# Region 1 Removal Checklist

**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 a Conservatorship worker.

**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.

| DAY 1 (WITHIN 24 HOURS OF REMOVAL) | |
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| **Date Completed** | **Tasks Due on the Following Date**: |
|  | 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. |
|  | Give the Notice of Removal of Children ([Form 2231es](http://intranet/Application/Forms/showFile.aspx?Name=2231es.doc)) and the booklet titled While Your Child is in Care to the parent or caretaker. |
|  | Complete the Child Caregiver Resource Form ([Form 2625](http://intranet/Application/Forms/showFile.aspx?Name=2625.doc)) with the parent or caretaker. If the parent or caretaker does not complete the form at the time of the removal, ask him or her to sign the blank form. Encourage the parent or caretaker to complete the form and return as soon as possible. If the form is completed at the time of the removal, leave one copy with the parent or caretaker. If the form is not completed at the time of the removal, leave two copies (one for the parent or caretaker to keep and one to complete and return). |
|  | Schedule a visit between the parent and child to occur within 5 days of DFPS being named temporary managing conservator. |
|  | Ask the parent or caretaker for the child’s birth certificate, Social Security card, immunization records, citizenship or immigration status, religious affiliation, and Medicaid card. |
|  | Obtain as much information about the child's medical, developmental, and education history as possible from the parent or caretaker. Use this information to complete the *Medical/Developmental History Form*in IMPACT. This includes information about the child’s current medical, dental, vision, school, and behavioral health history and treatment. If the child is currently taking medication, document its name, dosage, frequency, prescribing physician, and time the caregiver last administered it. If possible, gather medications, medical supplies, and assistive devices, such as eyeglasses, dental retainers, leg braces, and wheelchairs. Contact the regional eligibility specialist if the pharmacy refuses to refill any medications. Obtain a list of all known schools for the child, all known doctors and clinics, and location of the child’s birth. |
|  | Ask parents, family members, and any child old enough about American Indian heritage. If a child MAY be of American Indian heritage, review and follow these policies in the CPS Handbook: [1225](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_1200.asp#CPS_1225) Indian Child Welfare Act, [5330](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_5300.asp#CPS_5330) Indian Child Welfare Act, [5740](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_5700.asp#CPS_5740) The Indian Child Welfare Act, Appendix [1226-A](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_px_1226a.asp#CPS_apx1226a), and Appendix [1226-B](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_px_1226b.asp#CPS_apx1226b). |
|  | If the child is not a U.S. citizen:   * Follow policy in CPS Handbook, [6700](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6700.asp#CPS_6700) International and Immigration Issues. * Notify the appropriate consulate using the Letter to Foreign Consulates ([Form 2650](http://intranet/Application/Forms/showFile.aspx?Name=2650cps.doc)). * Follow guidelines in the [International and Immigration Issues Resource Guide](http://www.dfps.state.tx.us/handbooks/CPS/Resource_Guides/International_and_Immigration_Issues_Resource_Guide.pdf) and contact the CPS immigration specialists for assistance. |
|  | Request information on absent parents from parents, family members, and any child old enough. 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](http://intranet/Application/Forms/showFile.aspx?Name=2231es.doc)) and a copy of the While Your Child is in Care booklet. |
|  | Initiate the Preliminary Kinship Caregiver Home Assessment ([Form 6587](http://intranet/Application/Forms/showFile.aspx?Name=6587.doc)) before the adversary hearing if either of the following is true:   * A parent listed any names on the Child Caregiver Resource Form ([Form 2625](http://intranet/Application/Forms/showFile.aspx?Name=2625.doc)). * A child will be placed with or remain in the home of a kinship caregiver (relative or fictive kin) at the time of removal.   The Preliminary Kinship Caregiver Home Assessment must include:   * A criminal history and IMPACT background check (these must not be completed by contacting the Emergency Background Check Unit at SWI). * A visit to the home of the kinship caregiver to assess the home environment.   Request a written kinship home assessment by completing and submitting Request for Kinship Home Assessment or Services ([Form 6581](http://intranet/Application/Forms/showFile.aspx?Name=K-909-6581.docx)) according to the time frames in policy [6623](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_6600.asp#CPS_6623) Completing a Risk Assessment and a Written Home Assessment of the Kinship Caregiver.  If the kinship placement is out of region, complete the Universal Referral Form ([Form 2077](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2077.doc)) to request a local permanency specialist.  Make a kinship referral by completing the Universal Referral Form ([Form 2077](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2077.doc)) and emailing it to the regional mailbox. |
