



Tennessee Department of Children's Services

## Protocol for Foster Home Quality Team

### Supplemental to DCS Policy: 16.16 Denial, Closure, or Suspended Admissions of Foster Homes

The Office of Quality Control conducts reviews on all Special Investigation Unit (SIU) initial investigation notices and case closures for foster homes. The purpose of this protocol is to explain the procedures for conducting reviews for all DCS and Contract Agency foster homes.

#### Procedures:

1. All SIU initial investigation notices and case closures for foster homes are reviewed by the Foster Home Quality Team (FHQT) Program Coordinator within seventy-two (72) hours of receipt of email.
2. Foster homes are placed on suspended admissions following receipt of notification of an SIU investigation. The region and/or agency are notified of the investigation and suspended admission.
3. The FHQT Program Coordinator maintains a spreadsheet of all foster homes that are placed on suspended admission, the region and agency of the home, the date that the closing notice is received, whether the suspended admission will be lifted or if the home must be reviewed by FHQT.
4. All case closures that meet the following criteria are reviewed by the FHQT:
  - a) Any case closed as unfounded with concerns
  - b) Any case closed with Child with Sexual Behavior Problems
  - c) Any case with 2 or more prior investigations on the foster parent(s)
  - d) Any case with the foster parent(s) having prior FHQT history (even if the new investigation is unfounded)
  - e) Any case closed that had a Safety Plan and/or Corrective Action Plan (CAP) implemented
  - f) Any case related to child death in a foster home
  - g) Any case that has been indicated, but overturned through due process
  - h) Any foster home that has been closed in bad standing that wants to re-open
  - i) Any foster home that closed in good standing, but had an inquiry added due to concerns and wants to re-open
  - j) Any case that a FHQT member has concerns about or requests to review
5. Common outcomes of the FHQT include:
  - a) Lifting the suspended admission on the foster home,
  - b) Adding training, CAP, or Safety Plan as needed before lifting the suspended admission,
  - c) Recommending that the home is no longer used and/or closing of the home by Region or Contract Agency; or
  - d) Lifting the suspended admission with restrictions (age, gender, or specific child).
6. Cases may be brought back for additional reviews as needed before lifting the suspended admission.
7. The Contract Agency may ask for a secondary review of the case if they disagree with the decision made by the FHQT. This review includes the Contract Agency staff.
8. If the region and FHQT can't reach an agreement regarding a case, the case is presented to the Deputy Commissioner of Child Programs and Assistant Commissioner of Quality Control for a final decision.
9. The FHQT Program Coordinator maintains a spreadsheet of all foster homes reviewed by FHQT and the outcome of the review.