YMFs' of youth over 18 years of age will be removed at least yearly. These files will be sent to be scanned and maintained electronically at a location other than Oakley Youth Development Center. Hard copy access to these files will be upon written request to the Management Information Technology Division of the Division of Youth Services.

H. Confidentiality, Access and Disclosure of Information:

1. All YMFs will remain confidential.
2. All Youth Master Files shall be safeguarded from unauthorized and improper disclosure.
3. Access to Youth Master Files shall be limited to persons and public entities that have both a "need to know" and a "right to know" and can demonstrate that access to such information is necessary for juvenile justice purposes.
4. All persons reviewing or removing files from the record storage area shall sign the YMF Review Sign Out Log maintained in Section II of each YMF and document the purpose of reviewing or removing the file (i.e. audit, insert document, Honor's Program review, etc.). *(Attachment B)*
5. All persons removing a YMF from the record storage area must also complete a file placement "Out Card" which indicates the youth's name, the name of the person who has removed the file, and the date the file was removed.
6. All information stored or managed by computerization, shall be treated confidentially as well.
7. Prior to the release of any information on a youth currently or previously housed at a DYS facility, a release of information consent form, that conforms to federal and state laws, shall be signed by the youth and/or parent/guardian, if youth is not yet of adult age.
8. The YMF Records Request Log will record requests for documentation and the status of the request. *(Attachment C)*

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9. A copy of all Release of Information Consent Forms shall be maintained in a youth's Master File.
  
10. All released copies of records shall be marked as confidential. In addition, these released copies are to include the statement that "re-disclosure is prohibited".