



Department of
Children's Services

Child and Family Team Meeting Guide

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Introduction

The Department relies on the Child and Family Team Meeting (CFTM) process to function as the primary mechanism for actualizing the practice wheel.

The CFTM model ensures that families and their support systems are engaged in the planning and decision-making process throughout their relationship with the Department. The Child and Family Team (CFT) should be built around the family and should be focused on working toward the child/youth and family's goals. The team focuses on collaborative problem solving, using assessment to identify the family's needs, providing effective services, and achieving positive results for the child/youth and family. This model is used to move cases forward, staying focused on the goals, and giving everyone (especially the family) on the team a voice in how to best serve each child/youth and family within the mission of the agency. The Department's intent is to maintain the integrity, structure, and decision-making authority within the CFT. Decisions or recommendations made by the CFT are honored and followed unless those decisions or recommendations are not in the best interest of the child/youth.

Deciding Who to Invite

The family should all be invited to attend, including but not limited to the mother, father, and child/youth. The assigned case manager should engage the family to assist in identifying other family members and supports to attend the meeting as well. In many cases, there are other professionals, such as service providers, attorneys, CASA, CPIT team members who are also involved in the case. Anyone working with the family or who can provide valuable information in the decision-making process should be invited. If you are unsure if a professional or individual should be invited, consult with your supervision for direction.

Involvement of Children/Youth in the CFTM

Children and youth who are at least six (6) years of age and older are involved in the planning process to the extent that they are capable of participating. All children and youth who are twelve (12) years of age and older are included and prepared to participate during the meeting to the extent that is age appropriate. Arrangements are made to escort younger children/youth out of the meeting and provide supervision when the discussion of sensitive or difficult topics take place. Usually, it is best to include the child/youth in the beginning of the meeting to get their understanding of the situation, explore the child/youth's needs and adjustment to placement, etc., and then excuse the child/youth for discussions regarding the treatment needs of parents. Exceptions to this policy are clearly documented in the CFTM summary, with an explanation for why the child/youth's participation would be contrary to their best interests.

Children/youth are informed of the option to invite individuals whom they choose, who are not direct caregivers or family members, such as coaches or mentors, to assist with the development of the plan. One of these additional participants may be designated as an advisor/advocate.

Parent's Involvement

Unless a parent's rights have been terminated or surrendered, the DCS includes all known parents, including legal and biological fathers, in the CFT process. Depending upon the relationships and circumstances of the family, alleged fathers may need to be included, as well. DCS conducts diligent searches (per DCS Policy [31.9 Conducting Diligent Searches](#)) throughout the life of the case if there are any unidentified parents, or whereabouts are unknown. Efforts to locate parents are clearly documented in the case record. Extended family members and other support persons identified by the family or DCS are also invited to participate. Additional resources on parent engagement can be found in DCS Policy [31.8 Parent-Caregiver Engagement and Support](#) and [Parent Engagement Support Work Aid](#).

Involvement of Incarcerated Parents

Incarceration of parents is not a barrier to their participation in the CFTM and permanency planning process. By law, DCS creates opportunities for all parents to participate in the plan and to meet their parental responsibilities. This may be accomplished by having meetings where they are located, or by arranging for them to participate by telephone. DCS staff should contact the social worker, chaplain, or other assigned personnel at the jail or prison the parent is incarcerated at to see what options work best for the CFTM.

Involvement of Foster Parents

Foster parents with DCS or Contract Agencies are crucial members of the CFT. Every effort is made to ensure their full participation in CFTMs. For Initial and Permanency Planning CFTMs, this may involve working with the biological family to help them appreciate the benefit of the foster parents' attendance. Foster parents often have information about children/youth that can help the team plan and make decisions because they care for them day to day. Foster parents should be encouraged during the CFTM to share their thoughts with the team. For CFTMs held to preserve a placement or to explore placement options, it is very important to have the foster parents present at the meeting.

Other Participants

Depending on the purpose of the meeting, CFTMs may also involve some of the following individuals:

- Specialized DCS staff persons may be needed to support the work of the CFT. These may include but are not limited to: Assessment/Non-Custodial staff that may have worked with the family in the past, Education Specialists, Health Unit Members, Hospital Liaisons, Safety Nurses, Juvenile Justice Staff, DCS Legal Staff, Independent Living Staff, MSW Consultants, Child Welfare Benefits staff, Network Development, and Permanency Specialists. Staff will exercise judgment to avoid overwhelming the family with too many professional staff.
- Therapists and/or Contract Agency staff involved in providing services to the child/youth, family, and/or other identified permanency option.
- Any former legal custodian for the child/youth
- Court Appointed Special Advocate (CASA) Volunteer

- Community Partners, including education or school staff where the children/youth attend school and other support persons identified by DCS. Please note that the inclusion of these parties is subject to the parent(s) consent.
- Informal supports that are identified by the family or child/youth as resources.
- Attorneys, to include the Guardian ad Litem (GAL) and the attorney for the child/youth's parents.
- Persons external to the case, such as OJT coaches, observers, or others not directly involved in the case are not included without obtaining the permission of the family.
- An interpreter, as needed.

Facilitator's Participation in CFTMs

Many meetings are facilitated by a Skilled Facilitator. A trained full-time or back-up facilitator is someone who has completed Skilled Facilitator Training and has been certified to facilitate meetings. This person provides an objective voice. To ensure the facilitator's objectivity, the facilitator should not be directly involved with the case in which they are facilitating. There are several types of meetings in which a Skilled Facilitator is required. However, a Skilled Facilitator may be requested by the involved DCS staff to conduct certain meetings that are not required by policy. This may be advisable in certain cases, depending upon the needs of the team and reason for the meeting. If there are questions about the quality of services or conflicts between team members, it is recommended that the facilitator be utilized to conduct the meeting. Skilled Facilitators, their supervision, and the leadership of the other staff involved work together and use their collective discretion in facilitating meetings that are not required. Facilitators should be prepped prior to the meeting by the assigned worker or supervisor by discussing the purpose, invitees, safety risks, and any other important information that is needed to conduct the meeting.

Supervision Participation in CFTMs

Leadership that has primary responsibility for the supervision of each case is expected to participate in a CFTM for each case under their supervision no less than every six (6) months. Some CFTMs require supervisor participation. It is recommended that supervisors participate in all CFTMs, however, supervisors can exercise judgment in deciding whether their participation is needed, based on the experience of the case manager, the complexity of the case, and the availability of other supports. For any staff member with less than one (1) year of experience with DCS, a supervisor participates in all CFTMs.

Network Development Participation in CFTMs

Utilization Review (UR) Specialists are not assigned to participate in routine CFTM's including children placed in DCS foster homes, Primary Assessment Centers, or Enhanced Primary Assessment Centers, or otherwise awaiting a placement recommendation. The UR Specialist only participates in CFTM's upon request of the provider agency. CFTM request must be submitted by the provider utilizing the web-based portal.

<https://www.tn.gov/content/tn/dcs/for-providers/placement-central-for-providers/request/request-a-cftm.html>. DCS staff should not submit a request on the agencies' behalf. Decision making regarding a disruption for children placed within our provider network can only happen through the CFTM process and UR Specialist must be in attendance before any final decision is rendered. Updated CANS, and any other pertinent assessments will be updated and the basis for decision making. Preparation and participation of key

team members when applicable such as mental health clinician, IL and ED Specialist, and Child Health, etc., so a decision can be rendered at the conclusion of the CFTM. Additional information can be found by referencing Utilization Review Guide, <https://www.teamtn.gov/content/dam/teamtn/dcs/documents/placement-central/UtilizationReviewGuide.pdf>

Choosing the Location and Time

The location and time are chosen with the family in mind. The assigned case manager talks with the family to find out what time of day is best for them considering their work schedules, school schedules and availability of other family and outside supports who they would like to invite. If a facilitator is needed for a meeting, the case manager consults with the facilitator in the office or team in their local area to ensure that there is a facilitator available. Consider holding the meeting in the family's home if they are open to that suggestion or other community agency that potentially could be less intimidating to families. CFTMs can be held at the DCS office if there are no other options available or if there is a safety reason identified.

As a professional leading this process, the case manager ensures that they and other DCS staff are on time and prepared to begin the meeting as scheduled.

Preparing for a CFTM

CFTM preparation is important in having a successful and productive meeting. The case manager prepares the family and prepares the facilitator (if one is required for the meeting). Preparing the family for this experience helps them be more comfortable and can open lines of communication. At minimum, the family is made aware of why the team is meeting, what potential topics might be discussed, and any safety risks that may be present. If protected health information may be shared at the meeting, the case manager will discuss the importance of needing to discuss that information and obtain the permission of the parent to do so. If there are individuals that the parent does not wish to share information with, the case manager should consult with legal on how to proceed. There are preparation work aids available to assist you in preparing for a CFTM. Refer to [*Work Aid: Child and Family Team Meeting Preparation Tool-How DCS Workers Can Help Prepare Families for the Meeting*](#) and [*Work Aid: Child and Family Team Meeting Tool-Preparing the Facilitator for the Meeting*](#).

The assigned case manager prepares to accommodate the family so that they can attend the meeting and it be productive. The case manager should consider what needs the family might have including transportation, childcare, interpreter services, and any other service that would facilitate and support the family's participation.

The assigned case manager is prepared to have a productive meeting by ensuring that everyone who is needed to make decisions for this family is able to attend and there is no interruption to conference outside of the meeting because an essential member of the team was not in the room.

Ensuring Safety of Participants

When preparing for the CFTM, the case manager may find that there are safety risks or court orders addressing contact among members of the family and team. Case managers and supervisors should consider those as they plan for the meeting. Teams are encouraged to hold CFTMs in a method that provides for safe discussion and planning. Modifying the traditional meeting to accommodate families who have specific needs around safety is encouraged. All court orders must be followed. Holding more than one meeting so the team can address individuals separately and using technology during a meeting when appropriate to help increase safety are some suggestions, but teams can identify more appropriate methods that are individualized to each family's situation. If there are safety issues identified that require alternate meeting arrangements, it is recommended that a facilitator be utilized, and a supervisor be present during the meeting. If there is a need to modify outlined timeframes and procedures for CFTMs, the Team Coordinator (TC) should be consulted and in agreement that such modifications are required for safety and in the best interest of the child and family. Modifications to the CFTM do not relieve the case manager's responsibility to engage each parent in planning and provide reasonable efforts to address identified needs.

Notice

Families and community partners are given adequate notice of non-emergency meetings, preferably ten (10) calendar days in advance if in writing or seven (7) calendar days if notified by telephone or email. Form [CS-0746, Meeting Notification](#) may be used to provide written notice of any CFTM called by DCS staff. Efforts to schedule meetings and accommodate team members will be clearly documented in the case recording section of the Electronic Case File.

Requesting CFTMs

A CFTM can be requested by any member of the CFT at any time. Each member of the team maintains an equal opportunity to discuss matters with the rest of the team. When any member requests that meeting, DCS convenes the CFTM as soon as possible.

