



Department of  
**Children's Services**



# Point and Level System

For a Tennessee Youth Development Center

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# THE YDC PROGRAM

This YDC program strives to provide a positive experience for each youth as they work and grow to find a different path for their lives. The program remains committed to helping each individual discover their own path.

The program's goal is to help each youth achieve their goals. Expectations will be clearly outlined from the beginning, and staff will provide every possible support to help each individual reach their goals. Job skills and independent living skills will be taught to prepare participants for long-term success beyond the program. Along the way, each youth will learn how to care for themselves more effectively and grow into confident, capable young men. Achieving that growth requires taking responsibility for one's actions and understanding that success is built on hard work and a genuine desire to change. Ultimately, success will depend on personal effort and commitment.

## *What We Offer*

- ◆ High School Education
- ◆ High School Equivalency Test
- ◆ Medical and dental services \*
- ◆ Therapy (Individual, Family and Group) \*
- ◆ Case Management
- ◆ Medication management \*
- ◆ Substance abuse treatment and relapse prevention\*
- ◆ Anger management courses
- ◆ Independent living skills instruction
- ◆ Vocational training
- ◆ Job skills training
- ◆ Recreational activities

\* Service provided by contracted vendor

# THE CHILD AND FAMILY TEAM

The program is based on achieving individualized objectives, completing indicated treatment groups, maintaining positive behavior and earning points on a daily basis in the program. The goal of the treatment program is to engage in positive relationships and opportunities to contribute, create, and lead, so that the youth may develop skills and become a successful adult.

Each youth will be assigned a Residential Case Manager (RCM) who will serve as the Treatment Team Leader. The Child and Family Team consists of the youth, their parent(s)/guardian, supportive family members, their RCM, their Juvenile Service Worker (JSW), a teacher, a medical professional, a therapist, and a Youth Service Officer. This team oversees the Treatment Plan, monitors progress on goals and action steps and provides ongoing assessment of the youth's strengths and needs.

# THE POSITIVE BEHAVIOR MODEL

## *Introduction to the Daily Point System*

At Wilder, staff work hard to foster a culture that highlights and rewards positive behavior to better support a youth's positive life goals.

The daily point system is one tool that staff use to support youth in identifying and demonstrating successful behavioral choices. This section will outline the behavioral expectations, rewards for meeting these expectations and consequences when the expectations are not followed. Staff expect all youth to have appropriate behavior on an ongoing basis.

## *Point Cards*

Points Cards are a simple and clear way for staff to assign and track daily points so that youth can receive ongoing feedback about how well they are meeting the behavior expectations. Staff record the points based on the behavior demonstrated by the youth Wilder staff are available to discuss progress through the day and encourage youth in achieving their goals. Staff will provide ongoing positive reinforcement by offering verbal feedback throughout the day when youth engage in positive behaviors. This reflects the staff's commitment to recognizing and valuing each youth's efforts to act helpfully and demonstrate mature thinking.

The point card is based on Wilder's daily schedule. Each youth will have the opportunity to earn up to 2 points for each block of time based on how well they demonstrate the expected behavior. Each block of time is a new opportunity to earn 2 points.

Points Scale and Descriptions:

0 - Youth did not engage in the expected behavior at all.

1 - Youth engaged in the expected behavior partially. Examples include refusing to engage appropriately at the beginning of the time block but then choosing to participate part of the way through or starting out by demonstrating appropriate behavior and then engaging in problematic or unhelpful behavior.

2 - Youth presented with appropriate and expected behavior for the entire duration of the time block (e.g. period 1 at school).

The point total will be added up every day and shared with the youth during the daily community meeting. The point total will capture the points for the time block starting with the afternoon of the previous day and up until the time block prior to the community circle. Staff will communicate with each youth throughout the time block and if the youth chooses to earn a zero (0) or one (1), they will be informed about this in real time, when the points are tracked. Wilder staff will take the time to also discuss the problematic behavior displayed as well as engage the youth in conversation about what positive behavior changes can be made moving forward. Each youth is responsible for choosing to engage in positive behavior and correct their behavior, but staff will encourage them and remind them of their goals.

