Texas Child-Centered Care System (T3C) Annual Report

For T3C Credentialed General Residential Operations (GRO)

Purpose: General Residential Operations (GRO) will use this form to report on T3C specific requirements. The reporting period starting date is the 1st day of the month that Provider was awarded their first Active Full Credential or the 1st day of the month that Provider's previous Annual Report was due, and the end date is the last day of the month directly preceding the month that provider's current Annual Report is due.

SERVICE PACKAGE	**Tier II: Substance Use Services to Support Stabilization**

Use the light blue-shaded fields for entry. All form fields outlined in red are required. Reference the column for instructions on response.

Enter the expiration date of the Provider's current Accreditation, for one of the following accrediting bodies: •The Commission on Accreditation of Rehabilitation Facilities (CARF); •The Joint Commission on Accreditation of Healthcare Organizations (JCAHO); or •The Council on Accreditation (COA).	

Number of children/youth served by this Service Package during the reporting period **Instruction:** Enter the total number of children/youth served by this Service Package during the reporting period.	

	Response	Notes
Did you maintain a census of 16 or fewer children/youth residing on the premises at any time when a child was receiving a Tier II Selected Service Package? **Instruction:** Select **Yes** or **No**. If **Yes**, provide the highest census and additional context in Notes.		

	Response	Notes
Do you have a process to track and assess the effectiveness of your Enhanced Child Safety/Monitoring Plan, including any additional identified personnel, equipment, and/or technology used to support child safety? **Instruction:** Select **Yes** or **No**. If **No**, provide additional context in Notes.		

1. T3C Service Utilization and Outcomes

Use the tables below to report Annual T3C activity and outcomes for this Service Package only. For any measure not tracked during the reporting period, enter "Not Tracked."

1.1 T3C Annual Activity Totals (Referrals, Admissions, Discharges)

Metric/Measure	Total for Current Reporting Period	By source DFPS/ SSCC	Value for Prior Reporting Period	Definition/ Inclusion rules	Data Source (system and report name)
	Instruction: For each row enter the total value for the current reporting period. If not tracked during the reporting period, enter "Not Tracked."	**Instruction:** For each row enter the total for current reporting period by referral source. Enter the number from DFPS and the number from SSCC. The DFPS and SSCC numbers should equal the total reported in total for current reporting period. Enter "0" if there were no referrals from a referral source during the reporting period. **For example if the total for the current reporting period is 20 break it out by referral source like the following.** ***DFPS Total: 5*** ***SSCC Total: 15***	**Instruction:** For each row enter a value, or if this is Provider's first Annual Report, Enter "N/A".	**Instruction:** Review the definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".
T3C Referrals received meeting criteria for Admission to this Service Package		DFPS Total: SSCC Total:		Count of individual child/youth referrals received where child/youth met criteria for this Service Package, regardless of acceptance or placement during reporting period.	
New T3C Child/Youth Admissions to this Service Package		DFPS Total: SSCC Total:		Count of initial/ new admissions under this Service Package during reporting period.	

