



**Administrative Policies and Procedures: 18.14-DOE**

<b>Subject:</b>	<b>Program Staffing Team Composition-Responsibilities</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA:</b> 2-9340, 2-9344, 2-9391
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees

**Policy Statement:**

The Youth Service Manager of Treatment or designee shall assign a program staffing team for each youth admitted to the program. This team shall be responsible for developing the youth's treatment program and maintaining records and documentation.

**Purpose:**

To ensure each youth is assigned a program staffing team to develop the youth's treatment program and maintain records and documentation.

**Procedures:**

**A.** The nucleus of the program staffing team shall be the youth's counselor who serves as team leader and whose primary responsibility is planning and monitoring the IPP, a teacher whose primary responsibility is the development of educational goals and objectives, a Youth Service Officer whose responsibility is development of social skills and supervision of goals and objectives, and the youth who shall be encouraged to actively participate.

**B.** The following people may attend the program staffing

1. The youth's vocational instructor(s);
2. The youth's parent(s) or guardian(s);
3. The youth's Probation Officer;
4. A representative of the youth's local education agency;
5. Consultants to whom the youth been referred;
6. Medical representatives;
7. Recreation staff;

<p>8. Representatives of the Department of Mental Health and Mental Retardation;</p> <p>9. Others who have expressed an interest in the youth and whose presence at team meetings has been determined to have a positive effect on the planning for the youth. (This determination shall be made by the staffing/treatment team leader.)</p>
<p><b>C.</b> In cases where the youth is suspected of being in need of special education services, the team shall include school administrator or designee, a teacher who has had or will have the youth in a teaching situation, and a special education teacher and/or someone competent to interpret the assessment data available on the youth.</p>
<p><b>D.</b> The program staffing team shall be responsible for reviewing information received from classification and developing the IPP as follows:</p> <ol style="list-style-type: none"><li>1. Goals/objectives/interventions to meet the youth's need identified by classification;</li><li>2. Determine methods and materials to be used;</li><li>3. Assign responsibility for implementation to specific staff;</li><li>4. Recommend a timetable for completion;</li><li>5. Monitor and note progress on a monthly and quarterly basis;</li><li>6. Make changes as necessary in the IPP;</li><li>7. Determine when a recommendation for release is appropriate; and</li><li>8. All members present at the staffing shall sign the program staffing summary.</li></ol>
<p><b>E.</b> The expectations of the program staffing team for the youth will be clearly explained.</p>

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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**(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)**