



**Administrative Policies and Procedures: 18.22-DOE**

<b>Subject:</b>	<b>Development of Individual Program Plan/Individual Education Plan (IPP/IEP)</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	<b>ACA:</b> 6158-6162, 7137, 7175, 9257, 9339, 9389, 9391, 9340
<b>Application:</b>	To All Department of Children's Services

**Policy Statement:**

All youth in the Department of Children's Services treatment programs shall have properly developed and implemented individualized Individual Program Plans. In the case of a youth determined to be eligible for special education services, an Individualized Education Program (IEP) shall also be developed. The IEP shall describe the specific educational services the youth will receive to address his/her unique learning needs.

**Purpose:**

To ensure procedures are established for developing and implementing IPP's/IEP.

**Procedures:**

- A.** The IPP manual shall be used as a reference in developing and monitoring each youth's IPP.
- B.** Each youth received into the physical custody of the Department of Children's Services shall undergo a period of evaluation. The initial assessment shall include classroom observations, social history, interviews, and the completion of a battery of diagnostic tests as needed.
- C.** Evaluation and placement of youth will occur within two (2) weeks of admission from the court and within one (1) week after transfer from another facility.
- D.** The youth will be evaluated in the following areas:
  - 1. Health Needs, including medical/dental;

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2. Education, including academic and vocational/prevocational;
3. Social Skills, including recreation and Independent living skills;
4. Personality/Behavior/Mental Health.

**E.** During the classification staffing, the placement of the youth shall be decided. Placement decisions shall be governed by the principle of least restrictive environment. Written placement decision will specifically state how a youth's needs will be met by the proposed placement. The classification staffing team shall make treatment recommendations in areas where problems exist.

**F.** All available classification documents will accompany the youth to his or her placement.

**G.** Upon a youth's placement at a facility, a program staffing team shall be designated. Within the first two weeks of admission into the program, the program staffing team shall meet with the youth to develop the IPP. This will be documented by staff and youth signatures.

**H.** The youth's needs noted by classification shall be addressed in the IPP. The program staffing team shall identify from classification recommendations the youth's goals/objectives and interventions and the program staffing team member(s) responsible for their accomplishment. Problems that can only be addressed in aftercare shall be noted in the staffing summary and used in preparation of the aftercare IPP.

**I.** The IPP for youths in Youth Development Centers shall be reviewed at least monthly. For youths in Community Residential Program/Observation and Assessment Centers, the IPP shall be reviewed at least every two weeks. These reviews shall assure that the youth's current goals, objectives and interventions continue to meet the youth's treatment needs.

**J.** For all youths suspected to be eligible for special education services, the program staffing team shall confirm eligibility and shall ensure that an Individualized Education Program is developed in accordance with guidelines of the least restrictive environment, in compliance with state and federal regulations set out in the most current edition of the Youth Evaluation Manual prepared by the Tennessee Department of Education. The IEP shall contain the nine components outlined in Rules, Regulations, and Minimum Standards for the Governance of Public Schools in Tennessee.

**K.** The youth's Probation Officer shall be included in all aspects of the evaluation and treatment process, including determining treatment goals, and objectives. No later than the classification staffing, the Probation Officer shall provide a tentative aftercare plan that will be included in the youth's social history.

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<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)