



Administrative Policies and Procedures: 18.32

Subject:	Treatment/Staffing Team Concept and Composition for DCS Group Homes
Authority:	TCA 37-5-105; 37-5-106
Standards:	COA: PA-RTX 7.01, 7.03, 10.03, DCS Practice Standards: 5-203, 6-508B
Application:	To All Department of Children's Services Group Home Employees

Policy Statement:

The DCS Group Home Supervisor shall assign a treatment team for each youth admitted to the facility.

Purpose:

To ensure that each youth entering a DCS Group Home is assigned a treatment team that will classify the youth to the most appropriate level of custody and programming both on admission and on review of their status.

Procedures:

A. Treatment/staffing team	<p>The treatment/staffing team will consist of the following:</p> <ol style="list-style-type: none"> 1. <u>DCS Group Home Case Manager will:</u> <ol style="list-style-type: none"> a) Serve as the coordinator of the team, b) Schedule staffings, c) Notify appropriate persons of date/time of staffings, d) Aid in the collection of pertinent information relating to youth, e) Have the primary responsibility for the planning and monitoring the individual program plan (IPP). 2. <u>Children's Services Officer-</u> will recommend daily program activities and provide factual observations concerning the youth's day-to-day activities. 3. <u>Representatives from ancillary services</u> - these individuals may be made part of the treatment/staffing team when the need is indicated and include, but are not limited to, representatives from the local education agency (LEA). Other program staff may also be members of the treatment/staffing team. 4. <u>Educational (representative for programs with in-house schools)</u> - the teacher is responsible for reporting progress in academic and/or vocational training areas.
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	<p>5. Family Service Worker – will be responsible for providing input during staffings and making recommendations for interventions or activities based upon needs identified in the permanency plan.</p>
<p>B. Youth participation and involvement</p>	<p>Youth will have input into planning, problem solving and decision making related to their individual program plan (IPP) and participation in the treatment program.</p>
<p>C. Family participation and involvement</p>	<p>Parent(s) and/or legal guardian(s) of youth will be notified of staffings and given the opportunity for input in individual program planning.</p>
<p>D. Youth with mental retardation or other developmental deficiencies</p>	<p>In cases where it has been determined that a youth is mentally retarded or otherwise developmentally challenged, the treatment/staffing team will include a specialist or other qualified professional with respect to the areas of mental retardation, such as a:</p> <ul style="list-style-type: none"> a) Special education teacher b) Behavior psychologist/psychological examiner c) Therapist
<p>E. Development of IPP (individual program plan)</p>	<ul style="list-style-type: none"> 1. The treatment/staffing team will review data sent from the referral source and develop the treatment IPP (individual program plan). 2. The team will be responsible for: <ul style="list-style-type: none"> a) Establishing goals and objectives based upon the information provided, b) Determining methods and materials to be used, c) Assigning responsibility for implementation to the appropriate staff and recommending a timetable for completion, d) Implementing and monitoring youth’s progress and determining when the youth’s step-down or release is appropriate.
<p>F. Review of IPP goals and objectives</p>	<ul style="list-style-type: none"> 1. The individual program plan (IPP) will be reviewed every two weeks either by the staffing team or by individual staff to determine the individual youth’s progress in his/her treatment program and to assure that the youth’s current goals, objectives and interventions continue to meet the youth’s treatment needs. 2. The outcome of each review will be appropriately documented in the youth’s individual program plan (IPP). 3. The treatment/staffing team will be responsible for recommending any change of program for the youth. This includes any change of status within the program as well as recommendations for transfer to another program.

	<ol style="list-style-type: none">4. The team will review all changes in the individual program plan (IPP) with the youth and document this review with staff and youth signatures.5. Release may be considered at any time, where appropriate, when indicated from the review of the youth's achievement of goals in the individual program plan (IPP).
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Forms:	<i>None</i>
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Collateral documents:	<u>Classification and Individual Program Plan Manual</u>
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