



Department of  
**Children's Services**



# Community-Based Child Abuse Prevention

Policy and Procedure Manual

Tennessee Department of Children's Services | July 2017



# Contents

|  |    |
|--|----|
| Introduction .....   | 3  |
| CBCAP Management.....  | 4  |
| Fundable Prevention Activities .....                         | 4  |
| Agency Program Requirements.....                             | 6  |
| Use of Funds .....   | 6  |
| Geographical Funding Allocations.....                        | 8  |
| Target Population for CBCAP Programs .....                   | 9  |
| Definition of Disability for CBCAP Programs.....             | 9  |
| Child Abuse Prevention Agency License and DCS Oversight..... | 10 |
| Registration of Sales and Use Tax .....                      | 11 |
| kidcentraltn Requirements .....                              | 11 |
| Documentation of Family Services.....                        | 12 |
| Grantee Administrative Requirements .....                    | 13 |
| Data Reporting Guidelines .....                              | 14 |
| Personnel and Staff.....                                     | 14 |
| Employee Background Checks.....                              | 17 |
| Other Program Requirements .....                             | 17 |
| Attachments .....  | 18 |

# Introduction

The key Federal legislation addressing prevention in child abuse and neglect is the Child Abuse Prevention and Treatment Act (CAPTA) which was originally enacted in 1974. This Act has been amended several times in the last 37 years and was most recently amended and reauthorized on December 10th, 2010, by the CAPTA Reauthorization Act of 2010 (P.L. 111-320).<sup>1</sup>

In Tennessee, services for the prevention of child abuse began in 1984. To help finance prevention services, the state legislature passed Public Chapter 930 in 1984. The law enacted a marriage license tax to fund both family violence shelters and services to prevent child abuse and neglect before it occurs. Since then, Tennessee has adopted other programs and initiatives including the Federally-funded Community Based Child Abuse Prevention, or CBCAP, programs. CBCAP programs were established by Title II of the Child Abuse Prevention and Treatment Act Amendments of 1996. CBCAP refers to specific types of child abuse prevention programs that exist in every state in the U.S.<sup>2</sup>

The purposes of the CBCAP program are:

1. to support community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent child abuse and neglect and to support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect;
2. and to foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.<sup>3</sup>

CBCAP Policies and Procedures are based on several philosophical tenets:

1. Children have a right to grow and develop in a safe environment.
2. Most parents want to be good parents and desire to preserve the family unit.
3. Families who need support of community resources to achieve and maintain a healthy environment for their children have a right to and are encouraged to access these resources to support their efforts.

The Department of Children's Services and the service provider agencies across the state have a commitment to create partnerships to administer child abuse prevention services to families and children in need of such services. The goal of all child abuse prevention service providers is to expand the options available to families to nurture the growth, development, and safety of their children.

---

<sup>1</sup> National Resource Center for Community-Based Child Abuse Prevention, *CBCAP*, <http://friendsnrc.org/cbcap>

<sup>2</sup> <http://friendsnrc.org/cbcap>

<sup>3</sup> U.S. Department of Health and Human Services, Administration on Children, Youth and Families, Office of Child Abuse and Neglect, *Community-Based Child Abuse Prevention Program Instruction*, December 8, 2015, ACYF-CB-PI-13-02

# CBCAP Management

The CBCAP Program is managed by a designated “State Lead”. Each year, the Governor designates a lead entity to administer the funds for the implementation of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect.<sup>4</sup> For Tennessee, the Governor has selected the Department of Children’s Services as the lead entity. From within DCS, a State Lead is selected. As of SFY2017, the State Lead is:

Marie Keopf  
UBS Building, 9<sup>th</sup> Floor  
315 Deaderick Street  
Nashville, TN 37243  
615.306-4552  
[Marie.Keopf@tn.gov](mailto:Marie.Keopf@tn.gov)

Additionally, the CBCAP program is managed by an Advisory Committee who meets regularly to advise and support the program. Members are selected from an array of child and family agencies, departments and programs from across Tennessee and also include parents. They bring important resources and oversight, maintain strong connections to the community and other stakeholders and funnel important information and supports for the program.

