



Administrative Policies and Procedures: 31.1

Subject:	Family Permanency Plans
Authority:	Fostering Connections to Success and Increasing Adoptions Act 2008 (P.L.110-351), TCA 37-2-403, 37-2-408, TCA 37-5-105, 37-5-106, Adoption and Safe Families Act 37-5-106.
Standards:	DCS Practice Model Standards;5-201,5-202,5-203,5-204,5-401,5-402,5-500,6-507 B, 6-100, 6-302, 8-200A, 8-100, 8-101, 8-107, 8-305, 10-207, 10-208, 11-102, 11-103, 12-101, 12-103, 12-104, 12-106, 12-601.
Application:	To caseworkers in all programs of DCS, Provider Agency Staff and Supervisory Staff
Policy Statement:	
<p>Family Centered Permanency Planning is the process by which families, in conjunction with DCS, community partners, informal supports, specific interventions and services reinforce family strengths and meet the needs of the children/youth and their families involved with the Department of Children's Services. Family Permanency Plans are working documents that include the entire family in addition to addressing the specific needs or behaviors of one or more individuals within the family, including community safety. Children/youth within the Family Permanency Plan may have different permanency goals and action steps based upon their specific needs. A Family Permanency Plan can include both custodial and non-custodial children/youth. Family Permanency Plans are developed and monitored through the Child and Family Team process.</p>	
Purpose:	
<p>To outline the process of developing family-centered, strengths-based Family Permanency Plans that achieve safety, permanency and well-being for the children and youth served by DCS. These practices are based on the premise that the best way to aid, protect and nurture children/youth over time is to strengthen and support families within their own homes, communities and cultures. The thoughtful and skilled mobilization of the natural family, community and cultural resources is the most effective intervention for stabilizing and strengthening families in their totality.</p>	

Procedures:	
<p>A. Family Composition</p>	<ol style="list-style-type: none"> 1. A family is a system of interrelated people. DCS practice must demonstrate an understanding that any change in one part of the system impacts all other members of that system. Though the ultimate goals are the safety, permanence and well being of the child(ren) or youth, the entire family is the focus of intervention. Family composition varies with every family. It is essential that DCS children/youth and their families are given the flexibility to define who is a part of their family. This may include nuclear and extended family members as well as kin. The family’s definition of family should be used in determining the case members, Child & Family Team (or Family Service Team) members, and which members are included in a Family Permanency Plan. 2. Upon a child’s entry into state custody, the Family Service worker will notify all parents, maternal and paternal grandparents and other relatives by birth marriage or adoption identified by the family. (Please refer to Policy 16.48, Conducting Diligent Search.) Each family member should be entered into the case in TFACTS as a “case member.” 3. In TFACTS, a family case is named by establishing one of the case members as the “case reference person.” In most cases, this will be the birth mother. Where there are multiple birth mothers involved with a sibling group, an individualized determination will have to be made regarding how to best define the family case. If the birth mother is deceased or her parental rights have been terminated, a legal or biological father should be used as the case reference person. If there is no clearly identifiable parent, a legal guardian can be designated as the case reference person. In the event there is no identifiable parent or legal guardian available, the case reference person will be the oldest child in the family receiving services. 4. When children enter full guardianship, they are de-activated from the “family” case and established as a separate adoption case in TFACTS. For sibling groups in full guardianship, the oldest sibling will be the case reference person. If any child within a sibling group will be adopted separately, that child may have an individual case established. 5. When a youth returns to DCS for Post-Custody services after being discharged from foster care, a separate case, at the request of the youth, can be established in TFACTS in that youth’s name. If there is still an existing family case in TFACTS, the youth should be de-activated from that family case. The youth may also choose to remain in his or her family case already established in TFACTS.
<p>B. Engagement</p>	<ol style="list-style-type: none"> 1. Engagement between the family and DCS Family Service worker is the first step in creating collaborative relationships and assessing family strengths and resiliencies. To achieve the best possible outcomes, families must be invested in a problem-solving process to address the underlying conditions that contribute to unwanted outcomes and behaviors. Good engagement is critical for developing an effective Family Permanency Plan. To facilitate permanent change, problem-solving strategies must be built upon the strengths and

