

TRAINING FOR D&N CASES

Contents

Relatives	2
Alleged Father	3
Father or Biological Father	3
Legal Father	3
Child is removed from the home:.....	4
Custody Changes.....	5
Parental Rights Terminated.....	6
Adding DCS as a Relative:	6
D&N Data Flow	7
Names Associated with the case	7
Case Status	8
Filed Statutes	9
Requirements.....	9
Closing Requirements.....	10
Out of Home Placement – DCS Custody.....	10
Out of Home Placement – Not DCS Custody	12
Permanency	12


Relatives

To change a relative type or custody status, click on the Type, such as Mother, to get into the Relative Detail screen.


- Relatives		Top	Get from another Add	
Name	Type	Address	Contact number	
Caroline Ingalls (6 - Legal Custody)	Mother 	Home Address: 1505 Browning Brand Road Hartsville, TN 37074	Add	
	No financial info			
Charles Ingalls (7 - Non-custodial Parent)	Father	Home Address: 112 Neals Lane Gallatin, TN 37066	Add	
	No financial info			

Relative Detail Laura Ingalls (File# 3)

Relative: **Caroline Ingalls (6)**

Relative type:* M - Mother 

Lives with:* Yes No

Custody status: LCUS - Legal Custody 

Place name at top of list: Yes No

There are many Relative types from which to select, and there are many custody status options from which to select.

Alleged Father

"Alleged Father," in general, means a man who has not legally established a relationship to a child but who is alleged to be or claims to be the biological father of a child who was born to a woman to whom he wasn't married at the time.

In Tennessee, if the parents of a child are not married to each other when the child is born, then paternity must be established before the father has any rights to the child; therefore, the Alleged Father should not have a custody status.

- Relatives Top		
Name	Type	Address
Caroline Ingalls (6 - Legal Custody)	Mother	Home Address: 1505 Browning Brand Road Hartsville, TN 37074
Charles Ingalls (7)	Alleged Father	Home Address: 112 Neals Lane Gallatin, TN 37066

Once paternity has been established through a Voluntary Acknowledgment of Paternity signed in front of a notary or through a Court Order, the type would change to either Father or Biological Father. If paternity is established through a court order, custody may have also been established, and you can add the appropriate custody status to both parents.

If the Alleged Father is excluded as a possible father, then his type would change to "**Excluded Father.**" No custody status should be added.

Father or Biological Father

Father means the biological father of a child born out of wedlock or can also be used in place of Legal Father.

Legal Father

The legal father is the man the law recognizes as the father of the child. When a married couple has a child, the law automatically recognizes the husband as the child's legal father; therefore, paternity does not need to be determined.

A child may have both an Alleged Father and a Legal Father. If the Alleged Father is found to be the biological father, then the Legal Father's type changes to Terminated Father with no custody status.

If the parents are married, both would have legal custody of the child.

Child is removed from the home:

If DCS removes a child from a parent, the type remains the same, but the custody status changes. The person the child lived with at the time of removal is the person from whom the child was removed.

- Relatives Top		
Name	Type	Address
Caroline Ingalls (6 - Legal Custody)	Mother	Home Address: 1505 Browning Brand Road Hartsville, TN 37074
	No financial info	
Charles Ingalls (7 - Non-custodial Parent)	Father	Home Address: 112 Neals Lane Gallatin, TN 37066
	No financial info	
Laura Ingalls (3)	Sister	Home Address: 1505 Browning Brand Road Hartsville, TN 37074
	No financial info	

In this example, the child lived with mother at the time of removal, so the custody status for mother changes. Father's custody status remains the same.

Name	Type	Address
Caroline Ingalls (6 - Party from whom a child was removed by DCS)	Mother	Home Address: 1505 Browning Brand Road Hartsville, TN 37074
	No financial info	
Charles Ingalls (7 - Non-custodial Parent)	Father	Home Address: 112 Neals Lane Gallatin, TN 37066
	No financial info	

If the child is placed with someone by DCS (other than foster care), that person should be added as a Relative, even if they are not a relative.

