



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice - March 4, 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.	8.1	DCS Volunteer Services Program	8	Emily Brown, Director Volunteer Services	03/31/10	CS-0933, Volunteer Annual Evaluation
Policy revision:		Section E revised to add requirement for volunteers to receive an annual evaluation. New form developed for volunteer annual evaluation. Policy on <u>PREVIEW</u> until effective date 03/31/10. <u>Minor policy review required.</u>				

- **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
2.	13.1	Supervision Levels of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth	13	Jacqueline Lee, Director, Training/Community Svcs. Division of Juvenile Justice	03/31/10	No change. See Forms Section of policy.
Policy revision:		Revised to add to <u>Section E</u> and <u>Collateral Section</u> of policy: <u>A Case Workers Guide to Opening and Transitioning Cases</u> . Policy on PREVIEW until effective date 03/31/10. Minor policy review required.				
3.	13.26	Probation Referrals	13	Jacqueline Lee, Director, Training/Community Svcs. Division of Juvenile Justice	03/31/10	No change. See Forms Section of policy.
Policy revision:		Revised to add to <u>Section A</u> and <u>Collateral Section</u> of policy: <u>A Case Workers Guide to Opening and Transitioning Cases - FSW Responsibility for Children on Probation</u> and <u>Client's Rights Handbook</u> . Policy on PREVIEW until effective date 03/31/10. Minor policy review required.				
4.	13.28	Grievance Procedures for Youth on Probation or Aftercare	13	Jacqueline Lee, Director, Training/Community Svcs. Division of Juvenile Justice	03/31/10	No change. See Forms Section of policy.
Policy revision:		Revised to add to <u>Section F</u> and <u>Collateral Section</u> of policy: <u>Client's Rights Handbook</u> . Policy on PREVIEW until effective date 03/31/10. Minor policy review required.				
5.	13.31	Discharge of Delinquent Youth- Probation and Aftercare	13	Jacqueline Lee, Director, Training/Community Svcs. Division of Juvenile Justice	03/31/10	No change. See Forms Section of policy.
Policy revision:		Revised to add to <u>Section C</u> and <u>Collateral Section</u> of policy: <u>A Case Workers Guide to Opening and Transitioning Cases</u> . Policy on PREVIEW until effective date 03/31/10. Minor policy review required.				

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