# Administrative Policies and Procedures: 16.20

## Subject:
Expedited Custodial Placements

## Authority:

## Standards:

## Application:
DCS Child Protective Services, Foster Care and Supervisory Staff and Contract Agency Staff

## Policy Statement:
When the child cannot safely remain in his or her home the Department of Children’s Services will seek to place a child with persons whom the child and/or child’s family has had a significant relationship in order to minimize the trauma of a custodial episode. This policy is applicable to relatives and kin who are prospective placement resources for children under the Interstate Compact on the Placement of Children.

## Purpose:
To ensure that these persons are able to provide care, safety and can meet both the immediate and long-term needs of any child who might be placed with them.

## Procedures:

### A. Expedited Placement Assessment
When an expedited custodial placement is in the best interest of a child and agreed upon after an interview with the relative/kin placement resource, DCS staff will secure form **CS-0559, Authorization for Release of Information and HIPAA Protected Health Information TO and From the Department of Children’s Services and Notification of Release** for a criminal history check from all adult household members and initiate an Expedited Placement Assessment process to be completed prior to a child’s placement.

### B. Background and Criminal Records Clearance
1. A criminal history check or county court records to include local criminal records check from local law enforcement records for all previous residences of applicant within the immediate six (6) months preceding application. This search is conducted taking into account current, maiden and any other legal names. All criminal charges listed in the local criminal history check for which there is no final disposition identified in the local criminal history check or the Purpose Code X Ill Name Check will be clarified by obtaining additional, official documentation from the local court with jurisdiction, within 24 hours or one business day of the child’s placement.

**Note:** In cases where placements are attempted after regular business hours, the local criminal records check or county court records check will be completed by the conclusion of the next business day.
2. Form **CS-0750, Background Criminal History-Expedited/Emergency, Purpose Code X III Name Check.**

A Code X is used by DCS under an approved state statute to receive criminal history information for the emergency placement of children preceding the delayed submission of fingerprints. Since a Code X is only a name check, measures to ensure the safety of children will be implemented in the home until the results of fingerprints are received.

a) Code X requests should only be made when the exigency of the situation prevents obtaining background checks via fingerprinting before placement is made. Additionally, if fingerprint results have been completed by DCS or Contract Agency on an individual within six (6) months, the fingerprinting does not need to be repeated and the results can be used for purposes of the expedited placement approval.

b) No one will request access to Code X information or fingerprint results without first reading and signing TBI’s Criminal Justice Release of Information Form. The form will also be stored in the foster home confidential file. The file will not be visible to the general public.

Note: Contact Internal Affairs to complete a TBI Criminal Justice Release of Information form.

c) Results of a Code X search can be disseminated within the agency as the usage of the criminal justice information (CJI) is for the purpose of placement approval from expedited status to full approval status. The CJI will be stored in the foster home confidential file.

3. **A DCS records check** will be completed by the FSW on form **CS-0741, Database Search Result.** DCS staff refer to **Conducting an Efficient and Effective History Search** to ensure accurate search results and document findings using form **CS-0741, Database Search Results** for all household members age eighteen (18) years or older.

Note: The worker contacts the Child Abuse Hotline at 1-877-237-0004 for DCS records checks after-hours and weekends only when Internet service is not available. The FSW is responsible for these checks during regular business hours.

a) No foster home is approved if the applicant or any other adult household member has been substantiated or named in a substantiated report of child abuse or neglect unless a waiver is granted as outlined in DCS Policy **14.24, Child Protective Services Background Checks.**

b) This waiver may only be approved by the Executive Director of the Office of Child Safety or designee and documented on form **CS-0921, Waiver of Criminal Convictions, Pre and In-Service Training Requirements, Non-Safety Issues, CPS Substantiations and Educational Requirements.**

c) Specific information related to CPS findings and records involving an applicant will be maintained in the foster parent file and addressed within the home study.

4. An Internet Records Clearance is completed for all household members age
eighteen (18) years or older. This search is conducted taking into account current, maiden and any other legal names. This documentation includes the following:

a) A [National Sexual Offender Registry Clearance](#)
b) A [Tennessee Department of Health Abuse Registry Clearance](#)
c) The Child Abuse Hotline performs the internet records clearance after-hours and weekends only. The worker will be responsible for this clearance during regular business hours.