Harriet Oleson (Party with whom a child was placed by DCS)	Non-Relative	Home Address: 759 Main Street Hartsville, TN 37074
	No financial info	

Custody Changes

If custody of the child changes the person who has custody should be added as a Relative with custody status of "Temporary Custodian." Mother's custody is changed to Non-custodial Parent (for purposes of this example).

- Relatives Top		
Name	Type	Address
Caroline Ingalls (6 - Non-custodial Parent)	Mother	Home Address: 1505 Browning Brand Road Hartsville, TN 37074
	No financial info	
Charles Ingalls (7 - Non-custodial Parent)	Father	Home Address: 112 Neals Lane Gallatin, TN 37066
	No financial info	
Laura Ingalls (3)	Sister	Home Address: 759 Main Street Hartsville, TN 37074
	No financial info	
Harriet Oleson (Temporary Custodian)	Non-Relative	Home Address: 759 Main Street Hartsville, TN 37074
	No financial info	

If Father were to petition for custody and be awarded custody, the custody status would change again.

- Relatives Top		
Name	Type	Address
Caroline Ingalls (6 - Non-custodial Parent)	Mother	Home Address: 1505 Browning Brand Road Hartsville, TN 37074
	No financial info	
Charles Ingalls (7 - Legal Custody)	Father	Home Address: 112 Neals Lane Gallatin, TN 37066
	No financial info	
Laura Ingalls (3)	Sister	Home Address: 112 Neals Lane Gallatin, TN 37066
	No financial info	
Harriet Oleson	Non-Relative	Home Address: 759 Main Street Hartsville, TN 37074
	No financial info	

Parental Rights Terminated

If parental rights are terminated or surrendered, the relative type and the custody status change. In this example “Mother” becomes “Terminated Mother”, with a custody status of “Parental Rights Terminated.”

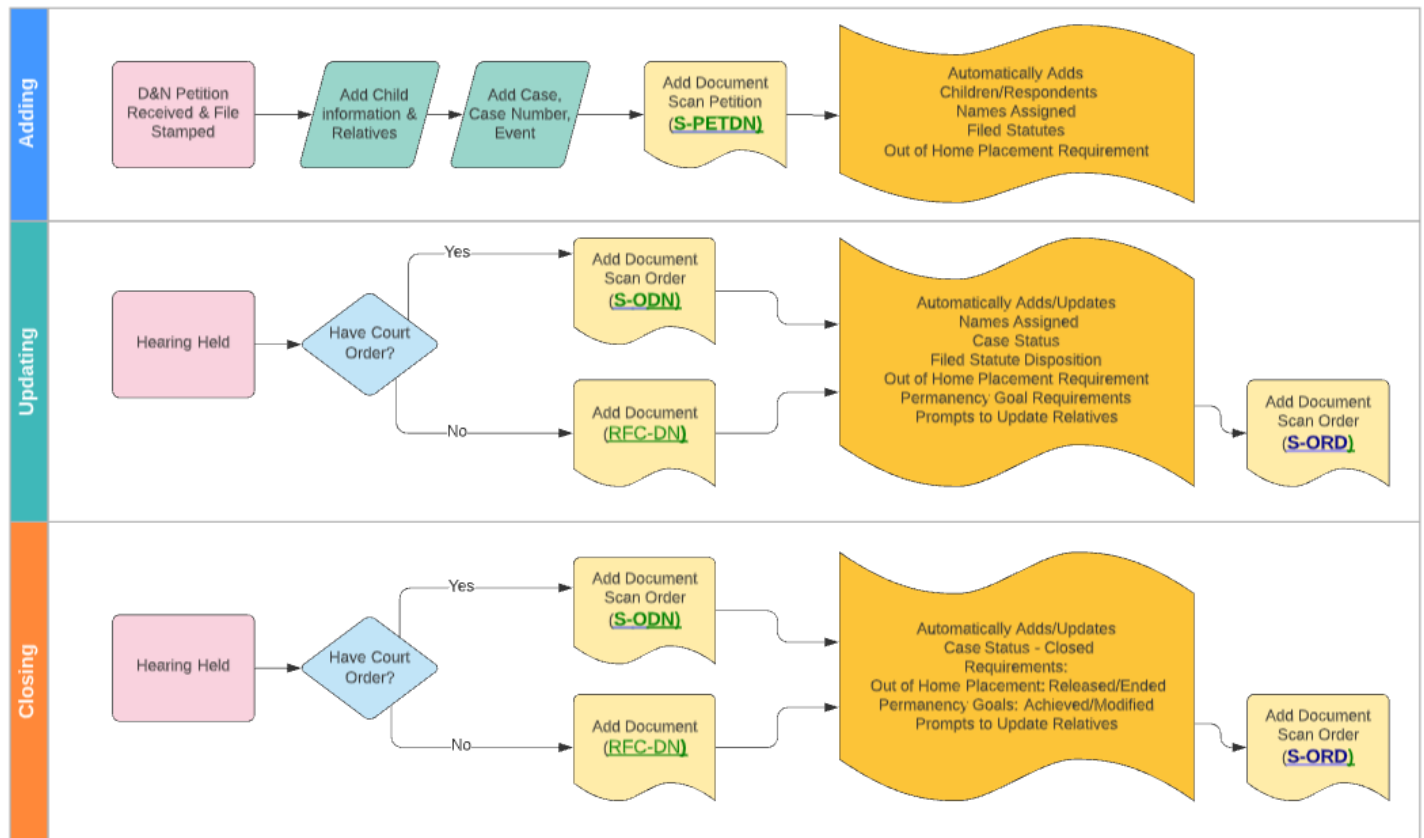
Relative:	Caroline Ingalls (6)
Relative type:*	TERM - Terminated Mother
Lives with:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Custody status:	TPR - Parental Rights Terminated
Place name at top of list:	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Relatives Top		
Name	Type	Address
Charles Ingalls (7 - Legal Custody)	Father	Home Address: 112 Neals Lane Gallatin, TN 37066
Caroline Ingalls (6 - Parental Rights Terminated)	Term Mother	Home Address: 1505 Browning Brand Road Hartsville, TN 37074