## Fundable Prevention Activities

States are involved in a number of prevention activities, some of which fall under CBCAP funding and some that fall under other Federal programs. CBCAP includes activities that work with the community and families to prevent child abuse and neglect. Examples include public awareness campaigns, home visiting programs for new parents, diversion programs for at-risk families, and parent support groups. Most professionals agree that there are three levels of prevention services; primary prevention, secondary prevention, and tertiary prevention. Primary and secondary are allowable activities under CBCAP funding, while Tertiary activities are not funded under CBCAP dollars.

1. **Primary Prevention:** Consists of activities that are targeted toward the community at large. These activities are meant to impact families prior to any allegations of abuse and neglect. Primary prevention services include public education activities, parent education classes that are open to anyone in the community, and family support programs. Primary prevention can be difficult to measure because you are attempting to impact something before it happens, an unknown variable. This type of activity is a focus of CBCAP programs.
2. **Secondary Prevention:** Consists of activities targeted to families that have one or more risk factors including families with substance abuse, teen parents, parents of special need children, single parents, and low income families. Secondary prevention services include parent education classes targeted for high risk parents, respite care for parents of a child with a disability, or home visiting programs for new parents.

---

<sup>4</sup> <http://friendsnrc.org/cbcap>

3. **Tertiary Prevention:** Consists of activities targeted to families that have confirmed or unconfirmed child abuse and neglect reports. These families have already demonstrated the need for intervention, either with or without court supervision. These are families that qualify for services under child welfare programs and are not a focus of CBCAP programs.<sup>5</sup>

CBCAP programs are authorized to fund child abuse prevention programs in their service area that provide a multitude of services and supports. These services and programs can include:

1. Comprehensive support for parents
2. Promote the development of parenting skills
3. Improve family access to formal and informal resources
4. Support needs of parents with disabilities through respite or other activities
5. Provide referrals for early health and development services
6. Promote meaningful parent leadership

Programs can also finance the development of a continuum of preventive services through public-private partnerships, financing the start-up, maintenance, expansion, or redesign of child abuse prevention programs, maximizing funding through leveraging funds, and financing public education activities that focus on the promotion of child abuse prevention.<sup>6</sup>

The Tennessee CBCAP program funds two child abuse prevention programs through the 2015 state fiscal year:

1. **Darkness to Light's Stewards of Children:** An evidence-based sexual abuse prevention training that educates adults to prevent, recognize, and react responsibly to child sexual abuse, and motivates them to courageous action. The Stewards of Children program is designed for organizations that serve children and youth, and any/all adults interested in protecting children.<sup>7</sup> For more information, visit: [www.d2l.org/site/c.4d1C1JOkGcISE/b.6035035/k.8258/Prevent\\_Child\\_Sexual\\_Abuse.htm](http://www.d2l.org/site/c.4d1C1JOkGcISE/b.6035035/k.8258/Prevent_Child_Sexual_Abuse.htm).
2. **Nurturing Parenting Programs:** A family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices. The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.<sup>8</sup> For more information, visit: <http://www.nurturingparenting.com/>.

---

<sup>5</sup> National Resource Center for Community-Based Child Abuse Prevention, *Child Abuse and Neglect Prevention*, <http://friendsnrc.org/prevention> (December 8, 2015)

<sup>6</sup> <http://friendsnrc.org/cbcap>

<sup>7</sup> Darkness to Light, *About Stewards of Children*, <http://oldsite.d2l.org/prevention/stewards-of-children/about-curriculum.asp> (December 8, 2015)

<sup>8</sup> Nurturing Parenting, *What Are Nurturing Programs?*, <http://nurturingparenting.com/NPLevelsPrevent.html> (December 8, 2015)

# Agency Program Requirements

The Department of Children’s Services, in compliance with State and Federal laws and in consultation with provider agencies and program staff, set forth these requirements for agencies that operate a Child Abuse Prevention program.