If a youth chooses not to engage in the expected behavior or to only partially engage, staff will note the score of 0 or 1 for that time block and in the comments section will note the specific behavior that led to that specific score. For example, if a youth earned a 0 for the 5:30-6:00 wake-up time block, the comments section might note "Youth refused to get out of bed and cursed staff when he was prompted to get ready for breakfast".

It is youth's responsibility to review and initial their point card with both the first and second shift staff. If a youth destroys or loses their point card, the youth will earn zeros for the time blocks on that card up to the time block the point card was damaged. If a youth's point card is damaged by another youth, the youth will be given another point card and all their previously earned points will be counted.

### ***Level Advancement and Completion of the Program***

The daily points are directly connected to the 5 levels through which each youth must progress. Orientation level requires that a youth make their days for a total of 15 days. Each youth must earn 30 positive days (make their day) at each level in order to move up to the next level. The minimum number of points that one must earn per day in order to "make your day" increases with each level that is earned. This increase is due to the expectation that the youth will display more consistent and mature behavior the further along they progress in the level system. The point card will show how many points are needed to be earned per day based on the youth's current level.

Below are the expectations for how many points-one must earn per day to achieve a positive day based on the level they are on.

Level	Points to "make day"
Orientation (15 days)	34/40
Phase 1 (30 days)	34/40
Phase 2 (30 days)	36/40
Phase 3 (30 days)	38/40
Phase 4 (30 days)	39/40

### ***Point Card- Additional information***

The [Point Card \(CS-4205\)](#) serves as the document on which a youth's earned daily points are tracked and totaled. Each point card will list the youth's name and their weekly goal. The youth's therapist and RCM will work with them to prepare their goal for the week. The youth's level is also written on the card so that they are aware of the minimum number of points needed for the day based on the level that they have earned.

A youth's earned points are based on the youth engaging in expected behavior for a specific time block. Points are not "taken away" by staff. If a youth chooses not to engage in the expected behavior for a specific time block, despite staff providing support and verbal redirection, the youth will not earn points.

It is very important that the points a youth earns are accurately tracked on their card and that the scoring system is recorded consistently and fairly. Shift supervisors or designee will do random checks to help ensure that each youth's point card is being completed accurately by staff responsible for the point card during their shift. Staff will only put in points for the time block that is currently occurring based on the daily schedule. For example, during the 2<sup>nd</sup> school period, all the prior time blocks would have already been completed by staff prior to 2<sup>nd</sup> period and staff will wait until toward the end of 2<sup>nd</sup> period to put in the score. If a youth starts 2<sup>nd</sup>

period by refusing to participate in class and yelling but has since been able to return to displaying positive behavior, they would still be able to earn 1 point by the end of that period.

When the treatment team identifies a youth as having an intellectual disability or IEP impairment diagnosis the team can choose to tailor the expectations of what it means for that youth to earn 2 points per each of the categories in the point card.

## Major Offenses Subject to Discipline

### *Choosing to Not Meet Behavior Expectations*

Major Offenses constitute the most serious category of offense behavior and are subject to the highest level of disciplinary action. If a youth violates a major rule, they are to be written up and receive a copy of a major discipline report.

If a youth engages in behavior that is a major violation of community expectations, a Special Treatment Team referral is to be completed.

When a youth engages in a major behavior violation, staff will inform the youth about the specific major behavior violation, the immediate consequences, and that a Special Treatment Team referral has been made. The youth will be placed on level freeze until the meeting with the Special Treatment Team occurs.

The Special Treatment Meeting will occur within 24 hours of the incident(s). The Special Treatment Team meetings will be held Monday through Friday. If a youth engages in a major behavior on Friday, the youth would be on level freeze until Monday when the Special treatment team can convene.