5. If form **CS-0750, Background Criminal History-Expedited/Emergency, Purpose Code X III Name Check** is utilized for placement, all adult members of the household will agree to be scheduled for their fingerprinting immediately after the expedited custodial placement is made. Fingerprinting is completed within 15 days. Failure to comply with this requirement results in a child /children’s removal from the placement.

6. All findings identified from the criminal background checks are documented on form **CS-0687, Background Check History and IV-E Eligibility Checklist**, with results attached. Findings are also documented on form **CS-0682, Expedited Placement Assessment Summary**.

### C. Other Assessments and Documentation

1. All adult members of the household will complete a medical examination by a medical professional, using form **CS-0678 Foster Parent Medical Report**, within forty-five (45) days of the child's placement in the foster home for custodial placements only).

2. 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 will be documented and maintained in the case file).

3. The worker makes a home visit prior to placement and completes form **CS-0676, Home Safety Checklist**.

4. The residence has adequate sleeping space for each child as outlined in **Policy 16.4, Foster Home Selection and Approval** section G.

5. The worker obtains an emergency response plan; form **CS-0871, Foster Home Disaster Plan**, from the foster placement.

6. The expedited placement resource signs form **CS-0553, DCS Discipline Policy**.

### D. Expedited custodial placement approval

If the interview, home visit, reference and records check are satisfactory according to policy standards, the Regional Administrator/Designee will authorize the expedited custodial placement. Completion of form **CS-0682, Expedited Placement Assessment Summary**, and form **CS-0626, Expedited Child Placement Contract**, authorizes approval of the expedited custodial placement up to 120 days.
E. Disclosure to Expedited Custodial Placement Resources

1. At the time of an expedited custodial placement, the expedited placement foster family will sign form **CS-0626, Expedited Child Placement Contract** which will inform them of the following:
   a) The foster family will receive a board payment reimbursement from DCS per child/per day up to 120 days.
   b) The family will have one hundred twenty (120) days from the placement approval to complete all of the requirements outlined in DCS Policy **16.4, Foster Home Selection and Approval**, including the completion of PATH training.
   ♦ A Child and Family Team Meeting will be held at least five (5) days before the termination date on the expedited placement contract if the foster home approval process cannot be completed prior to the expiration of the expedited placement contract.
   ♦ If the team decides the placement will continue, the Foster Parent Support (FPS) worker will make a request to the Central Office-Foster Care unit for an extension, using form **CS-1018 Foster Home Extension Request**.
   ♦ If at any time, during the expedited placement assessment, it is determined that a family cannot meet the basic requirements for foster home approval, the family will be notified of the decision and an alternative placement arrangement will be made for the child if the child remains in DCS custody.
   c) Should a delay in timely completion of all the foster home approval requirements be beyond the control of the expedited foster home family and an extension has been granted, a member of the local Placement Services Division will complete form **FA-0080, Claim for Travel Expenses** in order to justify continuation of that payment to the family with the approved state funded rate.
   d) DCS will assist eligible families in applying for Family First Grants through the Tennessee Department of Human Services, as outlined in DCS Policy **16.59, Disclosure of Legal Options and Available Services for Relative Caregivers**. At the time of expedited placement, families will be linked with additional support services as needed (food, clothing, etc.).

2. All expedited foster families will receive form **0727, Initial Intake, Placement and Well-Being Information and History** at the time of placement.

3. If the expedited foster family is related to the child, they will also receive a **Relative Caregiver Program Brochure** and sign form **CS-0660, Disclosure Statement (Options/Services Available to Relatives)**.

F. Additional Disclosure to Expedited ICPC Placement Resources

1. A Tennessee parent who has been approved for the expedited placement of a child, who is in the custody/jurisdiction of another state, subject to compliance with the ICPC, is not eligible for the Federal Title IV-E reimbursement if placement is made.

2. In ICPC cases where the placement resource resides in Tennessee and is a parent or stepparent to the child, the PATH training requirement outlined in DCS Policy **16.4, Foster Home Selection and Approval**, is waived; however all other requirements will be fulfilled.
3. A Tennessee relative who has been approved for the expedited placement of a child, who is in the custody/jurisdiction of another state, subject to compliance with the ICPC, is not certified as eligible for Federal Title IV-E reimbursement until all requirements of this policy and DCS Policy [16.4, Foster Home Selection and Approval] requirements have been met.

