



Administrative Policies and Procedures: 14.23

Subject:	Orders of Reference
Authority:	TCA 37-5-105 (3); 37-5-106
Standards:	None
Application:	All Department of Children's Services Child Protective Services Employees
Policy Statement:	
The Department of Children's Services shall complete an <i>Order of Reference</i> as required upon request by the Courts.	
Purpose:	
To conduct a study of a child's (or children's) situation that requires a written report (home study) to aid the court in decision-making with issues of child placement and legal custody and submit to the court by a given date. Orders of reference may involve allegations of child abuse or neglect, or the Court may inquire about the circumstances of a specific child or children.	
Procedures:	
A. Responding to orders of reference alleging abuse/neglect	<ol style="list-style-type: none"> 1. When the court issues an order of reference alleging abuse or neglect, the report is assigned to CPS. The case is also reported to Central Intake. Upon the receipt of the order of reference the caseworker researches all DCS records (paper files, Social Services Management System (SSMS)/TFACTS) to determine if there is a past history on the child, parents/caretakers and petitioner (refer to Conducting Social Services Management System Checks in TFACTS). 2. The case worker completes a CPS investigation or assessment as applicable. 3. The case worker completes a police background records check on the parents/caretakers and petitioner as outlined DCS policy 16.20 Expedited Custodial Placement.
B. Immediate Assessment	<ol style="list-style-type: none"> 1. When an immediate expedited custodial placement (the placement with a relative or a person who has a significant relationship) is in the best interest of a child, DCS staff secure form CS-0668, Authorization for Release of Information to DCS from all adult household members and conduct an Expedited Placement Assessment. This assessment includes, at a minimum:

- a) A face-to-face interview with the placement resource,
- b) Criminal records checks on the placement resource and all adult household members:
- ◆ **CS-0751, Background Clearance Check- Local Criminal History)**
 - ◆ **CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X III Name Check**
 - ◆ **CS-0741 DCS Records Check**
 - ◆ If the placement resource has not been in residence in the county for a period of five (5) years, the local criminal records check is made for previous places of residence five (5) years back. Central Intake performs CPS/SSMS/*current child welfare information system* checks after-hours and weekends only. The Central Intake phone number is 1-877-237-0004. The local field staff is responsible for these checks during regular business hours.
- c) Form **CS-0687 Criminal History and IV-E Eligibility Checklist** is completed for all household members age eighteen (18) years or older which includes the following:
- ◆ A **Drug Offender Registry Clearance** is conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address is: <http://apps.tn.gov/methor/>
 - ◆ A national **Sexual Offender Registry Clearance** is conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address for a sex offender search is: <http://www.nsopr.gov/>
 - ◆ A **TN Felony Offender Database Clearance** is conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet web site address is: <https://apps.tn.gov/foil/>
 - ◆ An **Abuse Registry Clearance** is completed for the prospective caregiver(s) and all adult household members. The Internet web site address is: <http://health.state.tn.us/AbuseRegistry/>
- d) Central Intake also performs the internet records clearance after-hours and weekends only. The local field staff is responsible for this clearance during business hours.
- e) The placement resource and all adult members of the household agree to schedule fingerprinting immediately after the expedited custodial placement is made. **Finger printing is completed for expedited placement resources within fifteen (15) days. Failure to comply with this requirement results in child's/children's removal from the placement.**
- f) The placement resource and all members of the household agree to schedule a medical examination immediately after the expedited custodial placement is made.

	<p>g) Two (2) persons, who do not reside in the same home as the placement resource, are contacted for a personal reference check prior to the placement. (Reference checks that are verbal are documented and maintained in the case file).</p> <p>h) Staff also makes a home visit to verify that the residence meets the standards outlined in <i>Section E</i> of DCS Policy <u>16.4. Foster Home Selection and Approval</u>.</p> <p>2. All information gathered during the expedited custodial placement assessment is documented on form CS-0682, Expedited Placement Assessment Summary and submitted for approval within forty-eight (48) hours of making an expedited custodial placement</p>
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Forms:	<p><u>CS-0668. Authorization for Release of information to DCS</u></p> <p><u>CS-0682. Expedited Placement Assessment Summary</u></p> <p><u>CS-0687 Criminal History and IV-E Eligibility Checklist</u></p> <p><u>CS-0741. Database Search Results</u></p> <p><u>CS-0750. Background Criminal History- Expedited/Emergency Purpose Code X III Name Check</u></p> <p><u>CS-0751. Background Clearance Check- Local Criminal History</u></p>
Collateral documents:	<p><u>Conducting Social Services Management System Checks in TFACTS</u></p>

Glossary:	
Term	Definition
Order of reference:	Refers to a Court order requesting DCS to conduct a study of a child’s (or children’s) situation and requiring a written report to the Court on a given date. Orders of reference involve allegations of child abuse or neglect, or they may simply inquire about the circumstances of a specific child or children.
Code X III Name Check	A criminal background check used by social service agencies authorized under an approved state statute to receive criminal record information for the emergency placement of children where the child’s health and safety may be endangered.