	<p>resources unique to each family. Promoting positive, trusting, reciprocal, and flexible relationships encourage pro-social, family and community-friendly values.</p> <p>2. The DCS Family Service worker's responsibility is to collaborate and build relationships with the family that fosters an atmosphere of trust and empathy. Workers should communicate a belief in family strengths and open, collaborative decision-making in permanency planning. By developing substantive relationships with families, individuals and agencies, the worker demonstrates competence and empathy, increasing the likelihood of compliance. While legal measures and consequences exist for families that do not engage with DCS, the primary vehicle of obtaining cooperation should be engagement and relationship-building.</p>
<p>C. Team Formation</p>	<p>1. Teaming is the process of surrounding the family with formal and informal supports to help them achieve their goals. All team members play a role and contribute to the success and stability of the child and family.</p> <p>2. The value of teaming is that:</p> <ul style="list-style-type: none">• families will be more inclined to cooperate with decisions in which they have had a voice• more team members representing different perspectives will result in better plans and a more creative and appropriate mix of services• families need to have support and connections within their own communities• DCS cannot meet all the needs of families without the support of other professionals and organizations. <p>3. The DCS Family Service worker has the primary responsibility for building, preparing and maintaining the Child and Family Team (or Family Service Team). This requires working closely with the family to identify their support systems, nuclear and extended family members and community resources that can help the family achieve their goals. The family and child (if age appropriate) should always be central to the decision-making and planning process of the team. Effective teaming is essential to develop a good Family Permanency Plan.</p> <p>4. If a family has more than one DCS Family Service worker, the supervising Team Leaders will collaborate and determine which worker will be designated the primary and secondary worker in TFACTS. There must be a case conference between both workers and their Team Leader for sharing information, planning, and clarifying responsibilities. This meeting can take place in person or by phone and it is critical to ensure that the family gets the services they need. Once that has taken place, the responsibilities of each DCS Family Service worker will be shared with the child, family and other team members.</p> <p>5. Some considerations for determining responsibilities include:</p> <ul style="list-style-type: none">a) which DCS Family Service worker has the best working relationship with the family;b) the caseload assignments, level of complexity of the cases, the number of

	<p>children, how many children with special needs, etc., of each caseworker; and,</p> <p>c) the number of children in the family involved with a specific program area.</p> <p>6. The core make-up of the child and family team should include, when applicable:</p> <ul style="list-style-type: none"> • child/youth ages 6 and up • parents/families (including biological, legal and alleged parents) • FSW and CPS Investigator/Assessor • Team Leaders and Team Coordinators • Resource Parents • Facilitator (as required by policy) • Extended family • Significant adults (kin) • GAL • Others (i.e., educational specialist, psychologist, health unit, CWBC, informal supports) <p>7. A diverse team is preferable to assure that the necessary combination of technical skills, cultural knowledge; community resources and personal relationships are developed and maintained for the family. Collectively, the team should have the expertise, family knowledge, authority and ability to flexibly mobilize resources to meet the specific needs of the child and family to build a Family Permanency Plan. Members of the team should have the time and availability to fulfill commitments made to the child/family. Team competence, support and ongoing involvement are essential. Refer to Policy 31.7 Building, Preparing and Maintaining the Child and Family Team for more information on teaming.</p>
<p>D. Assessment & Understanding</p>	<p>1. As part of the DCS Practice Wheel, Assessment and Understanding are essential in the formation of a Family Permanency Plan. Each division of the Department utilizes an ongoing assessment of the family as a whole unit and each family member individually throughout the life of a case. In general terms, the assessment begins with the “first knock on the door” or first contact, and focuses on the strengths of the family as well as their needs and concerns. DCS Family Service workers will document their assessed information into TFACTS and it will be arranged in a standard manner that focuses on the strengths and needs of the family. Major treatment issues for the child/youth and family (safety issues identified in the child protective services investigation, drug treatment, sexual offense victim or sex offender treatment, special education, domestic violence, etc.) that are identified during the assessment process shall be noted in the Family Permanency Plan along with activities necessary to address the issues that brought the child/youth/family to the attention of the Department.</p> <p>2. The integrated assessment process is the synthesis of all of the DCS assessment tools along with provider assessments, community assessments and interviews.</p> <p>3. Prior to the development, review, or revision of a Family Permanency Plan, the DCS Family Service worker assigned to the case is responsible for obtaining and reviewing all current and past assessment information to gain a complete</p>

