

## **PORTER COUNTY JUVENILE SERVICES STANDARD OPERATING PROCEDURE**

### **INDIANA JUVENILE MENTAL HEALTH SCREENING, ASSESSMENT AND TREATMENT PILOT PROJECT**

#### **Overview of the Pilot Project and the MAYSI 2**

The purpose of the Indiana Juvenile Mental Health Screening, Assessment and Treatment Pilot Project is to ensure that youth are screened and that the appropriate mental health services are initiated in secure detention facilities. The Porter County Juvenile Detention Center (PCJDC) is functioning as a pilot site for the project. The following protocol recognizes that mental health screening is essential to identifying youth in detention who need services, while also adopting a mental health records model that incorporates best practices of confidentiality per state and federal law. The key components of the pilot project focuses on the following:

1. Patient focused care of juveniles entering the juvenile detention center while protecting the youth against having statements they make in screening, assessment, and treatment used against them on the issue of whether they committed a delinquent act or crime.
2. Limit the disclosure of information about youth in secure detention to the minimum extent necessary to accomplish the intended purpose of the use or disclosure.
3. Ensuring collaboration amongst parties involved with a youth in obtaining necessary mental health treatment through the use of a Business Associate Agreement, a Memorandum of Understanding, and parental consent forms.

To reach the pilot project's goals, the Massachusetts Youth Screening Instrument Version 2 (MAYSI-2) Screening Tool has been adopted. The MAYSI-2 is a standard and reliable self-report inventory designed to screen youths entering the detention center. Its purpose is to identify potential mental health or substance abuse issues that may need prompt attention. Answers contribute to six scales for girls and seven scales for boys. There is no "total" MAYSI-2 score. Scores on each scale are compared to cut-off-scores. Scores above a scale's cut-off, identifying a "Caution" or "Warning", indicate that the youth may require further intervention pursuant to facility policies and procedures. The MAYSI-2 is not intended to make psychiatric diagnoses, decisions about long-term placements, or rehabilitative decisions.

## PORTER COUNTY JUVENILE SERVICES STANDARD OPERATING PROCEDURE

### ADMINISTERING OF THE MAYSI-2

*All children admitted to the Porter County Juvenile Detention Center shall be administered the MAYSI-2 Screen unless the juvenile has been administered the screen within the last 14 days. This shall be done within twenty-four (24) hours of admission, with four (4) to six (6) hours being optimal. The MAYSI-2 Screen asks questions of a sensitive nature and therefore shall be administered in a setting which is conducive to obtaining this information. The MAYSI-2 Screen shall be administered in a private setting which shall be quiet and free from distractions. For this purpose it is not to be administered in a dayroom or any other area where other children and staff members are present.*

*Only staff members who are trained by the Site Coordinator (or persons approved by the Site Coordinator as trainers) shall administer the MAYSI-2 Screen. The staff member who administers the MAYSI-2 Screen shall be the staff member who scores the screen.*

Keeping in mind that this procedure does not supersede the Juvenile Detention Center Suicide Alert Policy (See attached JDC Policy Chapter 15: Medical Health Care Services), the following procedure shall apply when conducting the MAYSI-2 Screen:

**STEP ONE** - The “MAYSI-2 Screen” shall be administered at time of admission as part of the admission process unless circumstances prevent this, i.e. juvenile is intoxicated or otherwise impaired. **NOTE:** Should the “MAYSI-2 Screen” not be administered within twenty-four (24) hours, the “RECORD OF YOUTH NOT ADMINISTERED MAYSI-2” shall be completed and submitted to the Director of Detention. The Director shall review the form and forward it to the Site Coordinator.

**STEP TWO** – The “MAYSI-2 Screen” shall be introduced to each child uniformly as follows:

“These are questions about things that sometimes happen to people. Your answers will aid me in ensuring that you get help you may need. For these questions, answer YES or NO as to whether this has been true for you within the PAST FEW MONTHS. However, when you get to questions 48 – 52 answer YES or NO as to whether that question has been true for you anytime in YOUR ENTIRE LIFE. Please answer these questions as well as you can.”

