



# TEXAS

## Department of Family and Protective Services

Safety Plan

### **Resource Guide**

---

August 2025

## Contents

|                                                                                             |           |
|---------------------------------------------------------------------------------------------|-----------|
| Purpose .....                                                                               | 4         |
| Definitions .....                                                                           | 4         |
| Policy .....                                                                                | 4         |
| Types of Safety Plans .....                                                                 | 4         |
| Guidelines for Safety Plan Implementation .....                                             | 5         |
| <b>Factors to Consider Prior to Safety Plan Implementation .....</b>                        | <b>5</b>  |
| <b>Required Notification Prior to Implementing a Family-Initiated PCSP.....</b>             | <b>5</b>  |
| <b>Length of a Family-Initiated PCSP .....</b>                                              | <b>5</b>  |
| <b>Existing Custody or Visitation Court Orders .....</b>                                    | <b>5</b>  |
| <b>Case Circumstances When a Safety Plan Should Not Be Considered.....</b>                  | <b>6</b>  |
| <b>What is Not Supervision on a Safety Plan .....</b>                                       | <b>6</b>  |
| Addressing Concerns That Are Not Danger Indicators .....                                    | 7         |
| <b>Ways to Document Concerns for Risk and Actions That Are Not Danger Indicators .....</b>  | <b>7</b>  |
| Assessing the Child's Safety Before Implementing a Safety Plan Intervention .....           | 7         |
| <b>Considering the Totality of Circumstances .....</b>                                      | <b>7</b>  |
| <b>Criteria for Evaluating the Safety Plan Monitor or PCSP Caregiver.....</b>               | <b>7</b>  |
| <b>Safety Plan Monitor or PCSP Caregiver Lives Outside of Texas.....</b>                    | <b>7</b>  |
| <b>Safety Plan Monitor or PCSP Caregiver's Background Check Criteria.....</b>               | <b>8</b>  |
| <b>Completing DPS Criminal History Checks .....</b>                                         | <b>8</b>  |
| <b>Completing FBI Criminal History Checks .....</b>                                         | <b>9</b>  |
| <b>Safety Plan Monitor or PCSP Caregiver with Criminal History.....</b>                     | <b>9</b>  |
| <b>Completing DFPS Abuse and Neglect History Checks .....</b>                               | <b>10</b> |
| Safety Plan Monitor or PCSP Caregiver with Abuse and Neglect History .....                  | 10        |
| Safety Evaluation.....                                                                      | 11        |
| <b>Assessing the Home Environment .....</b>                                                 | <b>12</b> |
| Required Forms and Notifications for Safety Plan Interventions .....                        | 12        |
| <b>Form 2604 Safety plan.....</b>                                                           | <b>12</b> |
| <b>Form 2207 Family-Initiated PCSP Agreement and Safety Plan .....</b>                      | <b>13</b> |
| PCSP Tab in IMPACT .....                                                                    | 13        |
| Required On-Going Contacts after Implementing a Safety Plan or Family- Initiated PCSP ..... | 14        |
| <b>Safety Plan.....</b>                                                                     | <b>14</b> |
| <b>Family- Initiated PCSP.....</b>                                                          | <b>15</b> |
| Extending a Family-Initiated PCSP Past 30 Days .....                                        | 15        |
| Extending a PCSP Past 60 Days .....                                                         | 16        |
| Extending a PCSP Past 90 Days .....                                                         | 16        |
| Required Parent Notification When Extending a Family-Initiated PCSP Past 30 Days .....      | 16        |
| Required Ongoing Contacts during a Family-Based Safety Services Case .....                  | 16        |
| Child Safety and Needs During a Safety Plan or Family-Initiated PCSP .....                  | 16        |
| Changes to the Home During a Safety Plan or Family-Initiated PCSP .....                     | 17        |
| Ending a Safety Plan or Family-Initiated PCSP .....                                         | 17        |
| <b>Ending a Safety Plan.....</b>                                                            | <b>17</b> |
| <b>Ending a Family-Initiated PCSP .....</b>                                                 | <b>17</b> |
| End Reasons for Family-Initiated PCSP in IMPACT .....                                       | 18        |
| Closing a Case When the Child Remains in a Family-Initiated PCSP .....                      | 18        |
| <b>Danger is No Longer Present and Child Will Remain with PCSP Caregiver .....</b>          | <b>19</b> |
| <b>Danger is Present and Child Will Remain with PCSP Caregiver.....</b>                     | <b>19</b> |
| <b>Follow Up After Case Closure with a Child Remaining in a Family-Initiated PCSP .....</b> | <b>20</b> |
| Region 3W PCSP Unit .....                                                                   | 21        |
| Cases Referred to On-Going Services.....                                                    | 21        |
| Broken Safety Plan Agreements.....                                                          | 21        |
| APPENDIX.....                                                                               | 23        |

**APPENDIX 1: WHAT CONSTITUTES A FAMILY-INITIATED PCSP?.....23**

**APPENDIX 2: FBI EXIGENT RECORDS CHECKS.....24**

    FBI EXIGENT RECORDS CHECK - IN-STATE RESIDENT.....24

    FBI EXIGENT RECORDS CHECK - OUT-OF-STATE RESIDENT.....24

**APPENDIX 3: EXAMPLES OF DOCUMENTATION ON SAFETY PLAN INTERVENTIONS.....25**

## Purpose

This safety plan resource guide is intended to provide guidance on what a safety plan and family-initiated Parental Child Safety Placement (PCSP) are and what needs to be considered when implementing a safety plan or family-initiated PCSP. Safety plans, including a family-initiated PCSP, should only be used when a child is unsafe, and a danger indicator has been identified on the safety assessment.

## Definitions

**Parent or legal guardian** – a parent, legal guardian, or managing or possessory conservator.

**Safety plan monitor** – a safety plan monitor is defined as the person providing supervision between the parent and child while the parent and child live together in the same home.

**PCSP Caregiver** – a PCSP caregiver is defined as a person providing supervision between the parent and child while the parent lives in a separate home and the child resides with the PCSP caregiver.

**Supervision** – a safety plan monitor or PCSP caregiver observes the interactions between the parent or legal guardian and the child to ensure child safety. Supervision can come in various forms depending on a number of factors.

## Policy

For related policy regarding sharing confidential information and your ability to do so when implementing a safety plan, see [1451 Sharing Confidential Information](#).

For related policy regarding safety assessments and safety plans, see the CPS Handbook section [2270 Assessing Safety and Risk](#) and [3200 DFPS Actions When Danger to a Child is Present](#).

For related policy regarding running background checks on safety plan monitors for the purpose of creating a safety plan and PCSP caregivers, see the CPS Handbook section [1830 People on Whom Criminal Records Checks Can Be Made](#) and [2274 Assessment of Ongoing Child Safety](#).

## Types of Safety Plans

Safety plans are written agreements between DFPS, a parent or legal guardian, and a safety plan monitor or PCSP caregiver that allows the child to remain temporarily safe when an immediate danger to the child has been identified. Safety plans identify actions that will be taken that directly address danger(s) that are present to ensure a child's safety.

Safety plans are voluntary and must be signed by the parties who are identified to act and must never violate a court order.

The 3 types of safety plan interventions are:

1. The child and the parent or legal guardian remain together, and contact is supervised.
2. The child and the parent or legal guardian reside together but away from the danger.

