

Community-Based Care Stage II Joint Operations Manual

February 2026

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Operating Policies and Rules

Source:

[Texas Family Code §264.155 \(c\)](#)

[Modified Final Order](#)

[Community-Based Care \(Internal Webpage\)](#)

[Community-Based Care \(Public Webpage\)](#)

[CPS Handbook](#)

The protocols detailed in this operations manual are for children and youth from Community-Based Care areas placed with and receiving services through the Single Source Continuum Contractor (SSCC).

The CPS Handbook policies and rules, as well as the 2018 Modified Final Order in the matter of *M.D. v. Abbott* remains in effect unless expressly waived, if applicable. However, this manual may identify that the actions that were previously completed by DFPS are now completed by the SSCC. DFPS and SSCC staff should refer to the Community-Based Care Texas Administrative Code (TAC) Rules Waiver for more information.

Additionally, since this operations manual identifies responsibilities for the SSCC that include access to sensitive information in the DFPS IMPACT system, the SSCC has adopted policies and procedures, the SSCC's Provider Manual, to minimize the risk of data breaches consistent with the SSCC Contract and Data Use Agreements.

If you have questions about any information in this manual, please contact your supervisor, Program Director or your Community-Based Care Administrator (CBCA).

Placement and Family Service Referrals

Source:

[Texas Administrative Code §700.108](#)

Related Resources and Policy:

[CPS Handbook §4000 Placing Children in DFPS Conservatorship Care](#)

[Texas Child-Centered Care \(T3C\) System and Placement Resource Guide](#)

[Foster and Licensed Facility Placements Resource Guide](#)

[Sexual Incident Resource Guide](#)

DFPS staff will work directly with the SSCC following the determination that a child or youth in DFPS conservatorship requires placement in a substitute care setting.

DFPS staff must follow CPS Handbook related to the assessment, consideration, and selection of the least restrictive placement for every child or youth's initial or subsequent placement (new placement or placement change) in substitute care.

New Placement and Case Management Referrals

Source:

[Texas Family Code §262.115](#)

[Texas Family Code §264.107](#)

Related Resource and Policy:

[CPS Handbook §6151.3 Notification Requirements and Schedule](#)

[CPS Handbook §4113.5 Consult the Attorney Ad Litem, Guardian Ad Litem, and CASA Representative](#)

[CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring \(HM\)](#)

[CPS Handbook §4142 Enter the Placement Change Information in IMPACT](#)

[Primary Medical Needs \(PMN\) Resource Guide](#)

[Child Placement Forms page](#)

[CBC 2085 series forms](#)

[Form 2625 Child Caregiver Resource](#)

[DFPS IMPACT Functionality Guide](#)

[CPS Handbook §11210 Meeting the Requirements for Medical and Dental Services](#)

[3 in 30 Resource Guide](#)

[Sexual Incident History Resource Guide](#)

[Appendix B: Emergency Placement Process Flow Charts](#)

[Appendix C: Medical Consenter Chart](#)

[T3C System Blueprint](#)

[Texas Child-Centered Care \(T3C\) System and Placement Resource Guide](#)

[Foster and Licensed Facility Placements Resource Guide](#)

The emergency placement process is used when DFPS makes a referral to SSCC for a child or youth who is in **immediate** need of paid foster care placement and services and is not currently served by SSCC. Immediate need for an emergency referral is if placement is needed within seven (7) hours. Therefore, this process will be used for all emergency removals in addition to any child or youth requiring immediate paid foster care placement and services.

Note: For emergency removals, if DFPS does not have physical possession of the child/youth, the SSCC Director of Intake and Placement may give approval for the SSCC placement coordinator to begin searching for placement. The four (4) hour period will only begin once the SSCC has accepted the referral as complete and the best interest of the child must always be taken into consideration.

The section below reflects the specific steps a DFPS Worker must take to request and complete an emergency foster care placement from SSCC.

For New Placement and Case Management Referrals procedure, please see the following:

Notification & Referral

STEP 1: DFPS Worker will contact SSCC during regular work hours or after-hours by phone at [SSCC Intake & Placement Contact](#).

The following only applies to Region 3w as a regional difference for STEP 1:

DFPS will provide via phone:

-DFPS Worker contact information.

-DFPS Worker supervisor and contact information.

-OCOK's Initial Referral Information of the child(ren)

OCOK Intake will provide via phone:

-OCOK's Intake Specialist to be assigned as secondary in IMPACT via the SSCC referral and to receive follow up email.

DFPS worker will complete the email as detailed below as well as notifying OCOK INTAKE via phone when all steps are completed. Continue to **STEP 2**.

STEP 2: Within one (1) hour of contacting SSCC, DFPS will enter the following in IMPACT:

- Open the FSU and SUB stages in IMPACT.
- Create SSCC Child Referral (SUB Stage) and Family Services Referral in IMPACT.
Note: When DFPS saves and assigns the SSCC Referral to the SSCC designee, this automatically makes them secondary on the substitute care (SUB) stage in IMPACT.
- Update the IMPACT Person List to reflect all principles identified in the family structure, household members, and any kinship caregivers, are identified with a principal role on the person list and added to the Family Referral. See DFPS IMPACT Functionality Guide.
- Complete the question under the sexual victimization tab in IMPACT and enter any episodes if marked yes.
- If applicable, complete the trafficking information in IMPACT prior to generating the DFPS Placement Form Summary 2279 (or SSCC approved form) and Child Sexual History Attachment A Form.
- Complete the child's information in IMPACT by creating either:
 - Application for Placement of Children in Residential Care (form 2087; excluding level of care information) or
 - Alternative Application for Placement of Children in Residential Care (form 2087ex; excluding level of care information) and
 - Child Sexual History Attachment A for all initial placement.
- If sexual aggression is identified, follow the child sexual aggression designation process above.
- Note: If there are issues completing the Form 2087ex in IMPACT and those issues cannot be resolved in a timely manner, the DFPS caseworker will obtain approval from the DFPS Program Director to complete the Word document version of Form 2087ex to submit to SSCC Intake and Placement via email. The issues identified and the approval from the DFPS Program Director will be communicated to the SSCC. All timeframes to complete and review the Form 2087ex still apply.

Please refer to the DFPS IMPACT Functionality Guide. If there are any complications with the referral, contact your CBCA.

Note: If any additional information is needed, SSCC will call the DFPS Worker to request the additional information or staffing.

SSCC will determine the SSCC staff assignment and will assign them to the FSU and SUB stage and notify DFPS for the purpose of coordination and collaboration.

STEP 3: Within one (1) hour of contacting SSCC, DFPS worker will send an email to [SSCC Intake & Placement Contact](#) and verify that all items in Step 2 are complete. The e-mail subject line will read: (last name, first name of oldest child). The e-mail will include the following information:

- DFPS Worker contact information.
- DFPS Worker supervisor and contact information.
- SSCC's Initial Referral Information (can be verbal).
- SSCC's Intake Specialist to be assigned as secondary in IMPACT via the SSCC referral.

The following are regional differences for STEP 3:

Region 1:

Request the name of the Permanency Specialist to be assigned primary on the FSU and SUB stages in IMPACT. Placement Coordinator and Family Support Worker (FSW) to be assigned secondary.

During business hours the mailbox designee will respond with the name of the Permanency Specialist to be assigned primary within four (4) hours.

Outside of business hours, the mailbox designee will respond with the name of the Permanency Specialist to be assigned primary by 12PM the following business day.

Region 2:

Request name of 2INGage Care Management Department Placement Specialist to be assigned as primary on the FSU and SUB stage in IMPACT. The removal worker will be assigned secondary on stages in IMPACT.

Region 8a & 8b:

DFPS will send the email to the [SSCC Family Referral Contact](#), not the intake & placement contact.

Continue to the next bullet.

- Attachment A form from IMPACT.
- SSCC's Referral Form for Placement, if applicable.

- The T3C Recommended Service Package, based on the DFPS worker’s professional judgment.
 - Relevant information to assist with finding placement. (i.e. if available **removal affidavit**, education, medical, up-to-date psychological, etc.)
 - If removal involves a sibling group and kinship placements have been identified for some of the children and not all require a paid placement search, DFPS worker will clearly identify those that are needing an immediate paid placement.
- Notification regarding if the child/youth requires a 3-day medical exam (this will also be included in the form 2087ex in the physical health section). This notification of 3-day medical exam will also include the criteria that is met to require the medical exam.

The four (4) hour timeframe starts once the full referral consisting of the items below is accepted as complete by SSCC. SSCC will advise DFPS by phone and follow-up email as to when the referral is accepted to allow DFPS to coordinate plans for the child/youth.

- Child Referral in IMPACT (assigning SSCC as primary/secondary and DFPS remains secondary)
- Family Service Referrals in IMPACT (assigning SSCC as primary/secondary and DFPS remains secondary)
 - Ensuring all identified principals are added to the family referral.
- An approved 2087ex to SSCC via IMPACT
- Any additional requested placement information that may not be on the 2087ex or Attachment A in IMPACT via email to SSCC that is needed to begin the placement search.
- Provide the T3C recommended service package based on the DFPS worker’s professional judgment.

For Region 1, also provide the following in the email:

Case Name
 Case ID
 County of Removal
 Children(s) Name
 Children(s) DOB
 Removing Worker and Supervisor
 Date of Removal
 Custodial Parents
 Reason for Removal (NSUP, SXAB, etc.)
 Placement (kinship, hospital, etc.)
 Court # and judge
 Adversary Hearing Date

Ad Litem
Attorney for Parents

*Note: removal documents (affidavit, ICM Form, etc.) will need to be sent to the primary worker once they are assigned.

Continue to **STEP 4**.

STEP 4: SSCC will have one (1) hour to review the referral and information to determine if it is sufficient for the placement search. If the application for placement does not have sufficient information for the placement search, SSCC will e-mail and call DFPS Worker/Supervisor to update information with all required changes/missing information. If the submission is not accepted a second time, the DFPS Program Director will be included.

Note: The timeframes associated with placement must take into consideration the best interest of each child/ren and/or youth. Although the timeframes will be followed in most instances, there may be times DFPS and SSCC staff will need to work together to ensure best interest of child/ren and youth take precedence.

Emergency staffings may be necessary to ensure all information is being shared between parties. Emergency staffings can be requested by either DFPS or SSCC. Include CBCA on these staffings. SSCC will include DFPS Worker, Supervisor, and Program Director on all correspondence throughout the case.

STEP 5: Based on the child or youth's needs, the DFPS Worker will:

- Notify relevant regional DFPS Subject Matter Experts (i.e. Nurse, Developmental Disability Specialist, Well-Being Specialist, Education Specialist, and when available Clinical Coordinator).
- When possible, notify the Developmental Disability Specialist prior to the child or youth's removal.
- Request a staffing with the relevant Subject Matter Experts as needed.

SSCC Placement Options and DFPS Approval

SSCC Placement Option

No later than seven (7) hours from receiving notice of an official referral for the need of emergency placement, SSCC will provide DFPS Worker with:

- Notification of a recommended placement and medical consent by phone, followed by an e-mail to the DFPS Worker and Supervisor, or electronically (IMPACT).
- Information about the recommended placement will include:
 - Placement Name, Address, Phone and Resource ID, if known.

- Network Provider Name.
- Placement credential status information including what T3C service packages and add-on services the placement is credentialed to provide.
- Medical Consenter name and PID, if known.
- Information regarding other children or youth placed in the home, including if any have a child sexual aggression designation or a victim of child sexual aggression.
- Education Decision Maker name and PID.
- For placement options on Heightened Monitoring, SSCC will follow steps outlined in CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM).

DFPS Placement Approval

- DFPS Worker will evaluate and approve SSCC's recommended placement option and medical consenter within one (1) hour of receipt of notification from SSCC by telephone and/or email at [SSCC Intake & Placement Contact](#) and include the SSCC Intake Specialist in the email.
- Approval of the placement will be assumed if denial is not received within one (1) hour.
- If there are concerns about the placement recommendation:
 - DFPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.
 - Denial justification must be included and provided to SSCC by responding to referral e-mail.
 - During business hours, The DFPS Program Director will contact SSCC's Director of Intake and Placement with the decision.
 - After business hours, the DFPS Program Director will contact the SSCC's On-Call Program Director or equivalent with the decision.
 - The CBC Administrator must also be notified.
 - Denial of a placement option may impact the ability of SSCC to secure the placement within seven (7) hours.
 - In the rare instances that placement is rejected, additional time should be granted to continue placement search prior to SSCC taking possession of the child due to SSCC locating placement within the required timeframe.
 - If there are concerns about the placement recommendation, the Solution Based Communication Process should be utilized.

If the SSCC has not established a placement for a child or youth within seven (7) hours of initial referral:

- SSCC will notify DFPS Worker and DFPS Supervisor of status and planned strategy for finding a placement.
- DFPS Supervisor will notify the Community-Based Care Administrator (CBCA).

- If placement is not identified by SSCC within the 7-hour timeframe and the child or youth has been physically transferred to SSCC then the DFPS Worker will provide verbal approval of the placement and medical consent when placement is secured.

Placement of Child/Youth

If placement is secured within four (4) hours of documented emergency placement referral:

- DFPS Worker will physically transport the child or youth to the placement.
- DFPS Worker at the time of placement will complete the documents below (using the most current version of each form following the form's instructions), will review the information with the caregiver, obtain all required signatures on the documents and provide copies of the documents to the caregiver/provider, and upload into OneCase within required timeframe:
 - [Placement Authorization \(Form 2085FC\)](#)
 - [Designation of Medical Consenter \(Form 2085B\)](#)
 - [Designation of Education Decision-Maker \(Form 2085E\)](#)
 - [DFPS Placement Summary Form 2279](#)
 - Child Sexual History Report (Attachment A) from IMPACT
 - If the child/youth is placed in a GRO placement setting:
 - The attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT
 - After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
 - GRO staff signatures must still be obtained on paper
 - The new workflow replaced Form 2279b for GRO direct caregivers' signature only, EXCEPT when a child is placed in a CSC at a GRO. If a child is placed in a CSC. Form 2279b should still be used.
 - Rights of Children and Youth in Foster Care (Form K-908-2530) review with the child or youth, signed by the caseworker, child or youth and caregiver, provide a copy to the child or youth, document the date reviewed and signed in the child's placement information page, and DFPS will upload a signed copy into OneCase in IMPACT within 72 hours.

The following is a regional difference that only applies to Region

2:

DFPS will provide the date the Rights of Children and Youth in Foster Care form was reviewed and signed to 2INGage and 2INGage will complete the placement entry in IMPACT.

Continue to the next bullet.

- Provide a youth 10 years of age or older a copy of the Texas Foster Care Handbook at the time they enter conservatorship.
- DFPS will document the Texas Foster Care Handbook was provided in a contact in IMPACT
- DFPS will ensure ALL signed placement documents are uploaded to OneCase in IMPACT.
- Designee who completes the physical placement of the child (DFPS or SSCC) will notify the caregiver if the child is eligible and will need to complete a 3-day medical exam within three (3) business days of removal.
- DFPS will inform SSCC if an exception to the 3-day medical exam applies. See 3 in 30 Resource Guide.
- DFPS removing staff will mark the appropriate characteristics in IMPACT as it pertains to needing a 3-day exam.

Additionally, only in Region 1:

DFPS after completing placement and no later than twelve (12) hours from completing placement will email DataManagementTXReg1@st-francis.org using the following template:

Subject line will read: "Child's first initial, child's last name Transportation Summary"

Ex. J. Smith- Transportation Summary

Client's Name:

Transported by:

Placement or Visit:

Pick-Up Date:

Pick-Up Time:

Pick-Up Location:

Drop-Off Date (date of placement):

Drop-Off Time:

Drop-Off Location:

Client behavior at pick-up and in route:

Client behavior at drop-off:

Were trash bags used to transport child or youth's belongings to this placement?

Was education binder present at time of pick-up:

If education binder was not present, was a blank one provided:

Were you given documentation to give to the caregiver at time of placement:

Were medications sent along with the child:

Was the child and/or current placement aware of this move prior to driver's arrival for pick up?

Continue to the next paragraph.

The following is a regional difference that applies only to Region 3e:

Note: If a child or youth refuses to remain at the approved placement location, the DFPS worker must immediately contact his/her chain of command. Similar to the placement denial process, the DFPS Program Director will contact the EMPOWER Director of Intake and Placement to provide notification of the child's/youth's refusal to accept the placement. EMPOWER Intake and Placement will continue the placement search for a new option while coordination begins regarding the transfer of the youth to EMPOWER staff. From the time of notification to EMPOWER regarding the child's/youth's refusal of placement, EMPOWER will have approximately one (1) hour to meet the DFPS worker to take possession of the child/youth. Consideration will be given to travel time for both parties, which may cause that one-hour timeframe to be reasonably extended.

Continue to the next paragraph.

If placement is secured outside the four (4) hours of documented emergency referral:

- DFPS and SSCC will coordinate a time and location for the physical exchange of the child/youth, keeping in mind child/youth's best interest.
- DFPS Worker will transport the child or youth at the agreed upon time, to an alternative location coordinated between SSCC and DFPS Worker. SSCC will physically transport the child/youth to the placement.
- DFPS will:
 - Remain medical consenter until a placement is identified for a child or youth's initial placement (brand new removal), when a placement has not been identified.
 - Complete and sign the following documents and upload them to OneCase in IMPACT:
 - Designation of Medical Consenter (Form 2085B).
 - Designation of Education Decision-Maker (Form 2085E).
 - Placement Summary Form 2279 (or SSCC approved form).
 - Inform SSCC if the child is eligible and will need to complete a 3-day medical exam within three (3) business day or if an exception to the exam applies.
 - Provide a youth 10 years of age or older a copy of the Texas Foster Care Handbook at the time they enter conservatorship.
 - Document the Texas Foster Care Handbook was provided in a contact in IMPACT
 - Provide the placement documents below, including the CBC 2085 series forms (see CBC Forms), to SSCC to be used when placement is secured. DFPS will not sign the documents, unless otherwise noted.
- SSCC at the time of placement will complete the documents below (using the most current version of each form following the form's instructions), review the information with the caregiver, obtain all required signatures on the documents and provide copies of the documents to the caregiver/provider, and upload into OneCase within required timeframe:

- Placement Authorization (Form 2085FC)
- Designation of Medical Consenter (Form 2085B) –If DFPS will remain medical consenter (e.g. Backup), DFPS caseworker must sign Designation of Medical Consenter Form 2085B and provide to SSCC prior to placement.
- Designation of Education Decision-Maker (Form 2085E)
- DFPS Placement Summary (form 2279 or SSCC approved form)
- Child Sexual History Report (Attachment A) from IMPACT - SSCC will notify DFPS when this is complete.
- When applicable Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b - to be signed by caregivers and a copy uploaded into OneCase by SSCC.
- Rights of Children and Youth in Foster Care (Form K-908-2530) – SSCC will review with the child or youth, obtain the child or youth’s signature, and sign the form as the caseworker. SSCC will obtain the caregiver’s signature, provide a copy to the child or youth, document the date reviewed and signed in the child’s placement information page and upload a signed copy into OneCase in IMPACT by 7 p.m. the day following placement (per policy may not exceed 72 hours). SSCC will notify DFPS when this is complete. DFPS will contact SSCC if they do not receive the paperwork timely.
- SSCC will notify the caregiver if the child is eligible and will need to complete a 3-day medical exam within three (3) business days. See 3 in 30 Guide.
- SSCC will ensure all signed placement documents are uploaded into OneCase in IMPACT.

Additionally, only for Region 1:

SFCS after completing placement and no later than twelve (12) hours from completing placement will email DataManagementTXReg1@st-francis.org using the following template:

Subject line will read: “Child’s first initial, child’s last name-Transportation Summary”, Ex: J. Smith- Transportation Summary

Client’s Name

Transported by:

Placement or Visit:

Pick-Up Date:

Pick-Up Time:

Pick-Up Location:

Drop-Off Date (date of placement):

Drop-Off Time:

Drop-Off Location:

Client behavior at pick-up and in route:

Client behavior at drop-off:

Were trash bags used to transport child or youth’s belongings to this placement?

Was education binder present at time of pick-up:
If education binder was not present, was a blank one provided?
Were you given documentation to give to the caregiver at time of placement?
Were medications sent along with the child?
Was the child and/or current placement aware of this move prior to driver's arrival for pick up?
Continue to IMPACT Documentation.

IMPACT Documentation

DFPS Worker will, within four (4) hours of verbal referral to SSCC:

- Update person information in IMPACT

Only in Regions 4 & 5:

If DFPS Worker physically conducted placement:
DFPS will complete documentation in all sections of the placement information page. If placement is in a Treatment Family Foster home, please select TFC (Treatment Foster Care) as the living arrangement on the placement entry.
Save and submit placement entry to DFPS Supervisor.
Create the Medical Consenter entry in IMPACT.

SSCC will, within 12 hours of placement or by 7:00 pm the next calendar day:

- If T3C placement is selected, create the recommended service package in IMPACT.
- If T3C placement is selected, create the selected service package in IMPACT.
- Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page.
 - If placement is in a Treatment Family Foster home, please select TFC (Treatment Foster Care) as the living arrangement on the placement entry.
- Save and submit the placement entry in IMPACT to the SSCC Supervisor.
- Create the Medical Consenter entry in IMPACT.
- Notify the DFPS Removal worker that the placement has been entered.
- If the placement entry is not documented in IMPACT from SSCC within 12 hours of the referral or by 7:00 pm the next calendar day, DFPS Worker will call the SSCC Intake Supervisor or Director of Intake and Placement and request placement be documented.

The following are regional differences to the previous bullets that only apply to the following regions:

Region 1:

DFPS will email datamanagementtxreg1@st-francis.org instead of call.

Region 2:

If the placement entry is not documented in IMPACT from 2INgage within 12 hours of the referral, DFPS worker will email CMD@2INgage.org and request placement be documented.

Region 3w:

The same day or by 7pm the following calendar day, IF:

DFPS completed the placement with the caregiver, the DFPS Worker will review the placement entry initiated by OCOK, complete any portion specific to discussions at the time of placement, and placement issues narrative then save and submit to their supervisor.

OCOK completed the placement with the caregiver, OCOK will complete the IMPACT placement entry to include placement issues narrative and placement discussion, then save and submit to their OCOK Supervisor.

Continue to the next bullet.

- If placement information is not documented in IMPACT within one hour of contact with SSCC Worker, DFPS Worker will notify their supervisor.
- The DFPS Supervisor will contact the SSCC Intake and Placement Director for immediate resolution and will notify CBC Administrator by email.

Supervisor that received the placement submission will, by 5:00 pm the next business day:

- Review and approve the placement and medical consent documentation in IMPACT.
- If there is an error, DFPS will send notice of rejection by e-mail to the SSCC Intake staff and Intake and Placement Director.

DFPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes.

DFPS Worker will, within 24 hours of removal:

- Enter Legal Status and Legal Actions in each child's SUB stage
- If Temporary Managing Conservatorship (TMC) legal status has not yet been obtained, DFPS Worker will enter Care, Custody & Control legal status with the date the children were taken into custody.

