# Region 8 Removal Checklist

**Purpose:** Use this form to help you remember the important steps and time frames from the time of the removal until the case has been transferred to a Conservatorship caseworker. This checklist does not specify which stage of service is responsible for each task as each region partners to divide the responsibilities as appropriate. Transfer of the case to the conservatorship unit is not contingent upon the removing caseworker completing all tasks on this checklist.

**Directions:** Enter the date when you complete each task. After completing this form, file it under the Family Services tab in the Conservatorship case file. A child cannot be placed unless DFPS has taken custody. Only proceed with this checklist if you have taken emergency custody.

**Note:** This removal checklist is for both Region 8A and 8B. Notice that the placement mailbox for Belong will be different for 8A and 8B.

| DAY 1 (WITHIN 24 HOURS OF REMOVAL) |
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| **Date Completed** | **Tasks Due on the Following Date**:       |
|       | Obtain supervisor and PD approval prior to the removal. Discuss the following with your supervisor: * Who will and will not be offered a visit within the first five days?
* If the child’s parents will not be offered a visit, why the visit is not in the child’s best interests.
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|       | Give the Notice of Removal of Children ([Form 2231](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=P-201-2231.pdf)) and the booklet titled While Your Child is in Care to the parent or caretaker. |
|       | Complete the Child Caregiver Resource Form ([Form 2625](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=P-201-2625.pdf)) with the parent **and** child. * Ask the parent or caretaker to discuss with their child any people (neighbors, relatives, friends, teachers, church members or others) that the child feels safe around and would like to stay with and include this information on the form.
* The caseworker must also ask the child in a developmentally appropriate way if there are people (neighbors, relatives, friends, teachers, church members or others) that they feel safe around and would like to stay with. Document this discussion in the contact narrative.

If the parent or caretaker does not complete the form at the time of the removal, ask the parent to sign the blank form. Encourage the parent or caretaker to complete the form and return as soon as possible. If the form is completed at the time of the removal, leave one copy with the parent or caretaker. If the form is not completed at the time of the removal, leave two copies (one for the parent or caretaker to keep and one to complete and return). |
|       | Schedule a visit between the parent and child to occur within 5 days of DFPS being named temporary managing conservator. Include all the child's siblings who are in foster care for the visit. Subsequent visits outside of this 5-day visit are to be coordinated between the removing unit and CVS until the case is transferred to the CVS caseworker. |
|       | Ask the parent or caretaker for the child’s birth certificate, Social Security card, immunization records, citizenship or immigration status, religious affiliation, and Medicaid card. |
|       | Obtain as much information about the child's medical, developmental, and education history as possible from the parent or caretaker. Use this information to complete the *Medical/Developmental History Form*in IMPACT. This includes information about the child’s current medical, dental, vision, school, and behavioral health history and treatment. If the child is currently taking medication, document its name, dosage, frequency, prescribing physician, and time the caregiver last administered it. If possible, gather medications, medical supplies, and assistive devices, such as eyeglasses, dental retainers, leg braces, and wheelchairs. Contact the regional eligibility specialist if the pharmacy refuses to refill any medications. Obtain a list of all known schools for the child, all known doctors and clinics, and location of the child’s birth. |
|       | Ask parents, family members, and any child old enough about American Indian heritage. If a child MAY be of American Indian heritage, review and follow these policies in the CPS Handbook: [1224](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_1200.asp#CPS_1224) Indian Child Welfare Act, [5330](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_5300.asp#CPS_5330) Indian Child Welfare Act, [5740](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_5700.asp#CPS_5740) The Indian Child Welfare Act, Appendix [1226-A](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_px_1226a.asp#CPS_apx1226a), and Appendix [1226-B](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_px_1226b.asp#CPS_apx1226b). |
|       | If the child is not a U.S. citizen: * Follow policy in CPS Handbook, [6700](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_6700.asp#CPS_6700) International and Immigration Issues.
* Notify the appropriate consulate using the Letter to Foreign Consulates ([Form 2650](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=2650cps.doc)).
* Follow guidelines in the [International and Immigration Issues Resource Guide](https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/International_and_Immigration_Issues_Resource_Guide.pdf) and contact the CPS immigration specialists for assistance.
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|       | Request information on absent parents from parents, family members, and any child old enough. Attempt to get the absent parent’s name, current address, last address, and last known workplace, as well as names of relatives or friends. Attempt to contact absent parents to give a Notice of Removal of Children ( [Form 2231](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=P-201-2231.pdf)) and a copy of the While Your Child is in Care booklet. |
|       | Initiate the Preliminary Kinship Caregiver Home Assessment ([Form 6587](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-906-6587.docx)) before the adversary hearing if either of the following is true: * A parent listed any names on the Child Caregiver Resource Form ([Form 2625](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=P-201-2625.pdf).
* A child will be placed with or remain in the home of a kinship caregiver (relative or fictive kin) at the time of removal.

