



Tennessee Department of Children's Services

Protocol for Foster Care Case Management

Supplemental to DCS Policy: Chapter 16

This protocol includes the timelines for tasks that Case Managers are expected to fulfill in the process of opening and transitioning cases.

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Supplemental to: Chapter 16

RDA SW22

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Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Immediate or Within 24 Hours	<p>Discuss kinship placement options with the family and the child (if age appropriate) Consider:</p> <ul style="list-style-type: none"> • <i>Relatives- grandparents, aunts, uncles, cousins, etc.</i> • <i>Family friends, neighbors, church members, school personnel, coaches</i> • <i>Out of state options</i>
<input type="checkbox"/>	Within 24 Hours	<p>Complete day care voucher referral</p> <p><input type="checkbox"/> OneDHS - Child Care Referral DHS - Service Portal (service-now.com)</p>
<input type="checkbox"/>	Within 24 Hours	Review Intake Documents
<input type="checkbox"/>	Within 24 Hours	Obtain photo of the child (and identifying marks/tattoos), date the picture & ensure scan into the Electronic Record System file.
<input type="checkbox"/>	Within 24 Hours	<p>Complete clothing inventory and clothing allotment request.</p> <p>Note: clothing must be purchased within 60 days of custody for initial clothing allotments</p>
<input type="checkbox"/>	Within 24 Hours	<p>If the child is on medication, ensure the child has enough medication to maintain treatment plan. If there is not enough medication, begin reaching out to providers to secure. If the medication is considered a psychotropic medication, ensure that CS-0627, Informed Consent for Psychotropic Medication is signed by the parent.</p>

Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within 24 Hours (if possible)	Make face-to-face contact with the child and parent/guardian. Prepare the family for the CFTM process and discuss potential informal supports who should be invited to the meeting.
<input type="checkbox"/>	Within 24 Hours	Ensure the foster parents have the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> Initial Intake, Placement, and Well-being Information form (pages 1-8) <input type="checkbox"/> Copy of the Placement Contract
<input type="checkbox"/>	Within 24 Hours	When placing a child in a DCS foster home, ensure the FSW who places the child, gets the placement contract signed and sends to the assigned FPSU worker. <i>(note, agency homes do not get placement contracts).</i>
<input type="checkbox"/>	Within 24 Hours	If the child or family discloses Native American Heritage, follow the ICWA policy to notify the tribe. See DCS policy <u>16.24, Children of Native American Heritage.</u>
<input type="checkbox"/>	Within 24 Hours	Ensure Child Welfare Benefits Application is submitted
<input type="checkbox"/>	Within 24 Hours (if possible)	Schedule EPSD&T Medical (should occur within 72 hours). If unable to get within timeframe, seek GCE (Good Cause Exception) from HAR (Health Advocate Representative).
<input type="checkbox"/>	Within 24 Hours (if possible)	Schedule EPSD&T Dental within 30 days (unless the child had a dental in the last 6 months). If the child has had a dental within the last 6 months, go ahead and schedule the next dental appointment for a date that is 6-7 months from the last appointment. If unable to get within timeframe, seek GCE (Good Cause Exception) from HAR (Health Advocate Representative).
<input type="checkbox"/>	Within 24 hours (if possible)	If the child is permanently placed, and the child is in a different school zone, contact the child's school counselor to schedule a BID (Best Interest Determination Meeting) to occur as quickly as possible.

Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within 72 hours	Attend court hearing(s)- Preliminary Hearing should occur within 72 hours. Be prepared to discuss permanency planning meeting dates, visitation, and relative/kinship permanency options. Record date of upcoming Adjudicatory Hearing on your calendar (this is typically announced in the Preliminary Hearing).
<input type="checkbox"/>	Within first 3 days	Complete CS-0657, Educational Passport and School Notification Letter and provide to the foster family.
<input type="checkbox"/>	Within first 3 days	Visit the child and foster family in the foster home. If child is in a residential setting, visit the child in the placement. Observe the home/ placement and observe (at minimum) where the child will eat, sleep, and bathe.
<input type="checkbox"/>	Within first 5 days	Review case history from the Electronic Record System and Safe Measure History, consultation notes (including MSW consult and Team Leader to Team Leader transfer discussion) to familiarize yourself with history and the case situation.
<input type="checkbox"/>	Within first 7 days	<p>Schedule/hold (with CPS/NC if applicable) Initial CFTM with Full-time Facilitator if no pre-custodial CFTM occurred within the seven days prior to custody. At the initial meeting discuss the following:</p> <ul style="list-style-type: none"> • Strengths and needs of the family. • Informal Support • Alternative options to foster care. • Revisit possible kinship placement options. <p>Develop visitation plan per the Visitation Guide.</p>
<input type="checkbox"/>	Within first 7 days	If the child's initial placement is a level II placement or higher OR if the team has identified that a level II placement or higher is needed, a Notice of Action (CS-0800) should be completed.

Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within first 7 days	Schedule and provide notices for Initial Permanency Planning CFTM. Notices provided by mail must be mailed 10 days in advance, notice provided directly must occur 7 days in advance. CS-0746, Meeting and Court Hearing Notification can be used for this.
<input type="checkbox"/>	Within first 10 days	Request Records and upload in the Electronic Record System: <ul style="list-style-type: none"><input type="checkbox"/> Birth Certificate<input type="checkbox"/> Social Security Card<input type="checkbox"/> Criminal Background (for all parents and permanency resources)<input type="checkbox"/> Educational Records (will need for BID meeting and Educational Passport)<input type="checkbox"/> Medical Records for child (including birth records and immunization records)<input type="checkbox"/> Medical Records for parents if applicable to their ability to parent or reason for custody<input type="checkbox"/> Mental Health Records (for child, parents, and permanency resources if applicable)<input type="checkbox"/> Marriage Certificate(s) (for mother and any named father(s))<input type="checkbox"/> Death Certificate (if any parents are deceased)- If a parent is deceased, contact CWB Unit to explore Social Security Benefits)
<input type="checkbox"/>	Within first 14 days	If the child is over 14 years old, complete Life Skills Assessment (must be completed prior to Permanency Plan CFTM).
<input type="checkbox"/>	Within first 15 days	Submit ICPC packet if kinship option is identified out of state.

Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within 7 business days	Review FAST assessment and complete CANS. CANS needs to be sent to Team Leader by 7 th business day (to review and send to Mental Health/CANS/FAST Consultant by 10 th business day for final approval by MH/CANS/FAST Consultant by 15 th business day).
<input type="checkbox"/>	Within 15 business days	Begin Life Story Book work with the child- foster parents primarily are responsible for this activity, but some discussion should occur to make sure it is initiated.
<input type="checkbox"/>	Within first 15-30 days	<p>Hold Initial Permanency Planning CFTM and enter into the Electronic Record System and route to Team Leader for review/approval. This must be in approved status within 30 calendar days of custody so it should be scheduled accordingly. At the meeting, review and have the parents sign the following forms and upload to the Electronic Record System:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CS-0745, Criteria and Procedures for TPR <input type="checkbox"/> CS-0158, Notification of Equal Access to Programs <input type="checkbox"/> Permanency Plan Signature Page <p>Note: If it is expected that the child will need a residential setting as a placement, invite the Mental Health/ CANS Consultant to the meeting to comply with QRTP Guidelines. Review the youth's funding sources to determine if this qualifies for a QRTP placement and review the Protocol for Placing Children in a Qualified Residential Treatment Program.</p> <p>Note: Ensure the Independent Living plan is completed for youth 14-16. Ensure the Transition plan is completed for youth 17 and older.</p>
<input type="checkbox"/>	Within first 30 days	Enter case service requests/ make referrals for services identified and included on the Permanency Plan.

Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within first 30 days	Follow up on any tasks outlined in the Kinship Exception Request process, review genogram, and complete thorough diligent search including sending letters to adult family members (31.9, Diligent Search). Document the search in the Electronic Record System.
<input type="checkbox"/>	Within first 30 days	If parents' whereabouts are unknown, request a consultation with legal to discuss next steps.
<input type="checkbox"/>	Within first 30 days	If child is under 3 years old, submit TEIS referral. There is an online referral form available at Tennessee Early Intervention System (TEIS) (tn.gov)
<input type="checkbox"/>	Within first 30 days	Complete CHANT referral at About CHANT (tn.gov)
<input type="checkbox"/>	Within 30 days and ONGOING	If visitation restrictions are identified, document the restriction in the Electronic Record System (this is documented under the Parent's Electronic Record in Quick Actions).
<input type="checkbox"/>	Within 30 days and ONGOING	Ensure education and school information is updated in the Electronic Record System.
<input type="checkbox"/>	Within 30 days and ONGOING	Ensure any follow up appointments recommended from EPSD&T Medical or Dental are scheduled.

Days 1-30

Refer to this checklist within the first 30 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<p>Reference Docs:</p> <ul style="list-style-type: none"> To assist with developing Visitation Plans: https://public.powerdms.com/TNDCS/documents/2104547 Engaging Parents FAQ: https://public.powerdms.com/TNDCS/documents/2105056 Tip Sheet for uploading documents in the Electronic Record System https://public.powerdms.com/TNDCS/documents/2147539 Visitation Requirements: <i>Visitation Guide</i> Face to face documentation between FSW/ Child is required to be documented within 10 business days. All other contacts are required to be entered within 30 calendar days. See policy <i>16.38, Face-to-Face Visitation with Dependent/Neglected/Unruly Children in DCS Custody</i> 		

Days 31-60

Refer to this checklist within the first 60 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within first 60 days	Ensure Permanency Plan Ratification Hearing is scheduled. This must occur within 60 days of custody and should be documented by entry of a hearing note in the Case Court Actions in the Electronic Record System family case and uploading of the Ratification Order and the Ratified Permanency Plan in the electronic case file.
<input type="checkbox"/>	Within 45-60 days	Well-Being Consult – participate when scheduled (typically within 45-60 days of custody).

Days 31-60

Refer to this checklist within the first 60 days of the child entering custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Within 90 days of custody	<p>Schedule/complete Quarterly Progress Review CFTM and document in the Electronic Record System. During the meeting review the tasks identified on the Permanency Plan, assess if new tasks need to be added, and discuss the appropriateness of the identified permanency goal.</p> <p>Note: <i>Ongoing Progress Review CFTMs should be completed at least every three months for the duration of the case; these can be done in conjunction with other types of CFTMs.</i></p>
<input type="checkbox"/>	Within 90 days of custody	<p>Schedule/attend Foster Care Review Board unless Judge completes a hearing “in lieu of FCRB”.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all parties are invited (10 days mailed notice or 7 days direct notice) <input type="checkbox"/> Prepare required documents- CS-0430, Progress Report on Child in State Custody and CS-0510, Foster Care Review Summary are frequently used to document this process. Some courts have different requirements for documentation, so follow your local court’s requirements. <input type="checkbox"/> Following Review Board, document the hearing/meeting in the court section of the Electronic Record System and upload the Foster Care Review Summary, FCRB packets, and/or order “in lieu of FCRB” in the electronic case file. <p>Note: <i>Ongoing FCRB reviews (or hearings “in lieu of FCRB”) need to occur at least every six months moving forward for the duration of the case. The Annual Permanency Hearing takes the place of Foster Care Review Board every twelve months and is conducted by the Judge (instead of the Board).</i></p>

Reference Docs:

- [16.32, Foster Care Review and Progress Reports](#)
- [CS-0430, Progress Report on Child in State Custody](#)
- [CS-0510, Foster Care Review Summary](#)

Recurring Checklist		
Refer to this checklist on an ongoing weekly and monthly basis.		
X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Weekly	<p>Birth Parent and Child Visitation- This should occur weekly.</p> <p>Make sure this is documented on the CS-0594, Visitation Observation Checklist and scanned into the Electronic Record System.</p> <p>If there are restrictions to visitation, record restriction in the Electronic Record System to ensure reporting on visitation accurately reflects your responsibilities for visitation on the case.</p>

Recurring Checklist

Refer to this checklist on an ongoing weekly and monthly basis.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Monthly	<p>Monthly Face to Face contact with child/youth.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interview the child alone (if age appropriate/ if safety permits) <input type="checkbox"/> Discuss permanency options (in an age-appropriate way) <input type="checkbox"/> Discuss visitation/ phone calls if they are occurring. <input type="checkbox"/> Discuss any new contact info they may have for missing parents/ relatives. <input type="checkbox"/> Discuss their placement and if they feel safe. <input type="checkbox"/> Discuss education. <input type="checkbox"/> Discuss any health needs. <input type="checkbox"/> Discuss any services or treatment being provided (including therapy). <input type="checkbox"/> For all youth 14 and older, discuss progress of the youth's independent living plan and/or transition plan. <p>*The location of the contact depends on the placement.</p> <ul style="list-style-type: none"> • If placed in a DCS foster home, monthly contact must be made in the foster home. • If placed with a contract agency provider foster home, the location of monthly contact can alternate, visiting the child in the placement setting every other month. • If placed in a residential setting, monthly contact must be made in the residential setting.

