



**Administrative Policies and Procedures: 18.34**

<b>Subject:</b>	<b>Referral and Placement of Youth in Regional Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106, 37-1-134 (h) and (j)
<b>Standards:</b>	ACA: 4-JCF-3C-17, 4-JCF-5B-04; DCS Practice Standards; 6-508B, 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
Delinquent youth requiring an extremely high level of security may be placed in a Youth Development Center (YDC) located in the grand region where the youth resides.	
<b>Purpose:</b>	
To provide procedures for the placement and appeal process for youth in need of a secure placement.	
<b>Procedures:</b>	
<b>A. YDC placement/ regions</b>	<ol style="list-style-type: none"> <li>1. <b>Wilder Youth Development Center</b> - will be the preferred placement for male youth living in the <b>West Tennessee Grand Region</b>.</li> <li>2. <b>Woodland Hills Youth Development Center</b> - will be the preferred placement for male youth living in the <b>Middle Tennessee Grand Region</b>.</li> <li>3. <b>Taft Youth Development Center</b> - will be the preferred placement for male youth living in the <b>Hamilton County, Upper Cumberland and Southeast Regions of Tennessee</b>. Refer to DCS Policy <a href="#">12.8, Criteria for Placing Youth at Taft Youth Development Center</a>.</li> <li>4. <b>Mountain View Youth Development Center</b>- will be the preferred placement for male youth living in <b>Knox County, Northeast and East Tennessee Regions</b>.</li> <li>5. <b>New Visions Youth Development Center</b> - is the <b>only placement option</b> for female youth.</li> </ol>
<b>B. Referral information and documentation</b>	<ol style="list-style-type: none"> <li>1. Referral packets from regional resource management teams for youth being referred to YDC's must include the following information:</li> </ol>

- a) Cover letter with justification for placement;
  - b) Commitment order along with information regarding prior adjudication history and all pending charges; and
  - c) Critical medical information that must include:
    - ◆ Authorization for Routine Health Services for Minors (signed by the parent on form **CS-0206, Consent for Routine Health Services For Minors**);
    - ◆ Completed Well-Being Information and History (form **CS-0543, Well Being Information and History**);
    - ◆ List of medications;
    - ◆ Signed informed consent for psychotropic medications (form **CS-0627, Informed Consent for Psychotropic Medication**);
    - ◆ Immunization record;
    - ◆ List of verified allergies;
    - ◆ Current medical treatments, if any; and
    - ◆ Medical and psych records relative to current treatment.
  - d) Youth Level of Service/Case Management Inventory (YLS/CMI) checklist; and
  - e) Completed form **CS-0727, Initial Intake, Placement Referral and Checklist**.
2. Referrals made to a YDC from another program placement may require, in addition to the above, the following:
    - a) Psychological Assessment;
    - b) Family Functional Assessment with any addenda and revisions;
    - c) Behavior and placement summary for the preceding six (6) months or less depending on the time in the program;
    - d) Reclassification/staffing summary, and
    - e) Information related to ongoing treatment and placement needs.
  3. Unless emergency circumstances dictate otherwise and central office has approved placement, referrals will only be considered after the receiving YDC is provided with all the required information as set out in *Section B. 1 or B. 2*.
  4. Each YDC classification unit supervisor (or designee) will maintain a log of referrals that includes:
    - a) Youth's name;
    - b) Referring region or program and the date of referral;
    - c) Date of the YDC response;
    - d) Denial or acceptance of referral; and

	<p>e) If denied admission, justification for denial.</p> <p>5. The YDC classification unit supervisor will respond in writing (via hard copy or e-mail) to the referring source within twenty-four (24) hours of receipt of a complete referral packet.</p>
<p><b>C. Waiting list</b></p>	<ol style="list-style-type: none"> <li>1. The waiting list for each YDC will be maintained and tracked by the YDC classification unit supervisor (or designee).</li> <li>2. Youth accepted into the YDC program will be added to the waiting list by the classification supervisor (or designee).             <ol style="list-style-type: none"> <li>a) The YDC classification unit supervisor (or designee) must notify the referent when a placement becomes available.</li> <li>b) The referent will coordinate transportation of the youth to the YDC.</li> <li>c) Upon placement, the Classification supervisor (or designee) will remove the youth from the waiting list.</li> </ol> </li> <li>3. Youth denied into the program will not be added to the YDC waiting list. If the denial is appealed and overturned, the date of placement on the waiting list is backdated to the date of the original referral.</li> </ol>
<p><b>D. Appeal process for denial of placement</b></p>	<p>When a youth is denied placement in a regional YDC the denial may be appealed through a systematic process as outlined in this policy. This appeal is in addition to any appeal that may be filed by the youth. Denials of placements to Taft YDC are not covered by this policy.</p>
<p><b>E. Residential Appeals Committee (RAC) Composition</b></p>	<ol style="list-style-type: none"> <li>1. The Residential Appeals Committee (<b>RAC</b>) will hear all appeals regarding denial of placement (upon referral) to the YDC.</li> <li>2. The RAC will be appointed by the Commissioner (or designee) and will be comprised of the following:             <ol style="list-style-type: none"> <li>a) One designee of the Commissioner;</li> <li>b) One independent grand regional representative and alternate from each YDC; and</li> <li>c) One independent facility program representative.</li> </ol> </li> <li>3. The regional representative must be from a region different from the subject of the appeal.</li> <li>4. The residential treatment facility representative must be from a program different from the subject of the appeal and must be from an equivalent program (e.g., YDC).</li> <li>5. Each member is appointed for a two (2) year period, which may be renewed as needed.</li> <li>6. The Commissioner’s designee will serve as the Chairman and will be responsible for chairing all RAC meetings and notifying all parties of the decision made by the RAC.</li> </ol>

