



Administrative Policies and Procedures: 12.13

Subject:	Reclassification of Youth in Youth Development Centers
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-5B-01; DCS Practice Model Standard: 8-306, 11-310B
Application:	To All Department of Children's Services Youth Development Center Case Management Staff
Policy Statement:	
Youth placed in Youth Development Centers (YDC) are classified to the most appropriate level of programming on admission and on review of their status. A youth may be reclassified as appropriate for treatment and/or environmental needs.	
Purpose:	
To establish a standardized process to reassess needs and requirements of youth in custody.	
Procedures:	
A. Reasons for Reclassification	A youth may be reclassified: <ol style="list-style-type: none"> 1. If there are significant behavioral changes noted by employees; 2. When new information about a youth has been received; 3. If the youth is not adequately progressing in the program, or; 4. If the youth needs a less or more restrictive placement.
B. Usual Reclassifications	<ol style="list-style-type: none"> 1. Reclassification may occur at a quarterly staffing; or a team member may request a special staffing, or the youth may request a reclassification staffing. 2. Reclassifications will occur within the context of a Child and Family Team Meeting. See DCS Policy <u>31.7 Building, Preparing and Maintaining Child and Family Team Meetings.</u>
C. Referral for Youth Development Center Placement	When a youth is being considered for placement in a youth development center, the team leader or designee will send a referral packet to the youth development center for review. If approved, the name will be entered on the waiting list.
D. Youth Rights	The youth is afforded Due Process when reclassification involves a change in the level of security, transfer to another placement, or program changes that would affect the youth's access to services.

	<ol style="list-style-type: none"> 1. The staffing team leader must schedule the staffing and must inform the necessary parties of the time and place of the staffing in accordance with the <u>Classification and Individual Program Plan Manual (IPP)</u>. 2. The youth must be present at the staffing and must be given the opportunity to provide input. 3. The youth may be excluded from portions of the staffing while sensitive matters are discussed, if it is determined by the staffing team to be in the youth's best interest. 4. The youth must be informed in writing of appeal rights at the staffing.
<p>E. Documentation</p>	<ol style="list-style-type: none"> 1. Staffing summary <ol style="list-style-type: none"> a) The staffing team leader must prepare a staffing summary and CS-0387 Staffing Participants, which documents the reason(s) for reclassification rationale for changes and recommendations for treatment based on current needs. b) The staffing summary should accompany the youth as specified in the IPP manual. 2. Notification When reclassification results in a youth's program transfer, the staffing team leader must notify the Family Service Worker.
<p>F. Data System Documentation</p>	<ol style="list-style-type: none"> 1. When reclassification results in a youth's program transfer, the staffing team leader must document the transfer on the appropriate screens in TFACTS. 2. Placement information for children/youth in DCS custody must be entered into on the appropriate screens in TFACTS 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 resource home. 3. Unless other requirements are specified in this policy for documentation, or events not documented elsewhere or requiring broader explanation, will be documented on the appropriate screens in TFACTS within thirty (30) days from the date of the contact or occurrence.

<p>Forms:</p>	<p><u>CS-0387 Staffing Participants</u> <u>CS-0747 Child and Family Team Meeting Summary</u></p>
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<p>Collateral Documents:</p>	<p><u>Classification and Individual Program Plan Manual</u></p>
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