Recurring Checklist

Refer to this checklist on an ongoing weekly and monthly basis.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Monthly	<p>Make Face to Face contact with the Foster Parent (if applicable)</p> <ul style="list-style-type: none"><input type="checkbox"/> Ask the foster parent how things have been going during the month.<input type="checkbox"/> Ask about supports or services the foster parent may need.<input type="checkbox"/> Share upcoming appointments/ due dates with the foster parent.<input type="checkbox"/> Discuss medical appointments for the child and obtain CS-0689, Health Services Confirmation and Follow-Up Notification if appointments have occurred.<input type="checkbox"/> Discuss education and school attendance.<input type="checkbox"/> Discuss visitation (if applicable)<input type="checkbox"/> Discuss behavioral issues (if applicable)<input type="checkbox"/> Discuss medication and review medication log (if applicable)<input type="checkbox"/> View the home, including observing where the child eats, sleeps, and bathes.<input type="checkbox"/> Share Foster Parent Resources<input type="checkbox"/> Life book work- check in to make sure they have what they need. Ask to review quarterly.<input type="checkbox"/> Encourage foster parent to engage with birth parent as a mentor
<input type="checkbox"/>	Monthly	<p>Child/Sibling visitation- this should occur as often as possible, but at least once per month if siblings in custody are separated.</p>

Recurring Checklist

Refer to this checklist on an ongoing weekly and monthly basis.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Monthly	<p>Visit with Birth Parents- the location of the visit should occur in the birth parent's home quarterly. While visiting with parents, consider discussing the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Review Permanency Plan progress.<input type="checkbox"/> Are there services needed for which the birth parent needs a referral or case service?<input type="checkbox"/> Obtain any needed releases for records to prove completion of services.<input type="checkbox"/> If drug screens are needed, be prepared to screen the parent when seeing them. (Drug screens should be random and unannounced to ensure reliability of results).<input type="checkbox"/> Discuss visitation- Is there a clear plan for visits to occur? How are the visits going? Does the parent have any concerns? Is there any feedback that can be offered to improve visitation for the child or the parent? If there have been missed visits, what are the barriers?<input type="checkbox"/> If there are any missing parents or relatives, does the parent know any additional or new information?<input type="checkbox"/> Discuss the child's wellbeing, including sharing upcoming medical appointments.<input type="checkbox"/> Are there any forms that need to be signed that are missing from the record?
<input type="checkbox"/>	Monthly	<p>If child is placed with a contracted provider or in a residential setting, contact the therapist or worker who is working with the child for a status update/ check in and document in the Electronic Record System.</p>
<input type="checkbox"/>	Monthly	<p>Follow up with service providers who are serving the family to check on progress of identified goals and document in the Electronic Record System. Request records for verification.</p>

Recurring Checklist

Refer to this checklist on an ongoing weekly and monthly basis.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Monthly	Follow up on any parents and/or child's records that have been requested and have not been received. (Education, Medical, Mental Health etc.)
<input type="checkbox"/>	Monthly and as needed	Enter Case Service Requests for any services requiring payment for participation/ completion.
<input type="checkbox"/>	Monthly	<p>Enter monthly documentation, including:</p> <ul style="list-style-type: none"><input type="checkbox"/> Face to face contact with child<input type="checkbox"/> Face to face contact with birth parent<input type="checkbox"/> Face to face contact with foster parent<input type="checkbox"/> Parent/ child visitation<input type="checkbox"/> Progress parents are making towards permanency.<input type="checkbox"/> Upload any new documents pertaining to the case.<input type="checkbox"/> Add any court hearings/ foster care review boards to the court tab. <p>If a school year or school placement has changed, update the educational tab</p>
<input type="checkbox"/>	Monthly	If a school report card has been released since the last month, request the records from the school and upload into the Electronic Record System.
<input type="checkbox"/>	Monthly	If the parents have moved or have a new telephone number, update the Electronic Record System to reflect the new information.
<input type="checkbox"/>	Monthly	Ensure follow up or needed medical/ dental appointments are scheduled and that documentation of the appointments is obtained and sent to the Wellbeing Unit for upload/entry in the electronic record.

Recurring Checklist

Refer to this checklist on an ongoing weekly and monthly basis.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Monthly	Complete Monthly Diligent Search Efforts- if Parents have never signed the Criteria for Procedures of Termination, mail the document both certified and not certified to their last known address.
<input type="checkbox"/>	Monthly	If you have a pending ICPC, check on the status
<input type="checkbox"/>	Monthly	Case Conference with supervisor- prepare to discuss for each case: <ul style="list-style-type: none"><input type="checkbox"/> Current plan for permanency<input type="checkbox"/> Visitation<input type="checkbox"/> Progress of permanency plan/ services/ recommendations for each parent<input type="checkbox"/> Stability of placement<input type="checkbox"/> Education<input type="checkbox"/> Mental Health<input type="checkbox"/> Medical needs<input type="checkbox"/> History of the case (if applicable)<input type="checkbox"/> Length of stay<input type="checkbox"/> Assessments<input type="checkbox"/> Assess for readiness for TPR.<input type="checkbox"/> Independent Living and/or Transition Plan Progress<input type="checkbox"/> Next Steps / identify due dates for completion

Recurring Checklist

Refer to this checklist on an ongoing weekly and monthly basis.

X	Custody Timeline	Action to be taken or paperwork to complete
Reference Docs: <ul style="list-style-type: none">• Visitation Guide• 16.38, Face-to-Face Visitation with Dependent/Neglected/Unruly Children in DCS Custody• Diligent Search Guide• Parent Engagement and Support Work Aid• Foster Parent Resources: Foster Parent Advocates are available to assist foster parents during SIU investigations, Foster Parent Mentors can be assigned to help with peer coaching and mentoring, Foster Parent newsletters are sent out monthly by training division.		

Permanency Planning Checklist

Refer to this checklist on an ongoing basis to track permanency.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		Ensure all parties are invited to the meeting and are given notice (<i>10 days via mail, 7 days via direct</i>).
<input type="checkbox"/>		The Permanency Plan must be updated prior to the expiration date of the current plan. Plans should not exceed a six-month time frame, because family's situations change over time.
<input type="checkbox"/>		All parents must be listed on the plan and have goals and action steps. Even if they choose not to attend, or their location is unknown, they must be listed on the Permanency Plan.

Permanency Planning Checklist

Refer to this checklist on an ongoing basis to track permanency.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>Consider permanency goal options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does the goal make sense given the circumstances? <input type="checkbox"/> Is it achievable? (We don't need to have exit custody to live with relative as a goal if there is no identified relative) <p>Note: It is very important to update your permanency goal when you update your Plan to avoid Electronic Record System related issues that will cause your Plan to not count as current.</p>
<input type="checkbox"/>		When establishing actions steps within the plan, rank them in the order of importance.
<input type="checkbox"/>		Include a visitation plan for parents and children to visit. The standard for frequency of visitation is weekly. You can apply via a case service request to get a provider to help supervise visitation.
<input type="checkbox"/>		Ensure there is a current CANS (within 30 days)
<input type="checkbox"/>		Gather feedback, progress notes, and assessments for the child/ parent/ caretakers so you can update the Plan accordingly and identify appropriate next steps. Any recommendations should be added to the Plan when you update.
<input type="checkbox"/>		Ensure there is a current Life Skills Assessment for children over the age of 14. IL Indicators must be completed for youth ages 14 years and up. (see <i>Independent Living Checklist</i>)
		Ensure there is a current credit report in the Electronic Record System for youth ages 14 years and older. (see <i>Independent Living Checklist</i>)
<input type="checkbox"/>		If a child is over the age of 17 a transition plan must be included in the Permanency Plan and there must be action steps identified for all IL indicators (see <i>Independent Living Checklist</i>)
<input type="checkbox"/>		Review the Criteria for Procedures of Termination and have the parent sign. Even if this has been done before, it is important to share again.

