
DEPARTMENT OF CHILDREN'S SERVICES GLOSSARY

A

Abandoned Baby: (TN Code Annotated *TCA 36-1-142*) The voluntary delivery of an unharmed infant aged seventy-two (72) hours or younger, by a mother to a health care facility employee at such facility. The mother must deliver the baby without expressing any intention that she desires to have the baby returned.

Abandonment: Deliberate absence of the parent or other caretaker for an extended period with no plan or an inadequate plan or provision for the child's care. It may include:

- a) Abandonment of the child in the child's own home, in day care or in substitute care;
- b) Abandonment of the child in a car, on the highway or in a public place;
- c) Child left in the care of a suitable caregiver but without proper planning or consent. The caregiver leaves the child but does not return when scheduled or has a history of leaving the child without providing essentials for care (e.g., diapers, formula).
- d) Foster Care: The willful failure by a biological parent or legal guardian to visit (more than token visitation) or to provide financial support to a child for a period of more than four (4) consecutive months. Abandonment is one of the legal grounds for termination of parental rights. *TCA 36-1-102, 113*

Abduction: A child/youth is taken from a facility by unauthorized individuals (*i.e.*, alleged perpetrators of abuse, non-custodial parents or relatives, *etc.*)

Absconder: To depart without authority from the supervision of the Department of Children's Services.

Juvenile Justice: A delinquent offender who hides, conceals, or absents him/herself from a non-secure setting with the intent to avoid custody or supervision by DCS. A JJ child/youth that leaves a non-secure placement or a probation or aftercare case whose location is unknown.)

Abuse: Abuse exists when a person under the age of eighteen (18) is suffering from, has sustained or may be in immediate danger of suffering from or sustaining a wound, injury, disability or physical or mental condition caused by brutality, neglect or other actions or inactions of a parent, relative, guardian or caretaker. *TCA 37-1-102 (1); 37-5-103 (1)*

Abusive Sexual Contacts: Contact of any person without his or her consent, or of a person who is unable to consent or refuse; and intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person.

Accessibility: Having access to structures, facilities, telecommunications, work area, or equipment that would otherwise present a barrier to an individual with a disability or not allow the individual to enjoy equal employment opportunities.

Accountability: The extent to which an organization is answerable for its processes and outcomes to a variety of relevant stakeholders including: consumers, community representatives, governing bodies, and governmental regulators.

Accreditation: The formal evaluation of an organization against accepted criteria or standards. A professional society, non-governmental organization, or a governmental agency may conduct accreditation activities. A COA-accredited organization has undergone a period of rigorous self-study and is capable of providing programs and services that meet or exceed COA standards.

Acculturation: The process of adopting the cultural traits or social patterns of a group other than one's own. In regard to immigrant groups, acculturation is the process of incorporating values, beliefs and behaviors from the dominant culture into the immigrants' cultural worldview.

Acquired Immunodeficiency Syndrome (AIDS): A severe immunological disorder caused by the retrovirus HIV, resulting in a defect in cell-mediated immune response that is manifested by increased susceptibility to opportunistic infections and to certain rare cancers, especially Kaposi's sarcoma. It is transmitted primarily by exposure to contaminated body fluids, especially blood and semen. According to The Centers for Disease Control and Prevention Guidelines, a CD4+T-Cell count below 200 mm in the presence of HIV infection constitutes an AIDS diagnosis. A positive HIV test result does not mean that a person has AIDS. A diagnosis of AIDS is made by a physician using certain clinical criteria (e.g., AIDS indicator illnesses). Infection with HIV can weaken the immune system to the point that it has difficulty fighting off certain infections. These types of infections are known as "opportunistic" infections because they take the opportunity a weakened immune system gives to cause illness. An HIV-infected person receives a diagnosis of AIDS after developing one of the CDC-defined AIDS indicator illnesses. An HIV-positive person who has not had any serious illnesses also can receive an AIDS diagnosis on the basis of certain blood tests (CD4+ counts). Many of the infections that cause problems or may be life threatening for people with AIDS are usually controlled by a healthy immune system. The immune system of a person with AIDS is weakened to the point that medical intervention may be necessary to prevent or treat serious illness. Today there are medical treatments that can slow down the rate at which HIV weakens the immune system. There are other treatments that can prevent or cure some of the illnesses associated with AIDS. As with other diseases, early detection offers more options for treatment and preventative care.

Acute Needs:

- a) Intense conditions of sudden onset and short duration, typically lasting less than 6 months.
- b) In the context of substance abuse treatment, those needs that require immediate attention and treatment without which the health of the consumer is at serious risk.

Adequate Yearly Progress (AYP): The federal law No Child Left Behind (NCLB) requires states' departments of education to measure adequate yearly progress for schools receiving Title I funds with the goal of all students reaching the proficient level on reading/language arts and mathematics tests by the 2013-2014 school year. Only students who are in a school or district for a full academic year are counted in a school or district's accountability determination.

Adjudicated Delinquent: a person found to have committed an offense that, if committed by an adult, would be a criminal offense.

Adjudication: The outcome of the Court's process to determine the validity of allegations made in a petition or complaint. Children and youth under DCS supervision or in DCS custody may be adjudicated dependent/neglect, unruly, or delinquent.

Adjudicatory Hearing: The Court hearing or trial at which the validity of the allegations of the petition or complaint is determined.

Administer: The act of giving a single dose of a prescribed drug to a client by an authorized person in accordance with federal and state laws and regulations governing such acts. The complete act entails removing an individual dose from a previously dispensed, properly labeled container (including a unit dose container), verifying it with a physician's order, giving the individual dose to the proper client, and recording the time and dose given.

Administration: The personnel responsible for management functions of the organization, including fiscal management, human resources, and service delivery. Such personnel determine organizational goals, acquire and allocate resources to carry out a program, coordinate activities toward goal achievement, and monitor, evaluate, and make needed changes in processes and procedures to improve the likelihood of goal achievement. The term is synonymously used with MANAGEMENT.

Administration for Children and Families (ACF): Administration for Children and Families (ACF) is the Federal Agency responsible for approximately 60 programs that promote the economic and social well-being of children, families, and communities such as providing services and assistance to needy children and families, including TANF, child support enforcement, Head Start, child care, and foster care and adoption assistance.

Administration on Children, Youth and Families (ACYF): Administration on Children, Youth, and Families (ACYF) is the Federal commission that administers the major Federal programs that support several functions. They are, social services that promote the positive growth and development of children and youth and their families; protective services and shelter for children and youth in at-risk situations; child care for working families and families on public assistance; and adoption for children with special needs.

Admissible Evidence: Evidence that, under the technical rules applying in various kinds of judicial or administrative cases, may properly be presented to the Court.

Adoptee: A person who is adopted or placed for adoption under Chapter 1, Title 1, Chapter 36 of the Tennessee Code Annotated or pursuant to the laws of any State, Territory or foreign country.

Adoption: The social and legal process of establishing by Court order, other than by paternity or legitimization proceedings or by voluntary acknowledgment of paternity, the legal relationship of parent and child. *TCA 36-1-102*

Adoption and Foster Care Analysis and Reporting System (AFCARS): Adoption and Foster Care Analysis and Reporting System (AFCARS) is the system for collecting data on children in foster care and children who have been adopted who were under the auspices of the State child welfare agency. The system has both State and Federal components.

Adoption and Safe Families Act of 1997 (ASFA): Adoption and Safe Families Act (ASFA) is the Federal child welfare legislation (1997) which focuses on improving the safety of children, promoting adoption and finding other permanent homes for children who need them, and to support families.

Adoption Assistance: The federal IVE or state incentive programs available to adoptive parent(s) adopting special needs children to assist them in meeting the child's maintenance, medical, psychological, or other needs.

Adoption Assistance and Child Welfare Act of 1980 (AACWA): Comprehensive federal legislation that outlined states' responsibilities in preventing removal of children and reunifying families through the use of reasonable efforts; required each child have a plan for achieving a permanency goal; enlarged the scope of judicial oversight in juvenile court proceedings; and provided support for families adopting special needs children. (P.L. 96-272)

Adoption Assistance Rates:

- **Deferred Adoption Assistance Rate** - Reserved for children at high risk of developing significant medical, psychological, emotional or behavioral issues due to their past history
- **Regular Adoption Assistance Rate** - is available to any child who meets the criteria for IV-E eligibility.
- **Special Circumstance Adoption Assistance Rates** – Designed for the children with unique needs due to a diagnosed medical or mental health condition or a child who requires uncommon level supervision or extra care due to physical, emotional, or mental handicaps. Children with special behavioral problems or alcohol and drug issues may also be eligible
- **Extraordinary Adoption Assistance Rate** - Reserved for children who are placed for adoption whose needs are so unique and extensive that they cannot be met at the regular or special circumstance rate

Adoption Petition: The legal document that specifies the prospective adoptive family's intent and appropriateness to adopt a child and which seeks the establishment of legal relationship of parent/child.

Adoption Record: The confidential records, reports, or documents maintained in any medium by the department's staff, a licensed child-placing agency or a licensed clinical social worker which contain any social, medical, legal or other information concerning a child who is placed for the purpose of adoption.

Adoptive Parent(s)/Family: The person(s) who have been made the legal parents of a child by the entry of an order of adoption.

Adoption Services (as applicable to Continuums of Care): Continuums are required to provide the full range of adoption services to all children in DCS full guardianship in the care of the continuum whose goal is adoption.

AdoptUSKids (AUK): AdoptUSKids is operated by the Adoption Exchange Association and is used by DCS to document the most current custodial status of DCS children who have an imminent goal of adoption, or who are already in full guardianship of the state, and are currently placed with fully-approved resource parents who are interested in adopting children. AUK data provides Permanency Specialists and Private Provider staff with information necessary to identify and match families who are most suitable to meet the needs of children who may need permanent families. AUK data may be utilized in conjunction with *TFACTS* listings to identify and match families who are most suitable to meet the needs of DCS children who may need permanent families. Reason: Federal authority and DCS Policy prohibit discrimination in distinct areas including inter-jurisdiction boundaries in indentifying families for children whose permanency goal is adoption.

Adverse Job Action Plan: Plans that specify procedures to be followed in situations that may threaten facility security. Such situations include but are not limited to: riots, hunger strikes, disturbances and taking of hostages.

Advocacy: An act performed with or on behalf of others through direct intervention, empowerment, or representation. Case advocacy refers to actions taken in relation to a particular individual consumer. Cause, social, or systems advocacy refers to actions taken in relation to a common issue affecting a group of persons

Advocacy Contractor: A contracted advocacy agency that assists children in DCS custody in exercising their right to appeal TennCare services.

Advocate: A knowledgeable individual familiar with departmental policies and grievance procedures.

Affidavit: A written declaration or statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, taken before an officer having authority to administer such oath.

Affirmative Action Plan: A written document that indicates the goals, timetables, programs, and personnel assignments by which an organization ensures that all employees and prospective employees are provided with equal employment opportunity. COA requires a written plan whenever utilization analysis indicates that the work force does not reflect the cultural, racial, ethnic, religious, or gender composition of the defined community.

Aftercare: Aftercare can be defined as reintegrative services that prepare out-of-home placed juveniles for reentry into the community by establishing the necessary collaboration with the community and its resources to ensure the delivery of prescribed services and supervision (Altschuler and Armstrong 2001).

Cite: Altschuler, David M, and Troy L Armstrong. 2001. Reintegrating High-Risk Juvenile Offenders Into Communities: Experiences and Prospects. *Corrections Management Quarterly* 5 (1):79-95.

After School Supplemental Educational Programs/After School Programs (LEAPS): The Tennessee Department of Education provides grants for agencies to develop high quality after-school programs for at-risk students. Unclaimed lottery prizes provide the funding for the Lottery Education After School Programs (LEAPS).

Aftercare: Additional services provided beyond the period of primary care that offer continuity and supportive follow-up.

Juvenile Justice: The period of supervision of a delinquent youth beginning at release from the custody of the Department of Children's Services and continuing until the youth is removed from legal supervision.

Aged Out: When a youth adjudicated dependent/neglect or unruly reaches the age of 18 or when a delinquent youth reaches the age of 19 and services or custody with DCS are discontinued the youth is said to have "Aged Out".

Agency: A child welfare agency, regardless of whether such agency is licensed or approved, and includes the Department of Children's Services. *TCA 37-2-402*

Aggravated Battery: To attack or strike another person with a weapon or cause serious bodily injury. **DOE**

Aggression Replacement Training (ART): An intervention program designed to teach adolescents to understand and replace aggression and antisocial behavior with appropriate, positive alternatives.

Aid to Families with Dependent Children (AFDC): AFDC refers to traditional "Welfare" programs, as enacted in Title IV of the Social Security Act. AFDC was replaced by TANF (Temporary Assistance to Needy Families) in July 1996 as part of the Personal Responsibility and Work Opportunities Reconciliation Act (PRWORA), commonly referred to as Welfare Reform. All states, including Tennessee, are required to use AFDC eligibility standards to determine a child's eligibility for Title IV-E, as mandated by ACF.

Alcohol Abuse: The consumption of alcohol in a manner and degree that harms or endangers the well-being of the user or those with whom the user comes into contact.

Alcoholism: a chronic disease with genetic, psycho-social and environmental factors influencing its development and manifestations; it is characterized by preoccupation with the drug alcohol and used despite adverse consequences; its essential features are either a pattern of pathological alcohol use or impairment in social or occupational functioning due to alcohol, either in tolerance or withdrawal.

Allegation: A charge or claim of fact in a report of child abuse or neglect or in a petition. It must be proven if the report or petition is to be found true. The abuse report lists specific events, injuries, or threats (such as cuts, bruises, welts, or medical neglect) referred to as the report allegations. The report also suggests the type of allegation (such as physical abuse, neglect, sexual abuse, or emotional abuse as an introduction to the report's specific allegations.

Alleged Abuse or Neglect – A DCS or a contracted staff member or any person in contact with a child/youth is alleged to have physically, sexually or verbally abused a child/youth.

Alleged Father: The person who is named by the mother as the father or a putative father according to conditions listed in *TCA 36-1-117* which is the putative father registry.

Alleged Impropriety – Any engagement by a state employee, visitor, volunteer, vendor or contractor in an act that causes waste, fraud or abuse of state resources; any conflicts of interest; any instance of intoxication or suspected intoxication by a state employee on the job or in the performance of job-related duties or by any visitor, volunteer, vendor or contractor on state property; any giving of, or facilitation in, helping a youth to receive contraband or privileges not allowable to that youth by a state employee, visitor, vendor or contractor or any other act by a state employee, visitor, volunteer, vendor or contractor deemed inappropriate or potentially harmful and not covered in any other category.

Allowance: Funds made available for the personal use of children/ youth who are in the custody of the Department of Children's Services.

Alternate location: To contact a client at a different address than home address.

Alternate means of Communication: To contact a client by an alternate route of communication (i.e., fax, cell phone, e-mail, etc.)

American Correctional Association (ACA): The American Correctional Association is the oldest and largest international correctional association in the world. ACA provides correctional organizations with nationally recognized benchmarks that provide administrators with the opportunity to develop a plan for upgrading facilities, programs, and procedures. The standards assist administrators in working effectively with the Courts, legislatures, and the public. Their purpose is to promote improvement in the management of correctional agencies through the administration of a voluntary accreditation program and the ongoing development and revision of relevant, useful standards. The requirements of the process are the same for all types of agencies-state, county, federal, and private. All programs and facilities sign a contract, pay an accreditation fee, conduct a self- evaluation, and have a standards compliance audit by trained ACA consultants prior to an accreditation decision by the Board of Commissioners. Once accredited, all programs and facilities submit annual certification statements to the ACA. Also, at the ACA's expense and discretion, a monitoring visit may be conducted during the initial three-year accreditation period to ensure continued compliance with the appropriate standards.

To be eligible for accreditation, an agency must be part of a governmental entity or conform to the applicable federal, state and local laws and regulations regarding corporate existence. The agency must:

1. Hold under confinement pretrial or pre-sentenced adults or juveniles who are being held pending a hearing for unlawful activity;
2. Hold under confinement sentenced adult offenders convicted of criminal activity or juveniles adjudicated to confinements;
3. Supervise in the community sentenced adult or adjudicated juvenile offenders, including youth placed in residential settings; and/or
4. Have a single administrative officer responsible for agency operations.

American Correctional Association (ACA) Standards: Nationally recognized benchmarks that provide administrators with the opportunity to develop a plan for upgrading facilities, programs, and procedures. The standards assist administrators in working effectively with the Courts, legislatures, and the public.

Americans With Disabilities Act of 1990 (ADA): Title II of the ADA protects individuals from discrimination on the basis of disability by state and local government (Public Entities). It applies to all programs, activities, services and employment of all state and local governments. Basically everything a state or local governmental entity does must be accessible to persons with disabilities. (Refer to Personnel Resource Manual, Procedure Memos Section.)

Ansell-Casey Independent Living Assessment for Life Skills: This assessment provides a broad indicator of the child's readiness for self directed living and helps to focus a child's attention on an area of strength that he/she may not give much thought to. The initial assessment includes information about the youth's current functioning and current developmental stage and includes an evaluation of the youth's ability to perform the age-appropriate skills necessary for independent living. Sources of information for this assessment include the informal evaluation and observations by the parents, foster parents, siblings and peers, as well as the formal observations of professional service providers.

Appointing Authority: A commissioner, department, officer or agent having power to make appointments to, and separations from, positions in state service.

Appropriations: Funds authorized by the TN General Assembly to be allotted to a department of TN state government.

Architectural Barrier: Physical features that limit or prevent people with disabilities from obtaining the goods or services that are offered. They can include parking spaces that are too narrow to accommodate people who use wheelchairs; a step or steps at the entrance or to part of the selling space of a store; round doorknobs or door hardware that is difficult to grasp; aisles that are too narrow for a person using a wheelchair, electric scooter, or a walker; a high counter or narrow checkout aisles at a cash register, and fixed tables in eating areas that are too low to accommodate a person using a wheelchair or that have fixed seats that prevent a person using a wheelchair from pulling under the table.

Arrest of Child or Youth – A child/youth is arrested while in the custody of DCS and the arrest has been confirmed by a law enforcement agency.

Arson: The act of willfully and maliciously setting fire to or burning, causing to be burned, or aiding, counseling, or procuring the unauthorized burning of any property, building, or any other structure, whether one's own property or that of another, and causing or having the potential to cause significant damage to person or property.

Assault: An attempt (or the unequivocal appearance of an attempt) to do bodily injury with force or violence to another person, accompanied with the apparent present ability to do so.

Assault and Battery: The execution of an attempt to hit or strike another person with the intent to cause bodily harm.

Assessment (1): The ongoing process that is the foundation for all case management decisions made for families and children relative to the intensity of their level of care services and type of placement. An assessment is completed initially on every appropriate case type and then is updated accordingly at all relevant decision making points initially and throughout the life of the case.

Assessment (2): An evaluation, which utilizes professional expertise and skills in the collection and analysis of data to understand and describe the nature of service needs on an individual, family, or group. Assessment as in needs assessment is also used to determine priorities of program planning and service development to the organization as a whole.

Assimilation: The process of taking on the cultural traits and characteristics of another distinct group; absorption of a new or different culture into the main cultural body; to make like; to cause to resemble.

Assistance with Self-Administration: The child/youth has full responsibility for taking the correct dose of prescribed or over-the-counter medication at the correct time via the correct route. The medication must be stored securely in a locked container or area so children cannot access it.

Assistive Technology: The commercial or custom-designed devices, modifications, accommodation strategies, and/or related technical services that help persons with disabilities increase, maintain, or improve their functional capabilities.

Association of Administrators of the Interstate Compact on Child Placement (AAICPC): Organization established in 1974 with members from all 52-member jurisdictions to oversee the operation and regulation of the ICPC.

Association of Juvenile Compact Administrators (AJCA): The national body that governs the operation and regulation of the ICJ.

Attachment:

1. An act of attaching or the state of being attached.
2. A feeling that binds one to a person, thing, cause, ideal, or the like; devotion; regard: a fond attachment to his cousin; a profound attachment to the cause of peace.
3. Something that attaches; a fastening or tie: the attachments of a harness; the attachments of a pair of skis.
4. An additional or supplementary device: attachments for an electric drill.
5. Law. Seizure of property or person by legal authority, esp. Seizure of a defendant's property to prevent its dissipation before trial or to acquire jurisdiction over it.
6. Something attached, as a document added to a letter.

Attempted Escape: To create by work and action a reasonable belief that an effort is being made to presently leave custody without authorization.

Attendance Report: A report generated by a school system and used by the system to track each student's attendance as mandated by Tennessee's Compulsory Attendance statute (*T.C.A. 49-6-3007*).

Attorney ad Litem: In conservatorship proceedings, an attorney appointed by the court pursuant to T.C.A. §34-1-107(f)(1)(B), to act as counsel for the Respondent.

Automated Client Certification and Eligibility Network for Tennessee (ACCENT): The family assistance information system that helps determine if a family meets the criteria for AFDC/food stamps/Medicaid.

Automatic Veto: The process whereby the spouses, siblings or future siblings, lineal descendents and lineal ancestors and any spouses of those persons are automatically protected by a Contact Veto filed by an eligible person in conformity with the procedures set forth in *TCA 36-1-128, 26-1-129 and 36-1-130. (Rules of DCS 0250-7-12)*

Autopsy: An autopsy, also known as a post-mortem examination, is a medical procedure that consists of a thorough examination performed on a corpse after death, to evaluate disease or injury that may be present and to determine the cause and manner of a person's death. There are two types of autopsies. (1) A forensic autopsy is done for medical-legal purposes and (2) a clinical autopsy is performed to determine a cause of death for research and educational purposes.

Aversive Stimuli: Painful or noxious stimuli, which are employed to reduce the frequency of or to eliminate problem behavior.

B

Behavior Credits: Credits that may be earned for good behavior and for satisfactory performance in facility programs.

Behavior Support and Management: The uses of specialized interventions to guide, redirect, modify, or manage behavior of children. Behavior management includes a wide range of actions and interventions used in a broad continuum of settings in which adults are responsible for the care and safety of children. These settings include, but are not limited to, residential

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group care, family foster care, psychiatric hospitals, day treatment, child day care and school age child care, in-home services, educational programs, shelter care, and juvenile detention.

Behavior management includes the entire spectrum of activities from preventative and planned use of the environment, routines, and structure of the particular setting; to less restrictive interventions such as positive reinforcement, verbal interventions, de-escalation techniques, therapeutic activities, loss of privileges; to more restrictive interventions such as time-out, physical escorts, physical/chemical/ mechanical restraints, and seclusion

Behavioral Disorder: A pattern of disturbed behavior that persists over a period of months or years and which results in clinically significant impairment in social, academic, or occupational functioning.

Behavioral Health Organizations (BHO): Managed care organizations for the delivery of mental health care through the TN Care Partners program.

Beneficiary: The child for whom the Department of Children's Services maintains an account in the Collective Fund.

Bicultural: (Cultural Competency) The ability to understand and function effectively in two cultural environments. An individual who is bicultural is not necessarily culturally competent.

Bilingual: The ability to effectively speak two languages.

Biological Parent(s): Based on a birth certificate, a court order, an unqualified surrender of parental rights or based on an unqualified acknowledgement of parenthood, or any other document contained in the sealed record or the sealed adoption records, the person(s) identified as the birth parent (s) who genetically conceived the adopted person. The information in the sealed records, adoption records and sealed adoption records must be consistent to the identity of the biological parent. (Rules of DCS 0250-7-7, 0250-7-11)

Biological Relative: The biological parent or child, the brothers and sisters, of the whole or half blood, the blood grandparents of any degree, the blood aunts or uncles, or the blood cousins of the first degree of an adopted person or persons for whom any adoption records, sealed record, sealed adoption record or post-adoption records are maintained (Rules of DCS 0250-7-11, 0250-7-12)

Birth Family: Members of a child's birth mother's and/or birth father's families. (**SACWIS-Biological Family**)

Birth Father: The biological father of a child; sometimes referred to as natural father; may or may not be the Legal Father. (For example, an adoptive father becomes the legal father when an adoption is legally finalized.)

Birth Mother: The biological mother of a child; may or may not be the legal mother. For example, an adoptive mother becomes the legal mother when an adoption is legally finalized.

Birth Parent(s): The biological parents of a child.

Bisexual: refers to sexual and/or romantic attraction to individuals of both sexes.

Black Lung Benefits: A federal entitlement program that provides monthly cash benefits to a child with a parent who:

- a) was employed in a coal mine;
- b) had black lung disease; and is
- c) disabled or deceased.

Part B of the Social Security Act provides for the payment of Black Lung benefits to coal miners who are disabled due to pneumoconiosis or to the widow or children of a miner who was entitled to benefits at the time of his/her death or whose death was due to pneumoconiosis.

Block Grant: A financial aid package that grants federal money to state and local governments for general areas of social welfare, rather than for specific programs. DCS receives Social Services Block Grant (SSBG) funds which are used to fund a variety of programs and services.

Board of Claims: Board established by law that may approve payment of claims against the state.

Books from Birth: A new age-appropriate, hardcover book is provided each month to children from birth to age 5 at no cost to the family, regardless of income.

Border Agreement: An agreement or memorandum of understanding between two states established within statutory authority of the administration or judiciary that authorizes the public child-welfare agency to perform one or more services pursuant to an inter-jurisdictional placement.

Bumping: Employee action that displaces another in the same job classification as a result of a reduction in force.

Burglary: The offense of breaking and entering any building with the intent to commit a felony.

Business Associate (HIPAA): A person or organization that performs a function or activity on behalf of a *covered entity* but is not part of the *covered entity's workforce*. A business associate can also be a *covered entity* in its own right.

C

Capped Award: A pre-determined amount, often in the form of a formula grant that is awarded to states or localities by the federal government. These funds may be paid to DCS on the front end before making the expenditure or on a reimbursement basis after the expenditure. Examples include IV-B, Social Services Block Grant and Chafee Independent Living grants.

Cardiopulmonary Resuscitation (CPR): A life saving procedure that includes the timed external compression of the anterior chest wall (to stimulate blood flow) by pumping the heart, and alternating with mouth-to-mouth breathing to provide with oxygen.

Career Service Employee: An employee appointed to a career service position, certified from a civil service register, which has completed an initial probationary period and has acquired all civil service rights.

Caretaker: Person responsible for a child's care, whether that person is a parent, legal guardian, or an adult temporarily in a parent's role, as in institutional or out-of-home settings.

Case: (1) A continuum of services provided to a family unit in the DCS system including: referral, investigation/assessment/ongoing family services through closure. (2) A documented collection of one or more situations and their required casework activities for addressing the protective and/or preventive service needs of children and their respective families.

Case Aide: An individual hired to assist case managers in their routine job performances.

Case/File/Record: (1) A continuum of services provide to a family unit in the DCS system including: referral, investigation/assessment/ ongoing family services through closure. (2) A documented collection of one or more situations and their required casework activities for addressing the protective and/or preventive service needs of children and their respective families.

- Open case – A case has been assigned to a DCS staff member with the expectation that work will continue to be performed and services provided to the client. A case file is created for recording progress and events related to the care of the child.
- Closed case – The termination of the physical custody, control and/or supervision of a child/youth in DCS.

Case Manager: A DCS employee responsible for providing case management services to children under the State's supervision, in State custody, or at risk of State custody and their families. ALSO SEE FAMILY SERVICE WORKER.

Case Recordings: The ongoing chronological narrative recorded by a case manager that serves to document each contact or to document any activity related to the case.

Case File/Record: A written compilation that describes the client and the services delivered. Records can be in hard copy and/or electronic format. The case record can be used as a source of information for quality improvement or other evaluation activities, for research purposes, or to demonstrate accountability to funding bodies.

Cause of Death: A medical determination or finding based on evidence and opinion. It is the final disease, injury, or complication directly causing death.