Additional Documentation Shared with SSCC Within Seven (7) Days

The following is a regional difference to STEP 1 that only applies to Region 2:

The documentation below will be uploaded into OneCase/completed in IMPACT by DFPS worker by 5:00pm the next business day (not 7 days).

Continue to **STEP 1**.

STEP 1: DFPS Worker will provide by uploading into OneCase/complete in IMPACT, within seven (7) days, any remaining placement documentation to SSCC including:

- Birth verification/certificate.
- Social Security card or number (if available).
- Education portfolio.
- Medicaid and STAR Health numbers or qualifying information (if available).
- Any external documentation (i.e. assessments, evaluations, or therapy notes) related to the care of the child or youth.
- Removal affidavit.
- Add SSCC to the e-file notification using the [SSCC Court Notices/Legal \(e-file notification\) Contact](#).
- Update person characteristics in IMPACT.
- Update education log in IMPACT (with as much information as available).
- Update medical/dental page in IMPACT, as applicable.
- Any requested intake forms from the residential provider.

Any external forms and written placement information not available in IMPACT should be uploaded into OneCase and notification provided via email to SSCC at [SSCC Intake & Placement Contact](#). E-mail must include subject line with “the oldest child or youth’s last name, first name” or “family name.” (see note about Regions 1 & 2 below)

The following is a regional difference that only applies to Regions 1 & 2:

Any external forms and written placement information not available in IMPACT should be emailed to SSCC with subject Line; “CPS Emergency Placement- Last Name of Oldest Child”

Any important documents the removal worker obtains, such as the Birth Certificate or Social Security Card, may be provided to the SSCC Permanency Case Manager/Permanency Specialist once it is uploaded to One Case. If a physical copy is provided to SSCC, SSCC must sign a form acknowledging they have received the documents. A copy of the signed form must be uploaded to OneCase by the removal worker or designee.

Continue to **STEP 2**.

STEP 2: If a family is currently receiving services through Purchased Client Services, DFPS worker will terminate any services authorizations, with the exception of those that are pertaining to the investigation/removal of the children, in IMPACT under the DFPS contract. DFPS worker will provide service information being provided to family no later than the ICM. SSCC will need to immediately re-establish any desired services under their contract.

Within 3 Business Days of Placement & Assessments Due Within 30 Days of Placement

STEP 1: SSCC will provide notice of completion by e-mail or written form to both DFPS Worker and Supervisor of the following:

- Ensure the caregiver scheduled the Child and Adolescent Needs and Strengths (CANS) Assessment appointment to occur within the required timeframe per policy for children age 3 years and older.
 - If child is placed in a T3C Service Package, ensure that the caregiver is aware that a CANS Assessor will be coordinating and scheduling the CANS assessment.
- Ensure the caregiver schedules and completes the TX Health Steps checkup within thirty (30) days.
- Ensure any child under three (3) years old is referred to Early Childhood Intervention (ECI) if the child is suspected of having a disability or developmental delay, is identified as affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder or the disability or developmental delay requires evaluation prior to their scheduled TX Health Steps check-up.

STEP 2: The **Designee*** (see **designee list below**) will ensure the caregiver or residential provider obtains the 3-day medical exam (three (3) business days) for all eligible children and youth identified meeting the criteria document in IMPACT and notify DFPS Worker and Supervisor by email or written form.

Designee for STEP 2:

In regions 1, 2, 3e, 4, 5: the SSCC will complete this step and enter it into IMPACT.
In regions 8a, 8b, 3w: DFPS will complete this step and enter it into IMPACT.
Continue to **STEP 3**.

STEP 3: The **Designee*** (see **designee list below**) will, in collaboration with the parent, create the temporary visitation plan. File the temporary visitation plan with the court by the Adversary hearing, if required by the court. Bring the temporary visitation plan to the Adversary hearing.

Designee for STEP 3:

Regions 1, 2, 3e, 4, 5, 8a, 8b: SSCC
Region 3w: DFPS
Continue to **STEP 4**.

STEP 4: The **Designee*** (see **designee list below**) will schedule the first parent-child visit within five days of referral per Texas Family Code 262.115.

Designee for STEP 4:

Regions 1, 2, 3e: SSCC

Regions 3w, 4, 5, 8a, 8b: DFPS
Continue to **STEP 5**.

STEP 5: The Designee* (see designee list below) Obtain updated Form 2625 Child Caregiver Resource and file with the court no later than the 45-day Status Hearing.

Designee for STEP 5:

Regions 1, 2, 3e, 4, 5, 8a, 8b: SSCC

Region 3w: DFPS

Regions 1 & 2:

Not required to file Form 2625 Child Caregiver Resource with the court. Continue to STEP 6.

STEP 6: SSCC will provide ICWA Status to DFPS legal representation.

If a CANS Assessment is not scheduled by the ICM, SSCC will call caregiver by the 14th day from the child entering care to ensure an assessment is scheduled.

DFPS will communicate as to who may or may not attend visits and any safety threats they may be aware of.

Hospitalization

The following procedures are only applicable to Region 8a and 8b:

Hospital Sitting

When Hospital Sitting is Needed at the Time of Removal

If a youth is admitted to the hospital and hospital sitting services are needed at the time of the referral to Belong, the time frame will follow the same as the 4-hour placement timeframe. The following tasks are needed before Belong takes over hospital sitting services:

1. The case needs to be referred to Belong placement Team and the Family Referral mailbox.
2. A staffing between DFPS removal staff and Belong staff needs to be held as soon as possible to understand the needs of the child in the hospital setting. During business hours the Belong Supervisor and DFPS Removing staff will attend the staffing. After hours the staffing will occur with the Belong Supervisor On-Call and DFPS Removing staff.
3. A Belong Hospital Referral Form will need to be completed and sent to familreferralsbelong@sjrctexas.org and tmorris@sjrctexas.org to initiate hospital sitting at the time of removal.

Removing staff will continue to be primary on the case and primary medical consentor until the ICM is held and the case is transferred.

When Hospital Sitting is Needed After a Placement is Identified

If the youth is admitted to the hospital after placement has been found for the youth and hospital sitting services are needed, Belong will take over hospital sitting within 2 hours. The following tasks need to be completed before Belong assumes hospital sitting services for the youth:

1. Notify the Belong Placement Team that the child will now be hospitalized and will be needing hospital sitting services.
2. A staffing between removal staff and Belong staff will be held as soon as possible to understand the needs of the child in the hospital. During business hours the Belong Supervisor and DFPS Removing staff will attend the staffing. After hours the staffing will occur with the Belong Supervisor On-Call and DFPS Removing staff.
3. A Belong Hospital Referral Form will need to be completed and sent to familreferralsbelong@sjrctexas.org and tmorris@sjrctexas.org.

If Belong identifies the placement and the youth is in route to placement but needs medical/hospital services, the staff will take the youth to receive medical care and will continue the placement after care is received. Belong only assumes hospital sitting once the child is admitted to the hospital.

If there is a delay in admission for longer than 12 hours a staffing is held to determine what is the best interest of the youth and next steps. Removing staff will contact the Belong Permanency Director during normal business hours and DFPS Program Director or after hours Belong Director on-call and DFPS Program Director on-call to notify them a staffing is needed.

All other delays in placement are the responsibility of the staff placing the youth. For example, but not limited to, immediate medical care is needed for the youth, youth refuses placement, etc. **If there are placement challenges, barriers, or unique circumstances removing staff will work with DFPS staff and Belong Staff to determine next steps and what is in the nest interest of the child

Sexual Incident History

Designating Child Sexual Aggression

Source:

[Remedial Order 28-CSA of the Modified Final Order](#)

Related Resources and Policy:

[CPS Handbook §6419 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse](#)

[Sexual Incident History Resource Guide](#)

Staff providing case management services follow the procedures in the Sexual Incident History Resource Guide. Per the Sexual Incident History Resource Guide the SSCC equivalent of the Conservatorship Program Administrator is responsible for making the designation.

Within 24 hours of the child or youth being identified as being sexually aggressive, the SSCC Program Director will send an e-mail to the SSCC Worker and SSCC Supervisor asking that they confirm that they have updated the application for placement, updated the Child Plan of Service, and notified the placement.

The SSCC Supervisor has 24 hours to respond to SSCC Program Director equivalent confirming the above activities required of the SSCC Worker have been completed.

Child Sexual Aggression, Sexual Victimization, Sexual Behavior Notification

Source:

[Remedial Orders 25, 27, 28, and 31 of the Modified Final Order](#)

Relates Resources and Policy:

[Child Placement Forms Page](#)

Initial Placements:

- DFPS will complete the question under the Sexual Incident History page in IMPACT and enter any incidents if marked yes.
- If sexual aggressive behavior is identified, DFPS will follow the child sexual aggression designation process above.
- If applicable, DFPS will complete the trafficking information in IMPACT prior to printing the Attachment A form.
- DFPS will print the Attachment A form.
- If DFPS is transporting the child to the initial placement, DFPS will:
 - Discuss the information in the Attachment A form with the receiving caregiver (as required by Remedial Orders 25, 27, and 31 of the Modified Final Order).

- Obtain signatures from all required caregivers.
- Provide the caregiver with a copy of the Attachment A.
- Use their work phone to scan the signed Attachment A form to PDF and email themselves.
- Upload Attachment A, Placement Summary Form 2279 (or SSCC approved form), and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b_(when applicable) into OneCase in IMPACT within one (1) business day for access by SSCC. DFPS will notify SSCC when this is complete.
- Form 2279b is a form used to certify that information about a child’s sexual history was reviewed with an alternate or temporary caregiver. [See section link here.](#)
- Attachment A must be uploaded to the Case Summary page under Digital Storage in IMPACT for GRO placements.
- After uploading, attachment A is sent electronically to the GRO placement via IMPACT. (IMPORTANT) GRO staff signatures must still be obtained on paper (Administrator, Case Manager, and Intake Staff, if applicable).
 - Log into IMPACT and select the child’s active SUB or FSU stage from your assigned workload.
 - Scroll to expand the Case File Location section and under Digital Storage look for Upload Attachment A for GRO. (For multiple children, carefully verify each child’s GRO status).
 - If the Child is not in a GRO placement, click Launch OneCase and upload Attachment A in the Attachment A tab as usual.
 - Click Upload Attachment A for GRO under the Digital Storage area.
 - NOTE – this option only appears if the child is currently placed in a GRO.
 - Select the signed Attachment A (signed by the Caseworker, GRO Administrator, Case Manager, and Intake Staff, if applicable).
 - After Obtaining at least one required signature, upload immediately, but no later than 7pm the day following placement.
 - After uploading, click send to deliver Attachment A to the GRO placement.
 - Confirm the acknowledgment status updates to “Sent”.
- IMPORTANT - The GRO Attachment A updates reflect ALL placements into GRO’s. (Initial, subsequent, DFPS or SSCC placed)
- For placements made by SSCC:
 - DFPS will launch the Attachment A, and provide the Placement Summary Form 2279 (or SSCC approved form), and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) ensure it is complete and send via email to SSCC. [See section link here.](#)
 - SSCC, or their designee, will be responsible for discussing information in the Attachment A, the Placement Summary Form 2279 (or SSCC approved form), and

Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b_(when applicable) with the caregiver at the time of placement. [See section link here.](#)

- Sign, and obtain the signatures of all required caregivers on both forms.
- SSCC will upload Attachment A, the Placement Summary Form 2279, and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) into OneCase in IMPACT the same business day or by 7 pm the next calendar day. SSCC will notify DFPS when this is complete. [See section link here.](#)

Subsequent Placements:

- SSCC Intake Specialist will update all information under the person detail page tabs prior to the placement change.
- SSCC Worker, or their designee, will:
 - Discuss information in the Attachment A with all required caregivers at the time of placement.
 - Obtain all required signatures.
 - Record the date provided on the placement detail page.
 - Upload a copy of the Form 2279 (or SSCC approved form), Attachment A and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) to OneCase in IMPACT the same business day or by 7 pm the next calendar day. [See section link here.](#)

Additional Notification Guidance:

DFPS/SSCC is required by federal court order Remedial Order 28 to provide **all** caregivers who care for children/youth in the conservatorship of DFPS with information regarding a child/youth's history of sexual victimization and sexual aggression. At initial and subsequent placements of a child/youth in DFPS conservatorship in any setting, staff must review the information contained in the placement summary form and the Child Sexual History Report Attachment A, obtain signatures, and provide a copy of the documents in accordance with the guidance in this chart.

Placement Summary and Attachment A Tips

Related Resources and Policy:

[CPS Handbook §4121.2 Prepare the Current and New Caregivers for the Move](#)

[CPS Handbook §4121.3 Complete the Placement Summary Form](#)

[CPS Handbook § 4123.1 Complete the Placement Authorization Form](#)

[CPS Handbook §4133 Provide and Discuss the Placement Summary \(Form 2279\)](#)

[CPS Handbook §4152.2 Meeting the Needs of a Child or Youth without Placement](#)

[CPS Handbook §4231.1 Notifying a Facility Regulated by Another State Agency of a Child's Sexual Victimization and Sexual Aggression History](#)

[CPS Handbook §4154 Unauthorized Arrangements of Youth in DFPS Conservatorship](#)

[CPS Handbook §6419 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse](#)

Child Placement Forms Page

Note: For all placements where Attachment A is required, the 2279 (or SSCC approved form) is also required!

Note: Either a handwritten signature or a true digital signature including an authentication certificate are acceptable. A typed name using a cursive font is not acceptable.

Form	Which Placements	When and Who Signs	Timeline for Uploading into OneCase
<p>Attachment A</p> <p>*The Attachment A & 2279 (2279b when applicable) are needed for all children, regardless of the child’s victimization history. See section link here.</p> <p>(*Do NOT backdate an Attachment A. The Attachment A must be launched from IMPACT on or before the date of signature. Dating the Attachment A with a date before the</p>	<p>ALL PLACEMENTS MUST have an Attachment A & 2279 (or SSCC approved form).</p> <p><i>Including:</i></p> <ul style="list-style-type: none"> • Unauthorized Placements (4154) • Psychiatric Hospital (4231.1) • Juvenile (4231.1) • Returning a child home (4231.1) <p>Which Placements <u>Do NOT Need</u> the Attachment A:</p> <ul style="list-style-type: none"> • Runaway • Jail • SIL <p><u>*If a caregiver refuses to sign, the caseworker must document on the Attachment A the name of the caregiver who refused to sign and the date they refused to sign it. The unsigned</u></p>	<p>ALL caregivers and the caseworker must sign on or before the date of placement.</p> <p>All caregivers should PRINT their name and TITLE under their signature, and DATE, so that when reviewing the form, it can be identified the individual caregiver roles.</p> <p>For GRO Placements:</p> <ul style="list-style-type: none"> • Administrator for the GRO • Child’s case manager • Receiving intake staff, if applicable <p>For Kinship/Relative Placements:</p> <ul style="list-style-type: none"> • All adults living in the home who have unsupervised contact with the child. 	<p>Upload the Attachment A on the day of the placement or by 7 p.m. on the next calendar day to the OneCase tab titled, “<u>Sexual History Report Attachment A.</u>”</p> <p>Additional signatures captured on the form are uploaded to OneCase within 72 hours of placement.</p> <p>Place the original form in the case record.</p> <p>(CPS Handbook §4133)</p>

Form	Which Placements	When and Who Signs	Timeline for Uploading into OneCase
<p>generated date is falsification.)</p>	<p>Attachment A must be uploaded to OneCase. The caseworker enters a contact documenting the caseworker's efforts to notify the unauthorized caregiver of the child's sexual victimization and aggression history. (Policy 4300)</p> <p><i>*For children whose placement type changes in IMPACT but the child remains in the same home (does not physically move), a new the 2279 (2279b when applicable) and Attachment A are not required to be signed as these forms should have been provided at the time of placement. If the 2279 (or SSCC approved form) and Attachment A were not provided or signed by ALL caregivers at the time of placement, caseworkers must get the documents signed and uploaded into OneCase. See section link here.</i></p>	<p>For Foster Home Placements:</p> <ul style="list-style-type: none"> All foster parents (this means if there are two (2) foster parents, both must sign) <p>For Psychiatric/Medical Hospitals:</p> <ul style="list-style-type: none"> Hospital care coordinator or similar staff <p>For Juvenile Detention or Other Facility Settings:</p> <ul style="list-style-type: none"> Admission staff or person responsible for oversight of the child <p>For Unauthorized Placements:</p> <ul style="list-style-type: none"> The adult whose home the child is residing in <p>For Parent Placements:</p> <ul style="list-style-type: none"> All parents in the home <p>*If one of the required caregivers is not present on the date of placement, the missing required signatures</p>	<p><i>*Ensure the Attachment A has a date generated on the bottom of the document to reflect the most accurate information was reviewed timely.</i></p>

Form	Which Placements	When and Who Signs	Timeline for Uploading into OneCase
		<p>must be obtained within <u>72 hours</u> of the child’s placement.</p> <p>(CPS Handbook § 4133)</p> <ul style="list-style-type: none"> • For placements in facilities regulated or operated by another state agency (juvenile/psychiatric hospitals), the child’s caregiver may admit the child. Upon being notified of the child’s admission the caseworker has <u>up to three (3) business days</u> to get the Attachment A signed by the required caregiver. (4231.1) <p>For “Initial Placement” then the caseworker has up to <u>three (3) days</u> (72 hours) to get the Attachment A generated and signed. (4133)</p>	

Note: There are limited signature lines on the Attachment A, additional signatures can be captured anywhere on the document along with their printed name, title, and date.

Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information (2279b)

The 2279b is required under these circumstances:

- When the child is placed in a DFPS FAD home, it needs to be completed with alternate caregivers or respite providers.

- When the child is placed out-of-state in a non-contracted foster, adoptive, or dual-licensed foster and adoptive home.
- When the child goes to a temporary or alternate placement such as jail or hospitals.
- When the child is in a child without placement setting.
- When the child is placed in a GRO setting with a child specific contract (CSC).

Evaluating a Possible Placement

Source:

[Texas Administrative Code 40 T.A.C. §700.1311\(c\)](#)

Related Resources and Policy:

[CPS Handbook §4114 Required Factors to Consider When Evaluating a Possible Placement](#)

The safety of the child or youth is the paramount consideration in any placement selection. When evaluating potential placements, the SSCC must consider whether the substitute caregiver has any history of abuse and neglect allegations. For foster homes, this includes history of abuse and neglect allegations while verified with previous child placing agencies, if applicable, and substitute caregiver's licensing variances.

IMPACT and CLASS History Checks

Source:

Related Resources and Policy:

[CPS Handbook §4151 Court-Ordered Placements in Unapproved Facilities](#)

[CPS Handbook §1800 Records Checks](#)

[CPS Handbook §6612.1 Conducting and Evaluating DFPS History Checks](#)

https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/Placement_Process_Resource_Guide.pdf

[24-hour Awake Supervision Plan](#)

The Placement Coordinator must consider the placement's compliance history with HHSC's Child Care Regulation (CCR) using CLASS. The SSCC Placement Coordinator also checks IMPACT for any pertinent abuse or neglect history (including prior Child Protective Services abuse or neglect history, Adult Protective Services abuse or neglect history, Provider Investigations abuse or neglect history and Child Care Investigations abuse or neglect history). The SSCC Intake Specialist must review the results of the history checks and confer with the SSCC worker or supervisor if the history checks return results such as:

- Pending Child Care Investigations (CCI) or Child Care Regulation (CCR) investigations.
- Investigations that were closed as reason to believe, validated, confirmed or unable to determine, or any patterns in the investigation history that cause concern.
- History of Child Care Regulation (CCR) violations.

If HHSC Child Care Regulation (CCR) places a general residential operation (GRO), residential treatment center (RTC), or emergency shelter on probation, SSCC must not place a child or youth in that facility, unless the associate commissioner, or deputy associate commissioner of DFPS approves the placement, or a court orders a child or youth placed there.

SSCC will not place a child or youth in a foster home or adoptive home with more than six children, unless there is an approved 24-hour awake supervision plan and the Director of Conservatorship Services approves the placement in advance.

If a Child Placing Agency (CPA) places one of its foster home or foster group home's verification on inactive status, SSCC must not place a child or youth in that foster home or foster group home.

SSCC must not place a child or youth in an unrelated foster home when a caregiver in the home has a confirmed finding of abuse, neglect, or exploitation from an investigation. The RTB indicator box will be checked on the Resource Identification information page in IMPACT if a caregiver associated with an unrelated foster home is a confirmed perpetrator of Abuse/Neglect/Exploitation. If placement entry is attempted in IMPACT, the caseworker will receive an error message and the placement will not be completed. State Office Placement Division will need to approve any child-specific exceptions for placements in these homes prior to placement. All requests for exceptions, and questions, should be sent to DFPSDisallowances@dfps.texas.gov.

CLASS Variance Checks

The SSCC Intake Specialist must review all licensing variances, including variances pertaining to caregiver ratio, supervision, and training, when determining if the placement can meet the child/youth's individual needs. The SSCC Intake Specialist must review and confer with the SSCC Worker or SSCC Supervisor if the variance checks return results that may impact the placement's ability to meet the child/youth's individual needs. For initial placements, when the SSCC Intake Team and DFPS Caseworker or DFPS Supervisor disagree, regional staff must escalate to the DFPS Regional Director, or designee, for a placement decision. The DFPS Regional Director, or designee, will consult with the SSCC's Program Director of Case Care Position Equivalent.

Heightened Monitoring

Source:

[Remedial Order 20-Heightened Monitoring of the Modified Final Order Modification to Remedial Order 20 - March 2020](#)
[Modification to Remedial Order 20 - December 2020](#)

Related Resources and Policy:

[CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring \(HM\)](#)
[CPS Handbook §4635 HM Placement Hold](#)

The SSCC will follow steps outlined in CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM) when:

- A child is already placed in a child placing agency (CPA), or a general residential operation (GRO), including a residential treatment center (RTC), and the operation is placed on heightened monitoring, **OR**
- For prospective placements, if a GRO, RTC, or CPA is on heightened monitoring at the time of the placement search.

Before placing the child in the placement, the heightened monitoring placement request must be submitted to the CPS Regional Director of Heightened Monitoring and must receive the approval of the CPS Regional Director of Heightened Monitoring in IMPACT. In the absence of the CPS Regional Director of Heightened Monitoring, approval from the CPS Director of Field or the CPS Associate Commissioner is required in advance. If the operation is also on probation (in addition to heightened monitoring), the approval of the CPS Associate Commissioner is also required before placement. This is entered in IMPACT in the *Heightened Monitoring Placement Request* tab in the *Placement* section of the *SUB* stage. This request must include a best interest statement and justification for placement that includes child-specific information about why the placement is in the best interest of the child.

Placements on Probation

If a GRO, RTC or Emergency Shelter is on probation, then the CPS Associate Commissioner or designee must provide advanced approval prior to placement. SSCC Intake Staff must submit the placement request to the DFPS Division Administrator for Placement. Once reviewed, the placement request is submitted to the Associate Commissioner or designee for final approval.

For operations on Heightened Monitoring, follow the Heightened Monitoring request process stated in the section above after approval is received.

