# **REGION 2 REMOVAL STAFFING CHECKLIST**

Community-Based Care

**Purpose:** Use this form to help you remember the required steps and important time frames from the time immediately prior to the removal until the case has been transferred to the 2INgage Permanency Case Manager.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Case Name:** | **Removal Date:** | |  |
| PRE-REMOVAL | | | |
| STAFFING/LEGAL | | Completed | Comments |
| Obtain supervisor and PD approval prior to the removal.  Discuss the following with your supervisor:   * Who will and will not be offered a visit within the first five days. * If the child’s parents will not be offered a visit, why the visit is not in the child’s best interests. | |  |  |
| Discuss with district/county attorney. Inform of need of removal if based on the need for an emergency removal. This may have been done after removal for some emergency removals. | |  |  |
| Complete affidavit for removal and file legal documentation as required by each county. (Remember all legal work needs to be filed within 24 hours of the removal or the first working day following a weekend or a court holiday.) | |  |  |
| Participate in hearing as appropriate for each county. | |  |  |
| Obtain all legal paperwork. | |  |  |
| AT THE TIME OF REMOVAL | | | |
| NEEDED REMOVAL FORMS | | Completed | Comments |
| Give Notice of Removal of Children ([Form 2231es](https://intranet.dfps.texas.gov/Forms/CPS/Intake_Investigation_Forms/default.asp#removal)) and While Your Child is in Care pamphlet to parent. | |  |  |
| Complete Child Caregiver Resource Form ([Form 2625](http://intranet.dfps.txnet.state.tx.us/application/Forms/showFile.aspx?NAME=P-201-2625.pdf)) with parent and leave a copy. If Child Caregiver Resource Form ([Form 2625](http://intranet.dfps.txnet.state.tx.us/application/Forms/showFile.aspx?NAME=P-201-2625.pdf)) is completed at the time of the removal and a kinship/relative placement is made, DFPS will complete and provide the form 6581 to 2INgage. If not completed- leave copy and encourage parent to fill out ASAP. (See CPS Handbook, [6610](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6610) Identifying a Potential Relative Placement Before the Adversary Hearing and [6620](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6620) Contacting and Placing with a Potential Caregiver After the Removal). | |  |  |
| 2INgage will initiate the home assessment process. | |  |  |
| OBTAIN FROM 1PARENT | | Completed | Comments |
| Child’s Birth Certificate | |  |  |
| Social Security Card | |  |  |
| Immunization Records | |  |  |
| Citizenship/Immigration Status   * Child’s Birth Place | |  |  |
| Religious Affiliation | |  |  |
| Medicaid Card | |  |  |
| Information about the child's Medical and Developmental History  I.e. Childs:   * Current Medication(s) (name/dosage/frequency/prescribing doctor/last administered) * Doctors/Clinics (name, location) | |  |  |
| Gather medications, medical supplies, and assistive devices  I.e. eyeglasses, dental retainers, leg braces, and wheelchairs. | |  |  |
| Information about the child's Education History  I.e. list of all known attended schools and contacts for child | |  |  |
| Ask Parents/Family/2Child about Native American Indian Heritage.  Refer/Follow DFPS Indian Child Welfare Act Policies [1225](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_1200.asp#CPS_1225), [5330](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_5300.asp#CPS_5330), [5740](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_5700.asp#CPS_5740) | |  |  |
| Information on absent parents from Parents/Family/2Child.   * Attempt to get the absent parent’s name, current address, last address, and last known work place, as well as names of relatives or friends.   Attempt to contact absent parents to give a Notice of Removal of Children ([Form 2231es](https://intranet.dfps.texas.gov/Forms/CPS/Intake_Investigation_Forms/default.asp#removal)) and a copy of the While Your Child is in Care booklet. | |  |  |
| Information about any **active** protective orders or **pending** applications for protective orders in which they are named a party in the suit for the protective order. **This must be documented in the affidavit submitted to the court.** | |  |  |
| THE FIRST 24 HOURS AFTER REMOVAL | | | |
| CHILD RELATED TASKS | | Completed | Comments |
