



**Administrative Policies and Procedures: 16.8**

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| <b>Subject:</b>     | <b>Responsibilities of Approved Resource Homes</b>   |
| <b>Authority:</b>   | TCA 31-17-316, 37-5-106, 37-4-201, 37-4-201 et seq., Adoption and Safe Families Act, P.L. 109-239, Safe and Timely Interstate Placement Act of Children in Foster Care Act of 2006 - P.L. 109-239, and Social Security Act, Fostering Connections To Success and Increasing Adoptions Act of 2008 (P.L.100-351). |
| <b>Standards:</b>   | DCS 3-201, 6-512C, 6-400, 6-401, 7-100A, 7-101A, 7-103A, 7-104A, 7-203A  |
| <b>Application:</b> | DCS Foster Care and Supervisory Staff, Private Provider Staff  |

**Policy Statement:**

All approved resource parents, including those involved with the Interstate Compact on the Placement of Children (ICPC), must serve children in their home in accordance with current TN Department of Children's Services (DCS) Policies and Procedures and must partner with DCS in the development and implementation of the child's permanency plan. DCS/Private Providers and the children it serves expect resource parents to actively support the identified permanency plan goal and promote positive relationships between children and their birth families by participating in meaningful visitation and serving as positive role models.

**Purpose:**

DCS/Private Providers must ensure its resource parents remain capable of providing safety, permanence, and well-being for the children placed in their care and that they continue to serve children in their home in accordance with current DCS Policies and Procedure. It is the responsibility of resource parents and DCS/Private Providers to assist in providing safety, permanence and well-being for children. It is the resource parent's further responsibility to support the permanency plan and to be respectful of the culture of the children placed in their homes, helping to preserve the history of the child or youth's previous relationships. DCS/Private Providers must remain aware of the resource family circumstances in order to provide them with support to care for children placed in their home.

**Procedures:**

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| <b>A. Responsibilities of Resource Parents</b> | <ol style="list-style-type: none"> <li>1. Approved resource parent(s) must comply with all DCS policies and procedures or concepts discussed in <i>Parents as Tender Healers</i> (PATH) training.</li> <li>2. All household rules must be clearly communicated to the child and written down for the child who is old enough to read and understand. The structured daily household routine provided for the child may include: <ol style="list-style-type: none"> <li>a) Clear and concise household rules;</li> <li>b) Identified acceptable and unacceptable behavior; and,</li> </ol> </li> </ol> |
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|                               | <p>c) Possible consequences for unacceptable behavior.</p> <ol style="list-style-type: none"> <li>3. A child must not be allowed to leave the supervision of the resource parent(s) for extended visits or taken outside the State of Tennessee without prior written approval. The resource parent may approve short outings or overnight visits with family and friends of the resource parents. (See <a href="#">Guidelines for Outings and Overnight Stays</a> for additional information.)</li> <li>4. The Placement Services Division (PSD)/private provider staff must be notified, within one (1) working day, of any significant changes in the home (i.e., new address, additional persons living in the household, health, income etc.). Failure to report any significant changes could affect the status of the resource home and may result in termination of foster care board payments and possibly an overpayment assessment.</li> <li>5. Should a child run away from the resource home, the resource parent must ensure the Family Service Worker (FSW) has the information needed to complete the <b>Absconder Recovery Runaway/Escapee Checklist, form CS-0706</b>, as soon as it is known that the child has run away.</li> <li>6. The resource parent(s) must not petition to adopt, obtain guardianship or file for custody of a child in their home unless DCS concurs with the plan and gives written approval.</li> </ol>  |
| <p><b>B. Health Needs</b></p> | <ol style="list-style-type: none"> <li>1. The child’s health needs must be monitored and arrangements made for the child to receive routine medical and dental treatment as necessary, after discussing these needs with the FSW. Appointments must be made in accordance with DCS Policies <a href="#">20.12, Dental Services</a> and <a href="#">20.7 TENNderCare Initial and Annual Early Periodic Screening Diagnosis and Treatment Standards (EPSDT)</a>.</li> <li>2. In a medical emergency, the resource parents must immediately obtain emergency assistance for the child, and notify the FSW/private provider or PSD staff as soon as possible.</li> <li>3. The resource parent(s) must ensure that each child’s nutritional needs are met and are encouraged to provide well-balanced meals. Families are also encouraged to accommodate the child’s cultural norms when planning menus.</li> <li>4. When children have appointments resource parents should have the <b>Health Services Confirmation and Follow up, Form CS-0689</b> and request that the service provider complete the form. If received from the provider, the resource parent should give a copy to the FSW.</li> <li>5. Resource parents will follow all doctors’ orders for each child in their care and will make no changes in a child’s treatment unless approved by the physician.</li> <li>6. Resource parents should maintain <b>form CS-0630, Resource Home Prescription Medication Record</b> for each child placed in their care that is prescribed medication. The medication record should be updated on a daily basis or as deemed necessary by the prescription and turned into the child’s FSW each month to be filed in the case record.</li> </ol> |