When an Operation is Issued a Placement Hold

A placement hold on an operation is issued by the CPS Associate Commissioner or Designee. The CPS Director of Conservatorship Services will notify the SSCC within 24 hours when a placement hold is issued. Once the SSCC receives notification, they must notify their placement staff immediately or within 24 hours.

If an operation is issued a placement hold, then no children may be placed into that operation.

Children/Youth under SSCC Supervision

Source:

[Texas Family Code §264.107\(g\)](#)

[Texas Family Code §264.1071](#)

Related Resources and Policy:

[CPS Handbook §4152.1 Plans for a Child or Youth When Placement Is Unavailable](#)
[CPS Handbook §4152.2 Meeting the Needs of a Child or Youth without Placement](#)

Note: SSCC Supervision or the use of the SSCC supervision location or the like are not placements and should not be considered a placement. It is not in the best interest of children to be in DFPS/SSCC Supervision situations. DFPS and the SSCC will exhaust efforts to find the best and most appropriate placement that meets the children's best interests.

All children that enter DFPS and/or SSCC supervision must be reported as required by policy. This includes children that are at an approved DFPS/SSCC supervision locations. Sec. 264.1071. OFFICE STAYS PROHIBITED. The department may not allow a child to stay overnight in a department office. The SSCC must establish policies/procedures for safely caring for children/youth and meeting their needs while a placement is being located. Policies/procedures must comply with CPS Handbook §4152.2 Meeting the Needs of a Child or Youth without Placement and all its sub-items.

Daily Notifications

By no later than 9:00 am

The SSCC will report the status of children under SSCC Supervision from the prior day to DFPS via email to the DFPS Placement team at cwop@dfps.texas.gov, copying the CBCA and CAM. Please title the e-mail "SSCC Supervision for [DATE]." Date is defined by 12:00 am-11:59 pm of previous day.

If No children under SSCC Supervision

If there were no children under SSCC Supervision, the SSCC will provide email notification to DFPS that there were NOT any children in SSCC Supervision.

If Children under SSCC Supervision

If there were children under SSCC Supervision, the SSCC will include the following items in the 9:00 am email notification:

- A summary detailing how many children were in SSCC Supervision and status in the body of the email.
- Attached *SSCC Supervision Daily Log* template with information on all children supervised by the SSCC (for date as defined above).
 - The naming convention for the log is "SSCC Supervision Log for [DATE]".
 - The log is provided daily until a placement is found. Logs completed for Friday-Sunday nights are submitted Mondays by 9:00 am.
- Individual shift notes for each child that was under SSCC Supervision.

Individual Shift Notes (Due by 10:00 AM)

- If a child enters DFPS/SSCC Supervision, regardless of the length of time, a shift note is required and must fully document the child's location and activities.
 - *Example, if Jane Doe enters DFPS/SSCC Supervision on Sunday July 7th at 2:00 a.m. and placement is found on July 7th at 9:30 a.m., a shift note must be provided from the time she entered supervision until she leaves for placement. The shift note must document events from 2:00 a.m. to 9:30 a.m. and should clearly state the time Jane entered the DFPS/SSCC Supervision and the time she left DFPS/SSCC Supervision.*
- Staff must fill out one shift note, per child, per 24-hour day and all staff providing supervision should document their first and last name on their individual shift.
 - *Note: A 24-hour day is defined as 12:00 a.m. to 11:59 p.m.*
- Any shifts that cross the midnight threshold must be documented on separate days.
 - *Example, if you work a CWOP shift from 10:00 p.m. to 4:00 a.m. beginning Sunday July 7th, you should document activities from 10:00 p.m. to 11:59 p.m. on the shift note for July 7th. The remainder of your shift would be documented on July 8th from 12:00 a.m. to 4:00 a.m.*
- Shift notes must be emailed to fclcompliance@dfps.texas.gov **copying the CAM and CBCA** by 10:00 a.m. the next business day.
- Shift notes for Fridays, Saturdays, and Sundays must be emailed by 10:00 a.m. on the next business day, which is typically the Monday immediately following the weekend.
- Shift notes must be fully reviewed and checked for all required information prior to upload. It is the responsibility of the caseworker to fill out the form accordingly.
- Each day's shift notes should include a beginning, middle, and end. Please document any instance in which a child leaves the CWOP location. This includes, but is not limited to, when a child goes to school, a doctor's appointment, or leaves without permission.
 - Notes are not required while the child is not at the CWOP location; however, the shift notes for that day should specify the time the child left and re-entered the CWOP location, if applicable.
- If the child is reported to the CWOP mailbox, shift notes must be uploaded for that child.
- Staff should follow the guidance and requirements from within their respective department/program for when a child should be reported to the CWOP mailbox.

By No Later Than 5:00 pm

The SSCC will send an email to the CAM, copying the CBCA, detailing all the efforts made to secure placement for any child remaining in SSCC Supervision.

Note: Per an allowance of the SSCC to deviate from CPS Handbook §4152.1 Plans for a Child or Youth When Placement Is Unavailable, if a child or youth in DFPS conservatorship does not have a placement,

the child or youth can be supervised by a qualified SSCC staff. The request will be granted to all SSCC employees as long as: (1) The SSCC employees are in charge of the children, (2) those employees have appropriate background checks (both of which are required by the statute), and (3) have received all the required training.

Significant Events or Issues

Related Resources and Policy:

[CPS Handbook §4152.2 Meeting the Needs of a Child or Youth without Placement
Child Without Placement Procedures](#)

The SSCC is to follow CPS Handbook §4152.2 Meeting the Needs of a Child or Youth Without Placement and the Child Without Placement Procedures guide provided by program. If a significant event or issue arises while supervising a child or youth, staff members and caregivers must notify their supervisor immediately. All significant events and serious incidents must be immediately escalated up the chain of command to the DFPS Regional Director, using the email subject line *SSCC Supervision Incident*.

Kinship Placement and Case Management Referral

Source:

[Texas Family code §262.115](#)
[42 U.S.C §671\(a\)\(19\)](#)
[Texas Family Code §262.114](#)
[Texas Family Code §263.306](#)
[Texas Family Code §263.404](#)
[Texas Family Code §263.5031](#)

Related Resources and Policy:

[CPS Handbook §4114.1 Preference for Relatives and Other Connections](#)
[CPS Handbook §4142 Enter the Placement Change Information in IMPACT](#)
[CPS Handbook §11210 Meeting the Requirements for Medical and Dental Services](#)
[Child Placement Forms Page](#)
[CBC 2085 series forms](#)
[Kinship Manual](#)
[Kinship Forms](#)
[DFPS IMPACT Functionality Guide](#)
[3 in 30 Resource Guide](#)
[Appendix C: Medical Consenter Chart](#)

The Kinship placement process is used when DFPS makes a referral to SSCC for a child or youth when an approved non-verified kinship placement has been secured by the DFPS worker. Follow

current policy regarding CPS Handbook §4114.1 Preference for Relatives and Other Connections. If DFPS does not have an approved kinship home at the time of referral, then follow the New Placement and Case Management Referral process. DFPS must notify SSCC if an approved kinship placement is secured, or a potential kinship placement is being considered, after a referral for paid placement has been made.

Note: if the referral involves a sibling group and any child in the sibling group requires a paid placement, the Paid Placement Process will be followed.

The following is a regional difference that only applies to Regions 3e & 3w:
Note: Children legally from Metroplex East (3E) requiring kinship services in Metroplex West (3W) will be served by EMPOWER unless alternate agreements are reached between EMPOWER and OCOK.
Continue to “Placement of Child/Youth” section below.

Placement of Child/Youth

STEP 1: DFPS will complete the placement of the child in the kinship placement. This includes providing the caregiver with the following documents to be signed by all parties and uploaded into OneCase:

- Placement Authorization (Form 2085KO)
- Designation of Medical Consenter (Form 2085B)
- Designation of Education Decision-Maker (Form 2085E)
- DFPS Placement Summary Form 2279 (or SSCC approved form)
- Child Sexual History Report (Attachment A) from IMPACT
- Rights of Children and Youth in Foster Care (Form K-908-2530) -review with the child or youth, signed by the caseworker, child or youth and caregiver, provide a copy to the child or youth, document the date reviewed and signed in the child’s placement information page, and DFPS will upload a signed copy into OneCase in IMPACT within 72 hours.

The following is a regional difference of the above bullet that only applies to Regions 2, 4, 5:
The Rights of Children and Youth in Foster Care form must be uploaded into OneCase by 7pm the day following placement.
Continue with the next bullet below.

- Provide a youth 10 years of age or older a copy of the Texas Foster Care Handbook at the time they enter conservatorship.
- DFPS will document the Texas Foster Care Handbook was provided in a contact in IMPACT
- Information about the 3 in 30 including scheduling the 3-day medical exam.

- If this is a new removal DFPS will notify the caregiver if the child is eligible and will need to complete a 3-day medical exam within three (3) business days of removal. See the 3 in 30 Guide.
- Kinship Manual and get the kinship caregiver's signature on Form 0695 Kinship Caregiver Agreement.
- Preliminary Kinship Caregiver Home Assessment form 6587 (if applicable).

DFPS will ensure ALL signed placement documents are uploaded to OneCase in IMPACT. Provide electronic copies of the placement documents to SSCC within one (1) business day.

Notification & Referral

STEP 2: Same day, after placement has occurred, DFPS Worker will contact SSCC during regular work hours or after-hours by sending notification to [SSCC Intake & Placement Contact](#).

The following are regional differences to STEP 2:

Region 2:

DFPS worker will contact 2INgage Care Management via phone at 877-254-6135 and follow-up by e-mail at CMD@2ingage.org. Request name of 2INgage Care Management Department Specialist to be assigned as primary on the FSU and SUB stage in IMPACT. Provide 2INgage initial information (can be verbal).

Region 3w:

DFPS worker will contact OCOK Intake Department via phone at 1-844-777-OCOK (6265) to notify OCOK and determined the worker to be assigned secondary on SSCC Referrals.

Continue to the next paragraph.

The e-mail subject line will read: KINSHIP: (last name, first name of oldest child). The e-mail will include the following information as part of the referral packet:

- DFPS Worker contact information.
- DFPS Worker supervisor and contact information.
- Removal Affidavit and court order (if applicable).
- Kinship Referral form 2077, Request for Kinship Services (aka Universal referral Form)
- Preliminary Kinship Caregiver Home Assessment form 6587 (if applicable).
- Request for Kinship Home Assessment or Services Form 6581.
- Placement Authorization (Form 2085KO) – signed by caregiver and electronic copy uploaded into OneCase by DFPS.
- Designation of Medical Consenter (Form 2085B) - signed by consenter and electronic copy uploaded into OneCase by DFPS.

- Designation of Education Decision-Maker (Form 2085E) - signed by decision maker and electronic copy uploaded into OneCase by DFPS.
- DFPS Placement Summary Form 2279 (or SSCC approved form) – signed by caregiver and electronic copy uploaded into OneCase by DFPS.
- Child Sexual History Report (Attachment A) from IMPACT - signed by all caregivers and copy uploaded into One Case by DFPS in IMPACT the day of placement or by 7:00 PM the next calendar day..
- Rights of Children and Youth in Foster Care (Form K-908-2530) -reviewed with the child or youth, signed by the caseworker, child or youth and caregiver, copy provided to the child or youth, document the date reviewed and signed in the child’s placement page information, and DFPS will upload a signed copy into OneCase in IMPACT within 72 hours (or by 7pm the day following placement).
- Information about the scheduled 3-day medical that was discussed and plan for follow up by caregiver. If an exception exists, DFPS will provide that information to the SSCC.
- Provide Form 2625 Child Caregiver Resource if available.
Include SSCC on the referral for FINDRS.

NOTE: DFPS will complete the home assessment referral form and provide the completed form to SSCC. SSCC will use the form to request a contracted home assessment.

Additionally, for Region 1, also add the following to the email:

Case Name
Case ID
County of Removal
Children(s) Name
Children(s) DOB
Date of Removal
Custodial Parents
Reason for Removal (NSUP, SXAB, etc.)
Placement (Kinship, hospital, etc.)
Court # and Judge
Adversary Hearing Date
Ad Litem
Attorney for Parents

If Kinship placement is made, DFPS worker will complete a Kinship Home Assessment Request to SFCS by submitting Request for Kinship Home Assessment or Services Form 6581 and the required attachments listed on the form to txreg1kinship@st-francis.org within 48 hours of placement.

If Kinship placement is outside of Region 1, Universal Referral Form 2077 will be used in place of Request for Kinship Home Assessment or Services form 6581. Once received, SFCS will send the referral to the region the kinship home is located in.

Note that removal documents (affidavit, ICM Form, etc) will need to be sent to the primary worker once they are assigned. Continue to the next bullet below.

Region 2:

DFPS will complete a Kinship Home Assessment Request to 2INgage by submitting the above documents to CMD@2INgage.org within 48 hours of placement.

2INgage is responsible for ensuring the kinship unit is notified of the kinship placement and completes referral form to send to designated region/provider within 2 business days of the kinship placement taking place so a kinship worker can be assigned within policy timeframes. 2INgage is also responsible to ensure completion of home assessment.

Continue to **STEP 3**.

STEP 3: DFPS will enter the following in IMPACT:

- Open the FSU and SUB stages in IMPACT.
- Create SSCC Child Referral (SUB Stage) and Family Services Referral in IMPACT, email [SSCC Intake & Placement Contact](#) with a copy of the removal paperwork and affidavit. DFPS will ensure all principal family members, household members as well as kinship caregivers are identified as having a principal role and added to the family referral.

This is a regional difference for Regions 8a & 8b only:

The email in the above bullet will be sent to the [SSCC Family Referral Contact](#)

Continue to the next bullet.

- Within four (4) hours, the removing DFPS worker will receive a response from SSCC of the name of the SSCC staff to assign secondary to the FSU and SUB stages. See DFPS IMPACT Functionality Guide. *Note: Primary assignment will be made no later than the ICM.*

Region 1:

SFCS Referral Mailbox Designee will:

- Notify the DFPS worker and provide the name of the Permanency Specialist to be assigned primary on the FSU and SUB stages.
- During business hours the mailbox designee will respond with the name of the Permanency Specialist to be assigned primary within four (4) hours.
- Outside of business hours, the mailbox designee will respond with the name of the Permanency Specialist to be assigned primary by 12PM the following business day
 - Provide the name of the Placement Coordinator and Family Support Worker (FSW) to be assigned secondary.
 - A FSW will be assigned secondary at the time of referral to initiate post-removal tasks.

Region 2:

Assign 2INgage Permanency Case Manager identified as primary on the FSU and SUB stage in IMPACT and DFPS secondary on stages in IMPACT. **Continue to the next bullet below.**

- If sexual aggression is identified, follow the child sexual aggression designation process above.
- Document notification regarding if the child/youth required a 3-day medical exam as well as the criteria that is met to require the exam.

STEP 4: DFPS worker will:

- Complete the placement entry in IMPACT and save/submit to their supervisor.
 - Update person characteristics in IMPACT.
 - Update education log in IMPACT (with as much information as available).
 - Update medical/dental page in IMPACT.
 - Complete criminal History checks for all household members 14 years of age and older
 - Complete IMPACT CPS History checks for all household members 14 years of age and older
 - Add SSCC to the e-file notification using the mailbox [SSCC Court Notices/Legal \(e-file notification\) Contact](#).
 - Enter Legal Status in each child's SUB stage
 - If Temporary Managing Conservatorship (TMC) legal status has not yet been obtained, DFPS Worker will enter Care, Custody & Control legal status with the date the children were taken into custody

Note: DFPS worker is responsible for ensuring all placement documentation is entered into IMPACT within current policy timeframes.

STEP 5: DFPS Worker will, based on the child or youth's needs:

- Notify relevant regional DFPS Subject Matter Experts (i.e. Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist) and when available Clinical Coordinator.
- When possible, notify the Developmental Disability Specialist prior to the child or youth's removal.

Request a staffing with the relevant Subject Matter Experts as needed.**STEP 6:** SSCC will:

- Determine the Permanency Specialist assignment and will assign them to the FSU and SUB stage and notify DFPS for the purpose of coordination and collaboration.
- Use the Preliminary Kinship Caregiver Home Assessment form 6587 (if applicable) to initiate the home study process within 48 hours of referral.

Within three (3) Days of Placement & Assessments Due Within 30 Days of Placement

STEP 1: SSCC will provide notice of completion by e-mail or written form to both DFPS Worker and Supervisor of the following:

- Ensure the caregiver scheduled the Child and Adolescent Needs and Strengths (CANS) Assessment appointment to occur within the required timeframe per policy for children age 3 years and older.
 - If child is placed in a T3C Service Package, ensure that the caregiver is aware that a CANS Assessor will be coordinating and scheduling the CANS assessment.
- Ensure the caregiver schedules and completes the TX Health Steps checkup within thirty (30) days.
- Ensure any child under three (3) years old is referred to Early Childhood Intervention (ECI) if the child is suspected of having a disability or developmental delay, is identified as affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder or the disability or developmental delay requires evaluation prior to their scheduled TX Health Steps check-up.

STEP 2: The **designee*** (**see designee list below**) will ensure the caregiver or residential provider obtains the 3-day medical exam (three (3) business days) for all eligible children and youth identified meeting the criteria document in IMPACT and notify DFPS Worker and Supervisor by email or written form.

Designee for STEP 2:

Regions 1, 2, 3e, 4, 5: SSCC

Regions 8a, 8b, 3w: DFPS will complete this step and enter it into IMPACT.

Continue to **STEP 3.**

STEP 3: The **designee*** (see **designee list below**) will, in collaboration with the parent, create the temporary visitation plan. File the temporary visitation plan with the court by the Adversary hearing, if required by the court. Bring the temporary visitation plan to the Adversary hearing.

Designee for STEP 3:
Regions 1, 2, 3e, 4, 5, 8a, 8b: SSCC
Region 3w: DFPS
Continue to **STEP 4.**

STEP 4: The **designee*** (see **designee list below**) will schedule the first parent-child visit within five days of referral per Texas Family Code 262.115.

Designee for STEP 4:
Regions 1, 2, 3e: SSCC
Regions 3w, 4, 5, 8a, 8b: DFPS
Continue to **STEP 5.**

STEP 5: The **designee*** (see **designee list below**) Obtain updated Form 2625 Child Caregiver Resource and file with the court no later than the 45-day Status Hearing.

Designee for STEP 5:
Regions 1, 2, 3e, 4, 5, 8a, 8b: SSCC
Region 3w: DFPS

Regions 1 & 2:
Not required to file Form 2625 Child Caregiver Resource with the court.
Continue to STEP 6.

STEP 6: SSCC will provide ICWA Status to DFPS legal representation.

If a CANS Assessment is not scheduled by the ICM, SSCC Worker will call caregiver by the 14th day from the child entering into care to ensure an assessment is scheduled.

DFPS will communicate as to who may or may not attend visits and any safety threats they may be aware of.

When TMC is not Granted

If DFPS removes on exigent circumstances and TMC is not granted, it will be the responsibility of DFPS to close the stages or stage progress the FSU and SUB stages, whichever is needed.

They will close out the child and family referrals. DFPS will be responsible for transporting the child/youth home.

The following is a regional difference that only applies to Region 1:

If DFPS removes with a court order and TMC is dismissed at the Adversary Hearing, the FSU and SUB stages will be closed, or stage progressed by the SFCS primary worker. SFCS staff will be responsible for transporting the child/youth home.

Continue to the next paragraph.

If TMC is dismissed at the Adversary Hearing, the SUB and FSU stages will be re-assigned primary to the DFPS removing staff for closure or stage progression whichever is needed. The removing staff will be responsible for notifying all parties of the dismissal including SSCC staff. The removing staff will coordinate the transport of the child home.*If there are challenges or unique circumstances, please staff with DFPS and SSCC staff when needed.

Referrals for Case Management When Placement Is Not Needed Immediately But DFPS Has Obtained Conservatorship

Related Resources and Policy:

[DFPS IMPACT Functionality Guide](#)

This process is used when DFPS takes conservatorship of a child or youth, but due to the unique circumstances, an emergency placement is not being sought at the time of referral. An example would be when a child or youth is hospitalized. SSCC will begin providing case management services upon referral.

Notification and Referral

DFPS Worker will contact SSCC during regular work hours or after-hours by sending notification to [SSCC Intake & Placement Email Contact](#) and by phone at [SSCC Intake & Placement Phone Contact](#).

The e-mail subject line will read: (NON-EMER HOSPITAL/JUVENILE DETENTION: last name, first name of oldest child).

This is a regional difference to the above email subject line that only applies to Region 1:

The email subject line will read: TMC Obtained, Placement Not Needed but Immediate Case Management Services Needed-Last Name of Oldest Child

Continue with email information directly below.

The e-mail will include the following information:

- DFPS Worker contact information.
- DFPS Worker supervisor and contact information.
- Provide SSCC initial referral information (can be verbal). If an immediate response is needed such as an immediate need for hospital sitting, ensure that SSCC Intake Specialist is provided with all the necessary information regarding the immediate case management need.
- Provide notification regarding if the child/youth requires a 3-day medical exam as well as the criteria that is met to require the exam (this will also be included in the form 2087ex in the physical health section).

The following are regional differences that only apply to the following regions:

Region 1:

Request name of SFCS Permanency Specialist to be assigned as primary on the FSU and SUB stage in IMPACT. During business hours the txreg1networkreferral@st-francis.org mailbox will respond with the SFCS Permanency Specialist to be assigned primary. Outside of business hours, SFCS will respond by 12PM the following business day.

If paid placement will eventually be needed, request name of SFCS Placement Coordinator to be assigned secondary on the SUB stage in IMPACT.

Region 2:

Request name of 2INGage Care Management Department Placement Specialist to be assigned as primary on the FSU and SUB stage in IMPACT.

Continue to the next bullet below.

- DFPS will enter the following in IMPACT:
 - Open the FSU and SUB stages in IMPACT.
 - Create SSCC Child Referral (SUB Stage) and Family Services Referral in IMPACT, SSCC Intake Specialist will provide the name of the SSCC staff to assign secondary on the FSU and SUB stage in IMPACT and DFPS primary on stages in IMPACT.

The following are regional differences that only apply to the following regions

Region 1:

SFCS Permanency Specialist to be assigned as primary on the FSU and SUB stage in IMPACT.

If paid placement will eventually be needed, SFCS Placement Coordinator to be assigned secondary on the SUB stage in IMPACT.

Region 2:

Create 2INGage Child a Referral and Family Services Referral in IMPACT, assigning 2INGage Placement Specialist, identified as primary on FSU and SUB stage in IMPACT and ensure DFPS secondary on stages in IMPACT.

Continue to the next bullet below.

- DFPS will ensure all principal family members as well as kinship caregivers are added to the family referral. See DFPS IMPACT Functionality Guide.
- Enter Legal Status in each child's SUB stage
- If Temporary Managing Conservatorship (TMC) legal status has not yet been obtained, DFPS Worker will enter Care, Custody & Control legal status with the date the children were taken into custody
- Enter the child's non-paid placement in IMPACT including all required documentation and submit to their supervisor for approval in IMPACT.
- SSCC will determine the SSCC staff assignment and will assign them to the FSU and SUB stage and notify DFPS for the purpose of coordination and collaboration.
- At referral, complete child's placement information in IMPACT by creating:
 - Alternative Application for Placement of Children in Residential Care
 - DFPS Placement Summary Form 2279 (or SSCC approved form).
 - Child Sexual History Attachment A.

