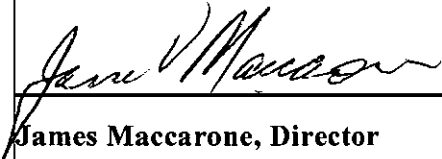


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

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| <b>Subject:</b><br>Monthly Referral Report        | <b>Policy Number:</b><br>46   |
| <b>Number of Pages:</b><br>3                      | <b>Section:</b><br>XIV  |
| <b>Attachments:</b><br>A. Monthly Referral Report | <b>Related Standards &amp; References:</b>  |
| <b>Effective Date:</b><br>November 1, 2018        | <b>Approved:</b><br><br>James Maccarone, Director |

**POLICY**

It is the policy of Mississippi Department of Human Services, Division of Youth Services that each Community Services Section Youth Services Counselor submit a Monthly Referral Report (see attachment), to the appropriate Regional Director by the 3<sup>rd</sup> day of the month following the monthly reporting period.

**I. DEFINITIONS**

As used in this Policy and Procedure, the following definitions apply:

- A. Referred Case:** A new referral assigned to a Community Services Section Youth Services Counselor in a given month. This may include a new referral of someone presently on a caseload, or a new referral of someone who had previously been closed. This does not include a case assigned to intake that never is received by a Youth Services Counselor.
- B. Interstate Commission for Juveniles (ICJ):** The Interstate Commission for Juveniles is established to fulfill the objectives of the Compact, through means of joint cooperative action among the Compacting states to promote, develop and facilitate a uniform standard that provides for the welfare and protection of juveniles, victims and the public by governing the Compacting states' transfer of supervision of juveniles, temporary travel of defined offenders and return of juveniles who have absconded, escaped, fled to avoid prosecution or run away.

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**1. Runaway (ICJ):** Persons within the juvenile jurisdictional age limit established by the home state who have voluntarily left their residence without permission of their legal guardian or custodial agency but who may or may not have been adjudicated.

**2. Absconder (ICJ):** A juvenile probationer or parolee who hides, conceals, or absents him/herself with the intent to avoid legal process or authorized control.

**3. Warrant (ICJ):** An order authorizing any law enforcement or peace officer to apprehend and detain a specified juvenile.

## II. PROCEDURE:

Each case will be placed into one column for purposes of recording the case and shall reflect the case status on the last day of the month. A case may only be placed in one column at a time.

**A. Brought Forward:** Amounts from the Total column from the Monthly Referral Report submitted the previous month.

**B. New Cases:** A case that is referred to a Community Services Section Youth Services Counselor in a given month. A new case is an addition to the Total column. A case that is referred and disposed of in the same month shall be listed as a New Case and Closed case within the same month. For example, if a case is referred on the fifth day of the month, and the judge electronically signs an intake order the twentieth day of the month approving the youth be counseled and warned, that would be both a New Case and a Closed in the same month.

**C. Closed:** A referred case that is closed in a given month for which there was a disposition reached. A case may be disposed of with or without court action, or with or without a petition being filed. Disposition may include take no action, counsel and warn, to a commitment to the Oakley Youth Development Center, or certification.

**E. Total:** Both the Total column and Totals row should equal the same amount when computed.

## III. Scoring Formula:

The scoring formula is as follows:

Brought Forward + New Cases - Closed = Total

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#### IV. Additional Factors:

Notate those cases, as appropriate.

**A. Diversions from Youth Court:** This is taken from the Closed cases column and refers to cases for which there has been a disposition without a petition being filed, and without court action being taken. Diverted cases will have no further court action or informal or formal probation supervision. Notate the type of diversion accordingly.

**B. Generation+ (GEN+) Referrals In:** The number of GEN+ referrals received by a Community Services Section Youth Services Counselor that month. If a case is not opened up, it will not automatically count as a new referral on the Referral Report Form for reporting purposes.

**C. Generation + (GEN+) Referrals Out:** The number of GEN+ related referrals initiated that month by a Community Services Section Youth Services Counselor. A GEN+ referral is one made for an eligible citizen or family member to another division of the Mississippi Department of Human Services, Families First for Mississippi, or a another public or private agency to address a particular need, or needs.

#### V. Demographic Information:

Each New Case should be recorded in both demographic categories. A case that is opened and closed the same month should not be added to the monthly total for the demographic categories.

**A. Race and Gender:** This category includes the total number of males and females, according to race. The categories include: African American, Caucasian, Hispanic, Asian, Native Americans, and Others. The total number of race and gender should equal the total number of combined cases.

**B. Age Totals:** This category denotes the age of each referral at the time of the referral. The total number for this category should equal the total number of combined cases.