



Administrative Policies and Procedures: 16.46

Subject:	Child/Youth Referral and Placement
Authority:	TCA 37-1-116(b); 37-1-137(a) (5); 37-2-415; 37-4-201 et seq.; 37-5-105(3); 37-5-106; Interstate Compact on the Placement of Children (ICPC); P.L. 109-239 Safe & Timely Interstate Placement of Foster Children Act of 2006; <i>Healthy, Hunger-Free Kids Act of 2010</i>
Standards:	COA: PA-FC 1, 2, 3, 6; PA-KC 1.02, 1.04, 2, 3, 6.01, 6.05, 6.06, 6.07, 6.09, 17.04; PA-CR 1, 2, 3, 4; DCS Practice Model Standard: 6-502A; 6-511C
Application:	To All Department of Children's Services Staff and Tennessee Licensed Child Placing Agency Staff
Policy Statement:	
DCS places custodial children/youth according to their individual needs. The placement will be respectful of a child/youth's home/school district, in their own community, placed with siblings, placed in a home-like, least restrictive setting that will meet their unique needs. To the extent possible, these placements will take into consideration the family, the child/youth, and the community's safety. Inter-jurisdictional referral and placement of a child/youth in DCS custody will be subject to compliance with this policy, the <u>Interstate Compact on the Placement of Children (ICPC)</u> and DCS policy <u>1.30, Interstate Compact on the Placement of Children</u> , as prescribed in the <u>ICPC Practice and Procedure Manual</u> .	
Purpose:	
Child welfare and the safety of children/youth in DCS custody is of utmost importance. Placement of children/youth in safe, secure and most appropriate settings to meet their needs is essential to their safety and well being. Although DCS has the responsibility for the placement of children/youth, all placement decisions are made in the context of a Child and Family Team Meeting (CFTM), if possible. When the CFTM cannot be convened to make placement decisions, the DCS Placement Services Division (PSD), in collaboration with the child/youth's family and/or supports, identify the best placement for the child/youth that will meet his/her unique, individual needs and limit the amount of trauma experienced by the child/youth.	
Procedures:	
A. Assessment of children/youth	<ol style="list-style-type: none"> 1. The placement of all children/youth will take into consideration all of the information gathered prior to and during the initiation of any custody episode. 2. This information will be documented in the child/youth's Family Functional Assessment (FFA) and continually updated during the custody episode according to DCS Policy <u>11.1 Assessment Process and Tools</u>. 3. Specialized assessments are utilized as needed and documented in the case file according to DCS Policy <u>11.1, Assessment Process and Tools</u>. The information gathered in these assessment tools are considered in the identification of the most appropriate placement settings for children/youth.

	<p>Other type of assessments include, but are not limited to:</p> <ul style="list-style-type: none"> a) Child and Adolescent Needs and Strengths Assessment (CANS); b) Family Advocacy Support Tool Manual (FAST); c) Structured Decision Making (SDM); d) Youth Level of Service (YLS); and e) Health Assessments. <p>2. Refer to DCS policy 16.48 Conducting Diligent Search for guidelines on searching and identifying all potential placement resources.</p>
<p>B.CFTM process for all placement decisions</p>	<ul style="list-style-type: none"> 1. The CFTM will be engaged in making all placement decisions in accordance with DCS Policy 31.7 Building, Preparing and Maintaining Child and Family Teams. 2. At the point that a child/youth comes into Departmental custody, the DCS representative and other specialized DCS experts, (if needed), will engage the family in discussing the unique needs of the child/youth and family. They will review all available assessment information so that the appropriate placement can be identified and matched to the child/youth’s needs. 3. Within the Initial CFTM, the members will utilize all assessments and available placement information to review and determine the best placement for the child/youth. <p>Note: If the Family Service Worker (FSW) identifies a child/youth, for whom DCS has been excused from reasonable efforts or TPR and adoption is likely, and the current resource family is not an option, the CFTM will consider a legal risk placement.</p> <ul style="list-style-type: none"> 4. The decision to change the placement of a child/youth for purpose of stabilization will be made within the context of a CFTM and scheduled, whenever possible, prior to the actual change of placement. Use DCS form CS-0747, Child and Family Team Meeting Summary, to document CFTM decisions. 5. When a CFTM is convened to prevent a disruption of placement or stabilize a placement, it must be held within fifteen (15) working days of the child/youth’s change in placement. If a provider requests that a CFTM be convened to discuss possible disruption or change, the FSW will respond and schedule that meeting within three (3) days of notification (refer to the CFTM Protocol).
<p>C. Referral process</p>	<ul style="list-style-type: none"> 1. Upon determination that a child/youth may need out of home placement (initial or subsequent), the FSW must immediately contact the PSD for assistance with locating an appropriate placement. The PSD staff completes Form CS-0727, Initial Intake, Placement Referral, and Checklist in TFACTS. In case of an emergency or if TFACTS is unavailable, form CS-0727 will be maintained as a “print, fill-in” form on the DCS Forms Web page. The PSD staff will begin gathering any known information about the child/youth and begin identifying the range of potential “out of home” placement options for the CFTM including placement options that may reside out of state. (Refer to the Regional Placement Services Division (PSD) Support Guide).

