



Tennessee Department of Children's Services

## Conducting Social Service Management System (SSMS) Checks in TFACTS

Supplemental to DCS Policies: 4.1, 14.12, 14.23, 14.24, 14.25, 16.4, 16.8, 16.20, 16.23

The Social Services Management System (SSMS) is a historical, computerized data management system at the Department of Children's Services, which tracks CPS case findings. Since the Tennessee Family and Children's Tracking System (**TFACTS**) has been developed, SSMS data is transferred into the system in order to allow CPS background checks to be conducted in the one system. All DCS staff conducting background checks in **TFACTS** must review all CPS history, including available SSMS information. Below is a description of how to identify SSMS results in **TFACTS**.

### Person Search

Enter the person's name in the **Person Search Results** tab in **TFACTS**. If someone has an SSMS history, there are several zeros at the beginning of the **Person ID**.

### SSMS Screen

Click on the **Select** button and the SSMS details will appear.

### Information Provided

- ◆ Perpetrator's Name
- ◆ Perpetrator's Social Security Number
- ◆ Perpetrator's Date of Birth
- ◆ Child's Name
- ◆ Child's Social Security Number
- ◆ Child's Date of Birth
- ◆ Incident Referral Date
- ◆ Report Classification

Effective Date: 08/03/15

Supplemental to: DCS Policies 4.1, 14.12, 14.23, 14.24, 14.25, 16.4, 16.8, 16.20, 16.23  
RDA SW22

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## **Subject: Protocol for Social Service Management System (SSMS) Searches**

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- ◆ Type of Abuse/Neglect
- ◆ County Code
- ◆ Perpetrator's Relationship to the Child Code

### **Report Classification Codes**

- ◆ C= Converted Data from the CPS system prior to SSMS
- ◆ U= Incident Unfounded and Perpetrator Unfounded
- ◆ I= Incident Indicated and Perpetrator Indicated
- ◆ V= Indicated High Risk/Imminent Danger Incident
- ◆ W=Indicated Incident and Indicated Sexually Aggressive Child (Under Age 10)
- ◆ X= Incident Indicated and Perpetrator Unfounded
- ◆ Y= Incident Indicated and Perpetrator Unknown
- ◆ Z= Incident Indicated and Passive Perpetrator Indicated

### **Type of Abuse/Neglect Codes**

- |                                 |   |
|---------------------------------|---|
| ◆ A= Minor Physical Abuse       | ◆ K= Moral Abuse                        |
| ◆ B=Severe Physical Abuse       | ◆ L= Emotional Abuse                    |
| ◆ C= Failure to Thrive          | ◆ M= Emotional Neglect                  |
| ◆ D=Malnutrition                | ◆ N= Educational Neglect                |
| ◆ E=Physical Neglect            | ◆ P=Other                               |
| ◆ F=Medical Neglect             | ◆ Q=Abuse Death                         |
| ◆ G= Lack of Supervision        | ◆ R= Neglect Death                      |
| ◆ H= Abandonment                | ◆ S=Substantial Risk of Physical Injury |
| ◆ J= Sexual Abuse/ Exploitation | ◆ T=Substance Affected Infant           |

### **Perpetrator's Relationship to Child**

**Subject: Protocol for Social Service Management System (SSMS) Searches**

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- ◆ A= Parent
- ◆ B= Stepparent
- ◆ C= Grandparent
- ◆ D= Sibling
- ◆ E= Other Relative Household
- ◆ F= Other Relative Outside Household
- ◆ G= Non-Relative in Household
- ◆ H= Foster Parent
- ◆ J= Adoptive Parent
- ◆ K= Neighbor/Acquaintance
- ◆ L= Stranger
- ◆ M= Teacher/Staff
- ◆ N= Child Care
- ◆ P= Institution Staff
- ◆ Q= Law Enforcement/Court
- ◆ R= Other
- ◆ S-Unknown