Department of Children's Services

CASE SERVICE REQUEST GUIDE

Case Service Request- Service Invoices:

*The service descriptions are categorized by service type. Please note that there are required documents and additional notes for certain case service requests.
*Service descriptions highlighted in **blue** have associated requirements noted in the column marked "**requirements**".
*Further instructions and information can be located on page 6.

*Be descriptive in requests. If there is a request, hardship for the family, established providers, etc. note this in the comments in the instructions to provider section AND email ei_dcs.ServiceRequests@tn.gov

Service Type	Service Description	Requirements	Additional Notes
Adoption	-Adoption Services- Pre-Placement Summary -Adoption and Foster Care Support -Non-Recurring Adoption Legal Services -Post Placement Supervision (In-Home Visit)	Non-Recurring Adoption: Invoice and final degree are required.	
Alcohol and Drug	-Alcohol and Drug Counseling -Alcohol and Drug Test - 5 Panel + Alcohol Oral Fluid -Alcohol and Drug Test - 9 Panel + Oxi Oral Fluid -Alcohol and Drug Test - Extended Panel Urine Analysis -Alcohol and Drug Test - Fingernail Analysis -Alcohol and Drug Test - Hair Analysis -Alcohol and Drug Test - Instant Drug Screen -Alcohol and Drug Test - Medical Review of Drug Screen -Alcohol and Drug Test - Urine Analysis	All Drug Tests: Testing Center location is necessary for Fiscal approval.	**Alcohol and Drug Services:** For these services it is important to include what panel you are requesting within the service request. See page 6 for additional information.
Assessment	-Assessment - Interventions for Domestic/Intimate Partner Violence and Child Maltreatment -Sexual Behavior Assessment for Child **Note:** Assessment and Treatment must be entered as two separate CSRs. See Treatment for how to enter that request.		**Assessment- Intervention for Domestic/Intimate Partner Violence and Child Maltreatment (Caring Dads) Storyboard:** https://files.dcs.tn.gov/intranet/cccw/KB/CaseServices/EnteringAssessTreatmentCaseServices.pdf
Case Management	-Mental Health Case Management		
Camps	-Summer Camp - State Funded -Prudent Parenting and Normalcy Activities	Summer Camp-State Funded: W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Invoice is required.	**Prudent Parenting and Normalcy Activities:** This service can be used to support children/youth to continue participating in normal activities such as sports.
Childcare	-Child Care - Out of State Temporary Daycare -Foster Parent Supplemental Respite -Independent Living- Child Care Assistance -Respite Non-Custody		
Clothing	-Clothing Allotment (Custody only) -Clothing (Non-Custody) -Emergency Clothing Allotment (Custody only)	Clothing Allotment: Form **CS-0540** with required signatures, screenshot of online shopping cart with needed items if applicable.	**Emergency Clothing Allotment**: This service is **ONLY** used for Custodial cases, after the first 60 days and must be supported by a memo. It can also be used for emergency non-custodial situations (ie, fire, return from runaway). See page 6 for additional information.
Court Reporting	-Court Reporter Service - On Site -Court Reporting - Digital Video Copy (additional) -Court Reporting - Transcript Service and Delivery (first copy) -Court Reporting - Travel Compensation/Reimbursement -Court Reporting - Videographer Service		