** SSCC Permanency and Intake should be included in any discharge planning related to the child and provided immediate notice as soon as a projected discharge date is obtained.**

If potential placement options for a kinship caregiver are identified at the time of removal, the removal worker will complete all due diligence to include the preliminary home assessment as well as any required administrative tasks to determine if that caregiver option is appropriate. This can mean appropriate while the child/youth is hospitalized or appropriate at the time of discharge.

If the kinship placement option is approved by DFPS leadership to begin while child/youth is hospitalized, the first placement entry into IMPACT will be the kinship caregiver. The details surrounding the hospital admission will be documented in a contact in IMPACT. The removal worker should follow the Kinship Placement Referral Process.

If at the time of removal, there are no potential kinship caregiver options provided or deemed appropriate while the child/youth is in the hospital, and a paid placement has not been identified, the hospital information will be documented/entered on the placement page in IMPACT by the removal worker. If the kinship caregiver option provided at the time of removal is appropriate for placement after discharge from the hospital, the removal worker will provide all background checks, preliminary assessments and collateral contact information to SSCC so they can move forward with a discharge plan for placement at the time of discharge. SSCC will complete the placement at discharge.

Based on the child or youth's needs, the DFPS Worker will:

- Notify relevant regional DFPS Subject Matter Experts (i.e. Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist) and request a staffing, as needed.
- When possible, notify the Developmental Disability Specialist prior to the child or youth's removal.
- Coordinate the pickup of the child at the time of discharge and the transportation to the placement.

Placements with Special Populations

Placements When Joint Managing Conservatorship is Obtained

Joint Managing Conservatorship (commonly referred to as JMC) is a legal status where two or more parties share the parenting rights and duties related to a child. Examples of some of those rights and duties include, but are not limited to, consent to medical and dental decisions, consent to psychiatric and psychological treatment, access to medical, dental, psychological, and educational records, and the right to confer on decisions about health, education, and welfare. Often these children need placements that can meet their higher acuity needs, and the parent is willing to keep the child/youth in the home until a placement can be secured. For these it may be beneficial to have a pre-placement staffing.

If discussion between DFPS and SSCC deems a Pre-Placement Staffing would be beneficial, or at the request of either agency, then a staffing will need to be scheduled.

Coordination

SSCC will arrange the pre-placement staffing. Pre-placement staffing will usually be conducted by telephone/virtually. However, pre-placement staffing may occur in-person as needed and determined by SSCC and DFPS.

The SSCC will coordinate with appropriate parties to:

- Identify scheduling options for pre-placement staffing.
- Work together with the DFPS Worker to assess the appropriateness and level of the child or youth and parent's participation in the staffing.
- SSCC will complete all logistical arrangements (date, time, location, conference call information, notices) for the pre-placement staffing. SSCC will give all participants as much prior notice of the pre-placement staffing as possible.

SSCC or their designee will facilitate the meeting.

Participants

The following participants will be notified of the pre-placement staffing by SSCC:

- DFPS Worker and Supervisor.
- SSCC Intake Specialist and Supervisor.
- SSCC Worker and Supervisor.
- Child or youth.
- Parent(s).
- Parents' attorney(s).
- Court Appointed Special Advocate (CASA).
- Guardian ad litem.
- Attorney ad litem.
- Other relevant subject matter experts (i.e., Developmental Disabilities Specialist Nurse, Education Specialist, Well Being Specialist).

Documentation

SSCC will record notes from the staffing discussion and ensure DFPS staff receive a copy. Additional copies of the notes can be distributed to participants upon request.

Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs

Related Resources and Policy:

[Primary Medical Needs Resource Guide](#)

[The Foster and Licensed Facility Placements Process Resource Guide](#)

[CPS Handbook §4117 Specific Placement Considerations for Children or Youth Who Have Primary Medical Needs](#)

Placing children or youth with Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN), or complex medical needs require careful consideration to make the best placement matches to serve the special needs of these children and youth. The Primary Medical Needs Resource Guide describes the needs of children and youth who have PMN. The Foster and

Licensed Facility Placements Process Resource Guide describes the needs of children and youth who have IDD needs.

New Placement with No Time for the PMN Meeting Before the Removal

When a PMN child is initially removed after hours or on weekends and the child's care needs are unclear, the child's DFPS caseworker may contact the child's healthcare provider after hours, or have the child seen in the local ER when appropriate (examples: diabetic child with insulin pump, child on a ventilator or with other special medical equipment).

Star Health does have a benefit available on a case-by-case basis. This benefit provides an observation stay in an inpatient setting for up to 48 hours, when placement or support are not immediately in place during an emergent transition. If the stay exceeds 48 hours, staff must request an authorization for the inpatient stay, going back to the date of admission.

The caseworker follows the processes below to access special support services. If the caseworker is unable to safely transport the child, the caseworker may contact an ambulance to transport the child.

Special Medical Transportation or Nursing Support

If the child requires special medical transportation (including ambulance transport) or nursing support during the move the caseworker requests assistance:

- If the move occurs before the PMN meeting, access through the regional Well-Being Specialist.
- If after hours, or on holidays or weekends, by contacting STAR Health at 1-866-912-6283.

If the placement is occurring outside of regular business hours or on a holiday, prior to placement, an immediate staffing will take place between DFPS and SSCC, involving the Director level or above.

This staffing is to ensure all the child's medical needs will be met until a PMN staffing can take place with the Well Being Specialist. This staffing will not replace the required PMN staffing with the Well Being Specialist.

New Placement Referral with Time for PMN Staffing

DFPS workers should follow the process outlined in [New Placement and Case Management Referrals](#) process when requesting a paid foster care placement from SSCC for a child with Intellectual or Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs.

Upon Placement Referral

When planning the removal of a child with PMN in a non-urgent situation, the caseworker should contact the Well-Being Specialist and placement staff to set up a PMN Meeting before removal, to plan for the safe transportation and placement of the child.

In addition to the placement referral, the DFPS worker will upon placement referral or prior to the removal, when possible, coordinate a telephone staffing with:

- DFPS supervisor and Program Director.
- Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well-Being Specialist).
- SSCC Intake/Placement Worker.

To discuss:

- DFPS is responsible for securing hospital sitting services either via DFPS contractor or use of DFPS staff until the child is released from the hospital and ready for placement.
- Once the child has been placed within the SSCC network of care, if there is a future need for hospital sitting then SSCC will be responsible for meeting that need either via SSCC contracted service provider or SSCC staff.

The ability of available placement options to meet the child or youth's specific needs.

After a placement for a child *with PMN* has been recommended by SSCC

DFPS worker will contact the Well Being Specialist (WBS) to request a PMN Staffing to develop a plan to address the medical services, equipment, and other needs during the transition to the new caregivers.

- The WBS will coordinate, facilitate, and document the PMN staffing in IMPACT.
- The staffing will include:
 - SSCC Intake/Placement Worker.
 - Selected caregivers.
 - Their provider.
 - Medical staff if applicable.
 - SSCC Worker.
 - SSCC Supervisor and Program Director equivalent.
 - Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well-Being Specialist).
 - STAR Health and previous caregivers (when appropriate).

The PMN staffing must occur prior to placement if possible. If not possible, a staffing should occur and must be requested within 24 hours following the emergency placement.

After a placement for a child with significant medical issues, but not PMN has been recommended by SSCC

SSCC Intake/Placement Coordinator or Worker may contact the Well Being Specialist to request a Medical Staffing.

- The WBS will coordinate, facilitate, and document the Medical Staffing.
- The staffing will include:
 - SSCC Placement Worker.
 - Selected caregivers.
 - Their provider.
 - Medical staff if applicable.
 - SSCC Permanency Worker.
 - SSCC Supervisor and Program Director equivalent. Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well- Being Specialist).
 - STAR Health and previous caregivers (when appropriate).
- The staffing must occur prior to placement if possible. If not possible, a staffing should occur immediately following the emergency placement.
- When there is no time for a Medical Staffing prior to placement, contact the Well Being Specialist and/or Nurse Consultant to plan for a safe transfer of the child.

After a placement for a child with IDD has been recommended by SSCC

DFPS Removal Worker will coordinate with SSCC for a staffing.

- The staffing will include:
 - SSCC Intake/Placement Worker.
 - Selected caregivers.
 - Their provider.
 - Medical staff if applicable.
 - SSCC Worker.
 - SSCC Supervisor and Program Director equivalent.
 - Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well- Being Specialist).
 - STAR Health and previous caregivers (when appropriate).
- The staffing must occur prior to placement if possible.
- The DFPS Education Specialist should be included in the staffing as appropriate.

If possible, the staffing should occur prior to the child or youth arriving in his or her new placement, but no later than two business days after the child or youth's placement.

Placement Change Process for IDD or PMN

SSCC Worker will request a non-emergency paid foster care placement or placement change from their placement team for a child with Intellectual or Developmental Disabilities (IDD) or Primary Medical Needs when needed.

Upon Placement Referral

As a part of the placement request process, the SSCC Worker will within 24 hours of the placement referral, coordinate a staffing to discuss the specific needs of the child or youth:

- SSCC will invite the WBS to the staffing.
 - Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well-Being Specialist).
 - SSCC Intake/Placement Worker.
- To discuss:
 - DFPS is responsible for securing hospital sitting services either via DFPS contractor or use of DFPS staff until the child is released from the hospital and ready for initial placement.
 - Once the child has been placed within the SSCC network of care, if there is a future need for hospital sitting then SSCC will be responsible for meeting that need either via SSCC contracted service provider or SSCC staff.

The ability of available placement options to meet the child or youth's specific needs.

After a placement for a child *with PMN* has been recommended by SSCC

SSCC will contact the Well Being Specialist to request a PMN Staffing to develop a plan to address the medical services, equipment, and other needs during the transition to the new caregivers.

- The WBS will coordinate, facilitate, and document the PMN staffing in IMPACT.
- The staffing will include:
 - SSCC Intake/Placement Worker.
 - Selected caregivers.
 - Previous caregivers.
 - Their provider.
 - Medical staff if applicable.
 - SSCC Worker.
 - SSCC Supervisor and Program Director equivalent.
 - STAR Health.

- The staffing must occur prior to placement if possible. If not, a staffing should occur immediately following the placement.
- When there is no time for a PMN Staffing prior to placement, contact the Well Being Specialist and/or Nurse Consultant to plan for a safe transfer of the child.

For PMN children already in DFPS custody who experience a change in placement after hours, the SSCC Worker can contact STAR Health Member Services' Nurse Wise medical advice line at 1-866-912-6283, option 7 (available 24/7, after hours, holidays and weekends).

After a placement for a child *with significant medical issues, but not PMN* has been recommended:

SSCC may contact the Well Being Specialist to request a Medical Staffing.

- The WBS will coordinate, facilitate, and document the Medical Staffing in IMPACT.
- The staffing must occur prior to placement, if possible. If not possible, a staffing should occur immediately following placement.
- The staffing will include:
 - SSCC Intake/Placement Worker.
 - Selected caregivers.
 - Their provider.
 - Medical staff if applicable.
 - SSCC Worker.
 - SSCC Supervisor and Program Director equivalent.
 - Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well- Being Specialist).
 - STAR Health and previous caregivers (when appropriate).

When there is no time for a Medical staffing prior to placement, contact the Well Being Specialist and/or Nurse Consultant to plan for a safe transfer of the child. After a placement for a child *with IDD* has been recommended:

- SSCC will coordinate a staffing.
- The staffing will include:
 - SSCC Intake/Placement Worker.
 - Selected caregivers.
 - Their provider.
 - Medical staff if applicable.
 - SSCC Worker.
 - SSCC Supervisor and Program Director equivalent.
 - Regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well- Being Specialist).
 - STAR Health and previous caregivers (when appropriate).

The staffing must occur prior to placement if possible. If not possible, a staffing should occur immediately following the placement.

Placement of Children When Conservatorship is Not Obtained/Temporary Placement is Needed

Related Resources and Policy:

[Emergency Paid Placement and Case Management referrals](#)

Under special situations, a child or youth not in the conservatorship of Texas DFPS may need a temporary, paid foster care placement in SSCC area. An example of this situation can include either a child recovered in Texas from another state, or a child for which TMC was subsequently not obtained following an emergency removal. A child or youth may not be from the SSCC region. If this occurs, CPI/FBSS staff within the SSCC region area will refer the child or youth needing paid foster care placement to SSCC per current protocols outlined in Emergency Paid Placement and Case Management referrals.

SSCC will then secure temporary, paid foster care placement for the child or youth with the following considerations:

- If the child or youth has emergency medical needs, then the DFPS Worker will ensure that written consent is received from the child or youth's parent/managing conservator, as needed.
- If the child or youth is hospitalized, the DFPS Worker will work with the child's insurance provider to cover the expenses related to the days spent in the hospital.
 - If a child or youth needs a hospital sitter, DFPS will request and pay for this service.
 - If a foster parent needs to be trained or needs time to bond with the child or youth while the child or youth is in the hospital, DFPS will notify SSCC and SSCC will determine a proper course of action.

The SSCC and DFPS designee will request payment for placement through current regional processes established with local child welfare boards. If payment is denied by a local child welfare board, then the SSCC will request a Manual Payment (form 4116) from DFPS.

Note: Unless DFPS has custody or is in the process of obtaining custody, DFPS maintains possession of the child in DFPS regions and is responsible for all related care activities, including transport (e.g. an out-of-state child where DFPS has no custody and not planning on obtaining but reaches out to SSCC for a courtesy placement). The four (4) and seven (7) hour CBC contract requirements do not apply for youth in this section, as this is courtesy assistance from the SSCC and the child/youth is not under the SSCC continuum of care.

Placing Children or Youth in Certain Institutions

Related Resources and Policy:

[Foster and Licensed Facility Placements Process Resource Guide](#)

[CPS Handbook §4118 Additional Actions for Placing Children with Intellectual or Development Disabilities](#)

[CPS Handbook §6411.21 Frequency of Face-to-Face Visits](#)

DFPS and SSCC will work together when considering and requesting placement of a child or youth in one of the following settings:

- HHSC-Licensed Institutions for children or youth with intellectual and developmental disabilities;
- State Supported Living Centers;
- Home and Community-Based Services (HCS) Residential Placements;
- Nursing Facilities; or
- Intermediate Care Facilities for the Intellectual Disabilities/Related Conditions (ICF/IID-RC).

Placing a child or youth in a certain institution should only take place when no other less restrictive placement is available that can meet the child or youth's needs.

Placement in a certain institution requires careful consideration, assessment, and justification. DFPS and SSCC will coordinate with the regional Developmental Disability Specialist to carefully assess the child or youth's specific needs and exhaust all least restrictive placement options before recommending a child or youth's placement in a certain institution.

Depending on the type of institutional placement requested for the child or youth, the DFPS Worker or SSCC Worker must follow current DFPS processes as provided for in the Foster and Licensed Facility Placements Process Resource Guide and in CPS Handbook §4118 Additional Actions for Placing Children with Intellectual or Development Disabilities.

If a child or youth is placed in a certain institution, the SSCC Worker must discharge the child or youth from the SSCC in IMPACT (See Ending the Referral section for more information). In Stage II, after the placement entry is completed, and approved in IMPACT, the SSCC will need to re-establish the child referral so that case management services provided by the SSCC may continue if DFPS continues to have conservatorship.

When a child is in a Home and Community-Based Services (HCS) home, SSCC Worker conducts a face-to-face visit with each child at least twice a month, with the majority of visits occurring in the child or youth's HCS home.

Special note: When an HCS placement is having issues with a child/youth and is not able to meet their needs:

- The SSCC Worker must contact the Local Intellectual Developmental Disability Authority (LIDDA) and the [Developmental Disability Specialist \(DDS\)](#) to seek another Home Community Service (HCS) placement.
- This possible disruption/change in placement should go through the DFPS DDS, *not* SSCC.
- SSCC will continue to provide case management services.

Psychiatric Hospitalization of Children or Youth in DFPS Conservatorship

Related Resources and Policy:

[CPS Handbook §6151.2 Child Admitted to an Inpatient Mental Health Facility](#)

[New Placement and Referral Process](#)

[CPS Handbook §6151 Whom to Notify](#)

[CPS Handbook §11600 Behavioral \(Mental Health\) Services](#)

[Mental Health Resource Guide](#)

[Psychiatric Hospital Contact Protocol for Children/Youth in DFPS Conservatorship](#)

There may come a time when a child or youth in DFPS conservatorship is determined to be a danger to himself or herself or others and is admitted to a psychiatric hospital. Hospitalization is an intervention designed to meet the child or youth's acute mental health needs and is not a long-term intervention. Admission to a psychiatric hospital is **not a placement** and should not be treated as or referred to as such. To ensure a child or youth's needs are met during this time, there are very specific steps SSCC Workers must take immediately following notification of hospitalization (see CPS Handbook §6151.2).

- When SSCC Worker finds out a child or youth in conservatorship is admitted into a psychiatric hospital the SSCC Specialist will immediately notify [SSCC Hospital Referral Contact](#).
- SSCC will track hospital admissions and will identify any placement needs that may arise after hospitalization and will seek subsequent placements as needed.
- SSCC will record the hospitalization as a temporary absence from placement in the Temporary Absence tab in IMPACT.
- DFPS hospital liaison staff may be a resource to SSCC for information and updates about a child or youth's needs or care while hospitalized.
- The SSCC Worker will follow guidelines listed in [Psychiatric Hospital Contact Protocol for Children/Youth in DFPS Conservatorship](#) and e-mail the required information to all required parties.

New Removal - Child/youth is in Psychiatric Hospital at time of removal:

- DFPS obtains TMC or Joint Managing Conservatorship (JMC) of child.
- Paid placement needed upon discharge a placement referral will be initiated and information regarding the urgency of the placement need will be provided.
- DFPS asks the hospital if they are willing to give us placement days.

--If "yes," SSCC will request placement days through Star Health, Regional WBS or with the assistance of the Psychiatric Hospital Liaison.

--If "no," follow the New Placement and Referral Process.

Note: If newly removed child remains in the psychiatric hospital past the day DFPS obtains conservatorship, DFPS enters the hospitalization in IMPACT in the Placement Page.

Note: DFPS will ensure that the proper documentation in IMPACT will be entered timely so that eligibility for STAR Health benefits start.

If Hospital Agrees to Placement Days but Star Health Does Not:

If SSCC requests placement days through Star Health, but Star Health refuses to grant the placement days, at that point, the referral would upgrade to an Emergency, and the four (4) hour/ seven (7) hour timeframes will be initiated.

Placement into an Inpatient Psychiatric Stabilization Program (IPSP)

Related Resources and Policy:

[Exceptional Care Rate Request Resource Guide](#)

The SSCC will follow the Intensive Psychiatric Stabilizations guidelines provided by their DFPS Contract Administration Manager (CAM). Any questions will be referred to the CAM.

To enter the DFPS placement, the SSCC Child Referral will need to be ended and restarted once the child exists the IPSP placement. Questions related to placement entry can be referred to the Community Based Care Administrator (CBCA).

Note: The SSCC will not be reimbursed with the foster care rate blended for any placement into the non-approved IPSP.

When a Youth in Substitute Care is Pregnant or Parenting

Source:

[Texas Family Code §264.130](#)

Related Resources and Policy:

[CPS Handbook §6440 When a Youth in Substitute Care is Pregnant or Parenting](#)

[Youth Who Are Pregnant or Parenting in DFPS Conservatorship Resource Guide](#)

[Procedures for IMPACT Data Entry Associated with Youth Parents in DFPS Conservatorship - 2450](#)

The following is to address a youth parent in DFPS' managing conservatorship who has a baby while in care or enters care with a baby and that baby remains in the youth parent's custody in a paid placement.

The term *baby* refers to any youth parent’s child regardless of the child’s age.

For circumstances that the procedures above indicate a need for a C-PB stage, SSCC Worker will:

- Contact SWI and request an Intake C-PB stage be created.
- SSCC Worker can stage progress the open Intake C-PB stage to a Sub C-PB stage in IMPACT.
- Create a SSCC Child Referral for the baby.
- Enter 3-tiered paid placement for the baby.

Note: If the youth is placed in a T3C Service Package, see the Texas Child-Centered Care (T3C) System and Placement Resource Guide for more information about entering a C-PB into IMPACT.

Request for Placement into a CBC Catchment Area

Related Resources and Policy:

[Community-Based Care DFPS site](#)

[Request for Placement into CBC Area Form 1508](#)

This process outlines the steps DFPS Worker from outside the CBC area must take to request a paid foster care placement or adoption placement for a child or youth, who is legally from another part of the state, into a CBC Catchment area.

This process does not include:

- SSCC requests for placement into a different CBC catchment area; or
- Youth who desire a SIL placement.

Requesting DFPS Region will:

- Complete each section of the Request for Placement into CBC Area Form 1508 and staff with their supervisor.
- The completed 1508 form, exhaustive placement search log and updated common application will be emailed their chain of command for approval: Supervisor/Program Director/Program Administrator/Regional Director.

If the requesting Regional Director approves the child’s placement located in the CBC catchment area, the Regional Director will email the completed Request for Placement into CBC Area Form 1508 to [SSCC Intake & Placement Contact](#) and SSCC Designee (**See SSCC Designee Contact below by region**) and cc the Community-Based Care Administrator (CBCA) for that catchment area.

SSCC Designee Contact:

Region 1: SFCS Regional Vice President, Rachel.williams@st-francis.org

Region 2: Kaycee Robles, krobles@2ingage.org

Region 3e: EMPOWER Senior Vice President

Region 3w: No additional contact designated

Region 4: 4Kids4Families Director of Placement

Region 5: Vice President of Community-Based Care, rhensarling@txfcn.org

Region 8a: Samantha Uriegas, suriegas@sjrctexas.org

Region 8b: Samantha Uriegas, suriegas@sjrctexas.org

SSCC will:

- If the Intake/Placement Director of SSCC or designee agrees with the placement, they will notify the requesting Regional Director via email and cc the CBCA. A courtesy request will need to be submitted to [SSCC Courtesy Services Contact](#) from DFPS Region for SSCC staff to provide courtesy supervision.
- If there is disagreement about the child's placement into the CBC catchment area, SSCC Leadership or requesting Regional Director can email the CBCA requesting a staffing on the case. The CBCA will set up a resolution staffing with the following in attendance:
 - SSCC Regional Director equivalent
 - SSCC Intake/Placement Director
 - Requesting Area Regional Director
 - Regional Director.

For all contact information on CBCA's and SSCC Leadership please visit the Contact CBC section on the Community-Based Care DFPS site.

