



Administrative Policies and Procedures: 13.26

Subject:	Probation Referrals
Authority:	TCA: 37-1-131, 37-5-105 (3), 37-5-106, 37-5-166, 49-6-3051
Standards:	COA: Juvenile Justice Case Management: PA-JJCM 2, PS-JJCM 3, PA-JJCM 4, PA-JJCM 5, PA-JJCM 6
Application:	To All Department of Children's Services Family Service Workers Assigned Probation Cases
Policy Statement:	
The Court Liaison, or FSW as applicable, shall create an official Probation case within twenty-four (24) hours of receipt of a Court order placing a youth on State probation to include youth placed on Judicial Diversion.	
Purpose:	
To ensure that uniform, initial requirements are met in opening a State probation case when received from the Juvenile Court. Requirements for Family Service Workers (FSW) to provide case management supervision, monitor compliance to the orders of the Court and linking youth to resources are outlines in this policy.	
Procedures:	
A. Initial Engagement	<p>Following the court hearing placing the youth on probation, the Court Liaison (CL), or the Family Service Worker (FSW) (as applicable in counties/regions), meets with the youth and parent/guardian immediately after the hearing to explain the requirements of probation, to provide information and secure signatures on required documents.</p> <ol style="list-style-type: none"> 1. Form CS-0801, Probation Intake Referral, is completed and copies of the court order placing the youth on probation, petitions, prior records and other pertinent information is gathered from the Juvenile Court Clerk's records office to open the case. 2. Signatures of the youth and parents/guardians are obtained on forms CS-0043, Rules of Probation, CS-0158, Notification of Equal Access to Programs and Services and CS-0668, Authorization for Release of Information to the Department of Children's Services, completely filled out to obtain school records and other needed records and information, as

	<p>applicable. A copy of the forms is provided to youth, parents/guardians and court as applicable.</p> <ol style="list-style-type: none"> 3. Youth and family receive a copy of the Client Right's Handbook (last page in the handbook) is signed by youth and/or parents/guardians. 4. Special conditions such as curfew, community service work, restitution, educational requirements, etc. are added to the Rules of Probation if they are in the court order or enhance community protection and/or facilitate the delivery of services to the youth. 5. The youth's parents/guardians are contacted by telephone or in person no later than twenty-four (24) hours (excluding holidays and weekends) after the youth is placed on probation. 6. The parents/guardians are advised that the youth must enroll in school or an education program the first school day after being placed on probation. If the youth will not be attending school, they are referred to employment and/or community agencies for services. 7. The parents/guardians and youth must be provided with the FSW's office address and telephone numbers and an emergency contact telephone number that is accessible twenty-four (24) hours per day. 8. The case is entered into TFACTS within 24 hours. A copy of the initial court order placing the youth on probation is maintained in the youth's family case file. 9. The CL or FSW initiates the Family Functional Assessment (FFA) in TFACTS. Refer to the Documentation of the Family Functional Assessment Process Manual. 10. If a youth is placed on probation to DCS and no DCS staff is present at the hearing, timeframes for case compliance begin on the day the paperwork is received and the family is contacted as soon as possible.
<p>B. Requirements during the first (30) days of supervision</p>	<p>During the first (30) calendar days of the case, the assigned Family Service Worker:</p> <ol style="list-style-type: none"> 1. Discuss, explain and provide the youth and family an opportunity for questions regarding the Rules of Probation and any special conditions imposed by the court with the youth and parent/guardian, curfew, public service work, requirements to participate in school or employment, prohibitions of alcohol/illegal drugs, peer associations and weapons and other pertinent topics. 2. Explain services provided by the department to the youth and family, including supervision requirements to include the number of contacts required, the family permanency plan, resource linkage, etc. 3. School principals must be notified if a youth is adjudicated for certain delinquent adjudications per DCS policy 21.18 Notification to School Principals of Certain Delinquent Adjudications. Immediately after the youth is placed on probation for an applicable offense, the FSW must report these adjudications to the regional Education Specialists. See the policy for further details.

