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**Texas Child-Centered Care (T3C) System:**

**T3C Full Credential Applications**

DFPS Stakeholder Webinar

February 26, 2025



## Welcome & Agenda

- Thank you for joining today's webinar hosted by the DFPS T3C Project Management Office.
- Today we will be providing information on the Full Credential to include:
  - Eligibility criteria to qualify to apply for the Full Credential.
  - A high-level walk through of the Full Credential Application.



## Before We Get Started

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- Today's Webinar is being recorded, and the recording along with a copy of the PowerPoint presentation will be posted on the DFPS T3C Webpage: [https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/whats\\_new.asp](https://www.dfps.texas.gov/Texas_Child_Centered_Care/whats_new.asp).
- The TEAMS chat feature for this Webinar is not enabled, if you have questions about today's presentation or about the Full Credential Application, the *T3C System Blueprint*, or the T3C System in general, please e-mail them to [dfpstexaschildcenteredcare@dfps.texas.gov](mailto:dfpstexaschildcenteredcare@dfps.texas.gov). This mailbox is closely monitored, and we will respond to your questions.
- The T3C Project Management Office maintains a current list of Frequently Asked Questions (FAQs) on the DFPS T3C System webpage. We encourage everyone to routinely review the FAQs to learn more about the effort.



# Residential Childcare Provider Credentialing

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- To be “Credentialed” means that the GRO or CPA has met the qualifications/requirements to provide a particular T3C Service Package or Add-On Service, as determined by DFPS.
- The provider “applies” to become Credentialed to provide one or more specific T3C Service Packages or Add-On Services.
- DFPS reviews the provider’s application/s and issues the Credential/s to the GRO or CPA, making the provider eligible to deliver a particular Service Package or Add-On Service.
- Once Credentialed, the GRO or CPA can contract with SSCC(s) and/or DFPS to provide the Service Package or Add-On Service. Becoming Credentialed is not optional. All providers that intend to deliver residential childcare services to children, youth, and young adults in DFPS conservatorship and extended foster care (except for Supervised Independent Living services) will have to transition to the T3C System by the end of August 2027.
- Reminder: For CPA’s DFPS will Credential the Agency, and the Credentialed CPA will be responsible for Credentialing individual foster family homes for each Service Package and Add-On Service.



# The Three Types of T3C Credentials/Processes

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## 1. Interim Credential:

- To obtain this type of Credential, the eligible CPA or GRO will have to demonstrate that they meet **SOME** of the requirements fully, and that they have a defined plan to meet all other requirements within a certain timeframe.
- Requires quarterly status reports throughout Active Interim Credential period.
- This process is time-limited and exists as a path to help current eligible providers transition to T3C.
- The Interim Credential Application process **will no longer be available to providers after December 2025**.
- The Interim Credential Application is posted and can be found by following this link:  
[https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/Interim\\_Credentialing.asp](https://www.dfps.texas.gov/Texas_Child_Centered_Care/Interim_Credentialing.asp).

## 2. Full Credential:

- To obtain this type of Credential, the CPA or GRO must meet **ALL** the requirements to deliver the specific T3C Service Package/s or Add-On Service/s before beginning to deliver the service.
- Issued to the provider for a multi-year period (4 years for CPAs and 3 years for GROs).
- Requires submission of Annual report.
- The Department released the Full Credential Application in January 2025.
- **Today's webinar only focuses on this type of Credential.**

## 3. Re-Credential Process:

- This is the process used to renew the CPA or GRO's Full Credential, prior to expiration and through a demonstration that the provider continues to meet **ALL** the requirements and performance expectations associated with the Service Package/s or Add-On Service/s.
- Re-Credentialing requirements are not anticipated to be released until July 2025.



