Community-Based Care
Region 8a
(Bexar County)
Joint Operations Manual

Revised
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The CPS Mission
The mission of Child Protective Services is to protect children and to act in the children’s best interest. To seek active involvement of the children’s parents and other family members to solve problems that lead to abuse and neglect.

The CPS Vision
Children First: Protected and Connected

CPS Values
Respect for Culture ● Inclusiveness of Families, Youth and Community ● Integrity in Decision Making ● Compassion for All ● Commitment to Reducing Disproportionality

Family Tapestry Mission
The mission of Family Tapestry is to weave together our community to transform the foster care experience.

Family Tapestry Vision
Our vision is to create transformational change to the foster care system by aligning and connecting the community around the shared principles of safety, permanency and well-being for children.
1.0 WHAT IS COMMUNITY-BASED CARE?

The Department of Family and Protective Services (DFPS) and Family Tapestry jointly developed & revised this operation manual to give CPS and Family Tapestry staff a more in-depth look at the protocols for case actions in CPS cases involving paid foster care placements that are affected by Community-Based Care in Region 8a (Bexar County).

Community-Based Care is a new way of providing foster care and case management services. It's a community-based approach to meeting the individual and unique needs of children, youth, and families. Within a geographic catchment area, a single contractor (officially a Single Source Continuum Contractor or SSCC) is responsible for finding foster homes or other living arrangements for children in state care and providing them a full continuum of services.

DFPS began expanding the community's role to meet the challenges of serving children in foster care under Foster Care Redesign. Under Foster Care Redesign, a 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 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 to give the SSCC sole responsibility for case management - rather than sharing that responsibility with DFPS.

As Community-Based Care takes shape statewide, CPS' focus will shift to ensuring quality oversight of foster care and services for children and families. The SSCC will be responsible for case management and services that move children from foster care or kinship care into a permanent home.

1.1 Community-Based Care Quality Indicators:

The Public Private Partnership, the guiding body for Community-Based Care made up of DFPS staff, contracted providers and stakeholder partners, established the following quality indicators for Community-Based Care:

- Children and youth are safe from abuse and neglect.
- Children and youth are placed in their home communities.
- Children and youth are appropriately served in the least restrictive environment.
- Children and youth have stability in their placements.
• Connections to family and others important to the child are maintained.
• Children and youth are placed with their siblings.
• Services respect the child's culture.
• Children and youth are provided opportunities, experiences, and activities similar to those available by their peers who are not in foster care.
• Youth are fully prepared for successful adulthood.
• 10. Youth have opportunities to participate in decisions that affect their lives.
• 11. Children and youth are reunified with their biological parents when possible.
• 12. Children and youth are placed with relative or kinship caregivers if reunification is not possible.

Community-Based Care is intended to allow a 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.

1.2 Single Source Continuum Contract: Family Tapestry

On August 1, 2018, DFPS awarded a Community-Based Care contract in Bexar County to Family Tapestry, a division of the Children’s Shelter. The Children’s Shelter is a nationally accredited community-based organization with a history of serving Bexar County and San Antonio since 1901. It delivers trauma-informed care for children and families through a continuum of services that include residential, foster care, mental health, and community-based services. Family Tapestry will serve as the Single Source Continuum Contractor (SSCC) for DFPS Region 8a (Bexar County).

**Family Tapestry Background:**

Family Tapestry is a community-based care Single Source Continuum Contractor (SSCC) organization that is contracted by DFPS pursuant to Texas Statutes to provide for safety, reunification, well-being, and permanency for children entering out-of-home care following a confirmed incident of abuse or neglect reported to DFPS. The Bexar County Network of contracted child and family services providers (hereafter referred to as the Network) provides individualized and coordinated services resulting in a foster care experience that is enveloped in care, support, and healing, with the end goal of securing a permanent and stable home. Our strength-based and trauma sensitive approach will provide children with the strong foundation to become successful members of the community and to have a positive transition to adulthood.

In alignment with Family Tapestry’s operational philosophy of community engagement and community care, the SSCC organizational design leverages
the strengths of community providers to best meet the needs of children, youth and families in our catchment area. Operating under Family Tapestry’s present governance and organizational structure, the network administration body will build upon the significant relationships The Children’s Shelter has established in its 100+-year history with community and legislative leaders and partnering organizations.

Family Tapestry’s Network Providers are outcome-focused, data-informed, and fiscally sound. Family Tapestry has designed the Network development process to improve provider availability in a manner that is responsive to the needs and demographics found across Bexar County communities.

1.3 Operating Policies and Rules

The protocols detailed in this operations manual relate to children from Region 8a (Bexar County) placed with and/or receiving services through Family Tapestry as the Single Source Continuum Contractor.

The CPS Handbook policies and rules remain in effect, unless specifically waived. However, if differences or conflicts in CPS Handbook policy are present, this manual will govern the operations in Region 8a (Bexar County). CPS and Family Tapestry staff should refer to the Community-Based Care Texas Administrative Code (TAC) Rules Waiver for more information.

Additionally, since this operations manual identifies responsibilities for the SSCC that include access to sensitive information in the DFPS IMPACT system, the SSCC has adopted policies and procedures to minimize risk of data breaches which can be found in the Provider Manual located at the Family Tapestry website.

If you have questions about any information in this manual, please contact your supervisor or the Region 8a (Bexar County) Community-Based Care Program Administrator at DFPSRegion8CommunityBasedCare@dfps.texas.gov

More information about Community-Based Care can be found on the DFPS Community Based Care Website.

2.0 ALL SSCC PLACEMENTS

2.1 Placement Requirements and Best Practice

DFPS and Family Tapestry staff must follow DFPS Handbook policy related to the assessment, consideration, and selection of the least restrictive foster care placement for every child’s initial or subsequent placement (new placement or placement change) in substitute care. DFPS and Family Tapestry must work to place children in their home communities and to minimize placement moves and find a placement that is the most appropriate for the child or youth.

If siblings cannot be placed together because of placement availability, a program director must give approval for sibling separation. The decision to
separate siblings is a CPS program decision and cannot be made by a placement.

Before approving sibling separation, the CPS program director must review efforts made to locate placements that would have accommodated the sibling group to ensure efforts were exhaustive and sufficient. The program director must also ensure there is a plan for sibling contact before approving the sibling separation. **4114.21 Separating Siblings in Paid Foster Care**

Regional expectations include that before a CPS/CPI supervisor can approve the placement option provided by Family Tapestry, the CPS program director approval for separating siblings must be received in writing and provided to Family Tapestry.

DFPS must continue to make efforts to identify relatives and other caregivers with whom a child is connected who may be a suitable placement.