Centralized Intake: The process in which intake case workers accept oral or written complaints, reports, or allegations of child abuse or neglect for investigation. The process includes gathering the information needed to determine if a CPS investigation is warranted, determining the urgency of the situation and then initiating the appropriate response. Central Intake is located in Nashville, Tennessee.

Certification of Need for Residential Mental Health Services: The written statement of a licensed physician or a psychologist licensed as a health service provider that a child/youth is mentally ill and in need of mental health services which cannot be provided at an appropriate Tennessee Department of Children's Services facility or contract agency and that can be provided at an appropriate psychiatric hospital.

Chafee Foster Care Independent Living (CFCIP): A Federal Independent Living Law (Public Law 106-169) that was enacted in 1999 to assist States and localities in establishing and carrying out programs designed to assist foster youth likely to remain in foster care until 18 years of age and youth who have left foster care because they attained 18 years of age, have not yet attained 21 years of age, to make the transition from foster care to independent living.

Chafee Education and Training Vouchers (ETV): These funds (kept separate from the funding of other Chafee Independent Living Program funds) were added the Chafee Program to assist youth connected with the foster care system with the high cost of post high school education. Vouchers can be used for two and four year universities, vocational training programs and job training programs. Youth who meet their state's eligibility requirements for Chafee services will qualify for ETVs, with two notable exceptions. First, youth receiving ETVs can continue to qualify for the financial assistance through age 23 as long as they are still in some form of higher educational program at age 21 and are making satisfactory progress.

Chafee National Youth in Transition Database: A data collection and reporting to ACF on youth who are receiving independent living services and the outcomes of certain youth who are in foster care or who age out of foster care.

Chain of Custody: Refers to the proper handling and tracking by obtaining proper signatures of confiscated property that may be used as evidence.

Check: A written order to a financial institution to pay the amount stated with the availability of funds at the time of writing.

Chemical Defense Agent: Chemical agent is an active substance, such as tear gas, used to deter activities that might cause personal injury or property damage.

Chemical Defense: Procedures involved in taking defensive measures against attacks using chemical agents.

Chemical Restraint: Chemical Restraint is a psychoactive drug or medication that is used to temporarily and involuntarily immobilize an individual or otherwise limit a person's freedom of movement. Psychotropic medication shall not be used as a means of control or discipline of children or for the convenience of the treating facility. Chemical restraints are different from the ongoing use of medication for the treatment of symptoms of underlying psychiatric illness.

Child (ren):

(1) any person(s) under eighteen (18) years of age. A person 18 years or older may not be committed to or remain in the custody of the Department of Children's Services by virtue of being adjudicated dependent and neglected or unruly.

(2) A person, who by reason of minority, is legally subject to parental guardianship or similar control.

(3) A young adult age 18-21 who:

- ◆ Is eligible for extension of foster care services and remains under the placement and care responsibilities of DCS; or
- ◆ Is part of an Adoption Assistance (AA) or a Subsidized Permanent Guardianship (SPG) Agreement that is in effect. The youth must have turned 16 years of age before the AA or SPG Agreement became effective.

Children/Youth Eligible for Special Education Services: A child with a disability means a child (age birth through age 21) evaluated in accordance with federal law as having intellectual disabilities, a hearing impairment (including deafness), a speech language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, a specific learning disability, deaf-blindness or multiple disabilities, and who, by reason thereof, needs special education and related services. (Public Law 108-446 and TCA 49-10-101 through 49-10-100)

Child Advocacy Centers (CAC): Children's Advocacy Centers (CACs) seek to combine the experience and expertise of Child Protective Investigative Teams (CPITs) in Tennessee, the Department of Children's Services Child Protective Services, Law Enforcement, Prosecutors, Medical and Mental Health to address the needs of children. The process of sharing physical space, time and information allows the entire team to maintain focus on the child. Because cooperating professional reduce the number of interviews, observe the victim together and hold joint staffings, the process is much less frightening to the child victims. By eliminating duplication of effort and needless delays and by assuring cooperative follow-up, local centers improve effectiveness of all agencies, some of which formerly may have worked in isolation

Child Abuse Agency: Any person, corporation, or agency which undertakes to or does provide any services to any nature whatsoever, including but not limited to emergency shelter care, homemaker services, or parent training services designed to prevent, or treat child abuse or neglect. This shall not apply, however, to a person licensed by the State of Tennessee to practice medicine or psychology while in the course of such practice nor shall it apply to any school, hospital, mental health center, or similar institution operated or approved by an agency or department of the State of Tennessee. Nor shall it apply to any church or church-related organization.

Child Abuse Prevention and Treatment Act (CAPTA): Child Abuse Prevention and Treatment Act (CAPTA) (1974) was reauthorized as Child Abuse Prevention and Treatment Act Amendments of 1996. The Act provides Federal funding to States in support of assessment, prevention, prosecution, investigation, and treatment activities and also provides grants to public

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agencies and nonprofit organizations for demonstration programs and projects. It also sets forth a minimum definition of child abuse and neglect.

Child and Adolescent Needs and Strengths (CANS): A decision support tool used to provide a structured assessment of children along a set of dimensions relevant to service planning and decision-making.

Child and Family Service Review (CFSR): Each State will undergo a Child and Family Services Review (CFSR) which is an assessment for compliance with Federal requirements for child protective services, foster care, adoption and family preservation and support services under titles IV-B and IV-E of the Social Security Act. The State will be assessed on outcomes for children and families in terms of safety, permanency and child and family well being, and the administration of State programs that directly enhance their capacity to deliver services leading to improved and positive outcomes.

Child and Family Team Meeting (CFTM): CFTM is a philosophy that supports making the best possible decision in child-welfare cases. The quality of decision-making is improved because CFTM includes all of the parties involved in a child's case (child, if age-appropriate, birth parents and their support system, resource parents, DCS staff, community partners and other involved parties), respecting the expertise that each party brings to the table. CFTM's should be characterized by respect, honesty, inclusiveness and work towards building consensus in decision-making.

Child-Placing Agency: Any institution, society, agency, corporation, or facility that places children in foster homes for temporary care or for adoption. A license issued to a child-placing agency shall also include all boarding homes and family day care homes approved, supervised, and used by the licensed agency as a part of its work.

Child Protective Investigative Team (CPIT): A legally mandated multi-disciplinary team that conducts an investigation of alleged sexual abuse. A CPIT includes one DCS Case Manager, one representative from the District Attorney's office, one juvenile Court officer or investigator from a Court of competent jurisdiction, one properly trained law enforcement officer with county-wide jurisdiction from the county where the child resides or where the abuse/neglect occurred, the director of the Child Advocacy Center or designee, and one representative from the mental health profession (optional).

Child Protective Services (CPS): A program division of the Department of Children's Services whose purpose is to investigate allegations of child abuse and neglect and to provide and arrange safe, preventive, supportive and supplementary services.

Child Protective Services Assessment Worker (CPSA): A DCS staff person whose duty is to acquire needed services for a child and family when a CPS case has been classified as unsubstantiated and services are needed.

Child Protective Services Investigator (CPSI): A DCS staff person whose duty is to investigate allegations of child abuse/neglect within the Office of Child Safety.

Child Protective Services Intake: The process that CPS staff follow in accepting oral or written complaints, referrals, reports or allegations of child abuse or neglect for possible investigation. This process involves the gathering of information to determine if the reported concerns meet the criteria for investigation and identifying the appropriate CPS response time.

Child Sexual Abuse: Any act involving the unlawful sexual abuse, molestation, fondling or carnal knowledge of a child as stated in TCA 37-1-602. The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct, or the rape, and in cases or caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

Child Support: is Court ordered or voluntary money payments made to or on behalf of a child by the parent(s) (legal or natural parent(s) who admit(s) paternity). Child support paid while a child is in the custody of the Department of Children's

Services may be used to reimburse the State for the child's board payment and other costs of care in compliance with applicable state and federal laws and regulations.

Child Welfare Benefits Counselor (CWBC): The DCS staff that is assigned to process the Benefits Application and establish a foster child's eligibility for federal benefits. CWBC's are responsible for certifying a foster child's eligibility for Title IV-E foster care, Medicaid and coordinating the federal application process for SSI, Title II social security, and veteran's benefits.

Child Welfare Benefits Unit (CWBU): A group of Counselors and Field Supervisors who help to maximize all non-state funding sources used to pay for a custodial child's cost of care. The unit seeks to secure and ensure that all possible financial benefits (Title IV-E, TennCare, SSI, Social Security, etc.) for which custodial children are eligible are claimed on their behalf.

Child Welfare League of America (CWLA): The Child Welfare League of America (CWLA) is the oldest and largest national non-profit organization developing and promoting policies and programs to protect America's children and strengthen America's families.

The Child Welfare League of America, in cooperation with the state child welfare agencies, presents the nation's first comprehensive, interactive child welfare database: the National Data Analysis System (NDAS).

Child's Attorney: The attorney appointed by the Court, or retained by the child or his/her family to represent the wishes of the child. The child's attorney differs from the Guardian ad Litem in that the Guardian ad Litem represents the child's best interests to the Court even if the child's best interests differ from what the child wants.

Children in Special Living Arrangements (CSLA): Is a category of Medicaid that extends Medicaid benefits to children who meet the following requirements:

- ◆ The child is:
 - In a foster care arrangement
 - In the custody of the state child welfare agency
- ◆ The state child welfare agency is assuming some portion of the child's cost of care
- ◆ The child is technically and financially eligible for Medicaid

Children in Special Living Arrangements Adoption Assistance: A category of Medicaid that extends Medicaid benefits to children whose placement in an adoptive home includes adoption assistance by DCS.

Children's Program Outcome Review Team (CPORT): A team under the direction of the Tennessee Commission on Children and Youth that reviews a random sample of children in state custody. The CPORT process includes a review of records and structured interviews with the following: child, if age appropriate; parents(s); caregiver (foster parent or direct-care staff in a facility); case manager (usually two in Tennessee, home county and residential case manager); teacher or other school representative; representative of the Court ordering custody; any other relevant service provider (Guardian ad Litem, therapist, etc.); an any other significant/relevant person (relative, friend, coach, etc.).

Children's Plan Financial System (ChiPFInS): The computer system, Children's Plan Financial System, which pays the foster care board payments and clothing allowances for children residing in DCS foster and adoptive homes.

Citizens Involvement Council (CIC): An advocacy committee that provides assistance in stimulating positive citizen and community involvement and promoting the use of volunteers at each DCS facility, program and region throughout the State.

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Citizens Review Panel: A federally mandated group of professional and concerned citizens that work collaboratively to examine the Department's practices to meet goals related to safety, permanency, and well-being of children.

Classification: An on-going and comprehensive process of evaluation of a child/youth committed to DCS to identify problems and strengths, formulate treatment recommendations, and determine placement based upon individual needs and available services.

Classification: (YDC) A comprehensive evaluation process of delinquent youth committed to the Department of Children's Services to identify strengths and needs, to formulate treatment and placement recommendations.

Classify/Classification Decision (CPS): The decision as to whether or not child maltreatment has occurred and who is responsible.

Classification Report: (Juvenile Justice) A staffing summary written as a narrative description of the proceedings from which treatment needs were identified in the five developmental areas (**Health, Education, Social Skills, Personality/Behavior, and Family Community Reunification**). This summary includes participant's comments, observations, or questions, which are not documented elsewhere. This is also the proper place to document the minority or dissenting opinion of team members regarding the youth's treatment recommendations or program placement. Recommendations for further assessments, along with any pending referrals, shall be indicated in the report. The staffing summary must clearly state the treatment recommendations and the justification for each.

Classification Staffing: A meeting called for the purpose of discussing diagnostic data, identifying problems and strengths, formulating recommendations and deciding a youth's placement.

Classification Staffing Team: A team composed of at least three (3) professional personnel who meet for the purpose of discussing diagnostic data, identifying problems and strengths, and formulating recommendations including a youth's placement(s) for youth in residential treatment facilities.

Classification Summary: The final report of the classification staffing team summarizing the results of a youth's evaluation, which includes the youth's problems, identifies the youth's strengths and treatment goals.

Clear and Convincing Evidence: An evidentiary standard in which the proof as presented at the trial or hearing has a high probability of being the truth. This standard requires more proof than a "preponderance of evidence" standard, but less than "proof beyond a reasonable doubt."

Client: An individual who receives services from DCS.

Closed Case File: Records that were maintained according to legal and/or organizational requirements that are eligible for disposition due to the termination of the physical custody, control, supervision and/or support services of a child by the Department of Children's Services.

Closing Report: Discharge Summary – a narrative summary of a youth's progress during probation or aftercare that is submitted to the court of venue at the time a discharge from supervision is recommended.

Release Summary – a narrative summary of a youth's progress during a custodial episode that is submitted to the court of venue at the time a release from custody is recommended.

Clothing Allotment: Funds approved under a fee schedule provided by the Department of Children's Services on a periodic basis to purchase clothing for children/youth.

Codify (Codified): The process of putting rules and regulations concerning a certain subject into statutes.

Collateral Contacts (CPS): Persons who are providing information for a child protective investigation but who are not subjects of the report.

Collateral(s); Collateral Contacts: Persons providing information about a child or family.

Collective Fund: The collection of children's accounts used to account for the receipt and disbursement of benefits received from the federal government and to provide for the current and future needs of children in state custody. Benefits currently received for children include SSA (Title II), SSI (Title XVI), RR, Black Lung, and Veteran's.

Combustible Liquid Class II: A liquid having a flashpoint at or above 100°F (37.8°C) and below 200°F (93°C).

Commitment Orders: An order by the court of appropriate jurisdiction signed by a judge having juvenile jurisdiction, which commits a child/youth to the care and custody of the Tennessee Department of Children's Services.

Commitment Reduction Credits: See Youth Commitment Reduction Credits.

Common Rule: The rule for the protection of human subjects in research promulgated by the U.S. Department of Health and Human Services, and adopted by other federal governmental agencies, including the National Institutes for Health, for research funded by those agencies.

Community Activity: An authorized absence of a youth from a facility with staff or volunteer supervision.

Community Aftercare: Supervision of a youth who has been released from custody and who is subject to conditions imposed by the Courts and the Department of Children's Services.

Community Services Agency (CSA): A quasi-governmental agency created by an act of the legislature that focuses on the needs of children and other citizens in need of services in Tennessee through regional agencies.

Community Support Services: Identification, recruitment, development and referral to community services to support the service needs of the child and/or family to maintain and facilitate permanency. Coordination with community support is an essential component of services to children and families.

Compact Administrator: The Commissioner of the Department of Children's Services.

Comparability of Access or Benefits: (Cultural Competency) Meaningful equal access and benefits across all populations served, including any adaptations necessary to achieve equality.

Competent Interpreter: (Cultural Competence) an individual trained and/or certified in facilitating oral, written, or manual communication between two or more people of different languages. A qualified interpreter possesses in-depth knowledge, not only of the language, but also of cultural values, beliefs, and verbal and non-verbal expressions.

Complaint: The initial legal document or pleading in which the allegations of the plaintiff(s) have been articulated in a manner that gives the persons(s) sued notice of the lawsuit and the detailed allegations made against the person. A complaint has to be answered within a certain time frame or a default judgment can be taken against the defendant.

Comprehensive Assessment: Refers to the combination of several stand-alone assessment tools into one assessment that gives a holistic, strength based, culturally responsive view of the child and family that can be utilized at any point in a given case.

Computer Resources: Computer hardware, software, supplies and peripherals.

Concurrence: (ICPC) Per Article V (a), concurrence is a written notice of agreement or a recommendation to cease the involvement of the ICPC by achievement of permanency for the child or agreement to cease services or supervision. Concurrence is issued by the appropriate authority in the receiving state. (TFACTS)

Concurrent Placement: When a child has more than one placement open at the same time. (Example: A child is placed at a group home and has to go to the hospital.)

Concurrent Planning: A method of case planning in which two permanency plan goals are implemented simultaneously in order to ensure the most expeditious permanence for children. Successful concurrent planning requires a clear delineation of roles and responsibilities through the planning process, full-disclosure and support to the Child and Family Team members and is often utilized in cases where the outcome of a sole permanency goal is uncertain.

Conditional Offer of Employment: The conditional offer of employment is that prospective employees will not be hired until all background checks are completed or a criminal history waiver is approved.

Confidentiality: An ethical and practice principle that requires the protection of information shared within a professional-client relationship. An organization that upholds confidentiality prohibits personnel from disclosing information about persons served without their written consent.

Conditional Employment: A conditional offer of employment refers to an offer of employment that is dependent on the successful completion of certain conditions. The employment becomes final only on the successful completion of prescribed conditions.

Confidential Court Report: The written document completed by the DCS Case Manager designed to bring the status of the proposed adoptive home and the child up to date immediately prior to finalization of the adoption and should be the last report the Court receives before finalization of the adoption by entry of an order of adoption.

Confidential Records: Any public record or materials which have been designated confidential by statute and includes information or matters or records considered to be privileged and any aspect of which access by the general public has been generally denied.

Confinement: The secure detainment of a youth for the purpose of control or discipline. Control is utilized when a youth is deemed a threat of harm to themselves or others. Discipline refers to consequences given for violation of major rule infractions.

Confinement for Control: Separation of a youth in a designated area for short periods of time to enable the youth to regain self-control, i.e., youth has attempted to run away from custody.

Conflict of Interest: A conflict between an individual self-interest and the public good. Example: an organization that operates a day treatment program awards a food services contract to a local restaurant that is owned by a governing body member. From a legal standpoint, "conflict of interest" is a term used in connection with fiduciaries and their relationship to matters of private interest or gain to them. When used to suggest disqualification of a fiduciary from performing his or her sworn duty, the term refers to a clash between public interest and private pecuniary interest of the concerned individual.

Congregate Care: Congregate care is designed to meet the needs of children/youth that are unable to live at home or in a Resource Family home and require temporary care in a group or residential setting. Congregate care provides structure, counseling/therapy, behavioral intervention and other services identified in a child's permanency plan for children with moderate to severe clinical needs.

Consent To Adoption: The written authorization to relinquish a child for adoption which is given by DCS, a licensed child placing agency, a public agency of another state or country which has the authority, by Court order or by surrender to place the child for adoption and to give permission for the adoption of that child by other persons.

Conservator: Conservator (or "co-conservators") means a person or persons or an entity appointed by the court to exercise the decision-making rights and duties of the person with a disability in one or more areas in which the person lacks capacity as determined and required by the orders of the court. T.C.A. §34-1-101(4)(A).

Conservatorship: Conservatorship is a proceeding in which a court removes the decision-making powers and duties, in whole or in part, in a least restrictive manner, from a person with a disability who lacks capacity to make decisions in one or more important areas and places responsibility for one or more of those decisions in a conservator or co-conservators. T.C.A. §34-1-101(4)(B).

Consequences: A logical or natural conclusion (cause and effect), following a behavior that serves to increase or decrease the likelihood that a particular behavior will reoccur.

Conspiracy: Two or more students plotting together to riot, escape, and/or cause injury to persons or cause serious destruction or theft of property, together with some act toward accomplishment of same.

Constructive Removal: A constructive removal is the assignment of legal custody of a child to the state child welfare agency, but the assignment of physical custody of a child to a party other than a parent. A physical removal of the child from the home is not required for judicial ordered constructive removals. Constructive removals makes it possible for a child to qualify for Title IV-E foster care if the state agency chooses to allow the child to continue to reside with a care giver between the time the child lived with a parent and when the child entered foster care.

Continuum-of-Care: A service-based system of care which allows the Contractor greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to "customize" the delivery of services to each child and family in the least restrictive and most cost-efficient manner.

Contraband: Any item possessed by an individual or found within a facility that is illegal or that is expressly prohibited by those legally charged with the responsibility for the administration and operation of the facility or program.

Contraindication: A symptom or condition that makes a particular treatment or procedure inadvisable.

Constructive Abandonment: The reasonable efforts the department has taken for a period of four consecutive months following the removal of the child to assist the parent(s) or guardian(s) to establish a suitable home for the child, but that the parent(s) or guardian(s) have made no reasonable efforts to provide a suitable home for the child, and have demonstrated a lack of concern for the child at an early date.

Continuing Education Unit (CEU): A designated number of contact hours given for participation in an organized, continuing education unit or extension experience under responsible sponsorship, capable direction, and qualified instruction. CEUs are approved by the American Council on Education, the Office of Educational Credit or the National Council on Continuing Education for training programs that meet their established criteria.

Continuing Professional Education: A variety of learning experiences (including, but not limited to, programs, workshops, seminars, courses, meetings, conferences) provided by educational, vocational, and professional institutions and vendors that meet departmental needs and enhances the employee's area of expertise.

Continuum of Care: a service-based system of care which allows greater flexibility in designing services for the child/family, the ability to facilitate more rapid movement of the child through the service system, and the ability to "customize" the delivery of services to each child and family in the least restrictive, and most cost-efficient manner.

Contraband: Any item possessed by an individual or found within the facility that is illegal by law or that is expressly prohibited by those legally charged with the responsibility for the administration and operation of the facility or program and is rationally related to legitimate security, safety, or treatment concerns.

Contraceptive Devices: All medically approved supplies and procedures designed to prevent conception.

Contract: A legal written agreement mutually binding two parties, upon consideration, to perform services promised by one party and assented to by the other.

Contractor: Any person or corporation, other than an employee, providing any service to DCS (*i.e.*, food services, medical, dental and mental health services, *etc.*) for an agreed upon form of compensation. Contractors may include other local government agencies that contract with the YDC or who supervise adult inmate work crews.

Contract Agency: An entity that contracts with DCS to operate and manage a group home, foster home, youth center or provide other required services (also referred to as "*provider agency*" See also *Private Provider*).

Contract Agency Case Worker: A staffed person through a contracted agency providing services for DCS state custody children and youth. This person works directly with the youth in custody. (DCS)

Contract Employee: Any individual who has signed a legal, written agreement to perform services for the department.

Contraindication: A symptom or condition that makes a particular treatment or procedure inadvisable.

Controlled Substance: Refers to any drug or other substance included in schedule I, II, III, IV, or V of 21 USC 812 or any other federal regulations. Such substances include, (but are not limited to) Marijuana, Cocaine, "Crack" Cocaine, PCP, LSD, Heroin, etc. Prescription or "Legal" drugs not prescribed by a licensed physician are also included.

Convenience: Any action taken by a facility to control a resident's behavior or manage a resident's behavior with a lesser amount of effort by the facility and not in the resident's best interest.

Conversions: When negative skin test becomes positive, person is said to have converted from negative to positive.

Coordination of Medical and Nursing Services: Coordination and documentation of all Early Periodic Screening Diagnosis and Treatment (EPSD&T) services provided by a licensed physician or licensed registered nurse of the type and duration indicated by documented medical need.

Coordination of Therapy Services: Referral and coordination of medically necessary outpatient therapy services as indicated in the child's permanency plan and/or prescribed to meet the mental health needs of the child.

Corporal Punishment: The intentional application of painful stimuli to the body in an attempt to terminate behavior or as a penalty for behavior, but does not mean aversive stimuli.

Correspondence: Written communication, e.g., letters, post cards, greeting cards, to or from a youth that is transmitted through the United States Postal Service or any commercial carrier.

Cost Center: Financial categories within the department units, programs, institution/division (allotment code).

Council on Accreditation: (COA) An international, independent, not-for-profit, child- and family-service and behavioral healthcare accrediting organization that partners with human service organizations worldwide to improve service delivery outcomes by developing, applying, and promoting accreditation standards.

County of Venue: The county in which a Court with competent jurisdiction may hear and determine a case.

Court: Chancery, circuit, or general sessions court, juvenile, probate and criminal court. Often the term "court" is used interchangeably with "judge" or "referee," as in the statement, "The lawyer presented evidence to the Court."

Court Advocate Program: A program consisting of Department of Children's Services personnel located in each county, to facilitate the efforts of the department to assist and inform youth under the age of eighteen (18) to the Tennessee law requiring parental consent to obtain an abortion.

Court Appointed Special Advocate (CASA): A person appointed by the court to assist another person, such as a child, by representing them and their interests in matters before the court.

Court Appointed Special Advocate (CASA) National Association: is a national association in the United States that supports and promotes court-appointed advocates for abused or neglected children in order to provide children with a safe and healthy environment in permanent homes. The program is similar to, but is not a *guardian ad litem* program. The mission of the National Court Appointed Special Advocate Association, together with its state and local members, is to support and promote court-appointed volunteer advocacy for abused and neglected children so that they can thrive in safe, permanent homes.

Court of Jurisdiction: The Court with the power given by the law to decide, or adjudicate, a certain type or types of cases. For example, the juvenile Court is the Court of jurisdiction to determine if children are dependent and neglected and to ratify the Plan of Care for the child.

Court Order: An order, decree or directive from a judge, referee or Court of competent jurisdiction over the matter at issue.

Court Report: The written report to the Court in response to an Order of Reference in an adoption proceeding which describes to the Court the status of the child and the prospective adoptive parent(s) or the persons to whom the child is surrendered. Such a report may be preliminary, supplementary, or final in nature.

Covered Entity: Include health plans, health care clearinghouses or health care providers that transmit any health information in electronic form in connection with a HIPAA transaction. All covered entities are accountable for protected health information.

Critical Incident Report: See Incident report.

Crisis Intervention: Services provided on a 24-hour basis to a child and/or family experiencing a medical, mental health, parent/child interaction, or other significant emergency need.

Culture: The customs, habits, values, skills, technology, beliefs, and religious, social, and political behaviors of a group of people in a specific period of time.

(Cultural Competency) Culture is the broadest and overarching fabric of the social environment. It may include racial, ethnic, religious, or social communities or populations. Race is separate from culture. Culture is more about behavior than biology. Emphasizing culture when discussing how human services workers develop cultural competency- and removing race from that discussion- helps focus on behaviors, attitudes and practices needed in order to effectively serve diverse cultural communities.

Cultural Broker or Culturally-Informed Consultant: (Cultural Competency) A person serving in a non-clinical or non-professional capacity who is recognized by the client's cultural or linguistic community as one who has knowledge of a particular culture or language and its definition of health, mental health, and family dysfunction and who is used by service providers and organizations to assist in providing culturally and linguistically-appropriate service. The term should not be confused with a professional consultation between a mainstream provider and a culturally-specific provider. There are no established criteria for certifying when an individual is culturally informed, but the organization may establish a test to determine a consultant's usefulness in facilitating positive client outcomes. An organization that uses cultural consultants to facilitate face-to-face client encounters may use feedback from clients and families.

Cultural Competence or Culturally Competent: (Cultural Competency) The capability and will of a provider or service delivery organization to respond to the unique needs of an individual client, which arise from the client's culture and to use the client's cultural strengths as a tool in the healing or helping process. For example, an African American psychologist may be competent to provide culturally-specific services to African American clients but would not be culturally competent unless she/he has demonstrated success in treating clients of at least one other culture.

Cultural Competence: (COA) The degree to which an organization modifies or tailors the system of service delivery to the ethnic, racial, cultural, religious, and national diversity in its service population. Such tailoring includes personnel selection, training and development; assessment; service planning and implementation; and program evaluation and consumer care monitoring. Sometimes referred to as "cultural sensitivity" or "cultural responsiveness."

Culturally and Linguistically Appropriate Services (CLAS) Standards: (Cultural Competency) A set of 14 Culturally and Linguistically Appropriate Services, published under the title: *Assuring Cultural Competence in Health Care: Recommendations for National Standards and an Outcomes-Focused Research Agenda*, by the Office of Minority Health, U.S. Department of Health and Human Services, in the Federal Register, December 22, 2000 (Volume 65, Number 247), pp. 80865-80879. It recommends adoption of a nationwide set of standards.

Custody: The control of actual physical care of the child and includes the right and responsibility to provided for the physical, mental and morale well-being of the child *TCA 37-1-102 (b) (8)*.

Cutoff: To cutoff records in a file means to break, or end, them at regular intervals to permit their disposal or transfer in complete blocks and, for correspondence files, to permit the establishment of new files. Cutoffs are needed before disposition instructions can be applied because retention periods usually begin with the cutoff, not with the creation or receipt, of the records. **(DCS Records & Archives)**

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Daily Log: A form used to document pertinent notes and activities in a DCS community residential facility (group home).

