

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES	
Subject: Annual Policy Review	Policy Number: 45
Number of Pages: 1	Section: XIV
Attachments:	Related Standards & References:
Effective Date: August 1, 2018 Revised April 15, 2020	Approved: <small>DocuSigned by:</small> <i>James Maccarone</i> <hr/> James Maccarone, Director

I. POLICY

The Mississippi Department of Human Services, Division of Youth Services, Community Services Section shall review all Community Services Section specific policies annually to reassess the effectiveness of its policies, procedures, practices, and existing agreements. The Mississippi Department of Human Services, Division of Youth Services, Community Services Section shall make necessary revisions to increase the effectiveness of its efforts to prevent violations of youth's constitutional rights, existing policy, Mississippi state laws, and federal guidelines.

II. PROCEDURE

The Community Services Director shall initiate a review of Division of Youth Services, Community Services Section specific policies and policy attachments based on a quarterly schedule throughout the calendar year, regardless of the issuing date of the policy. Input may be solicited from a cross sample of Regional Directors and Youth Services Counselors as to specific recommendations for revisions to policies and/or attachments to policies.

Prior to the end of the first quarter of the calendar year, the Community Services Director will submit a report to the Division Director notifying the Division Director that the annual policy review was conducted, as required by policy. Any policies in need of revision shall be submitted to the Division Director for review. The Division Director may sign the updated policy, return it for further revision, or allow the policy to remain as is until the next annual review period. The Youth Services Division Director will be the approving authority of all Division of Youth Services, Community Services Section policies.