Agencies must:

1. Have a logic model that informs the program, which includes the research evidence on which service delivery is based;
2. Define and measure program outcomes;
3. Provide a framework within which quality child abuse prevention services may be organized, delivered, and evaluated;
4. Define and describe components of the service; and
5. State requirements which must be met during the service delivery process.<sup>9</sup>

## Use of Funds

Funds should be used to support primary prevention (a.k.a., universal) programs and strategies which are available to all families, as well as secondary (a.k.a., targeted) prevention efforts, which target children and families at risk for abuse or neglect. CAPTA provides that funds made available to States under the CBCAP program must be used for:

1. Developing, operating, expanding, and enhancing community-based, and prevention focused programs and activities designed to strengthen and support families to prevent child abuse and neglect that are accessible, effective, and culturally appropriate, and build upon existing strengths that:
  - a) Offer assistance to families;
  - b) Provide early, comprehensive support for parents;
  - c) Promote the development of parenting skills, especially in young parents and parents with very young children;
  - d) Increase family stability;

---

<sup>9</sup> Rules of the Tennessee Department of Children’s Services Social Services Division, Chapter 0250-7-5, *Child Abuse Prevention Standards*, December 8, 2015

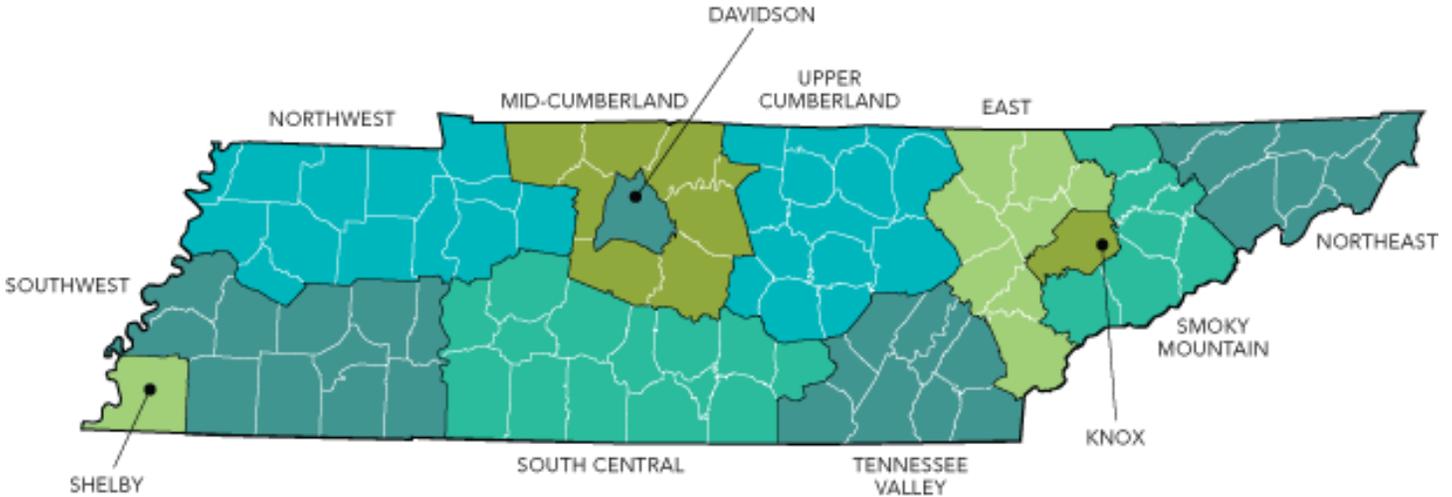
- e) Improve family access to other formal and informal resources and opportunities for assistance available within communities, including access to such resources and opportunities for unaccompanied homeless youth;
  - f) Support the additional needs of families with children with disabilities through respite care and other services;
  - g) Demonstrate a commitment to involving parents in the planning and program implementation of the lead agency and entities carrying out local programs funded under this Title, including meaningful involvement of parents of children with disabilities, parents with disabilities, racial and ethnic minorities, and members of underrepresented and underserved groups; and
  - h) Provide referrals to early health and developmental services.
2. Fostering the development of a continuum of preventive services for children and families, including unaccompanied homeless youth, through State and community-based collaborations and partnerships, both public and private;
  3. Financing the start-up, maintenance, expansion, or redesign of specific family resource and support program community-based child abuse and neglect prevention program services (such as respite care services, child abuse and neglect prevention activities, disability services, mental health services, substance abuse treatment services, domestic violence services, housing services, transportation, adult education, home visiting and other similar services) identified by the inventory and description of current services required under section 204(a)(3) as an unmet need, and integrated with the network of community-based family resource and support child abuse and neglect prevention program to the extent practicable given funding levels and community priorities;
  4. Maximizing funding through leveraging of funds for the financing, planning, community mobilization, collaboration, assessment, information and referral, startup, training and technical assistance, information management and reporting, reporting and evaluation costs for establishing, operating, or expanding community-based and prevention-focused, programs and activities designed to strengthen and support families to prevent child abuse and neglect; and
  5. Financing public information activities that focus on the healthy and positive development of parents and children and promotion of child abuse and neglect prevention activities.<sup>10</sup>