2. The PSD placement specialist, or appropriate designated staff person, will participate in the CFTM (if possible), and be prepared to provide the team with available options if the team determines placement is necessary. If the PSD placement specialist or appropriate designated staff person is unable to participate in the CFTM, they must provide the FSW assigned to the family the information about potential placements.
3. The PSD staff will document efforts toward placement in the child/youth's **TFACTS** record.
4. Placement Matching - The PSD staff will match a child/youth's placement in **TFACTS** using the following criteria:
 - a) Within region or within 75-mile radius of the home through which the child/youth entered custody or out-of-state; and
 - b) Siblings entering custody on or near the same time are placed together, unless doing so is harmful to one or more of the siblings.
5. When making a referral for placement, the following items will be submitted to the provider by the PSD staff:
 2. **Referral:** (All referral documents are available in **TFACTS**);
 - a) Cover Letter – (Not available in **TFACTS** but will be maintained in case of emergencies);
 - b) Family Functional Assessment, with any addendum, and revisions to include a behavior and placement summary for the last six (6) months (see DCS Policy [11.1, Assessment Process and Tools](#));
 - c) Critical medical information; the needs of the child/youth for any ongoing medical prescription, current prescription medication;
 - d) Any “zero tolerance” issues that may exist;
 - e) Psychological assessment, if appropriate;
 - f) Child & Adolescent Needs and Strengths (CANS), and Youth Level of Service(YLS) Assessments, if applicable;
 - g) Permanency Plan packet including revisions (includes Permanency Plan, **CS-0158, Notice of Equal Access to Programs**, Appeal Rights, **CS-0800, Notice of Action**, as applicable and **TennCare Medical Care Appeal** form) if completed at time of referral;
 - h) Commitment order; and
 - i) Any potential diligent search information needed for placement.
 3. In addition to the placement referral information, the following information is forwarded to the private provider agency, as soon as possible:
 - a) Admission: (Copies)
 - ◆ Additional Court Order(s);
 - ◆ **CS-0206, Authorization for Routine Medical Services For Minors**;
 - ◆ School records and special education records, **CS-0657, Education Passport** (includes information about notifying the school to certify a foster care child/youth for free school meals under the **Healthy, Hunger-**