4. Responsibility for planning for the child, which includes the responsibility for the determining medical and financial maintenance eligibility for the child and the placement resource, remains with the sending state. Tennessee DCS is not responsible for issuing financial or medical assistance to a child who is under the jurisdiction of another State.

5. Once placement under the ICPC has been approved, Tennessee DCS will assist the child and the foster family to access any federally authorized funding or services for which the child and/or foster family is eligible.

G. Documentation
The FSW will file all completed documentation of the Expedited Custodial Placement in the family case file and will provide a copy to the Foster Parent Support Staff. Refer to the [Protocol for Documentation of Expedited Placements] for all required documentation.

H. Expediting Placement with DIDD Providers
1. The department requires dual approval of DIDD providers that utilize the family-based model. DIDD licensure alone is not acceptable to make placement. Refer to the [Protocol for Placement with New DIDD Family-Based Home] for specific responsibilities for regional and Central Office staff.

2. Regional staff complete the following steps to expedite a placement with a DIDD provider in which the family-based model home is not fully approved by DCS standards outlined in policy [16.4 Foster Home Selection and Approval]:
   a) [CS-0559, Authorization for Release of Information and HIPAA Protected Health Information TO and From the Department of Children’s Services and Notification of Release] for all adult household members including any DIDD adult placements.
   b) Complete a criminal history check as outlined in section B above.
   c) The worker makes a home visit prior to placement and completes form [CS-0676, Home Safety Checklist].
   d) The expedited placement resource signs form [CS-0553, DCS Discipline Policy].
   e) Completion of form [CS-0682, Expedited Placement Assessment Summary].

I. Transfer of Expedited Foster Home
During the course of the home study for an expedited DCS foster home, any change of circumstance which triggers a move of that home to another agency, county or region, DCS Policy [31.3, Case Transfer Guidelines Between Regions, Agencies, and Facilities] and the [Protocol for Re-Activation or Re-Classification of Foster Homes] will be followed.
### Forms:

- **CS-0559, Authorization for Release of Information of HIPAA Protected Health Information TO and FROM the Department of Children’s Services and Notification of Release** (for all adults in the home)
- **CS-0687, Background Check History and IV-E Eligibility Checklist** (for all adults in the home)
- **CS-0675, Foster Home Cover Sheet**
- **CS-0553, Discipline Policy**
- **CS-0660, Disclosure Statement (Options/Services Available to Relatives)**
- **CS-0691, Fingerprint Card Information** (for all adults in the home)
- **CS-0682, Expedited Placement Assessment Summary**
- **CS-0676, Home Safety Checklist**
- **CS-0678, Foster Parent Medical Report**
- **CS-0727, Initial Intake, Placement and Well-Being Information and History**
- **CS-0427, Child’s Medical Record** (when applicable)
- **CS-0741, Data Base Search Results**
- **CS-0750, Background Criminal History- Expedited/Emergency Purpose Code X Ill Name Check**
- **CS-0871, Foster Home Disaster Plan**
- **CS-0921, Waiver of Criminal Convictions, Pre and In-Service Training Requirements, Non-Safety Issues, CPS Substantiations and Educational Requirements**
- **FA-0080, Claim for Travel Expenses**
- **CS-1018, Foster Home Extension Request**

*Note: Contract Provider Agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.*

### Collateral Documents:

- **Health Care Consent Guidelines for Youth in DCS Custody**
- **Relative Caregiver Program Brochure**
- **The Interstate Compact on the Placement of Children Practice and Procedure Manual**
- **Protocol for Documentation of Expedited Placements**
- **Protocol for Re-Activation or Re-Classification of Foster Homes**

Results from Police Records Checks

Personal References (May be a documentation of a verbal statement)

- **Waiver Tip Sheet**
- **Conducting an Efficient and Effective History Search**
- **Protocol for Placement with New DIDD Family-Based Home**
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Code X III Name Check:</strong></td>
<td>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.</td>
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<td><strong>Expedited Custodial Placement:</strong></td>
<td>The placement with a relative or a person with whom the child has had a significant relationship.</td>
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<td><strong>Significant Relationship:</strong></td>
<td>A relationship between a child and/or family and someone who is related by blood, marriage, or in some other way that allows a strong bond.</td>
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<td><strong>Substantiated Report:</strong></td>
<td>Any closed CPS case where a preponderance of evidence exists to support that the reported allegation(s) occurred.</td>
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