


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

Subject: <b>Admission, Intake and Orientation</b>	Policy Number: <b>1</b>
Number of Pages: <b>8</b>	Section: <b>XIII</b>
Attachments	Related Standards & References
A. Youth Admission Form B. Detention Center's Records C. Admission and Intake Checklist D. Orientation Checklist E. Orientation Acknowledgement Statement F. Religious and Spiritual Needs Assessment Form G. Student Handbook	ACA 3-JTS-5A-01 ACA 3-JTS-5A-04 Mississippi State Statute 43-21-603, 43-21-605 and 43-27-25
Effective Date: <b>December 21, 2006</b> Revised: September 15, 2009; Revised March 1, 2015	Approved:  <b>James Maccarone, Director</b>

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that Oakley Youth Development Center (OYDC) shall admit only those youth legally authorized for confinement and whose actual identity can be verified. Youth shall not be admitted to the facility without the required documentation. Upon arrival all youth shall undergo a standardized admission, intake, and orientation process conducted by trained designated staff members. These processes are intended to prepare youth for what is required while in the custody of DYS; as well as, to inform youth admitted to a facility of all services available at the facility.

**II. DEFINITIONS**

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

- A. **Admission** – the process by which youth legally authorized to a MDHS/DYS Oakley Youth Development Center may be accepted or rejected for placement at the facility.
- B. **Intake** – The process by which youth admitted to the facility are prepared for orientation to the facility.
- C. **Orientation** – The process by which youth are welcomed into the facility and informed of services provided at the facility, via a formal presentation. In addition, youth are made knowledgeable of expectations and the behavioral incentive program and the Length of Stay Policy while in the custody of the DYS.
- D. **Admission Packet** – The minimum documentation required for admission to a DYS OYDC to provide an accurate account of the youth's history and current needs, so that the facility can insure that the youth's medical, educational, mental health, and treatment needs can be met by the resources available to the facility. The following constitutes the minimum documentation required for admission to a DYS facility: (Mississippi State Statute 43-21-603.8.a-f)

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	2 of 8

- a. Medical Records –
    - i. The youth’s significant current and past medical history including: medications, diagnoses, available records maintained by a Primary Care Physician, Dentist, Medical Specialist, and the Detention Facility, a Health History and current Immunization Record.
    - ii. Medical Inventory Parental Confirmation Sheet
    - iii. The youth’s mental health history
  - b. Legal Records – Prior Youth Court Disposition Orders, Petitions, Offense Lists/Delinquent and Status History and Summons mandated for a youth.
  - c. Detention Records - records from any detention facility or court-ordered placement pertaining to the conduct, medical, mental health, alcohol and other drug use and abuse, and suicidal behavior/risk of the youth. (Attachment XIII.I.B)
  - d. Social Records – Youth’s Social Summary/History, Juvenile Information Sheet, Statistical Data Sheet, and Visitation Form.
  - e. Education Records - Youth’s cumulative record from the last school of record, including special education and TST records (if applicable and when available), recommendation from the school of record based on areas of remediation needed, disciplinary records from the school of record, and records of disciplinary actions outside of the school setting (when available).
- E. **Youth Master File (YMF)** - the complete and official commitment record maintained for each youth that documents his/her treatment, correspondence, and all court papers addressing legal commitment, which includes the case file, the medical record, and the educational file which taken together constitute the youth master file.
- F. **Student Handbook** – A manual created for youth that outlines the operations of OYDC, and explains in plain language all relevant areas of the facility and the appropriate policies of the DYS. In addition, it shall comply with Division policies and be kept current through frequent review and updates as required by policy I.2: Policy Management.
- G. **Frisk search** - To search a youth for something concealed by passing the hands quickly over clothes and/or through pockets.
- H. **Body/Strip search** - To search a youth for illegal articles or contraband by first requiring the removal of all clothing. This includes a visual check of the person that does not require physical contact. This search procedure may require a youth to open his mouth or to move his body parts to permit visual inspection and to run his hands through his hair.

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	3 of 8

- I. Cavity search** – The inspection of a youth’s body cavity(s) by medical personnel, which is authorized by the Facility Administrator. (See Medical Policy and Procedure XI.16- Health Care Appraisal and Examinations section III D.)

### III. PROCEDURE

To facilitate the implementation of this procedure, designated staff shall complete and file the Admission and Intake Checklist, (Attachment C) and the Orientation Checklist (Attachment C) for each youth admitted to the facility (3-JTS-5A-01).