3. A family-initiated PCSP is implemented (the child and the parent or legal guardian do not reside together and contact between them is supervised).

The first 2 types of safety plan interventions listed above allows the parent and child to remain together and requires [Form 2604 Safety Plan](#) to be completed and signed by all parties.

A family-initiated PCSP involves the parent and child living separately and requires [Form 2207 Family-Initiated Parental Child Safety Placement Agreement Safety Plan](#) to be completed and signed by all parties.

***Nothing else outside of the 3 types of safety plan interventions should be documented on Form 2604 or Form 2207.***

## **Guidelines for Safety Plan Implementation**

### **Factors to Consider Prior to Safety Plan Implementation**

A safety plan is a short-term intervention that allows the child to remain safe while a parent or legal guardian is participating in services and changing their behaviors to reduce the risk of future abuse or neglect. When evaluating whether a child will be safe in a safety plan including a family-initiated PCSP, you must use your professional judgement and consider all information available when staffing with a supervisor to implement a safety plan.

You must not implement a safety plan, including a family-initiated parental child safety placement (PCSP), if you determine that removal is necessary and more appropriate because the safety plan intervention would not adequately protect the child, based on case-specific factors. These factors may include, but are not limited to, the following:

- Danger to the child if the child remains with or returns to the parent.
- Child and family's history.
- Risk to the child.

### **Required Notification Prior to Implementing a Family-Initiated PCSP**

You must notify the parent of their right to refuse to enter into the PCSP agreement and consult an attorney within a reasonable time prior to entering into the family-initiated PCSP agreement. Parents must be informed of their right to be represented by an attorney or court appointed attorney if indigent and the department obtains a court order to require their participation in services. These rights are listed on Form 2207 Family-Initiated PCSP Agreement and Safety Plan and must be reviewed prior to the parent signing the agreement.

Parents must be informed that if a child is in danger and a safety intervention cannot be established, a staffing must occur to seek legal intervention.

### **Length of a Family-Initiated PCSP**

If a child is placed in different PCSPs during the life of the case, a child cannot be outside of a parent's care in a family-initiated PCSP for longer than 90 days total, unless a court order is in place or a parent and their attorney sign Form 2207 Family-Initiated PCSP Agreement and Safety Plan.

### **Existing Custody or Visitation Court Orders**

A safety plan must not contradict existing court orders or require a person to take action contrary to an existing court order. In practice, when a danger indicator is present and a safety plan must be implemented, the parent or legal guardian that will have supervised or restricted access to their child must sign and agree to the terms of the safety plan agreement.

### **Case Circumstances When a Safety Plan Should Not Be Considered**

There are times when a safety plan would be insufficient in ensuring child safety due to the case circumstances surrounding the danger and family dynamics.

A safety plan intervention must not be implemented if:

- You determine the parent or legal guardian's behaviors will continue to place the child in danger even under supervision.
- You determine based on the parent's behaviors the child would continue to be in danger if returned to the parent once a safety plan intervention is no longer in place (ex: 2-month-old has broken bones caused by physical abuse and there is no protective parent as both parents caring for the child at the time of injury deny knowledge of how the infant was injured).
- A parent, legal guardian, safety plan monitor, or PCSP caregiver is unwilling to agree to the safety plan or refuses to sign the safety plan.
- There is not a safety plan monitor or PCSP caregiver who passes background checks and is knowledgeable, willing, and able to supervise and protect the child.
- The criteria for evaluating a safety plan monitor or PCSP caregiver (see section below) cannot be met.
- A danger to the child is not present and a danger indicator is not marked on the safety assessment.
- A safety plan would require the child to move out of the state of Texas.

### **What is Not Supervision on a Safety Plan**

- A verbal agreement for supervision between the parent or legal guardian and the caseworker.
- Someone visiting the home to check in periodically on the parent or legal guardian and child.
- The safety plan monitor or PCSP caregiver conducting virtual visits with the parent or legal guardian and child.
- Law enforcement or another agency conducting welfare checks with the parent or legal guardian and child.
- Hospital staff providing supervision between the parent or legal guardian and child.
- Requesting the parent to agree to do a specific behavior, such as not using drugs around their children, taking the child to the doctor, etc.
- Action oriented tasks not involving supervision, such as cleaning the home, making repairs, going for a drug test, etc.

## Addressing Concerns That Are Not Danger Indicators

There are times when you find a concern for a home member's behavior that could lead to a future danger but there is no current danger indicator present. You may determine that the parent or legal guardian needs to take action to address the risk of the concerning behavior that may lead to future abuse or neglect if left unresolved. You must have a conversation with the parent or legal guardian regarding the concerning behavior and assist the parent or legal guardian with developing actions to address the behavior. You must document in a contact narrative in IMPACT, the concerning behavior and any action that will be taken by the parent or legal guardian to address the behavior. You may decide that there is a need to have these actions written in a format that can be left or shared with the family. These actions must not be documented on a safety plan form but can be documented with the home member in other ways.

### Ways to Document Concerns for Risk and Actions That Are Not Danger Indicators

1. *Community resource form* or a *blank sheet of paper* in a traditional investigation.
2. *Family Team Meeting Notes* in a traditional investigation, an alternative response case, or Family-Based Safety Services case.
3. *Family Agreement Plan* in an alternative response case. For AR cases, if there is a safety plan, then a Family Agreement Plan must be completed.
4. *Family Agreement Plan* or *Family Service Plan* in a family-based safety services or conservatorship case.
5. *Family Group Conference* in a family-based safety services or conservatorship case.

## Assessing the Child's Safety Before Implementing a Safety Plan Intervention

### Considering the Totality of Circumstances:

When evaluating whether a child will be safe with a safety plan including a PCSP, you must use your best professional judgement and consider all information available. Even in circumstances where the criminal or abuse and neglect history does not require a safety evaluation, the history may reveal relevant information that the potential safety plan monitor or PCSP caregiver may not be able to provide safety for the child. Other than history, a caseworker must look at factors such as the level of honesty and cooperation the potential safety plan monitor or PCSP caregiver has during the evaluation process.

### Criteria for Evaluating the Safety Plan Monitor or PCSP Caregiver

The criteria for evaluating a safety plan monitor or PCSP caregiver can be found in policy. See [3212.1 Assessment of Caregivers](#).

### Safety Plan Monitor or PCSP Caregiver Lives Outside of Texas

A child must not be placed outside of the state of Texas with a safety plan monitor or PCSP caregiver.

A person that resides outside of Texas can be approved as a safety plan monitor or PCSP caregiver if

they will move to Texas once they have been evaluated and assessed per policy [3212.1 Assessment of Caregivers](#).

### **Safety Plan Monitor or PCSP Caregiver's Background Check Criteria**

You must complete a background check (including criminal history and child abuse and neglect history) on any safety plan monitor or PCSP caregiver. You must complete a background check for anyone age 14 years or older who lives in the safety plan monitor's home if the parent or legal guardian and child are moving into the safety plan monitor's home or when a family-initiated PCSP is being considered.

You must enter the following identifying and demographic information into IMPACT under the person detail page prior to running a person's background checks:

- the person's legal name
- date of birth
- ethnicity
- marital status
- driver's license (if applicable)
- social security number (if applicable)

### **Completing DPS Criminal History Checks**

To verify the DPS criminal history check, you must view a United States or foreign government issued ID for all adults. No ID is required for children ages 14-17 years old.

