

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

Subject: DYS STATISTICAL DATA	Policy Number: 20
Number of Pages: 1	Section:
Attachments: A. Statistical Data Form	Related Standards & References:
Effective Date: June 1, 2012	Approved:  James Maccarone, Director

I. POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each CSD Youth Services Counselor is responsible for the completion of a statistical data form of all cases disposed of on the caseload. The completed statistical report will be due on the 15th of January, each year.

II. DEFINITIONS

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

Statistical Data Form- is the form that all the youth's demographic information is recorded.

III. PROCEDURE

This statistical data form will be completed by the Youth Services Counselor on all cases disposed of on their caseload and submitted to the Regional Director by the 10th of the month. The annual statistical report will include the cases handled from December of the prior year through November of the current year. The statistical card for cases disposed of in November will be submitted by the 10th of December. All corrections for calendar year will be completed and submitted to the Central Office no later than the 15th of January, each year.