---

<sup>10</sup> ACYF-CB-PI-13-02

# Geographical Funding Allocations

Funding is allocated among the twelve state regions based on a combination of child population and child abuse statistics. A program that can serve more than one region must submit separate proposals for each region. The state and federal grant funding limit for currently funded programs is \$50,000.00 Budget proposals must adhere to the following formula: No more than eighty (80) percent of the total budget is grant dollars. No less than twenty percent of the total budget must be an agency match.



|                  |   |
|------------------|---|
| Davidson         | Davidson  |
| East             | Anderson, Campbell, Loudon, Monroe, Morgan, Roane, Scott, Union   |
| Knox             | Knox  |
| Mid-Cumberland   | Cheatham, Montgomery, Robertson, Rutherford, Sumner, Trousdale, Williamson, Wilson                                |
| Northeast        | Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington   |
| Northwest        | Benton, Carroll, Crockett, Dickson, Dyer, Gibson, Henry, Houston, Humphreys, Lake, Obion, Stewart, Weakley        |
| Shelby           | Shelby  |
| Smokey Mountain  | Blount, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Sevier  |
| South Central    | Bedford, Coffee, Franklin, Giles, Grundy, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, Wayne |
| Southwest        | Chester, Decatur, Fayette, Hardeman, Hardin, Haywood, Henderson, Lauderdale, Madison, McNairy, Tipton             |
| Tennessee Valley | Bledsoe, Bradley, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, Sequatchie   |
| Upper Cumberland | Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Pickett, Putnam, Smith, Van Buren, Warren, White      |

# Target Population for CBCAP Programs

CBCAP programs should have activities available to the general population such as public awareness and education about preventing child abuse and neglect. In addition, programs should also target services to vulnerable families that are at risk of abuse or neglect. These families include:

1. Parents (all, new, teens, etc.)
2. Parents and/or children with disabilities
3. Racial and ethnic minorities
4. Members of underserved or underrepresented groups
5. Fathers
6. Homeless families and those at risk of homelessness
7. Unaccompanied homeless youth
8. Adult former victims of child abuse and neglect or domestic violence<sup>11</sup>

## Definition of Disability for CBCAP Programs

The definition of child with a disability in CAPTA refers to Individuals with Disabilities Education Improvement Act Sec. 602(3) which is Part B:

Child with a disability.