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|   | <p>7. In cases of ICPC a copy of the <b>Resource Home Prescription Medication Record, form CS-0630</b> submitted to the FSW becomes part of the child's ICPC record.</p> <p>8. Children who may require hospitalization are expected to return to their resource home once released by medical staff. Once back in the home, the resource parents must maintain follow-up care as directed by the treating physician.</p>   |
| <p><b>C. Clothing and Allowance</b></p> | <p>1. When a child enters state custody, DCS staff must make every effort to obtain the child's clothing from the parents or guardians following the removal. If the child's clothing is inadequate, DCS will provide an initial clothing outlay in the following amount:</p> <ul style="list-style-type: none"> <li>• 0 through 2 years - \$125</li> <li>• 3 through 4 years - \$175</li> <li>• 5 through 12 years - \$200</li> <li>• 13 years and over - \$250</li> </ul> <p>2. The team leader may approve extra clothing outlays in emergency situations. These situations must be thoroughly documented in the child's case recordings and/or in the current child welfare information system<sup>1</sup> (i.e. weight loss, growth spurts, etc.).</p> <p>3. The Family Service Worker must complete the authorization for the purchase of clothing and submit <b>form CS-0493, Standard Claim Invoice</b>, in compliance with fiscal policy and procedure.</p> <p>4. Resource parents should give children an allowance at a rate consistent with the child's age and developmental status.</p> <p>5. Adequate clothing, as well as a personal allowance, is expected to be provided from the money received via the resource home board payment, as outlined in DCS Policy, <a href="#">16.29 Resource Home Board Rates</a>.</p> <p>6. Children placed with a relative, in an unpaid resource home placement or a placement which does not receive a foster care board payment, are also eligible for a personal allowance. These allowances can be paid with flex funds.</p> <p>7. In cases of ICPC, the procedure described above applies to DCS children who are placed in another state under the ICPC. The financial responsibilities for any child placed in TN under the ICPC, including the responsibility for clothing allowance or the resource home board payment is that of the Sending State, not TN DCS.</p> |
| <p><b>D. Education</b></p>              | <p>1. All school age children must:</p> <ul style="list-style-type: none"> <li>a) Be enrolled in an accredited school setting;</li> </ul>   |

<sup>1</sup> Note: Currently, TNKids is the DCS child welfare information system and will be replaced by the new computer system "TFACTS" in the future. When TFACTS is fully implemented, all references to TNKids or "current child welfare information system" will mean TFACTS.

