



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice - September 23, 2011

- State and Federal Laws governing DCS policies are listed in the “**Authority**” Section of each policy listed below.
- Best Practice Standards governing DCS policies are listed in the “**Standards**” Section of each policy listed below
- Managers and Supervisors/designees must provide instruction, interpretation and/or training on policies and procedures and other documents relevant to an employee’s job duties as required by DCS Policy [1.3 Communication-Meetings, Information Sharing Policy Development and Review](#).
- Policies on “**PREVIEW**” indicates that the revised/new policies are placed on the “[Policy PREVIEW](#)” web page for a maximum of thirty (30) days (or less depending on the circumstances) prior to their effective date for implementation. The **PREVIEW** period is designated for instruction, reading, interpretation and/or training prior to implementation. Revised policies are “**marked up**” in order to view what 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 is approved by Executive Management, signed by the Commissioner and are not subject to review for additional changes.**
- 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.	14.9 Child Protective Services Immediate Protection Agreements	14	Carla Aaron, Executive Director Child Safety	10/01/11	No form revisions.
Policy revision:		Deleted “...and Non Custodial Petitions” from title; Revised Purpose Statement; Section B, c, added procedures that clarifies the IPA initial plan dates or re-negotiated plan dates; Section C, 5, added process and timeframe for extending the IPA; Section D, 1, b) added timeframes and process if an extension is not authorized; Section E, deleted. Policy on PREVIEW until effective date 10/01/11. Major policy review required.			
2.	24.14 Title IX Program and Complaint Process	24	Steve Hovies, Director, Diversity Initiatives	10/01/11	No form revisions.
Policy revision:		Section E, 1 revised to clarify that form CS-0158, Notification of Right to Equal Access to Programs and Services and Grievance Procedures is presented and signed by the youth/family at the “ initial ” permanency planning Child and Family Team Meeting (CFTM) and not at “each” CFTM. Policy on PREVIEW until effective date 10/01/11. Minor policy review required.			

- **Major Review:** A New policy/document or existing policy/document revisions that are **substantial** and/or **impact current practices or processes**. An overview/ training is conducted with employees on new or existing policy/document revisions that are **relevant** to an employee’s position and/or job duties.
- **Minor Review:** Policy/document revisions that may not have a significant impact on current practice or processes. An overview/training of minor policy/document revisions may be reviewed/discussed during regularly scheduled meetings or at the discretion of Supervisors and/or Managers.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/Revision Date	New/Updated Forms Associated with Policies and Procedures
Policy Chapter revision:	Policy Chapter 13 has been re-named: Juvenile Justice Regional Services					

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- **Minor Review:** Policy/document revisions that may not have a significant impact on current practice or processes. An overview/training of minor policy/document revisions may be reviewed/discussed during regularly scheduled meetings or at the discretion of Supervisors and/or Managers.