#### 3121 Initiating an Application in CLASS

LPPH ~~October 1, 2013~~ DRAFT 9162-CCL

Procedure

Within five calendar days of receiving an application, Licensing staff initiate the application in CLASS by:

 • entering the application information when a paper application is submitted; or

 • searching for and adding an operation to CLASS when an e-application is submitted.

Initiating an Application for an Illegal Operation

When an illegal operation that is the subject of a CCL investigation applies for a permit:

 • staff must enter the Application Received Date on the Illegal Operation main page before entering the application information when a paper application is submitted; or

 • staff search for the open operation and select Update to CLASS when an e-application is submitted.

#### 3231 Withdrawal of an Application for an Operation That Is Not Providing Care

LPPH ~~September 2015~~ DRAFT 9162-CCL

Policy

An applicant who is not providing care may withdraw his or her application if the operation:

 • has no plans to open;

 • has decided to apply for a different type of permit;

 • needs additional time to comply with law, administrative rules, or minimum standards (the applicant may reapply when ready to proceed); or

 • submitted a background check for a person who has an unsustained Central Registry finding that would be eligible for a risk evaluation if sustained, and the CBCU indicates that a risk evaluation would likely not be approved. See [3312](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_3000.asp#LPPH_3312) Conducting Background Checks.

Procedure

When a request to withdraw an application is received from an applicant who is not providing care, the inspector confirms the request in writing on CLASS Form 2802 Application Withdrawal Letter.

The application fee cannot be refunded, but the initial license fee is refunded. If the applicant reapplies within 30 days, a new application fee is not necessary.

See also:

[5250](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5000.asp#LPPH_5250) Fee Refund Guidelines

[7600](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7600.asp#LPPH_7600) Adverse Actions

CLASS Online Help: Recording an Application Decision; Close an Operation

DFPS Rules, 40 TAC [§745.349](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=349)

#### 3232 Withdrawal of an Application for an Operation That Is Providing Care

LPPH ~~September 2015~~ DRAFT 9162-CCL (title is changed; content was originally in 3232.1)

Policy

The inspector may advise an applicant who is providing care to withdraw the application and cease operating if:

 • the time frame for acceptance of an application or the time frame for issuance cannot be met because the applicant does not meet the requirements for acceptance or issuance; and

 • there is not good cause to exceed the time frame.

See:

3221.1 Good Cause to Exceed the Time Frame

3411 Good Cause to Exceed the Time Frame

Publication note below (do not delete this note): Current items 3232.1, 3232.2, and 3232.3 are deleted. Current 3232.21, below, is renumbered and edited.

##### 3232.1 Basis to Deny a Permit

LPPH ~~September 2015~~ DRAFT 9162-CCL (currently 3232.21)

Policy

If the applicant does not withdraw the application and does not stop operating, the inspector must deny the applicant a permit based on the applicant’s failure to comply with minimum standards, administrative rules, or the licensing statute.

Procedure

If the inspector denies the applicant a permit, the inspector notifies the applicant that he or she must stop operating and may appeal the decision. The inspector conducts a follow-up inspection to ensure the operation is no longer providing care.

See:

[4123](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4123) Follow-Up Inspections

[7600](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7600.asp#LPPH_7600) Adverse Actions

[7730](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7600.asp#LPPH_7730) Due Process Hearings

CLASS Online Help: Record an Application Decision and Close an Operation

DFPS Rules, 40 TAC §§[746.3401](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=746&rl=3401); [746.5101](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=746&rl=5101); [747.3201](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=747&rl=3201); [747.4015](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=747&rl=4015); [747.4901](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=747&rl=4901)

#### 3331 Evaluating Director and Primary Caregiver Qualifications for Licensed Child Day Care Operations

LPPH ~~September 2015~~ DRAFT 9162-CCL

Policy

When a director is designated on [Form 2911](http://www.dfps.state.tx.us/Application/Forms/showFile.aspx?Name=2911.doc) Governing Body/Director Designation, or through the DFPS website, the inspector:

 • evaluates the director’s qualifications to determine whether he or she meets the minimum standards;

 • ensures the director is not also:

 • the primary caregiver of a licensed child care home or a registered home, or the operator of a listed home; or

 • a director of another operation unless designated a program director for before- or after-school programs or school-age programs under the same governing body;

 • requests background check information; and

 • requests [Form 2985](http://www.dfps.state.tx.us/Application/Forms/showFile.aspx?NAME=2985.doc) Affidavit for Applicants for Employment With a Licensed Operation or Registered Child Care Home.