Damaging/Destroying State Property: The intentional and malicious destruction of State-owned property. This includes supplies, clothing, materials, and other items issued from State supplies for the personal use of students.

Daniel Memorial Institute, Inc Independent Living Assessment for Life Skills (DMA): This assessment provides a broad indicator of the child's readiness for self directed living and helps to focus a child's attention on an area of strength that he/she may not give much thought to. The initial assessment includes information about the youth's current functioning and current developmental stage and includes an evaluation of the youth's ability to perform the age-appropriate skills necessary for independent living. Sources of information for this assessment include the informal evaluation and observations by the parents, foster parents, siblings and peers, as well as the formal observations of professional service providers.

Data Use Agreement (HIPAA): An agreement into which the covered entity enters with the intended recipient of a limited data set that establishes the ways in which the information in the limited data set may be used and how it will be protected.

Day Care Services: A service involving the care, supervision, education and guidance of a child on a regular basis for periods of less than twenty four (24) hours per day in a place other than the child's home.

- Under these circumstances the Department of Children's Services will provide payment to a licensed day care provider who is caring for DCS custodial and non-custodial children, if the child meets the criteria as outlined in DCS policy **31.17 Child Care Assistance Program**.
- When appropriate, Private Providers may request payment for Level II Children in their care. Review and determination of payment will be made by the Regional Administrator and/or designee. Private Provider requests must also meet the criteria as outlined in DCS policy **31.17 Child Care Assistance Program**.

Day Leave: An authorized absence from a DCS facility by a youth for an approved program activity without direct staff supervision such as school or work.

Day Pass: For adjudicated delinquent youth, an authorized pass of no more than 8 hours with an approved resource in which the youth is required to stay within a 50 mile radius of the facility/program.

Day Pass to Home: For adjudicated delinquent youth, an authorized home visit that does not exceed 12 hours.

DCS Health Advocacy Unit Nurse: A nurse who is available to assist Resource Parents and FSW's with any questions regarding the medical and dental care of the foster child.

DCS Treatment Facility: A facility operated by DCS primarily for the provision of treatment and rehabilitative services for adjudicated delinquent youth. A DCS youth development center or a DCS group home.

DCS Voluntary Post Custody Services: An array of services available to eligible persons who emancipated to adulthood directly from state custody, and that are potentially available to 23 years of age. These services require a case designation with DCS, and include case management by assigned Family Service Workers. DCS Voluntary Post-Custody Services are considered an extension of Independent Living Services, but are voluntary and require a young adult's initial and on-going agreement to receive them.

DCS Workforce Members: All DCS state employees; contract employees, local government contractors, IT Pro contractors, sole source contractors, interns, volunteers, trainees and other persons who exchange information on behalf of DCS or perform work for DCS and are under the direct control of DCS, whether or not they are paid by DCS.

Dead Time: A period during which a determinately committed youth is absent from a program without proper authorization. During this period, the youth does not earn any Youth Commitment Reduction Credits (YCRC) nor does he/she get credit toward meeting the time obligation. Upon his/her return to an approved program, the expiration date will be extended up to the amount of time he/she was on AWOL status.

Defacto: Exercising power as if legally constituted.

Defense Counsel Commission: Commission established by law that may approve payment of private counsel for employees for incidents or causes in action occurring or arising before January 1, 1985.

Degree of Relationship: The relationship between the caregiver and the child example: the parent or stepparent of the child. The caregiver may be related through blood, marriage or adoption. Examples include: grandparents, great-grandparents, aunts and uncles, siblings, great-aunts and great-uncles, first cousins, or great grandparents.

De-identified Information (HIPAA): Information that is stripped of individual identifying elements. In this form, the remaining data/information would not be sufficient to identify the client/participant. Information can be re-identified.

Delinquent Act: (1) An act designated a crime under the law, including local ordinances and federal law, excluding traffic offenses other than failure to stop when involved in an accident, driving under the influence, vehicular homicide, or any other traffic offense classified as a felony. TCA 37-1-102. (2) An act that would be considered a crime if committed by an adult. (American Correctional Association)

Delinquent child/youth: A child/youth that has committed a delinquent act and is in need of treatment and rehabilitation. TCA 37-1-102

Demanding State (ICJ): the state having jurisdiction over a juvenile seeking the return of the juvenile either with or without pending delinquency charges.

Demotion: A change of status of an employee from a position in one class to a position in another class of a lower salary grade.

Department of Children's Services (DCS): DCS is the state of Tennessee's public child welfare agency responsible for providing the following services: child protective services, foster care, adoption, delinquency programs, probation/aftercare, and treatment/rehabilitation programs.

Department of Intellectual and Developmental Disabilities (DIDD): Formerly a division of the Department of Finance and Administration before the Tennessee Legislature established it as a stand-alone department effective January 15, 2011. The department is responsible for providing services for adults diagnosed with intellectual disabilities and children and families in crisis (formerly referred to as mental retardation).

Department of Education (DOE): The Tennessee Department of Education is responsible to ensure equal, safe, and quality learning opportunities for all students, pre-kindergarten through 12th grade.

Department of Human Services (DHS): The Tennessee Department is responsible for administering more than 20 types of services throughout Tennessee, including Families First, Food Stamps, Temporary Assistance for Needy Families (TANF), Medicaid/TennCare, Child Support, Child Care, Adult Protective Services, and Rehabilitation Services.

Department of Mental Health (TDMH): The TDMH is the state's mental health and substance abuse authority. Its mission is to plan for and promote the availability of a comprehensive array of quality prevention, early intervention, treatment, habilitation, and rehabilitation services and supports based on the needs and choices of individuals and families served. The department is responsible for system planning, setting policy and quality standards, system monitoring and evaluation, disseminating public information and advocating for persons of all ages who have mental illness, serious emotional disturbance, or substance abuse disorders.

Departmental Property Officer: A staff person appointed by the Director of Facilities and Support Services to be responsible for the daily management and oversight of all state-owned property transactions for the department.

Dependent and Neglected Child: A child who is without a parent, guardian, or legal custodian; whose parent, guardian, or person with whom the child lives, by reason of cruelty, mental incapacity, immorality, or depravity is unfit to properly care for the child; who is under unlawful or improper care, supervision, custody, or restraint by any person, corporation, agency, association, institution, society, or other organization or who is unlawfully kept out of school; whose parent, guardian, or custodian neglects or refuses to provide necessary medical, surgical, institutional, or hospital care for the child who, because of lack of proper supervision, is found in an unlawful place; who is in such condition of want or suffering or is under such improper guardianship or control as to injure or endanger the morals or health of himself/herself or others; who is suffering from or has sustained a wound, injury, disability, or physical or mental condition caused by brutality, abuse, or neglect; who has been in the care and control of an agency or person who is not related to the child by blood or marriage for a continuous period of 18 months or longer in the absence of a Court order, and the person or agency has not initiated judicial proceedings seeking either legal custody or adoption of the child; who is or has been allowed, encouraged, or permitted to engage in prostitution or obscene/pornographic photographing, filming, posing, or similar activity and whose parent, guardian, or other custodian neglects or refuses to protect the child from such activity (TCA 37-1-102(b)(12)).

Deputy Compact Administrator: Designated DCS staff acting on behalf of the Commissioner in the capacity as the Deputy Compact Administrator.

Designated Record Set (HIPAA): A designated record set is any item, collection or grouping of health information that is maintained, collected, used, or disseminated by the Department on each client or participant in any form or medium including verbal, paper, electronic or e-mail.

Designee: Refers to a person who has been designated to perform duties or carry out some specific role for another person. It is the person who has been designated. This is also termed as designate.

Desk Top Support Engineer (DSE): The DCS Information Systems staff authorized to set-up new and existing computer equipment.

Detainer: A document issued or made by a legally empowered officer of a court or other legal authority authorizing the proper agency to keep in its custody a person named therein.

Detention: The confinement of a child in a secure area.

Detention Order: An order entered by a court to detain a specified juvenile pending further orders or action by the court.

Department of Children's Services Glossary

Determinate Commitment: A commitment of a delinquent youth by the Juvenile Court to the Department of Children's Services for specified offenses (Class A felonies) for a sentence not exceeding that of Range I for an adult offender and not to extend beyond the youth's nineteenth (19th) birthday. Determinate sentences may be given due to the nature of the offense or as a result of the youth's age. *TCA 37-1-137 (a) (1) (B)*

Determinate Commitment Expiration Date: The date a youth with a determinate commitment must be released from custody.

Detoxification: Treatment designed to free an addict from his/her alcohol or drug habit.

Developmental Area: The educational, physical, social/ emotional, and behavioral domains in which a child/youth is evaluated.

Developmental Disability: Developmental disability", as defined in Tennessee law (T.C.A. §33-1-101(11)) means in a person over five (5) years of age a condition that:

- (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (ii) Manifested before twenty-two (22) years of age;
- (iii) Likely to continue indefinitely;
- (iv) Results in substantial functional limitations in three (3) or more of the following major life activities:
 - (a) Self-care;
 - (b) Receptive and expressive language;
 - (c) Learning;
 - (d) Mobility;
 - (e) Self-direction;
 - (f) Capacity for independent living; or
 - (g) Economic self-sufficiency; and
- (v) Reflects the person's need for a combination and sequence of special interdisciplinary or generic services, supports, or other assistance that is likely to continue indefinitely and need to be individually planned and coordinated.

Diagnostic and Statistical Manual of Mental Disorders (DSM): is an American handbook for mental health professionals that list different categories of **mental disorders** and the criteria for diagnosing them, according to the publishing organization the American Psychiatric Association.

Dietetic and Nutritional: Services that are necessary to address issues related to diabetes control, obesity, malnutrition and/or eating disorders.

Diligent Efforts to Locate (CPS): Persistent, relevant attempts by the CPS investigator to locate a child victim (and his/her family) reported to be abused or neglected in order to assess the safety and risk to the child victim.

Diligent Search: To identify all relatives and to make vigorous efforts to contact all relatives to determine if anyone can provide a permanent placement for a child. This process begins during the CPS investigation and continues until a child has been determined to be eligible for a legal risk placement. Every possible means must be utilized to identify family within the first seven (7) days of custody.

Direct Contact: Circumstances in which an individual, as part of his or her regular job duties, has face-to-face interaction with or unsupervised access to children.

Direct Line of Supervision: That working relationship normally indicated by the chain-of-command or staffing chart, whereby one employee has direct authority over another. Within a Children's Services Center, the shifts are to be considered separate units, i.e., a sergeant on the first shift does not supervise a Youth Service Officer assigned to the second shift, but the Youth Service Manager of Security does supervise all security staff within that Children's Services Center.

Direct Placement: The placement of a newborn child directly from the hospital with the prospective adoptive parents and prior to the initiation of any action to terminate parental rights.

Direct Referral: Process by which a foster care review board identifies an urgent issue that constitutes a risk of harm to the child or is a deterrent to reaching the permanency goal and brings it to the attention of the juvenile court. TCA 37-2-406 (c) (1) (B).

Disabled Students: Those students certified under regulations of the State Board of Education who are unable to be educated or trained adequately in regular programs without the provision of special classes, instruction, facilities, or related service, or some combination thereof. This term includes all intellectually disabled students, speech and/or language impaired, deaf and hearing impaired, blind and visually limited, physically handicapped and/or other health impaired, leaning disabilities, emotionally disturbed, multiple handicapped, intellectually gifted and other students who needs an abilities cannot be served a regular classroom setting.

Disaster Recovery/Business Continuity Plan: A Disaster Recovery Plan (DRP) or a Business Continuity Plan (BCP) describes how an organization plans to deal with potential disasters. A Disaster Recovery Plan consists of the precautions taken so that the effects of a disaster will be minimized, and the organization will be able to either maintain or quickly resume mission-critical functions. Typically, disaster recovery planning involves an analysis of business processes and continuity needs.

Discharge: The termination of the physical custody, control, and/or supervision of a delinquent youth by the Tennessee Department of Children's Services.

Disciplinary Advocate: A YDC staff member who assists a youth during the disciplinary and appellate process.

Disciplinary Confinement: The confinement of a youth in a secure setting for up to, but not in excess of five (5) days, for major behavioral violations in a Youth Development Center.

Discipline: Any action taken by a facility for the purpose of punishing or penalizing residents.

Discipline Committee: A committee of at least three (3) members who should represent different areas, who are appointed by the YDC Facility Administrator, authorized to conduct hearings and impose disciplinary actions that comply with the policies and procedures of the facility and who shall not be witness to the incident to be heard or be the reporting staff member.

Discipline Records: Discipline records may include reports of office referrals or incident reports, suspensions, expulsions and zero tolerance offenses.

Dismissal: Termination/separation of an employee for disciplinary reasons.

Dispense: (1) In a DCS facility, the issuing to a patient, or to a person acting in his/her behalf, of one or more unit doses of a drug in a suitable container with appropriate labeling. Dispensing includes the act of packaging a drug, either from a bulk container or as a result of compounding, in a combination other than the original container of the manufacturer of distributor,

and labeling the new container with all the information required by the state and federal law. Except for physicians or dentists, the act of dispensing is limited to licensed pharmacists and persons working under their immediate supervision and may not be performed by a nurse or other non-pharmacist.

(2) To deliver a controlled substance to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare the substance for that delivery.” TCA 39-17-402(7) Criminal Offenses; Drugs

Disposition: An action taken, such as transferring, purging, destroying, microfilming, archiving, etc., regarding records that have reached the end of their retention period. File disposition normally occurs on the 21st birthday for a social service child and the 22nd birthday for a juvenile justice child. (**Records Management**)

Disposition Hearing: A juvenile Court hearing during which arguments are made as to what should be done with a child already adjudicated to have been abused, neglected, unruly, or delinquent. This hearing is often combined with the adjudicatory hearing, but it may be scheduled up to 15 days later if the child is in custody (or 90 days if the child is not in custody). Further evidence is presented at this time to determine if the child will be placed in foster care, will remain in foster care or some other placement, or will remain with the parents.

Dispositional Hearing: A juvenile Court hearing, which may occur during the same proceeding as the adjudicatory hearing or at a later date, the Court determines what will be done with the child whom the Court has adjudicated dependent and neglected, unruly, or delinquent. Further evidence will be presented at this time to determine if the child will be placed in custody, will be placed in some other placement, or will remain in the current placement.

Disruptive behavior: Any acts, verbal or physical, which interrupt activities/programs.

Diverse Population: (Culture Competency) Those persons who exist within cultures that are different from that of the dominant or mainstream groups including, but not limited to, racial and ethnic minorities, persons of color, American Indians, gay, lesbian, bisexual, and transgender cultures, deaf culture, disabilities culture, economic class cultures, and immigrants.

Diverse Staff: (Culture Competency) Organization workers who are representative of the demographic characteristics of the service area. The concept focuses on recruitment and retention. It is distinct from the concept of “culturally competent staff,” which focuses on issues of education and training to achieve greater skills and knowledge. The diversity of an organization’s staff is a necessary, but not sufficient, condition for providing culturally and linguistically appropriate services.

Diversion Community Residential Program: A "front end" community residential program that accepts students directly from the community.

Diversion – Pretrial Diversion Cases: If a designated court officer determines in an unruly or delinquent case that the child does not wish to contest the allegations of the petition, and that a court hearing is not necessary, the parties, following advisement of rights to the child and the child’s parent, may agree to pretrial diversion that would suspend the proceedings and continue the child under supervision under terms and conditions negotiated with the designated court officer and approved by the court.

Division: The sum of all organizational entities reporting to an Assistant Commissioner or Executive Director.

Division of Claims Administration: An administrative unit of the Office of the Treasurer established to promulgate rules and regulations to ensure orderly filing, investigation, hearing, and disposition of claims brought before it by or for a state employee or against the state.

Division of Juvenile Justice (DJJ): The Division of Juvenile Justice was created by House Bill Number 3983 on June 2, 2006. The bill stipulates that within the Department of Children's Services a division is created to serve children who are adjudicated delinquent. A deputy commissioner leads the division and is to effectively administer, develop and oversee all state programs and services for delinquent children, their families and their communities.

Do Not Resuscitate Order (DNR): A medically binding order by a physician directing health care personnel not to initiate or continue medical treatment or artificial ventilator support for a patient whose heart has stopped beating or whose respiration has ceased.

Donated Property: Any item of real or personal property given to the state by the lawful owner which is free of any legal encumbrances, except as stated.

Double Back: The period of time between when a person has a split relief schedule, completes an assigned shift, and must report for his/her next shift (Juvenile Justice).

Drug:

1. A substance other than food, whereby its chemical nature affects the structure of union of a living organism.
2. Any controlled substance subject to testing pursuant to drug testing regulations adopted by the U.S. Department Of Transportation. A covered employer shall test an individual for all such drugs in accordance with the provisions of T.C.A. § 50-9-101, et. Seq. The Commissioner of Labor and Workforce Development may add additional drugs by rule in accordance with T.C.A § 50-9-111.

Drug Addiction: The state of periodic or chronic intoxication produced by the repeated consumption of a drug characterized by over- powering compulsion to continue use of a drug; development of a need for increased dosages of the drug over time; and a physical dependence on its effect.

Drug Test: Any chemical, biological or physical instrumental analysis administered by a laboratory authorized to do so pursuant to T.C.A. § 50-9-101 et seq

DSM: See Diagnostic and Statistical Manual of Mental Disorders.

Due Process: Judicial or administrative proceedings designed to safeguard the legal rights of an individual; basically it consists of giving notice of charges, allegations, changes in status, and giving the appropriate persons the opportunity to be heard or to present evidence on his/her behalf.

E

Early Head Start: The mission of Early Head Start (EHS) is to promote healthy prenatal outcomes for pregnant women, enhance the development of very young children, and promote healthy family functioning. This program is offered to low income families with children ages prenatal to 3 years old.

Early Periodic, Screening, Diagnostic and Treatment Services (EPSD&T): The preventive health care services provided under TennCare to children under the age of 21. This is a required service under Federal Medicaid law and thus, is required

in Tennessee's Managed Care Medicaid program that is known as TennCare. This benefit for children under the age of 21 is to insure that children have a comprehensive health program.

Early Placement: The placement of an infant with the prospective adoptive parent(s) prior to the complete termination of all parental rights.

Ecomap: A map that provides a visual image of family members who reside in the household and the formal and informal resources in the community available to them.

Edison: is the current State of Tennessee's Enterprise Resource Planning (ERP) system. ERP systems use an integrated software package to perform administrative business functions, such as financials and accounting, procurement, payroll, benefits, and personnel administration. Edison is a web-based system accessible to all State employees as well as an e-Supplier Portal designed for Vendors and Bidders doing business with the State of Tennessee.

The ERP Division is within the Department of Finance and Administration and was created in May of 2005, given the name Project Edison, to plan, design, and implement an ERP solution for the State of Tennessee. After fully implemented in October of 2009, Edison replaced roughly 30 legacy systems. The Edison system will be periodically upgraded to keep on track with industry standards and provide the best solutions for the citizens of Tennessee.

The Edison system includes:

Human Capital Management (HCM)

- Human Resources
- Time and Labor
- Payroll
- Benefits

Enterprise Learning Management (ELM)

Financials Supply Chain Management (FSCM)

Financials

- Accounts Payable
- Accounts Receivable
- Billing
- Cash Management
- General Ledger
- Grants
- Projects/Allocations
- Travel
- Vendor Maintenance

Procurement

- procurement
- Purchasing
- Contracts
- Sourcing
- supplier Portal

Logistics

- Assets
- Inventory

Third party applications are also managed by the Edison Team and interface with the Edison system:

- NEOGOV – Applicants Services
- nova – Cashiering
- Fleet Focus – Fleet Vehicle Management
- Aim – Plant Management

Education and Training Vouchers (ETV's): (See Chafee Education and Training Vouchers) Educational and Training Vouchers were added to the Chafee Independence Program to assist youth and young adults connected with the foster care system with the high cost of post-high school education. Vouchers can be used for eligible two and four-year universities, vocational training programs and job training programs.

Education Information System (EIS): The Tennessee Department of Education's data warehouse for storing data collected from its SSMS and other sources, such as testing.

Education Passport: The Education Passport is the compilation of documents that constitute the educational history for a student. It includes the Education Passport form (CS-0657) and the following documents: the school enrollment letter, vital records, academic history records, attendance/discipline records, special education records, and health information. The Education Passport is compiled by the Family Services Worker and is provided to schools upon enrollment in order to facilitate delivery of appropriate services.

Elderly and Vulnerable Abuse Registry: The Abuse Registry for the State of Tennessee is maintained by the Tennessee Department of Health. The Abuse Registry includes names of persons involved in abusive, neglectful or exploitative acts towards vulnerable persons. The names on the Abuse Registry are initially submitted for placement from various Departments and Divisions of Tennessee State Government who oversee the protection and welfare of vulnerable persons.

Under the Tennessee Code Annotated (T.C.A.) provider agencies must check the Abuse Registry before hiring a worker or volunteer. If a person is listed on the Abuse Registry that person cannot be hired or permitted to provide care. For a complete review see Title 68, Chapter 11, Section 1006 of the Tennessee Code Annotated (T.C.A. 68-11-1006).

Elective Abortion: Abortions that are initiated by personal choice.

Electronic Mail (E-mail): A means of sending and receiving messages using a computer network.

Electronic Mail (E-mail) Message: A document created or received via an electronic mail system, including brief notes, formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message.

Electronic Medium: Type of device used to store information, i.e., diskettes, compact disks, audiotapes, videotapes, paper.

Electronic Record: Any DCS documents that are kept in electronic form (i.e., TNKids) rather than in paper form.

Eligibility: (1) The process of determining for what "welfare" benefits a child may qualify. (2) Eligibility identifies the funding source and the financial reimbursement level of a payment based on Federal and State criteria.

Eligibility Report: A form completed at an IEP team meeting by IEP team members which makes a statement that a child meets or does not meet IDEIA standards for eligibility for special education services.

Emancipated Minor: A person under the age of 18 years of age who is totally self-supporting.

Emancipation to Adulthood: When a youth adjudicated dependent/neglect or unruly reaches the age of 18 or when a delinquent youth reaches the age of 19 and services or custody with DCS are discontinued, the youth is said to have "Emancipated to Adulthood".

Department of Children's Services Glossary

Emergency: Any event in which a child/youth placed in an out-of-home care setting poses an imminent or immediate risk of harm to the physical safety of himself/herself or other individuals.

Emergency Confinement: The confinement of a youth (without due process) in a secure setting as a result of behavior that threatens the safety and security of youth and staff at a YDC.

Emergency Counts: Counts, conducted at times other than one of those times designated for formal counts, when anyone suspects a youth is missing.

Emergency Evaluation for Inpatient Psychiatric Hospitalization: Specialized Crisis Services when there is a question about the need for acute psychiatric hospitalization. A mental health professional (typically licensed and at least master's prepared) will evaluate the youth, gather information from patient/caregiver/placement and determine if the youth meets criteria for emergency hospitalization (is a harm to self or others and is unable to contract for safety) if the youth expresses serious suicidal or homicidal thoughts or behaviors; experiences severe depression; exhibits bizarre behavior; disorientation; confusion or hallucinations; acts in a destructive manner or is otherwise out of control.

Emergency Impairment: The unplanned break-down of any fire protection system and/or fire hydrants due to equipment failure.

Emergency Medical Treatment – A child/youth has been injured or has suffered an illness that requires emergency medical attention. (In an instance of treatment of a child/youth, the child/youth's custodial adult must be notified.)

Emergency Mental Health Transfers: The movement of a youth from a TDCS placement to an institute operated by the Department of Developmental Disability, or the Division of Mental Health, in accordance with the provisions of TCA 33-3-403.

Emergency Pass: For adjudicated delinquent youth, a Court and DCS authorized absence from the facility recognized by the supervisor as requiring the student's presence at home, such as serious illness/injury or death in the immediate family. Approval from the committing Court is required.

Emergency Safety Situation: An unanticipated child/youth behavior that places the child/youth or others at serious threat of violence or injury if no intervention occurs and that calls for an emergency safety intervention. An emergency safety intervention must be performed in a manner that is safe as well as proportionate and appropriate to the severity of the behavior, the child/youth's chronological, and developmental age, size, gender, physical, medical, and psychiatric condition; and personal history.

Emergency situations: Emergency situations include accidents, serious illness, fire medical emergencies, water emergencies, natural disasters, emergencies associated with outdoor activities, hostage situations, bomb threats unlawful intrusion, assaultive behavior; and other life threatening situations.

Emergency Use of Psychotropic Medication(s) – An emergency one-time dose of a psychotropic medication in the event of a psychiatric emergency when all other measures have been determined unlikely to prevent the child/youth from imminent harm to self and/or others.

Emotional Abuse: Emotional abuse includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker.

Employee Assistance Program: A program offered by the State of Tennessee which provides confidential and professional counseling services to assist employees and their families in resolving problems which may affect their personal and professional lives.

Endorsement: The area(s) listed on an individual's teaching certificate in which the person is qualified to teach.

Entitlement Funds: Federal funds that the State is authorized to use for the benefit of specific, individual children that meet the eligibility requirements of the federal program. These funds are not capped, but are paid to the state on an open-ended cost reimbursement basis.

Escapee: A child or youth who has unlawfully departs or flees from a secure location; i.e., youth development center, physical restraints or secured transportation. "Escapee means unauthorized departure from custody or failure to return to custody following temporary leave for a specific purpose of limited period, but does not include a violation of conditions or probation or parole"

Essential Employee: 1. (Re: State housing policy) A full-time state employee who is required as a condition of employment to live in state-owned housing located at the employee's official workstation for the convenience of the appointing authority.

2. (General) A full-time state employee who is required as a condition of employment to report to work during a work stoppage or emergency.

Essential Functions: The basic job duties that an employee must perform, with or without reasonable accommodation. Determining factors: Whether the position exists to perform that function; Number of other employees available to perform the function or among whose function can be distributed; and the degree of expertise or skill required to perform the function. Other factors that may be considered: the actual work experience of present and past employees in the job; time spent performing the function; and consequences of not performing the function.

Ethnic: (Culture Competency) Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics.

Evacuation Diagram: An illustration (Schematic) presenting the ideas in the fire evacuation plan. The evacuation diagram should be posted in normally occupied buildings.

Even Start: An education program for the low-income families which is designed to improve the academic achievement of young children and their parents, especially in the area of reading. This program offers grants to support local family literacy projects that integrate early childhood education, adult literacy (adult basic and secondary-level education and instruction for English language learners), parenting education, and interactive parent and child activities for low-income families with parents who are eligible for services under the Adult Education and Family Literacy Act and their children from birth through age 7. Teen parents and their children from birth through age 7 are also eligible.

Ex parte review: A hearing before the Judge without all of the parties being present. Ex parte hearings are allowed very infrequently and only when the rules allow it. Typically, they are only allowed when there is an emergency situation and then the judge should very quickly set a hearing for all of the parties to be present to ensure that the due process rights of all participants are preserved.

Excess Housing: State-owned housing that is not occupied by state personnel as a requirement of employment. This housing may be occupied by non-essential state personnel and is subject to rental payments by the employee to the state.

Executive Service: An employee who holds a position in the executive service. Executive Service employees serve at the pleasure of the Appointing Authority and do not have the ability to appeal a suspension, demotion, or dismissal as defined in *Rule 1120-11*.

Expedited Placement: A placement alternative for placement of a child with a Kinship resource approved by the Regional Administrator or RA Designee. Resource approval requirements including resource parent training will be completed within one hundred twenty (120) days of the initial placement.

Extended Over Night Pass: An authorized pass to the home of a parent, guardian, visiting resource that may exceed 48 hours. Extended over night passes are granted for situations such as holidays and a death in the family.