# Essential Documents Necessary to Complete the Full Credential Application Process

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Two documents that are essential to the process of applying for the Full Credential are:

1. The latest copy of the *T3C System Blueprint* that can be found by visiting:  
[https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/documents/t3c\\_blueprint.pdf](https://www.dfps.texas.gov/Texas_Child_Centered_Care/documents/t3c_blueprint.pdf)
2. The Full Credential Application, which can be found by visiting:  
[https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/Full\\_Credentialing.asp](https://www.dfps.texas.gov/Texas_Child_Centered_Care/Full_Credentialing.asp)

*Please note that there is a Full Credential Application for Child Placing Agencies (CPAs) and a Full Credential Application for General Residential Operations (GROs).*

# How to Access a Copy of the *latest* T3C System Blueprint

1) Visit [www.dfps.texas.gov](http://www.dfps.texas.gov)

2) Look for Texas Child Centered Care on top of Page

3) Under General Information Click on “What’s New”

4) Click on the link titled “Texas Child-Centered Care (T3C) System Blueprint”

The screenshot shows the DFPS website with several annotations. A blue arrow points from the URL bar to the first instruction. An orange arrow points from the 'Texas Child-Centered Care' link in the top navigation bar to the second instruction. A purple arrow points from the 'What's New' link in the 'GENERAL INFORMATION' section to the third instruction. A black arrow points from the 'Texas Child-Centered Care (T3C) System Blueprint' link in the 'What's New' section to the fourth instruction.

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## Texas Child-Centered Care (T3C)

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### Overview

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## What's New with Texas Child-Centered Care

DFPS Home > Texas Child Centered Care > This Page

**GENERAL INFORMATION**

- What's New
- About T3C
- How Does T3C Work?
- Goals of the T3C System
- T3C Terminology
- Service Package Descriptions
- Foster Care Methodological Rates
- Transitioning
- T3C System Blueprint
- Frequently Asked Questions
- CANS 3.0 Assessment

**PROVIDER INFORMATION**

- General Information
- Preparing for the Transition to T3C

**What's New**

See the Full Credential Application Forms and link to the T3C Credentialing Platform on the [Full Credentialing](#) page.

See the Interim Credential Application Forms on the [Interim Credentialing](#) page.

See the most recent edition of the [Texas Child-Centered Care \(T3C\) System Blueprint](#) and [Change Log](#).

If you were not able to attend past T3C System Blueprint webinars, the recordings and presentations are available in the T3C [webinar archive](#).

### January 2025

#### T3C System Blueprint Update

The Texas Department of Family and Protective Services (DFPS) is excited to announce the release of the January 2025 update to the [Texas Child-Centered Care \(T3C\) System Blueprint](#).

#### Webinar & Frequently Asked Questions

DFPS is hosting a webinar that will give a brief overview of the updates made to the T3C System Blueprint. The webinar will be held:

- [Tuesday, February 4th, 2025 at 1:00pm - 2:30pm](#)



# The T3C System Blueprint

- Make sure you are accessing the most recent version. New editions are released quarterly. The current edition was released in January 2025.
- The *Blueprint* contains all the requirements for each of the 24 Service Packages and 3 Add-On Services (applicable to CPAs only).






# How to Access a Copy of the T3C *Full* Credential Application for Child Placing Agencies & General Residential Operations

## Full Credentialing

DFPS Home > Texas Child Centered Care > This Page



### GENERAL INFORMATION

- What's New
- About T3C
- How Does T3C Work?
- Goals of the T3C System
- T3C Terminology
- Service Package Descriptions
- Foster Care Methodological Rates
- Transitioning
- T3C System Blueprint
- Frequently Asked Questions
- CANS 3.0 Assessment

### PROVIDER INFORMATION

- General Information
  - Preparing for the Transition to T3C System
- Full Credentialing
- Interim Credentialing
- Human Trafficking: Train the Trainer
- Human Trafficking: Alternative Trainings

### OTHER INFORMATION

- Contact Us
- Reports
- HHS Licensing Office
- FFPSA
- Community-Based Care

### Notice if Submitting an Application:

Providers should not include child's Personal Identifiable Information (PII) or Child Personal Identifiable Information (CPPI) in their uploaded application materials. If PII or CPPI is found in documentation uploaded in the Credentialing Platform, the application will be deleted and taken out of the review queue.