DFPS Rules, 40 TAC §§[744.1001](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=744&rl=1001); [746.1001](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=746&rl=1001); [747.1101](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=747&rl=1101)

##### 3331.2 Issuing a Director’s Certificate

LPPH ~~September 2015~~ DRAFT 9162-CCL

Policy

The inspector issues CLASS Form 2860 Director’s Certificate after determining that qualifications are met and a background check is complete. A certificate is only printed and mailed to a person who has never had a certificate or whose previous certificate is lost or expired. A certificate issued to a qualified director is recognized statewide until it expires and must be kept in the personnel file at the operation.

DFPS Rules, 40 TAC §§[744.1057](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=744&rl=1057); [746.1059](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=746&rl=1059)

Publication note below (do not delete this note): Current item 3720 is deleted. Current 3730, below, is renumbered and edited.

### 3720 Application for a License, Certificate, Registration, or Listing Is Received and a Past Denial or Revocation Exists

LPPH ~~April 2010~~ DRAFT 9162-CCL (currently 3730; title is revised, item is renumbered)

Policy

A person whose license, certificate, registration, or listing is denied or revoked is not eligible to apply for one of those permits before the fifth anniversary of the date on which the denial or revocation by DFPS or court order took effect, whichever is later.

Texas Human Resources Code [§42.072](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.42.htm#42.072)

#### 3721 Criteria for Acceptance of an Application

LPPH ~~April 2010~~ DRAFT 9162-CCL (renumbered; currently this is item 3731)

Procedure

The inspector accepts a complete application from an operation that is not providing care if:

 • at least five years have passed since a previous denial or revocation took effect; and

 • the applicant is qualified to apply. See [3223](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_3000.asp#LPPH_3223) Evaluating an Application for Completeness.

Publication note below (do not delete this note): this item is only being renumbered with no other changes, so Ryan requests that the April 2010 effective date not be changed.

#### 3722 Requirement That the Operation Be Closed Pending Issuance

LPPH April 2010 (renumbered; currently this is item 3732)

Procedure

The inspector does not:

 • accept an application from an operation that is providing care; or

 • issue the permit if the operation begins providing care before issuance.

#### 3723 Reimbursement for Publishing the Notice of Revocation

LPPH ~~April 2010~~ DRAFT 9162-CCL (renumbered; currently this is item 3733)

Procedure

If an application is submitted more than five years after the revocation of a permit, the applicant must submit verification that the cost of reimbursing DFPS for publishing the notice of revocation has been paid. See [7633](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7600.asp#LPPH_7633) Notice of Decision to Deny, Revoke, or Suspend an Application or Permit.

DFPS Rules, 40 TAC [§745.407](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=407)

Publication note below (do not delete this note): items 3740, 3741, 3741.1, and 3742 are deleted. Item 3743 is renumbered to be 3724.

#### 3724 Compliance History Indicates Inability to Meet Minimum Standard Rules

LPPH ~~April 2010~~ DRAFT 9162-CCL (renumbered; currently this is item 3743)

Procedure

The applicant may have a history of deficiencies under previous permits that results in a determination that the applicant will not be able to provide care for children that complies with minimum standard rules.

#### 4152 Reviewing Restrictions, Conditions, Waivers, and Variances

LPPH ~~June 2015~~ DRAFT 9162-CCL (title is revised)

At each initial or monitoring inspection, Licensing staff review:

 • any restrictions on a permit;

 • any conditions on a permit;

 • any conditions related to a waiver or variance still in effect;

 • any conditions related to a risk evaluation still in effect;

 • any conditions related to a corrective action still in effect; and

 • any waivers or variances that have expired since the last monitoring inspection.

During an investigation or follow-up inspection, Licensing staff review and evaluate the operation’s compliance with any restrictions or conditions if they are relevant to the investigation or follow-up being conducted.