	<p><i>Free Kids Act of 2010</i>); refer to DCS Policy 21.14, Serving the Educational Needs of Child/youth);</p> <ul style="list-style-type: none"> ◆ Immunization records; ◆ Birth Certificate; and ◆ Social Security Card. <p>b) Insurance information</p> <ul style="list-style-type: none"> ◆ Managed Care Organization (MCO) Behavioral Health Organization (BHO); or ◆ Copy of Tenn-Care application.
<p>D. Placement options</p>	<ol style="list-style-type: none"> 1. All placements on behalf of a child/youth must consider the following three (3) principals: <ol style="list-style-type: none"> a) Minimizing the trauma experienced by child/youth and families during the placement process; b) Striving for the first placement to be the best placement within the child/youth’s home county/community or as close to home as possible; and c) Placing child/youth in the most appropriate, most family-like setting that will meet their needs. 2. The CFTM will consider placements for child/youth that are the least restrictive and the least intrusive setting to meet their needs, including the opportunity to keep siblings together in resource homes (refer to <i>Section F</i> of this policy). This will occur in a successive manner from least restrictive to most restrictive according to the individual child/youth’s needs. Potential placement options will be considered as follows: <ol style="list-style-type: none"> a) Within their own Home- Whenever possible, child/youth will remain in their own home with supportive services. These services will include formal and informal supports accessed within a child/youth and family’s community. Placement with a parent who reside out of state are subject to compliance with the <i>Interstate Compact on the Placement of Children</i>. Refer to <i>Section L</i> and the ICPC Practice and Procedure Manual for specific referral and placement procedures. b) With Relatives or Kin- Placement with a relative/significant kin will be preferred over that of a non-relative as long as the relative home can provide a safe and stable environment: <ul style="list-style-type: none"> ◆ Relative/significant kin providing for child/youth in DCS custody is provided with the same financial and case management support as a non-relative resource home as soon as the approval process is completed. ◆ Completion of the approval process is required. Refer to DCS Policy 16.20, Expedited Custodial Placements. ◆ Placement with a relative or kin resource who resides out of state is subject to compliance with the <i>Interstate Compact on the Placement of Children</i>. Refer to <i>Section L</i> of this policy and The Interstate Compact

[on the Placement of Children \(ICPC\) Practices and Procedures Manual](#), for specific referral and placement procedures.

- c) **Resource Home Inside the Child's Home County/Neighborhood-** Whenever possible, child/youth is placed in resource homes within or as close to their own neighborhoods. By placing child/youth within their neighborhoods, they have the best opportunity to maintain connections to their informal supports and remain in their current school. This option limits the amount of trauma experienced by the removal process. Efforts are made to access both informal and formal outpatient services to meet any needs identified.
- d) **Resource Home Outside the Child's Home County/Neighborhood-** When resource homes are not available within the child/youth's neighborhood, child/youth will be placed in the nearest resource home to their community. Specific plans are made for child/youth to be able to maintain connections to their community supports and friends while they are temporarily away from home. Much like placement within their communities, informal and formal outpatient services are accessed to meet any treatment needs. Placement with a resource home for a child/youth who resides out of state is subject to compliance with the *Interstate Compact on the Placement of Children*. Refer to *Section L* and [The Interstate Compact on the Placement of Children \(ICPC\) Practice and Procedure Manual](#) for specific referral and placement procedures.
- e) **Group Home-** This placement type is sought for child/youth with moderate behavior problems that could not be better served in a family setting. Assessment criteria will reflect the needs for a higher level of care outside of a family setting. The child/youth must present minimum to moderate risk to the community so that specialized services can be accessed outside of the facility on an outpatient basis. Placement with a group home located out of state is subject to compliance with the *Interstate Compact on the Placement of Children*. Refer to *Section L* and [The Interstate Compact on the Placement of Children \(ICPC\) Practice and Procedure Manual](#) for specific referral and placement procedures.
- f) **Residential Treatment Center-** Residential Treatment Centers (RTC) are utilized when the child/youth have serious symptoms or major impairment in several areas, such as work or school, family relations, judgment, thinking or mood or a moderate to high risk of elopement. They have a moderate to high risk for instability in behavior and mental health status, or occasionally experience acute psychiatric episodes. Impairment prevents regular utilization of outpatient treatment. Placement in a licensed Residential Treatment Center (RTC) located out of state requires compliance with the *Interstate Compact on the Placement of Children*. Refer to *Section L* and [The Interstate Compact on the Placement of Children \(ICPC\) Practice and Procedure Manual](#) for specific referral and placement procedures.
- g) **Detention-** Utilized as a short-term placement for delinquent child/youth only that require constant supervision due to their risk to the community and/or others. This setting is utilized as a temporary placement (see *Section F-2* of this policy), until assessment of the child/youth's needs are completed or a more long-term placement is secured.