|  | 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. |
|  | If the child exhibits behavior that may be considered child sexual aggression, you must staff the case with your CVS program administrator immediately and follow the protocols in the [Child Sexual Aggression Resource Guide](http://www.dfps.state.tx.us/handbooks/CPS/Resource_Guides/Child_Sexual_Aggression_Resource_Guide.pdf). |
|  | If the child is not already placed in an approved or ordered kinship home, contact SFCS at [TXreg1placement@st-francis.org](mailto:TXreg1placement@st-francis.org) to request a placement for the child. The request can be verbal at 1-806-381-3573 but will need to be followed up with a request via email to SFCS at [TXreg1placement@st-francis.org](mailto:TXreg1placement@st-francis.org). Email subject line “Emergency Referral – Last name of oldest child being referred   * Provide them with the CPS Worker and back-up (supervisor) contact information * SFCS will identify who from SFCS should be assigned secondary on SUB stage in IMPACT * If an affidavit is available, include it with your request. If the affidavit is unavailable at the time of the initial request for placement, submit it to SFCS as soon as it is completed. * When requesting placement, within 1 hour of removal, complete and provide the Alternative Application for Placement of Children in Residential Care ([Form 2087ex](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2087ex.pdf), also known as the mini common application). * Also provide the Authorization to Furnish Information (form1505) * Notify SFCS staff if the child has been identified as a child with sexual aggression.   \*Please note that the official referral begins with the referral in IMPACT giving SFCS access to the SUB stage AND additional child’s placement information being sent via email to them. This means that a verbal notification is a courtesy notice. The 4 hour requirement for transfer of supervision of the child will not begin until DFPS Worker provides a thorough and descriptive Application for Placement of Children in Residential Care (2018ex) |
|  | Update the following information in INV/FBSS stage prior to completing Conservatorship Removal in IMPACT.   * Ensure all parties are listed on Maintain person. This includes all persons in home not previously listed, relative resources, collaterals, etc. * Enter person characteristics for each principal. Make sure no person characteristics apply before marking *N/A*. * Update address and phone number for each person on the Maintain person list. Be sure to add Medicaid address for each child removed from the home. * Complete person detail for each principal. * Update Person IDs, Social Security number, driver’s license, etc. for each principal. * Enter income and resources for each principal. * Update the Education Log for each child * Complete criminal history and IMPACT checks for each principal, including potential relative placements.   Complete Person Detail CVS/FA home. Be sure to add in citizenship and mother’s marital status at time of birth. |
|  | Open Subcare/Family Subcare Stages.   1. From the *Assigned Workload* page, select the case name from which the removal occurred. 2. 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*. 3. 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. 4. Click on the *Continue* button. The *Conservatorship Removal* window displays. 5. 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. 6. 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. 7. Click on the *Save* button. 8. 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. |
|  | Enter *Legal Status* (be sure to enter as temporary managing conservatorship) in each child’s SUB stage. |
|  | Complete referral to SSCC in Subcare stage(s)   1. From the Assigned Workload page, select the case name from which the removal occurred. 2. On the Case Summary page, click on the Single Source Continuum Referral expandable section 3. Click on the ADD button. 4. Under the SSCC Referral Details expandable section, complete the Referral Type, Referral Stage, Referral Subtype and Date Placement Needed fields 5. The SUB Assignment is required to SAVE the SSCC Placement Referral. At first only DFPS staff may display but you can click on the Select Staff button to add SSCC staff. Once they are added, their names will display as well. 6. Click SAVE |