Metric/Measure	Total for Current Reporting Period	By source DFPS/SSCC	Value for Prior Reporting Period	Definition/Inclusion rules	Data Source (system and report name)
	Instruction: For each row enter the total value for the current reporting period. If not tracked during the reporting period, enter "Not Tracked."	**Instruction:** For each row enter the total for current reporting period by referral source. Enter the number from DFPS and the number from SSCC. The DFPS and SSCC numbers should equal the total reported in total for current reporting period. Enter "0" if there were no referrals from a referral source during the reporting period. **For example if the total for the current reporting period is 20 break it out by referral source like the following.** **DFPS Total: 5 SSCC Total: 15**	**Instruction:** For each row enter a value, or if this is Provider's first Annual Report, Enter "N/A".	**Instruction:** Review the definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".
T3C Children/Youth Placed in this Service Package		DFPS Total: SSCC Total:		Count of all children/youthhild in this Service Package at any point during reporting period.	
T3C Referrals Declined by Reason for Declining **Instructions:** For each reason listed, enter the total number in the corresponding light blue box to indicate how many T3C referrals were declined for that reason during the current reporting period.	**Capacity unavailable in Recommended Service Package:**	**Capacity unavailable in Recommended Service Package:** *Example: 20 DFPS/10 SSCC in the light blue box below*		For each reason listed, enter the total number in the corresponding light blue box to indicate how many T3C referrals for this Service Package were declined for that reason during the current reporting period.	
	Insufficient Capacity for Sibling Group:	**Insufficient Capacity for Sibling Group:** *Example: 20 DFPS/10 SSCC in the light blue box below*			
	Unable to meet child's needs:	**Unable to meet child's needs:** *Example: 20 DFPS/10 SSCC in the light blue box below*			
	Recommended Service Package not offered:	**Recommended Service Package not offered:** *Example: 20 DFPS/10 SSCC in the light blue box below*			
	Child does not meet admission Criteria-Child Characteristics:	**Child does not meet admission Criteria-Child Characteristics:** *Example: 20 DFPS/10 SSCC in the light blue box below*			

Metric/Measure	Total for Current Reporting Period	By source DFPS/SSCC	Value for Prior Reporting Period	Definition/Inclusion Rules	Data Source (system and report name)
	Instruction: For each row enter the total value for the current reporting period. If not tracked during the reporting period, enter "Not Tracked."	**Instruction:** For each row enter the total for current reporting period by referral source. Enter the number from DFPS and the number from SSCC. The DFPS and SSCC numbers should equal the total reported in total for current reporting period. Enter "0" if there were no referrals from a referral source during the reporting period. **For example if the total for the current reporting period is 20 break it out by referral source like the following.** **DFPS Total: 5 SSCC Total: 15**	**Instruction:** each row enter a value, or if this is Provider's first Annual Report, Enter "N/A".	**Instruction:** Review the definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".
T3C Discharges from this Service Package		DFPS Total: SSCC Total:		Count of child placement exits from this Service Package during reporting period.	
T3C Placement Disruptions/Unplanned Moves from this Service Package		DFPS Total: SSCC Total:		Count of child in this Service Package that experienced unplanned placement discharges more than 30 days prior to the Service Package Average Length of Stay and without a Continued Stay Review or Discharge Notice recommending a change to a Service Package that is not offered by the Provider.	

1.2 Length of Stay and Continued Stay Reviews

Metric/Measure	Value for Current Reporting Period	Value for Reporting Period	Method/Definition	Data Source (system and report name)	Notes/Drivers
	Instruction: For each row enter the calculated value for the current reporting period.	**Instruction:** For each row enter a value, or if this is Provider's first Annual Report, Enter "N/A"	**Instruction:** Review the methodology and definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".	**Instruction:** If applicable, for each row enter additional information to support reporting.
Average length of stay from placement to Service Package change or Discharge from this Service Package for children 12 and under (days)			Total days from placement to discharge for all children discharged from this Service Package during the reporting period, divided by the number of children discharged from this Service Package during the reporting period.		
Average length of stay from placement to Service Package change or Discharge from this Service Package for youth 13 and older (days)			Total days from placement to discharge for all youth discharged from this Service Package during the reporting period, divided by the number of youth discharged from this Service Package during the reporting period.		