If the safety plan monitor or PCSP caregiver does not have a government issued ID/documentation, then a form of identification that includes a picture, such as a credit card, library card, employee badge, or school identification card can be used. The identification must be checked against another form of identification such as a lease or utility bill in the person's name.

If a person does not have an acceptable form of identification, they cannot be utilized as a safety plan monitor or PCSP caregiver.

DPS criminal history can be requested through IMPACT by completing the following steps:

- Go to the Person Detail tab and click on the person's name.
- Click Records Check tab and click Add button
- Choose *DPS criminal history* under search type and save
- Click Results

You must check the identifying information on each criminal history check result and reject any results that do not have matching identifiers of the person intended.

You must review the criminal history prior to a safety plan being implemented and ask the safety plan monitor or PCSP caregiver for information regarding the circumstances of their arrests or convictions



found on the DPS history results. You must evaluate any behaviors that would pose a danger to the child being placed and be able to articulate how these past behaviors are not a current safety concern for the child.

## Completing FBI Criminal History Checks

An FBI criminal history and fingerprint check is required when an adult:

- has lived outside of Texas within the last 3 years; or
- caseworker learns they may have a criminal history in another state

A valid (non-expired) United States or federal foreign government issued ID is required for any adult who needs an FBI criminal history check. This ID must be presented when the person submits for a fingerprint check. If the person has a driver's license number, the number must be entered into IMPACT prior to requesting an FBI criminal history check.

Caseworker requests an FBI criminal history check for a safety plan monitor by choosing the "FBI Fingerprint Check" option in IMPACT under the Records Check tab found on the Person page.

An **Exigent** FBI criminal history check can be requested over the phone only when a PCSP is being considered. For information on Exigent FBI background checks, refer to Appendix 2 section below.

If the safety plan monitor, PCSP caregiver, or home member has not been fingerprinted or arrangements have not been made to be fingerprinted, you must immediately staff with the program director to determine if the person should be removed from the safety plan or PCSP.

If there is a delay in receiving the FBI criminal history results then a program director is able to approve a safety plan monitor or PCSP caregiver, see policy [3212.3 When Out-of-State Criminal and Abuse and Neglect Background Results Are Not Immediately Available](#).

## Documenting or Disclosing DPS or FBI Criminal History Results

DPS and FBI criminal history results must not be documented directly in IMPACT, see [1840 Limited Disclosure of Criminal History Records Information \(CHRI\)](#). You may document in IMPACT, any information regarding the arrests or convictions that you receive from the person who is the subject of the criminal history check or from other sources outside of the DPS and FBI history check results.

DPS and FBI criminal history results can be disclosed to the person who is the subject of the criminal history record information and must only be released to another person or entity under specific circumstances, see [1841 Definition of Disclosure](#) and [1842 Releasing of a Copy of the DPS Criminal Records Check](#). Any printed copies of the criminal history results must be destroyed and should not be uploaded into Neu Docs Enterprises (formally known as OneCase).

## Safety Plan Monitor or PCSP Caregiver with Criminal History

If the safety plan monitor, PCSP caregiver, or home member has a criminal history, you must determine the type of criminal history and whether it poses a danger to the child, using the table in [Appendix \\_ 4525. Chart 1: Assessing Criminal History Offenses and Convictions for PCSPs](#).

You must complete a safety evaluation when required and request the necessary approvals from

CPI/CPS management, see table in [Appendix 4525, Chart 1: Assessing Criminal History Offenses and Convictions for PCSPs](#). The safety evaluation and approvals are completed on a case-by-case basis for any criminal history convictions that are not an absolute bar to placement so that a decision can be made as to whether the history poses a danger to the child.

If you cannot obtain the information needed to determine how the criminal history would not pose a danger to the child before implementing a safety plan, the safety plan monitor or PCSP caregiver **MUST NOT** be approved.

### **Completing DFPS Abuse and Neglect History Checks**

Before approving a safety plan monitor or PCSP caregiver, you must conduct a DFPS abuse and neglect history check. DFPS abuse and neglect history checks will provide any history of abuse or neglect found in DFPS agencies including CPI, CPS, APS, or CCI. If the parent and child are moving into the safety plan monitor's home or a family-initiated PCSP is being considered, all residents 14 years or older in the home must have DFPS history checks.

An out of state abuse or neglect history check is required for anyone 14 years or older when if any of the following apply:

- That person has lived out of state within the last five years.
- The caseworker learns that person may have abuse or neglect history in another state.

If there is a delay in receiving the out of state abuse and neglect history results then a program director is able to approve a safety plan monitor or PCSP caregiver, see policy [3212.3 When Out-of-State Criminal and Abuse and Neglect Background Results Are Not Immediately Available](#).

DFPS history can be requested through IMPACT by completing the following steps:

- Ensure the person detail list is updated to include all known identifiers such as accurate date of birth and social security number (if applicable)
- Go to the Person List and click on the person's name.
- Click Records Check tab
- Select *FPS history* from dropdown under reports and hit the launch button.
- Go to Reports tab at the top and click on the person's FPS history check.

DFPS abuse and neglect history results must be reviewed, evaluated, and documented. The DFPS history check results will give you general information on how the person searched was related to previous cases. Specific cases should be reviewed to understand the role of the person's past DFPS involvement and to identify any behaviors that would pose a danger to the child being placed. You must evaluate any behaviors that would pose a danger to the child being placed and articulate how these past behaviors are not a current safety concern for the child.

### **Safety Plan Monitor or PCSP Caregiver with Abuse and Neglect History**

A Reason To Believe (RTB) finding against a safety plan monitor, PCSP caregiver, or home member requires a more thorough evaluation (known as a safety evaluation) and additional approvals are required before a safety plan monitor is approved or a child is placed in a Family-Initiated PCSP.

In situations where the proposed safety plan monitor, PCSP caregiver, or home member has a previous *Reason To Believe* history for neglect (Neglectful Supervision, Medical Neglect, Physical Neglect, Refusal to Accept Parental Responsibility, or Abandonment), then program director approval is required.

In situations where the proposed safety plan monitor, PCSP caregiver, or home member has a previous *Reason To Believe* history for abuse (Physical Abuse, Emotional Abuse, Sexual Abuse, Sex Trafficking, or Labor Trafficking), then Regional Director approval is required.

## Safety Evaluation

A safety evaluation is required when evaluating a safety plan monitor, PCSP caregiver, or home member, if certain criminal convictions history or Reason To Believe (RTB) abuse or neglect history is found. You must document, in the contact narrative in IMPACT, the information gathered to support how the criminal or abuse and neglect history does not pose a danger to the child being placed.

You must be able to document the following within 24 hrs. of implementing a safety plan:

- The nature and seriousness of the CPS case or crime for which the potential kinship caregiver or household member was convicted, including any other prior history.
- Information that DPS or other state criminal justice agency may disclose to specific types of people per [Texas Government Code, Section 411.114](#)[External Link](#). DFPS cannot disclose or release FBI criminal history information to any person or entity.
- Information that the caregiver possesses a criminal conviction history that requires a safety evaluation. If a criminal conviction requiring a safety evaluation is found in the caregiver's FBI criminal history but was not also listed on the caregiver's DPS criminal history results, the caseworker cannot document the FBI criminal history record information under any circumstances.
- Length of time since criminal conviction or *Reason to Believe* finding for abuse or neglect.
- The response to the circumstances surrounding the arrests, convictions, or the abuse or neglect history.
- The evidence that supports how past behaviors do not pose a current safety concern for the child.