## What is Full Credentialing?

Full Credentialing is the process of submitting an Application and supporting documentation in the Credentialing Platform for review by DFPS, to determine if the CPA or GRO has met the qualifications to offer a specific Package or Add-On Service (CPAs only). The Active Full Credential is issued when the provider has met all necessary requirements to offer a specific Service Package or Add-On Service under the T3C System.

Each Active Full Credential is time-limited. The Active Full Credential for a Foster Family Home Service Package and/or Add-On Service is issued to a CPA for a 4-year period. GROs are issued an Active Full Credential for a 3-year period.

DFPS anticipates publishing a draft of the Application for the Full Credential in December 2024. New and existing providers will be able to submit completed Applications for the Full Credential with the required attachments beginning in January 2025.

## New Providers and the Full Credential

All **new** providers applying for a Full Credential to deliver one or more of the GRO Tier II Service Packages **must maintain a census of 16 or fewer children and youth residing on each premises where services are provided, as a part of the operation's Permit** that is attached to the provision of the GRO Tier II services. Used in this context a "new" provider is defined as an operation that is **not** currently serving children or youth under an active DFPS or SSCC residential childcare contract. Pending applications to provide GRO services under an SSCC and/or DFPS contract will be reviewed on a case-by-case basis to determine applicability prior to January 1st, 2025. This provision applies to both in-state and out-of-state operations.

## Full Credential Application

As of December 10, 2024, the [T3C Credentialing Platform](#) is now open for registration and accepting Applications for the Full Credential, for Child Placing Agencies and General Residential Operations. Instructions on registering and navigating the platform can be found in the [T3C Credentialing Platform Provider Job Aid](#) document.

**Applications:** (revised 02/21/2025 )

- CPA Full Credential Form
- GRO Full Credential Form

1) Visit [www.dfps.texas.gov](http://www.dfps.texas.gov)

2) Look for Texas Child Centered Care on top of Page

3) From Drop Down List Click on "About T3C"

4) On Far Left, find the Provider Information Section

5) Click on the link titled "Full Credential"

# T3C Full Credential Application for Child Placing Agencies (CPAs)

- If you are a CPA, please make sure that you are accessing the **CPA Application Form F-909-3503**.
- A single CPA Application can be used to apply for any one or all 9 of the Foster Family Home Service Packages and any one or all 3 of the Add-On Services at the same time, as identified in the *T3C System Blueprint*.
- Adding a new Service Package or Add-On at a future date will require submission of a new CPA Application.



## TEXAS CHILD-CENTERED CARE SYSTEM FULL CREDENTIAL APPLICATION FOR CHILD PLACING AGENCIES

**Purpose:** Child Placing Agencies (CPA) will use this form to apply for the **Full Credential**, to provide Residential Childcare Services under the Texas Child-Centered Care (T3C) System.

CPAs that obtain an Inactive Full Credential must fulfill the requirements and obtain an Active Full Credential for each Service Package and Add-On Service within 120 calendar days of being issued the Inactive Full Credential.

### Step-by-Step CPA Instructions for Completing the Full Credential Application:

1. **Determine the T3C Foster Family Home Service Package(s) and Add-On Services that the CPA Is Seeking to become Credentialed to provide:** Review the latest edition of the *T3C System Blueprint* to determine which of the nine Foster Family Home Service Packages and three Add-On Services the CPA is seeking to obtain a Full Credential to provide. A complete list of all nine Service Packages and three Add-On Services can be found in the section titled "*T3C Foster Care Continuum and Full Array of Services*" of the current *T3C System Blueprint*, located here: [https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/T3C\\_System\\_Blueprint.asp](https://www.dfps.texas.gov/Texas_Child_Centered_Care/T3C_System_Blueprint.asp).

