Community-Based Care
Stage I
Joint Operations Manual

September 2026

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What is Community-Based Care?

Community-Based Care (Internal Webpage) and Community-Based Care (Public Webpage)

This operations manual provides the Department of Family and Protective Services (DFPS) and Single Source Continuum Contractors (SSCCs) an in-depth look at the protocols for case actions in Child Protective Services (CPS) cases involving paid foster care placements and services for regions that are affected by Community-Based Care (CBC).

To begin with, staff must understand CBC.

CBC is a new way of providing foster care and case management services. It is a Community-Based approach to meeting the individual and unique needs of children, youth, and families. Within a geographically designated community area (DCA), a single contractor (officially a SSCC) is responsible for finding foster homes or other living arrangements for children/youth in state care and providing them with a full continuum of services.

DFPS began expanding the community's role to meet the challenges of serving children and youth in foster care under Foster Care Redesign. Under Foster Care Redesign, the SSCC was responsible for:

- Developing foster care capacity.
- Building a network of providers.
- Engaging the community to help.
- Foster care placement services.
- Coordinating and delivering services to children and youth in foster care and their families.

In 2017, the Texas Legislature directed DFPS to expand this model to include both foster care and relative or "kinship" placements and give the SSCC sole responsibility for case management rather than sharing that responsibility with DFPS.

As CBC takes shape statewide, DFPS' focus will shift to ensuring quality oversight of foster care and services for children, youth, and families. The SSCC will be responsible for case management and services that move children and youth from foster care or kinship care into permanent homes.

Community-Based Care Quality Indicators:

Source:
Texas Family Code §264.151

1. Children and youth are safe in their placements.
2. Children and youth are placed in their home communities.
3. Children and youth are appropriately served in the least restrictive environment that supports minimal moves for the child/youth.
4. Connections to family and others important to the child/youth are maintained.
5. Children and youth are placed with their siblings.
6. Children and youth remain in their school of origin.
7. Services respect the child's and youth's culture.
8. To be fully prepared for successful adulthood, children and youth are provided opportunities, experiences, and activities like those experienced by their non-foster care peers.
9. Children and youth are provided opportunities to participate in decisions that impact their lives.
10. Reunification of children and youth with their biological parents.
11. Promotion of the placement of children and youth with relatives or kinship caregivers.

CBC is intended to allow the SSCC and the community more flexibility to innovate to meet the unique needs of the children, youth, and families in each designated service area. This increased flexibility comes with greater responsibility and accountability for overall safety, permanency, and well-being outcomes.

Operating Policies and Rules

Source:
Texas Family Code §264.155 (c)
Modified Final Order
CPS Handbook

The protocols detailed in this operations manual are for children and youth placed with and receiving services through the SSCC.

The CPS Handbook policies, Texas Administrative Code rules, statutory direction, as well as the Modified Final Order as rendered by the Corpus Christi Division of the United States District Court, remain in effect unless expressly waived by DFPS. However, this manual will identify any policies the SSCC has waivers in place to operate in a manner that differs from the CPS Handbook policies.

Additionally, since this operations manual identifies responsibilities for the SSCC that include access to sensitive information in the DFPS Information Management Protecting Adults and Children in Texas (IMPACT) system, the SSCC has adopted policies and procedures, also included in the SSCC's Provider Manual, to minimize the risk of data breaches.

Senate Bill 1896 of the 87th Regular Texas Legislative Session required DFPS to transition fully to an electronic case management system. DFPS Records Management Division is working through a staged approach to fully transition to a solely electronic case management system statewide. All documents should be uploaded into OneCase in the IMPACT system going forward, and further instructions will be provided when the transition reaches your area.

If you have questions about any information in this manual, please contact your supervisor, Program Director (PD), or the Community-Based Care Administrator (CBCA) for your respective area.

Legal Basis for DFPS and Single Source Continuum Contractor Relationship

Legal Basis for Single Source Continuum Contractor to Act on Behalf Of DFPS

Source:
Texas Family Code §264.151

Related Resources and Policy:
CPS Handbook §1200 Legal Foundation for Child Protective Investigations and Child Protective Services

Texas statute provides authority for the SSCC in the State of Texas either directly or through subcontractors, to assume the statutory duties of the Texas Department of Family and Protective Services (DFPS) in connection with the delivery of foster care services, relative and kinship caregiver services, and case management services in the SSCC's defined Designated Catchment Area (DCA).

In accordance with Texas Family Code §264.151, the provision of case management services to a child for whom DFPS has been appointed Temporary Managing Conservator (TMC) or Permanent Managing Conservator (PMC) or to the child's family, a Young Adult in extended foster care, a relative or kinship caregiver, or a child who has been placed in the DCA through Interstate Compact on the Placement of Children (ICPC), and includes, but is not limited to:

1. Caseworker visits with the child, family, and caregivers.
2. Convening and conducting permanency planning meetings.

3. Development and revision of child and family plans of service, including a permanency plan and goals for a child/Young Adult in care.
4. Coordination and monitoring of services required by the child and the child's family.
5. Assumption of court-related duties regarding the child.

Any other function or service that DFPS determines is necessary to allow an SSCC to assume responsibility for case management.

Visit the Community-Based Care page on the public DFPS Website to view the current CBC community areas and most recent Implementation Plan.

Authority

Source:
Texas Family Code §264.163
Texas Government Code Chapter 552

Under Texas statute, the Legislature required DFPS to contract with community-based nonprofit and local governmental entities to provide child welfare services. These statutes provide authority for the community-based entities, known as the SSCC, to either directly or through subcontractors, assume the statutory duties of DFPS to deliver foster care services and services for relative and kinship caregivers in the SSCC's defined DCA. Delivery of foster care services and services to relative and kinship caregivers can include, but are not limited to:

- An SSCC staff member's direct contact with a child/youth in DFPS Conservatorship who they are serving under the SSCC continuum of care.
- An SSCC staff member's ability to visit privately with a child/youth in DFPS Conservatorship at schools, foster, or kinship homes or any other meeting site.
- Entities providing confidential information to a SSCC staff member upon request about a child/youth in DFPS Conservatorship who is served under the SSCC continuum of care.

Under Texas statute, an SSCC in a contract with DFPS will, at a minimum:

- Assume the statutory duties of DFPS in connection with the delivery of foster care services and services for relative and kinship caregivers in a defined DCA.
- Provide or protect records as outlined in the Open Records Act found in Texas Government Code Chapter 552.
- Be afforded protection of communication that may occur between the SSCC's employee, agent or representative when considered a client's representative of DFPS for purposes of attorney-client privilege.

Under Texas statute, DFPS will, at a minimum:

- Contract with community-based nonprofit and local governmental entities that can provide child welfare services.
- Develop and maintain a plan for implementing CBC.

- Develop a formal review process to assess the ability of a SSCC to satisfy the responsibilities and administrative requirements of delivering foster care services and services for relative and kinship caregivers.
- Expand CBC.
- Review of contractor's performance.
- Provide legal representation as provided for in the Texas Family Code.

Texas statute found in the Texas Family Code provides additional details regarding the requirements of the SSCC and DFPS.

In summary, the SSCCs, under contract with DFPS, assume the statutory duties of DFPS in connection with the delivery of child welfare conservatorship, kinship, and reunification services in a defined DCA. This does not include Intake, Investigation, or Family Based Safety Services. Vendors and other organizations should treat the SSCCs as an agent of DFPS as it relates to the child welfare services being delivered by the SSCCs.

Referrals for All SSCC Placements

Source:
Texas Administrative Code §700.108

Related Resources and Policy:
CPS Handbook §4000 Placing Children in DFPS Conservatorship Care
Sexual Incident Resource Guide
Texas Child-Centered Care (T3C) System and Placement Resource Guide

Regional Child Protective Investigations (CPI) and Child Protective Services (CPS) staff in areas of the state in Stage I of CBC Implementation will work directly with SSCCs following the determination that a child/youth in DFPS conservatorship requires placement in a *paid* foster care setting.

DFPS staff must follow CPS Handbook policy related to the assessment, consideration, and selection of the least restrictive placement for every child/youth's initial or subsequent placement (new placement or placement change) in substitute care.

For T3C Placements the SSCC will be paid according to the T3C Rates published in the *T3C System Blueprint*. For all other placements the SSCCs will be paid one blended foster care rate for all children/youth placed within an SSCC's provider network. Therefore, DFPS will no longer submit service level requests to Youth for Tomorrow (YFT). Regardless of the child/youth's needs or services to meet those needs, the SSCC is responsible for providing a continuum of care to each child/youth placed within their provider network. CPS Handbook policy items related to requesting a service level for a child/youth, therefore, are waived.

General Requirements for all SSCC Placements

Sources:
Texas Family Code §262.0022
Texas Family Code §262.011
Texas Family Code §264.018
Texas Administrative Code 40 TAC §700.1351

- Regardless of the type of placement (initial or subsequent), DFPS Workers must staff the child/youth's case with their Supervisor and Program Director (PD) and obtain approval prior to requesting a paid foster care placement from the designated SSCC for paid foster care placement from the SSCC in the child's legal region.
- In situations where the DFPS Worker has identified that a child/youth *may* require a paid foster care placement, the PD may direct the DFPS Worker to provide the designated SSCC advance notification of a child/youth's need for possible paid foster care placement.
    - If paid placement is no longer needed, the DFPS Worker will notify the SSCC by email or phone within one hour if it is determined that paid foster care placement is not needed.
- If a court should order anything regarding the placement of a child/youth (i.e., a placement move or for a child/youth to remain in a particular foster home), DFPS Worker will notify the SSCC immediately and provide a copy of the court order as soon as possible. When possible, DFPS Worker will notify the SSCC prior to any anticipated court rulings that may affect the placement of a child, youth, or sibling group.
- DFPS Worker will notify the SSCC immediately of any discharge from SSCC paid foster care placement (i.e., court order, kinship placement identified, family reunification, etc.). This communication will be provided to SSCC staff by emailing the SSCC Discharge mailbox, phone, virtually, or in person.

Region 6 expectation for all stages of service (CPI, FBSS, CVS):
Verbal orders from the Court related to placement will be communicated via SSCC Discharge mailbox within one hour. Placement-related court orders must be sent to the SSCC Discharge mailbox within one hour of receipt to ensure timely communication, coordination, and continuity of care.

Sexual Incident History

Designating Child Sexual Aggression

Source:
Remedial Order 28-CSA of the Modified Final Order

Related Resources and Policy:
CPS Handbook §6419 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse
Sexual Incident History Resource Guide

If a child/youth is determined to have sexually aggressive behavior, the incident must be recorded in the child/youth's case record, specifically on the child's Sexual Incident History Page, by the Conservatorship (CVS) Program Administrator (PA) and reflected in the child/youth's application for placement. The CVS PA is the designated individual responsible for determining if a child/youth's behavior meets the definition of sexually aggressive and has specific protocols and definitions that guide in that decision.

If the SSCC or their network provider suspects that a child/youth may have displayed sexually aggressive behavior, notification to the CVS PA must be made immediately so that a Child Sexual Aggression staffing can be held to determine if the incident was sexual aggression.

If a Child/Youth is determined to have Sexually Aggressive Behavior:

The CVS PA notifies the PD, Supervisor, Worker, and SSCC staff member assigned of the decision, including the rationale for the decision made.

The CVS PA enters the aggression incident on the aggressor child's Sexual Incident History (SIH) page. If the victim is in IMPACT, the CVS PA also enters a confirmed victimization incident on the victim's SIH page.

If the Child/Youth is determined to have Sexually Aggressive Behavior at the time of removal:

- If the child/youth **has not** been placed, the removal worker updates the Alternative Application for Placement of Children in Residential Care (Form 2087ex) in IMPACT before submitting to the SSCC for placement.
- If the child/youth has already been placed and the placement is not aware of the child/youth's behavior, the Removal Worker IMMEDIATELY notifies the SSCC Staff and the placement about the child/youth's behavior and documents the notification in IMPACT. An updated Attachment A that includes the newly added aggression incident must be provided to and signed by all required caregivers and uploaded to OneCase within three (3) business days. An updated Attachment A must also be provided to the victim's caregivers (if the victim is in foster care).
- If the child/ youth is placed in a GRO placement setting;

- The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT.
- After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
- GRO staff signatures must still be obtained on paper
- This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used.

If the Child/Youth is determined to have Sexually Aggressive Behavior after the Child/Youth is in Conservatorship:

- If the child/youth is pending a new placement, the CVS Worker or SSCC staff (if applicable) launches a new application for placement. The new application for placement will autofill with the aggression incident from the Sexual Incident History page in IMPACT.
- If the child/youth is currently in placement, the CVS Worker
  - Provides an updated Attachment A to the child's caregivers (aggressor and victim's), obtains the caregiver's signatures, and uploads the signed Attachment A to OneCase.
  - Updates Child Plan of Service (CPOS) for the child/youth who was determined to have sexually aggressive behaviors and the child/youth who was the victim of child sexual aggression (if the victim is in DFPS custody) to include services and supports.

- If the child/ youth is placed in a GRO placement setting:
  - The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT.
  - After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
  - GRO staff signatures must still be obtained on paper
  - This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used.

Within 24 hours of the child/youth being identified as being sexually aggressive, the CVS PA will send an email to the CVS PD asking that they confirm that the DFPS Worker has updated the application for placement, updated the Child Plan of Service, and notified the placement and SSCC Staff.

The CVS PD has 24 hours to respond to CVS PA confirming the above activities required of the CVS Worker have been completed.

If a child/youth is suspected of having sexually aggressive behaviors after entering DFPS conservatorship during an investigation:

CPI investigation:

- CPI notifies the caseworker of the Intake. CPI works with the caseworker to refer the child victim to a CAC for a forensic interview, if necessary.
- If the findings include the child is suspected to have displayed sexually aggressive behavior, the caseworker notifies the aggressor child's CVS PA as soon as possible but no later than 24 hours.
- CVS PA holds a CSA staffing as soon as possible but no later than 24 hours after being made aware of the behavior.
- CVS PA must document the staffing in IMPACT in the child's SUB stage using the 'CSA Staffing' drop-down box.
  If CSA is determined:
    - The CVS PA adds an aggression incident to the aggressor child's Sexual Incident History page and adds a victimization incident to the victim child's Sexual Incident History page (if victim has a PID) in IMPACT.
    - The caseworkers for the aggressor and victim provide updated Attachment As capturing the newly documented incidents to their caregivers for signature immediately. The signed Attachment As are uploaded into OneCase in the *Sexual History Report Attachment A Tab*. The caseworkers for both children launch new Applications for Placements.
    - The caseworkers for both children update the children's Child Plans of Service.

RCI investigation:

- RCI notifies the caseworker on the Intake.
- If child sexual aggression is suspected, the RCI investigator notifies their chain of command, including the RCI PA.
- If the RCI PA determines there are concerns for child sexual aggression, the RCI PA contacts the CVS PA to schedule a joint CSA staffing.
- A joint CSA staffing is held between the RCI PA and CVS PA.
- If both PAs agree the incident meets the criteria for CSA:
    - The CVS PA adds an aggression incident to the aggressor child's page and adds a victimization incident to the victim child's page (if victim has a PID) in IMPACT.
    - The caseworkers for the aggressor and victim provide updated Attachment As capturing the newly documented incidents to their caregivers for signature immediately. The signed Attachment As are uploaded into OneCase.
    - If the child/ youth is placed in a GRO placement setting;
        - The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT.
        - After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
        - GRO staff signatures must still be obtained on paper
        - This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract

at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used.

- The caseworkers for both children launch new Applications for Placements.
- The caseworkers for both children update the children's Child Plans of Service.

If the PAs do not agree the incident meets the criteria for CSA, the decision is elevated to the RCI Division Administrator and CVS Regional Director. The decision continues to be evaluated through the chain of command until a decision is reached.

Child Sexual Aggression, Sexual Victimization, Sexual Behavior Notification:

Source:
Remedial Orders 25, 27, 28, and 31 of the Modified Final Order

Relates Resources and Policy:
Child Placement Forms Page

Initial Placements:

- DFPS investigator will complete the question asking if the child has 'confirmed sexual victimization' on the Sexual Incident History page under the sexual victimization tab in IMPACT and enter any incidents if marked yes.
- If sexual aggressive behavior is suspected, DFPS will follow the child sexual aggression designation process above.
- If applicable, DFPS investigator will enter any trafficking incidents (suspected or confirmed) on the Trafficking page in IMPACT.
- DFPS will print the Attachment A form.
- If DFPS is transporting the child to the initial placement, DFPS will:
  - Discuss the information in the Attachment A form with the receiving caregiver (as required by Remedial Orders 25, 27, and 31 of the Modified Final Order).
  - Obtain signatures from all caregivers.
  - Use their work phone to scan the signed Attachment A form to PDF and email to themselves.
  - Upload Attachment A, Placement Summary Form 2279, and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) into OneCase in IMPACT within one (1) business day for access by the SSCC. DFPS will notify the SSCC when this is complete.
    - Form 2279b is a form used to certify that information about a child's sexual history was an alternate, temporary, or GRO caregiver. See section link here.
  - If the child/ youth is placed in a GRO placement setting;
    - The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT.

- After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
- GRO staff signatures must still be obtained on paper
- This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used.

- For placements made by the SSCC,
  - DFPS will launch the Attachment A, and provide the Placement Summary Form 2279, and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) ensure it is complete and send via email to the SSCC. See section link here.
  - SSCC, or their designee, will be responsible for discussing information in the Attachment A, the Placement Summary Form 2279, and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) with the caregiver at the time of placement. See section link here.
  - Obtain the signature of the receiving caregiver on both forms.
  - SSCC will upload Attachment A, the Placement Summary Form 2279, and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) into OneCase in IMPACT the same business day or by 7 pm the next calendar day. SSCC will notify DFPS when this is complete. See section link here.
  - If the child/ youth is placed in a GRO placement setting;
    - The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT.
    - After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
    - GRO staff signatures must still be obtained on paper
    - This new workflow replaces Form 2279b for GRO direct caregivers' signature only, EXCEPT when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used.

Subsequent Placements:

- DFPS will update all information under the person detail page tabs prior to the placement change.
- DFPS will provide the SSCC with a copy of the Placement Summary Form 2279, Attachment A, and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (if applicable).
- SSCC, or their designee, will:

- Discuss information in the Attachment A with all required caregivers at the time of placement.
- Obtain all required signatures.
- Record the date provided on the placement detail page.
- Upload a copy of the Form 2279, Attachment A and Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b (when applicable) to OneCase in IMPACT the same business day or by 7 pm the next calendar day. See section link here.
- If the child/ youth is placed in a GRO placement setting;
    - The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT.
    - After uploading, Attachment A is sent electronically to the GRO placement via IMPACT
    - GRO staff signatures must still be obtained on paper
    - This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used.

Additional Notification Guidance:

DFPS/SSCC is required by federal court order Remedial Orders 25, 27, and 31 to provide **all caregivers** who care for children/youth in the conservatorship of DFPS with information regarding a child/youth's history of sexual victimization and sexual aggression. At initial and subsequent placements of a child/youth in DFPS conservatorship in any setting, staff must review the information contained in the placement summary form (or a DFPS-approved equivalent) and the Child Sexual History Report Attachment A, obtain signatures, and provide a copy of the documents in accordance with the guidance in the chart below.

Placement Summary and Attachment A Tips

Related Resources and Policy:
CPS Handbook §4121.2 Prepare the Current and New Caregivers for the Move
CPS Handbook §4121.3 Complete the Placement Summary Form
CPS Handbook § 4123.1 Complete the Placement Authorization Form
CPS Handbook §4133 Provide and Discuss the Placement Summary (Form 2279)
CPS Handbook §4152.2 Meeting the Needs of a Child or Youth without Placement
CPS Handbook §4231.1 Notifying a Facility Regulated by Another State Agency of a Child's Sexual Victimization and Sexual Aggression History
CPS Handbook §4300 Unauthorized Arrangements of Youth in DFPS Conservatorship
CPS Handbook §6419 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse
Sexual Incident History Resource Guide
Child Placement Forms Page

Requirements for placements for children with Sexual Incident History and placement notifications can be found in the Sexual Incident History Guide, and the relating policies for more guidance.

Note: For all placements where Attachment A is required, the Placement Summary Form 2279 is also required.

Note: Either a handwritten signature or a true digital signature including an authentication certificate are acceptable. Typed names using cursive fonts are not acceptable.

Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information (2279b)

The 2279b is required under these circumstances:

- When the child is placed in a DFPS FAD home, it needs to be completed with alternate caregivers or respite providers.
- When the child is placed out-of-state in a non-contracted foster, adoptive, or dual-licensed foster and adoptive home.
- When the child goes to a temporary or alternate placement such as jail or hospitals.
- When the child is in a child without placement setting.
- When a child/youth is placed at a GRO **and** the placement is a child specific contract

Evaluating a Possible Placement

Source:
Remedial Order 20-Heightened Monitoring of the Modified Final Order

Related Resources and Policy:
CPS Handbook §4114 Required Factors to Consider When Evaluating a Possible Placement
CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM)
CPS Handbook §4635 HM Placement Hold
Texas Child-Centered Care (T3C) System and Placement Resource Guide

The safety of the child/youth is paramount consideration in any placement selection. When evaluating potential placements, the SSCC must consider substitute caregiver's history of abuse and neglect allegations. For foster homes, this includes history of abuse and neglect allegations while verified with previous child placing agencies, if applicable, and substitute caregiver's licensing variances.

The SSCC will follow steps outlined in CPS Handbook 4211.6 Placements into Operations on Heightened Monitoring (HM) for placements on Heightened Monitoring, as well as placements on probation.

IMPACT and CLASS History Checks

Source:
Texas Administrative Code 40 T.A.C. §700.1311(c)

Related Resources and Policy:
CPS Handbook §4151 Court-Ordered Placements in Unapproved Facilities
CPS Handbook §1800 Records Checks
CPS Handbook §6612.1 Conducting and Evaluating DFPS History Checks
Texas Child-Centered Care (T3C) System and Placement Resource Guide
24-hour Awake Supervision Plan

The Placement Coordinator must complete an investigation history check of all potential placements using Child Care Licensing Automated Support System (CLASS) to consider the placement's compliance history with HHSC's Child Care Regulation (CCR). The SSCC Placement Coordinator also checks IMPACT for any pertinent abuse or neglect history (including prior Child Protective Services abuse or neglect history, Adult Protective Services abuse or neglect history, Provider Investigations abuse or neglect history and Child Care Investigations abuse or neglect history).

The SSCC Placement Coordinator must review the results of the history checks and confer with the caseworker or supervisor if the history checks return results such as:

- Pending Child Care Investigations (CCI) or CCR investigations.
- Investigations that were closed as reason to believe, validated, confirmed or unable to determine, or any patterns in the investigation history that cause concern.
- History of CCR violations.

If HHSC CCR places a general residential operation (GRO), residential treatment center (RTC), or child placing agency (CPA) on probation, the SSCC must not place a child/youth in that GRO unless the associate commissioner or deputy associate commissioner of DFPS approves the placement, or a court orders a child/youth placed there.

SSCC will not place a child/youth in a foster home or straight adopt home with more than six children, unless there is an approved 24-hour awake supervision plan and the SSCC Director of Conservatorship Services Position Equivalent approves the placement in advance.

If a Child Placing Agency (CPA) places one of its foster home or foster group home's verification on inactive status, the SSCC must not place a child/youth in that foster home or foster group home. SSCC must not place a child/youth in an unrelated foster home when a caregiver in the home has a confirmed finding of abuse, neglect, or exploitation from an investigation. The RTB indicator box will be checked on the Resource Identification information page in IMPACT. This will indicate whether a caregiver associated with an unrelated foster home is a confirmed perpetrator of Abuse/Neglect/Exploitation. If placement entry is attempted in IMPACT, the caseworker will receive an error message, and the placement will not be completed. State Office Placement Division will need to approve any child-specific exceptions for placements in these homes prior to placement. All requests for exceptions, and questions, should be sent to DFPSDisallowances@dfps.texas.gov.

CLASS Variance Checks

The SSCC Placement Coordinator must review all licensing variances, including variances pertaining to caregiver ratio, supervision, and training, when determining if the placement can meet the child/youth's individual needs. In Stage I, the Placement Coordinator must review and confer with the DFPS Caseworker and DFPS Supervisor if the variance checks return results that may impact the placement's ability to meet the child/youth's individual needs. When the SSCC Intake Team and DFPS disagree, regional staff must escalate to the Regional Director, or designee, for a placement decision. The Regional Director, or designee, will consult with SSCC's Program Director or equivalent.

When an Operation is Issued a Placement Hold

A placement hold on an operation is issued by the CPS Director of Conservatorship Services or CPS Director of Heightened Monitoring. The CPS Director of Conservatorship Services will notify the SSCC within 24 hours when a placement hold is issued. Once the SSCC receives notification, they must notify their placement staff immediately or within 24 hours.

If an operation is issued a placement hold, then no children may be placed into that operation.

Children/Youth under SSCC Supervision

Source:
Texas Family Code §264.107(g)

Related Resources and Policy:
CPS Handbook §4152.1 Plans for a Child or Youth When Placement Is Unavailable
CPS Handbook §4152.2 Meeting the Needs of a Child or Youth without Placement

Note: SSCC Supervision or the use of the SSCC supervision location or the like are not placements and should not be considered a placement. It is not in the best interest of children to be in DFPS/SSCC Supervision situations. DFPS and the SSCC will exhaust efforts to find the best and most appropriate placement that meets the children's best interests.

All children that enter DFPS and/or SSCC supervision must be reported as required by policy. This includes children that are at approved DFPS/SSCC supervision locations. Sec. 264.1071. OFFICE STAYS PROHIBITED. The department may not allow a child to stay overnight in a department office. The SSCC must establish policies/procedures for safely caring for children/youth and meeting their needs while a placement is being located. Policies/procedures must comply with CPS Handbook § 4152.2 Meeting the Needs of a Child or Youth without Placement and all its sub-items.

Region 6: To prevent and mitigate Children/Youth under SSCC supervision, a child specific placement staffing will be conducted on an as needed basis. Texans Together will schedule

these staffing's with relevant DFPS staff. DFPS staff are expected to attend and be prepared to have robust productive conversations to address placement concerns and needs.

Daily Notifications

By no later than 9:00 am

SSCCs will report the status of children under SSCC supervision from the prior day to DFPS via email to the DFPS Placement team at cwop@dfps.texas.gov, copying the CBCA and Contract Administration Manager (CAM). Please title the email "[SSCC Name] Supervision for [Date]." Date is defined by 12:00 am-11:59 pm of previous day.

If No children under SSCC Supervision

If there were no children under SSCC Supervision, the SSCC will provide email notification to DFPS that there were NOT any children in SSCC Supervision.

If Children under SSCC Supervision

If there were children under SSCC Supervision, the SSCC will include the following items in the 9:00 am email notification:

- A summary detailing how many children were in SSCC Supervision and status in the body of the email.
- Attached *SSCC Supervision Daily Log* template with information on all children supervised by the SSCC (for date as defined above).
    - The naming convention for the log is "[SSCC Name] Supervision Log for [Date]".
    - The log is provided daily until a placement is found. Logs completed for Friday-Sunday nights are submitted Mondays by 9:00 am.
- Individual shift notes for each child that was under SSCC Supervision.
    - One note per child per 24-hour period. This includes children who spent a partial day in SSCC supervision. Example: A child enters SSCC supervision at 10:00 a.m. and leaves SSCC supervision for whatever reason at 4:00 p.m. that same day.
    - The naming convention for shift notes is "[SSCC Name] [Child's first initial] [Child's last name] Shift Notes [Date]. "
    - Shift notes begin once physical possession is obtained by the SSCC.
    - Shift notes must include:
        - Date and time of each shift
        - the child's PID
        - legal status
        - location name and address
        - full names of all staff providing supervision
    - Shift notes will be emailed to fclcompliance@dfps.texas.gov and uploaded into OneCase (neudocs) by 10:00 am.

By No Later Than 5:00 pm

The SSCC will send an email to the CAM, copying the CBCA, detailing all efforts made to secure placement for any child remaining in SSCC Supervision.

Note: Per an allowance of the SSCC to deviate from CPS Handbook §4152.1 Plans for a Child or Youth When Placement Is Unavailable, if a child/youth in DFPS conservatorship does not have a placement, the child/youth can be supervised by a qualified SSCC staff. The request will be granted to all SSCC employees as long as: (1) SSCC employees are in charge of the children, (2) those employees have appropriate background checks (both of which are required by the statute), and (3) have received all the required training.

New Placements

After DFPS determines, with Supervisor and Program Director approval, that the child/youth require placement in a *paid* foster care setting, the DFPS Worker must decide if the child/youth need emergency or non-emergency placement.

Before any non-emergency placement change, the DFPS Worker must contact the following people and ask for their recommendations on the subsequent placement:

- Attorney ad litem (AAL)
- Guardian ad litem (GAL)
- Court Appointed Special Advocate (CASA)

If an emergency placement change does not allow time for the required consultations, the DFPS Worker must notify the AAL, GAL, and CASA as soon as possible, but no more than three (3) business days after the change.

Region 6: DFPS staff will include full DFPS chain of command up to the RD on all email correspondence for placement requests (Emergency, non-Emergency, and Placement Changes within SSCC network).

During the placement search, if circumstances change and paid placement is no longer needed, DFPS worker will notify SSCC Intake team via SSCC placement mailbox immediately (within 1 hour).

Standing Court Orders: DFPS staff and Texans Together, will consult and follow any applicable standing court orders including but not limited to placement settings and notice/approval of placement by required parties as outlined in the order. DFPS staff will be responsible for notifications, obtaining appropriate approvals, and communicating final approval to the Texans Together Intake Specialist within 2 hours of approval receipt.

Region 6:
During the placement search, if circumstances change and paid placement is no longer needed, DFPS worker will notify SSCC Intake team via SSCC placement mailbox immediately (within 1 hour).

Standing Court Orders: DFPS staff and Texans Together, will consult and follow any applicable standing court orders including but not limited to placement settings and notice/approval of placement by required parties as outlined in the order. DFPS staff will be responsible for notifications, obtaining appropriate approvals, and communicating final approval to the Texans Together Intake Specialist within 2 hours of approval receipt.

Emergency Referral and Placement Process

Source:
Texas Family Code §262.115
Texas Family Code §264.107

Related Resource and Policy:
CPS Handbook §4142 Enter the Placement Change Information in IMPACT
CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM)
CPS Handbook §6151.3 Notification Requirements and Schedule
Child Placement Forms page
CBC 2085 series forms
DFPS IMPACT Functionality Guide
Sexual Incident History Resource Guide
Emergency Placement Process Flow Charts
T3C System Blueprint
Texas Child-Centered Care (T3C) System and Placement Resource Guide

The emergency referral and placement process are used when DFPS makes a referral to the SSCC for a child/youth who is in **immediate** need of paid foster care placement and services **and is not currently served by** the SSCC. The immediate need for an emergency referral is if placement is needed within seven (7) hours. Therefore, this process will be used for all emergency and exigent removals in addition to any child/youth requiring immediate paid foster care placement and services.

Note: For emergency removals, if DFPS does not have physical possession of the child/youth, the SSCC Director of Intake and Placement or equivalent may give approval for the SSCC placement coordinator to

begin searching for placement. The 4-hour period will only begin once the SSCC has accepted the referral as complete, and DFPS has physical possession of the child/youth.

In Region 6: A confirmation email will be sent by the Texans Together placement team indicating when the referral is accepted.

The section below reflects the specific steps a DFPS Worker (removal or conservatorship) must take to request and complete an emergency foster care placement from the SSCC.

Process	Procedure

Notification & Referral	**DFPS Worker will** contact the SSCC during regular work hours or after-hours by phone at the SSCC Placement Number as listed on the CBC Contact Webpage.
	
	Within one (1) hour of contacting the SSCC, DFPS worker will send an email to SSCC placement mailbox and enter placement referral documentation in IMPACT. Please refer to the IMPACT Functionality Guides. If there are any complications with the referral, contact your CBCA. The email subject line will read: (last name, first name of oldest child). The email will include the following information:
	• DFPS Worker contact information.
	• DFPS Worker supervisor and contact information.
	• SSCC's Initial Referral Information (can be verbal).
	  ○ SSCC Intake Worker to be assigned as secondary in IMPACT via the SSCC referral.
	  ○ Attachment A form from IMPACT.
	  ○ SSCC's Referral Form for Placement (if required by SSCC).
	  ○ Relevant information to assist with finding placement (i.e., removal affidavit, education, medical, up-to-date psychological, etc.).
	  ○ The T3C Recommended Service Package, based on the DFPS worker's professional judgment.
	Note: If any additional information is needed, the SSCC will call the DFPS Worker to request additional information or staffing.
	• DFPS will enter the following in IMPACT:
	  ○ SSCC Child Referral on the Case Summary page in IMPACT.

Process	Procedure
	○ IMPACT Application for Placement of Children in Residential Care (form 2087; excluding level of care information); **or** ○ IMPACT Alternative Application for Placement of Children in Residential Care (form 2087ex); excluding level of care information. The IMPACT 2087ex must be used for all new entries into paid foster care. Based on the child/youth 's needs, the DFPS Worker will: • Notify relevant regional DFPS Subject Matter Experts (i.e., Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist). • When possible, notify the Developmental Disability Specialist prior to the child/youth removal. • Request staffing with relevant Subject Matter Experts as needed. Note: The SSCC will not begin to search for placement without an active SSCC referral and a thorough and descriptive Alternative Application for Placement of Children in Residential Care (2087ex) or Application for Placement of Children in Residential Care (form 2087) specific to the child/youth 's needs sent via IMPACT. The SSCC will have **one (1) hour** to review the referral and information to determine if it is sufficient for the placement search. If the application for placement does not have sufficient information for the placement search, the SSCC will email and call DFPS Worker/Supervisor to update information. **In Region 6: Emergency Placement Notification** Staff must notify Texans Together within one hour of identifying that an emergency placement is needed. Notification must occur via telephone call. The 4-hour timeframe starts once the referral is accepted as complete by the SSCC. The SSCC will advise DFPS by phone and follow-up email as to when the referral is accepted to allow DFPS to coordinate plans for the child/youth.

Process	Procedure
	The timeframes associated with placement must take into consideration the best interests of each child/ren and/or youth. Although the timeframes will be followed in most instances, there may be times DFPS and SSCC staff will need to work together to ensure the best interests of child/ren and youth take precedence. An emergency staffing may be necessary to ensure all information is being shared between parties. Emergency staffing can be requested by either DFPS or SSCC. Include CBCA on the staffing. SSCC will include DFPS Worker, Supervisor, and Program Director on all correspondence throughout the case.
SSCC Placement Options and DFPS Approval	**SSCC Placement Option** No later than **seven (7) hours** from receipt of notification of need for emergency placement, the SSCC will provide DFPS Worker with: • Notification of a recommended placement and medical consenter by phone, followed by an email to the DFPS Worker and Supervisor, or electronically (IMPACT). • Information about the recommended placement will include: o Placement Name, Address, Phone and Resource ID, if known. o Network Provider Name. o Placement credential status information including what T3C service packages and add-on services the placement is credentialed to provide. o Medical Consenter name and PID, if known. o Information regarding other children/youth placed in the home, including if any have a child sexual aggression designation or a victim of child sexual aggression. o Education Decision Maker name and PID. o For placement options on Heightened Monitoring, the SSCC will follow steps outlined in CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM). **DFPS Placement Approval** • DFPS Worker will evaluate and approve SSCC's recommended placement option and medical consenter within 1 hour of receipt of notification from the SSCC by telephone or email.

Process	Procedure

	• Approval of the placement will be assumed if denial is not received within 1 hour.
	• If there are concerns about the placement recommendation:
	  o DFPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.
	  o Denial justification must be included and provided to the SSCC by responding to referral emails.
	  o The DFPS Program Director will contact the SSCC's Director of Intake and Placement or enter equivalent with the decision.
	  o The CBC Administrator must also be notified.
	  o Denial of a placement option may impact the ability of the SSCC to secure the placement within seven (7) hours.
	
	If the SSCC has not established a placement for a child/youth within seven (7) hours of initial referral:
	• The SSCC will notify DFPS Worker and DFPS Supervisor of status and planned strategy for finding a placement.
	• DFPS Supervisor will notify the CBC Administrator.
	• If placement is not identified by the SSCC within the 7-hour timeframe and the child/youth has been physically transferred to the SSCC, then the DFPS Worker will provide verbal approval of the placement and medical consent when placement is secured.

Placement of Child/Youth	**If placement is located within four (4) hours of documented emergency placement referral:**
	• DFPS Worker will physically transport the child/youth to the placement.
	• DFPS Worker at the time of placement will complete the documents below, include the CBC 2085 series forms, and will review the information with the caregiver, obtain the caregiver's signature on the documents and provide copies of the documents to the caregiver:
	  o Placement Authorization (Form 2085FC) – to be signed by caregiver and a copy uploaded into OneCase by DFPS.
	  o Designation of Medical Consenter (Form 2085B) - to be signed by consenter and a copy uploaded into OneCase by DFPS.

Process	Procedure
	○ Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and a copy uploaded into OneCase by DFPS. ○ Placement Summary Form 2279 – to be signed by caregiver and a copy uploaded into OneCase by DFPS. ○ Child Sexual History Report (Attachment A) from IMPACT - to be signed by all caregivers and a copy uploaded into OneCase by DFPS. ○ If the child/ youth is placed in a GRO placement setting; ▪ The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT. ▪ After uploading, Attachment A is sent electronically to the GRO placement via IMPACT ▪ GRO staff signatures must still be obtained on paper ▪ This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used. ○ When applicable Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b - to be signed by caregivers, copy uploaded into OneCase by DFPS. See section link here. ○ Rights of Children and Youth in Foster Care (Form K-908-2530) - review with the child/youth, signed by the caseworker, child/youth and caregiver, provide a copy to the child/youth, document the date reviewed in the child's placement information page and DFPS will upload a signed copy into OneCase in IMPACT within 72 hours. ○ If the child is placed in a T3C Placement, provide the Service Package Confirmation from IMPACT. • DFPS will ensure ALL signed placement documents are uploaded into OneCase in IMPACT.

Process	Procedure
	If placement is identified outside the four (4) hours of documented emergency referral: • DFPS Worker will transport the child/youth to an alternative location coordinated between the SSCC and DFPS Worker. • For a child/youth's initial placement (brand new removal), when a placement has not been identified, DFPS Worker will remain medical consenter until a placement is identified. • Since placement is not identified within four (4) hours and the SSCC has assumed supervision responsibilities of the child/youth and the DFPS Worker is not present at the placement with the caregiver, the next business day, after the child/youth's placement, the SSCC will provide DFPS Worker relevant child/youth's placement information identified below by uploading into OneCase. • DFPS Worker will provide the placement documents below, including the CBC 2085 series forms, to the SSCC but will not sign the documents (see below for one exception). They are provided for use by the SSCC when placement is secured. o Placement Authorization (Form 2085FC) – to be signed by caregiver and a copy uploaded into OneCase by the SSCC. o Designation of Medical Consenter (Form 2085B) – to be signed by consenter and a copy uploaded into OneCase by the SSCC. If DFPS remains medical consenter (e.g., Backup), DFPS caseworker must sign Designation of Medical Consenter (Form 2085B) and provide to the SSCC prior to placement. o Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and a copy uploaded into OneCase by the SSCC. o Placement Summary Form 2279 – to be signed by caregiver and a copy uploaded into One Case by the SSCC. o Child Sexual History Report (Attachment A) from IMPACT - to be signed by all caregivers and a copy uploaded into One Case by the SSCC. SSCC will notify DFPS when this is complete.

Process	Procedure
	○ If the child/ youth is placed in a GRO placement setting; ○ The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT. ○ After uploading, Attachment A is sent electronically to the GRO placement via IMPACT ○ GRO staff signatures must still be obtained on paper ○ This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used. ○ When applicable Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b - to be signed by caregivers, copy uploaded into OneCase by DFPS. See section link here. ○ Rights of Children and Youth in Foster Care (Form K-908-2530) – SSCC will review with the child/youth, obtain the child/youth's signature, and sign the form as the caseworker. SSCC will obtain the caregiver's signature, provide a copy to the child/youth, document the date reviewed in the child's placement information page and upload a signed copy into OneCase in IMPACT (per policy may not exceed 72 hours). SSCC will notify DFPS when this is complete. DFPS will contact the SSCC if they do not receive the paperwork in time. ○ If the child is placed in a T3C Placement, provide the Service Package Confirmation from IMPACT. ○ DFPS will ensure all signed placement documents are uploaded into OneCase in IMPACT.
IMPACT Documentation	**DFPS Worker will, within four (4) hours of verbal referral to the SSCC:** • Update Person Information in IMPACT.