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|                             | <ul style="list-style-type: none"> <li>b) Attend school daily;</li> <li>c) Have their attendance monitored; and,</li> <li>d) Have their education needs met in accordance with <a href="#">DCS Policy 21.14, Serving the Educational needs of the Child/Youth in DCS Custody.</a></li> </ul> <ol style="list-style-type: none"> <li>2. Any problems regarding the child’s schoolwork should be discussed with the school personnel and the Family Service Worker.</li> <li>3. Resource parents are encouraged to attend all multi-disciplinary team (M-Team) meetings, Individual Education Plan (IEP) development meetings as well as other school-related meetings for the children in their care.</li> <li>4. Non-traditional school program enrollment may only be approved as outlined in <a href="#">DCS Policy 21.14, Serving the Educational needs of the Child/Youth in DCS Custody.</a></li> <li>5. Children/youth in DCS custody who have earned a high school diploma or GED must have their vocational and/or post-secondary educational interest addressed as outlined in <a href="#">DCS Policy 16.51, Interdependent Living Plan.</a></li> </ol>  |
| <p><b>E. Discipline</b></p> | <ol style="list-style-type: none"> <li>1. Resource parent(s) must strive to maintain appropriate discipline of the child by correcting the child’s behavior when necessary and discussing any problems with the FSW in collaboration with PSD staff/private provider staff.</li> <li>2. Resource parents and all staff responsible for the care of children in DCS custody must adhere to the guidelines outlined in <a href="#">DCS Policy 25.10, Behavioral Management.</a></li> <li>3. Resource parents must complete Fostering Positive Behavior training.</li> <li>4. All consequences are to be age appropriate and timely. In accordance with DCS form <b>CS-0553, Discipline Policy</b>, the following forms of discipline must not be used with children in DCS custody: <ul style="list-style-type: none"> <li>a) Corporal Punishment such as slapping, spanking or hitting with any object;</li> <li>b) Excessive exercising (particularly of a military nature) such as running laps, repetitive sit-ups, etc.;</li> <li>c) Cruel and unusual punishment;</li> <li>d) Assignment of excessive or inappropriate work;</li> <li>e) Denial of meals and daily needs;</li> <li>f) Verbal abuse, ridicule or humiliation;</li> <li>g) Permitting one child to punish another child;</li> <li>h) Chemical or mechanical restraints such as use of psychotropic medications to subdue a child or youth;</li> <li>i) Denial of planned visits, telephone calls or mail contact with birth family, attorney, siblings, Family Service Worker, pre-adoptive family;</li> <li>j) Seclusion as a punishment;</li> <li>k) Threat of removal from the resource home;</li> </ul> </li> </ol> |

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| <p><b>F. Routine Transportation</b></p>      | <ol style="list-style-type: none"> <li>1. Routine travel is included in the daily resource home board rate and is an expectation of being a resource parent.</li> <li>2. When frequent transportation is required, (i.e. multiple appointments, alternative school, etc.) the Child and Family Team will discuss and determine the responsibilities of each member.</li> <li>3. The Family Service Worker or Placement Services Division staff can request reimbursement for trips over fifty (50) miles one-way or multiple trips made within a week, that is beyond the normal care of a child. Travel of this type will be reimbursed at the regular state travel rate at the time the travel takes place. If multiple trips, for specific special needs conditions were factored into a special or extraordinary board rate approval, only travel over fifty (50) miles one-way made for <u>other</u> purposes may be claimed.</li> <li>4. The Regional Administrator/designee can approve requests for unique situations. However, resource parents should discuss these unique situations with the FSW/PSD before the trip is made and prior to the travel claim being submitted.</li> <li>5. In cases of ICPC, transportation management is the planning and financial responsibility of the Sending State. This responsibility includes any cost or reimbursement affiliated with the provision of transportation for children placed into TN under the ICPC. TN DCS is not responsible for provision of funding regarding transportation for children who are under the jurisdiction of another state, therefore travel claims related to the care of those youth should not be submitted to the state of Tennessee.</li> </ol> |
| <p><b>G. Extra-Curricular Activities</b></p> | <p>The child's extracurricular activities should be encouraged and monitored. The actions associated with this monitoring and oversight will include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. DCS will make efforts to request the consent of birth parents when special activities arise. However DCS may give consent or authorize the resource parents to give permission for special activities;</li> <li>2. Resource parents should also assist the child in making developmentally appropriate choices in choosing extracurricular activities;</li> <li>3. Information regarding children's activities should be regularly communicated with birth family members; and,</li> <li>4. Resource parent(s) should consider a child's age and developmental level when approving extracurricular activities.</li> </ol>  |
| <p><b>H. Religion</b></p>                    | <p>Resource families should make accommodations for children to participate in the religion or faith of their choice dependent on the child's wishes.</p>  |
| <p><b>I. Case Planning Participation</b></p> | <ol style="list-style-type: none"> <li>1. Resource parents are vital partners to the Department as well the Child and Family Team. Resource parents should consistently participate in case</li> </ol>   |