	<p>understanding of the family’s dynamics. In collaboration with the members of the team, the DCS worker will integrate the assessment information into the Family Permanency Plan so the family’s strengths, concerns and underlying needs are appropriately addressed.</p> <p>Please refer to Policy 11.1 Assessment Process and Tools and Policy 11.6, Youth Level of Service/Case Management Inventory (YLS/CM)© Assessment Guidelines for more information on the assessment process.</p>
<p>E. Planning</p>	<ol style="list-style-type: none"> 1. Family Permanency Planning is a process that must begin by completing quality assessments. All permanency plans shall reflect the family’s strengths and needs identified by the family as well as by assessment tools. The DCS Family Service worker’s role includes assisting the family to verbalize their functional strengths, and to identify gaps in resources, knowledge or skills relevant to any safety and risk concerns presented. Families with youth who have committed delinquent and/or unruly acts should also understand how reducing certain risk indicators can decrease the likelihood of future delinquent activity. The plan must outline a coherent service process that provides a mix of elements uniquely matched to the family’s situation and preferences. 2. Family members and children should be encouraged to have a meaningful voice in the planning and decision-making process. If there is initial resistance to this process, the worker will be persistent in including the family in decision-making activities. Particular attention should be paid to the wants and desires of adolescents when identifying the Family Permanency Plan goals and outcomes. While the Department is ultimately responsible for the decisions made in the planning meeting, actively involving youth in the decision-making process is crucial to achieving positive outcomes. Youth should be encouraged to bring someone with them to the meeting if this would help them feel more comfortable participating. If an adolescent does not attend the CFTM/FSTM, or if it has been determined that it is not in his/her best interest to attend, the reasons should be clearly documented in TFACTS. All family members should be informed when there are issues that are non-negotiable in the planning process, due to legal or policy restraints. 3. A Family Permanency Plan may include children receiving services from various program areas of DCS simultaneously. Families could be working with DCS staff from Probation, CPS, Non-Custodial, Custodial, Aftercare and/or Post-Custody divisions. The Multi-Service Family Permanency Plan will reflect this work in a centralized planning process and document. 4. Plans for families with delinquent or unruly youth should include risk-reduction activities that increase protective factors, decrease the potential for future delinquent activity, and improve community safety, as indicated by the YLS. 5. Family Permanency Plans must be time-limited, goal-oriented and specific about the action steps to be taken by DCS, service providers, children/youth, and families toward meeting the outcomes on the plan. They should include statements of responsibilities that specifically include both action steps that

each party should take and the desired outcomes of those steps. To determine compliance with the plan, parents are expected to be able to demonstrate their completion of the action steps as well as their ability to maintain the desired outcomes. The responsibilities of all team members should be clearly outlined with language that everyone can understand.

6. Every Family Permanency Plan will contain the following components:

- a) **Permanency Goal:** The overall expected result that will allow a child or youth to achieve a safe, permanent, living situation in a timely manner. This permanent living arrangement should occur in the most family-like setting and will be maintained without on-going DCS intervention.
- b) **Strengths:** Skills, abilities, talents, resiliencies, and resources that have enabled a family to be successful or to overcome adversity in the past.
- c) **Indicators:** Reflect areas of strengths or needs identified on DCS assessments. Indicators can also include topic areas relating to Interdependent living and probation/aftercare cases.
- d) **Concerns:** Behaviors and risks displayed by the child or family. This should include the reasons for DCS involvement with the family/child.
- e) **Underlying Needs:** Issues that may be driving these behaviors or contributing to these concerns.
- f) **Desired Outcomes:** A statement that describes the family's desired state once these needs and concerns have been addressed. Outcomes must be realistic and meet the needs identified by the family and assessments.
- g) **Action Steps:** Actions and interventions that will lead the family to be able to achieve the desired outcomes. Action steps should be observable and measurable. They should include the names of the persons responsible for each step and when that step should begin. Interventions should utilize the strengths that already exist within a family and involve informal supports when available. Whenever possible, the family should be given a "menu" of interventions to choose from to reach the desired outcomes.