Placement for Children from Other Regions Who Are Recovered in an SSCC Catchment Area and SSCC Youth Recovered in Legacy Regions

Related Resources and Policy:

[CPS Handbook §6461.5 Caseworker Actions when a Missing Child Returns to Care](#)

[CPS Handbook §6460 When a Child or Youth is Missing from CPS Conservatorship](#)

[Missing Children Protocol](#)

[CSE-IT Statewide Protocol](#)

[CPS Handbook §4280 Temporary Absence from Paid Placement](#)

This process primarily pertains to youth who have run away and are recovered. These types of situations are unique in their circumstances and decision-making regarding placement or temporary placement. Primary considerations must include child/youth safety and what is in the child/youth's best interest. The SSCC and DFPS Legacy areas must work together to support children/youth in DFPS Conservatorship as needed to ensure their safety and well-being. The four (4) or seven (7) hour CBC contractual requirements do not apply for children/youth in this section, as this is assistance from the SSCC.

Possible scenarios include, but are not limited to:

- SSCC child/youth recovered in a legacy region.
- Legacy child/youth recovered in a CBC designated community area.

SSCC child/youth recovered in other CBC designated community areas (DCA) will be covered in an agreement between the SSCC in that area and SSCC.

When the circumstance does not support the child/youth being able to return to their legal region/catchment area immediately, a collaboration between DFPS legacy region and the SSCC is required to develop a plan that meets the child/youth's immediate needs, including the possible need for securing temporary placement.

Circumstances that may require a temporary placement for the child/youth may include, but are not limited to:

- Recovery at a late hour and a distance from Legal Region/Catchment that would not support safe return at the immediate time of recovery.
- Weather conditions in either recovery or legal region/catchment that do not support a safe return to the Legal Region/Catchment at the immediate time of recovery.

Those involved in planning may include:

- Legal Region/Catchment DFPS/SSCC Regional Director or equivalent depending on Stage I or II.
- Recovery Region/Catchment DFPS/SSCC Regional Director or equivalent depending on Stage I or II.
- SSCC Intake/Placement Director.
- Community-Based Care Administrator.

Note: On-Call DFPS and SSCC staff would need to be involved in the planning after hours and on weekends or holidays.

Options to consider in resolving placement needs include, but are not limited to:

- Legal Region SSCC secures in-network placement in the recovery region if they have an available contract with an opening.
- Legal Region SSCC seeks assistance from Recovery Region's Centralized Placement Unit (CPU) for temporary placement.
- If this is the plan, Recovery Region Program Director facilitates the referral to CPU for assistance.
 - Legal Region CPU requests assistance from Recovery Catchment SSCC for temporary placement. See [SSCC Intake and Placement Contacts](#).

The expectation for these types of temporary placements is that they are temporary and will **not** require multiple nights for placement. The Legal Region or the Legal Region's SSCC will secure placement for the child/youth the following day after the child/youth is recovered and facilitate a least restrictive placement. In instances when DFPS cannot reimburse for placements that are less than 24 hours, the CBCA will verify the circumstances and contact the Contract Administrator (CAM) to request payment.

IMPACT Documenting Temporary Placement in IMPACT:

	The placement has a DFPS contract only	The placement has both SSCC and DFPS contract	The placement has an SSCC contract only
Youth Legal Region is SSCC Catchment	Community-Based Care Administrator (CBCA) should be contacted and will aid in placement documentation. Payment will be directly paid to the provider and not through the SSCC. *See documentation steps below.	Placement documented under SSCC network and paid via 3-tiered placement under SSCC contract.	Placement documented under SSCC network and paid via 3-tiered placement.
Youth's legal region is a legacy region	Placement documented under DFPS contract and paid via 2-tiered placement.	Placement documented under DFPS contract and paid via 2-tiered placement.	CBCA should be contacted and will aid in placement documentation. Have the SSCC provide you with the specific Resource ID (RID) for the organization that only has an SSCC contract. The CBCA will verify the circumstances and contact the Contract Administrator (CAM) to request payment.

IMPACT will not generate payment if placements are started and ended on same date.

- If this occurs, the SSCC or DFPS will notify the CBCA that a temporary placement for placement services across catchment boundaries that started and ended on the same date.
- The CBCA will verify the circumstances and contact the Contract Administration Manager (CAM) to request that payment.
- All placements that meet these criteria for having a start date and end date on the same date payment using Form 4116 should be directed to the provider.

Travel for Children in Conservatorship

For children traveling outside of the United States the SSCC will follow the steps outlined in CPS Policy 6474.1 by submitting the request through the SSCCs chain of command and then to the CPS Commissioner through the DFPS State Office Program Support Supervisor.

Initial Coordination Meeting

The Initial Coordination Meeting (ICM) is an internal, collaborative process between DFPS and the SSCC that focuses on the unique, individualized needs of the child and outlines services to address those needs.

The ICM process seeks to share all relevant information about a child in DFPS conservatorship who require placement or case management services from SSCC. This includes children placed in both kinship and paid placement. Relevant information includes assessments, evaluations, medical reports, recommended services, and all other information that pertains to the child's individual needs.

The ICM takes the place of the traditional removal staffing.

Referral

At Referral, DFPS Removal worker will complete as much of the Removal Staffing Checklist as possible, Page 1-4 (up to the Discussion Points) of the CBC Initial Coordination Meeting (ICM) form K-910-1502.

DFPS worker will send ICM form to the corresponding mailbox and follow the steps below.

Region	Timeframes
Region 1	<ul style="list-style-type: none">• North<ul style="list-style-type: none">-Friday at 1:30pm for Monday 1:30 pm staffing-Tuesday by 9am for Wednesday 9am staffing• South<ul style="list-style-type: none">-Friday by 9am for Monday 9am staffing-Wednesday by 9pm for Thursday 9am staffing <p>Note: All ICM referrals need to be completed and sent to SFCS at least 24 hours in advance of ICM meetings in order to be able to schedule and for DFPS to be able to send out notifications to all participants.</p>
Region 2	Within 24-48 hours of removal, DFPS will host, coordinate and participate in the Initial Coordination Meeting (ICM). The ICM may be extended up to 3 days if an emergency placement occurs on a holiday or weekend day (Friday, Saturday, or Sunday) or inclement weather prevents the ICM from

	occurring as scheduled. All other extensions to the ICM must be approved by the DFPS Program Director.
Region 3w	Scheduled as needed. Provide notice (2 business days) of the ICM to all participants.
Region 3e	Scheduled as needed. Provide immediate notice of the ICM to all participants.
Region 4	ICM meetings will occur every Tuesday and Thursday from 8 am – 9 am via TEAMS.
Region 5	Meetings will occur every Monday and Wednesday starting at 9:00a.m. Provides notice, two (2) business days of the ICM to all participants.
Region 8a and 8b	Scheduled as needed. Provide notice (2 business days) of the ICM to all participants.

Coordination

Region	Procedure
Region 1	<p>SFCS will:</p> <ul style="list-style-type: none"> • Create a reoccurring TEAMS meeting on the ICM Calendar <ul style="list-style-type: none"> -North Mondays at 1:30pm and Wednesdays at 9am -South Mondays at 9am and Thursdays 9am • Host and facilitate the staffing and will include the ICM Form. • Update the calendar invite for the specified date and forward to all appropriate participants.
Region 2	The DFPS worker will schedule an ICM with their supervisor, 2INgage Permanency Case Manager and their supervisor.
Region 3w	<p>DFPS will:</p> <ul style="list-style-type: none"> • Host the ICM and will coordinate all meeting logistics • Send calendar invite to participants with a meeting date, time, and location (virtual options are recommended) • Ensure all relevant participants are invited to the meeting; and • Provide notice (2 business days) of the ICM to all participants.
Region 3e	<p>The DFPS Family Group Decision Making Specialist will:</p> <ul style="list-style-type: none"> • Host the ICM and will coordinate all meeting logistics • Send calendar invite to participants with a meeting date, time, and location (virtual options are recommended) • Ensure all relevant participants are invited to the meeting • Provide immediate notice of the ICM to all participants.
Region 4	<p>The DFPS FGDM Facilitator will:</p> <ul style="list-style-type: none"> • Host the ICM and will coordinate all meeting logistics. • Send calendar invite with TEAMS link to participants with a meeting date & time. • Ensure all relevant participants are invited to the meeting; and

Region	Procedure
	<ul style="list-style-type: none"> • Provide notice (2 business days) of the ICM to all participants.
Region 5	<p>The DFPS FGDM facilitator will coordinate all meeting logistics, including:</p> <ul style="list-style-type: none"> • Scheduling a meeting date and time with participants. • Reserves a conference room, scan call line, or virtual meeting. • Ensures all relevant participants are invited to the meeting. • Provides notice, two (2) business days of the ICM to all participants <p>Note: DFPS and Texas Family Care Network will participate in the ICM.</p>
Region 8a and 8b	<p>The Belong Family Engagement Specialist will:</p> <ul style="list-style-type: none"> • Host the ICM and will coordinate all meeting logistics • Send calendar invite to participants with a meeting date, time, and location (virtual options are recommended) • Ensure all relevant participants are invited to the meeting; and • Provide notice (2 business days) of the ICM to all participants.

Participants

At a minimum, the following participants will be notified of the upcoming ICM:

Region	Participants
Region 1	<ul style="list-style-type: none"> • Removal Worker and Supervisor • SFCS Placement Coordinator if paid placement was required • SFCS Permanency Specialist and Permanency Supervisor • SFCS Kinship Case Manager and Supervisor, if placement is kinship • SFCS Program Director equivalent (optional) • SFCS Attorney • Ad Litem • CASA, if applicable • Child Placing Agency (CPA) designee • Other CPS staff or subject matter experts as needed (e.g. Developmental Disability Specialist, Nurse, Education Specialist, Well Being Specialist) • Additional staff may be included in the notification email but may not need to participate in the ICM.
Region 2	<ul style="list-style-type: none"> • 2INgage Intake Placement Specialist • Removal worker and supervisor • 2INgage Permanency Case Manager and Permanency Supervisor • Other CPS staff or subject matter experts as needed (e.g. Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist) • Additional staff may be included in the notification email but may not need to participate in the ICM.

Region	Participants
Region 3w	<ul style="list-style-type: none"> • Removal Worker, Supervisor. • OCOK Therapeutic Service Coordinator (if paid placement is required). • OCOK Permanency Specialist and Permanency Supervisor. • OCOK Kinship Specialist and Supervisor, if placement is kinship. • Paid Placement Case Manager (invited by OCOK). • Other DFPS/OCOK staff or subject matter experts as needed (i.e., Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist). • Additional DFPS staff may be included in the notification e-mail (i.e., DFPS Legal Representation). • CASA Representative
Region 3e	<ul style="list-style-type: none"> • Removal Worker, Supervisor and PD. • EMPOWER Intake and Placement Specialist (if paid placement was required). • EMPOWER Permanency Case Manager and Permanency Supervisor. • EMPOWER Kinship Specialist and Supervisor, if placement is kinship. Paid Placement Provider. • The following from EMPOWER: <ul style="list-style-type: none"> Legal@3empower.org FFinder@3empower.org Facilitation@3empower.org AEzell@tfifamily.org RLyden@3empower.org • Other DFPS/EMPOWER staff or subject matter experts as needed (i.e., Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist). • Additional DFPS staff may be included in the notification e-mail (i.e., DFPS Legal Representation).
Region 4	<ul style="list-style-type: none"> • Removal Worker, Supervisor and PD. • 4Kids4Families Permanency Specialist and Permanency Supervisor. • 4Kids4Families Kinship Specialist and Supervisor if placement is kinship. • Other DFPS/4Kids4Families staff or subject matter experts as needed (i.e. Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist). • Additional DFPS staff may be included in the notification e-mail (i.e. DFPS Legal Representation).
Region 5	<ul style="list-style-type: none"> • DFPS Removal Worker, Supervisor and PD • DFPS Removal Supervisor

Region	Participants
	<ul style="list-style-type: none"> • Texas Family Care Network Case Manager and Case Management Supervisor • Texas Family Care Network Kinship Case Manager and Supervisor, if placement is kinship. • Texas Family Care Network Placement Specialist (if paid placement was required). • Paid Placement Provider. • Other DFPS/Texas Family Care Network staff or subject matter experts as needed (i.e. Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist). • Additional DFPS staff may be included in the notification e-mail (i.e. DFPS Legal Representation).
Region 8a and 8b	<ul style="list-style-type: none"> • Removal Worker, Supervisor and PD • Belong Permanency Specialist and Permanency Supervisor • Belong Kinship Specialist and Supervisor, if placement is kinship • Paid Placement Provider • Other CPS/Belong staff or subject matter experts as needed (i.e. Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist) • Additional CPS staff may be included in the notification e-mail (i.e. DFPS Legal Representation, Case Care, CPS Regional Director, and CMO)

Documentation

* Designee for during and after the ICM:

Region 1: SFCS

Region 2: DFPS

Region 3w: OCOK

Region 3e: DFPS

Region 4: DFPS

Region 5: DFPS

Region 8a: Belong

Region 8b: Belong

During the ICM, DFPS/SSCC designee* (see list above) will:

- Facilitate the meeting discussion
- Record notes from the meeting discussion on the ICM form, including but not limited to the primary and concurrent permanency goals for the child or youth.

- Gain information about the family to engage the family in a Single Case Plan Meeting; and provide the status, if any, of the family's agreement to participate in a Single Case Plan Meeting.

After the ICM, the DFPS/SSCC **designee*** (see list above) will:

- Record the ICM as a contact in the Family Substitute care (FSU) stage, Contact Detail page in IMPACT.
- Ensure the notes from the meeting are recorded in the Contact Detail Narrative.
- Send the ICM notes to all participants in the meeting and those invited but were not in attendance.
- Ensure the ICM form is uploaded in OneCase.

Case Transfer

Primary assignment of the FSU and SUB Stages to the designated SSCC will take place at the ICM if they have not been transitioned previously. DFPS will remain secondary until the adversary hearing and all INV or FBSS tasks have been completed. **(Please see note below for variations in different regions)**

The following SSCCs have a different process from above:

Regions 1, 2, 3e:

Primary assignment of the FSU and SUB stages to the SSCC will take place at removal. DFPS is responsible for ensuring the case's final disposition is communicated to the SSCC Permanency Specialist/Case Manager.

Region 3w:

Secondary assignment of the SUB stages to OCOK will take place at the ICM if they have not been transitioned previously.

Case Documentation

External Documentation

Related Resources and Policy:

[DFPS OneCase / neuDocs and STARRS External Page](#) [DFPS OneCase / neuDocs and STARRS External Page](#)

[CPS Handbook §6134 External Documentation](#)

External Case File Transfer

All removal documents and interviews are uploaded to OneCase by the removal worker. Any documents uploaded that do not need to be stored in the original physical format are shredded after performing a quality assurance check to verify files were successfully uploaded and reviewed for clarity and completeness. Documents or audio/video material that should not be shredded after upload or cannot be uploaded due to size or format are sent to [Records and Imaging](#). This should be done within seven (7) days of the Adversary Hearing taking place. Documents or audio/video that must be kept in original physical format are safely stored and preserved by DFPS Records Management Group (RMG). If a stored document or audio/video is needed in the future, a request for research is submitted through [OneCase](#) in IMPACT.

The following is a regional order that applies only to Region 2:

Due to a standing order in Region 2, the removal worker will provide any original birth certificate or social security card obtained to the 2INGage PCM no later than the 14th day after removal. If a physical copy is provided to 2INGage, 2INGage must sign a form acknowledging they have received the documents. A copy of this signed form must be uploaded to One Case by the removal worker or designee.

Education Portfolio

Related resources and policy:

[CPS Handbook §15400 The Education Portfolio](#)

[Education for Children Resource Guide](#)

DFPS worker will provide the Education portfolio to the caregiver at the time of placement, with any documents available at that time. If the DFPS worker is not present at the time of placement, they may provide the portfolio to the caregiver at any post-placement visits or seek assistance from SSCC. SSCC Worker is responsible for the monthly review of the educational portfolio and ensuring that it's kept up to date by the placement.

Ensuring Safety

Abuse and Neglect Investigations on Child/ren in Conservatorship

Related Resources and Policy:

[CPS Handbook §4221.1 RCCI Notifying CPS of Alleged Abuse or Neglect in Foster Homes](#)

[CPS Handbook §4221.2 CPI Responsibility and Procedure after Receiving a Notification of Abuse or Neglect by Either RCCI or CPI](#)

[CPS Handbook §4221.3 CPS Protocol During an Investigation Involving a Child in Conservatorship](#)

[CPS Handbook §4221.4 Using Intermittent Alternate Care and Respite During an Abuse and Neglect Investigation](#)

[CPS Handbook §4221.5 How CPS Conducts Safety Checks or Other Safety Measures](#)

[CPS Handbook §4221.6 CPS Actions When Abuse or Neglect Is Alleged to Have Occurred in a Foster Home](#)

[CPS Handbook §4623: Protocol for RCCI Investigations Involving Child-On-Child Victimization in Foster Care](#)

[Sexual Incident History Resource Guide](#)

[CPS Handbook §6419 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse](#)

[Working with a Child who has Experienced Sexual Abuse Resource Guide](#)

[Working with Children with a History of Sexual Victimization, Sexual Aggression, or a Sexual Behavioral Problem Resource Guide](#)

[CPI & CPS Protocols for Investigations on Open Substitute Care \(SUB\) Stages Resource Guide](#)

[Office of Child Risk and Safety Procedures Multi-Stage Staffings](#)

When a report of abuse or neglect is received on child/ren in conservatorship, SSCC staff will need to follow all steps outlined in specific policies. DFPS policy will be followed for all abuse or neglect investigations, see policy linked above.

See CPS Handbook §4221.1 RCCI Notifying CPS of Alleged Abuse or Neglect in Foster Homes for RCCI's steps and responsibilities in notifying the SSCC of abuse and neglect in foster homes and the SSCC's responsibilities when an intake is Priority None (PN) and a Home History review is completed.

See CPS Handbook §4221.2 CPS Responsibility and Procedure after Receiving a Notification of Abuse or Neglect by Either RCCI or CPI for SSCCs responsibility and procedures after receiving a notification on an investigation of abuse, neglect or exploitation of a child in DFPS conservatorship.

If a report involves alleged child-on-child victimization, the SSCC Worker must follow the protocols in Appendix 4623: Protocol for RCCI Investigations Involving Child-On-Child victimization in Foster Care.

If the report alleges child sexual aggression, the SSCC Worker must follow the protocols in the Sexual Incident History Resource Guide.

See CPS Handbook §4221.3 CPS Protocol During an Investigation Involving a Child in Conservatorship for SSCCs responsibility during an investigation.

RCCI Investigations

The RCCI investigation is a separate record that RCCI maintains. After RCCI concludes the investigation, the SSCC Worker will save as a PDF and upload to OneCase. (See CPS Handbook §4221.3)

CPI Investigations

See CPI & CPS Protocols for Investigations on Open Substitute Care (SUB) Stages Resource Guide and CPS Handbook §4221.3 CPS Protocol During an Investigation Involving a Child in Conservatorship.

CPS Child Safety Specialists

CPS Child Safety Specialists may conduct:

- Multi-Stage staffings when a new Investigation has been opened on an ongoing DFPS case. See [Multi-Stage Staffing Procedures](#).
- Case Reviews as requested by Regional Leadership.
- Provide training.
- Other tasks/job duties as determined by their Lead (supervisor).

Requests for staffings with the CPS Child Safety Specialist should be made to the following:

See [OCS - Contact Us](#) on the Safety Net for Child Safety Specialist regional contacts. Also See [Child Safety Specialists](#) and [Child Safety Specialist Other Duties](#) page on Safety Net additional information.

When a Mother in an Open CVS Case is Pregnant

Related Policy:

[CPS Handbook §6370 When a Mother in an Open CVS Case is Pregnant](#)

Starting two (2) months before the expected birth date of a new baby to a mother with an open conservatorship (CVS) case, the SSCC Worker must staff the case every month, until the baby is born, to determine if there are danger indicators. The SSCC will coordinate the first staffing during the 7th month of the pregnancy to initiate discussion of any safety concerns. Those invited to the staffing will include:

- SSCC Worker
- SSCC Supervisor
- SSCC Program Director equivalent
- DFPS CPI Supervisor and Program Director
- If the original removal was initiated from the FBSS stage of service, SSCC and CPI may reach out to the FBSS staff to gather information for the staffing and/or to request FBSS participation in the staffing, if deemed necessary.

The SSCC Worker and Supervisor can consult the Child Safety Specialist during these staffings and when the baby is born.

The SSCC Worker will document the following information prior to the staffing for discussion:

- Case Name
- Date of Staffing

- Participants
- Due Date or Date of Birth
- Age(s) of Other Child(ren)
- Father and his role with unborn child/concerns/positives

Topics of discussion at the staffing must include:

- Concerns for the unborn child
- The family's ability to ensure the safety and well-being of the child
- Possible placement options for the newborn
- Details of the current conservatorship case

This staffing should result in a clear plan for next steps when the mother gives birth. The notes from the staffing must be documented in IMPACT.

When Children Not in DFPS Conservatorship Are in Immediate Danger

Related Policy:

[CPS Handbook §6321 Frequency of Contact](#)

There will be situations when SSCC is working with a family where some of the children in the family are not in DFPS conservatorship. Should the SSCC Worker feel the child(ren) are in immediate danger, the following actions can be taken depending on the severity of situation:

- Staff with SSCC Supervisor for direction.
- If at risk of immediate physical harm call 911.
- Stay on site and call in an intake to Statewide Intake (SWI) and inform of the new safety concerns and that immediate response is needed.
- Stay on site. Once Intake reference number is obtained call the local DFPS office for assistance from the on duty CPI worker.
- If it is after hours, refer to the On-Call calendar for CPI located in IMPACT.

Note: Children who are living at home not in DFPS conservatorship and have siblings who are in DFPS conservatorship should be seen monthly face-to-face per CPS Handbook 6321 Frequency of Contact. Temporary

Absences from Paid Placement

Source:

[Texas Administrative Code §700.323](#)

Related Resources and Policy:

[CPS Handbook §4280 Temporary Absence from Paid Placement](#)

[CPS Handbook §4281 Criteria for Paying for Foster Care During a Child's Absence](#)

[CPS Handbook §4282 Payment Time Frames](#)

[CPS Handbook §1537 Foster Care Payments During Absences from Foster Care Placements](#)
[CPS Handbook §6822 CPS Youth and Juvenile Justice](#)
[DFPS Temporary Absence from Placement Job Aid](#)

When a child or youth is temporarily absent from a paid placement, SSCC will follow the CPS Handbook policies:

- 4280 Temporary Absence from Paid Placement.
- 4281 Criteria for Paying for Foster Care During a Child's Absence.
- 4282 Payment Time Frames.

For Foster Care payment approvals, SSCC will follow the same approval process outlined in DFPS policy above and Texas Administrative Code §700.323 requiring approval by SSCC staff in positions equivalent to DFPS positions identified.

These include:

- SSCC Supervisor and Program Director equivalent must approve payment for placement absence of not more than 14 days.
- SSCC Program Administrator equivalent or Intake/Placement Director must approve payment for an absence between 15 and 30 days.
- DFPS Regional Director and Director of Placement must approve payment for an absence between 31 and 90 days.
- In unusual circumstances, payments may continue for an absence of longer than 90 days with prior written approval from the CPS Assistant Commissioner or designee.
- If the youth is held overnight in a juvenile detention facility, the caseworker notifies the regional juvenile detention center placement (JDCCP) coordinator.

