



Administrative Policies and Procedures: 18.15 DOE

Subject:	Individual Program Plan Status Review
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA: 4-JCF-5C-05, 4-JCF-51-04; PREA: 115.366; COA: PA-JJR 2.06
Application:	To All Department of Children's Services Youth Development Center and Community Residential Services Employees
Active Memo:	This linked memo supplements requirements in this policy: DOE 18.15. Individual Program Plan Status Review .

Policy Statement:

Each youth's progress in his/her program shall be reviewed monthly. During such review, the youth's progress shall be evaluated and program changes made by the program staffing team depending upon the youth's progress in all developmental areas of the IPP. The team leader shall be responsible for coordinating and monitoring the proper use of the IPP procedures.

Purpose:

To ensure that on a monthly basis, a youth's progress is reviewed, evaluated and program changes are made depending on youth's progress.

Procedures:

- A.** Each youth's IPP shall be reviewed monthly as follows:
1. Each program staffing team member who is responsible for developing and monitoring goals, objectives, and interventions shall write a progress statement and submit it to the team leader.
 2. Team members shall share information regarding progress and any IPP changes with other team members.
 3. The program staffing team leader shall review with the youth all progress reports and note on the IPP the completion of any goals, objectives, and interventions. The team leader shall place all progress reports in the youth's file.
 4. Any major change in a youth's IPP requires a formal meeting of the program staffing team and is documented by staff and youth signatures. Any program staffing team member may request a meeting for this purpose.
 5. If the youth is in a Community Residential Program or Observation and Assessment Center the provisions of Section III, (A) shall be accomplished in a formal meeting of the program staffing team.

The Community Residential Program and Observation and Assessment Center youth's parents and Probation Officer shall be invited to attend every third monthly meeting (quarterly).

- B.** The program staffing team shall meet formally at least quarterly to review the youth's progress as follows:
1. The team leader shall notify the parents and Probation Officer of the meeting and invite them to attend.
 2. Each program staffing team member shall prepare and bring to the meeting a written progress report addressing the areas for which he/she is responsible.
 3. The team shall review progress and make any necessary program changes assuring that the youth understands progress he/she has made and improvements needed. Completion of objectives/interventions and/or any revisions shall be documented on the IPP.
 4. The team leader shall prepare a quarterly progress report which shall include an accounting of the meeting discussion, a summary of the youth's progress, a summary of any IPP revisions, and any team recommendations and decisions. If a new placement has been determined, a justification shall be written. All team members attending the meeting shall sign and date the quarterly progress report.
 5. The Youth Service Manager of Programs, Community Residential Program and observation and Assessment Center Supervisors, Probation Manager, or their designees, shall review the quarterly progress report. If found to be satisfactory, the reviewer shall sign, date, and return it to the team leader, who shall forward copies to the parents and Probation Officer and place the original in the youth's master file. If the reviewer finds that the needs of the youth have not been properly addressed or that the IPP procedure has not been followed, he/she shall notify the team leader to have the team reconvene to address the problems noted. If correction need to be made, the parents will be notified and a copy of the corrected progress report will be forwarded as soon as it is completed.
 6. If the youth's Probation Officer did not attend the meeting, the team leader shall send a copy of the amended IPP to such Probation Officer for sharing with the parents and the local education agency. If the youth has been certified as mentally retarded, copies shall be sent to the Department of Children's Services MH/MR Liaison to be shared with the Department of Mental Health and Mental Retardation.
- C.** Following every other quarterly review (e.g., second, fourth, sixth, etc.), the team leader shall send a copy of the most recent quarterly progress report, which shall contain a recommendation for or against release or discharge, to the Commissioner of Children's Services or designee for his/her review. Upon his/her approval, such report shall be distributed to the youth's parents, the committing court, and the probation officer.
- D.** When the program staffing team determines that the youth is nearing completion of the program objectives, a staffing shall be held for the purpose of final planning of the placement/status of the youth, *i.e.*, transfer, release, or discharge, *etc.* Parents shall be invited and encouraged to attend when such staffing is in a facility or Youth Development Center or Community Residential Program, the Probation Officer shall be a part of the program staffing team either in person or by telephone.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)