



Tennessee Department of Children’s Services  
**Protocol for Non-Custodial Child and Family Team Meeting-**

**Supplemental to DCS Policy: 14.29**

Meeting Type	Time Frame	Purpose
CPS Initial CFTM	By day 30 from the date of referral if services are needed or required or upon the identification of services if after day 30.	Family, CPS staff and service providers to identify a permanency goal and develop a <b>Family Non-Custodial Permanency Plan</b> that specifies what must occur in order to achieve the goal. The plan must identify services that will be provided and the timelines for achieving the goals. The Plan should include ways to safeguard and enhance the welfare of children, to preserve family life and prevent harm and abuse by strengthening the ability of families to parent their children effectively.
CPS Pre-Custodial CFTM	<p>Whenever there is an imminent risk of a child coming into custody related to issues of abuse or neglect.</p> <p><b>** This meeting is required to be conducted by a trained, skilled facilitator.</b></p> <p>When an emergency removal takes place before a CFTM can be convened, the CFTM will occur within 72 hours; if that is not possible, prior to the preliminary hearing but no later than 7 days from the date of custody. If this CFTM is not held until after custody, it is called an “Initial CFTM” and requires a facilitator. Typically, the custodial FSW schedules this CFTM.</p>	<p>Assess all the safety and risk factors and determine how the child’s safety can be maintained in the least restrictive, least intrusive manner possible. Explore all alternatives to placing the child into custody.</p> <p>To determine if a plan can be developed to allow the child to safely return to the parent’s home with services or if other kinship/community placements are available for the child. If a plan is developed, DCS will pursue divestment of custody at the preliminary hearing or following entry into custody.</p>
CPS Progress Review of Non-Custodial Permanency Plan	30 days from the date of the initial CFTM for Investigations	To evaluate the progress made on the <b>Family Non-Custodial Permanency Plan</b> goals and action steps and to determine the continued need for services or is the case

**Subject: Protocol for Non-Custodial Child and Family Team Meeting**

	60 days from initial CFTM for Assessments.	ready for closure.
CPS Transition CFTM	<p>If services are needed beyond sixty (60) calendar days from the date of the referral for Investigations.</p> <p>If services are needed beyond ninety (90) calendar days from the date of the referral for Assessments.</p> <p><b>** Family, agency partners and other supportive persons must be given adequate notice of meetings. Preferably ten (10) calendar days in advance if done in writing or seven (7) calendar days if notified by phone, email or face to face.</b></p>	Child and Family Team Members and DCS staff will meet to review information gathered during the investigation or assessment. The <b>Family Non-Custodial Permanency Plan</b> will be reviewed and updated to address the needs/concerns or service provision monitoring that require this case to be open for long term non-custodial work oversight.
FSW Initial Non-Custody	Within 15 days from the date of referral	For the development of the <b>Family Non-Custodial Permanency Plan</b> . The FNCPP will establish realistic goals for the family, child and/or the department necessary safeguard and enhance the welfare of children, to preserve family life and prevent harm and abuse by strengthening the ability of families to parent their children effectively.
FSW Initial Non-Custody following a DCS divestment	<p>Within 15 days of Discharge or Release</p> <p><b>** These cases will not remain open longer than ninety (90) days. If extenuating circumstances exist that necessitates the case to remain open longer than ninety (90) days, the TL must give permission for the case to remain open and must review every thirty (30) days until closure.</b></p>	The <b>Plan</b> that was previously developed at the custodial discharge CFTM when the need for ongoing services was identified can be utilized or revised based on current needs or the court ordered services will continue to be worked by the family and monitored by DCS.
FSW Pre-custodial CFTM	When an ongoing non-custodial case looks like it may result in the children entering custody	Meeting to assess the safety and risk factors and determine how the child's safety can be maintained in the least restrictive, least intrusive manner possible.

**Subject: Protocol for Non-Custodial Child and Family Team Meeting**

---

	<b>** This meeting is required to be conducted by a trained, skilled facilitator.</b>	Explore all alternatives to placing the child into custody.  To determine if the <b>Family Non-Custodial Permanency Plan</b> needs to be updated to allow the child to safely remain in the parent's home with services or if other kinship/community placements are available for the child.
FSW Progress Review of Non-Custody	Every ninety (90) days until case closure	The <b>Family Non-Custodial Permanency Plan</b> will be reviewed and updated, if needed, to address the needs/concerns or service provision and determine whether this case requires continued monitoring or is ready for closure