CPAs should thoroughly review the Service Package and Add-On Service requirements fully to ensure a complete understanding of **all** requirements. Detailed requirements for each Service Package are in the section titled, "*Child Placing Agency/Foster Family Home T3C Service Packages*" and for each Add-On Service are in the section titled, "*Child Placing Agency/Foster Family Home T3C Add-On Services*" in the latest edition of the *T3C System Blueprint*.

CPAs may apply to provide one or up to all nine of the Service Packages and three Add-On Services in a single Full Credential Application. Alternatively, a CPA may submit additional Full Credential Application(s) in the future to add additional Service Packages and Add-On Services.

2. **Review the Full Credential Application:** CPAs are encouraged to read, review, and become familiar with the entire Full Credential Application prior to initiating completion of the first section of the Application. Sections of the Application build upon each other, so it is important to read through in full before beginning to complete the Application.

As the CPA reviews the Application, special attention should be paid to which of the requirements the CPA must have in place or meet at the time of submission of the Application (commonly referred to in the *T3C System Blueprint* and the Full Credential Application "**In Place @Time of Application for Full Credential**"), and which of the requirements the CPA must attest to having in place and meeting in no more than 120 calendar days from issuance of the Inactive Full Credential (commonly referred to in the *T3C System Blueprint* and the Full Credential Application as "**In Place on 1<sup>st</sup> Day Operating under an Active Full Credential**"). More information can be found on the two Full Credential category requirements in the *T3C System Blueprint*, in *Appendix III.A*.

3. **Complete the Full Credential Application:** While the Application is designed to allow for a single submission to obtain a Full Credential for more than one Service Package and Add-On Service, the CPA will be required to demonstrate the ability to specialize in/provide each distinct Service Package and Add-On Service independently. This is important, because as DFPS evaluates the Full Credential Application, staff will be assessing each Service Package and Add-On Service independently to ensure that the requirements are met to support a Full Credential being issued for

# T3C Full Credential Application for General Residential Operations (GROs)

- If you are a GRO, please make sure that you are accessing the **GRO Application Form K-909-3504**.
- A single GRO Application can be used to apply for any one or all 9 of the GRO Tier I Service Packages and any one or all 6 of the GRO Tier II Service Packages at the same time, as identified in the *T3C System Blueprint*.
- Adding a new GRO Tier I or Tier II Service Package at a future date will require submission of a new GRO Application.



## TEXAS CHILD-CENTERED CARE SYSTEM FULL CREDENTIAL APPLICATION FOR GENERAL RESIDENTIAL OPERATIONS

**Purpose:** General Residential Operations (GRO) will use this form to apply for the **Full Credential**, to provide Residential Child Care Services under the Texas Child-Centered Care (T3C) System.

GRO's that obtain an Inactive Full Credential must fulfill the requirements and obtain an Active Full Credential for each Service Package and Add-On Service within 120 calendar days of being issued the Inactive Full Credential.

### Step-by-Step GRO Instructions for Completing the Full Credential Application:

1. **Determine the Tier I T3C Treatment/Transition Service Packages and/or the Tier II T3C Stabilization Support Service Packages that the Provider Is Seeking to Provide:**

Review the latest edition of the *T3C System Blueprint* to determine which of the nine available Tier I T3C Treatment/Transition Service Packages and/or six available Tier II T3C Stabilization Support Service Packages that the Provider is seeking to obtain a Full Credential to provide. A listing of all fifteen of the Service Packages can be found under the section titled "*T3C Foster Care Continuum and Full Array of Services*" of the current *T3C System Blueprint*, located here: [https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/T3C\\_System\\_Blueprint.asp](https://www.dfps.texas.gov/Texas_Child_Centered_Care/T3C_System_Blueprint.asp).

