

## Juvenile Justice Shared Policy List

**NOTE:** Listed are policies that are applicable to juvenile justice **and** other areas of the department. This list **does not** contain all DCS policies. For administrative type policies, or those that don't directly relate to juvenile justice work with clients, see the main DCS Policy Page.

Policy Chapter Policy Number	Policy Name
<b>Chapter 1</b>	<b>Administration</b>
1.1	Providing Equal Access to Programs, Services and Activities for Individuals with Disabilities under the Americans with Disabilities Act (ADA)
1.3	Continuous Quality Improvement: Communication, Meetings, Information Sharing, Policy Development and Review
1.4	Incident Reporting
1.6	Title IV-E Foster Care Candidacy Program
1.14	Access to Public Records of the Department of Children's Services
1.18	Uniformed Employee's Grooming Requirements & Provisions For Uniforms
1.24	Marriage Requests For Youth in Custody of DCS
1.26	Statutory and Federal Reporting
<b>Manual</b>	Incident Reporting Review Manual
<b>Chapter 3</b>	<b>Fiscal Management</b>
3.25	Credit Reports for Youth and Young Adults
<b>Tip Sheet</b>	Identity Theft Tip-Sheet for Child Welfare Staff
<b>Chapter 7</b>	<b>Information Technology</b>
<b>Protocol</b>	Protocol for the Use of Skype Technology
<b>Chapter 9</b>	<b>Child Records</b>
9.4	Confidential Child-Specific Information
9.5	Access and Release of Confidential Child-Specific Information
9.6	Organization and Maintenance of DCS File Rooms
<b>Memo</b>	Updates to Records Disposition Authorizations Memo
<b>Chapter 11</b>	<b>Assessment</b>
11.1	Assessment Process and Tools
11.2	Computer Adaptive Testing (CAT-MH)
<b>Manual</b>	Child and Adolescent Needs and Strengths (CANS) Manual 2.0
<b>Manual</b>	Documentation of the Family Functional Assessment Manual

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<b>Manual</b>	Family Advocacy and Support Tool Manual 2.1
<b>Protocol</b>	CANS Case Protocol
<b>Protocol</b>	High Risk Protocol
<b>Protocol</b>	Protocol For Family Functional Assessment Process
<b>Work Aid</b>	Work Aid: Child/Youth Safety Planning
<b>Chapter 13</b>	<b>Juvenile Justice Regional Services</b>
<b>13.27</b>	Predisposition Investigations and Reports
<b>Protocol</b>	Protocol: Predisposition Reports
<b>Protocol</b>	Case Closure Protocol
<b>Chapter 16A</b>	<b>Foster Care</b>
<b>16.2</b>	Multi Ethnic Placement Act
<b>16.24</b>	Children of Native American Heritage
<b>16.31</b>	Permanency Planning for Children/Youth in the Department of Children's Services Custody
<b>Attachment</b>	Planned Permanent Living Arrangement Protocol
<b>Guide</b>	Permanency Plan Development Guide
<b>16.32</b>	Foster Care Review and Quarterly Progress Reports
<b>16.33</b>	Permanency Hearings
<b>16.36</b>	Title IV-E Foster Care Funds
<b>16.43</b>	Supervised/Unsupervised Visitation Between Child-Youth, Family, Siblings
<b>16.46</b>	Child Youth Referral and Placement
<b>Guide</b>	Guide to Placement Exception Categories
<b>16.48</b>	Conducting Diligent Search
<b>Manual</b>	Diligent Search Manual
<b>Tip Sheet</b>	Diligent Search Quick Tips
<b>16.50</b>	Concurrent Eligibility for Supplemental Security Income (SSI) and Title IV-E Foster Care Payments
<b>16.51</b>	Independent Living and Transition Planning
<b>16.52</b>	Extension or Re-establishment of Foster Care for Young Adults
<b>16.53</b>	Eligibility for Independent Living Services
<b>Guide</b>	Guide for Developing a Transition Plan for Young Adults Receiving Extension or Re-Establishment of Foster Care Services