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Service Type	Service Description	Requirements	Additional Notes
Educational	-Independent Living - Educational Fees -Independent Living - Extra-Curricular Leadership - Activity/Membership Fees -Independent Living - Good Grades Incentive -Independent Living - Graduation Package -Independent Living - Honor/Senior Class Trip -Independent Living - IL Class Stipend -Independent Living - Materials for Vocational Studies -Independent Living - Post Secondary Application/Registration Fees -Independent Living - Senior Event Transportation -Independent Living - Testing fees (GED, SAT, ACT) -Independent Living - Tutoring -Independent Living - Yearbooks -School Stability Transportation -Tutoring	Educational Services: Invoice is required. W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov .	
Emergency Services	-Emergency Clothing Allotment (Custody only) -Emergency Services - Beds and Mattresses -Emergency Services - Food -Emergency Services - Furniture -Emergency Services - Hotel -Emergency Services - Other Non-medical -Emergency Services - Pack n Play -Emergency Services - Pest Control -Emergency Services - Rent -Emergency Services - Utilities	Clothing Allotment: Form with required signatures, screenshot of online shopping cart with needed items if applicable. Bed and Mattresses/Furniture: Staff should indicate size of bed/mattress requested in the instructions to provider section. Other Non-Medical/Pest/Rent/ Utilities: W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov .Invoice is required.	**Emergency Clothing Allotment**: This service is only used when outside the initial 60 days of the case date or if an emergency occurs (ie, fire, return from runaway). **Emergency Services- Pack N' Play:** This service should be utilized when replacing or requesting a pack n' play. If a child is identified as in need but does not have an open case, the case service request should be completed under the ACV where the child was observed. **Emergency Service- Other Non-Medical:** This should be utilized when requesting Over-The-Counter Medication. **Emergency Service Hotel**: instructions to provider you must state the need, the name of the hotel, hotel address, number of days needed, and the rate per night. *Note: For hotels, DCS can only pay up to the state rate for clients. For rates, please refer to: https://www.gsa.gov/rates **Emergency Service Pest control** - one CSR is required per treatment. If more than one treatment is needed, each treatment needs its own CSR. See page 6 for additional information.
Extension of Foster Care/Aftercare/ECF	-ECF Establishment Funds- Household Items -ECF Establishment Funds- Rent -QRTP Aftercare	ECF-Household Items/Rent: W-9 required for new providers W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Invoice is required.	**QRTP Storyboard:** https://files.dcs.tn.gov/intranet/cccw/KB/CaseServices/AftercareCaseServiceRequest.pdf
Family Support	-DNA Test -Family First Kinship -Homemaker Services -Out of State Birth Certificate -Out of State Death Certificate -Out of State Divorce Certificate -Out of State Marriage Certificate -Parent Education/Class -Paternity Testing (Not Legal) -Prudent Parenting and Normalcy Activities -Relative Caregiver Subsidy -For in-state birth, death, marriage, and divorce certificates, use form **CS-0528**. Form instructions: **CS-0528I**. -For out of state requests, use the state-specific form.	Birth Certificate: A Formstack request must be sent to the Statewide Services Permanency Team to complete a CSR to request your child's out of state birth certificate. Essential_document_request Death/Marriage/Divorce Certificate: Copies of requesting staff's State ID and Protective Custody Order/Guardianship Order are required.	**SANTA (Seasonal Annual Nurturing Therapeutic Assistance)**- This service is no longer processed in the Electronic Record System, please follow direction provided by RD.
Service Type	**Service Description**	**Requirements**	**Additional Notes**

