

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

Subject: COMMITMENT TO DYS CAMPUS	Policy Number: 25
Number of Pages: 2	Section:
Attachments: A. Youth Admission Form B. Juvenile Personal Data Sheet C. Statistical 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: DYS Institutional Policy SECTION: XIII INSTITUTIONAL PROGRAMS AND SERVICES SECTION XIII.1 ADMISSIONS, INTAKE, ORIENTATION
Effective Date: June 1, 2012	Approved:  James Maccarone, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that when a student is committed to a DYS Institution, the Community Services Youth Services Counselor is responsible for gathering/providing documents and information.

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. Misdemeanor – a minor offense
- D. Felony – a serious offense.
- E. Aggravating Factor – factor that adds greater value to other factors
- F. Mitigating Factor – factor that offsets other factors
- G. Impairment – disabling condition
- 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

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III. PROCEDURE

These documents and information must accompany the student when transported to the appropriate campus.

- A. Court Order
- B. Petition
- C. Summons/Notice of Process
- D. Offense List or Delinquent and Status History
- E. Information as to Representation by Attorney
- F. Juvenile Information Sheet
- G. Statistical Data Sheet
- H. Social History/Summary
- I. Visitation Form(s)
- J. Cumulative Record from School(s)
- K. Child Health Inventory
- L. Social Security Number
- M. Copy of Medicaid Card
- N. Immunization Record
- O. Risk Level Determination Sheet
- P. MAYSI-2 (*if applicable*)
- Q. Psychological evaluation (*current, if applicable*)
- R. Physician's clearance for Oakley Youth Development Center (*if applicable*)
- S. Detention Record Form

In addition, the Community Services, Youth Services Counselor will review the visitation rules with the family members at the time of commitment, secure appropriate signatures, and distribute as indicated.