CFTM Appeal Process

Under certain circumstances, Contract Agency staff may appeal the decisions or recommendations made in the CFTM. The appeal of the CFTM decision may be requested to resolve disagreements only related to the child/youth's type of placement, a child/youth's level of care, or the continuation of a child/youth's current services. Contract Agency staff follow the [Protocol for Appeal of Child & Family Team Meeting \(CFTM\) Decision](#) by submitting their request to Network Development within (1) business day at https://stateoftennessee.formstack.com/forms/request_cftm_appeal.

Debriefing the CFTM

If more than one DCS staff person was involved in the CFTM, DCS staff debrief following the meeting. This process allows the team to discuss what went well, what could be improved, and ensure that next steps are implemented. There is a work-aid that may be helpful to use during the debriefing process. Refer to [Work Aid: Child and Family Team Meeting Tool- Debriefing After the Meeting.](#)

Documentation

Following a CFTM, the development and progress of the work done with the family is documented, as follows:

- a) Choose all CFTM Types that apply. For instance, if the team has a placement stability meeting, but also reviewed the family's progress towards permanency, both Placement Stability and Progress Review would be chosen. If a Special Called meeting occurs and in the meeting the team decides to revise the Family Permanency Plan (FPP), the DCS case manager chooses Special Called and one of the Revision of Permanency Plan types. The permanency goal that correlates with the program area corresponding to the CFTM type should also be updated. In order to generate a FPP, you must choose a FPP type in the Electronic Case File. Those types are listed in the CFTM Time Frames and CFTM Types that Generate Permanency Plans section on pages 22-25 below. CFTM types that generate FPPs can be selected alone or in addition to other CFTM types to capture additional purposes of the meeting.
- b) The discussions held within the CFTM, decisions made, and FPP (if developed) are documented within the CFTM tab in the Electronic Case File.
- c) Additional assessment information gathered from any CFTM is utilized to update the Child and Adolescent Needs and Strengths (CANS), as necessary, and/or Family Advocacy and Support Tool (FAST) based on the program area of the DCS case manager.
- d) If the child/youth or their birth parents did not attend or participate, this is documented in the Electronic Case File with a description of the efforts that were made to encourage the family's participation.
- e) For meetings in which a FPP is not developed or revised, form [CS-0747, Child and Family Team Meeting Summary](#) is provided to all CFT members. The CFTM Summary is entered into TFACTS within fifteen (15) days following the conclusion of the CFTM. The supervisor reviews and approves the summary. If the CFTM Summary is handwritten during the CFTM, it will be scanned and uploaded to the Electronic Case File.
- f) If Protected Health Information (PHI) is included in the CFTM Summary, and the family is not in agreement with sharing that information with certain team members, DCS legal should be consulted. In consultation with legal, the CFTM Summary is redacted in scenarios where families do not give permission for their PHI to be shared with other team members.

- g) For Initial Permanency Planning CFTMs, a written draft of the FPP is given to all participants at the close of Permanency Planning CFTMs. Typed copies can be provided to all team members upon completion of the plan in the Electronic Case File. DCS Policy [16.31 Permanency Planning for Children/Youth in the Department of Children's Services Custody](#) addresses more details about preparing the plan, providing copies for the parents' signatures, including additional forms that accompany the FPP, and in the event the parents sign a handwritten copy which is later typed, having both versions available at court for the parents and attorneys to review and approve.
- h) All Team Members receive a completed DCS form [CS-0800, Notice of Action \(NOA\) and TennCare Medical Appeal](#) form at the conclusion of the CFTM. NOAs are completed for placement recommendations of Level 2, 3, or 4 (either an increase in level or decrease in level). For more information, refer to the [NOA-GRIER FAQ](#).
- i) For Discharge Planning CFTMs, DCS form [CS-0747, Child and Family Team Meeting Summary](#), is used to document the discharge plans made and provides the child/youth/family with the contact information for the Family Service Worker (FSW)/Juvenile Service Worker (JSW) and Team Leader (TL), in the event they need any additional help to ensure a successful discharge. Discharge planning should begin at the beginning of the case. Discharge planning should occur in a sufficient time frame to ensure that the family's needs are met, and appropriate services are in place. The discharge plan includes any services to address parent(s)/caregiver(s)/child(ren)/youth's preparation for reunification and address any associated feelings/anxiety with returning home. If applicable, it should also be clarified whether there will be opportunities for contact with children/youth by the out-of-home caregiver(s) following reunification.

Child and Family Team Meetings for Delinquent Youth in a Youth Development Center (YDC)

A YDC has some unique challenges to practicing a CFT model as envisioned in this policy. Some families may live far from the facility; others may be highly reluctant to be involved in this manner; and the role of the court may limit some decisions the CFT can make. Nevertheless, DCS believes that involving families whenever possible is critical to helping delinquent youth succeed in their rehabilitation and to prepare them to return successfully to their families and community.

Additional Considerations for CFTMs in YDCs:

- If interpreter services are required for a CFTM, the YDC Residential Case Manager (RCM) makes arrangements as needed.
- The YDC RCM informs the youth, family, and JSW about the purpose of the CFTM, clarifies the goal, and desired outcome of the meeting.
- Advanced planning to ensure the participation of families and JSW is necessary. Conference calls, video conferencing, etc. may be used to ensure the participation of families and JSWs when their physical presence is not possible. The CFTM may proceed when their (JSW or parent/guardian's) participation has been arranged. YDC RCM document their efforts to secure the participation of the family and JSW in the Electronic Case File.

- In the event the CFT cannot come to a consensus decision, the facility Superintendent and Statewide Director/designee review the case, confer with the team, and make the final determination.
- In the event that neither the youth nor their family participates in a scheduled CFTM, the meeting is not considered a CFTM. It will not be documented as a CFTM, but as an administrative review or staffing. Reasonable efforts to include the youth and family is documented in the Electronic Case File.

CFTMs for a Child/Youth Placed on an Interstate Compact on the Placement of Children (ICPC)

If an ICPC placement resource is approved and DCS staff has determined to utilize this specific placement within a six (6) month time frame, a CFTM is convened prior to placement. Team members include the pertinent in-state and out-of-state parties, including: Network Development staff, Foster Parent Support (FPS) staff, GAL, Education Specialist, Child Welfare Benefits Coordinator (CWBC), the out-of-state placement resource, and the receiving state assigned case manager/supervisor.

This ICPC pre-placement CFTM addresses the responsibilities for the placement of the child/youth, such as: securing records to enroll the child/youth in school, securing temporary financial/medical assistance for clothing and/or medication pending the securing of a vendor in the receiving state, clarifying board payments, etc. Refer to the [*ICPC Practice and Procedures Manual*](#) for further clarification and information.

CFTM for a Child/Youth involving the Interstate Compact for Juveniles (ICJ)

All CFTM guidelines are applicable for out-of-state children/youth being supervised in TN through the Interstate Compact for Juveniles (ICJ). Refer to DCS Policy [*13.3 Interstate Compact for Juveniles*](#) for further clarification and information.

How the CFTM Promotes Best Practices Aligned with the Practice Wheel

Engagement

From the first contact a family or child/youth has with DCS, the case manager engages the family with empathy, genuineness, and respect. Collaborative and open casework relationships foster an atmosphere of trust when case managers demonstrate competence and empathy and communicate a belief in family strengths and resilience. As risk and safety are being assessed, staff make every effort to validate the child/youth/family's feelings, elicit their understanding of their strengths, needs, and circumstances, and help them to identify other resources in their family, network, or community that could offer support. These individuals, along with DCS staff, other professionals from community providers, and foster parents form the foundation of an ongoing, functioning team that work with the family and DCS throughout the Department's involvement in a case to:

- Secure the child(ren)/youth's safety in the least restrictive, least intrusive placement that can meet their needs;
- Minimize the trauma associated with separation from family and help the child/youth to maintain meaningful connections with family members and others who are important to them;
- Contribute to an ongoing assessment of the child/youth and family's strengths and needs;
- Develop and support the implementation of quality FPPs which include Individual Program Plans (IPPs) for youth in a Youth Development Center (YDC);
- Ensure that plans are monitored for progress and participate in revising or updating plans as the family/child/youth's circumstances change;
- Support the stability of appropriate placements while in DCS custody; and
- Facilitate the timely achievement of permanency for children/youth.

Teaming

The case manager has the primary responsibility for building, preparing, and maintaining the CFT. This requires working closely with the family to identify their support systems, extended family members, and community resources that can help the family achieve their goals. The family and child/youth (if age-appropriate) are always central to the decision-making and planning process of the CFT. Collaboration among team members from different agencies is essential. A diverse team is preferable to assure that the necessary combination of technical skills, cultural knowledge, community resources, and personal relationships are developed and maintained for the child/youth and family. Collectively, the team will have the expertise, family knowledge, authority, and ability to flexibly mobilize resources to meet the child/youth's or family's specific needs. The development of the CFT begins when a child/youth is at risk of entering custody and continues throughout DCS's involvement with the family. The CFT comes together to help make important decisions regarding safety, permanency, and well-being which include, but are not limited to, the development of Immediate Protection

Agreements (IPAs) or Safety Plans, removal of the child/youth from the home, changes in placement, FPP development, review, and revision of the FPP, and discharge. The family is strengthened through the process of making decisions as a team and with team support.

Assessing and Understanding

The CFT have an important contribution in the ongoing assessment and understanding of the family and child(ren)/youth. This is particularly true with informal supports and extended family members, who know and care about the family. The case manager explores how each team member perceives the strengths and underlying needs of the family, the risk and safety issues presented, and what is necessary for the child/youth to achieve a permanent home that meets their needs. Members of the team have a shared understanding of the family that is reflected in coordinated efforts consistent with the goals agreed upon by the CFT. As goals are achieved, the team is engaged in reassessing the progress made and modifying strategies or services as needed, to address any new information, or problems that may arise. The content of a CFTM is focused on the purpose of that meeting; and the purpose is to guide which team members participate. Formal and informal assessment information is shared with the family and their views are incorporated into the overall assessment. Effective CFTMs engage all family and team members in an ongoing process of assessment and understanding of what the child/youth and family needs to ensure that children/youth are in a safe, permanent home.

Planning and Long-Term View

The child/youth/family have a single integrated FPP developed by the CFT that works as a comprehensive, dynamic service organizer and is focused by the long-term view for the child/youth and family. The FPP specifies the goals, roles, strategies, resources, and schedules for the coordinated provision of assistance, supports, supervision, and services for the child/youth, caregiver, and family. The broader the representation on the team, the more likely that FPPs are developed that are specific to each family's needs, providing a mix of services and supports that maximize the resources of the CFT. FPPs address the desired outcomes and the long-term view for the child/youth and family. The case manager and the CFT encourage the family to explore how they want their family to be in the future, beyond the resolution of the immediate safety issues necessitating DCS involvement. There is a shared vision among the team defining what things need to change and the steps it takes to achieve the goals for the child/youth and family to maintain the change once the case is closed. Please refer to DCS Policy [16.31 Permanency Planning for Children/Youth in the Department of Children's Services Custody](#) for guidance on the permanency planning process.