1. In general, the term 'child with a disability' means a child;
  - a) with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance (referred to in this title as 'emotional disturbance'), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and
  - b) who, by reason thereof, needs special education and related services.
2. Child aged 3 through 9, the term 'child with a disability' for a child aged 3 through 9 (or any subset of that age range, including ages 3 through 5), may, at the discretion of the State and the local educational agency, include a child;

---

<sup>11</sup> <http://friendsnrc.org/cbcap>

- a) experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in 1 or more of the following areas: physical development; cognitive development; communication development; social or emotional development; or adaptive development; and
- b) who, by reason thereof, needs special education and related services.

And from Part C, Section 632(5) which is Infant or toddler with a disability.--The term `infant or toddler with a disability;

1. means an individual under 3 years of age who needs early intervention services because the individual;
  - a) is experiencing developmental delays, as measured by appropriate diagnostic instruments and procedures in 1 or more of the areas of cognitive development, physical development, communication development, social or emotional development, and adaptive development; or
  - b) has a diagnosed physical or mental condition that has a high probability of resulting in developmental delay; and
2. may also include, at a State's discretion;
  - a) at-risk infants and toddlers; and
  - b) children with disabilities who are eligible for services under section 619 and who previously received services under this part until such children enter, or are eligible under State law to enter, kindergarten or elementary school, as appropriate, provided that any programs under this part serving such children shall include—
    - i. an educational component that promotes school readiness and incorporates pre-literacy, language, and numeracy skills; and
    - ii. a written notification to parents of their rights and responsibilities in determining whether their child will continue to receive services under this part or participate in preschool programs under section 619.<sup>12</sup>

## Child Abuse Prevention Agency License and DCS Oversight

In addition to the extensive criteria in the Announcement of Funds, Child Abuse Agencies must also be licensed by the Department of Children’s Services (Tennessee Code Annotated 71-3-501) to receive funding for their programs. The required license for this service is Child Abuse Prevention Agency. Child Abuse Prevention Agency (defined as “child abuse agency” in the law) shall mean and include any person, corporation, or agency which undertakes to or does provide any services of any nature, whatsoever, including but not limited to emergency shelter care, homemaker services, or parent training services designed to prevent or treat child abuse neglect or to protect children from child abuse or neglect. This shall not apply, however, to a person licensed by the State of Tennessee to practice medicine or psychology while in the course of such practice, nor shall it apply to any school hospital, mental health center, or similar institution operated or approved by an

---

<sup>12</sup> <http://friendsnrc.org/cbcap>

agency or Department of the State of Tennessee. Nor shall it apply to any church or church-related organization. State licensing regulations are developed by an interdisciplinary committee and promulgated through the Tennessee legislature and Secretary of State's office in nine different categories.

Staff from the Department of Children's Services, Office of Risk Management, Program Accountability Review (PAR), conduct on-site program reviews of the Child Abuse Prevention contracts. Internal Audit may also conduct on-site fiscal reviews. A monitoring review is substantially less in scope than an audit. DCS Internal Audit may audit the financial statements accordingly and express an opinion or any assurance regarding the accuracy of the agency's financial statements.

## Registration of Sales and Use Tax

The Grantee shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of the CBCAP contract with the Department of Children's Services. However, most, if not all, contract agencies providing CBCAP programs are exempt from collecting sales and use tax due to their non-profit status. A record of this exemption can be collected through email correspondences with the TN Department of Revenue.

Contract agencies will have to submit an email to [tn.revenue@tn.gov](mailto:tn.revenue@tn.gov) and include the Grantee's name, mailing address and a detailed explanation of service(s) provided to the Stat of Tennessee under the CBCAP grant. The TN Department of Revenue will respond informing the Grantee they are not required to obtain a Sales and Use Tax account. An e-mail reply will show the Grantee has contacted the Department of Revenue and will serve to fulfill the agency's requirement to present a Certificate of Registration for the collection of Sales and Use Tax.

