



Tennessee Department of Children's Services
Protocol for Delegated Authority (DA) Sitter Services Vetting

Supplemental to Delegated Authority Child & Family

Background

The Delegated Authority Child & Family (Custodial & Non-Custodial Services) allows for purchasing of non-recurring supportive services to custodial and non-custodial children and their families. The Delegated Authority (DA) for Sitter Services allows DCS to provide sitters to attend to a hospitalized child during medical or emergency situations when a DCS staff or foster parent is not available to sit with children. Additionally, sitters are used to sit with children in transitional placement status in DCS offices or off-site safe rooms accompanied by one or more DCS staff.

Overview

The Resource Eligibility Team (RET) serves as a quality assurance unit for DCS in the areas of IV-E eligibility for foster homes and direct care staff. RET will assist the DA Unit with completion of the Sitter Service application process by assuming the vetting responsibilities of applying vendors, conducting training on proper completion of background checks and oversight of monthly reporting of approved vendor agencies.

DA Application Process

- During the third phase of the application process, the DA Unit notifies RET of the potential vendor and provides contact information.
- RET contacts the potential vendor and arranges a meeting to discuss the vetting process and provide training on proper completion of background checks.
- RET provides the potential vendor with a clearly established timeframe to submit criminal background documentation. If the potential vendor does not submit this documentation within the timeframe, unless provided an extension by RET, or fails to respond to any efforts of follow up by RET, then the application process will be terminated.
- If the potential vendor timely provides criminal background documentation, RET will process and provide outcomes to the DA Unit.
- If the vendor application is approved, the DA Unit will notify RET for monthly monitoring.

Vendor Responsibility

For each direct care staff, the vendor completes a criminal background check or hires a third-party company to conduct the local and registry checks on their behalf. The following documentation and background checks comprise a complete criminal background check:

- a) Criminal records check from local law enforcement records or county court records for all residences of employee within the immediate six (6) months preceding application for employment.

7/22
01/21/22
None

Effective Date:
Supersedes:
Supplemental to:
CS-0001
RDA-SW22

Subject: Protocol for DA Sitter Services Vetting

- b) TBI/FBI fingerprint check. Vendors may contact the **Internal Affairs Director** or **Affirmative Action Director** to request an Originating Case Agency (OCA) number to obtain fingerprint checks through Identogo (www.identogo.com) for each employee.
- c) [National Sexual Offender Registry Clearance](#)
- d) [Department of Health Abuse Registry Clearance](#)
- e) DCS Database records check form [0741, Database Search Results](#) of the Tennessee Family and Child Tracking System (TFACTS). All vendor agency owners/employees whose position involves direct contact with children must be cleared through this database. Requests should be submitted on form [0741, Database Search Results](#) to the Delegated Authority Program Coordinator.
- f) In situations where an applicant for employment is determined to have a criminal conviction that meets the criteria in the [Waiver Tip Sheet for Employment, Volunteering and Custodial Placements](#) a criminal history waiver must be completed. In order for employment to be approved, the criminal history waiver must be approved according to the instructions for form [CS-0921, Waiver of Criminal Convictions, Pre and In-Service Training Requirements, Non-Safety Issues, CPS Substantiations and Educational Requirements](#) and filed in the employee's official personnel file.
- g) Results from the completed background checks must be documented on form [CS-0687, Background Check History and IV-E Eligibility Checklist](#) and filed with supporting documentation attached in the employee's official personnel file.

Vendor upper management/designee sign form [CS-0687, Background Check History and IV-E Eligibility Checklist](#) confirming applicants have met employment requirements, is free from a criminal or child abuse history that would exclude them from employment or could pose a safety risk to children and can work with sensitive or confidential information.

Vendor will provide copies of all criminal background results and a direct care staff roster in a format which will be provided during training.

RET will conduct a review of the direct care staff roster, criminal background check results and form [CS-0687, Background Check History and IV-E Eligibility Checklist](#) for each direct care staff. Any errors will be corrected by the vendor and resubmitted. All documentation must be correctly submitted to complete the vetting process before the

7/22
01/21/22
None

vendor will move to the next phase of the application process. Failure to comply or respond will result in the termination of the application process.

Effective Date:

Supersedes:

Supplemental to:

CS-0001

RDA SW22

Subject: Protocol for DA Sitter Services Vetting

Continuing Oversight:

Vendors will be responsible for completion and submission of the direct care staff roster monthly reporting new and separated staff. The roster must be submitted by the end of the first week of each month to RET.

- **FOR NEW HIRES ONLY-** in addition to the monthly roster, for each direct contact staff, vendors provide the completed form [CS-0687, Background Check History and IV-E Eligibility Checklist](#) with attached copies of all background results received. Criminal background checks and any applicable waivers should be completed prior to hire.
- Documentation will be reviewed by RET and vendor will comply with any request for additional documentation or corrections.

Vendors will be required to conduct annual background checks on all employees and submit the annual checks in accordance with the above monthly oversight reporting process. The following criminal background checks will be required annually:

- [National Sex Offender Registry](#)
- [Department of Health Abuse Registry](#)
- [TN Felony Registry](#)
- [TN Drug Offender Registry](#)

Results from all annual background checks must be documented on form [CS-0687, Background Check History and IV-E Eligibility Checklist](#) in the same manner as described above. Any issues discovered in the annual checks will be addressed on a case-by-case basis and may result in the employee being ineligible to serve as a sitter for DCS youth.

7/22
01/21/22
None

Compliance

Vendors who fail to comply with the protocol will be placed on suspension and will not receive referrals for services until the issue with compliance is resolved. If, after 30 days, compliance is not reached and/or no effort has been made to resolve the non-compliance, DCS will determine the viability of the service agreement and may elect to terminate the relationship.

Effective Date:
Supersedes:
Supplemental to:
CS-0001
RDA SW22

7/22
01/21/22
None