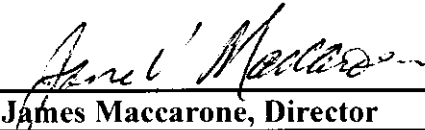


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES	
Subject: DYS Statistical Data	Policy Number: 20
Number of Pages: 1	Section: XIV
Attachments: A. Statistical Data Sheet	Related Standards & References:
Effective Date: June 1, 2012 Revised September 15, 2019	Approved:  James MacCarone, Director

I. POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each Community Services Section Youth Services Counselor is responsible for the completion of a statistical data form for all cases disposed of on the caseload. A completed Statistical Data Sheet will be retained in each file and a copy of each Statistical Data Sheet will be retained at the Youth Services office; wherein, all Statistical Data Sheets for each calendar year will be retained by calendar year.

II. DEFINITIONS

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

A. **Statistical Data Sheet** - The form on which a youth's demographic and referral information is recorded.

III. PROCEDURE

The Statistical Data Sheet will be completed by the Youth Services Counselor on all cases disposed of on their caseload. The annual statistical tally will be the cases handled from December of the prior year through November of the current year. While MYCIDS will be the primary system from which annual statistical data are collected, Statistical Data Sheets will be retained and tallied upon request. should there be a significant error in MYCIDS that would require hand the counting of yearly statics in a particular county or counties.