Tracking and Adaptation

The case manager is responsible for following up on referrals and tasks assigned to the members of the team to ensure that the services and strategies developed in the FPPs are being executed in a timely and competent manner. This requires coordination and resource management to ensure that progress is being made. The case manager maintains regular contact with the family and team to ensure that:

- a) The strategies, actions, and services planned for the parent/family and child/youth are being implemented in a timely, competent, and dependable manner, consistent with family-centered practice and with necessary cultural accommodations.

- b) Actions, supports, and services linked to change strategies are being provided at a level of intensity and continuity necessary to meet priority needs, reduce risks, facilitate successful transitions, and achieve adequate daily functioning for the parent and child/youth.
- c) Service providers (e.g., social workers, care staff, teachers, therapists, tutors, mentors) are receiving support and supervision necessary for adequate role performance in conducting the planned change strategies for the parent and child/youth.

The case manager reconvenes the CFT for reviews and revisions of the FPP when changes are needed, such as services are not being provided as planned, the child/youth or family is not responding well to the services, or new issues have arisen that the team needs to address. An ongoing examination process is used to track service implementation, check progress, identify emergent needs and problems, and modify services in a timely manner. This process occurs no less often than every three (3) months throughout the life of the case. The FPP is modified when objectives are not met, strategies are determined to be ineffective, new preferences or dissatisfactions with existing strategies or services are expressed, and/or new needs or circumstances arise. The case manager plays a central role in monitoring and modifying planned strategies, services, supports, and results. Supervisors review the progress on FPP with case manager on a quarterly basis, at a minimum. Members of the CFT (including the child/youth and family) apply the knowledge gained through ongoing assessments, monitoring, and periodic evaluations to adapt strategies, supports, and services.

Stages of the CFTM

The CFTM is considered the family's meeting. The meeting is engaging and conducted in a way that addresses the relevant issues in the most sensitive, respectful manner possible. The primary requirement of a CFTM is to engage and include the family and to come to a good decision, however, what follows are descriptions of the stages of a CFTM that are recommended to help the meeting progress.

Introductions

The facilitator of the meeting opens the meeting by welcoming all participants and identifying the purpose and goals of the meeting. There are several critical components to this stage of the meeting:

- Introduction of all members present and their relationship to the family.
- Establishing Comfort Rules: The facilitator helps the group to develop and agree upon guidelines or “comfort rules” for the meeting. These are collaboratively developed to help manage strong emotions and to keep the meeting focused on the outcome (e.g., speaking one at a time, using appropriate language and tone, being respectful of differences, etc.).
- A statement is made to emphasize the desire that the CFT will be able to come to a consensus decision that will meet the needs of the child/youth and family in the least restrictive, least intrusive manner possible. However, the role of DCS and its responsibility for the safety of children/youth and the timely achievement of permanence is also be made clear to the group.
- Any circumstances that cannot be changed in the meeting, such as court orders, State laws, or DCS policies related to the safety and well-being of children/youth, will be discussed in the beginning of the meeting, as the facilitator helps the group define the scope and limits of the CFT’s decision-making.
- There is a brief discussion of confidentiality and family privacy, which specifies the conditions under which DCS is unable to keep the proceedings confidential. Participants are asked to agree to respect the privacy of the family before more information is revealed during the meeting. Participants are also asked if they agree the CFTM Summary may be shared with all members of the team, that may or may not be present.

Note: While a signed confidentiality statement included in the signature pages of the CFTM Summary is not legally binding, signatures are obtained as an acknowledgement of each participant’s understanding that confidentiality and privacy of the family should be respected and maintained. Some regions may want participants to sign an agreement that they maintain the confidentiality of the family and what is discussed at the meeting.

- Participants are encouraged to ask any questions they have about the process or anything discussed, so far.
- It is emphasized that the family is the expert on their own needs and their own children/youth and that the CFT process is designed to elicit and build upon the strengths within the family.

Identify the Situation - The Family Story

The next task is to clearly identify the current situation; what precipitated the need for the meeting, and what decision(s) need to be made.

- The child/youth and/or family can be invited to share their understanding of the situation and to share their story of how this situation has evolved. Families should be allowed to tell their story uninterrupted, as this is not the time for fact checking but a mechanism to ensure the family is heard and their point of view is considered.
- The case manager can present this information if the family is uncomfortable beginning. If the case manager presents the situation first, the family is invited to clarify or comment on anything the case manager presented before moving on.
- The Family Story provides more background and history in the Initial CFTM and the Initial Permanency Planning Meeting. In subsequent meetings, such as FPP Revisions or Reviews, it is more focused on the current situation, the progress made, and what obstacles remain to achieving safety, permanence, and stability for the child/youth.
- To the greatest extent possible, DCS supports the child/youth and parents/caregivers in sharing their story related to their current situation, their concerns, and in defining what they would like to see result from the meeting.
- Every member of the team is invited to contribute to the team's understanding of the immediate situation before the meeting progresses to the next stage.
- The meeting facilitator should check for consensus that the present situation has been fully identified before moving on.

Assess the Situation – Identify Strengths and Needs/Concerns

- Invite the family to identify the strengths, resources, and capacities they have to help them address the concern(s). Encourage every member of the team to contribute to the list of strengths.
- Ensure that the team fully understands the safety and risk issues associated with the concerns presented; the impact these issues may have on the children/youth involved; and the history of the family as it relates to the current situation. Identify any current stressors that may be exacerbating the problem or any past trauma that may be contributing to what is currently going on.
- Explore what services have been utilized to support this family and the effectiveness of those services. Help the family to identify informal supports.
- Encourage the family and the team to explore what underlying needs may be contributing to the issues or concerns presented and what might be needed to address those underlying needs.
- Sensitivity and judgment will be exercised when families or children/youth are reluctant to discuss certain issues in the large group. It is good practice to provide alternatives in the event families are not comfortable addressing all issues with the entire team present.

- The case manager is prepared to discuss their informal assessment of the situation and any formal assessments that have been conducted.

Brainstorming Solutions

- The CFT generates ideas to address the concerns and needs identified and be guided to think about how to utilize the family's strengths and resources to meet these needs.
- Every member of the team is encouraged to contribute their ideas.
- These ideas should be used to help the CFT develop a plan that ensures the safety, permanence, and well-being of the children/youth. Usually, these ideas are in the categories of an alternative placement or custody; providing services to reduce the level of risk; or other actions that increases safety and stability for the child/youth.

Develop the Plan/Reach a Decision

- Using these ideas, the CFT develops a plan to achieve the desired outcomes of the meeting and address the underlying needs of the children/youth and family.
- To every extent possible, families play a significant role in development of plans/decisions. DCS remains open to the ideas of families, while maintaining the responsibility for safety, well-being, and permanency.
- When reviewing and assessing the ideas generated, the CFT starts with the least restrictive/least intrusive idea and asks whether that idea can provide the needed protection and safety. If it can, explore what supports are needed to make it successful. If it cannot, then the CFT moves to the next least restrictive/intrusive idea to consider.
- The CFT ensures that any safety concerns are clearly addressed by the plan developed.
- Once the most pressing safety concerns have been addressed, the CFT refers to the list of child/youth and family needs that have been generated and develop a plan to address those needs.
- The plan that is developed is specific, with tasks assigned to individuals and target dates for completion identified and recorded.
- The team also discusses a contingency plan, in the event the CFT's plan is unsuccessful.

Closing/Recapping the Meeting

- The facilitator reviews with the group the plan that has been developed by recapping each task, the responsible party for each task, and the assigned timeframes.
- In CFTMs that are held for the purpose of developing a FPP, the plan serves to document the CFTM. For other types of CFTMs, the plan is documented on DCS form [CS-0747, CFTM Summary](#).
- The participating team members at the close of the meeting sign the FPP or the CFTM Summary, which is copied and distributed to the meeting participants. If copying is not an option, the assigned case manager distributes copies or scanned documents to members of the team within five (5) business days.
- The CFT schedules any necessary follow up meetings or the next meeting needed to meet policy guidelines, if possible.

- The facilitator closes the meeting by thanking the team members for participating and acknowledge their contributions.

CFTM Facilitator/Supervisor Requirements

Quick Reference Table:

	Facilitator or Back Up Required	Supervisor Required	Supervisor Required if worker has less than one (1) year of experience
CPS Initial Non-Custody			x
CPS Pre-Custodial	x	x	
CPS Progress Review of Family Permanency Plan			x
CPS Revision of Family Permanency Plan			x
CPS Transition Non- Custody			x
FSS/ FCIP Pre-custodial	x	x	
FSS/FCIP Initial Family Permanency Plan			x
FSS/FCIP Progress Review of Family Permanency Plan			x
FSS/FCIP Revision of Family Permanency Plan			x
SS- Initial Permanency Plan (Custody)		x	
SS- Permanency Plan Revision (Custody)			x
Initial Custody (SS)	x	x	
Initial Custody (JJ)		x	
Progress Review Custody			x
Planned Placement Stability			x
Unplanned Placement Stability	x	x	
Discharge/Exit Custody CFTM		x	
Special Called CFTM			x
JJ- Initial Non-Custody Permanency Plan			x
JJ- Progress Review of Non-Custody/ Quarterly Review			x

JJ- Non-Custody Permanency Plan Revision			x
JJ- Initial Permanency Plan (Custody)		x	
JJ- Permanency Plan Revision (Custody)			x
JJ- Release to Aftercare		x	
JJ- Discharge from Probation/Aftercare		x	
YDC- Individual Program Plan/ Permanency Plan (Custody)	x		
YDC- Plan Revision (IPP)			x
YDC- Quarterly IPP Review			x
YDC Program Transfer			x
Transition to Adulthood			x
EFCS - Initial Extension of Foster Care			x
EFCS - Permanency Plan Revision			x
EFCS- Progress Review			x
Discharge/Exit Extension of Foster Care			x

CFTM Time Frames and CFTM Types that Generate Permanency Plans

Quick Reference Table:

Meeting Type	Time Frames	Generates a Perm Plan in TFACTS
CPS Initial Non-Custody	By day thirty (30) from the date of referral if services are needed or required. If services are identified as needed or required after day thirty (30), a CFTM is initiated as soon as possible.	x
CPS Pre-Custodial	When there is an imminent risk of a child/youth coming into custody related to issues of abuse or neglect. This meeting occurs within the seven (7) days prior to the custodial episode.	
CPS Progress Review of Family Permanency Plan	Within thirty (30) days from the date of the initial CFTM for investigative cases and ninety (90) days from the date of the initial CFTM for assessment cases.	
CPS Revision of Family Permanency Plan	This occurs when the goal of the plan, needs, or actions steps need to be revised. This can occur in the place of a review in the same time frames.	x
CPS Transition Non-Custody	If services are needed beyond sixty (60) calendar days (for investigation cases) or beyond ninety (90) calendar days (for assessment cases) from the date of the referral, this CFTM is held as a task in transferring the case between the program areas.	x
FSS/FCIP Pre-custodial	When circumstances exist in an ongoing non-custodial case which may result in the children/youth entering custody. Within seven (7) days prior to a custodial episode.	
FSS/FCIP Initial Family Permanency Plan	Within thirty (30) days from the date of referral.	x
FSS/FCIP Progress Review of Family Permanency Plan	Every ninety (90) days until case closure.	
FSS/FCIP Revision of Family Permanency Plan	This occurs when the goal of the plan, needs, or actions steps need to be revised. This can occur in the place of a review in the same time frames.	x
SS-Initial Permanency Plan	No later than thirty (30) calendar days from the date of custody.	x
Progress Review Custody	Every three (3) months.	
SS-Permanency Plan Revision	Up to six (6) months from the last Permanency Plan date.	x