Adding DCS as a Relative:

When parental rights are terminated, and if the child has no custodial relatives, add DCS as the custodian with temporary custody. **This is the only time DCS is added as a relative.**

D&N Data Flow




Names Associated with the case


All of the children named in the petition and all the parties listed in the petition are added as Respondents.

- Names associated with the case Top				
Name	Case	Role	Start date	End date
Laura Elizabeth Ingalls (1252)	2	Child	6/20/2019	4/12/2021
Mary Ingalls (5)	1	Child	6/20/2019	4/12/2021
Caroline Ingalls (6)	1	Respondent	6/20/2019	4/12/2021
Charles Ingalls (7)	1	Respondent	6/20/2019	4/12/2021

Case Status

The purpose of the case status is to quickly show where this case is in the court process. As cases close, it is important to add a case status of closed.

- Case status history	Close case	Top
4/12/2021 - Closed		
7/18/2019 - Adjudicated; Dependent & Neglected Child		
6/20/2019 - Case Filed		

- Case number history	Top
2019DN000371	

- Cases	Top
Delinquency - 55JC1-2021-JD-1 (Adjudicated; Delinquent Child) Ingalls, Laura Elizabeth(Case 4) - Defendant from 4/28/2021 thru present	
Termination of Parental Rights - 55JC1-2021-JT-1 (Dismissed) Ingalls, Laura Elizabeth(Case 3) - Child from 4/1/2021 thru 4/5/2021 Ingalls, Charles(Case 2) - Respondent from 4/1/2021 thru 4/5/2021	
Delinquency - 55JC1-2021-JD-2 (Dismissed; Successfully Completed Pretrial Diversion) Ingalls, Laura Elizabeth(Case 5) - Defendant from 2/12/2021 thru 9/28/2021	
Delinquency - 55JC1-2020-JD-1 (Dismissed; Successfully Completed Informal Adjustment) Ingalls, Laura Elizabeth(Case 1) - Defendant from 10/29/2020 thru 10/30/2020	
Dependency/Neglect - 55JC1-2019-DN-371 (Closed)  Ingalls, Laura Elizabeth(Case 2) - Child from 6/20/2019 thru 4/12/2021 Ingalls, Mary(Case 1) - Child from 6/20/2019 thru 4/12/2021 Ingalls, Caroline(Case 1) - Respondent from 6/20/2019 thru 4/12/2021 Ingalls, Charles(Case 1) - Respondent from 6/20/2019 thru 4/12/2021	