Funeral Expenses	-Cemetery/grave plot, opening and closing grave, marker. vault (only if required by cemetery) -Funeral home services with casket and/or cremation with container (including transportation) -Miscellaneous Funeral/Burial -Miscellaneous- flowers, cards, etc.	Cemetery/grave plot: **W-9** required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Funeral Home Services: **W-9** required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Invoice is required.	
Health Insurance	-Medical Health Insurance - Co-pay for Child -Medical Health Insurance - Co-pay/Deductible for Parent/Guardian -Medical Health Insurance - Deductible for Child		
Housing Support	-Emergency Services - Beds and Mattresses -Emergency Services - Furniture -Emergency Services - Hotel -Emergency Services - Rent -Emergency Services - Utilities -Homemaker Services	Emergency Services- Beds and Mattresses/Furniture: Screenshot of online shopping cart with needed items if applicable. ECF-Household Items/Rent: W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Invoice is required.	*Note: For hotels, DCS can only pay up to the state rate for clients. For rates, please refer to: https://www.gsa.gov/rates
Independent Living- All Staff	-Independent Living - Auto Insurance -Independent Living - Child Care Assistance -Independent Living - Driver's Education -Independent Living - Driver's Testing Fees -Independent Living - Educational Fees -Independent Living - Employment Readiness Program -Independent Living - Employment Start-up Costs -Independent Living - Extra-Curricular Leadership - Activity/Membership Fees -Independent Living - Good Grades Incentive -Independent Living - Graduation Package -Independent Living - Honor/Senior Class Trip -Independent Living - Household Furnishings -Independent Living - Housing Start-up Cost -Independent Living - IL Class Stipend -Independent Living - Job Readiness Completion -Independent Living - Materials for Vocational Studies -Independent Living - Other Special Needs -Independent Living - Post Secondary Application/Registration Fees -Independent Living - Post-Secondary Housing Application Fee -Independent Living - Senior Event Transportation -Independent Living - Testing fees (GED, SAT, ACT) -Independent Living - Transportation Grant -Independent Living - Tutoring -Independent Living - Vehicle Repairs -Independent Living - Yearbooks -Independent Living - Youth Leadership Stipend	All IL Services: Please refer to the "IL Wrap Around" spreadsheet to see service requirements. IL Stipends: W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Invoice is required.	**Senior Services**: Completing these services as soon as possible will decrease potential service delays, services processed outside of the school (i.e., Josten's) will require a W-9. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . **IL Wrap Around:** https://www.tn.gov/content/dam/tn/dcs/documents/youthintransition/il/IL_Wraparound_Services.pdf
Service Type	**Service Description**	**Requirements**	**Additional Notes**

Independent Living- IL Staff Only	-Bright Futures Room and Board -ETV Room and Board -Independent Living Allowance -Independent Living- Bright Futures Educational Scholarship Textbooks and Supplies -Independent Living- Bright Futures Educational Scholarship Tuition -Independent Living - EFC Case Management -Independent Living - ETV Textbook and Supplies -Independent Living - ETV Tuition -Independent Living - YVLifeSet - Federal -Independent Living - YVLifeSet – State	Independent Living: W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov .Invoice/Order form is required. Screenshot of online shopping care with needed items if applicable.	
Interpreter	-Interpretation - Interpreter services - On Site -Interpretation - Remote Interpreting -Interpretation - Remote Phone when not available on Statewide Contract -Interpretation - Sign Language -Interpretation - Travel Compensation/Reimbursement -Interpretation - Word Translation		
Legal	-Court Reporter Service - On Site -Court Reporting - Digital Video Copy (additional) -Court Reporting - Transcript Service and Delivery (first copy) -Court Reporting - Travel Compensation/Reimbursement -Court Reporting - Videographer Service -Immigration Legal Services for Foster Youth in Immigration Court and Administrative Matters -Immigration Legal Services without Pending Immigration Matters -Legal - Court Costs -Legal - Detective/Private Investigator Surveillance -Legal - Expert Evaluation or Assessment -Legal - Lawyer/Legal Associate/Paralegal Services -Legal - Legal Documents Certified Copy -Legal - Litigation Drug Test -Legal - Mediation -Legal - Medical Record or Document Copy -Legal - Newspaper Publication -Legal - Process Service -Legal - Process Service - International -Legal - Professional Expert Witness -Legal - Putative Father Registry -Legal - Security Professional -Legal - Travel Compensation/Reimbursement -Legal - Witness Fees -Non-Recurring Adoption Legal Services -Non-Recurring Guardianship Legal Services	Immigration Services: Invoice, email reflecting Associate Counsel approval. W-9 required for new providers. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov . Non-Recurring Adoption: Invoice is required.	**Legal CSR storyboard:** https://files.dcs.tn.gov/intranet/cccw/KB/CaseServices/LegalStaff.pdf
Medical	-Medical Care - Eyewear -Medical Health Insurance - Co-pay for Child -Medical Health Insurance - Co-pay/Deductible for Parent/Guardian -Medical Health Insurance - Deductible for Child -Medical Record or Document Copy -Parent Education – Medically Fragile Child (In-home Nursing) -Pharmacy Services -Physical Therapy -Private Duty Nursing -Sitter Service (Hospital) -Sitter Service (Non-Medical Setting)		
Mental Health	-Adoption Services- Counseling -Adoption Services- Pre-Adoptive Grief Counseling -Alcohol and Drug Counseling -Anger Management/Conflict Resolution -Assessment - Interventions for Domestic/Intimate Partner Violence and Child Maltreatment -Intercept YV (Evidence Based) -Mental Health Case Management -Multi-Systemic Therapy (Evidence-Based) -Psychotherapy/Counseling -Psychotherapy/Counseling for Sex Offender -Parent/Child Interaction Therapy (Evidence-Based) -Sexual Behavior Assessment for Child -Treatment - Interventions for Domestic/Intimate Partner Violence and Child Maltreatment	MST: Need the address for in-home services and contact information	**Assessment- Intervention for Domestic/Intimate Partner Violence and Child Maltreatment (Caring Dad's) Storyboard:** https://files.dcs.tn.gov/intranet/cccw/KB/CaseServices/EnteringAssessTreatmentCaseServices.pdf **Multi-Systemic Therapy/ Intercept YV Services**: These requests must be submitted to the Federal Programs Division (FFPSA) staff for approval by completing CS-4281. See page 6 for additional information.
Service Type	**Service Description**	**Requirements**	**Additional Notes**

