

Residential Provider T3C Service Package Discussion & Confirmation Guide

The T3C System relies on frequent communication between Residential Child Care Provider staff, DFPS/SSCC Caseworkers, and the child's support network and Service Planning/ Permanency Planning Team members, so that all participants are collaborating as a single unified team that is working together on the child's behalf.

An important part of that collaboration is members reaching a consensus on the child's Selected Service Package and what services they will receive to address their current needs. **All members should know what the child's Selected Service Package is at all times**, so that there is clarity on what the child's current needs are, their current services and supports, and how progress towards the completion of the child's treatment within the Service Package's Treatment Model will be measured. It is also useful to ensure that all members understand the provider's Treatment Model, and the cadence of the child's Selected Service Package, in terms of how often the CANS Assessment and Service Planning are performed.

While it is the responsibility of the DFPS/SSCC Caseworker to communicate with the Residential Provider around the periodic evaluation and re-authorization, or changes to the Selected Service Package, the Provider can be proactive by fostering conversations and ensuring that they are reaching out to the DFPS/SSCC Caseworker at key times, as indicated below:

When should the Residential Provider discuss and confirm the Selected Service Package with the child's DFPS/SSCC Case Worker?

Upon acceptance into Placement.

Confirm the Service Package to ensure clarity that correct services are provided, and the Service Package is accurately entered in IMPACT for billing.

After each CANS assessment.

The caseworker must update the Selected Service Package within 30 days based on CANS results, the Recommended Service Package, and the child's progress within the treatment model.

At Each Service Planning Team Meeting.

All team members should review the child's current needs and ensure the Service Plan reflects the updated Service Package and corresponding services.

What should the Residential Provider check for on the Service Package Confirmation?

There is both a Recommended *and* Selected Service Package identified.

Add-On Services applicable to the child and Foster Home should also be identified.

The Selected Service Package identified is what was agreed upon.

The Start Date of the Selected Service Package aligns with the placement date for a newly placed child.

The date should be prior to the previous expiration date if the Confirmation is the result of a review.

When should the Provider's Case Manager request the most updated Service Package Confirmation report from the child's Case Worker?

At the time of Placement into a T3C Placement.

Ensure that the Service Package Confirmation includes all relevant information. If missing, request immediately after placement.

Around a week after each of the child's CANS assessment interviews.

Request updated Confirmation, especially if the Recommended Service Package has changed. Ensure consensus on if the Selected Service Package should also change.

Any time a change in the child's needs prompts discussion of a change.

Request updated Confirmation after any discussion of changes to the Selected Service Package to ensure alignment with agreed changes.

When 30 Days Remain Until Expiration.

Expiration dates act as a buffer; approaching expiration may signal communication issues or risk payment problems if updates are delayed after CANS assessments.

If a Caseworker needs guidance, you can always refer them to DFPSTexasChildCenteredCare@dfps.texas.gov and to the following Caseworker resources that are linked from the DFPS website:

[Entering a T3C placement into IMPACT Guide](#)

[Service Package Confirmation Report for Caseworkers](#)