



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.	13.1 Supervision Levels of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth	13	Jacqueline Moore, Director JJ Training and Community Service	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.			
2.	13.3 Improper Commitments	13	Jacqueline Moore, Director JJ Training and Community Service	01/15/10	No changes. See forms section of policy.

- **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).

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3.	13.5 Electronic Monitoring Use on Youth Adjudicated Delinquent	13	Jacqueline Moore, Director JJ Training and Community Service	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.			
4.	13.6 Minor and Major Violations- Delinquent Youth on Probation and Aftercare	13	Jacqueline Moore, Director JJ Training and Community Service	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.			
5.	13.9 Transfers Within and Between Regions	13	Jacqueline Moore, Director JJ Training and Community Service	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.	13.12 Substance Abuse Screening for Youth on Probation and Aftercare	13	Jacqueline Moore, Director JJ Training and Community Service	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.	13.26 Probation Referrals	13	Jacqueline Moore, Director JJ Training and Community Service	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.			
8.	13.27 Predisposition Investigations and Reports	13	Jacqueline Moore, Director JJ Training and Community Service	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.	13.28 Grievance Procedures for Youth on Probation or Aftercare	13	Jacqueline Moore, Director JJ Training and Community Service	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.			
10.	13.31 Discharge of Delinquent Youth-Probation and Aftercare	13	Jacqueline Moore, Director JJ Training and Community Service	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.	13.32 Detainers	13	Jacqueline Moore, Director JJ Training and Community Service	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.	16.32 Foster Care Review and Quarterly Progress Reports	16	John Johnson, Director Foster Care	02/01/10	No changes. See forms section of policy.
Policy revision:		Purpose statement and Sections A and B revised; Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Policy on PREVIEW until effective date 02/01/10. Minor policy review required.			
13.	16.33 Permanency Hearings	16	Diane Irwin, Director Child Permanency	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.			
14.	16.39 Subsidized Permanent Guardianship	16	Odessa Krech, Program Mgr. Foster Care	01/01/10	No changes. See forms section of policy.
Policy revision:		Revised Section B-1 to delete Fostering Connections law; Deleted all references to “TNKids” and replaced with “current child welfare information system.” Minor policy review required.			
15.	16.43 Supervised and Unsupervised Visitation Between Child-Youth, Family and Siblings	16	John Johnson, Director Foster Care	02/01/10	Forms section revised to delete forms: CS-0747 and CS-0777
Policy revision:		Revisions made to Sections A, 2; B, 3; C, 1 and 4, d); E; and G. Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Policy on PREVIEW until effective date 02/01/10. Minor policy review required.			
16.	18.9 Youth with Adult Sentences	18	Ted Martinez, Ex. Director Juvenile Justice	01/15/10	No changes. See forms section of policy.

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17.	18.34 Referral and Placement of Youth in Regional YDC	18	Ted Martinez, Ex. Director Juvenile Justice	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.			
18.	24.11 Grievance Procedures for Youth in DCS Group Homes	24	Becky Phelps, Director DCS Group Homes/JJ	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.			
19.	27.11 Preventing, Reporting and Apprehending Runaways at DCS Group Homes	27	Becky Phelps, Director DCS Group Homes/JJ	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.			
20.	27.19 Search Procedures for Youth Development Centers	27	Ted Martinez, Ex. Director Juvenile Justice	27	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.			
21.	31.7 Building, Preparing and Maintaining Child and Family Teams	31	Diane Irwin, Director Child Permanency	02/01/10	No changes. See forms section of policy.
Policy revision:		Revisions made to Sections A; B; C; D; E and F. Revised to delete all references to “TNKids” and replace with “current child welfare information system.” Policy on PREVIEW until effective date 02/01/10. Minor policy review required.			

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