Therapeutic Family Preservation	-TFP-Family Support Services -TFP-Family Therapeutic Visitation -TFP- Family Violence Intervention -TFP-Unsuccessful Efforts	TFP: Contact information and home address are required. TFP: Unsuccessful Efforts: Notice of missed visit must be given by provider.	See page 6 for additional information. -TFP Unsuccessful Efforts: if a client is a no show for a scheduled visit, this is still billable by the contracted provider under Therapeutic Family Preservation (TFP) contracts. Once the provider notifies the caseworker, a CSR needs to be entered using the" TFP: Unsuccessful Efforts" field.
Travel/Transportation	-Foster Parent Travel -Independent Living - Auto Insurance -Independent Living - Driver's Education -Independent Living - Driver's Testing Fees -Independent Living - Transportation Grant -Independent Living - Vehicle Repairs -School Stability Transportation -Transportation - Bus Ticket - Local Fare -Transportation - Bus Ticket - Outside Local Area -Transportation - Fuel -Transportation - Local Bus Ticket (Non-Custodial) (Conversion) -Transportation - Other -Transportation - Plane Ticket - Round Trip -Transportation – Taxi	Foster Parent Travel: Refer to Policy 16B: https://powerdms.com/link/TNDCS/document/?id=2104731 for instructions regarding Foster Parent Travel. Bus Ticket: Local Fare: Itinerary must be uploaded and total cost must be included in the instructions to provider. Bus Ticket: Outside Local Area: Itinerary must be uploaded and total cost must be included in the instructions to provider.	Note: Refer to Protocol for Fuel Card Distribution for Custodial/Noncustodial Families regarding fuel reimbursement/gas cards: Protocol for Fuel Card Distribution for Custodial/NonCustodial Families
Treatment	-Assessment - Interventions for Domestic/Intimate Partner Violence and Child Maltreatment -Sexual Behavior Assessment for Child **Note:** Assessment and Treatment must be entered as two separate CSRs. See Assessment for how to enter that request.		**Assessment- Intervention for Domestic/Intimate Partner Violence and Child Maltreatment (Caring Dads) Storyboard:** https://files.dcs.tn.gov/intranet/cccw/KB/CaseServices/EnteringAssessTreatmentCaseServices.pdf
Youth Services	-Youth Services - Mentoring		

Case Service Request- External Assessments:

*The service descriptions are categorized by assessment type. Please note that there are required documents and additional notes for certain case service requests.
*Service descriptions highlighted in **blue** have associated requirements noted in the column marked "**requirements**".