The Preliminary Kinship Caregiver Home Assessment must include:* A criminal history and IMPACT background check (these must not be completed by contacting the Emergency Background Check Unit at SWI).
* A visit to the home of the kinship caregiver to assess the home environment.

Request a written kinship home assessment by completing and submitting Request for Kinship Home Assessment or Services ([Form 6581](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-906-6581.docx)) according to the time frames in policy [6623](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6623) Completing a Risk Assessment and a Written Home Assessment of the Kinship Caregiver. If the kinship placement is out of region, complete the Universal Referral Form ([Form 2077](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-2077.doc)) to request a local permanency specialist.Make a kinship referral by completing the Universal Referral Form ([Form 2077](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-2077.doc)) and emailing it to the regional mailbox. |
|       | Check IMPACT records to determine if the child being removed has any siblings that have been previously adopted. If so, this may affect the choice of placement. |
|       | Discuss any known sexual victimization or aggression involving the child. If the child has any incidents that may be considered sexual victimization, you must follow protocols in the [Child Victimization History in IMPACT 2.0 Job Aid](https://intranet.dfps.texas.gov/CPS/Policy/Meeting_In_A_Box/documents/2024/October/SIH_Job_Aid.pdf). If the child exhibits behavior that may be considered child sexual aggression, you must staff the case with your CVS program administrator immediately and follow the protocols in the [Child Sexual Aggression Resource Guide](https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/Children_with_Sexual_History.pdf). |
|       | If the child is not already placed in an approved or ordered non-verified kinship home, determine the child’s recommended service package, by using CPS Handbook policy [4300](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_4000.asp#CPS_4300) and the [*Texas Child-Centered Care (T3C) System and Placement Resource Guide*](https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/Texas_Child-Centered_Care.pdf)*.* |
|       | If the child is not already placed in an approved or ordered kinship home, contact Belong at placementbexar@sjrctexas.org (8A) placementbelong@sjrctexas.org (8B) to request a placement for the child. The request can be verbal but will need to be followed up with a request via email to Belong at placementbexar@sjrctexas.org (8A) placementbelong@sjrctexas.org (8B). Email subject line “Emergency Referral- Last name, first name” of oldest child begin referred* Provide Belong with the CPS Worker and back-up (supervisor) contact information
* Belong will identify who from Belong should be assigned secondary on SUB stage in IMPACT
* CPI/CPS will enter the SSCC Referral on the case Summary Page in IMPACT
* When requesting placement, complete the Alternative Application for Placement of Children in Residential Care ([Form 2087ex)](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-902-2087ex.docx), also known as the mini common application). Inform CPU of the recommended service package, based on your professional judgement. Notify Belong staff if the child has been identified as a child with sexual aggression.
* Provide Belong with Attachment A form from IMPACT
* Provide Belong with the Referral form for Placement. When you email the mailbox above, you will receive it as an attachment.
* Provide any relevant information to assist with finding placement (i.e. removal affidavit, education information, medical information, up-to-date psychological, etc.)

