



Administrative Policies and Procedures: 11.3

Subject:	Criteria for Assessment and Placement of Delinquent Youth in Youth Development Centers
Authority	TCA 33-3-401;33-3-402;37-5-105 (3);37-5-106
Standards:	ACA: 4-JCF-4D-06, 4-JCF-6A-04; COA: PA-JJCM 2, PA-JJCM 4.07.
Application:	All Department of Children's Services Employees

Policy Statement:

Delinquent youth committed to the Department of Children's Services shall be assessed in the least restrictive environment that will allow for a thorough evaluation of the youth and family's needs and ensure the safety of the youth and community.

Purpose:

To provide appropriate assessments for youth to determine needed services in an environment that minimizes risk to the community.

Procedures:

A. Assessment and placement of mentally retarded delinquent youth

1. For all delinquent youth suspected of being mentally retarded, efforts will be made to assess them in the community. Youths who are moderately, severely, or profoundly mentally retarded or who are mildly retarded with a serious secondary handicapping condition, must be assessed in the community and cannot be placed in a youth development center. **No mentally retarded youth can be placed at Taft Youth Development Center.**
2. If a youth has developmental delays, or concerns about developmental delays have been expressed by family or juvenile court, but there has not been a diagnosis of mental retardation, the FSW shall arrange for an evaluation. The child's insurance or TennCare will be utilized to access the provider. If the child does not have TennCare, the fiscal team shall be contacted to arrange for reimbursement of services. The FSW must contact the Well Being division as needed for information regarding providers or accessing evaluation services. Whenever possible the FSW will obtain school records indicating whether or not the youth was placed in or certified as special education.
3. Placement of a mildly mentally retarded youth in a Youth Development Center may occur only when such placement is determined to be the least restrictive environment capable of meeting the youth's treatment needs.

	<p>4. Approval of placement of a mentally retarded youth in a Youth Development Center must be in writing by the Commissioner or designee.</p>
<p>B. Assessment and placement of delinquent offenders</p>	<p>Delinquent youth must be assessed in the community unless a secure placement is determined to be the least restrictive environment for assessment. Assessment in a secure placement may be appropriate if one or more of the following criteria are met:</p> <ol style="list-style-type: none"> 1. The youth is adjudicated for a violent or attempted violent offense(s); 2. The youth has a history of adjudicated delinquent offenses and he/she is currently determinately committed; 3. The youth has an adjudication for a sexual offense(s) for which he/she has not received treatment; 4. The youth was committed for or has a record of three or more felony offenses; 5. The youth has absconded from a community placement and has been charged with a subsequent delinquent offense(s);
<p>C. Waivers</p>	<ol style="list-style-type: none"> 1. When the above criteria are not clearly met but circumstances may indicate that a YDC placement could possibly be in the youth's best interest, exceptions may be granted through a waiver: <ol style="list-style-type: none"> a) If the YDC denies placement, the Regional Resource Manager may request a waiver through the Central Office Population Management Committee. b) The Population Management Committee will respond to the request for a review. The Population Management Committee may request additional information as necessary to make an informed decision. After all information is received, a final decision will be made at the next Population Management Committee meeting. c) The Population Management Committee will communicate their decision to the Regional Resource Manager and the YDC Population Management Unit. d) The Regional Resource Manager has a final level of appeal in the event that a youth is not accepted for placement in a YDC. The Regional Resource Manager may ask that the Executive Director for Administration and Compliance review the case. They shall confer and reach a consensus decision regarding placement. Their decision will be considered final. 2. Referral information for a mentally retarded youth who meets the three (3) or more felony criteria must include the following: <ol style="list-style-type: none"> a) Information that is required for all referrals specified in DCS Policy <u>18.34, Referral and Placement of Youth in Regional Youth Development Centers</u>, Section A.

	<ul style="list-style-type: none"> b) A waiver prepared by the FSW in conjunction with the regional resource management staff with a narrative description of the presenting issues, behavioral problems, and information concerning previous placements in the community. c) A psychological or psycho-educational report prepared by a licensed psychologist or licensed school psychologist, containing scores from an individually administered intellectual evaluation that has been completed within three (3) years of the date of referral. d) A psychological or psycho-educational report prepared by licensed psychologist or licensed school psychologist that also contains an adaptive behavior assessment also completed within three (3) years of the date of referral. e) Medical records including immunizations if available. <p>3. Referral information for a mentally retarded youth who does not meet the three (3) or more felony criteria must include the following:</p> <ul style="list-style-type: none"> a) Information that is required for all referrals specified in DCS Policy <u>18.34, Referral and Placement of Youth in Regional Youth Development Centers, Section A.</u> b) A waiver request prepared by the regional resource management staff with a narrative description of the presenting issues, behavioral problems, and information concerning previous placements in the community. c) A psychological or psycho-educational report prepared by a licensed psychologist or licensed school psychologist, containing scores from an individually administered intellectual evaluation that has been completed within three (3) years of the date of referral. d) A psychological or psycho-educational report prepared by a licensed psychologist or licensed school psychologist that also contains an adaptive behavior assessment also completed within three (3) years of the date of referral. e) Education records that show that the youth was served educationally as having intellectual disabilities. f) Court commitment order with supporting petitions and all prior commitment petitions including disposition. g) Medical records including immunizations if available. h) All waiver requests prepared by regional resource management staff must be completed and faxed to the classification unit supervisor no later than 10:00 A.M on Monday for presentation to the Population Management Committee for their meeting on Tuesday or by 10:00 A.M. on Wednesday to be presented to the Population Management Committee for their meeting on Thursday.
<p>D. Data system documentation</p>	<p>Events not documented elsewhere in TFACTS or requiring a fuller explanation are documented into case recordings and completed within thirty (30) days of date of occurrence.</p>

Forms:	<i>None</i>
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Collateral documents:	<u><i>Classification and Individual Program Plan (IPP) Manual</i></u>
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Glossary:	
<i>Term</i>	<i>Definition</i>
<i>Violent or attempted violent offense(s):</i>	Violent offenses are defined as any of the following: Murder, Rape, Aggravated Rape, Especially Aggravated Rape, Sexual Battery, Aggravated Sexual Battery, Especially Aggravated Sexual Battery, Kidnapping, Aggravated Kidnapping, Especially Aggravated Kidnapping, Robbery, Aggravated Robbery, Especially Aggravated Robbery, Aggravated Arson, Especially Aggravated Arson, Aggravated Assault, or Especially Aggravated Assault.