The Special Treatment Meeting is a fair and impartial hearing that is conducted to hear and evaluate evidence and determine the appropriate disciplinary action, if the allegations are substantiated. The youth is to attend this hearing unless their behavior becomes uncontrollable during the hearing. The youth is allowed to have a staff advocate, a person chosen by the youth to be present at the discipline hearing to help them understand what is happening. The youth may also bring evidence and witnesses to assist them. A copy of the hearing results is to be provided to the youth after the hearing. The youth has the right to appeal any disciplinary actions within fifteen (15) days of the findings from the disciplinary hearing.

A youth may waive their right to the hearing and proceed to the second level, which is to appear before a three-member discipline committee.

**Note:** If a disciplinary report is dismissed during a hearing or dismissed on appeal, no record of the incident or proceedings is placed in the youth's file. Record of this information is logged and maintained by administration.

### *Level Freeze*

If a youth engages in a major negative behavior, the Special Treatment Team may decide on the consequence of a level freeze for a specific number of days. While on level freeze, the youth will continue to earn points on the daily point sheet, but these points will be used to track the progress the youth makes in completing the requirements of the level freeze. Only the days during which the youth earns enough points count toward removal of level freeze days. These days do not have to be earned consecutively. A youth's earned day during level freeze will not count toward their overall days for that level but only toward making sufficient days to get off of level freeze.

A youth will not be able to participate in any offered incentives while on level freeze.

YDC staff will keep track of youth's level suspension using [CS-4290, the Special Treatment Team Meeting](#). The treatment team is to check in with the youth regularly if a consequence of a level freeze lasting longer than 7 days was implemented. Wilder staff are to encourage and support the youth throughout this process. The following list indicates the number of days of level freeze based on the offense.

## Enforcement Schedule for Discipline: Major Offenses

Offense	Days on Level Freeze
Aggravated Battery*	21
Arson	21
Riot (participation in)*	21
Rape*	21
Escape or attempted escape*	21
Court Ordered Pass Violation	21
Selling or Possessing/Using Drugs/Inhalants/Intoxicants	21
Sexual Battery	21
Possession Weapon	Up to 21 days
Extortion/Gambling	3-4 days
Fighting/Assault/Assault and battery	7 days for 1st Violation 14 days for 2 <sup>nd</sup> Violation 21 days for 3 <sup>rd</sup> Violation**
Sexual Misconduct: Exposing private areas	3-4 days
Sexual Misconduct: Openly masturbating	7 Days for 1st incident 10 Days for 2 <sup>nd</sup> incident
Interfering with Staff (e.g. failure to follow directive)	1-5 days
Threatening Staff	1-3
Threatening Youth	1-3
Destroying State Property	21 Days and/or Restitution

Possession of (Major) Contraband i.e., Electronics, Pornography, Money, Cell Phone, Drugs	Up to 21 days
Stealing/Burglary/Receiving and Concealing	3-5
Conspiracy	3-10
Forgery	3-10
Repeated Minor Violations	3-7
Repeated Refusal to Follow Orders	3-7

*\* Possible referral to Alternative Programming/Possible prosecution*

*\*\* Multiple violations will result in team meeting to decide additional interventions*

### **Incentives**

Incentives (rewards) are used to help support and provide youth with motivation to engage in healthy and appropriate behavior. When a youth earns their day by meeting all point requirements, they will qualify to participate in the incentive for that day. They may also participate in the weekly and monthly incentives based on consistently demonstrating appropriate behavior.

### Earning a Weekly Allowance

Each youth will have the opportunity to earn an allowance of up to \$5 per week.

### The Commissary

The purpose of The Commissary is to provide youth with personal items or food that they may purchase with the money they earn for positive and responsible conduct. Items may be purchased from Commissary once a week. Starting with week 1 of Orientation phase, a youth will automatically earn \$5.00 a week in their account to either save or spend on Commissary.