Initial Custody	Within seven (7) days, before or after beginning custodial episode. It is preferable to occur before custody or within twenty-four (24) hours of emergency removal.	
Planned Placement Stability	Prior to the move.	
Unplanned Placement Stability	As soon as possible following receiving information that a placement is experiencing issues that may lead to disruption. The meeting should occur prior to the move, and within five (5) business days for emergencies. When it is not possible prior to the move, the meeting should occur no later than fifteen (15) days following an unplanned move.	
Discharge/Exit Custody	In a sufficient timeframe to ensure that the family's needs are met, and appropriate services are in place.	
Special Called	Within five (5) business days for emergent needs or school expulsion or suspension; Within seven (7) business days for all other urgent matters.	
JJ Initial Non-Custody Permanency Plan	Within thirty (30) days of the case opening.	
JJ- Non-Custody Permanency Plan Revision	Every three (3) months. At the CFTM, the level of supervision, especially areas of moderate and high concerns/needs progress, and services are discussed, updated, reviewed, and need statements are identified on the CFTM Summary.	
JJ- Progress Review of Non-Custody Cases/ Quarterly Review	Every three (3) months. The quarterly review provides an update on each need/strength record and action step, progress made by the child/youth and family, services provided or needed, family engagement, problems/successes, supervision level, and established time frame adjustments when applicable.	x
JJ- Initial Permanency Plan (Custody)	Within thirty (30) days of a child/youth's placement in custody.	x
JJ- Permanency Plan Revision (Custody)	Every three (3) months. A new FPP is developed or revised within 180 days from the date of the last Permanency Plan date.	x
JJ- Release to Aftercare	Within forty-five (45) days prior to the six (6) month date of the youth being in custody. The review is to	

	evaluate progress and the child/youth's readiness for release.	x
JJ- Discharge from Probation/Aftercare	Within thirty (30) calendar days of the proposed case closure date.	
YDC- Individual Program Plan/ Permanency Plan (Custody)	Within fourteen (14) days from the date of placement, a youth's classification, and development of the IPP is completed at the same time the FPP is developed or updated.	x
YDC- Plan Revision (IPP)	When there is a need to update/revise the child/youth's IPP need records or action steps this CFTM type is be selected. It generates the FPP for updates (Special Called and Quarterly IPP Review CFTMs do not).	x
YDC-Quarterly IPP Review	Every three (3) months. These in-depth reviews are for the purpose of determining whether the IPP is being implemented to meet the individual needs of the youth. They are utilized to make decisions regarding the youth's current status; determine the readiness for step-down; identify the need for increased services or interventions; or to make changes in the current services or interventions. Following every other Quarterly review (2nd, 4th, etc.), this document is sent to the Executive Director and the Deputy Commissioner of Juvenile Justice for review and sign off.	
YDC- Program Transfer	When it has been determined that the youth is ready to step down.	
Transition to Adulthood	When a custodial youth turns age seventeen (17), or a youth enters custody who is age seventeen (17) or older.	
EFCS-Initial Extension of Foster Care	Within thirty (30) business days of direct transition from custody to Extension of Foster Care (EFC) Services, or within thirty (30) business days of the Extension of Foster Care Services effective date when young adults return from a break to receive services.	x
EFCS-Permanency Plan Revision	Annually.	x
EFCS-Progress Review	Every six (6) months.	

Discharge/Exit Extension of Foster Care	Prior to discharge from EFCS.	
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CFTM Descriptions

CPS Initial Non-Custody

Person Responsible for Building the Team and Preparing Team Members: CPS Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: CPS Case Manager

Supervision Requirements: CPS Supervisor is required if the CPS Case Manager has less than one (1) year of experience.

Time Frame - This CFTM occurs within thirty (30) days from the date of the referral if services are needed. If after thirty (30) days, it is determined that services are needed or required, a CFTM should be held as soon as possible.

Purpose of the CFTM

- Family, CPS staff, and service providers identify a permanency goal and develop a FPP that specifies what needs to occur in order to achieve the goal.
- The plan identifies services being provided and timelines for achieving the goals.
- The plan includes ways to safeguard and enhance the welfare of children/youth, to preserve family life, and prevent harm and abuse by strengthening the ability of families to parent their children/youth effectively.
- During this meeting, informal supports and/or additional team members or supports who can support the family are identified.

CPS Pre-Custodial

Person Responsible for Building the Team and Preparing Team Members: CPS Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: Trained Full-Time or Back-up Facilitator

Supervision Requirements: The supervisor for the case is required to be present at all Pre-Custodial CFTMs. In the event the assigned supervisor is unavailable, another supervisor can serve in their place.

Time Frame - When there is an imminent risk of a child/youth coming into custody related to issues of abuse or neglect.

- This CFTM should happen before the custodial episode begins. Entries into foster care should not occur without this meeting unless there are circumstances in which the meeting could not safely occur, or the removal happens outside of business hours where facilitators are available to conduct the meeting.
- The meeting is held up to seven (7) days prior to the custodial episode.
- If a child/youth enters foster care and has not had a pre-custodial meeting, a CFTM still needs to occur under the meeting type Initial Custodial CFTM. In these cases, every effort should be made to ensure the meeting occurs prior to the preliminary hearing to attempt to make a plan to avoid continuing the custodial episode.

Purpose of the CFTM

- Assess all the safety and risk factors and determine how the child/youth's safety can be maintained in the least restrictive, least intrusive manner possible.
- Explore all alternatives to placing the child/youth into custody.
- To determine if the FPP needs to be updated to allow the child/youth to safely remain in the parent's home with services or if other kinship/community placements are available for the child/youth.

Note: *If the team reaches the decision that the child(ren)/youth should enter foster care, the following information should be discussed.*

- Identify relatives, kin, or other persons with meaningful pre-existing relationships with the child/youth that might be considered for potential placement or visitation and make efforts to ensure that siblings are placed together.
- Verify names, addresses, and any other information regarding all parents and caretakers including legal, birth, and putative fathers.
- Assess the appropriateness of temporary placement and discuss how to minimize any possible trauma to the child/youth as a result of removal.
- Develop a plan to obtain child/youth's clothing and other items the child/youth needs in current placement.
- Discuss any medical, mental, and/or behavioral health issues for the child/youth and any other immediate case-related issues or concerns of the team members.
- Discuss educational stability, and if a Best Interest Determination (BID) meeting is required considering the placement decision. More information on what is required in this assessment see DCS Policy [21.14, Serving the Educational Needs of the Child/Youth.](#)
- Set up an immediate visitation schedule for child/youth with parents, siblings, and other family members.
- Arrange for contact between the FSW and the family if the FSW is not present in the meeting.
- Encourage the family to identify support persons, both formal and informal, who can become part of the CFT.
- Explain the purpose of permanency planning and schedule (if possible) the Initial Permanency Planning CFTM to be held within thirty (30) days of custody.

- For youth ages fourteen (14) and older, discuss the purpose of the development of an Independent Living or Transition Plan which are developed as part of the Permanency Planning CFTM.
- Whenever there is a CFTM, DCS ensures parents and other team members are informed of the child/youth's TennCare Appeal rights and provided a copy of DCS form, [CS-0800, Notice of Action](#) form and a [TennCare Medical Appeal form](#).

Additional Requirements and Considerations

We recognize that time constraints may limit full preparation and development of a CFT. At the least, the case manager ensures that families understand why the meeting is happening and what decision needs to be made at the meeting and are encouraged to bring extended family and/or other support persons with them.

Because of the risk of entry to foster care, custodial staff are invited to the CFTM so they can be at the table to hear the family's story.

CPS Progress Review of Family Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: CPS Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: CPS Case Manager

Supervision Requirements: CPS Supervisor is required if the CPS Case Manager has less than one (1) year of experience.

Time Frame - This meeting occurs thirty (30) days from the date of the Initial CFTM for investigative cases and ninety (90) days from the Initial CFTM for assessment cases.

Purpose of the CFTM

- To evaluate the progress made on the FPP goals and action steps and to determine the continued need for services or is the case ready for closure.

CPS Revision of Family Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: CPS Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: CPS Case Manager

Supervision Requirements: A supervisor is required if the CPS Case Manager has less than one (1) year of experience.

Time Frame - This meeting should occur when goals and/or responsibilities need to be updated in the FPP.

Purpose of the CFTM

- To make adjustment to the FPP based on progress made on the goals and responsibilities and to determine the continued need for services or is the case ready for closure.

CPS Transition Non-Custody

Person Responsible for Building the Team and Preparing Team Members: CPS Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: CPS Case Manager

Supervision Requirements: CPS Supervisor is required if the CPS Case Manager has less than one (1) year of experience.

Time Frame - This meeting should occur thirty (30) days from the date of the Initial CFTM for investigative cases and ninety (90) days from the Initial CFTM for assessment cases.

Purpose of the CFTM

- To evaluate the progress made on the FPP goals and responsibilities and to determine the continued need for services or is the case ready for closure.

FSS/FCIP Pre-custodial

Person Responsible for Building the Team and Preparing Team Members: FSS/FCIP Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: Trained Full-Time or Back-up Facilitator

Supervision Requirements: The supervisor for the case is required to be present. In the event the assigned supervisor is unavailable, another supervisor can serve in their place.

Time Frame

- When circumstances exist in an ongoing in-home case which may result in the children/youth entering custody. This CFTM should occur prior a child/youth entering foster care.

- When there is an imminent risk of a child/youth coming into custody related to issues of abuse or neglect.
- This CFTM should happen before the custodial episode begins. Entries into foster care do not occur without this meeting unless there are circumstances in which the meeting could not safely occur, or the removal happens outside of business hours where facilitators are available to conduct the meeting.
- The meeting is held up to seven (7) days prior to the custodial episode.
- If a child/youth enters foster care and has not had a pre-custodial meeting, a CFTM still needs to occur under the meeting type Initial Custodial CFTM. In these cases, every effort should be made to ensure the meeting occurs prior to the preliminary hearing to attempt to make a plan to avoid continuing the custodial episode.

