



Administrative Policies and Procedures: 18.26

Subject:	Quarterly Reports for Youth Development Centers
Authority:	TCA 37-5-105 (3); 37-5-106; 37-5-112
Standards:	ACA: 4-JCF-6A-09, 4-JCF-6A-10, 4-JCF-6A-14; DCS Practice Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Superintendents and Employees
Policy Statement:	
All Youth Development Center Superintendents shall prepare a quarterly report of programs, services, major incidents, population data, assessment of staff and juvenile morale, and progress toward meeting stated goals and objectives to facilitate decision-making.	
Purpose:	
Quarterly reports from each YDC will enable the DCS and the Division of Juvenile Justice to be informed about programs, activities and problems within each facility.	
Procedures:	
A. Contents of quarterly reports	The Youth Development Center Superintendents will prepare a quarterly report to include, but not be limited to, the following topics: <ol style="list-style-type: none"> 1. Major events; 2. Budget status; 3. Morale of employees, children, families; 4. Unusually difficult problems with plans for resolution; 5. Population data; 6. Comparison of stated goals and objectives with the actual attainment of them; and 7. Other information deemed important.
B. Time frames	<ol style="list-style-type: none"> 1. The Superintendents will forward the quarterly report to the Juvenile Justice Deputy Commissioner and appropriate Executive Directors no later than the 25th day of the next month following the end of each quarter (March, June, September, and December).

	<p>2. The Deputy Commissioner for Juvenile Justice or designee will review quarterly reports with the Commissioner and other staff as applicable.</p> <p>3. Reports will be submitted on form CS-0907, Quarterly Reports for Youth Development Centers.</p>
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Forms:	<u>CS-0907, Quarterly Reports for Youth Development Centers</u>
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Collateral documents:	<i>None</i>
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