Assessment Type	Service Description	Requirements	Additional Notes
Alcohol and Drug	-Assessment- A&D Assessment -Assessment- A&D Assessment with Mental Health	A&D Assessments: Contact information and home address are required.	See page 6 for additional information.
Educational	-Assessment - Educational Assessment	Assessments: Contact information and home address are required.	See page 6 for additional information.
Mental Health	-Assessment - Mental Health Assessment -Assessment - Neuropsychological Evaluation -Assessment - Psychological Evaluation -Assessment - Psychosexual Assessment for - Adolescent -Assessment - Psychosexual Evaluation	Assessments: Contact information and home address are required.	**Psychosexual Services:** Some of these services may be delayed due to limited-service providers. "Psychosexual Evaluation" is only for adjudicated cases. See page 6 for additional information.
Other	-Assessment - Parenting Assessment	Assessments: Contact information and home address are required.	See page 6 for additional information.

Unpaid Service for Tracking Purposes:

*The case service descriptions listed below are to be used for tracking purposes only. They will not trigger payment from fiscal. Be sure to check "No", when asked, in the Electronic Record System if DCS is to pay.

Service Type	Service Description		
Alcohol and Drug	-Alcohol and Drug Treatment-IOP -A&D Group -A&D Outpatient	-A&D Detoxification -A&D Inpatient	
Assessment	-Assessment		
Case Management	-Casework-Mediation -Short-term Case Management	-Quality Casework -TL Contract Case Management	
Camp	-Summer Camp (unpaid)		
Childcare	-Caregiver Respite -Child Care Registration	-Child Care Cost -Child Care Assistance Program	
Clothing	-Clothing (non-paid)		
Educational	-Competency Evaluation -IQ Testing Evaluation -TEIS - Tennessee Early Intervention Services	-Educational Psychological -TEIS – Evaluation	
Family Support	-Whole Family Enrichment		
Housing Support	-Furniture (non-paid) -Utilities Financial Aid	-Utilities (non-paid)	
Independent Living- All Staff	-Independent Living - Communication skills (non-paid) -Independent Living - Daily living skills (non-paid) -Independent Living- Family Support and Healthy Marriage Education (non-paid) -Independent Living - Health Education & Risk Prevention (non-paid) -Independent Living - Housing Education & Home Management Training (non-paid) -Independent Living - Job Skills Training (non-paid) -Independent Living - Money management (non-paid)		
Independent Living- IL Staff	-Independent Living -Independent Living- COVID-19 ETV Room and Board -Independent Living- COVID-19 Textbooks and Supplies	-Independent Living- COVID-19 EFC IL Stimulus -Independent Living- COVID-19 ETV Student Debt -Independent Living- COVID-19 Tuition	
Legal	-Legal Services -Legal Services Includes Naturalization Paper	-Legal Services Cost	
Medical	-Dental Visit -EPSD&T Dental -Hearing Visit -Initial 72 Hour Screening -Medical Hospitalization -Medication Management – Medical -Oral Surgery -Outpatient Surgery/Procedure -Special Circumstances -TB Skin Test Read	-Durable Medical Equipment -EPSD&T Medical -Home Health Care -Laboratory / Diagnosis Testing -Medical Visit -Nutritional Services -Orthodontic Evaluation -Physical Therapy -Speech/Language Visit -Vision Visit	-Emergency Care -Forensic Medical Evaluation -Immunizations -Maternity Care -Medication Management -Occupational Therapy -Other Medical Evaluation -Private Duty Nursing -TB Skin Test Administered

Service Type	**Service Description**
Mental Health	-Applied Behavioral Analysis -CAT-MH -Educational Psychological -Psychiatric Hospitalization -Sexually Focused Assessment -Caregiver Support Groups -Forensic Psychological Evaluation -Partial Psychiatric Hospitalization -Mobile Crisis Assessment
Transportation	-Transportation (non-paid)
Youth Services	-Teen Enrichment -Youth Support Groups -Youth Enrichment
Youth Villages Staff Only	-LifeSet Child Care Assistance -LifeSet Contract Clothing -LifeSet Deposits/Utilities/Groceries -LifeSet Mentoring -LifeSet Testing Fees -LifeSet Tutoring -YV Pandemic Assistance Deposits/Utilities/Groceries -YV Pandemic Assistance Rental Assistance -YV Pandemic Assistance Technology Items (Education) -LifeSet Completion of Job Readiness Trng/Job Start -Up -LifeSet Crisis Intervention -LifeSet Household Furnishings -LifeSet Rental Assistance -LifeSet Transportation Assistance -YV Pandemic Assistance Child Care Assistance -YV Pandemic Assistance Medical Expenses -YV Pandemic Assistance Technology -YV Pandemic Assistance Transportation Assistance
Other	-Credit Check -Vocational Assessment -Therapeutic Visitation Assessment