Filed Statutes

Each child must have the filed statutes (allegations) stated in the petition for that child.

If there are severe abuse allegations, you must also add the standard D&N filed statute.

Filed Statutes need to be “disposed” with granted or dismissed.

- Filed statutes Top					Options
Name	Count	Petition	Plea	Disposition	
Laura Ingalls	1 - D&N - Dependent/Neglected/Abused Child (TCA 37-1-102(b)(13)), a Civil; Filed 6/20/2019	19-000001		Granted	
Laura Ingalls	2 - D&N - Severely Abused/Sexually Abused Child (TCA 37-1-102(b)(27)), a Civil; Filed 6/20/2019	19-000001		Dismissed	
Mary Ingalls	1 - D&N - Dependent/Neglected/Abused Child (TCA 37-1-102(b)(13)), a Civil; Filed 6/20/2019	19-000002		Granted	
Mary Ingalls	2 - D&N - Severely Abused/Sexually Abused Child (TCA 37-1-102(b)(27)), a Civil; Filed 6/20/2019	19-000002		Granted	

Requirements

Each child must have their own requirements. We are tracking out of home placements and permanency goals that have been ratified.

- Requirements Top							Op
Name	Assigned	Requirement	Start	Status	Status date		
Mary Ingalls	3/20/2020	Extension of Foster Care	3/20/2020	Failed to Complete Successfully	4/12/2021		
Mary Ingalls	6/26/2019	DCS Commitment - Custody (D&N)	6/26/2019	Released	3/20/2020		
Laura Ingalls	9/16/2018	Trial Home Visit	9/16/2020	Failed to Complete Successfully	3/15/2021		
Laura Ingalls	6/26/2018	DCS Commitment - Custody (D&N)	6/26/2019	Released	4/12/2021		
Laura Ingalls	6/20/2018	Placement with Relative/Other Individual	6/20/2019	Placement Modified	6/26/2019		
Laura Ingalls	1/7/2021	Goal - Adoption	1/7/2021	Goal Achieved	4/12/2021		
Laura Ingalls	2/23/2020	Goal - Permanent Guardianship	2/23/2020	Goal Modified	1/7/2021		
Laura Ingalls	10/15/2018	Goal - Relative Placement	10/15/2018	Goal Modified	2/23/2020		
Laura Ingalls	10/15/2018	Goal - Reunification	10/15/2018	Goal Modified	11/26/2019		
Mary Ingalls	8/23/2018	Goal - Relative Placement	8/23/2019	Goal Modified	6/18/2020		
Mary Ingalls	8/23/2018	Goal - Reunification	8/23/2019	Goal Achieved	4/12/2021		

OUT-OF-HOME PLACEMENT	
DCS D&N Custody	In a delinquent/unruly or D&N case, when a child is placed in DCS custody due to allegations of abuse and neglect.
Extension of Foster Care	In a delinquent/unruly or D&N case, when a child reaches 18 and the court orders the child released from DCS custody, but the child remains in the foster care system.
Trial Home Visit	In a delinquent/unruly or D&N case, when a child remains in DCS custody but resides at home for a period of time.
Transfer custody to an individual (not DCS)	In a delinquent/unruly or D&N case, when a court order transfers custody from one person to a different person.
Treatment facility (not DCS)	In a delinquent/unruly or D&N case, when a court order places a child in a treatment facility

Closing Requirements

Out of Home Placement – DCS Custody

- **DCS D&N Custody**
 - **Released** – The child has been released from DCS custody.
- **Trial Home Visit**
 - **Failed to Complete Successfully** – used for Trial Home Visits that were unsuccessful.
 - **Successful** – Used for Trial Home Visits that were successful.
- **Extension of Foster Care**
 - **Failed to Complete Successfully** – If it was unsuccessful.
 - **Successful** – If it was successful.

