

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0811

Tennessee Early Intervention System (TEIS) Referral

To meet the guidelines of *Child Abuse Prevention and Treatment Act (CAPTA)*, referrals must be made to TEIS for any child, birth through two (2) years of age, whose CPS investigation results in an indicated classification. These referrals should also be made in all cases for children birth through two (2) years of age, when DCS has required the family to receive services. Children three (3) years of age (and older) should be referred to their local school system.

The *Tennessee Early Intervention System (TEIS) Referral* form *CS-0811*, must to be completed and sent to the appropriate TEIS local office when a referral is being made. Once completed, the *CS-0811* form may be faxed, emailed, or sent via the postal service. The following link will take you to the TEIS home page where you may access informational brochures, TEIS maps, addresses and phone numbers for the local TEIS offices:

<https://www.tn.gov/education/topic/tennessee-early-intervention-system-teis>

You may also contact TEIS at 1-800-852-7157.

TEIS guidelines require permission of the biological parent to begin coordination through TEIS (unless parental rights have been terminated). Because of these TEIS guidelines, additional TEIS forms are needed to start the TEIS process. Currently, only hard copies of the TEIS forms are available in the DCS and TEIS offices. Sample copies of the additional TEIS forms follow this referral form to provide guidance for completing the actual TEIS forms. The *TEIS forms require original signatures* and should be faxed and then mailed as soon as possible after the initial referral is made provided the parents can be located and their signature can be secured. TEIS must respond to the referral and will also work to complete the TEIS forms and secure the necessary permission signatures.