## Assessing Child Safety and Needs Prior to Implementing a Safety Plan or Family-Initiated PCSP

When assessing a safety plan monitor or PCSP caregiver's ability to keep a child safe, you should ask questions that identify how the child's needs will be met. You must have a conversation with the parent and safety plan monitor or PCSP caregiver regarding how the child's basic, medical, educational, and special needs (if applicable) will be met. You must discuss a plan for childcare if the safety plan monitor or PCSP caregiver are unable to provide supervision due to work or other responsibilities.

## Assessing the Home Environment

When assessing a safety plan monitor or PCSP caregiver's home environment there are several safety related topics that will need to be explored to ensure the child will be safe in the home. You should review [Keeping Children Safe Wherever You Go!](#) with the safety plan monitor and PCSP caregiver and discuss water safety, firearm safety, safe sleeping, poison prevention, and car safety. You must discuss discipline of the child and document the agreement between the parent and the safety plan monitor or PCSP caregiver. You should discuss sleeping arrangements for each child to ensure that each child has adequate sleeping arrangements. Your documentation must reflect how the child is safe in the home and what information was gathered to support this decision.

Pictures of the home environment are highly encouraged and helpful to support your safety decision regarding the home environment. Any pictures of the safety plan monitor or PCSP caregiver's home environment should be uploaded into OneCase (Neu Docs Enterprises) as part of the case record.

## Approval or Denial of a Safety Plan or Family-Initiated PCSP

You must seek approval from your supervisor before implementing a safety plan intervention outside of a family-initiated PCSP.

You must also seek approval from your supervisor and program director before implementing a family-initiated PCSP.

If additional approval is required due to a criminal conviction or Reason To Believe abuse or neglect history, a safety evaluation must be completed and the supervisor seeks the required approval from the program director or regional director.

The supervisor is responsible for ensuring that the safety evaluation is documented in IMPACT by the caseworker.

The supervisor is responsible for documenting the approval or denial by a program director or regional director in IMPACT.

You must notify the parent or guardian whether the safety plan monitor or PCSP caregiver has been approved or denied but must not disclose any criminal or DFPS history to the parent unless the safety plan monitor or PCSP caregiver consents to this information being disclosed. This is not only policy but part of the law in the Texas Family Code.

## Required Forms and Notifications for Safety Plan Interventions

### Form 2604 Safety plan:

When a safety plan is approved, [Form 2604 Safety Plan](#) is completed. Form 2604 is used when the safety plan intervention involves the child and the parent or legal guardian remain together, and contact is supervised or when the child and the parent or legal guardian reside together but away from the danger.

A parent, safety plan monitor, and CPI/CPS staff must sign a safety plan.

A signed copy must be left with the family and with anyone who is participating in the plan. The signed form must be uploaded into OneCase (Neu Docs Enterprise) in IMPACT and the agreement must be documented in a contact narrative in IMPACT.

## Form 2207 Family-Initiated PCSP Agreement and Safety Plan

When a Family-Initiated PCSP is approved, [Form 2207 Family-Initiated Parental Child Safety Placement Agreement and Safety Plan](#) is completed (Form 2604 is not required for PCSPs). This form can be found in [Smiley Forms](#) and meets the legislative requirements including required notification of a person's right to consult legal and refusal to participate. This form must be reviewed with the parent and PCSP caregiver when an initial PCSP agreement is made and any time a family-initiated PCSP is extended.

A parent, PCSP caregiver, and CPI/CPS staff must sign a Family-Initiated Parental Child Safety Placement Agreement and Safety Plan. Each time the form is signed, the agreement is no longer than 30 days.

A signed copy must be left with the family and with anyone who is participating in the safety plan. The signed form must be uploaded into OneCase (Neu Docs Enterprise) in IMPACT and the agreement must be documented in a contact narrative in IMPACT.

## Form 2208-School Residency Letter

For any school aged child who is placed in a Parental Child Safety Placement, the PCSP caregiver must be provided with a Proof of Residency Letter to serve as documentation for school enrollment. This form can be found in [Smiley Forms](#) and meets the legislative requirements.

## PCSP Tab in IMPACT

### Entering the PCSP into IMPACT:

The PCSP tab must be completed in IMPACT as PCSPs must be tracked for reporting requirements. The PCSP tab is required to be completed on the same day the child is placed.

The PCSP tab will require caseworkers to select a PCSP caregiver and select the child(ren) are being placed in the PCSP. After entering the PCSP, the PCSP decision and approvals must be documented as follows:

1. Select the date of the decision.
2. Search and select the Supervisor who approved
3. Search and select the Program Director who approved.

Confirm that the child(ren) are in placement by selecting the radio button. Select the date of placement. This is the date the child(ren) are placed in the PCSP or the date the PCSP agreement is signed, whichever comes first.

### Extensions of the PCSP

If the PCSP is extended, this must be updated in IMPACT under the PCSP tab by selecting the date of the decision and entering the approvers for the PCSP. Once the extension has been entered, IMPACT will provide an expiration date.

### Family-Initiated PCSP Extended Past 90 Days:

Family-initiated PCSP extensions past 90 days must be entered into IMPACT. By law, this requires that a parent and their attorney agree or there is a court order.

If you attempt to enter the extension without marking "Yes" to "Has a court rendered an order to continue the PCSP" or "Has a parent and the parent's attorney agreed to extend the PCSP," you will receive an error message.

**Family-Initiated PCSP extended past 120 days:**

A PCSP cannot be extended more than 120 days without filing for legal intervention. It is not sufficient that a parent and the attorney agree to extend the PCSP. Any attempt to extend past 120 days without a court order will result in an error message. The legal actions tab, must be entered in IMPACT documenting the denial of the legal action or approval of the court order with date and cause number.

Once you indicate that the case is being extended beyond 120 days, the legal actions list will appear. Select the radio button for the corresponding legal action and click save.

You no longer need to enter anymore extensions since the court is now involved. The only available option for the PCSP will be to terminate the PCSP, which you should do when appropriate.

**Notifications of PCSP extensions and deadlines:**

You will receive alerts and tasks on your IMPACT to do list 7 days prior to an expiration of a PCSP.

E-mail reminders will also be sent to the caseworker and others in the chain of command 3 days prior to the expiration of the PCSP.

An e-mail will be sent the day the PCSP is set to expire and daily once the PCSP has expired.

If you have answered “Yes” to the question "Has a court rendered an order to continue the PCSP?" e-mails will be sent out every 30 days to remind you to review the PCSP to determine if it should be ended.

E-mails will also be escalated up to the Regional Director level for PCSPs that are not terminated within timeframes or have been ordered by the court.

| Timeframe  | Action Required                                                                                                                                                   |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day 0–30   | Initial family-initiated PCSP; Form 2207 completed                                                                                                                |
| By Day 30  | 1st extension requires supervisor + program director approval; updated Form 2207; update IMPACT                                                                   |
| By Day 60  | 2nd extension again requires supervisor + program director approval; update IMPACT                                                                                |
| By Day 90  | Extension allowed only if:<br>- Program director approves, AND<br>- Parent and attorney sign Form 2207, OR<br>- Court renders an order directing PCSP to continue |
| By Day 120 | Legal intervention must be filed; update Legal Actions tab in IMPACT                                                                                              |

## **Required On-Going Contacts after Implementing a Safety Plan or Family- Initiated PCSP**

### **Safety Plan**

Safety plans must not go beyond 30 calendar days without being reevaluated with a supervisor.