| Complete initial referral to [2INgage](mailto:CMD@2ingage.org) via email. Refer to [Reg 2 Joint Protocol Manual](https://www.dfps.state.tx.us/Child_Protection/Foster_Care/Community-Based_Care/region2.asp) for step-by-step instructions on process.  NOTE: If child is in the kinship home at the time of referral, [Form 6581](http://intranet/Application/Forms/showFile.aspx?Name=K-909-6581.docx)should be included with initial referral. As well as any Daycare Needs. | |  |  |
| Gather information is on possible kinship caregivers  I.e. Check IMPACT records to determine if the child being removed has any siblings that have been previously adopted. If so, this may affect the choice of placement.  *Communicate information via email to 2INgage worker. This should be a joint effort to ensure continuity of services.* | |  |  |
| Refill any needed medications for child.  Contact Regional Eligibility Specialist if the pharmacy refuses to refill any medications. | |  |  |
| IMPACT TASKS | | Completed | Comments |
| STEP ONE: Update the following in INV/FPR stage prior to completing Conservatorship Removal | | | |
| Complete Medical/Developmental History Form | |  |  |
| Ensure all persons are listed on the Person List  I.e. all persons in home not previously listed, relative resources, collaterals | |  |  |
| Go into each Person on the Person List and ensure the following:   * Correct address and phone number   For Principals (including potential kinship placements):   * Enter person characteristics for each principal. *Make sure no person characteristics apply before marking N/A.* * Complete person detail for each principal. * Enter Person IDs, Social Security Number, Driver’s License * Enter income and resources for each principal. * Complete criminal history and IMPACT checks   In addition, for all children removed:   * Add Medicaid Address * Update Education Log for each child * Complete Person Detail under CVS/FA home. Be sure to add in citizenship and mother’s marital status at time of birth | |  |  |
| STEP TWO: Open Child Sub-Care and Family Sub-Care Stages | | | |
| Steps:   * From the *Assigned Workload* page, select the case name from which the removal occurred. * On the *Case Summary* page, select the secondary tab titled *Conservatorship Removal* and click on the *Add* button. This will take you back to the *Person List*. * Highlight name of the child or children (if all the removal information on the children is the same including the actual date of removal) to be removed. * Click on the *Continue* button. The *Conservatorship Removal* window displays. * Fill in the removal date (actual date of removal) and reason for removal. If person characteristics have not been updated for parent or caretaker, mark those that are appropriate. * On the same window, click on *Persons in the Home* and click on all persons living in the home at the time of the removal. * Click on the *Save* button. * For additional children that were removed on a different date, click on the *Add* button.   *Follow the above steps for each child removed on different dates.* | |  |  |
| Under **each** child’s SUB stage, enter Legal Status and Legal Actions (be sure to enter as temporary managing conservatorship).   * *If there is not a cause number, must enter a temporary number and go back and fix it after the cause number is issued.* | |  |  |
| Maintain *Rel/Int* of the child to “self” and any principal to their appropriate *Rel/Int* on the *Person List* in each child’s SUB stage. | |  |  |
| For each child in Sub Stage- Under their name on the Person List- Answer all required questions on Child Sexual Aggression, Trauma/History, and Human Trafficking. Refer to [Sexual Incident Resource Guide](https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/Sexual_Incident.pdf). | |  |  |
| If the child exhibits behavior that may be considered child sexual aggression, immediately staff the case with the 2INgage Vice President of Permanency (see [CBC Reg 2 2INgage Contacts](https://www.dfps.state.tx.us/Child_Protection/Foster_Care/Community-Based_Care/region2.asp)) and follow [Sexual Incident Resource Guide](https://www.dfps.texas.gov/handbooks/CPS/Resource_Guides/Sexual_Incident.pdf). | |  |  |
| STEP THREE: Create SSCC Child Referral and SSCC Family Referral | | | |
