



**State of Tennessee Department of Children's Services**  
**Administrative Policies and Procedures Change Notice - June 3, 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](#). 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.	<a href="#">Protocol for Communication of Policies and Practice-Related Documents</a>	1	Policy Development Unit	05/01/10	None
<b>Policy Update:</b>	<b>Protocol revised to add Item # 2 that requires Deputy Commissioner's approval of a new/revised policy prior to policy review process. Minor review required.</b>				

- **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).

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2.	4.9	<a href="#">Employee Disciplinary Actions</a>	4	Dezanne Russell, Director Human Resources	06/15/10	None
<b>Policy Update:</b>		Policy revised to add item j) to C, 5; add clarification to C, 6 that reads "... (including a pre-trial diversion, plea of nolo contendere or a conditional guilty plea)..."; add definition of "nolo contendere" in the glossary section. Policy on <i>PREVIEW</i> until effective date 06/15/10. <i>Minor policy review required.</i>				

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