Metric/Measure	Value for Current Reporting Period	Value for Prior Reporting Period	Method/Definition	Data Source (system and report name)	Notes/Drivers
	Instruction: For each row enter the calculated value for the current reporting period.	**Instruction:** For each row enter a value, or if this is Provider's first Annual Report, Enter "N/A"	**Instruction:** Review the methodology and definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".	**Instruction:** If applicable, for each row enter additional information to support reporting.
Child Service Package changes by time frame **Instructions:** For each item listed, enter the total number of children in this Service Package whose service package change occurred during the reporting period in the corresponding light blue box, based on the applicable time frame and age category. Count each child only once. Do not include children who remained in the Service Package without a service package change during the reporting period. If no children meet the criteria for a row, enter 0.	**Service Package change occurred within 6 consecutive or non-consecutive months for children 12 and under:**		For each item listed, enter the total number of children in this Service Package whose service package change occurred during the reporting period in the corresponding light blue box, based on the applicable timeframe and age category. Count each child/youth only once. Do not include children/youth who remained in the Service Package without a service package change during the reporting period. If no children/youth meet the criteria for a row, enter 0.		
	Exceeded six month time frame prior to Service Package change:				
	Service Package change occurred within 12 consecutive or 18 non-consecutive months for youth 13 and over:				
	Exceeded 12 consecutive or 18 non-consecutive months for youth 13 and over:				
	Placement discharge occurred within 12 consecutive or 18 non-consecutive months for youth 13 and over:				
	Exceeded time frame: (Placement discharge did not occur within 12 consecutive or 18 nonc onsecutivemonths for youth 13 and over.)				

Metric/Measure	Value for Current Reporting Period	Value for Prior Reporting Period	Method/Definition	Data Source (system and report name)	Notes/Drivers
	Instruction: For each row enter the calculated value for the current reporting period.	**Instruction:** For each row enter a value, or if this is Provider's first Annual Report, Enter "N/A"	**Instruction:** Review the methodology and definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".	**Instruction:** IIf applicable, for each row enter additional information to support reporting.
Child Service Package Discharges by timeframe **Instructions:** For each item listed, enter the total number of children in this Service Package whose discharge occurred during the reporting period in the corresponding light blue box, based on the applicable time frame and age category. Count each child only once. Do not include children who remained in the Service Package without a discharge during the reporting period. If no children meet the criteria for a row, enter 0.	**Placement discharge occurred on or before 6 consecutive or non-consecutive months for children 12 and under:**		For each item listed, enter the total number of children in this Service Package whose discharge occurred during the reporting period in the corresponding light blue box, based on the applicable timeframe and age category. Count each child/youth only once. Do not include children/youth who remained in the Service Package without a discharge during the reporting period. If no children/youth meet the criteria for a row, enter 0.		
	Exceeded Time Frame: (Placement discharge did not occur on or before 6 consecutive or nonconsecutive months for children 12 and under.)				
	Placement discharge occurred within 12 consecutive or 18 non-consecutive months for youth 13 and over:				
	Exceeded time frame: (Placement discharge did not occur within 12 consecutive or 18 nonconsecutive months for youth 13 and over.)				

Metric/Measure	Value for Current Reporting Period	Value for Prior Reporting Period	Method/ Definition	Data Source (system and report name)	Notes/Drivers
	Instruction: For each row enter the calculated value for the current reporting period.	**Instruction:** For each row enter a value, or if this is Provider's first Annual Report, Enter "N/A"	**Instruction:** Review the methodology and definition for each row and report the value using the row-specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".	**Instruction:** If applicable, for each row enter additional information to support reporting.
Number of Continued Stay Reviews completed for children/youth in this Service Package			Count of Continued Stay Reviews completed with all required signatures for children/youth served in this Service Package during the reporting period.		
Do you currently track the number of completed Continued Stay Reviews for children/youth in this Service Package that were sent to the Caseworker/ Case Manager within 15 business days? **Instruction:** Select **Yes** or **No**.					
Do you currently track the number of completed Continued Stay Reviews that identify a child/youth required a change of Service Package? **Instruction:** Select **Yes** or **No**.					