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|   | <p>planning by:</p> <ul style="list-style-type: none"> <li>a) Attending and participating as an active member in the CFTM process;</li> <li>b) Providing input to case decisions and permanency plans; and,</li> <li>c) Supporting the implementation of those plans.</li> </ul> <p>2. In cases of ICPC, the responsibility for the development and initiation of Permanency Plans for children placed into TN under the ICPC is that of the Sending State. Any TN resource home is encouraged to participate in any planning activities developed by the Sending State.</p>   |
| <p><b>J. Shared Parenting</b></p>                                   | <p>Resource parents should share planning and caring for children with members of the Child and Family Team including the birth parents, DCS and private providers.</p> <ul style="list-style-type: none"> <li>1. When parental rights are intact, shared parenting must take place through direct contact with the birth family unless otherwise indicated by a decision of the Child and Family Team.</li> <li>2. Resource parents must assist the child’s Family Service Worker and actively support the quality visitation plan outlined in the child’s permanency plan.</li> <li>3. If parental rights have been terminated or surrendered, the resource parent must acknowledge and respect the child's feelings about the birth family and demonstrate this through their parenting.</li> </ul>   |
| <p><b>K. Life Book Maintenance</b></p>                              | <ul style="list-style-type: none"> <li>1. Children in DCS custody should have a life story book to document and preserve their history during the time they are in care. This “Life Book” will be constructed and maintained in order to help the youth understand their current situation as well as help them process the feelings they may have around significant life events.</li> <li>2. The FSW should assist the resource parent in creating and maintaining life books for all children placed in their home. (See: Guidelines For Life Story Books.)</li> <li>3. The FSW/private provider staff should assist resource parents with access to basic Life Book supplies. Staff should consult with their Team Leader regarding the manner in which to acquire these supplies. Each region will establish a process for the procurement of Life Book supplies and ensure that information regarding access to the supplies is communicated to Team Leaders.</li> <li>4. The Life Book is the property of the child and must travel with the child any time there is a placement change.</li> </ul> |
| <p><b>L. Mandatory In-Service Training for Resource Parents</b></p> | <ul style="list-style-type: none"> <li>1. In the first year after the home study approval date, active resource parents who are serving Dependent/Neglected or Unruly children and youth must complete 11 hours of continuing education in: <ul style="list-style-type: none"> <li>a. Working with the Education System (2 hours)</li> </ul> </li> </ul>   |