All placement decisions should take into consideration the following policies:

- **4114 Required Factors to Consider When Evaluating a Child’s Possible Placement**
- **4114.4 Preference for the Least Restrictive Setting**
- **4114.5 Placing the Child Close to the Child’s Home**
- **4114.21 Separating Siblings in Paid Foster Care**
- **4114.1 Preference for Relatives and Other Connections**

Before any placement change, the DFPS caseworker must talk to the child or youth to determine his or her thoughts and recommendations about the best placement. Before any non-emergency placement change the DFPS caseworker must contact the attorney ad litem (AAL), the guardian ad litem (GAL), and the court appointed special advocate (CASA) and ask for their recommendations on the subsequent placement:

See CPS Handbook:

- **4113.5 Consult the Child’s Attorney Ad Litem, Guardian Ad Litem, and CASA Representative**
- **4113.4 Consult the Child or Youth**

When a DFPS Caseworker identifies that a child may require a paid foster care placement, the Program Director (PD) may direct the DFPS Caseworker to provide Family Tapestry advance notification of a child’s need for possible paid foster care placement. The DFPS Caseworker will notify Family Tapestry by email ([Intake@familytapestry.org](mailto:Intake@familytapestry.org)) or phone within one (1) hour if it is determined that paid foster care placement is not needed.

When a court order relates to the foster care placement of a child (i.e., a placement move or for a child to remain in a particular foster home), DFPS
will notify Family Tapestry immediately and provide a copy of the court order to Intake@familytapestry.org as soon as possible. When possible, DFPS will notify Family Tapestry prior to any anticipated court rulings that may affect the placement of a child or sibling group. DFPS will follow procedures related to placement changes (See 4.0 Placement Change) and End Referrals (See 13.0 End Referral Planning) in response to the order.

2.2 Service Level Waiver

Family Tapestry receives a blended foster care rate for all children placed within its network and is responsible for assessing service needs and providing a continuum of care to each child placed within their provider network. DFPS will no longer submit service level requests to Youth for Tomorrow (YFT) in Community-Based Care catchments. DFPS handbook policy items related to requesting a service level for a child, therefore, are waived. See Community-Based Care Texas Administrative Code (TAC) Rules Waiver.

2.3 Rights Of Children And Youth In Foster Care

The CPS Rights of Children and Youth in Foster Care, also known as the Bill of Rights, is an important document that outlines the rights children and youth have when they are placed in foster care. It is required by federal law, Texas law, and policy Rights of Children and Youth in Foster Care CPS Handbook 6420.

Every time it is reviewed with the child or youth, it must be signed by the child or youth, the caseworker, and the caregiver.

The primary caseworker is responsible for reviewing the Bill of Rights with the child or youth:

- Within 72 hours of the child or youth entering foster care (i.e. at initial placement following the child’s removal).
- Within 72 hours of the child or youth changing placements into a DFPS FAD foster home.
- Every time the Child’s Plan of Service (CPOS) is reviewed, including the first time the CPOS is developed. The Bill of Rights is included with the CPOS when the CPOS is generated from the Forms drop-down in IMPACT 2.0.

Again, at the time of initial placement but no later than 72 hours, children and youth in foster care must be provided with a copy of the CPS Rights of Children and Youth in Foster Care (Form 2530). The primary caseworker must review these Rights with the child or youth. Upon completion of the review, the primary caseworker must have the child or youth and caregiver sign on the appropriate signature lines, provide a copy to the child or youth, and upload a signed copy into OneCase in IMPACT in addition to a signed copying in the physical case file.

The primary caseworker must review the Bill of Rights orally and in the child’s primary language, if possible. There are no exceptions for age or disability. Caseworkers will need to provide accommodations where needed,
such as translators or sign language interpreters. If a child cannot sign the Bill of Rights (such as infants, for example), this must be noted on the form by the caseworker. The review must still occur with the caregiver and a signed copy must still by uploaded into OneCase and included in the physical case file.

The Bill of Rights contains language and words that won’t necessarily be understood by all children and youth. Some notable examples from the Bill of Rights are:

13. “Participate in... unsupervised childhood and extracurricular activities.”
20. “Healthy foods in healthy portions for my age and activity level.”
27. “Be informed of emergency behavioral intervention policies in writing...”
45. “Make calls, reports, or complaints” to

- The HHSC Ombudsman for Children and Youth currently in Foster Care at 1-844-286-0769.
- The DFPS Office of Consumer Affairs at 1-800-720-7777.

The primary caseworker should check for understanding and explain anything the child or youth doesn’t understand in a developmentally appropriate way.

The review of the Bill of Rights can be done via virtual meeting, in-person/face-to-face, over the phone, or an app such as FaceTime (available on DFPS-issued iPhones).

2.4 Child Sexual Aggression

If a child or youth is determined to have sexually aggressive behavior, it must be indicated in the child or youth’s case record by the CVS Program Administrator and reflected in the child or youth’s application for placement. The CVS Program Administrator is the designated individual responsible for determining if a child or youth’s behavior meets the definition of sexually aggressive and has specific protocols and definitions that guide in that decision.

If Family Tapestry or their network provider suspects that a child or youth has sexually aggressive behavior and they have not already been given that designation, notification to the CPS Worker must be made immediately so they can notify their Supervisor, Program Director and CVS Program Administrator.

For additional information regarding Child Sexual Aggression please refer to CPS Policy 6241.11 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Aggression and the Child Sexual Aggression Resource Guide

If A Child is Determined to have Sexually Aggressive Behavior

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

If the designation is determined at the time of removal
• And the child or youth has not been placed, the Removal Worker updates the Abbreviated version of the application for placement (form 2087ex) before submission to Family Tapestry for placement.

• If the child or youth has already been placed, and the placement is not aware of the child or youth’s behavior, the Removal Worker IMMEDIATELY notifies Family Tapestry case manager and the placement about the child or youth’s behavior and documents the notification in IMPACT.

If the designation is determined after the child or youth is in conservatorship

• And the child or youth is pending a new placement, the CVS Worker or Family Tapestry staff (if applicable) launches a new application for placement. The new application for placement will autofill with the information from the sexual aggression page in IMPACT

• And the child or youth is currently in placement, the CVS Worker updates Child Plan of Service (CPOS) for the child or youth who was determined to have sexually aggressive behaviors and the child or youth who was the victim of child sexual aggression to include services and supports.

Within 24 hours of the child or youth being identified as being sexually aggressive, the CVS PA will send an email to the CVS PD asking that they confirm that the CPS Worker has updated the application for placement, updated the Child Plan of Service, and notified the placement and Family Tapestry case manager.

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

Child Sexual Aggression, Sexual Victimization, Sexual Behavior Notification:

Initial Placements:

• DFPS will complete the question under the sexual victimization tab in IMPACT and enter any episodes if marked yes.

• If sexual aggressive behavior is identified, DFPS will follow the child sexual aggression designation process above.

• If applicable, will complete the trafficking information in IMPACT prior to printing the Attachment A form.

• DFPS will print the Attachment A form.