Important Information Related to Case Service Requests:

-Addresses: Addresses are required for certain assessments or tests to determine the most convenient location for the person receiving the service.

-Child Concerning: When completing case service requests, the "child concerning" should always be the identified ACV. This is the case even when the services are for a parent or other related party. The person receiving the services should be added to the "team member" list.

EX: When you are completing a case services request for mental health services for the biological mother. The "child concerning" will be the ACV and the additional "team member" will be the biological mother.

-Clothing Allotments: When completing a case service request for a clothing allotment, be sure to utilize "clothing allotment (custody only)" for initial requests within 60 days of custody. If the request is after 60 days or may be approved after the 60th day of custody, utilize the "emergency clothing allotment" request. When making a clothing allotment request include the store name, county of the shopper, and contact information for the shopper.

-Combination Requests: Make sure that case service requests are completed separately so they can be processed individually. For example, multiple drug panels cannot be requested in one request. A request would need to be completed for each individual service. This is the same for requests that include multiple individuals.

-Documents (including Youth Villages Staff): Staff that are experiencing difficulties uploading the required documents should follow these steps:

1. Go into the Consultation or CFTM where the service request was entered.
2. Expand the Need and then Expand your service action step.
3. Select **Service Authorization**
4. Select **Documents**
5. Select Add document and select the appropriate fields to upload.

-Fiscal Year End: When entering service requests near June and July, service request need to have an end date of 6/30 or a start date of 7/1. If the service would extend through those dates, two service request would need to be completed with that end and start dates.

EX: Mental Health services that would start on 6/1 and go for 90 days would need a service request with a start date of 6/1 and an end date of 6/30. An additional service request would need to be completed with a start date of 7/1 and an end of date of 9/1.

-Intercept Services/Multi-Systemic Therapy: These services are required to be submitted to the Federal Programs Division (FFPSA) staff prior to being sent to Fiscal. Form CS-4281 must be filled out and submitted to the FFPSA staff. Once approved by Federal Programs, they will submit the CSR on your behalf.

-Information for Providers/Fiscal: When including important notes for fiscal or the provider, these notes must be included in "Instructions to Providers." Information in other boxes does not get sent to Fiscal or Providers.

-Missed Child/Parent Visitations: A new case service request should be completed every time a child/parent visitation is missed under the Family Preservation Contract. These should be completed as soon as the staff are made aware that a visit was missed. This assists with tracking for billing purposes. The provider must notify the caseworker of any missed visits by the client. When this occurs, another case service request will need to be entered and choose "TFP: Unsuccessful Efforts." Including a note about the missed visit and when notice was received.

-Ongoing Services: When completing a case service request to continue ongoing services or services that are already in place, make sure that the duplicate request does not have a start date during the already approved timeframes. The start date of the new request must be the following date after the current services end date. Duplicate requests should be submitted 2 weeks prior to the current end date.

EX: If Mental Health services are currently approved from 6/1-9/1, then the duplicate case service request would need to have a start date of 9/2 and be submitted 2 weeks prior to 9/1.

-Over-The-Counter Medication: If requesting OTC Medication, utilize the "Emergency Services- Other Non-Medical" service description. In the "Instructions to Provider" note what medication is being requested and who has approved this medication, such as a doctor or a regional nurse.

-Payment Person: When completing a case services request, the payment person should always be the ACV.