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|  | <p>b. Positive Discipline 1 (3 hours)<br/> <u>and:</u><br/> c. Two of the following four core classes (three [3] hours each):</p> <ul style="list-style-type: none"> <li>◆ Working With Birth Parents</li> <li>◆ Cultural Awareness</li> <li>◆ Parenting the Sexually Abused Child</li> <li>◆ Fostering Positive Behavior for Resource Parents</li> </ul> <p>2. In the first year after the home study approval date, active resource parents who are serving children and youth who have been adjudicated Delinquent must complete 14 (fourteen) hours of continuing education in:</p> <p>a. "Parenting the Youthful Offender" (9 hours)-This class includes the "Working with Birth Parents and Positive Discipline 1" core curriculum.</p> <p>b. Working With The Education System (2 hours)<br/> <u>and</u><br/> c. One of the following three core classes (three [3] hours each):</p> <ul style="list-style-type: none"> <li>◆ Cultural Awareness</li> <li>◆ Parenting The Sexually Abused Child</li> <li>◆ Fostering Positive Behavior for Resource Parents</li> </ul> <p>3. Continued training is required on an annual basis. During the second year of participation, active resource parents must complete fifteen (15) hours of training. During subsequent years, resource parents must complete fifteen (15) hours of training annually. This training will consist of the following:</p> <p>a. Two core classes (three [3] hours each)<br/> NOTE: In the second year, resource parents must complete the two remaining courses from the four (4) core classes they did not take during the initial. Please reference item 1.c and 2.c above.</p> <p>b. Three electives. These electives include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>◆ Engaging and Parenting Teens ( three[3] hours each)</li> <li>◆ Positive Discipline 2 (three[3] hours each)</li> <li>◆ Professionalism &amp; Ethics (two [2] hours each)</li> <li>◆ Partnership in Action (two [2] hours each)</li> </ul> <p>4. If at all possible, couples are encouraged to participate in training together. In-service training credit may be obtained in various ways:</p> <p>a. Attendance at the annual, regional foster/adoptive training conference;</p> <p>b. Attendance at the annual conference of the Tennessee Foster Care</p> |
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|  | <p>Association (TFACA);</p> <ul style="list-style-type: none"> <li>c. Special workshops on specific topics are offered through local foster care associations in conjunction with their meetings. Also, training staff and/or central Office program staff are available to conduct policy training for resource parent workshops.</li> <li>d. Interdependent Living training is available for resource parents and staff who work with adolescents to prepare youth for life on their own.</li> <li>e. Resource Parents may also access up to five (5) hours of computer-based training per year, via the internet. Training hours related to reading books and reporting to the PSD staff will be limited to three (3) hours per year.</li> <li>f. Other training options include special events offered by school systems, mental health facilities and other public service resources. Journals, magazine articles, video tapes and books may be used for individual study. The PSD staff may offer suggestions and help to provide these resources.</li> <li>g. CPR/First Aid and Medication Administration training ( both of which are required every two years).</li> </ul> <p><b>Note:</b> CPR certification due to employment ( nurses, doctors, emergency medical personnel, etc.) can replace this requirement. Also, medical personnel may take the modified version of Medication Administration for Medical Professionals provided by DCS nurses.</p> |
| <p><b>M. Resource Home Addendum Requirements</b></p> | <ul style="list-style-type: none"> <li>1. An addendum to the home study must be completed within five (5) working days of notice that there has been any significant change in the family (see form <b>CS-0773, Resource Home Addendum</b>). These changes may include a change in the type or number of children for which the family is approved. The addendum must be approved by the Team Leader (or private provider supervisory staff) and entered into the current child welfare information system.</li> <li>2. An Internet Record Clearance and complete local criminal background check must be completed within one (1) working day if any adults enter the home and will be residing there for more than fourteen (14) days. Fingerprinting must also be arranged immediately following the notice that there are new adult household members.</li> <li>3. Resource homes that have new adults residing in the home who have not had a local background check and an internet record clearance may not be paid and run the risk of a possible overpayment assessment.</li> <li>4. All new household members must provide a medical report from a licensed physician (see <a href="#">Policy 16.4, Resource Home Approval</a>, Section D-4).</li> </ul>   |

**N. Resource Homes Re-Assessments**

All DCS or Private Provider resource homes including those resource homes actively serving a child or children in placement pursuant to the ICPC requirements must be reassessed no less than annually (from the date of approval) in order to maintain active status. The reassessment process consists of:

- a) A home visit by the PSD or private provider staff;
- b) Annual completion of form **CS-0668, Authorization for Release of Information**;
- c) Verification of a valid driver's license, current vehicle registration and vehicle liability insurance is required;
- d) Verification of the completion of all annual training requirements.
- e) Annual local law enforcement agency records check. Any changes identified from this search for which there is no disposition must be clarified by obtaining additional documentation from the court of jurisdiction. If during the course of gathering this information any criminal charges are found that will require a waiver, please refer to [Protocol for Requesting a Waiver of Criminal Charges/Convictions](#) and complete **Waiver of Criminal Charges/Convictions, DCS Form CS-0921**.

**Note:** Providers who utilize on-line services such as Kroll, Intellacorp, Mycertifphi, etc., may continue to use such services to meet the requirements to obtain criminal records checks.