	<p>h) Youth Development Center- This placement setting is utilized for delinquent offenders that have multiple or aggravated felony offenses and pose a significant risk to the community. Child/youth considered for this placement will meet the criteria and expectations in accordance with DCS Policies 11.3, Criteria for Assessment and Placement of Delinquent Youth in Youth Development Centers, and 18.34, Referral and Placement of Youth in Regional Youth Development Centers.</p> <p>i) Hospital/Sub-Acute- This type of service is utilized when behaviors are influenced by delusions, hallucinations, or serious impairment in communications. There is an inability to function in almost all areas and the child/youth may pose a significant risk of harm to self or others. The level of functioning is not due exclusively to mental retardation, organic dysfunction, or developmental disabilities. The difficulties are amenable to active psychiatric treatment and require twenty-four (24) hour supervision or access to staff. The child/youth presents a need for highly specialized on-site treatment; and the assessment results reflect a need for this type of service.</p> <p>3. If a DCS resource home wants to become a resource home serving medically fragile children/youth, the home must become a shared home with a private provider agency that is approved to serve medically fragile children/youth. For the scope of services for a medically fragile child/youth, refer to the Private Provider Policy Manual.</p> <p>Note: When identifying the placement that best meets the child/youth and family's needs, it is necessary to determine whether a Placement Exception Request is needed. Refer to Criteria for Determining a Placement Exception Request (PER) to determine whether a PER is necessary for the placement type. If necessary, place a copy of the Placement Exception Request, CS-0664, in the child/youth's case file and document it in TFACTS Case Recordings.</p>
<p>E. Placement standards</p>	<p>DCS will make placements based on the following placement standards:</p> <ol style="list-style-type: none"> 1. All children/youth will be placed within their own region or within a 75-mile radius of the home from which the child/youth entered custody, unless: <ol style="list-style-type: none"> a) The child/youth's needs are so exceptional that they cannot be met by a family or facility within the region; b) The child/youth needs placement and the child/youth's permanency goal is to be returned to his parents who at that time reside out of the region; or c) The child/youth is placed with a relative out of the region. 2. Children/youth will not remain in any emergency or temporary facility, including but not limited to emergency shelters, for more than thirty (30) days. Children/youth will not be placed in more than one such facility within any 12-month period. An exception to the multiple placement limit within any 12-month period may be made as follows: <ol style="list-style-type: none"> a) For an individual placement episode for a maximum of five (5) days for runaways and children/youth facing a direct threat to their safety, or who are a threat to the safety of others, where immediate removal is necessary; or