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**ADMINISTERING OF MAYSI-2 SCREEN (CONTINUED)**

“If you have any questions regarding the meaning of a question, please do not hesitate to ask me. Understand that your answers will not be held against you in deciding whether or not you committed your current charges. It is also important that you understand that if you disclose information that would indicate you have ever been a victim of any form of abuse, neglect, and/or rape that I must report this to Child Protective Service and/or the police. I encourage you to still disclose this so I will be able to help you.”

**STEP THREE** – The staff member who administers the “*MAYSI-2 Screen*” shall review the scores.

Should the child NOT score within the mandatory minimum cut-off, a copy of the “*MAYSI-2 Screen*” and scoring sheet shall be placed in a confidential medical file, and a copy shall be forwarded to the Site Coordinator for purposes of review and data collection. This copy shall be maintained in a confidential file.

**NOTE:** Should the child score within the mandatory state minimum requirements for screening follow up, which is a Caution or Warning on the suicidal ideation scale or two or more Warnings on any combination of scales, the “*MAYSI-2 SECOND SCREENING INSTRUMENT*” shall be promptly administered. (Refer to the ADMINISTERING OF MAYSI-2 SECOND SCREENING INSTRUMENT procedure).

**NOTE:** Should the child answer in the affirmative to any question within questions #48 through #52, the “*Traumatic Event Follow Up Summary*” shall be promptly completed. (Refer to the TRAUMATIC EVENT FOLLOW UP SUMMARY procedure).

## PORTER COUNTY JUVENILE SERVICES STANDARD OPERATING PROCEDURE

### ADMINISTERING OF MAYSI-2 SECOND SCREENING INSTRUMENT

*Should a child to whom the MAYSI – 2 Screen was administered, score in the caution or warning areas on the suicidal ideation scale or warning in any two or more warnings on any combination of scales, the MAYSI-2 Second Screening Instrument shall be administered.*

*Should a child to whom the MAYSI – 2 Screen was administered, answer in the affirmative to questions #48 through #52, the Traumatic Event Follow-Up Summary shall be promptly completed. (Refer to Traumatic Event Follow Up Summary procedure)*

*The MAYSI-2 Second Screening Instrument shall be administered by the same individual who administered the MAYSI-2 Screen.*

*It shall be administered in a setting which is conducive to obtaining sensitive information which means a private setting, quiet and free from distractions. For this purpose it is not to be administered in a dayroom or any other area where other children and staff members are present.*

*Only staff members who are trained by the Site Coordinator (or persons approved by the Site Coordinator as trainers) shall administer the MAYSI-2 Second Screening Instrument.*

The following procedure shall apply when administering the **MAYSI-2 SECOND SCREENING INSTRUMENT**:

**STEP ONE** – The “MAYSI-2 Second Screening Instrument” shall be introduced to each child uniformly as follows:

“I wanted to speak further with you about some of your answers. I noticed that you answered YES to \_\_\_\_\_.”

**STEP TWO** – The staff member who administers the “MAYSI-2 Second Screening Instrument” shall do so by completing the “MAYSI-2 SECOND SCREENING FORM” and the “MAYSI-2 SECOND SCREENING SUMMARY”.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**ADMINISTERING OF MAYSI-2 SECOND SCREENING INSTRUMENT  
(CONTINUED)**

**STEP THREE** – Should “*MAYSI-2 Second Screening Instrument*” validate the original areas of concern in the “*MAYSI-2 Screen*”; the staff member who administered the “*MAYSI-2 Second Screening Instrument*” shall pursue the necessary mental health services. (Refer to the PROCUREMENT OF MENTAL HEALTH SERVICES procedure). **NOTE:** Should the child’s answer disclose concern relating to abuse, neglect, sexual abuse, or rape, the staff member who administered the “*MAYSI-2 Second Screening Instrument*” shall complete a report to Child Protective Services and/or law enforcement. (Refer to DISCLOSURE OF ABUSE/NEGLECT/RAPE procedure).

