



**Administrative Policies and Procedures: 18.16 DOE**

<b>Subject:</b>	<b>Internal Monitoring of Individual Program Plan (IPP)</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees

**Policy Statement:**

The Individual Program Plan (IPP) procedure utilized in Youth Development Centers shall be monitored internally on a regular basis. Such monitoring shall be for the purpose of determining whether the IPP's are being both designed and implemented to meet the individual needs of the students.

**Purpose:**

To ensure a process for review, approval and correction of deficiencies is developed to determine if IPP's are designed and implemented to meet the individual needs of the students.

**Procedures:**

- A. Each facility shall develop a local policy for review, approval, and correction of deficiencies in IPP's. The review shall be conducted by treatment specialist(s) on no less than a quarterly basis and shall include at least two files per counselor. A report summarizing the quarterly review shall be forwarded to the Director of Youth Development Centers.
- B. The IPP process shall be monitored during the annual inspection.
- C. All monitoring shall include a review of treatment objectives to determine that the service is being provided. Should a deficiency be detected, the Superintendent shall be notified in writing.

<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.)**