GROs should thoroughly review the Service Package requirements fully to ensure a complete understanding of **all** requirements. Detailed requirements for each Service Package are in the section titled, "*General Residential Operations – Tier I T3C Treatment/Transition Service Packages*" and "*General Residential Operations – Tier II T3C Stabilization Support Service Packages*" in the latest edition of the *T3C System Blueprint*.

GROs may apply to provide one or up to all fifteen of the Service Packages in a single Full Credential Application. Alternatively, a GRO may submit additional Full Credential Application(s) in the future to add additional Service Packages.

2. **Review the Full Credential Application:** GROs are encouraged to read, review, and become familiar with the entire Full Credential Application prior to initiating completion of the first section of the Application. Sections of the Application build upon each other, so it is important to read through in full before beginning to complete the Application.

As the GRO reviews the Application, special attention should be paid to which of the requirements the GRO must have in place or meet at the time of submission of the Application (commonly referred to in the *T3C System Blueprint* and the Full Credential Application as "***In Place @Time of Application for Full Credential***"), and which of the requirements the GRO must attest to having in place and meeting in no more than 120 calendar days from issuance of the Inactive Full Credential (commonly referred to in the *T3C System Blueprint* and the Full Credential Application as "***In Place on 1<sup>st</sup> Day Operating under an Active Full Credential***"). More information can be found on the two Full Credential category requirements in the *T3C System Blueprint*, in *Appendix III. A*.

3. **Complete the Full Credential Application:** While the application is designed to allow for a single submission to obtain a Full Credential for more than one Service Package and Add-On Service, the GRO will be required to demonstrate the ability to specialize in/provide each distinct Service Package and Add-On Service independently. This is important, because as DFPS evaluates the Full Credential Application, staff will be assessing each Service Package and Add-On Service independently to ensure that the requirements are met to support a Full Credential being issued for



# The Full Credential: High-Level Overview

- DFPS posted the Full Application in January 2025.
- Eligible providers will complete the Application and gather required supporting documents.
- The provider will register on the T3C Credentialing Provider platform, which is organized as a Microsoft SharePoint site.
- This SharePoint site will allow for DFPS and Youth for Tomorrow to review documents and share feedback with the Provider as the Application is being processed.
- Upon initial review, if the Provider meets all requirements, an Inactive Full Credential will be issued by DFPS.



# The Full Credential: High-Level Overview (Continued)

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- The Provider will have up to 120 days to meet certain remaining requirements, upload documentation of completion, then sign and return the T3C Verification Form.
- Upon verification of remaining attestations and documents, and receipt of the signed T3C Verification Form, DFPS will issue the Active Full Credential, which for CPAs is valid for 4 years and for GROs is valid for 3 years.
- The Provider's existing contract(s) with the SSCC or DFPS will be amended to include the Credentialed Service Package/s and/or Add-On Service/s.
- If the applicant is a new provider, and does not have an existing/qualifying residential contract with the SSCC or DFPS, a contract must be issued for the applicant to serve DFPS children using the Credential/s.
- Existing children being served by a currently contracted provider will transition (when possible) to the T3C Service Package and Add-On Services, and the provider will begin accessing payment under the T3C System.
- The provider will submit annual reports to demonstrate compliance with certain requirements of the T3C Service Package and Add-On Service during the years between issuance of Full Credential and the time of Re-Credentialing.



# Getting Started

- For purposes of today's webinar, we are going to focus on the CPA Full Credential Application process.
- If you are a GRO, you would follow a similar process but instead reference the requirements for the GRO Service Package(s) in the *T3C System Blueprint* and the GRO Full Credential Application.
- The Full Credential Application provides step-by-step instructions for completing the Full Credential Applications including the process for:
  1. Determining which Service Package(s) and Add-On Service(s) to apply for and provide.
  2. Verifying eligibility to apply for the **Full** Credential.
  3. How to review requirements associated with the Full Credential by Service Package and Add-On Service.
  4. Attestation Statement Instructions.
  5. Completing and submitting the Full Credential Application.



