



Administrative Policies and Procedures: 27.15

Subject:	Youth Supervision and Movement in DCS Group Homes
Authority:	TCA 37-5-105, 37-5-106
Standards:	None
Application:	To All Department of Children's Services Group Home Employees

Policy Statement:

Each DCS group home shall provide appropriate monitoring of the movement of youth in or out of the facility.

Purpose:

To ensure procedures for monitoring youth movement, particularly during the evening and night hours. Monitoring youth movement serves as a protection for juveniles, staff and the public, therefore periodic scrutiny of movement into and out of the facility is necessary.

Procedures:

A. Work/school attendance	<ol style="list-style-type: none"> 1. Count A head count will be taken each morning listing each youth by name and listing the total number in the permanent log. 2. School/work logs Each DCS group home with youth attending school or working off the premises will utilize daily or weekly school/work log, which will note attendance/absence. 3. Record of absences Staff must note in the permanent log variations from the regular schedule, e.g., illness, appointments, authorized absences, or AWOLs.
B. Unescorted absences	Youth who leave for activities outside of the facility unescorted by staff must sign in or out of the facility on the youth movement log.
C. Pass documentation	<ol style="list-style-type: none"> 1. Documentation before leaving The case manager must ensure that youth who leave the facility on pass must carry documentation stating:

	<p>a) The youth's name;</p> <p>b) Time out of the facility;</p> <p>c) Name and address where youth will be residing; and</p> <p>d) Date and time of required return.</p> <p>2. Documentation of return</p> <p>When the youth returns, staff must note return time on the youth's documentation and place it in the youth's case file.</p>
<p>D. Twenty-four (24) hour supervision</p>	<p>1. The supervisor must ensure that at least one (1) staff member is readily available and responsive to youth needs twenty-four (24) hours a day and that youth are not left unattended in the facility without staff supervision.</p> <p>2. The supervisor will ensure that the staffing pattern concentrates staff when most youth are in the facility.</p>

<p>Forms:</p>	<p>None</p>
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<p>Collateral documents:</p>	<p><i>None</i></p>
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