1.3 Service Requirement Tracking

Metric/Measure	Value for Current Reporting Period	Notes/Drivers
	Instruction: For each row select **"Yes"** if your organization currently tracks this information and can report the associated data. Select **"No"** if your organization does not currently track this information.	**Instruction:** If **"No"** is selected, briefly describe any barriers or challenges that prevent tracking this information.
Do you have a process to track the authorization for and staff time spent in one-to-one staff to child/youth supervision, to ensure compliance with your policy?		
Do you have a means for tracking and communicating to staff the Safety and Supervision Plan that is required from the time of admission for each child/youth in this Service Package?		
Do you provide care to youth age 14 and over?		
If you provide care to youth age 14 and over, do you track progress/participation in transitional support services and experiential learning opportunities?		

2. Aftercare and Evidence-Informed Treatment Model Outcomes

This section collects information on Aftercare Services and Evidence Informed Treatment Model Outcomes following a child/ youth's discharge from a placement where they were served under this Service Package during this reporting period. Complete the tables below to document Aftercare applicability, required plan elements, service activity, and documentation.

2.1 Aftercare Model and Practice

Metric/Measure	Value for Current Reporting Period	Value for Prior Reporting Period	Method/Definition	Data Source (system and report name)	Notes/drivers
	Instruction For each row enter the calculated value for the current reporting period.	**Instruction:** For each row enter value, or if this is Provider's first Annual Report, enter N/A.	**Instruction:** Review the methodology and definition for each row and report the value using the row specific definition shown in this column.	**Instruction:** For each row enter the data source for the reported value, including the system and report name. If the measure is not tracked enter "Not Tracked".	**Instruction:** If applicable, for each row enter additional information to support reporting.
T3C Discharges from this Service Package during this reporting period that require Aftercare			Count of children discharged from this Service Package that required Aftercare during the reporting period.		
Children that had weekly Aftercare contacts for at least 4 weeks following date of discharge			Count of children in this Service Package that had weekly Aftercare contacts for at least 4 weeks during the reporting period.		
Children that successfully completed all 6 months of Aftercare			Count of children discharged from the Service Package that required Aftercare, when there was successful contact with subsequent placement at least twice a month for 6 months, with the final month of Aftercare occurring during the Reporting Period.		
Do you have the ability to track if children experienced a subsequent placement change during 6 months of Aftercare? **Instruction:** Select **Yes** or **No**					
Do you have the ability to track that twice-monthly Aftercare contacts were completed **Instruction:** Select **Yes** or **No**					
Are referrals for continued services in the home or community documented? **Instruction:** Select **Yes** or **No**					

Notes (optional): Provide any additional Aftercare-related information relevant to this reporting period; this could include successes, effective practices, barriers impacting service delivery or other notable updates.	

2.2 Evidence Informed Treatment Model/Logic Model (Optional)

This **optional** section collects information on your Evidence-Informed Treatment Model and/or Logic Model. Complete the table below to report provider-defined metrics or outcomes used to evaluate this Service Package during the reporting period. Metrics should align with the Provider's Evidence-Informed Treatment Model, Logic Model, Program design or identified service outcomes.

Metric/Measure	Actual Value	Method/definition	Data Source	Improvement Options/Next Steps

Notes (optional): Provide any additional Evidence-Informed Treatment Model and/or Logical Model information relevant to this reporting period; this could include successes, effective practices, workforce improvements, challenges, barriers impacting service delivery or other notable updates that DFPS should be aware of.	

3. Staffing Ratios and Caseload (Key Positions)

This section collects information on staffing ratios and caseloads for key positions supporting this Service Package during the reporting period. Complete the table below to report current staffing levels and workload distribution.