# Determining Which Service Package(s) & Add-On Service(s) to include in the Full Credential Application

- Each Service Package and Add-On Service must be addressed independently in the application- meaning the provider must have a program designed to address the unique needs of the child population as described in the Service Package Description.
- Page 42 of the January 2025, *T3C System Blueprint* contains a list of all categories.
- Providers should review each Service Package and Add-On Service against these categories to determine the agency's ability and interest in providing the distinct Package or Add-On Service:
  - Child Placing Agency/Foster Family Home T3C Service Package** requirements can be found on ***Pages 45-143 of the T3C System Blueprint.***
  - Child Placing Agency/Foster Family Home T3C Add-On Service** requirements can be found on ***Pages 144-159 of the T3C System Blueprint.***
  - General Residential Operations-Tier I Treatment/Transition Service Package** requirements can be found on ***Pages 160-289 of the T3C System Blueprint.***
  - General Residential Operations-Tier II T3C Stabilization Support Service Package** requirements can be found on ***Pages 290-389 of the T3C System Blueprint.***

## General Residential Operations- Tier II T3C Stabilization Support Service Packages

Information contained in the charts below outline the parameters/requirements associated with the Tier II Service Packages. The incorporation of these parameters/requirements are consistent with or may exceed the state's Minimum Licensing Standards for a General Residential Operation and are not intended to change the existing character of the childcare operation. Providers may elect to become Credentialed to provide more than one T3C Service Package in a General Residential Operation Tier I or a Tier II setting.

Service Package Name	Tier II: Sexual Aggression/Sexual Offender Services to Support Stabilization		
Setting	Facility-Based Setting		
Permit Type	General Residential Operation- Multiple Services General Residential Operation- Residential Treatment Center  <i>Permit Type may vary by operation, and is dependent on Permit Services offered, General Residential Operation should consult with CCR and Licensing Representative to determine Permit Type needed.</i>		
Permit Services	<u>Treatment Services</u> Emotional Disorder	<u>Programmatic Services</u> Transitional Living (If offering Service Package to youth 14 and older)	<u>Special Services</u> Young Adult Care (If General Residential Operation provides Extended Foster Care services)
Service Package Description	A highly structured, trauma-informed facility that, in addition to providing a child's basic living needs, including food, clothing, shelter, education, vocation, transportation, recreation, and extracurricular needs, has an intensive treatment program that specializes in providing and coordinating Time-limited Services to support the emotional stability, well-being, and therapeutic needs of children, youth, and young adults who are experiencing challenges with a lack of impulse control, and may present with one or more of the following:		



# Verify Provider's Eligibility for the Full Credential

- Prior to completing the Full Credential Application, the applicant should thoroughly review the eligibility requirements found in the latest edition of the *T3C System Blueprint*, beginning on page 37 under the section titled “*Provider Eligibility for the Full Credential*”.

## CPA and GRO eligibility for Full Credential includes:

1. Having a valid Active Permit; and
2. For the Full Credential, the applicant's Permit must include all applicable Treatment, Programmatic, and Special Services required for each Service Package at the time of application for the Full Credential, unless hiring certain staff is the only barrier. If hiring is the barrier, all staff must be hired and in place before the applicant will be able to provide the T3C Services under an Active Credential.

**Please note**, there are additional limitations on the operating census for new providers applying for the Full Credential to deliver one or more of the GRO Tier II Service Packages. This information can be found on page 37, of the latest Blueprint edition.

### New Providers and the Full Credential

All **new** providers applying for a Full Credential to deliver one or more of the GRO Tier II Service Packages **must maintain a census of 16 or fewer children and youth residing on each premises where services are provided, as a part of the operation's Permit** that is attached to the provision of the GRO Tier II services. Used in this context, a “new” provider is defined as an operation that is **not** currently serving children or youth under an active DFPS or SSCC residential childcare contract. Pending applications to provide GRO services under an SSCC and/or DFPS contract will be reviewed on a case-by-case basis to determine applicability prior to January 1<sup>st</sup>, 2025. This provision applies to both in-state and out-of-state operations.