• If DFPS is transporting the child to the initial placement,
  o DFPS will discuss the information in the Attachment A form with the receiving caregiver,
  o Obtain signatures from the receiving caregiver,
  o Use the “Genius” app on their work phone to scan the signed Attachment A form and email to themselves.
  o Upload Attachment A and Placement Summary Form 2279 into OneCase in IMPACT within one business day for access by Family Tapestry.
For placements made by Family Tapestry,
  o DFPS will provide Family Tapestry with a printed copy of Attachment A and the Placement Summary Form 2279
  o Family Tapestry, or their designee, will be responsible for discussing information in the Attachment A and the Placement Summary Form 2279 with the caregiver at the time of placement
  o Obtain the signature of the receiving caregiver on both forms, and
  o Family Tapestry will, within one business day, upload Attachment A and the Placement Summary Form 2279 into ONE CASE in IMPACT

**Subsequent Placements:**

  o DFPS will update all information under the person detail page tabs prior to the placement change
  o DFPS will email an updated Attachment A to Family Tapestry prior to placement.
  o Family Tapestry, or their designee, will
    o Discuss information in the Attachment A with the caregiver at the time of placement.
    o Obtain the signature of the receiving caregiver,
    o Provide a signed and scanned copy of the form via email to DFPS within 1 business day placement.

**Additional Notification Guidance:**

DFPS/Family Tapestry is required by federal court order to provide all caregivers who care for children in the conservatorship of DFPS with information regarding a child’s history of sexual victimization and sexual aggression. At initial and subsequent placements of a child in DFPS conservatorship in any setting, staff must review the information contained in the placement summary form and the Child Sexual History Report Attachment A, obtain signatures, and provide a copy of the documents in accordance with the guidance in this chart.
<table>
<thead>
<tr>
<th>Type of Setting</th>
<th>Who must review and sign the 2279 and Attachment A</th>
<th>Additional Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unverified Kinship Home</td>
<td>All adults in the home who have unsupervised access to the child.</td>
<td>If anyone is not present at the time that the information is presented, DFPS/FT has 3 business days to review the information and obtain signatures of the missing individuals. This may be done electronically.</td>
</tr>
<tr>
<td>Foster Home</td>
<td>All foster parents</td>
<td>If all foster parents are not present at placement, DFPS/FT has 3 business days to review the information and obtain signatures of the missing individuals. This may be done electronically.</td>
</tr>
</tbody>
</table>
| General Residential Operation (includes Emergency Shelters and any licensed facility that is not a foster family home) | Administrator  
Intake staff  
Case Manager | Depending on the size of the operations, some of these roles may be held by the same individual. In those instances, notate that on the form.  
If anyone who is required to review and sign the documents is not present, DFPS/FT has 3 business days to review the information and obtain signatures of the missing individuals. This can be done electronically. |
<p>| Other Facilities. This includes Juvenile Detention Settings, Psychiatric Hospitals, State Supported Living | Individual responsible for admissions | Caseworkers must review the information with the staff who is admitting the child and make efforts to have them sign the |</p>
<table>
<thead>
<tr>
<th>Type of Setting</th>
<th>Who must review and sign the 2279 and Attachment A</th>
<th>Additional Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center, and Medical Hospitals</td>
<td></td>
<td>documents. If they refuse to sign, document who the information was provided to, their title, date, and indicate their refusal to sign. If the caregiver admits the child, staff must review the information and obtain signatures upon notification of the admission.</td>
</tr>
</tbody>
</table>

**Note:** there are limited signature lines on the Attachment A, additional signatures can be captured anywhere on the document along with their printed name, title, and date. For further guidance on caregiver notification of sexual abuse history, review the appropriate policy:

- 4121.2 Prepare the Current and New Caregivers for the Move
- 4121.3 Complete the Placement Summary Form
- 4133 Provide and Discuss the Placement Summary (Form 2279)
- 4152.2 Meeting the Needs of a Child or Youth Until a Placement Is Secured
- 4220 Placements into Facilities Regulated by the Health and Human Services Commission (HHSC)
- 4221 Abuse and Neglect Investigations of Placements
- 4221.1 RCCI Notifying CPS of Alleged Abuse or Neglect
- 4221.2 CPS Responsibility and Procedure after Receiving a Notification of Abuse or Neglect by either RCCI or CPI
- 4221.3 CPS Protocol During an Investigation Involving a Child in Conservatorship
- 4230 Facilities Under the Authority of Other State Agencies
- 4231 DFPS’s Continuing Responsibilities When a Child in Conservatorship is Placed in a Facility Regulated by Another State Agency
- 4231.1 Notifying a Facility Regulated by Another State Agency of a Child’s Sexual Victimization and Sexual Aggression History
- 4233 TJJD and JPD Facilities
- 6241.11 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse
2.5 Evaluating a Possible Placement

The safety of the child or youth is the paramount consideration in any placement selection. When evaluating potential placements, 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.


**IMPACT and CLASS History Checks**

The Placement Coordinator must complete a Residential Child Care Investigations (RCCI) investigation history check of all potential placements using CLASS to consider compliance history. The SSCC Placement Coordinator also checks IMPACT for any pertinent abuse or neglect history.

The 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 licensing investigations.
- Investigations that were closed as reason to believe or unable to determine, or any patterns in the investigation history that cause concern.
- History of licensing violations.

If Residential Child Care Licensing placed a general residential operation (GRO) on probation, Family Tapestry must not place a child or youth in that GRO, unless the Associate Commissioner or Deputy Associate Commissioner of CPS or the Deputy Commissioner or Commissioner of DFPS approves the placement or a court orders it. See 4151 Court-Ordered Placements in Unapproved Facilities.

Family Tapestry may not place a child or youth in a foster home with more than six children unless there is an approved 24 hour awake supervision plan and the director of conservatorship services approves the placement in advance.

Family Tapestry must not place a child or youth in a foster home or foster group home if the child placing agency (CPA) that verifies the home has put its verification on inactive status.

*See DFPS Rules, 40 T.A.C. §700.1311(c)*

**CLASS Variance Checks**

The 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’s individual needs. In Stage I, the Placement Coordinator must review and confer with the DFPS Caseworker or DFPS Supervisor if the variance checks return results that may impact the
placement’s ability to meet the child’s individual needs. When the Family Tapestry Intake Team and DFPS Caseworker or DFPS Supervisor disagree, regional staff must escalate to the Regional Director, or designee, for a placement decision. The Regional Director, or designee, consults with the director of Care Management.

**Heightened Monitoring (HM) Tracking Process**

If a general residential operation (GRO) or a child-placing agency (CPA) is on heightened monitoring, then the CPS Regional Director (RD) for the child’s legal county must provide advanced approval for placement. Should the Regional Director not be available, the placement may be approved by the CPS Director of Field or the CPS Associate Commissioner.

**Purpose:**
Assess if a heightened monitoring placement will be approved or denied no later than 3 hours (emergency) once Regional Director receives from Heightened Monitoring mailbox no later than 7 days from the entry of placement in IMPACT. Non-emergency approvals within 24 hours of Regional Director receiving the request from the Heightened Monitoring mailbox.