Purpose of the CFTM

- Assess all the safety and risk factors and determine how the child/youth's safety can be maintained in the least restrictive, least intrusive manner possible.
- Explore all alternatives to placing the child/youth into custody.
- To determine if the FPP needs to be updated to allow the child/youth to safely remain in the parent's home with services or if other kinship/community placements are available for the child/youth

Note: If the team reaches the decision that the child(ren)/youth should enter foster care, the following information should be discussed:

- Identify relatives, kin, or other persons with meaningful pre-existing relationships with the child/youth that might be considered for potential placement or visitation and make efforts to ensure that siblings are placed together.
- Verify names, addresses, and any other information regarding all parents and caretakers including legal, birth, and putative fathers.
- Assess the appropriateness of temporary placement and discuss how to minimize any possible trauma to the child/youth as a result of removal.
- Develop a plan to obtain child/youth's clothing and other items that child/youth needs in current placement.
- Discuss any medical, mental, and/or behavioral health issues for the child/youth and any other immediate case-related issues or concerns of the team members.
- Discuss educational stability, and if a Best Interest Determination (BID) meeting is required considering the placement decision. More information on what is required in this assessment see DCS Policy [21.14, Serving the Educational Needs of the Child/Youth.](#)
- Set up an immediate visitation schedule for child/youth with parents/caregivers, siblings, and other family members.
- Arrange for contact between the FSW and the family if the FSW is not present in the meeting.
- Encourage the family to identify support persons, both formal and informal, who can become part of the CFT.

- Explain the purpose of permanency planning and schedule (if possible) the Initial Permanency Planning CFTM to be held within thirty (30) days of custody.
- For youth ages fourteen (14) and older, discuss the purpose of the development of an Independent Living or Transition Plan which is developed as part of the Permanency Planning CFTM.
- Whenever there is a CFTM, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and provided a copy of DCS form, [*CS-0800, Notice of Action*](#) form and a [*TennCare Medical Appeal form*](#).

Additional Requirements and Considerations

We recognize that time constraints may limit full preparation and development of a team. At the least, the case manager ensures that families understand why the meeting is happening and what decision needs to be made at the meeting and are encouraged to bring extended family and/or other support persons with them.

FSS/FCIP Initial Family Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: FSS Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: FSS/FCIP Case Manager

Supervision Requirements: A supervisor is required if the Case Manager has less than one (1) year of experience.

Time Frame - This meeting occurs within thirty (30) days from the date of the referral.

Purpose of the CFTM

- To develop the FPP.
- The FPP establishes realistic goals for the family, child/youth, and/or the DCS necessary safeguard and enhances the welfare of children/youth, to preserve family life, and prevent harm and abuse by strengthening the ability of families to parent/caregiver their children/youth effectively.

FSS/FCIP Progress Review of Family Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: FSS/FCIP Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: FSS/FCIP Case Manager

Supervision Requirements: A supervisor is required if the Case Manager has less than one (1) year of experience.

Time Frame - Every ninety (90) days until case closure.

Purpose of the CFTM

- To review and update the FPP to ensure that all needs/concerns are addressed and to track and adjust based on the progress and effectiveness of the services outlined within the plan.
- Determine whether this case requires continued monitoring or is ready for closure.

FSS/FCIP Revision of Family Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: FSS/FCIP Case Manager or Supervisor

Person Responsible for Facilitating the Meeting: FSS/FCIP Case Manager

Supervision Requirements: A supervisor is required if the Case Manager has less than one (1) year of experience.

Time Frame – When the family plan needs to be updated.

Purpose of the CFTM

- To update the plan to ensure that all needs/concerns are addressed and to track and adjust based on the progress and effectiveness of the services outlined within the plan.

SS- Initial Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: FSW

Person Responsible for Facilitating the Meeting: FSW (with one (1) year or more of experience) or Supervisor

Supervision Requirements: The supervisor is required to be present to assist in the development of a meaningful, realistic plan for the family, and to mentor the FSW. In the event the supervisor is not available, another supervisor can participate in their place.

Time Frame - This CFTM takes place in an adequate amount of time to complete the FPP in the Electronic Case File within thirty (30) days of the child/youth's date of custody and then submitted to the Regional Legal Counsel within five (5) days of approval in the Electronic Case File per DCS Policy [16.31, Permanency Planning for Children/Youth in the Department of Children's Services Custody.](#)

Purpose of the CFTM

- Establish a permanency goal and review placement appropriateness/options.
- Address issues that created risk for the child/youth, building on the information gathered during the Initial CFTM.
- Affirm functional strengths identified in the first CFTM and identify new functional strengths in the family.
- Assess the concerns, issues, and underlying needs of the family/child/youth. Review and apply results of informal and formal assessments when available including but not limited to the CANS, SDM, FAST, EPSTD&T, life skills assessment, mental health assessment, and other evaluations.
- Examine the long-term view for the family and child/youth.
- Develop concrete responsibilities with target dates and persons responsible.
- Complete the FPP and provide copies to all members of the team.
- Continue to engage the family and their support network in the plan. Continue to diligent search for parents/caretakers that have not been located and continue to identify new family or kin resources.
- For youth ages fourteen (14) and up, an Independent Living or Transition Plan is included. Please refer to DCS Policy [16.51 Independent Living and Transition Planning](#) for additional information.
- Whenever there is a CFTM, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and provided a copy of form [CS-0800, Notice of Action](#) and a [TennCare Medical Appeal](#) form.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected. There should be as many team members involved in this meeting as possible, to help craft a comprehensive FPP that will utilize all resources on the team. The supervisor prepares with the FSW to ensure that appropriate preparation has been provided.

The FSW comes to the meeting with all demographic information already on the plan, so the meeting can focus on identifying goals, needs, responsibilities, etc.

Please refer to DCS Policy [16.31, Permanency Planning for Children/Youth in Department of Children's Services Custody](#) and [Family Permanency Plan Development Guide](#) for the timelines and requirements for ongoing FPP development and reviews.

SS- Permanency Plan Revision

Person Responsible for Building the Team and Preparing Team Members: FSW or Supervisor

Person Responsible for Facilitating the Meeting: FSW (with one (1) year or more of experience) or Supervisor

Supervision Requirements: Supervisor is required if the FSW has one (1) year or less of experience

Time Frame - This meeting is scheduled any time the FPP needs to be revised. This occurs within six (6) months from the last FPP and before the active FPP has expired.

Purpose of the CFTM

- The purpose of this meeting is to revise the FPP document. The process for development of the revised plan should be similar to the process for developing the initial plan, with the full participation of the family and team.
- The team reviews the appropriateness of the goal and if needed changes the goal or adds a concurrent goal.
- The team reviews progress on responsibilities, effectiveness of services, and timeframes that were established. The team also decides if any additional action steps or needs should be added to the Permanency Plan to address safety, permanency, and well-being. The revised Permanency Plan reflects an updated assessment that addresses the needs and utilizes strengths that have been identified since the Initial Permanency Plan was developed. If progress is being made towards the goal, the team outlines specific steps that need to take place to achieve that goal quickly and plan for the transition to permanency.
- For youth ages fourteen (14) and up the team updates the Independent Living or Transition goals. If the youth has turned fourteen (14) years old since the last FPP, ensure that this plan is created in the revised FPP.

Additional Requirements and Considerations

Full preparation of the family for participation in this CFTM is expected. The family should not hear about changing the goal from reunification to adoption, for example, for the first time in the context of a CFTM. Emotionally charged issues are raised and processed with the family prior to the meeting as part of preparation.

Permanency Specialists are encouraged to become part of any CFT when progress toward reunification is not proceeding and other permanency alternatives need to be explained and explored with the family.

Initial Custody

Person Responsible for Building the Team and Preparing Team Members: CPS or FSS Case Manager if the placement into custody was the result of CPS involvement or FSW if placement into custody was not the result of CPS involvement.

Person Responsible for Facilitating the Meeting: Trained Full-Time or Back-up Facilitator for Social Services cases; Facilitator is preferable, however, JSW or TL may facilitate for Juvenile Justice cases at the discretion of supervision.

Supervision Requirements: The supervisor for the case is required to be present at all Initial Custody CFTMs. In the event the assigned supervisor is unavailable, another supervisor can serve in his or her place.

Time Frame - This CFTM occurs within seven (7) days of the child(ren)/youth entering foster care. Every effort is made to ensure the meeting occurs prior to the preliminary hearing to attempt to make a plan to avoid continuing the custodial episode.

Purpose of the CFTM

- Assess all the safety and risk factors and determine how the child/youth's safety is to be maintained in the least restrictive, least intrusive manner possible.
- Explore all alternatives to placing the child/youth into custody.
- To determine if the FPP needs to be updated to allow the child/youth to safely remain in the parent's home with services or if other kinship/community placements are available for the child/youth.
- If the child/youth has entered custody, identify needs of the child/youth and family to determine the appropriate type and level of service needed.
- To establish relationships with the child/youth and family based on empathy, respect, and genuineness while routinely affirming with the family that the intent of DCS is to help the family address mutually identified problems in order to reduce the risk of recidivism.
- Identify relatives, kin, or other persons with meaningful pre-existing relationships with the child/youth that might be considered for potential placement or visitation and make efforts to ensure that siblings are placed together.
- Verify names, addresses, and any other information regarding all parents and caretakers including legal, birth, and putative fathers.
- Assess the appropriateness of temporary placement and discuss how to minimize any possible trauma to the child/youth as a result of removal.
- Develop a plan to obtain child/youth's clothing and other items that child/youth needs in current placement.
- Discuss any medical, mental, and/or behavioral health issues for the child/youth and any other immediate case-related issues or concerns of the team members.

- Discuss educational stability, and if a Best Interest Determination (BID) meeting is required considering the placement decision. More information on what is required in this assessment see DCS Policy [*21.14, Serving the Educational Needs of the Child/Youth.*](#)
- Set up an immediate visitation schedule for child/youth with parents, siblings, and other family members.
- Arrange for contact between the FSW and the family if the FSW is not present in the meeting.
- Encourage the family to identify support persons, both formal and informal, who can become part of the CFT.
- Explain the purpose of permanency planning and schedule (if possible) the Initial Permanency Planning CFTM to be held within thirty (30) days of custody.
- Whenever there is a CFTM, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and provided a copy of DCS form, [*CS-0800, Notice of Action*](#) form and a [*TennCare Medical Appeal form.*](#)

Additional Requirements and Considerations

We recognize that time constraints may limit full preparation and development of a team. At the least, the case manager ensures that families understand the purpose for the meeting is happening and what decisions need to be made at the meeting and are encouraged to bring extended family and/or other support persons with them.

Progress Review CFTM

Person Responsible for Building the Team and Preparing Team Members: FSW or Supervisor

Person Responsible for Facilitating the Meeting: FSW (with one (1) year or more of experience) or Supervisor

Supervision Requirements: A supervisor is required if the FSW has less than one (1) year of experience.

Time Frame -Teams are convened every three (3) months to review the progress on achieving permanency. A CFTM to review progress on the FPP is conducted whenever there are changes needed or progress is not being made in a timely fashion. Progress is reviewed any time the CFT is together for any type of CFTM. If this occurs, CFTM type Progress Review is chosen in addition to other CFTM types when entering the CFTM in the Electronic Case File. The three (3) month time frame is measured from the last Permanency Planning CFTM or Progress Review CFTM.

Purpose of the CFTM

- Review the child/youth and family's progress towards permanency. Identify the remaining barriers to permanency and develop plans to remove those barriers.