### Provider Eligibility for the Full Credential

In order for a residential childcare provider to be eligible to apply for the Full Credential, they must meet **all** of the following criteria on the day that the Application for the Full Credential (specific to the Service Package or Add-On Service) is submitted:

#### Active Permit:

- The residential child care provider must have been provided a valid acceptance letter from HHSC-CCR, or a “Initial” or “Full” Permit issued by HHSC-CCR (or similar body for out of state providers) to support the Permit Type required for the Service Package. A provider operating under an “Initial” Permit may apply for the Full Credential.
- The residential child care provider's Permit must include all applicable Treatment, Programmatic, and Special Services required for each Service Package at the time of application for the Full Credential, unless hiring certain staff is the only barrier. If hiring certain staff is the only barrier, the provider will be required to have these staff hired and in place before providing services under an Active Full Credential (see APPENDIX III.A: T3C Full Credential Requirements for more information on staffing requirements).

### Meeting the Programmatic/ Staffing/ Infrastructure Requirements for the Full Credential

The tasks, activities, staffing plans, personnel and infrastructure requirements specific to each Service Package and Add-On Service for the Full Credential are distributed across two categories depending on when they are required to be in place, as indicated in APPENDIX III.A: T3C Full Credential Requirements. Those milestones are:

- **Required to be In Place @ Time of Application for Full Credential** – Any requirement that must be fulfilled at the time of submission of the Application for the Full Credential.



# Aligning Requirements Between the *Blueprint* and the *Full Application*

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- Applicants should read, review, and become familiar with the entire Full Credential Application prior to initiating completion of the first Section.
- To successfully complete the Full Application, the applicant must understand which of the 2 categories a specific task, activity, staffing plan, personnel, and/or infrastructure applies to. Appendix III.A (page 448 of the current *T3C System Blueprint*) and Appendix III.B (page 473 of the current *T3C System Blueprint*) list requirements by dependent category.



1. Those that are required to be ***In Place @ Time of Application.***

- Requirement must be fulfilled at the time of submission of the Full Credential Application.
- Applicant must provide attestation and submit documentation to support that the requirement has been met.



2. Those that are required to be ***In Place on 1<sup>st</sup> Day Operating under an Active Full Credential.***

- Applicant must provide attestation to having a specific plan with a timeline for fulfilling the requirement in no more than 120 calendar days after the date that the applicant receives notification of the issuance of the Inactive Full Credential. Upon fulfilling the requirement, supporting documentation must be uploaded.
- Applicant can complete and submit any requirement under this milestone and timeframe at the time of Application instead of waiting until after the Inactive Full Credential has been awarded.



# Completing the Full Credential Application: Application Sections

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- The Full Credential Application is organized using Sections that align to the Section requirements found in Appendix III.A of the current *T3C System Blueprint*.
- Sections of the CPA (will vary some for the GRO Application) Full Credential Application include:
  - Section I: CPA Information
  - Section II: Questions Required for **All** Service Packages
  - Section III: Required Questions that are Service Package **Dependent**
  - Section IV: Required Questions that are Add-On Service **Dependent**
  - Section V: Attestation Certification
  - Section VI: Application Certification

# Completing the Full Credential Application: Format Requirements

- Directions for Completing/Submitting the Full Credential Application:
  - Some questions allow narrative responses in the Application itself.
  - Some questions allow the option for or require submission of documents.
  - Most questions require an attestation confirming that the CPA meets the distinct requirements of the section to offer a particular Service Package.
  - The Application includes instructions on how to name a file, as well as limitations on uploading information.