You must have contact with the parent or legal guardian, child, and safety plan monitor to assess the child's safety and if the safety plan can be ended. The caseworker must do the following:

- Complete the contact and reevaluation as often as necessary but at least every 30 calendar days.
- Document the contact in IMPACT.

If during the review the caseworker and supervisor determine a safety plan is needed beyond 30 days due to an unresolved danger indicator, the caseworker must do the following:

- Document the reevaluation in IMPACT.
- Develop a new safety plan.
- Developing a new safety plan means a new Form 2604 must be written and signed.

**Family- Initiated PCSP**

You must make face-to-face contact with the child, parent, and PCSP caregiver within 15 calendar days of the initial placement. The contacts with the child and PCSP caregiver must be in the PCSP caregiver's home.

After the initial 15-day face-to-face contact, you must have face-to-face contact with the child, parent, and PCSP caregiver at least once every 30 days. The contacts with the child and PCSP caregiver must be in the PCSP caregiver's home.

At each contact, you must assess the following:

- Whether the child can safely return to the physical care of the parent or legal guardian.
- Whether the parent or legal guardian needs a referral to any resources.
- Whether the family-initiated PCSP remains safe and the plans to meet the child's needs are still appropriate.

For the family-initiated PCSP to continue, you must do the following:

- Confirm the caregiver is willing and able to continue the placement.
- Provide a referral to any resources the PCSP caregiver may need to ensure the child's needs are met.
- Run DFPS background checks and criminal background checks on any new PCSP home members who are 14 years old or older.

You must document the information gathered during the required ongoing contacts in a contact narrative in IMPACT.

**Extending a Family-Initiated PCSP Past 30 Days**

The law and policy require a family-initiated PCSP to not extend past the 30th calendar day from the date the agreement is signed, or when the child is placed, whichever is earlier. If the family-initiated PCSP is extended past 30 calendar days, you must seek approval from the supervisor and program director prior to the 30<sup>th</sup> day. The supervisor and program director must assess if the child is able to safely return home or if legal intervention is necessary.

When an extension of the family-initiated PCSP is approved or denied, the approval or denial and rationale must be documented in a contact narrative in IMPACT. If the program director approves the request to extend the family-initiated PCSP past 30 calendar days, an estimated end date must be documented to not exceed 30 calendar days from the approval date.

To extend a family-initiated PCSP past 30 days, [Form 2207 Family-Initiated Parental Child Safety Placement Agreement and Safety Plan](#) must be completed and re-signed by the parent and PCSP caregiver. You are required to notify the parent of their rights before they agree to sign the form. The signed form must be uploaded into One Case (NeuDocs Enterprises) after being signed each 30 days.



Now that the law and policy require family-initiated PCSPs to not extend past the 30<sup>th</sup> calendar day, CPI/CPS staff must ensure they are referring the family to services quickly and reevaluating the child's safety timely to ensure a child is not left in an unsafe situation.

### **Extending a PCSP Past 60 Days**

If the family-initiated PCSP is extended past 60 calendar days, you must seek approval from the supervisor and program director. You must seek legal intervention prior to extending a family-initiated PCSP past 60 calendar days when the parent is uncooperative, and the child cannot be safely returned to a parent. You and your supervisor must consult with the program director to determine whether to request a court order for services or removal.

### **Extending a PCSP Past 90 Days**

If The family-initiated PCSP is extended past 90 calendar days, the program director must review and approve the decision to continue the PCSP and one of the following apply:

- Both the parent and the parent's attorney sign [Form 2207 Family-Initiated Parental Child Safety Placement Agreement and Safety Plan](#).
- A court renders an order directing the PCSP to continue.

The approval or denial and rationale must be documented in a contact narrative in IMPACT.

If a parent does not have an attorney or the attorney does not agree to continue the family-initiated PCSP then the PCSP cannot extend past the 90<sup>th</sup> day. Prior to the PCSP expiring on the 90<sup>th</sup> day, a staffing must occur to seek legal intervention if the child would be in danger to return to the parent's care.

### **PCSP Extension at 120 days:**

If the program director approves and the PCSP is extended past 120 days, a court order will be required. An agreement between the parent and attorney alone is not sufficient to extend the PCSP. The court must issue an order to authorize this extension.

### **Required Parent Notification When Extending a Family-Initiated PCSP Past 30 Days**

Each time a family-initiated PCSP is approved to extend past the 30 calendar days, you must notify the parent of his or her right to:

- Refuse to enter into the agreement.
- Be represented by a hired attorney or a court-appointed attorney, if the parent is indigent, and DFPS seeks an order to require the parent to participate in services.

### **Required Ongoing Contacts during a Family-Based Safety Services Case**

Family-Based Safety Services may need to make additional contacts each month based on the family's risk level finding, see policy [12240 Parent and Child Face-to-Face Contacts](#).

### **Child Safety and Needs During a Safety Plan or Family-Initiated PCSP**

At each contact, it is important that you assess safety and any other concerns you have. You must have a conversation with the child if they are verbal and ask how they feel about living with the safety plan monitor or PCSP caregiver and how their needs are being met. If the child is non-verbal then you must observe the child's body and gather information from the safety plan monitor or PCSP caregiver regarding how the child's needs are being met and if the plan to meet the child's needs is working. If the safety plan monitor or PCSP caregiver is uncooperative (for example, does not allow you into the home or certain rooms) and you cannot adequately evaluate whether the child is safe, you should staff immediately with your supervisor.

### **Changes to the Home During a Safety Plan or Family-Initiated PCSP**

When a safety plan including a family-initiated PCSP is implemented, you must assess for any changes to the home during your ongoing contacts. Are there any new home members or frequent visitors? If so, add them to the person list and run criminal and DFPS background checks on them. Be sure to discuss sleeping arrangements for the new people in the home and whether they have any responsibility for caring for the child.

Has anyone moved out of the home since the safety plan or PCSP was implemented? If so, does this add any stressors to the safety plan monitor or PCSP caregiver? Was the person that moved a secondary safety plan monitor or PCSP caregiver? If so, what is the new plan? Is there anyone else you need to run background checks on?

Remind the family that if there are changes like this, they should be calling you within 24 hours. If they do call, make sure you respond quickly and take any necessary action to ensure a child is safe, including running background checks on new home members or frequent visitors.

## **Ending a Safety Plan or Family-Initiated PCSP**

### **Ending a Safety Plan**

After receiving approval from the supervisor, you must end a safety plan when one of the following occurs:

- The safety plan is no longer needed to address a danger.
- The stage will be closed with no further DFPS involvement.

You must document all information regarding the rationale and approval to end the safety plan in IMPACT. You must notify the safety plan monitor and parent or legal guardian that the safety plan has been ended.

### **Ending a Family-Initiated PCSP**

You must end a family-initiated PCSP after consulting with the supervisor when any of the following apply:

- The parent or legal guardian wants to end the family-initiated PCSP.

- The child can safely return to a parent or legal guardian.
- The child is living with someone who is entitled to legal custody.
- The child moves to another family-initiated PCSP home.
- The PCSP caregiver is no longer willing or able to safely care for the child.
- DFPS receives legal custody (conservatorship) of the child.
- The case is closed with the child in the family-initiated PCSP.