- f) An annual **Internet Records Clearance, form CS-0687**, must be completed for all household members age eighteen (18) years or older which includes the following:
  - A **Methamphetamine Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet Website address is: <http://www.tennesseeanytime.org/methor>
  - A **Tennessee Sexual Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Website address for a TN search is: [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).
  - A **National Sexual Offender Registry Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet Web site address for a national search is: <http://www.nsopr.gov/>.
  - A **TN Felony Offender Database Clearance** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Website address is <http://www.tennesseeanytime.org/foil/search.jsp>.
  - An **Abuse Registry Clearance** must be completed for the prospective caregiver(s) and all adult household members

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|  | <p>using the Internet. The Website address is <a href="http://health.state.tn.us/abuseregistry/index.html%20">http://health.state.tn.us/abuseregistry/index.html%20</a></p> <ul style="list-style-type: none"> <li>g) DCS Records search results on form <b>CS-0741, Database Search Results</b>.</li> <li>h) An annual Driving Record Check/ Moving Violation Record Check for each resource parent approved to transport children/youth.</li> <li>i) <b>CS-0845, Background Checklist and Results Summary</b> must be completed following any background and criminal reference check. Supporting documentation must be attached.</li> <li>j) Annual review of <b>form CS-0553, Discipline Policy</b> with new signature by the resource parent(s).</li> <li>k) Annual review of <b>form CS-0670, Resource Parent Oath to Abide</b> with new signature by the resource parent(s).</li> <li>l) Annual completion of <b>form CS-0431, Monthly Family Financial Income and Expenditures</b> and collection of income verification documentation.</li> <li>m) Completion of <b>form CS-0692, Resource Home Mutual Re-Assessment, Re-Activation or Re-Classification</b> with the resource parents. This document must be reviewed and signed by the Team Leader or private provider supervisory staff. The date of the signature of the Team Leader or private provider supervisory staff is the re-assessment date. See DCS policy <a href="#">16.16 Denial or Closure of Resource Homes</a>.</li> <li>n) Completion of <b>form CS-0707, Medical Self-Report (Annual) Resource Parent/Child</b> is required to ascertain the continuing health status of each resource parent and child/youth residing in the home. If any health changes are reported, form <b>CS-0678, Resource Parent Medical Report</b>, must be completed.</li> <li>o) Completion of <b>forms CS-0676, Home Safety Checklist and CS-0871, Resource Family Disaster Plan</b>.</li> <li>p) Completion of form <b>CS-0699, HIPPA Notice of Privacy Practices - Client Acknowledgement</b>.</li> <li>q) The PSD staff must ensure the resource home section of the current child welfare system<sup>2</sup> is current.</li> <li>r) The PSD staff must also ensure the family's status is maintained in the Resource Exchange for Adoptable Children in Tennessee (REACT).</li> <li>s) The PSD staff must complete a new <b>CS-0702, Resource Parent Approval</b> for all families who remain in good standing, following their annual re-assessment.</li> <li>t) Some families wish to continue serving as resource parents following the finalization of an adoption. In those cases, an addendum reflecting the</li> </ul> |
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<sup>2</sup> **NOTE:** Currently, TNKids is the DCS child welfare information system and will be replaced by the new computer system "TFACTS" in the future. When TFACTS is fully implemented, all references to TNKids or "current child welfare information system" will mean TFACTS.

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|   | change in the family must be added to the most recent home study. This addendum must be completed within thirty (30) days of the finalized adoption or the home must be closed.  |
| <b>O. Resource Home Eligibility Teams (RHET &amp; D-RHET)</b> | In order to ensure that federal IV-E safety requirements are met for funding purposes, the documentation used to support the annual resource home re-approval decision will be provided to the appropriate Resource Home Eligibility Team (RHET). Resource homes “assessed” approved by Private Providers will submit the documentation to RHET overseen by Child Placement and Private Provider Unit (CPPP) in Central Office. Resource homes re-assessed by the various regions will submit the documentation to the appropriate Departmental Resource Home Eligibility Team (D-RHET) contact in the DCS Region’s Placement Services Division (see <a href="#">Departmental Resource Home Eligibility (D-RHET) Protocol</a> and <a href="#">Resource Home Eligibility Team (RHET) Protocol</a> that are attached as collateral documents). |