Process	Procedure
	SSCC will, within 12 hours of placement: or by 7:00 pm the next calendar day: • If T3C placement is selected, create the recommended service package in IMPACT. • If T3C placement is selected, create the selected service package in IMPACT. • Create the Medical Consenter entry in IMPACT. • Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page, with the exception of the placement discussion (covered below). o If placement is in a Treatment Family Foster home, please select TFC (Treatment Foster Care) as the living arrangement on the placement entry. **Placement discussion and submission of placement in IMPACT** The same day or by 7pm the following calendar day, IF: • DFPS completed the placement with the caregiver, the DFPS Worker will review the placement entry initiated by the SSCC, complete any portion specific to discussions at the time of placement, and placement issues narrative then save and submit to their supervisor. • The SSCC completed the placement with the caregiver, SSCC will complete the IMPACT placement entry to include placement issues narrative and placement discussion, then save and submit to their supervisor. If the placement entry is not documented in IMPACT by the SSCC within 12 hours of the referral or by 7:00 pm the next calendar day, DFPS Worker will call the SSCC Intake and Placement Director, or equivalent and request placement be documented. • If placement information is not documented in IMPACT within one hour of contact with SSCC Staff, DFPS Worker will notify their supervisor. • The DFPS Supervisor will contact the SSCC Intake and Placement Director or equivalent for immediate resolution and will notify CBC Administrator. **Supervisor that received the placement submission will, by 5:00 pm the next business day:** • Review and approve the placement and medical consent documentation in IMPACT.

Process	Procedure
	• If there is an error, DFPS will send notice of rejection by email to the SSCC Intake staff and SSCC Intake and Placement Director or equivalent. **DFPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes.**
Additional Documentation Shared with SSCC Within 7 Days	**DFPS Worker will provide by uploading into OneCase/complete in IMPACT, within seven (7) days, any remaining placement documentation to the SSCC including:** • Birth verification/certificate. • Social Security card or number (if available). • Education portfolio. • Medicaid and STAR Health numbers or qualifying information (if available). • Any external documentation (i.e., assessments, evaluations, or therapy notes) related to the care of the child/youth. • Removal affidavit or most recent court report. • Update person characteristics in IMPACT. • Update education log in IMPACT (with as much information as available). • Update medical/dental page in IMPACT, as applicable. • Any requested intake forms from the residential provider. Any external forms and written placement information not available in IMPACT should be uploaded into OneCase and notification provided via email to the SSCC**.** Email must include subject line with "the oldest child/youth's last name, first name" or "family name."
Within 3 Days of Placement & Assessments Due Within 30 Days of Placement	**SSCC will provide notice of completion of the following by email or written form to both DFPS Worker and Supervisor:** • Ensure the caregiver or residential provider obtains the 3-day medical screening (three (3) business days) for all eligible children and youth identified meeting the criteria by the DFPS removing worker and notify DFPS Worker. DFPS Worker will enter this information into IMPACT. Within one (1) business day of the screening, the caregiver or Residential Provider will provide notice of the completed screening to the DFPS Worker. • Ensure the caregiver schedules the Child and Adolescent Needs and Strengths (CANS) Assessment appointments to occur between days 21-30 in care.

Process	Procedure
	○ If child is placed in a T3C Service Package, ensure that the caregiver is aware that a CANS Assessor will be coordinating and scheduling the CANS assessment. • Ensure the caregiver schedules and completes the Texas Health Steps checkup within thirty (30) days. • Ensure any child under three years old is referred to Early Childhood Intervention (ECI) if the child is suspected of having a disability or developmental delay because of exposure to illegal substances, or the disability or developmental delay requires evaluation prior to their scheduled Texas Health Steps check-up. **DFPS will call caregivers by the 14th day of the child entering into care to ensure a CANS Assessment is scheduled.**

Non-Emergency Referral and Placement Process

Source:
Texas Family Code §262.115
Texas Family Code §264.107

Related Resource and Policy:
CPS Handbook §4142 Enter the Placement Change Information in IMPACT
CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM)
CPS Handbook §6151.3 Notification Requirements and Schedule
Child Placement Forms page
CBC 2085 series forms
DFPS IMPACT Functionality Guide
Sexual Incident History Resource Guide
Non-Emergency Placement Process Flow Charts
Texas Child-Centered Care (T3C) System and Placement Resource Guide, for more information

The non-emergency placement process is used when DFPS makes a referral to SSCC for a child/youth in DFPS conservatorship who is moving to a paid foster care placement in the SSCC's provider network.

Before any non-emergency placement change, the DFPS Worker must contact the following people and ask for their recommendations on the subsequent placement:

- Attorney ad litem (AAL)
- Guardian ad litem (GAL)

- Court Appointed Special Advocate (CASA), when applicable

Process	Procedure
Notification & Referral	**Non-Emergency Referrals Resulting from Discharge Notice of Child/Youth in Paid Care (Not same day)** When DFPS receives a discharge notice for a child/youth not in the SSCC network from their current caregiver, DFPS will email that discharge notice to the SSCC. For all discharge notices, DFPS worker will review the CANS 3.0 assessment to determine if it accurately reflects the child's current needs. • If there is no CANS 3.0 assessment for the child, the worker will submit a referral to the DFPS CANS Assessment request mailbox. • If there is a CANS 3.0 assessment for the child, and it continues to accurately reflect the needs of the child, the DFPS worker will create or recommend service package in IMPACT based on the existing CANS assessment. • If there is a CANS 3.0 assessment for the child, but it no longer accurately reflects the needs of the child, the DFPS worker will submit a request for a CANS 3.0 assessment to the DFPS CANS assessor as a special request CANS assessment. ○ If a special request CANS is required, the DFPS worker will update the SSCC placement team regarding the recommended service package. **For 30-day discharge notice:** Immediately, but no more than three (3) business days, **DFPS Worker will** email the SSCC's Placement mailbox a copy of the discharge notice and complete the SSCC referral in IMPACT for all children/youth being referred. The email subject line should be: *"30 Day Discharge Notice,"* **AND** Last name of oldest child being referred, including: • Copy of discharge notice. • Updated Attachment A form from IMPACT. • SSCC's Referral Form for Placement, if required by SSCC. • Include Psychological evaluation, if available. • CANS Assessment. • T3C Recommended Service Package. • Any other available information that would aid in securing placement as requested by the SSCC (i.e., removal of affidavit and 2087ex).

Process	Procedure
	• Include DFPS Supervisor's name, who approves the placement and is a backup contact. DFPS will enter the following in IMPACT: • SSCC Child Referral on the Case Summary page in IMPACT; and • IMPACT Application for Placement of Children in Residential Care (form 2087; excluding level of care information); or • IMPACT Alternative Application for Placement of Children in Residential Care (form 2087ex); excluding level of care information. The IMPACT 2087ex must be used for all new entries into paid foster care. Within one (1) business day, the SSCC will: • Provide DFPS Worker and DFPS Supervisor with the name of the SSCC Intake worker to make secondary within one (1) business day of the email referral notification. • Send acknowledgement that the above information has been reviewed for completion to the DFPS Worker and Supervisor. The notification must identify any items in need of correction or not provided in the acknowledgement. DFPS Worker will provide the needed information within two (2) business days. **For 14 days and less discharge notice:** Immediately, but no more than one (1) business day, DFPS Worker will email copy of discharge notice and complete the required IMPACT documentation for all children and youth being referred to the SSCC's Placement mailbox. The email subject line should be: "14 Day Discharge Notice," **AND** last name of oldest child being referred, including: • Copy of discharge notice. • Updated Attachment A form from IMPACT. • SSCC's Referral Form for Placement, if required by the SSCC • Psychological evaluation if available. • CANS Assessment. • T3C Recommended Service Package. • Any other available information that would aid in securing placement as requested by the SSCC (i.e., removing affidavit). • DFPS Supervisor's name, who approves the placement and is a backup contact. The same business day:

Process	Procedure

	• SSCC will provide DFPS Worker and DFPS Supervisor with the name of the SSCC Intake worker to assign the SSCC Child Referral (make secondary).
	• DFPS will enter the following in IMPACT:
	  ○ SSCC Child Referral on the Case Summary page in IMPACT; **and**
	  ○ IMPACT Application for Placement of Children in Residential Care (form 2087; excluding level of care information); **or**
	  ○ IMPACT Alternative Application for Placement of Children in Residential Care (form 2087ex); excluding level of care information) The IMPACT 2087ex must be used for all new entries into paid foster care.
	
	Within one (1) business day, the SSCC will:
	• Send acknowledgement that the above information has been reviewed for completion to the DFPS Worker and Supervisor. The notification must identify any items in need of correction or not provided in the acknowledgement. CPS Worker will provide the needed information within one (1) business day.
	
	Note that some Non-Emergency Referrals may require a placement for timeframes other than with 30-day or 14-day notices. DFPS should always make the non-emergency referral immediately after learning of a placement need. The referral must include information about the date placement is needed and this date is considered the deadline for a new placement to be completed.
	
	Based on the child/youth's needs, DFPS will notify relevant regional DFPS Subject Matter Experts (i.e., Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist). For additional guidance, see Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs.
	
	SSCC will include DFPS Worker and Supervisor on all correspondence throughout the case.

Pre-Placement Staffing (Optional)	Pre-Placement staffing is optional for non-emergency placements and determined jointly by the SSCC Placement Supervisor and DFPS Supervisor. Please see additional guidance regarding Pre-Placement Staffings.

Process	Procedure

SSCC Placement Options and DFPS Approval	**SSCC Placement Option**
	• SSCC will provide weekly updates to the DFPS Worker and Supervisor on placement identification efforts until a placement is identified.
	• No less than three (3) business days prior to placement needing to occur, the SSCC will notify DFPS Worker and Supervisor by email of recommended placement and medical consenter.
	• Information about the recommended placement will include:
	  o Placement Name, Address, Phone and Resource ID, if known.
	  o Network Provider Name.
	  o Placement credential status information including what T3C Service Packages and Add-On Services the placement is credentialed to provide.
	  o Medical Consenter name and PID, if known.
	  o Information regarding other children/youth placed in the home, include if any have a child sexual aggression designation or a victim of child sexual aggression.
	• Coordinate pre-placement visit opportunities to engage the child/youth in placement decision.
	For placement options on Heightened Monitoring, the SSCC will follow steps outlined in CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM).
	
	DFPS Placement Approval
	• DFPS Worker will evaluate and approve SSCC's recommended placement option and medical consenter within 1 business day of receipt of notification from the SSCC by telephone or email the SSCC Placement mailbox.
	• DFPS Worker will provide written approval of the placement by responding to the email from the SSCC with the placement option that it is approved.
	• Approval will be assumed if denial is not received within one (1) business day.
	• DFPS Worker will also notify CBC Administrator of failure of the SSCC to identify placement no later than 3 business days prior to placement needing to occur.
	• If there are concerns about the placement recommendation:

Process	Procedure
	○ DFPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation. ○ Denial justification must be included and provided to the SSCC by responding to referral email. ○ The DFPS Program Director will contact SSCC Placement Director or equivalent with the decision. ○ The CBC Administrator must also be notified.
Placement of Child/Youth	**DFPS Worker will:** • Physically transport the child/youth to the placement since the child/youth is not part of the SSCC network until placement is made. • At the time of placement will complete the placement documents below, include the CBC 2085 series forms, and will review the information with the caregiver, obtain the caregiver's signature on the documents and provide copies of the documents to the caregiver: ○ Placement Authorization (Form 2085FC) - to be signed by caregiver and uploaded into OneCase by DFPS. ○ Designation of Medical Consenter (Form 2085B) - to be signed by consenter and a copy uploaded into OneCase by DFPS. ○ Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and uploaded into OneCase by DFPS. ○ Placement Summary Form 2279 to be signed by caregiver and uploaded into OneCase by DFPS. DFPS will notify the SSCC when this is complete. ○ Child Sexual History Report (Attachment A) from IMPACT - to be signed by all caregivers and a copy uploaded into OneCase by DFPS. ○ If the child/ youth is placed in a GRO placement setting; ▪ The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT. ▪ After uploading, Attachment A is sent electronically to the GRO placement via IMPACT ▪ GRO staff signatures must still be obtained on paper

Process	Procedure
	▪ This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used. o When applicable Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b - to be signed by caregivers, copy uploaded into OneCase by DFPS. See section link here. o Rights of Children and Youth in Foster Care (Form K-908-2530) – DFPS will review with the child/youth, obtain the child/youth signature, and sign the form as the caseworker. DFPS will obtain the caregiver's signature, provide a copy to the child/youth, document the date reviewed in the child's placement information page, and upload a signed copy into OneCase in IMPACT (per policy may not exceed 72 hours). DFPS will notify the SSCC when this is complete. o SSCC will contact DFPS if they do not receive the paperwork in a timely manner. • DFPS will ensure ALL signed placement documents are uploaded into OneCase in IMPACT.
IMPACT Documentation	**DFPS Worker will at the time of referral to the SSCC:** • Update Person Information **SSCC will within 12 hours of placement or by 7:00 pm the next calendar day:** • If T3C placement is selected, create the recommended service package in IMPACT. • If T3C placement is selected, create the selected service package in IMPACT. • Create the Medical Consenter entry in IMPACT. • Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page, with the exception of the placement discussion (covered below). o If placement is in a Treatment Family Foster home, please select TFC (Treatment Foster Care) as the living arrangement on the placement entry.

Process	Procedure
	Placement discussion and placement submission in IMPACT The same day or by 7pm the following calendar day, IF: • DFPS completed the placement with the caregiver, the DFPS Worker will review the placement entry initiated by the SSCC, complete any portion specific to discussions at the time of placement, and placement issues narrative then save and submit to their supervisor. • The SSCC completed the placement with the caregiver, SSCC will complete the IMPACT placement entry to include placement issues narrative and placement discussion, then save and submit to their supervisor. If the placement entry is not documented in IMPACT from the SSCC within 12 hours of the referral or by 7:00 pm the next calendar day, DFPS Worker will call the SSCC Intake and Placement Director, or equivalent and request placement be documented. • If placement information is not documented in IMPACT within one hour of contact with the SSCC, DFPS Worker will notify their supervisor. • The DFPS Supervisor will contact the SSCC Intake and Placement Director or equivalent for immediate resolution and will notify CBC Administrator. **Supervisor that received the placement submission will, by 5:00 pm the next business day**: • Review and approve the placement and medical consenter documentation in IMPACT. • If there is an error, DFPS will send notice of rejection by email to the SSCC Intake staff and SSCC Intake and Placement Director or equivalent. **DFPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes.**
Additional Documentation Shared with SSCC Within 7 Days	**DFPS Worker will** provide via OneCase/complete any remaining placement documentation and provide to the SSCC including: • Birth verification/certificate. • Social Security card or number (if available). • Education portfolio at placement.

Process	Procedure
	• Medicaid and STAR Health cards or qualifying information (if available). • Any external documentation (i.e., assessments, evaluations, or therapy notes) related to the care of the child/youth. • Removal affidavit or last court report. • Update person characteristics in IMPACT, including whether the child qualified for 3-day medical exam. • Update education log in IMPACT (with as much information as available). • Update medical/dental page in IMPACT, as applicable. • Any requested intake forms from the residential provider. Any external forms and written placement information not available in IMPACT should be uploaded into OneCase and notification provided via email to SSCC Placement mailbox. The email subject line should be "the oldest child/youth's last name, first name".
Within 3 Days of Placement & Assessments Due Within 30 Days of Placement	**If the child/youth is new to conservatorship, within three (3) business days of placement, the SSCC will:** • Ensure the caregiver or residential provider obtains the 3-day medical screening (within three (3) business days) for all eligible children and youth and notifies DFPS Worker. (DFPS Worker will enter into IMPACT, including checking the box to indicate whether the child is eligible for the 3-day exam). • Ensure the caregiver schedules CANS appointment to occur between 21 to 30 days in care. ○ If child is placed in a T3C Service Package, ensure that the caregiver is aware that a CANS Assessor will be coordinating and scheduling the CANS assessment. • Ensure the caregiver schedules and completes the Texas Health Steps checkup within 30 days. • Ensure any child under three years old is referred to Early Childhood Intervention (ECI) if the child is suspected of having a disability or developmental delay because of exposure to illegal substances, or the disability or developmental delay requires evaluation prior to their scheduled Texas Health Steps check-up.

Placement Changes of Children in SSCC Network

Source:
Texas Family Code §262.115
Texas Family Code §264.107

Related Resource and Policy:
CPS Handbook §4142 Enter the Placement Change Information in IMPACT
CPS Handbook §4143.2 Notify the AAL, GAL, and CASA of an Emergency Placement
CPS Handbook §4211.6 Placements into Operations on Heightened Monitoring (HM)
CPS Handbook §6151.3 Notification Requirements and Schedule
Child Placement Forms page
CBC 2085 series forms
DFPS IMPACT Functionality Guide
Sexual Incident History Resource Guide

Placement changes in a Region where Stage I is implemented will take place with children/youth who are placed in a *paid* foster care setting within the SSCC provider network and require a new foster care placement within the SSCC network. SSCC must make all reasonable attempts to prevent placement changes.

Placement changes, initiated by DFPS, are typically non-emergency in nature. **DFPS Workers must obtain Supervisor and Program Director (PD) approval to request a placement change from the SSCC.**

Emergency placements changes may only be initiated when there is a perceived or actual threat to the safety or well-being of the child/youth or by court order. Non-emergency placement changes may need to be initiated based on a variety of reasons, all of which must be justified by the SSCC or DFPS depending on who is requesting the change.

It should be noted that if the SSCC receives a request from an external party for a placement change (i.e., GAL or CASA), then the SSCC will notify the DFPS Worker and Supervisor. If DFPS decides a placement change is needed, then the DFPS initiated placement change process must be followed.

A staffing may be scheduled by the SSCC to prevent disruption of an existing placement. For a youth strategy session, DFPS will be given three (3) business days' notice of the staffing by the SSCC unless the situation calls for an emergency staffing.

Standing Court Orders: DFPS staff and Texans Together, will consult and follow any applicable standing court orders including but not limited to placement settings and

notice/approval of placement by required parties as outlined in the order. DFPS staff will be responsible for notifications, obtaining appropriate approvals, and communicating final approval to the Texans Together Intake Specialist within 2 hours of approval receipt.

Placement Change Process

Process	Procedure
Notification & Referral	**Emergency Placement Changes initiated by DFPS:** Upon identifying the circumstances requiring a placement change, the **DFPS Worker will**: • Staff the situation with their supervisor if placement is needed. • Contact, discuss, and evaluate the situation and concerns with SSCC Intake and Placement Director or equivalent or designee and determine timeframe for referral. • Obtain Program Director (PD) approval for the placement change. • DFPS Worker will update the Application for Placement of Children in Residential Care (2087) in IMPACT. • DFPS Worker will update the Attachment A form in IMPACT. • For any emergency placement changes, follow the Emergency Referral and Placement process. • For any non-emergency placement changes, follow the Non-Emergency placement referral process. **Note:** Since the child/youth is already receiving services from the SSCC, a new IMPACT referral is not needed. **SSCC will NOT begin to search for placement without a thorough and descriptive IMPACT Application for Placement of Children in Residential Care specific to the child/youth's needs.** SSCC will have **one** 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, the SSCC will email and call DFPS Worker/Supervisor to update information. **SSCC will include DFPS Worker and Supervisor on all correspondence throughout the case.** **Emergency Placement Changes initiated by the SSCC:**

Process	Procedure
	Upon identifying the circumstances requiring a placement change, the SSCC will provide to the DFPS Worker and Supervisor: • SSCC Intake staff contact information. • SSCC Intake staff back-up contact information (i.e., supervisor). • Reason for emergency placement change needed. • SSCC will update Application for Placement of Children in Residential Care (form 2087) in IMPACT with collaboration from the DFPS Worker. • DFPS Worker will update the Attachment A form in IMPACT. In situations where DFPS may have physical supervision of the child/youth, the SSCC will immediately begin the placement search. **Non-Emergency Placement Changes initiated by DFPS:** Upon identifying the circumstances requiring a placement change, within 72 hours the DFPS caseworker will: • Staff the situation with their supervisor. • Contact, discuss, and evaluate the situation and concerns with SSCC Intake and Placement Director or equivalent or designee. • If placement is needed, obtain Program Director (PD) approval for the placement change. • Follow Non-Emergency Referral and Placement Process. **Non-Emergency Placement Changes initiated by the SSCC:** Upon identifying the circumstances requiring a placement change, within 72 hours the SSCC will provide to the DFPS Worker and Supervisor: • SSCC's Placement Coordinator contact information. • SSCC's Placement Coordinator back-up contact information (i.e., supervisor). • Reason for non-emergency placement change. • SSCC will update IMPACT Application for Placement of Children in Residential Care. • Notification if children were placed in a Short-Term Emergency Placement (STEP) bed or temporary arrangement. As part of case management, DFPS Case Worker will complete any other edits that may be needed to the IMPACT Application for Placement of Children in Residential Care to ensure it reflects the

Process	Procedure
	current needs of the child within the following timeframes following discharge acceptance by SSCC Intake staff: • For 30-day discharge five (5) business days • For 14-day discharge two (2) business days • For 24-hour discharge within four (4) hours Note: Based on the child/youth's needs, DFPS will notify relevant regional DFPS Subject Matter Experts (i.e., Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist). For additional guidance, see Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs. **SSCC will include DFPS Worker and Supervisor on all correspondence throughout the case.**
Pre-Placement Staffing (Optional)	Pre-Placement staffing is optional for non-emergency placements and determined jointly by SSCC Placement Supervisor and DFPS Supervisor (See additional guidance regarding Pre-Placement Staffings).

