



State of Tennessee Department of Children's Services

Administrative Policies and Procedures Change Notice - February 16, 2010

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.

Table with 7 columns: Policy No., Policy/Other Document, Policy Chapter, Policy Owner/Contact, Effective/Revision Date, and ***Forms Associated with Policies and Procedures. Row 1: 18.34, Referral and Placement of Youth in Regional YDC, 18, Ted Martinez, Ex. Dir. JJ, Jacqueline Moore, JJ, 03/01/10, No Updates; See forms section of policy. Policy revision: Section B, item d revised to replace "scores" with "checklist." Minor policy review required.

- 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
2.	Manual	Interstate Compact on Juveniles Practices and Procedures Manual - 2010	1	Sherry Bolden-Rivers, ICJ Administrator, Juvenile Justice	03/01/10	None
Manual revision:		Manual revised to update procedures and processes and new rules instituted by the <u>Interstate Commission for Juveniles</u> . Manual on <i>PREVIEW</i> until effective date 03/01/10. Minor policy review required.				
3.	Protocol	Attachment to Policy 16.31: Instructions for the Custodial Permanency Plan	16	Diane Irwin, Permanency	02/01/10	None
Protocol revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor review required.				
4.	Protocol	Attachment to Policy 16.39: Protocol for Subsidized Permanent Guardianship Case File Contents	16	John Johnson, Director, Foster Care	02/01/10	None
Protocol revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor review required.				
5.	Protocol	Attachment to Policy 16.4 and 16.8: Resource Home Eligibility Team (RHET) Protocol	16	John Johnson, Director, Foster Care	02/01/10	None
Protocol revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor review required.				
6.	Protocol	Attachment to Policy 16.4 and 16.8: DCS Resource Home Eligibility (D-RHET) Protocol	16	John Johnson, Director, Foster Care	02/01/10	None
Protocol revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor review required.				
7.	Protocol	Attachment to Policy 15.11: Protocol for Making Adoptive Placements	16	John Johnson, Director, Foster Care/Adoption Vicki Davis, Adoptions	02/01/10	None
Protocol revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor review required.				

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	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/Revision Date	***Forms Associated with Policies and Procedures
8.	Protocol	Attachment to Policy 15.11: Protocol for Adoption Assistance When Children Re-enter Care	16	John Johnson, Director, Foster Care/Adoption Vicki Davis, Adoptions	02/01/10	None
Policy revision:		Revised to delete all references to "TNKids" and replace with "current child welfare information system." Minor review required.				

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