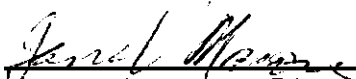


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

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| Subject: Commitment to DYS Campus | Policy Number: 25 |
| Number of Pages: 3 | Section: XIV |
| Attachments: A. Oakley Admission Questionnaire B. Youth Admission Form C. Juvenile Personal Data Sheet D. Offense List/Sheet E. Visitation Form(s) F. Child Health Inventory G. Risk Level Determination Sheet H. MDHS Change of Custody Form | Related Standards & References: Institutional Programs and Services Section XIII |
| Effective Date: June 1, 2012 October 1, 2019 | Approved:  James Maccarone, Director |

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that when a student is committed to a DYS Institution, the Community Services Section Youth Services Counselor is responsible for gathering/providing documents and information to submit to the institution, as indicated in this policy.

II. DEFINITIONS

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

- A. **Commitment:** Placement of a delinquent youth by Court Order into the custody of the Mississippi Department of Human Services – Oakley Youth Development Center.
- B. **Risk:** The probability that the youth will re-offend
- C. **Offense:** Offense less serious than a felony, usually punishable by a fine or incarceration in a city or county jail not more than one year.
- D. **Felony:** A serious crime, generally punishable by imprisonment in a state and federal prison, or death.
- E. **Aggravating Factor:** A factor that adds greater value to other factors
- F. **Mitigating Factor:** A factor that offsets other factors
- G. **Impairment:** A disabling condition

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H. **Unauthorized:** Does not have prior approval

I. **Irregular Attendance:** Consistently absent more than 2 days per week

J. **Truancy:** Repeatedly, unexcused lack of attendance in school

III. PROCEDURE

The following documents must be submitted to the intake unit of the appropriate campus prior to acceptance for admission being obtained:

- A. Oakley Admission Questionnaire
- B. Risk Level Determination Sheet
- C. Offense List
- D. Court Order of Commitment to Oakley
- E. Petition for the Committing Offense(s)
- F. Child Health Inventory
- G. Medial/Hospital Records (if applicable)
- H. Mental Health Records (if applicable)
- I. Immunization Record
- J. Cumulative Record from last School of Attendance
- J. Individualized Educational Plan (IEP [*if applicable*])
- K. Full Social History
- L. Personal Data Sheet

These documents and information must be submitted to and accompany the student when transported to the appropriate campus:

- A. Court Order
- B. Petition
- C. Summons/Notice of Process

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- D. Offense List
- E. Information as to Representation by Attorney
- F. Juvenile Data Sheet
- G. Statistical Data Sheet
- H. Full Social History
- I. Visitation Form(s)
- J. Cumulative Record from Last School of Attendance
- K. Child Health Inventory
- L. Social Security Number
- M. Copy of Medicaid Card
- N. Immunization Record
- O. Risk Level Determination Sheet
- P. SAVRY Scoresheet
- Q. Case Plan
- R. MAYSI-2 (*if applicable*)
- S. Psychological evaluation (current, *if applicable*)
- T. Mental Health Records (*if applicable*)
- U. Medical Records (*if applicable*)
- V. Physician's clearance for Training School (*if applicable*)
- W. Detention Records (to date)

In addition, the Community Services Section Youth Services Counselor will review the visitation rules with the family members at the time of commitment, secure appropriate signatures, and distribute as indicated. The dress code will also be reviewed with family members.