SSCC Emergency Placement Options and DFPS Approval	**SSCC Emergency Placement Option**
	
	SSCC will notify DFPS Worker and Supervisor by email and phone call of recommended placement and medical consenter.
	• Information about the recommended placement will include:
	  ○ Placement Name, Address, Phone and Resource ID, if known.
	  ○ Network Provider Name.
	  ○ Placement credential status information including what T3C service packages and add-on services the placement is credentialed to provide.
	  ○ Medical Consenter name and PID, if known.
	  ○ Information regarding other children/youth placed in the home, include if any have a child sexual aggression designation or a victim of child sexual aggression. Coordinate pre-placement visit opportunities to engage the child/youth in placement decisions.
	
	DFPS Emergency Placement Approval
	• DFPS Worker will evaluate and approve the SSCC recommended placement option and medical consenter within one hour of receipt of notification from the SSCC by telephone or emailing the SSCC placement mailbox.

Process	Procedure

	• DFPS Worker will provide written approval of the placement by responding to the email from the SSCC with the placement option that it is approved.
	• Approval will be assumed if a denial is not received within one hour.
	• If there are concerns about the placement recommendation:
	  ○ DFPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.
	  ○ Denial justification must be included and provided to the SSCC by responding to the referral email.
	  ○ The DFPS Program Director will contact the SSCC Intake and Placement Director or equivalent with the decision.
	  ○ The CBC Administrator must also be notified.

SSCC Non-Emergency Placement Options and DFPS Approval	**SSCC Non-Emergency Placement Option** **SSCC will provide weekly updates to the DFPS Worker and Supervisor on placement identification efforts until a placement is identified.** **No less than three (3) business days prior to placement needing to occur**, the SSCC will notify DFPS Worker and Supervisor, through email, of recommended placement and medical consenter. Information about the recommended placement will include: • Placement Name, Address, Phone and Resource ID, if known. • Network Provider Name. • Placement credential status information including what T3C service packages and add-on services the placement is credentialed to provide. • Medical Consenter name and PID, if known. • Information regarding other children/youth placed in the home, include if any have a child sexual aggression designation or a victim of child sexual aggression. • Coordinate pre-placement visit opportunities to engage the child/youth in the placement decision. **DFPS Non-Emergency Placement Approval** • DFPS Worker will evaluate and approve the SSCC's recommended placement option and medical consenter within one (1) business day of receipt of notification from the SSCC by telephone or SSCC Placement mailbox.

Process	Procedure
	• DFPS Worker will provide written approval of the placement by responding to the email from the SSCC with the placement option. • Approval will be assumed if denial is not received within one (1) business day. • DFPS Worker will also notify CBC Administrator of failure of the SSCC to identify placement no later than three (3) business days prior to placement needing to occur. • If there are concerns about the placement recommendation: o DFPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation. o Denial justification must be included and provided to the SSCC by responding to the referral email. o The DFPS Program Director will contact the SSCC Placement Director or equivalent with the decision. o The CBC Administrator must also be notified.
Placement of Child/Youth	• Since the child/youth is already placed with the SSCC, the decision for the DFPS Worker to participate in the physical placement of the child/youth with a new caregiver is based on the best interest of the child/youth. • If the child/youth is under DFPS supervision, DFPS and the SSCC will coordinate for the transition of the child/youth into SSCC supervision so that the SSCC can make the placement with a new caregiver. • DFPS will update all information under the person detail page tabs prior to the placement change. • DFPS will email an updated Attachment A to the SSCC prior to placement. • SSCC or their authorized representative will complete the physical placement of the child/youth with the new placement caregiver and provide all completed placement forms to DFPS by uploading them into OneCase. o Placement Authorization (Form 2085FC)- to be signed by caregiver and electronic copy provided to DFPS by uploading into OneCase. o For SIL Placements, Placement Authorization (Form 2085SIL) is needed instead of Form 2085FC. o Designation of Medical Consenter (Form 2085B)- to be signed by consenter and electronic copy provided to DFPS by uploading into OneCase. If DFPS will

Process	Procedure
	remain medical consenter (e.g., Backup), DFPS caseworker must sign. o Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and electronic copy provided to DFPS by uploading into OneCase. o Placement Summary Form 2279– to be signed by caregiver, copy uploaded into OneCase by the SSCC. SSCC will notify DFPS when this is complete. o Child Sexual History Report (Attachment A) from IMPACT – to be signed by all caregivers, copy uploaded into One Case by the SSCC. o If the child/ youth is placed in a GRO placement setting; ▪ The Attachment A must be uploaded to the Case Summary Page under Digital Storage in IMPACT. ▪ After uploading, Attachment A is sent electronically to the GRO placement via IMPACT ▪ GRO staff signatures must still be obtained on paper ▪ This new workflow replaces Form 2279b for GRO direct caregivers' signature only, **EXCEPT** when a child is placed in a child specific contract at a GRO. If a child is placed in a child specific contract, Form 2279b should still be used. o When applicable Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b - to be signed by caregivers, copy uploaded into OneCase by DFPS. See section link here. o Rights of Children and Youth in Foster Care (Form K-908-2530) – SSCC will review with the child/youth, obtain the child/youth signature, and sign the form as the caseworker. SSCC will obtain the caregiver's signature, provide a copy to the child/youth, document the date reviewed in the child's placement information page and upload a signed copy into OneCase in IMPACT (per policy

Process	Procedure
	may not exceed 72 hours). SSCC will notify DFPS when this is complete. • DFPS will contact the SSCC Intake and Placement Director or equivalent if they do not receive the paperwork in a timely manner. • DFPS will ensure ALL signed placement documents are uploaded into OneCase in IMPACT. • DFPS will ensure all legal parties (parents, parents' attorneys, AAL, GAL, CASA) are notified of the placement change.
IMPACT Documentation	**SSCC will, within 12 hours of placement or by 7:00 pm the next calendar day:** • Create the recommended service package in IMPACT if T3C placement is selected. • Create the selected service package in IMPACT, if T3C placement is selected. • Create the Medical Consenter entry in IMPACT. • Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page, with the exception of the placement discussion (covered below). o If placement is in a Treatment Family Foster home, please select TFC (Treatment Foster Care) as the living arrangement on the placement entry. **Placement discussion and submission of placement in IMPACT** The same day or by 7pm the following calendar day, IF: • DFPS completed the placement with the caregiver, the DFPS Worker will review the placement entry initiated by the SSCC, complete any portion specific to discussions at the time of placement, and placement issues narrative then save and submit to their supervisor. • The SSCC completed the placement with the caregiver, SSCC will complete the IMPACT placement entry to include placement issues narrative and placement discussion, then save and submit to their supervisor. If the placement entry is not documented in IMPACT by the SSCC within 12 hours of the placement or by 7:00 pm the next calendar day, DFPS Worker will call the SSCC Intake and Placement Director, or equivalent and request placement be documented.

Process	Procedure
	• If placement information is not documented in IMPACT within one hour of contact with the SSCC, DFPS Worker will notify their supervisor. • The DFPS Supervisor will contact the SSCC Intake and Placement Director or equivalent for immediate resolution and will notify CBC Administrator. **Supervisor that received the placement submission will, by 5:00 pm the next business day:** • Review and approve the placement and medical consenter documentation in IMPACT. • If there is an error, DFPS will send notice of rejection by email to the SSCC Intake staff and SSCC Intake and Placement Director or equivalent. **DFPS Worker will** complete any remaining placement documentation to the SSCC including: • Update person characteristics in IMPACT. • Update education log in IMPACT (with as much information as available). • Update medical/dental page in IMPACT, as applicable. • Any requested intake forms from the residential provider. Any external forms and written placement information not available in IMPACT should be uploaded into OneCase and notification emailed to the SSCC Placement mailbox. The email subject line should include "oldest child/youth's last name, first name, and person id or case id number." **DFPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes.**

Pre-Placement Staffing (OPTIONAL)

Related Resource and Policy:
Community-Based Care Forms

A Pre-Placement Staffing is a collaborative process between DFPS and the SSCC that focuses on the unique, individualized needs of the child/youth in DFPS conservatorship. The purpose of the Pre-Placement Staffing is to ensure that all interested parties to the child/youth have an opportunity to share and discuss relevant child/youth information in support of the SSCC's search for the best possible placement option. The pre-placement staffing seeks to share all

relevant information about a child/youth who requires a non-emergency placement or placement change. Relevant information includes:

- Additional information about the child/youth's present behaviors, circumstances, and history beyond what has been provided to the SSCC at intake.
- Children/Youth Recommended T3C Service Package.
- Children/Youth with higher acuity needs.
- Children/Youth that have had multiple and/or frequent moves.
- Possible placement options for consideration.
- Children/Youth with current specific contracts.
- Children/Youth that have been in RTCs for longer than one year.
- Relevant court orders.
- Current visitation plans.
- Pre-placement visitation needs.

If discussion between DFPS and the SSCC deems a Pre-Placement Staffing would be beneficial, or at the request of either agency, then a staffing will need to be scheduled. SSCC's staff will gather information about the child/youth (through IMPACT, previous caregivers, placement information from DFPS, etc.) for the group to be able to discuss the child/youth's placement needs and schedule/facilitate the staffing.

Process	Procedure
Timeframes	A pre-placement staffing will occur at any given time based on the child/youth's needs and agreement of both DFPS and the SSCC. A staffing may be scheduled by the SSCC in order to prevent disruption of an existing placement. For a youth strategy session, DFPS will be given three (3) business days' notice of the staffing by the SSCC unless the situation calls for an emergency staffing. **Recommended timeframes:** For **emergency removals or placement moves**, a pre-placement staffing may be scheduled for the same day. For **14-day notices or less**, the pre-placement staffing will be scheduled to occur within three (3) business days of the SSCC being notified of the notice. For **30-day notices**, the pre-placement staffing will be scheduled to occur within five (5) business days of the SSCC being notified of the notice. Note: The SSCC and DFPS have established a weekly status update meeting for the Intake and Placement Workload. It is up to DFPS and the SSCC's discretion if, over time, this staffing will meet the needs of the pre-placement staffing.

Process	Procedure
Coordination	**SSCC will** ensure the pre-placement staffing is arranged. Pre-placement staffing will usually be conducted by telephone/virtually. However, pre-placement staffing may occur in-person as needed and determined by the SSCC and DFPS. The SSCC Intake and Placement Director or equivalent will coordinate with appropriate parties to: • Identify scheduling options for pre-placement staffing. • Work together with the DFPS Worker to assess the appropriateness and level of the child/youth and parent's participation in the staffing. • SSCC will complete all logistical arrangements (date, time, location, conference call information, notices) for the pre-placement staffing. SSCC will give all participants as much prior notice of the pre-placement staffing as possible. • SSCC or their designee will facilitate the meeting.
Participants	The following participants will be notified of the pre-placement staffing by the SSCC: • DFPS Worker • Local Permanency Worker (if assigned) • DFPS supervisor and DFPS program director • Court Appointed Special Advocate (CASA) • Guardian ad litem • Attorney ad litem • SSCC Intake staff • Current Provider Case Manger • Current caregiver • Child/youth • Parent(s) • Parents' attorney(s) • Other relevant subject matter experts (i.e., Developmental Disabilities Specialist Nurse, Education Specialist, Well Being Specialist) Efforts should be made to invite all participants to the pre-placement staffing. If the pre-placement staffing conflicts with a participant's schedule, the SSCC must make every effort to: • Obtain the participant's input about the child/youth's placement prior to staffing. • Include the participant's discussion and decisions made at the staffing.

Process	Procedure
Inclusion and Participation of Children and Youth in Pre-Placement Staffings	The inclusion of the child/youth's voice in the decision making and planning about his or her placement is critical to achieving positive results for children, youth, and families. Therefore, children and youth must be given an opportunity to participate in pre-placement staffing. Although a child/youth's participation in a staffing is never forced, the SSCC must make every effort to include the child/youth in the staffing. If a child/youth cannot or chooses not to participate, the SSCC must provide the child/youth with alternate methods of participation.
Alternate Methods of Participation for Children	If a child/youth is unable to participate in a staffing, SSCC or DFPS may ask the child/youth to express his or her thoughts about the placement by either: • Writing them down in a letter to be read during the staffing; • Verbalizing them in a video or audiotape to be played during the staffing; or • Verbalizing them to a designated person, such as the CPA case manager, DFPS Worker, current caregiver, or CASA volunteer, to be addressed at the staffing.
Alternate Methods of Participation for Older Youth	Older youth are strongly encouraged to participate in pre-placement staffing, unless they decline. If the youth declines to participate, the **SSCC will:** • Examine the reason for the decline. • Ensure the youth fully understands the purpose for the staffing. • Ensure the youth understands the importance of having a voice in planning for their future. SSCC must ensure that a follow-up discussion is held with the youth, regardless of how the youth plans to participate in the staffing, to ensure that the youth is aware of and understands the planning and decision-making that will be made on his or her behalf.
Documentation	**SSCC will** record notes from the staffing discussion and ensure DFPS staff receive a copy. Additional copies of the notes can be distributed to participants upon request. SSCC and DFPS staff will share and exchange (with each other) copies of all external documentation gathered related to the child/youth's needs, including but not limited to diligent search results for relatives and/or parents, birth certificates, social security

Process	Procedure
	cards, medical/dental reports or records, school records, progress notes, assessments, evaluations, and so on. After the pre-placement staffing, **the DFPS Worker will**: • Document the pre-placement staffing in the IMPACT contact detail page. • Upload a copy of the completed Pre-Placement Staffing Form (1503) into OneCase.

Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs

Related Resources and Policy:
CPS Handbook §4117 Specific Placement Considerations for Children or Youth Who Have Primary Medical Needs
CPS Handbook §4118 Additional Actions for Placing Children with Intellectual or Developmental Disabilities
Primary Medical Needs Resource Guide
Exceptional Care Rate Request Resource Guide

Placing children/youth with Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN), or complex medical needs require careful consideration in order to make the best placement matches to serve the special needs of these children and youth. The Primary Medical Needs Resource Guide describes the needs of children and youth who have PMN. The Foster and Licensed Facility Placements Process Resource Guide describes the needs of children and youth who have IDD needs.

Emergency or Non-Emergency Placement Process for Children and Youth with IDD, PMN, or Complex Medical Needs

DFPS Workers should follow the process outlined in New Placements/Emergency Placements when requesting an emergency paid foster care placement from the SSCC for a child/youth with IDD, PMN, or Complex Medical Needs.

In addition to the emergency placement process, the **DFPS Worker will**:

- Upon placement referral or prior to the removal, coordinate a telephone staffing with the DFPS Supervisor and Program Director, regional DFPS Subject Matter Experts (i.e.,

Nurse, Developmental Disability Specialist, Well-Being Specialist), and SSCC Placement Coordinator and Clinical Utilization Specialist or equivalent to discuss:
    - The specific needs of the child/youth.
    - The ability of available placement options to meet the child/youth's specific needs.
- After a placement of a child/youth with PMN or complex medical needs has been recommended by the SSCC and approved by DFPS, the DFPS worker will contact the Well Being Specialist (WBS) to request a PMN Staffing to develop a plan to address the medical services, equipment, and other needs during the transition to the new caregivers.
    - The staffing will include the new caregivers, their provider, medical staff, the SSCC staff, Nurse Consultant (NC), DFPS staff, STAR Health, and previous caregivers (when appropriate).
    - When there is no time for a PMN Staffing prior to placement, DFPS Worker will contact the WBS and/or the NC to plan for a safe transfer of the child/youth. When the WBS and NC are not available, consult with the Primary Medical Needs Resource Guide and notify the WBS and Nurse Consultant as soon as possible.
    - Note: Hospitalization of a child/youth may be the best option until caregivers are fully trained on the child/youth's care and/or the needed medical equipment; supplies or medication can be provided.
    - If possible, the staffing should occur prior to the child/youth arriving in his or her new placement, but no later than two (2) business days after the child/youth's placement.
- After a placement for a child/youth with IDD has been recommended by the SSCC and approved by DFPS, the Developmental Disability Specialist (DDS) will be notified within **two (2) business days**.

If the child has exceptional needs that cannot be met appropriately using the blended foster care rate, please refer to Exceptional Care Rate Request Resource Guide.

Placement of Children When CVS is Not Obtained/Temporary Placement is Needed

Related Resources and Policy:
Emergency Placement Process Flow Charts

Under special situations, a child/youth may need a temporary, paid foster care placement in a Region where CBC has been implemented. A child/youth's legal region may not be from the designated community area. If this occurs, removal staff will refer the child/youth needing paid foster care placement to the SSCC per current protocols outlined in Emergency Placement Process Flow Charts.

SSCC will then secure temporary, paid foster care placement for the child/youth with the following considerations:

- If the child/youth has emergency medical needs, then the DFPS Worker will ensure written consent is received from the child/youth's parent/managing conservator, as needed.
- If the child/youth is hospitalized, the DFPS Worker will work with the child's insurance provider to cover the expenses related to the days spent in the hospital.
    - If a child/youth needs a hospital sitter, DFPS will request and pay for this service.
    - If a foster parent needs to be trained or needs time to bond with the child/youth while the child/youth is in the hospital, DFPS will notify the SSCC and the SSCC will determine a proper course of action.

The SSCC will request payment for placement through current regional processes established with local child welfare boards. If payment is denied by a local child welfare board, then the SSCC will request a Manual Payment (form 4116) from DFPS.

Note: Unless DFPS has custody or in the process of obtaining custody, DFPS maintains possession of the child in DFPS regions and is responsible for all related care activities, including transport (e.g., an out-of-state child where CPI has no custody and not planning on obtaining but reaches out to the SSCC for a courtesy placement). The 4- and 7-hour CBC contract requirements do not apply for youth in this section, as this is courtesy assistance from the SSCC, and the child/youth is not under the SSCC continuum of care.

Placing Children or Youth in Certain Institutions

Related Resources and Policy:
Foster and Licensed Facility Placements Process Resource Guide
CPS Handbook §4118 Additional Actions for Placing Children with Intellectual or Development Disabilities
Exceptional Care Rate Request Resource Guide

DFPS and the SSCC will work together when considering and requesting placement of a child/youth in one of the following settings:

- Licensed Institutions for children/youth with intellectual and developmental disabilities;
- State Supported Living Centers;
- Home and Community-Based Services (HCS) Residential Placements;
- Nursing Facilities; or
- Intermediate Care Facilities for Intellectual Disabilities/Related Conditions (ICF/IID-RC).

Placing a child/youth in a certain institution should only take place when no other less restrictive placement is available that can meet the child/youth's needs.

Placement in a certain institution requires careful consideration, assessment, and justification. DFPS and the SSCC will coordinate with the regional Developmental Disability Specialist to carefully assess the child/youth's specific needs and exhaust all least restrictive placement options before recommending a child/youth's placement in a certain institution.

Depending on the type of institutional placement requested for the child/youth, the DFPS Worker must follow current DFPS processes as provided for in the Foster and Licensed Facility Placements Resource Guide.

If a child/youth is placed in a certain institution, the DFPS Worker must notify the SSCC to discharge the child/youth from the SSCC in IMPACT (See Ending a Referral section for more information).

Special note: When an HCS placement is not able to meet a child/youth's needs:

- The DFPS worker must contact the Local Intellectual Developmental Disability Authority (LIDDA) and the Developmental Disability Specialist (DDS) to seek another Home Community Service (HCS) placement.

This possible disruption/change in placement should go through the DFPS DDS, *not* the SSCC.

Placement into an Inpatient Psychiatric Stabilization Program (IPSP)

Before placing a youth in an IPSP, the program must be approved by DFPS. The SSCC will electronically submit a request for approval of the IPSP to the CPS Director of Placement or designee. The SSCC will submit a copy of the subcontract with the IPSP that includes:

- The IPSP treatment model.
- The criteria and methodology used in considering a child/youth for sub-acute placement, including client characteristics, approval process for the placement, and level of internal managerial approval.
- How the SSCC will oversee, support, ensure safety, and monitor the placement while the child/youth remains in the placement.
- A transition plan to ensure the youth is moved to a lesser restrictive setting after the program's treatment model timeframe, with the intent that the youth transitions as soon as the youth has completed the program.

If the IPSP is Approved

1. The SSCC will forward the approved email to the Contract Administrator Manager (CAM) and the Community-Based Care Administrator (CBCA).
2. The CAM will create a resource in IMPACT to add the IPSP under the SSCC's provider network in IMPACT and reply to the email once completed.
3. The SSCC may submit a request to use the Exceptional Care Rate to pay for placement.