 \* Please note: Belong **will not begin to search for placement without an active SSCC referral and a thorough and descriptive Alternative Application for Placement (2087ex) or Application for Placement (2087) specific to the child or youth's needs sent via IMPACT.** * Belong will have 1 hour to review the referral and information and determine if it is sufficient for placement search. If the application for placement does not have sufficient information for placement search, Belong will email and call CPS Worker/Supervisor to update information.
* The 4-hour timeframe starts once the referral is accepted as complete by Belong. Belong will advise CPI/CPS by phone and follow-up email as to when the 4-hour time frame begins in order to allow CPI/CPS to coordinate plans for the child/youth.
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|       | Update the following information in INV/FBSS stage prior to completing Conservatorship Removal in IMPACT.• Ensure all parties are listed on Maintain person. This includes all persons in home not previously listed, relative resources, collaterals, etc. • Enter person characteristics for each principal. Make sure no person characteristics apply before marking N/A.• Update address and phone number for each person on the Maintain person list. Be sure to add Medicaid address for each child removed from the home.• Complete person detail for each principal.• Update Person IDs, Social Security number, driver’s license, etc. for each principal.• Enter income and resources for each principal.• Update the Education Log for each child.• Complete criminal history and IMPACT checks for each principal, including potential relative placements.• Complete Person Detail CVS/FA home. Be sure to add in citizenship and mother’s marital status at time of birth. |
|       | Open Subcare/Family Subcare Stages.1. From the Assigned Workload page, select the case name from which the removal occurred. 2. On the Case Summary page, select the secondary tab titled Conservatorship Removal and click on the Add button. This will take you back to the Person List.3. Highlight name of the child or children (if all the removal information on the children is the same including the actual date of removal) to be removed.4. Click on the Continue button. The Conservatorship Removal window displays.5. Fill in the removal date (actual date of removal) and reason for removal. If person characteristics have not been updated for parent or caretaker, mark those that are appropriate.6. On the same window, click on Persons in the Home and click on all persons living in the home at the time of the removal.7. Click on the Save button.8. For additional children that were removed on a different date, click on the Add button.Follow the above steps for each child removed on different dates. |
|       | Place the child in the foster care placement or kinship home as soon as possible.* Provide the caregiver with the reason for placement and the details that led to the removal.
* Ensure that the receiving caregiver has been trained on the correct administration of any medication, the proper use of any medical equipment, and special health care needs of the child by appropriate professional providers prior to receiving the child.
* If placing a child with primary medical needs, follow protocols listed in CPS Handbook, [4117](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_4000.asp#CPS_4117) Specific Placement Considerations for Children Who Have Primary Medical Needs.
* Ensure the caregiver knows to schedule or has a plan to meet the 3-day exam requirement. Determine if the child meets criteria for a 3-day exam. If so, ensure the caregiver knows to schedule or has a plan to meet the 3-day exam requirement. If the child qualifies, within 3 business days, the child must receive a medical examination from a physician or other health care provider authorized under state law to conduct medical examination. Provide the caregiver the STAR Health Member Services line at 1-866-912-6283 if they need assistance in scheduling this exam At removal, any child who has an urgent or emergent health care need (illness, injury, or other need that has to be immediately addressed) is immediately taken to an emergency room or urgent care clinic. A child who is removed from a hospital or seen by a medical provider after removal for an urgent or emergent health need is not required to have this additional exam within 3 business days of removal.
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|       | Provide foster parent with all necessary forms and information:* Placement forms (2085s).
* Medical and developmental history.