Note: For information on specific requirements of Family Permanency Plans related to CPS, children in custody, FSW/MRS cases, post-custody, and probation/aftercare cases, please refer to the following policies/resources.

[11.6. Youth Level of Service/Case Management Inventory\(YLS/CM\)© Assessment Guidelines](#)

[14.5. Child Protective Services Planning, Initiation and Assessment of Safety and Protection](#)

[16.31. Permanency Planning for Children/Youth in DCS Custody](#)

[16.60. Multiple Response Services \(MRS\) Family Services Worker's Responsibilities](#)

	<p>Protocol for Youth and Family Intervention Agreement</p> <p>16.51 Interdependent Living Planning</p> <p>Interdependent Living Protocol</p> <p>21.14 Serving the Educational Needs of the Child - Youth</p>
<p>F. Implementation</p>	<ol style="list-style-type: none"> 1. Services and interventions are intentionally directed toward teaching the family skills to function independently without the formal helping system. Services and interventions should focus on the reason the family was identified to DCS. The services will be of the type and mix most likely to be effective in meeting the needs outlined in the plan and in achieving the permanency goals of the children and family. As a result of the collaborative planning process, families will be invested in the plan and in achieving positive outcomes. 2. The DCS Family Service worker is responsible for documenting the implementation of the Family Permanency Plan and the effectiveness of the action steps and interventions in TFACTS. If a family has more than one case worker, the supervising Team Coordinator(s) will determine how the assigned case workers will enter this information.
<p>G. Tracking & Adaptation</p>	<p>Tracking and Adaptation is a critical element of effective planning. As the family continues to evolve during their partnership with the Department, the plan must also evolve to reflect the progress that has been made, as well as those areas still needing improvement. This is tracked by each division through the child and family team process and ongoing assessment. Regular CFTMs or FSTMs will be used to review the progress of the Family Permanency Plan, and make revisions as the family’s goals are met or circumstances change. A CFTM/FSTM must be called at critical junctures of the case to review the effectiveness of the interventions and services identified in the Family Permanency Plan. All family members and assigned DCS Family Service workers should be involved in each of the CFTM/FSTMs to ensure the family’s progress is reviewed holistically. The DCS Family Service worker is to use full disclosure when discussing a family’s progress towards outcomes. This process of tracking and adjustment continues until the family has achieved safety and permanency.</p> <p>Please refer to the following policies/protocols for more information on reviewing and tracking plan implementation:</p>

	<p>11.6, Youth Level of Service/Case Management Inventory(YLS/CM)© Assessment Guidelines</p> <p>14.5, Child Protective Services Planning, Initiation and Assessment of Safety and Protection</p> <p>14.8, Child Protective Services Case Transition or Closure</p> <p>14.26, Multiple Response Assessment Track</p> <p>16.31, Permanency Planning for Children/Youth in DCS Custody</p> <p>16.32, Foster Care Review and Quarterly Progress Reports</p> <p>16.60, Multiple Response Services (MRS) Family Services Worker's Responsibilities</p> <p>Youth and Family Intervention Agreement Procedure Manual(YFIA)</p> <p>16.51, Interdependent Living Planning</p> <p>Interdependent Living Protocol</p> <p>Protocol for Youth and Family Intervention Agreement</p> <p>Pre-Release Readiness Work Aid for Delinquent Youth</p> <p>21.14 Serving the Educational Needs of the Child - Youth</p>
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Forms:	none
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Collateral documents:	<p>Interdependent Living Protocol</p> <p>Interstate Compact on the Placement of Children Procedures Manual</p> <p>21.14 Serving the Educational Needs of the Child - Youth</p> <p>Policy 12.1 Release to Home Placement</p>
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Glossary:	
Term	Definition
Kin	Any person who has a significant relationship with a child or youth.
Multi-Service Family Permanency Plan	A permanency plan for a family for whom there is more than one type of DCS service being provided at the same time. For example, a family has a JJ youth in custody, and an active CPS assessment case on a sibling.
Family Permanency Plan	A working document created by the child and family team that outlines the strengths, needs, outcomes, action steps, and responsible parties of the team members to assist a family in achieving safety and permanency. A Family Permanency Plan is created for all non-custodial and custodial clients.