Permanency Planning Checklist

Refer to this checklist on an ongoing basis to track permanency.

X	Custody Timeline	Action to be taken or paperwork to complete
Reference Docs: <ul style="list-style-type: none">• Family Permanency Plan Development Guide• Protocol for Planned Permanent Living Arrangement• Independent Living and Transition Planning Guide		

Trial Home Visit Checklist

Refer to this checklist when the youth is ready for a Trial Home Visit (THV).

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		If the case has a CPS indication and/or court adjudication of severe abuse, refer to policy 16.12, Severe Abuse Review prior to initiating a THV.
<input type="checkbox"/>		The FSW schedules a Discharge CFTM. During the meeting, the team discusses: <ul style="list-style-type: none"><input type="checkbox"/> progress,<input type="checkbox"/> ensures necessary responsibilities on the FPP are completed,<input type="checkbox"/> identifies any services needed for a successful transition and THV
<input type="checkbox"/>		Following the Discharge CFTM, the FSW/JSW notifies their local DCS attorney to initiate notification/approval from the court to begin a THV.

Trial Home Visit Checklist

Refer to this checklist when the youth is ready for a Trial Home Visit (THV).

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>Face to Face while on Trial Home Visit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A face-to-face visit with the child must occur the day following the beginning of a THV. This must occur in the home. <input type="checkbox"/> In addition to the first face to face, FSW's must complete two faces to face visits monthly for the remainder of the THV. One visit each month should occur in the home and one should occur at school (if in session) / day care (if applicable) <input type="checkbox"/> If the child is placed in a continuum foster home, you will only need to visit the child one (1) time per month while he/she is on the Trial Home Visit.
<input type="checkbox"/>		A Discharge CFTM is held prior to the child/youth's exit from foster care to ensure the family has any continued services needed in place and that the Child and Family Team feels the family is ready for discharge.
<input type="checkbox"/>		If the THV is not self-executing, the FSW/JSW notifies their local DCS attorney to complete the process outlined by the court to end the THV and return custody to the parent/guardian.

TPR Readiness Checklist

Refer to this checklist to determine when the case needs a Termination of Parental Rights Referral Completed.

X	Custody Timeline	If any of these are true, conference with your supervisor or legal on potential grounds for termination
<input type="checkbox"/>	Immediate	Severe Abuse is involved
<input type="checkbox"/>	Immediate	Parents have had their rights terminated for other children.
<input type="checkbox"/>	Immediate	Child is a Safe Haven baby.

TPR Readiness Checklist

Refer to this checklist to determine when the case needs a Termination of Parental Rights Referral Completed.

X	Custody Timeline	If any of these are true, conference with your supervisor or legal on potential grounds for termination
<input type="checkbox"/>	Immediate	Parent has a jail sentence of 10 years or more and the child is under 8.
<input type="checkbox"/>	3 or 4 months or more	Parents have not visited in over four months for a child age four or over or in over three months for a child under age 4.
<input type="checkbox"/>	6 months or more	Parents have not made progress on the services in the Permanency Plan.
<input type="checkbox"/>	12 months or more	Parents have persistent conditions that will likely preclude reunification within the next three months (since the Adoption and Safe Families Act/ASFA requires DCS to file a Petition to Terminate Parental Rights/TPR or to document in an ASFA note a compelling reason not to file TPR by the time the child has been in custody for 15 months).

TPR Readiness Checklist

Refer to this checklist to determine when the case needs a Termination of Parental Rights Referral Completed.

X	Custody Timeline	If any of these are true, conference with your supervisor or legal on potential grounds for termination
<input style="width: 20px; height: 20px;" type="checkbox"/>	<p>IF YES, complete TPR Referral and submit for approval.</p> <p>If not, obtain items as soon as possible and complete/ submit TPR Referral.</p>	<p>Do we have these required documents?</p> <ul style="list-style-type: none"> <input type="checkbox"/> All children's LONG FORM birth certificates (Do not submit this request if you only have the short form birth certificate.) <input type="checkbox"/> Surrenders (if applicable) <input type="checkbox"/> DNA test results (if applicable) <input type="checkbox"/> Parental death certificates (if applicable) <input type="checkbox"/> Putative father Waiver of Interest (if applicable) <input type="checkbox"/> Legal father's Denial of Paternity (if applicable) <input type="checkbox"/> Divorce Decree (if applicable) <input type="checkbox"/> All Permanency Plans (finalized, signed, or ratified) <input type="checkbox"/> Timeline of Reasonable Efforts that is chronological, detailed and date specific. <input type="checkbox"/> All signed Criteria and Procedure for Termination of Parental Rights <input type="checkbox"/> Affidavit of Presentation whenever parent does not sign Criteria. (if applicable) <input type="checkbox"/> Certified Criminal Convictions for each parent (if applicable) <input type="checkbox"/> Psychological evaluation showing parent is incompetent to parent child (if applicable) <input type="checkbox"/> Certified Child Support or Parentage Orders (if applicable) <input type="checkbox"/> Affidavit of Diligent Search for any absent parent

TPR Readiness Checklist

Refer to this checklist to determine when the case needs a Termination of Parental Rights Referral Completed.

X	Custody Timeline	If any of these are true, conference with your supervisor or legal on potential grounds for termination
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Reference Docs:

- [16.31, Permanency Planning for Children/Youth in the Department of Children's Services Custody](#)
- [CS-1091, Termination of Parental Rights Referral](#)
- [Protocol for Making Adoptive Placements](#)

Adoption Preparation Checklist

Refer to this checklist when the youth is nearing adoption.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>Once the goal is changed to adoption and Termination of Parental Rights is submitted to legal and petition has been filed by legal.</p> <ul style="list-style-type: none"><input type="checkbox"/> Contact the assigned Permanency Specialist to ensure they are tracking the youth and the foster parent's willingness to provide permanency.<input type="checkbox"/> Ensure the Permanency Specialist is included in CFTM's and all communication regarding the youth.<input type="checkbox"/> Ensure Permanency Specialist provides information regarding the on-going daycare voucher to foster parents, as described in DCS policy 31.17, Adoption Assistance.

Adoption Preparation Checklist

Refer to this checklist when the youth is nearing adoption.

