



**State of Tennessee Department of Children's Services  
New/Revised Policies and Updates**

**TO:** All Department of Children's Services Employees  
**FROM:** Mary Hubbert, Policy Development Coordinator  
 Planning and Policy Development  
**DATE:** March 25, 2009

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may change depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards. Policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

\*The **PREVIEW** notation below indicates that the revised/new policy will be placed in the **PREVIEW** folder on the "Policies and Procedures" web page for a maximum of thirty (30) days (or less) prior to their effective date. Policies that are placed on **PREVIEW** are usually those that contain **MAJOR** revisions or revisions that require immediate attention. This 30-day **PREVIEW** period is designated for policy review, interpretation and/or training. After the 30-day **PREVIEW** period ends, policies and procedures will be moved to their respective Policy Chapter. Policy revisions that are **MINOR** may not be placed on **PREVIEW** or sent out on policy review, but placed directly in the policy chapter, an effective date assigned accordingly and announced to staff immediately.

**Please note:** If hyperlinks do not work properly from this list, go to the policies or forms web pages to access documents.

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	4.2	<a href="#">Job Performance Evaluations</a>	4	03/24/09	PR-0134, Job Performance Plan PR-0158, Probationary Evaluation PR-0157, Flex Evaluation PR-0123, System 2A Evaluation Form PR-0197, System 2C Security Staff Evaluation PR-0208, System 2D General Work Force PR-0207, System 2E Evaluation Support Staff

- **Major Policy Review:** Policy revisions are substantial (i.e., revision(s) may impact current practice or process or revisions are in multiple sections of the policy).
- **Minor Policy Review:** Policy revisions are minor (i.e., revisions consist of minor editing, addition of forms, etc., that does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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					( <b>Note:</b> All forms with “PR” designation can be accessed from the TN Department of Human Resources website at <a href="http://www.tennessee.gov/personnel/resources/pe/P_Eval.htm">http://www.tennessee.gov/personnel/resources/pe/P_Eval.htm</a> )
<b>Summary of Revisions for 4.2:</b>		Section A, item 1, a) revised to delete “within 60 days of an employee’s appointment...” and replaced with “ <b>after</b> an employee’s appointment...”; Item 1, b) included in A, item 1, a). Minor policy review required.			
2.	14.5	<a href="#">Child Protective Services Planning, Initiation and Assessment of Safety and Protection</a>	14	03/31/09	<a href="#">CS-0158, Notification of Equal Access to Programs</a> <a href="#">CS- 0668, Authorization for Release of Information to the Department of Children’s Services and Notification of Release</a> <a href="#">CS-0699, Notices of Privacy Practices</a> <a href="#">CS-0533, Medical Services Authorization for Non-TennCare Eligible Children</a> <a href="#">CS-0701, Immediate Protection Agreement</a> <a href="#">CS-0729, Child Abuse Review Team</a> <a href="#">CS-0714, Checklist for Good Faith Attempts to Locate</a> <a href="#">CS-0824, Native American Heritage Veto Verification</a> <a href="#">CS-0835 Acknowledgment of Receipt of Client Rights Handbook</a>
<b>Summary of Revisions for 14.5:</b>		Item #2 added to Section E; Forms and Collateral Documents Sections updated. Minor policy review required.			
3.	14.6	<a href="#">Child Protective Investigative Team-CPIT</a>	14	03/31/09	<a href="#">CS-0561, Child Protective Investigative Team Review</a>
<b>Summary of Revisions for 14.6</b>		Section B, i) clarified to read “... <b>within ten (10) business days of the review.</b> ” Minor policy review required.			
4.	14.8	<a href="#">Child Protective Services Case Transition or Closure</a>	14	03/31/09	<a href="#">CS-0561, Child Protective Services Investigative Review</a> <a href="#">CS-0668, Authorization for Release of Information to DCS and Notification of Release</a>

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	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
					<a href="#">CS-0740, Child Protective Services Investigation Summary</a> <a href="#">CS-0787, Non-Custodial Permanency Plan</a>
<b>Summary of Revisions for 14.8</b>		<ul style="list-style-type: none"> <li>◆ <b>Item #4 added to Section A;</b></li> <li>◆ Section B, #1 clarified to read, “When a <b>CPS</b> case is transitioned...”</li> <li>◆ Section E, item #7 clarified to read “...within ten (10) business days <b>of the review.</b>”</li> <li>◆ Section G: item #5, added “<b>Form CS-0729, Child Abuse Review Team Review</b>”; Deleted item #6, a, b, c, d; Added item #7 “<b>Form CS-0787 Non-custodial Permanency Plan</b>”; Section G, 7 (re-numbered) item #8, e) revised to read: “<b>Any signed releases or provided documents, as applicable.</b>”</li> <li>◆ Minor policy review required.</li> </ul>			

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