



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 "strikethrough" (ex., ~~strikethrough~~) 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.	4.2 Job Performance Evaluations	4	Dezanne Russell, Director HR	01/15/10	None
Policy revision:		Revisions made to Section A, 1, b) and c; and Section B to remove time frames. Major review required.			
2.	4.21 Physical Examinations Required for Designated Employees	4	Dezanne Russell, Director HR	02/01/10	CS-0185, Notification of Conditions of Employment

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor revisions that may not have a significant impact on current practice or process).

Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Policy revision:		Policy revised to update with current procedures and processes. Policy on <i>PREVIEW</i> until effective date 02/01/10. Major policy review required.			
3.	4.23	Prohibition of Light Duty Job Assignments	4	Dezanne Russell, Director HR	02/01/10 None
Policy revision:		Policy revised to update with current procedures and processes. Policy on <i>PREVIEW</i> until effective date 02/01/10. Major policy review required.			
4.	16.48	Conducting Diligent Search	16	John Johnson, Director Foster Care	02/01/10 Family Notification Letter No other changes. See forms section of policy.
Policy revision:		Revisions made to policy statement and purpose statement; Revisions made to sections A and B. Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Policy on <i>PREVIEW</i> until effective date 02/01/10. Minor policy review required.			
5.	20.8	Reproductive Health Education and Services	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10 No changes. See forms section of policy.
Policy revision:		Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Minor policy review required.			
6.	20.12	Dental Services	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10 No changes. See forms section of policy.
Policy revision:		Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Minor policy review required.			
7.	20.15	Medication Administration-Storage and Disposal	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10 No changes. See forms section of policy.
Policy revision:		Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Minor policy review required.			

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8.	20.19	Communicable Diseases	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.
Policy revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor policy review required.				
9.	20.22	HIV and AIDS	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.
Policy revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor policy review required.				
10.	20.24	Informed Consent	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.
Policy revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor policy review required.				
11.	20.25	Health Information Records and Access	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.
Policy revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor policy review required.				
12.	20.29	Death of a Child in DCS Custody	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.
Policy revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor policy review required.				
13.	20.56	Child Death Internal Review	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.

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Policy revision:		Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Minor policy review required.			
14.	20.57 End of Life Decisions for Children in Custody	20	Audrey Corder, Ex. Director Well Being Patricia Slade, RN, Medical Services	01/15/10	No changes. See forms section of policy.
Policy revision:		Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Minor policy review required.			
15.	31.15 Transportation of Children-Youth by Regional Employees	31	Audrey Corder, Ex. Dir, Well-Being Ted Martinez, Ex. Dir., J.J. Elizabeth Black, Ex. Dir., Permanency	02/15/10	CS-0206 Authorization for Routine Health Services for Minors CS-0351 Transportation Request CS-0330, Use of Restraint Report CS-0543 Well Being Information and History CS-0627 Informed Consent for Psychotropic Medication CS-0657, Education Passport and School Enrollment Letter CS-0727, Initial Intake, Placement Referral and Checklist CS-0813 Medication Transfer
Policy revision:		Policy revised to delete references to the “use of soft restraints” on D & N children/youth and to incorporate policy 13.23 Search of Unruly Delinquent Youth as a new Section E in this policy. Policy 13.23 will be deleted after the revised 31.15 becomes effective. Policy on PREVIEW until effective date 02/15/10. Major policy review required.			

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