


<b>MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES</b>	
<b>Subject:</b> <b>Monthly Caseload Report</b>	<b>Policy Number:</b> <b>19</b>
<b>Number of Pages:</b> <b>4</b>	<b>Section:</b> <b>XIV</b>
<b>Attachments:</b> <b>A. Monthly Caseload Report</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> <b>November 1, 2018</b> <b>Revised March 1, 2019</b> <b>Reviewed March 1, 2020</b>	<b>Approved:</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <small>DocuSigned by:</small>    <small>2C316EF5186B4A2...</small> </div> <b>James Maccarone, Director</b>

## 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 Caseload 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. Informal Adjustment Agreement:** A written agreement between the Community Services Section Youth Services Counselor, the youth and his/her parent(s), guardian(s) or custodian(s), that is in effect for up to six (6) months and outlines the terms and conditions of the Informal Adjustment.
- B. CHINS:** “Child in Need of Supervision” means a child who has reached his or her seventh birthday and is in need of treatment of rehabilitation because the child is habitually disobedient of his parent, guardian, or custodian, and is ungovernable and/or runs away from home.
- C. Delinquent:** A child who has reached his tenth birthday and who has committed a delinquent act. A delinquent act is an offense, which if committed by an adult, would be a crime.

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**D. Supervision Cases:** These are cases that have been received and assigned to a Community Services Section Youth Services Counselor, which are being supervised in the community by a Community Services Section Youth Services Counselor.

**1. Informal Probation/Adjustment:** This category includes delinquent or CHINS cases being supervised under an informal adjustment agreement, or any “informal” supervision status.

**2. Formal Probation:** This category includes “formal,” court ordered delinquent or CHINS supervision cases.

**3. Parole:** This category includes all cases supervised after release from a state juvenile institution.

**E. Referred and Institutional Cases:** These are cases that have been referred to a residential or non-residential program, or institution.

**1. Non-Residential Referrals:** This category includes delinquent or CHINS cases that have been referred for counseling, assistance, or other non-residential services at another agency or program, such as a referral to a local mental health center, the Adolescent Opportunity Program, Drug Court, or to a local volunteer program, with said referral providing supervision of the youth.

**2. Residential Referrals:** This category includes delinquent or CHINS cases, for which youth have been placed in a residential treatment facility, group home, or other residential facility.

**3. Institutional Commitments:** This category includes cases committed to a juvenile institution operated by the Mississippi Department of Human Services, Division of Youth Services.

## **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 Caseload Report submitted the previous month.

**B. New Cases:** Cases not already referred and recorded in another category. A new case would be recorded in this category once the case has been disposed of and removed from the Monthly Referral Report. Interstate Commission for Juveniles (ICJ) and intrastate courtesy supervision probation and parole transfer cases would be listed as new cases for the month that they were received. A new case is an addition to the Total column. If a case is received, assigned, and disposed of in the same month with supervision required, it would be a New Case and a Closed Case on the Monthly Referral Report and it would be a New Case in the appropriate category on the Caseload Report Form.

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**C. Category Change:** A case that is already in the system and recorded on the Caseload Report Form for which a change in status has occurred. For example, a child who is on formal probation last month, committed a new offense and is committed to the Oakley Youth Development Center this month, would be listed as a Category Change for Institutional Commitments, not as a New Case. That case would be also be closed in the Formal Probation row. A Category Change is an addition to the Total. In order for a case to be a Category Change in one category, it must be Closed in another category, for a zero sum gain.

**D. Closed:** A case that is closed in a given month due to the period of supervision expiring, with no pending court action. If the court wishes a case to remain open due to unpaid fines and restitution, if there is no pending court action on the date of expiration, the case will be listed as closed that month. A separate off-the-record tally may be kept for such cases that are held open due to unpaid fines or restitution. A closed case is subtracted from the Total.

**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 + Category Change - Closed = Total

### **IV. Additional Factors:**

Notate those cases, as appropriate.

**A. Prior Delinquent Referral:** This category includes the number of New Cases by youths who have had at least one prior delinquent referral.

**B. Felony Dispositions:** This category records the total number of felony dispositions for the month. Disposition, meaning a case has gone to court, and the youth was ordered on probation, committed to Oakley, or another dispositional alternative was ordered. This would result in the referral being placed in the New Cases column on the Caseload Report. This should not be used to record misdemeanors for which there was a disposition. The number of felonies for which there was a disposition will be compared to the total number of new Institutional Commitments to determine the rate of felony cases diverted from Oakley, on a percentage basis.

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**V. Demographic Information:**

Each New Case shall be recorded in both 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 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 cases.