**STEP FOUR** – The staff member who administers the “*MAYSI-2 Second Screening Instrument*” shall forward the instrument along with the “*MAYSI-2 Second Screening Summary*” to the Director of Detention. The Director shall review the instrument, sign the summary, and forward both to the Site Coordinator.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**PROCUREMENT OF MENTAL HEALTH SERVICES**

*When the score on the MAYSI-2 Screen and/or the MAYSI-2 Second Screening Instrument indicates a caution or warning on the suicidal ideation scale or two or more warnings on any combination of scales, one or more of the following responses shall be implemented: Possible responses include: (1) Therapeutic or Security Intervention; (2) Secondary Screening; (3) Clinical Consultation; and (4) Evaluation Referral.*

*The staff member who administers the MAYSI-2 and/or the MAYSI-2 Second Screening Instrument and Summary shall be the referral source as it applies to this procedure.*

When it is determined that mental health services shall be procured, the following procedure shall apply:

**STEP ONE** - The staff member who administered the “MAYSI-2 Screen” and/or the “MAYSI-2 Second Screening Instrument” shall inform the child that a mental health professional will be contacted. This shall be done uniformly as follows:

“After going through your answers, I still have some concerns that I feel would be best addressed by a professional. I will be contacting a counselor to have someone speak with you further. Is there anything in the meantime that I can do to help you feel safe?”

**NOTE:** It is important to keep in mind that there will be occasions when a child’s scores cause concern but are not high enough to mandate the automatic procurement of mental health services. In these instances asking the child if they would like to speak with a counselor is appropriate. This shall be done, regardless of the person administering the screen/instrument, in the same manner using the same language which shall be as follows:

“After going through your answers, it seems as though there may be some things that you may want to talk to a counselor about. Would you like me to contact a counselor?” (If yes) “Is there anything I can do in the meantime to help you feel safe?” (If no) “That is okay, however, please feel free to speak with staff and also know that if you do change your mind, I would be more than happy to call a counselor for you.”

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**PROCUREMENT OF MENTAL HEALTH SERVICES (CONTINUED)**

**STEP TWO** – The staff member who administered the “*MAYSI-2 Screen*” and/or “*MAYSI-2 Second Screening Instrument*” shall promptly notify a supervisor that a child is in need of mental health services. **NOTE: Refer to Juvenile Detention Center Suicide Alert Policy (See attached JDC Policy Chapter 15: Medical Health Care Services).**

**STEP THREE** – The staff member who administered the “*MAYSI-2 Screen*” and/or “*MAYSI-2 Second Screening Instrument*” shall attempt to contact a parent/guardian to make notification, request for verbal consent to proceed, and to share information.

**NOTE:** In the event that the parent/guardian declines, the staff member shall inform the parent/guardian that the Juvenile Court has the right to proceed based on the best interest of the child. (Refer to Court Order for Procurement of Mental Health Services procedure).

**NOTE:** The staff member shall document as a “*Significant Narrative*” the notification attempt using date and time, name and relationship of the individual contacted, and what the individual stated.

**NOTE:** When verbal consent is given by a parent/guardian, the staff member, at the next available face to face contact with parent/guardian, shall have the parent/guardian sign the “*CONSENT OF PARENT OR GUARDIAN*”.

**STEP FOUR** – The staff member who administered the “*MAYSI-2 Screen*” and “*MAYSI-2 Second Screening Instrument*” shall promptly make a referral to the Family & Youth Service Bureau. This referral shall be documented as a “*Significant Narrative*”. **NOTE:** In the event that it is after business hours, the contact shall be made to Clinical Psychological Centers.

**STEP FIVE** – After the juvenile has been evaluated by a mental health professional, the staff member shall document the event as a “Significant Narrative” and complete the “*INFORMATION AND REFERRAL FOR FOLLOW-UP CARE UPON RELEASE OF YOUTH*” form in QUEST. This document shall be printed and forwarded to the Detention Director. After the Director approves the action, the Director shall forward this document to the Site Coordinator for data purposes.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**PROCUREMENT OF MENTAL HEALTH SERVICES (CONTINUED)**

Further, the staff member shall verbally notify both the assigned Probation Officer and the juvenile's family as to recommendations for follow up treatment, if any.