Extension or Re-Establishment of Foster Care Services for Young Adults: The eligibility criteria and procedures associated with providing Foster Care Services to young adults. These services require a case designation with DCS, and include case management by assigned Family Services, Independent Living Services and placement services (as applicable), but are voluntary and require a young adult's initial and on-going agreement to receive them.

Extortion: To either verbally or by written or printed communication maliciously threaten to accuse another of a crime, offense or immoral act, or to do, or threaten to do, any injury to the person, reputation or property of another, with intent thereby to obtain any money, property or monetary advantage whatever; or the compel the person so threatened to do any act against his/her will.

Extraordinary Medical Care: The typed of care that is not considered, by a medical professional, to be ordinary or customary type of care.

F

Facility Case Manager or Family Service Worker: The case manager assigned to work with the child/youth at the residential program, i.e., Youth Development Center case manager or Contract Agency case manager.

Facility/Facilities: (1) DCS operated residential programs that includes group homes and youth development centers.

(2) Any hospital as defined by T.C.A. ~ 68-11-201(21), birthing center as defined by T.C.A. □~ 68-11-201(6), community health clinic, and any outpatient "walk-in" clinic.

(3) A place, an institution, a building (or part thereof), a set of buildings, or an area whether or not enclosing a building or set of buildings that is used for lawful custody and/or treatment of youth and that may be owned and/or operated by public or private agencies. Includes the staff, services as well as the buildings and grounds.

Facilities Safety Officer: The DCS facility employee appointed by the Superintendent of a YDC to manage, direct, and supervise the facility fire and safety program.

Fair Labor Standards Act (FLSA): The FLSA is United States Law that establishes minimum wage laws, guaranteed *time and a half* for overtime in certain jobs, and prohibits most employment of minors in "oppressive child labor," a term defined in the statute.

Families First: Tennessee's welfare reform plan which replaced the Aid to Families with Dependent Children (AFDC) program. The temporary cash assistance program emphasizes work, training, and personal responsibility. As part of the Families First program, each participant must agree to follow a Personal Responsibility Plan (PRP). Unless a participant is

exempt from the work requirement, he/she must also agree to develop, follow, and complete a work plan. The work plan is based on the individual's needs and skills.

Family Crisis Intervention Program (FCIP): is a brief intervention with families who have unruly children at risk for state custody. The intervention is designed to help the family and child through the present crisis period so they can access less intrusive community services without requiring further Court intervention and/or custodial care from the Department of Children's Services. TCA 37-1-168

Family Free or Boarding Home: The home of a relative or unrelated individual whether or not the placement recipient received compensation for care or maintenance of the child, foster care payment or any other payments or reimbursements on account of the child's being in the home of the placement recipient.

Family Functional Assessment (FFA): An ongoing process that uses the case management skill of family engagement to gather and analyze information and identify family strengths and underlying needs, so that the family and its supportive child and family team can make knowledgeable decisions that will result in permanency.

Family in "Good Standing: Any fully approved family that is currently taking resource home placements and complied with all on-going training requirements. Or, a family that has decided to close their resource home and discontinue their fostering experience and the system reflects the positive closure reason of closed in good standing.

Family Map: A map that provides a visual image of the aspects of a family system. The family will identify who resides in the household and their current system dynamics. Identifies which family members hold the most and least power, how parent-child boundaries are acted out in the family, and how the various members of that family system interact and relate to one another.

Family Permanency Planning: Family Centered Permanency Planning is the process by which families, in conjunction with DCS, community partners, informal supports, specific interventions and services reinforce family strengths and meet the needs of the children/youth and their families involved with the Department of Children's Services. Family Permanency Plans are working documents that address the entire family in addition to addressing the specific needs or behaviors of one or more individuals within the family case. Individuals within the Family Permanency Plan may have different service goals and action steps based on their specific needs. A family permanency plan can include both custodial and non-custodial clients. Family Permanency Plans are developed and monitored through the Child and Family Team process.

Family Planning, Counseling and Referral: Education and guidance provided to a child and/or family regarding planning/preventing childbirth. These services may include alternatives available for pregnant teens.

Family Service Worker: A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.

Family Support Services: The provision of targeted case management services that involves engaging the family in a positive helping relationship and empowering them to solve problems that place the child at risk of harm and of state custody. In addition, families may be referred to purchase services or flexible funding may be utilized to make purchases of tangible goods or services like payment of utility bills, purchase of furniture, etc.

Family Unit: A group of two or more persons residing together who are related by blood, marriage, of adoption. A person whose work, study, treatment or care results in only temporary, periodic, or otherwise time-limited absence from the family unit shall be deemed to be a member of the family unit to which he or she usually returns to reside at the end of such absences. Any person who receives 50% or more of his or her support, in cash or in-kind, from persons to whom he or she is related by blood, marriage or adoption shall, for purposes of income and resource

determination, also be deemed to be a member of the family unit which contributes the greatest percentage of such support. (Rules of DCS 0250-7-7, 0250-7-11, 0250-7-12)

Family and Youth Services Bureau (FYSB): The mission of the Family and Youth Services Bureau (FYSB) is to provide national leadership on family and youth issues, to promote the positive youth development approach in serving young people by focusing on both their strengths and their problems, and to assist individuals and organizations in providing effective, comprehensive services for youth and families in at-risk situations

Felony: Any offense punishable by death or imprisonment for a term of one year or more. Tennessee law has various classes of felonies (A, B, C, etc.) with varying sentences for each class.

Felony Offender Information Look-up System (FOILS): An on-line service provided by the Tennessee Department of Corrections that provides users with the status of convicted felony offenders who are, or have been, under the supervision of the Tennessee Department of Correction or the Board of Probation and Parole. The information here is only about Tennessee felony offenders, so individuals who have been in county or city facilities, but not state custody, will not appear. Information such as an individual's current status (e.g., inmate, probation, parole) or parole eligibility is available to citizens free of charge.

Final Decree of Adoption: The legal document that decrees the adoption of a child by the petitioner and establishes the parent/child relationship as if the child had been born to the parent(s).

Financial Hardship: A situation in which the parent or guardian's acceptance of a program- related financial obligation would deprive other persons in the family of basic necessities.

Finding: The closing of a specific allegation with a decision that the evidence does or does not lead to a reasonable conclusion that the abuse occurred. Each allegation must be closed with a finding, which will direct the classification decision of "substantiated" (true) or "unsubstantiated" (untrue).

Fire and Emergency Evacuation Plan: The written evacuation scheme for the premises (controlled short term evacuation) used in conjunction with the fire evacuation diagram.

Fixed Post: A post that requires continuous coverage throughout a specific period of time such that when an employee leaves the post for any reason, he/she must they replaced with another employee.

Flex Funds: Monetary resources made available for the purpose of acquiring additional services or goods that can be used to prevent the need for state custody or to return a child home that is in state custody.

Force/Coercion: The actual use or threat of physical violence or any other unlawful act causing any person to act, move, or comply against his/her will.

Forgery: The fraudulent making or alteration of any writing to the prejudice of another's rights. This includes falsified signatures and/or the production of false documents.

Formal Education: A course of study generally limited to educational institutions such as high schools, vocational/technical schools, colleges, and universities.

Formal Case File Review: A paper review of a substantiated perpetrator's case file by DCS File Reviewer. The process is designed to provide the substantiated perpetrator of abuse or neglect an opportunity to appeal a substantiated classification and have it reviewed; serve as a quality assurance mechanism to ensure compliance with applicable laws, rules and standards; and enhance the CPS program by providing a review of the findings of substantiated classifications.

Foster Care: Temporary placement of a child in the custody of the Department of Children's Services for care outside the home of child's parents or guardian. Foster care ceases when the child is placed with individual(s) for purposes of adoption, or when petition to adopt is filed, or when the child is returned to or placed in care of the parents or relative.
TCA 37-2-402(5)

Foster Care Review Board: A board of citizen volunteers appointed by the juvenile court to periodically review foster care cases. It serves the quasi-judicial function of advising the court concerning the status of the permanency process of each child in foster care. Depending upon the jurisdiction, the board may review the cases of delinquents and status offenders in addition to abused and neglected children.

Foster Care Wraparound Funds: Foster care wraparound funds are those funds available for supporting approved DCS foster homes and kinship care homes. Foster care wraparound funds are used to pay for respite care, clothing for children in care, foster parent travel, and other items or services as approved by the director of regional services.

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-451): Comprehensive Federal legislation that gives states the option to provide foster care, adoption assistance, and guardianship assistance for eligible youth up to age 21 years of age if the youth meets eligibility criteria. This legislation also creates additional expectations to Health Care Oversight, educational oversight, relative notification, and other child welfare practices.

Foster Home: See Resource Home.

Foster Parent: See Resource Parent.

Frisk or "pat down" search: A search of a person for something (as a concealed weapon) by running the hand rapidly over the clothing and through the pockets (also known as "pat down"). The person being searched is not required to undress.

Front-End Billing: A journal voucher that is processed by the billing department without approval by the paying department.

Full Guardianship: The legal status of a child when all parental rights to the child have been terminated by surrender, Court order, or clearing the Putative Father Registry and DCS has guardianship of the child with the right to consent to the child's adoption.

Full Conservatorship: When all decision making rights are transferred from the Respondent to the Conservator. A full conservatorship is sometimes referred to as a conservatorship over "the person and the estate".

Funding Source: An agency or program from which monetary benefits are received by the State for children in state custody.

G

Gateway Tests: The Gateway tests are the high school level state mandated achievement tests. These tests are Algebra I, English II and Biology. A student must pass all three tests in order to receive a regular high school diploma.

General Education Development (GED): The General education Development Test is a test that certifies the taker has attained high school level academics skills.

Gender Conforming: A person who's appearance or manner does not conform to traditional societal gender expectations.

Gender Expression: refers to outward characteristics, social/cultural expectations, and roles that have typically been associated with either male or female persons. (Masculine, feminine, transgender, or non-conforming).

Gender Identity: refers to the innate and deeply felt sense of one's self as being male, female, or something other or in-between. (Male, female, or transgender). A person's subjective gender, how we feel ourselves to be male or female.

Gender Identity Disphoria: describes a conflict between a person's physical or apparent gender and that person's self-identification. This is distinct from homosexuality. Homosexuals nearly always identify with their apparent gender.

Gender non-conforming: a person who acts or thinks in a manner that does not conform with social and cultural expectations about how you *should* be behaving or presenting as a biological boy or girl.

Genetic/biological gender: a person's chromosomal inheritance.

Genogram: A visual representation of generations within a family, charted vertically through time. A series of symbols, i.e., squares, circles or triangles used to depict male and female family members in charting the structure of a family. Triangles are used when the sex of a member is not known. The family will identify quality of relationships between family members. This tool assists the child and family team in identifying resources within the family.

Good Cause: Describes conditions under which securing Title IV-D child support from one or both parents is not desirable.

Good Cause (CPS): A substantial reason that affords a legally sufficient ground or reason (i.e., failure to receive notice, severe illness or other disabling condition that substantially prevents the action required).

Good Faith Effort: (General) A "good faith effort" is considered to have been made when an agency or other entity, has tried, failed and exhausted all reasonable means to comply with an action, goal or obligation.

Grievance Advocate: A person selected by a youth to aid and assist that youth during the grievance process. **DOE**

Grievance (Youth): A complaint concerning an alleged circumstance or action toward a youth considered to be unjust. **DOE**

Group Care Home: A home operated by any person, agency, corporation, or institution or any group which receives 7 to 12 children under 17 years of age for full-time care outside their own homes in facilities owned or rented and operated by the organization.

Guardian Ad Litem: A special guardian appointed by the court, usually a lawyer, to act on behalf of the minor or incompetent. The Guardian Ad Litem's role differs from that of an attorney for the child, in that the child's attorney is bound to do what the child, his client, directs, while the Guardian Ad Litem must represent the child's best interests to the Court, even if the child's best interests differ from what the child wants. The Guardian Ad Litem represents the child in litigation only but is not responsible for the child's care on a daily basis.

Guardian: "Guardian" or "co-guardian" means a person or persons appointed by the court to provide partial or full supervision, protection and assistance of the person or property, or both, of a minor. T.C.A. §34-1-101(10).

H

Harassment: Words, conduct or action, usually repeated or persistent that, being directed at a specific person, annoys, alarms, or causes substantial emotional distress in that person and serves no purpose.

Hazardous Material: A material or substance that exposes one to risk or harm by its chemical composition.

Health Information: Any information, whether oral or recorded in any form or medium (1) that is created, or received by a covered entity that creates, receives, obtains, maintains, uses, or transmits health information; or (2) that relates to the past, present, or future physical or mental health condition of any individual, their participation in, or payment for such services; and (3) that identifies the individual.

Health Insurance Portability and Accountability Act of 1996 (HIPAA): Health Insurance Portability and Accountability Act 1996 – federal law to promote the *portability* of insurance coverage, which waives pre-existing conditions when and employee changes jobs, and *accountability* by providing funding for, and strengthening of enforcement and compliance with healthcare regulations.

Hearings: A judicial or administrative procedure in which testimony is present and a judicial officer makes a ruling.

Hearing Officer: A full-time staff member, appointed by the YDC facility administrator and authorized to conduct hearings and impose disciplinary actions that comply with the policies and procedures of the facility and shall not be the reporting staff member or a witness to the incident to be heard. **DOE**

Hearsay: Any oral or written statement that is made outside of Court, when the declarant could not be cross examined, and is then offered second hand in Court as evidence of the truth. Most hearsay is inadmissible evidence. There are exceptions, however, therefore any possible evidence should be presented to the attorney who will determine whether or not to present it at trial.

Heterosexual: refers to sexual and/or romantic attraction between individuals of the opposite sex.

Home County Case Manager: See Family Service Worker.

Home Study: The process of assessing and evaluating individuals to determine suitability and willingness to provide a placement for the child. For the purposes of *PL 109-239*, a home study is an evaluation or assessment of a home environment conducted in accordance to DCS policy and (parent study) to determine whether a proposed placement of a child would meet the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional and physical development. The conclusion of this evaluation or assessment is generic in nature and alone will not serve as the basis for a decision regarding placement under the ICPC.

Homemaker Services: Services provided by individuals who teach parents how to care for their children or house and model how to interact with others.

Homosexuality: refers to sexual and/or romantic attraction between individuals of the same sex. The term *gay* is used predominately to refer to self-identified homosexuals of either sex. *Lesbian* is a gender-specific term that is only used for self-identified homosexual females.

Horseplay: Rough frolicking, not to the point of fighting. **DOE**

Hostile Environment: Harassment, speech or conduct that is, based on the judgment of a reasonable person, severe or pervasive enough to create a hostile or abusive work environment, based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance.

Hostile Work Environment: Harassment, speech or conduct that is, based on the judgment of a reasonable person, severe or pervasive enough to create a hostile or abusive work environment, based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance.

Human Immunodeficiency Virus (HIV): HIV (human immunodeficiency virus) is the virus that causes AIDS. This virus may be passed from one person to another when infected blood, semen, or vaginal secretions come in contact with an uninfected person's broken skin or mucous membranes. In addition, infected pregnant women can pass HIV to their baby during pregnancy or delivery, as well as through breast-feeding. People with HIV have what is called HIV infection. Some of these people will develop AIDS as a result of their HIV infection.

I

Immediate Protection Agreement (IPA): An agreement between the caseworker and the parent/caretaker that documents the specific interventions that will be taken immediately to ensure child safety while the investigation continues. It specified who is responsible for monitoring compliance with the immediate protection agreement, and the anticipated completion.

Imminent Danger of Harm: The substantial possibility that bodily harm or great bodily harm will come to a child in the reasonably foreseeable or immediate future.

Inactive Case File: A case file that may be closed, but are not yet ready for disposition.

Inactive Records: Those records that are referred to occasionally and not generally for the conduct of current business. These records have been closed within the agency, but are not yet ready for disposition.

Incest: TCA 39-15-302. (a) A person commits incest who engages in sexual penetration as defined in TCA 39-13-501, with a person, knowing the person to be, without regard to legitimacy.

1. The person's natural parent, child, grandparent, grandchild, uncle, aunt, nephew, niece, stepparent, stepchild, adoptive parent, adoptive child; or
 2. The person's brother or sister of the whole or half-blood or by adoption
- (b) Incest is a Class C felony.

Incident report: A written document generated to inform DCS management of critical or serious incidences.

Independent Living Act or Foster Care Independence Act: Also referred to as the John H. Chafee Foster Care Independence Program, increases funds to states to assist youth in making the transition from foster care to independent living; recognizes the need for special help for children ages 18 to 21 who have already left foster care. (P.L. 106-169)

Indeterminate Commitment: The commitment of an adjudicated delinquent to the Department of Children's Services for an indefinite period of time.

Indian Child: As defined in the Indian Child Welfare Act (ICWA), "Any unmarried person who is under the age of eighteen (18) and is either (a) a member of an Indian tribe or (b) eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe." For purposes of compliance with ICWA, the definition provided in the Act shall apply. For purposes of access to services and resources, other more inclusive definitions may apply (e.g. Indian Education Act, tribal definitions, etc.). (**ICWA Glossary**)

Indian Child Welfare Act (ICWA): Federal legislation aimed at protecting the best interests of American Indian children and promoting the stability and security of American Indian tribes and families. (P.L. 95-608)

Indian Child's Tribe: As defined in ICWA, the Indian tribe in which a child is a member or is eligible for membership or in the case of an Indian child who is a member or eligible for membership in more than one tribe, the Indian tribe with which the Indian child has more significant contacts. (**ICWA Glossary**)

Individual Program Plan (IPP): The Individual Program Plan is the tool used by DCS to document the strengths and needs of adjudicated delinquent youth and their families, the provision of services to build on strengths, the development of success directed treatment goals and objectives, and permanency.

Individualized Educational Program Plan (IEP): A written plan developed by an IEP team (formerly-M-team) for children eligible to receive special education services. The plan specifies:

- ◆ Current Levels of academic functioning
- ◆ Annual goals
- ◆ Learning objectives
- ◆ Transition goals (14 years old and older)
- ◆ Assistive technology devices needed
- ◆ Testing accommodations
- ◆ Need for a behavior plan or behavior goals
- ◆ Additional services, if needed, (related services)

Individualized Educational Program Team (IEP-Team): A group of individuals that is responsible for developing, reviewing, or revising an IEP for a child with a disability.

Individualized Family Service Plan (IFSP): A written plan for a TEIS eligible child developed by the child's family and a multi-disciplinary team. The plan includes the needs and strengths of the child and family, describes goals for them and how those goals will be met.

Individuals With Disabilities Education Act (IDEA): A coordinated set of activities for a student, designed within an outcome-oriented process, which promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. The coordinated set of activities shall take into account the

student's preferences and interests, and shall include instruction, community experiences, the development of employment and other post-school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation (*Education of the Handicapped Act Amendments of 1990, PL 101-476, section 602 (a)*).

Infant: A child aged one (1) year and under.

Information Technology Application Project: A project in which computer hardware, software, and/or telecommunications are used to support or enhance a business process.

Information Technology Project: A project in which computer hardware, software, and/or telecommunications are used to support or enhance a business process.

Informed consent: The explicit granting of permission by a consumer or his/her legal guardian to the service provider and organization to use a specific intervention or participate in research. The consent is predicated on full disclosure of the facts to enable the consumer to make a decision based on knowledge of the risks and alternatives; (i.e., consent for medical treatment or consent for research).

In-Home Services: A wide array of services offered to families and children placed with family members. These services are coordinated and include, but are not limited to services identified in the permanency plan as necessary to achieve permanency and stability for the child and family.

In-Home Wrap Around Services: TennCare refers to these services as intensive mental health case management, CTT (Continuous Treatment Team) or CCFT (Comprehensive Child and family Treatment). These services are available to children/youth in DCS custody that are level 2 placements or lower.

Initiated: The act of contacting or meeting with the victim or family for a face-to-face interview (CPS).

In-Service Training: Educational programs provided by an organization to help personnel become more knowledgeable, skilled, and effective in accomplishing specific tasks or meeting the overall objectives of the organization. Such training often occurs on the job and for short time periods.

Institutional Property Officer: A staff person designated by the Superintendent to be responsible for the daily management and oversight of all state property in their respective Youth Development Center.

Institutional Review Board (IRB): A board established to review research activities in accordance with federal regulations.

Intake (CPS): The process of accepting oral or written complaints, reports or allegations of child abuse or neglect for investigation. The process includes gathering the information needed to determine if a Child Protective Services investigation is warranted, determining the urgency of the situation and then initiating the appropriate response.

Independent Living Allowance: A direct payment system designed to support eligible young adults as they gain self-sufficiency, and to promote a successful transition to adulthood. Young adults shall have the ability to readily access funds, and utilize financial management skills.

Independent Living Plan: A plan that consists of a series of developmental activities that provide opportunities for young people to gain the skills required to live healthy, productive, and responsible lives as self sufficient adults. The provision of Independent Living Services is required for any child in DCS custody age 16 years of age or older. The plan consist of the

programs and services that will help a youth prepare for the transition from foster care to Independent living, or a young adult attain increased self-sufficiency.

Independent Living Post-Custody Services: Services that are provided to youth / young adult that have been in the custody of the Department and are now between the ages of 17 and 23. DCS Voluntary Post-Custody Services and Transitional Living Services are both post-custody services

Independent Living Services: An array of developmentally appropriate services to prepare eligible youth or young adults for Independent Living, or to assist with normalizing their life experience. Provision of these services must promote a Chafee Foster Care Independent Living goal, to include educational progress, maintenance of physical and mental health care, housing opportunities, the formation of supportive adult relationships, knowledge of, and access to, community resources, the acquisition of skills to increase financial viability, and daily life skills.

Intellectual Disability: "Intellectual disability", as defined in Tennessee law (T.C.A. §33-1-101(16) means substantial limitations in functioning:

- (i) As shown by significantly sub-average intellectual functioning that exists concurrently with related limitations in two (2) or more of the following adaptive skill areas: communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure, and work; and
- (ii) That are manifested before eighteen (18) years of age;

"Mental retardation" means, until March 1, 2002, significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior that are manifested during the developmental period.

Inter-Ethnic Adoption Provision (IEAP): IEAP is commonly referred to and used interchangeably with IEPA. This term refers to placements of children that fall within coverage provided under Section 1808 of P.L. 104-188 [42 USC 1996b], known as the Removal of Barriers to Inter-ethnic Adoption Act, which affirms the prohibition contained in the Multi-Ethnic Placement Act of 1994, against delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of the foster or adoptive parents or of the child involved.

Inter-Ethnic Placement Act (IEPA): See definition for IEAP.

Interim Work Review: A planned meeting between an employee's supervisor and the employee to provide positive reinforcement for satisfactory performance or to address concerns about job performance. Constructive feedback and guidance are provided as to how well the employee is meeting the performance expectations for each job responsibility listed in the job plan for the employee.

Inter-jurisdictional Placement: The arrangement for the care of a non-delinquent child in the home of a parent, other relative or non-agency guardian or boarding home or in a child-caring agency or institution or a licensed residential treatment facility across state lines. Placement may be temporary or permanent.

Interlocutory Decree: A Court order that gives temporary legal care and custody of the child to the adoptive parents. It is issued after receipt of the order of reference report required by *TCA 36-1-118*. The interlocutory decree may be waived if (1) the child is by blood a grandchild, nephew, niece, or stepchild of the petitioner; (2) the child has been placed in the petitioner's home by a licensed child-placing agency or DHS; (3) the child has lived in the home of the petitioner(s) one year and that fact is certified by DCS or the executive head of a licensed child-placing agency. In the last of these three situations, the child must have lived in the adoptive home for one year and the Court can waive the interlocutory decree and enter the final decree of adoption; however, the petition must have been on file for six months before entry of the final decree. If the Court does not waive the interlocutory decree, it must enter the decree within six months of the filing of the adoption petition. Courts vary in observing these requirements, and DCS is not responsible for calling this to the Court's attention or monitoring the Court's adherence to this provision.

Interpreter: A person who translates orally for parties conversing in different languages.

Intersex: a term used to refer to a person born with a reproductive or sexual anatomy that does not conform exclusively to male or female norms in terms of physiological sex (this may include variations of genetics, genital or reproductive structures, or hormones). An intersex person may or may not identify as LGBTQ.

Interstate Compact Administrator: Refers to the officer designated by the Commissioner of the Department of Children's Services for Interstate Compact on Juveniles (ICJ) and Interstate Compact on the Placement of Children (ICPC) per TCA 37-4-101-106.

Interstate Compact for Juveniles: An agreement between all fifty states, the District of Columbia, Guam and the Virgin Islands authorizing out-of-state supervision of delinquent juveniles who are eligible for aftercare (parole) or probation; provides for the return to their home state of absconders, escapees and non-delinquent runaways; and includes the cooperative institutionalization of delinquent juveniles.

Interstate Compact for Juveniles Out-of-State Travel Permit: Written permission granted to a juvenile authorizing the juvenile to temporarily travel from one state to another.

Interstate Compact on the Placement of Children: A uniform law enacted by all fifty states, the District of Columbia, Guam and the Virgin Islands that establishes orderly procedures for the placement of children across state lines into other party states for the purpose of foster care or preliminary to an adoption and fixes responsibility for those involved in placing the child. TCA 37-4-201 – 37-4-207

Interstate Home Study: A parental or resource home study conducted by the TDCS personnel or DCS contracted provider based on receipt of a complete ICPC request/referral submitted through the TDCS Office of the Interstate Compact on the Placement of Children in compliance with *P.L. 109-239* and *TCA 37-4-201*, et. seq. An Interstate Home Study is to be conducted on a parent, or relative or foster/adoptive resource who resides in Tennessee. An Interstate Home Study to be conducted in accordance to applicable TN DCS policy with the resource home meeting all requirements including education and training requirements. The conclusion of the Interstate Home Study is child-specific recommendation for placement of the child with the identified resource. The Interstate Home Study will serve as the basis for a decision regarding placement under the ICPC.

Investigation: An extension of child protective service intake function. Investigation is a fact-finding and emergency service engagement process with the primary goal of protecting children from abuse or neglect.

Isolation: Isolation is defined as a form of seclusion. DCS does not use or recognize the term "isolation". (See definition of seclusion).

J

Job Performance Plan: A standard document which lists the major job duties and responsibilities of a particular employee and which clearly defines characteristics of exceptional performance and is developed by the employee's supervisor and is approved by a reviewer.

Job Placement Assistance: Assistance provided by the provider, contracted staff, certified guidance counselor, school system, or other approved entity in helping a child find appropriate part-or full-time employment.

Job Responsibility Code: A four-digit number from a performance evaluation catalog that identifies specific responsibilities that an employee has been assigned to carry out.

John H. Chafee Foster Care Independence Act: A federal law providing funds to help youth in foster care transition into independent living.

Joint Commission on Accreditation of Health Care Organizations (JCAHCO): The Joint Commission evaluates and accredits more than 16,000 health care organizations and programs in the United States. An independent, not-for-profit organization, JCAHO is the nation's predominant standards-setting and accrediting body in health care. Since 1951, JCAHO has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks.

Joint Photographic Experts Group (JPEG) Software: An ISO/ITU standard for compressing still images. Pronounced "jay-peg," the JPEG format is very popular due to its variable compression range. JPEGs are saved on a sliding resolution scale based on the quality desired. For example, an image can be saved in high quality for photo printing, in medium quality for the Web and in low quality for attaching to e-mails, the latter providing the smallest file size for fastest transmission over dial-up connections.

Jurisdiction: The power and authority of a court to hear a case or controversy and the power to render a decision or judgment.

Justifiable self-defense: A person is justified in threatening or using force against another person when and to the degree the person reasonably believes the force is immediately necessary to protect against the other's use or attempted use of unlawful force. The person must have a reasonable belief of imminent death or serious bodily injury must be real, or honestly believed to be real at the time, and must be founded upon reasonable grounds. *-TCA 39-11-611*

Juvenile: A young person under the age of 18, or as defined in the local jurisdiction as under the age of majority.

