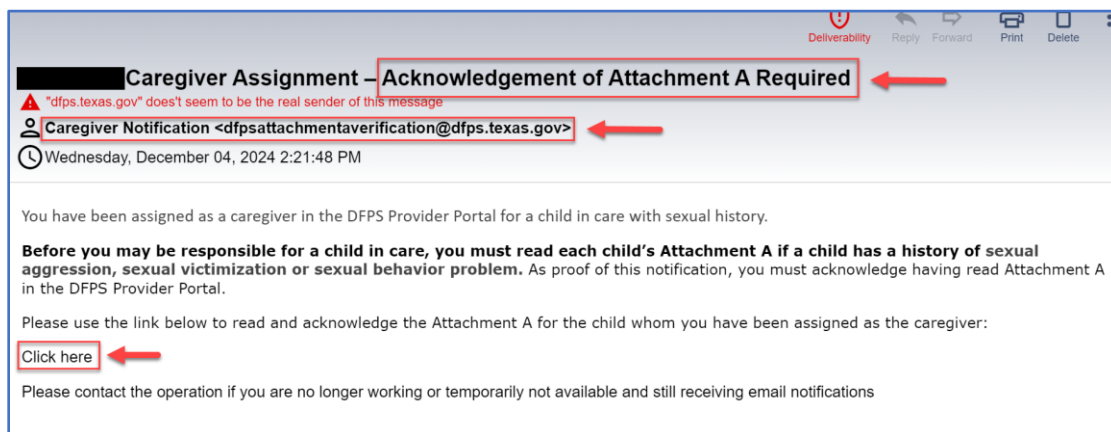


Provider Portal Instructions for Caregivers

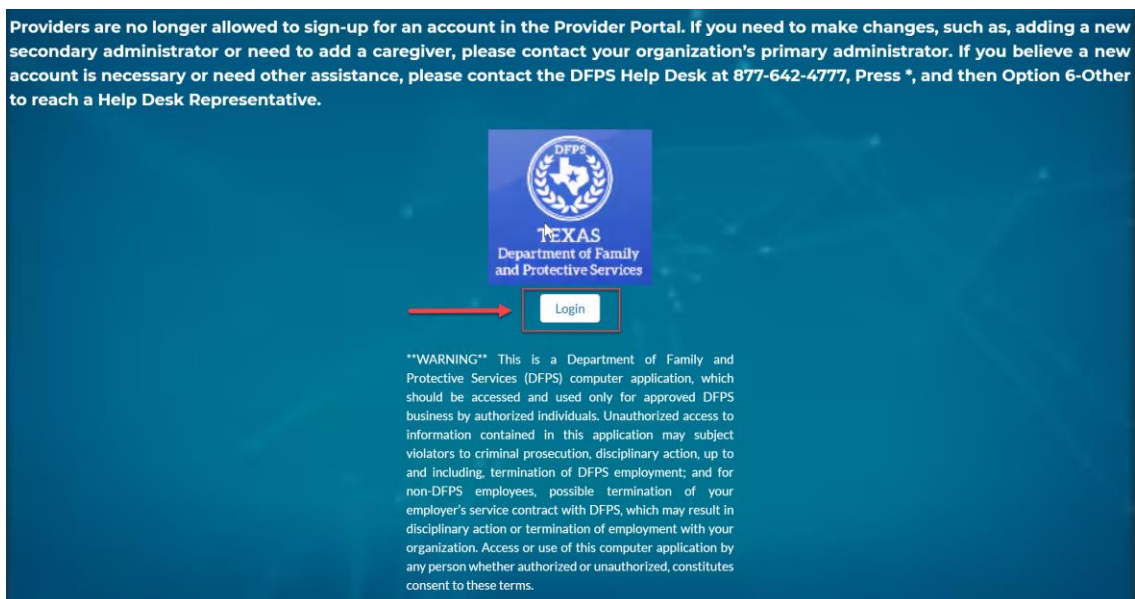
GRO caregivers are required to certify online via the Provider Portal that they have read the Attachment A document. The notification of an Attachment A requiring a response from a caregiver is sent via email from dfpsattachmentverification@dfps.texas.gov. After the initial notification to caregiver of an Attachment A needing certification, there will be up to four reminder messages sent if the document has a status of Acknowledgment Pending.

Use the **Chrome** browser, recommended for best user experience. Below are instructions to assist caregivers with successfully completing this process.

1. **Click** on the hyperlink (**Click here**) in your email notification to navigate to the DFPS Provider Portal to view the Attachment A document.



2. **Click** the **Login** button.



3. Enter your **Username** and **Password** for the Provider Portal then click the **Sign In** button. If you forget your Username or Password, you may retrieve or reset them from this screen.

DFPS Texas Department of Family and Protective Services

System Use Notification

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign in with your username

Username

Password

[Forgot your password?](#) [Forgot Username?](#)

Sign in

[Don't have an account? Sign up now](#)

The Provider Portal will open to the **Children** Details tab and display the name of the child who has an Attachment A awaiting your review.

