



## DEPARTMENT OF CHILDREN'S SERVICES (DCS) REFERRAL

To Document Telephonic Referrals

24-hour access Central Intake No. 1-877-237-0004 or

Fax: 1-615-361-7041 or online <https://apps.tn.gov/carat>

If you wish to track the status of a DCS referral enter the referral ID number @

<https://apps.tn.gov/carat>

Date: \_\_\_\_\_

Time: \_\_\_\_\_

DCS Person spoken to: \_\_\_\_\_

DCS referral/intake #: \_\_\_\_\_

Person making referral: \_\_\_\_\_

Other CMCSS Employees aware of the concerns: \_\_\_\_\_

Name of School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Concern Reported:

Follow-up:

**Completed Form must be faxed or emailed to the Human Resources Department**

**Fax: 931-920-9913 or Email: [jeanine.johnson@cmcoss.net](mailto:jeanine.johnson@cmcoss.net)**

**Associated Document: [HUM-G001](#) Employee Guidelines Reporting Suspected Child Abuse and Accommodating DCS Investigations**