See Exceptional Care Rate.

Appeal Process If the IPSP is not Approved

If the request was denied, and the SSCC does not agree with denial then:

1. The SSCC can forward the denial, along with their reason of appeal, to the CPS Associate Commissioner and/or the Director of Conservatorship Services.
2. The CPS Associate Commissioner and/or the Director of Conservatorship Services have two business days to respond to the denial.

Please Note: The SSCC will not be reimbursed the foster care blended rate for any placement into the non-approved IPSP.

Temporary Placement for Children/Youth After Recovery from a Missing Episode

Related Resources and Policy:
CPS Handbook §4280 Temporary Absence from Paid Placement

This process primarily pertains to youth who have gone missing and are recovered. These types of situations are unique in their circumstances and decision-making regarding placement or temporary placement. Primary considerations must include child/youth safety and what is in the child/youth's best interest. SSCC and DFPS Legacy areas must work together to support children/youth in DFPS Conservatorship as needed to ensure their safety and well-being. **The 4- or 7-hour CBC contractual requirements do not apply for children/youth in this section, as this is assistance from the SSCC.**

Possible scenarios include, but are not limited to:

- SSCC child/youth recovered in a legacy region
- Legacy child/youth recovered in a CBC DCA

SSCC child/youth recovered in other CBC DCAs will be covered in an agreement between the SSCCs.

When the circumstance does not support the child/youth being able to return to their legal region/DCA immediately, a collaboration between DFPS legacy region and the SSCC is required to develop a plan that meets the child/youth's immediate needs, including the possible need for securing temporary placement.
Circumstances that may require a temporary placement for the child/youth may include, but are not limited to:

- Recovery at a late hour and a distance from Legal Region/DCA that would not support safe return at the immediate time of recovery.
- Weather conditions in either recovery or legal region/DCA that do not support a safe return to the Legal Region/DCA at the immediate time of recovery.

Those involved in planning may include:

- Legal Region/DCA DFPS/SSCC Program Director depending on Stage I or II.
- Recovery Region/DCA DFPS/SSCC Program Director depending on Stage I or II.
- SSCC Intake Director.
- CBCA.

Note: On-Call DFPS and SSCC staff would need to be involved in the planning after hours and on weekends or holidays.

Options to consider in resolving placement needs include, but are not limited to:

- Legal Region SSCC secures in-network placement in the recovery region if they have an available contract with an opening.
- Legal Region SSCC seeks assistance from Recovery Region's Centralized Placement Unit (CPU) for temporary placement.
- If this is the plan, Recovery Region Program Director facilitates the referral to CPU for assistance.
    - Legal Region CPU requests assistance from Recovery DCA SSCC for temporary placement, the SSCC's placement contacts can be located on the SafetyNet.

The expectation for these types of temporary placements is that they are temporary and will **not** require multiple nights for placement. The Legal Region or the Legal Region's SSCC will secure placement for the child/youth the following day after the child/youth is recovered and facilitate a least restrictive placement. In instances when DFPS cannot reimburse for placements that are less than 24 hours, the CBCA will verify the circumstances and contact the CAM to request payment be made at the Emergency Shelter rate.

IMPACT Documentation for the Temporary Placement Would be as Follows:

	The placement has a DFPS contract only	**The placement has both SSCC and DFPS contract**	**The placement has an SSCC contract only**
Youth Legal Region is SSCC Designated Community Area	CBCA should be contacted and will aid in placement documentation. Payment will be directly paid to the provider and not through the SSCC.	Placement documented under SSCC network and paid via 3-tiered placement under SSCC contract.	Placement documented under SSCC network and paid via 3-tiered placement.
Youth's legal region is a legacy region	Placement documented under DFPS contract and paid via 2-tiered placement.	Placement documented under DFPS contract and paid via 2-tiered placement.	CBCA should be contacted and will aid in placement documentation. Have the SSCC provide you with the specific Resource ID (RID) for the organization that only has an SSCC contract. Payment will then need to be requested at the emergency shelter rate.

IMPACT will not generate payment if placements are started and ended on same date:

- If this occurs, the SSCC or DFPS will notify the CBCA that a temporary placement for placement services across regional boundaries that started and ended on the same date.
- The CBCA will verify the circumstances and contact the CAM to request payment be made at the Emergency Shelter rate.

Kinship Verification

Related Resources and Policy:

Before referring Kinship Caregivers to the SSCC for verification, Kinship staff must ensure that:

- The Kinship Caregiver has been approved by DFPS to provide care for a child/youth in DFPS conservatorship.
- An approved Kinship Home Assessment, with Kinship Safety Evaluation (if applicable), has been completed on the Kinship caregiver.

Kinship staff should attempt to educate the potential Kinship family of the overall process including the requirements to become a licensed placement option.

The Kinship Worker must follow CPS Handbook §6660 Kinship Caregivers Interested in Becoming Verified as Foster Parents.

Process	Procedure
Notification & Referral for In-Region Kinship Caregivers	**Kinship Worker will** email SSCC Kinship mailbox and copy all parties involved: • The subject line of email should read: "Kinship Verification Referral: Last Name of Caregiver" (Include information if a Risk Evaluation needed, and if a Spanish or other Language Speaker is needed). Email should include: o Caregiver Name o Caregiver Address o Caregiver Phone o Caregiver Email o Caregiver County of residence o Kinship Worker o Kinship Worker Phone o Names and PIDs of children and youth placed by DFPS in home o Permanency goals o Type of license family desires: Foster – Foster/Adopt – Adopt only o Any additional information or comments o Copy of the Kinship family's approved Kinship home assessment (and KSE if applicable) **SSCC will** review the additional information section of the referral to ensure it is forwarded to Paid Placement Providers who can serve the Kinship family (i.e., Spanish speaking, risk evaluation required). SSCC will follow their internal process and report to DFPS when a Kinship family is accepted or denied by a Paid Placement Provider. If a referral is denied by a Paid

Process	Procedure
	Placement Provider, the reason for denial will be included in the communication. The information will be sent to the Kinship Worker and Supervisors.

Seeking Referral Recommendations for Kinship Families Out of Region	When a Kinship family is outside the DCA Region and the Kinship family expresses interest in becoming a verified home, the SSCC must be consulted for a referral recommendation. This will help facilitate the ability of the child/youth to receive services from the SSCC once they are in a paid foster care placement.
	
	CVS Worker will:
	• Ask the Courtesy Kinship Worker and Local Permanency Specialist (LPS) Worker to inform the CVS Worker when the family is interested in being verified so that referral recommendations can be sought from the SSCC.
	• Include the requirement to seek verification of referrals from the SSCC on the Kinship referral when Kinship courtesy services are sought from another region.
	• Email SSCC staff and copy all parties involved at SSCC Kinship mailbox with the following:
	  ○ Subject line: "Out of Region Kinship Verification Referral Recommendation: Last Name of Caregiver."
	  ○ Email should include the same information identified for a referral within the region.
	
	SSCC will:
	• Identify CPAs they would like to recommend in the Kinship Caregivers area.
	• Provide that information to the CVS Worker and the Kinship Worker.
	
	CVS Worker will:
	• Provide the information to the caregiver and to the courtesy Kinship Worker regarding the SSCC referral recommendations for verification.
	• Once the Kinship home out of region is verified, follow the "Placing a Child/Youth with a Verified (or Newly Verified Kinship Caregiver)" below.
	
	After the placement in the out of region verified Kinship home has occurred, the CVS Workers will notify the courtesy Kinship Worker and LPS Worker of child/youth's placement in the newly verified home.

Process	Procedure
Monitoring the Progress of In Region Kinship Verification	**SSCC will** host a Paid Placement Provider staffing quarterly to monitor the progress families are making to become a verified home. Participants on the call will include: • Kinship Worker • Kinship Supervisor • CVS Worker • CVS Supervisor • Paid Placement Provider Case Manager • SSCC Case Care Specialist **SSCC will** host a staffing monthly to monitor the progress for any families with challenging circumstances who are taking longer than needed to become verified. Participants on the call will include: • Kinship Worker • Kinship Supervisor • CVS Worker • CVS Supervisor • Paid Placement Case Manager • SSCC Case Care Specialist
Placing a Child/Youth with A Verified (Or Newly Verified) Kinship Caregiver	**Paid Placement Provider will:** • Notify the SSCC, CVS Worker, and Kinship Worker on the day the verified family was submitted to CLASS as an approved foster home. • Paid Placement Provider will notify the SSCC Kinship mailbox so that the process of placement can be initiated. **DFPS Worker will:** • Within two business days of learning the family has been submitted in CLASS, will complete the Non-Emergency Referral and Placement Process on all the children/youth placed in the Kinship home. • Add the SSCC referral in IMPACT and complete the 2087(Common Application) in IMPACT. **SSCC Kinship Specialist will** verify that the family is in CLASS and in the SSCC provider network in IMPACT. • Upon notification that the Kinship family is approved as a foster home or straight adopt home in CLASS, the SSCC will inform the Kinship Worker and Supervisor, CVS Worker and Supervisor, and will advise of the official start date for the child/youth's placement in the foster home and follow the relevant placement process.

Process	Procedure
	• Best Practice for children/families is to complete placement within five (5) business days, if possible. **CVS Worker will not** initiate placement until the SSCC approves the placement. **Kinship Worker will** end the Kinship caregiver payments on the same date that is approved for the Kinship Foster Parent placement. **Note:** Foster care maintenance payments to a verified Kinship family (foster home) begin once DFPS and the SSCC have completed the relevant placement process described below. The date for the start of the placement will be the date the home was verified.
Placement Change of a Child/Youth with a Verified Kinship Caregiver	The Placement Change Process will be used when a child/youth is placed in a paid foster care setting within the SSCC provider network and requires a placement change to a verified Kinship caregiver (Kinship foster home) within the SSCC network.

Initial Coordination Meeting

Related Resources and Policy:
Community-Based Care Forms

The Initial Coordination Meeting (ICM) is an internal, collaborative process between DFPS and the SSCC that focuses on the unique, individualized needs of the child/youth and outlines services to address those needs. The ICM process seeks to share all relevant information about a child/youth in DFPS conservatorship who requires a new emergency placement within the SSCC's provider network. Relevant information includes assessments, evaluations, medical reports, recommended services, and all other information that pertains to the child/youth's individual needs. During the ICM, DFPS and the SSCC jointly identify the child/youth's initial and concurrent permanency goals. The ICM takes the place of the traditional post-removal staffing.

Process	Procedure
Timeframes	Within seven (7) calendar days of a new emergency placement referral to the SSCC, **Family Group Decision Making (FDGM) Facilitator will** host and coordinate the ICM. **DFPS and SSCC will** participate in the ICM.

Process	Procedure
	The ICM may be extended up to three days if an exigent or emergency placement occurs on a holiday or weekend day (Friday, Saturday, or Sunday) or inclement weather prevents the ICM from occurring as scheduled. All other extensions to an ICM must be approved by the Program Director. If DFPS or SSCC staff are not in attendance, FGC facilitator will attempt to reach them at the start of the meeting. For SSCC, FGDM facilitator may reach out to the SSCC's email and the SSCC Placement mailbox if the invitees not present are SSCC staff and do not respond to FGDM's efforts.
Coordination	**DFPS Worker will** send a removal notification to the Family Group Decision Making (FGDM) Facilitator to begin the coordination process. In Region 6: Investigations (Region 6A and 6B) will submit ICM referrals to DFPSICMRegion06@dfps.texas.gov . 6A ICMs will be conducted weekly on Tuesdays and Thursdays. 6B ICMs will be conducted on Wednesdays. Family Based Safety Services (FBSS Region 6A and 6B): FBSS will follow the established regional process for assignment notification. FBSS 6A: Paula Brown will continue to send out the Notification Assignment email for 6A to all required parties, including the assigned FGDM facilitator, Latracia Taylor at latracia.taylor@dfps.texas.gov. FBSS 6B: Legal liaisons in each county will continue to send out the Notification Assignment email to all required parties including the assigned FGDM facilitator, Ebony Love at ebony.love@dfps.texas.gov. FBSS Staff must complete their portion of the ICM and include all required documentation as part of the referral process. ICMs will be conducted weekly on Tuesdays and Fridays.

Process	Procedure
	The FGDM Facilitator will coordinate all meeting logistics, including: • Scheduling a meeting date and time with participants. • Reserves a conference room, or virtual meeting. • Ensures all relevant participants are invited to the meeting. • Provides notice (2 business days) of the ICM to all participants.
Participants	At a minimum, the following participants will be notified of the upcoming ICM: • SSCC Case Care Director or Equivalent at SSCC Case Care Specialist mailbox . **Region 6:** Texans Together Family Finding Team • Removal Worker and Supervisor • Conservatorship Worker, Supervisor, and a PD • FGDM Facilitator • Paid Placement Provider • Other DFPS staff or subject matter experts as needed (i.e., Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist) • Additional DFPS staff may be included in the notification email, but may not need to participate in the ICM
Documentation	**Before the ICM, the Removal Worker will complete:** • As much of the Removal Staffing Checklist as possible, which has been updated per CBC protocols. • Page 1 through 4 (top section) of CBC ICM Form K-910-1502. • Email the FGDM Facilitator a copy of the ICM form and the removal affidavit/legal pleadings no later than one day prior to the meeting. **During the ICM, the FGDM Facilitator will:** • Gain information about the family to engage the family in a Single Case Plan Meeting; and provide the status, if any, of the family's agreement to participate in a Family Group Conference (FGC). • Notify the DFPS Worker and the SSCC if a FGC is accepted by the family for development of the family plan of Service. If the family declines a FGC Meeting or one

Process	Procedure
	cannot be held, an initial service planning meeting date will be held instead. • Record notes from the meeting discussion on the ICM form, including but not limited to the primary and concurrent permanency goals for the child/youth. • SSCC and DFPS staff will share and exchange copies (with each other) of all external documentation gathered thus far related to the child/youth's needs, including but not limited to removal affidavit, diligent search results for relatives and/or parents, immunization records, birth records, birth certificates, social security cards, medical/dental reports or records, school records, progress notes, assessments, evaluations, etc. **After the ICM, the FGDM Facilitator will:** • Record the ICM as a contact in the Family Substitute care (FSU) stage, Contact Detail page in IMPACT. • Ensure the notes from the meeting are recorded in the Contact Detail Narrative. • Send the ICM notes to all participants in the meeting and those invited but were not in attendance.

Child and Youth Service Planning

Child/youth service planning is a collaborative and inclusive process between DFPS, the SSCC, the Network Provider, the child/youth, and the family that focuses on developing and reviewing plans to meet the individualized and unique needs of the child/youth. Under CBC, service planning with children and youth will occur with all:

- Children/youth placed within the SSCC network upon removal.
- Children/youth currently placed in foster care who require a placement change into the SSCC network.
- Children/youth who have transitioned into the SSCC network via model implementation activities.

Upon placement with the SSCC, children/youth are identified as receiving:

- Child-care Services; or
- Therapeutic Services.

The type of service the child/youth will receive as determined by the legal status and permanency goal, will determine the frequency by which the child's Service Plan will be reviewed.

Service Planning Meetings and Child Service Plans

Source:
Texas Administrative Code §700.1321

Related Resources and Policy:
HHSC Minimum Standards
CPS Handbook §6241 Child Service Plan
CPS Handbook §6241.22 Review of Child's Plan of Service

Child Service Plans will be developed and reviewed through Single Child Plan of Service model meetings. Child Service Plans must be developed with children/youth in accordance with the requirements established in Texas Administrative Code §700.1321, and applicable Child Care Regulation minimum standards. Primary and concurrent permanency goals for the child/youth will be reviewed at each service planning meeting.

Whenever possible, sibling groups will have combined service planning meeting, which may require additional time allotted for the meeting.

Single Child Plan of Service Model

The Single Child Plan of Service Model is an opportunity to create a collaborative environment for everyone that is involved with the child/youth to have a voice in the development of the child's Plan of Service at one meeting.

Goals of the Single Child Plan of Service model are:

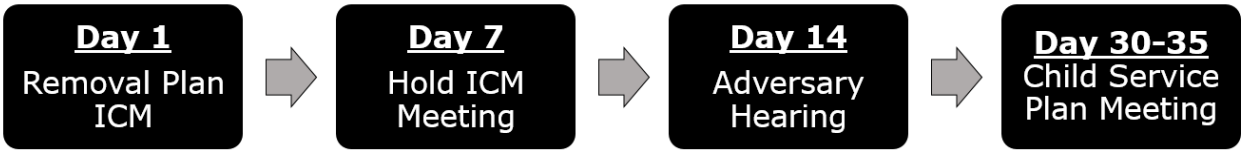
- Ensure timely assessment and identification of child/youth needs and access to services.
- Eliminate having multiple meetings and both a treatment plan from a CPA and a separate child's Plan of Service in IMPACT.
- Develop a more collaborative approach to service planning.
- Create an opportunity for more active participation in service planning.

Timeframes

DFPS and the Paid Placement Provider will share responsibility for scheduling and conducting service planning meetings in accordance with the following Child Service Plan timeframes:

The initial Child Service Plan will be approved by DFPS Supervisor by the 45th day after removal. The initial Child Service Plan will be coordinated and facilitated by the FGDM staff. DFPS completes the first seven sections in the Child Service Plan and it is sent to the Paid Placement Provider to complete the plan.

Timeline



In Region 6B:
FGDM will not be responsible for coordinating the meetings related to the single Child Plan of Service. CVS staff will continue to develop DFPS Child Service Plans using existing processes, adhering to policy guidelines to ensure that initial service plans are completed in time and that subsequent plans are finalized promptly according to current DFPS policy. DFPS CVS staff will attend meetings organized by the Child Placing Agency (CPA) for youth in paid care. Caseworkers should notify the assigned SSCC Case Care Specialist about these meetings and share the invitation for collaboration. The completed and approved Child Plan of Service must be emailed to the assigned SSCC Case Care Specialist.

Region 6A will follow the FGDM process below.

All will follow the Child Service Plan review intervals.

The FGDM staff will first contact the family to determine their availability for the Child Service Plan Meeting to be held by the 35th day from removal. It is important to note that the meeting scheduling is per family needs and availability. FGDM will provide all Child Service Planning participants 14 days' notice of the planning meeting.

The Child Service Plan will be reviewed at the following intervals:

Legal Status	Services Needed	Review	Timeframe	Coordination & Facilitation Responsibility
TMC	Basic Care	1st Review	5th Month Permanency Conference/FGC Re-conference	DFPS FGDM staff
TMC	Basic Care	All future reviews	Every 120 days	Paid Placement Provider/DFPS
TMC	Therapeutic	1st Review	90 days following initial plan date	Paid Placement Provider/DFPS
TMC	Therapeutic	2nd Review	5th Month Permanency Conference/FGC Re-conference	DFPS FGDM staff

Legal Status	Services Needed	Review	Timeframe	Coordination & Facilitation Responsibility
TMC	Therapeutic	All future reviews	Every 90 days	Paid Placement Provider/DFPS
PMC	Basic Care	All reviews	Every 180 days	Paid Placement Provider/DFPS
PMC	Therapeutic	All reviews	Every 90 days	Paid Placement Provider/DFPS

Child service plans will be updated or reviewed more frequently when a child/youth's circumstances change, or significant events occur that dramatically alter the child/youth's needs or the provider's accreditation requires a more frequent review.

Child and Adolescent Needs and Strengths (CANS) 3.0 Assessment:

Source:
Texas Family Code §266.012

Related Resources and Policy:
CPS Handbook §6150 Notifications
CPS Handbook §6151 Whom to Notify
CPS Handbook §6431 Child and Adolescent Needs and Strengths (CANS) Assessment
CPS Handbook §4300 Texas Child-Centered Care (T3C) System
Texas Child-Centered Care (T3C) System and Placement Resource Guide

CANS Assessments are required to be used in the development of Child Service Plans. Within 30 days of entering DFPS care, a CANS Assessment must be provided for children (ages 3-17). The CANS Assessment is a comprehensive trauma-informed behavioral health evaluation. It gathers information about the strengths and needs of the child/youth and helps in planning services that will help the child/youth and family reach their goals.

All children/youth will require an annual follow-up CANS Assessment. In addition, a child/youth receiving therapeutic services will require a follow-up CANS Assessment every 90 days.

SSCC will ensure that CANS Assessments are completed, and results are available to be used during service planning for all children/youth requiring them. The requirement is based on the type of plan/review, the age of the child, and the service level needs of the child as stated above. If the CANS Assessment is **not** received or ready by the time of the service planning meeting, it will be, re-evaluated, and the Child Service Plan can be updated. A desk review can be completed to include all legal parties that require notification.

Notifications

SSCC's CANS Designee will serve as the CANS Point of Contact (POC) for CANS Assessments to the State Office. The POCs or designee will ensure that CANS Assessor Profiles are entered into the ECANS System.

