



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice - December 1, 2010

Below is a listing of new/revised policies and policy related updates. Applicable State and Federal Laws and Rules governing policies are listed in "Authority" Section and applicable best practice standards are listed in the "Standards" section of each policy. New/revised policies should be reviewed as required by DCS Policy [1.3 Communication-Meetings, Information Sharing Policy Dev and Review](#). If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division. The "**Policy on PREVIEW**" notation on the list below indicates that the revised/new policies are placed in the **PREVIEW** folder on the "[Policies and Procedures](#)" web page for a maximum of thirty (30) days (or less depending on the circumstances) prior to their effective date for implementation. The thirty (30) day **PREVIEW** period is designated for instruction, interpretation and/or training prior to implementation. For revised policies, the **policy** will be "**marked up**" so staff can view exactly what has changed. **DELETED** information will be displayed as a "strikethrough" and highlighted (ex., ~~strike-through~~) and **NEW** information will be represented in **red font**. **NOTE: Policies on "PREVIEW" status have been approved by Executive Management and signed by the Commissioner and are not subject to review for additional changes.** After the **PREVIEW** period, the policy will be placed in the official policy chapter on the "[Policies and Procedures](#)" web page. Some policies may not be "marked up" and these represent a total rewrite or new policy which will require a **MAJOR** policy review. Policy revisions that are **MINOR** or required to be implemented immediately due to changes in laws, rules, etc., may not be placed on **PREVIEW** or sent on policy review, but posted in the policy chapter, an effective date assigned accordingly and announced to staff.

NOTES & TIDBITS



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- ◆ For the **most current version** of Policies and Procedures **always** refer to the "[Policies and Procedures](#)" Web Page.
 - ◆ A Policy on "**PREVIEW**" status is an opportunity for an advance review for instruction, interpretation and/or training on the policy or document before it is implemented. Policies on "**PREVIEW**" status have been approved by Executive Management and signed by the Commissioner and **are not** subject for review.
 - ◆ If forms are copied and stocked for use, always check the "Forms" Webpage for the **most current version** and discard all previous versions. DCS forms may not be altered without prior approval.
 - ◆ **Use the "FIND" feature on the Forms Web Page to quickly locate forms:** Click "**EDIT**" in the top left corner on the Forms Web Page and select "**Find.**" In the "**Find**" dialogue box, type in a **portion of the form title**, or the **complete form title**, or the **form number** to search for forms on this page.
 - ◆ If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/Revision Date	New/Updated Forms Associated with Policies and Procedures
1.	9.6	Organization and Maintenance of DCS File Rooms	9	Chuck Brown, Director Records Management	12/15/10	No changes in forms.
Policy revision:		Policy revised to delete references to "child case files" and replaced with "family case files." Added definition of "Family Case File" to				

- **Major Policy Review:** A New policy or existing policy revisions that are substantial and/or impact current practice or processes. An overview or training should be conducted with applicable staff.
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor revisions that may not have a significant impact on current practice or process).

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms Associated with Policies and Procedures
		glossary. Policy on PREVIEW until effective date 12/15/10. Minor policy overview/training required.				
2.	21.14	Serving the Education Needs of the Child-Youth	21	Mary Meador, Director, Education Jackie Parker, Education	21	CS-0657, Education Passport- School Enrollment Letter CS-0747, Child and Family Team Meeting Summary
Policy removed from PREVIEW and posted to Chapter 21.						
3.	31.15	Guidelines for Transportation of Children-Youth by Regional Employees	31	Audrey Corder, Ex. Dir, Well-Being Jacqueline Moore, JJ, Probation/Aftercare/Training Elizabeth Black, Ex. Dir., Permanency Judy Cole, Ex. Director/East TN Regions Mildred Lawhorn, Ex. Director/West TN Regions	12/01/01	CS-0351 Transportation Request CS-0350 Transportation Report
Policy removed from PREVIEW and posted to Chapter 31.						
4.	31.5	Organization of Family Case Files	31	Diane Irwin Director, Child Permanency Judy Cole, Ex. Director/East TN Regions Mildred Lawhorn, Ex. Director/West TN Regions Jacqueline Moore, JJ, Probation/Aftercare/Training	12/15/10	Forms revised/updated: CS-0725 Family Case File Checklist CS-0822, Face Sheet for Family Case Files
Policy revision:		Policy revised due to TFACTS and practice change from “Child Case Files” to “Family Case Files.” Policy on PREVIEW until effective date 12/15/10. Major policy overview/training required.				

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