| Refer to the [Stage II CBC IMPACT Functionality Guide](https://intranet.dfps.texas.gov/CBC/cbc_resources.asp) for step-by-step instructions:  Please note that the official referral begins once the Child Referral (Sub stage) and Family Referral (FSU stage) are completed in IMPACT and all additional child’s placement information being sent via email to 2INgage. A verbal notification is a courtesy notice.  The 4 hour requirement for transfer of supervision of the child does not begin until DFPS worker provides a thorough and descriptive Common Application for Placement of Children in Residential Care (2087ex) to 2INgage and 2INgage accepts the referral. | |  |  |
| PLACEMENT RELATED TASKS | | Completed | Comments |
| Complete [Form 2279](https://intranet.dfps.texas.gov/Forms/CPS/Child_Placement/default.asp) and Attachment A | |  |  |
| Complete the Placement Authorization Form (2085fc for foster care or 2085ko for kinship placement) | |  |  |
| Complete Designation of Medical Consenter (form 2085b) | |  |  |
| Complete Designation of Education Decision-Maker (form 2085e) | |  |  |
| If **paid placement** is needed and is **located within 4 hours** of documented emergency placement referral, DFPS will:   * physically transfer the child to the placement * DFPS and the 2INgage designee, which may be a Provider Case Manager, will complete and exchange placement paperwork. * submit 2279, Attachment A and Rights of Children and Youth in Foster Care Form 2530 into OneCase * submit all paperwork to [2INgage](mailto:CMD@2ingage.org). | |  |  |
| If **paid placement** is identified **after the 4 hours** of documented emergency placement referral; DFPS will:   * will transport the child to alternative location, coordinated between 2INgage and DFPS.   *It is anticipated this location will be to a 2INgage office in Region 2.*  If a prospective placement has been identified but not confirmed in or near the child’s removal address, coordination of where to meet for exchange of supervision responsibility may begin prior to 4 hours of the documented emergency placement referral   * Provide placement paperwork (2279/Attachment A, 2085fc, 2085b, 2085e, 3 in 30) to 2INgage via email * 2INgage will transport child to placement once identified * 2INgage will upload 2279/Attachment A into OneCase * 2INgage will send completed paperwork to DFPS worker | |  |  |
| If Kinship placement is made. DFPS will complete a Kinship Home Assessment Request to [2INgage](mailto:CMD@2ingage.org) including:   * Completed Request for Kinship Home Assessment for Services ([Form 6581](http://intranet/Application/Forms/showFile.aspx?Name=K-909-6581.docx)) following time frames outlined in CPS Handbook [6623](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6623).   *2INgage is responsible for ensuring completion of home assessment.* | |  |  |
| If the Kinship placement is out of region, DFPS will complete the 6581 and provide it to 2INgage. | |  |  |
| 2Ingage will then complete the Universal Referral Form (Form 2077) to request a local permanency specialist and email to the respective regional mailbox. | |  |  |
| 3 in 30 TASKS | | Completed | Comments |
| Ensure that the new placement, if not the medical consenter, coordinates with the medical consenter to select a STAR Health primary care provider (PCP) for the child from the STAR Health Provider Directory. The medical consenter may select a PCP by calling STAR Health at 866-912-6283 or mailing the PCP Selection/Change Form to Superior. | |  |  |
| DFPS will provide information on the [3 in 30](http://intranet.dfps.txnet.state.tx.us/CPS/Well-Being/Medical_Services/3_in_30.asp) medical requirements to the caregiver. | |  |  |
| 2INgage will work with the caregiver and ensure each child is scheduled for the required 3-day exam and document in IMPACT. | |  |  |
| 24 HOURS AFTER REMOVAL | | | |
| COURT RELATED TASKS | | Completed |  |
| Inform district/county attorney inform of removal if based on the need for an emergency removal. This may have been done prior to removal. Complete legal paperwork as required for each county. | |  |  |
| Complete affidavit for removal if exigent. | |  |  |
| File legal documentation as required by each county. (Remember all legal work needs to be filed within 24 hours of the removal or the first working day following a weekend or a court holiday.) | |  |  |
| Participate in ex-parte hearing as appropriate for each county. | |  |  |
| Obtain copies of all legal paperwork. | |  |  |
| IMPACT TASKS | | Completed | Comments |