##### 4152.1 Documenting Deficiencies Related to Restrictions and Conditions

LPPH ~~June 2015~~ DRAFT 9162-CCL (new item; content is currently part of 4152)

Policy

After reviewing the restrictions and conditions, Licensing staff document an operation’s deficiencies in the CLASS system.

Procedure

For each inspection in which restrictions or conditions are reviewed, Licensing staff document any violations of restrictions or conditions on CLASS Form 2936 Child Care Facility Inspection by:

 • citing the Licensing statute, administrative rule, or minimum standard that has been violated;

 • describing the restriction or condition that was violated. If multiple restrictions or conditions were originally referenced using numbers or letters, it is permissible to use numbers or letters to reference each restriction or condition when it is being evaluated;

 • describing the deficiency observed;

 • describing how the deficiency was identified, such as whether staff reviewed paperwork, interviewed the operation’s staff or the children, or took photographs; and

 • documenting the following, depending on whether the deficiency was corrected during the inspection:

 • If the deficiency was corrected during the inspection, Licensing staff explain how it was corrected.

 • If the deficiency was not corrected during the inspection, Licensing staff:

 • explain what correction is needed to either meet the conditions or to comply with the Licensing statute, rule, or minimum standard; and

 • provide a correction deadline date.

See:

[4161](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4161) Completing CLASS Form 2936 Child Care Facility Inspection

[7436](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7000.asp#LPPH_7436) Inspecting an Operation During an Evaluation and Probation

Publication note below (do not delete this note): this item is only being renumbered with no other changes, so Ryan requests that the June 2015 effective date not be changed.

##### 4152.2 When an Operation Repeatedly Fails to Meet Restrictions or Conditions

LPPH June 2015 DRAFT 9162-CCL (currently item 4152.1)

If the operation repeatedly fails to meet the restrictions or conditions, Licensing staff consult with the supervisor on what action to take.

See:

[3800](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_3400.asp#LPPH_3800) Handling Changes in an Operation

[5140](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5000.asp#LPPH_5140) Rescinding or Amending a Waiver or Variance

[5300](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5300.asp#LPPH_5300) Central Registry and Criminal History Searches

[7000](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7000.asp#LPPH_7000) Voluntary Actions and Remedial Actions

##### 4152.3 Discussing Waivers and Variances

LPPH DRAFT 9162-CCL (new item)

Policy

Licensing staff discuss any waivers or variances that have expired since the last monitoring inspection with the operation to assess the outcome of the waiver or variance and document the outcome in CLASS. Licensing staff also discuss any waivers or variances that are still in effect to determine if any are no longer needed.

See 5121 Documenting Outcomes for Waivers and Variances.

Publication note below (do not delete this note): At publication please check the title in the table of contents. Currently the title does not match the item title.

##### 4161.2 Documenting Inspection Results on CLASS Form 2936

LPPH ~~December 2015~~ DRAFT 9162-CCL

Procedure

Licensing staff document the following on CLASS Form 2936 Child Care Facility Inspection:

1. The finding (non-compliant, compliant, or pending) for each Licensing statute, administrative rule, or minimum standard that was evaluated during the inspection (see [4161.21](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4161_21) Documentation of the Findings Evaluated From the Inspection).

2. Technical assistance provided, if any (see [4154.2](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4154_2) Documenting Technical Assistance).

3. The review of restrictions and conditions (for initial and monitoring inspections only; see [4152](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4152) Reviewing Restrictions, Conditions, Waivers, and Variances).

4. A list of any hazards that the operation must correct immediately.

5. Whether Licensing staff assessed risk to children as required during the operation walk-through by checking the …items regarding risk to children… checkbox. Licensing staff check the …items regarding risk to children… checkbox for all application, initial, and monitoring inspections.

See:

[4151](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4151) Operation Walk-Throughs

[4156](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4156) Visiting an Operation to Conduct an Investigation Interview When the Operation Is Not the Subject of the Investigation

6. If conducting an application, initial, or monitoring inspection, information to indicate if Licensing staff has ensured the operation has complied with background check requirements by selecting the Background Checks have been Verified/Evaluated checkbox (see [5380](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5300.asp#LPPH_5380) Determining Compliance with Background Check Requirements).