Approvals will be documented in the comment box on the Temporary Absence page for the specific episode that is approved for payment.

Note: SSCC is responsible for notifying the foster care eligibility specialist when an approved temporary absence exceeds 14 days. The eligibility specialist will monitor the situation until the end of the temporary absence and update the child's Title IV-E eligibility status.

See DFPS Temporary Absence from Placement Job Aid for instructions on how to complete the IMPACT entry.

When a Child or Youth is Missing from DFPS Conservatorship

Source:

[42 U.S.C §671\(a\)\(35\)\(A\)](#)

[Texas Administrative Code §700.1334](#)

Related Resource and Policy:

[HHSC Minimum Standards](#)

[Missing Children Protocol](#)

[CPS Missing Child Preliminary Sheet Form 4100](#)

[CPS Handbook §6151.3 Notification Requirements and Schedule](#)

[CPS Handbook §4281 Criteria for Paying for Foster Care During a Child's Absence](#)

[CPS Handbook §6461.5 Caseworker Actions When a Missing Child Returns to Care](#)

Missing Incident

The SSCC and its provider network will follow the HHSC Minimum Standards for reporting missing children.

If a child in DFPS's managing conservatorship is discovered to be missing, runs away, or is suspected to have been abducted from a substitute care placement, and the child's whereabouts are unknown, the SSCC Worker should follow the entire process identified in the Missing Children Protocol linked in the "Related Resource and Policy" section above. Part 1 of the guide addresses steps to be taken when it is discovered a child is missing or runs away. Part 2 covers recovery efforts and initial case management actions that must be taken. Part 3 covers ongoing efforts to recover the child. Part 4 covers Post Recovery actions.

Discharge from Placement Following Missing Event

- Current placement for a child/youth on missing status can be held/paid for fourteen (14) days (five days for emergency shelter placements) with SSCC Supervisor and Program Director equivalent approval (See CPS Handbook §4281 Criteria for Paying for Foster Care During a Child's Absence for additional requirements; extended timeframes; [Temporary Absences from Paid Placement Section](#)).
- If the placement is held the placement will remain open and the absence will be reflected on the IMPACT *Missing Child* tab and the *Temporary Absence* tab.

Missing Children Regional Contacts: [Missing Children Regional Coordinators](#)

SSCC Missing Children Contact: [SSCC Missing Children Mailbox](#)

DFPS Special Investigations Point of contact: [DFPS Special Investigator \(SI\) Mailbox](#) They will assign appropriate DFPS Special Investigator (SI).

Notifications for Identified or Suspected Victims of Human Trafficking

Source:

42 U.S.C §671(a)(9)(C)

42 U.S.C §671(a)(34)(A)

42 U.S.C. 5106a(b)(2)(B)(xxiv)

Related Resources and Policy:

[Human Trafficking and Child Exploitation](#)

[CPS Handbook §6462 Confirmed or Suspected Victims of Human Trafficking Care Coordination Teams](#)
[Advocate Agencies for Human Trafficking and Commercially Sexually Exploited Youth](#)
[DFPS Human Trafficking Response Protocol](#)
[Placement for Children/Youth from Other Regions That Have Been Missing and Are Recovered in an SSCC Catchment Area or SSCC Children/Youth Recovered in Legacy Regions](#)
[CPS Handbook §6460 When a Child or Youth is Missing from CPS Conservatorship](#)
[CPS Handbook §6461.5 Caseworker Actions When a Missing Child Returns to Care](#)
[Missing Children Protocol](#)
[Commercial Sexual Exploitation – Identification Tool \(CSE-IT\) Statewide Protocol](#)
[Runaway Prevention Resource Guide](#)

If a child in DFPS conservatorship is identified as a Confirmed or Suspected-Unconfirmed victim of trafficking, whether familial or non-familial, the caseworker must assess the child's current service array and refer the child to appropriate services, as needed. Confirmed and Suspected-Unconfirmed victims of trafficking must be referred to the local Care Coordination Team (CCT), where local CCT is in operation. The SSCC Worker must document the assessment and referrals in a case narrative.

The caseworker must inform local law enforcement immediately, but no later than eight (8) hours after identifying or suspecting that a child, youth, or young adult (ages 0 – 20) has become or may become a victim of sex or labor trafficking.

All needs and services identified for the child or youth must be addressed in the child's plan of service.

See [Human Trafficking and Child Exploitation](#) for services and resources available to children who are placed in other regions and/or counties.

The SSCC Worker must enter into IMPACT each *Sex or Labor Trafficking* event that is *Suspected-Unconfirmed* or *Confirmed* as a trafficking record on the *Trafficking Detail* page within 48 hours of making the assessment or receiving notification.

A trafficking event is *Suspected-Unconfirmed* when specific information regarding the child or youth and the surrounding circumstances creates a reasonable belief that the child or youth has been trafficked. Note: A runaway episode, in and of itself, is not equal to *Suspected-Unconfirmed*.

A trafficking event is *Confirmed* when evidence supports the conclusion that the child or youth has been trafficked. Note: The supporting evidence must be more than just an allegation or suspicion and does not have to be a direct outcry from the child or youth.

Each trafficking event should only have one entry on the *Trafficking Detail* page, unless a *Suspected-Unconfirmed* event is later confirmed, in which case there would be both a *Suspected-Unconfirmed* and a *Confirmed* event listed.

DFPS Protocol for Care Coordination

On February 11, 2020, the DFPS Protocol for Care Coordination (CCT) was launched. The DFPS Protocol for Care Coordination outlines the agency's expected and coordinated response when working with a specific Texas Care Coordination Team. All staff are required to comply with the Protocol for Care Coordination when a child is placed in a county with an active Care Coordination Team.

The Protocol for Care Coordination addresses how DFPS collaborates with other anti-trafficking partners in identification and recovery of victims and subsequent service provision using the following:

- Care Coordination Teams.
- Advocate Agencies for Human Trafficking and Commercially Sexually Exploited Youth.

The DFPS Protocol for Care Coordination excludes: Bexar, Dallas, Harris, Travis, and Tarrant counties who are operating under the DFPS Human Trafficking Response Protocol.

Commercial Sexual Exploitation-Identification Tool (CSE-IT)

West Coast Children's Clinic developed the Commercial Sexual Exploitation – Identification Tool (CSE-IT – pronounced “see it”), a screening tool that aids in detecting risk of sexual exploitation. The tool is designed to ensure early identification of sexual exploitation and protect youth from prolonged abuse and violence. It is not diagnostic but rather a tool which prompts additional information gathering and interventions if problems or concerns are identified. The CSE-IT is not an interview guide, but a series of questions around eight key indicators (see chart below) that providers consider about the youth's circumstances. It is never conducted in the presence of a child and/or youth. The CSE-IT should be used as a guide to identification and should not be the sole source for deciding whether the youth is being sexually exploited. The completed CSE-IT will result in a total number that indicates the youth's level of risk as: No Concern, Possible Concern, or Clear Concern. It is not intended to meet investigative, statutory, legal, or other criteria specific to other applications. SSCC Supervisors statewide will continue to use the CSE-IT tool and SSCC will support future expanded implementation. Please refer to the Commercial Sexual Exploitation – Identification Tool (CSE-IT) Statewide Protocol guide linked above for additional information.

Human Trafficking Response Protocol

All staff are required to comply with human trafficking protocols outlined in the DFPS Human Trafficking Response Protocol (HT Protocol).

The protocol addresses:

- Victim identification using the Commercial Sexual Exploitation-Identification Tool (CSE-IT), a validated screening tool to aid in accurately detecting sexual exploitation.
- Service planning for youth at risk and identified victims of sex trafficking.
- How DFPS collaborates with other anti-trafficking partners in identification and recovery of victims and subsequent service provision.

The HT Protocol outlines the expected response in three critical areas:

- Human Trafficking Investigations - when the alleged perpetrator is traditionally responsible for a child's care, custody, or welfare such as family member, or an adult living in the home of an alleged child victim.
- At Risk Youth - all children in DFPS conservatorship who are 12 years or older in age, with five or more placements.
- High Risk Youth - children ten (10) years and older, in DFPS conservatorship who are missing, or on runaway status.

Youth Recovery Meeting

A Youth Recovery Meeting is to engage a child/youth returning from runaway status and identifying support in creating a plan to address the child/youth's fears and concerns and increase the likelihood of him or her remaining in a safe placement.

Process:

As soon as a child or youth in foster care is located and back in DFPS care, the SSCC Worker and Supervisor will immediately notify all legal parties (CPS Attorney, CASA, Ad-Litem, Legal Parents and Parent's Attorney(s)).

Notification will also be sent to the [SSCC Youth Recovery Meeting Mailbox](#) so the Family Engagement Staff can offer and organize a Youth Recovery Meeting. During the Youth Recovery Meeting, the team will work with the child/youth to process the reason for running away, concerns about their experience in foster care, and any solutions to prevent him or her from running away in the future. If the youth has a Care Coordination Team Meeting, and they participate in the meeting when they are recovered, that this counts in place of the Youth Recovery Meeting.

These meetings will be scheduled as soon as possible. The goal is to hold the meeting within 24 to 48 hours from the time the child/youth returned to DFPS Care.

The following individuals should be invited to participate in these meetings:

- Child/Youth
- SSCC Worker
- SSCC Supervisor
- CPS Legal
- SSCC Legal
- Attorney Ad-Litem
- CASA
- Guardian Ad-Litem
- Legal Parents (if no Termination of Parental Rights (TPR))
- Parent Attorney(s)
- Placement (if one has been secured)
- PAL
- Youth Specialist
- Child Advocate, if assigned

Subsequent Meeting:

In the event a child/youth runs away after their initial Wrap Around Meeting, the SSCC Worker, Supervisor, and Program Director equivalent should evaluate the previous goals and tasks developed to assess whether another meeting should be held to develop new strategies. If follow-up is not required for the goals and tasks of the previous Emergency Transition Plan Meeting another meeting may not be necessary. The child welfare team should make attempts to get the child/youth to recommit to the current plan and continue making efforts toward accomplishing the goals and tasks.

Subject Matter Expert Support in Providing Services to Children and Families

These DFPS support positions are a resource to DFPS and SSCC's operating under a Community-Based Care model. This is intended to be a resource to help the SSCC identify DFPS positions that may be able to provide support or expertise.

For DFPS state office subject matter expert contact information, visit [Region 12: State Office Resources](#) For regional area subject matter experts and contacts visit the regional resources on the left-hand menu of this page, or by clicking on the map region.

Legal Liaison Support

The CPS Legal Liaison team supports permanency for children and will continue to provide support in collaboration with the SSCC. Examples of supportive activities include:

- Assigning new conservatorship cases to Permanency units and attorneys for representation.
- Facilitating communication between SSCC staff and County Assistant District Attorney.
- Coordinating staffings for legal preparation.
- Preparing and filing legal documents.
- Assisting with discovery requests.

The SSCC will include the Legal Liaisons in communication related to:

- Permanency staffings.
- Legal staffings.
- Decisions regarding young adults entering trial independence, entering extended foster care, or returning to foster care.

Point of Contact for Legal Liaison Support

Region 3e:

-Collin County:

Ashley Jarrett, AJarrett@co.collin.tx.us

Tami Scott, TScott@co.collin.tx.us

-Dallas County:

Jaclynn Ruiz, Jaclynn.Ruiz@dfps.texas.gov

Christie Foreman, Christie.Foreman@dfps.texas.gov

Shajerria Thomas, Shajerria.Thomas@dfps.texas.gov

Ali Witt, Ali.Witt@dfps.texas.gov

Angelin Wolfe, Angelin.Wolfe2@dfps.texas.gov

-Ellis County:

Andrea Murphy, Andrea.Murphy@dfps.texas.gov

-Fannin County:

Anne Scott, Feletha.Scott@dfps.texas.gov

-Grayson County:

Mary Lesnick, Mary.Lesnick@dfps.texas.gov

-Hunt County:

Kristi Kennedy, Kristi.Kennedy@dfps.texas.gov

-Kaufman County:

Mohonna Dixon, Mohonna.Dixon@dfps.texas.gov

-Navarro County:

Ericka Kinkade, Ericka.Kinkade@dfps.texas.gov

-Rockwall County:

Marleena Proffer, Marleena.Proffer@dfps.texas.gov

Region 3w:

-Tarrant County:

Ashton Moore, Ashton.Moore@dfps.texas.gov

-Cooke, Denton, Erath, Hood, Johnson, Palo Pinto, Somervell:

Rebecca Wittmis, Rebecca.Wittmis@dfps.texas.gov

Region 4: Kemyshia Daniels, Kemyisha.Daniels2@dfps.texas.gov

Region 5: Amy Babineaux Leblanc,

Amy.BabineauxLeblanc@dfps.texas.gov

Responsibility for Contact and Services Across Regional Lines

For information about how to request services across regional lines, please see [Services Across Stage II Regions Resource Guide, October 2025](#).

Legal Services

Related Resources and Policy:

[CPS Handbook §5000 CPS Legal Functions](#)

[Subpoena Protocol for SSCC Workers Section](#)

SSCC will assume responsibility of court-related duties regarding the child (depending on the region, prior to or after the adversary hearing) including but not limited to:

- Providing required notifications or consultations.
- Preparing court reports.
- Attending judicial and permanency hearings, trials, and mediation.
- Complying with applicable court orders.
- Ensuring the child is progressing toward the goal of permanency within state and federally mandated guidelines.

For additional information see SSCC Policy and Procedures manual regarding legal services. Also see [Legal Liaison Support section](#), if applicable.

Process For Transferring A Legal Case Between SSCC and DFPS

If...	Then...
<p>A Court/Judge orders a case to transfer from SSCC regional area to another area. See DFPS Regional Resources if area is not a CBC area, or the CBC SafetyNet page if it is a CBC area.</p>	<ul style="list-style-type: none"> • The SSCC Worker notifies their chain of command up to the SSCC Conservatorship Program Administrator equivalent. • The SSCC Conservatorship Program Administrator equivalent will verify the receiving court has accepted the case. • The SSCC Conservatorship Program Administrator equivalent notifies the receiving area’s Program Administrator of case transfer by email within two (2) business days.

If...	Then...
A Court/Judge orders a case to transfer from a DFPS/SSCC area to SSCC area.	<ul style="list-style-type: none"> • The sending area notifies their chain of command up to the Program Administrator or SSCC equivalent. • The Program Administrator or SSCC equivalent will verify the SSCC region's court has accepted the case and scheduled a hearing. • The sending Program Administrator or SSCC equivalent notifies the SSCC Conservatorship Program Administrator equivalent of case transfer by email within two (2) business days.

The SSCC Conservatorship Program Administrator equivalent and the other area's Conservatorship Program Administrator equivalent must set up a case staffing/transfer between the sending and receiving area within five (5) business days of notification.

Attendees should include Program Directors equivalent, Supervisors, and workers. .

- Legal representation for both the sending and receiving counties (Regional attorney, county attorney or ADA) should be notified and invited to staffing.
- Staffing should result in a plan with identified tasks, timeframes, needs of children, youth and family members, and who will be responsible for them.
- All participants will receive a copy of the agreed upon plan developed from the staffing (the sending region should be responsible for taking notes) and a copy of the transfer order if available.

A case is not officially transferred from one region to another until:

- A judge signs an order to transfer, and the court file is received by the receiving county and docketed for a court hearing.
- The Program Director equivalent for the receiving region must regularly follow up with the attorney to determine if the case has been received.
- The case is reviewed by the sending and receiving supervisors to ensure that all agreed-upon tasks have been completed. Once the supervisors agree that tasks are complete the case is reassigned to the receiving region in IMPACT. The paper case file must be sent to the receiving region within one (1) business day after the case is assigned to the receiving region in IMPACT.
 - When the case transfers, the receiving region will need to update the following in IMPACT:
 - Update the Legal Status to reflect the County, Court and Cause Number the case transferred to.
 - Enter a Legal Action for the Transfer of Jurisdiction.
 - If the case is transferring from SSCC to a DFPS/SSCC region, then SSCC staff will need to end the SSCC child and family referrals as well as the SSCC Service

Authorizations in IMPACT before assigning the case to the receiving DFPS/SSCC staff.

- If the case is transferring to SSCC from another region, SSCC will create an SSCC referral once they are made primary on the case.

Paying for Court-Related Services

Resources to cover legal expenses varies by Individual County in the SSCC area. Examples of legal services which may incur a fee from the service provider include, but are not limited to:

- Mediation.
- Out of State service.
- Private Process service.
- Court Reporter.
- Court transcripts.
- Witness travel.
- Expert witness testimony.
- Citation by Publication postings.
- DNA testing.

For any legal services that are required by the court and not covered through Purchased Client Services funding as the primary method of funding, STAR Health, or county funds, SSCC will decide, in coordination with the Contract Administration Manager (CAM), on how the services will be paid.

If the decision is that DFPS will pay the provider, SSCC will submit the following items as soon as possible to the CAM:

- Detailed description of the specific legal service that includes the court information, cause number, and case ID.
- IMPACT Case ID
- Child/Children's PID
- Detailed description of the specific legal service
- Court order with cause number
- Affidavit, if applicable
- Invoice or bill from person or entity providing the service
- Form AP-152 Application for Texas Identification Number
- Form 74-176 Direct Deposit

SSCC Program Director equivalent approval email

- Copy of the invoice or bill from the person or entity providing the service.

The DFPS CAM will create a requisition for payment through CAPPs Financial.

Referring Cases to the Office of the Attorney General for Paternity Testing

The Office of the Attorney General (OAG) is responsible for paternity testing.

When the court orders paternity testing in a foster care case in the SSCC area the SSCC Worker must thoroughly complete Foster Care Referral to the Office of the Attorney General and return the form to the OAG Office.

This process may vary depending on the court and/or county procedures.

Court Orders for Healthcare Related Treatment and Services

When a court orders a healthcare service, treatment or testing for a child in DFPS conservatorship, or enters an order that declines to follow the recommendation of a health care professional who has been consulted regarding a health care service, procedure, or treatment for a child in DFPS conservatorship, SSCC Worker will take the following steps immediately:

- Notify the SSCC Supervisor about the order. The SSCC Worker and Supervisor will notify the attorney representing DFPS/SSCC if there is a concern that the order needs to be appealed in any way.
- Notify the regional [Well-Being Specialist](#) and provide a copy of the written order when it is received.

Completed court orders will be escalated by the Well-Being Specialist to STAR Health. They will be tracked with communication going back and forth between a STAR Health Liaison and the Well-Being Specialist. *Note: verbal court orders will not be accepted by STAR Health and court orders must be signed to be considered complete.*

Exceptions: Court-Ordered Medical Services Not Covered by Medicaid or STAR Health

If the judge orders a child to undergo a specific type of medical service, treatment, or testing that may not be covered by Medicaid, SSCC will take the following steps:

- Immediately inform the attorney representing DFPS/SSCC (within three (3) days of the court's rendering of the order) that SSCC cannot guarantee a doctor will agree to order the specific service, treatment, or test. This allows the attorney to take immediate action in court to inform the judge or pursue legal remedies, such as asking the judge to reconsider the order.
- If and when the court order is issued, inform the child's Medical Consenter (if it is someone other than the SSCC Worker) about the order, and direct him or her to:
 - Ask the doctor to order the service, treatment, or test at the child's next visit with a STAR Health general practitioner.
- Make sure the doctor knows that SSCC has been told that Medicaid does not generally cover the service, treatment, or test.
- Encourage the doctor to request prior authorization and confirm medically necessary coverage before ordering the service, treatment, or test.

Doctor Refuses to Order Medical Services, Treatments, or Tests

If the doctor refuses to order the service, treatment, or test, SSCC Worker will immediately get the doctor to provide written documentation of the doctor's refusal.

SSCC Worker will provide the doctor's documentation to the attorney representing DFPS/SSCC. Ensure that the documents are filed with the court and provided to the parties in the case.

SSCC Worker will upload written documentation of doctor refusing to provide services in OneCase.

Doctor Orders Medical Services, Treatments, or Tests

If the doctor orders the service, treatment, or test, SSCC Worker will notify the supervisor and inform the attorney. At the next court hearing where medical care is discussed, SSCC Worker will report back to the judge the results and any subsequent medical care the doctor prescribes.

When Medicaid Does Not Pay

When Medicaid will not pay for the service, treatment, or test, SSCC will decide, in coordination with the CAM, how the provider will be paid. If the decision is that DFPS will pay the provider, SSCC will submit the following items as soon as possible to the CAM:

- Signed copy of the court order directing that the child be provided with the specific medical service, treatment, or test.
- Proof that Medicaid denied paying the claim (an email from the provider is sufficient).
- Copy of the invoice or bill from the laboratory or provider.

The DFPS CAM will create a requisition for payment through CAPPS Financial.

When Medicaid Does Pay

If Medicaid does pay for the service, treatment, or test for a child, no documentation needs to be sent.

Follow this process for all new judicial orders in any region, at any kind of hearing, directing specific medical care that may not be a part of STAR Health coverage.

Permanency Care Assistance

Related Resources and Policy

[CPS Handbook §6680 Permanency Care Assistance](#)

[CPS Handbook §6685 Applying for Permanency Care Assistance](#)

[CPS Handbook §6685.1 Completing a Permanency Care Assistance \(PCA\) Application](#)

When an SSCC area child/youth's permanency plan calls for a change to permanent managing conservatorship by a relative or fictive kin (regardless of the relative/fictive kin's location) with intent to pursue permanency care assistance, SSCC staff must follow current Permanency Care Assistance found in the CPS Handbook beginning with section CPS Handbook § 6680, Permanency Care Assistance.

When a prospective permanent managing conservator is nearing completion of the required six consecutive months as a verified foster parent, the child's SSCC Worker must begin working with the caregiver to apply for assistance. The SSCC Worker must follow current CPS Handbook §6685 Applying for Permanency Care Assistance as well as regional PCA packet guidelines.

Applying for Permanency Care Assistance

SSCC will follow the application process for Permanency Care Assistance identified in CPS Handbook §6685.

90 Days Prior to Anticipated PMC Transfer date

STEP 1: SSCC Worker will:

- If the child is in a T3C placement, an LOC review is not needed, and the recommended service package will be used to inform subsidy negotiation.
- Request level of care from Youth For Tomorrow (YFT) Documentation includes:
 - Be sure to inform YFT that the purpose is for PCA.
 - If the provider that has licensed the caregiver is also scheduled for review in the near future, please inform YFT of that at the time of the request.
- Last 30 days documentation: therapy notes, incident reports, daily notes, school reports if any.
- CANS Assessment.
- For children/youth with emotional disturbance: Psychological or psychiatric evaluations, completed within 14 months.
- For children/youth with primary medical needs: An evaluation by a physician (MD), physician's assistant, or nurse practitioner, describing medical conditions or disabilities.
- If the YFT LOC review results in a Moderate LOC or above, email the YFT Utilization Review and Reauthorization Service Form (completed by YFT) to CPS Fed/State Support Program Specialist Raquel.Garcia18@dfps.texas.gov upon receipt of the form from YFT.
- If the child has a Basic LOC and the Permanency Care Assistance will be based on Basic only, ask the assigned foster care eligibility specialist to add a Basic ALOC in IMPACT.
- Verify the correct Authorized Level of Care (ALOC) listed in IMPACT is correct and accurate for each child.
- Request the VENDOR ID by submitting the request to the VENDOR ID mailbox at vendor@dfps.texas.gov.