Administrative Policies and Procedures: 14.5

Subject:	Child Protective Services Planning, Initiation and Assessment of Safety and Protection
Authority:	TCA 37-1-401et seq; 37-1-601et seq; 37-5-105; 37-5-106; 37-5-107
Standards:	DCS Practice Standards: 5-201; 5-202; 5-203; 5-401; 5-402
Application:	All Department of Children's Services Child Protective Services Employees and Special Investigations Unit Employees
Policy Statement:	
Child Protective Services (CPS) shall determine whether children have been abused or neglected or in need of services, and shall use uniform assessment instruments and tools to make structured decisions about relevant child safety information to conduct timely and efficient tasks needed to keep children safe.	
Purpose:	
A CPS case is initiated to determine whether a report of alleged child abuse or neglect exists to ensure the safety of the victim(s). As information is gathered during the case, it will be used in the on-going assessment of strengths of the child and family, safety of the child and risk to the child. This assessment process will be guided by and documented on the Family Functional Assessment, Structured Decision Making (SDM) Safety, Risk Assessments, Risk Re-assessments, as appropriate, and other assessment tools, as appropriate, and/or on the appropriate screens or case recordings in the <i>current child welfare information system</i> ¹ .	
Procedures:	
A. Factors that constitute a good faith attempt to meet response times	<ol style="list-style-type: none"> 1. The CPS case worker learns, upon proceeding to the location given, that the alleged child victim(s) have disappeared, the family has fled, the address does not exist, no one is at the location, or not all of the alleged child victim(s) are at the location. The following circumstances are examples for "good faith attempts": <ol style="list-style-type: none"> a) Making two (2) or more visits to the child's reported whereabouts at different times of the day. b) Going to the school, childcare center, babysitter's home, or speaking with neighbors. c) Calling back the reporter to verify identifying information.

¹ **NOTE:** TNKids is the current DCS child welfare information system and will be replaced by the new system "TFACTS" in the near future. When TFACTS is fully implemented, all references to TNKids or "*current child welfare information system*" will mean TFACTS.

	<ul style="list-style-type: none"> d) Checking with post office and utility companies to obtain information on the child and family's whereabouts. e) Requesting local, county and state law enforcement agencies to check their records for information which would locate family. f) Research for previous DCS history. <ol style="list-style-type: none"> 2. The CPS case worker learns, upon proceeding to the location given for the alleged child victim(s), that all of the alleged child victim(s) are not accessible or it is not possible to communicate with the alleged child victim because an interpreter (foreign or sign language) is needed; or 3. The CPS case worker learns, upon proceeding to the location given for the alleged child victim(s) that the adult caretaker refuses to allow the CPS case worker to see or speak with the alleged child victim(s). When the parent, caretaker, or another person denies the CPS case worker access to child victim(s) required to be seen, the CPS case worker will explain their purpose pursuant to <i>TCA 37-1-406</i> that gives the CPS case worker authority to see the children. 4. If the CPS case worker is still denied access to the child victim(s), they will immediately contact/consult with their Team Leader and Regional Legal Counsel for assistance. If necessary to obtain access, the CPS case worker will pursue a court order. 5. If the CPS case worker is unable to locate, or interview/observe the victim face-to-face or family within the required time frame for response, he/she will document in the case narrative all good faith attempts. 6. If all attempts fail, the CPS case worker will confer with the CPS team leader to determine the next course of action to ensure safety of the victim or children. The investigation may be terminated with the CPS team leader's approval with a classification of "Unable to Complete".
<p>B. Diligent efforts to locate</p>	<ol style="list-style-type: none"> 1. The CPS case worker will make diligent efforts to locate children reported to be abused or neglected in order to assess the safety and risk to the alleged victim. Diligent efforts to locate are defined as persistent, relevant attempts to locate the child and his/her family. CPS case workers are expected to be creative and flexible in determining the whereabouts of families who are not located by routine means. 2. Diligent efforts to locate and complete a face-to-face contact with the child will only be approved by the Supervisor when the CPS case worker documents diligent efforts to locate. These may include: <ul style="list-style-type: none"> a) Make unscheduled home visit after hours and weekends and document results. b) Visit the child at school. If the child is not at school, check school records for emergency contact information.