## PORTER COUNTY JUVENILE SERVICES STANDARD OPERATING PROCEDURE

### DISCLOSURE OF ABUSE/NEGLECT/RAPE

*In the event a child discloses during the course of administration of the MAYSI-2 screen and/or MAYSI-2 second screening instrument or Traumatic Event Follow Up Summary, that he/she has been a victim of abuse, neglect, and/or rape, the Juvenile Court staff must report this in accordance with IC 31-33-5-1.*

*The staff member who administered the MAYSI-2 screen and/or MAYSI-2 second screening instrument or Traumatic Event Follow Up Summary shall be the reporting person.*

The following procedure shall apply when reporting an allegation of abuse, neglect, and/or rape:

**STEP ONE** – The staff member who administered the “MAYSI-2 Screen” and/or “MAYSI-2 Second Screening Instrument” or “Traumatic Event Follow Up Summary” shall inform the child that the alleged abuse, neglect, and/or rape needs to be reported. This shall be done uniformly as follows:

“I understand that you have reported that (insert). Please understand that I am obligated by law to report this to the appropriate authorities. What that means is that I will be contacting Child Protective Services and/or the Police who may want to talk with you further about this.”

**STEP TWO** – The staff member shall attempt to gather the following information from the child:

1. Name of perpetrator
2. Date(s) of incident(s)
3. Location of incident(s)
4. Location of perpetrator

**STEP THREE** – The staff member who administered the “MAYSI-2 Screen” and “MAYSI-2 Second Screening Instrument” shall immediately make a report to the Child Protective Services hotline (462-7555). **NOTE:** Should the incident(s) involve a rape allegation, the staff member who administered the “MAYSI-2 Screen” and “MAYSI-2 Second Screening Instrument” or “Traumatic Event Follow Up Summary” shall also notify the appropriate law enforcement agency (where the alleged incident occurred) as well as the Director of Detention and Chief Probation Officer.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**DISCLOSURE OF ABUSE/NEGLECT/RAPE (CONTINUED)**

**STEP FOUR** - The staff member who administered the “*MAYSI-2 Screen*” and “*MAYSI-2 Second Screening Instrument*” or “*Traumatic Event Follow Up Summary*” shall notify his/her supervisor.

**STEP FIVE** – The staff member who administered the “*MAYSI-2 Screen*” and “*MAYSI-2 Second Screening Instrument*” or “*Traumatic Event Follow Up Summary*” shall document in a “*Significant Narrative*” the nature of the allegation, who he/she spoke with from Child Protective Services and/or law enforcement and what these individuals said, and which supervisor was notified.

**STEP SIX** – The staff member who administered the “*MAYSI-2 Screen*” and “*MAYSI-2 Second Screening Instrument*” or “*Traumatic Event Follow Up Summary*” shall provide a copy of the “*Significant Narrative*” to the Site Coordinator, Director of Detention, Probation Officer, Attorney of Record, and Prosecutor.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**COURT ORDER FOR PROCUREMENT OF MENTAL HEALTH  
SERVICES**

*In the event that the MAYSI-2 Screen and/or MAYSI-2 Second Screening Instrument indicates that the procurement of mental health services is mandatory, and the parent/guardian declines to authorize this, it is incumbent upon the Juvenile Court to act in the child's best interest. Obtainment of a court order for mental health services will be necessary.*

Keeping in mind that this procedure does not supersede the Juvenile Detention Center Suicide Alert Policy (See attached JDC Policy Chapter 15: Medical Health Care Services), the following procedure shall apply when the procurement of mental health services must be accomplished through an issuance of an order of the court:

**STEP ONE** – The staff member who administered the “MAYSI-2 Screen” and/or “MAYSI-2 Second Screening Instrument” or “Traumatic Event Follow Up Summary” shall promptly notify the assigned Probation Officer of the need for a court order should it arise during the course of normal business hours. **NOTE:** In the event that the need for the order shall arise after business hours, the staff member shall notify the Chief Probation Officer.

**STEP TWO** – The staff member who administered the “MAYSI-2 Screen” and/or “MAYSI-2 Second Screening Instrument” or “Traumatic Event Follow Up Summary” shall promptly notify administration.

