



Tennessee Department of Children's Services

Protocol for Cross-Regional Social Services Transportation

Supplemental to DCS Policy: 31.15, Guidelines for Transportation of Child/Youth by Regional Employees

Children/youth must often be transported to different locations to meet the following needs that include, but are not limited to placement, court, and health appointments. When youth are required to be transported long distances that cross multiple regions, the originating region may pursue transportation assistance from peer regions in order to ensure that youth are transitioned efficiently and safely throughout the state.

A. Regional Transportation Officers

1. A master list including the names and contact information of the regional Transportation Officers, their supervisors, and the regional backup/designee is maintained and shared on a quarterly basis.
2. All regional Transportation Officers maintain a current Outlook calendar identifying scheduled transports to include destination city details. Calendars are shared with other Transportation Officers across the state, as well as with regional supervisors and/or assigned designees. When sharing calendars, the option 'Full Details' is to be selected to ensure that information such as scheduled transports and destination city are clearly visible.
3. Regional Transportation Officers maintain a spreadsheet documenting transports completed, miles traveled, in-region denied transports, and cross-regional denied transports. The completed spreadsheet is submitted to the assigned supervisor and Regional Administrator by the 5th day of each month. The Transportation supervisor and Regional Administrator routinely reviews reports to ensure that assistance is being provided to other regions when the Transportation Officer(s) is available.

B. Coordination of Cross-Regional Transportation

1. All requests for cross-regional transportation are reviewed/approved by the regional Transportation supervisor and/or regional backup/designee prior to the initiation of the transport.
2. It is the requesting region's responsibility to coordinate the entire trip.
 - a) Regional Transportation Officers work to coordinate transports with fellow regional Transportation Officers utilizing shared Outlook calendars to check for potential availability.
 - b) Transportation supervisors and/or regional backup/designees work together to resolve disagreements/concerns related to requested cross-regional transports.

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- c) In the event that disagreements/concerns cannot be resolved by the Transportation supervisors and/or regional backup/designees, the requesting region's RA/Designee contacts the denying region's RA/Designee to discuss.
3. Transportation requests/packets are shared with all regional Transportation Officers involved in the cross-regional transport. Below is a complete list of documents needed to process a transportation request:
- a) *Court order/commitment order* or, in the case of child recently removed due to D/N issues, documentation from the file (for example the petition) or from the Regional Administrator or DCS attorney handling the case stating that a removal has occurred and DCS has the legal authority to transport;
 - b) [CS-0351, Transportation Request](#)
 - c) [CS-0206, Authorization for Routine Health Services for Minors](#)
 - d) [CS-0627, Informed Consent for Psychotropic Medication](#) (when the child/youth is prescribed psychotropic medication);
 - e) [CS-0813, Medication Transfer](#) (when medication is being transported with the child/youth);
 - f) A copy of the child's TennCare card (or other health insurance card)
 - g) [CS0727, Initial Intake, Placement and Well-Being Information and History](#) and h) Photo of the child/youth

C. Making a Request for Cross-Regional Transportation Assistance

1. Requesting region(s) reach out to appropriate peer region(s) for support if the transport meets the following criteria:
 - a) Transports cross/involve multiple regions and/or exceed approximately 3 hours one way.
 - b) Priority for cross-regional assistance is given as follows:
 - Children placed in congregate care and/or those transports where secure transport has been approved;
 - Court appearances for children in congregate care;
 - Court appearances for children in foster homes;
 - Medical appointments.
2. Requests are submitted in advance, whenever possible, with at least a 14-day notice being provided for planned court appearances.
3. All transports are conducted in compliance with DCS Policy [31.15, Guidelines for Transportation of Child/Youth by Regional Employees](#)