



Tennessee Department of Children's Services **Protocol: Orientation at a Youth Development Center**

Supplemental to DCS Policy: 18.4 Intake and Orientation at a Youth Development Center (YDC)

The RCM conducts the orientation process with the youth by reviewing the following information and documenting it on, **CS-0176, Orientation Checklist for Youth in a Youth Development Center**.

1. Review and explain form **CS-1075, Conditions of Custody**.
2. Review and explain form **CS-0158, Notification of Youth Equal Access to Programs and Services and Grievance Procedures**.
3. Give youth a copy and explain form **CS-1046, Notification of Restrictive Behavior Management**.
4. Explain procedures for mail and visitation to the youth and record personal data on the following forms:
 - a) **CS-0060, Facility Face Sheet**
 - b) **CS-0111, Approved Contact List**
 - c) **CS-0327, Youth Telephone Log**
5. Give youth a copy of the [Youth Handbook for a TN YDC](#) review and explain the following information:
 - a) Acceptable use and behavior on the internet and student network;
 - b) Grievance Procedures;
 - c) Mailing regulations;
 - d) Method of obtaining legal counsel;
 - e) Procedures for obtaining medical and dental services;
 - f) Sex abuse education and awareness – Prison Rape Elimination Act (PREA). Show youth the PREA video.
 - g) Telephone Privileges; and
 - h) Visitation and pass privileges.
6. Give youth a copy of the YDC Point and Level System Manual review and explain the following information:
 - a) Review the treatment program model;
 - b) Facility goals, services, and Rules of Conduct;
 - c) Possible sanction for rule infractions;
 - d) Disciplinary actions, hearing procedures; and
 - e) Release procedures.
7. Have youth sign form, **CS-1062, Youth Handbook Acknowledgement** to confirm he understands the Youth Handbook and the Point and Level System Manual.

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8. Review and explain Selective Service Regulations and how to register. For further details see DCS Policy [18.7, Selective Service/Voter Registration for 18 Year Olds in a YDC.](#)
9. Refer youth for a mental health screening with the contract provider.
10. The RCM, or designee, reviews a PowerPoint presentation with the youth to teach them about the Continuous Quality Improvement Process and the role they play in it. The importance of the Counsel on Accreditation is also reviewed and how it benefits the youth.
11. Have youth complete form **CS-1074, Recreation and Religious Preference Assessment**
12. Interview parent and youth to help obtain information requested on the Transitional Survey in TFACTS. Information gathered is shared with the Family Service Worker and is used for community reentry planning while youth is at the YDC.
13. Complete and mail form **CS-1090, Parent Packet** to the youth's parents or legal guardian.
14. Within two business days, a designated psychologist or mental health professional assesses all newly admitted youth for mental health issues.
15. The nursing staff administers the form **CS-1104, Columbia Suicide Severity Rating Scale**.
16. The Career Scope assessment is completed by school personnel.
17. The RCM administers the How I Think Questionnaire (HIT) and **CS-1074, Recreation and Religious Preference Assessment**.

Collateral Documents:

[Youth Handbook for Tennessee Youth Development Centers](#)
[Wilder Point and Level System Manual](#)

DCS Policy [18.7, Selective Service/Voter Registrations for 18 Years Olds in a YDC](#)

Associated Forms:

[CS-0060, Facility Face Sheet](#)
[CS-0111, Approved Contact List](#)
[CS-0158, Notification of Equal Access to Programs and Services and Grievance](#)
[CS-0176, Orientation Checklist for Youth in a Youth Development Center](#)

[CS-0327, Youth Telephone Log](#)

[CS-1046, Notification of Restrictive Behavior Management Practices](#)
[CS-1062, Youth Handbook Acknowledgement](#)

[CS-1074, Recreation and Religious Preference Assessment](#)
[CS-1075, Conditions of Custody](#)

[CS-1090, Parent Packet for Wilder YDC](#)
[CS-0939, Youth Acknowledgement and Notification of PREA](#)
[CS-0946, Assessment, Checklist, and Protocol for Behavior and Risk for Victimization](#)
[CS-1104, Columbia Suicide Severity Rating Scale](#)