4. Click on the **View Documents** button.

DFPS Texas Department of Family and Protective Services

[Back](#) [Log out](#)

Children Details

First Name: D [redacted] Last Name: D [redacted]

PID: 36 [redacted]

View Documents

- Review the **Document Status** column to identify the record with the description of **Acknowledgement Pending** then click on **View Document** to the right of the description.

Texas Department of Family and Protective Services

Log out

Back

Children Details

First Name: [Redacted] Last Name: [Redacted]
PID: 36 [Redacted]

	Document Name	Document UID	Document Version ID	Document reviewed	Document Status	
1	S [Redacted] AttachmentA.pdf	WVo4UWNIRG52dDBkWEZ...	562b79e6-42d0-436b-b96a-...	No	Acknowledgement Pending	View Document
2	[Redacted] ID [Redacted].pdf	WVo4UWNIRG52dDBkWEZ...	c856aa97-452c-4c63-b46d-...	Yes	Acknowledged	View Document

- Scroll down using the **dark grey bar** on the right side of the page to read the entire document.

Document Name: S [Redacted] AttachmentA.pdf
Document Version Id: 562b79e6-42d0-436b-b96a-8e2719ecf305

Close

Child Sexual History Report (Attachment A)

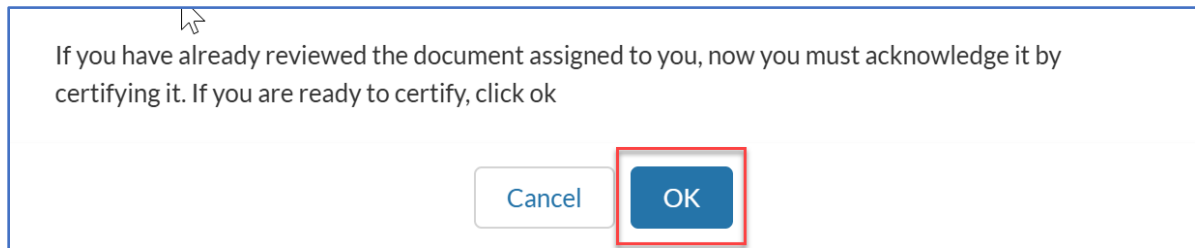
Child's Name: [Redacted]
Person ID: [Redacted]

- Click on **Mark Document as Reviewed** document once you have read the entire document.

10-15-2024 DFPS Page 2 of 2

[Mark Document as Reviewed](#)

8. Click the **Ok** button in the pop-up screen if you have read the entire document. Otherwise, click the Cancel button.

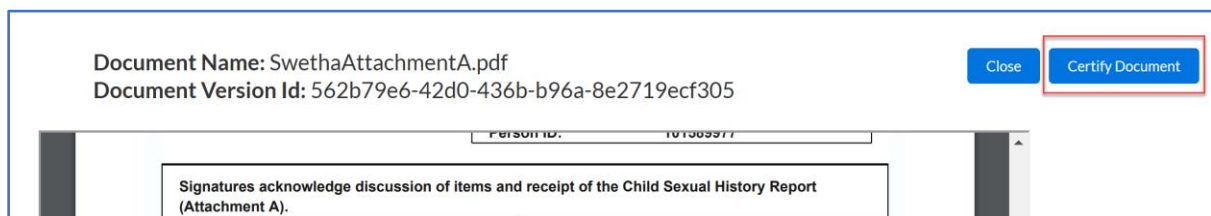


If you have already reviewed the document assigned to you, now you must acknowledge it by certifying it. If you are ready to certify, click ok

Cancel OK

This screenshot shows a white rectangular pop-up window with a thin blue border. At the top, there is a mouse cursor icon. Below it, a line of text reads: "If you have already reviewed the document assigned to you, now you must acknowledge it by certifying it. If you are ready to certify, click ok". At the bottom of the window, there are two buttons: a light blue "Cancel" button on the left and a dark blue "OK" button on the right. The "OK" button is highlighted with a red rectangular border.

9. Click the **Certify Document** button to begin finalizing the certification of the Attachment A process.



Document Name: SwethaAttachmentA.pdf
Document Version Id: 562b79e6-42d0-436b-b96a-8e2719ecf305