	<p>b) For a single additional placement in a primary treatment center (PTC) for up to a maximum of fifteen (15) days, if a child/youth's behavior has changed so significantly that placement for the purposes of assessment is critical for the determination of an appropriate placement.</p> <p>3. No child/youth in DCS physical or legal custody in foster care will be placed, by DCS or with knowledge of DCS, in a jail, correctional or detention facility unless such child/youth has been charged with a delinquency charge or unless otherwise placed or ordered by the court. DCS will work with law enforcement and court officials to ensure that DCS is notified <u>immediately</u> of any child/youth in DCS legal custody who has been placed in a jail, correctional or detention facility.</p> <p>4. DCS will not place any child/youth determined by a DCS assessment to be at high risk for perpetrating violence or sexual assault in any foster care placement with foster children/youth not so determined.</p> <p>5. DCS will not place any child/youth in a household with other children/youth that have delinquent adjudications or charges, unless it is determined that the parent can provide safe supervision and work productively and constructively with both types of children/youth.</p> <p>6. Child/youth is placed in accordance with their individual needs, taking into account the child/youth's needs to be placed as close to home and community as possible, the need to place siblings together and the need to place child/youth in the least restrictive, most home-like setting.</p> <p>7. Siblings who enter placement at or near the same time will be placed together, unless:</p> <ul style="list-style-type: none">a) Doing so is harmful to one or more of the siblings;b) One of the siblings has such exceptional needs that can only be met in a specialized program or facility; orc) The size of the sibling group makes such placement impractical notwithstanding diligent efforts to place the group together. These efforts will be documented and maintained in the case file. <p>8. Children/youth who reside with smokers have more upper respiratory infections than most children/youth. Particular caution is taken when resource parents or others smoke in the home or in the presence of children/youth. Smoking and the use of tobacco products are prohibited in any vehicle in which children/youth receiving care in the home are transported. Children/youth that are medically fragile, or who experience asthma or other breathing-related medical conditions, are not placed into homes with resource parents who smoke.</p> <p>9. No child/youth will be placed in a resource home if that placement will result in:</p> <ul style="list-style-type: none">a) More than three (3) foster children/youth in the home;b) More than six (6) children/youth, including the resource family's natural and/or adopted children/youth, in the home; orc) More than three (3) children/youth under the age of 3 in the home; unless either:<ul style="list-style-type: none">◆ Such placement is in the best interests of all the foster children/youth in
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	<p>the home; or</p> <ul style="list-style-type: none"> ◆ The child/youth is part of a sibling group and there are no other children/youth in the home. <p>10. No child under 6 years of age will be placed in a placement other than a resource home unless the child has exceptional needs which cannot be met in a resource home but which can be met by the congregate care facility in which the child is placed.</p> <p>11. A resource home will not have more than two (2) children/youth in the home if the children/youth are medically fragile or therapeutic.</p> <p>12. No child/youth will be placed in a residential treatment center or any other group care setting with a capacity in excess of eight (8) children/youth unless:</p> <ul style="list-style-type: none"> a) The child/youth’s needs can be met in that specific facility; and b) That facility is the least restrictive placement that could meet the child/youth’s needs. <p>13. Child/youth, for whom the permanency goal is adoption, is placed (whenever possible) with a family in which adoption is a possibility.</p> <p>14. Race, and/or ethnicity, and/or religion will not be the basis for a delay or denial in the placement of a child/youth, either with regard to matching the child/youth with a resource family or with regard to placing a child/youth in a group facility.</p> <p>15. DCS will only contract for placements or services with licensed contractors or subcontractors.</p> <p>16. If DCS approves a placement that does not meet the applicable standard related to the placement and supervision of children/youth, the Regional Administrator (RA) will either:</p> <ul style="list-style-type: none"> a) Indicate that the placement meets one of the permissible exceptions under the standards and, if so, ensure that the facts supporting that exception are documented in the case file; or b) Indicate that the placement does not meet one of the permissible exceptions, document the reasons that the placement was approved, and indicate any further action to be taken with respect to that placement. <p>17. DCS, using aggregate data and case reviews, will be responsible for tracking, reporting, and ensuring that appropriate action is taken with respect to placements that do not comply with the placement standards.</p>
<p>F. Placement of siblings</p>	<p>1. Siblings who enter custody at or near the same time will be placed together, unless:</p> <ul style="list-style-type: none"> a) Doing so is harmful to one or more of the siblings; b) One of the siblings has such exceptional needs that they can only be met in a specialized program or facility; or c) The size of the sibling group makes such placement impractical notwithstanding diligent efforts to place the siblings together.

	<ol style="list-style-type: none"> 2. If a sibling group is separated at the time of placement, the child/youth’s FSW, along with other identified staff, will make immediate efforts to locate or recruit a family in whose home the siblings can be reunited. Documentation of the recruitment efforts will maintained in the case file. 3. Upon verbal or e-mail approval of the PER, complete form CS-0664, Placement Exception Request (PER) within three (3) days of placement as needed. 4. Refer to DCS Policy 16.43, Supervised and Unsupervised Visitation between Child/Youth, Family and Siblings for sibling visitation requirements.
<p>G. Placement of children of minor parents in foster care</p>	<ol style="list-style-type: none"> 1. During assessment of the initial or continued placement of a minor child that has a child of their own during a custodial episode (by emergency removal or voluntary placement agreement), the maturity level and needs of the minor parent and the infant must be strongly considered. 2. If the minor parent is less than 16 years of age and a relative/kinship placement for both the parent and infant child are not available, the infant child is always placed into DCS custody for the purpose of support and permanency planning. 3. If it is not in the best interest for the infant to come into DCS custody, placement of the child with the minor parent will be discussed with the Central Office Director of Foster Care and Adoption Services prior to a final decision. If there is a need for additional support to the infant, mother and resource parents, form CS-0674, Special/Extraordinary Rate Request is completed and considered to support child's placement with the minor parent. See DCS Policy 16.29 Resource Home Board Rates. 4. Children of minor parents who enter custody will be placed with their parent(s), unless: <ol style="list-style-type: none"> a) Doing so is harmful to either the minor child or infant; b) The child or minor parent have such exceptional needs that they can only be met in a specialized program or facility; or c) The size of the family makes such a placement impractical, despite diligent efforts to place the minor child and infant together. 5. Upon verbal or e-mail approval of the PER, complete form CS-0664, Placement Exception Request (PER) within three (3) days of placement as needed. 6. If a minor parent and their child are separated at the time of placement, the child’s FSW, along with other identified staff will make immediate efforts to locate or recruit a family in whose home the minor parent and child can be reunited. These efforts will be documented and maintained within the case file. 7. Refer to DCS Policy 16.43, Supervised and Unsupervised Visitation between Child/Youth, Family and Siblings for sibling visitation requirements.
<p>H. Information disclosure at</p>	<ol style="list-style-type: none"> 1. If circumstances require any child/youth to be placed in a private provider agency setting, DCS will provide all information to assure appropriate

