YOUTH SERVICES
POLICY

Title: Legislative Updates and Statutory Reporting Requirements **Next Annual Review Date:** 12/02/2016	**Type:** A. Administrative **Sub Type:** 1. General **Number:** A.1.6
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References: Applicable acts of the Regular/Special Sessions of the Louisiana Legislature	
STATUS: Approved	
Approved By: *Mary L. Livers, Deputy Secretary*	**Date of Approval:** 12/02/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy regarding the summary of new and amended law, including reporting required of YS by state statute, following the conclusion of each legislative session.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary and the General Counsel.

IV. POLICY:

It is the Deputy Secretary's policy that Legal Services shall prepare an updated Legislative summary, including reporting requirements, after each legislative session.

V. PROCEDURES:

A. Legislative Updates

1. After each legislative session, Legal Services shall prepare a summary of new and amended law that impacts YS.

2. The senior staff listed in Section III is responsible for addressing the changes, if any, that the summary requires of their area of responsibility, *i.e.*, Central Office, Secure Care Facilities, and Regional Offices.

3. Any ambiguities or areas of uncertainty shall be referred to Legal Services for interpretation.

B. Statutory Reporting Requirements

Legal Services shall maintain an official summary of the reporting requirements in Louisiana law. The summary shall include the following:

- Responsible party or unit;
- Description of the reporting requirement;
- The citation to the law; and
- Required reporting frequency.

C. Timelines

1. Legal Services shall provide the updated legislative summary, including reporting requirements, to the Deputy Secretary, the Assistant Secretary, the Undersecretary the Chief of Operations, and the Deputy Assistant Secretary no later than December 1st after the Regular Session of the Louisiana Legislature.

2. For special sessions of the Louisiana Legislature, the updated summary shall be provided to the Deputy Secretary no later than 90 days following the last day of the Special Session.

Previous Regulation/Policy Number: A.1.6
Previous Effective Date: 05/24/2010
Attachments/References: