



Tennessee Department of Children's Services

Protocol for Documentation of Expedited Placements

Supplemental to DCS Policy: 16.20

Documentation for all Expedited Placements will contain, at least, the following:

1. **Prior** to the placement of a child/youth in the home:

- a) A home visit to the home where the child will be placed;
- b) Completed form [CS-0668. Authorization for Release of Information](#);
- c) Completed form [CS-0750. Background Criminal History- Expedited/Emergency Purpose Code X III Name Check](#) for all adults in the home. Print outs are required for each check;
- d) Completed form [CS-0741 Database Search Results](#) for all adults in the home;
- e) Completed form [CS-0687. Background Check History and IV-E Eligibility Checklist](#);
- f) Two reference checks, which may be attained verbally and documented by author of the expedited placement assessment summary;
- g) Placement Services Division will complete form [CS-0682. Expedited Placement Assessment Summary](#) within 24 hours of the child/youth's placement. A Completed and approved form [CS-0921 Waiver of Criminal. PATH Training Modifications. Non-Safety Issues and CPS Substantiations](#); and
- h) Completed form [CS-0871. Resource Home Disaster Plan](#).

2. **No later than** at the time of placement of a child/youth in the home, completed forms:

- a) [CS-0626. Expedited Child Placement Contract](#)
- b) [CS-0544. Resource Home Placement Checklist](#)
- c) [CS-0660. Disclosure Statement \(Options/Services Available to Relatives\)](#)
- d) [CS-0691. Fingerprint Card Information](#)
- e) [CS-0553. DCS Discipline Policy](#)
- f) [CS-0825. ACH Automated Clearing House Credits, W-9 form and a Voided Check](#)

3. **Within 48 hours** of the placement of a child/youth in the home:

Completed form [CS-0675. Resource Home Cover Sheet](#)

4. Families will also be provided with form [CS-0678. Resource Parent Medical Report](#) and, if applicable, form [CS-0427. Child's Medical Record](#) to have available for their medical examination appointment.

Effective Date: 4/21/15

Supersedes: None

Supplemental to: DCS Policy 16.8
RDA SW05

Page 1 of 1