



**Administrative Policies and Procedures: 16.32**

<b>Subject:</b>	<b>Foster Care Review and Quarterly Progress Reports</b>
<b>Authority:</b>	TCA 37-1-130, 37-1-131 and 37-1-132; 37-2-404. 405. 406 and 407, 37-5-106, 37-4-201 and 207, P.L.. 109-239
<b>Standards:</b>	PA-FC 4.03
<b>Application:</b>	All DCS Family Service Workers and Supervisory Staff
<b>Policy Statement:</b>	
<p>Within ninety (90) calendar days of the date of the child's placement in custody and not less than every six (6) months thereafter, for so long as the child remains in state custody, the Foster Care Review Board or the local court should review the progress of the permanency plan for each child in out of home care, except that Boards are not required to review cases of youth placed in DCS Youth Development Centers. However, some Courts may instruct their Boards to hear these cases anyway. In order to comply with the statute, and to enhance progress review child and family team meetings, the Department requires that quarterly progress report forms be completed every ninety (90) calendar days from the date of custody. In courts where no Foster Care Review Board exists or is not being held on a regular basis, <b>quarterly progress reports</b> shall be submitted to court via legal referral asking for a motion to submit for all youth in state custody, in order to comply with TCA section 37-2-404 (a). This applies to all children/youth, including those who are or may be subject to compliance with the Interstate Compact on the Placement of Children.</p>	
<b>Purpose:</b>	
<p>Court proceedings are an integral part of the Department's work. The Foster Care Review Board provides another mechanism through which to monitor the care and permanency of all children in state custody. The court is charged with the task of periodically reviewing permanency plans to ensure reasonable efforts are being made to achieve a permanent home for each child. DCS is responsible for keeping the court informed of the progress of all cases under its care.</p>	
<b>Procedures:</b>	
<b>A. Quarterly Progress Reports and Its Contents</b>	<ol style="list-style-type: none"> <li>1. The <b>Family Service Worker (FSW)</b> shall complete <b>form CS-0430, Quarterly Progress Reports</b>, for all children in state custody, including youth placed in Youth Development Centers and thru the <b>Interstate Compact on the Placement of Children (ICPC)</b>. This report should include information gathered during contacts with team members and during <b>Child and Family Team Meetings (CFTMs)</b>.</li> <li>2. The first quarterly progress report shall be completed ninety (90) days from the date the child was placed in custody and every three (3) months thereafter.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Quarterly progress reports shall address the following:             <ol style="list-style-type: none"> <li>a) The current status and safety of the child;</li> <li>b) The continuing necessity for out of home placement and the appropriateness of the child’s placement, including those which are in interstate out-of-home placements;</li> <li>c) Compliance with activities described in the permanency plan;</li> <li>d) Progress made toward alleviating or mitigating the causes necessitating placement in foster care.</li> <li>e) Projected date for the plan’s goals to be achieved, (i.e., a likely date by which the child may be returned to and safely maintained in the home or another permanency option will be achieved).</li> </ol> </li> <li>4. During the foster care reviews the FSW shall provide the review board with a copy of the current permanency plan and all quarterly reports completed since the last review. The FSW must also provide a copy of all quarterly progress reports to other participants as well.</li> </ol>
<p><b>B. Scheduling Foster Care Reviews for Social Service and Juvenile Justice Cases</b></p>	<ol style="list-style-type: none"> <li>1. Local protocol for scheduling the reviews shall be followed and court liaisons or legal staff may actually secure the review dates upon request of the FSW. If a board requests reviews more frequently than required by law, DCS shall comply with the board’s request. Where <b>Foster Care Review Boards (FCRBs)</b> are operational they serve as advisors to DCS and the court. Their recommendations should be implemented when feasible and appropriate. If recommendations are not followed, reasons for not doing so shall be documented in the case record and explained at the next meeting of the review board.</li> <li>2. Where there is no local protocol for scheduling of reviews, the FSW shall make a referral to DCS Legal with a copy of the Quarterly Progress Report attached for filing with the Court.</li> <li>3. Judges having juvenile court jurisdiction may elect to personally review each case and not appoint an advisory review board (i.e. a Foster Care Review Board) or they may elect to review certain cases and leave the rest to a FCRB. If a Court elects to do this, the judge should specify through written order the guidelines and procedures to be used to ensure that reviews are held for each child no less frequently than every six months and provide that document to both DCS and the local office of the Tennessee Commission on Children and Youth, TCA Section 37-2-406 (a)(3).</li> <li>4. If neither the Court nor the FCRB is reviewing the permanency plan of every child at least every six months, the FSW must make legal referrals requesting the quarterly report be filed with the Court via a Motion for hearing upon the progress report. The Department is required to submit these reports under State law and the Federal law requires a hearing upon the progress of the permanency plan at least every six (6) months. This review is in addition to the federal requirement that a judge must hear the permanency plan, itself, at least once a year.</li> </ol>

<p><b>C. Attendance at the Foster Care Review</b></p>	<ol style="list-style-type: none"> <li>1. Unless parental rights have been terminated, the FSW shall notify parents of the time and place of the review. The FSW shall also notify other parties such as the child, non-relative resource parents, kinship care resource parents, Guardian ad Litem, parent’s attorney, etc. of the review.</li> <li>2. Children of age six (6) or over) should be encouraged and supported to attend all Foster Care Review Board hearings relating to his/her case. The FSW has the responsibility of notifying the child, his/her placement, and facilitating a plan to get the child transported to all hearings.</li> <li>3. Adequate notice must be provided to all team members, preferably at least seven (7) calendar days in advance of the hearing if done by phone or in person and ten (10) calendar days in advance if notice is given by mail. Staff may use <b>CS -0746, Meeting Notification Form</b> to provide written notice to the participants.</li> <li>4. The child’s FSW shall attend all Foster Care Review Board meetings. In the event the child’s FSW is unable to attend the hearing due to illness, previously scheduled approved leave, etc. the FSW’s Team Leader or other approved designee shall appear to represent the FSW.</li> <li>5. Resource parents should be engaged in planning or decision making prior to any hearings during the CFTM process. They have a right to notice of hearings or reviews.</li> </ol>
<p><b>D. Documentation</b></p>	<ol style="list-style-type: none"> <li>1. The quarterly progress report must provide the court with a clear description of how the child is doing, including the quality of visitation, educational level, interdependent living and any medical/dental/treatment needs. It also ensures that diligent efforts are being made to locate other relatives. The court will review the progress that has been made on the action steps and outcomes from the permanency plan, and make recommendations for next steps.</li> <li>2. The FSW shall secure a written report of the findings of the review and include it in the child’s case file. Some jurisdictions utilize <b>form CS-0510, Foster Care Review Board Summary</b> as their documentation. In other jurisdictions, the court has their own document for this purpose. A copy of the locally prescribed documentation will be acceptable for use in the child case file.</li> <li>3. All <b>form CS-0430, Quarterly Progress Report</b> information and review dates shall be entered in TN Kids within three (3) working days of the completion of any review.</li> <li>4. TN Kids documentation should include efforts to notify and assist the child, birth parents and resource parents to participate in the review. If there was no participation from the aforementioned parties, the documentation should include the reasons why if known.</li> </ol>

<b>Forms:</b>	<a href="#"><u>CS-0430 Quarterly Progress Report On Child In State Custody</u></a> <a href="#"><u>CS-0510 Foster Care Review Summary</u></a> <a href="#"><u>CS- 0746 Meeting Notification</u></a>
<b>Collateral documents:</b>	None