<input type="checkbox"/>		Ensure the child's record includes the following and request if not located: <ul style="list-style-type: none"><input type="checkbox"/> Birth Certificate<input type="checkbox"/> Social Security Card<input type="checkbox"/> Educational Records (will need for BID meeting and Educational Passport)<input type="checkbox"/> Medical Records for child (including birth records and immunization records)<input type="checkbox"/> Mental Health Records (for child).
<input type="checkbox"/>		Once Termination is granted: <ul style="list-style-type: none"><input type="checkbox"/> Ensure the Permanency Specialist is aware and working towards adoption or recruitment.<input type="checkbox"/> Ensure the Permanency Specialist has certified copies of all legal documents needed to finalize an adoption.
<input type="checkbox"/>		Before the adoption is finalized: <ul style="list-style-type: none"><input type="checkbox"/> Enter all case recordings,<input type="checkbox"/> Complete and finalize all CANS.<input type="checkbox"/> Close out all case services<input type="checkbox"/> For children under 5, inform foster parents they will need to re-sign the child up for Imagination Library.

Reference Docs:

- [***CFTM Guidelines for Identifying an Adoptive Family***](#)
- [***15.1, Adoption Related Disclosure***](#)
- [***Adoption Best Practices Manual***](#)

Custodial Relative/Kinship Foster Home Checklist

Refer to this checklist when there is a relative or kin interested in being a possible placement for the youth.

X	Custody Timeline	Action to be taken or paperwork to complete.
<input type="checkbox"/>	Identification of relatives/kin and Full Disclosure	<p>Once a potential relative or kinship placement is identified the FSW will:</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete full disclosure with the identified family.<input type="checkbox"/> Provide the family with a copy of the <u>Guide to Full Disclosure of Permanency Options.</u><input type="checkbox"/> Provide the family with a copy of <u>CS-0660, Full Disclosure Statement: Permanency Options for Relative or Kin Caregivers</u>, and ask them to sign a copy for the file (and complete the DCS portion of the form).

Custodial Relative/Kinship Foster Home Checklist

Refer to this checklist when there is a relative or kin interested in being a possible placement for the youth.

X	Custody Timeline	Action to be taken or paperwork to complete.
<input type="checkbox"/>	Placement Assessment	<p>After full disclosure is completed and the family/kin is willing to be placement the FSW will complete the following forms on/with each adult household member:</p> <p>*Copies should be given to the family/kin while signing documents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CS-0559, Authorization for Release of Information and HIPAA Protected Health Information To and From the Department of Children's Services and Notification of Release <input type="checkbox"/> CS-1221, Waiver Agreement and Statement for Criminal History Checks (VECHS); and <input type="checkbox"/> CS-0691, Fingerprint Card Information <input type="checkbox"/> CS-4254, Relative/Kinship Home Study to document DCS staff's assessment of the family, home, and property <input type="checkbox"/> CS-0553, DCS Discipline Policy is discussed with the relative/kin caregiver and signed. <input type="checkbox"/> CS-0670, Foster Parent Oath to Abide is discussed with the relative/kin caregiver and signed. <input type="checkbox"/> Income Tax Form W-9. <input type="checkbox"/> The family/kin will be provided with copies of the above documents they've signed, as well as copies of the Protocol for Drug and Medication Expectations for Approved Foster Homes and the Controlled Substance and Medication Work Aid to ensure expectation of a drug-free environment. <p>** NOTE: When relative/kinship custodial placements cross regional lines, staff are to follow the Statewide Custodial Relative/Kinship Placement Protocol for guidance.</p>

Custodial Relative/Kinship Foster Home Checklist

Refer to this checklist when there is a relative or kin interested in being a possible placement for the youth.

X	Custody Timeline	Action to be taken or paperwork to complete.
<input type="checkbox"/>	Background and Criminal Records Clearance	<p>The FSW will complete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local Criminal Records Checks for all adults in the home (all residences within the last six months). <input type="checkbox"/> CS-0750, Background Criminal History-Expedited/Emergency, Purpose Code X III <ul style="list-style-type: none"> ○ A TBI/FBI fingerprint check – When form CS-0750, Background Criminal History-Expedited/Emergency, Purpose Code X III Name Check is utilized for placement, all adult members of the household agree to be scheduled for fingerprinting within five (5) calendar days of placement to ensure completion within fifteen (15) calendar days. <input type="checkbox"/> DCS record check to include CPS history. <input type="checkbox"/> An Internet Records Clearance including: National Sexual Offender Registry check for all adults in the home and Tennessee Department of Health Abuse Registry check for all adults in the home.
<input type="checkbox"/>	Home Approval	<p>If placement with the relative/kin caregiver is determined to be in the best interest of the child and no concerns are noted during the assessment process, the FSW will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure CS-4254, Relative/Kinship Home Study is approved by supervision. <input type="checkbox"/> The Kinship Packet (CS-4254, Relative/Kinship Home Study and all background checks) and the signed placement contract, CS-0565, Daily Rate Child Placement Contract, will be provided to the Foster Parent Support Team for entry into the electronic record system within one business day. <input type="checkbox"/> Once all requirements are met and the relative/kinship home is approved, DCS staff will Provide form CS-0702, Foster Home Approval to the relative/kinship caregiver.

Custodial Relative/Kinship Foster Home Checklist

Refer to this checklist when there is a relative or kin interested in being a possible placement for the youth.

X	Custody Timeline	Action to be taken or paperwork to complete.
<input type="checkbox"/>	At the time of placement	<p>At the time of placement, DCS will provide the following to the relative/kinship caregiver:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form CS-0630, Foster Home Prescription Medication Record with directions that this form is to be used to document that child medication is administered as instructed on the prescription label dosages tracked on form CS-0630 Foster Home Prescription Medication Record. <input type="checkbox"/> Linking the relative/kinship caregiver with additional support services within their community if applicable. <input type="checkbox"/> Daycare vouchers when applicable. <input type="checkbox"/> CS-0727, Initial Intake, Placement and Well-Being Information and History <input type="checkbox"/> CS-0565, Daily Rate Child Placement Contract for each child. <input type="checkbox"/> Read the following statement and have caregivers initial where designated on the home study: <ul style="list-style-type: none"> ○ <i>Tennessee Code Annotated, Section 37-2-414(e): It is an offense for a foster parent from a kinship placement to knowingly allow a child in the foster parent's care to visit with the child's parent if the foster parent had knowledge of a current court order prohibiting the parent from visiting with the child. (B) A first violation of subdivision (e)(2)(A) is a Class C misdemeanor punishable by a fine only. (C) A second or subsequent violation of subdivision (e)(2)(A) is a Class B misdemeanor.</i>

Reference Docs:

- [16.20, Custodial Relative/Kinship Foster Home Approvals](#)

Independent Living Checklist

Refer to this checklist for all youth 14 years and older.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	14 years old or older	<p>The FSW will</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete IL Life Skills 2.0 Assessment annually.<input type="checkbox"/> Review the youths credit report found in the Electronic Record System with the youth annually.<input type="checkbox"/> Complete the Independent Living plan annually.<input type="checkbox"/> Complete any case services request for any Independent Living Wrap Around funding needs.
<input type="checkbox"/>	15 years old and older	<p>The FSW will complete:</p> <ul style="list-style-type: none"><input type="checkbox"/> Complete the Life Skills 2.0 Assessment.<input type="checkbox"/> Review the youth credit report found in the Electronic Record System with the youth annually.<input type="checkbox"/> Have ongoing conversation regarding the youth's progress on the IL plan.
<input type="checkbox"/>	16 years old or older	<p>The FSW needs to obtain:</p> <ul style="list-style-type: none"><input type="checkbox"/> Youth's State Photo Identification or Driver's License. (Use DCS Form CS-1007, State of Tennessee Photo Identification Justification Affidavit to obtain ID free of charge).<input type="checkbox"/> Complete Life Skills 2.0 assessment annually.<input type="checkbox"/> Review the youths credit report found in the Electronic Record System with the youth annually.<input type="checkbox"/> Have ongoing conversation regarding the youth's progress on the IL plan.

