



Tennessee Department of Children's Services

Protocol for Re-Assessment, Re-Activation or Re-Classifications of Resource Homes

Supplemental to DCS Policies: 16.4 Resource Home Approval; 16.8 Responsibilities of Approved Resource Homes

To re-activate a home closed **for more than 12 months** from the end date of the last approval period will require the following actions:

1. A new home study will be completed by the agency responsible for the re-activated resource home.
2. Approval letter.
3. Completed [CS-0690, Resource Family Home Study and Family Update Checklist](#).
4. New Internet clearance background checks must be completed for all adult household members.
5. New CPS/SSMS records check completed for all adult household members.
6. New fingerprint results will be required for all adult household members.
7. New criminal background check for all adult household members from the local law enforcement agency having jurisdiction for all addresses for the last six (6) month period. The use of internet services to obtain the required criminal background check is permissible.
8. PATH training documentation must meet the standards specified by DCS Policy [16.4](#). Current PATH certificate format will be required.

NOTE: All criminal background checks must be conducted taking into account current, maiden, and any other legal names.

To re-activate a home closed **for less than 12 months** from the end date of the last approval period will require the following actions:

1. Obtain a copy of the original home study from the previous agency.
2. Complete a [CS-0773, Resource Home Addendum](#) explaining any changes that have occurred to the original home study since the closure of the home.
3. Complete form [CS-0692, Resource Home Mutual Re-Assessment, Re-Activation and Re-Classification](#).
4. Approval letter.
5. Completed [CS-0690, Resource Family Home Study and Family Update Checklist](#).
6. New Internet clearance checks completed for all adult household members.
7. New CPS/SSMS records check completed for all adult household members.
8. Fingerprint results for all adult household members ---if the home has been closed or in-active for a period less than thirty (30) days and the results are less than twelve (12) months old, prior results may be used again. Otherwise new fingerprints will be required.
9. New criminal background checks for all adult household members from the local law enforcement agency having jurisdiction for all addresses for the last six (6) month period. The use of internet services to obtain the required criminal background check is permissible.
10. PATH training documentation must meet the standards specified by DCS Policy [16.4 Resource Home Approval](#). Current PATH certificate format will be required.

Subject: Protocol for Re-Assessment, Re-Activation, or Re-Classification of Resource Homes

NOTE: All criminal background checks must be conducted taking into account current, maiden, and any other legal names.

Homes Closed In Bad Standing

In the event an agency desires to re-open a home that has been discovered to have been closed in bad standing or with concerns will require the following actions:

1. Document the justification for re-activation on agency letterhead and attach any supporting documentation. All documentation is to be submitted to the agency's assigned Central Office Representative.
2. The justification will be reviewed by a Central Office Review Panel for a decision.
3. The panel's decision will be forwarded to the requesting agency.
4. For homes that are approved for re-activation, the requesting agency must follow the above guidelines for re-activation. Documentation approving the re-activation must be included with the above requirements.

Resource Home Re-Classification

The re-classification or active transfer of a resource home between agencies will require direct coordination and agreement between the gaining and losing agencies. The receiving agency must follow the guidelines depicted below:

1. Contact Central Office Representative for assistance in transfer of resource home between agencies.
2. Gaining agency obtain a copy of the original home study from the previous agency.
3. Gaining agency complete [CS-0773, Resource Home Addendum](#) explaining the transfer and any changes that have occurred to the original home study.
4. Gaining agency complete of form [CS-0692, Resource Home Mutual Re-Assessment, Re-Activation and Re-Classification.](#)
5. Gaining agency obtain Internet clearance checks completed for all adult household members from previous agency. If copies are unavailable, new records checks will be completed for all adult household members by the gaining agency.
6. Gaining agency obtain copies of CPS/SSMS record checks completed by the previous agency. If copies are unavailable, new records checks will be completed for all adult household members by the gaining agency.
7. Gaining agency obtain copies of Fingerprint results completed by the previous agency. If copies are unavailable, new records checks will be completed for all adult household members by the gaining agency.
8. Gaining agency obtain copy of criminal background checks from local law enforcement from previous agency. If copies are unavailable, new records checks will be completed for all adult household members by the gaining agency.
9. Gaining agency obtain copy of PATH training certificates from the previous agency.
10. Gaining agency will up-load the required transferring documents into TFACTS.

Shared Home Agreements

To change a resource home's classification to a Shared Home between a private provider and a DCS Region will require that the provisions of DCS Policy [16.11, Shared Resource Homes](#) are met. Before a home will be re-classified to a shared home status, Central Office staff must be provided a copy of the written agreement signed by the DCS Regional Administrator/designee and the Director of the Private Agency. The agreement will delineate the responsibilities of all parties involved that will share the resource home.

For assistance with either re-activation or re-classification issues, contact the agency's assigned Central Office Representative.