



**State of Tennessee  
Department of Children's Services**

**Administrative Policies and Procedures: 12.10**

**Subject:** Transfer of Youth Between Youth Development Centers

**Authority:** TCA 37-5-105 (3), 37-5-106, 37-1-134 (h) and (j)

**Standards:** ACA: 4-JCF-5B-04

**Application:** All Department of Children's Services Youth Development Center Employees

**Policy Statement:**

Emergency and administrative transfer of youth between youth development centers will be allowed to ensure the health, well being, safety and security of the facility and/or youth. All transfers between youth development centers will include due process safeguards and the opportunity for the youth to appeal transfer decisions.

**Purpose:**

To establish procedures for the transfer of a youth from one youth development center to another youth development center.

**A. Types of Transfers**

1. Standard transfers of youth between youth development centers may occur if, within the Child and Family Team Meeting, it is determined that a transfer to another program can more suitably meet the youth's treatment needs.
2. Emergency transfers for the safety of the youth, other youth, or safety and security of the facility originates within a facility treatment team meeting. Both the sending and receiving facility superintendent must approve an emergency transfer.
3. An administrative transfer is initiated by the superintendent based on the recommendation of appropriate staff in unusual situations that relate to immediate serious physical safety and health concerns or other very unusual circumstances. If the sending superintendent deems the transfer is appropriate, he or she will contact the receiving superintendent and explain the reason for the transfer and obtain concurrence. If the superintendents do not agree, the Executive Director of Residential Operations will be contacted and will resolve the matter.

<p><b>B. Notifications</b></p>	<ol style="list-style-type: none"> <li>1. The sending facility will notify the committing court of the transfer. Notification will be made on the <b>CS-0309 Notification of Program Transfer</b>. A copy of this notification will be placed in youth’s case file.</li> <li>2. The parents and the family service worker must be notified of the youth’s transfer by phone within twenty-four (24) hours of the transfer by the sending facility. At this time, a schedule for the CFTM will be agreed upon. The family service worker and parent will also be sent a copy of form <b>CS-0309 Notification of Program Transfer</b>.</li> <li>3. If the transfer is administrative or an emergency, the sending facility team, receiving facility team, FSW, and parent(s) will convene to hold a Child Family Team Meeting (CFTM). Refer to DCS Policy <a href="#">31.7, Building, Preparing and Maintaining Child and Family Teams</a>. This meeting will be held within seventy-two (72) hours of the next business day following the move. The purpose of this meeting is to formalize the youth’s change in placement and to address the youth’s treatment needs. This meeting will also serve to provide the youth their due process rights. The youth may appeal the transfer to the Executive Director of Residential Operations. The receiving facility team will be responsible for documentation of this meeting.</li> <li>4. Information of a youth transferred to another YDC must be deleted from the sending facilities assigned population count.</li> </ol>
<p><b>C. Transfer of Records</b></p>	<ol style="list-style-type: none"> <li>1. The youth’s case file must accompany the youth to the receiving facility as outlined in DCS policy <a href="#">9.8 Transfer of Youth Case Files for Youth in Youth Development Centers</a>.</li> <li>2. The superintendent/designee of the sending facility must ensure that written justification for the youth’s transfer is prepared and forwarded to the receiving facility. A copy of the justification must also be forwarded to the Juvenile Justice Executive Director of Treatment Services.</li> </ol>
<p><b>D. Data Systems Documentation</b></p>	<ol style="list-style-type: none"> <li>1. All significant information concerning the transfer and placement decisions is documented in <b>TFACTS</b> by the sending facility.</li> <li>2. Placement information for children/youth in DCS custody must be entered 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: disruptions, move toward permanency, to a lower level placement or change in Youth Development Center.</li> <li>3. Events not documented elsewhere in <b>TFACTS</b> or requiring a fuller explanation is documented into case recordings, which will be recorded and completed within thirty (30) days of date of occurrence.</li> </ol>

<p><b>Forms:</b></p>	<p><a href="#"><u>CS-0309 - Notification of Program Transfer</u></a></p>
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	<a href="#"><u>CS-0476 - Notification of Change of Circumstances</u></a> <a href="#"><u>CS-0747 Child and Family Team Meeting Summary</u></a>
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<b>Collateral Documents</b>	None
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