The following is a regional difference that only applies to Regions 1 & 2:

The PCA negotiator will request the VENDOR ID. Continue to the next bullet below.

Continue to the next bullet below.

- Complete the PCA application packet. Refer to CPS Handbook §6685.1 Completing a Permanency Care Assistance (PCA) Application.

- Complete the PCA application for each child in IMPACT in the SUB stage and submit to the assigned Eligibility Specialists.
- The checklist requires an SSCC Supervisor’s signature and date for each child.
- The application document needs to have signatures and dated within 90 days.
- If a sibling group, a complete set of forms is required for each child.
- Send packet for final review and approval to the SSCC Supervisor 45 days prior to the planned PMC transfer date.

STEP 2: The SSCC Supervisor will:

- Send requests to the SSCC designee to create the FAD stage in IMPACT.

The following is a regional difference that only applies to Regions 1 & 2:
 The PCA negotiator will create the FAD stage in IMPACT.
Continue to the next bullet below.

- After final review and approval, send the completed PCA packet to the eligibility specialist no later than 30 days prior to the transfer of PMC to the caregiver, as there must be enough time for eligibility to be determined and a PCA signed with the family prior to transfer of PMC. See [Adoption Assistance Eligibility Specialist](#) table to determine the appropriate Specialist.

The following is a regional difference for the following regions:

Region 1:

After the final review and approval by the supervisor, will send the completed PCA packet to the SFCS Adoption mailbox.

The SSCC Adoption mailbox designee will review the PCA packet and send to the eligibility specialist no later than 30 days prior to the transfer of PMC to the caregiver, as there must be enough time for eligibility to be determined and a PCA agreement signed with the family prior to transfer of PMC. See [Foster Care Eligibility Specialist](#) table to determine the appropriate Specialist.

Region 2:

The Permanency Case Manager sends the completed PCA packet to the eligibility specialist no later than 30 days prior to the transfer of PMC to the caregiver, as there must be enough time for eligibility to be determined and a PCA signed with the family prior to transfer of PMC. See [Foster Care Eligibility Specialist](#) table to determine the appropriate Specialist.

Continue to STEP 3.

STEP 3: The eligibility specialist will within three (3) business days:

- Review each packet for completeness.
- Determine if the child is eligible.
- Will forward the packet to the PCA/ADO negotiator (see contacts below).

PCA/ADO negotiator:

Region 1: Carla Marshall, Carla.marshall2@dfps.texas.gov

Region 2: Amy Elizondo, Amy.Elizondo@dfps.texas.gov

Region 3e: Barbara Gaddis, Barbara.Gaddis@dfps.texas.gov

Region 4: Tabitha Hernandez, tabitha.hernandez@dfps.texas.gov

Region 5:

Jana McNeil, jana.mcneil@dfps.texas.gov

Latasha Bell, latasha.bell@dfps.texas.gov

Jessica Proctor, jessica.proctor@dfps.texas.org

Region 8b: Yesenia Moreno, yesenia.moreno@dfps.texas.gov

The following is a regional difference for the bullet above that only applies to Regions 1 & 2:

In addition to forwarding the packet to the PCA/ADO negotiator, the eligibility specialist will also email the preliminary determination notification to SSCC Worker and Supervisor.

Continue to STEP 4.

STEP 4: The PCA/ADO negotiator will:

- Meet with the family to negotiate subsidy benefits.
- Email the SSCC Worker the agreements for the family to sign.

STEP 5: The SSCC Worker will:

- Obtain signatures on the agreements from the caregivers.
- Caregivers must sign the agreement in ink and must be dated no later than the day of the hearing.
- Mail the original, signed, hard copy documents to the AA/PCA Negotiator.

Note: Do NOT proceed with transferring PMC until PCA benefits have been negotiated and the Negotiator has notified the SSCC the negotiation has been completed. If a hearing is held and PMC is transferred prior to the PCA benefits being negotiated, then the caregiver cannot receive PCA benefits.

Tasks After Transferring PMC

SSCC Worker will:

- After the final court hearing, scan the order signed by the judge and send to the appropriate Eligibility Specialist – [Foster Care Eligibility Specialist](#).
- In the SUB stage, update legal status with “PMC to REL/FK”
- End placement in the SUB stage with reason “Child placed in PCA”.
- Email the Eligibility Specialist to end billing/FC benefits.
- Close SUB stage after FC eligibility has ended.
- Verify placement in the PCA stage using the RID for the FAD stage that was created.

Assign the PCA and FAD stages to the Eligibility Specialist as primary.

Adoption

Source:

[Texas Administrative Code 40 TAC §700.801](#)

[Texas Administrative Code 40 TAC §700.802\(b\)](#)

Related Resources and Policy:

[CPS Handbook §6900 Adoption Preparation and Support Services](#)

[CPS Handbook §1700 Adoption Assistance Program](#)

SSCC will be responsible for the full array of adoption services in SSCC area as outlined in CPS Handbook §6900 Adoption Preparation and Support Services.

Out-of-state Interstate Compact on the Placement of Children (ICPC) adoption services requests will follow established [ICPC protocols](#).

SSCC will work with the DFPS Adoption Subsidy Negotiator and Eligibility Specialist in securing adoption assistance for eligible families.

Note: An Adoption (ADO) stage is opened before a child enters an adoptive placement. When the child is placed in an adoptive placement, the SUB stage remains open. The ADO stage and the SUB stage are closed once the adoption is consummated. See CPS Handbook § 1411 Types of Cases and Stages of Service, Adoption (ADO) stage for more information. Applying for Adoption Assistance and Finalizing Adoption

Related Resources and Policy:

[CPS Handbook §6900 Adoption Preparation and Support Services](#)

[CPS Handbook §1700 Adoption Assistance Program](#)

Applying for Adoption Assistance

SSCC will follow the eligibility and application process for Adoption Assistance Program CPS Handbook §1700.

The SSCC Supervisor or Designee will open the ADO stage in IMPACT.

STEP 1: SSCC Worker or Designee will:

- If the child is in a T3C placement, an LOC review is not needed, and the recommended service package will be used to inform subsidy negotiation.
- Request level of care from Youth For Tomorrow (YFT) Documentation includes:
- Last 30 days documentation: therapy notes, incident reports, daily notes, school reports if any.
- CANS Assessment.
- For children/youth with emotional disturbance: Psychological or psychiatric evaluations, completed within 14 months.
- For children/youth with primary medical needs: An evaluation by a physician (MD), physician's assistant, or nurse practitioner, describing medical conditions or disabilities.
- If the YFT LOC review results in a Moderate LOC or above, email the YFT Utilization Review and Reauthorization Service Form (completed by YFT) to CPS Fed/State Support Program Specialist Raquel.Garcia18@dfps.texas.gov upon receipt of the form from YFT.
- If the child has a Basic LOC and the Adoption Assistance will be based on Basic only, ask the assigned foster care eligibility specialist to add a Basic ALOC in IMPACT Ensure the correct Authorized Level of Care (ALOC) listed in IMPACT is correct and accurate for each child.
- Request the VENDOR ID by submitting the request to the VENDOR ID mailbox at vendor@dfps.texas.gov.

The following is a regional difference that only applies to Regions 1 & 2:

The PCA negotiator will request the VENDOR ID.

Continue to the next bullet below.

- Complete the adoption assistance application for each child in IMPACT in the ADO stage.
- Complete the Adoption Subsidy packet. Refer to [Adoption Assistance Checklist/Guide-Form 2368](#).
- The family forms require the adoptive family's signature and date for each child.
 - [Adoption Assistance Request Form 2250](#).
 - [Adoption Assistance Worksheet Form 2253A](#).
 - [Adoptive Family Resources Form 2253B](#).
 - Packets are electronically submitted to eligibility.
 - If a sibling group, a complete set of forms is required for each child.
- Send packet for final review and approval to the SSCC Supervisor or designee 45 days prior to the planned adoptive placement date.

STEP 2: The SSCC Supervisor or Designee will:

- Send request to SSCC Designee to create the FAD stage in IMPACT.

The following is a regional difference that only applies to Regions 1 & 2:

The PCA negotiator will create the FAD stage in IMPACT.

Continue to the next bullet below.

- After final review and approval, email the completed Adoption Subsidy packet to the eligibility specialist no later than 30 days prior adoption placement, as there must be enough time for eligibility to be determined and an Adoption Subsidy agreement signed with the family prior to consummation. See [Foster Care Eligibility Specialist](#) table to determine the appropriate Specialist.

The following is a regional difference that only applies to the following regions:

Region 1:

The Supervisor will send the completed PCA packet **to the SFCS Adoption mailbox.**

The SSCC Adoption mailbox designee will review the PCA packet and send to the eligibility specialist **no later than 30 days prior to the transfer of PMC to the caregiver, as there must be enough time for eligibility to be determined and a PCA agreement signed with the family prior to transfer of PMC.** See [Foster Care Eligibility Specialist](#) table to determine the appropriate Specialist.

Region 2:

The Permanency Case Manager sends the completed PCA packet to the eligibility specialist no later than 30 days prior to the transfer of PMC to the caregiver, as there must be enough time for eligibility **to be determined and** an Adoption Subsidy agreement signed with the family prior to consummation. See [Foster Care Eligibility Specialist](#) table to determine the appropriate Specialist.

Continue to STEP 3.

STEP 3: The eligibility specialist will:

- Review each packet for completeness.
- Determine if the child is eligible.
- Email the Preliminary Determination notification to the SSCC Adoption Specialist, Supervisor.
- Forward the packet to the PCA/ADO negotiator (see contacts below).

PCA/ADO negotiator:

Region 1: Carla Marshall, Carla.marshall2@dfps.texas.gov

Region 2: Amy Elizondo, Amy.Elizondo@dfps.texas.gov

Region 3e: Barbara Gaddis, Barbara.Gaddis@dfps.texas.gov
Region 4: Tabitha Hernandez, tabitha.hernandez@dfps.texas.gov
Region 5: Jana McNeil, jana.mcneil@dfps.texas.gov
Latasha Bell, latasha.bell@dfps.texas.gov
Jessica Proctor, jessica.proctor@dfps.texas.org
Region 8b: Yesenia Moreno, yesenia.moreno@dfps.texas.gov

STEP 4: The PCA/ADO negotiator will:

- Meet with the family to negotiate subsidy benefits.
- Email the SSCC Adoption Specialist the agreements for the family to sign at the adoptive placement.

STEP 5: The SSCC Worker will:

- Obtain signatures on the agreements from the caregivers.
- Ensure that caregivers sign the agreement in ink and they must be dated no later than the day of the hearing.
- Mail the original, signed, hard copy documents to the AA/PCA Negotiator.

STEP 6: SSCC will follow the eligibility and application process for Adoption Assistance Program CPS Handbook §1730 Medicaid Coverage, the Interstate Compact on Adoption and Medical Assistance, and Adoption Assistance.

- If Enhanced Adoption Assistance (EAA) is being requested, the required EAA forms are submitted in conjunction with the Adoption Assistance Forms listed above.
- The EAA forms require an SSCC Worker, Supervisor and Program Director equivalent original signature and date for each child.
 - [Enhanced Adoption Assistance Request Form 2421](#)
 - [Enhanced Adoption Assistance Cover Memo 2422](#)
 - [Documentation for Enhanced Adoption Assistance 2425](#)
- The completed EAA packet will be submitted to the AA Eligibility Specialist for processing.

Once the packet is processed and assigned to a AA Negotiator, the negotiator will submit the EAA packet to the State Office Adoption Program Specialist at adoption.policy@dfps.texas.gov for approval or denial.

Entering Adoptive Placement

Once subsidy determination is made and if applicable, subsidy agreement is signed, the adoptive placement entry will be completed in IMPACT by the SSCC using the Resource ID (RID) for the FAD stage created, in alignment with the date the Adoptive Placement occurred, and all corresponding adoptive placement paperwork is signed.

Tasks if Child Does Not Qualify for Adoption Assistance

- If the SSCC Worker is unsure about the child's eligibility, a packet should be submitted, and the adoption eligibility worker will determine eligibility and notify all parties.
- If an AA packet is not submitted, the SSCC Worker will need to email the adoptive parent's home study and the child's name and PID to the Adoption Assistance Negotiator at least ten (10) business days prior to the planned adoptive placement so that a FAD stage can be created.
- Adoption placement will be completed in IMPACT by the SSCC Worker using the RID for the FAD stage created.
- Following the adoption consummation, the SSCC Worker will email the petition to adopt and the adoption decree upon receipt to the adoption eligibility worker.

Tasks After Adoption is Final

SSCC Worker will:

- After the final court hearing, scan the filed stamped order signed by the judge and send to the assigned Adoption Assistance Eligibility Specialist.

For the SUB stage:

- Email the Foster Care Eligibility Specialist to end foster care eligibility for non-subsidy eligible children.
- Complete a closing summary in the SUB stage.
- Once foster care eligibility has been ended, submit SUB stage for closure.

For the ADO stage:

- In the ADO stage, update actions with "Agreed Orders No Hearing" and legal status with "Adoption Consummated".
- Change the children's names to the new adoptive names on the person list in the ADO stage.
- Change the stage name of the ADO stage to the new adoptive name under the case management tab.
- Complete a closing summary in the ADO stage.
- Once the AA/PCA eligibility specialist has entered the subsidy benefits in IMPACT, end the child referral and close the SUB and ADO stages.
- A PAD stage will be automatically generated (if child is subsidy-eligible) once the ADO stage is closed.

Assign the PAD and FAD stages to the Adoption Assistance Eligibility Specialist as primary.

Issues That Cause a Delay with Adoptive Placement

- Adoption Assistance Packet does not have original signatures from family or supervisor.
- AA checklist not fully completed.
- Child's name or date of birth does not match what is on the birth certificate or legal documents.
- Source documentation is missing.

- Home study update/addendum not included (within one (1) year of placement).
- Vendor ID not obtained and entered into IMPACT prior to placement.
- FAD stage not created prior to placement.
- ADO stage not opened prior to adoptive placement occurring.
- Online AA application not submitted.

ALOC issues where family is disputing Basic ALOC for child at negotiation.

Authorization of Adoption Services

Related Resources and Policy:

[Appendix E: CBC Adoption Placement/Service Authorization Process](#)

SSCC Worker will:

- Complete the Service Authorization (Form 2054) for the identified adoption service to SSCC in IMPACT.
- For straight adopt both service codes 88F and 88G will be utilized.
- For Foster to Adopt use ONLY service code 88G.
- All siblings being placed together should be added to the one Service Authorization Form (2054), with the oldest child as the primary client.
- In the comments section of the Form 2054, add the following:
 - Child(ren)'s Name(s).
 - Person Identification Number(s).
 - Service Level
 - Type of Adoption (Straight Adopt, Foster to adopt).
 - Adoptive Placement Date: MM/DD/YYYY.
 - Sibling group? Yes/no If yes, how many siblings?
 - Licensing Agency (CPA Name)
- Send e-mail notification to SSCC (**see contacts below**) and attach the following:
 - Completed and approved Service Authorization (Form 2054).
 - Completed and signed Adoption Placement Agreement (Form 2226).

Email Notification Contacts:

Region 1: txreg1courtesyservices@st-francis.org

Region 2: adoption@2INgage.org

Region 3e: adoption@3empower.org and
placement@3empower.org

Region 3w: Lusheka.christmas-white@oc-ok.org

Region 4: adoptons@4kids4families.org

Region 5: txfcnfamilyengagement@txfcn.org

Region 8a: permanencybelong@sjrctexas.org

Region 8b: permanencybelong@sjrctexas.org

See [CBC Adoption Placement/Service Authorization Process](#) for more information. In order to ensure placement stability, SSCC is responsible for obtaining and delivering services to children/youth placed with adoptive families prior to consummation of the adoption.

Services to Older Youth in Care

Related Resources and Policy:

[CPS Handbook §10000: Services to Older Youth in Care](#)

[Transitional Living Services Resource Guide](#)

[Extended Foster Care Resource Guide](#)

[Trial Independence and Return Resource Guide](#)

[Preparation for Long-Term Care and Support Resource Guide](#)

SSCC will work to prepare older youth in DFPS conservatorship who are transitioning from substitute care to adulthood. SSCC, in general, will be responsible for all the provision of transitional living services for older youth.

Return to Foster Care

Source:

[Texas Family Code §264.101\(a-1\), \(a-2\)](#)

[Texas Administrative Code 40 TAC §700.346](#)

Related Resources and Policy:

[CPS Handbook §10510 Trial Independence](#)

[CPS Handbook §10531 Roles and Responsibilities of PAL Staff](#)

[CPS Handbook §10532 Re-Entry Liaison](#)

[CPS Handbook §10400 Extending Foster Care for Youth Who Are Age 18 or Older](#)

[CPS Handbook §10500 Trial Independence and Return for Extended Foster Care](#)

[CPS Handbook §10520 Return to Extended Foster Care](#)

[CPS Handbook §10530 Roles and Responsibilities of Staff Helping a Young Adult Return for Extended Foster Care](#)

Eligibility and Referral

A young adult who was in DFPS conservatorship when turning 18 and leaves foster care may return to Foster Care at any time prior to the month before the young adult's 21st birthday, provided the young adult meets the requirements in CPS Handbook §10420 Qualifying for Extended Foster Care, or at any time prior to the month before the young adult's 22nd birthday if they are regularly attending high school or in a program leading to a high school diploma or General Education Diploma (GED). Young adults not in Extended Foster Care, who are attending college or a vocational or technical program, are eligible to return for Extended Foster Care during semester breaks for at least one month but no more than four months. Return to Foster Care does

not include young adults who are in Trial Independence (see CPS Handbook §10510 Trial Independence).

Referrals for a young adult who wants to return for Extended Foster Care may include young adults whose legal case was outside the SSCC regional area, but the young adult now lives in the SSCC regional area. Young adults residing in the SSCC regional area who are not from the SSCC regional area that indicate to their PAL Staff a desire to Return to Care in that SSCC regional area will be prescreened for their sincerity and eligibility for returning to care and then referred to the SSCC Independent Living Specialist (re-Entry Liaison).

Re-entry Liaison Contacts:

Region 1: linda.arroyos@st-francis.org

Region 2: jogarcia@2ingage.org and tbastress@2ingage.org

Region 3e: pal@3empower.org

Region 3w: Jennifer.Yancy@oc-ok.org

Region 4: care@4kids4families.org and YAS@4kids4families.org

Region 5: txfcnfamilyengagement@txfcn.org

Region 8a: PALbelong@sjrctexas.org

Region 8b: PALbelong@sjrctexas.org

Re-Entry Liaison will:

- Follow CPS Handbook §10531 Roles and Responsibilities of PAL Staff and CPS Handbook §10532 Re-Entry Liaison.
- Open C-RC Stage.

If Placement is Found

SSCC will:

- Ensure the young adult completes the [Voluntary Extended Foster Care Agreement \(form 2540\)](#).
- Provide completed [Voluntary Extended Foster Care Agreement \(form 2540\)](#) to the CPS Foster Care Eligibility Specialist.
- Ensure the young adult is assisted in maintaining necessary documentation for the Return to Care program.
- Assist the young adult with following placement requirements.

If Placement is Not Found

If Placement is Not Found:

- Maintain exhaustive placement and housing list paid placements, non-paid placements, housing voucher and rental agreement programs and share these options with the young adult.
- Discuss with the young adult the reasons why the young adult is unable to Return to Extended Foster Care.

- If the young adult expresses an interest in the housing voucher programs, assist the young adult with applying and verifying eligibility for said programs.
- Document the reasons why the young adult is unable to Return to Extended Foster Care in the contact section in IMPACT.

Discharge from Extended or Return to Extended Foster Care

Source:

[Texas Family Code §264.121](#)

Related Resources and Policy:

[CPS Handbook §10470 Discharge from Extended Foster Care](#)

As a voluntary program, discharge from Extended or Return to Extended Foster Care can occur:

- When the young adult completes Extended or Return to Extended Foster Care goals.
- When the young adult loses Extended or Return to Extended Foster Care eligibility.
- At the request of DFPS, the foster caregiver, or the young adult.

All discharges are expected to be planned.

Planned Discharge

A planned discharge occurs when:

- The young adult is due to complete goals for participation in Extended or Return to Extended Foster Care; or
- Eligibility for Extended or Return to Extended Foster Care is scheduled to end.

Within 90 days before planned discharge:

The SSCC will:

- Schedule a service planning meeting or COS with the young adult and other important adults.

Note: SSCC will document the meeting in IMPACT under Permanency Planning Meetings if it was a staffing.

Upon discharge:

SSCC must:

- Ensure the young adult has received all personal records and documents including:
 - Birth certificate.
 - Social Security card.
 - Texas Identification card or driver's license.
 - Savings account information.
 - Medicaid card or other proof of the youth's enrollment in Medicaid or an insurance care from a health plan that provides health coverage to youth in foster care.

- Education records and transition portfolio.
- Personal pictures or keepsakes.
- Printed medical records from Health Passport.

Unplanned Discharge

An unplanned discharge occurs when:

- Young adult's behavior or noncompliance with Extended or Return to Extended Foster Care eligibility results in the foster caregiver submitting a discharge notice and *another foster care placement cannot be found*; or
- Young adult leaves the placement before the planned end date.

SSCC will work to prevent and address unplanned discharges from Extended and Return to Extended Foster Care.

Note: If SSCC receives a discharge notice from a provider for a young adult in Extended Foster Care, SSCC will follow their Placement Change Process before implementing the unplanned discharge process below.

Actions to Prevent an Unplanned Discharge

The following process outlines SSCC's responsibilities when an unplanned discharge is identified for a young adult in Extended or Return to Extended Foster Care:

SSCC will:

- Within one day of learning about the unplanned discharge, schedule and convene a discharge staffing with:
 - Young adult
 - Current caregiver
 - AL Coordinator and supervisor
 - SSCC Case Care or Equivalent Specialist
 - Attorney Ad Litem, if assigned
 - Other individuals who are interested and important to the young adult

During the staffing:

- Review the reasons for the unplanned discharge.
- Review Extended and Return to Extended Foster Care eligibility requirements.
- Discuss the benefits of and parameters of remaining in current placement.
- Discuss the implications of leaving foster care or continued non-compliance with the Voluntary Extended Foster Care Agreement.
- Identify short- and long-term goals and tasks.
- Based on the young adult's current eligibility status and commitment to abide by placement parameters, develop a recommendation regarding the young adult's discharge from Extended or Return to Extended Foster Care.
- If applicable, discuss the discharge process and schedule a discharge date.
- If applicable, set the next staffing date to follow up on the young adult's progress to meeting the requirements of Extended or Return to Extended Foster Care.

- *Note: Up to two separate staffings will be convened by SSCC to address unplanned discharges.*
- Document the notes from the staffing and encourage the young adult's signature, if possible.
- Continue to search for placement (paid and non-paid) for the young adult for 30 days after initial discharge staffing.