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<b>Guide</b>	Guide for Developing a Transition Plan for Youth Ages 17 and Up
<b>Guide</b>	Guide for Developing an Independent Living Plan for Youth Ages 14 and Up
<b>Guide</b>	Independent Living and Transition Planning Guide
<b>N/A</b>	Independent Living Handbook
<b>N/A</b>	Independent Living Handbook-Spanish
<b>Manual</b>	Identifying and Accessing Independent Living Services Manual
<b>16.59</b>	Disclosure of Legal Options and Available Services for Relative Caregivers
<b>Handbook</b>	Foster Parent Handbook
<b>Manual</b>	Relative Caregiver Program Manual
<b>N/A</b>	CFTM Guidelines for Identifying an Adoptive Family
<b>Protocol</b>	Protocol for Continuation of TennCare Eligibility for Children Exiting Custody
<b>Chapter 19</b>	<b>Mental Health Treatment and Behavior Support Management</b>
<b>19.7</b>	Transitioning DCS Youth Into Adult Behavioral/Mental Health Services
<b>19.8</b>	Transitioning Youth Into the DIDD Adult Services
<b>19.9</b>	Psychiatric Emergency Use of Mechanical Restraint
<b>19.10</b>	Designating a Medical Decision Maker for Youth with Disabilities Aging Out of DCS Custody
<b>19.11</b>	Use of Physical Restraint and Seclusion
<b>19.12</b>	Behavior Management
<b>Attachment</b>	Information for Potential Conservators of Disabled Youth Aging Out of DCS Custody
<b>Chapter 20</b>	<b>Health Services</b>
<b>20.3</b>	Reporting Suspected TennCare Fraud or Fiscal Abuse
<b>20.7</b>	Early Periodic Screening Diagnosis & Treatment Standards (EPSDT)
<b>Attachment to 20.7</b>	Protocol for EPSDT Standards
<b>20.8</b>	Reproductive Health Education and Services
<b>Attachment to 20.8</b>	Reproductive Health Education and Services
<b>20.9</b>	Court Advocate Program
<b>20.12</b>	Dental Services
<b>20.15</b>	Medication Administration-Storage and Disposal
<b>20.18</b>	Psychotropic Medication

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<b>Appendix I</b>	Psychotropic Medication Name and Class Values
<b>Protocol</b>	Psychotropic Medication Guidelines
<b>Attachment to 20.19</b>	Communicable Diseases
<b>20.20</b>	Guidelines for Managing Children/Youth in DCS Custody Related to Sexual Orientation, Gender Identity and Expression
<b>20.22</b>	HIV and AIDS
<b>Attachment to 20.22</b>	HIV and AIDS
<b>Manual</b>	Exposure Control Manual for Blood Borne Pathogens
<b>20.23</b>	DCS Confidential Safety Reporting System
<b>20.24</b>	Informed Consent
<b>20.25</b>	Health Information Records and Access
<b>20.27</b>	Child Death-Near Death Rapid Response
<b>20.28</b>	Child Death-Near Death Review
<b>20.29</b>	System Analysis Review (for child death/near death)
<b>20.57</b>	End of Life Decisions for Children in Custody/Guardianship
<b>Attachment</b>	Statewide and Regional Resources for Diabetic Youth
<b>Protocol</b>	Information for Women Under 18 who are Pregnant
<b>Protocol</b>	Additional Information for Medical/Mental HealthCare Family Services, and Community Resources for LGBTI
<b>Protocol</b>	Health Care Consent Guidelines for Youth in DCS Custody
<b>Protocol</b>	Protocol for Death of Child-Youth in DCS Custody-Guardianship
<b>Protocol</b>	Protocol for Filing TennCare Appeals on Behalf of Children In or At Risk of DCS Custody and Extension of Foster Care
<b>Protocol</b>	Protocol for Making Referrals for Legal Representation on TennCare Appeals
<b>Protocol</b>	Protocol for Serving Youth with Diabetes
<b>Chapter 21</b>	<b>Education Services</b>
<b>21.14</b>	Serving the Education Needs of the Child-Youth
<b>21.16</b>	Rights of Foster Child with Disabilities and IDEA
<b>21.18</b>	Notification to School Principals of Certain Delinquent Adjudications
<b>21.19</b>	Education Passport
<b>21.20</b>	Non-Traditional Educational Settings
<b>Protocol</b>	Protocol for Assessing Educational Stability