|  | Evaluate and approve SFCS’s recommended placement and medical consenter within 1 hour of receipt of notification from SFCS.  \*If verbal approval of the placement option and medical consenter is given to SFCS written approval must follow by responding to placement recommendation email.  Medical consenter form (2085b), education decision-maker form (2085e) and Region 1 Placement Documentation Form must be provided to SFCS at placement. |
|  | If placement is located **within 4 hours** of documented emergency placement referral which includes completed Alternate Application for Placement of Children in Residential Care,   * DFPS Worker will physically transfer the child to the placement * DFPS and the SFCS designee, which may be a Provider Case Manager, will exchange placement paperwork.   If a SFCS designee is at placement, they will be responsible for ensuring SFCS receives the required documentation  If placement is identified **outside the 4 hours** of documented referral:   * DFPS Worker will transport the child to alternative location, coordinated between SFCS and DFPS.   \*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. |
|  | Place the child in the foster care placement or kinship home as soon as possible.   * Provide the caregiver with the reason for placement and the details that led to the removal. * Ensure that the receiving caregiver has been trained on the correct administration of any medication, the proper use of any medical equipment, and special health care needs of the child by appropriate professional providers prior to receiving the child. * If placing a child with primary medical needs, follow protocols listed in CPS Handbook, [4117](https://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_4000.asp#CPS_4117) Specific Placement Considerations for Children Who Have Primary Medical Needs. * Ensure the caregiver knows to schedule or has a plan to meet the 3 day exam requirement. Within 3 business days of a child’s removal, the child must receive a medical examination from a physician or other health care provider authorized under state law to conduct medical examinations. (Confirm roll out date of requirement for your region. All regions will have this requirement by December 2018.) At removal, any child who has an urgent or emergent health care need (illness, injury, or other need that has to be immediately addressed) is immediately taken to an emergency room or urgent care clinic. A child who is removed from a hospital or seen by a medical provider after removal for an urgent or emergent health need is not required to have this additional exam within 3 business days of removal. |
|  | Provide foster parent with all necessary forms and information:   * Placement forms (2085s). * Medical and developmental history. * Designation of Medical Consenter ([Form 2085B](http://intranet/Application/Forms/showFile.aspx?Name=2085b.pdf)). * Ensure that kinship caregivers have completed medical consent training and acknowledged completion on [Form 0687](http://intranet/Application/Forms/showFile.aspx?Name=0687.doc). * Notify the caregiver that the child will need to complete a 3 day exam within 3 business days of removal. * Notify the caregiver that the child will need to complete a Texas Health Steps medical exam within 30 days of removal with a Texas Health Steps provider. * Notify the caregiver that the child will need to complete a CANS assessment within 30 days of removal. * Notify the caregiver that the child will need to complete a Texas Health Steps dental checkup within 60 days of removal with a Texas Health Steps provider. * Medicaid card. * If the child is in kindergarten through grade 12, provide the Education Portfolio to the caregiver as soon as possible but no later than 5 days. * Provide the Designation of Education Decision Maker ([Form 2085-E](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2085-E.pdf)) at placement or no later than 5 days after the show cause/adversary hearing. * Complete discussion of other items on the checklist and document any that were not discussed and the reasons they were not discussed. * Inform youth 16 or older of their right to request a court determination of their ability to consent to some or all of their own medical care. Review the Notice of Your Right to Request the Court to Authorize Consent For Your Own Medical Care ([Form 2092](http://intranet/Application/Forms/showFile.aspx?Name=2092.doc)) with the youth. * Provide a copy of CPS Rights of Children and Youth in Foster Care ([Form 2530](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2530.docx)) at placement or within 7 days. * Provide the Foster Care and Adoption Discipline Acknowledgement ([Form 2410](http://intranet/Application/Forms/showFile.aspx?Name=2410.pdf)) at placement. * Provide the caregiver with the Region 01 CSA Designation Form, if appropriate.   For Kinship Placements provide the additional information below:   * If the child is placed in a kinship home, have the caregiver sign the Kinship Caregiver Agreement. * If it is a kinship placement, complete the Kinship Caregiver Agreement Between DFPS and a Relative Providing Care to a Child in the Conservatorship of DFPS ([Form 0695](http://intranet/Application/Forms/showFile.aspx?Name=K-908-0695.docx)). * Provide the Placement Summary ([Form 2279](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2279.doc)) at placement and within 72 hours if there are any updates. |