* If it is a kinship placement, complete the Kinship Caregiver Agreement Between DFPS and a Relative Providing Care to a Child in the Conservatorship of DFPS ([Form 0695](http://intranet/Application/Forms/showFile.aspx?Name=K-908-0695.docx)).
* Ensure that kinship caregivers have completed medical consent training and acknowledged completion on [Form 0687](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-905-0687.pdf).
* Notify the caregiver that the child will need to complete a 3-day exam within 3 business days of removal.
* Notify the caregiver that the child will need to complete a Texas Health Steps medical exam within 30 days of removal with a Texas Health Steps provider.
* Notify the caregiver that the child will need to complete a CANS assessment within 30 days of removal.
	+ If the child is placed in a T3C Service Package, a CANS assessor will coordinate with them to schedule the assessment. Notify the caregiver that they are expected to participate in the assessment.
	+ If a child is placed under the Service Level System, notify the caregiver they will need to call Star Health and schedule a CANS assessment.
* Notify the caregiver that the child will need to complete a Texas Health Steps dental checkup within 60 days of removal with a Texas Health Steps provider.
* Medicaid card.
* If the child is in kindergarten through grade 12, provide the Education Portfolio to the caregiver as soon as possible but no later than 5 days.
* Provide the CBC Designation of Education Decision Maker ([Form 2085-E](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-2085-E.pdf)) at placement or no later than 5 days after the show cause/adversary hearing.
* Provide the Placement Summary ([Form 2279](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-2279.docx)) at time of placement and within 72 hours if there are any updates.
* Provide the Child Sexual History Report (Attachment A) in IMPACT to the caregiver at time of placement and have them acknowledge receipt on the Placement Summary ([Form 2279](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-2279.docx)). Enter the date the Child Sexual History Report (Attachment A) was provided to the caregiver on the child’s placement page in IMPACT. Upload the document into OneCase.
* Complete discussion of other items on the checklist and document any that were not discussed and the reasons they were not discussed.
* Provide the Texas Foster Care Handbook for Children, Youth and Young Adults to all children 10 and up and document in case file.
* Inform youth 16 or older of their right to request a court determination of their ability to consent to some or all their own medical care. Review the Notice of Your Right to Request the Court to Authorize Consent For Your Own Medical Care ([Form 2092](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=2092.doc)) with the youth.
* Review with the child and caregiver CPS Rights of Children and Youth in Foster Care ([Form 2530](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-906-2530.docx)) at placement or within 72 hours. Upload Form 2530 to OneCase.
* Provide the Foster Care and Adoption Discipline Acknowledgement ([Form 2410](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=2410.pdf)) at placement.
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|       | Designate emergency shelter staff, foster parents, or DFPS staff as medical consenter:* Ensure Belong has documented medical consenter information in IMPACT the same day or by 7 p.m. on the next calendar day.
* For the Court Authorization in the IMPACT Medical Consenter Detail, select *Before Court Hearing*.
* If proposed medical consenter is known prior to placement, complete IMPACT entry prior to placement and generate Medical Consenter ([Form 2085B](http://intranet.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=K-905-2085b.docx))from IMPACT (critical information including the PID of child and medical consenter pre-fills once the medical consenter is entered).
* If proposed medical consenter is NOT known prior to placement, download and complete Designation of Medical Consenter ([[Form 2085B](http://intranet.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=K-905-2085b.docx)](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085B.docx)on Smiley), making sure to enter the PID of the child and medical consenter on the form.
* Provide completed copies of ([[Form 2085B](http://intranet.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=K-905-2085b.docx)](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085B.docx))to each medical consenter and to the caregiver.
* Generate Form 2096 from IMPACT within 5 business days and file with the court to notify it of the medical consenter designation.