SSCC Worker will:

- Attend and participate in all staffings with the young adult.
- Assist SSCC with the coordination of the staffings as requested.
- Continue to assess family members and other community living arrangements for the young adult for 30 days after initial discharge staffing.
- Notify PAL and Program Director equivalent of recommendation for any unplanned discharges.

SSCC Program Director Equivalent will approve or deny the recommendation for all unplanned discharges.

Any appeal of the decision will follow the Solution-Based Communication Process.

Discharge Activities

When the decision is made to discharge a young adult from the Extended or Return to Extended Foster Care Program:

SSCC Worker will:

- Assist the young adult in gathering personal items.
- Transport the young adult to available living arrangement with family or in the community.
- End the young adult's placement in IMPACT.
- If Trial Independence applies, the case will remain open.

SSCC will create, maintain, and share an accurate log for auditing purposes of young adults discharged with the regional CBC Administrator.

If a young adult wishes to return after an unplanned discharge:

- The young adult and SSCC will meet to determine if significant progress in work, school and/or behavior has occurred.

DFPS Housing Program and Rental Assistance Options

DFPS created the Youth Housing Specialist position in April 2021. The purpose is to assess, evaluate, organize, align, develop, and create a Youth Housing Program statewide. The goals of the Youth Housing Program within the Transitional Living Services Division are 1) to assist in locating housing for as many young adults as possible, and 2) to end homelessness for those transitioning from foster care to a successful adulthood.

The strategies to achieve these goals include:

- Providing information and training about rental assistance programs and voucher options throughout Texas.

- Creating materials and a dedicated webpage to share related information ([DFPS Youth Housing Program](#)).
- Designating regional [housing liaisons](#) as local points of contacts.
- Conducting outreach to public housing authorities and increasing partnerships.
- Increasing referrals to these rental assistance programs.
- Supporting additional housing options, such as the Supervised Independent Living (SIL) program, Transitional Center Housing programs, Transitional Independent Living programs, and traditional Housing Choice Voucher programs.
- Participating in statewide workgroups, task forces, and collaborations.

Public housing authorities across the state provide rental assistance through housing vouchers. There are three rental assistance programs that provide vouchers to young adults aging out of foster care.

Rental Assistance Programs and Eligibility

- The Foster Youth to Independence (FYI): Current or former foster care young adults ages 18 up to 24 who are homeless or at risk of homelessness are eligible for the FYI program. The voucher is time limited and can be used for up to 36 months. The FYI program requires local-level partnerships between public child welfare agencies (PCWA) and public housing authorities (PHA). Before a community can begin utilizing the FYI rental assistance program targeting young adults from HUD local partners must sign a letter of agreement or a MOU outlining the roles and details of the partnership.
- The Family Unification Program (FUP): Rental assistance program provides rental assistance targeting young adults aging out of foster care and families at risk of a child being taken into care. The FUP rental assistance program is like the FYI program regarding eligibility requirements, targets mostly families, but can support individuals, is time limited (36 months), and is administered by local Public Housing Authorities.
- The Section 811 PRA: Program is for young adults with disabilities, is restricted geographically, and is administered through the Texas Department of Housing and Community Affairs. The eligibility requirements for the Section 811 PRA program include people with disabilities, ages 18 through 62, and the assistance is not time limited. For the complete details on these programs and eligibility requirements, contact the agencies that administer them directly.

National Youth in Transition Database (NYTD)

Related Resources and Policy:

[CPS Handbook §10262 National Youth in Transition Database \(NYTD\)](#)

[Transitional Living Services Resource Guide](#)

[NYTD Manual](#)

Administrative Related

Access to Resource/Rainbow Rooms

Resource/Rainbow Rooms (RRs) are stocked with donated items SSCC Permanency Specialists can access to meet the needs of children and families served by DFPS at the time of removal or initial placement. Independent volunteer groups generously coordinate the many aspects of the rooms. The SSCC will have access to these rooms during regular DFPS business hours. DFPS staff who assist with managing access to the rooms will assist the SSCC with access as needed. [The Community Resource Coordinators](#) can provide additional guidance on the use of the Resource Rooms. SSCC staff can coordinate with the CMO team to gain access to Resource Rooms when located in a DFPS building

The following is a regional difference that only applies to Region 2:
DFPS Point of Contact: Taylor County Bluebonnet Resource Room please contact Juliann Greenfield via email or 325-428-8051.

Access to Conference/Visitation Rooms

The following are regional protocols that only apply to the following regions:

Region 2:
2INGage will have access to DFPS conference or visitation rooms during DFPS business hours. When 2INGage needs to utilize DFPS visitation rooms, the following applies:
-2INGage will schedule all visitations in advance and can only be scheduled through the Designated Visitation Contact for each office. Designated Visitation Contact list is maintained/updated by the Regional DFPS Point of Contact.
-2INGage employees must present their badge and sign in and out at the front desk. 2INGage employees will only have access to the visitation room and designated restrooms in buildings.
-Visits can only be scheduled during normal business hours.
-DFPS staff will need to be on site for a visit to occur.
-The DFPS Visitation Contact per office will be responsible for entering the visit into Outlook and ensuring a DFPS staff person is present in the office during the scheduled visit.

Regional DFPS Point of Contact for concerns/updates related to scheduling:
Kimberly Pendleton, Regional Director Assistant
2INGage Point of Contact for concerns related to scheduling: Senior Vice President of Permanency, Kaycee Robles

Region 1:

SFCS will have access to DFPS conference or visitation rooms during DFPS business hours. When SFCS needs to utilize DFPS visitation rooms, the following applies:

- SFCS will schedule all visitations in advance and can only be scheduled through the Designated Visitation Contact for each office. Designated Visitation Contact list is maintained/updated by the Regional DFPS Point of Contact.
- SFCS employees must present their badge and sign in and out at the front desk. SFCS employees will only have access to the visitation room and designated restrooms in buildings.
- Visits can only be scheduled during normal business hours.
- DFPS staff will need to be on site for a visit to occur.
- The DFPS Visitation Contact per office will be responsible for entering the visit into Outlook and ensuring a DFPS staff person is present in the office during the scheduled visit.

Regional DFPS Point of Contact for concerns/updates related to scheduling should be directed to the CPS Regional Director Assistant, Kimberly Pendleton.

SFCS Point of Contact for concerns related to scheduling to txreg1adminsupport@st-francis.org .

Region 8a

[Enter the building agreement basics and timeframe here for region 8a]

Region 8b:

Belong staff may be granted access to a DFPS building by signing in/out, like any other provider/contractor/visitor. Contractor badges will be provided at each DFPS building. Belong staff will sign in/out and wear the contractor badges while in the DFPS building. When exiting the DFPS building, Belong staff will sign out and leave the contractor badge. Although there is no space designated for Belong staff to work from, they may use mobile work space when in the office and have a need to work periodically. Belong staff can reserve the conference rooms and visitation rooms. Belong staff will coordinate with the CMO team to make reservations to the building and to coordinate access in the building.

Belong will have access to DFPS conference or visitation rooms during DFPS business hours.

When Belong needs to utilize DFPS visitation rooms, the following applies:

- CMO team will schedule all room reservations for Belong staff.
- Belong employees must present their badge and sign in and out at the front desk.
- Belong employees will only have access to the conference and visitation rooms and designated restrooms in buildings.
- Visits can only be scheduled during normal business hours.
- DFPS staff will need to be on site for a visit to occur.
- Belong staff will need to coordinate entry to the DFPS building with the CMO team member that reserves the room.
- CMO team will make the reservation for the room using Outlook for the Belong staff. Regional DFPS Point of Contact for access to DFPS visitation, conference rooms, or resource rooms is the CMO team.

Below is a list of Point of Contacts for the rural DFPS office locations. CMO staff can utilize the Point of Contacts in effort to ensure a DFPS staff will be at the building when a room is reserved by Belong staff.

DFPS Point of Contact:

Boerne Office: Julia Niemier (CMO), Julia.Niemeier@dfps.texas.gov

CrystalCity Office: Leticia Pichardo Musinga (CPI HST),

Leticia.PichardoMusinga@dfps.texas.gov

Cuero Office: Janelle Zamarripa (CPI Supervisor),

Janelle.Zamarripa@dfps.texas.gov

Del Rio Office: Gracie Zuniga (FBSS Admin), Graciela.Zuniga@dfps.texas.gov

Eagle Pass Office: Carlos Aguirre (CPI Supervisor),

Carlos.Aguirre@dfps.texas.gov

Floresville Office: Johanna Krellwitz (CPI Admin),

Johanna.Krellwitz@dfps.texas.gov

Gonzales Office: Jeannie Padilla (CPI Admin), Jeannie.Padilla@dfps.texas.gov

Hondo Office: Nelda Garcia (FBSS Admin), Nelda.Garcia@dfps.texas.gov

Jourdanton Office: Denise Gonzalez (CPI Admin),

denise.gonzalez2@dfps.texas.gov

Kerrville Office: Sarah Baimbridge (CMO), Sarah.Baimbridge@dfps.texas.gov

New Braunfels Office: Debbie Weers (CPI Admin), Debbie.Weers@dfps.texas.gov

Pearsall Office: Joanne Martinez (CPI Supervisor),

Joanne.Martinez@dfps.texas.gov

Seguin Office: Lilliana Banuelos (CPI PD Clerk), Liliana.Banuelos@dfps.texas.gov

Uvalde Office: Brittani Leal-Aguirre (FBSS HST), Brittani.Leal@dfps.texas.gov

Victoria Office: Lenore Gaona (FBSS HST), Lenore.Gaona@dfps.texas.gov

Title IV-E University Training Program

Related Resources and Policy:

SSCC Title IV-E University Training Program for Current and Non-Employees

This section explains the:

- Process for applying to the Title IV-E University Training Program.
- How the SSCC training academy managed by the SSCC training division supports that effort.

Each year, DFPS awards federally funded training to eligible SSCC employees and eligible state universities for students preparing for employment with SSCC. The number of awards is based on the number of Title IV-E-funded positions that SSCC anticipates each year.

The awards are given to eligible SSCC employees who are interested in a Master of Social Work (MSW) and eligible students who are enrolled in academic programs that lead toward a Bachelor of Social Work (BSW) or Master of Social Work (MSW).

The SSCC training academy provides basic skills development training to these trainees to prepare them for SSCC employment.

Applying for Title IV-E Training with SSCC for Prospective Employees

To request admission for a student, the university's coordinator for the Title IV-E Child Welfare Program sends an email to:

- The CPS Regional Designee.
- SSCC Designee.
- The DFPS Title IV-E contract manager.

The email must contain the applicant's:

- Name.
- Date of birth.
- Social Security number.
- Type of degree (BSW or MSW).

For BSW students, the coordinator sends the email at least three months before the start of the student's *final* semester. For MSW candidates, the coordinator sends the email at least three months before the candidate's *first* semester.

Each applicant submits the following to the university coordinators. The University will then provide the information to the ROSA and the SSCC Director of Human Resources. The ROSA will maintain all original documents for the Title IV-E stipend program:

- University acceptance letter.
- Statement of interest.
- Three professional letters of recommendation from professors or employers.
- Copy of students' most recent unofficial transcript from University.
- Waivers, as appropriate.

- Certified copy of the applicant's driving record.
- Volunteer application, Form 0250.
- Authorization for a background check, Form 0250b An HHS Acceptable Use Agreement, Form HHS-AUA.
- Form 0261 Volunteer Program Work Rules, Standards of Behavior and Performance.
- Volunteer Confidential Statement Form 0251.
- TB Test Results.

To enable the applicant to take any required pre-employment test/assessments, the university's coordinator directs the applicant to apply for a SSCC worker position in the appropriate SSCC unit. Taking this step creates a profile in the SSCC human resources system that allows the applicant to access any required tests/assessments.

Once the applicant has applied for a SSCC worker position, the SSCC designee forwards copies of the following to the Centralized Background Check Unit (CBCU), so that appropriate checks can be performed:

- A certified copy of the applicant's driving record.
- A volunteer application, [Form 0250](#).

The CBCU forwards the results of the checks to:

- CPS Regional Designee.
- SSCC Designee.
- The contract manager.

If the results are questionable, the CPS Regional Designee or SSCC Designee reviews them and determines whether the applicant is employable.

If the checks are acceptable, the CPS Regional Designee sets up interviews which includes the CPS Regional Designee, SSCC Hiring Manager, and SSCC personnel. If the interview is acceptable, the CPS Regional Designee or SSCC Designee notifies each University coordinator who will prepare a Stipend Student Information Form for each student. The university coordinator will then forward the information form to the contract manager who prepares an agreement for each student.

If the results of any of the above assessments are not satisfactory, the CPS Regional Designee or SSCC designee:

- Prepares a disapproval memo.
- Forwards it to the university coordinator who will notify the student.

The CPS Regional Designee sets up an orientation meeting to review and sign the stipend contract agreement. Participants include the CPS Regional Designee, SSCC Designee, the university coordinator, and the students. These contracts are not executable until they are signed by the student and the Deputy Director of Child Protective Services (CPS).

During the orientation meeting, the following topics are covered:

The terms and conditions of the agreement, including any payback responsibilities. Repayment of eight calendar months of employment in an IV-Eligible position for each semester which the stipend was paid to a student that was not an employee of an SSCC when they took their

university courses is required. For a student that was employed by the SSCC when they took courses and for which they received stipends, the repayment of four calendar months of employment in a Title IV-E repayment eligible position is required for each semester. Repayment of the stipend through full-time employment begins the first day of employment. The commitment that students must make is to accept any statewide employment with SSCC on completion of their training.

The CPS Regional Designee then forwards all signed agreements, along with a completed checklist for each contract, to the SSCC Designee for final approval. Once signed by both the student and the Deputy Director of CPS, the CPS Regional Designee will send the original signed agreement to the State Office Contract Manager for final processing.

After each agreement is approved:

- The State Office Contract Manager will send a signed copy of the agreement to the stipend student.
- The DFPS Designee or SSCC Designee completes a Service Portal and Resource Center (SPARC) request to obtain a log-in ID for access to DFPS systems
- The interns are ready to attend training offered by the SSCC.
- The SSCC Designee will designate a unit supervisor for the intern to be placed under for training through the duration of the placement, communicate the information/location to the University liaison and intern.
- The SSCC Designee will send training orientation invites to the SSCC interns before the intern reports to the placement location.
- Interns must maintain satisfactory performance while participating in the program. If an intern fails to complete training or is disqualified from the program, he or she must pay back the award, in accordance with the agreement.
- Two months before university graduation, each student must submit an employment application to SSCC for a Title IV-E eligible position.
- Each intern must accept any Title IV-E eligible position offered statewide within 60 days of graduation.
- The CPS Regional Designee or SSCC Designee notifies the Title IV-E contract manager that the intern has been placed in a Title IV-E position.

Calendar dates for submitting and processing non-employee stipend students must be followed as below:

- Fall Semester:
 - May 15: All names submitted by University along with background forms, etc. during this week.
 - June 1: All applicants must have taken any pre-test/assessments required by SSCC.
 - June 15: Set up an interview during this week.
 - July 15: All contracts ready this week.
 - Mid-August: Semester begins.
- Spring Semester:
 - October 1: All names submitted by University along with background forms, etc. during this week.

- October 15: All applicants must have taken any pre-test/assessments required by SSCC.
- November 1: Set up interview during this week.
- December 1: All contracts ready this week.
- Mid-January: Semester begins.
- Summer Semester:
 - February 15: All names submitted by University along with background forms, etc. during this week.
 - March 1: All applicants must take any pre-test/assessments required by SSCC.
 - March 15: Set up interview during this week.
 - April 15: All contracts ready this week.
 - Last week of May: Semester begins.

Inventory and Equipment Agreement

Since Title IV-E interns do not receive Tablet PCs, they require a separate process through the SSCC to ensure accessibility to the required computer equipment. The SSCC Designee will ensure the Title IV-E interns under SSCC receive necessary computer equipment.

On-Call

Related Resources:

[CPS On Call Schedule](#)

The SSCC will be expected to have an SSCC worker On-Call Schedule. The SSCC on-call schedule and/or contact number can be found on the Safety Net.

Reporting Threats or Incidents

Related Resources and policy:

[Worker Safety Support](#)

[1990 Worker Safety Issues](#)

Safety is the most important factor in any client interaction. No law, policy, or local procedure requires employees to put themselves in or remain in a dangerous situation. However, because employees must often interview people who are angry, fearful, and occasionally hostile or aggressive, it is wise to take precautions and ensure that information about worker safety incidents such as assaults, threats, harassment, etc. are reported and information is shared with both SSCC and DFPS. For qualifying safety incidents, DFPS Worker Safety Support (WSS) staff will track safety incidents and ensure that information is shared with both SSCC and DFPS.

Threats or incidents reportable to DFPS Worker Safety Support include but are not limited to:

- Client makes a threat to come to a shared location and cause harm.
- Client makes a threat to SSCC worker that is tied to a case decision and DFPS staff could be perceived as in danger due to the nature of statement/action.
 - *Example:* Client's visitation is suspended and makes a threat to physically harm anyone that gets in the way of them and their children.

- Client makes a threat toward DFPS staff or a DFPS building to an SSCC worker.
- There is an outburst by a client in a shared location that causes damage to the building.
- Law enforcement is called to a shared office to respond to a safety concern for staff.
- Vandalism of a car on state property or DFPS leased facility.
- Internal worker safety issue between a DFPS staff and SSCC staff.

To report a worker safety incident, SSCC staff will send notification to WSS at workersafetysupport@dfps.texas.gov and CC [SSCC Worker Safety Incidents Contact](#)

The DFPS Worker Safety Support team will document and track reportable incidents as well as send notification to points of contact with DFPS and SSCC. SSCC will be notified at [SSCC Worker Safety Incidents Contact](#).

Additionally, SSCC staff should document worker safety information in the IMPACT case record. This information can be documented on the Case Summary page, under the Special Handling drop down section by checking the box next to Worker Safety and adding details regarding the safety concern in the comment box. The information should also be documented as a regular contact in the case, so it appears on the contact summary page

SSCC staff should also follow any internal procedures for incident reporting that may be outlined in the SSCC Operations manual.

Solution-Based Communication

There may be times when DFPS and SSCC (and network paid placement providers) may not agree on a case decision or what should happen with a child/youth and/or family.

Solution-focused communication is goal-oriented communication which focuses on the solution rather than the problem. The emphasis is on strengths and resources and how these can be utilized to achieve a positive outcome.

There will be instances when there may be an issue that cannot be agreed upon by DFPS and SSCC. During this time, all parties involved will need to work together and communicate by e-mail, phone calls, in person, or virtually to ensure that the best interest of child/ren and youth take precedence.

The safety and best interest of the child/youth should always be paramount in making the case decision and finding a solution to a barrier or disagreement.

The following section outlines the protocol to resolve case disagreements between DFPS and SSCC.

Solution-Based Communication Process

Step 1

- DFPS workers and supervisors, SSCC, and/or providers (who are closest to the issue) will work together to resolve case specific issues informally. This will be done through an objective, solution-driven discussion or meeting (e.g., phone call or virtual meeting).
- If a mutually agreeable solution is not achieved in three (3) business days or as necessary prior to a scheduled court hearing, those involved will notify the other individuals of the plan to involve their chain of command. The disputed issue will be elevated to the Program Director and/or Program Administrator level in DFPS and the Director level at SSCC for possible resolution. The disputed issues should be elevated in writing.
- A meeting will be scheduled by either SSCC or DFPS to discuss the issue and come to an agreed upon solution. DFPS and SSCC will select an uninvolved party to the specific case to listen to the issue and assist with coming to an agreement. If an agreeable solution is not achieved during the meeting, it will be elevated to step 2.
- Disputes proceeding to Step 2 will be elevated to a knowledgeable, independent staff member (Community-Based Care Administrator) who understands the philosophy and goals of Community-Based care and is not a direct supervisor of the individual involved in the appeal.
- SSCC must ensure continuity of services, as defined by DFPS, to the child/youth or family affected while seeking to resolve case-specific disputes.

Step 2

Escalation

- The escalating party will send an e-mail with supporting documentation to the Community-Based Care Administrator and SSCC's Director of Consumer Affairs with a subject line of "Solution-Based Communication".

Resolution

- Once a dispute is escalated (appeal), the Community-Based Care Administrator will provide a written decision to the appeal within five (5) business days. The written decision will be e-mailed to the SSCC's Director of Consumer Affairs with the subject line of - "Solution-Based Communication Appeal Decision."
- If the SSCC's Director of Consumer Affairs chooses, he/she will have three (3) business days from receipt of the notification from the Community-Based Care Administrator to appeal the decision to the CPS Regional Director. The CPS Regional Director will have **five** (5) business days to decide on the SSCC's Director of Consumer Affairs appeal.
- If the SSCC's Director of Consumer Affairs chooses not to appeal, they will notify the Community-Based Care Administrator. The Community-Based Care Administrator will distribute the decision to the appropriate staff and management.

- If the SSCC's Director of Consumer Affairs appeals the decision of the Community-Based Care Administrator to the CPS Regional Director, the CPS Regional Director will distribute their decision to the appropriate staff and management.

Situations Requiring Immediate Notification Between SSCC and DFPS

Related Resources and Policy:

[Child Fatality Protocol Handbook](#)

[Government Relations Handbook Policy §3000 Legislative Inquiries](#)

Situations that require immediate notification between SSCC and DFPS

- When a child, who is referred to or placed with SSCC, is in a life-threatening situation **and/or**
- Any time the media is involved with a child placed with SSCC
- When a court hearing is imminent and DFPS disagrees with SSCCs recommendation as to the child's permanency.

Examples of situations that require immediate notification (but not limited to)

- Child Fatality
 - Follow steps outlined in the Child Fatality Protocol Handbook (see section When a Child Dies During and Open CVS Case)
 - SSCC will be included in QRT team as appropriate
- Confirmed Abuse or Neglect situations that may attract media attention
- Child abductions
- Investigation or serious incident in kinship placement
- Abuse or neglect investigations involving SSCC staff and youth in conservatorship
- Staff acting inappropriately that may attract media attention or has been posted on social media
- If contacted directly for legislative inquiry
 - See Government Relations Handbook Policy §3000 Legislative Inquiries
- Natural disasters where children are displaced

Immediate Notifications

Notice of the incident should be sent immediately upon knowledge. The SSCC Regional Director Equivalent will send notification via email or text message the CPS Director of Field, CPS Regional Director, CPS Director of FCL, CPS Government Relations, the OCBCT Director, Contract Administration Manager (CAM), and the CBC Operations Director and include the following information (if there is a lack of detailed information about the incident or event, SSCC Regional Director Equivalent will notify that more information is to follow):

- Case ID, Youth PID
- Situation and reason for escalation
- Next steps for managing the incident/event
- Point of contact should additional information be needed with urgency

Following notification

- Regional Director will contact and inform the Regional Media Specialist and Community-Based Care Administrator of the situation.
- Regional Media Specialist will contact and inform the Media Relationship Manager of the situation; and
- Contact and coordinate media message with SSCC prior to releasing any information or comments to the media about the situation.

Appendix: Operation Manual Version Tracking

Version (Published Date)	Section Topics Affected	Change Details