- Assess the effectiveness of services and whether revisions to the plan or additional responsibilities are needed.
- Assess the appropriateness of the permanency goal and make an alternate or concurrent plan for permanency, if applicable.
- Emphasize the importance of achieving permanency for children/youth quickly. Ensure all team members understand the impact of prolonged separation and uncertainty upon children/youth.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

Planned Placement Stability

Person Responsible for Building the Team and Preparing Team Members: FSW/JSW or Supervisor

Person Responsible for Facilitating the Meeting: For planned changes of placement, such as a move to an adoptive home or to a lower level of care, the FSW/JSW (with one (1) year or more of experience) or the Supervisor can facilitate the CFTM.

Supervision Requirements: Supervision is required if the FSW/JSW has one (1) year or less of experience.

Time Frame – This meeting occurs prior to the move.

Purpose of the CFTM

- For planned changes of placement, the CFTM focuses on such issues as how to make the transition successful, what services may be needed, how the child/youth can maintain meaningful connections with people that are important to them, and what supports are necessary to help the child/youth adjust to a new setting.

Additional Requirements and Considerations

For changes of placement that are planned moves toward permanency, such as moving into an adoptive home, a move to reunite siblings, or to a lower level of care, representing progress, there is full preparation of the team. A facilitator, although is not required, may be requested if there are difficult issues or conflicts on the team.

It is important that children/youth be engaged in this CFTM. In order to make the best placement decision, caregivers are critical team members to include in Placement Stability CFTMs.

The CANS is updated and consulted to support the planned move. For additional information, refer to the [CANS Protocol](#).

Discuss educational stability when making decisions about placement moves. Consult with the Educational Specialist if there are education issues that need to be addressed. If it is determined that a planned or unplanned move will occur, an educational stability plan is created, and it is determined in the meeting if a Best Interest Determination (BID) meeting is required considering the placement decision. More information on what is required in this assessment see DCS Policy [21.14, Serving the Educational Needs of the Child/Youth](#). Whenever there is a change in the level of care of a child/youth, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and are provided a copy of DCS form, [CS-0800, Notice of Action](#) and a [TennCare Medical Appeal](#) form.

If this placement change was planned during a Progress Review CFTM, an additional CFTM may not be needed for children who are placed in a DCS foster home. If the placement is with a provider agency, Network Development UR Specialist must be involved before a decision is rendered.

<https://www.teamtn.gov/content/dam/teamtn/dcs/documents/placement-central/UtilizationReviewGuide.pdf>

For youth in a YDC, this direction does not supersede DCS Policy [19.1 Suicide/Self Harm Prevention & Intervention in a Youth Development Center](#) that allows a youth to be assessed by crisis management services and moved to a mental health facility on an emergency basis without a CFTM. However, a CFTM should be convened within seven (7) calendar days after the placement or at least forty-eight (48) hours before discharge from mental health facility (whichever comes first).

Unplanned Placement Stability

Person Responsible for Building the Team and Preparing Team Members: FSW/JSW or Supervisor

Person Responsible for Facilitating the Meeting: Trained Full-time or Back-up Facilitator

Supervision Requirements: Supervision is required.

Time Frame - As soon as the FSW/JSW becomes aware that there is a risk that the placement may be disrupted, the CFTM is scheduled as soon as possible. If it is an emergency, the CFTM is scheduled within three (3) business days and take place within five (5) business days of the CFTM request. If there is a move, the meeting occurs preferably prior to any change of placement. If it is not possible to convene the CFTM prior to the move, it must occur within fifteen (15) calendar days after a move has occurred. For those children/youth returning from runaway status, a CFTM is convened (whenever possible) prior to placement.

Purpose of the CFTM

- To reduce the number of disruptions of children/youth in custody and to minimize the trauma when a placement disruption cannot be avoided.

- Review progress in current placement and determine if the current placement is still appropriate to meet the child/youth's needs, and is the least restrictive, least intrusive placement that can meet those needs.
- If the current placement can be maintained, develop a plan to stabilize the current placement. This plan may include additional services to support the child/youth's needs or providing respite/other supports to the caregiver(s).
- If the current placement is not appropriate and/or cannot be maintained, develop a plan for the transition to an alternative placement in the least traumatic manner possible. The team explores ways to strengthen the new placement and prevent any future disruptions.
- If an unplanned change in placement has already occurred, explore ways the team can help to strengthen the present placement and prevent any future disruptions.

Additional Requirements and Considerations

For disruptions, preparation for this CFTM may be limited if there is an urgent nature to the placement move. In these situations, preparation may be limited to ensuring families understand the decision to be made at the meeting. Families are encouraged to bring extended family and/or other support persons to these CFTMs.

It is important that children/youth be engaged in this CFTM and efforts are made to avoid shaming or alienating the child/youth in the process of discussing the issues related to the potential disruption of a placement.

In order to make the best placement decision, caregivers are critical team members to include in Placement Stability CFTMs.

If the current placement cannot be stabilized, the CANS is updated and consulted to assist in identifying the best placement. For additional information, refer to the [CANS Protocol](#).

Discuss educational stability when making decisions about placement moves. Consult with the Educational Specialist if there are education issues that need to be addressed. If it is determined that a planned or unplanned move will occur, an educational stability plan is created, and it is determined in the meeting if a Best Interest Determination (BID) meeting is required considering the placement decision. More information on what is required in this assessment see DCS Policy [21.14, Serving the Educational Needs of the Child/Youth](#). Whenever there is a change in the level of care of a child/youth, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and are provided a copy of DCS form, [CS-0800, Notice of Action](#) and a [TennCare Medical Appeal](#) form.

For youth in a YDC, this policy does not supersede DCS Policy [19.1 Suicide/Self Harm Prevention and Intervention in a Youth Development Center](#) that allows a youth to be assessed by crisis management services and moved to a mental health facility on an emergency basis without a CFTM. However, a CFTM should be convened within seven (7) calendar days after the placement or at least forty-eight (48) hours before discharge from mental health facility (whichever comes first).

Discharge/Exit Custody

Person Responsible for Building the Team and Preparing Team Members: FSW/JSW or Supervisor

Person Responsible for Facilitating the Meeting: Supervisor, FSW/JSW (with one (1) year or more of experience), or a Trained Full-Time or Back-up Facilitator

Supervision Requirements: A supervisor is required for this meeting.

Time Frame - Discharge planning begins at the beginning of the case. Discharge planning occurs in a sufficient time frame to ensure that the family's needs are met, and appropriate services are in place.

Purpose of the CFTM

- To make sure that all safety and risk issues that resulted in custody have been adequately addressed and resolved.
- To ensure that there is a concrete plan for any needed services to be in place. This includes information about continued health care coverage for those receiving TennCare benefits.

Note: For transitioning to adulthood, youth are informed about their right to make the own health care decisions and their right to communicate about health care decisions through advance directives. Youth eligible to receive Extension of Foster Care Services have the opportunity to accept these services during this CFTM by signing DCS form [*CS-0488, Rights and Responsibilities to Receive Foster Care as an Adult*](#). For a youth that are placed in a foster home, if the youth plans to accept EFC services and remain in their foster home as a young adult, the mutually agreed upon expectations and responsibilities between the youth and the foster parent(s) will be established.

- To assess if the child/youth and family are ready to proceed with a Trial Home Visit (THV) or release or exit from custody.
- To anticipate and address any issues that could compromise a successful discharge, reunification, or exit from custody.
- To ensure that there are community supports in place to sustain the child/youth and family after DCS is no longer involved.

Additional Requirements and Considerations

This meeting is critical to ensure that the services and supports are in place to make the discharge successful and prevent re-entry. A Transition CANS needs to be completed prior to this CFTM and the CANS consultant is engaged to recommend appropriate services for the needs identified by the CANS. For additional information, refer to the [*CANS Protocol*](#).

Educational stability is considered when children/youth are transitioning home. For more information on what is required in this assessment, see DCS Policy [21.14, Serving the Educational Needs of the Child/Youth](#).

The supervisor for the case is required to attend Discharge Planning CFTMs. This ensures all safety and risk concerns are being adequately addressed and that appropriate preparation has taken place to ensure a successful discharge. In the event the supervisor is not available, another supervisor can participate in their place. Refer to DCS Policies [16.12 Severe Abuse Review](#) or [13.10 Custody Requirements for Delinquent Youth](#).

Special Called

Person Responsible for Building the Team and Preparing Team Members: FSW/JSW or Supervisor

Person Responsible for Facilitating the Meeting: Supervisor, FSW/JSW (with one (1) year or more of experience), or a Trained Full-Time or Back-up Facilitator. The use of a Trained Full-time or Back- up Facilitator is not required, but may be advisable in certain cases, depending upon the needs of the team and reason for the meeting. If there are questions about the quality of services or conflicts between team members, it is recommended that the facilitator be utilized to conduct the meeting.

Supervision Requirements: Supervisor is required if the FSW/JSW has one (1) year or less of experience. For more experienced staff, the supervisor exercises judgment to decide if their participation is needed, considering the experience of the FSW/JSW, the complexity of the case, and the availability of other supports, such as other regional staff.

Time Frame – As appropriate based on case need

In the event of an emergency, DCS schedules the CFTM as soon as possible – an effort is made for the meeting to occur within three (3) business days, but not exceeding five (5) business days.

If the subject matter of the meeting is urgent but not emergent, the CFTM takes place within seven (7) business days from the request date.

If a child/youth is expelled/suspended from school, the CFTM takes place within five (5) calendar days.

Purpose of the CFTM

- To address a specific concern raised by any member of the CFT.
- To pull the team together immediately to address any urgent need or emergency situation that may arise.

Some examples of these could include:

- CFTMs needed to discuss the child/youth's educational needs, in the event of a change in educational setting is being considered or is necessary;
- CFTMs to develop or update an Independent Living plan for a youth;
- CFTMs for children/youth that are in full guardianship with or without a permanent family to identify the best possible family for achieving permanency. Refer to [*CFTM Guidelines for Identifying an Adoptive Family*](#).
- Ninety (90) to one hundred and eighty (180) days prior to a youth turning eighteen (18) years old and is at risk of aging out of custody without achieving permanency; and
- Youth who are in a YDC and have been determined by an IEP team to have an Intellectual Disability will have a Special Called CFTM. Refer to DCS Policy [*19.6 Assessment and Placement of Youth With Intellectual Disabilities In a Youth Development Center*](#).

Additional Requirements and Considerations

The purpose of this CFTM is to pull together the members of the CFT necessary to address the situation that has arisen. Depending upon the issue to be resolved, it may not be necessary to convene the whole team; however, the child/youth and family should always be included.

Initial Non-Custody Permanency Plan

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor

Person Responsible for Facilitating the Meeting: JSW or Supervisor

Supervision Requirements: Requires a supervisor when the JSW has under one (1) year of experience.

Time Frame – Within thirty (30) days of opening the case.