**Note**: When contacting STAR Health and registering for the Health Passport, the medical consenter’s IMPACT ID must be correct for verification purposes.  |
|       | Ensure that the new placement, if not the medical consenter, coordinates with the medical consenter to select a STAR Health primary care provider (PCP) for the child from the STAR Health Provider Directory. The medical consenter may select a PCP by calling STAR Health at 866-912-6283 or mailing the PCP Selection/Change Form to Superior. |
|       | Request daycare for the kinship placement, if needed. The SSCC will request daycare for paid foster care placements.  |
|       | Request information from the parents about any active protective orders or pending applications for protective orders in which they are named a party in the suit for the protective order. This must be documented in the affidavit submitted to the court. |

| **DAY AFTER REMOVAL** |
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| **Date Completed**  | **Tasks Due on the Following Date**:       |
|       | Contact district attorney or county attorney to inform them of removal if based on the need for an emergency removal. Complete legal paperwork as required for each county. |
|       | Complete affidavit for removal. |
|       | If the child is placed in a T3C Service Package, submit the Affidavit for Removal to the [CANS Request Mailbox](https://intranet.dfps.texas.gov/cps/well-being/medical_services/cans.asp), based on the child’s legal region or the SSCC catchment area, to initiate a CANS Request Process.  |
|       | File legal documentation as required by each county. (Remember all legal work needs to be filed within 24 hours of the removal or the first working day following a weekend or a court holiday.) |
|       | Participate in ex-parte hearing as appropriate for each county. |
|       | Obtain copies of all legal paperwork. |
|       | Monitor that Belong has completed placement for each child in IMPACT in each child’s SUB stage and submitted to Supervisor for approval. Be sure they entered the date that the actual placement occurred. This will be done by Belong; however, worker is responsible to confirm.\*If placement has not been entered in IMPACT by Belong within 12 hours of placement or by 7 pm the next calendar day, contact the Belong Worker and their supervisor and request placement documentation be completed in IMPACT. |
|       | Complete requested Service Level for each child, only for those children that are not placed in a T3C Service Package. |
|       | If the child is placed in a T3C Service Package, complete the Recommended Service Package page for each child in IMPACT in each child’s SUB stage.  |
|       | If the child is placed in a T3C Service Package, complete the Selected Service Package page for each child in IMPACT in each child’s SUB stage for children placed in a T3C Service Package. The Selected Service Package is what the child’s current placement is credentialed for. |
|       | Complete ICM form up to the “Discussion Questions” and submit it to the Regional FGDM Coordinator. |
|       | Enter Legal Actions in each child’s SUB stage. For more details see CPS Handbook, 6133.3 Documenting Legal Activity. |
|       | Update the IMPACT *Medical Consenter Detail* to reflect the court authorization of medical consenter the same day or no later than 7 p.m. on the next day. If the medical consenter changed after the court hearing, issue a new [Form 2085B](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085B.docx) and generate Form 2096 from IMPACT within 5 business days to notify court of medical consenter designation. If the medical consenter did NOT change after the court hearing, it is not necessary to issue a new Form [2085B](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085B.docx) or notify the court. |
|       | Complete as much information as possible on the *Medical/Developmental History* in each child’s SUB stage. Provide a copy to the child’s caregiver. |
|       | *Maintain Rel/Int* of the child to “self” and any principal to their appropriate *Rel/Int* on the *Person List* in each child’s SUB stage. |
|       | *Maintain Rel/Int* of each principal on the *Person List* in the FSU stage. |
|       | If Child Caregiver Resource Form ([Form 2625](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=P-201-2625.pdf)) is completed at the time of the removal and/or the child has provided names of adults they would like to stay with, initiate the home assessment process. (See CPS Handbook, [6610](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6610) Identifying a Potential Relative Placement Before the Adversary Hearing and [6620](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6620) Contacting and Placing with a Potential Caregiver After the Removal). |
|       | Submit a request for a diligent search (FINDRS-2277) to the DFPS FINDRS mailbox within 24 hours of receiving signed orders or verbal order from a judge. ([3222 Diligent Search for Possible Relative or Fictive Kin Placement](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_3000.asp#CPS_3223)) |
|       | CPI forwards the results of the diligent search, via email, within 24 hours, to the CVS worker and supervisor who are now secondary.  |
|       | Email a copy of the Affidavit in Support of Removal and other legal documents to the CVS employee designated to assign the case to a CVS caseworker. Copy Kinship staff and FGDM staff or follow the regional protocol for referring the family for an FGC. This should prompt the scheduling of the required post-removal staffing. |
|       | When a parent cannot be located, exercise due diligence to identify and notify in writing all grandparents, other adult relatives, and parents of siblings of the child by providing them with the Relative Interest Form ([Form 2624](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-2624.pdf)). The search for and notification of relatives should be ongoing but is required to take place within the first 30 days after the removal of the child. For more details, see CPS Handbook, 3224 Notification. |
|       | Work with the caregiver and ensure each child is scheduled for the required 3-day medical exam. If the caregiver cannot take the child to this exam, a CPA or DFPS employee must do so. |
|       | Request school and medical records for each child. |
|       | Complete or update the Interagency Application for Placement, as appropriate. |

| **WITHIN 5 DAYS OF REMOVAL** |
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| **Date Completed**  | **Tasks Due on the Following Date**:       |
|       | If the child is under three and suspected of having a disability or developmental delay as a result of exposure to illegal substances, or the disability or developmental delay requires evaluation prior to their scheduled Texas Health Steps check-up, refer the child to ECI by completing ECI Screening Referral ([Form 0789](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-908-0789.pdf)). This must be done within two business days of the need being identified. |
|       | Assign the eligibility specialist as a secondary caseworker on the SUB stage.  |
|       | Complete the Foster Care Assistance Application (FCAA) in IMPACT and submit it to the eligibility specialist. Send the eligibility specialist the following documents: affidavit, the petition that initiated the court action, the court order designating DFPS as the child’s managing conservator, documentation of the child’s birth, and documentation of the child’s citizenship or immigration status. |
|       | Start the Education Portfolio. See CPS Handbook, [15410](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15410) Education-Related Documents Required for the Education Portfolio. |
|       | If not previously completed, take a photograph of each child and upload it to their SUB stages. The photograph must be taken from a short distance and only contain the child (no group photos). Ensure the child’s face is clearly visible. |