**Roles and Responsibilities:**
Primary Caseworker of the child to be placed
Family Tapestry (8A)
Supervisor of the primary caseworker
Program Director (PD) of the primary caseworker
State Office – Heightened Monitoring Mailbox
CPS Regional Director
CBC Administrator/RDA (Regional Director Assistant) (Backup)
Program Administrator of the primary caseworker

**Process map:**
1. DFPS Worker requests a placement and receives a recommendation from Family Tapestry of a heightened monitoring placement
2. DFPS Worker receives a Placement email of the details of the recommended heightened monitoring placement from Family Tapestry
   a. Proposed placement
   b. Statement informing DFPS the proposed placement is on HM (CPA or the facility)
3. DFPS reviews proposed placement and takes into consideration the following
   a. Is child a part of a sibling group?
   b. Review needs of the child
   c. Review 2 years of history in CLASS (primary focus on the home, however, review any open investigations with the current CPA)
      i. GRO, RTC, and Shelters review 2 years of CLASS history
4. DFPS Supervisor sends email to the PD requesting a staffing to consider the placement. (emergency – within same day, non-emergency – no later than 36 hours)
5. **Supervisor and worker staff with PD** to determine if placement will be approved to be sent to the HM mailbox
a. Details of the review and staffings will be documented by DFPS supervisor in IMPACT in child’s sub stage. Document same day.
   i. Who attended
   ii. History in CLASS discussed
   iii. Needs of the child and how the placement meets the needs/or not
   iv. The Decision of considering the placement
   v. Support why this is the best interest of the child (i.e., Why is this the best placement?)

6. If the decision is NO, we do not want the placement –
   a. Notify Family Tapestry by email with statement why you are not accepting the placement
   b. Family Tapestry will propose a new placement and email to DFPS worker and Supervisor)

7. If the decision is YES:
   a. DFPS responds to the placement email from Family Tapestry that the placement is approved and ask them to send to the heightened monitoring mailbox.
   b. Family Tapestry sends email to Heightened Monitoring mailbox and cc’ing the primary caseworker and supervisor on the email.
      The email also includes:
      i. Updated Common Application (attachment)
      ii. Psychological Assessment, if applicable (attachment)
      iii. Any additional child assessments, if applicable
      iv. Updated Home study if foster home – must be signed and updated to include addendums, if applicable (attachment)
      v. Compliance history Report (body)
      vi. Placement history report (attachment)
      vii. Specific Best Interest Statement (body)
      viii. Date when placement is needed (body)

8. Reviewed by the Heightened Monitoring Safety Analyst
   a. If they have questions, they will send to Family Tapestry Intake worker and chain of command
   b. Family Tapestry may call regional staff to answer questions (worker respond within an hour, if worker is unavailable, supervisor will respond)

9. DFPS Heightened Monitoring Safety Analyst sends request for approval of placement to the RD HM mailbox in the form of email and text (emergencies)

10. RD receives the request with information of the placement (3 hours deadline for emergency placement request; 24 for non-emergency)
    i. For emergency placement request, If 2 hours have passed, HM unit calls the RD as a reminder
    b. RD Reviews all the material in the email and reviews CLASS if needed for further information
    c. RD asks questions with HM unit
       i. These questions are then sent to the FT to gain additional information
    d. RD can: approve, approve with conditions, or deny HM placement request
e. If denied, RD replies all in the email and denies the placement
   i. FT notifies the DFPS worker and Supervisor and another
      placement is looked for
   ii. CC: CBC Administrator to put in log
f. If approved, reply all to let them know it is approved. Family
   Tapestry will email the DFPS worker and supervisor

g. Placement of Child occurs - Timelines still apply - link to
   emergency or non-emergency placement sections for who
   completes placement activities.

11. DFPS Supervisor makes the RD the secondary approver of the
    placement entry in IMPACT
12. RD must approve placement entry in IMPACT no later than 7 days from
    placement entered in IMPACT.

   a. CBC Administrator will:
      i. If there are conditions to the heightened monitoring
         approval, forward an email with those conditions to worker
         and chain of command up to PA.
      ii. CBC Administrator will log the decision and any provisions
          within the HM tracking log (RD shared drive).
      iii. CBC Administrator will determine if RD is secondary
           approver on placement entry, if not, then make RD
           secondary approver
      iv. If the placements are from CPI or FBSS, provisions are
         discussed in ICM) and CBC Administrator will flag in the log
         these placements until a CVS unit is assigned.

13. PD will document the provisions within IMPACT within the SUB stage of
    child
14. PAs will monitor/follow-up and update on the heighten monitoring log
    once the provisions are met.

2.6 SSCC Supervision and Children Without Placement
   Protocols

   The following actions must be taken when a child is being supervised by Family
   Tapestry if a placement has not been secured.

   Note: DFPS will provide Family Tapestry with an Attachment A if Family
   Tapestry will be providing supervision.

   Providing Supervision

   Family Tapestry’s:
   
   • Family Tapestry is required to take physical possession of children within
     4 hours, identify a placement within 7 hours, and place a child as soon
     as possible. All decisions about placements and placement activity are
     made in the best interest of the child.
   • Family Tapestry must establish policies/procedures for safely caring for
     children and meeting their needs while a placement is being located.
Policies/procedures must comply with CPS policy 4152.2 Meeting the Needs of a Child or Youth Until a Placement Is Secured.

- Note that DFPS remains education decision maker and Medical consenter and will need to coordinate those services.

Documenting Family Tapestry Supervision

If Family Tapestry, while locating a placement for a child referred for emergency placement or as a result of a non-emergency referral/discharge notice:

- Took possession of the child prior to midnight and continued to care for the child after midnight;
- Was unable to locate a placement within the required 7-hour timeframe; **AND**
- Provided overnight supervision of the child in an unlicensed placement, such as an office, hotel, church or other emergency setting established by Family Tapestry for the comfort or safety of the child and worker while a placement is being secured; **THEN**
- the living arrangement during this period is considered a child under SSCC supervision.

- Family Tapestry enters the Placement in IMPACT.
- A child under Family Tapestry supervision must be documented in IMPACT as NON-FPS PAID using the living arrangement code “DFPS Supervision.” See **Child Expecting Placement Under SSCC Supervision IMPACT Tip Sheet**.
- The DFPS Supervisor approves the placement and verifies the placement information is accurate (dates, location, type, etc.).

Notifications of Family Tapestry Supervision

- A child under Family Tapestry supervision is considered a serious incident and must be reported to DFPS. A serious incident is defined in the operations manual as “any non-routine occurrence that has an impact on the care, supervision, or treatment of a child or youth.”
- Family Tapestry must identify a Single Point of Contact and backup who will report children under Family Tapestry supervision to DFPS no later than **9:00 am** every day via email to the DFPS Placement team at cwop@dfps.texas.gov copying the CBCA and CAM. Please title the email "SSCC Supervision for the evening of "DATE". This is the date prior to midnight for the overnight supervision that occurred.
- **If no children were under Family Tapestry Supervision**, the Family Tapestry reports that there were NOT any children in SSCC Supervision
- **If there were children in Family Tapestry Supervision**, the Family Tapestry Single Point of Contact completes the **SSCC Supervision Daily Log** (excel spreadsheet template) with information on all children supervised by Family Tapestry overnight.
(as defined above) and e-mails the log to the CBCA and CAM. The naming convention for the log is “SSCC Supervision Log for “date”. The date in the log is the date prior to midnight for the overnight supervision that occurred.

- The log is a record of all children supervised overnight on a single date. The log is updated to reflect every night a child remains under SSCC Supervision until a placement is found.