| Verify that 2INgage has completed placement for each child in IMPACT in each child’s SUB stage and submitted to Supervisor for approval.  Ensure that:   * the placement is an actual placement instead of a planned placement * correct placement date (when actual placement occurred)   This will be done by 2INgage, however, DFPS worker is responsible to confirm. If placement has not been entered within 12 hours of placement, contact the Care Coordinator and request placement documentation be completed.  **NOTE: Heightened Monitoring Requirement**   * All placements into an operation on Heightened Monitoring require approval by the CPS Regional Director. * See Operations Manual for additional details. | |  |  |
| Enter/Update Legal Actions in each child’s SUB stage.  For more details see CPS Handbook, [6133.3](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6000.asp#CPS_6133_3) Documenting Legal Activity. | |  |  |
| Whomever makes placement will update the IMPACT Medical Consenter Detail to reflect the court authorization of medical consenter the same day or no later than 7pm on the next day.   * If the medical consenter changed after the court hearing, issue a new Form 2085-B and generate Form 2096 from IMPACT within 5 business days to notify court of medical consenter designation. * If the medical consenter did NOT change after the court hearing, it is not necessary to issue a new Form 2085-B or notify the court. * DFPS will file 2096 | |  |  |
| Complete as much information as possible on the Medical/Developmental History in each child’s SUB stage. Provide a copy to the child’s caregiver. | |  |  |
| INV/FBSS removal worker or other identified designee will upload the Original Petition with Removal Affidavit to OneCase by the end of the next business day after placement. | |  |  |
| FOLLOW-UPS | | Completed | Comments |
| Schedule/complete ICM staffing within 24-48 hours with 2INgage. | |  |  |
| Email a copy of the Affidavit in Support of Removal and other legal documents to the 2INgage Permanency Case Manager. | |  |  |
| Exercise due diligence to identify and notify in writing all grandparents, other adult relatives, and parents of siblings of the child by providing them with the Relative Interest Form ([Form 2624](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2624.pdf)). The search for and notification of relatives should be ongoing but is required to take place within the first 30 days after the removal of the child. For more details, see CPS Handbook, [3224](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_3000.asp#CPS_3224) Notification. | |  |  |
| Send Form [2277- Request for Diligent Search](https://intranet.dfps.texas.gov/Forms/CPS/Diligent_Searches/default.asp) to the [DFPS FINDRS mailbox](mailto:FINDRS@dfps.texas.gov) within 24 hours of receiving a signed court order ordering removal. The email subject line must read “Adversary Hearing” and the body of the email must contain the date of the Adversary Hearing. | |  |  |
| Request school and medical records for each child. | |  |  |
| Complete or update the Interagency Application for Placement, as appropriate. | |  |  |
| If not previously completed, designate an appropriate person to be the education decision-maker:   * If not previously completed, complete Designation of Education Decision-Maker (Form 2085-E). * File the most current and correct copy of Form 2085-E with the court. * Provide completed copies of Form 2085-E to the school, caregiver, or facility director, as well as the parents, managing conservator, attorney ad-litem, guardian ad-litem, and any other person named by the court to have an interest in the child’s welfare. | |  |  |
| WITHIN 48 HOURS OF REMOVAL | | | |
| FOLLOW-UPS | | Completed | Comments |
| Assign the eligibility specialist as a secondary worker on the SUB stage. | |  |  |
| If the child is under three and suspected of having a disability or developmental delay as a result of exposure to illegal substances, or the disability or developmental delay requires evaluation prior to their scheduled Texas Health Steps check-up, 2INgage will refer the child to ECI by completing ECI Screening Referral ([Form 0789](http://intranet/Application/Forms/showFile.aspx?Name=K-908-0789.pdf)). | |  |  |
| WITHIN FIVE DAYS OF REMOVAL | | | |
| FOLLOW-UP TASKS | | Completed | Comments |
| Complete the Foster Care Assistance Application (FCAA) and submit to the eligibility specialist. | |  |  |