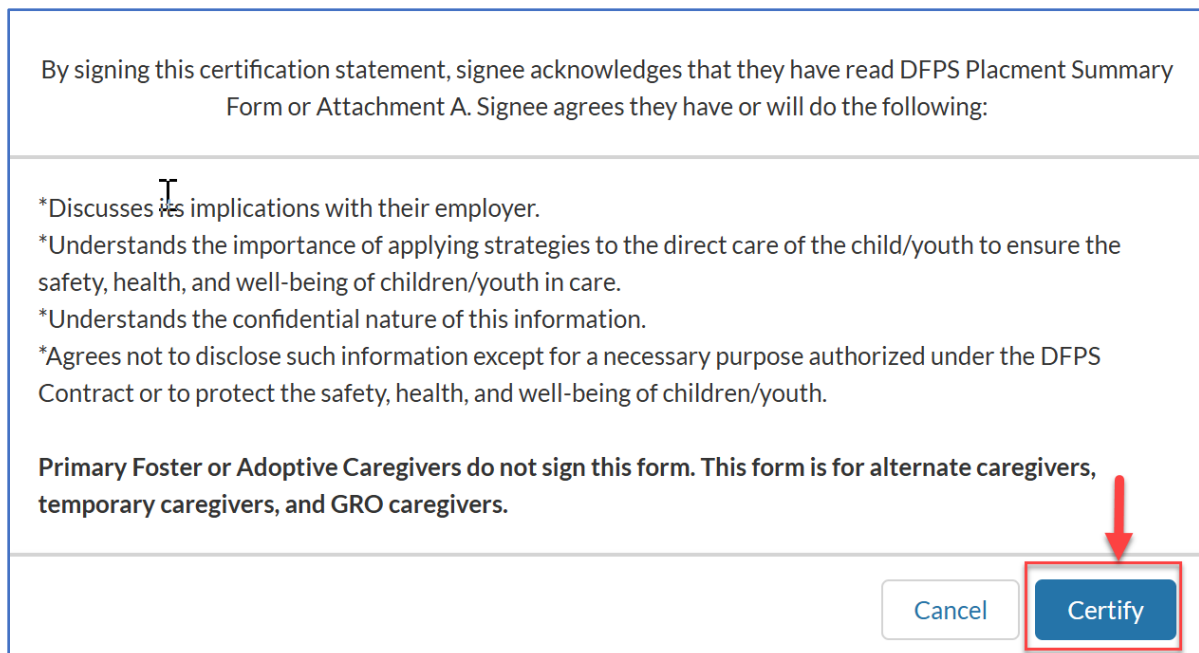
Close Certify Document

Person ID: 101003917

Signatures acknowledge discussion of items and receipt of the Child Sexual History Report (Attachment A).

This screenshot shows a document viewer interface. At the top, it displays "Document Name: SwethaAttachmentA.pdf" and "Document Version Id: 562b79e6-42d0-436b-b96a-8e2719ecf305". To the right of this text are two buttons: a light blue "Close" button and a dark blue "Certify Document" button. The "Certify Document" button is highlighted with a red rectangular border. Below the document information, there is a section labeled "Person ID: 101003917". At the bottom, there is a text box containing the text: "Signatures acknowledge discussion of items and receipt of the Child Sexual History Report (Attachment A).".

10. Click the **Certify** button if you are ready to certify the document. Otherwise, click Cancel.



By signing this certification statement, signee acknowledges that they have read DFPS Placment Summary Form or Attachment A. Signee agrees they have or will do the following:

- *Discusses its implications with their employer.
- *Understands the importance of applying strategies to the direct care of the child/youth to ensure the safety, health, and well-being of children/youth in care.
- *Understands the confidential nature of this information.
- *Agrees not to disclose such information except for a necessary purpose authorized under the DFPS Contract or to protect the safety, health, and well-being of children/youth.

Primary Foster or Adoptive Caregivers do not sign this form. This form is for alternate caregivers, temporary caregivers, and GRO caregivers.

Cancel Certify

This screenshot shows a certification statement form. At the top, it reads: "By signing this certification statement, signee acknowledges that they have read DFPS Placment Summary Form or Attachment A. Signee agrees they have or will do the following:". Below this, there is a list of four bullet points: "*Discusses its implications with their employer.", "*Understands the importance of applying strategies to the direct care of the child/youth to ensure the safety, health, and well-being of children/youth in care.", "*Understands the confidential nature of this information.", and "*Agrees not to disclose such information except for a necessary purpose authorized under the DFPS Contract or to protect the safety, health, and well-being of children/youth.". Below the list, there is a line of text: "Primary Foster or Adoptive Caregivers do not sign this form. This form is for alternate caregivers, temporary caregivers, and GRO caregivers.". At the bottom of the form, there are two buttons: a light blue "Cancel" button on the left and a dark blue "Certify" button on the right. The "Certify" button is highlighted with a red rectangular border, and a red arrow points down to it from above.

11. Click the **Close** button.

Document Name: SwethaAttachmentA.pdf
Document Version Id: 562b79e6-42d0-436b-b96a-8e2719ecf305

Close

12. **Confirm** the status has been updated to **Acknowledged**.

Children Details

First Name

Last Name

PID

36

Document Name

Document UID

Document Version ID

Document reviewed

Document Status

1

S AttachmentA.pdf

WVo4UWNiRG52dDBkWE...

562b79e6-42d0-436b-b96a...

Yes

Acknowledged

View Document

Below are the Document Status and the definition.

Document Status	What it means to a caregiver
Acknowledgment Pending	The document requires the caregivers review immediately. Caregiver action required.
Acknowledged	This document is already acknowledged. No caregiver action required.
Expired	A newer version of an Attachment A document was forwarded to the caregiver before the caregiver certified this document. No caregiver action required.