- **If a child in Family Tapestry supervision runs away**, the child is no longer on the log but the incident must be reported to the placement team via cwop@dfps.texas.gov the and Family Tapestry must verify that the runaway protocol was followed, or will be followed. This information is reported to the CPS Associate Commissioner. When the child is recovered from the runaway episode, please refer to the New Emergency Paid Placement Referral protocol if there is not an active referral and to the Runaway Youth Transition Plan “Wrap Around Meetings” for additional information.

- Daily reporting to the placement, CBCA and CAM is in addition to, and does not take the place of, communication between Family Tapestry and regional DFPS CPS staff about locating placements as outlined in the operations manual. Transparent communication is essential so that DFPS and Family Tapestry can work together to meet the needs of the child.

- If a child remains under Family Tapestry supervision for two or more nights, (formerly referred to as Child Without Placement (CWOP) the occurrence is documented by the placement team and reported to the Governor’s Office and foster care litigation court monitors.

- Under the CBC contract, Family Tapestry must place children in IV-E placements.

**After Placements Are Secured for Youth at the Family Tapestry Intake Center**

To ensure children at the FT Intake Center are placed with a sense of urgency in a paid placement the following procedures are being put into place effective immediately.

**Step 1:** The Family Tapestry Intake Specialist will call the DFPS Caseworker to provide notification of a recommended placement and medical consenter and will follow up via email. Verbal approval is sufficient to proceed with placement while awaiting email confirmation. If no response to initial phone call, then:

- After 15 minutes, the FT Intake Specialist will call the DPFS Supervisor.

- If a response is received within 15 minutes, the FT Intake Specialist will call the DFPS Program Director.
• If no response after 30 minutes, the FT Intake Specialist will call the DFPS Program Administrator.

**Step 2:** Simultaneously, the Family Intake Specialist will email the DFPS Caseworker, unit administrative assistant, DFPS Supervisor, Program Director and Program Administrator with the Subject Line: Emergency Placement Secured Approval Time Response Due by (30 minutes from time email is sent)

Email will include:

• Notification of a recommended placement and medical consenter
• Information about the recommended placement will include:
  o Placement Type (GRO or foster home, etc.)
  o Name, Address, Phone and Resource ID Provider Name
  o Provider Case Manager name, if known
  o Medical Consenter name and PID, if known

**Step 3:** The DFPS Caseworker or chain of command will evaluate, approve/disapprove, and respond on email chain to Family Tapestry’s recommended placement option and medical consenter 30 minutes of receipt of notification.

• DFPS Caseworker will provide verbal approval of the placement and medical consenter.
• DFPS Caseworker must follow-up with written approval of the placement by responding to the email from Family Tapestry with the placement option that it is approved.
• For DFPS staff: Approval of the placement will be elevated to the Program Administrator if no response is provided within 30 minutes of placement request. DFPS approval is required prior to seeking judicial permission to place. Explicit judicial permission is required to meet standing court order 61791 requirement.
• Proposed placements outside the Bexar County Judicial Ordered Map: Requirements require court approval prior to placement. Once DFPS approves placement, Family Tapestry will send and include DFPS staff on the request for judicial permission via email in those cases and include the assigned Assistance District Attorney, Child Ad Litem and CASA on emails to the Judge assigned (see below for additional details).

**Step 4:** To expedite placement of these youth, once placement has been approved, DFPS and Family Tapestry will work together to gather and update all placement paperwork needed for placement within 2 hours.
3.0 NEW PAID PLACEMENTS

Region 8a (Bexar County) DFPS staff work directly with Family Tapestry upon determining that a child in DFPS conservatorship requires placement in a paid foster care setting. The DFPS caseworker must first decide if the child needs emergency or non-emergency placement. In both cases, the child is not currently being served by Family Tapestry. For other situations, see Section 4.0 Placement Changes.

3.1 New Emergency Paid Placement Process

The emergency placement process is used when DFPS makes a referral to Family Tapestry for a child or youth who is in immediate need for paid foster care placement and services and is not currently served by Family Tapestry. This process, therefore, will be used for all emergency removals as well as any child requiring immediate paid foster care placement and services.

3.1.1 New Emergency Paid Placement Notification & Referral

Family Tapestry will accept referrals for paid foster care services 24-hours per day, 365 days per year. Family Tapestry’s policy is to accept all referrals (No Reject) made by DFPS and continue to meet the individual needs of the children referred (No Eject) until DFPS determines the child/youth is no longer eligible for Family Tapestry paid foster care services.

1. DFPS Caseworker will call the Family Tapestry Intake Department (210-503-4545). The child(ren) must be in the physical possession of the removing caseworker. The call should include:

   - DFPS Caseworker & Supervisor contact information: Name, Phone, Email
   - General information on the number of children, ages, etc. (IMPACT PID/Case Number)
   - Any significant concerns needed to find placement including information addressing Child Sexual History Report (Attachment A)
   - Approximate arrival time to the Family Tapestry Intake Center (or other agreed upon location).
   - Family Tapestry will provide the name of the Family Tapestry Intake Specialist and Supervisor assigned the referral so that DFPS can assign them as secondary in IMPACT.
   - DFPS Caseworker completed referral and secondary assignments.

2. The DFPS Caseworker will notify Family Tapestry by email (Intake@familytapestry.org) or phone within one (1) hour if it is determined that paid foster care placement is not needed.
3. DFPS Caseworker will email Intake@familytapestry.org, within two (2) hours and will provide: Email Subject line: “Emergency Placement Needed, Last Name of Oldest Child – PID #”
   - Complete Application for Placement (Common Application) Short form in IMPACT that must be included to initiate search
   - Complete DFPS Placement Summary Form 2279 including Child Sexual History Report (Attachment-A) in IMPACT
   - Updated Family Tapestry Referral Form.

4. DFPS Caseworker completes IMPACT documentation:

   Use CBC Removal Checklist. FORM 1514 - REGION 8a REMOVAL STAFFING CHECKLIST – FOR DFPS PAID FOSTER CARE ONLY IN REGION 8A (BEXAR COUNTY)

   - Update Person Information & complete person merges before opening FSU and SUB stages in IMPACT
   - Update person characteristics in IMPACT (including information on child sexual behavior problems or aggression, if applicable)
   - Ensure the FSU/SUB stages are open
   - Enter Legal Status in each SUB stage, required for the IMPACT SSCC referral to Family Tapestry to be transmitted
   - Enter SSCC Referral information Case Summary page –
     - Send to Family Tapestry by button: “Save & Assign” – one referral per child
     - DFPS assigns two Family Tapestry staff as secondary on referral; if not identified, assign Family Tapestry Intake Supervisors or Director (see current Family Tapestry Contact list-distributed via email)
     - Search by unit “1S” for all staff in every SSCC or you can search by Family Tapestry staff name (most efficient as Unit 1S contains all SSCC staff across the state)
     - An IMPACT SSCC Referral for each child must be completed
   - Update education log in IMPACT (with as much information as available) and provide/update education portfolio for school-age children to network provider or Family Tapestry.
   - Update medical/dental page in IMPACT (as applicable).

