Texas Department of
Family and Protective Services

Document Exceptions for
Initial Family Plans of Service and Evaluations

Job Aid

Note: The supervisor may approve an exception to completing an FPOS and Evaluation when:
- The family cannot be located;
- Court ordered services are being pursued; or
- Any other reason an exception exists based on case circumstances.

A) Create a Family Strengths and Needs Assessment (FSNA). Select the Exception checkbox and submit the FSNA for supervisor approval if an exception applies.

B) Follow the instructions below for documenting the exception on the initial FPOS or FPOS Evaluation, as applicable.

1. Select the participants.

2. Complete Foster Care Candidacy.

3. Enter the Plan Completed/Conference Date.

4. For "Hopes and Dreams for Child(ren)," enter information that is known or type "Unknown."

5. For "Safety Network and Community Supports," enter information that is known or type "Unknown."

6. For "Does the caregiver require additional supportive services or assistance in order to accomplish the tasks in the Family Plan of Service?" select "No."

7. Add a Needs domain for one Caregiver by following these steps:
   - Click the Add Domain button.
   - Select "Other."
   - For Reason for Addition, select "No FSNA required."
   - In domain text box, type "Exception."
   - In "Required Action," type "None."
   - For "Will a community resource be utilized?" select "No."
   - In "Target Date/Completed," enter 6 months from the date of this plan.
   - For "Priority/Status," select "Initial."
   - In "Resource Name," type "None."

8. For "Did the caregiver(s) participate and sign?" select "No", and explain the reason for the exception in the text box.

9. Save and submit the plan to supervisor.