	<p>7. The independent regional representative, upon notification of receipt of an appeal from the RAC Chairman, will be responsible for coordinating the appeal (notifying the RAC, scheduling meetings and forwarding information to RAC members).</p>
<p><b>F. Procedures for appeal of denial of placement upon referral</b></p>	<ol style="list-style-type: none"> <li>1. The first level for regional appeal of denial of placement of a delinquent youth is to the central office population committee (refer to DCS Policy <a href="#">11.3 Criteria for Assessment Sites for Delinquent Youth</a>).</li> <li>2. Upon receipt of denial of placement referral from a YDC by the central office population committee, the regional placement unit may file (via facsimile or e-mail) an appeal packet with the RAC (via the Commissioner’s office) with a copy of the appeal packet being forwarded to the denying YDC.</li> <li>3. The appeal must be filed with the RAC within three (3) working days of receipt of the denial of placement into the YDC.</li> <li>4. The Appeal packet must include:             <ol style="list-style-type: none"> <li>a) Form <b>CS-0585, Appeal of Placement Denials</b>, which must include a narrative from the appealing regional placement unit indicating the reason for the appeal with appropriate citations to DCS policy;</li> <li>b) A copy of the referral packet; and</li> <li>c) A copy of the denial of placement by the YDC.</li> </ol> </li> <li>5. Upon receipt of the appeal packet, the denying YDC has one (1) working day to provide a narrative indicating any additional information to support the denial to the RAC (via the Commissioner’s office).</li> </ol>
<p><b>G. Decisions of the RAC</b></p>	<ol style="list-style-type: none"> <li>1. The Chairman of the RAC will notify the independent regional representative of the filed appeal and will distribute all appeal information to the regional representative.</li> <li>2. The independent regional representative will then distribute information to the other RAC members immediately upon receipt.</li> <li>3. The RAC will conference (in-person or via telephone) to discuss the appeal.</li> <li>4. The RAC may request additional information that it deems relevant on a case-by-case basis.</li> <li>5. Each member will have a vote as to whether the underlying decision on the appropriateness of the denial/termination.</li> <li>6. The RAC must make a decision based upon the information received within three (3) working days of the filing of the appeal packet of denial of placement into the YDC under <i>Section B</i>.</li> <li>7. The decision is communicated by the RAC Chairman to each party via e-mail, which will be followed within twenty-four (24) hours by a letter.</li> </ol>
<p><b>H. Youth sentenced as adults</b></p>	<p>Referrals of youth transferred to adult court and convicted as adults, who are being housed by DCS in accordance with <i>TCA § 37-1-134 (h) or (j)</i>, will be made</p>

	directly to DCS Central Placement.
<b>I. Documentation</b>	<ol style="list-style-type: none"><li>1. Placement information for children/youth in DCS custody is entered on the appropriate screens in <b>TFACTS</b> according to best practice and in a timeframe that allows for the needs of the child/youth being placed. This includes:<ol style="list-style-type: none"><li>a) Disruptions;</li><li>b) Move toward permanency to a lower level placement; or</li><li>c) A youth's transfer to the TDOC facility.</li></ol></li><li>2. All required information is entered on the appropriate screens in <b>TFACTS</b> within thirty (30) days of occurrence.</li></ol>

<b>Forms:</b>	<p><a href="#"><u>CS-0206, Authorization for Routine Health Services for Minors</u></a></p> <p><a href="#"><u>CS-0585, Appeal of Placement Denials</u></a></p> <p><a href="#"><u>CS-0727, Initial Intake, Placement Referral and Checklist</u></a></p>
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<b>Collateral Documents:</b>	None
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