## kidcentraltn Requirements

Designed by the Tennessee's Children's Cabinet, kidcentraltn.com is Tennessee's "one-stop-shop" for families to connect with important information and resources provided by State departments and state-funded programs such as Tennessee's CBCAP programs. Kidcentraltn.com supplies families a variety of important information on health, education, development and support. Additionally, kidcentraltn.com features a comprehensive directory of state operated and funded services featuring a built-in, simplified search process. This service makes it easier for families and child welfare agencies to connect with CBCAP Grantees. In an effort to support this initiative, Grantees are required to publish and maintain program profiles as well as promote kidcentral tn. Specific requirements involving kidcentral tn are outlined in the contract document and are as follows:

1. Under the guidance of their Gatekeeper, the Grantee shall create and maintain an agency program profile in the designated state services directory located at [www.kidcentraltn.com](http://www.kidcentraltn.com). The Grantee may have more than one service which is appropriate for the directory. The Gatekeeper will provide instructions for which services should be included in the directory. The Grantee shall update its agency program profile(s) in the designated state services directory at least every six months. In addition, The Grantee shall update its agency program profile(s) within ten business days of any change in information.

For the purposes of this section, Gatekeeper shall be the person designated by State to do the following tasks:

- a) invite the Grantee to create a profile;
- b) review, approve, and publish program profiles created by the Grantee; and
- c) monitor update activity.

Agencies may have additional, non-state funded services that are helpful to families. Within the state-funded service listing located at [kidcentraltn.com](http://www.kidcentraltn.com), the agency may list its other services for children or families. The agency should include the name of the service and a few words that describe it, if necessary. The agency should use language that distinguishes those additional services from the primary listing and should provide a main phone number for families to get more information.

For example:

*Other services provided by this agency are:*

- *Parent Support Groups- for parents of children ages 0-3;*
- *Outreach/Education- classes that teach basic parenting skills.*

*Call this number to learn about these other services: 888-555-5555.*

2. If the Grantee has a website, they must link to [www.kidcentraltn.com](http://www.kidcentraltn.com) from an appropriate section of that website. If the Grantee would like to link to specific features of the kidcentral tn website such as the My Profile, Mobile App, Facebook, or State Services Directory features, State can provide specific copy, links, and images for those features.
3. If Grantee uses State funds to develop or distribute materials (print or electronic) intended for parents, families, children, or professionals working directly with children or families, Grantee must place the kidcentral tn logo on those materials. Examples of covered materials would include brochures, flyers, posters, and promotional postcards or mailers. State provides the kidcentral tn logo at the following link <http://tn.gov/generalserv/ba09p/>. If Grantee would like to apply the full kidcentral tn brand to print materials such as brochures, flyers, posters, or postcards, State also provides those templates at the following link <http://tn.gov/generalserv/ba09p/>.

This kidcentral tn logo requirement does not apply to materials that have already been printed or designed. This kidcentral tn logo requirement does not apply to materials that originate from the federal government, national organizations, or other groups where Grantee serves as a pass through of those materials. The kidcentral tn logo should not be applied to individualized correspondence or individualized materials which are intended for a single family or professional and should not be applied to materials where the subject is purely administrative, such as materials about rules, sanctions, regulations, or enforcement.

## Documentation of Family Services

The agency must maintain adequate documentation, including the following. Such records must be available for inspection, upon reasonable notice, by the Department.

1. Individual case files shall be kept as appropriate to the service being provided. Each file shall contain as a minimum:
  - a) intake and eligibility documentation

- b) case assessment materials
  - c) service plan or plans to include a goal statement
  - d) on-going documentation detailing the progress of the service activities including a summary of contact. Community Education delivered at the primary level require a Community Education File Each file shall contain, as a minimum:
2. Group service activities such as community education or activities delivered at the primary level require documentation to include:
- a) group or organizational name
  - b) statement of goal
  - c) the schedule of the event such as the date, time, and site
  - d) approximate number in attendance, the type of individual attending (i.e. adult/child, teachers medical personnel, 3rd grade, etc.)
  - e) the number and names of referrals received<sup>13</sup>
3. Parenting Education and Parenting Support Programs
- a) Documentation of a participant roster and attendance at each session;
  - b) Documentation of the date, time, and site of each meeting.