Juvenile Justice: Court-ordered disposition alternative through which an adjudicated delinquent is placed under the control, supervision, and care of a probation field staff member. Probation services provided by DCS include case management, supervision, and monitoring and resource linkage for the youth and the youth's family.

Juvenile Court: A Court with jurisdiction under Tennessee statutes to hear and decide matters pertaining to children.

K

Kid Social Security Administration (KSSA): A Tennessee database that interfaces with the SSA and contains the most accurate information on a child's Social Security Number and date of birth.

Kinship Foster Care Program: Foster care placement of a child in custody of DCS with a relative who has complied with the regulations that are applicable to other foster parents.

Knowing Exposure to Danger: Purposefully or willfully subjecting a child to conditions (or the use of force) that could reasonably be expected to be hazardous to the child's health or well-being, regardless of whether the person intended to cause bodily harm.

Knowing Failure to Protect: Purposefully or willfully leaving a child unprotected from abusive treatment, hazardous conditions, or the elements.

Knowing Use of Force: The purposeful or willful use of physical power or violence that could reasonably be expected to result in bodily harm or great bodily harm, regardless of whether the person intended to cause bodily harm.

L

Label: Any written, printed, or graphic material displayed on or affixed to containers, usually of hazardous materials.

Last Known Address: (Adoption) The latest complete mailing address of an individual identified in the adoption record, or a sealed record, sealed adoption record, or post adoption record as maintained by the Department. For purposes of searches involving people registered with the Contact Veto Registry, the last known address will be the most recent address filed with the Registry. For the adopted person, the last known address will be that address contained in the post adoption record or if no post adoption record exists, the last known address will be the address contained in the sealed records. (Rules of DCS 0250-7-12)

Law Enforcement Authority: Any person who is an authorized agent of a law enforcement agency.

Least Restrictive Environment: The placement which is no more restrictive than is necessary to meet the treatment and security needs of the child/youth.

Least Restrictive Placement: An out-of-home placement alternative that best preserves the family, or minimizes the impact of separation. Placement may involve brief stays with relatives, a shelter, or temporary foster care.

Legacy System: Is an old method, technology, computer system, or application program. A legacy system may or may not remain in use. Even if it is no longer used, it may continue to impact an organization due to its historical role. The term is used generically to distinguish the existing or old system from the new or planned system.

Legal Counsel: Representation of a juvenile by an attorney, either privately retained or court appointed, or a person who is proper or sufficient to be recognized by the law.

Legal Father: The child's birth father or the male established as father by the Order of Adoption or other Court orders, I.E. by legitimization or paternity.

Legal Guardian: See Guardian.

Legal Mother: The child's birth mother or the female established as mother by Order of Adoption.

Legal Parent: As defined in TCA 36-1-102, Legal parent" means:

- (A) The biological mother of a child;
- (B) A man who is or has been married to the biological mother of the child if the child was born during the marriage or within three hundred (300) days after the marriage was terminated for any reason, or if the child was born after a decree of separation was entered by a court;

Department of Children's Services Glossary

- (C) A man who attempted to marry the biological mother of the child before the child's birth by a marriage apparently in compliance with the law, even if the marriage is declared invalid, if the child was born during the attempted marriage or within three hundred (300) days after the termination of the attempted marriage for any reason;
- (D) A man who has been adjudicated to be the legal father of the child by any court or administrative body of this state or any other state or territory or foreign country or who has signed, pursuant to §§ [24-7-113](#), [68-3-203\(g\)](#), 68-3-302 or 68-3-305(b), an un-revoked and sworn acknowledgment of paternity under the provisions of Tennessee law, or who has signed such a sworn acknowledgment pursuant to the law of any other state, territory, or foreign country; or
- (E) An adoptive parent of a child or adult;

Legal Representative:

- (a) The conservator, guardian, legal custodian, or other person or entity with legal authority to make decisions for an individual with a disability, or an attorney-in-fact, an attorney-at-law representing a person for purposes of obtaining information pursuant to this part, or the legally appointed administrator, executor, or other legally appointed representative of a person's estate, or
- (b) Any person acting under any durable power of attorney for health care purposes or any person appointed to represent a person and acting pursuant to a living will.
- (c) For purposes of this definition, "disability" means that the individual is a minor pursuant to any state, territorial, or federal law, or the law of any foreign country or that the individual has been determined by any such law to be in need of a person or entity to care for the individual due to that individual's physical or mental incapacity or infirmity. Such a person shall exhibit to the Department's satisfaction such authority:
- (d) Authority to act on behalf of an individual shall be presented to the Department by way of certified copies of orders or powers, or signed statements authorizing representation by attorneys at law. (Rules of DCS 0250-7-7, 2050-7-11, 2050-7-12)

Legal Risk Child: A child who may be at legal risk of termination of parental rights and/or for whom reasonable efforts for reunification are not required or for whom no efforts to reunify are reasonable.

Legal Risk Home: A foster home placement with an approved adoptive family who has been advised of the child's legal status (the parent's rights have not yet been terminated, but termination appears imminent), and this family has been specially trained to deal with this situation and stands ready to adopt if adoption becomes possible.

Legal Risk Parents: Parents who can make a permanent commitment to a child for whom reasonable efforts for reunification with parents are not required and for whom there is a high likelihood of becoming legally free for adoption. (DCS Policy 31.10BA)

Legal Risk Placement: The placement of a child (who has a sole permanency goal of adoption and for whom the goal of return to parent has been definitively eliminated as an option) with a dually approved adoptive/foster family who has committed to adopting the child when that child becomes free for adoption.

Level I Alcohol and Drug Treatment Program: Offers education regarding prevention services.

Level II Alcohol and Drug Treatment Program: Provides treatment to youth who have been identified by an assessment as alcohol and drug users.

Level III Alcohol and Drug Treatment Program: Youth are chemically dependent and can no longer function in their environment. These youth are placed in an inpatient/residential treatment facility other than a youth development center.

Lesbian, Gay, Bisexual, Transgender, or Questioning (LGBTQ): A person who identifies as Lesbian, gay, bisexual, transgender or questioning.

Liability: An obligation, responsibility, or debt.

Licensed Child Placing Agency: Any agency operating under a license to place children for adoption. TCA 36-1-102(28)

Licensed Clinical Social Worker: For purposes of adoption services, a licensed clinical social worker is an individual who holds a license as an independent practitioner from the board of social worker certification and licensure and, in addition, is licensed by the department to provide foster care placement services and adoption placement services.

Licensed Independent Practitioner: An individual licensed by the State of Tennessee Health Related Boards as a:

- ◆ Medical doctor
- ◆ Doctor of Osteopathy
- ◆ Physician Assistant
- ◆ Certified Nurse Practitioner
- ◆ Nurse with a masters degree in nursing, who functions as a psychiatric nurse, and is certified to prescribe medication
- ◆ Psychologist with health service provider designation
- ◆ Licensed clinical social worker
- ◆ Licensed professional counselor
- ◆ Senior psychological examiner
- ◆ Other licensed mental health professional that is permitted by law to practice independently.

In addition, to be considered a licensed independent practitioner, the individual must be privileged by the hospital medical staff and governing body to authorize the use of restraint.

Licensee: A person or entity that applies for or receives a license, certificate, registration or similar authority from DCS to perform or conduct a service, activity or function

Life Book: A pictorial and written representation of the child's life designed to help the child make sense of his unique background and history. The life book includes, but is not limited to, birthparents, other relatives, birthplace and date and can be put together by the social workers and foster/adoptive parents working with the child.

Light Duty: Not assigned for heavy or demanding work.

Limited Conservatorship: When decision making rights transferred from the Respondent to the Conservator are limited to specific, enumerated rights. For example, a Limited Conservatorship might cover only health care decisions but not any decisions pertaining to financial matters.

Limited Data Set (HIPAA): Refers to PHI that excludes 16 categories of direct identifiers and may be used or disclosed, for purposes of research, public health, or health care operations, without obtaining either an individual's authorization or a waiver or an alteration of authorization for its use and disclosure, with a data use agreement.

Limited English Proficiency (LEP) or Persons with LEP or English Language Learners (ELL): (Cultural Competency) Individuals who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.

Limited Right: An individual's right to review records may be limited by the applicable statutes, and the individual's proof of their "right to know."

Lineal Ancestor: Any degree of grandparent or great-grandparent, either by birth or adoption. (Rules of DCS 0250-7-11, 0250-7-12)

Lineal Descendant: A person who descended directly from another person who is the biological or adoptive ancestor for such person, such as the daughter of her mother or granddaughter of her grandmother. (Rules of DCS 0250-7-7, 0250-7-11, 0250-7-12)

Local Education Authority (LEA): The governing body of a county school system.

Local Procedures/Protocols: Procedures or protocols designated for a specific office, facility or location specify local idiosyncrasies in procedural activities that fall within required procedural mandates of the official DCS policy.

M

Maintenance: 1. Actual housing or housing allowance payment and/or meals provided to an employee of the State.
2. The upkeep of property or equipment.

Major Assets: Equipment which costs more than \$500, which is not a permanent part of real property, and has a useful life greater than three (3) years.

Major Event at Agency – An event at a congregate care location causing a significant disruption to the overall functioning of the program AND necessitating notifying an emergency official. This event affects all, or nearly all, of the children and staff at the location, (*i.e.*, riot, fire, flood, *etc.*).

Major Life Activity: Major life activities include but are not limited to: Caring for oneself, performing manual task, walking, seeing, hearing, speaking, breathing, learning, and working. Others include sitting, standing, lifting, and mental and emotional processes such as thinking, concentrating, and interacting with others.

Major Violation: When a youth commits major violations against the rules of probation or aftercare. Major violations may include, but are not limited to: crimes against person or persons; crimes against property with a value of \$500 or more; arson; carrying a dangerous weapon; substance abuse; absconding for more than 72 hours; absconding from a DCS facility, foster home/contract facility; repetitive minor violations and school expulsion.

Maltreatment: Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or which presents an imminent risk of serious harm.

Managed Care Organization (MCO): A system of health care delivery that influences utilization and cost of services and measures performance.

Management Personnel: Personnel having overall planning and direction responsibilities for DCS.

Managerial Harassment: Occurs when a manager of a supervisor gives or withholds a work-related benefit in exchange for sexual favors from the victim or takes an adverse action against an employee for refusing a request for sexual favors. In

some circumstances, threatening to take such actions may also be a violation of this policy. Certain actions may also create a hostile work environment.

Manner of death: A legal determination or finding based on evidence and opinion. There are six categories of manner of death:

- ◆ Natural - death is a consequence of natural disease.
- ◆ Accidental – unintended and essentially unavoidable death, not by natural, suicidal or homicidal manner.
- ◆ Suicidal – death caused by self, with some degree of conscious intent.
- ◆ Homicidal – death caused by another human.
- ◆ Undetermined – not enough evidence, yet or ever, to choose the manner of death.
- ◆ Unclassified- too complex to classify or unknown.

Master File: A collection of documented data, regardless of media, pertaining to a child and includes information, such as demographics, assessment, treatment, service, placement, individual outcomes, education, medical, Court order, disciplinary report, permanency plan, photograph, video, etc. that shall be protected in its entirety. (DOE)

Material Safety Data Sheet (MSDS): Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1910.1200. Also referred to as Product Safety Data Sheet.

Maternity Homes: Any place in which any person, society, agency, corporation, or facility receives, treats, or cares for more than one (1) illegitimately pregnant woman, either before, during, or within two (2) weeks after childbirth. Provided, however, that licensed child-placing agencies and licensed maternity homes may use family boarding homes approved and supervised by the agency, as a part of its work, for as many as three (3) pregnant women in each home and provided, further, that the provisions of this definition shall not include women who receive maternity care in the home of a relative within the sixth degree of kindred computed according to civil law or general, or special hospitals licensed according to law, in which maternity treatment and care is part of the medical services performed and the care of children only brief and incidental.

Maternity Pass: A court and DCS authorized absence from an out of home placement for a pregnant youth. Typically such a pass begins at the beginning of the 7th month and concludes with the youth's post-partum checkup.

McKinney-Vento Homeless Education Act 2001: Federal Law that mandates each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. (*Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400 et. seq.; McKinney-Vento Homeless Education Act of 2001.*)

MCO (Managed Care Organization): A system of health care delivery that influences utilization and cost of services and measures performance.

MD: Medical Doctor

Meaningful Access: (Cultural Competency) The ability to use services and benefits comparable to those enjoyed by members of the mainstream cultures. It is achieved by eliminating communication barriers and ensuring that the client or potential client can communicate effectively. An organization must ensure that the LEP person:

- ◆ Is given adequate information;
- ◆ Is able to understand the services and benefits available;
- ◆ Is able to receive services for which he or she is eligible;

- ◆ Can effectively communicate the relevant circumstances of his or her situation to the service provider, and
- ◆ Receives language assistance at no cost.

According to the Office of Civil Rights (OCR) Guidance: "The type of language assistance an organization provides to ensure meaningful access will depend on a variety of factors, including the size of the organization, the size of the eligible LEP population it serves, the nature of the program or service, the objectives of the program, the total resources available to the organization, the frequency with which particular languages are encountered, and the frequency with which LEP persons come into contact with the program. There is no 'one size fits all' solution for Title VI compliance with respect to LEP persons. OCR will make its assessment of the language assistance needed to ensure meaningful access on a case by case basis."

Mechanical Restraints: The use of a mechanical device that is designed to restrict the movement of an individual. Mechanical restraints will be defined as handcuffs or wristlets, chains, anklets, or ankle cuffs, or any other DCS approved or authorized device.

Media: The materials on which information may be recorded. The media may include paper, microfilm, microfiche, cartridges, magnetic tapes, and optical disks. (For Records Management purposes.)

Medicaid: A medical assistance program for certain groups of needy Tennesseans, which includes children in special living arrangements.

Medical Confinement: Separation of youth in order to protect the youth health or the general population and institutional staff. Such confinement shall only be determined and ordered by a licensed physician or other qualified and authorized person acting under medical protocol.

Medical Exam: An exam performed by a physician, medical associate or licensed nurse. May be requested for injuries, suspected abuse, referrals to specialists, use of force, physical force, etc.

Medical Necessity: Medical services that are:

- ◆ **Calculated to prevent, diagnose, correct or ameliorate a physical or mental condition that threatens life, causes pain or suffering, or results in illness, disability or infirmity or calculated to maintain or preclude deterioration of health or functional ability;**
- ◆ **Individualized, specific, and consistent with symptoms or confirmed diagnosis of the illness, disability or injury under treatment, and not in excess of the individual's needs;**
- ◆ Necessary and consistent with generally accepted professional medical standards as determined by the Secretary of Health and Human Services or the state Department of Health; and
- ◆ Reflective of the level of service that can be safely provided, and for which no equally effective treatment is available.

Medical Pass: An authorized pass for the purpose of obtaining medical treatment or evaluation of such duration as is medically appropriate.

Medical Symptom: An indication or characteristic of a physical or psychological condition.

Medical Treatment: Treatment, other than first aid, administered by a physician or by licensed personnel under the standing orders of a physician. Medical treatment does not include first aid treatment (one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth) even though provided by a physician or licensed personnel.

Medication: A substance that is used to diagnose conditions/diseases, treat, prevent, alleviate the symptoms of disease or alter body processes to maintain health.

Medication Administration: Dispensing or giving a child/youth the correct dose of prescribed or over-the-counter medication at the correct time and via the correct route. The medication must be stored securely in a locked container or area so children cannot access it.

Medication Error: A medication error is when a prescribed medication (substance) is not administered according to physician's orders (e.g., missed dose, dose administered at wrong time or day, medication given to wrong individual) and/or according to DCS policies and procedures.

Member of the Professional Medical Community: The licensed, or permitted individuals or institutions capable of rendering corrective action to human life threatening illness or injury and for the purposes of this law, they must be on the premises of the facility in order to be able to accept the voluntary delivery of the baby.

Mental Abuse: Actions directed toward a youth including, but not limited to, obscene language, racial/sexual slurs, the use of consistent negative confrontation having no treatment value, threatening harm and ordering or encouraging another to do so.

Mental Disability: A mental illness that impairs the person's ability to function independently. Mental illness is defined in Tennessee law (T.C.A. §33-1-101(19)) as a psychiatric disorder, alcohol dependence, or drug dependence, but does not include an intellectual disability or other developmental disabilities

Mental Health Crisis – A child/youth has engaged in or experienced self-injurious behavior, suicidal ideation or behavior, homicidal ideation or behavior or acute psychotic episode.

Mental Health Professional (Qualified): A person who is licensed in the state, if required for the profession, and who is a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner; social worker who is certified with two (2) years of mental health experience or licensed; marital and family therapist; masters degreed nurse who functions as a psychiatric nurse; professional counselor; or if the person is providing service to service recipients who are children, any of the above educational credentials plus two (2) years of full time mental health experience with children. *TCA 33-1-101*

Mental Illness (Mental Disorder): As determined by a mental health professional, a clinically significant behavioral or psychological syndrome or pattern that occurs within an individual and that is associated with distress or impairment in one or more areas of functioning (e.g., social or academic functioning), or is associated with increased risk of death, pain, disability, or loss of freedom.

Intellectual disability: Intellectual disability is generally defined by an IQ score of 75 or below in a standardized individually administered measure of intelligence, accompanied by significantly impaired adaptive behavior (e.g., scores below the 10th percentile on a standardized measure of adaptive behavior); and that has an onset prior to the age of 18 years.

Methamphetamine or "Meth": A synthetic stimulant that is produced and sold illegally in the form of pills, capsules, powder, and chunks. Methamphetamine is a drug that strongly activates certain systems in the brain. It is closely related chemically to amphetamine, but the effects of methamphetamine on the central nervous system are greater. Results from taking even small amounts of methamphetamine include increased wakefulness, alertness, sense of well-being, and physical activity. Decreased appetite is also a symptom that may lead to extreme anorexia. Increased respiration, irritability, aggressive behavior, insomnia, confusion, tremors, uncontrollable movements (twitching, jerking etc.), convulsions, anxiety, paranoia, euphoria, impaired speech, dry or itchy skin, acne, sores and numbness add to the list of effects of using methamphetamine. Cardiovascular side effects, that include chest pain and hypertension, may also result in cardiovascular

collapse and death. In addition, methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing cerebral vascular accidents (strokes).

Mildly Intellectually delayed: Persons having IQ scores that are at least 2, but less than 3 standard deviations below the mean, in conjunction with the other criteria of intellectual disability.

Minor: Any person under eighteen (18) years of age.

Minor Violations: Those violations of probation or aftercare that do not present serious risk to the safety of the community at large. Minor violations include technical violations such as failing to attend school, or minor traffic violations.

Mobile Crisis Response Team: Any one of several teams located in community agencies across the state, the members of which are authorized by DMH/MR to evaluate and certify persons for emergency inpatient treatment in a state mental health institute, (or in a psychiatric hospital designated by DMH/MR). The location and telephone number of the crisis response team in any particular area of the state can be determined by contacting the appropriate regional mental health institute, local mental health center, or DMH/MR central office. *TCA 33-2-601; 33-6-103.*

The Community Mental Health Agency organizes and maintains specialized crisis services to provide assessments and appropriate referrals/triage quickly and effectively in order to avoid crisis, or to inhibit the escalation of crisis that have already developed.

The goals of mobile crisis services are: to provide proactive crisis intervention services in natural environments (including the consumer's home and other accessible, appropriate locations in the community); to mobilize intensive treatment resources; to assist families/caregivers and consumers in coping with the crisis; and to reduce the likelihood of utilization of more restrictive treatment alternatives. Mobile crisis services are provided in an effort to reach persons who may have physical limitations or who are unable or unwilling to utilize traditional office based services. In addition, the Mobile Crisis Response Teams (MCRTs) will provide face-to-face pre-screening for all admissions to acute psychiatric facilities.

Moderately Intellectually Delayed: Persons having IQ scores that are at least 3, but less than 4, standard deviations below the mean, in conjunction with the other criteria of intellectual disabilities.

Monthly DCS EPSDT Documentation Spreadsheet: A Health Advocacy Report to document reasons why children/youth did not receive a complete or timely EPSDT screening. Spreadsheets are sent out monthly from Central Office Health Advocacy Division to the EPSDT coordinator in each region to gather appropriate information.

Motion: An application to a Court made in reference to a pending action, addressed to a matter within the discretion of a judge.

Movie Ratings: In the United States, the Motion Picture Association of America (MPAA) issues ratings for movies as follows:

- ◆ **G - General Audience** - Movie suitable for all ages
- ◆ **PG - Parental guidance suggested** - Contains mature themes, may not be suitable for small children
- ◆ **PG-13 - Parents strongly cautioned** - Contains mature themes, may not be suitable for children under 13 years old
- ◆ **R (or X) - Restricted** - Contains mature themes (usually sex and/or violence). Children under 17 not admitted without an adult
- ◆ **NC-17** - No children under 17 admitted.

- **NR or Not Rated - Not an MPAA rating.** Used for independent or foreign films that are in limited release and have not been submitted to the MPAA for a rating classification. Also used by a film that is soon to be released and has trailers out for promotional purposes, but has not yet received a final rating.

Multi-ethnic Placement Act of 1994 /Interethnic Placement (MEPA/IEPA): The Multi-ethnic Placement Act of 1994 and the Interethnic Placement provisions. Together, these federal laws prohibit delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of either the child or the foster or adoptive parents (P.L. 104-118)

Multiple Response System (MRS): The multi-level response system shall be designed to protect children from maltreatment through the effective use of available community-based public and private services. Upon receipt of a report of harm pursuant to § 37-1-403, the department shall make an initial screening decision using an approved screening instrument. If the report does not allege that the child has been harmed or that the child has been sexually abused, after reviewing the information available and using the screening instrument, the department shall determine whether the child is at risk of maltreatment. If the child is at risk of maltreatment, the department shall determine whether the appropriate level of intervention is:

- ◆ Investigation pursuant to title 37, chapter 1;
- ◆ Assessment of the child and the family's need for and referral to available community-based public or private services;
- ◆ Referral for available community-based public or private services without assessment or investigation; or (4) No further action by the department.

Munchausen Syndrome by Proxy: A psychiatric disorder where individuals, usually mothers, fabricate illnesses and symptoms that invariably lead to complex medical investigations, hospitalizations, and at times needless surgeries on their children.

N

National Child Abuse and Neglect Data System (NCANDS): A voluntary national data collection and analysis system that is the repository for data required by the Child Abuse Prevention and Treatment Act (CAPTA). The NCANDS consists of two components. The Summary Data Component (SDC) is a compilation of key aggregate child abuse and neglect statistics from all states, including data on reports, investigations, victims, and perpetrators. The Detailed Case Data Component (DCDC) is a compilation of case-level information from those child protective services agencies able to provide electronic child abuse and neglect records.

National Crime Information Center (NCIC): A nationwide information system dedicated to serving and supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, mug shots and convicted sex offender registry.

National Data Analysis System (NDAS): is a part of CWLA's National Center for Research, Data, and Technology. It is a comprehensive collection of child welfare data and statistics from States. The data is collected from a variety of sources including NCANDS, AFCARS, and the Urban Institute.

National Youth in Transition Database (NYTD): Database implemented by Health and Human Services so that states, services providers, and advocates can assess the impact of the Chafee Program on the lives and well-being of young people in foster care as they transition to adulthood.

Native American Indian Child: Any unmarried person who is under age 18 and is either (1) a member of an Indian tribe or (2) is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Near Death: A serious or critical medical condition resulting from child abuse or child sexual abuse, as reported by a physician who has examined the child subsequent to the abuse.

Neglect: Acts of commission or failure to provide for basic needs of a child including but not limited to food, medical care, and safe living conditions.

Nepotism: Employees are prohibited from working within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of the other. "Relative" means a parent, foster parent, parent-in-law, child, foster brother, sister, brother, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law or any other family member who resides in the same household.

No Child Left Behind Act of 2001 (Public Law 107-110), (NCLB): Is a United States federal law that reauthorizes a number of federal programs that aim to improve the performance of America's primary and secondary schools by increasing the standards of accountability for states, school districts and schools, as well as providing parents more flexibility in choosing which schools their children will attend. Additionally, it promotes an increased focus on reading and re-authorizes the Elementary and Secondary Education Act of 1965 (ESEA).

Nolo-Contendre: Is a legal term that comes from the Latin for "I do not wish to contend." It is also referred to as a plea of no contest. In U.S. law, a plea entered by a defendant that does not explicitly admit guilt, but subjects the defendant to punishment, while allowing denial of the alleged facts in other proceedings.

Non-consensual sex acts: Contact of any person without his or her consent, or of a person who is unable to consent or refuse; and contact between the penis and the vagina or the penis and the anus including penetration, however slight; or contact between the mouth and penis, vagina, or anus; or penetration of the anal or genital opening of another person by hand, finger, or other object.

No Services Needed: Alleged child abuse/neglect reports received from the community that does not meet the stated criteria for investigation. These reports are maintained by DCS and subsequent CPS intakes will include a search of these reports as well as reports that were accepted for investigation.

Non Consensual Sex Act: Contact of any person without his or her consent, or of a person who is unable to consent or refuse.

Non-DCS Placement: Placement such as Respite, Safety Plans and Relative/Alternate.

Non-Essential Employee: (Re: State housing policy) A full-time state employee who is not required as a condition of employment to live in state-owned housing located at the employee's official work station for the convenience of the appointing authority.

Non-Essential Employee: (General) A full-time state employee who is not required as a condition of employment to report to work during a work stoppage or emergency.

Non-Identifying Information: (Adoption):

(a) Non-identifying information released from the sealed record, sealed adoption record or post adoption record maintained by the Department shall consist only of the following:

1. The date and time of the birth of the adopted person and such person's weight and other physical characteristics at birth;
2. The age of the adopted person's biological relatives at the time of such person's birth;
3. The nationality, ethnic background, race, and religious preference of the biological or legal relatives;
4. The educational level of the biological or legal relatives, general occupation, and any talents or hobbies.

5. A general physical description of the biological or legal relatives, including height, weight, color of hair, color of eyes, complexion, and other similar information;
6. Whether the biological or legal parent had any other children, and if so, any available non-identifying information about such children;
7. Available health history of the adopted person, and his or her biological or legal relatives, including specifically, any psychological or psychiatric information which would be expected to have any substantial effect on the adopted person's mental or physical health.

(b) No information shall be released from the sealed record, sealed adoption record or post-adoption record maintained by the Department which would be calculated to lead to the discovery of the identity or whereabouts of the adopted person or the adopted person's biological or legal relatives.

(c) Whenever the Department releases information pursuant to the provisions of this section and it appears from the record that the adopted person who has sought information has been adopted two (2) or more times, the Department shall specify to the adopted person whether the information released pertains to the adopted person's birth parents or to any intervening adoptive parent(s). (DCS Rule 0250-7-11)

Non-Offender (ICJ): A person in need of supervision who has not been accused or adjudicated a status offender or delinquent.

Non-Records: Those documents which do not document the activities of an agency, i.e., library or museum material which is for reference or exhibition; extra copies of documents kept for convenience or reference; stock supplies of publications; extra copies of circulated material where official copies are kept for the record; reading files; follow-up correspondence copies; identical or carbon copies of documents kept in the same file; draft copies of work copies of documents when the final version is complete; letters of transmittal which add nothing to the transmitted information; interoffice memoranda; shorthand notes, stenotype tapes or sound recordings after they have been transcribed; and internal housekeeping materials such as inter-office memos, routing slips, and computer edit error listings after the corrections are made.

Non-recurring Expenses: Expenses that do not occur on a regular basis.

Normal Childhood Sexual Behavior: According to psychologist Gail Ryan, certain activities are developmentally appropriate at certain stages and not at others. For example: attempting to see or touch others' genitals is common for toddlers, but would not be considered acceptable or appropriate behavior for preteens. Most sexual behavior considered normal in childhood involves periodic activity alone, or with similar age peers or siblings with no coercion, occurring within the cultural norms of society. Such activities may include:

- ◆ Playing "doctor" or "house"; mutual showing of body parts by peers;
- ◆ Occasional masturbation, no penetration;
- ◆ Imitating adult seduction such as flirting or kissing;
- ◆ "Dirty" words or jokes within cultural or peer group norm; and
- ◆ Conversations with peers about reproduction and genitals.