- A. Admission: OYDC shall not admit or take custody of any child whose Admission Packet does not contain the requisite medical and mental health records as provided in Mississippi Code (Section 43-21-603.8.a-f), including records from any detention facility or court-ordered placement pertaining to medical, mental health, and suicidal behavior. The Youth Court shall provide the Admission Packet to the training school at or before the youth’s arrival at the facility.
- B. Juveniles suspected of being under the influence of alcohol or drugs may only be admitted to the facility after being medically examined by a qualified physician and cleared for admission.
- C. No transporting escort staff shall be excused prior to the verification of documentation and the completion of initial screenings. Per Mississippi Code (Section 43-21-650.1.g.iii), youth under the age of ten (10) years shall not be admitted to a DYS facility. Both male and female youth shall be received in the facility’s Intake Unit for admittance. All youth shall be admitted to OYDC within three hours of arrival at the facility, if documentation is verified and youth deemed appropriate for admission.
- D. Per Mississippi Code (Section 43-21-603), the Admittance of any youth to OYDC shall take place between the hours of 8:00 am and 3:00 pm; Monday through Friday. The Admission of youth to a facility shall comply with the following protocol:
  - 1. Verification of the youth’s actual identity – The admitting staff member shall verify the youth’s identity based on a review of the Court documents and confirmation by the escorting officer.
  - 2. Verification of completed Admission Packet – The admitting staff member shall review the Admission Packet to insure that all required documentation is presented.
  - 3. Administration of Medical Intake Screening – (Please see Admission Health Screening and Assessment policy XI.15) In the case of severe injury or severe mental illness or retardation (See Mississippi State Statute 43-27-25), the youth shall be denied admission.
  - 4. Administration of Mental Health Screening – Intake staff shall administer the required mental health screening instruments for severe mental illness or retardation (See Mississippi Code 43-27-25).

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	4 of 8

5. Admission – Youth shall be confirmed as either accepted or denied. This confirmation shall be indicated by the Intake Staff, who shall sign the Youth Admission Form (Attachment A).
  6. Transfer of Custody - The Deputies/Escorts shall then accompany the youth to the Facility’s Intake Unit. At the completion of the required screening tools, custody shall be transferred.
  7. Receipt - Following the delivery of the youth to the Intake Unit, all Deputies/Escorts shall sign the Youth Admission Form (Attachment A) prior to being excused.
  8. Head Count - Newly admitted youth shall be immediately added to the facility’s Daily Population Report.
  9. When female youth arrive for admittance, all male youth, present in the Intake Unit, shall be placed in temporary cells with the door unlocked, while the female youth completes the admission process and is moved to the area of the facility that is designated for the female youth.
- E. Intake: All youth shall be admitted to the facility prior to participating in the Intake process. Staff shall provide verbal explanation to the youth regarding each step of the Intake process. Essential services, including medical attention, meals, etc. shall be provided to youth while housed in the Intake Management Unit or Assessment Management Unit. The intake of youth into a facility shall comply with the following protocol and shall take place within 24 hours of Admission:
1. Intake for female youth shall take place in an area designated specifically by the Facility Administrator for female youth, which is separate from male youth.
  2. Supervision – Staff shall maintain direct line-of-sight supervision for all youth until initial screening is completed. If a youth is determined to be at risk for suicide, the youth shall be placed on Safety Alert until seen by a Qualified Mental Health Professional (QMHP) (see Suicide Prevention Policy XIII.12).
  3. Notification – Upon admission to the facility, Intake staff shall verbally notify the Education, Psychology, Security, and Food Services Departments of the youth’s admission to the facility, within one hour of admission.
  4. Search – Upon arrival at the Intake Unit, all youth shall be searched for illegal items or contraband. Youth shall be subject to two forms of search, Frisk and Body/Strip searches. However, body/strip searches shall be conducted by a same-sex staff member in an area within the Intake Unit that provides privacy. (See policy VII.8: Property, Contraband, and Searches)

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	5 of 8

- a. Following standard the standard body/strip search , if there is probable cause that a youth is still in possession of contraband:
    - i. The Facility Administrator shall be contacted immediately.
    - ii. The Facility Administrator shall consult with the facility's health care provider regarding the need for more intrusive search procedures. (Please see the Admission Health Screening and Assessment policy XI.16)
  - b. Body/strip searches of female youth shall be conducted by female staff and shall take place in an area designated by the Facility Administrator specifically for female youth that is separate from male youth, which maintains privacy.
5. Property Distribution and Hygiene - At all times youth shall only maintain in their possession, items that are authorized and/or distributed by the facility.
- b. The youth's personal property shall be collected, inventoried, documented and stored according to Policy VII.8: Property, Contraband and Searches.
  - c. All youth shall be required to shower and receive a de-licer treatment.
  - d. All youth shall be issued standard items including clothing, linens, and gender appropriate hygiene items, in accordance with Policy VII.8.
6. Photographs – A photograph shall be taken of each admitted youth and his/her property; a copy of which shall be placed in the youth's master file, and medical file.
7. Medical Exam - All youth shall receive a medical examination. (Please see Admission Health Screening and Assessment policy XI.16)
8. Youth Screening – All youth admitted to a DYS facility shall be screened for any history of physical or sexual abuse, substance abuse, anger aggression, suicide risk, sexual deviance, and educational difficulties using a standard screening instrument such as the YASI (See policy XIII.3: Youth Screening and Assessment).

