



**State of Tennessee Department of Children's Services**  
**Administrative Policies and Procedures Change Notice - March 22, 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, Information Sharing and Work Site Meetings, Section C](#). 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 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 as applicable) prior to their effective date and will require a review as specified. The thirty (30) day **PREVIEW** period is designated for policy review, instruction, interpretation and/or training prior to implementation. For revised policies, the **PREVIEW** document will be "marked up" and contain both deleted and revised information that represents the final/approved policy. Deleted information will be displayed as a "strikethrough" (ex., ~~strikethrough~~) and revised information will be displayed in red font. Some policies may not be "marked up" and these represent a total re-write or new policy which will require a **MAJOR policy review**. During the thirty (30) day (or less as applicable) **PREVIEW** period the current policy will remain in the policy chapter until the effective date of the new/revised policy. After the **PREVIEW** period ends, the official policy will be moved to the appropriate Policy Chapter. 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 placed directly in the policy chapter, an effective date assigned accordingly and announced.

**NOTES**



- ◆ For the **most current version** of Policies and Procedures **always** refer to the [Policies and Procedures Web Page](#).
- ◆ 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	***Forms Associated with Policies and Procedures
1.	9.10	<a href="#">Closed Youth Case File Disposition</a>	9	Chuck Brown, Director Records Management	03/31/10	No revisions to forms.

- **Major Policy Review**: New policy or policy revisions are substantial and/or impact current practice or process.
- **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	***Forms Associated with Policies and Procedures
		<b>Policy revision:</b> Policy revised due to revisions from <u>Department of General Services, Division of Records Management: Section A, 3, c) Revisions</u> consists of revising the Disposition Authority (RDA) number from RDA “2881” to RDA “10223”; Closed DCS Education Records are to be cut off at the child’s 24 <sup>th</sup> Birthday instead of 22 <sup>nd</sup> birthday; Revised RDA definition. Policy on <i>PREVIEW</i> until effective date 03/31/10. <i>Minor policy review required.</i>				
2.	15.11	<a href="#">Adoption Assistance</a>	15	Vicki Davis, Program Mgr Adoption	01/01/10	<a href="#">CS-0821- Certification of Eligibility for Title IV-E State Funded Adoption Assistance</a> <a href="#">CS-0931, Certification of Eligibility for Title IV-E Fostering Connection Adoption Assistance</a> <a href="#">CS-0934, Special or Extraordinary Rate Justification</a>
		<b>Policy revision:</b> <b>Revisions to Sections, A C, D, E, G, I, M, N, and R</b> due to the new Fostering Connections to Success and Increasing Adoptions Act 2008 (P.L. 110-351). <i>Major policy review required.</i>				
3.	16.16	<a href="#">Denial or Closure of Resource Homes</a>	16	John Johnson, Director Foster Care	04/01/10	No revisions to forms.
		<b>Policy revision:</b> Minor revisions to Sections C, 6; F, 1; Delete all references to “TNKids” and replace with “current child welfare information system.” Policy on <i>PREVIEW</i> until effective date <b>04/01/10</b> . <i>Minor policy review required.</i>				
4.	16.38	<a href="#">Face-to-Face Visitation with Dependent and Neglected and Unruly Children in DCS Custody</a>	16	Diane Irwin, Director Permanency	04/01/10	No revisions to forms.
		<b>Policy revision:</b> Deleted all references to “TNKids” and replace with “current child welfare information system.” Policy on <i>PREVIEW</i> until effective date <b>04/01/10</b> . <i>Minor policy review required.</i>				
5.	16.50	<a href="#">Concurrent Eligibility for Supplemental Security Income and Title IVE Foster Care</a>	16	John Johnson, Director Foster Care	04/01/10	No revisions to forms.

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		<a href="#">Payments</a>				
	<b>Policy revision:</b>	Revised Section D; addition of item c) relative to information to enter into the "current child welfare information system." Policy on <b>PREVIEW</b> until effective date <b>04/01/10</b> . <b>Minor policy review required.</b>				
6.	16.55	<a href="#">Post Secondary Scholarships and ETVs</a>	16	Lane Simpson, Director Interdependent Living	04/01/10	No revisions to forms.
	<b>Policy revision:</b>	Revisions to Sections D, items c), d) and E, 1. Policy on <b>PREVIEW</b> until effective date <b>04/01/10</b> . <b>Minor policy review required.</b>				
7.	29.3	<a href="#">Fire Safety Evacuation Plans for YDCs and DCS Group Homes</a>	29	Brice Poteete, DCS Fire Safety Officer	03/31/10	No revisions to forms.
	<b>Policy revision:</b>	<b>Section A, item #2: Deleted requirement for safety evacuation plans for DCS facilities is forwarded to the State Fire Marshal for approval. The State Fire Marshal's office will now review the evacuation plans upon inspection of the facility and recommendations made as applicable. Policy on <b>PREVIEW</b> until effective date 03/31/10. <b>Minor policy review required.</b></b>				

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