Notice/Notify/Notification: Document that is sent to inform another agency or Department of DCS that a threshold has been reached where action by them maybe required. The notice can be system generated and sent or the user can generate the document and e-mail, fax or send the document.

Nurse Practitioner (NP): A nurse with a graduate degree in advanced practice nursing that allows him or her to provide a broad range of health care services. Some nurse practitioners work in clinics without physician supervision, and others work together with physicians as a joint health care team. Their scope of practice and authority depends on state laws. For example, some states allow nurse practitioners to write prescriptions, while other states do not.

O

Official Work Station: The primary location of state-issued equipment for the employee's use. For traditional employees and part-time telecommuters, the division office address is usually the official workstation. For full-time telecommuters, the official workstation is usually the employee's home address.

Open Ended Entitlement Funds: Federal funds which the State is authorized to use for the benefit of eligible clients. This includes Title XIX, Title IV-E, Title IV-A.

Order Dismissing the Adoption: The legal document that terminates the adoption petition. It occurs whenever the Court determines that the best interests of the child require the dismissal or if no order granting the adoption is entered within two years from the date the adoption petition was filed.

Order of Reference (Adoption): The order from the court where the surrender is executed or filed or where the adoption petition is filed that directs the department or a licensed child-placing agency or licensed clinical social worker to conduct a home study or preliminary home study or to complete a report of the status of the child who is or may be the subject of an adoption proceeding, and that seeks information as to the suitability of the prospective adoptive parents to adopt a child

Order of Reference (Child Protective Services): Refers to a Court order requesting DCS to conduct a study of a child's (or children's) situation and requiring a written report to the Court on a given date. Orders of reference involve allegations of child abuse or neglect, or they may simply inquire about the circumstances of a specific child or children.

Order Terminating Parental Rights: The legal document resulting from the Court's ruling on a Petition Terminating Parental Rights, thereby permanently severing the parents' rights to a child's custody and control and making the child free for adoption.

Out of Home Care: Services for persons living in environments outside of their usual households. Foster Care Services are considered to serve persons in out-of-home care.

Out of State Pass: An authorized pass allowing a child/youth to travel outside of Tennessee with a parent, guardian, or visiting resource.

Out of State Placement: A child placed out of state.

Overnight Pass: An authorized pass to the home of a parent, guardian, visiting resource that does not exceed 48 hours in duration.

P

Parental Rights: The legally recognized rights and responsibilities to act as a parent, to care for, to name, and to claim custodial rights with respect to a child. *TCA 36-1-102(36)*

Parenting Skills Training: Individualized coaching and training to assist parents with issues related to discipline, child development, child-rearing skills, and behavioral intervention. Services must meet the needs of the family as identified in the permanency plan and be available at times and locations that best meet the family's needs.

Parents: The biological parents or legal guardians, except in cases when guardianship is held by an agency pursuant to a determination of abandonment or surrender of parental rights. *TCA 37-2-402*

1. Any biological, legal, adoptive parent, or for purposes of T.C.A. §36-1-127, stepparents. "Step parent" shall mean the current husband or wife of the adopted person's biological or adoptive parent. (0250-7-7) \
2. Any biological, legal, adoptive parent, or for purposes of T.C.A. §§ 36-1-133 and 135, stepparents. "Step parent" shall mean the current husband or wife of the adopted person's biological or adoptive parent. (0250-7-11)
3. Any biological, legal, adoptive parent, or for purposes of T.C.A. §§ 36-1-127 through 36-1-141, step-parents. "Step-parent" shall mean the current husband or wife of the adopted person's biological, legal or adoptive parent. (DCS Rule 0205-7-12)

Parents As Tender Healers (PATH): Training for foster care, kinship care, and adoption parents. The training consists of approximately 27 hours of classroom time, and includes homework assignments.

Parole (ICJ): Any delinquent juvenile committed to a correctional facility that is conditionally released from an institutional setting or community supervision as authorized under the law of the sending state.

Partial Guardianship: The legal status of a child when the rights of at least one, but not all, parents or guardians have been terminated or are undetermined. Legal status of child when termination of parental rights of at least one, but less than all, parents or guardians of child has been accomplished by surrender or Court order.

Participants (HIPAA): Individuals participating in DCS population-based services, programs, and activities that serve the general population, but who do not receive program benefits or direct services that are received by a "client."

Participating Agency: Any private child-placing agency in Tennessee holding either an annual or temporary license from DCS or any public child-placing agency approved by DCS to participate in the Adoption Resource Exchange (ARE).

Pass: Any authorized absence by a delinquent youth from his/her placement without staff supervision.

Permanency: While not specifically defined in the statutes, the concept of permanency stems from a belief that it is in a child's best interests to be placed as quickly as possible in a safe environment that the child has a reasonable expectation of calling "home" throughout his or her life. The process of permanency begins as soon as the child comes into custody.

Permanency Planning: Permanency planning is the process that guides the efforts of child welfare agencies to ensure that all children in custody attain a permanent living situation as quickly as possible. By Federal Statute, all state child welfare agencies must identify a permanency goal and develop a plan that specifies what must occur in order to achieve the goal, what services will be provided, and the timelines for achieving the goal. Statements of responsibility will specifically include both action steps that each party should take and the desired outcome of those action steps.

Permanency Specialist: A DCS term used to identify the position previously known as DCS Adoption Specialists. This person is principally responsible for preparing children and families for permanence through adoption, negotiating and preparing Adoption Assistance, and maintaining technical knowledge of all permanency options.

Permanent Archive Record: A record having legal, administrative or historical value, which must be retained indefinitely.

Person: Within the context of Tennessee conservatorship law, "person" means any individual, nonhuman entity or governmental agency. T.C.A. §34-1-101(13).

Person Allegedly Responsible: (1) The descriptive term used to refer to the person reported (or believed) to be abusing or neglecting the child. (2) A person who is believed to have knowingly or willingly failed to protect a child from abuse or neglect or risk of harm.

Person with a Disability: "Person with a disability" means any person eighteen (18) years of age or older determined by the court to be in need of partial or full supervision, protection, and assistance by reason of mental illness, physical illness or injury, developmental disability, or other mental or physical incapacity. T.C.A. §34-1-101(7)

Petition: A formal written application to the Court requesting judicial action on a certain matter.

Petitioner: The person, entity, or governmental agency who asks the court to appoint a conservator for someone. In the context of this policy, DCS is the Petitioner.

Physical Abuse: Defined as non-accidental physical trauma or injury inflicted by a parent or caretaker on a child/youth. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Physical Custodian: The person in charge of a household or facility where an individual in custody is living.

Physical Escort: Physical contact (holding an arm, guiding with a hand on the shoulder, etc.) with an individual for the purpose of escorting them to a designated location.

Physical Exam: an inspection, palpitation, auscultation, percussion, or other means of investigation especially for diagnosing disease or illness, performed by a physician or medical associate. (Includes ear, eye exam and lab work, etc.). A medical examination, performed by a licensed health care professional, to determine the existence of injuries and whether those injuries were caused by abuse.

Physical Disability: A physical impairment due to illness, injury, disease, or deformity that impairs the person's ability to function independently.

Physical gender: a person's primary and secondary sexual characteristic.

Physical Intervention: Physical contact with an individual that may involve grabbing, holding, pushing, or pulling, restraining, and individual for the purpose of controlling aggressive, threatening, or assaultive behavior.

Physical Restraint: The involuntary immobilization of an individual without the use of mechanical devices. This includes escorts where the child/youth is not allowed to move freely.

Physician's Assistant (PA): a licensed person who is prepared, both academically and clinically, to provide health care services with the direction and responsible supervision of a Doctor of Medicine (MD) or Osteopathy (DO). PA functions include performing diagnostic, therapeutic, preventive, and health maintenance services.

Pick-up Order: An order authorizing law officials to apprehend a specified person.

Placement: (1) The arrangement for the care of a child in a family free or boarding home or in a child-caring agency or institution but does not include any institution caring for the mentally ill, mentally defective or epileptic or any institution primarily educational in character, and any hospital, or other medical facility.

(2) Placement shall include any form of agency care or foster care utilized by the Tennessee Children's Home. (0250-7-7)

Placement Exception Request (PER): In accordance with the Brian A. Decree (Civil Action No. 3-00-0445), best practice standards were established for the placement of children in out-of-home-care. Any deviation from this best practice standard requires the Regional Administrator (RA) to approve the deviation and identify the reasons for the deviation. The completion and approval/disapproval of a PER is the mechanism through which these placements are processed and documented.

Placement Quality Team Systems (PQTS): A DCS unit that provides additional monitoring of agencies through the use of data from various reports and makes recommendations to DCS Senior Management. Concerns of this team are to ensure the on-going safety and well-being of children and youth in custody.

Placement Path/Placement History: A sequential list of all of the child's placements upon and after entering the TN Kids system. (Non-DCS Custody and DCS Custody children.)

Placement Services Division (PSD): A DCS term is used to identify a combined division which include staff previously know as Foster Parent Support Unit or Residential Case Management Staff, Resource Managers, and Recruiters. This newly formed division is responsible for recruitment of DCS Resources Families, support to DCS Resource Families, and Placement of all children in DCS custody within a region, including referrals to private provider agencies. Currently, there are regions that have yet to fully develop this combined group.

Placement Support (Independent Living): Assistance provided to a youth or young adult through their placement. Forms of assistance can include financial, educational, mentoring and counseling.

Policy: (1) A course of action adopted by and pursued by an agency that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the personnel must operate. (2) A type of position statement; a philosophy, a mission, or a general objective. Anything that establishes a guideline for users is a policy.

Policy Development Coordinator (PDC): The staff person within DCS charged with the duties of coordinating policy development.

Population Counts: Population counts conducted at specific times of the day or night in an organized manner in Youth Development Centers.

Possession of a Weapon: To have without authorization, to gain or maintain control over without authorization and/or to cause to be brought onto institutional grounds without authorization any object likely to cause serious injury or death.

Possession/Use of Drugs: To use, to have, to gain, to maintain control over, and/or cause to be brought onto facility grounds any illegal drug or unauthorized medication including narcotics, hallucinogens, opiates, barbiturates, stimulants, marijuana, medication not properly prescribed by a physician, or inhalant such as gasoline glue or paint for any purpose other than its intended use.

Post: A location, an area or an accumulation of tasks requiring surveillance, supervision or control by specifically assigned personnel.

Post Adoption Records: The record maintained by the Department or a licensed or chartered child placing agency, separately from the sealed record or sealed adoption record, containing information about adopted persons or the legal or biological relatives subsequent to the completion of an adoption proceeding and which may contain information concerning, but not limited to, the written inquiries from persons requesting access to records, the search efforts of the Department, the response to those search efforts by those persons sought, information which has been requested to be transmitted from or on behalf of any persons entitled to access, any updated medical information and any personal identifying information concerning any persons. This term shall also include the "limited record" as described in § 36-1-126(b). The information in the post-adoption record is confidential and will not be disclosed by the Department or the licensed child-placing agency or a court except as specifically permitted in this chapter, or as may be deemed necessary by the Department in performing its duties under this chapter. (DCS Rule 0250-7-7)

Post Assignment Audit: Disciplined review and evaluation of the authorized post assignment schedules for YDCs.

Post Assignment Schedule: A display of all security posts (or other fixed post assignment) required to adequately staff an institution, together with appropriate relief assignment for those posts.

Post-Custody Services: An array of services available to eligible persons who emancipated to adulthood directly from state custody, and that are potentially available to 23 years of age. These services require a case designation with DCS, and include case management by assigned Family Service Workers. DCS Voluntary Post-Custody Services are considered an extension of Independent Living Services, but are voluntary and require a young adult's initial and on-going agreement to receive them.

Post Orders: A written set of detailed instructions describing the staff members' duties for a particular post.

PREA Coordinator: The **Prison Rape Elimination Act (PREA)** Coordinator is the staff person designated with the responsibilities of developing, implementing, and overseeing compliance with **PREA** standards.

Precipitating Event (FCIP): An overwhelming and/or crisis occurrence requiring immediate intervention; an event that causes a temporary loss of the ability to cope; an episode that is crisis in nature with destructive and/or explosive elements that places families at high risk for disruption; not a delinquent act.

Predisposition Report: A report prepared upon the request of a Juvenile Court for the purpose of providing current information regarding a youth and his/her family and intended for the purpose of assisting the Court to make informed dispositions in delinquency cases. The **DCS Predisposition Report Manual** provides guidelines for the preparation of predisposition reports.

Preferential Treatment: Undue favoritism that is based upon the nine (9) protective classes (per DCS Policy **4..20, Workplace Harassment**). Undue favoritism based on prohibited criteria of race, national origin, age (over 40), sex, pregnancy, religion, creed, disability, veterans, or any other category protected by state and/or federal law.

Preferred Language: (Cultural Competency) The self-identified language, which the client prefers to use in a service or clinical encounter. The preferred language need not be the client's native or primary language if the client indicates sufficient proficiency in English and prefers to use English.

Preferred Service: All offices and positions of employment in the state service that have been placed under the preferred service provisions of the T.E.A.M Act.

Pre-Kindergarten Programs: Voluntary educational programs provided by most Tennessee school systems. This program serves children 4 years of age if the family is economically qualified.

PRN: (*Pro re nata* is a Latin phrase meaning "in the circumstances" or "as the circumstance arises".) Commonly used in medicine to mean "as needed" or "as the situation arises." It is generally abbreviated to *prn* in reference to dosage of prescribed medication that is not scheduled; instead administration is left to the nurse/caregiver or the patient's prerogative.

Pre-Placement Conference: Meeting held between the child's family service worker and the prospective adoptive family's family service worker to supplement the information obtained through pre-placement summaries and adoptive home studies. The purpose of the conference is to discuss adoption issues in order to determine the appropriateness of placement for a certain child with a certain prospective adoptive family.

Pre-Placement Summary (Adoption): The document that provides a current description of a child considered for adoption, the birth family, and the type of adoptive parents needed for the child.

Pre-Planned Impairment: The planned, temporary shut-down of any fire protection system and/or fire hydrants for repairs or routine maintenance.

Preponderance of Evidence: The greater weight of the evidence required in a civil (non-criminal) lawsuit for the Trier of fact (jury or judge without a jury) to decide in favor of one side or the other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial. No matter what the definition stated in various legal opinions, the meaning is somewhat subjective.

Presentation Summary (Adoption): A non-identifying summary about a child for the family service worker's oral presentation of that child to the prospective adoptive family.

Pre-Service Training: Courses that provide the required basic knowledge and skills to perform important job tasks and prepare for independent work.

Pre-Vocational Education: An educational program designed to enhance the student's marketable skills. Such program should include, at a minimum, the following: vocational employability plans and skills; and, if applicable, training in gross and fine motor skills.

Primary Contractor: An entity contracting directly with the Department of Children's Services. Notwithstanding any use of an approved sub-contractor, the primary contractor shall be ultimately responsible for all services provided.

Prison Rape Elimination Act (2003): PREA is the first United States federal law passed dealing with the sexual assault of prisoners. The bill was signed into law on September 4, 2003. PREA covers all adult, as well as juvenile detention facilities; the definition of prison for the purposes of the act includes "any juvenile facility used for the custody or care of juvenile inmates." U.S. Congress, within the text of PREA, noted that young, first-time offenders are at an increased risk of sexually motivated crimes. Juveniles held in adult facilities are five times more likely to be sexually assaulted than juveniles held in juvenile facilities.

PREA directed the attorney general to promulgate standards for all confinement facilities including, but not limited to, local jails, police lockups, and juvenile facilities. See 42 U.S.C. § 15609(7). DOJ has promulgated standards for prisons and jails (28 C.F.R. §§ 115.11 – 115.93), lockups (28 C.F.R. §§ 115.111 – 115.193), residential community confinement facilities (28 C.F.R. §§ 115.211 – 115.293), and juvenile facilities (28 C.F.R. §§ 115.311 – 115.393).

The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies. It addresses both inmate-on-inmate sexual abuse and staff sexual misconduct.

Additionally, on May 17, 2012, the President directed "all agencies with federal confinement facilities that are not already subject to the Department of Justice's final rule" to develop rules or procedures that comply with **PREA**.

A public agency that contracts for the confinement of its residents with private agencies or other entities, including other government agencies, will include in any new contract or contract renewal the entity's obligation to adopt and comply with the **PREA** standards.

Any new contract or contract renewal will provide for agency contract monitoring to ensure that the contractor is complying with the **PREA** standards.

Privacy Rule: Federal regulations enacted under HIPAA that establish the legal protections concerning an individual's health information.

Private Provider Agency: An entity or corporation that contracts with DCS to operate and manage a group home, foster home, youth center or provide other required services for children and families served by DCS.

Probable Cause: A reasonable belief based on information that is more than a mere suspicion, that an allegation is likely true.

Probation: An indefinite period of time during which DCS provides supervision and services to a youth and family following an adjudication of delinquency by the juvenile court.

Procedure: (1) The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of the policy. (Definition from: *The American Correctional Association*)

(2) The designated methods by which broad policies are implemented and organizational operations are implemented usually contained in writing by an operating or program manual as an adjunct to board-approved policies. Administrative policy is a term used by some organizations to describe such operational procedures developed by management. "Procedure" is the term used in this edition. Note: An organization may, at its discretion, treat an issue for which operational procedures are required in the COA standards as a policy matter in which the governing body is involved. Governing body involvement is not required for operational procedures. The reverse is not the case. If the word "policy" is specified in a standard, a written statement or document that has been reviewed and approved by the governing body is required. All procedures requested in COA standards should be written. (Definition from: *Council on Accreditation (COA)*)

Process: Any means (e.g., summons and complaint, subpoena) used by a Court to acquire to exercise its jurisdiction over a person to compel that person's attendance before it or compliance with its demands.

Professional Visitor: Any person having access to any of the YDC/Agencies who provides a professional service to children/youth or employees, including but not limited to, attorneys, paralegals, paraprofessionals, investigators, clergy, unpaid interns, or researchers.

Profile of Parenting Study (POPS): The Profile of Parenting Study is a tool developed to assist in identifying and developing prospective foster, kinship or adoptive parents. The POPS build from the foundation of the Child and Adolescent Needs and Strengths (CANS). The Profile of Parenting Study is an open domain tool, designed to support the identification and development of foster parents. The POPS is developed from a communication perspective to facilitate the linkage between the assessment process and the design of development plans in determining next steps and additional training need or support for the people interested in becoming foster, kinship or adoptive parents. It can be used collaboratively with prospective parents as they are part of the planning process.

Program: A system of services offered by an organization. For example, an organization providing a mental health service may offer several mental health programs to different populations, e.g., a mental health program for adolescent teens. The word "program" can be used interchangeably with the word "service" or to describe specific programs.

Program Accountability Review (PAR): A monitoring program within DCS that monitors provider agencies according to their contracts with DCS and according to the Provider Policy Manual.

Program Improvement Plan (PIP): States are required to formulate a Program Improvement Plan (PIP) to address areas of non-compliance identified during a Child and Family Services Review. States must satisfy the goals of the PIP in a specified timeframe, such as two years. See Child and Family Services Review (CFSR).

Programmatic Segregation: (YDC/Group Homes) The placement of a youth in any self-contained program that is distinct from the regular program for the general population. Programmatic segregation should not be used for disciplinary purposes or as confinement and is distinct from programs or confinement.

Progress Log: (YDC/Group Homes) A daily log kept by the staff documenting the daily progress of each student.

Project: (Info Systems) An activity in which computer hardware, software, and/or telecommunications are acquired or developed to support or enhance a business process.

Promulgate: To put a law or regulation into effect by formal public announcement and publication.

Property: Property belonging to the State of Tennessee. Any state property that is lost, stolen, missing or damaged with or without intent. Any personal property that is damaged, missing or stolen while the owner is in the performance of their duties for the State or on State property.

Protected Health Information: Individually identifiable health information containing elements of personal information that would enable a third party to identify the individual to whom the information pertains. There are a number of specific instances that go beyond the data's use for treatment, payment or health care operations, which require authorization from the individual before the data can be used.

Protective Confinement: The voluntary placement of a youth in confinement when evidence strongly suggests that the youth must be confined in order to protect him/her from immediate physical attack.

Protocols: Instruments and procedures used to accomplish a particular goal, activity, or purpose.

Provider: (HIPAA) A person or entity that may seek reimbursement from DCS as a provider of services to DCS clients.

Provider: (Medical) Trained medical, dental, or other health care professionals who have delivered or are delivering professional services.

Provider Agency: An entity that contracts with DCS to provide services to children and youth in DCS custody.

Provider Agency Employee(s): Employees of an entity or an individual that contracts with DCS to provide services to children and youth in DCS custody.

Psychotropic Medication: A drug which exercises a direct effect upon the central nervous system and which is capable of influencing and modifying behavior and mental activity. Psychotropic medications include, but are not limited to: anti-psychotics; anti-depressants; agents for control of mania and depression; anti-anxiety agents, psychomotor stimulants and hypnotic.

Public Health Authority: An agency or authority of the US government, a state, a territory, a political subdivision of a state or territory, or Indian tribe responsible for public health matters as part of its official mandate, as well as a person or entity acting under a grant of authority from, or under contract with, a public health agency.

Punishment: Suffering, pain, or loss that serves as retribution; a penalty inflicted on an offender through judicial procedure; severe, rough, or disastrous treatment.

Putative Father Registry: A register of information maintained by the Central Office Adoption unit of those men who have submitted the required information necessary to register their intent to claim paternity of a child.

Q

Qualified Mental Health Professional: A person who is licensed in the state, if required for the profession, and who is a psychiatrist; physician with expertise in psychiatry as determined by training, education, or experience; psychologist with health service provider designation; psychological examiner; social worker who is certified with two (2) years of mental health experience or licensed; marital and family therapist; masters degreed nurse who functions as a psychiatric nurse; professional counselor; or if the person is providing service to service recipients who are children, any of the above educational credentials plus two (2) years of full time mental health experience with children. *TCA 33-1-101.*

Qualifying Alien: A person who does not have U.S. citizenship established, but does not have Special Immigrant Juvenile Status established, or otherwise meets the criteria to remain lawfully in the United States as an emancipated adult according to necessary verifications.

Quarterly Progress Report: A report prepared by DCS that details the progress made by the DCS, parents and child toward achieving the permanency goal for the child. *TCA 37-2-404* (Same as Foster Care Review Board Report)

Quality Service Review (QSR): Is an action-oriented learning process that provides a way of knowing what is working/not working in practice and why for selected children and families receiving services. The QSR protocol is used to support a professional appraisal of child status and system of care performance for individual children and their parents/caregivers in a specific service area and at a given point in time. This protocol is not a traditional measurement instrument. It is a practice appraisal organizer that achieves high levels of inter-rater reliability when used by well-trained, certified reviewers.

Questioning: an active process in which a person explores their own sexual orientation and/or gender identity and questions the cultural assumptions that they are heterosexual and/or gender conforming. Many LGBT people go through this process before "coming out." Not all people who question their identities end up self-identifying as LGBT.

R

Race: (Cultural Competency) Any of the different varieties of human beings as distinguished by physical characteristics; one among the group of populations constituting humanity, where differences are biological in nature and are transmitted genetically. The term is inaccurate when applied to nation, religious, geographic, linguistic, or cultural groups.

Racial Disparity: (Cultural Competency) Marked distinctions and differences existing and/or occurring between races.

Railroad Retirement Benefits (RRB): These benefits are received through the Department of Labor. They are monthly cash benefits payable to a child if the child's parent was employed by the railroad and the parent is disabled or deceased. There is no resource limit for this benefit and eligible DCS children can receive this benefit until the age of 18.

Random Moment Sampling (RMS): a statistical method of predicting the percentage of time an average employee performs a variety of tasks, some of which are eligible for federal reimbursement. Based on observations of employee selected at random, a prediction can be made as to what activities the total population of employees performs and how much time they spend doing those activities. The percentage of time spent on these activities becomes the basis for billing different federal government funding sources.

Rape: Sexual penetration of another accompanied by the use of force or coercion to accomplish the act.

Rape of a Child: Rape of a child is the unlawful sexual penetration of a victim by the defendant or the defendant by a victim, if the victim is more than three (3) years of age but less than thirteen (13) years of age. TCA 39-13-522

Reasonable Accommodations: In general, any change in the work environment or in the way things are customarily done that enables an individual to enjoy equal employment opportunities. Reasonable accommodations may include, but are not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

Reasonable Efforts: The department's obligation under state and federal law and as a part of sound casework practice, to attempt risk reduction services prior to removing children from their homes. If DCS must remove the child, the Court's disposition order must include documentation of the reasonable efforts that DCS exhausted in order to prevent foster care or to prove that services could not reasonably be expected to protect the child.

Receiving State: (1) (ICPC) The party state to which a child is sent, brought, or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons pursuant to the ICPC or a Border Agreement authorized pursuant to the ICPC for custodial children.

(2) (ICJ) A state to which a juvenile is sent for supervision under provision of the Interstate Compact for Juveniles or Interstate Compact on Placement of Children.

(3) (BA) The state that conducts the Border Agreement Kinship Safety Study to allow temporary placement of a child in a non-custodial kin placement on an emergency basis without sending state assuming custody.

Recording: Written documentation of each contact or attempted contact with a child/youth under supervision or with another individual regarding a child/youth under supervision. (See Case recording)

Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material regardless of physical form or characteristic made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency.

Referee: The judge of the juvenile Court may appoint one (1) or more suitable persons to act as referees at the pleasure of the judge. A referee shall be a member of the bar and may qualify and shall hold office as appointed by the judge. The referee in the conduct of the proceedings shall have the powers of a trial judge, and shall have the same authority as the judge to issue

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any and all process and to hear most types of juvenile court proceedings with some exceptions (for example, they cannot hear a termination proceeding or a transfer hearing. They can, however, take a surrender).

Region: One of twelve (12) geographical TN regions and administrative areas of the Department of Children's Services.

Regular In-service Volunteer: Any individual with direct child/student contact whose service to the agency is regularly (more than 3 times per year) provided and whose commitment is depended upon for the provision of services.

Relative Caregiver: An adult age 21 or older providing care and control for a minor related child. The relationship must be verifiable by blood, marriage or adoption.

Relative Caregiver Program: The Relative Caregiver Program (RCP) addresses the need for supportive services to caregivers of related children outside the formal child welfare system. The program provides relative caregivers and the children in their care (1) support in order to prevent the children from entering state custody, (2) support children and families after children exit to custody of relatives, and (3) prevent re-entry into the formal child welfare system.

Release: Written authorization for delinquent youth to depart from residence at a juvenile facility and/or contract agency.

Release Packet: (JJ) Includes DCS forms *CS-0130, Release to Home Placement and CS-0041, Notification of Proposed Home Placement*, the treatment summary and the aftercare plan.

Release Summary: (JJ) A report prepared by a youth's YDC of DCS Group Home treatment team leader which summarizes the student's progress in each IPP developmental area and which also provides recommendations for aftercare planning.

Relief Post: (YDC) The duties and responsibilities of providing relief for regular fixed post assignments. A relief pool is made up of one or more relief posts.

Religious Practice: A religion denomination or sect supported by literature stating religious principles and recognized by a group of persons who share common ethical, moral, or intellectual views which are not defamatory, racial, political, or derisive in nature.

Religious Program/Activity: (JJ) An activity conducted by or under the auspices of a Chaplain or approved volunteer, which is designed specifically for worship, religious instruction, spiritual guidance, or counseling.

Removal Home: The home from which a child is physically or constructively removed when being placed into DCS foster care.

Report/Referral: (CPS) A written account alleging child maltreatment documented by DCS Central Intake.

Reporter/Referent: (CPS) A person who makes a report to the DCS Central Intake alleging child maltreatment.