## Grantee Administrative Requirements

In order to receive funding, the organization administering a child abuse prevention program must comply with the following administrative requirements.

1. The program administration must assure that funds allocated for child abuse prevention under Public Chapter 930 shall be used to provide services in addition to those already provided by the Department of Children's Services.
2. The program administration must be a public organization or private, non-profit corporation, and be tax-exempt under Section 501 of the Internal Revenue Code.
3. The program administration must comply with T.C.A. §§37-1-403 and 14-25-103 by reporting cases of suspected abuse of children and adults to the Department of Children's Services.

---

<sup>13</sup> TCA 0250-07-05

4. The program administration must comply with all applicable rules and regulations according to T.C.A. Title 4, Chapter 5, "Administrative Procedures Act."
5. The program administration must submit an annual report from each service funded to include statistics on the number of persons requesting the service; the number of children and/or adults served; the type of service rendered; the characteristics of the persons served; and the number and types of referrals made to other community resources. No information contained in the report shall identify any persons served or enable any persons to determine the identity of such a person. In addition, the program administration will conduct a self-evaluation study annually to determine program effectiveness.
6. The program administration shall be in compliance with Titles "VI" and "VII" of the "Civil Rights Act of 1964", Section 504 of the "Rehabilitation Act of 1973", Title "IX" or the "Education Amendments of 1972", and the "Age Discrimination in Employment Act of 1975".
7. The organization must have a governing board which meets regularly with the staff. Membership on the governing board should include individuals who reside in the community TCA 0250-7-5 by the program, who represent the racial and ethnic make-up of the community, who have an understanding of the problem of child neglect and abuse, who have an interest in tile development and provision of services to potential victims and the victims of child neglect and abuse. Former clients of child abuse, neglect, or perpetrator programs may serve on the board.<sup>14</sup>

## Data Reporting Guidelines

The Grantee shall prepare and submit a Quarterly Program Report due within fifteen (15) days after a reporting period ends. Quarterly reporting periods will begin July 1 and end June 30 in correlations with the Tennessee State Fiscal Year with quarters scheduled as follows;

- Q1 07/01 – 09/30
- Q2 10/01 – 12/31
- Q3 01/01 – 03/31
- Q4 04/01 – 06/30

At the beginning of each quarter, the State Lead will forward a link and appropriate deadline date to Grantees to complete the survey.

## Personnel and Staff

**Personnel Policy:** The governing body must adopt and implement written program personnel policies which are reviewed periodically. These policies, which apply to paid personnel only, must address:

---

<sup>14</sup> TCA 0250-07-05

1. Nondiscrimination in regard to sex, race, religion, sexual preference, national origin, disability, age or marital status;
2. Recruitment, selection, promotion, and termination;
3. Benefits;
4. Vacation, sick leave and annual leave accrual, compensatory time;
5. Rules of conduct;
6. Disciplinary actions;
7. Grievances; and
8. Supervision.

**Job Description:** Written job descriptions for all program positions shall be available. These written descriptions shall include, but not be limited to:

1. Job title;
2. Tasks and responsibilities of the job;
3. Required skills, knowledge, and experience;
4. Salary range; and
5. Lines of authority.

**Staff Qualifications:** All staff employed with a child abuse prevention program shall possess an understanding of the issues of child abuse and neglect. Further, such staff must meet the following minimum qualifications:

1. *Program director/coordinator:* Bachelor level degree with a major in social work, psychology, Children's Services, child and family studies, education, sociology, child life, nursing, or other behavioral sciences; or the equivalent of two (2) years of college level education in the behavioral sciences and four (4) years of paid employment in a related area.
2. *Consultants, administrative or supervisory staff:* Bachelor level degree with a major in the appropriate area, generally the behavioral sciences; or, the equivalent of two (2) years of college level education and four (4) years of paid employment in a related area.
3. *Direct counseling staff:* Bachelor level degree with a major in social work, psychology, Children's Services, child and family studies education, sociology, child life, or other appropriate behavioral science.

