



Tennessee Department of Children's Services

## Protocol for Safe Sleep Education and Delivery of Safe Sleep Furniture

Supplemental to DCS Policies: 14.6, 14.12, 14.13, 14.14, 14.17, 14.18, 16.4, 16.12, 16.46, 20.8

This protocol outlines safe sleep guidelines for Department of Children's Services Case Managers and its contract agencies working with families with infants under twelve (12) months of age. The Department is committed to ensuring every infant has the following:

- a) Primary caregivers educated on safe sleep practices; and
- b) Safe sleep furniture.

### Education:

To best ensure caregivers consistently practice safe sleep, the Department educates caregivers on the "ABC's of Safe Sleep."

The "ABC's of Safe Sleep" indicates infants are safely placed to sleep as follows:

#### A – Alone

- Placed Alone with no blankets, pillows, or toys
- Overheating should be avoided

#### B – Back

- Always placed on their Back
- No wedges or positioning devices

#### C – Crib

- Firm Crib mattress
- Properly fitted sheet

### Furniture:

All DCS Case Managers (CMs) are responsible for identifying infants in need of safe sleep furniture. Safe Sleep furniture is available 24/7 to all families served by the Department. Once an infant in need of safe sleep furniture has been identified, the CM ensures:

1. Safe sleep furniture is promptly provided to the family. This furniture may be provided by the caregivers, a family resource, a community partner, or DCS.

## **Subject: Protocol for Safe Sleep Education and Delivery of Safe Sleep Furniture**

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Current Effective Date: 12/23

Supersedes: 1/05/18

Supplemental to: DCS Policies: 14.6,, 14.12, 14.13, 14.14, 14.17, 14.18, 16.4, 16.12, 16.46, 20.8

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**Note:** This happens as soon as possible but always within eight (8) hours of the need being identified. A CM may bring safe sleep furniture directly to the family, or the family may use another means to obtain safe sleep furniture. In either case, CM must **visually verify** the presence of fully set-up (i.e., not in a storage box) safe sleep furniture within eight (8) hours.

2. Setup of the furniture occurs. CMs may assist in the setting up safe sleep furniture.

**Note:** If DCS purchased a pack-n-play for the family, the child's name is written in large letters on the bottom of the pack-n-play.

3. Documentation in SCWIS/CWIS regarding when and how safe sleep education and/or safe sleep furniture is provided to caregiver(s).

4. A Case Service Request (CSR) is completed every time DCS supplies safe sleep furniture for a child (see below "Submitting and Approving Case Service Requests in SCWIS/CWIS").

Regional leadership is responsible for maintaining an adequate supply of safe sleep furniture in their region, to ensure this protocol can be followed. As a general guideline, a minimum of ten (10) pack-n-plays per region or two (2) pack-n-plays in every county office, whichever is greater, is recommended.

**Note:** If a child with safe sleep furniture moves to a new placement (e.g., removal, kinship placement), DCS requests any safe sleep furniture belonging to the child be taken with the child to the new placement.

### **Assessment:**

**Non-Custodial:** CMs view sleep arrangements and provide safe sleep education to any household caregiver (e.g., parents, grandparents) regarding all children under the age of twelve (12) months, living full or part-time in the home, as encountered during a home visit or noted otherwise. This may include any non-alleged child victims and children of minors.

**Custodial:** CMs view sleep arrangements and provide safe sleep education to DCS Foster Parents and Kinship Caregivers regarding each child under the age of twelve (12) months. This education is provided at every change of placement and also in reference to non-custodial children living in the home (e.g., foster parent's biological children).

**Note:** DCS Contract Agencies provide safe sleep education to their contracted Foster Parents regarding safe sleep for each custodial child under the age of twelve (12) months.

### **Family-focused Education:**

CMs provide safe sleep education to all members of the household who may serve in a caregiving role, including siblings and other relatives. This education is always presented verbally but may additionally be delivered through the provision of handouts (i.e., written information), watching a safe sleep media presentation (e.g., video) and through active demonstration (i.e., monitoring and coaching a caregiver while an infant is placed safely to sleep).

### **Submitting and Approving the Case Service Request in SCWIS/CWIS:**

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CMs submit a Case Service Request (CSR) in SCWIS/CWIS in the name of the infant for whom the safe sleep furniture was delivered. If the infant is not currently a member in the family case, they are added as a member – including date of birth and social security number in their person profile. This CSR should be entered into SCWIS/CWIS within two (2) business days to ensure an appropriate supply of safe sleep furniture is maintained in the region.

**The CSR should be entered using the following path in SCWIS/CWIS:**

**Service Group/ Category** – Non-Custodial Service /Support Services

**Service Type** – Family Support Services

**Service Description** – Emergency – Other

**In the Narrative/Comment Box** – Employee describes identified need, and pack-n-play was delivered for (infant's name) on (date) from which building and who provided the safe sleep education to the family.

*Example: FSW Johnson was completing a visit in the home of John Doe, and identified an infant, Susie Smith, was without safe sleep furniture. A pack-n-play was delivered on xx/xx/xx, and safe sleep education was provided.*

**Supervisor Approval Process (for Team Leaders, Lead Investigators, Team Coordinators, and/or Investigations Coordinators):**

1. From the Home Screen: Click Approvals in the upper right corner.
2. Locate & Click Case Service.
3. Locate the Name of the Child & Click on their name.
4. Locate & Click Approval near the bottom left of the screen.
5. Locate Action Review & Route.
6. Locate Organization Category: Change to Region.
7. Locate Organization: Change to supervisor's Region.
8. Locate Team: Change to Fiscal Region Team.
9. Reviewer/Approvers: Should change to the Fiscal Director in the supervisor's region.
10. Click Save.

### **Tracking and Replenishment:**

The fiscal unit authorizes the purchase of pack-n-plays and provides authorization to a cardholder in/around the requesting office. Cardholders or regional designees replenish the pack-n-plays and update the Safe Sleep Replenishment Log for the region.

It is recommended all regions develop an efficient process for allowing employees to temporarily “check out” a pack-n-play, when they believe a family served by DCS is potentially without a safe sleep environment. This better ensures expedient delivery of safe sleep furniture to families upon initial contact with DCS.

**Available Resource:**

<http://safesleep.tn.gov>

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### **Definitions:**

- Safe Sleep Furniture is defined as a crib, bassinet, or pack-n-play.