Representative Payee: A person designated to receive and be responsible for the use of funds on behalf of the child and to ensure that the beneficiary's current and reasonably foreseeable future financial and physical needs are met.

Request for Proposal (R.F.P.): A written request for proposal of services from potential contractors.

Requisition: (ICPC) A demand in writing, or formal request under Article IV or V sent to the Compact Administrator or Executive Authority for the return of a non-delinquent runaway, probation or absconder, or escapee.

Research: Any project which involves the collection of data from files, records, or data bases maintained within the department by individuals whose job duties do not customarily require such collection; and/or the testing, observation, interviewing, recording, or manipulation of the behavior of an employee, youth, or other client within the Department's scope of service for the purpose of conducting surveys, evaluative studies, and/or hypothesis testing.

Research Review Committee (DCS): A committee comprised of the Deputy Commissioner of Administration and Training/Designee (Advisor), Director of Evaluation and Monitoring/Designee (Chair), Designated Legal Staff, Designated Data Quality Staff, Other appropriate staff relevant to the research subject matter, and/or other members as appointed by the Commissioner.

Residential Appeals Committee (RAC): A Committee appointed by the Commissioner to hear all appeals made by DCS regional representatives when a youth, upon referral into a YDC/CRP, is denied a placement at or when a youth is terminated from a CRP placement.

Residential Child-Caring Agency: Any institution, society, agency, or facility, whether incorporated or not, which either primarily or incidentally provides full-time care for 13 or more children under 17 years of age outside their own homes in facilities owned or rented and operated by the organization.

Residential Treatment: Planned and medically necessary treatment in a residential facility licensed to provide treatment for emotional, behavioral or mental health issues. The facility must establish a treatment plan and goals.

Resource Home (A term used by DCS to refer to both foster and adoptive home): A private home which is approved by the Department of Children's Services or other licensed child-placing agency. Provides full time care for children which includes birth, adopted, and foster children.

Resource Linkage: Referral of families to community providers/sources of goods or services.

Resource Parent (A term used by DCS to refer to both foster and adoptive parents): A person who has been trained and approved by DCS or a licensed child-placing agency to provide full-time temporary out-of-home care in a private residence for children who, for various reasons, can no longer remain in their own home.

Respite Care: Refers to the periodic temporary care of a child away from his/her usual caregiver for a short period of time. Respite care allows the caregiver time away from the daily responsibilities of care giving due to crisis situations that arise in the home and /or the stress of caring for a child with severe physical, emotional or behavioral problems.

There are two types of respite:

1. Planned Respite: an arrangement for respite services made by a resource parent that does not require prior approval.
2. Supplemental Respite: respite that is requested by a resource parent which exceed the build-in allowable days and requires prior approval.

Respondent: The person who is alleged to have a disability and is the subject of the conservatorship proceedings. In the context of the policy, the disabled DCS youth who will be aging out of custody is the Respondent.

Response Priority: Response priorities are assigned to child protective service reports of alleged abuse/neglect to determine the timeframe in which an investigation must be initiated. The following are response time requirements for initiating a face-to-face contact with the alleged victim.

Restitution: A legal action serving to make good of, or give back an equivalent for some injury or deed.

Restricted Access: An inability to view or manipulate certain case specific data in areas of TN KIDS that have been designated as sensitive for security purposes.

Restricted Account: A separate accounting of a child's financial benefits. These funds are used to cover the child's expenses prior to other funding sources. Any type of benefits received by a child including SSI, SSA, VA, and child support are held by fiscal services in a Restricted Account. If child is placed back home on a trial visit or placed with relatives, with the department retaining legal custody, the payee for SSI benefits may be changed to the care-giver who has physical custody.

Retaliation: Retaliation is overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals.

Retention Period: Period of time records must be kept according to legal and/or organizational requirements.

Return Home Case File Review: Review of a substantiated perpetrator's case by DCS CPS program staff without the legal representation of either the Department or the perpetrator.

Review Hearing: Court proceedings which take place after disposition in which the court reviews the status of a case, examines the progress made by the parties since the dispositional hearing, provides for correction and revision of the case plan, and makes sure that cases progress and that children spend as little time as possible in temporary placement.

Revocation: The cancellation or termination of a youth's Probation or Aftercare status. This typically results in the removal of the youth's home placement, placing the youth in custody.

Revocation of Surrender: The legal document that a surrendering parent may complete to revoke the Surrender of Parental Rights.

Risk: The likelihood or potential that a child will suffer neglect or abuse in the foreseeable or immediate future. Risk is the product of a number of independent factors in the family which may include: prior events, current injuries, child's vulnerabilities, parent care-taking abilities and the family's social and physical environments.

Risk Assessment (CPS): An instrument used to obtain an objective appraisal of the likelihood that a family will maltreat their children in the next 12 to 24 months. This instrument also identifies families that have very high, high, moderate, or low probabilities of abusing or neglecting their children in the future. (SDM™ Tool)

Risk Factors (CPS): The descriptors of family and individual behaviors and vulnerabilities, parental perceptions, and the conditions of the family's support system that have been connected by behavioral research to the likelihood of child maltreatment. Risk factors may be reasonable predictors of future events, but they are not always sufficient proof that abuse has already occurred.

Rules of Aftercare: A set of standards a delinquent youth must comply with following a custodial episode until such time as he/she is released by both DCS and the committing court.

Rules of Probation: A set of standards a delinquent youth must comply with until such time as he/she is released from DCS supervised probation.

Rules, Regulations, and Minimum Standards for the Governance of Public Schools in the State of Tennessee (Rules, Regulations, and Minimum Standards): A document containing the rules, regulations, and minimum standards governing public education K-12 in the State of Tennessee as defined and published by the State Board of Education/State Board of Vocational Education. The Tennessee Board of Education is authorized by law to prescribe rules and regulations for the approval, classification and governance of all public schools (TCA § 49-1-302). The rules, regulations and minimum standards adopted by the board are intended to implement the law and to furnish a broad framework of policies within which local school systems operate.

Runaway: A child who "is away from home, residence or any other residential placement of his parent(s), guardian or other legal custodian without their consent" ...shall be known and defined as a 'runaway.' TCA 37-5-103(15)(A)(IV);

Runaway and Homeless Youth Management Information System (RHYMIS): An automated information tool designed to capture data on the runaway and homeless youth being served by FYSB's Basic Center Program and Transitional Living Program for Older Homeless Youth (TLP). RHYMIS also captures information on the contacts made by the Street Outreach Program grantees and the brief service contacts made with youth or families calling the FYSB programs

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Safety Plan: Refer to Immediate Protection Agreement (IPA).

Sanitation: The application of measures to make environmental conditions favorable to health; the act or process of making sanitary.

School Calendar: The yearly schedule sent by the director of education to each school principal including report card due dates.

Scope of Employment: An employee acts within the scope of his/her employment whoever he/she is doing something in furtherance of his/her official duties in good faith, in apparent lawful authority, and in accordance with departmental policy and procedures.

Screened-In CPS Reports: Alleged child abuse/neglect reports received from the community that meets the stated criteria for investigation.

Screened-Out CPS Reports: Alleged child abuse/neglect reports received from the community that does not meet the stated criteria for investigation. These reports are maintained by DCS and subsequent CPS intakes shall include a search of the screened out intakes as well as reports that were accepted for investigation.

Sealed Adoptive Case: Any records, reports, or documents that are maintained at any time by any public or private agency or court regarding a child which has an adoption proceeding or a termination of parental rights proceeding about an adopted person, or that contain information about a person who was placed for adoption but for whom no adoption order was entered or for whom an adoption proceeding was dismissed or for whom an adoption was not otherwise completed, or that contain

information concerning persons in the care of any person or agency, and which records have otherwise been treated and maintained by those persons or entities under prior law, practice, policy, or custom as confidential, nonpublic adoption records, sealed adoption records, or post-adoption records of the person, or that may be otherwise currently treated and maintained by those persons or entities as confidential, nonpublic adoption records, sealed adoption records or post-adoption records of the person. The sealed record is confidential and shall be opened only as provided there is a court order pursuant to § 36-1-138.

Sealed Adoption Records: The adoption record which had been prepared or compiled by the clerk or Judge of the court where the adoption petition was filed, by the Department, or a licensed child-placing agency, concerning an adopted person or a person placed for adoption as the record exists subsequent to the entry of an order of adoption or subsequent to the entry of an order of dismissal of the adoption petition. Such record and the information therein shall be confidential and shall be opened only as provided in this part. Information relating to the counseling of a biological mother regarding crisis pregnancy counseling shall not be included in the adoption record for purposes of release pursuant to this part without a court order pursuant to T.C.A. § 36-1-138. (0250-7-7)

Sealing of Records: A legally mandated procedure for maintaining confidentiality and preservation of records.

Search: Includes a pat down, facility search or when a strip search or body cavity search is conducted according to DCS policies and procedures when contraband is found or suspected.

Seclusion: The time-limited placement or confinement of an individual alone in a room or area from which egress is prevented.

Section: The sum of all organizational entities reporting to a Central Office Director.

Section 504 Services: Services provided to disabled children by a school based on Section 504 of the Rehabilitation Act of 1973. This act prohibits discriminatory practices toward the disabled. In schools, a Section 504 Service Plan outlines accommodations that will be provided to a child based on the child's disability.

Secure Facility: youth development centers, detention centers, psychiatric hospitals, or mental health residential treatment facilities.

Security Breach: A violation of established security procedures that occurs either on a YDC campus or during the transport of a child/youth that places staff or youth at risk. May also include the loss of security equipment such as keys, restraints, radios or tools.

Security Devices: Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.

Security Log (YDC): Those records at an institution in which information about population count, youth movement, activities, events, and conditions pertinent to the institution's security and treatment operations are documented in a hard-bound record book with pre-numbered pages.

Security Threat Group (STG): Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol, whose members or associates engage in or have engaged in activities which include, but are not limited to: planning, organizing, threatening, financing, soliciting or committing unlawful acts.

- **Security Threat Group (STG) – Active Participant:** A youth is identified as an active STG participant when it has been established that he/she actively participates in STG activities.

- **Security Threat Group (STG) – Disruptive Participant:** A youth is identified as a disruptive participant when the youth constitutes a threat to him/her and others.
- **Security Threat Group (STG) - Passive Participant:** A youth is identified as a passive STG participant when he/she exhibits identifiers of Previous STG behavior, but does not continue with the activity.

Segregation: The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention and protective custody.

Self Administration: The child/youth has full responsibility for taking the correct dose of prescribed or over-the counter medication at the correct time. The child/youth is responsible for storing the medication safely so other children/youth cannot access it.

Self-Mutilation: To cut, stab, rip, burn, or otherwise damage any portion of the body by self-inflicted means.

Self-Sufficiency Skill Training: Evaluation of the level of Independent living skills, with targeted training, mentoring, coaching, and teaching of skills to enable independence as part of the treatment plan and delivery.

Self-Sufficient: The ability to maintain oneself or itself without outside aid: capable of providing for one's own needs.

Selling Inhalants/Drugs/Intoxicants: To exchange illegal or unauthorized drugs for money or other items of value; the giving or loaning of illegal or unauthorized drugs to another shall be included under this definition.

Sending State: (1) A party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a part state; a person, corporation, association, charitable agency or other entity which sends, brings or causes to be sent or brought any child to another party state.

(2) A state that has sent a juvenile to another state for supervision under the provisions of the Interstate Compact on Juveniles or Interstate Compact on Placement of Children.

Seniority: An employee's standing relative to others in terms of length of service.

Serious Bodily Injury: An injury to the body which involves a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement and/or loss or impairment of the function of a member or organ of the body. **DOE**

Serious Incident Report: See Incident report.

Service of Process: The delivery of a legal document (i.e., summons and complaint, subpoena) to the party to whom it ought to be delivered, or his/her agent. Service must furnish reasonable notice of proceedings to afford an opportunity to appear and be heard.

Service Provider: An individual or organization, other than DCS, that provides a specified service to a client or their family. The service may be paid or free service.

Seven-Rule-Violation: Once a youth in youth development centers or community residential facilities receives seven (7) minor disciplinary violations within a consecutive 7-day period, the case manager must write up a major disciplinary report and the report shall be routed through the normal channels for a disciplinary hearing. The report must include documentation of the seven (7) minor disciplinary violations.

Severe Child Abuse: [TCA 37-1-102 (21)] (A) The knowing exposure of a child to or the knowing failure to protect a child from, abuse or neglect that are likely to cause great bodily harm or death and the knowing use of force on a child that is likely to cause great bodily harm or death. (B) Specific brutality, abuse, or neglect towards a child which in the opinion of qualified experts has caused or will reasonably be expected to produce severe psychosis, severe neurotic disorders, severe depression, severe developmental delay or intellectual disabilities, or severe impairment of the child's ability to function adequately in his environment, and the knowing failure to protect a child from such conduct. (C) The commission of any act towards the child prohibited by TCA 39-13-502, 39-13-503, 39-13-504, 39-13-510, 39-13-522, 39-15-302, 39-17-1005, or the knowing failure to protect the child from the commission of any such act towards him.

Sex/Gender: refers to characteristic of male or female, most often based on genital and reproductive anatomy and/or genetic makeup. (Male, female, intersex, or transsexual).

Sex Offender Registry (SOR): An on-line service provided by the Tennessee Bureau of Investigations. The service includes a database search, accessible to the public, of registered sex offenders. The sex offender search consists of those offenders who committed sexual offenses on or after July 1, 1997.

Sexual Abuse: Sexual Abuse includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Sexual Abuse (PREA): Includes, but is not limited to, subjecting another person to any sexual act or contact between an employee, volunteer, contractor, or agency representative, and a youth by force, persuasion, inducement, or enticement; any sexual act or contact in which an employee, volunteer or agency representative participates or forces any youth to engage; subjecting another person who is incapable of giving consent by reason of their custodial status, physical or mental state; or rape, sexual molestation, prostitution or other form of sexual exploitation.

Sexual Assault: Any sexual touching or contact, including but not limited to rape, sodomy or unlawful touching. Child sexual abuse also means one or more of the following acts:

- **Any penetration, however slight, of the vagina or anal opening of one person by the penis of another person, whether or not there is the emission of semen**
- **Any contact between the genitals or anal opening of one person and the mouth or tongue of another person**
- **Any intrusion by one person into the genitals or anal opening of another person, including the use of any object for this purpose**
- **Intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs, and buttocks, or the clothing covering them, of either the child or the perpetrator**
- **Intentional exposure of the perpetrator's genitals in the presence of a child, or any other sexual act intentionally perpetrated in the presence of a child, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose**
- **Sexual exploitation of a child, which includes allowing, encouraging, or forcing a child to solicit for or engage in prostitution or engage in sexual exploitation.**

Sexual Battery: Unlawful sexual contact with a victim by the defendant or the defendant by the victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual contact is accomplished by fraud.

Sexual Battery by an Authority Figure: is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by the following circumstances:

- (1) The victim was, at the time of the offense, thirteen (13) years of age or older but less than eighteen (18) years of age; or
- (2) The victim was, at the time of the offense, mentally defective, mentally incapacitated or physically helpless, regardless of age; and,
- (3) (A) The defendant was at the time of the offense in a position of trust, or had supervisory or disciplinary power over the victim by virtue of the defendant's legal, professional or occupational status and used the position of trust or power to accomplish the sexual contact; or

(B) The defendant had, at the time of the offense, parental or custodial authority over the victim and used the authority to accomplish the sexual contact.

Sexual Contact: The intentional touching of another person's intimate parts or the intentional touching of the clothing covering the immediate area of such intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification.

Sexual Harassment: Any unwelcome sexual advance, request for sexual favors, or verbal, written, or physical conduct of a sexual nature by a manager, supervisor, co-worker, or non-employee (third party). These are two types of illegal sexual harassment.

Sexual Harassment (PREA): Includes, but is not limited to, all of the following, whether by employees, volunteers, contractors, other agency representatives, or youth: Sexual advances; sexually offensive language, comments or gestures; influencing, promising or threatening any youth's (or employee's) safety, custody status, privacy, housing, privileges, work or program status, in exchange for personal gain or favor of a sexual nature; creating or encouraging an atmosphere of intimidation, hostility or offensiveness as perceived by any individual who observes the sexually offensive behavior or language.

Sexual Misconduct: Any behavior or act of a sexual nature directed toward a youth by an employee, volunteer, official visitor, or agency representative. Romantic relationships between employee and youth are included. Consensual or non-consensual sexual acts include: intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, arouse, or gratify sexual desire or completed, attempted, threatened or requested sexual acts; or occurrences of indecent exposure, invasion of privacy or voyeurism for sexual gratification which is an invasion of a youth's privacy by an adult by peering at a youth in private situations outside of those required by supervisory policies, requiring a youth to expose any part of the body for any purpose except for medical treatment or searches pursuant to DCS policies, and includes indecent exposure to the youth or allowing a youth to expose himself or herself to an adult present in the facility. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between and youth and any party referenced above, demeaning references to gender or sexual preference, or sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexualized Work Environment: A work environment in which the behaviors, dress, and speech of either employees and/or youth create a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes, or unprofessional dress characterizes a sexualized work environment. In a sexualized work environment, often employees' off-duty behaviors, dating, and other activities intrude into the everyday work environment. In a sexualized work environment talk or actions have sexual overtones. A sexualized work environment severely erodes the professional boundaries between employees and between employee and youth.

Sexual Orientation: (1) refers to primary romantic, sexual attraction to people of a particular sex. (Heterosexual, gay/lesbian or bisexual). (2) a term describing a person's emotional, romantic, and sexual attraction, whether it is for member of the same sex or a difference sex.

Sexual Penetration: Sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.

Sexualized Work Environment (PREA): A work environment in which the behaviors, dress, and speech create a sexually charged workplace. Sexually explicit talk, inappropriate emails, posted cartoons, jokes, or unprofessional dress characterizes a sexualized work environment. In a sexualized work environment, often employees' off-duty behaviors, dating, and other activities intrude into the everyday work environment. In a sexualized work environment talk or actions have sexual overtones. A sexualized work environment severely erodes the professional boundaries.

Sexual Misconduct (PREA): Any behavior or act of a sexual nature directed toward a youth by an employee, volunteer, official visitor, or agency representative. Romantic relationships between employee and youth are included. Consensual or non-consensual sexual acts include: intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, arouse, or gratify sexual desire or completed, attempted, threatened or requested sexual acts; or occurrences of indecent exposure, invasion of privacy or voyeurism for sexual gratification which is an invasion of a youth's privacy by an adult by peering at a youth in private situations outside of those required by supervisory policies, requiring a youth to expose any part of the body for any purpose except for medical treatment or searches pursuant to DCS policies, and includes indecent exposure to the youth or allowing a youth to expose himself or herself to an adult present in the facility. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggests a romantic relationship between and youth and any party referenced above, demeaning references to gender or sexual preference, or sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Slurs: A derogatory remark which is used to degrade a person based on gender, alleged sexual preference, or alleged sexual behavior. **DOE**

Significant Relationship: 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.

Shared Foster Home: A foster home that provides placements for more than one agency at a time.

Shift Roster: A standardized display of security personnel assignment covering a one-week period from Sunday through Saturday for a specific eight-hour period of facility operation. The roster lists all posts authorized in the post assignment schedule for the particular shift, displays the regular day off assigned to each post and provides space to entering the name of the employee regularly assigned. The schedule also sets forth the daily assignment of each employee assigned to such posts. Relief posts are appropriately coded in such a way that entry of the code in the regularly assigned roster shows which relief post provided relief for the regular post and day in question. A similar scheme of relief notation is developed for annual leave relief for all three shifts. Together, three shift rosters and an annual leave schedule cross referenced to them will display the assignment of all security personnel for a period of one week.

Siblings: Persons sharing a common biological or legal parent, including brothers, sisters, step brothers/sisters.

Slang: Unconventional words or phrases that express either something new or something old in a new way. It is flippant, irreverent, or it may be indecent or obscene.

Social History: See Family Functional Assessment (FFA).

Social Security Administration (SSA): The SSA is part of the U.S. Department of Health and Human Services (DHHS). The agency administers many different programs including the Supplemental Security Income (SSI) Program. The agency determines eligibility of claimants, makes the basic payment to recipients, and maintains a master record of recipients.

Social Service Child: A child whose main reason for being in DCS custody is not due to their committing some delinquent act.

Social Services Block Grant (SSBG): are the funding mechanisms used by the federal government to provide federal financial participation to states for the delivery of social services. These funds are used by the Department of Children's Services to support services provided directly by DCS staff and to purchase services through grant/contracts with other public, private or state agencies. Priority is given to serving child protective services cases. The following services are purchased with SSBG funds by the Department of Children's Services:

- ◆ Adoption Services
- ◆ Child Development Services
- ◆ Child Care Services
- ◆ Foster Care Services
- ◆ Homemaker Services
- ◆ Pregnancy and Parenting Services
- ◆ Protective Services for Children

Social Services Management System (SSMS): The legacy statewide child welfare information data system before TNKids and is currently stored in the Oracle Remedy database and is accessed via a user interface that is requested through ROLS.

Special Education Diploma: is awarded to students who have satisfactorily completed an individualized education program, and who have satisfactory records of attendance and conduct, but who have not met competency test or gateway examination standards.

Special Education Services: Specialized educational services provided to disabled children, age birth (TEIS birth-3) to age 22(public schools ages 3-22).

Special Investigations Unit (SIU): A formal unit assigned to investigate child abuse allegations within Resource Homes.

Special Needs Child: Caucasian child(ren), age nine (9) and above; African American child(ren), age three (3) and above; Child(ren) of mixed race, age three (3) and above; any race/any age sibling group of three or more children or any race/any age child(ren) who has (have) a severe physical, emotional or behavioral handicap(s) which would present a significant challenge to the adoptive placement.

Special Needs: DCS term relating to youth identified as needing continued services for behavioral/mental health issues, or youth diagnosed as being intellectually disabled (IQ of 70 or below). See DCS policies 19.7, Transitioning DCS Youth into Adult Behavioral/Mental Health Services and 19.8 Transitioning Youth into the Department of Intellectual and Developmental Disabilities (DIDD) Adult Services for additional qualifications.

Split Relief (YDC): A relief schedule that requires the relieving employee to work two different shifts within the same work week.

Staff Chaplain: A duly ordained representative of legitimate religious practice who meets the requirements established by the Department of Human Resources for state employment. This individual is responsible for providing pastoral care and non-sectarian religious leadership within an institution.

Staff Injury:

- ◆ **DCS Staff Injury** – Any injury that occurs to a state employee while in the performance of their duties that requires medical treatment or hospitalization.

- ◆ **Non DCS Staff Injury** – Any injury that occurs to a visitor, volunteer, vendor or contractor on State property that requires medical treatment or hospitalization.

Staff Sexual Misconduct: Includes, but not limited to, any act of alleged sexual harassment by a state employee or contractor, any engagement in consensual sexual acts involving a state employee or contractor either on State property or during the performance of their duties or any act considered to be sexually inappropriate for an adult such as the viewing of child pornography.

Staffing(s): A meeting of DCS staff and other professionals for the purpose of discussing/evaluating diagnostic data, strengths, challenges, and actions to be taken regarding a youth's individual program plan. A staffing may or may not involve the youth and his/her family and is not to be confused with a child and family team meeting which always includes the youth and his/her family.

Standard Mental Health Transfer (YDC): A non-emergency, transfer as provided by TCA 33-3-401, which facilitates the movement of a youth from a TDCS facility to a DMHMR facility through a referral process coordinated by DMHMR liaison.

State Fire Marshal: The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.

State Funded Scholarship: A scholarship administered by the DCS Office of Independent Living that utilizes state funds to promote access to higher education and increase opportunities to defray the high cost of post secondary education to eligible youth. This scholarship can only be used to attend a Tennessee state educational institution. Priority will be given to eligible youth who do not meet criteria for DCS' Chafee ETV program.

State of Tennessee Accounting and Reporting System (STARS): is the single check-generating system for the State. (Replaced by Edison. See Edison)

State-owned property: All items established by the Department of General Services as major assets or minor sensitive equipment excluding **State Buildings or Real Estate**. These items are included on the POST inventory listing.

Statewide Automated Child Welfare Information System (SACWIS): Is a single statewide system that automates the collection of federally mandated child welfare data and provides support for the delivery and management of child welfare services. States receive Federal Financial Participation (FFP) for the development of a system through the Omnibus Reconciliation Act of 1993.

Status Offender: One who has been adjudged guilty of a status offense (unruly). A term used to designate a child adjudicated by the juvenile court and placed under court supervision, but legally remaining non-delinquent. {(AKA) Child in Need of Supervision (CINS), (CHINS); Person in Need of Supervision (PINS); Deprived Child, Undisciplined Child.

Status Offenses: In juvenile law, a category of offenses which, if committed by an adult, would not be considered a violation of the law, such as truancy, unruly and curfew violations.

Statutory Rape: is the unlawful sexual penetration of a victim by the defendant, or of the defendant by the victim when the victim is at least fifteen (15) but less than eighteen (18) years of age and the defendant is at least four (4) but not more than five (5) years older than the victim. TCA 39-13-506

Stealing: The unauthorized taking or using of the personal property of another person.

Step-parent: An adult who is married to the biological or legal parent of a child, but who is not the child's legal or biological parent.

Stipulation: An agreement, admission, or concession made by parties in judicial proceedings or by their attorneys, relating to business before the court.

Structured Decision Making Assessments:

- ◆ **Structured Decision Making (SDM) Response Priority Decision Tree:** A set of decision trees that guides Central Intake Team Leaders and CPS caseworkers through key questions that allow them to determine how quickly a CPS investigation must be initiated. The decision trees structure this analysis to determine a response priority level. (See definition of Response Priority.)
- ◆ **Structured Decision Making (SDM) Child Abuse/Neglect Screening Criteria:** Determines whether a referral meets agency criteria for a child abuse/neglect investigation. Immediately upon receipt of all available information pertaining to the report, but no later than within 24 hours of receipt of the report, unless the intake supervisor decides that more time is needed to gather information. When the intake supervisor decides to gather more information, the screening criteria must be completed no later than 24 hours from receipt of the report.
- ◆ **Structured Decision Making (SDM) Safety Assessment:** The safety assessment is used to guide decisions about the removal and return of a child to his/her family. It also guides decisions on whether or not the child may remain in the home, the need for interventions to eliminate the threat of immediate harm, or if the child must be protectively placed. An immediate protection agreement is required for all children when any immediate harm factor has been identified when any **child will remain** in the home.
- ◆ **Structured Decision Making (SDM) Family Risk Assessment:** The risk level is used to determine if the case should be opened/transferred for ongoing services or be closed following the investigation. Note that children removed from their home for safety considerations will have cases opened regardless of the risk level as long as safety concerns remain.
- ◆ **Structured Decision Making (SDM) Family Risk Reassessment:** The risk reassessment guides the decision to close a case and, for cases that remain open, the level of service.

Structured Decision Making™ System: The assessment tools used by CPS in making critical decisions in reports of child abuse/neglect.

Structured Decision Making (SDM) Contact Standards for Ongoing Cases: Determines the minimum number of face-to-face visits and collateral contacts the worker must have with the family (in-home cases- cases in which DCS does not have protective custody).

Subcontractor: An individual or entity that provides services to children/families in Tennessee on behalf of a primary contractor. Sub-contracting individuals or entities are required to maintain all current and necessary licensing and credentials in accordance with DCS policy.

Subpoena: is a command to appear at a certain time and place to give testimony upon a certain matter.

Substance Abuse Screening: An examination of urine and/or blood to determine the recent ingestion, inhalation, or injection of alcohol or drugs, also referred to as drug screen.

Substantial Compliance/Non-Compliance: In juvenile court, refers to the parent's standard of conformity with his/her responsibilities in the permanency plan. Substantial compliance is the minimum standard for parents' conformity under which a child may be returned to the home. Substantial non-compliance with the plan is a ground for termination of parental rights. *TCA 36-1-113(g)(2)*.

