



## State of Tennessee Department of Children's Services

### Administrative Policies and Procedures Change Notice

Below is a listing of new/revised policies and policy related updates. Applicable State and Federal Laws and Rules governing policies are listed in "Authority" Section and applicable best practice standards are listed in the "Standards" section of each policy. New/revised policies should be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#). If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

The "**Policy on PREVIEW**" notation below indicates that the revised/new policies are placed in the **PREVIEW** folder on the "**Policies and Procedures**" web page for a maximum of thirty (30) days (or less as applicable) prior to their effective date and will require a **MAJOR** review unless otherwise specified. The thirty (30) day **PREVIEW** period is designated for policy review, interpretation and/or training. For revised policies, the **PREVIEW** document will be "marked up" and contain both deleted and revised information that represents the final/approved policy. Deleted information will be displayed as a "strickethrough" (ex., ~~strickethrough~~) and revised information will be displayed in red font. Some policies may not be "marked up" and these represent a total re-write or new policy which will require a **MAJOR** policy review. During the thirty (30) day **PREVIEW** period the current policy will remain in the policy chapter until the effective date of the new/revised policy. After the thirty (30) day **PREVIEW** period ends, the official policy will be moved to the appropriate Policy Chapter. Policy revisions that are **MINOR** or required to be implemented immediately due to changes in laws, rules, etc., may not be placed on **PREVIEW** or sent on policy review, but placed directly in the policy chapter, an effective date assigned accordingly and announced.

#### NOTES



- ◆ For the **most current version** of Policies and Procedures always refer to the ***Policies and Procedures Web Page***.
- ◆ If forms are copied and stocked for use, always check the "Forms" Webpage for the **most current version** and discard all previous versions. DCS forms may not be altered without prior approval.
- ◆ **Use the "FIND" feature on the Forms Web Page to quickly locate forms:** Click "**EDIT**" in the top left corner on the Forms Web Page and select "**Find.**" In the "**Find**" dialogue box, type in a **portion of the form title**, or the **complete form title**, or the **form number** to search for forms on this page.
- ◆ 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 | ***Forms Associated with Policies and Procedures |
|-------------------------|---|--|--|-------------------------|--|
| 1.                      | <a href="#">14.1</a><br><a href="#">Central Intake</a>                              | 14   | Carla Aaron, Ex. Director<br>Child Protective Services | 01/15/10                | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <span style="color: red;">Minor policy review required.</span> |  |                         |  |
| 2.                      | <a href="#">14.3</a><br><a href="#">Screening, Priority Response and Assignment</a> | 14   | Carla Aaron, Ex. Director<br>Child Protective Services | 01/15/10                | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <span style="color: red;">Minor policy review required.</span> |  |                         |  |

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
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| 3.                      | <a href="#">14.4 Engaging Families- Family Functional Assessment and CFTMs</a>                              | 14   | Thomas Jones, Director Assessments                  | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 4.                      | <a href="#">14.5 Child Protective Services Planning, Initiation and Assessment of Safety and Protection</a> | 14   | Irma Buchanan, Director CPS Investigations          | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 5.                      | <a href="#">14.6 Child Protective Investigative Team- CPIT</a>  | 14   | Irma Buchanan, Director CPS Investigations          | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 6.                      | <a href="#">14.8 Child Protective Services Case Transition or Closure</a>                                   | 14   | Irma Buchanan, Director CPS Investigations          | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 7.                      | <a href="#">14.9 Child Protective Services Immediate Protection Agreements and Non-Custodial Petitions</a>  | 14   | Irma Buchanan, Director CPS Investigations          | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 8.                      | <a href="#">14.10 Child Protective Services Formal File Review Process</a>                                  | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 9.                      | <a href="#">14.11 Child Protective Services Due Process Rights and Reviews</a>                              | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |   | Revised to delete all references to "TNKids" and replace with "current child welfare information system." <b>Minor policy review required.</b> |   |                          |  |
| 10.                     | <a href="#">14.12 Removal Safety and Permanency Considerations</a>  | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |

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| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 11.                     | <a href="#">14.14 Shared or Delegated Child Protective Services Investigative Activities</a> | 14   | Irma Buchanan, Director CPS Investigations          | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 12.                     | <a href="#">14.16 Child Protective Services Case File Organization</a>                       | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 13.                     | <a href="#">14.24 Child Protective Services Background Checks</a>                            | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 14.                     | <a href="#">14.25 Special Child Protective Services Investigations</a>                       | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 15.                     | <a href="#">14.27 Family Crisis Intervention Services</a>                                    | 14   | Carla Aaron, Ex. Director Child Protective Services | 01/15/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 16.                     | <a href="#">16.2 Multi-Ethnic Placement Act (MEPA-IEPA)</a>                                  | 16   | John Johnson, Director Foster Care                  | 01/01/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |
| 17.                     | <a href="#">16.16 Denial or Closure of Resource Homes</a>                                    |  | John Johnson, Director Foster Care                  | 01/01/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |  | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |   |                          |  |

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| 18.                     | 16.24      | <a href="#">Children of Native American Heritage</a>   |                | John Johnson, Director<br>Foster Care | 01/01/10                 | No changes. See forms section of policy.         |
| <b>Policy revision:</b> |            | Revised to delete all references to “TNKids” and replace with “current child welfare information system.” <b>Minor policy review required.</b> |                |                                       |                          |  |

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