<p>placement</p>	<p>placement and services.</p> <ol style="list-style-type: none"> 2. In the event that a child/youth is placed in a resource home, the department will disclose all information in accordance with DCS policy 20.25, Health Information Records and Access. This will include the use of form CS-0544, Resource Home Placement Checklist. 3. If a resource parent has concerns regarding full disclosure of child/youth information, they may contact the local DCS office and schedule an opportunity to review child/youth specific information and discuss concerns with the FSW and Team Leader.
<p>I. Restriction and response of DCS regarding child/youth in DCS custody placed in detention, jails or correctional facilities</p>	<ol style="list-style-type: none"> 1. No child/youth in foster care will be placed in a jail, correctional, or detention facility unless the child/youth has been charged with a delinquent offense or unless otherwise placed or ordered by the court. Court orders, verbal or written, purportedly instructing DCS to place a child/youth in jail, YDC, or detention facility are provided immediately to the DCS Regional Counsel for interpretation and legal advice. 2. Upon notice that a child/youth in DCS custody has been placed in a jail, correctional facility, or detention center, the assigned FSW will immediately determine the child/youth's current adjudication status. 3. If it is determined that the child/youth is in DCS custody as a result of a dependent/neglect or unruly adjudication, the FSW will immediately determine if detainable delinquent charges have been filed against the child/youth or if there is a court order placing the child/youth in the facility. Before placement is made based upon a court order instructing DCS to require such a placement, the FSW must consult with the Regional General Counsel. If the Regional General Counsel determines that the written court order does require such placement, the child/youth is placed there until the order is amended upon reconsideration by the court, or until a higher court reverses such a court order, as confirmed to the FSW by the DCS attorney. 4. When it is determined that: <ol style="list-style-type: none"> a) There are no detainable charges against the child/youth; and b) The DCS Regional Counsel determines that the court order does not require the child/youth's placement in a hardware secure facility (such as a jail, correctional facility or detention facility), the FSW will make arrangements for the child/youth to be removed from the facility and placed in an appropriate resource care placement. 18. The response to removal of a child/youth from these facilities is <u>immediate</u>. During such periods, that a child/youth is in a detention facility or jail, the assessments as listed in <i>Section A-2</i> are implemented by provision of services identified in the assessments. 5. If a child/youth is awaiting community placement and is not moved within fourteen (14) days, approval must be given by the RA for the placement to continue. 6. A child/youth placed in detention or otherwise detained in another state due to runaway or other legal reasons is subject to return through the <i>Interstate Compact on Juveniles (ICJ)</i> program.

