



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice - September 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**. 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 re-write 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



- ◆ 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.	1.4 Incident Reporting	1	Audrey Corder, Ex. Director Well Being	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <u>PREVIEW</u> until effective date 09/10/10 . Major policy review required.					
2.	11.1 Assessment Process and Tools	11	Michael Leach, Assessments and Service Integration	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <u>PREVIEW</u> until effective date 09/10/10 . Major policy review required					

- **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
3.	11.6	Youth Level of Service/Case Management Inventory	11	Jacqueline Moore, JJ Training and Probation and Aftercare	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required						
4.	14.3	Screening, Priority Response and Assignment	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required						
5.	14.4	Engaging Families-FFA and CFTMs	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required						
6.	14.7	Classification of CPS Investigation Case	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required						
7.	14.8	CPS Investigation Case Transition or Closure	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required						
8.	14.9	CPS Immediate Protection Agreements and Non-Custodial Petitions	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision: Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required						
9.	14.12	Removal Safety and Permanency Considerations	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.

- **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
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
10.	14.16	CPS Case File Organization, Documentation and Disposition	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
11.	14.20	Notice of Child Fatality-Near Fatality	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
12.	14.26	Multiple Response Assessment Track	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
13.	14.27	Family Crisis Intervention Services	14	Marjahna Hart, Director Child Protective Services	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
14.	20.7	TENnderCARE Early Periodic Screening Diagnosis and Treatment Standards (EPSDT)	20	Mary Beth Franklyn; Lynn Pollard; Audrey Corder Well Being	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
15.	31.2	Responsibilities Regarding Runaways, Absconders and Escapees	31	Dave Anderson, IA; Diane Irwin, Permanency; Jacqueline Moore, JJ; Joel Player, JJ Group Homes; Suzanne G. White, Child Placement and Private Providers	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				

- **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
16.	31.14	Documentation of TFACTS Case Recordings	31	John Johnson, Dir. Foster Care; Connie Murphy	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				
17.	31.17	Child Care Assistance Program	31	John Johnson, Dir. Foster Care; Odessa Krech	09/10/10	Same, no change.
Policy Revision:		Policy revised per TFACTS. Policy on <i>PREVIEW</i> until effective date 09/10/10 . Major policy review required				

- **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).