3.1 Staffing Snapshot for Tier II: Substance Use Services to Support Stabilization (as of the last day of the month prior to month that Annual Report is due)

Role/Position	Total Number of Positions	Number of Vacant Positions	Providers Ratios/ coverage goal (if applicable)	Position holds Multiple Roles:	Number of Multiple Roles Held
	Instruction: In the cell below, enter the total number of positions for this column during the reporting period.	**Instruction:** In the cell below, enter the number of vacant positions for this column during the reporting period.	**Instruction:** In the cell below, enter the provider ratios or coverage goal for this position during the reporting period.	**Instruction:** In the cell below select **Yes** or **No** to indicate whether this position holds multiple roles for each category.	**Instruction:** In the cell below, select the maximum number of T3C roles held by a single individual filling this position during the reporting period.
Licensed Childcare Administrator					
T3C Program Director					
T3C Treatment Director					
T3C Case Manager					
Direct Deliver Caregivers					
Staff (Including Direct Delivery Caregiver) Recruitment and Retention					
T3C Intake/Placement					
Licensed Chemical Dependency Counselor					

Role/Position	Total Number of Positions	Number of Vacant Positions	Providers Ratios/ coverage goal (if applicable)	Position holds Multiple Roles:	Number of multiple roles held
	Instruction: In the cell below, enter the total number of positions for this column during the reporting period.	**Instruction:** In the cell below, enter the number of vacant positions for this column during the reporting period.	**Instruction:** In the cell below, enter the provider ratios or coverage goal for this position during the reporting period.	**Instruction:** In the cell below select **Yes** or **No** to indicate whether this position holds multiple roles for each category.	**Instruction:** In the cell below, select the maximum number of T3C roles held by a single individual filling this position during the reporting period.
Enhanced Safety and Monitoring Staff If applicable)					
Registered Nurse					
Staff Training and Workforce Development					
Aftercare Services Planning and Case Management					
Continuous Quality Improvement					
Billing, Cost Reporting and Claims Administration					
Cross-System Coordination					
Driver					

Notes: Provide any additional staffing-related information relevant to this reporting period; this could include successes, effective practices, workforce improvements, staffing challenges, barriers impacting service delivery or other notable updates that DFPS should be aware of.	

4. Continuous Quality Improvement Process

This section collects information about the Continuous Quality Improvement (CQI) process used during the reporting period to evaluate this Service Package, monitor outcomes, identify areas for improvement, and program evaluation during the Reporting Period. Data collected through operational reporting, case reviews, and service outcome monitoring should be used to inform internal CQI evaluation and improvement activities on.

4.1 CQI Oversight and Review Structure

CQI Component	Value for Current Reporting Period	Notes (optional)
Staff role responsible for CQI oversight **Instruction:** Enter the staff position responsible for CQI oversight.		
For this Service Package were CQI review meetings conducted during the reporting period? **Instruction:** Select **Yes** or **No**.		
Data Sources used in CQI Review **Instruction:** For each item listed, select **Yes** or **No** from the dropdown box in the corresponding light blue box to indicate whether the item was used in the CQI review. In the Notes column, provide any additional CQI information relevant to this reporting period.	**Referrals and Admissions Data**	
	Service Package Transition Outcomes	
	Placement Stability	
	Continued Stay Reviews	
	Staffing and Caseload Data	
	Aftercare Outcomes	
	Discharge Outcomes	

Frequency of CQI Review **Instruction:** For each item listed, select the appropriate response from the dropdown box in the corresponding light blue box to indicate the frequency at which the item is used in the CQI review process. If "Other" is selected, identify the frequency in the Notes column. In the Notes column, provide any additional CQI information relevant to this reporting period.	**Referrals and Admissions Data**	
	Service Package Transition Outcomes	
	Placement Stability	
	Continued Stay Reviews	
	Staffing and Caseload Data	
	Aftercare Outcomes	
	Discharge Outcomes	
Participants in CQI Review Process **Instruction:** For each item listed, select **Yes** or **No** from the dropdown box in the corresponding light blue box to indicate whether the staff member participated in the CQI reviews. In the Notes column, specify the staff titles and whether they participated in all reviews or only specific areas, and any additional CQI information relevant to this reporting period.	**Case Management**	
	Operations Staff	
	CQAI Staff	
	Program Leadership	
	Clinical Staff	
	Other **(if Yes provide CQI participant in notes)**	