Independent Living Checklist

Refer to this checklist for all youth 14 years and older.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	17 years-old or older	<p>The FSW will:</p> <ul style="list-style-type: none"><input type="checkbox"/> Notify the IL Specialist about any CFTM's where the youth's transition into adulthood is being discussed.<input type="checkbox"/> Complete the youth's transition plan and ensure IL Specialist is involved.<input type="checkbox"/> Complete Youth Villages Life Set Services referral (as applicable).<input type="checkbox"/> Complete any case service request for any Independent Living Wrap Around funding.<input type="checkbox"/> Have ongoing conversations regarding the youth's turning 18 and his/her plans.<input type="checkbox"/> Ensure the young adult has a Permanency Hearing within 90 days prior to exit from custody.<input type="checkbox"/> Schedule discharge CFTM within 30 days of the youth's 18th Birthday.

Reference Docs:

- [**Independent Living Handbook**](#)
- [**16.51, Independent Living and Transition Planning**](#)
- [**Independent Living and Transition Planning Guide**](#)
- [**16.53, Eligibility of Independent Living Services**](#)
- [**3.25, Credit Reports for Youth and Young Adults**](#)
- [**Life Skills Assessment Storyboard**](#)

ECF Choices Checklist

Refer to this checklist when the young adult will need to transition to ECF (Employment and Community First).

**This program is for DCS youth who are approaching adulthood and diagnosed with an intellectual and/or developmental delay.*

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>For all Social Security Benefits matters:</p> <ul style="list-style-type: none"><input type="checkbox"/> At age 15 and up, if the child is not receiving any SSA or SSI benefits, but the team feels like the youth would qualify, contact the assigned CWB/Maximization specialist.<input type="checkbox"/> At age 17.5 If the child is only receiving Title II SSA Death Benefits (meaning, they are receiving benefits due to from a parent's disability claim or from a parent being deceased), the FSW will contact the assigned CWB/Maximization Specialist and request to consult on a youth with an intellectual or developmental disability who possibly may qualify for their own SSI Benefits.<input type="checkbox"/> 30 days before the youth's 18th birthday and the child already has SSI Benefits, the FSW will contact the assigned CWB/Maximization Specialist. The CWB will give them directions on what forms/applications needs to be completed.
<input type="checkbox"/>	At age 15 and up	<p>FSW submits this information to Nicole.Hussey@tn.gov</p> <ul style="list-style-type: none"><input type="checkbox"/> Psychological/Psychosocial Eval with a Full-Scale IQ<input type="checkbox"/> A copy of the youth's current IEP
<input type="checkbox"/>	At age 17.5	<p>If we suspect this youth cannot make medical decisions for him/herself,</p> <ul style="list-style-type: none"><input type="checkbox"/> The FSW will need to email the designated Central Office attorney and request a possible conservator CFTM.
<input type="checkbox"/>	At age 17.5	<p>If a youth cannot remain in their current placement past the age of 18,</p>

ECF Choices Checklist

Refer to this checklist when the young adult will need to transition to ECF (Employment and Community First).

**This program is for DCS youth who are approaching adulthood and diagnosed with an intellectual and/or developmental delay.*

X	Custody Timeline	Action to be taken or paperwork to complete
		<ul style="list-style-type: none"><input type="checkbox"/> the FSW notifies Network Development to assist in locating a placement until the youth can officially transition to ECF CHOICES.<input type="checkbox"/> Ensure the Assigned IL Specialist, GAL, parents (if applicable), therapists and other vital Team members are aware of this situation.
<input type="checkbox"/>	90 days prior to 18th birthday	Child Health will notify the FSW to complete the online referral to the ECF program through the TennCare website.

Reference Docs:

- ☐ [19.8. Transitioning Youth to the Employment and Community First \(ECF\) Choices Program for Adults](#)
- ☐ [19.10. Designating a Medical Decision Maker for Youth with Disabilities Aging out of DCS Custody](#).
- ☐ If you have any additional questions, ensure you contact the Office of Child Health.

Placement Move Checklist

Refer to this checklist when a youth needs a new placement.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p><i>For DCS Foster Homes:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> FSW will complete Formstack and complete necessary paperwork and phone calls with Network Development. <input type="checkbox"/> Attempt to have a CFTM prior to the move to attempt to preserve the placement. If a CFTM cannot occur prior to the move, it must happen within 15 days following the move. Unplanned moves require a Skilled Facilitator to conduct the meetings. <p><i>For Provider Foster Homes:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> The provider agency will complete the Formstack and notify Network Development. <input type="checkbox"/> FSW will complete necessary paperwork and phone calls with Network Development. <input type="checkbox"/> Attempt to have a CFTM prior to the move to attempt to preserve the placement. If a CFTM cannot occur prior to the move, it must happen within 15 days following the move. Unplanned moves require a Skilled Facilitator to conduct the meetings. <input type="checkbox"/> A Utilization Review Specialist must be in attendance for the Placement Stability CFTM.
<input type="checkbox"/>		Update the CANS assessment to identify any needed changes in the level of care.
<input type="checkbox"/>		If the new placement is in another school zone, a BID (Best Interest Determination) meeting should be scheduled as soon as possible. Contact the child's school counselor to initiate this process.

Placement Move Checklist

Refer to this checklist when a youth needs a new placement.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>If CS-0664, Placement Exception Request (PER) Placement Exception Request (PER) is necessary, seek necessary approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Network development gets PERs approved when they make the placement, however, if a child is in a continuum contract and a PER is needed, the FSW/Point person would need to reach out to the DCS Regional Director/RD for approval for the PER.
<input type="checkbox"/>		<p>When a youth moves placement, complete a notice of placement change Formstack and a CS-0476, Notification of Change of Circumstance form.</p>
<input type="checkbox"/>		<p>If the placement move includes a change in the child's level of care, a CS-0800, Notice of Action form must be completed and distributed with the CFTM notes to all parties.</p>
<input type="checkbox"/>		<p>When taking a child to a new placement, you will need to bring the following paperwork to have foster parents sign:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two (2) copies of the CS-0565, Daily Rate Child Placement Contract (<i>One to leave with the foster parent, and one to have them sign for our record</i>). <input type="checkbox"/> Two (2) copies of the Resource Parent Checklist. (<i>One to leave with the foster parent, and one to have them sign for our record</i>). <input type="checkbox"/> Two (2) copies of the first (8) pages of CS-0727, Initial Intake, Placement and Well-Being Information and History (<i>One to leave with the foster parent, and one to have them sign for our record</i>).