**STEP THREE** – The assigned Probation Officer, if during business hours, shall immediately prepare an order for the Court to procure the mental health services. If after business hours, the Chief Probation Officer shall notify the Magistrate and obtain a verbal order (pending the order being reduced to writing on the next business day) to procure the mental health services. **NOTE:** In the event that the Magistrate cannot be contacted, the Chief Probation Officer shall notify the Judge.

**STEP FOUR** – The assigned Probation Officer, if during business hours, shall immediately provide a copy of the court order to Detention. If after business hours, the Chief Probation Officer shall immediately notify Detention of the verbal order.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**COURT ORDER FOR PROCUREMENT OF MENTAL HEALTH  
SERVICES (CONTINUED)**

**STEP FIVE** – The assigned staff member who administered the “*MAYSI-2 Screen*” and/or “*MAYSI-2 Second Screening Instrument*” or “*Traumatic Event Follow Up Summary*”, upon notification of order authorizing procurement of mental health services, shall promptly implement the steps necessary to procure these services. (Refer to PROCUREMENT OF MENTAL HEALTH SERVICES procedure).

**STEP SIX** – The assigned staff member who administered the “*MAYSI-2 Screen*” and/or “*MAYSI-2 Second Screening Instrument*” or “*Traumatic Event Follow Up Summary*” shall document in a “*Significant Narrative*” that a court order was necessary to obtain the mental health services and which Probation Officer they spoke to.

## PORTER COUNTY JUVENILE SERVICES STANDARD OPERATING PROCEDURE

### TRAUMATIC EVENT FOLLOW UP SUMMARY

*Should a child when to which the MAYSI-2 Screen was administered, answer in the affirmative to questions #48 through #52, the Traumatic Event Follow Up Summary shall be promptly completed.*

*It shall be completed by the same individual who administered the MAYSI-2 Screen.*

*It shall be completed in a setting which is conducive to obtaining sensitive information which means a private setting, quiet and free from distractions. For this purpose it is not to be administered in a dayroom or any other area where other children and staff members are present.*

*Only staff members who are trained by the Site Coordinator (or persons approved by the Site Coordinator as trainers) shall administer the Traumatic Event Follow-Up Summary.*

The following procedure shall apply when completing the Traumatic Event Follow Up Summary:

**STEP ONE** – The “*Traumatic Event Follow Up Summary*” shall be introduced to each child uniformly as follows:

“I want to speak with you about some of your answers. I see that you answered YES to \_\_\_\_\_. Can you tell me a little bit more about your answer?”

**STEP TWO** – The staff member completing this summary shall make a careful determination, based on the information gathered, regarding the traumatic event questions. Should the information indicate that the child has been a victim of abuse, neglect, and/or rape, procurement of mental health services would be appropriate (Refer to PROCUREMENT OF MENTAL HEALTH SERVICES procedure). It will also be necessary to report the allegation(s) to Child Protective Services and/or law enforcement (Refer to DISCLOSURE OF ABUSE/NEGLECT/RAPE procedure).

**STEP THREE** – The staff member who completes the summary shall promptly forward the summary to the Director of Detention. The Director shall review the summary, sign it, and immediately forward it to the Site Coordinator.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**DISSEMINATION OF SUMMARY RESULTS**

If there are warnings and/or cautions indicating the need for a mental health assessment, the results of the MAYSI-2 Screen will be shared with the youth's parent(s)/guardian(s). For youth under age 18, the parent(s) or guardian(s) are the authorized individuals to exercise a youth's access to the results of the MAYSI-2 Screen. The results of the MAYSI-2 Screen shall NOT be shared with the youth without the consent of the youth's parent(s) or guardian(s).

Dissemination of MAYSI-2 Screen results will occur, as needed, based on obtaining consent from the youth's parent(s)/guardian(s), and according to the Business Associate Agreements (BAA) established with the youth's attorney, probation officer, prosecutor, mental health provider, the judge, and other participating service providers, and/or through a court order. Without a BAA, the results of a MAYSI-2 Screen may not be shared with the youth's attorney, probation, the prosecutor, and/or the judge without the consent of the youth's parent(s)/guardian(s). The Site Coordinator will provide the summary results to probation, the prosecutor, and the youth's attorney as soon as practical.