- By providing the attestation, the CPA confirms that the requirements associated with the statement as a part of the T3C Service Package(s) and Add-On Service(s) has been met.
- Each attestation statement must be verified with the initials of the individual responsible for completing the application on behalf of the CPA. The applicant, defined as the individual completing the form, should initial each attestation to confirm it applies to the agency.
- Ensure all information provided is accurate and reflects the CPA's current practices and capabilities.
- By certifying the application, upon submission, the designated controlling person for the CPA confirms the accuracy and truthfulness of all items attested to throughout its entirety.

**Authority to Review and Monitor:** DFPS and the SSCC's reserve the right to request, review and monitor the CPA's compliance with any and all requirements of the T3C Service Package(s) and Add-On Service(s), including requirements attested to and all supporting documentation provided as part of the application.

## Response for Upload Instructions:

Following the description of the requirement(s), the CPA will click on the field with gray text labeled "Click to indicate uploaded file name" that highlights in a gray box when the cursor hovers over the field in the Section/Sub-section, and:

- Specify the **FILE NAME** where the relevant information can be found; and
- Move to the subsequent field with gray text labeled "Click to indicate pages" and list the **PAGE NUMBER(s)** that are responsive to the required information in the uploaded document; and
- **HIGHLIGHT** the relevant section of the uploaded information, if it is a part of a larger handbook, policy, procedure, etc.

**Unless otherwise specified CPA may submit a document, narrative, policy, procedures, plans, manuals, etc. that demonstrates how the T3C requirements are met.**

If a response to a question **is covered** in a previously uploaded document, add the document name in the field with gray text labeled "Click to indicate uploaded file name" for the current section and specify the page numbers in the subsequent field. Be sure that the previously uploaded document has the section relevant to the additional response highlighted. A duplicate upload **is not required**.

**Please note:** The CPA should give clear details of file name and page numbers to guide the DFPS Credentialing staff to the needed information for review, which will streamline processing of the CPA's Application. **Incomplete or unclear information** may result in the application **being denied**.

## Formatting Requirements

File names should be no more than 50 characters total in length. When uploading a document as a part of the Application process the CPA will be able to upload files up to 2 gigabytes in the following file types: Adobe portable document format (.pdf), Microsoft office documents (such as .doc; .docx; .xls; or .ppt), and images (such as .bmp; .gif; .jpg; .jpeg; .png; and .tif). Files created in other operating systems and not saved as



## Please Remember

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- Each Service Package and Add-On Service is Distinct- while there may be some policies/procedures, model(s), etc. that are common across your agency/organization– having a clearly defined program that is designed to meet the custom needs of children (based on the specific Service Package/ Add-On Service) through targeted services/interventions/treatment is required under the T3C System.
- The T3C System does not replace any of the requirements associated with your permit and Minimum Standards.
- Being Credentialed qualifies a provider to offer a specific Service Package and Add-On Service but is not the same as having a residential or SSCC contract to serve children, youth, and young adults. Once Credentialed, providers that currently hold a DFPS and/or SSCC Residential Contract(s) will have to be amended to serve children under the new Service Package or Add-On Service. Applicants that are new providers will need to obtain a contract prior to being able to serve children, youth, and young adults in DFPS conservatorship.
- The placement process changes under the T3C System- using a *Collaborative Universal Screening/Services Planning Process*, the child's needs dictate the type of Service Package to be sought, and providers are identified based on whether they are Credentialed *and* Contracted to provide the Service Package.



## Closing

- On behalf of the T3C Project Management Office, thank you so much for attending today's webinar.
- We would love to hear from you! Please email any questions, comments, or feedback about the T3C System Blueprint or Interim Credential Application or this webinar to [dfpstexaschildcenteredcare@dfps.texas.gov](mailto:dfpstexaschildcenteredcare@dfps.texas.gov).
- As a reminder we will be posting a copy of the PowerPoint and a recording of the webinar on the DFPS T3C webpage, which can be accessed by following [https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/](https://www.dfps.texas.gov/Texas_Child_Centered_Care/)
- If you have not already done so, please make sure to subscribe for news and updates on T3C on the DFPS webpage by registering your email address