7. If conducting an investigation inspection, information to indicate if Licensing staff has ensured the operation has complied with background check requirements for principals and collaterals known at time of the inspection by selecting the Background Checks have been Verified/Evaluated checkbox (see [5380](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5300.asp#LPPH_5380) Determining Compliance with Background Check Requirements).

8. If conducting an application, initial, or monitoring inspection, information to indicate that the inspector has discussed the list of controlling persons, as documented in CLASS, with the person in charge. If appropriate, the inspector checks the Controlling Persons Have Been Verified checkbox.

See:

[4153.3](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4153_3) Reviewing Information on Controlling Persons

[4171](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4171) Discussing the Results of an Inspection

[5400](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5400.asp#LPPH_5400) Controlling Person

9. If conducting a follow-up inspection, Licensing staff document:

 • a list of all of the deficiencies or conditions being followed-up on and a finding of NC (deficient) or CO (compliant); and

 • a narrative explaining how the operation is compliant or the efforts the operation has made toward compliance.

10. If conducting an inspection at a licensed child care center, whether the designated director is present during the inspection. See [4133](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4133) Minimum Frequency of Monitoring Inspections for Licensed Operations.

#### 4432 Selecting CPA Foster Homes for Random-Sampling Inspections

LPPH ~~August 2012~~ DRAFT 9162-CCL

Policy

Each year, Licensing inspects one-third of all agency foster homes. These agency foster homes are selected through a random-sampling process. In addition, Licensing also conducts sampling inspections each year for all active agency foster homes verified to serve children with primary medical needs.

Texas Human Resources Code [§42.044(e)](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.42.htm#42.044)

Procedure

Each September, Licensing staff from DFPS state office provide each residential licensing district director with the annual random-sampling goals for the fiscal year. The district directors or their designees assign inspections in a way that ensures the region’s annual goals are met and the workload is distributed over the fiscal year.

To meet the annual goals, Licensing staff select agency foster homes that have been randomly selected for an inspection from the Agency Home Sampling Report List on the AH (Agency Home) Reports tab in the CLASS system. This list is generated on the last day of each month and contains a sufficient number of homes for primary and back-up lists.

Homes remain on the list and are available for sampling activities for 60 days, after which they drop off the list and any assigned worker’s workload and return to the sampling pool.

If additional homes are needed to meet the assigned number of agency home inspections for the period, the supervisor or district director contacts:

 • the director of Residential Child Care Licensing; or

 • the director’s designee.

##### 4432.1 Pre-Screening CPA Foster Homes Selected for Random-Sampling Inspections

LPPH ~~August 2012~~ DRAFT 9162-CCL

Policy

Before scheduling a random-sampling inspection of an agency foster home, the inspector must pre-screen the home to ensure that it meets the following criteria:

 • Random-sampling inspections are only conducted on active foster homes.

 • At least 90 percent of random-sampling inspections must be conducted on foster homes that are actively caring for children (including homes verified for respite care only).

 • Random-sampling inspections must be conducted on foster homes that are empty (no children in care, but ready to accept a placement); however, no more than 10 percent of the homes sampled over the annual period may be empty homes.

 • Random-sampling inspections may be unannounced (that is, Licensing staff do not contact the foster home before inspecting the home); however, no more than 10 percent of the inspections conducted over the annual period may be unannounced.

An inspection is **not** conducted if one or more of the following is true:

 • The home is ruled out because it is closed or inactive (not currently accepting children for care).

 • A random-sampling inspection was conducted on the home within two years before the sample is drawn, unless:

 • the home serves children with primary medical needs;

 • the home has transferred to a different child placing agency (CPA); or

 • all of the CPA’s foster homes have been sampled at least once before the end of the two-year period.

 • The home is an adoption-only home (random-sampling inspections are not conducted on adoption-only homes).

 • Conducting a random-sampling inspection would interfere with an ongoing investigation.