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	6 of 8

9. Returnee Records Review – A QMHP shall review all medical files for youth who have been previously confined in the facility, to identify youth who have a history of suicide or self-injurious behaviors.
  10. Family Contact - All youth shall be permitted to telephone his/her parents or legal guardians/representative within 24 hours of admission. Staff will render assistance as needed. Parents and Guardians shall be notified verbally and in writing of the current status of the youth's admission, the visitation, telephone, and mail procedures, in addition to the contact information for the Facility Administrator, Youth Counselor, and Ombudsperson within 24 hours of the youth's admission to the facility.
  11. Youth Master File – The File Clerk shall create a YMF for the youth
- F. Orientation: All youth will have spent at least the first 48 hours on an Intake Management Unit (IMU); however, all youth shall complete the Orientation process within 72 hours of Admission. In exceptional cases, where youth have not completed Orientation within the designated timeframe, placement of youth in an educational program or other mandated activity shall not be delayed. Therefore, by the morning of the third day of custody, all youth shall be enrolled in an educational program. All male youth shall reside in Intake Management Unit until Orientation is completed. All female youth shall reside in the housing unit designated by the Facility Administrator to temporarily house newly admitted female youth that is separate from male youth. Both male and female youth shall be afforded equal levels and quality of services.
- G. Youth shall be provided assistance as needed in understanding the Orientation presentation and materials. The Orientation of youth to the facility shall comply with the following protocol:
2. Student Handbook - A current copy of the Student Handbook (Attachment G) and other Orientation materials shall be given to all youth (3-JTS-5A-04). In addition, a copy of the Handbook shall be posted in all common areas accessible to youth. The Handbook shall be written in clear and precise language that is easily understood by youth. The IMU Counselor shall provide a presentation to youth that reviews and explains all components of the Student Handbook. The handbook shall include, at a minimum, the following information to insure that youth understand their rights and are aware of all services provided at the facility.
    - a. The Division Mission and Vision Statements
    - b. Facility rules and consequences for violating rules,
    - c. Due Process procedures,
    - d. Grievance procedures,
    - e. Rights and responsibilities of youth,

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	7 of 8

- i. Protection from Harm
    - ii. Attorney Access
    - iii. Access to clothing and hygiene products
  - f. Mail, telephone and visitation procedures,
  - g. Educational and Vocational Programs
  - h. Counseling and Religious Services,
  - i. Access to health care and mental health care,
  - j. Classification and Length of Stay procedures
  - k. School attendance and performance,
  - l. The Behavior Management System,
  - m. Drug testing,
  - n. Searches, contraband and authorized property,
  - o. Reporting allegations of abuse,
  - p. Key staff, their roles, and how to contact them, and
  - q. Work detail.
2. Q & A Period – All youth shall be given the opportunity to ask questions of staff during the Orientation presentation.
  3. Youth Assessment – All youth determined to have high risk need scores in specific areas identified in the screening process shall be further evaluated using the appropriate assessment instruments specific to the identified risk need. (Please see policy XIII.3: Youth Screening and Assessment)
  4. Recreational Assessment - Recreation staff shall meet with youth during Orientation to provide information about recreation activities and to assess the youth's physical fitness level and recreational interests. All eligible youth's physical fitness level shall be assessed using the President's Standards Physical Fitness Test.
  5. Religious Assessment – A campus Chaplain shall meet with all youth during the Orientation process to professionally assess each youth's religious and/or spiritual needs, by completing the Religious Needs Assessment Form (Attachment F).
  6. Dietary Needs - All youth shall be asked to disclose any special dietary needs, based on the youth's religious history. The Chaplain shall notify appropriate food service staff, and notate the identified needs in the youth's master file.

Subject	Policy #	Page
Admission, Intake and Orientation	XIII.1	8 of 8

7. Completion - Upon completion of Orientation, all youth shall be required to sign and date the Orientation Acknowledgement Statement (Attachment E), which shall be filed in the youth's master file. As well, the IMU Counselor or other designated staff shall sign the Orientation Checklist (Attachment D) to verify that all aspects of the process have been completed.
8. Assessments initiated during the intake and orientation process will be continued based on needs and issues identified in the Phase I screening, which results in the Initial Screening Protocol and Intake Psychological Checklist within the first three working days of admission (Policy XIII.3, Youth Screening and Assessment).
9. Initial Classification — Classification of youth shall take place during the Intake and Orientation period. Following the youth's admission to the OYDC, the Classification Committee shall complete the initial Classification Checklist (Attachment A) to determine the youth's classification status and appropriate housing unit (See Policy XIII.2).
10. Documentation – All required forms shall be filed in the Youth's Master File.
11. Exceptions - If a youth has left the facility and returned to the facility in an abbreviated period of time (less than 30 days), the orientation staff may conduct an abbreviated orientation process to update the youth on current procedures and immediately place the student in a permanent housing unit.
12. Video Presentation: Orientation materials may be provided through the use of video presentation, however trained staff must be present to answer questions and provide assistance as needed.