<p>J. Placement of delinquent youth in a resource home</p>	<ol style="list-style-type: none"> 1. When placing a delinquent youth in a resource home, the prospective resource family is provided with all available information regarding the youth’s delinquent record. Resource homes have the right to refuse placement of delinquent offenders whom they judge to present an unacceptable risk to their family, other foster child/youth, their property or community. 2. Youth adjudicated delinquent, committed to DCS for felony offense(s) and who have a history of convictions for felony offenses, will not ordinarily be placed in a family resource home to receive residential treatment. Any such placement must be approved by the Deputy Commissioner for Juvenile Justice/designee and the committing Juvenile Court notified of the planned foster home placement. 3. Step-down and placement in a family resource home is made following a period of residential treatment without notification to the committing court or approval from the Deputy Commissioner for Juvenile Justice Programs /designee. If the resource home has other children/youth residing in it (biological or foster), the risk to those children/youth is assessed prior to the placement of a delinquent child/youth in the home if the delinquent child/youth was adjudicated on charges regarding violence against a person (including sexual offenses). 4. Youth adjudicated delinquent, committed to DCS because of misdemeanor offenses and in the absence of prior felony offenses, may be placed in family resource homes following notification of the committing court. 5. Resource homes that accept delinquent youth must take the 9-hour course, “<i>Parenting the Delinquent Youth</i>” before the youth is placed in the home. This training must address the juvenile justice system, discipline, birth parent, teenage behavior and community involvement.
<p>L. Out-of-state placements (ICPC)</p>	<ol style="list-style-type: none"> 1. The out-of-state placement of a child/youth in DCS custody with a parent, relatives/kin, resource home, group home or licensed residential treatment facility is subject to compliance with the <i>Interstate Compact on the Placement of Children (TCA 37-4-201-207)</i>, <i>Safe and Timely Interstate Placement of Foster Children Act of 2006, P.L. 109-239</i>, and DCS Policy <u>1.30, Interstate Compact on the Placement of Children.</u> 2. No child/youth in DCS custody is placed into a receiving state until appropriate DCS personnel has filed an ICPC referral with supporting documents with the TN DCS State Office and the appropriate public authority in the receiving state has issued a decision regarding placement. 3. Placement of a DCS child/youth into the receiving state prior to issuance of a placement decision by the receiving state authorities constitutes a violation of the Compact and puts the child/youth “at-risk.” 4. DCS is responsible to maintain the custodial child/youth in an intra-state placement pending compliance with the <i>Interstate Compact on the Placement of Children (ICPC)</i>, for out of state placements with a parent, relatives/kin, resource home, group home or licensed residential treatment facility. Compliance requires initiation of a referral and the issuance of a written

	<p>decision regarding placement of the child/youth from the receiving state ICPC office.</p> <p>5. No child/youth is placed out of state in a licensed residential treatment center or any other group care setting (out of state) prior to compliance with the <i>Interstate Compact on the Placement of Children (ICPC)</i>.</p> <p>6. Refer to the <u>Interstate Compact on The Placement Of Children Practices and Procedural Manual</u> for procedures on ICPC compliance.</p>
<p>K. Data system documentation</p>	<p>1. Placement information for child/youth in DCS custody is entered into TFACTS according to best practice and in a timeframe that allows for the needs of the child/youth being placed. This includes the following: disruptions, a move toward permanency, a move to a lower level placement or a change in resource home.</p> <p>2. Events not documented elsewhere in TFACTS or requiring a fuller explanation are entered into Case Recordings which will be recorded and completed within thirty (30) days of date of occurrence</p>

<p>Forms:</p>	<p><u>CS-0206 Authorization for Routine Health Services for Minors</u></p> <p><u>CS-0544 Resource Home Placement Checklist</u></p> <p><u>CS-0657 Education Passport</u></p> <p><u>CS- 0664 Placement Exception Request – (Note- The Exception module will be in TFACTS, however, a copy of the form is maintained in the case file in the event of emergencies.)</u></p> <p><u>CS-0674 Special or Extraordinary Rate Request</u></p> <p><u>CS-0727 Custodial Intake Form</u></p> <p><u>CS-0747 Child and Family Team Meeting Summary</u></p> <p><u>TennCare Medical Appeal</u></p>
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<p>Collateral documents:</p>	<p><u>Child and Family Team Meeting Protocol (CFTM)</u></p> <p><u>Criteria for Requesting a Placement Exception Request</u></p> <p><u>The Interstate Compact on The Placement Of Children Practices and Procedural Manual</u></p> <p><u>Protocol for Continuation of TennCare Eligibility for Children Exiting Custody</u></p> <p>Regional Placement Services Division (PSD) Support Guide</p>
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Glossary:	
Family Service Worker:	A DCS term used to identify the person who is principally responsible for the case and has the primary responsibility for building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.
Group Home:	A home operated by any person, agency, corporation, or institution or any group which receives 7 to 12 children under 17 years of age for full-time care outside their own homes in facilities owned or rented and operated by the organization. Group homes can provide care for delinquent, unruly and dependent/neglected youth with the first priority being delinquent youth.
Child of a Minor Parent:	An infant that is born to a child/youth that is already in the care/custody of the state agency but the mother and infant are placed in the same Resource Home together.