



Tennessee Department of Children's Services Child Protective Services/Non-Custodial Case File Documentation and Organization Checklist

1. INTAKE

- A. CPS Referral/Intake or CS-0727, Initial Intake, Placement Referral and Checklist
- B. Child Protective Services Intake (CS-0680) (if the Central Intake System is disabled)
- C. Case Recordings - filed in chronological order with the most recent event on top
- D. Notification to the Reporter
- E. Notification to Juvenile Court, District Attorney and Law Enforcement (as deemed necessary)
- F. CPS-SIU Investigation Notification (CS-0826) (as deemed necessary)
- G. Case Intake Packet Document Verification (CS-0050)

2. INVESTIGATION/ASSESSMENT SERVICES (All sections may not apply to all assessment services situations)

- A. Structured Decision Making Forms, Family Functional Assessment, CANS, FAST, Pictorial Tools
- B. DCS History and Background Checks
- C. Medical Reports, to include medical conditions, specialized needs, medications & allergies;
Autopsy Reports (when applicable)
- D. Psychological Reports, Mental Health Reports
- E. Educational Reports
- F. Substance Abuse Reports/Assessments and Provider Reports
(1) Drug Test Forms (2) Other _____ (3) Other _____
- G. Description of physical injuries/condition
- H. Photographs (with accompanying description of physical injuries/condition)
- I. Forensic Interviews
- J. Law Enforcement Reports
- K. Child Protective Services Investigative Team (CPIT) (CS-0561)
- L. CPS Classification Form (CS-0740)
- M. CPS Special Investigations Initiation/Closure Notification (CS-0826)
- N. Notice of Child Fatality/Near Fatality (CS-0635)

3. FAMILY PLANNING (CFTM/FSTM/SERVICE PROVIDER MEETINGS)

- A. CFTM/FSTM Summary
- B. CFTM/FSTM Confidential Agreement
- C. Family Permanency Plan for Non-Custodial Services
- D. Family Intervention Services Application (CS 0498)
- E. Non Custodial Consent for Transportation (CS-0827)
- F. Documentation from both paid and unpaid service providers to include billing information (e.g., invoices, progress reports, etc.)

Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

4. LEGAL

- A. Immediate Protection Agreement (CS-0701) (As deemed necessary)
- B. Power of Attorney
- C. Affidavit of Reasonable Efforts
- D. Court Reports
- E. Initial Petition; Custody Order; No contact orders; Court-ordered services; Protective order
- F. Initial notifications to the District Attorney and the Judge
- G. Release of Information
 - Authorization for Release of Information to DCS (CS-0668)
 - Other release forms as applicable
- H. Diligent Searches
- I. Removal Packets (as deemed necessary)
- J. Due Process Notifications
- K. Client Rights Handbook Acknowledgement (CS-0835) (Attached to back of Client Rights Handbook)
- L. HIPAA Notice of Privacy Practices – Client Acknowledgement (CS-0699)
- M. Good Faith Attempts, Checklist For Good Faith Attempt to Locate (CS-0714)- not required in the hard file if it has been documented in TFACTS in the Good Faith Efforts Section)
- N. Correspondence (police reports, out of state information, supportive documentation)
- P. Border Agreement Forms:
 - ◆ Border Agreement Kinship Home Placement Checklist and Consent for Medical Treatment (CS-0927)
 - ◆ Border Agreement Non-Custodial Immediate Safety Plan (CS-0928)
 - ◆ Border Agreement Consent for Transportation (CS-0929)

5. MISCELLANEOUS

- A. Flex Funding Referrals, TEIS Referrals
- B. Expedited Placement Summary (CS-0682)
- C. Disclosure Statement – Options and Available Services for Relative Caregivers (CS-0660)
- D. Correspondence

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- E) Notification to Juvenile Court, District Attorney and Law Enforcement (as deemed necessary)
- F) CPS-SIU Investigation Notification (as deemed necessary)
- G) Case Intake Packet Document Verification (CS-0050)
- H) Other: _____
- I) Other: _____
- J) Other: _____

2. INVESTIGATION/ASSESSMENT SERVICES

- A) Structured Decision Making Assessment Forms, Family Functional Assessment, Child and Adolescent Needs and Strengths Assessment (CANS), Family Assessment and Support Tool (FAST), Pictorial Tools (as deemed necessary)
- B) DCS History and Background Checks
- C) Medical Reports, to include medical conditions, specialized needs, medications & allergies; Autopsy Reports (when applicable)
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- H) Photographs (with accompanying description of physical injuries/condition)
- I) Forensic Interviews
- J) Law Enforcement Reports
- K) Child Protective Investigative Team, (CS-0561) (CPIT) (as deemed necessary)
- L) CPS Classification (CS-0740) (as deemed necessary)
- M) CS-0826, CPS-Special Investigations - Notification of Case Initiation and Closure (as deemed necessary)
- N) Notice of Child Fatality/Near Fatality (CS-0635)
- O) Other: _____
- P) Other: _____
- Q) Other: _____
- R) Other: _____

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 CS-0927 Border Agreement Non-Custodial Consent for Medical Treatment
 CS-0928 Border Agreement Non-Custodial Immediate Safety Plan
 CS-0929 Border Agreement Non-Custodial Consent for Transportation
- P) Other: _____
- Q) Other: _____
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5. MISCELLANEOUS

- A) Flex Funding Referrals, TEIS Referrals (as deemed necessary)
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- D) Correspondence (as deemed necessary)
- E) Other: _____
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