	<ol style="list-style-type: none"> 4. A photograph is taken of the youth and placed in the youth's <i>family case file</i>. The youth's photograph is updated at least annually or more frequently as necessary if there are any significant changes in the youth's appearance, (<i>i.e.</i>, a visible tattoo, scars or deformities, <i>etc.</i>). 5. Ask the parents to provide a copy of the youth's social security card and birth certificate. 6. Complete a genogram and pictorial on form CS-0774, Contact Sheets for Genogram or in TFACTS. 7. Refer to A Case Worker's Guide to Opening and Transitioning Cases that outlines the time frames/documentation and pertinent information required to be met by the FSW or applicable staff serving the youth/family. 9. Complete Assessments per section C of this policy. 10. Complete the Family Permanency Plan per section D below.
<p>C. Assessment</p>	<p>Assessment is an ongoing process of collecting and evaluating information needed to make decisions in a timely, culturally competent manner in keeping with the goals of community and family safety and stability. The FSW follows the guidelines in DCS Policy 11.1. Assessment Process and Tools and the Protocol for the Family Functional Assessment Process.</p> <ol style="list-style-type: none"> 1. The FSW continues updating the Family Functional Assessment (FFA) to gather required information by interviewing the youth and family members, utilizing prior court records and any available information, including school information, to document a thorough FFA. See DCS Policy 11.1 Assessment Process and Tools. 2. A community risk assessment is administered per requirements in the CANS Protocol. 3. Other assessments may be administered such as alcohol/drug or specific behavioral issues. All assessment results are utilized to develop the Family Permanency Plan. 4. The FSW encourages the family to include family and friends on the youth's team in an effort to strengthen the youth and family's informal support system. 5. The FSW continually assesses families to note their strengths and needs in order to determine the most appropriate interventions and services to support strengths reduce risk, and achieve established desired outcomes.
<p>D. Planning and Implementation</p>	<p>The Family Permanency Plan (FPP) is a working document that identifies family strengths, protective capacities, opportunities for growth, and uses individualized assessments to identify coordinated resources and services. The FPP establishes desired outcomes that are specific, measurable, achievable, realistic, and time limited.</p> <ol style="list-style-type: none"> 1. After all assessments are completed, a child and family team meeting (CFTM) is convened with the youth, family, informal and formal support persons as applicable.

	<ol style="list-style-type: none"> 2. Information gathered from all assessments done is included in the FPP. See the Protocol for Juvenile Justice Family Permanency Plan for specific requirements for the plan. 3. The FSW may make unannounced curfew checks via telephone calls and make home visits as needed. Each region develops local protocol/procedures for curfew checks. The protocol/procedures ensure safety for the FSW and are documented in the regional safety plan.
<p>E. Family Engagement and Teaming</p>	<p>The FSW builds relationships with the youth and families based on empathy, respect and genuineness and routinely affirms with the family that the intent of the Department is to help the family address mutually identified problems to reduce the risk of the youth being removed from the home. The FSW:</p> <ol style="list-style-type: none"> 1. Engage family members to identify family strengths and protective capacities that provide a foundation for change and stability, reduce the risk of out-of-home placement, and address factors that place youth or the community at risk. 2. Elicit the family’s feelings and concerns throughout the case-planning process and engage in a collaborative decision making process regarding outcomes, goals, and tasks with family members, their networks, other supports and providers. 3. Consult other providers when there is a specific client condition or behavior that requires an additional level of expertise. 4. Attempts are made to locate and involve absent parents utilizing diligent search procedures outlined in DCS Policy 16.48 Conducting a Diligent Search. Diligent search efforts are documented in TFACTS. 5. If the family is in need of assistance from a provider, the FSW explains how this process works and assists the youth and family as needed. Referrals are made as soon as possible. 6. If the service provider needs specific information from DCS to provide the service, the FSW obtains client and/or parent/guardian signatures on form CS-0059, Authorization for Release of Child-Specific Information from the Department of Children's Services.
<p>F. Tracking and Adjusting: Quarterly Monitoring</p>	<ol style="list-style-type: none"> 1. The Family Permanency Plan is reviewed every three months in the context of a Child and Family Team Meeting. 2. Compliance with special conditions and the need for those conditions to continue must be reviewed and documented. 3. If applicable, the FSW may request that the court remove or modify special conditions. Requests to remove or modify special conditions are made in writing and a copy maintained in the youth’s <i>family case file</i> and documented in TFACTS. 4. The FSW should regularly monitor payment of such costs and report non-payment to the court. FSW’s have no involvement in the determination of, or