|  | Designate emergency shelter staff, foster parents, or DFPS staff as medical consenter:   * Ensure SFCS has documented medical consenter information in IMPACT the same day or by 7 p.m. on the next calendar day. * For the Court Authorization in the IMPACT Medical Consenter Detail, select *Before Court Hearing*. * If proposed medical consenter is known prior to placement, complete IMPACT entry prior to placement and generate Medical Consenter Form (2085-B) from IMPACT (critical information including the PID of child and medical consenter pre-fills once the medical consenter is entered). * If proposed medical consenter is NOT known prior to placement, download and complete Designation of Medical Consenter ([Form 2085-B](http://intranet/Application/Forms/showFile.aspx?Name=2085b.doc)on Smiley), making sure to enter the PID of the child and medical consenter on the form. * Provide completed copies of Form 2085-Bto each medical consenter and the caregiver. * Generate Form 2096 from IMPACT within 5 business days and file with the court to notify it of the medical consenter designation.   **Note**: It is critical for the medical consenter to have his or her correct IMPACT PID in order to verify that he or she is the medical consenter when contacting STAR Health and to register for the Health Passport. |
|  | 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. |
|  | Request daycare for the kinship placements, if needed. The SSCC will request daycare for paid foster are placements. |
|  | Request information from the parents 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. |

| **DAY AFTER REMOVAL** | |
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| **Date Completed** | **Tasks Due on the Following Date**: |
|  | Contact district attorney or county attorney to inform him or her of removal if based on the need for an emergency removal. This may have been done prior to removal for non-emergency removals. Complete legal paperwork as required for each county. |
|  | Complete affidavit for removal. |
|  | 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. |
|  | Monitor that SFCS has completed placement for each child in IMPACT in each child’s SUB stage and submitted to Supervisor for approval. Be sure they entered the date that the actual placement occurred. This will be done by SFCS, however, worker is responsible to confirm.  \*If placement has not been entered in IMPACT by SFCS within 12 hours of placement or by 7 pm the next calendar day, contact the SFCS Worker and request placement documentation be completed in IMPACT. |
|  | Complete ICM form up to the “Discussion Questions” and submit it to the Regional ICM Coordinator. |
|  | Enter *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. |
|  | Update the IMPACT *Medical Consenter Detail* to reflect the court authorization of medical consenter the same day or no later than 7 p.m. 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. |
|  | 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. |
|  | *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. |
|  | *Maintain Rel/Int* of each principal on the *Person List* in the FSU stage. |
|  | If Child Caregiver Resource Form ([Form 2625](http://intranet/Application/Forms/showFile.aspx?Name=2625.doc)) is completed at the time of the removal, initiate the home assessment process. (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). |
|  | Email a copy of the Affidavit in Support of Removal and other legal documents to the CVS employee designated to assign the case to a CVS worker. Copy Kinship staff, FGDM staff and SFCS Care Coordinator or follow the regional protocol for referring the family for an FGC. This should prompt the scheduling of the required post-removal staffing. |
|  | 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" \l "CPS_3224) Notification. |
|  | Work with the caregiver and ensure each child is scheduled for the required 3 day medical exam. If the caregiver cannot take the child to this exam, a CPA or DFPS employee must do so. |
|  | Request school and medical records for each child. |
|  | Complete or update the Interagency Application for Placement, as appropriate. |

| **WITHIN 5 DAYS OF REMOVAL** | |
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| **Date Completed** | **Tasks Due on the Following Date**: |
|  | 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, refer the child to ECI by completing ECI Screening Referral ([Form 0789](http://intranet/Application/Forms/showFile.aspx?Name=K-908-0789.pdf)). This must be done within two business days of the need being identified. |
|  | Assign the eligibility specialist as a secondary worker on the SUB stage. |