4. *Other support staff:* High school diploma or GED equivalency and two (2) years of appropriate volunteer or paid employment experiences.

**Wage and Hour Requirements:** The program positions must be compensated in compliance with applicable federal and state laws, including the "Fair Labor Standards Act".

**Orientation:** The program must provide for a staff orientation which shall include:

1. Insuring overall familiarization with the agency and program purpose, objectives, structure and policy; and
2. Specific exposure to and training in the duties of the position.

**Staff Development:** The program must provide a written plan for staff development and training which shall include:

1. Initial training for new staff;
2. Ongoing training for personnel;
3. Policy for leaves for conferences, classes or institutes; and
4. Regular staff meetings for discussion of program, policies, and method of practice.

**Volunteers:** A child abuse prevention program must have written policy and a plan on the use of all volunteers which shall include:

1. An application filed and individual screening;
2. A full description of duties and rights, including confidentiality policy and practices;
3. Provision for supervision;
4. Provision of role appropriate orientation, initial training and ongoing training;
5. Guidelines and policy for termination; and
6. Policies and procedures for contracting of volunteer services. This policy shall assure nondiscrimination in regard to sex, race, religion, sexual preference, national origin, disability, age or marital status, in the recruitment and selection of volunteers and in placement of assignment. Where possible, volunteers should be selected to reflect the racial and ethnic composition of the community.<sup>15</sup>

---

<sup>15</sup> TCA 0250-07-05

# Employee Background Checks

All agencies contracted with the Department of Children’s Services to provide prevention services, as well as those with whom they sub-contract, must follow requirements for employee background checks in accordance with DCS Policy 4.1. Agency-employed staff and volunteers who deliver direct services in the child’s/youth’s home or have “direct contact” with children must be free from criminal and child abuse history. “Direct contact” is defined as “circumstances in which an individual, as part of his or her regular job duties, has face-to-face interaction with or unsupervised access to children”.

For these employees and volunteers, DCS Policy 4.1 requires agencies complete two background checks; a “complete background check” done prior to hire and an “annual background check” done annually. Specific requirements and procedures for these checks are detailed in DCS Policy 4.1 and can be accessed online at <https://files.dcs.tn.gov/policies/chap4/4.1.pdf> or can be provided by the designated CBCAP State Lead.

## Other Program Requirements

- State Legislation requires that Child Abuse Prevention services may include:
  1. Counseling, self-help groups, hot lines, and other related services;
  2. Community and direct education services on awareness; and
  3. Prevention services such as parent education, coping with stress, child development, and helping obtain prenatal care.
- Federal Legislation (CBCAP) requires that service providers:
  1. Have a strong parent leadership component.
  2. Participate in the CBCAP Peer review process.
  3. Report on where their program falls in the continuum of evidence based programs.
- The agency must assure that they will avoid the appearance of impropriety in the use or application of these funds.
- Individuals or families in need of child abuse prevention services are eligible for these services without regard to income. Agencies soliciting funds for a program of services shall define the needs of the target population in their proposals. Agencies eligible to apply for and receive funding for child abuse prevention services are those agencies which can provide services to children at risk, particularly those children who reside in households where family violence occurs; and those agencies which provide prevention services which fill the gaps of service. Agencies must meet all requirements as stated in the Standards, state and federal funding laws, the Announcement of Availability of Funds, and the state contract document. (Source Unknown)

# Attachments

- A. Line-Item Reimbursement Grant Invoice
- B. Budget Revision Request
- C. DCS [Policy 4.1 – Employee Background Checks](#)
- D. DCS Form [CS-0687 – Background Check History and IV-E Eligibility Checklist](#)
- E. DCS Form [CS-0741 – Database Search Results](#)
- F. DCS Form [CS-0921 – Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues and CPS Substantiations](#)
- G. DCS Form [CS-0559 – Authorization for Release of Information and HIPPA Protected Health Information TO or FROM the Department of Children’s Services](#)