	<p>collection of restitution, court costs, or fines.</p> <ol style="list-style-type: none"> 5. Documentation of any court ordered community service work activity is documented on form CS-0807 Community Service Work Activity Report and filed in the youth's family case file. 6. The FSW conducts quarterly CFTM's with the youth and their support team to review progress and update the plan if needed. 7. The quarterly review is documented in the CFTM module in TFACTS. 8. The FSW coordinates the delivery of services as necessary and obtain confirmation from service providers when the service has been started. 9. On-going verification is obtained from the family and provider that the service is appropriate and satisfactory. 10. The FSW follows up at least monthly with service providers and responds immediately to any concerns that develop in the delivery of the service or with the person receiving the service and document in TFACTS. 11. All contacts with those providing services to the youth and family are documented on the appropriate screens in TFACTS.
<p>F. Documentation</p>	<p>Unless other requirements are specified in policy for documentation, or there are events not documented elsewhere or requiring a broader explanation, all information is required to be documented in TFACTS within thirty (30) days from the date of the contact or occurrence.</p>

Forms:	<p><u>CS-0043 Rules of Probation</u></p> <p><u>CS-0584. Diligent Search Checklist</u></p> <p><u>CS-0158 Notification of Equal Access to Programs and Services</u></p> <p><u>CS-0559 Authorization for Release of Child Specific Information from the Department of Children's Services</u></p> <p><u>CS-0668 Authorization for Release of Information to the Department of Children's Services</u></p> <p><u>CS-0703. Adjudication Notification to School Principals</u></p> <p><u>CS-0774. Contact Sheets for Genogram</u></p> <p><u>CS-0777. Family Functional Assessment (FFA)</u></p> <p><u>CS-0801 Probation Intake Referral</u></p> <p><u>CS-0807 Community Service Work Activity Report</u></p>
Collateral documents:	<p><u>Protocol for Juvenile Justice Family Permanency Plan</u></p> <p>DCS Policy <u>13.1 Supervision of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth</u></p> <p>DCS Policy <u>21.18 Notification to School Principals of Certain Delinquent Adjudications</u></p> <p>DCS Policy <u>11.1. Assessment Process and Tools</u></p> <p>DCS Policy <u>16.48. Conducting a Diligent Search</u></p> <p>DCS Policy <u>13.6. Minor and Major Violations – Delinquent Youth on Probation and Aftercare.</u></p> <p>Family Permanency Plan</p> <p>In Home Tennessee Framework</p> <p><u>Documentation of the Family Functional Assessment Process Manual</u></p> <p><u>A Case Workers Guide to Opening and Transitioning Cases - FSW Responsibility for Children on Probation</u></p> <p><u>Client's Rights Handbook</u></p> <p>Family Permanency Plan – In TFACTS</p> <p><u>CANS Protocol</u></p>

Glossary:	
Term	Definition
Service Provider:	An individual or organization, other than DCS, that provides a specified service to a client or their family. The service may be a paid or free service.
Judicial Diversion	Per 37-1-129, a case in which a youth has pled guilty, or was found guilty at trial but the court has deferred further proceedings and placed a youth on probation without entering a finding of guilty.