   To further assist in the search for placement, the following additional required documents should be provided by DFPS to Family Tapestry at the time of the referral (if available):
   - Birth verification/certificate
• Social Security card or number
• Education portfolio (if available)
• Medicaid and STAR Health cards or qualifying information
• Removal affidavit
• Any external documentation (i.e. Psychological/Psychiatric assessments, evaluations, or therapy notes) related to the care of the child
• Last court orders
• Last medical and dental information
• Previously in paid foster care, attach former Common Application now referred to as Application for Placement (as PDF file).

Note: All the above information/documents are required to be provided to Family Tapestry for placement of a youth. If any of these documents are unavailable at the time of the referral, DFPS must provide all missing documents to Family Tapestry at the post-placement visit or within 72 hours.

• Family Tapestry Intake Specialist will review the completed forms and respond to the DFPS Caseworker and Supervisor on the same email chain within 30 minutes. This response confirms that the referral has been accepted. Note: The email from Family Tapestry to DFPS confirming acceptance of Placement Referral starts the 4-hour timeframe.

• If the referral needs additional information, the Family Tapestry Intake Specialist will communicate via email chain the documentation still needed to complete the referral. Some network providers require documentation to accept placement, especially facilities accepting children with specific treatment needs.

• If Family Tapestry determines they have enough information to complete the referral and begin the placement search without the missing documentation, DFPS will provide the agreed upon information at the 24-hour post-placement visitation or within 3 days. See Section 3.1.7

• DFPS Caseworker must consult with Family Tapestry Intake Specialist if agreeing to use the Family Tapestry Whataburger Center for Children and Youth Intake Center located at 4040 High Ridge Circle, San Antonio, TX 78229. Family Tapestry Intake Specialist must be informed of approximate arrival time at the Family Tapestry Intake Center to insure access.

• Once at Family Tapestry Intake Center or agreed upon location, Family Tapestry will provide trauma-informed, appropriate space to meet the child’s basic care needs.
• Family Tapestry has agreed to provide some nursing services during the intake processes, as can be arranged.

• Family Tapestry Whataburger Center for Children and Youth Intake Center will have designated workspace for DFPS staff to complete required documentation for the intake referral and removal documentation.

• DFPS removing workers are responsible for supervising children until placement paperwork is signed.

• DFPS staff may use printers at Family Tapestry Intake Center.

• DFPS Caseworkers will continue current best placement practices by triaging children with known emergency or exceptional medical/mental health/ healthcare needs (scabies, lice, prescribed medications, youth under the influence of substances, active mental health concerns etc.) at local medical facilities prior to transporting children to Family Tapestry Whataburger Center for Children and Youth Intake Center.

• DFPS must discuss and cooperatively work with Family Tapestry Intake workers to identify and properly have treated any known medical/healthcare needs.

DFPS Caseworkers will attempt to locate and secure prescription information and all medications prior to placement. Failure to locate and secure prescriptions is not grounds for rejecting placement referrals.
Summary of Emergency Referral Process:
For a referral to be accepted by Family Tapestry, the child(ren) must be in physical possession of removing worker. It includes these three parts:

**Phone Call(s) & Emailed documentation:**
Initial phone call from DFPS

Within **two (2) hours** DFPS e-mails forms and documentation

Within **30 minutes**, acceptance email from Family Tapestry stating Placement Referral is complete and a search begins or

or notification from Family Tapestry missing information/documentation is needed to accept referral.

**IMPACT Referral located on Case Summary tab:**
Single Source Continuum Referral (for each child) needing paid-foster care
Family Tapestry Intake Worker assigned as Secondary on SSCC Referral Must occur for Family Tapestry to create proposed placement in sub stage.

**Completed Documentation:**
Forms (Family Tapestry Referral, Alternative Application for Placement (Common Application Short Form) or full Application for Placement (Common Application) in IMPACT, **DFPS Placement Summary Form 2279** that includes Child Sexual History Report (Attachment A) IMPACT updates (person characteristics, education log, medical/dental page; person merges completed)
All Documentation (birth certificate, etc.) unless otherwise agreed, in which case documents will be provided within 3 days.

NOTE: The completion of this entire process begins the placement search process and timeframes. The email from Family Tapestry to DFPS confirming acceptance of Placement Referral starts the 4-hour timeframe.

**DFPS Caseworker and Family Tapestry Intake Specialist are to maintain all documentation and communication as part of case record.**

**3.1.2 New Emergency Paid Placement Approval Process and Timeframes**

1. **No later than seven (7) hours** from the accepted referral of need for emergency placement, Family Tapestry Intake Specialist will provide DFPS Caseworker with:
   - Notification of a recommended placement and medical consenter by phone, followed by an email to the DFPS Caseworker and Supervisor
   - Information about the recommended placement will include:
     - Placement Type (GRO or foster home, etc.)
     - Name, Address, Phone and Resource ID
2. Family Tapestry will ensure that all policy outlined in Evaluating a Possible Placements has been followed.

3. DFPS Caseworker will evaluate and approve Family Tapestry’s recommended placement option and medical consenter within one (1) hour of receipt of notification.
   - DFPS Caseworker will provide verbal approval of the placement and medical consenter.
   - DFPS Caseworker must follow-up with written approval of the placement by responding to the email from Family Tapestry with the placement option that it is approved.
   - For DFPS staff: Approval of the placement will be assumed if denial is not received within 1 hour; this does not apply when judicial permission to place is being requested. Explicit judicial permission is required to meet standing court order 61791 requirement.
   - If placement approval is pending judicial permission as required based on standing court order 61791, DFPS will provide supervision up to 4 hours from the time of referral acceptance. Family Tapestry is responsible for assuming supervision of the child at 4 hours from the time of the referral and will complete the placement when judicial approval is received. However, DFPS has the option to continue to stay with the child and provide supervision past the 4-hour timeframe.
   - Proposed placements outside Bexar County Judicial Ordered Map Requirements require court approval prior to placement. Once DFPS approves placement Family Tapestry will send and include DFPS staff on the request for judicial permission via email in those cases and include assigned Assistance District Attorney, Child Ad Litem and CASA on emails to the Judge assigned (see below for additional details).

4. If Family Tapestry has not established a placement for a child by the 7th hour of the accepted referral, Family Tapestry will utilize placement availability at the established TEP or STEP placement within the provider network (or other previously agreed upon location). Family Tapestry will notify via email the DFPS Caseworker and Supervisor the status of the emergency placement to include:
   - Temporary location of the child
   - Contact information- person name, phone, email
• Planned strategy for finding a more appropriate stable placement once placement is identified, follow the steps above for approval.

### 3.1.3 Placement Discrepancies

If an issue regarding placement recommendation to DFPS Caseworker by Family Tapestry Intake Specialist arise, follow these steps:

1. **If DFPS Does Not Agree with Placement:**
   - DFPS Caseworker will staff with Supervisor. DFPS Caseworker will contact Family Tapestry Intake Specialist by phone (or if at the Family Tapestry Whataburger Center for Children and Youth Intake Center in person) to discuss/review the case details. This conversation would ensure all information was clear (i.e. placement types needed, special needs of child, etc.).
   - If unresolved, DFPS Caseworker and DFPS Supervisor will staff denial of placement with Program Director. *All placement denials must be approved by a Program Director.*
   - DFPS Program Director will contact Family Tapestry Director of Intake and Placement with the decision. Denial justification must be included and provided to Family Tapestry by responding to referral email and including the DFPS Program Director and Supervisor.
   - Once denial is received from DFPS, the Family Tapestry Intake Specialist will return to the list generated and continue to the next provider listed.

