


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

Subject: ADOLESCENT OPPORTUNITY PROGRAM (AOP) MONITORING	Policy Number: 32
Number of Pages: 1	Section:
Attachments: A. AOP Monitoring Tool	Related Standards & References:
Effective Date: June 1, 2012	Approved:  James MacCarone, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that the Regional Directors and Youth Services Counselors monitor the Adolescent Opportunity Program (AOP) to ensure that the AOP is in compliance with the Scope of Services outlined in the contract agreement.

II. DEFINITIONS

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

Scope of Services – the guidelines and procedures in which the AOP Programs are to provide services.

Monitor – means to oversee the AOP programs to ensure compliance with the scope of services.

III. PROCEDURE

All Division of Youth Services Regional Directors will monitor the AOPs within their respective regions at least quarterly. The Regional Director will use the short monitoring tool. If the Regional Director finds a problem, they will report it to the Community Services Director and the AOP unit. All Division of Youth Services Counselors will monitor counties within their assigned districts at least monthly. The counselor is responsible for reporting any problems to the Regional Director. The AOP unit is responsible for completing a long monitoring tool when monitoring the AOP.