Placement Move Checklist

Refer to this checklist when a youth needs a new placement.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>When taking a child to a new placement, you will need to bring the following paperwork to provide to foster parents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CS-0206, Authorization for Routine Health Services for Minors <input type="checkbox"/> CS-0627, Informed Consent to Psychotropic Medication (if needed) <input type="checkbox"/> Any Medications (must be in the correct bottles and labeled) and form CS-0813, Medication Transfer <input type="checkbox"/> Health insurance information (TennCare card, TennCare Select DCS notification form, and/or Private Insurance Card) <input type="checkbox"/> Protective Custody Order <input type="checkbox"/> Education Passport <input type="checkbox"/> Blank CS-1096, EPSDT Screening Report/Well-Child Check-up forms (for use in getting medical well-child checks documented) <input type="checkbox"/> Blank CS-0689, Health Services Confirmation and Follow-up Notification forms (for use in getting dental EPSD&Ts and medical appointments other than EPSD&T including follow-up care, sick care, etc. documented) <input type="checkbox"/> Blank CS-0629, Psychotropic Medication Evaluation forms (as needed, for documenting medication management appointments for children on psychotropic medications) <input type="checkbox"/> NOTE: Please add the child's demographic information (i.e. name, date of birth, electronic record system ID, Family Service Worker's name/number, etc.) to all forms prior to providing to the foster family.
<input type="checkbox"/>		<p>Following a placement move, the worker (or contract agency worker for therapeutic foster homes) must visit the home within 3 business days.</p>

Placement Move Checklist

Refer to this checklist when a youth needs a new placement.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		Following a placement move where the child moved to a DCS foster home, face to face contact of youth must occur two times monthly for two months, then can return to one visit monthly.

Reference Docs:

- [16.46, Child/Youth Referral and Placement](#)
- [Protocol for Commissioner's Review of Long-term Qualified Residential Treatment Program \(Q RTP\) Placements](#)
- [16.2, Multi-Ethnic Placement Act](#)
- [Guide to Placement Exception Categories](#)

Case Conferences

Refer to this checklist during the supervisor/FSW monthly conferences.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		What is the plan for permanency?
<input type="checkbox"/>		What is the progress towards permanency since the last case conference? (Actions steps for parents, caretakers, DCS, child/youth)
<input type="checkbox"/>		If we are ready to move towards TPR, do we have what we need? (If you need more assistance with TPR, see below for TPR Readiness Checklist)

Reference Docs:

- [4.4, Performance and Case Supervision Practice Guidelines and Criteria](#)
- [16.31, Permanency Planning for Children/Youth in the Department of Children's Services Custody](#)

Case Conferences

Refer to this checklist during the supervisor/FSW monthly conferences.

X	Custody Timeline	Action to be taken or paperwork to complete
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Case Transfer Checklist

Refer to this checklist when the youth's case is transferring from another FSW.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		Upon attending the transfer meeting and receiving the CS-1233, Case Transfer Information for Custodial Youth , read the Electronic Record System and all relevant case history.
<input type="checkbox"/>		Is there a CS-0745, Criteria and Procedures for TPR form signed by each parent? If not, have each parent sign. If parents' locations are not known, mail to last known address. If you do not know last known address, complete diligent searches and/or request a CLEAR search and send CS-0745 and Permanency Plan to last known addresses and document all efforts.
<input type="checkbox"/>		Are all the essential documents for the youth (Social Security Card, Birth Certificate, Education Records, Immunization Records, etc.) uploaded in the Electronic Record System? If not, please request each document and upload when received.

Reference Docs:

- [31.3, Case Transfer Guidelines Between Regions, Agencies, and Facilities](#)
- [CS-1233, Case Transfer Information for Custodial Youth](#)

Court Preparation Check List

Refer to this checklist when there is court for a case on your caseload.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		Ensure all parties have been made aware of the court hearing (within ten days if notice is mailed or within seven days if direct notice is given unless an emergency hearing is set).
<input type="checkbox"/>		Ensure child's transportation to hearing is arranged if needed (e.g.: if required by court/law/policy, including at least annually for Permanency Review Hearing and at any hearing if child is 14 or older and wants to participate).
<input type="checkbox"/>		Consult with the assigned attorney and complete all necessary court reports, progress reports Affidavit(s). File these court reports, affidavits and/or other required documents with the local court and ensure to follow the local's courts requirements on timeframes and filings.
<input type="checkbox"/>		<p>Gather updates to report current information to the court:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child's services <input type="checkbox"/> Parents services, dates of completion of tasks. <input type="checkbox"/> Visitation status <input type="checkbox"/> Kinship options explored. <input type="checkbox"/> Diligent search efforts for missing parents <input type="checkbox"/> Placement updates

Reference Docs:

- [**Protocol for Court Preparation and Attendance by Foster Care Staff**](#)
- [**CS-0816, Confidential Court Report**](#)
- [**CS-0746, Meeting and Court Hearing Notification**](#)

CFTM Preparation Checklist

Refer to this checklist for Child and Family Team Meetings.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		Ensure all parents are invited and were given notice (10 days via mail, 7 days via direct)
<input type="checkbox"/>		Have signature pages available.
<input type="checkbox"/>		Ensure you have a facilitator if required.
<input type="checkbox"/>		Ensure you have a Team Leader if required.
<input type="checkbox"/>		Review action steps and services on the Permanency Plan at every CFTM.

Reference Docs:

- For frequency and requirements of all CFTMs, see [Child and Family Team Meeting Guide](#)
- For preparing families for CFTMs, use [Work Aid: Child and Family Team Meeting Preparation Tool - How DCS Workers Can Help Prepare Families for the Meeting](#)

Foreign-Born Youth

Refer to this checklist when the youth was not born in the United States.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	At Removal or upon receiving information that the youth is foreign-born	<p>Upon finding out that your youth is foreign-born:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete CS-4253, International, Immigration, and Cultural Affairs Referral to send to the International, Immigration, and Cultural Affairs Division at ei_dcs_culturalaffairs@tn.gov. <input type="checkbox"/> Gather any immigration documents the family has in their possession. <input type="checkbox"/> Invite II & CA Specialist assigned to case to the Initial CFTM and any subsequent CFTMs.

Foreign-Born Youth

Refer to this checklist when the youth was not born in the United States.