Upon obtaining a summary from the mental health assessment, the Site Coordinator will disseminate this information according to the established limited disclosure guidelines to the identified parties on the signed consent, or according to the applicable BAA or court order.

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**PROCEDURES TO MAINTAIN CONFIDENTIALITY OF MENTAL HEALTH  
RECORDS**

The Pilot Project protocols follow a medical records model, therefore the screening records, including the results of the MAYSI-2 will be maintained confidentially in the youth's medical record. In addition, all other mental health information and records will be maintained in the youth's medical record. These records are secured in the medical area separate from the youth's main file and only authorized personnel have access.

By signing the BAA, interested parties agree to comply with the guidelines outlined within the BAA.

## PORTER COUNTY JUVENILE SERVICES STANDARD OPERATING PROCEDURE

### DATA COLLECTION

*With the knowledge that the purpose of the Indiana Mental Health Screening, Assessment and Treatment Pilot Project is to incorporate screening in Juvenile Detention Centers across the state, it is essential for project participants to obtain data to support this effort. Thus, pursuant to project guidelines, data collection shall commence for the duration of the project term as outlined in the "Letter of Commitment" executed between Porter County and the Youth Law T.E.A.M. of Indiana on September 10, 2007.*

The following procedure shall apply when collecting data:

**STEP ONE** - The Site Coordinator shall download all data of MAYSI-2 screens performed from MAYSIWARE each month. The data of the previous month shall be forwarded to the Project Director by the 10<sup>th</sup> of the next month.

**STEP TWO** – Upon receipt of the "INFORMATION AND REFERRAL FOR FOLLOW-UP CARE UPON RELEASE OF YOUTH", the Site Coordinator shall mark on the calendar **one** month from the youth's release the need to check if the child had the following:

- a. Attended/Scheduled Services as Recommended
- b. Attended/Scheduled Services as Ordered

Information Obtained shall be documented on the "INFORMATION AND REFERRAL FOLLOW-UP CARE UPON RELEASE OF YOUTH" form. All information obtained for the previous month shall be reported to the Project Director by the 10<sup>th</sup> of the next month.

**STEP THREE** - Upon receipt of the "INFORMATION AND REFERRAL FOR FOLLOW-UP CARE UPON RELEASE OF YOUTH", the Site Coordinator shall mark on the calendar **three** months from the youth's release the need to check if the child had the following:

- a. New Charge(s)
- b. New Probation Violation(s) – Technical or Non-Technical

Information Obtained shall be documented on the "INFORMATION AND

**PORTER COUNTY JUVENILE SERVICES  
STANDARD OPERATING PROCEDURE**

**DATA COLLECTION (CONTINUED)**

REFERRAL FOLLOW-UP CARE UPON RELEASE OF YOUTH” form. All information obtained for the previous month shall be reported to the Project Director by the 10<sup>th</sup> of the next month.

**STEP FOUR** - Upon receipt of the “*INFORMATION AND REFERRAL FOR FOLLOW-UP CARE UPON RELEASE OF YOUTH*”, the Site Coordinator shall mark on the calendar **six** months from the youth’s release the need to check if the child had the following:

- c. New Charge(s)
- d. New Probation Violation(s) – Technical or Non-Technical

Information Obtained shall be documented on the “INFORMATION AND REFERRAL FOLLOW-UP CARE UPON RELEASE OF YOUTH” form. All information obtained for the previous month shall be reported to the Project Director by the 10<sup>th</sup> of the next month.

**STEP FIVE** - Upon receipt of the “*INFORMATION AND REFERRAL FOR FOLLOW-UP CARE UPON RELEASE OF YOUTH*”, the Site Coordinator shall mark on the calendar **twelve** months from the youth’s release the need to check if the child had the following:

- e. New Charge(s)
- f. New Probation Violation(s) – Technical or Non-Technical

Information Obtained shall be documented on the “INFORMATION AND REFERRAL FOLLOW-UP CARE UPON RELEASE OF YOUTH” form. All information obtained for the previous month shall be reported to the Project Director by the 10<sup>th</sup> of the next month.