2. **If Proposed Placement Separates Siblings:**
   - If a placement recommendation is made to separate siblings, Regional expectations include that before a CPS/CPI supervisor can approve the placement option provided by Family Tapestry, the CPS program director approval for separating siblings must be received in writing and provided to Family Tapestry. See 2.1 Placement Requirements and Best Practice

3. **If Placement is outside the Bexar County Judicial Ordered Map Requirements**
   - DFPS Caseworker will staff with DFPS Supervisor and if agreed upon, initiate a request for the court approval for placements outside of map requirements. Per Standing Court Order #61791 as per current protocol, a child may be placed outside the area designated in this Order”. See Jurisdictional Expectations.
   - If a placement within map requirements is not located, then Family Tapestry provides to DFPS Caseworker & Supervisor in the placement recommendation email an exhaustive placement search list, appropriate to gender/age of child, acceptable to the court.
• Family Tapestry will initiate & include DFPS staff on seeking approval or denial from the judge via email regarding placement outside the map [Bexar County Judicial Ordered Map](#) requirements. Proposed placements outside Requirements require court approval prior to placement.

  o Email recipients includes: Judge, Assigned Assistant District Attorney, Ad Litem (if assigned), DFPS Supervisor, Family Tapestry Intake staff and Supervisor assigned.

  o If placement approval is pending judicial permission as required based on standing court order 61791, DFPS will provide supervision up to 4 hours from the time of referral acceptance. Family Tapestry is responsible for assuming supervision of the child at 4 hours from the time of the referral and will complete the placement when judicial approval is received. However, DFPS has the option to continue to stay with the child and provide supervision past the 4-hour timeframe.

  o Upon receipt of email from the court, the placement acceptance/rejection is emailed to all parties until placement arrangements are finalized if placement is found, or the search continues by Family Tapestry until placement is located and approved. 3.1.4 New Emergency Paid Placement of Child

If placement is located **within the four (4) hours** of documented emergency placement referral:

1. Family Tapestry Intake Specialist will coordinate placement of the child with DFPS, and Family Tapestry’s designee (i.e. Network Provider Case Manager).

2. DFPS Caseworker will physically transport the child to the approved placement.

3. DFPS Caseworker will complete the placement documents below and will review the information with the caregivers, obtain the caregiver’s signature on the documents and provide copies of the documents to the caregiver:

   • [CBC Placement Authorization (form 2085FC)](#) – to be signed by caregiver and electronic copy provided to Family Tapestry

   • [CBC Designation of Medical Consenter (form 2085B)](#) - to be signed by consenter and electronic copy provided to Family Tapestry

   • [CBC Designation of Education Decision-Maker (form 2085E)](#) - to be signed by decision maker and electronic copy provided to Family Tapestry

   • [DFPS Placement Summary (form 2279)](#) – to be signed by caregiver, copy uploaded into One Case by DFPS
• Child Sexual History Report (Attachment A) from IMPACT - to be signed by caregiver and copy uploaded into One Case by DFPS in IMPACT

• **CPS Rights of Children and Youth in Foster Care** - review with the child or youth, signed by the caseworker, child or youth and caregiver, provide a copy to the child or youth, and upload a signed copy into OneCase in IMPACT within 72 hours and a signed copy in the physical case file

• Visitation Log.

• DFPS Caseworker completing placement will ensure the **Child Sexual Aggression, Sexual Victimization, Sexual Behavior Notification** requirements are followed.

  *Note: If Family Tapestry designee is at the placement, they will be responsible for ensuring Family Tapestry receives the required documentation to meet licensing standards."

4. DFPS Caseworker will complete the child placement process, including signing all required paperwork as the managing conservator.

  *Note: Family Tapestry assumes responsibility for completing placement paperwork for subsequent placements for the child after the initial placement into their network."

The **next business day** after the child's placement, DFPS will send to Family Tapestry via email relevant child’s placement information, including the signed **CBC Placement Authorization form**, **CBC Designation of Medical Consenter (form 2085b)** and **CBC Designation of Education Decision-Maker (form 2085e)** and will upload the **DFPS Placement Summary (form 2279)**, **Child Sexual History Report (Attachment A)** and **CPS Rights of Children and Youth in Foster Care**.

If placement is identified **outside the four (4) hours** of documented accepted referral:

1. At the 4th hour, DFPS Caseworker will transfer physical custody of child to Family Tapestry at Family Tapestry’s Whataburger Center for Children and Youth Intake Center (or other previously agreed upon location).

   *Note: DFPS Caseworker and child’s location from Family Tapestry will need to be factored into the four hours."

2. DFPS Caseworker will provide the **placement documents below** to Family Tapestry but will not sign the documents. They are provided for use by Family Tapestry when placement is secured.

   • **CBC Placement Authorization (form 2085FC)** – to be signed by caregiver and electronic copy provided to DFPS

   • **CBC Designation of Medical Consenter (form 2085B)** - to be signed by consenter and electronic copy provided to DFPS
- CBC [Designation of Education Decision-Maker (form 2085E)] - to be signed by decision maker and electronic copy provided to DFPS
- [DFPS Placement Summary (form 2279)] – to be signed by caregiver, copy uploaded into One Case by Family Tapestry
- Child Sexual History Report (Attachment A) from IMPACT - to be signed by caregiver, copy uploaded into One Case by Family Tapestry
- [CPS Rights of Children and Youth in Foster Care] – DFPS will review with the child or youth, obtain the child or youth signature and sign the form as the caseworker. Family Tapestry will obtain the caregiver signature, provide a copy to the child or youth, and upload a signed copy into OneCase in IMPACT within 72 hours. DFPS will place a signed copy in the physical case file
- Visitation log.

3. Family Tapestry will have an additional three (3) hours (for a total of seven hours) to place child/youth. If a placement cannot be found, child/youth may be placed at a TEP or STEP placement within the provider network.

4. Once placement is identified, Family Tapestry, or their designee, will complete the placement and review the placement information with the caregiver, obtain the caregiver’s signature on the documents and provide copies of the documents to the caregiver:
   - [CBC Placement Authorization (form 2085FC)]
   - [CBC Designation of Medical Consenter (form 2085B)]
   - [CBC Designation of Education Decision-Maker (form 2085E)]
   - [DFPS Placement Summary (form 2279)]
   - Child Sexual History Report Attachment A form from IMPACT
   - [CPS Rights of Children and Youth in Foster Care].

5. Family Tapestry will upload the [DFPS Placement Summary form 2279] the Child Sexual History Report (Attachment A) and [CPS Rights of Children and Youth in Foster Care]. into ONE CASE.