Substantiated Classification: (CPS) An investigation that has been reviewed by the Team Leader (or designee) and approved as meeting the classification standard for substantial and material evidence for child abuse.

Substantiated Classification Decision or Incident (CPS): An investigative disposition concluding that the allegations of maltreatment or risk of maltreatment were supported or founded by State law or State policy. This is the highest level of finding by a State agency. A preponderance of evidence which supports that an incident of abuse or neglect has occurred or the situation exists.

Substantiated Perpetrator (CPS): An individual found, through a Child Protective Services investigation, to have committed neglect, child abuse or child sexual abuse.

Suicidal Tendencies: The past or present manifestation of threats of suicide, suicide gestures, or suicide attempts; or the manifestation of a mental condition/mental state (e.g., depression or conduct disorder) that is often associated with suicide attempts.

Summons: Instrument used to commence a civil action or special proceeding in Court against the parties named on the summons. This document informs a defendant (the employee and/or the department) that an action is commencing against them to appear in Court to answer a suit and states the date by which an answer (to the complaint) must be filed.

Supervision Levels: A delinquent youth's classification used to determine the level of service and monitoring appropriate to address the risk factors contributing to the development or continuation of delinquent behavior. The level of supervision is dictated by the youth's overall risk score on the Youth Level of Service/Case Management Inventory (YLS/CMI) assessment.

Supervisor: Person to whom an employee directly reports.

Supplemental Security Income (SSI): SSI for children are monthly cash benefits payable to children under the age of eighteen (18) with physical, mental or emotional disabilities and who have limited income and resources or who come from homes with limited income and resources. The benefits can continue to be paid into adulthood if the individual continues to be disabled.

Support Staff: Staff not directly providing program services to children/youth. There are two categories of Support Staff: *Minimum contact* - includes secretaries, clerks, computer/information resources staff, warehouse personnel, accountants and bookkeepers, personnel staff and others who have minimal or no contact with children/youth. *Regular or Daily contact* - includes food service staff, maintenance workers, and others whose work requires day-to-day contact with children/youth.

Surrender of Parental Rights: The legal document whereby the birth parent(s) or guardian(s) of the child voluntarily relinquishes his/her rights or rights of guardianship and responsibilities directly to the DCS, a child-placing agency or directly to the prospective adoptive parent(s) for the purpose of adoption.

Surrogate Parent: Refers to the person appointed by the Local Educational Authority (LEA) in specific instances, to act in the place of a parent in order to ensure that the rights of a child eligible for special education services under IDEA are protected.

Suspension: Enforced leave of absence for disciplinary purposes.

Syphilis: The incidence of syphilis has increased and decreased dramatically in recent years, with more than 11,000 cases reported in 1996. The first symptoms of syphilis may go undetected because they are very mild and disappear spontaneously. The initial symptom is a chancre; it is usually a painless open sore that usually appears on the penis or around or in the

vagina. It can also occur near the mouth, anus, or on the hands. If untreated, syphilis may go on to more advanced stages, including a transient rash and, eventually, serious involvement of the heart and central nervous system. The full course of the disease can take years. Penicillin remains the most effective drug to treat people with syphilis.

T

Targeted Case Management (TCM): an activity that involves engaging the family in a positive helping relationship and empowering them to solve problems that place the child at risk of harm and of coming into state custody. These activities include: Advocacy, Arranging Delivery of Services, Assistance in Accessing Needed Services, Case Consultation, Crisis Assistance and Tracking Referral / Follow-Up.

Technology Asset: A hardware or software product that is purchased to support or enhance a business process.

Telecommuter: An employee who telecommutes.

Telephony: The technology associated with the electronic transmission of voice, fax, or other information between distant parties.

Temporary Assistance to Needy Families (TANF): is the federal financial assistance or “welfare” program. In Tennessee, it is called “Families First.”

Temporary Custody: The legally ordered status of a child when an adult or an agency receives physical care, control, and supervision of a child for a limited time. Temporary custody is subject to the remaining rights and duties of the parent or guardian and to any limitations in the Court's order.

Temporary Holding Resource (THR): A public or private short-term (72 hours, exclusive of non-judicial days) placement alternative for children pending adjudication, or dispositional placement, or pending return to a dispositional placement. These facilities are primarily staff secure and house no more than eight children.

TennCare: TennCare is the state of Tennessee's Medicaid program that operates with special provisions for eligibility under a waiver granted by CMS (Centers for Medicare and Medicaid). TennCare is a program that provides medical assistance for certain individuals and families with low incomes and resources, as well as individuals who are uninsured or uninsurable. Individuals enrolled in TennCare are assigned to MCC's (managed care companies) who manage the administration of the benefits and coverage.

TennCare Rate: The rates established by TennCare (Medicaid) or any subsequent plan for a particular medically necessary service or treatment.

TennCare Services and Appeals Tracking program (SAT): A web based application used to track and monitor the implementation of TennCare services identified for children in care. TennCare Services tracked in the SAT database include those identified on the Permanency Plan for the child, and any Follow Up recommendations from the child's initial or annual EPSDT, as well as any additional or specialized assessments or evaluations.

Tennessee Claims Commission: A commission of three commissioners appointed by the governor, one from each of the three “Grand Divisions” of the state, to hear and make determinations of claims appealed from the division of Claims Administration, and claims referred by and any claim not settled by the division of claims Administrator within the time set by statute.

Tennessee Code Annotated (TCA): The collection of Tennessee's state laws.

Tennessee Commission on Children and Youth (TCCY): The Tennessee Commission on Children and Youth is an independent agency created by the Tennessee State Legislature whose primary mission is to advocate for improvements in the quality of life for Tennessee children and families. TCCY staffs and coordinates 9 regional councils that address the local needs of children and families, provide organizational structure for statewide networking on behalf of children and families and provide local input to the commission. The policy-making body of TCCY is a 21-member commission whose members are appointed by the governor. At least one member is appointed from each of Tennessee's 9 development districts. Five youth advisory members meet the federally mandated composition required for a state advisor group.

Tennessee Department of Children's Services (DCS): The State of Tennessee Government Department that was created in July 1996 by consolidating children's services programs from six separate departments. DCS has the responsibility for protecting children from abuse and neglect, providing temporary care for children who cannot safely remain in their own homes, providing permanent homes for those children who are legally free for adoption, and rehabilitating delinquent youth through residential treatment and community-based programs.

Tennessee Department of Human Services (DHS): The State of Tennessee Government Department that provides a quality system of coordinated human services to Tennesseans and enable them to achieve self-sufficiency. These services include Family Assistance, Social Services, and Rehabilitation Services.

Tennessee Driver License Classifications:

- **Class D**: Operators of regular passenger vehicles, pick-up trucks, or vans.
- **Class D with F** (For hire endorsement): The operator's main job is to drive or transport people in a Class D Vehicle.
- **Class A, B, or Commercial**: Operators of large vehicles generally described as any vehicle or combination of vehicles weighing more than 26,000 pounds. A Commercial Driver's license is required of vehicles designed to transport more than fifteen (15) passengers including the driver, or if the vehicle is used as a school bus.

Tennessee Early Intervention System (TEIS): A division of the Tennessee Department of Education /Division of Special Education that is Tennessee's system for the coordination and provision of special education services for disabled infants and toddlers, ages birth to three who meet the state's definition for services under IDEA Part C.

Tennessee Excellence, Accountability, and Management (T.E.A.M.) Act: The TEAM Act was became law October 1, 2012. This Act divides the state service into the preferred service and executive service. Executive service includes the highest ranking employees for public information, fiscal, budget, audit, security, information systems, legislative affairs and human resources, as well as doctors and lawyers.

Employees become members of the preferred service upon successful completion of the probationary period. Preferred service positions will be filled using certified lists of applicants who meet the minimum qualifications for the position, and will have the ability to appeal certain employment actions.

The Act is designed to attract select, retain and promote the best applicants and employees based on performance and equal opportunities, and free from coercive political influences, and to provide technically competent employees to render impartial service to the public at all times. The Act also gives agencies greater flexibility in personnel management and increase customer-focused effectiveness and efficiency of state government within a best practice environment.

Tennessee Family and Child Tracking System (TFACTS): The current federally required statewide automated child welfare system for DCS that provides a system of record for the delivery and management of child welfare services. See Statewide Automated Child Welfare System (SACWIS) and TNKids.

Tennessee Head Start: A school readiness program serving economically qualified families and children. The program consists of comprehensive education, social and health components.

Tennessee Occupational Safety and Health Act of 1972 (TOSHA): Tennessee Legislation that established safety and health monitoring of all Tennessee businesses and industries (TCA 50-3-101, et seq.). TOSHA strives to save lives, prevent injuries and protect the health of Tennessee workers. Staff establishes protective standards, enforces those standards and reaches out to employers and employees through technical assistance, training and consultation programs. The Occupational Safety and Health Division of the Tennessee Department of Labor administers the TOSHA program.

Tennessee Youth Advisory Council: A youth-driven organization consisting of youth in custody, youth who were formerly in care and adult partners experienced in the system of foster care. Through youth helping other youth, members are committed to working together to improve the system by identifying problems, influencing policy, and making positive changes for the youth they represent.

Terminal Condition: Any disease, illness, injury or condition, including, but not limited to, a coma or persistent vegetative state, sustained by any human being, from which there is no reasonable medical expectation of recovery and which, as a medical probability, will result in the death of such human being, regardless of the use or discontinuance of medical treatment implemented for the purpose of sustaining life, or the life process.

Termination of Parental Rights Hearing: A formal proceeding usually sought by a state agency at the conclusion of dependency proceedings in which severance of all legal ties between parent and child is sought against the will of one or both parents, and in which the burden of proof must be by clear and convincing evidence.

TFACTS Data Correction: A correction made by database administrators to TFACTS data elements that are erroneous due to data entry or TFACTS application malfunction.

Therapeutic Abortion: Abortions that are recommended by a health care provider to protect the mother's physical or mental health.

Threatening of Staff: Any explicit act by a student, whether verbal or non-verbal, which constitutes potential danger to staff. Mere words, spoken with no appearance of any intention to carry out the threat, are not an offense in this category.
DOE

Time-out: A process in which a child or adolescent can calm down and/or self-reflect, usually by being quiet and disengaging from current stimuli. The time-out will be time-limited and may be conducted with or without removing a child from peers or the immediate area. It may be initiated at the child or staff's request or directed by staff.

Title II Funds: Funds made available from the Social Security Administration for the care and maintenance of a child having a deceased, aged, or disabled parent(s), as provided in Title II of the Social Security Act.

Title IV-A: Is a reference of the Social Security Act, which establishes a Federal-State Public Assistance Program known as Temporary Assistance to Needy Families (TANF). TANF is a program of time-limited assistance payments made to eligible families. TANF replaced Aid to Families with Dependent Children (AFDC -- otherwise known as welfare) when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was signed into law in 1996. The program provides parents with job preparation, work and support services to help them become self-sufficient.

Title IV-B: Is a reference of the Social Security Act which is made up of two subparts that address child welfare services and promoting safe and stable families. Sub part 1 - Child Welfare Services program helps State child welfare agencies improve service delivery to children and families with the goal of family preservation. Sub part 2 - Safe and Stable Families program promotes family preservation, reunification, support and adoptions services.

Title IV-D: Is a reference of the Social Security Act which established a Federal-State child support enforcement program.

Title IV-E: Is a reference of the Social Security Act, which established Federal-State programs for foster care, adoption assistance, and independent living. The foster care program provides financial support to a person, family, or institution that is raising a child or children that is not their own. The adoption assistance program provides financial support to adoptive parents of children with special needs. The independent living program provides States with funds to help children who are likely to remain in foster care until 18 years of age make the transition to self-sufficiency.

Title IV-E Funds: The maintenance payments made for eligible children in foster care family homes or child care institutions housing up to 25 people, and that portion of the title which permanently authorized States to develop adoption assistance agreements with the adoptive parents of children with "special needs". A maintenance payment is the expenditure for room, board, clothing and food.

Title IX: **Title IX of the Education Amendments of 1972**, renamed in 2002 the **Patsy T. Mink Equal Opportunity in Education Act** in honor of its principal author, but more commonly known simply as **Title IX**, is a United States law enacted on June 23, 1972. The law states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Although the most prominent aspect of Title IX is its impact on high school and collegiate athletics, the original statute made no explicit mention of athletics.

Title XIX: Is a reference of the Social Security Act, which established a Federal-State health insurance program known as Medicaid.

Title XVI Funds: Supplemental security income (SSI) funds made available from the Social Security Administration for the care and maintenance of a child with a disability, as provided in Title XVI of the Social Security Act.

TNKids: The previous DCS statewide automated child welfare information system that provided support for the delivery and management of child welfare services. See current system - Tennessee Family and Child Tracking System (TFACTS).

Trained Full-Time or Back-up Facilitator: DCS employee whose role at the agency includes the facilitation of Child & Family Team Meetings and the coaching and mentoring of staff in their professional development on CFTM's. The facilitator has completed the core curriculum on Child & Family Team Meetings, passed the skills-based competency exam and met the minimum threshold for competency on their structured observations. Some regions have trained additional staff in advanced facilitation skills as back-up facilitators, who can facilitate CFTM's as well.

Training: An organized, planned, and evaluated activity designed to achieve specific learning objectives and includes requirements for completion, attendance recording, and a system for recording completed training. Types of training may include formal classroom instruction; on-the-job training under the direction of an instructor; training meetings or conferences that include a formal agenda and instruction by a qualified teacher, supervisor, or official; manual training; physical training, etc. *Staff meetings* and *supervisory conferences* are not considered training.

Transcript: Record of school completion by course as required by Tennessee Department of Education's Rules, Regulations and Minimum Standards for high school graduation.

Transfer (Student): The movement of a student's who has already been assessed/classified and is moving between YDCs or group homes. This excludes the initial placement at the YDC). Most often the movement from a YDC to a group home is called a "step-down".

Transgender: a person whose sense of identity as a male or female is inconsistent with their genitalia and other anatomical sexual characteristics.

Transsexual: a term for someone who transitions from one physical sex to another in order to bring their body more in line with their innate sense of their gender identity. It includes those who were born male but whose gender identity is female, and those who were born female but whose gender identity is male, as well as people who may not clearly identify as either male or female. Transsexual people have the same range of gender identities and gender expression as non-transsexual people. Many transsexual people refer to themselves as transgender.

Transition Provisions (HIPAA): A section of the Privacy Rule that permits covered entities to rely on express legal permission for use and disclosure of PHI, informed consent, or IRB-approved waiver of informed consent for research provided the legal permission, informed consent, or IRB-approved waiver was obtained prior to the compliance date.

Transitional Living Services: Transitional Living Services are considered a version of Post-Custody Services. Transitional Living Services are also considered an extension of independent living services, and are designed to expand upon such service options for youth and young adults. Transitional Living Services may be an option for youth who are not eligible for DCS Voluntary Post-Custody Services, as services directly provided by DCS may be mitigated by the ability of DCS to support aspects of a young adult's overall Independent Living Plan. Such factors may include the young adult not emancipating to adulthood from state custody, educational status upon emancipating to adulthood which could affect the ability of DCS to support continued placement via existing funding streams, loss of eligibility for DCS Voluntary Post-Custody Services, or the youth's age. Transitional Living Services are rendered by contracted providers.

Treatment Team: Treatment teams are a group of Youth Development Center and DCS Group Home staff assigned from the youth's developmental program areas and includes the youth's parent/guardian and the youth. These individuals oversee the provisions of the youth's individual program. The treatment team also monitors and supports the progress of the youth during his/her placement. The Treatment Team will include, but not be limited to the following:

- **The Youth** - The youth attends his/her staffing and participates in the evaluation and planning. It shall be explained to the youth that the IPP is his or hers, not the facility's. The youth must invest in the program in order to experience success.
- ◆ **Team Leader** - The treatment team leader in most cases is the assigned Case Manager. This member is responsible for directing the team in developing, implementing, monitoring and amending the INDIVIDUAL PROGRAM PLAN. This member schedules and chairs staffings, receives progress reports from other members and writes the staffing report.
- ◆ **Education Representative (ER)** - This member is a teacher and/or an Education Specialist holding a valid Tennessee Teaching License. The ER collects and presents youth related reports from academic and vocational teachers. The ER prepares the youth's evaluation reports and monitors progress. For youths who require SPECIAL EDUCATION SERVICES, the ER will consult the special education teacher for information that is needed by the treatment team.
- ◆ **Living Unit Representative** - This member monitors progress of the youth in the group life environment and responds to the same in program planning (DCS Group Home Food Service Stewards only can be a voting member for youth staffings).
- ◆ **Family Service Worker** - The DCS case manager who is assigned primary responsibility for working with the child/youth and the family will be invited to attend staffings.
- ◆ **Parent/Guardian** - The parent/guardian must be invited to attend the Initial Program Staffing, Quarterly Staffing and Release Staffing for the youth. However, staffings can proceed if parent/guardians do not attend. Parents/guardians are always considered important in treatment planning and they maintain certain parental rights.
- ◆ **Other Participants** - Staff representation from the medical, mental health, vocational, recreational and legal resources will be asked to attend staffings, as the team requires.

Trial Home Visit: The return of physical custody of the child for a specific time period to a parent, relative or other appropriate individual to determine whether legal custody should be granted to that parent, relative, or other appropriate individual; however, the state retains legal custody during the trial visit period.

Truant/Truancy: A child who willfully and unjustifiably fails to attend school when attendance is required by law. Truancy is a punishable offense within the juvenile system in some states and, in others it is the basis of a petition for a child in need of services.

Twenty-First (21st) Century Community Learning Centers: A grant Program administered by the Tennessee Department of Education. Federal funding provides resources for extended learning activities to students attending high-poverty schools.

Type I Visitor: Immediate family members, including parents, siblings, grandparents, half-siblings, step-parents, spouse, children, or other family members who have had custody of the youth and other significant family or extended family members who desire to visit a youth while he/she is placed in a group home.

Type II Visitor: Other persons not defined as Type I Visitors who do not function in a professional capacity or who are not approved volunteers who desire to visit a youth while he/she is placed in a group home.

U

Unsubstantiated Classification (CPS): Investigation disposition that determines there is insufficient evidence under State law or policy to conclude that the child has been abused or neglected or is at risk of being abused or neglected.

Unruly Child/Youth: An unruly child is one in need of treatment and rehabilitation who habitually and without justification is truant from school while subject to compulsory schools attendance under TCA 49-6-3007; or habitually is disobedient of the reasonable and lawful commands of the child's parent(s) , guardian, or other legal custodian to the degree that such child's health and safety are endangered; or commits an offense which is applicable only to a child; or is a runaway- a child who is away from the home, residence, or any other residential placement of his parent(s), guardian, or other legal custodian without their consent.

Use of Chemical Defense Spray: The discharge, either purposeful or accidental of chemical defense spray assigned to a staff member.

User: A person that uses the computer.

V

Verification of Birth: A certificate of live birth.

Verification of Disability: The youth has received an individual assessment, has been certified as having a disability (ies), and has been determined by the program staffing team to be in need of special education services.

Veteran's Benefits: The Veteran's Administration (VA) oversees the program and provides a monthly benefit, payable to a child under the age of 23 who continues to be a high school or college student if the child has a parent with a military service record and the child's parent is retired, disabled, or deceased as a result of military service.

Visitation: Regular contact between a child/youth and his/her parents as mandated and defined by federal foster care legislation. Any dependent/neglected, unruly or delinquent child/youth placed in foster care must be granted an opportunity for visitation each month, which may be supervised or unsupervised. Please note, however, that any visitation by delinquent youth that involves a return to the home community for a period of time and is unsupervised by program staff, the consent of the committing Court is required unless the Court has declined or failed to exercise the authority granted in *TCA. §37-5-106 (4)*.

Vocational Assessments/Services/Planning/Training: Administering and implementing vocational aptitude assessments, interest surveys, vocational planning and coaching, and vocational training. Services for vocational training and coaching may be accomplished through enrollment in vocational training courses or approved apprenticeships. Assessment and the provision of services by the Office of Vocational Rehabilitation also apply.

Vocational Education: A systematic plan of instruction and hands-on application to train a youth in a skill or trade.

Voluntary Placement Agreement (VPA): This is an agreement between the parent or legal guardian of a minor and DCS for the temporary placement of the minor. This agreement is binding for intervals of up to six months. In order to be considered a binding agreement, it must be dated and signed by the parent(s) or legal guardian, the case manager, and a supervisor. It can also be revoked through written consent of a parent or caretaker.

Voluntary Return: This relates to the return of the juvenile runaway, escapee, or absconder (under Article VI) to his home state and denotes that he consents to return there voluntarily.

Voluntary Surrender: In Juvenile Court, a legal process by which a parent intentionally relinquishes his or her parental rights.

Volunteer: A person who contributes services to the DCS without direct monetary rewards from the DCS and shall be considered an unpaid staff member according to TCA.

Volunteer (PREA): Any person who, by mutual agreement with the agency, provides service without compensation, or who voluntarily assists children/youth or DCS in the course of the volunteer's duties.

Volunteer Chaplain: A duly ordained representative of legitimate religious practice responsible for providing pastoral care and non-sectarian religious leadership within an institution or community residential program.

Volunteer Supervisors: Staff person to who provides direct supervision of a volunteer.

W

Waiver (General): Relinquishing of rights: the voluntary surrender of a right or claim. A document or formal statement giving up a right or claim, or an action indicating an intention to waive something.

Ward: A person who has a court-appointed guardian or conservator to make decisions for them.

Weapon: Any hand gun, rifle, shotgun, knife, bow and arrow, and/or any other instrument which by its nature or fashion is capable of causing death or serious bodily harm. **DOE**

'Weapon' means any dangerous instrument or substance, which is capable of inflicting any injury on any person. *TCA 49-6-4202(1) Education; School Security Act*

Weekend Pass: An authorized absence from the facility during the weekend lasting from at least overnight up to five days.

Willful Abandonment: A period of four consecutive months immediately preceding the filing of a proceeding or pleading to terminate the parental rights of the parent(s), guardian(s) of the child who is the subject of the petition for termination of parental rights or adoption, that the parent(s) or guardian(s) either have willfully failed to visit or have willfully failed to support or make reasonable payments toward the support of the child.

This term may also be used to describe the abandonment of a biological or legal father who has either willfully failed to visit or willfully failed to make reasonable payments toward the support of the child's mother during the four months immediately preceding the birth of the child.

This term may also be used to describe the willful abandonment of an incarcerated parent or guardian who willfully failed to visit or has willfully failed to support or make reasonable payments toward the support of the child for four consecutive months immediately preceding such parent's or guardian's incarceration to the parent or guardian has engaged in conduct prior to incarceration which exhibits a wanton disregard for the welfare of the child.

Workforce: See DCS Workforce Members.

Workplace Harassment: 1. Any unwelcome verbal, written, or physical conduct that either degrades or shows hostility or aversion towards a person because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability or veteran's status that: a) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; b) Has the purpose or effect unreasonably interfering with an employee's work performance; c) Affects an employee's employment opportunities or compensation

2. The following specific examples of workplace harassment are not exhaustive; they illustrate, however, the types of conduct that violate this policy:

- a) Unwelcome touching or near-touching, which can encompass leaning over, cornering, hugging, or pinching; sexual innuendos, teasing and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and sexist put-downs.
- b) Slurs and jokes about a class of persons, such as persons who are disabled or a racial group.
- c) Distributing via e-mail epithets, slurs, jokes, or remarks that are derogatory or demeaning to a class of persons or a particular person or that promote stereotypes of a class of persons.
- d) Display of explicit or offensive calendars, posters, pictures, drawings or cartoons that are sexually suggestive or that reflect disparagingly upon a class of persons or a particular person.
- e) Derogatory remarks about a person's national origin, race, language, or accent.

Workplace Violence: The Occupational, Safety, and Health Administration (OSHA) defines workplace violence as violence or the threat of violence against workers. It can occur at or outside the work place and ranges from threats, verbal abuse, and bullying to physical assaults and homicide - the latter being one of the leading causes of job-related deaths.

Worksite: The location at which the employee performs his/her job duties. This must be the same site as the applicable institution, hospital, facility, etc.

Worship: For the purposes of DCS, an activity conducted by or under the direction of an institutional chaplain or approved volunteer which is designed specifically for the purpose of exercising religious beliefs.

Wraparound Funds: Funds used to provide appropriate support for living arrangements that will lead towards permanency for children and youth in DCS custody.

Young Adult: A person who meets the definition of an “applicable child” according to the federal and state legislation and statutory guidelines for maintenance of federal IV-E Foster Care. Refer to DCS Policy [16.52, Extension or Re-establishment of Foster Care for Young Adults](#).

Young Adult CFTM (YATFM): The Young Adult Team Meeting (YATM) is used by DCS staff to engage post-custody young adults in the decision-making process throughout their relationship with the Department. The YATMs are used for the development of Independent Living Plans and making relational permanency decisions as well as for addressing critical decisions around identifying services. When the Independent Living Plan is completed, the Plan serves as the documentation of the Young Adult Team’s work. For all others, the team’s work and decision(s) are documented in the staffing summary.

Youth Commitment Reduction Credits (YCRC): (Most commonly referred to as Commitment Reduction Credits) Credits that may be awarded to determinately committed youth for good behavior and program participation to reduce the length of their determinate commitment.

Youth Development Center: A hardware secure DCS facility operated for the purpose of providing treatment and rehabilitative services to the state’s most serious delinquent youth. *TCA 37-5-103 (16)*

Youth Development Center Program Staffing Team: An interdisciplinary team of qualified personnel employed by the department of Children’s Services who represent areas of service of expertise. For students certified educationally disabled, the team will include the school administrator or designee, a teacher who has had or will have the youth in a teaching situation and a special education teacher and/or someone competent to interpret the assessment data. For intellectually disabled students, the team shall include a qualified professional with respect to intellectual disabilities.

Youth Development Center Property Officer: A staff person designated by the Superintendent to be responsible for the daily management and oversight of all state property in their respective youth development center.

Youth Level of Service/Case Management Inventory (YLS/CMI): A tool to identify both risk and protective factors that are present in a child’s life that either promote or prevent delinquent behavior. Such factors include parenting skills, conditions within the home and family, parent/sibling criminality, school involvement, peer influence, leisure activities, current and previous delinquency, severity of offenses, alcohol/drug usage and others. Depending upon the presence or absence of such factors, a risk score of low, moderate, high or very high is determined. It also serves as a guide for case planning by identifying those factors that present the highest level of risk for promoting further delinquent behavior

YLS/CMI Master Trainer: A YLS/CMI Trainer who has completed the necessary requirements to train and approve individuals to be YLS/CMI Trainers. In addition to meeting all the requirements set forth for a YLS/CMI Trainer, a YLS/CMI Master Trainer will:

- Hold a doctorate degree in an area specified in the YLS/CMI Trainer definition;
- Have significant experience with the YLS/CMI;
- Demonstrate a solid understanding of the tool;
- Be proficient in accurate scoring of the instrument;
- Have successfully participated in the Master Trainer process, and
- Be approved and designated by Dr. Robert Hoge, developer of the instrument as a master trainer.

YLS/CMI Trainer: An individual who can:

- Conduct YLS/CMI Training;
- Approve certification of others to administer the YLS/CMI;
- Provide consultation;
- Conduct quality assurance reviews; and
- Provide continuing education activities related to the instrument.

The YLS/CMI Trainer must have at a minimum a master's degree in child development, psychology, social work, counseling or other related field including graduate coursework in testing/measurement and/or assessment and exposure/experience in general assessment. The Trainer must:

- Be approved by Dr. Robert Hoge, developer of the YLS/CMI, as a Trainer as a part of the initial Tennessee YLS/CMI start up, or
- Complied with and completed the Tennessee YLS/CMI Train the Trainer Protocol including approval by a Tennessee YLS/CMI Master Trainer.

Zero Tolerance: A serious violation of school policy resulting in an expulsion of up to 180 days.