|  | Complete the Foster Care Assistance Application (FCAA) in IMPACT and submit it 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, and documentation of the child’s citizenship or alien status. |
|  | Notify CVS of the removal and assign the CVS worker as the primary caseworker on the FSU and SUB stages. |
|  | Start the Education Portfolio. See CPS Handbook, [15410](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15410) Education-Related Documents Required for the Education Portfolio. |
|  | If not previously completed, take a photograph of each child and upload it to his or her SUB stages prior to case transfer to CVS. 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. |

| **WITHIN 10 DAYS OF REMOVAL OR PRIOR TO 14 DAY ADVERSARY HEARING** | |
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| **Date Completed** | **Tasks Due on the Following Date**: |
|  | By the 7th day, attend ICM/case transfer staffing.  At the time of the ICM, provide any remaining placement documentation to CVS and SFCS that has not been provided previously. |
|  | 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)). |
|  | File the Temporary Visitation Schedule with the court, or be prepared to have it completed prior to the show cause/adversary hearing. |
|  | 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 CPS Handbook: [15350](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15350) Requesting Transfer of School Records, [15360](http://www.dfps.state.tx.us/handbooks/CPS/Files/CPS_pg_x15000.asp#CPS_15360) Withdrawing a Student from School, and the [Education for Children Resource Guide](http://www.dfps.state.tx.us/handbooks/CPS/Resource_Guides/Education_Resource_Guide.pdf)) |
|  | Complete court report for show cause/adversary hearing, if required, and file with the court following local protocol. |
|  | Contact ad litem for child to discuss case. Provide copy of court report, if required. |

| **WITHIN 14 DAYS OF REMOVAL** | |
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| **Date Completed** | **Tasks Due on the Following Date**: |
|  | 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](http://intranet/Application/Forms/showFile.aspx?Name=K-908-2085-E.pdf)). * 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. |
|  | If not previously completed, complete Temporary Visitation Schedule ([Form 2640](http://intranet/Application/Forms/showFile.aspx?Name=2640.pdf)) with each parent and present to the court at the time of the show cause/adversary hearing. |
|  | Attend show cause/adversary hearing. Ensure the conservatorship caseworker is aware of the court orders from this hearing. |
|  | If an attorney ad litem (AAL) or guardian ad litem (GAL) has been appointed, complete the Communication Plan with AAL and GAL ([Form 2071](http://intranet/Application/Forms/showFile.aspx?Name=2071.doc)). Obtain input from the conservatorship caseworker regarding communication with the AAL or GAL. |
|  | Update *Legal Actions* in each child’s SUB stage. |
|  | 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. |
|  | If the child is 3–17 years old, ensure the caregiver has scheduled the child for a CANS assessment, as well as the Texas Health Steps medical exam. |
|  | If the education decision-maker changes as a result of the show cause/adversary hearing, or prior to case transfer, update the Designation of Education Decision-Maker (Form 2085-E) and distribute to all required parties within 5 days of the change. |
|  | Complete the Request for Diligent Search ([Form 2277](http://intranet/Application/Forms/showFile.aspx?Name=F-503-2277.docx)), if there are absent parents with unknown locations. Check the boxes for “Court of Continuing Jurisdiction” and “Paternity Registry” when using this form. Send the completed form to [FINDRS@dfps.state.tx.us](mailto:FINDRS@dfps.state.tx.us) |
|  | If all parents’ locations are known, complete [Form VS 168](http://www.dshs.texas.gov/vs/field/docs/vs-168-Rev-05-2017.pdf) [Inquiry on Court of Continuing Jurisdiction for a Child (this is a DSHS form).](http://intranet/Forms/CPS/TDH_BVS/TemplateServer.asp?template=VS-168.doc) Submit the form to the Bureau of Vital Statistics – Texas Department of State Health Services. |
|  | If paternity has not been established, complete [Form VS 134](http://www.dshs.texas.gov/vs/field/docs/VS-134-REV-6/15-Paternity-Inquiry-Request.xls) [Paternity Registry Inquiry Request](http://intranet/Forms/CPS/TDH_BVS/TemplateServer.asp?template=VS-134.doc) (this is a DSHS form). Submit the form to the Bureau of Vital Statistics – Texas Department of State Health Services. |
|  | Organize case file. |
|  | If the investigation can be completed by the time of case transfer, it should be included in the case file documentation. |
|  | Plan to attend the family group conference or permanency conference/FGDM. |
|  | Give the case binders with all of the documentation gathered so far to the CVS caseworker or CVS supervisor. |