Child Service Planning Responsibilities

Source:
Texas Administrative Code §700.1321
Texas Administrative Code §700.1205

Related Resources and Policy:
CPS Handbook §6241.3 Participating in Development of the Child's Plan of Services
CPS Handbook §6241.4 Documenting and Approving the Child's Plan of Service
CPS Handbook §6242 The Family Plan of Service (FPOS)

Process	Procedure

Coordination	**The FGDM staff or the Paid Placement Provider** (depending on who is responsible based on the chart above) will ensure the coordination of all service planning meeting logistics, including:
	• Scheduling with participants a meeting date and time.
	• Reserving a conference room, scan call line or a virtual meeting.
	• All relevant participants are invited to the meeting.
	• Coordination with CVS Worker to ensure barriers to parent and/or family member participation are mitigated (i.e., transportation needs).
	• Notice is provided to all participants of the service planning meeting:
	  ○ Will ensure that invitations for scheduled service planning meetings are sent by email to DFPS and other relevant professionals.
	  ○ Will ensure that participants receive 14 days' notice of service planning meetings.
	  ○ Will ensure parents, family members, and other participants (who may not have access to email) receive timely notice of service planning meetings by phone, mail or face-to-face (FTF).
	
	CVS Worker will ensure the Paid Placement Provider knows how to contact the parents and other family members.

Process	Procedure
	All service planning meetings will be hosted in a venue that allows for maximum participation either in-person or through a conference call or virtual meeting.
Participants	Service planning meeting participants will generally include, at a minimum: • Child/youth's parents and the parents' attorney(s), who must be invited when the parents have been invited. • Child(ren) or youth. • Family members. • Current caregiver. • Paid Placement Provider. • DFPS conservatorship Worker and Supervisor. • SSCC Staff by email. • Local Permanency Worker (if assigned). • Kinship Worker (if assigned). • Legal representatives (i.e., CASA, ad litem, etc.). • Relevant subject matter experts (i.e., Developmental Disability Specialist, Nurse, Education Specialist, Well-Being Specialist), as needed. • Other relevant professionals. • Other persons identified in the case who can contribute to service planning with the child/youth. • Paid Placement Provider Case Manager. **The roles and responsibilities of the participants are listed below**.
Documentation	**Within five (5) business days of the Child's Service Plan meeting** **Paid Placement Provider will:** • Provide SSCC Staff and CVS Worker with their documentation of their respective sections of the Child's Service Plan. • Ensure all participants sign the Child's Service Plan. • Email the CVS Worker and SSCC Staff with a copy of the completed and signed Child's Service Plan. **By the 40th Day After the Removal (for Initial Service Plans) and within 10 days of the child plan of service review meeting (for Subsequent Service Plans).** **CVS Worker will:** • Complete all sections of the Child Service Plan or Child Service Plan Review in IMPACT.

Process	Procedure
	• If the information in the plan documented by the Paid Placement Provider is sufficient AND the CVS Worker participated in the meeting for the development of that plan, the CVS Worker may upload the paid providers plan into OneCase and document the following statement in the specific sections of the IMPACT plan "See Single Child Plan of Service dated [add date] into OneCase for information." **CVS Worker will,** upon the SSCC's completed Child Service Plan documentation: • Include all participants that were involved in the Child Service Plan development in the Child Plan Participation section of the plan in IMPACT. • Review the Child Service Plan is complete, save, and submit the Child Service Plan or Child Service Plan Review to the CVS Supervisor for approval. **By the 45th Day After the Removal or 15 days after the subsequent Child Plan meeting:** **The CVS Supervisor will:** • Approve the Child Plan of Service in IMPACT. • **Within five days after approval of the service plan, CVS Worker will:** o Send a final, approved, and signed copy of the IMPACT Child Service Plan or Child Service Plan Review to all meeting participants, including participants who were unable to attend the meeting. o Document the service planning meeting and participants in IMPACT on the contact detail page. If a service planning meeting is held in conjunction to a DFPS Permanency Conference (PC), **the FGDM Staff** are responsible for documenting the service planning meeting in each child/youth's Permanency Planning Meeting (PPM) detail page in IMPACT. **CVS Worker is** responsible for ensuring the family service plan is developed, reviewed, and/or updated during each service planning meeting. **SSCC, Paid Placement Provider, and DFPS will** share and exchange with each other any relevant external assessments, evaluations, progress notes, medical/dental forms, diligent search

Process	Procedure
	results for relatives and/or parents, and other documents related to care of the child/youth.

All participants are encouraged to bring any supporting documentation (i.e., court reports, Collaborative Family Engagement (CFE) tools, etc.) that will aid in the development of the Child Plan of Service.

	Responsibilities
SSCC Staff	• If CANS assessment is available, the SSCC or SSCC network provider brings to the meeting. • When applicable before or during the meeting, identify and assist with other community resources (e.g., Chosen).
CASA	• Bring any available information after having met the children or family.
Current Caregiver	• Provides relevant information on the child's needs and strengths. • Updates participants on any current services.
FGDM Facilitator	• Coordinates and facilitates the first and second meetings.
Legal Representatives (Attorneys)	• Provides input throughout the meeting on the development of the Child Plan of Service. • Shares any court-ordered requirements (services or actions).
Other professionals (e.g., Church, school, counselor, therapist)	• Provides input throughout the meeting on the development of the Child Plan of Service.
Other support network members (e.g., relatives or friends)	• Provides input and support throughout the meeting on the development of the Child Plan of Service.
Parents	• Provides input throughout the meeting on the development of the Child Plan of Service. • Identifies and brings any other members of their support network they would like to attend the meeting.
Placement Provider	• Provider/Caregiver shares information for the last 13 sections of the Child Plan of Service and any current services the child(ren) are receiving.
Primary CVS Caseworker	• Completes the first 7 sections of the Child Plan of Service prior to the meeting and comes prepared to share information.

	Responsibilities
	• Prepares, reviews, and launches the Family Strengths and Needs Assessment (FSNA) in IMPACT by the time of the meeting. • During the meeting, share the overall CANS assessment results if the assessment is available. • Completes the Child Plan of Service after the meeting and receiving information from the provider.
Primary CVS Supervisor	• Reviews and approves the FSNA prior to the meeting so the Family Plan of Service can be launched and started prior to the meeting. • Approves 2054's for identified services. • Ensures Family Plan of Service is approved at the conclusion of the meeting or an appropriate timeframe thereafter.
Subject Matter Experts	• Bring any relevant information related to the child's needs (e.g., medical or educational documentation).
Youth (optional)	• Provides input to the development of their plan during the meeting. • If youth is not attending, other participants, as part of their interactions with the child/youth, will share and consider any information the child/youth want captured on their plan.

Medical Services

Source:
Remedial Order 36-Heightened Monitoring of the Modified Final Order
Texas Family Code §266.004
Texas Family Code §264.1076

Related Resources and Policy:
CPS Handbook §6431.1 CANS Assessments with Children, Youth, and Young Adults Who Are Receiving Services under a T3C Service Package
CPS Handbook §6431.2 CANS Assessments with Children, Youth, or Young Adults Who Are Not Receiving Services under a T3C Service Package
CPS Handbook §11131 Participating in Each Medical Appointment
CPS Handbook §11200 Medical and Dental Services
CPS Handbook §11211 3-Day Medical Exam
CPS Handbook §11300 Medication
CPS Handbook §11327 Psychotropic Medication Utilization Review (PMUR)
CPS Handbook §11600 Behavioral (Mental Health) Services
Medical Services Resource Guide
3 in 30 Resource Guide
Medical Consent Resource Guide
Making Decisions about Psychotropic Medications Resource Guide
DFPS Medical/Dental/Vision Examination (Form 2403)
Psychotropic Medication Treatment Consent (form 4526)

Medical/Dental/Vision Examinations

SSCC will ensure that children in paid foster care receive medical and dental exams in accordance with STAR Health and DFPS Policy timeframes including:

- All follow-up medical exams.
- Early and Periodic Screening and Diagnostic and Treatment (EPSDT) exams.
- Early Childhood Intervention (ECI) referral and that the caregiver provides written consent for the child's ECI information to be entered into the child's Health Passport.
- Dental exams.

A person consenting to medical care for a child/youth must participate in each appointment set for the child/youth with the healthcare provider.

Participation must be in person or, if it is appropriate and acceptable to the provider, by telephone. The level of participation depends on the nature of the medical care the child/youth is receiving, except that medical consenters must attend in person any appointments when a child/youth may be prescribed psychotropic medications. Healthcare providers may have

varying requirements for participation. Medical consenters and residential providers must discuss with healthcare providers their expectations for participation.

When a child/youth is placed with the SSCC, the SSCC will ensure substitute care providers receive the DFPS Medical/Dental/Vision Examination (Form 2403) with Instruction Document for the caregiver (usually the medical consenter) and doctor to complete the form at a child/youth's medical, dental, or vision appointments. The form is filled out jointly by the person taking the child/youth to the appointment (usually the caregiver) and doctor/dentist.

Within four days from the date of the child/youth's appointment, the Paid Placement Provider will send a copy of the completed DFPS Medical/Dental/Vision Examination (Form 2403) to the DFPS Worker and the SSCC.

Within two days of receipt of the completed DFPS Medical/Dental/Vision Examination (Form 2403), the CVS Worker will enter the information into IMPACT as provided for in the CPS Handbook §11200 Medical and Dental Services.

SSCC will ensure that youth ages 16 to 22 are advised of their right to request to become their own Medical Consenter.

3 in 30

What is 3 in 30?

The “3 in 30” combines three separate, yet critical tools for assessing the medical, behavioral, and developmental strengths and needs of children and youth entering DFPS conservatorship. Texas Family Code §264.1076 requires each component, and together the three assessments chart the path for services of children and youth from the beginning of their time in care.

What are the components of 3 in 30?

3-Day Medical Exam:

Within three (3) business days, some children/youth entering DFPS care must see a medical provider to be checked for injuries or illnesses and get any needed treatments. Children who meet one of six criteria at the time of removal should receive a 3-day exam.

The DFPS removing worker will notify the caregiver and the SSCC if the child/youth meet the criteria for a 3-day exam. SSCC will ensure the 3-Day Medical Exam is completed by the caregiver and will notify the primary caseworker within 1 business day of the appointment occurring.

Texas Health Steps Checkup:

Within 30 days of entering DFPS care, children/youth must see a doctor for a complete check-up with lab work.

SSCC will ensure that children in paid foster care receive a Texas Health Steps Medical Checkup within 30 days of removal.

Child and Adolescent Needs and Strengths (CANS) Assessment:

All youth ages 3-17 entering the conservatorship of DFPS must receive a Child and Adolescent Needs and Strengths (CANS) assessment. The CANS assessment must be completed within the first 30 days of a child entering care to meet the requirement to use the results to complete the Child Service Plan within the first 45 days. Eligible children are required to have a CANS assessment annually while they remain in conservatorship. The caseworker arranges for the CANS assessment by scheduling or ensuring the appointment is scheduled.

Under the Texas Child-Centered Care (T3C) system, Young Adults ages 18-21 in extended foster care are added to the population eligible to receive a CANS Assessment.

To determine the process for a child, youth, or Young Adult to receive a CANS Assessment, refer to the table below:

If...	Then...
The child, youth or Young Adult is/will receive services under a T3C Service Package.	Follow CPS Handbook §6431.1 CANS Assessments with Children, Youth, and Young Adults Who Are Receiving Services under a T3C Service Package.
The child, youth or Young Adult is/will not receive services under a T3C Service Package.	Follow CPS Handbook §6431.2 CANS Assessments with Children, Youth, or Young Adults Who Are Not Receiving Services under a T3C Service Package.

Psychotropic Medication Appointments

SSCC will ensure that all substitute care providers and employees who serve as medical consenters for a child/youth, who is prescribed psychotropic medications, facilitate an office visit with the prescribing physician, physician assistant, or advanced practice nurse in the STAR Health Network at least once every 90 days.

For all children/youth receiving psychotropic medication, the SSCC must assess the extent the child/youth:

- Has been provided appropriate psychosocial therapies, behavior strategies, and other non-pharmacological interventions.
- Has been seen by the prescribing physician, physician assistant, or advanced practice nurse in the STAR Health Network at least once every 90 days.

In the event that a DFPS staff or SSCC staff is designated as the medical consenter for a child/youth, the DFPS staff member must attend in person or virtually, if offered by the

physician, any appointments where psychotropic medication may be prescribed and all medication review appointments.

Consenting to Psychotropic Medication

When a healthcare provider initially prescribes a psychotropic medication, the SSCC will ensure that all substitute care providers and employees who serve as medical consenters for a child/youth:

- Notify the CVS Worker in writing of any initial psychotropic medications and subsequent dosage changes by the next business day.
- Complete and sign the Psychotropic Medication Treatment Consent (form 4526) with the healthcare provider.
- Provide a copy of Form 4526 to the CVS Worker within four (4) business days. Form 4526 is not required for changes in decreasing the dosage or for refills of the same medication.
- The child/youth will not start a new psychotropic medication or an increase in the dosage of a medication without DFPS caseworker consent.
- Notification to all child advocates assigned will be provided by DFPS.
- Medication refusals by child/youth will be discussed with the prescribing physician to discuss a plan of action.
- Medical consenters can request Psychotropic Medication Utilization Reviews (PMUR) through the DFPS Nurse Consultant, Well-Being Specialists, or Superior Star Health Hotline.
- Follow the same notification process of any medical appointments.

The CVS Worker will upload a copy of the Form 4526 into OneCase.

The CVS Worker will notify a child/youth's parents of the initial prescription of a psychotropic medication and any change in dosage of the psychotropic medication at the first scheduled meeting between the parents and the child/youth's caseworker after the date the psychotropic medication is prescribed, or the dosage is changed.

Foster Daycare Services

Related Resources and Policy:
CPS Handbook §8235.4 Foster Child Day Care

Foster Child daycare is available for children in a Foster Home when **in certain circumstances as outlined in CPS Handbook §8235.4 Foster Child Day Care. SSCC staff must follow DFPS policy and any regional practices that the regional day care coordinator can assist with.**

Court Requirements

Related Resources and Policy:
CPS Handbook §5500 From Status Hearing to the Final Hearing
CPS Handbook §5534 Notice Requirements for All hearings Before the Final Order

DFPS will take the lead on all court and legal activities (court hearings and court reports) for children/youth in DFPS conservatorship and placed within the SSCC provider network.

Process	Procedure
Court Hearing Notice	**DFPS Worker will:** • Add the SSCC to the e-file notification using their mailbox. • This will ensure that the SSCC is informed about scheduled court hearings and has a copy of all court orders, settings, notices, court reports including CASA or guardian ad-litem reports, and other relevant court information. • Send any court filed documents or notice of hearings to the SSCC if received prior to adding them to e-file notice d-list. • If date and time of a court hearing is announced during court, this will serve as notice to both DFPS and SSCC. **SSCC will:** Provide notice to the caregiver of all court hearings.
Court Preparation and Court Reports	**SSCC or Paid Placement Provider will:** • When requested, the SSCC will provide information necessary for preparation of court reports within five days of receiving the email request for information. ○ If DFPS has any problems obtaining information from Paid Placement Providers, DFPS will contact the SSCC Case Care Specialist or equivalent who will assist with obtaining the necessary information.

Process	Procedure
	• SSCC will attend preparation meetings for court, as requested by DFPS, CASA, attorney ad litem, or other members of the judiciary. • Maintain documentation of all court orders received from DFPS. **DFPS Worker will** prepare and file all required court reports.
Court Attendance by SSCC	**SSCC will:** • When requested by the court or identified by jurisdictional expectations information, the SSCC will identify and ensure attendance of the most appropriate staff (i.e., CPA case manager, placement staff, etc.) with personal knowledge of the case. • Refer to jurisdictional expectations information for which courts require attendance (if available) and under what circumstances. • Upon receipt of notification of required presence at court hearing from DFPS, ensure the primary DFPS Worker is emailed who from the SSCC will be attending the court hearing. • Attendance by the SSCC at Adversary Hearings (the 14-day hearings) is not expected, unless specifically requested.
Court Attendance by Child/Youth	**DFPS will:** • Provide no less than five days' notice (to court email) of need to have child/youth attend court, unless DFPS receives a last-minute request from the court for child's attendance at which point will notify the Paid Placement Provider immediately by phone directly to the Case Manager. **SSCC will:** • Ensure children/youth attend court hearings, unless excused by the presiding judge prior to the court hearing. • Attendance may occur through video conference and/or teleconference when appropriate and approved by the court. • Maintain documentation of child/youth attendance at court for performance reporting. Attendance at Adversary Hearings (the 14-day hearings) and Status Hearings are generally not expected, unless the child/youth's attorney ad litem requests the child/youth's attendance or as requested by the Judge.
Service of Legal Process	**SSCC will immediately notify** CPS Regional legal mailbox of any service of legal process (i.e., subpoena, summons, discovery notices) related to performance under contract.

Permanency Care Assistance

Related Resources and Policy:
CPS Handbook §6680 Permanency Care Assistance (PCA)
CPS Handbook §6685 Applying for Permanency Care Assistance

When a child/youth's permanency plan calls for a change to permanent managing conservatorship by a relative or fictive kin (regardless of the relative/fictive kin's location) with intent to pursue permanency care assistance, DFPS staff must follow current CPS Handbook §6680 Permanency Care Assistance (PCA).

When a prospective permanent managing conservator is nearing completion of the required six consecutive months as a verified foster parent, the child's primary CVS Worker and the SSCC must begin working with the caregiver to apply for assistance. The DFPS Worker must follow current CPS Handbook §6685 Applying for Permanency Care Assistance.

Process	Procedure
Applying for Permanency Care Assistance	**DFPS Worker will:** • At least 90 days prior to PMC transfer date, the CVS Worker will request necessary documentation from the SSCC to complete Level of Care (LOC). • If the child is in a T3C placement, a LOC review is not needed and the recommended service package will be used to inform subsidy negotiation. **SSCC will:** • Within three weeks of request, provide the requested information to CVS Worker. **CVS Worker will:** • If the child is NOT placed in a T3C placement, request LOC review from YFT. If the child is in a T3C placement, a LOC review is not needed and the recommended service package will be used to inform subsidy negotiation. • Must send the completed Permanency Care Assistance (PCA) packet to the adoption eligibility specialist no later than 30 days prior to the transfer of PMC to the caregiver.

Adoption

Related Resources and Policy:
CPS Handbook §6921 Completing the Health, Social, Educational, and Genetic History (HSEGH) Report
CPS Handbook §6986 TARE Inquiries
CPS Handbook §6939 Presentation Staffing
CPS Handbook §6939.5 Confirming Approval of a Prospective Adoptive Family
CPS Handbook §6941 Presenting Information About the Child
CPS Handbook §6941.1 Sharing the HSEGH Report with the Prospective Adoptive Family, Child-Placing Agency, Single Source Continuum Contractor, or Other Person Placing a Child for Adoption
CPS Handbook §1714.2 Application Process for Adoption Assistance
Interstate Compact for the Placement of Children (ICPC) Resource Guide for Community-Based Care (CBC)
TARE Child Registration (form 2228)
Completed and signed Adoption Placement Agreement (Form 2226)
CBC Adoption Placement/Service Authorization Process

SSCC will take primary lead on all adoption recruitment and matching activities for referred children and youth in DFPS conservatorship in the designated community area where CBC is in Stage I of implementation.

The following sections outline what regions in Stage I of implementation DFPS staff can expect from an SSCC, as well as the responsibilities that DFPS staff will maintain during the adoption process.

Process	Procedure
Legal and Court Activities	**DFPS Conservatorship Worker** will continue to be responsible for all legal and court activities related to: • Termination of Parental Rights (TPR). • All court hearings. • Adoption (giving or withholding consent to adoption and waiving service to adoption hearings). • Eligibility for and authorization of post-adoption subsidies and services.
Recruitment	**SSCC will** conduct general and child/youth-specific recruitment activities for adoption-motivated homes for children/youth. SSCC is fully responsible for all general and child/youth-specific adoption recruitment activities. SSCC will update DFPS of Adoption recruitment efforts monthly in a spreadsheet format. SSCC will send the spreadsheets to the DFPS Adoption Program Director(s).