You must document all information regarding the rationale and approval to end the family-initiated PCSP in IMPACT. You must notify the PCSP caregiver and parent or legal guardian that the family-initiated PCSP has been ended.

### End Reasons for Family-Initiated PCSP in IMPACT

The table below lists the various End Reasons and the situations when you should use them.

| End Reason                                                           | Use This Reason When...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Child Returned to Parent by DFPS or Court                            | <ul style="list-style-type: none"> <li>• A child is returned to the parent's home and can stay there as decided by a court or DFPS.</li> <li>• A child can be safely returned to the parent at the time of closure but the parent decides the child will remain in the PCSP. See policy <a href="#">3215.1 Closing a Case When the Child Remains in a Family-Initiated PCSP</a>.</li> </ul>                                                                                                                             |
| Child Moved to Another PCSP                                          | A child is in a PCSP and immediately moves to a different PCSP.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| TMC - PCSP Caregiver is Placement                                    | The Department is granted TMC, but the child remains placed in the home that had been the PCSP.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| TMC - PCSP Caregiver is NOT Placement                                | The Department is granted TMC, and the child is being placed anywhere other than the PCSP that they were previously at.                                                                                                                                                                                                                                                                                                                                                                                                 |
| Child Remains with PCSP Caregiver at Case Closure - No Legal Custody | <p>The child cannot be safely returned to the parent at the time of closure and the child remains in the PCSP, but the PCSP caregiver does not have legal custody of the child. See policy <a href="#">3215.1 Closing a Case When the Child Remains in a Family-Initiated PCSP</a>.</p> <p>Note: Follow up contacts are made with the PCSP caregiver after case closure when this end reason is selected. See section titled <i>Follow Up After Case Closure with a Child Remaining in a Family-Initiated PCSP</i>.</p> |
| PCSP Caregiver Obtained Legal Custody                                | The PCSP caregiver gains legal custody of the child. (In this instance, it is no longer a PCSP.)                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Other                                                                | None of the above circumstances apply. You must document in detail why the PCSP ended as well as the child next placement.                                                                                                                                                                                                                                                                                                                                                                                              |

### Closing a Case When the Child Remains in a Family-Initiated PCSP

There are two different circumstances recognized in the Texas Family Code identifying tasks that you must complete when a child is left with a PCSP caregiver.

[Texas Family Code, Chapter 264, Subchapter L](#)

### **Danger is No Longer Present and Child Will Remain with PCSP Caregiver**

The law does require DFPS to complete specific actions when a child is left with a PCSP caregiver even if the family-initiated PCSP has been ended as the child is safe to return to the parent and the parent decides to leave the child in the care of the PCSP caregiver on their own. If the child can safely return to the parent or legal guardian, but the parent or legal guardian chooses for the child to continue living with the PCSP caregiver, you must do all of the following:

- Document how the child will remain safe with the PCSP caregiver without further DFPS involvement.
- Obtain and document a copy of the signed written plan between the parent or legal guardian and the PCSP caregiver, if possible.
- Document the plan developed to ensure the child's needs are met.
- Document that the PCSP caregiver has agreed in writing to allow the child to remain in the PCSP caregiver's care.
- End the PCSP using *Child Returned to Parent by DFPS or Court*.

### **Danger is Present and Child Will Remain with PCSP Caregiver**

You must staff with a supervisor and program director to seek legal intervention if you determine that the child *cannot* safely live with a parent or legal guardian and the child will continue living with the PCSP caregiver without legal custody after case closure.

A staffing with an attorney representing DFPS must be held prior to closing a case in which the child remains with the PCSP caregiver and the child would be unsafe if returned to their parent or legal guardian. The staffing is to determine if legal intervention is possible.

When you staff the case with an attorney representing DFPS, be prepared to discuss:

- why the PCSP was necessary,
- whether the parents agree with the placement,
- why the child cannot return home,
- why the placement is safe,
- if the placement is in the best interest of the child,
- if the caregiver is willing to assume legal custody,
- whether the case was staffed for FBSS and the outcome,
- what services have been offered to the parents,

- the dates of last contact with the parents and child, and
- whether the case was staffed with legal representation previously and what the outcome was.

If the attorney representing DFPS denies the request for legal intervention when a child cannot safely return to the parent or legal guardian and the child will continue living with the PCSP caregiver, you must do all of the following:

- Document how the child will remain safe with the PCSP caregiver without further DFPS involvement.
- Obtain and document a copy of the signed written plan between the parent or legal guardian and the PCSP caregiver, if possible.
- Document the plan developed to ensure the child's needs are met.
- Document that the PCSP caregiver has agreed in writing to allow the child to remain in the PCSP caregiver's care.
- End the PCSP using *Child Remains with PCSP Caregiver at Case Closure – No Legal Custody* under the *PCSP* tab in IMPACT.

You are not required to complete the above 4 tasks if an affidavit requesting the child be placed in DFPS conservatorship has been filed with the court and the judge denies the request. When a judge denies the request for removal of a child, you must notify your program director and develop any next steps prior to closure following policy [3221.3 Removal of a Child Is Granted or Not Granted](#).

Before closing a stage or case with a child still living with a PCSP caregiver, you will need to get approval from your supervisor. The supervisor must review the PCSP-related actions in the case to ensure they are thoroughly documented, policy has been followed, and documentation adequately reflects child safety. Documentation must include:

- Supervisor's approval to close the case;
- Details of the legal staffing – what was staffed and the outcome;
- The required follow-up actions were taken if an attorney or Judge denied a request for legal intervention.

The supervisor must document in IMPACT the decision to approve the case for closure with the child remaining in the PCSP, indicating not only that the child is safe, but that all policies have been followed to close the case with the child remaining in the PCSP. The PCSP must be ended under the PCSP tab in IMPACT using the end reason *Child Remains with PCSP Caregiver at Case Closure - No Legal Custody*.

### **Follow Up After Case Closure with a Child Remaining in a Family-Initiated PCSP**

The State Office PCSP Quality Assurance (QA) Team conducts follow-up contacts after closure on all cases closed where you have determined the child cannot safely live with a parent or legal guardian and the child remains in the PCSP.

When the QA Team cannot locate a PCSP caregiver after 30 days, the Team may contact regional staff and request that a caseworker attempt to locate the PCSP caregiver. You document your contacts or

attempted contacts in a closed stage addendum.

## Region 3W PCSP Unit

After a PCSP is approved and the child is placed in a county served by Region 3W, a PCSP referral will need to be completed and emailed to [dfpsreq03wpcspreferrals@dfps.texas.gov](mailto:dfpsreq03wpcspreferrals@dfps.texas.gov). The PCSP unit is a pilot program where a specified unit assigns a PCSP caseworker to assist the PCSP caregivers with services and support to help ensure the child placed remains safe. The PCSP unit can complete face to face visits while the child and the PCSP caregiver remains in the PCSP. The primary caseworker is responsible for making contact with the parent and completing any reviews necessary. If a case is closed with child remaining in a PCSP, the PCSP unit will complete follow up contacts after a case is closed.



PCSP Referral Form  
Blank.docx

## Cases Referred to On-Going Services

If danger indicators have not been resolved by the end of the investigation/alternative response case, and on-going services (FBSS or CVS) will be provided to the family, the safety plan will be provided to the on-going worker and all remaining interventions will be incorporated into the family plan of service.

When a new safety plan is created during an FBSS or Conservatorship (CVS) case, the family plan of service will be updated to reflect the new interventions.