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| <p><b>Forms:</b></p>                | <p><a href="#"><u>CS-0675, Resource Family Cover Sheet</u></a><br/> <a href="#"><u>CS-0630, Resource Home Prescription Medication Record</u></a><br/> <a href="#"><u>CS-0668, Authorization for Release of Information</u></a><br/> <a href="#"><u>CS-0687, Internet Records Clearance</u></a><br/> <a href="#"><u>CS- 0431, Monthly Income &amp; Expenditures Form</u></a><br/> <a href="#"><u>CS-0689, Health Services Confirmation and Follow up Notification</u></a><br/> <a href="#"><u>CS-0670- Resource Parent Oath To Abide</u></a><br/> <a href="#"><u>CS-0553, Discipline Policy</u></a><br/> <a href="#"><u>CS-0692, Resource Home Mutual Re-Assessment, Re-Activation and Re-Classification</u></a><br/> <a href="#"><u>CS-0707, Medical Self- Report ( Annual) Resource Parent/Child</u></a><br/> <a href="#"><u>CS-0678, Resource Parent Medical Report</u></a> (if Applicable)<br/> <a href="#"><u>CS-0702, Resource Parent Approval</u></a><br/> <a href="#"><u>CS-0493, Standard Claim Invoice</u></a><br/> <a href="#"><u>CS-0690-Resource Family Home Study and Family Update Checklist</u></a> (If Applicable)<br/> <a href="#"><u>CS-0706, Runaway/Escapee Checklist</u></a> (If Applicable)<br/> <a href="#"><u>CS-0698, REACT Status Form</u></a> (if applicable)<br/> <a href="#"><u>CS-0741, Data Base Search Results</u></a><br/> <a href="#"><u>CS-0773, Resource Home Addendum</u></a><br/> <a href="#"><u>CS-0845, Background Checklist and Results Summary</u></a><br/> <a href="#"><u>CS- 0871, Resource Family Disaster Plan</u></a><br/> <a href="#"><u>CS-0921, Waiver of Criminal Charges/Convictions</u></a><br/> <b><u>Note: Private Provider agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.</u></b></p> |
| <p><b>Collateral documents:</b></p> | <p><a href="#"><u>Protocol for Re-Activation or Re-Classification of Resource Homes</u></a><br/> <a href="#"><u>Departmental Resource Home Eligibility (D-RHET)Protocol</u></a><br/> <a href="#"><u>Resource Home Eligibility Team (RHET) Protocol</u></a><br/> <a href="#"><u>Protocol For Requesting a Waiver of Criminal Charges/Convictions</u></a><br/> <a href="#"><u>Foster Parent Handbook</u></a><br/> Local Police Check Results<br/> Proof of all Reported Income<br/> Community Risk Assessment (When Applicable)<br/> <a href="#"><u>Attachment 4 Foster Care Associations</u></a></p>  |

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|  | <p><a href="#">Attachment 2 Guidelines For Outings and Overnight Stays</a></p> <p><a href="#">Attachment 1 Guidelines For Supplemental Respite Care</a></p> <p><a href="#">Attachment 3 Guidelines For Life Story Books</a></p> |
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| <b>Glossary:</b>                                    |  |
| <b>Term</b>   | <b>Definition</b>  |
| <b>Placement Services Division</b>                  | A DCS term is used to identify a combined division which include staff previously know as Foster Parent Support Unit or Residential Case Management Staff, Resource Managers, and Recruiters. This newly formed division is responsible for recruitment of DCS Resources Families, support to DCS Resource Families, and Placement of all children in DCS custody within a region, including referrals to private provider agencies. Currently, there are regions that have yet to fully develop this combined group.  |
| <b>Family Service Worker</b>                        | A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.   |
| <b>Driving Record Check/Moving Violation Record</b> | Each region has designated specific Resource Parent Support Staff who are able to access the Moving Violation Records via an understanding with the Tennessee Department of Safety. This access provides DCS with driving records for each individual/ resource parent that provides transportation for DCS children. The report will show speeding and DUI charges and other moving violations. In an attempt to keep DCS children safe while in foster care, these reports will be completed during annual re-assessments of resource homes and should also be completed prior to approving a new resource home. |