



Tennessee Department of Children's Services

Intellectual Disabilities Referrals to Youth Development Centers

Supplemental to DCS Policy: 19.6, Placement of Youth With Intellectual Disabilities in Youth Development Centers

1. Referrals

The Classification Unit Supervisor at Wilder Youth Development Center, Woodland Hills Youth Development Center, New Visions Youth Development Center, and Mountain View Youth Development Center will receive referrals for youth with intellectual disabilities.

2. Waivers

The Classifications Unit Supervisor will forward waiver requests to the Population Management Committee.

3. Population Management Chairperson(s)

The Populations Management Committee will meet, at a minimum, bi-weekly to review waiver requests as indicated below.

- a) **Waiver Requests** will be **faxed to the Classifications Unit Supervisor**, not later than 10:00 A.M. on Mondays and Wednesdays at 10:00 A.M. for review by Population Management Committees on Tuesdays and Thursdays at 10:00 A.M.
- b) There will be at least three (3) Population Management participants convened to review a referral.
- c) In the event of disagreement among team participants, the majority decision will rule.
- d) The Population Management Chairperson will facilitate each meeting and communicate committee findings to YDC personnel.
- e) Classification Coordinators will review waivers and forward them to the Population management Chairperson by 9:00 A.M. on Tuesdays and Thursdays.

4. Waiver With Three(3) Felonies

The criterion for least restrictive placement in a Youth Development Center for youth with three (3) felonies will include a packet of information that, at a minimum, includes:

- a) A written waiver justification containing narrative descriptions of presenting issues, behavioral problems and a face sheet with previous placements in the community.
- b) An Adaptive Behavioral Assessment Report and/or psychological evaluation within three (3) years of date being referred that certifies a below 70 full-scale intellectual score by a licensed examiner.
- c) At least three (3) Court Delinquent Adjudication Orders with felonies.
- d) Medical records including immunization record, if available.

Subject: Protocol for Intellectual Disabilities to Youth Development Centers

5. Waiver Without Three (3) Felonies:

The criterion for least restrictive placement in a Youth Development Center for youth without three (3) felonies will include a packet of information that, at a minimum, includes:

- a) A written waiver justification with narrative descriptions of presenting issues, behavioral problems and a face sheet with previous placements in the community.
- b) An Adaptive Behavioral Assessment report and/or psychological evaluation within three (3) years of date being referred that certifies a below 70 full-scale intellectual score by a licensed examiner.
- c) Educational records that show youth was being served educationally as mildly mentally retarded .
- d) Court Delinquent Adjudication Orders with felonies and copies of incident reports, progress summaries, write-ups and/or hearings that should evidence progressive patterns of verbally abusive language, to behavioral assaults against staff and/or peers.
- e) Medical records including immunization records, if available.

6. Intellectual Disability Waiver Records

The records sent to the Classification Coordination for Intellectual Disabilities should follow the same requirement as for any referral as specified in DCS Policy [18.34, Referral and Placement of Youth in Regional YDC's](#). The only exception for other special needs student placements is mild intellectual disabilities placements. These will be approved by the DCS Commissioner and/or designee and are subject to another level of review at the Central Office level.

7. Responsibility for Implementation

Each youth placed at a YDC will be assigned a team of YDC personnel who, along with his Family Service Worker (FSW), will track progress as indicated below.

- a) For youth placed in a Youth Development Center, staff and the FSW will work closely with the DCS Treatment managers and assigned YDC team to support youth through monthly and quarterly staffing(s) convening Individual Program Plans that involve the youth and family participants.
- b) Reclassification Staffing(s) or Special Services Treatment Staffing(s) to consider significant changes in treatment/placements for intellectually disabled youth will be convened through the DCS Intellectual Disabilities Coordinator and /or MH Manager in Central Office.

8. DCS Intellectual Disabilities Coordinator

The DCS Intellectual Disabilities Coordinator and/or designee will attend every Special Service Staffing for each mildly intellectually disabled placement for consideration.

9. Appeals

Denial of the referral by Population Management can be appealed by the referent in accordance with DCS Policy [18.34, Referral and Placement of Youth in Regional YDC's](#).