## Broken Safety Plan Agreements

After a safety plan has been implemented, you must be diligent in following up with the family and safety plan monitor or PCSP caregiver to ensure the safety plan is working to keep the child safe. There are times that a safety plan may break down as the safety plan monitor or PCSP caregiver is unable to continue providing supervision, the supervision is not being provided as required, or the parent no longer can be contacted.

When you discover that the safety plan is not keeping the child safe, a staffing with a supervisor must occur to address the concerns and ensure child safety.

A family team meeting should be offered whenever possible to work collaboratively with the family to ensure child safety.

A new safety plan can be implemented if the plan would ensure that the child remains safe. There may be situations that may require a staffing for legal intervention, including court ordered services or removal, based on a new incident of abuse or neglect or the parent's failure to cooperate in securing safety for the child.



## APPENDIX

### APPENDIX 1: WHAT CONSTITUTES A FAMILY-INITIATED PCSP?

**Scenario:** When a danger indicator is present and a parent agrees to a safety plan involving supervision but then the parent fails to reside in the home with the child and relative, is this a family-initiated PCSP?

**Answer:** Yes, this would be a family-initiated PCSP. If there is no parent or legal guardian living in the home with the child and supervision is needed to keep the child safe, then the relative is now in a caregiver role for the child.

**Scenario:** When no danger indicator is present and a parent leaves a child with a relative, is this a family-initiated PCSP?

**Answer:** No, this would not be a family-initiated PCSP. If no danger indicator is present then a safety intervention must not be implemented.

**Scenario:** When a child is living at home and our safety assessment tool indicates the child cannot safely live with the parent and the parent chooses to place the child at a facility or someplace other than an individual (e.g. sleep away camp), is it a family-initiated PCSP?

**Answer:** No, this is not a family-initiated PCSP. In most instances the facility would be licensed. Facilities have their own regulatory standards that are very comprehensive. Facilities are also mandated reporters, and staff has continued contact with parents in most cases. If the child is being returned to the parent, facilities normally have a follow-up program and, as mandated reporters, they should call in a report if they have any concerns. Parents should be provided names of facilities as an option and a resource. **You should never tell a parent they 'must' place the child in a facility just as you should never 'direct' a parent to implement a family-initiated PCSP instead of a safety plan.**

**Scenario:** When a danger is present and the parent places the child outside the home for no longer than 1-2 nights, is it a PCSP or respite care?

**Answer:** Yes, this **is** a family-initiated PCSP. If CPI/CPS has determined danger is present and requested a safety intervention involving supervision but the parent decides to place the child out of their care with a relative or family friend, even if it is only for one night, it is a family-initiated PCSP. The agency does not recognize 'respite' care in investigations.

**Scenario:** If the child is in a family-initiated PCSP and wants to spend the night with a friend or relative, is this considered a new family-initiated PCSP placement?

**Answer:** No, a child in a family-initiated PCSP spending an occasional overnight stay with a friend or relative would not be considered a new family-initiated PCSP. PCSP caregivers should be able to make some decisions regarding the child they are caring for and the child should be allowed to spend the night at a relative or friend's house if the parent and the PCSP caregiver agree. Policy does not require background checks on the friend or relative as this is not required under the PCSP policy.



## APPENDIX 2: FBI EXIGENT RECORDS CHECKS

FBI Exigent Records Check should **only** be used when the information is:

- for a family-initiated PCSP, and
- would prevent a removal, and
- a home member has lived outside of Texas within the last **3** years or DFPS learns the home member may have criminal history in another state.

The Background Checks Unit performs FBI exigent checks; the FINDRS Team does not conduct FBI exigent checks. Within 7 days of an FBI exigent records search, staff **MUST** follow up with an FBI fingerprint check of the person on whom the FBI exigent check was performed.

### FBI EXIGENT RECORDS CHECK - IN-STATE RESIDENT

To start a request for an FBI Exigent check, dial 1-800-252-3223 (the SWI employee line) and select Option 3. This will ring through to Background Checks staff who will conduct the FBI exigent check.

**CAUTION:** When requesting an FBI Exigent check, **DO NOT** select the FBI Exigent Check box on the Records Check page in IMPACT. Only Background Checks staff is authorized to select "FBI Exigent Check." If you select this option in IMPACT, the request will have to be denied/cancelled, and Background Checks will have to re-enter it.

If your request is made outside of Monday-Friday between the hours of 7 a.m. and 5 p.m., leave a message and a Background Checks staff will return your call the next business day.

Background Checks staff will discuss the following with you:

- The legal name and contact information of the person needing the check, including their email address or phone number.
- Whether you viewed the person's government issued identification.

Background Checks staff will follow up with the person needing the check to assist them with registering and scheduling the appointment with the fingerprinting vendor.

After the appointment is made, the person will go to the designated location to be fingerprinted. DFPS pays the \$40 fee. The person being fingerprinted will not be charged anything.

The fingerprinting results are entered directly into IMPACT by the computer system. Background Checks staff notifies you that the results are complete and ready for viewing in IMPACT.

### FBI EXIGENT RECORDS CHECK - OUT-OF-STATE RESIDENT

FBI exigent records checks are only completed on current out-of-state residents if they are moving to Texas before the child is placed into the family-initiated PCSP.

To start a request for an FBI Exigent check, dial 1-800-252-3223 (the SWI employee line) and select Option 3. This will ring through to Background Checks staff who will conduct the FBI exigent check.

**CAUTION:** When requesting an FBI Exigent check, **DO NOT** select the FBI Exigent Check box on the Records Check page in IMPACT. Only Background Checks staff is authorized to select "FBI Exigent

Check." If you select this option in IMPACT, the request will have to be denied/cancelled, and Background Checks will have to re-enter it.

If your request is made outside of Monday-Friday between the hours of 7 a.m. and 5 p.m., leave a message and a Background Checks staff will return your call the next business day.

Background Checks staff will discuss the following with you:

- The legal name and contact information of the person needing the check, including their email address or phone number.
- Whether you viewed the person's government issued identification.

Background Checks staff will call the person needing the check to assist them with registering the fingerprint submission with the fingerprinting vendor and explain the process for having their fingerprints collected by a local law enforcement agency.

After the appointment is made, the person will go to the designated location to be fingerprinted. CPS pays the \$40 fee.

The local law enforcement agency may charge an additional fee. The person needing the check will have to pay the fee and submit their receipt to you for reimbursement. You will send the following information via e-mail to [Cynthia.Bargsley@dfps.texas.gov](mailto:Cynthia.Bargsley@dfps.texas.gov) in State Office for processing:

- Name and Mailing Address of the person requesting reimbursement
- Copy of the receipt
- Case ID#

The fingerprinting results are entered directly into IMPACT by the computer system. Background Checks staff notifies you that the results are complete and ready for viewing in IMPACT.

See the following Background Checks pages:

[https://www.dfps.texas.gov/Background\\_Checks/default.asp](https://www.dfps.texas.gov/Background_Checks/default.asp)

[https://www.dfps.texas.gov/Background\\_Checks/terminology.asp](https://www.dfps.texas.gov/Background_Checks/terminology.asp)

[https://www.dfps.texas.gov/handbooks/Background\\_Checks/default.asp](https://www.dfps.texas.gov/handbooks/Background_Checks/default.asp)

### **APPENDIX 3: EXAMPLES OF DOCUMENTATION ON SAFETY PLAN INTERVENTIONS**

#### **1. The child and the parent or legal guardian remain together, and contact will be supervised.**

Supervision by a safety plan monitor between a parent or legal guardian and a child is an effort to keep a child safe from danger while allowing the parent or legal guardian to continue to be in a parenting role and live with the child in the same home.

