



Administrative Policies and Procedures: 11.3

Subject:	Criteria for Assessment and Placement of Delinquent Youth in Youth Development Centers
Authority	TCA 33-3-401;33-3-402;37-5-105 (3);37-5-106
Standards:	ACA: 4-JCF-4D-06, 4-JCF-6A-04; COA: PA-JJCM 2, PA-JJCM 4.07, PA-JJR 2.02, PA-JJR 2.04, PA-JJR 15.01; PREA: 115.341.
Application:	All Department of Children's Services Employees
Policy Statement:	
Delinquent youth committed to the Department of Children's Services shall be assessed in the least restrictive environment that allows for a thorough evaluation of the youth and family's needs and ensures the safety of the youth and community.	
Purpose:	
To provide criteria, procedure and appeal guidelines for placement of youth in a hardware secure youth development center.	
Procedures:	
A. Assessment and placement of delinquent offenders	<p>1. Delinquent youth are assessed in the community unless a secure placement is determined to be the least restrictive environment for assessment. Assessment in a secure placement may be appropriate if one or more of the following criteria are met:</p> <ul style="list-style-type: none"> a) The youth has an adjudication for violent or attempted violent offense for which he has not received treatment. b) The youth has a history of adjudicated delinquent offenses and is currently determinately committed (see exception below). c) The youth has an adjudication for sexual offense(s) and has not received treatment; d) The youth has a record of three or more felony offenses. <p>Exception: If the youth has a determinate sentence but does not have a felony adjudication, a referral is made to the Population Committee.</p> <p>2. Placement of a mildly intellectually disabled youth in a Youth Development Center (YDC) may occur only when such placement is determined to be the least restrictive environment capable of meeting the youth's treatment needs. See DCS Policy 19.6 Placement of Youth with Intellectual Disabilities in Youth Development Centers for further requirements to consider the youth for placement in a YDC.</p>

<p>B. Central Office Population Management Committee</p>	<ol style="list-style-type: none"> 1. The POP committee is comprised of four (4) staff members, two representing the Office of Juvenile Justice, one being the chair, one from the Office of Network Development and the Psychology Director/Designee. 2. When the above criteria in section A are not clearly met, but circumstances indicate that a YDC placement may be in the youth’s best interest, exceptions may be granted through a waiver process. <ol style="list-style-type: none"> a) The region may request a waiver by completing DCS form CS-0585, Youth Development Center (YDC) Justification Letter or Waiver Request. The waiver and the referral packet are sent to the YDC Population Management Unit who forwards it to the Central Office Population Management Committee (POP Committee). b) The POP Committee meets as necessary to review referrals within 2 days of receipt. c) The POP Committee may request additional information as necessary to make an informed decision. After all information is received, a final decision is made at the next POP Committee meeting. d) The POP Committee responds to the request for a review within five (5) working days. The chairperson of the POP Committee communicates the decision to the YDC Population Management Unit and the region. 3. When youth are referred to Gateway to Independence (GTI) for placement consideration and have been adjudicated for a violent offense, a waiver is submitted to the POP committee for approved. See Protocol for Gateway to Independence Admission for further information on referring youth to GTI. 4. The team reaches a consensus decision regarding placement. In the event of a disagreement among team participants, the Director of Residential Operations/Designee is consulted for final determination. 5. If the waiver is denied by the POP Committee and the region disagrees, the decision can be appealed to the Youth Development Center Appeals Committee (YDCAC). This appeal is in addition to any appeal that may be filed by the youth.
<p>C. Youth Development Center Appeals Committee (YDCAC)</p>	<ol style="list-style-type: none"> 1. The Youth Development Center Appeals Committee (YDCAC) reviews appeals from the sending region for youth who have been denied admission to a YDC by the POP Committee. 2. A regional representative notifies the POP Committee chairperson that they wish to appeal the decision within three working days of the placement denial. The POP Committee chairperson forwards DCS form CS-0585, Youth Development Center (YDC) Justification Letter or Waiver Request the referral packet and the reason for the denial of placement by the POP Committee to the YDCAC chairperson. 3. The YDCAC is appointed by the Deputy Commissioner of Juvenile Justice, or designee, and is comprised of the following: <ol style="list-style-type: none"> a) A chairperson; b) A Central Office representative for the YDC

	<p>c) One Juvenile Justice Program Coordinator from a region different from the sending region.</p> <p>4. The YDCAC may request additional information on a case-by-case basis.</p> <p>5. The chairperson of the YDCAC, or designee, sends committee members the information submitted for review, set a meeting time to discuss the appeal and lead the meeting. Each member votes if the youth should be admitted or denied admission to the YDC.</p> <p>6. The YDCAC makes a decision as soon as possible but no later than five (5) working days of the receipt of information and immediately notifies the referent of the decision of the committee.</p> <p>7. The decision of the YDCAC is considered the final decision.</p>
D. Documentation	Events not documented elsewhere in TFACTS , or requiring a fuller explanation, are documented into case recordings and completed within thirty (30) days of date of occurrence.

Forms:	<u>CS-0585, Youth Development Center (YDC) Justification Letter or Waiver Request</u>
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Collateral documents:	<u>Classification and Individual Program Plan (IPP) Manual</u> <u>19.6 Placement of Youth with Intellectual Disabilities in Youth Development Centers</u> <u>Protocol for Gateway to Independence Admission</u>
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Glossary:	
Term	Definition
Violent or attempted violent offense(s):	Violent offenses are defined as any of the following: Murder, Rape, Aggravated Rape, Especially Aggravated Rape, Sexual Battery, Aggravated Sexual Battery, Especially Aggravated Sexual Battery, Kidnapping, Aggravated Kidnapping, Especially Aggravated Kidnapping, Robbery, Aggravated Robbery, Especially Aggravated Robbery, Aggravated Arson, Especially Aggravated Arson, Aggravated Assault, Especially Aggravated Assault or Carjacking.
Intellectual Disability:	According to the Department of Education, Intellectual Disability is characterized by significantly impaired intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects a child’s educational performance. Typically a youth with an Intellectual Disability will have a Full Scale IQ of 70 or below with concurrent deficits in adaptive behavioral functioning.
YDC Population Management Unit:	The unit within each YDC that receives all admission referrals from sending regions and reviews to determine if the youth meets criteria for placement into the YDC. If the youth does not meet criteria, this unit informs the sending region and determines if they want to submit a waiver to the POP committee. If so, this unit forwards the waiver request to the POP committee.
Gateway to Independence Program:	A transitional program that offers technical certifications, job training and online college courses to students placed in YDC settings. This program works with youth who can chose a technical/vocational direction or an academic path. Youth who are placed into this program must meet program requirements.