	<ul style="list-style-type: none"> c) Research local directories and the <i>current child welfare information system</i> for correct address information. d) Obtain reliable collateral information to indicate the family is gone for more than 48 hours (i.e., on vacation). e) Determine if the child is in an alternative placement with parent (i.e., shelter) but not at the placement at the time of the CPS case worker's visit. f) Obtain reliable collateral information confirming no contact between the alleged victim and the alleged out of home perpetrator and little or no risk to the alleged victim requiring immediate interview. g) Check other agency records for another address for the child. h) Check with relatives who may have knowledge of the alleged victim's whereabouts. <p>3. When the child can be located, but not interviewed, the information must be documented. Reasons include but are not limited to:</p> <ul style="list-style-type: none"> a) The spoken language of the child/family differs from the CPS case worker, and if a translator is not immediately available. Observation of the child must be noted. b) The case requires a joint law enforcement interview that cannot be arranged within the priority response time, and the risk to the alleged victim is assessed to be low and does not require immediate intervention for the child's protection. c) The caregiver refused to allow an interview with the child.
<p>C. Initiating the investigation- required notifications when sexual or severe physical abuse is alleged</p>	<p>1. Convening Child Protective Investigative Team (CPIT)</p> <ul style="list-style-type: none"> a) To convene CPIT, DCS or another member of CPIT will contact CPIT members according to <u>written local protocols</u>. CPIT must be notified immediately on all reports <u>alleging child sexual abuse and severe physical abuse</u>. b) All CPIT notifications must be documented in the case recordings and will include full names and titles of parties contacted. (Refer to DCS Policy <u>14.6, Child Protective Investigative Team (CPIT)</u> for additional information on CPIT.) <p>2. Notification to the District Attorney</p> <ul style="list-style-type: none"> a) The CPS case worker must verbally notify the Local DA's Office immediately upon receipt of all cases of <u>alleged sexual abuse or severe child abuse</u>, unless written local protocol provides for a different procedure. The District Attorney, other CPIT members, and the Regional Administrator or his/her designee must sign all <u>written local protocols</u> and a copy must be maintained in the local office. b) Regardless of how the notification occurs, the CPS case worker or other DCS staff as applicable, must send the DA a copy of the CPS <i>current child welfare information system</i> documentation or CPS Intake Summary (CS-

	<p><i>0680</i>) within seven (7) business days of receipt of the report.</p> <p>3. Notification to Child Advocacy Centers (CAC)</p> <p>Child Advocacy Centers will be notified, <u>in jurisdictions where CAC's exist</u>, of severe abuse allegations through the <i>National Children's Alliance Trak</i> that extracts the allegations from the <i>current child welfare information system</i> database. The CAC and CPIT may also be notified of any other severe abuse allegations, if the team has agreed to accept investigative responsibilities of these additional reports. The CPS case worker will send the CAC a copy of the CPS intake document within seven (7) business days of receipt of the report to be investigated.</p> <p>4. Notification to Juvenile Court Judge</p> <p>All assigned cases to CPS/SIU shall be reported to the appropriate Juvenile Court Judge. Each region must establish written local protocols on timeframes for notification.</p> <p>5. Notification to other agencies (if applicable)</p> <p>For reports involving licensed facilities, the appropriate authorities must be notified:</p> <ul style="list-style-type: none"> a) Department of Human Services b) Department of Children's Services c) Department of Mental Health and Developmental Disabilities d) Other Licensing agencies as necessary
<p>D. Courtesy Interviews</p>	<ul style="list-style-type: none"> 1. CPS case worker will participate in and conduct timely courtesy interviews as requested across regional and state lines. Before requesting courtesy interviews, the following should be considered: <ul style="list-style-type: none"> a) The best interest of the child and family; b) Prompt and accurate notification to other county; c) Feasibility of conducting the interview; and d) Criteria for conducting a courtesy interview must be clearly defined to keep the investigation accurate. 2. In-state requests will be made by e-mail from Team Leader to Team Leader and Team Coordinator. The staff conducting the interview will document the information on the appropriate screens or case recordings in the <i>current child welfare information system</i>. 3. Time frames: <ul style="list-style-type: none"> a) Alleged victim – will be interviewed within the response time assigned; b) Other interviews – within fourteen (14) calendar days of receiving the request; and