Supervision includes a safety plan monitor living or moving into the home so they can observe the interactions between the parent or legal guardian and child to ensure safety.

**Case Example:** Danger is present due to Ms. Sherry Jones, mother, having untreated depression and thoughts of hurting herself which impact her ability to meet her child's daily needs. As a result, Ms. Jones leaves her 3-year-old child, Raya, unsupervised in the home for extended periods of time. You determine supervision is needed while Ms. Jones is engaging in mental health treatment. The child's grandmother, Ms. Jan Smith, is evaluated by you and approved to be a safety plan monitor. Ms. Smith moves into the home to supervise all of Ms. Jones's contact with her child, Raya, until the danger has been resolved.

**Example of what would be documented in section of the safety plan labeled "Describe the danger that causes the need for a safety plan:"**

Danger is present due to Ms. Sherry Jones, mother, having untreated depression and thoughts of hurting herself which impact her ability to meet her child's daily needs. As a result, Ms. Jones leaves her 3-year-old child, Raya, unsupervised in the home for extended periods of time.

**Example of what would be documented in the section of the safety plan labeled "What actions need to be taken right now to ensure the child is safe:"**

Ms. Jones agrees to always be supervised while caring for her child Raya. Ms. Jones understands that supervision means that her mother, Ms. Jan Smith, must be able to see and hear all interactions she has with Raya.

Ms. Smith has agreed to move into the home of Ms. Jones and Raya to supervise all contact between Ms. Jones and Raya. Ms. Smith agrees to always supervise Ms. Jones while caring for Raya. Ms. Smith understands that supervision means that she must be able to see and hear all contact Ms. Jones has with Raya.

Ms. Smith and Ms. Jones agree that if Raya needs care during the night, Ms. Smith will be awake and supervise the contact between Ms. Jones and Raya.

Ms. Smith understands and agrees that she will provide all care for Raya if Ms. Jones is unwilling or unable to do so.

If either Ms. Smith or Ms. Jones are no longer able to follow the safety plan or if they no longer wish to keep the safety plan in place, they must notify their caseworker immediately before ending supervision or the safety plan.

**2. The child and the parent or legal guardian reside together but away from the danger.**

A parent or legal guardian acknowledges the dangerous situation and can remove the child from the danger to ensure safety. The ability of the parent or legal guardian to provide a safe environment, absent the dangerous situation, needs to be evaluated before this type of safety plan intervention is implemented. Consider the behavior of the person you are concerned about and whether the parent or legal guardian is willing and able to protect their child from the alleged perpetrator or environment.

**Case Example:** Danger is present as Ms. Mia Bold lives in a home with her 1-year-old son Robert, and the home is unsafe due to feces from multiple animals on the floor, piles of trash found throughout the home, and exposed electrical wiring. Robert is mobile

and can access the dangers in the home as there are no measures in place to protect him from these hazardous living conditions, which could lead to injury or ingestion of feces. You determine Ms. Bold is capable of keeping Robert safe in a home environment free from danger. Ms. Bold agrees to remove Robert from the unsafe home conditions and not allow the child to return until the home is safe.

**Example of what would be documented in section of the safety plan labeled “Describe the danger that causes the need for a safety plan”:**

Danger is present as Ms. Mia Bold lives in a home with her 1-year-old son Robert and the home is unsafe due to feces from multiple animals on the floor, piles of trash found throughout the home, and exposed electrical wiring. Robert is mobile and can access the dangers in the home as there are no measures in place to protect him from these hazardous living conditions, which could lead to injury or ingestion of feces.

**Example of what would be documented in section of the safety plan labeled “what actions need to be taken right now to ensure the child is safe”:**

Ms. Mia Bold agrees to reside in a safe place (include location details, i.e. relative’s home, shelter, etc.) with Robert and will ensure that he is no longer around the hazardous living conditions that create a danger to him.

If Ms. Bold is no longer able to follow the safety plan or if she no longer wishes to keep the safety plan in place, she must notify her caseworker immediately before ending the safety plan.

### **3. Family-Initiated Parental Child Safety Placement (PCSP) will be implemented**

A family-initiated Parental Child Safety Placement (PCSP) can only be utilized when the family initiates a placement where the child will remain with a PCSP caregiver and the parent does not live in the home with the child, see policy [3210 Safety Plan](#). A PCSP should only be used when there is an immediate danger to a child and all options allowing the parent or legal guardian and the child to remain in the home together have been exhausted.

When the family initiates a PCSP, the safety plan must include information that describes what supervision will look like when the parent or legal guardian and child are together and which PCSP caregiver will provide the supervision. The safety plan must also include the expected end date of the PCSP.

The parent and PCSP caregiver must be made aware that the parent’s access to the child is not restricted by CPI/CPS as long as there is supervision. This means the parent can stay overnight regularly and have daily contact with their child while the child is in a PCSP, as long as the parent is supervised.

**Case Example:** Danger is present as Sophia Day was arrested after driving without a license with 5-year-old Dillion, 9-year-old Chris, and 12-year-old Matthew in the car. Police officers found drug paraphernalia in her purse and Ms. Day admitted to using methamphetamines recreationally with her friends. Matthew made an outcry that Ms. Day stays up late with her friends some nights and sleeps all day leaving Matthew to care for Dillion and Chris. Ms. Day is currently out on bond. Ms. Day has substance abuse issues that place her children in danger. Ms. Day was asked to be supervised at all times around her children and options were explored for a safety plan monitor without success. Ms. Day decides the children will stay with

another caregiver while the danger is being resolved. Ms. Day has never worked services with the Department and is willing to make behavioral changes.

**Example of what would be documented in the section of the safety plan labeled “Describe the danger that causes the need for a safety plan:”**

Sophia Day was arrested after driving without a license with 5-year-old Dillion, 9-year-old Chris, and 12-year-old Matthew in the car. Matthew made an outcry that Ms. Day stays up late with her friends some nights and sleeps all day leaving Matthew to care for Dillion and Chris. Ms. Day is currently out on bond. Ms. Day has substance abuse issues that place her children in danger.

**Example of what would be documented in section of the safety plan labeled “what actions need to be taken right now to ensure the child is safe:”**

Sophia Day and her mother Gena White decided that it would be best for the children to stay at Gena White’s home until Ms. Day is able to get the help and treatment that is needed. Ms. White is unable to move out of her home but is willing to provide care for the three children. Ms. Day wants her children to live with Ms. White but does not want to move into the home with her mother.

Ms. Day understands and agrees that she will always be supervised while visiting and caring for her children Dillion, Chris, and Matthew. Ms. Day understands that supervision means that her mother, Ms. White, must be able to see and hear all interactions she has with any of the children.

Ms. White understands and agrees that she will supervise Ms. Day while she is caring and visiting with her children, Dillion, Chris, and Matthew. Ms. White understands that supervision means that she must be able to see and hear all contact Ms. Day has with any of the children.

If either Ms. Day or Ms. White are no longer able to follow the safety plan or if they no longer wish to keep the safety plan in place, they must notify their caseworker immediately before ending supervision or the safety plan.