#### **a) Privilege Level requirement:**

- Youth are eligible to place orders from commissary once they have reached Phase 2 in the program and have available funds in their student trust fund account.
- Youth will continue to earn money when they are on level freeze, but they will not be able to purchase any items from the commissary during the level freeze.

#### **b) Maximum spending amount per order:**

- The total amount a youth can spend on Commissary is based on their phase:
  - Phase 2- \$8 a week
  - Phase 3 - \$10 a week
  - Phase-4- \$12 a week

**c) Order Distribution/Delivery day and location(s):**

- The commissary is open on Wednesdays.
- Purchased items are delivered to the youth's dormitory. The youth is to check the order and sign the invoice form.

The Activity Room

When a youth earns 5 of 7 days for the week, they will have access to the activity room two times that week (usually on the weekend Saturday/Sunday). If a youth is in Orientation or Phase 1, they may only have access to the activity room 1x that week. This is to encourage youth to progress to Phases 2-4. If a youth is on Phase 3 (30 extra minutes per week) or Phase 4 (60 extra minutes per week), they may have additional access to the activity room. This is in addition to their 2x per week for making 5 of 7 days for the week. The Activity Room has snacks and television, and youth are allowed to play cards, PS3, Xbox, Wii, and other games.

Activities for the Entire Campus

The facility provides different activities and events for all youth to participate in and enjoy. Listed below are some examples of activities:

- **Family Fun Day Events** – Youth may be given the opportunity to participate in fun activities with their family.

Earned Activities:

Youth will be able to earn different incentives and events by demonstrating positive behavior and meeting set criteria for participation throughout their stay. Listed below are some examples of incentives:

- **Honor Roll Party** – Youth may be able to participate in a celebration for making A's and B's for the 6 weeks grading period.
- **Star Youth** – If a youth earns 7 out of 7 days for the week, the youth will be considered a "star youth" and their name will be entered into the end of the month drawing for the chance to win a prize. They may earn "star youth" status each week of the month, increasing their chances of winning a prize in the drawing at the end of the month such as lunch with the Superintendent or other prizes.

Monthly Drawing

A monthly drawing will take place in which the "star youth" (those who earned 7 of 7 days per week) will have their names entered in a drawing for a prize. Examples of prizes include lunch with superintendent or a radio.

Dorm Awards: Youth that earn their weeks (5 of 7 days) for the entire month (each of the 4 or 5 weeks in a month) will participate in a special monthly event.

# Youth Development Center Level System

## *Explanation of the Level System*

As youth advance through the levels, additional privileges and responsibilities can be gained.

## *Expectations for All Youth*

- Follow staff directions
- Direct any questions regarding the rules or guidelines to staff
- Attend school daily and actively participate
- Participate in all activities
- Participate in all group meetings
- Adhere to guidelines in the Youth Handbook

## **POINT SYSTEM PRIVILEGE LEVELS**

### *Orientation*

1. 10 Minute phone call per week to an approved contact
2. One book allowed in room at a time plus one religious book
3. Facility-provided hygiene products and clothing
4. Ability to decorate youth's room with approved pictures/drawings in designated area.

### *Phase 1*

1. 10 Minute phone call per week to an approved contact
2. One book allowed in room at a time plus one religious book
3. Facility-provided hygiene products and clothing
4. Ability to decorate youth's room with approved pictures/drawings in designated area.
5. Participate in on-site incentives if criteria are met for activities.