Purpose of the CFTM

- To develop the FPP.
- Utilize the strengths of the family and include designated time frames for the completion of actions that help the child/youth and family maintain permanency and stability as soon as possible.
- Affirm strengths identified in the Initial CFTM and identify new strengths in the family.
- Assess the concerns, issues, prior court records, and underlying needs of the family/child/youth. The plan is based upon varying assessments such as the CANS, alcohol/drug, health, and education.
- Examine the long-term view for the family and child/youth. Engage the family and their support network in the plan.
- Complete the FPP and provide copies to all members of the team.
- For youth ages fourteen (14) and up; an Independent Living or Transition Plan is included.

- Whenever there is a CFTM, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and provided a copy of form [CS-0800, Notice of Action](#) and a [TennCare Medical Appeal](#) form.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

Need records to address the following categories are required for this plan: Safety, Social Functioning, Permanency, Preparation for Adult Living, and Education.

JJ- Non-Custody Permanency Plan Revision

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor

Person Responsible for Facilitating the Meeting: JSW or Supervisor

Supervision Requirements: Requires a supervisor when the JSW has under one (1) year of experience.

Time Frame – Every six (6) months or significant changes to a case

Purpose of the CFTM

- To revise the FPP.
- The process for development of the revised FPP is similar to the process for developing the initial plan, with the full participation of the family and team.
- The team reviews progress on responsibilities, effectiveness of services, and timeframes that were established. The team also decides if any additional action steps or needs should be added to the FPP to address safety, permanency, and well-being.
- The revised FPP reflects an updated assessment that addresses the needs and utilizes strengths that have been identified since the Initial FPP was developed.
- To review if progress is being made towards the goal, the team outlines specific steps that need to take place to achieve that goal quickly and plan for the transition to permanency.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

JJ- Progress of Non-Custodial Cases/Quarterly Review

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor

Person Responsible for Facilitating the Meeting: JSW or Supervisor

Supervision Requirements: Requires a supervisor when JSW has under one (1) year of experience.

Time Frame – Every three (3) months or when significant changes occur in a case

Purpose of the CFTM

- To discuss progress on the FPP.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

JJ- Initial Permanency Plan (Custody)

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor

Person Responsible for Facilitating the Meeting: JSW or Supervisor

Supervision Requirements: Supervisor is required.

Time Frame - This CFTM occurs within thirty (30) calendar days of the youth entering custody.

Purpose of the CFTM

- Establish a permanency goal and review placement appropriateness/options.
- Complete a diligent search for parents/caretakers that have not been located and continue to identify new family or kin resources.
- Develop need records and concrete responsibilities that address all the concerns that brought the youth into custody as well as those needs identified by the ongoing assessment process, including health and education information with target dates and persons responsible.
- Utilize the strengths of the family and include designated time frames for the completion of actions that help the youth and family achieve permanency and stability as soon as possible.
- Address issues that created risk for the youth, building on the outcomes of the Initial CFTM.
- Affirm strengths identified in the Initial CFTM and identify new strengths in the family.
- Assess the concerns, issues, and underlying needs of the family/youth. The plan is based upon assessments made through the CANS, Life Skills, EPSDT, mental health assessment, or other evaluations.
- Examine the long-term view for the family and youth. Engage the family and their support network in the plan.

- Complete the Permanency Plan and provide copies to all members of the team.
- For youth ages fourteen (14) and up; an Independent Living or Transition Plan is included. Please refer to DCS Policy [*16.51 Independent Living and Transition Planning*](#) for additional information.
- Whenever there is a CFTM, DCS ensures that parents/caretakers and other team members are informed of the child/youth's TennCare Appeal rights and provided a copy of form [*CS-0800, Notice of Action*](#) and a [*TennCare Medical Appeal*](#) form.

Additional Requirements and Considerations

Full preparation and participation of the family and team is expected at this CFTM. There should be as many team members involved in this meeting as possible, to help craft a comprehensive plan that utilizes all the resources on the team. The supervisor prepares for the meeting with the JSW to ensure that appropriate preparation has been provided.

The JSW comes to the meeting with all demographic information already on the plan, so the meeting can focus on identifying goals, needs, action steps, etc. Please refer to DCS Policy [*16.31, Permanency Planning for Children/Youth in Department of Children's Services Custody*](#), [*Protocol for Juvenile Justice Family Permanency Plan*](#) and [*Permanency Plan Development Guide*](#) for the timelines and requirements for ongoing permanency plan development and reviews.

JJ- Permanency Plan Revision (Custody)

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor

Person Responsible for Facilitating the Meeting: JSW or Supervisor

Supervision Requirements: Supervisor is required

Time Frame - This meeting is scheduled any time the Permanency Plan needs to be revised. This occurs within six (6) months from the last Permanency Plan and before the active Permanency Plan has expired.

Purpose of the CFTM

- The purpose of this meeting is to revise the Permanency Plan.
- The process for development of the revised plan should be similar to the process for developing the Initial Permanency Plan, with the full participation of the family and team.
- The team reviews the appropriateness of the goal and if needed changes the goal or adds a concurrent goal.

- The team reviews progress on responsibilities, effectiveness of services, and timeframes that were established. The team also decides if any additional action steps or needs should be added to the Permanency Plan to address safety, permanency, and well-being.
- The revised Permanency Plan should reflect an updated assessment that addresses the needs and utilizes strengths that have been identified since the Initial Permanency Plan was developed.
- If progress is being made towards the goal, the team should outline specific steps that need to take place to achieve that goal quickly and plan for the transition to permanency.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

JJ- Release to Aftercare (Pre-Release Planning)

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor. For YDCs, upon request by residential case manager for release, JSW becomes responsible.

Person Responsible for Facilitating the Meeting: Supervisor, YDC RCM JSW (with one (1) year or more of experience), or a Trained Full-Time or Back-up Facilitator

Supervision Requirements: The supervisor for the case is required to be present in JJ Release to Aftercare CFTMs. This is to ensure that all safety and risk concerns have been adequately addressed and that appropriate preparation has taken place to ensure a successful discharge. In the event the supervisor is not available, another supervisor can participate in his or her place.

Time Frame – Discharge planning should begin at the beginning of the case. This CFTM is held at least forty-five (45) days prior to the six (6) month date of the youth being in custody to review progress and evaluate if the youth is ready for release. All team members, including the youth and family members, participate in the CFTM. Discharge planning should occur in a sufficient time frame to ensure that the family's needs are met, and appropriate services are in place. Immediately following the meeting in which it is decided that the child/youth is ready for release, a release/discharge summary is written by the RCM/Provider Representative immediately following the meeting and is submitted to the JSW within five (5) business days. The JSW prepares the aftercare plan and completes all applicable forms.

Note: A meeting is required for youth with indeterminate and determinate sentences; however, approval from the court is not required when a determinate commitment expiration date is reached. The JSW sends Form [CS-0004, Release Notification](#) to the court. [Refer to Protocol: Release Notification and Approval.](#)

The paperwork is then immediately presented to the committing court to request the Judge's consent or objection to the release of the child/youth. If the youth is under a dual commitment (from two (2) or more county courts), this process is completed in the second court as well. Refer to [Protocol for Dual Adjudications.](#)

Purpose of the CFTM

- To make sure that all safety and risk issues that resulted in custody have been adequately addressed and resolved. This meeting is critical to ensure that the services and supports are in place to make the release successful, promote community safety, and prevent re-entry/recidivism.
- To develop the aftercare plan and ensure there is a concrete plan for any needed services and that they are in place before the youth begins the THV. This includes aftercare rules and information about continued health care coverage for those receiving TennCare benefits.
- To assess that the youth and family are ready for the youth to return home and can support the aftercare plan with attention to the supervision of the youth, school attendance, etc.
- To review the [*Pre-Release Readiness Work Aid for Delinquent Youth*](#) to ensure the areas listed on the Work Aid are addressed in the release summary.
- Decisions regarding a release from custody are made during a CFTM to ensure that all safety and risk issues that necessitated custody are adequately addressed and resolved. This CFTM allows the team to determine whether necessary supports are in place to support the child/youth and family.
- To inform the youth and family of the procedure to notify local law enforcement of all THV.

Additional Requirements and Considerations

Refer to policy [*13.10 Custody Requirements for Delinquent Youth*](#).

Youth adjudicated delinquent are released from custody within six (6) months from their commitment date unless the youth:

- Needs more time to complete an evidence-based program to address treatment needs identified on the administered validated CANS assessment;
- Has allegedly committed a new delinquent act; or
- Is currently on the run from a secure juvenile facility or institution.

When a youth meets one (1) of the criteria above and is not ready to be released within the six (6) month timeframe, refer to the [*Disposition Options*](#) for extension guidelines.

Prior to the CFTM, the JSW administers [*CS-1210 to the Juvenile Justice Community Risk Tool*](#) to determine if an electronic monitor is required when the youth leaves custodial placement. See DCS Policy [*13.5, Electronic Monitoring Use on Youth Adjudicated Delinquent*](#).

Seven (7) working days before a youth is scheduled to leave the custodial placement, the RCM/Provider Representative and the JSW meet, via telephone, video conference, or in person, with the youth to review the action steps from the Release CFTM and confirm that all services are in place before the youth leaves the facility. A summary of the meeting is documented on the appropriate screens in TFACTS by the JSW prior to the youth leaving.

A Transition CANS needs to be completed prior to this CFTM to identify service intensity, ongoing youth and family needs, strengths, and community risk prior to recommending release, the youth going on a THV or exiting out of custody. The CANS consultant should be engaged to recommend the appropriate services for the needs identified by the CANS. For additional information, refer to the [*CANS Protocol*](#).

Be sure the JSW assists the youth with maintaining or obtaining health insurance following their exit from custody.

Educational Stability is considered when youth are transitioning home. More information on what is required in this assessment see DCS Policy [21.14, Serving the Educational Needs of the Child/Youth DCS Policy](#).

Note: For youth transitioning to adulthood; inform youth regarding their right to make their own health care decisions and their right to communicate about health care decisions through advance directives. Youth eligible to receive Extension of Foster Care Services have the opportunity to accept these services during this CFTM by signing DCS form [CS-0488, Rights and Responsibilities to Receive Foster Care as an Adult](#). For a youth that is placed in a foster home, if the youth plans to accept EFC services and remain in their foster home as a young adult, the mutually agreed upon expectations and responsibilities between the youth and the foster parent(s) will be established.

JJ- Discharge from Probation/Aftercare (Case Closure)

Person Responsible for Building the Team and Preparing Team Members: JSW or Supervisor.

Person Responsible for Facilitating the Meeting: Supervisor, JSW (with one (1) year or more of experience), or a Trained Full-Time or Back-up Facilitator.

Supervision Requirements: A supervisor is required for this meeting.

Time Frame - Within thirty (30) calendar days of the proposed case closure date for children/youth on Probation, Aftercare, or under Interstate Compact on Juveniles Supervision (ICJ).

Purpose of the CFTM

- To assess that the child/youth and family are ready for case closure.
- To anticipate and address any issues that could compromise the closing of the case.
- To ensure community supports in place to sustain the child/youth and family after DCS is no longer involved

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

This meeting occurs prior to closing a probation or aftercare case. Refer to DCS Policy [13.10 Custody Requirements for Delinquent Youth](#) and [13.12 Probation Requirements for Delinquent Youth](#).

