

	<p>Tennessee Department of Children's Services</p> <p>Protocol for Establishing a Transitional House</p>
	<p>Supplemental to DCS Policy: 16.46, Child/Youth Referral and Placement</p>

Applicability

This protocol is applicable to all DCS staff partnering with community providers.

1. Transitional houses are community-based locations where a custodial child awaiting placement in a foster home or facility may, for a short period of time, wait in a home-like setting while still under the direct supervision of Department staff.
2. Transitional houses may also be used as an alternative location to conduct supervised visitation, Child and Family Team Meetings (CFTMs), and to wait with non-custodial children in limited circumstances.
3. Each region will have a designated point of contact for any transitional house located within that region.

Establishing a Transitional House

When an organization or non-profit wishes to provide a community-based space for DCS to access as a transitional house, the DCS Executive Director (ED) confers with the DCS appropriate Assistant Commissioner to determine if DCS wishes to use the space offered.

Upon determination by the Assistant Commissioner that DCS is interested in using the community-based space, then the DCS Executive Director (ED) ensures that the following are completed prior to DCS accessing the space as a transitional house:

1. ED will complete a walkthrough of the community-based space to ensure that the space has the minimum amenities identified in this protocol to be accessed as a transitional house.
2. ED will liaise with the organization to ensure that any necessary local protocols or other agreements related to access to the community-based space are completed.
3. ED will request a courtesy site visit of the community-based space by a representative of the DCS Office of Child Welfare Licensing (OCWL). While transitional houses are not subject to licensure, the DCS OCWL may make recommendations related to the physical condition of the community-based space.

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4. ED will ensure that appropriate fire inspections have taken place at the community-based space and that full approval from the Fire Marshall has been received prior to moving forward with finalizing an agreement between the organization/non-profit offering the space and DCS.

5. Prior to utilizing the transitional home for children/youth, a Memorandum of Understanding (MOU) must be developed between DCS and the organization/non-profit who is offering the space that outlines the expectations of all parties.
 - a) All MOUs must be reviewed and approved by DCS Legal, DCS Contracts Division, and the Commissioner's office.

 - b) See DCS policy [1.31, Memorandums of Understanding \(MOU\) and Letters of Support \(LOS\) Requests and Approval Process](#) for more information.