The child remains in DCS custody during a trial home visit, so the commitment requirement is not closed when a trial home visit requirement is added.

Successful Trial Home Visit:

Assigned date	Requirement type	Start date	Scheduled end	New end	Status	Status date
Add a new requirement						
9/16/2020	Trial Home Visit	9/16/2020			Successful	3/15/2021
6/26/2019	DCS Commitment - Custody (D&N)	6/26/2019			Released	3/15/2021
6/20/2019	GR Placement with Relative/Other Individual	6/20/2019			Modified	6/26/2019
	Notes	Placed with maternal grandmother				

Unsuccessful Trial Home Visit:

- Requirements					Add
Assigned	Requirement	Start	Status	Status date	
9/16/2020	Trial Home Visit	9/16/2020	Failed to Complete Successfully	3/15/2021	
6/26/2019	DCS Commitment - Custody (D&N)	6/26/2019			

The child is released from DCS custody when they enter the Extension of Foster Care program, so the commitment requirement is closed, and the EFC requirement is added..

Successful Extension of Foster Care:


- Requirements				
Assigned	Requirement	Start	Status	Status date
3/20/2020	Extension of Foster Care	3/20/2020	Successfully Completed	4/12/2021
6/26/2019	DCS Commitment - Custody (D&N)	6/26/2019	Released	3/20/2020

Unsuccessful Extension of Foster Care:

- Requirements				
Assigned	Requirement	Start	Status	Status date
3/20/2020	Extension of Foster Care	3/20/2020	Failed to Complete Successfully	4/12/2021
6/26/2019	DCS Commitment - Custody (D&N)	6/26/2019	Released	3/20/2020

Out of Home Placement – Not DCS Custody

- **Transfer custody to an individual (not DCS)**
 - **Placement Modified:** if the placement was modified before permanency was achieved.
 - **Successful** – If permanency was achieved during this placement.
- **Treatment facility (not DCS)**
 - **Placement Modified:** if the placement was modified before permanency was achieved.
 - **Successful** – If permanency was achieved during this placement.

Assigned date	Requirement type	Start date	Scheduled end	New end	Status	Status date
Add a new requirement						
9/16/2020	Trial Home Visit	9/16/2020			Successful	3/15/2021
6/26/2019	DCS Commitment - Custody (D&N)	6/26/2019			Released	3/15/2021
6/20/2019	 Placement with Relative/Other Individual	6/20/2019			Modified	6/26/2019
	Notes		Placed with maternal grandmother			

Permanency

- **Goals: Reunification, Relative Placement, Permanency Guardianship, Adoption, Planned Permanent Living Arrangement**
 - **Goal Modified** – When the child remains in DCS custody, but this goal is no longer part of the permanency plan.
 - **Goal Achieved** – When the child is released from DCS custody, and this was the permanency goal that was achieved.
 - **Not Achieved (Aged Out)** – When the child is released from DCS custody, but permanency was not achieved because the child aged out.
 - **Not Achieved (Other)** – When the child is released from DCS custody, but permanency was not achieved because of some other reason, such as the death of the child, or any other reason.

As permanency plans are ratified, we add the plan goal(s) for each child as of the date the Judge approved the order ratifying the plan. Each goal is added once per child. If a goal is no longer part of the plan, that goal is closed.

Assigned date	Requirement type	Start date	Scheduled end	New end	Status	Status date
Add a new requirement						
1/7/2021	Goal - Adoption	1/7/2021			Goal Achieved	4/12/2021
2/23/2020	Goal - Permanent Guardianship	2/23/2020			Goal Modified	1/7/2021
10/15/2018	Goal - Relative Placement	10/15/2018			Goal Modified	2/23/2020
10/15/2018	Goal - Reunification	10/15/2018			Goal Modified	11/26/2019