YDC Individual Program Plan/Permanency Plan (Custody)

Person Responsible for Building the Team and Preparing Team Members: YDC RCM

Person Responsible for Facilitating the Meeting: Trained Full-Time or Back-up Facilitator

Supervision Requirements: Requires a supervisor when the YDC RCM has under one (1) year of experience

Time Frame - For children/youth whose initial placement is in a YDC the classification/IPP is developed at the same time the Family Permanency Plan is completed or updated. The IPP is embedded within the Family Permanency Plan. This CFTM shall be held within fourteen (14) days of the date of placement.

Purpose of the CFTM

- Examine the long-term view for the family and child/youth. Engage the family and their support network in the plan.
- Review of comprehensive assessments, both formal and informal, to formulate treatment recommendations and to determine an appropriate program placement. The plan is based upon assessments made through the CANS, Life Skills Assessment, EPSD&T, mental health assessment, or other evaluations.
- Develop the Individual Program Plan (IPP) section within the Family Permanency Plan addressing the strength and needs of children/youth and their families; provision of services which build upon the strengths and address needs; success directed goals and objectives (desired outcomes/responsibilities; and continuum of care (if needed), aftercare planning, and permanency.
- Develop need records and concrete responsibilities that address all the concerns that brought the child/youth into custody as well as those needs identified by the ongoing assessment process, including health and education information with target dates and persons responsible.
- Address issues that created risk for the child/youth, building on the outcomes of the Initial CFTM.
- Affirm strengths identified in the Initial CFTM and identify new strengths of the child/youth and family.
- Assess the concerns, issues, and underlying needs of the family/child/youth.

Additional Requirements and Considerations

Full preparation of the family and team for participation in this CFTM is expected.

Refer to policies [18.22-DOE, Development of Individual Program Plan/Individual Education Plan \(IPP/IEP\)](#) and [18.24-DOE, Information for Initial Classification](#) and the [Permanency Plan Development Guide](#) for additional guidance through this process.

YDC- Plan Revision

Person Responsible for Building the Team and Preparing Team Members: YDC RCM or Supervisor

Person Responsible for Facilitating the Meeting: Supervisor, YDC RCM or a Trained Full-Time or Back-up Facilitator. The use of a Trained Full-time or Back- up Facilitator is not required, but may be advisable in certain cases, depending upon the needs of the team and reason for the meeting. If there are questions about the quality of services or conflicts between team members, it is recommended that the facilitator be utilized to conduct the meeting.

Supervision Requirements: Supervisor is required if the YDC RCM has one (1) year or less of experience.

Time Frame - As appropriate based on case need.

If the subject matter of the meeting is urgent but not emergent, the CFTM should take place within seven (7) business days from the request date.

Purpose of the CFTM

- To address a specific concern raised by any member of the CFT that requires the individual program plan to be revised.

Some examples of these could include:

- If a child/youth's educational or health needs change;
- To develop or update independent living needs or services for an adolescent;
- To implement services or behavior contracts to address challenging or inappropriate child/youth behaviors;
- Children/Youth who are in a YDC who have had a Special Called CFTM that resulted in changes to the IPP. Refer to DCS Policy [19.6 Assessment and Placement of Youth With Intellectual Disabilities In a Youth Development Center.](#)

Additional Requirements and Considerations

The purpose of this CFTM is to pull together the members of the CFT necessary to address the situation that has arisen. Full preparation of the family and team for participation in this CFTM is expected.

YDC- Quarterly IPP Review

Person Responsible for Building the Team and Preparing Team Members: YDC RCM

Person Responsible for Facilitating the Meeting: YDC RCM

Supervision Requirements: Supervisor is required if the YDC RCM has one (1) year or less of experience.

Time Frame -Teams convene every three (3) months to review the progress on achieving permanency. A CFTM to review progress on the Permanency Plan is conducted whenever there are changes needed or progress is not being made in a timely fashion. Progress is reviewed any time the CFT is together for any type of CFTM. If this occurs, CFTM type Progress Review is chosen in addition to other CFTM types when entering the CFTM in TFACTS. The three (3) month time frame is measured from the last Permanency Plan CFTM or Progress Review CFTM.

Purpose of the CFTM

- Review the child/youth and family's progress towards permanency. Identify the remaining barriers to permanency and develop plans to remove those barriers.
- Assess the effectiveness of services and whether revisions to the plan or additional responsibilities are needed.
- Assess the appropriateness of the permanency goal and make an alternate or concurrent plan for permanency, if applicable.
- For YDCs, these in-depth reviews are for the purpose of determining whether the IPP is being implemented to meet the individual needs of the child/youth. They are utilized to make decisions regarding the child/youth's current status; determine the readiness for step-down; identify the need to increase services or interventions; or to make changes in the current services or interventions.

Additional Requirements and Considerations

Following every other Quarterly review (2nd, 4th, etc.) this document is sent to the Executive Director and the Deputy Commissioner of Juvenile Justice for review and sign off.

YDC Program Transfer

Person Responsible for Building the Team and Preparing Team Members: YDC RCM or Supervisor

Person Responsible for Facilitating the Meeting: YDC RCM

Supervision Requirements: Supervisor is required if the YDC RCM has one (1) year or less of experience. For more experienced staff, the supervisor exercises judgment to decide if their participation is needed, considering the experience of the YDC RCM, the complexity of the case, and the availability of other supports, such as other regional staff.

Time Frame - At any time a child/youth has achieved maximum program benefit at a YDC and needs additional transitioning services or a step-down.

Purpose of the CFTM

- A youth has completed the program or received maximum program benefits at a YDC but requires additional transitioning services or a step-down.
- A youth has completed their treatment in a secure setting but has additional placement needs based on location of family, mental health, medical, and educational needs.
- To discuss how to make the transition successful for planned placement changes such as what services may be needed, how the child/youth can maintain meaningful connections with people that are important to them, and what supports are necessary to help the child/youth adjust to a new setting.
- Whenever there is a CFTM, DCS ensures that parents and other team members are informed of the child/youth's TennCare Appeal rights and are provided a copy of DCS form [*CS-0800, Notice of Action*](#) and a [*TennCare Medical Appeal*](#) form.

Additional Requirements and Considerations

See applicable appropriate CFTM type to use in policies: [*19.7 Transitioning DCS Youth with Serious Psychiatric Disorders into Adult Behavioral/Mental Health Services*](#) and [*19.8 Transitioning Youth into the Employment and Community First \(ECF\) Choices Program for Adult Services*](#).

If this program transfer is an unplanned move, Unplanned Stability CFTM is selected and not Program Transfer.

Transition Planning to Adulthood

Created concurrently with one of the following: SS - Initial Permanency Plan (Custody), SS - Permanency Plan Revision (Custody), JJ-Initial Permanency Plan (Custody), or JJ – Permanency Plan Revision (Custody).

Person Responsible for Building the Team and Preparing Team Members: FSW/JSW or Supervisor

Person Responsible for Facilitating the Meeting: Supervisor, FSW/JSW (with one (1) year or more of experience), or a Trained Full-Time or Back-up Facilitator.

Supervision Requirements: A supervisor is required if the FSW/JSW has one (1) year or less of experience.

Note: The IL Specialist's attendance in these meetings is preferable and highly recommended. If the youth is planning to pursue Extension of Foster Care, the IL Specialist's attendance is required.

Time Frame- When a custodial youth turns age seventeen (17), or a youth enters custody who is age seventeen (17) or older. The Transition Plan is reviewed by the court within ninety (90) days of the youth's planned exit from custody.

Purpose of the CFTM

- A Transition to Adulthood CFTM is convened to develop the Transition Plan section of the Permanency Plan for custodial youth seventeen (17) years of age or older.

Additional Requirements and Considerations

Refer to the [*Permanency Plan Development Guide*](#) for information on addressing the Transition Plan section of the Permanency Plan.

EFCS - Initial Extension of Foster Care

Person Responsible for Building the Team and Preparing Team Members: Extension of Foster Care Case Manager

Person Responsible for Facilitating the Meeting: Extension of Foster Care Case Manager

Supervision Requirements: A supervisor is required if the EFC Case Manager has one (1) year or less of experience.

Note: The IL Specialist's attendance in these meetings is preferable and highly recommended

Time Frame - Within thirty (30) business days of the effective start date of Extension of Foster Care Services

Purpose of the CFTM

- Initial Extension of Foster Care CFTM is convened to develop the initial Transition Plan to reflect a version appropriate for young adults receiving Extension of Foster Care Services.

Note: The IL Specialist's attendance in these meetings is recommended.

Additional Requirements and Considerations

Refer to the [Permanency Plan Development Guide](#) for information on addressing the Transition Plan section of the Permanency Plan.

EFCS – Progress Review (EFCS – Permanency Plan Revision can be used concurrently.)

Person Responsible for Building the Team and Preparing Team Members: Extension of Foster Care Case Manager

Person Responsible for Facilitating the Meeting: Extension of Foster Care Case Manager

Supervision Requirements: A supervisor is required if the EFC Case Manager has one (1) year or less of experience.

Note: The IL Specialist's attendance in these meetings is preferable and highly recommended

Time Frame – Every six (6) months.

Purpose of the CFTM

- An EFCS – Progress Review (EFCS – Permanency Plan Revision can be used concurrently) is convened to review and/or revise the Transition Plan for young adults receiving Extension of Foster Care Services.

Additional Requirements and Considerations

Refer to the [Permanency Plan Development Guide](#) for information on addressing the Transition Plan section of the Permanency Plan.

EFCS - Permanency Plan Revision

(EFCS – Progress Review can be used concurrently.)

Person Responsible for Building the Team and Preparing Team Members: Extension of Foster Care Case Manager

Person Responsible for Facilitating the Meeting: Extension of Foster Care Case Manager

Supervision Requirements: A supervisor is required if the EFC Case Manager has one (1) year or less of experience.

Note: The IL Specialist's attendance in these meetings is preferable and highly recommended

Time Frame – Annually

Purpose of the CFTM

- An EFCS - Permanency Plan Revision CFTM (EFCS – Progress Review can be used concurrently) is convened to review and/or revise the Transition Plan for young adults receiving Extension of Foster Care Services.

Additional Requirements and Considerations

Refer to the *Permanency Plan Development Guide* for information on addressing the Transition Plan section of the Permanency Plan.

Discharge/Exit Extension of Foster Care

Person Responsible for Building the Team and Preparing Team Members: Extension of Foster Care Case Manager

Person Responsible for Facilitating the Meeting: Extension of Foster Care Case Manager

Supervision Requirements: N/A

Note: The IL Specialist's attendance in these meetings is required.

Time Frame - Prior to discharge from EFCS.

Purpose of the CFTM

- A Discharge/Exit Extension of Foster Care CFTM is convened to discuss discharge planning for young adults exiting Extension of Foster Care Services.

Additional Requirements and Considerations

Refer to the [*Independent Living and Transition Planning Guide*](#) and [*Identifying and Accessing Independent Living Services Manual*](#) for termination of EFCS procedures.