



**Administrative Policies and Procedures: 18.21 DOE**

<b>Subject:</b>	<b>Individual Program Plan Manual</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA:</b> 6156, 6160, 6161-6163, 7134-7138, 9334, 9399, 9340, 9342, 9244, 9375, 9387, 9390, 9391, 9400
<b>Application:</b>	To All Department of Children's Services Employees

**Policy Statement:**

The Individual Program Plan Manual shall be the procedure for evaluating, classifying, and preparing the individualized program for the treatment of youth in the Department of Children's Services.

**Purpose:**

To ensure that an Individual Program Plan manual is created and maintained that provides instructions for evaluating, classifying and preparing individual program plans for youth.

**Procedures:**

- A. The operational procedures outlined in the IPP Manual shall be implemented by Department of Children's Services Managers and their designee(s).
  
- B. The IPP Manual shall be made available-to all staff involved with classification and program planning.
  - 1. The department head of each respective program area shall provide his/her employees with a copy, or access to a copy, of the current manual.
  - 2. One copy of the current IPP Manual will be placed and maintained in each program unit's manual of operations.
  - 3. Training in the use of the manual shall be included in (pre-service and in-service training for treatment program employees).
  
- C. The IPP Manual shall be reviewed at least annually by the Commissioner of Children's Services or designee.

<b>Forms:</b>	<i>None</i>
---------------	-------------

<b>Collateral documents:</b>	<i>None</i>
------------------------------	-------------

**(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)**