



Administrative Policies and Procedures: 19.6

Subject:	Placement of Youth With Intellectual Disabilities In Youth Development Centers
Authority:	TCA 33-3-401, 33-3-402, 37-5-106
Standards:	ACA 4-JCF4D-06; DCS Practice Standard: 7-122D; 7-125D, 8-306
Application:	To All Department of Children's Services Juvenile Justice Staff
Policy Statement:	
Youth with a diagnosis of Mild Intellectual Disability* shall not be placed in a Youth Development Center without a waiver. The Central Office Population Management Committee shall have full authority to review and approve waiver requests for intellectually disabled youths referred for admission to Youth Development Centers. Youth with a diagnosis of moderate, severe, or profound Intellectual Disability shall not be placed/referred to a Youth Development Center. Youth with the diagnosis of Mild Intellectual Disability shall be placed in the least restrictive environment that can meet their treatment and security needs. No intellectually disabled youth shall be placed at Taft.	
Purpose:	
The overall goal for each case is to ensure that the least restrictive service placement and treatment milieu for each youth is accomplished or approval is requested for a waiver for placement in a more restrictive environment.	
Procedures:	
A. DCS Intellectual Disabilities Coordinator	The DCS Intellectual Disabilities Coordinator will: <ol style="list-style-type: none"> 1. Coordinate service delivery for all delinquent youth diagnosed mildly intellectually disabled; and 2. Provide expertise to DCS staff in matters concerning delinquent youth diagnosed mildly intellectually disabled.
B. Review of records	1. Mild Intellectual Disabilities When a delinquent youth assessed as mildly intellectual disabled is admitted to a Youth Development Center (YDC), the YDC Classification Supervisor/ designee will immediately notify the DCS Intellectual Disabilities Coordinator, and send information as outlined in this section to the DCS Central Office Intellectual Disabilities Coordinator.

	<p>2. Records required</p> <p>The record sent to the DCS Intellectual Disabilities Manager will minimally include:</p> <ul style="list-style-type: none"> a) DCS form, CS-0606, Facility Face Sheet, (for identifying information); b) A statement from a certifying specialist that the youth is intellectually disabled; c) A psychological report (no more than 3 years old) that includes an assessment of intellectual, academic, visual/motor, vocational, and personality areas; d) An Adaptive Behavior Assessment Report; and e) Prior school records or a copy of the letter sent to the Local Education Agency (LEA) requesting such records.
<p>C. Interdepartmental staffing</p>	<p>1. Scheduling the meeting</p> <p>When all necessary information is obtained, the DCS Intellectual Disabilities Coordinator will contact the YDC or DCS Classification Supervisor/designee and the Department of Intellectual and Development Disabilities (DIDD) to schedule the Interdepartmental/Special Services staffing (refer to 19.6 Protocol- Intellectual Disabilities Referrals to YDCs).</p> <p>2. Team members</p> <p>The staffing team will include, at a minimum, the DCS Classification Team, a DIDD representative, the DCS Intellectual Disabilities Coordinator/designee, the Family Service Worker (FSW), parents/guardians, the child/youth, and other appropriate DCS staff or contract persons deemed necessary. The Interdepartmental/Special Services staffing may serve as a Child and Family Team Meeting (CFTM).</p> <p>3. Team process</p> <ul style="list-style-type: none"> a) At the staffing, the Interdepartmental Team will review the youth’s record, discuss the youth’s needs, and attempt to reach a consensus regarding the youth’s treatment and placement needs. (Refer to DCS form CS-0747, Child and Family Team Meeting Summary) The child and family will actively participate in the decision. b) In the event of disagreement among team participants, the majority decision will rule. c) All decisions made by the staffing team are final and binding until such time as Reclassification or Special Treatment staffings are held and it is determined that changes in placement or treatment are necessary. (Refer to CS-0230, Staffing Summary and Placement Justification).

<p>D. Placements</p>	<ol style="list-style-type: none"> 1. Setting Intellectually disabled youth will be placed in programs less restrictive than Youth Development Centers, except when a waiver has been granted and approved by the DCS Commissioner/designee. 2. Review of placement Intellectually disabled youth returned to Youth Development Centers from less restrictive placements will be staffed by the YDC treatment team on a monthly basis to determine progress and readiness for less restrictive program placement. A CFTM will be convened prior to placement changes or release.
<p>E. Individual Program Plan (IPP)</p>	<p>Responsibility for implementation DCS facility staff and the FSW will work closely to implement the youth's <i>Individual Program Plan (IPP)</i>, DCS form, CS-0228.</p>
<p>F. Reconsideration of classification or treatment/ placement</p>	<ol style="list-style-type: none"> 1. Convening staffings Reclassification staffings or Special Services staffings to consider significant changes in treatment/ placement for intellectually disabled youth will be convened through the DCS Intellectual Disabilities Coordinator in Central Office. Such staffings will include the FSW, child and family, and will meet DCS requirements regarding facilitated CFTMs. 2. DIDD representation The DIDD representative will be invited to attend all Reclassification/Special Services staffings.
<p>G. Releases</p>	<p>Youth in DCS-operated or contract facilities Releases, discharges, and transfers of intellectually disabled youth placed in DCS-operated or contracted facilities will follow departmental policies. (Refer to DCS forms CS-0309, Notification of Program Transfer, Discharge, CS-0046 or CS-0004, Determinate Commitment Release Notification).</p>
<p>H. Data systems documentation</p>	<ol style="list-style-type: none"> 1. Placement information for children/youth in DCS custody will be entered in TFACTS according to best practice and in a timeframe that allows for the needs of the child/youth being placed. This includes disruptions, moves toward permanency, to a lower level placement, or change in resource home. 2. Events not documented elsewhere in TFACTS or needing fuller explanation are entered into Case Recordings which will be recorded and completed within 30 days of date of occurrence

Forms:	<u>CS-0004, Determinate Commitment Release Notification</u> <u>CS-0046, Discharge</u> <u>CS-0060, Facility Face Sheet</u> <u>CS-0226, Classification Report Cover Sheet</u> <u>CS-0228, Individual Program Plan</u> <u>CS-0230, Staffing Summary and Placement Justification</u> <u>CS-0309, Notification of Program Transfer</u> <u>CS-0747, Child and Family Team Meeting Summary</u>
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Collateral documents:	<u>19.6 Protocol- Intellectual Disabilities Referrals to YDCs</u>
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Glossary:	
Term	Definition
Intellectual Disabilities:	<p>* (Intellectual Disabilities- formerly known as mental retardation).</p> <p>Intellectual disability refers to substantial limitations in present functioning. It is characterized by significantly sub-average intellectual functioning, existing concurrently with related limitations in two or more of the following applicable adaptive skill areas: communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure and work. Intellectual disabilities manifest before age18 (AAMR). Intellectual disability is generally thought to be present if an individual has an IQ test score of approximately 70 or below. An obtained IQ score will always be considered in light of its standard error of measurement, appropriateness and consistency with administrative guidelines. Since the standard of error of measurement of most IQ tests is approximately 5, the ceiling may go up to 75. IQ test results should be considered with adaptive skills test results before an intellectual disability can be determined.</p>
Mild Intellectual Disability:	<p>Persons identified as having IQ scores that are at least 2, but less than 3 standard deviations below the mean, in conjunction with the other criteria of an intellectual disability An intellectual disability is a condition that is characterized by a significantly lower than average level of general intellectual functioning. IQ levels range from 50-55 up to about 70.</p>
Moderate Intellectual Disability:	<p>Persons identified as having IQ scores in the range of 40-54 with a standard error of measurement of 5 before or below the noted IQ score</p>