Process	Procedure
	For SSCC to conduct general and child/youth-specific recruitment, within 30 days of TPR: **DFPS Worker will:** • Email the SSCC Staff at the SSCC Adoption/Permanency Care Assistance (PCA) Mailbox and copy all parties involved with the following information: o Name of the child/youth whose permanency plan is adoption and no permanent home has been identified. o Name, address, and phone of current placement. o Completed Texas Adoption Resource Exchange (TARE) Child Registration (form 2228). o Partner on the utilization of various recruitment tools for adoption, including but not limited to Heart Gallery, TARE, and local news segments. o Child/youth-specific profiles. o Copy of child/youth's most recent psychological evaluation. o Copy of the Health, Social, Educational, and Genetic History (HSEGH) report once completed (CPS Handbook §6921 Completing the Health, Social, Educational, and Genetic History (HSEGH) Report requires HSEGH completion within 45 days of TPR). o Notice of any adoption events hosted by DFPS. o General or child/youth-specific adoption inquiries as they are received. ▪ Send the file for redaction and once received it will be passed on to the SSCC. ▪ As general or child/youth-specific adoption inquiries are received, DFPS will document the inquiry and email the SSCC the information at the SSCC Adoption/Permanency Care Assistance (PCA) Mailbox and provide: ▪ Requestor's name, phone number, address, and date of initial contact. **SSCC will:** • Register the child/youth on TARE if no family has been identified by no later than 60 days from Termination of Parental Rights (TPR). • Track all child/youth-specific adoption inquiries. Follow up with families on any inquiries received via TARE or other means within three (3) business days. DFPS will respond to the SSCC

Process	Procedure
	regarding the submitted inquiries within five (5) business days.
Home Studies	To request adoption home study initiation: **DFPS Worker will** email the SSCC at the SSCC Adoption/Permanency Care Assistance (PCA) Mailbox and copy all parties involved with subject line of "Adoption Referral" and provide the following information: • Family Name • Family Address • Family Phone • Agency who has licensed family, if applicable • Case manager for family if applicable • Phone number and email to case manager if applicable. • Any supporting documentation, such as Kinship home assessment **SSCC will** manage their provider network to ensure that home studies on all potential adoptive homes (including Kinship) within the region are conducted and assessed for approval within 60 days. There are times that it will take longer than 60 days to complete and this will be communicated as quickly as possible to DFPS.
Home Selection and Staffing	**SSCC will:** • Coordinate, host, and facilitate selection staffing with DFPS, CASA, ad litem, and guardian ad litem. • Provide recommended home studies to staffing participants prior to the selection of staffing for review. • Present recommended adoptive homes for a child/youth to all parties. • Paid Placement Providers and foster parents will be invited as appropriate. A decision regarding the selection of the family will be made during the staffing. **SSCC will**, by the next business day after the staffing, send official notification to all parties by email confirming the decision made during the staffing and approving the plan to proceed with the selected family, if one was identified. **DFPS will:** • Approve or deny the SSCC's selected adoptive parent/family at the selective staffing. • If selection is denied, DFPS will provide within three (3) business days, in writing the rationale for the decision,

Process	Procedure
	including specific reasons that would indicate why the family was not an appropriate match and/or how the decision is not in conformity to the agreed upon placement guidelines. **SSCC will:** • Once an adoptive home is approved, provide all appropriate redacted information to the prospective family (i.e., psychological evaluation, service plans, HSEGH, etc.). • When the prospective family notifies the SSCC they agree to proceed with the adoption process, the SSCC will notify DFPS. **DFPS will:** • Provide the SSCC with the redacted file we have previously prepared or within seven (7) days of receipt of the redacted file if not available within seven (7) days of selection staffing. • Request a redacted file and provide it to the SSCC when completed. • Provide date of redaction request and deadline of redaction When an adoptive home recommendation is denied, the SSCC will continue the recruitment of adoptive homes to find a match for the child/youth.
Presentation Staffing	Presentation Staffing is an opportunity for the prospective family to ask questions, for the current family to discuss the child/youth's daily care, and for the attendees to collectively develop an appropriate transition plan. **SSCC will:** • Ensure the prospective family has an opportunity to review the child/youth's case file prior to the Presentation Staffing. • Ensure a Presentation Staffing is held with the prospective family, current family if appropriate, CASA, attorney ad litem, guardian ad litem, DFPS, and service providers as appropriate. • Coordinate, host, and facilitate the Presentation Staffing. Follow up with potential adoptive families regarding their decision to adopt after the Presentation Staffing has been conducted. • Send an email to DFPS Caseworker upon hearing the adoptive family's decision with the subject line of **"Adoptive Family Decision".**
Adoption Assistance	**CVS Adoption (ADO) caseworker will:** • At least 90 days prior to adoptive placement date, request any needed documentation from the SSCC to complete child/youth's Level of Care (LOC).

Process	Procedure

	• If the child is in a T3C placement, a LOC review is not needed, and the recommended service package will be used to inform subsidy negotiation.
	
	SSCC will:
	• Provide the requested information within three weeks of request.
	  o 30 days documentation: therapy notes, incident reports, daily notes, school reports if any.
	  o CANS Assessment.
	  o For children with emotional disturbance include psychological or psychiatric evaluations.
	  o For children with primary medical needs include an evaluation by a physician (MD), physician's assistant, or nurse practitioner, describing medical conditions or disabilities.
	  o (Optional) Information describing any extenuating circumstances, incident reports, etc.
	ADO Caseworker will:
	• Request LOC review from YFT
	  o If the SSCC utilizes YFT, the DFPS worker can request YFT to load the current LOC into IMPACT.
	• Must send the completed adoption assistance packet to the eligibility specialist no later than 30 days prior to adoptive placement.

Placement of the Child	When placement of the child/youth with the adoptive family is determined, **DFPS and the SSCC will** coordinate the placement of the child/youth in the home (See Regional Adoption Checklist for more detail). If the adoptive home is out-of-state, refer to additional steps required to fulfill ICPC requirements.
Services After Placement	To ensure placement stability, the SSCC is responsible for obtaining and delivering services to children/youth placed with adoptive families prior to consummation of the adoption. **SSCC will:** • Manage all services (including but not limited to monthly post-placement supervision) to prepare and support adoptive placements. • Provide documentation of these services to the DFPS Worker. **DFPS Worker will:**

Process	Procedure
	• Continue to provide monthly supervision of children/youth who are placed with adoptive families until consummation is achieved and DFPS is dismissed as the child/youth's conservator. • Seek supervisor guidance if more frequent supervision of children/youth in adoptive placements is needed.

Authorization of Adoption Services	**DFPS Worker will:**
	• Complete the Service Authorization (Form 2054) for the identified adoption service to the SSCC in IMPACT.
	• For straight adopt both service codes 88F and 88G will be utilized. (Both service codes can be included on the same 2054)
	• For Foster to Adopt service code 88G will be utilized.
	• In the comments section of the Form 2054, add the following:
	  ○ The date of adoptive placement
	  ○ The Child Placing Agency CPA name.
	  ○ Whether Form 2054 is for a sibling set; and if yes, how many siblings.
	  ○ The type of adoption (i.e., Foster-to-adopt/Kinship/matched).
	  ○ The YFT LOC Determination for the child/youth.
	• Send email notification to the SSCC at the SSCC Adoption/Permanency Care Assistance (PCA) Mailbox and attach the following:
	  ○ Completed and approved Service Authorization (Form 2054).
	  ○ Completed and signed Adoption Placement Agreement (Form 2226).
	  ○ Adoption petition
	  ○ Signed order granting the adoption (if available at this time)

Legal Risk Placement Referrals

SSCC will conduct child/youth-specific legal risk homes searches for children/youth in their DCA. Legal risk means that the plan for the child/youth is adoption, but the parental rights of the legal parents have not been terminated or a legal challenge to the termination is pending. Placement in this home does not guarantee the child/youth will be adopted by the family.

Process	Procedure
Notification & Referral	For the SSCC to conduct child/youth-specific legal risk searches, **DFPS Worker will:** • Email SSCC Staff and copy all parties involved with: ○ Name of the child/youth.

Process	Procedure
	○ Caseworker name, email, and phone. ○ Legal parties and their contact information. ○ Copy of most recent CANS Assessment and/or Psychological Evaluation. ○ Updated Common Application. ○ Recruitment quality picture of a child/youth. ○ Child/youth-specific profile that discusses the child's needs and wants in an adoptive home. **If the SSCC needs additional information and documentation that is not included in the list above, the SSCC and DFPS will communicate and coordinate on the need.**
SSCC Placement Options and DFPS Approval	Discharges of less than 30 days will not be sent through Legal Risk, and these discharges will need to follow Placement Change Process for non-emergencies. SSCC can broadcast the children/youth for placement and legal risk. If a placement expresses interest in adoption during the placement request search, the SSCC will provide a home study upon request to DFPS. If no options are located through Legal Risk broadcast, but placement is located through SSCC Placement Coordination, the Placement Change Process will be followed.

Services to Older Youth

Transitional Living Services

DFPS and the SSCC will work together to prepare youth in DFPS conservatorship who are transitioning to adulthood. SSCC will share responsibility with DFPS in the provision of transitional living services for youth. During the SSCC's provision of transitional living services with youth, DFPS will:

- Determine a youth's eligibility for all transitional living services and financial benefits.
- Track all transitional living services for youth.
- Utilize transitional living services information from the SSCC for the completion of court reports.

The following sections outline the specific responsibilities of DFPS and the SSCC for transitional living services for youth in DFPS conservatorship.

Youth's Child Plan of Service Plan Development

Source:
Texas Family Code §264.121

Related Resources and Policy:
CPS Handbook §6252 Permanency Planning Meetings for Youth 14 and Older
Universal Referral Form, Form 2077

Beginning when the youth turn age 14, the Child Plan of Service is enhanced over time to identify steps, connections and services for each youth that help them accomplish goals to assist them in obtaining positive permanency and in transitioning to a successful adulthood. Planning for the transition to a successful adulthood continues to be conducted for those Young Adults in the Extended Foster Care program. By participating in reviews of the Child's Plan of Service, and by participating in permanency planning meetings such as Circles of Support and permanency conferences, youth help in the development of their service plans.

If a primary case worker not from the DCA needs assistance in a Child Plan of Service for a youth, please follow the process for requesting services across regional lines from the SSCC. On the Universal Referral Form, Form 2077, complete a request for Local Permanency Services and indicate that the service requested is Child Plan of Service Development assistance.

Circle of Support (COS)

Related Resources and Policy:
CPS Handbook §6252 Permanency Planning Meetings for Youth 14 and Older
CPS Handbook §1121.23 Circle of Support (COS)
CPS Handbook §Appendix item 1121: Documentation Requirements for Models of Family Group Decision Making (FGDM)

Circles of Support (COS) will be generally coordinated and facilitated according to current CPS policy. Some exceptions apply and are noted in the chart below. If the youth declines a COS, a subsequent service planning meeting will be scheduled instead.

Process	Procedure
Circle of Support (COS)	**DFPS Worker will:** • When the youth turns 14 years of age, submit a referral for COS to the appropriate FGDM to the appropriate staff and the SSCC Staff at the SSCC Case Care Specialist mailbox. In Region 6 utilize the SSCC PAL mailbox instead of the SSCC Case Care Specialist mailbox. • Work with FGDM staff to prepare and schedule the COS with the youth. • Participate in the COS or subsequent service planning meetings.

Process	Procedure
	FGDM staff will: • Coordinate the COS per CPS Handbook §6252 Permanency Planning Meetings for Youth 14 and Older. • If the youth declines a COS, the FGDM staff member will notify the DFPS Worker and the SSCC at the SSCC Permanency mailbox with a subject line of COS Declined, Last Name, First Name. • Ensure documentation of COS in IMPACT per CPS Handbook §Appendix item 1121: Documentation Requirements for Models of FGDM. **SSCC will:** • Ensure the youth can attend the COS, even if the SSCC is not invited to the COS. • If the youth declines a COS, notify the Paid Placement Provider to schedule a subsequent service planning meeting instead. • Work jointly with FGDM staff and DFPS worker to engage youth, family, and other caring adults in the COS or subsequent service planning meetings. • Work with the youth, the caregivers, and other significant individuals to identify caring adults and other lifelong connections that can be sustained once the youth transitions to adulthood. • Participate in the COS (if invited by the youth) or subsequent service planning meeting. **DFPS Supervisor will:** • Approve and sign the youth's Plan of Service each time the Plan of Service is reviewed and updated at subsequent service planning meetings or COS. **DFPS Worker, SSCC staff, and Paid Placement Provider will** continue to discuss and document the Transitioning to Successful Adulthood section of the Child Plan of Service and progress with the youth over time during face-to-face visits, subsequent service planning meetings, and COS.

Preparation for Adult Living (PAL)

Related Resources and Policy:
CPS Handbook §10211.1 Targeted Priority Population
CPS Handbook §10211.2 Additional Eligible Population
CPS Handbook §10221 Life Skills Assessment
CPS Handbook §10222 Life Skills Training
PAL Referral (Form 5501)
Individual Monthly Progress Report (Form 5502)
Independent Study Guide Caregiver Report (ISG) (Form 5503)
Individual Progress Report Descriptions (Form 5514)
PAL Aftercare and Other PAL Services for Eligible Youth Served by SSCCs

SSCC will ensure the completion of the Casey Life Skills Assessments (CLSA) and its interpretation to be shared and discussed with the youth, who are 14/ 15 years old (in Permanent Managing Conservatorship), and youth 16 years and in the conservatorship of DFPS. SSCC will ensure the development and delivery of PAL Life Skills Training for youth utilizing the curriculum topics found in CPS Handbook §10222 Life Skills Training. SSCC will ensure that experiential and community-based learning is included in all PAL training and services.

The following section details the responsibilities of DFPS PAL staff and the SSCC related to the delivery and documentation of PAL training and services:

Process	Procedure
Casey Life Skills Assessment (CLSA)	**PAL Staff will:** • Determine the youth's eligibility for Life Skills Assessment. • Complete the PAL Referral (Form 5501). • Send the referral through email to the SSCC and cc all parties involved titled "Casey Life Skills, Name of Youth" to the SSCC mailbox. • Complete the Service Authorization (Form 2054) for PAL Assessment to the SSCC in IMPACT. **SSCC staff will:** • Once the referral is received from PAL Staff, SSCC staff will access the completed Service Authorization (Form 2054) for the CLSA and complete the referral to the appropriate provider. • Notify DFPS PAL staff and DFPS worker by email when the youth has completed the CLSA within 45 days of referral. • The email will include: ○ Subject line of "Life Skills Assessment, Last Name, First Name of Youth."

Process	Procedure
	○ Copy or a link to the assessment results. **PAL staff will:** • Once the assessment results are received PAL staff, will document the youth's CLSA results in IMPACT.
PAL Life Skills Training (LST)	**PAL Staff will:** • Determine the youth's eligibility for PAL Life Skills Training (LST). • Complete the Service Authorization (Form 2054) for PAL LST to the SSCC in IMPACT. • Complete the PAL Referral (Form 5501). • Send the referral through email to the SSCC and copy all parties involved titled "Life Skills Training, Name of Youth" to the SSCC mailbox. **SSCC will:** • Once the referral is received from PAL Staff, SSCC staff will access the completed Service Authorization (Form 2054) for PAL LST. • Complete the appropriate referral to the provider. • Notify PAL Staff and DFPS Caseworker by email when the youth has completed LST. • Email will include: Subject Line of "Life Skills Training, First Name, Last Name of Youth." • By the 15th of the month following the month of service, submit a monthly report to the Regional PAL Contact and DFPS Caseworker by email with the following information that is provided in the Individual Monthly Progress Report (Form 5502): ○ Youth's status, progress, and completion of PAL training. ○ Services provided to the youth to assist with their transition to adulthood. ○ Assistance provided to the youth with applying for and securing services to aid in their transition to adulthood. • Note: In September and March of each year, the Form 5502 will be collected weekly for Federal reporting requirements. The reports will include documentation of PAL services delivered each week or part thereof (Sunday-Saturday). DFPS must receive reports from the SSCC by close of business on Thursday to meet the Friday deadline to State Office. Form 5502 or Form 5514 will be used.

Process	Procedure
	• **PAL staff will:** ○ Once the monthly report from the SSCC is received, document the training in IMPACT.

PAL Independent Study Guide (ISG)	**PAL Staff will:**
	• Determine the youth's eligibility for the PAL Independent Study Guide (ISG) (Note: PAL Staff must pre-approve use of the Independent Study Guide Caregiver Report (ISG) (Form 5503).
	• Complete the PAL Referral (Form 5501).
	• Email the referral to the SSCC titled "Independent Study Guide, Name of Youth" at the SSCC permanency mailbox.
	SSCC will:
	• Notify PAL Staff and DFPS Caseworker by email when the youth has completed the ISG.
	• Email will include: Subject Line of "Independent Study Guide, First Name, Last Name of Youth."
	• By the 15th of the month following the month of service, submit a monthly report to the regional PAL Contact and DFPS Caseworker by email with the following information:
	  ○ Youth's status, progress, and completion of the ISG.
	  ○ Services provided to the youth to assist with their transition to adulthood.
	  ○ Assistance provided to the youth with applying for and securing services to aid in their transition to adulthood.
	• Note: In September and March, the reports will need to be sent in weekly for Federal reporting requirements. The reports will include documentation of PAL services delivered each week or part thereof (Sunday-Saturday). DFPS must receive reports from the SSCC by close of business on Thursday to meet the Friday deadline to State Office. Form 5502 or Form 5514 will be used.
	PAL staff will:
	• Once the monthly report is received from the SSCC, document the training in IMPACT.
	Any exception to PAL requirements needs to be staffed with PAL.

Regional PAL Contacts	• DFPS PAL point of contact can be located on the DFPS SafetyNet. • SSCC point of contact: SSCC PAL mailbox.

Extended Foster Care/ Return to Extended Foster Care

Related Resources and Policy:
CPS Handbook §5620 Extended Foster Care
CPS Handbook §10400 Extending Foster Care for Youth Who Are Age 18 or Older
CPS Handbook §10410 Preparation Required When a Youth Plans to Stay in Extended Foster Care
CPS Handbook §10420 Qualifying for Extended Foster Care
CPS Handbook §10473 Discharge to Trial Independence
Extended Foster Care Resource Guide
Voluntary Extended Foster Care Agreement (Form 2540)

DFPS and the SSCC will work together to identify Young Adults from the region for either Extended Foster Care or Return to Extended Foster Care programs. Participation in the Extended Foster Care or Return to Extended Foster Care programs will be discussed and planned with the Young Adult during regularly scheduled service planning meetings, COS, or upon the Young Adult's request.

Note: Young Adults who desire to return to Extended Foster Care ***during*** their 6 or 12 months (determined by court order) Trial Independence period (Trial Independence begins once they leave paid foster care) are considered to be in Extended Foster Care. Young Adults who desire to return to Extended Foster Care **after** their Trial Independence period are considered Young Adults in Return to Extended Foster Care.

The following sections outline the responsibilities of DFPS and SSCC staff if a Young Adult requests participation in either the Extended Care or Return to Extended Foster Care program.

Extended Foster Care

Process	Procedure
Eligibility and Placement Assessment	When a Young Adult from the region is interested in staying in extended foster care, **SSCC and DFPS will:** • Assist the Young Adult with completing the Voluntary Extended Foster Care Agreement (Form 2540) within 90 days of the youth's 18th birthday. • Provide the completed Form 2540 to the DFPS caseworker, PAL Coordinator, DFPS Eligibility and SSCC staff. **DFPS Worker will:** • Follow CPS Handbook § 10410 Preparation Required When a Youth Plans to Stay in Extended Foster Care.

Process	Procedure
	• Once the Young Adult is determined eligible for Extended Foster Care, notify the SSCC Program Director or equivalent. • Follow CPS Handbook § 5620 Extended Foster Care. • DFPS will review CPS Handbook §10473 Discharge to Trial Independence and ensure the sub-care stage remains open. **SSCC staff will:** • Identify if the Young Adult will continue their current placement; or • Needs a new Extended Foster Care placement.
Continuing in Current Placement	**If the Young Adult will continue their placement:** **SSCC staff will:** • Notify the Paid Placement Provider. **Paid Placement Provider will:** • Provide assistance to the Young Adult to maintain eligibility for the Extended Foster Care Program. • Provide SSCC staff with any update of Young Adult's continued compliance with the Extended Foster Care Program. • Report on the Young Adult's progress during subsequent service planning meetings or COS.
Requires New Placement	**If the Young Adult requires a new foster care placement:** **SSCC staff will:** • Follow the Placement Change Process. • Request necessary information from the DFPS Worker to secure placement.

