



**Administrative Policies and Procedures: 19.6**

<b>Subject:</b>	<b>Assessment and Placement of Youth With Intellectual Disabilities In a Hardware Secure Facility</b>
<b>Authority:</b>	TCA 37-5-105(5), 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Juvenile Justice Staff
<b>Policy Statement:</b>	
Delinquent youth with a diagnosis of Mild Intellectual Disability* shall be placed in the least restrictive environment that can meet their treatment and security needs and will not be placed in a Hardware Secure Facility without a waiver. Delinquent youth with a diagnosis of moderate, severe, or profound Intellectual Disability will not be placed in a Hardware Secure Facility.	
<b>Purpose:</b>	
To ensure that the most appropriate and least restrictive service placement is chosen for youth with an intellectual disability.	
<b>Procedures:</b>	
<b>A. DCS Intellectual Disabilities Coordinator</b>	The DCS Central Office Intellectual Disabilities Coordinator is the DCS Central Office Psychology Director/Designee and does the following: <ol style="list-style-type: none"> <li>Coordinates service delivery for all youth placed in a hardware secure facility and diagnosed as having a mild intellectual disability; and</li> <li>Provides expertise to DCS staff in matters concerning delinquent youth diagnosed as having a mild intellectual disability.</li> </ol>
<b>B. Youth with Mild Intellectual Disabilities</b>	<ol style="list-style-type: none"> <li>Youth diagnosed with Mild Intellectual Disabilities may be placed in a hardware secure facility if it is determined that his treatment and security needs require a hardware secure setting. That determination is made by the Central Office Population Management (POP) Committee and the DCS Central Office Intellectual Disabilities Coordinator and the placement is approved in writing by the Commissioner/Designee.</li> <li>The region submits the following to the POP Committee for review:             <ul style="list-style-type: none"> <li>◆ Form <b>CS-0585, Hardware Secure Facility Justification Letter or Waiver Request</b></li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>◆ A psychological or psychoeducational report within three (3) years of the date of referral, by a licensed examiner certifying the youth has a full-scale IQ below 70. The report must also include scores from an Adaptive Behavior Assessment.</li> <li>◆ Any educational records showing the youth was being served as a student with Intellectual Disabilities</li> <li>◆ Any records of behavior that are pertinent to the placement.</li> </ul> <p>3. Within thirty (30) days of the youth’s arrival at a hardware secure facility, a Special Called CFTM is scheduled. This may be held at the same time as the Classification CFTM or the IEP meeting.</p> <p>a) The team members include the facility Residential Case Manager, a member of the Classification/Intake team, the DCS Central Office Intellectual Disabilities Coordinator/designee, the Juvenile Service Worker (JSW), parents/guardians, the youth, and other appropriate DCS staff or contract persons deemed necessary.</p> <ul style="list-style-type: none"> <li>◆ At the CFTM, the team reviews the youth’s record, discuss the youth’s needs, and attempt to reach a consensus regarding the youth’s treatment and placement needs. The child and family actively participate in the decision. See the <a href="#">Child and Family Team Guide</a> for additional information.</li> </ul>
<p><b>C. Youth with suspected Intellectual Disability</b></p>	<ol style="list-style-type: none"> <li>1. For all delinquent youth suspected of having an Intellectual Disability, the JSW first contacts the school system to obtain the past school records including all special education records (including IEP), to determine whether the youth has been certified as needing special education services. If the JSW is unable to obtain records by this method, they contact the DCS Education Specialist.</li> <li>2. If the records and IEP indicate the presence of an Intellectual Disability, see Policy Statement and section B above for how to proceed.</li> <li>3. If the records and IEP indicate the absence of an Intellectual Disability, then the youth is educationally eligible to be placed in a hardware secure facility.</li> <li>4. If the records are unavailable or inconclusive, the youth is eligible to be placed in a hardware secure facility and is provided with IQ and adaptive testing during the Classification Period.</li> </ol>
<p><b>D. Youth whose Intellectual Disability is first identified after arrival at the hardware secure facility</b></p>	<p>When a youth is diagnosed with an Intellectual Disability, only after arriving at the hardware secure facility the following steps take place:</p> <ol style="list-style-type: none"> <li>1. The facility Referral Coordinator immediately contacts the DCS Central Office Intellectual Disabilities Coordinator and provides the following records:             <ol style="list-style-type: none"> <li>a) DCS form <b>CS-0060, Facility Face Sheet;</b></li> <li>b) A psychological or psychoeducational report within three (3) years of the date of referral, by a licensed examiner certifying the youth has a full-scale</li> </ol> </li> </ol>

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	<p>IQ below 70. The report also includes scores from an Adaptive Behavior Assessment.</p> <p>2. A Special Called CFTM is scheduled as described in item B-3, in order to determine how to best meet the youth’s treatment and placement needs.</p>
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<b>Forms:</b>	<p><a href="#"><u>CS-0060, Facility Face Sheet</u></a></p> <p><a href="#"><u>CS-0585 Hardware Secure Facility Justification Letter or Waiver Request</u></a></p>
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<b>Collateral documents:</b>	<p><a href="#"><u>Child and Family Team Guide</u></a></p> <p><a href="#"><u>18.23-DOE, Composition and Responsibilities of Classification Teams at YDCs</u></a></p>
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Intellectual Disability:</b>	<p>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.</p> <p>Typically a youth with an Intellectual Disability will have a Full Scale IQ of 70 or below with concurrent deficits in adaptive behavioral functioning.</p>