### *Phase 2*

1. Two 10-minute phone calls per week to an approved contact
2. One book allowed in room at a time, plus one religious book
3. Facility-provided hygiene products and clothing
4. Ability to decorate youth's room with approved pictures/drawings in designated area.
5. Youth can be nominated by their dorm to be on the youth counsel/advisory board

6. Photo Card 1x a month

### **Phase 3**

1. One 10-minute phone call and one 15-minute phone call per week to an approved contact
2. One book allowed in room at a time, plus one religious book
3. Facility-provided hygiene products and clothing
4. Ability to decorate youth's room with approved pictures/drawings in designated area.
5. Youth can be nominated by their dorm to be on the youth counsel/advisory board
6. Photo Card 1x a month
7. 30 extra minutes in game room weekly
8. 1 snack bag every 2 weeks
9. Eligible to conduct program tours with visitors
10. May wear personal tennis shoes

### **Phase 4**

1. Three 10-minute phone calls per week.
2. One book allowed in room at a time, plus one religious book
3. Facility provided hygiene products and clothing
4. Ability to decorate youth's room with approved pictures/drawings in designated area.
5. Youth can be nominated by their dorm to be on the youth counsel/advisory board
6. Photo Card 1x a month
7. 1 snack bag every week
8. Eligible to conduct program tours with visitors
9. Eligible to work out at gym
10. May wear personal tennis shoes
11. 1 hour extra in the game room weekly
12. Eligible to go fishing

## ***State Issued Items for All Youth***

### ***Approved Personal Property Permitted in Rooms***

Envelopes	Paper & Pencils
One toothpaste	One toothbrush
One bottle of shampoo	One conditioner
One hair grow/moisturizer	One lotion
One deodorant	One soap
Three blue pair of pants	Three green Polo shirts
One towel	One wash cloth
Three pair of socks	Three pair of underwear
Three T-shirts	One Hoodie
One Comb/Brush (no longer than 6", no wider than 1 ½", No handles) In-room use ONLY	
One pair shower shoes	
One High top shoe (state issued)	
One Low top shoe (state issued)	

### ***Items Caregivers Can Mail In***

In addition to State Issued Items, the following personal property is also permitted:

- Three T-Shirts – white only
- One pair of gym shorts – gray only/no zipper/no name brands
- One pair of jogging pants – gray only/no zipper/no name brands
- Three pairs of Socks – white or black only
- One Thermal Underwear- white, gray, or black only
- One Doo-Rag- black only
- One Hoodie – gray only
- One Brush- No longer than 6", no wider than 1 ½", No handles- In-room use ONLY
- Three Underwear – (plain white boxer only)

#### ***No name brand items***

***Pictures that are pornographic, contain gang signs, include references to alcoholic beverages, drugs, other current youth, or gambling are NOT permitted and will be confiscated as contraband if found.***

## **Additional Interventions to Influence Positive Behavior**

### ***Self-Evaluation Time-Out***

Self- evaluation time-outs may be requested of youth by staff in order for the youth to re-evaluate their behavior, attitude, or interactions with others. During this time:

- Youth will be asked to remain quiet and calm. This is a time for the youth to reflect upon their thoughts, feelings, and behaviors.

- Youth may be given a written assignment

## Minor Infractions

Please review form [CS-0203, Minor Rule Infraction/Sanction Notice for Youth in Youth Development Center](#). If a youth engages in one of the behaviors listed on the form as a minor infraction, the youth is to receive one of the consequences outlined on the form. Minor infraction behaviors include the following: disruptive behavior, failure to follow institutional rules, horseplaying, out of assigned area, use of obscene language, racial slurs, refusal of a direct order, and sexual slurs. Minor infractions may result in a 1-to-5-day level freeze based on the youth's treatment team's decision.

### ***Modification of Standard Programming***

**Alternative programming:** An alternative program may be substituted if a youth has exhibited continual disregard for the safety and welfare of themselves, staff, or their group members.

Alternative programming allows for modifications in the daily point card scoring, treatment plan, program, and schedule to address ongoing behavioral problems. Alternative programming may also mean that a youth's privileges and incentives are modified to address ongoing behavioral problems.

The alternative program option is not a consequence for a specific rule violation. Instead, it is a modification of the Individual Program Plan (IPP) and may result in an increase in time the youth needs to complete the program.

**Alternative programming plans must be in written form and reviewed by the youth's Child and Family Team.**