Return to Extended Foster Care

Source:
Texas Family Code §264.101(a-1), (a-2)
Texas Administrative Code 40 TAC §700.346

Related Resources and Policy:
CPS Handbook §10400 Extending Foster Care for Youth Who Are Age 18 or Older
CPS Handbook §10420 Qualifying for Extended Foster Care
CPS Handbook §10500 Trail Independence and Return for Extended Foster Care
CPS Handbook §10510 Trial Independence
CPS Handbook §10520 Return to Extended Foster Care
CPS Handbook §10530 Roles and Responsibilities of Staff Helping a Young Adult Return for Extended Foster Care
CPS Handbook §10531 Roles and Responsibilities of PAL Staff
CPS Handbook §10532 Re-Entry Liaison
CPS Handbook §10533 Conservatorship (CVS) Caseworker
Extended Foster Care Resource Guide
Voluntary Extended Foster Care Agreement (Form 2540)

Process	Procedure
Eligibility and Referral	A Young Adult who was in DFPS conservatorship when turning 18 and leaves foster care may Return to Extended Foster Care at any time prior to the month before the Young Adult's 21st birthday, provided the Young Adult meets the requirements in CPS Handbook §10420 Qualifying for Extended Foster Care. Return to Extended Foster Care does not include Young Adults who are in Trial Independence. **SSCC staff or the DFPS Worker will,** upon learning of a Young Adult's desire to Return to Extended Foster Care notify DFPS PAL Coordinator/Re-Entry Liaison. **DFPS PAL Coordinator/Re-Entry Liaison will:** • Follow CPS Handbook §10531 Roles and Responsibilities of PAL Staff and CPS Handbook §10532 Re-Entry Liaison. • Open C-RC Stage in IMPACT. • Determine the DFPS unit to assign the returning Young Adult. • Notify the DFPS Worker and DFPS Supervisor of the Young Adult's eligibility to Return to Extended Foster Care and DFPS unit assigned. **DFPS Worker will (May be DFPS PAL worker):** • Follow CPS Handbook §10533 Conservatorship (CVS) Caseworker.

Process	Procedure
	• Submit non-emergency placement referral to the SSCC based on the Young Adult's unique needs. • Assess the Young Adult's current living arrangement and living arrangement options, such as non-paid placement while a placement search is conducted. **SSCC will:** • Keep the DFPS Worker and PAL Coordinator informed as the placement search (paid and non-paid) is conducted. • Notify the DFPS Worker if placement is found.
If Placement is Found	**SSCC will:** • Assist the Young Adult with completing the Voluntary Extended Foster Care Agreement (Form 2540). • Provide completed Voluntary Extended Foster Care Agreement (Form 2540) to DFPS Worker. • Ensure the Young Adult is assisted in maintaining necessary documentation for the Return to Care program. **DFPS Worker will:** • Assist the Young Adult with following placement requirements. • Follow CPS Handbook §10520 Return to Extended Foster Care. • Add the referral to the SSCC in IMPACT.
If Placement is Not Found	**SSCC will:** • Notify the DFPS Worker and DFPS Supervisor. • Email exhaustive placement list (paid and non-paid placements) to DFPS Worker and CVS Supervisor, PAL Specialist, and Service Program Administrator (SPA). **DFPS will:** • Discuss with the Young Adult the reasons why he or she is unable to Return to Extended Foster Care. • End the SSCC placement referral in IMPACT. • Document the reasons why the Young Adult is unable to Return to Extended Foster Care in the contact section in IMPACT.

Discharge from Extended or Return to Extended Foster Care

Source:
Texas Family Code §264.121

Related Resources and Policy:
CPS Handbook §10470 Discharge from Extended Foster Care

As a voluntary program, discharge from Extended or Return to Extended Foster Care can occur:

- When the Young Adult completes Extended or Return to Extended Foster Care goals.
- When the Young Adult loses Extended or Return to Extended Foster Care eligibility.
- At the request of DFPS, the foster caregiver, or the Young Adult.

All discharges are expected to be planned.

Process	Procedure

Planned Discharge	A planned discharge occurs when:
	• The Young Adult is due to complete goals for participation in Extended or Return to Extended Foster Care; or
	• Eligibility for Extended or Return to Extended Foster Care is scheduled to end.
	
	<u>Within 90 days before planned discharge</u>
	
	SSCC and DFPS Worker will:
	• Schedule a service planning meeting or COS with the Young Adult and other important adults.
	• Work together to coordinate the type of meeting with the Paid Placement Provider or DFPS staff.
	FGDM Staff will document the meeting if it is a COS.
	DFPS Worker will document the meeting in IMPACT under Permanency Planning Meetings if it was a staffing.
	
	<u>Upon discharge</u>
	DFPS Worker must:
	• Ensure the Young Adult has received all personal records and documents including:
	  ○ Birth certificate
	  ○ Social Security card
	  ○ Texas Identification card or driver's license
	  ○ Savings account information
	  ○ Medicaid card
	  ○ Education records and transition portfolio

Process	Procedure
	○ Personal pictures or keepsakes ○ Printed medical records from Health Passport
Unplanned Discharge	An unplanned discharge from Extended Foster Care or Return to Extended Foster Care occurs when: • Young Adult's behavior or noncompliance with Extended or Return to Extended Foster Care eligibility results in the foster caregiver submitting a discharge notice and *another foster care placement cannot be found*; or • Young Adult leaves the placement before the planned end date. SSCC and DFPS will work together to prevent and address unplanned discharges from Extended and Return to Extended Foster Care. **Note:** If the SSCC receives a discharge notice from a provider for a Young Adult in Extended Foster Care, the SSCC will follow the Placement Change Process before implementing the unplanned discharge process below.
Actions to Prevent an Unplanned Discharge	The following process outlines DFPS' and the SSCC's responsibilities when an unplanned discharge is identified for a Young Adult in Extended or Return to Extended Foster Care: **SSCC will:** • Within one day of learning about the unplanned discharge, schedule and convene a discharge staffing with: ○ Young Adult ○ Current caregiver ○ DFPS Worker and supervisor ○ PAL Coordinator and supervisor ○ SSCC Staff ○ Attorney Ad Litem, if assigned ○ Other individuals who are interested and important to the Young Adult **During the staffing:** • Review the reasons for the unplanned discharge. • Review Extended and Return to Extended Foster Care eligibility requirements. • Discuss the benefits of and parameters of remaining in current placement. • Discuss the implications of leaving foster care or continued non-compliance with the Voluntary Extended Foster Care Agreement. • Identify short- and long-term goals and tasks.

Process	Procedure
	• Based on the Young Adult's current eligibility status and commitment to abide by placement parameters, develop a recommendation regarding the Young Adult's discharge from Extended or Return to Extended Foster Care. • If applicable, discuss the discharge process and schedule a discharge date. • If applicable, set the next staffing date to follow up on the Young Adult's progress to meeting the requirements of Extended or Return to Extended Foster Care. • Note: Up to two separate staffings will be convened by the SSCC to address unplanned discharges. • Document the notes from the staffing and encourage the Young Adult's signature, if possible. Continue to search for placement (paid and non-paid) for the Young Adult for 30 days after initial discharge staffing. **DFPS Worker and Supervisor will:** • Attend and participate in all staffings with the Young Adult. • Assist the SSCC with the coordination of the staffings as requested. • Continue to assess family members and other community living arrangements for the Young Adult for **30 days** after initial discharge staffing. • Notify PAL and Program Director of recommendation for any unplanned discharges. **Program Director will** approve or deny the recommendation for all unplanned discharges. Any appeal of the decision will follow the Solution-Based Communication Process.
Discharge Activities	When the decision is made to discharge a Young Adult from the Extended or Return to Extended Foster Care Program: **DFPS will:** • Assist the Young Adult in gathering personal items. • Transport the Young Adult to available living arrangement with family or in the community. • End the Young Adult's placement in IMPACT. • End the SSCC Referral in IMPACT. • If Trial Independence applies, the case will remain open.

Process	Procedure
	SSCC will create, maintain, and share an accurate log for auditing purposes of Young Adults discharged with the regional CBC Administrator. **If a Young Adult wishes to return after an unplanned discharge:** • The Young Adult, DFPS, and the SSCC will meet to determine if significant progress in work, school and/or behavior has occurred.

Supervised Independent Living (SIL)

Related Resources and Policy:
CPS Handbook §10460 Supervised Independent Living
Extended Foster Care Resource Guide
Referral to SIL Provider Form 2529
Voluntary Extended Foster Care Agreement (Form 2540)
Supervised Independent Living Flow Chart

Process to follow (Refer to the Supervised Independent Living Flow Chart for more detail):

1. DFPS CVS or DFPS PAL staff send Placement request sent to the SSCC SIL mailbox with the email subject line "SIL Placement Request." Include all needed paperwork required by DFPS policy, form 2605 and 2087ex.
2. After ensuring completed documents, the SSCC SIL Coordinator will forward to DFPS:
   a. The referral to SIL Provider Form 2529.
   b. The Voluntary Extended Foster Care Agreement Form 2540.
   c. Application for Placement to SSCC SIL Coordinator.
3. The SIL Provider will sign and return Form 2529 to the SSCC SIL Coordinator (all parties are informed).
4. DFPS Caseworker/DFPS PAL or SSCC Coordinator will ensure Form 2529 is sent back to pertinent parties for DFPS (e.g., CVS Worker, PAL Coordinator, Aftercare Worker), as well as any potential SIL programs.

National Youth in Transition Database (NYTD)

Related Resources and Policy:
CPS Handbook §10262 National Youth in Transition Database (NYTD)
Transitional Living Services Resource Guide
NYTD Manual

DFPS will take the lead in identifying youth (ages 17, 19, and 21) who will participate in surveys for the National Youth in Transition Database (NYTD). DFPS will inform the SSCC of the youth who will participate in NYTD surveys by email with subject line of "NYTD Survey Participant" if assistance is needed to complete the survey.

SSCC will assist DFPS in obtaining NYTD surveys from the identified youth. Youth must be allowed to take the NYTD survey on their own without assistance from others. SSCC will maintain current contact information for youth placed within their provider network and inform DFPS when updated information becomes available.

Youth will need to have an active email account. The SSCC will need to ensure that the Provider is meeting this requirement.

Ending a Referral (from Paid Foster Care)

Related Resources and Policy:
CPS Handbook §1121 Family Group Decision Making
CPS Handbook §6250 Permanency Planning Meetings
CPS Handbook §6252 Types of Permanency Planning Meetings
CPS Handbook §6180 Discharging Children from Substitute Care
CPS Handbook §6500 Family Reunification

DFPS and the SSCC will work together to determine when a child/youth is ready for discharge from paid foster care placement. Ending the SSCC referral does not include Discharge Planning for a child/youth from DFPS conservatorship.

The child/youth's Discharge Planning will be discussed when appropriate at Family Group Conference (FGC), Circle of Support (COS), service planning meeting, or internal staffing.

Both the SSCC and DFPS understand that should the court order discharge from paid foster care unexpectedly, there may not be time to hold a family meeting.

The chart below reflects the specific tasks DFPS and the SSCC must take to facilitate the discharge of a child/youth from placement and ending the SSCC referral and services with the SSCC.

Process	Procedure
End Referral Due to Monitored Return	**DFPS Worker will:** • In conjunction with CVS Supervisor, determine the type of family meeting that will be most beneficial to the family for discussion and planning to end the referral and paid foster care services from the SSCC. • Initiate the staffing with the SSCC or coordination of family meeting through referral to FGDM.

Process	Procedure
	DFPS and the SSCC or their designee will participate in staffing or family meeting to discuss and develop recommended reunification plan to be presented to court. **DFPS Worker will:** • When applicable, once legal parties have been notified of reunification plan, inform SSCC Staff and Paid Placement Provider of approval and need to follow through with the agreed upon monitored return plan. • Complete Planned End Referral Notification in IMPACT on the SSCC Referral Page. • If an unplanned discharge occurs (i.e., through a court order), immediately notify the SSCC and the Child Placing Agency. • Complete Final End Referral in IMPACT once child/youth has left paid placement.
Discharge and End Referral due to Planned Relative Placement	**DFPS Worker will:** • Notify the SSCC staff by email when a child/youth needs to be discharged from placement and services ended with the SSCC because there is a need to place with a relative. • Collaborate with DFPS Supervisor and the SSCC to determine recommendations and a date and time, for the relative placement and discharge from the SSCC. • When applicable, once legal parties have been notified of planned relative placement, DFPS Worker will notify SSCC staff and Paid Placement Provider of approval and need to follow through with the agreed upon plan. • Complete Planned End Referral Notification in IMPACT on the SSCC Referral Page. • If an unplanned discharge occurs (i.e., through a court order), immediately notify the SSCC and the Child Placing Agency. • Complete Final End Referral in IMPACT once child/youth has left paid placement.

Solution-Based Communication

There may be times when DFPS and the SSCC (and network paid placement providers) may not agree on a case decision or what should happen with a child/youth and/or family. Solution-based communication is goal-oriented communication which focuses on the solution rather than the problem. It emphasizes strengths and resources and how these can be utilized to achieve a positive outcome.

There will be instances when there may be an issue that cannot be agreed upon by DFPS and the SSCC. During this time, all parties involved will need to work together and communicate by e-mail, phone calls, in person, or virtually to ensure that the best interest of child/ren and youth take precedence.

Note: The safety and best interest of the child/youth should always be paramount in making the case decision and finding a solution to a barrier or disagreement.

The following section outlines the protocol to resolve case disagreements between DFPS and THE SSCC.

Solution-Based Communication Process:

Step 1

- DFPS workers and supervisors, the SSCC, and/or provider (who are closest to the issue) will work together to resolve case specific issues informally. This will be done through an objective, solution-driven discussion, or meeting (e.g., phone call or virtual meeting).
- If a mutually agreeable solution is not achieved in **three (3) business** days, those involved will notify the other individuals of the plan to involve their chain of command. The disputed issue will be elevated to the Program Director and/or Program Administrator level in DFPS and the Director level at the SSCC for possible resolution. The disputed issues should be elevated in writing.
- A meeting will be scheduled by either the SSCC or DFPS to discuss the issue and come to an agreed upon solution. DFPS and the SSCC will select an uninvolved party to the specific case to listen to the issue and assist with coming to an agreement. If an agreeable solution is not achieved during the meeting, it will be elevated to step 2.
- Disputes proceeding to Step 2 will be elevated to a knowledgeable, independent staff member (Community-Based Care Administrator) who understands the philosophy and goals of community-based care and is not a direct supervisor of the individual involved in the appeal.
- The SSCC must ensure continuity of services, as defined by DFPS, to the child/youth or family affected while seeking to resolve case-specific disputes.

Step 2

Escalation

- The escalating party will send an e-mail with supporting documentation to the Community-Based Care Administrator and the SSCC Consumer Affairs Specialist using the subject line of "Solution-Based Communication".

Resolution

- Once a dispute is escalated (appeal), the Community-Based Care Administrator will provide a written decision to the appeal within five (5) business days. The written decision will be e-mailed to the SSCC Consumer Affairs Specialist with the subject line of - "Solution-Based Communication Appeal Decision."
- If the SSCC Consumer Affairs Specialist chooses, he/she will have three (3) business days from receipt of the notification from the Community-Based Care Administrator to appeal the decision to the DFPS Regional Director. The DFPS Regional Director will have five (5) business days to decide on the SSCC Consumer Affairs Specialist appeal.
- If the SSCC Consumer Affairs Specialist chooses not to appeal, they will notify the Community-Based Care Administrator. The Community-Based Care Administrator will distribute the decision to the appropriate staff and management.
- If the SSCC Consumer Affairs Specialist appeals the decision of the Community-Based Care Administrator to the DFPS Regional Director, the DFPS Regional Director will distribute their decision to the appropriate staff and management.

Situations Requiring Immediate Notification between the SSCC and DFPS

Related Resources and Policy:

Child Fatality Protocol Handbook

Government Relations Handbook Policy §3000 Legislative Inquiries

Situations that require immediate notification between the SSCC and DFPS

- When a child, who is referred or placed with the SSCC , is in a life-threatening situation **and/or**
- Any time the media is involved with a child placed with the SSCC .
- When a court hearing is imminent and DFPS disagrees with the SSCC's recommendation as to the child's permanency.

Examples of situations that require immediate notification (but not limited to)

- Child Fatality
    - Follow steps outlined in the Child Fatality Protocol Handbook (see section When a Child Dies During and Open CVS Case)

  - If a child fatality occurs in an open conservatorship case and meets the qualifications for an OCA Child Fatality Review, please follow the process outlined in the Child Fatality Protocol Handbook.
  - The SSCC will be included in QRT team as appropriate.
- Confirmed Abuse or Neglect situations that may attract media attention.
- Child abductions
- Investigation or serious incident in kinship placement
- Abuse or neglect investigations involving SSCC staff and youth in conservatorship.
- Staff acting inappropriately that may attract media attention or have been posted on social media.
- If contacted directly for legislative inquiry
  - See Government Relations Handbook Policy §3000 Legislative Inquiries
- Natural disasters where children are displaced.

Immediate Notifications

Notice of the incident should be sent immediately upon knowledge. The SSCC Regional Director Equivalent or Designee will send notification via email or text message the CPS Director of Field, CPI Director of Field, CPS Regional Director, CPI Regional Director , CPS Director of FCL, CPS Government Relations, the OCBCT Director, and the CBC Operations Director and include the following information (if there is a lack of detailed information about the incident or event, SSCC Regional Director Equivalent or Designee will notify that more information is to follow):

- Case ID, Youth PID
- Situation and reason for escalation
- Next steps for managing the incident/event.
- Points of contact should additional information be needed with urgency.

Following notification

- The Regional Director will contact and inform the Regional Media Specialist and CBCA of the situation.
- The Regional Media Specialist will contact and inform the Media Relations Manager of the situation.
- Contact and coordinate media message with the SSCC prior to releasing any information or comments to the media about the situation.

Reporting Threats or Incidents

Safety is the most important factor in any client interaction. No law, policy, or local procedure requires employees to put themselves in or remain in a dangerous situation. However, because employees must often interview people who are angry, fearful, and occasionally hostile or aggressive, it is wise to take precautions and ensure that information about worker safety

incidents such as assaults, threats, harassment, etc. are reported and information is shared with both the SSCC and DFPS. For qualifying safety incidents, DFPS Worker Safety Support (WSS) staff will track safety incidents and ensure that information is shared with both the SSCC and DFPS.

Threats or incidents reportable to DFPS Worker Safety Support include but are not limited to:

- Client makes a threat to come to a shared location and cause harm.
- Client makes a threat to SSCC worker that is tied to a case decision and DFPS staff could be perceived as in danger due to the nature of statement/action.
    - *Example*: Client's visitation is suspended and makes a threat to physically harm anyone that gets in the way of them and their children.
- Client makes a threat toward DFPS staff or a DFPS building to an SSCC worker.
- There is an outburst by a client in a shared location that causes damage to the building.
- Law enforcement is called to a shared office to respond to a safety concern for staff.
- Vandalism of a car on state property or DFPS leased facility.
- Internal worker safety issue between a DFPS staff and SSCC staff.

To report a worker safety incident, SSCC staff will send notification to WSS at workersafetysupport@dfps.texas.gov and CC SSCC Worker Safety Incidents Mailbox.

The DFPS Worker Safety Support team will document and track reportable incidents as well as send notifications to points of contact with DFPS and the SSCC. SSCC will be notified at SSCC Specific Worker Safety Incidents Mailbox.

Additionally, SSCC staff should document worker safety information in the IMPACT case record. This information can be documented on the Case Summary page, under the Special Handling drop down section by checking the box next to Worker Safety and adding details regarding safety concerns in the comment box. The information should also be documented as regular contact in the case, so it appears on the contact summary page.

SSCC staff should also follow any internal procedures for incident reporting that may be outlined in the SSCC's Operations manual.

Appendix A: SSCC Authority

References in The Texas Family Code

Statute references SSCCs can use or direct organization to when needed.

- It is the intent of the Texas legislature for DFPS to contract with community providers of child welfare services, including direct case management; Tex. Fam. Code §264.151 and §264.158.
- SSCCs assume all the statutory duties of DFPS per Tex. Fam. Code §264.161.
- Legal representation in child protection cases is provided in the same manner as DFPS, Tex. Fam. Code §264.163, i.e. represented by the county attorney, district attorney, criminal district attorney, or attorney general per Tex. Fam. Code §264.009.

Authority Letter

Additionally, all SSCCs have an authority letter, dated, December 4, 2024, addressing the executive leadership of the Health and Human Services Commission, Texas Education Agency, Texas Juvenile Justice Department, Texas Department of Criminal Justice outlining the SSCC's authority in the delivery of foster care services on behalf of the Department of Family and Protective Services.

Appendix B: DFPS Forms

Note: The following forms are linked to the DFPS website. In the chance that the link changes, forms can be found on the following webpages:

DFPS "Find a Form" Webpage

DFPS Residential Child Care Contracts and Forms Webpage

Appendix C: Community-Based Care Forms

Note: The following forms are linked to the DFPS website. In the chance that the link changes, forms can be found on the following webpages:

DFPS "Find a Form" Webpage

Community-Based Care Forms Webpage

Appendix D: Operation Manual Version Tracking

Version (Published Date)	Section Topics Affected	Change Details
September 1, 2026	Preparation for Adult Living (PAL)	Removed the stipulation that the PAL process would begin on September 1, 2026