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<b>Protocol</b>	Protocol for Educational Programs and Resources
<b>Chapter 24</b>	<b>Youth Development Centers</b>
<b>24.14</b>	Title IX Program and Complaint Process
<b>Chapter 28</b>	<b>Facilities Management</b>
<b>28.2</b>	Use of DCS Offices and Facilities
<b>Plan</b>	Occupational Safety and Health Program Plan
<b>Chapter 29</b>	<b>Fire, Safety and Emergency Procedures</b>
<b>29.4</b>	Fire Safety and Sanitation Monitoring in DCS Leased and State-Owned Facilities
<b>29.10</b>	Occupational Injuries and Illnesses
<b>29.12</b>	Emergency Response Preparedness Plan
<b>Guide</b>	Emergency Response Preparedness Planning Instruction Guide
<b>Chapter 31</b>	<b>Regional and Field Services Operations</b>
<b>31.1</b>	Family Permanency Plans
<b>31.2</b>	Responsibilities Regarding Runaways, Absconders and Escapees
<b>Protocol</b>	Protocol for Reporting Runaways, Absconders and Escapees
<b>Protocol</b>	Protocol for Amber Alert/Endangered Child Alert (ECA)
<b>31.3</b>	Case Transfer Guidelines Between Regions, Agencies and Facilities
<b>31.4</b>	Search Procedures
<b>31.5</b>	Organization of Family Case Files
<b>31.6</b>	Selective Service/Voter Registration for Youth in DCS Custody or Rec. Ext. Foster Care Ser.
<b>31.7</b>	Child and Family Team Meeting Process
<b>Protocol</b>	Protocol for Appeal of Child & Family Team Meeting (CFTM) Decision
<b>Protocol</b>	Child and Family Team Meeting Protocol
<b>Attachment 31.7</b>	Building, Preparing and Maintaining Child and Family Teams 31.7 - Stages of the Child and Family Team Meeting
<b>Protocol</b>	CFTM Guidelines for Identifying an Adoptive Family
<b>Protocol</b>	Protocol for Work with Hospitals
<b>31.8</b>	Parent-Caregiver Engagement and Support
<b>Protocol</b>	Parent Engagement and Support Work Aid
<b>Guide</b>	A Case Worker's Guide to Opening and Transitioning Cases
<b>31.14</b>	Documentation of TFACTS Case Recordings

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<b>31.15</b>	Guidelines for Transportation of Child/Youth by Regional Employees
<b>Protocol</b>	Centralized Transportation
<b>Attachment</b>	Transportation Resource List
<b>31.17</b>	Child Care Assistance Program
<b>31.18</b>	Safety Planning for High Risk Behaviors in Children and Youth in DCS Custody
<b>Protocol</b>	High Risk Protocol
<b>Work Aid</b>	Work Aid: Child/Youth Safety Planning
<b>Handbook</b>	Clients Rights Handbook
<b>Handbook</b>	Client Rights Handbook / SPANISH Version
<b>Chapter 32</b>	<b>HIPAA</b>
<b>32.1</b>	General Privacy Requirements
<b>32.2</b>	Client Privacy Rights
<b>32.3</b>	Use and Disclosure of PHI
<b>32.4</b>	Administrative Technical and Physical Safeguards
<b>32.5</b>	Uses and Disclosures for Research
<b>32.6</b>	De-Identification of Client PHI and Use of Limited Data Sets
<b>32.7</b>	Business Associate Relationships
<b>32.8</b>	Enforcement-Sanctions and Penalties for Violations of Privacy Rights