	<p>c) Out-of-state requests - within fourteen (14) calendar days of receiving the request.</p>
<p>E. CPS Investigative tasks and activities</p>	<ol style="list-style-type: none"> 1. CPS investigative tasks and activities are outlined in <i>Work Aid 2- Child Protective Services Tasks by Allegation, Work Aid 3 – CPS Investigative Tasks and Activities, Work Aid 4 - Protocol for CPS Investigations Involving Methamphetamines</i> and <i>Work Aid 5- Protocol for Anonymous Voluntary Abandonment of Unharmed Newborn Infant.</i> 2. Ensure all required forms are completed and documents are reviewed with family/client as applicable. (See list of required forms and documents in the <i>Forms and Collateral Documents</i> sections of this policy.) 3. Refer to <u><i>A Case Workers Guide to Opening and Transitioning Cases - CPS Investigation Checklist</i></u> that outlines the time frames/documentation and pertinent information required to be met by the FSW or applicable staff serving the family.

<p>Forms:</p>	<p><u><i>CS-0158, Notification of Equal Access to Programs</i></u> <u><i>CS- 0668, Authorization for Release of Information to the Department of Children's Services and Notification of Release</i></u> <u><i>CS-0699, Notices of Privacy Practices</i></u> <u><i>CS-0533, Medical Services Authorization for Non-TennCare Eligible Children</i></u> <u><i>CS-0701, Immediate Protection Agreement</i></u> <u><i>CS-0729, Child Abuse Review Team</i></u> <u><i>CS-0714, Checklist for Good Faith Attempts to Locate</i></u> <u><i>CS-0824, Native American Heritage Veto Verification</i></u> <u><i>CS-0835 Acknowledgment of Receipt of Client Rights Handbook</i></u> (Last page of Client Right's Handbook)</p>
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<p>Collateral Documents:</p>	<p><u><i>A Case Worker's Guide to Opening and Transitioning Cases</i></u> <u><i>Case Closure Protocol</i></u> <u><i>Child and Adolescent Needs and Strengths (CANS)</i></u> (as applicable) <u><i>Client's Rights Handbook</i></u> <u><i>Confirmation of Native American Heritage</i></u></p>
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	<p><u>Determination of Tribal Affiliation</u></p> <p><u>Family Advocacy and Support Tool</u> (as applicable)</p> <p><u>Resource Parent Handbook</u></p> <p><u>Pamphlet – The Multiple Response Approach to Child Maltreatment Concerns</u></p> <p><u>Priority Response Definitions-Examples</u></p> <p>Structured Decision Making™ Assessments:</p> <p><u>SDM™ Child Abuse/Neglect Screening Criteria</u></p> <p><u>SDM™ Response Priority</u></p> <p><u>SDM™ Safety Assessment</u></p> <p><u>SDM™ Family Risk Assessment</u></p> <p><u>SDM™ Family Risk Reassessment (for Non-Protective Custodial Cases)</u></p> <p><u>Work Aid – 2 – CPS Categories and Definitions of Abuse/Neglect</u></p> <p><u>Work Aid – 3 – CPS Investigative Tasks and Activities</u></p> <p><u>Work Aid - 4 - Protocol for CPS Investigations Involving Methamphetamines</u></p> <p><u>Work Aid - 5- Protocol for Anonymous Voluntary Abandonment of Unharmed Newborn Infant</u></p>
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Glossary:	
Child Advocacy Center (CAC):	Benefits the child, the family, and the community by identifying and treating child abuse early and effectively. The center helps to prevent further abuse through its program of counseling and education, and by providing valuable evidence for prosecution of offenders.
Child Protective Investigation Team (CPIT):	A legally mandated, multi-disciplinary team that conducts an investigation of alleged sexual abuse or other severe child abuse. A CPIT includes one DCS CPS case worker, one representative from the District Attorney's office, one juvenile court officer or investigator from a court of competent jurisdiction, one properly trained law enforcement officer with county-wide jurisdiction from the county where the child resides or where the abuse/neglect occurred, the CAC director/designee, and one representative from the mental health profession (optional). The CPIT may conduct investigations on other severe abuse cases if the local written protocols provide for this.