| **WITHIN 10 DAYS OF REMOVAL OR PRIOR TO 14 DAY ADVERSARY HEARING** |
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| **Date Completed** | **Tasks Due on the Following Date**:       |
|       | By the 7th day, attend ICM/case transfer staffing. At the time of the ICM, provide any remaining placement documentation to CVS and Belong that has not been provided previously. |
|       | Develop a temporary visitation schedule with each parent, and complete the Temporary Visitation Schedule ([Form 2640](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=2640.pdf)). |
|       | File the Temporary Visitation Schedule with the court or be prepared to have it completed prior to the show cause/adversary hearing. |
|       | Ensure that if the child’s school has changed, the child has been withdrawn and the records have been transferred to the new school. (See the following policies in the CPS Handbook: [15350](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15350) Requesting Transfer of School Records, [15360](https://www.dfps.texas.gov/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15360) Withdrawing a Student from School, and the [Education for Children Resource Guide](https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/Education_Resource_Guide.pdf)) |
|       | Complete court report for show cause/adversary hearing, if required, and file with the court following local protocol. |
|       | Contact ad litem for child to discuss case. Provide copy of court report, if required. |

| **WITHIN 14 DAYS OF REMOVAL** |
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| **Date Completed**  | **Tasks Due on the Following Date**:       |
|       | If not previously completed, designate an appropriate person to be the education decision-maker:* If not previously completed, complete Designation of Education Decision-Maker ([Form 2085-E](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085e.pdf))).
* File the most current and correct copy of [Form 2085-E](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085e.pdf) with the court.
* Provide completed copies of [Form 2085-E](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085e.pdf)to the school, caregiver, or facility director, as well as the parents, managing conservator, attorney ad-litem, guardian ad-litem, and any other person named by the court to have an interest in the child’s welfare.
 |
|       | If not previously completed, complete Temporary Visitation Schedule ([Form 2640](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=2640.pdf)) with each parent and present to the court at the time of the show cause/adversary hearing. |
|       | Attend show cause/adversary hearing. Ensure the conservatorship caseworker is aware of the court orders from this hearing. |
|  | If an attorney ad litem (AAL) or guardian ad litem (GAL) has been appointed, complete the Communication Plan with AAL and GAL (Form **2071**). Obtain input from the conservatorship caseworker regarding communication with the AAL or GAL. |
|       | Update *Legal Actions* in each child’s SUB stage. |
|       | If not authorized during the ex parte hearing, update the IMPACT *Medical Consenter Detail* to reflect the court authorization of medical consenter the same day or no later than 7 p.m. the next day. If the medical consenter changed after the court hearing, issue a new [Form 2085B](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-905-2085b.docx) and generate Form 2096 from IMPACT within 5 business days to notify court of medical consenter designation. If the medical consenter did NOT change after the court hearing, it is not necessary to issue a new Form [Form 2085B](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-905-2085b.docx) or notify the court. |
|       | If the education decision-maker changes as a result of the show cause/adversary hearing, or prior to case transfer, update the Designation of Education Decision-Maker ([Form 2085-E](https://intranet.dfps.texas.gov/application/forms/showFile.aspx?Name=K-910-2085e.pdf)) and distribute to all required parties within 5 days of the change. |
|       | If all parents’ locations are known, complete [Form VS 168](https://www.dshs.texas.gov/sites/default/files/vs/doc/Inquiry-Court-Continuing-Jurisdiction-Child.pdf) [Inquiry on Court of Continuing Jurisdiction for a Child (this is a DSHS form).](http://intranet/Forms/CPS/TDH_BVS/TemplateServer.asp?template=VS-168.doc) Submit the form to the Bureau of Vital Statistics, Texas Department of State Health Services. |
|       | If paternity has not been established, complete [Form VS 134](https://www.dshs.texas.gov/sites/default/files/vs/doc/Application%20for%20Paternity%20Registry%20Inquiry%20VS-134_3.2024.pdf) [Paternity Registry Inquiry Request](http://intranet/Forms/CPS/TDH_BVS/TemplateServer.asp?template=VS-134.doc) (this is a DSHS form). Submit the form to the Bureau of Vital Statistics, Texas Department of State Health Services. |
|       | If the investigation can be completed by the time of case transfer, it should be included in the case file documentation.  |
|       | Assign the Conservatorship caseworker as primary to the SUB/FSU stages no later than the first scheduled Adversary hearing.  |
|       | Plan to attend the family group conference or permanency conference/FGDM. |
|       | Upload all the documentation gathered so far into OneCase for the Belong caseworker or Belong supervisor. |