



**Administrative Policies and Procedures: 14.23**

<b>Subject:</b>	<b>Orders of Reference</b>
<b>Authority:</b>	TCA 37-5-105; 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	All Department of Children's Services Child Protective Services Employees
<b>Policy Statement:</b>	
The Department of Children's Services shall complete an <i>order of reference</i> as required upon request by the Courts.	
<b>Purpose:</b>	
To conduct a study of a child's (or children's) situation that requires a written report (home study) to aid the court in decision-making with issues of child placement and legal custody and submit to the court by a given date. Orders of reference may involve allegations of child abuse or neglect, or the Court may inquire about the circumstances of a specific child or children.	
<b>Procedures:</b>	
<b>A. Responding to orders of reference alleging abuse/neglect</b>	<ol style="list-style-type: none"> <li>1. When the court issues an order of reference alleging abuse or neglect, the report will be assigned to CPS. Case must also be reported to Central Intake.</li> <li>2. Upon the receipt of the order of reference the caseworker will research all DCS records (paper files, Social Services Management System (SSMS)/<b>TFACTS</b>) to determine if there is a past history on the child, parents/caretakers and petitioner.</li> <li>3. The case worker will complete a CPS investigation or assessment as applicable.</li> <li>4. The case worker will complete a police background records check on the parents/caretakers and petitioner as outlined DCS policy <a href="#">16.20 Expedited Custodial Placement</a>.</li> </ol>
<b>B. Immediate Assessment</b>	<ol style="list-style-type: none"> <li>1. When an immediate expedited custodial placement (the placement with a relative or a person who has a significant relationship) is in the best interest of a child, DCS staff must secure form <b>CS-0668, Authorization for Release of Information to DCS</b> from all adult household members and conduct an Expedited Placement Assessment. This assessment must include at a</li> </ol>

	<p>minimum:</p> <p>a) A face-to-face interview with the placement resource,</p> <p>b) Criminal records checks on the placement resource and all adult household members:</p> <ul style="list-style-type: none"> <li>◆ <b>CS-0751, Background Clearance Check- Local Criminal History)</b></li> <li>◆ <b>CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X III Name Check</b></li> <li>◆ <b>CS-0741 DCS Records Check</b></li> <li>◆ If the placement resource has not been in residence in the county for a period of five (5) years, the local criminal records check must be made for previous places of residence five (5) years back. Central Intake will perform CPS/SSMS/<i>current child welfare information system</i> checks after-hours and weekends only. The Central Intake phone number is 1-877-237-0004. The local field staff will be responsible for these checks during regular business hours.</li> </ul> <p>c) Form <b><u>CS-0687 Criminal History and IV-E Eligibility Checklist</u></b> must be completed for all household members age eighteen (18) years or older which includes the following:</p> <ul style="list-style-type: none"> <li>◆ A <b>Methamphetamine Offender Registry Clearance</b> must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address is: <a href="http://www.tennesseeanytime.org/methor">http://www.tennesseeanytime.org/methor</a></li> <li>◆ A national <b>Sexual Offender Registry Clearance</b> must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address for a sex offender search is: <a href="http://www.nsopr.gov/">http://www.nsopr.gov/</a></li> <li>◆ A <b>TN Felony Offender Database Clearance</b> must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address is: <a href="http://www.tennesseeanytime.org/foil/search.jsp">http://www.tennesseeanytime.org/foil/search.jsp</a>.</li> <li>◆ An <b>Abuse Registry Clearance</b> must be completed for the prospective caregiver(s) and all adult household members. The Internet web site address is: <a href="http://health.state.tn.us/AbuseRegistry/">http://health.state.tn.us/AbuseRegistry/</a></li> </ul> <p>d) Central Intake will also perform the internet records clearance <u>after-hours and weekends only</u>. The local field staff will be responsible for this clearance during business hours.</p> <p>e) The placement resource and all adult members of the household must agree to be <u>scheduled</u> for their fingerprinting immediately after the expedited custodial placement is made. <b>Finger printing must be completed for expedited placement resources within fifteen (15) days. Failure to comply with this requirement will result in child's/children's removal from the placement.</b></p>
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	<p>f) The placement resource and all members of the household must agree to be <u>scheduled</u> for a medical examination immediately after the expedited custodial placement is made.</p> <p>g) Two (2) persons, who do not reside in the same home as the placement resource, must be contacted for a personal reference check prior to the placement. (Reference checks that are verbal will be documented and maintained in the case file).</p> <p>h) Staff must also make a home visit to verify that the residence meets the standards outlined in <i>Section E</i> of DCS Policy <a href="#">16.4, Resource Home Approval</a>.</p> <p>2. All information gathered during the expedited custodial placement assessment will be documented on form <b>CS-0682, Expedited Placement Assessment Summary</b> and submitted for approval within forty-eight (48) hours of making an expedited custodial placement</p>
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<b>Forms:</b>	<p><a href="#">CS-0668, Authorization for Release of information to DCS</a></p> <p><a href="#">CS-0682, Expedited Placement Assessment Summary</a></p> <p><a href="#">CS-0687 Criminal History and IV-E Eligibility Checklist</a></p> <p><a href="#">CS-0741, Database Search Results</a></p> <p><a href="#">CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X III Name Check</a></p> <p><a href="#">CS-0751, Background Clearance Check- Local Criminal History</a></p>
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<b>Collateral documents:</b>	<i>None</i>
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Order of reference:</b>	Refers to a Court order requesting DCS to conduct a study of a child’s (or children’s) situation and requiring a written report to the Court on a given date. Orders of reference involve allegations of child abuse or neglect, or they may simply inquire about the circumstances of a specific child or children.