-**Pest Control**: When completing a CSR request for pest control, be descriptive. (ie: if there is a pest control company the family already uses, a certain vendor request, or the specific needs for the family, please note this in the request.) If a new pest control company needs to be established, a completed W-9 needs to be sent to ei_dcs.suppliersetup@tn.gov . Once the supplier is approved, the worker will be notified. (This is typically a 10-day turnaround.) Then a CSR can be requested for that specific provider, but not before.

-Psychosexual Assessments for Adults: When requesting a "psychosexual assessment" for an adult who has not been criminally charged, you must put the request under "Assessment- Psychological Evaluation" or "Assessment- Mental Health Assessment". You will then specify in the "Instructions to Provider" section that you need the assessment to focus on psychosexual concerns. The service description "Assessment-Psychosexual Evaluation" is only for adjudicated persons per the TN Sex Offender Treatment Board's assessment regulations. If you are unclear on what type of assessment to request for an adult with a history of problem sexual behavior, please consult with your regional mental health clinician.

-Preferred Language: When requesting services for a provider with a preferred language is being completed, please note these requests in the "Instructions to Providers." These requests will be accommodated based on provider availability.

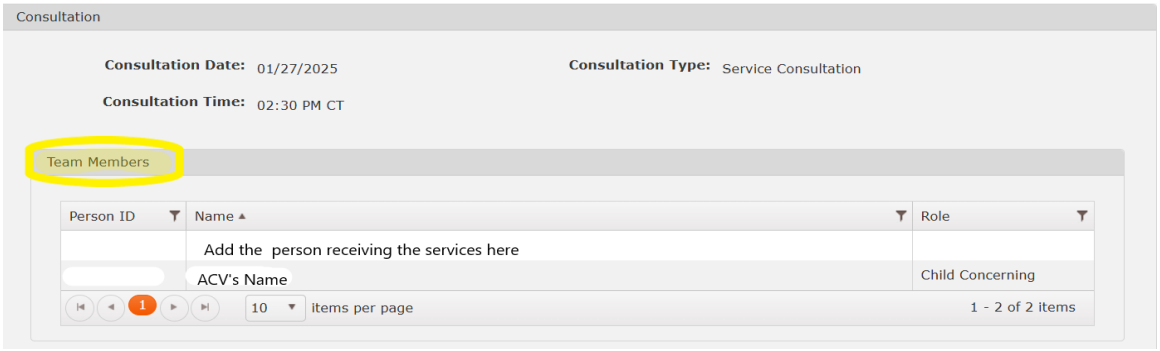
-Provider Notes: Staff can find notes from providers as a "monthly summary" or as individual private provider contacts or child/parent visitations.

-Release of Information: Releases of information are not required for services to be approved. Releases of Information should be requests and completed after the provider vendor is assigned. Follow the Release of Information instructions on the intranet for accurate completion.

-Sitter Services: A case service request is required for sitter services in a hospital setting. This should be completed in the Electronic Record System under the service description "Sitter Services (Hospital)". A case service request is not required for sitter services in transition homes or offices. Invoicing is done outside of the Electronic Record System

between Regional Ops and Central Accounting staff. Reach out to your Regional Leadership if you have further questions.

-Team Members: During the completion of a case service request consultation note, when asked to complete the "Team Members", you must add the ACV and the person who will be receiving the services.



-Therapeutic Family Preservation: For Therapeutic Family Preservation services to be approved, in the "Instructions to Provider" section it needs to state the contact information including phone number and address for whom the services will be scheduled with such as a parent/guardian.

-Unpaid Services for Tracking Purpose: Services listed on page 5 are for tracking purposes only. These services descriptions are not paid out by fiscal. Mark sure to select "no" when asked if DCS is to pay when completing the service request.

-W-9: W-9's are required for all provider agencies. If a new provider is included in a case service request, a W-9 for that provider must be included in the request. If a provider's information has changed such as address or name, a new W-9 must be included in the request**.** W-9 should be completed in the same color ink throughout the document. Signatures on the W-9 should be hand signed not electronic. The W-9's should not be completed by staff. W-9 must be emailed to ei_dcs.suppliersetup@tn.gov .