



**Administrative Policies and Procedures: 18.23-DOE**

<b>Subject:</b>	<b>Composition And Responsibilities Of Classification Teams At Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	<b>ACA:</b> JTS-5B-05, 5B-07 and 5B-08; (Previous ACA Standards: 2-9340; 2-9389; 2-9390)
<b>Application:</b>	All Department of Children's Services employees involved in classification.

**Policy Statement:**

An assessment of each student at a Youth Development Center classification site shall be performed by an interdisciplinary team. Evaluation of each student, except students suspected of being mentally retarded, shall result in a classification staffing and placement within two (2) weeks from the date the student arrives at the classification center. Evaluation of a mentally retarded student shall result in a special services staffing and placement within four (4) weeks from the date the student arrives at the center. The nucleus of the staffing team that decides a student's placement shall be Department of Children's Services personnel, although others may participate in the staffing as consultants.

**Procedures:**

- A. The nucleus of the classification staffing team shall include: a team leader whose primary responsibility is to coordinate the evaluation and staffing process, a teacher whose primary responsibility is to provide information on the student's academic needs and level of intellectual functioning, and a Youth Service officer whose primary responsibility is to provide information regarding the student's behavior and interpersonal skills in the group life setting.
- B. In cases where the student is suspected of being educationally handicapped and in need of special education services, the classification staffing team shall include qualified professionals who can interpret and present evaluation materials as specified in the classification manual .
- C. The classification staffing team shall meet to review all evaluations/assessments including the Integrated Assessment Report where applicable, to develop the classification report, and determine program placement. Prior to the staffing, written notice of the time and place of the staffing and an invitation to participate in the staffing shall be given to the student's parent(s), Probation Officer, surrogate parent when one is required by law, and Local Education Agency (LEA).
- D. Evaluation and placement of all students, except those suspected of being mentally retarded, shall be completed within fourteen (14) days of the student's arrival at the center. The Commissioner of Children's Services or designee may approve an extension of the classification time period upon written notification from the Superintendent as to the reasons for the extension and estimated length of

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extension needed. There shall be no extension granted beyond an additional 14 days.
E. Students suspected of being mentally retarded shall have a classification staffing within two (2) weeks of arrival at center. At this staffing all information necessary to make the determination of mental retardation shall be reviewed by the classification team. If the classification team determines the student is mentally retarded they shall schedule a Special Services staffing.
F. Special Services staffings shall be held early enough following the classification staffing to ensure placement of the mentally retarded student within four weeks of the date the student arrived at the facility. Prior to the Special Services staffing, notification and invitation to attend shall be given to those identified above in section III. C, as well as to DCS's MR Services Manager and a representative from the Department of Mental Health and Mental Retardation.
G. The Special Services staffing team shall determine the need for special education services, complete the Integrated Assessment Form, develop annual goals for inclusion in the student's Individual Education Plan (IEP) if applicable, and make placement and treatment recommendations based on the identified priority needs of the student.

<b>Forms:</b>	None
<b>Collateral documents:</b>	None

**(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)**