X	Custody Timeline	Action to be taken or paperwork to complete
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SIU Investigations

Refer to this checklist when there is an open SIU on your case.

X	Custody Timeline	Action to be taken or paperwork to complete.
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<input type="checkbox"/>		<p>If a SIU investigation is opened during the case, the FSW needs to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Notify birth parents.<input type="checkbox"/> Notify GAL.<input type="checkbox"/> Possibly assist with transport to/from Child Advocacy Center (CAC).<input type="checkbox"/> Communicate any safety issues to assigned SIU Investigator.
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Reference Docs:

- [***14.10. Special Investigations Unit Child Protective Services Investigations***](#)

Requesting Out-of-State-Birth Certificates

Refer to this checklist when the youth was born in the United States but not in Tennessee.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>		<p>If a youth was born out of state and we do not have a copy of his/her Birth Certificate, we need to ensure to get a copy from the state in which the child was born:</p> <ul style="list-style-type: none"><input type="checkbox"/> Enter a Case Service with all the information for the birth state. If the state allows Vital Check, request the birth certificate be ordered via Credit Card on Vital Check.<input type="checkbox"/> Send Fiscal the court order, copy of FSW badge and signed application.<input type="checkbox"/> Upon receipt of the Out of State Birth Certificate, upload into the Electronic Record System.

Case Closure

Refer to this checklist when a youth is ready to exit custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Case Closure:	<p>When the Child and Family Team identifies a child/youth is ready to exit custody the following is completed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discharge CANS (<i>prior to Discharge/Exit Custody CFTM</i>) <input type="checkbox"/> Discharge CFTM (ensure ongoing services are in place). <input type="checkbox"/> DCS documents all monthly face to face contacts. <input type="checkbox"/> DCS provides caregiver/youth with their essential documents and contact information for DCS. <input type="checkbox"/> DCS ensures the custodian (or youth if aging out) is aware of procedures to continue TennCare coverage. <input type="checkbox"/> DCS worker sends: Child Welfare Benefits Determination Notification of Change of Circumstance to the Child Welfare Benefits Worker within one (1) business day. <input type="checkbox"/> The DCS Worker notifies all collaborating service providers using CS-1126. Notification to Service Provider of a DCS Case Closure prior to closing all cases. <input type="checkbox"/> <i>If the minor is substantiated, then the DCS worker provides Notice and Acknowledgement of Appeal Rights for Minor Substantiated Perpetrators letter</i>

Case Closure

Refer to this checklist when a youth is ready to exit custody.

X	Custody Timeline	Action to be taken or paperwork to complete
<input type="checkbox"/>	Preparing the record for closure:	<ul style="list-style-type: none"> <input type="checkbox"/> The DCS Worker enters the court order and ends the legal status in the Electronic Record System within one (1) business day of the child/youth's exit from custody/supervision. <input type="checkbox"/> The DCS Worker completes any outstanding documentation and uploads any remaining documents related to the case into the electronic record. <input type="checkbox"/> The DCS Worker updates the person profile for all case members including but not limited to the address and phone number of the youth and caretaker(s), including entering a "forwarding" address for the youth for TennCare notification purposes. <input type="checkbox"/> The DCS Worker documents a comprehensive case closure summary in the electronic record through case recordings. <input type="checkbox"/> The DCS Worker ends case services and terminates day care, if applicable. <input type="checkbox"/> The DCS Worker completes a Transitional Survey choosing the applicable age range in the Survey Type field. The Transitional Survey is completed and approved within ten (10) business days from the child/youth's exit from custody. <input type="checkbox"/> The DCS Worker submits the family case closure to their supervisor for approval in the Electronic Record System within ten (10) business days of closure.

Reference Docs:

- [Case Closure Protocol](#)

Other Helpful Links

CFTM Guide	<u>Child and Family Team Meeting Guide</u>
CFTM Flyer	<u>Child and Family Team Meeting Flyer</u>

Other Helpful Links	
CFTM Preparation Tool	<u><i>CFTM Tool: Preparing the Facilitator for the Meeting</i></u>
Child Death-Near Death Review (Policy 20.28)	<u><i>20.28, Child Death-Near Death Review</i></u>
Combatting Commercial Sexual Exploitation of Minors (Policy 31.10)	<u><i>31.10, Combatting Commercial Sexual Exploitation of Minors</i></u>
Diligent Search Guide	<u><i>Diligent Search Guide</i></u>
Documentation of the Electronic Record System Case Recordings (Policy 31.14)	<u><i>31.14, Documentation of TFACTS Case Recordings</i></u>
Face-to-Face Visitation with Dependent/Neglected /Unruly Children in DCS Custody (Policy 16.38)	<u><i>16.38, Face-to-Face Visitation with Dependent/Neglected/Unruly Children in DCS Custody</i></u>
Guide to Full Disclosure of Permanency Options	<u><i>Guide to Full Disclosure of Permanency Options</i></u>
ICPC Guide	<u><i>Interstate Compact on the Placement of Children (ICPC) Procedural Guide</i></u>
Protocol for Amber Alert/Endangered Child Alert (ECA)	<u><i>Protocol for Amber Alert/Endangered Child Alert (ECA)</i></u>

Other Helpful Links	
Protocol for Completion of the Toddler and Infant Needs and Strengths (TINS) in Safe Baby Court Case	<u><i>Protocol for Completion of the Toddler and Infant Needs and Strengths (TINS) in Safe Baby Court Cases</i></u>
Protocol for Dual Adjudications	<u><i>Protocol for Dual Adjudications</i></u>
Protocol for Planned Permanent Living Arrangement	<u><i>Protocol for Planned Permanent Living Arrangement</i></u>
Protocol for Foster Care Special/Extraordinary Rate	<u><i>Protocol for Foster Care Special-Extraordinary Rate</i></u>
Protocol for Reporting Runaways, Absconders, and Escapees	<u><i>Protocol for Reporting Runaways, Absconders, and Escapees</i></u>
Severe Abuse Review (Policy 16.12)	<u><i>16.12, Severe Abuse Review</i></u>
Search Procedures (Policy 31.4)	<u><i>31.4, Search Procedures</i></u>
Subsidy Manual for Adoption Assistance and Subsidized Permanent Guardianship	<u><i>Subsidy Manual for Adoption Assistance and Subsidized Permanent Guardianship</i></u>
Surrender of Parental Rights of a Child To The DCS (Policy 15.3)	<u><i>15.3, Surrender of Parental Rights of a Child To The DCS</i></u>

Other Helpful Links

TDOC Request for Contact with Incarcerated Parents of DCS Children/Youth	<u>CS-4206, TDOC Request for Contact</u>
The Electronic Record System Knowledge Base (this contains storyboards on how to enter information in the Electronic Record System)	<u>https://www.teamtn.gov/dcs/tfacts/knowledge-base.html</u>
Work Aid for Cases Assigned to a Safe Baby Court	<u>Work Aid for Cases Assigned to a Safe Baby Court</u>