| Send the eligibility specialist the following documents:   * affidavit * the petition that initiated the court action * the court order designating DFPS as the child’s managing conservator * documentation of the child’s birth * documentation of the child’s citizenship or alien status | |  |  |
| If not previously completed, take a photograph of each child and upload it to his or her SUB stages.   * The photograph must be taken from a short distance and only contain the child (no group photos). * Ensure the child’s face is clearly visible. | |  |  |
| 2INgage will schedule a visit between the parent and child to occur within 5 days of DFPS being named temporary managing conservator | |  |  |
| WITHIN 10 DAYS OF REMOVAL: PRIOR TO 14 DAY ADVERSARY HEARING | | | |
| FOLLOW-UP TASKS | | Completed | Comments |
| 2INgage will develop a temporary visitation schedule with each parent, and complete the Temporary Visitation Schedule ([Form 2640](http://intranet/Application/Forms/showFile.aspx?Name=2640.pdf)) and file the Temporary Visitation Schedule with the court or have it completed prior to the show cause/adversary hearing. | |  |  |
| 2INgage staff will forward an electronic copy of or active internet link to **file-stamped** Temporary Visitation Schedule to DFPS removal worker within 24 hours of the document being filed with the court. | |  |  |
| Ensure that if the child’s school has changed, the child has been withdrawn and the records have been transferred to the new school.  See the following policies in the [Education for Children Resource Guide](http://www.dfps.state.tx.us/handbooks/CPS/Resource_Guides/Education_Resource_Guide.pdf) and CPS Handbook: [15350](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15350), [15360](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15360), | |  |  |
| Contact ad litem(s) and 2INgage to discuss case. Provide all parties copy of court report, if required. | |  |  |
| 14 DAY ADVERSARY HEARING | | | |
| FOLLOW-UP TASKS | | Completed | Comments |
| Attend show cause/adversary hearing obtain orders. | |  |  |
| Communicate with 2INgage after the hearing on court orders. | |  |  |
| Update *Legal Actions* in each child’s SUB stage from adversary hearing | |  |  |
| If not authorized during the ex-parte hearing, update the IMPACT *Medical Consenter Detail* to reflect the court authorization of medical consenter the same day or no later than 7 p.m. the next day.   * If the medical consenter changed after the court hearing, issue a new Form 2085-B and generate Form 2096 from IMPACT within 5 business days to notify court of medical consenter designation. * If the medical consenter did NOT change after the court hearing, it is not necessary to issue a new Forms 2085-B or notify the court. | |  |  |
| 2INgage will (for children 3–17 years old) ensure the caregiver has scheduled the child for a CANS assessment and the Texas Health Steps medical exam. | |  |  |
| If the Show Cause/Adversary Hearing results in a change to the Education Decision-Maker, 2INgage will update the Designation of Education Decision-Maker (Form 2085-E) and distribute to all required parties within 5 days of the change. | |  |  |
| EXTERNAL DOCUMENTATION | | Completed | Comments |
| DFPS will ensure that any substitute care documents listed below that have been obtained are filed in the case record (i.e. IMPACT or the Case Binder with tabs) with copies of certain documents filed in the child’s Education Portfolio. Per CPS Handbook [6134](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6000.asp#CPS_6134).   * Birth/citizenship records * Health records, including a copy of a recent medical exam * School records * A copy of the signed foster care assistance application * Copies of signed court orders, affidavits, and other court documents * The court’s determination that DFPS made reasonable efforts to prevent removal, reunify the family or seek other permanency goals for a child * DFPS notice to caretaker of court hearings, PPMs/administrative review. Caretakers include relatives, foster parents, and pre-consummated adoptive parents * Placement and medical authorizations including medical consenter forms * Designation of education decision-maker form * Temporary Visitation Schedule * Correspondence * Other possible documents, such as photographs, authorizations, and letters | |  |  |
| DFPS will provide required external documentation for the case to 2INgage by the Show Cause/Adversary Hearing. DFPS will provide required external documentation for the case to 2INgage by the Show Cause/Adversary Hearing. | |  |  |