Procedure

Before preparing for or conducting a random-sampling inspection of an agency foster home, the inspector ensures that the home is eligible for a random-sampling inspection by gathering information from CLASS, the IMPACT case management system, or the CPA in order to pre-screen the home.

An ineligible home on the *Agency Home Sampling Report List* in CLASS is **not** inspected. If conducting a sampling inspection would interfere with an ongoing investigation, staff must consult with the supervisor. See [6540](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6540) Investigations Involving Homes Regulated by a Private Child-Placing Agency (CPA) for special considerations when conducting investigations at agency foster homes.

Staff may conduct an unannounced inspection, unless 10 percent of the random-sampling inspections in the director’s area during the current fiscal year have been unannounced.

#### 4433 Preparing for a Random-Sampling Inspection

LPPH ~~August 2012~~ DRAFT 9162-CCL

Policy

Before conducting a random-sampling inspection at an agency foster home, the inspector:

 • requests records about the foster home from the child placing agency (CPA);

 • reviews the records to gain insight into the foster home;

 • completes the Foster Home Screening Review Guide (Form 7291); and

 • contacts the foster home to schedule an inspection, if the inspection is going to be announced.

See:

[4433.1](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4300.asp#LPPH_4433_1) Requesting CPA Foster Home Records in Preparation for a Random-Sampling Inspection

[4433.2](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4300.asp#LPPH_4433_2) Reviewing a CPA’s Record on a Foster Home in Preparation for a Random-Sampling Inspection

[4434](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4300.asp#LPPH_4434) Scheduling Random-Sampling Inspections

##### 4433.2 Reviewing a CPA’s Record on a Foster Home in Preparation for a Random-Sampling Inspection

LPPH ~~January 2013~~ DRAFT 9162-CCL

Procedure

Inspectors prepare for the random-sampling inspection of an agency foster home by reviewing the following information:

 • The CPA’s foster home screening

 • Background check records in CLASS for the foster home

 • Developmental or corrective action plans in place for the foster home

 • Investigation history for the last 12 months, or since the last enforcement team conference, whichever is more recent

 • Inspection reports, the foster home’s floor plan, serious incident reports, and other documentation in the CPA’s foster home record, if:

 • questions or issues are identified as a result of reviewing the home screening; or

 • the records are being reviewed as a part of a monitoring inspection at the CPA.

 • The children’s records in the IMPACT system if CPS foster children are placed in the home.

After reviewing all of the information, the inspector takes note of any questions or issues that may need to be addressed with:

 • the foster parent during the sampling inspection; or

 • the CPA’s staff before the sampling inspection.

If it is determined that information documented in the CLASS system regarding the agency foster home is outdated or incorrect, the inspector conducting the random-sampling inspection:

 • instructs the CPA to update the foster home’s information; and

 • notifies the inspector assigned to the CPA.

The inspector assigned to the CPA then considers citing a deficiency, using an assessment, if outdated or incorrect information is a pattern for the CPA. See [4431.1](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4300.asp#LPPH_4431_1) Citing Deficiencies Based on Random-Sampling Inspection Results.

##### 4433.3 Completing the Foster Home Screening Review Guide

LPPH DRAFT 9162-CCL (new item)

Procedure

After reviewing the CPA’s foster home screening, the inspector completes the Foster Home Screening Review Guide (Form 7291).

#### 4437 Retaining Records of Random-Sampling Inspections

LPPH ~~August 2012~~ DRAFT 9162-CCL

Procedure

Documentation collected as part of a random-sampling inspection is retained or destroyed according to the following schedule:

 • The sampling guide, Foster Home Screening Review Guide, and any home records obtained from the child placing agency (CPA) are retained in the case file for one year, or until the enforcement team conference for the CPA has been completed for the year; and

 • The sampling guide, Foster Home Screening Review Guide, and home study record are destroyed after one year, or after the conference has been completed for the year.

Confidential material must be destroyed as outlined in [1330](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_1000.asp#LPPH_1330) Records Retention.

#### 5121 Documenting Outcomes for Waivers and Variances

LPPH DRAFT 9162-CCL (new item)

Procedure

Licensing staff completes the *Outcome* section on the *Waiver/Variance Detail* page in CLASS when a waiver or variance has expired or it is no longer needed.