6. Upon completion of placement by Family Tapestry, signed placement documents will be returned to DFPS electronically.

*For a child's initial placement (brand new removal), when a placement has not been identified, DFPS Caseworker will remain medical consenter until a placement is identified.
3.1.5 New Emergency Paid Placement IMPACT Documentation

Within 12 hours of referral, Family Tapestry will:

1. Create a placement entry (under the Placement tab) in IMPACT and thoroughly document placement narrative
2. Family Tapestry supervisory staff will review for completeness (to meet Federal CFSR Case Standards)
3. Save & submit to DFPS Supervisor by 5 PM next day for final review & approval
4. Notify DFPS Supervisor placement entry is in PEND mode.

If DFPS has not received the placement information in IMPACT from Family Tapestry by 5 PM the day after placement:

1. DFPS Caseworker will call the Family Tapestry Intake Specialist and request placement be documented.
2. If placement information is not documented in IMPACT within one (1) hour of contact with Family Tapestry Intake Specialist, DFPS Caseworker will notify DFPS Supervisor.
3. The DFPS Supervisor will contact the Family Tapestry Intake Supervisor of Placement Coordination for immediate resolution and will notify DFPS Program Director and CBC Administrator.

DFPS & Family Tapestry are jointly responsible for ensuring documentation is uploaded into OneCase by 7 PM the next calendar day following placement. DFPS Caseworker will upload documents when they complete the placement activities and Family Tapestry will upload the documents when they, or a representative from their network, completes the placement activities.

DFPS Caseworker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes. See DFPS Handbook policy 4142 Enter the Placement Change Information in IMPACT.

By 7:00 pm the next business day, the DFPS Supervisor will review and approve the placement and medical consenter documentation in IMPACT.

The next business day after the child’s placement, Family Tapestry will send to DFPS via email relevant child’s placement information, including the signed CBC Placement Authorization form, CBC Designation of Medical Consenter (form 2085b) and CBC Designation of Education Decision-Maker (form 2085e) and will upload the DFPS Placement Summary (form 2279) and Child Sexual History Report (Attachment A).

3.1.6 Visitation

- 24 Hour Follow-up Visit: DFPS Caseworker will continue to conduct the face-to-face child visit within 24 hours of placement. Any missing or
incomplete documents not available earlier should be brought to this meeting and provided to the Network Provider/caregiver.

- **Family Visit (Within 5 days from removal):** Family visits are court-ordered within 5 days of removal/hearing. DFPS will continue to maintain responsibility for arranging and communicating via phone and email the visitation plan/schedule with Family Tapestry and Network Providers **within 24 hours**. As current policy, DFPS (or DFPS contracted designee) must monitor parent-child visits. Family Tapestry or Family Tapestry designee are **NOT** permitted to supervise parent-child visits. Family Tapestry or Family Tapestry designee **ARE** permitted to supervise sibling-only visits.

- **Transportation** - Upon placement of the child into Family Tapestry’s care, Network Providers assume responsibility for transporting child to all parent/child, sibling and other court ordered visits. This includes every sibling (if not placed together) and every parent visit. Non-court ordered visits are a DFPS case mgt responsibility to facilitate. If Network Provider cannot transport to visits, & DFPS is contacted, DFPS staff will refer Network Provider to Family Tapestry to discuss responsibility to transport.

### 3.1.7 Within 3 Days of New Emergency Paid Placement

Family Tapestry will:

- Ensure the caregiver or network residential provider obtains the three-day medical screening for all children
- Additionally, Family Tapestry will ensure any child under age three (3) years is referred to Early Childhood Intervention (ECI) if the child is 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 TX Health Steps checkup.

DFPS will provide/complete any remaining placement documentation if not provided at placement, including:

- Birth verification/certificate
- Social Security card or number (if available)
- Education portfolio
- 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
- Removal affidavit
- Update person characteristics in IMPACT
- Update education log in IMPACT (with as much information as available) and provide/update education portfolio for school-age children
• Update medical/dental page in IMPACT, as applicable
• Previously in paid foster care, attach former Common Application now known as Application for Placement (as PDF file).

3.1.8 Within 7 Days of New Emergency Paid Placement

By the Initial Coordination Meeting (ICM) or 7th day, if an ICM is not held, DFPS Removal Worker, will:
• Provide all additional information not previously provided to Family Tapestry
• Participate in ICM conference call. See Section 11.0 Initial Coordination Meeting.

3.1.9 Within 30 Days of New Emergency Paid Placement

DFPS will:
1. Complete updates to the full Application for Placement (Common Application) of Child in Residential Care (Form 2087) (excluding level of care information) in IMPACT.
2. Notify the other party by email within 1 business day that the Application for Placement (Common Application) is updated and accessible in IMPACT.

3.2 Non-Emergency Paid Placement Process

The non-emergency placement process is used when DFPS makes a referral to Family Tapestry for a child or youth in DFPS conservatorship who is moving from a non-paid placement (i.e. Kinship) to a paid foster care placement in Family Tapestry’s provider network. For other situations, see 4.0 Placement Changes.

3.2.1 Application for Placement (Common Application) Update Responsibility:

If DFPS initiates a placement change or receives a discharge notification from any Network Provider, the Application for Placement (Common Application) must be updated by the DFPS caseworker Including:
• If the child is being discharged from a psychiatric hospital

The SSCC (Family Tapestry) will be responsible for updating the Application for Placement (Common Application) when:
• The SSCC initiates a placement change
• If the child is at the Family Tapestry Whataburger Intake Center
• If the child is in a short-term emergency placement under the SSCC contract at Bridge or Boysville.
*At times, it will be a joint effort to complete the Application for Placement (Common Application) based on who has the most up-to-date information on the youth to ensure the child has the best possible placement.

Any missing required documents not previously obtained by Family Tapestry or the former Network Provider must be provided at the time of placement or within 72 hours to new Network Provider.

### 3.2.2 Non-Emergency Paid Placement Notification & Referral

For DFPS Initiated Placement Changes (Non-Emergency Referral):

1. Within **72 hours** of identifying a need for paid placement and **no less than two (2) weeks** from when the placement is needed (if applicable), DFPS Caseworker will email Intake@familytapestry.org and CC DFPS Supervisor: **Email Subject line: “Non-Emergency Placement Needed- Last name of oldest child being referred – PID#”**

2. **3.2.1 Application for Placement (Common Application) Update Responsibility** outlines the responsibility for updating the Application for Placement (Common Application) of Child in Residential Care (Form 2087) in IMPACT.
   - Document the child/youth’s input regarding placement preferences on the Application for Placement (Common Application) Form section: Child’s Needs, Problems, Reason for Emergency, and/or Basic Placement
   - Include any significant concerns needed to find placement (includes section on sexualized behavior, aggression or victimization).

3. DFPS Caseworker will email Intake@familytapestry.org & cc: DFPS Supervisor and Unit administrative technician as back-up contacts the following information, where available and not previously provided or current:
   - Complete DFPS Placement Summary Form 2279 including Child Sexual History Report (Attachment A) in IMPACT
   - Family Tapestry Referral Form.

4. To further assist in the search for placement, the following additional required documents should be provided by DFPS to Family Tapestry at the time of the referral (if available):
   - Birth verification/certificate
   - Social Security card or number
   - Education portfolio
• Medicaid and STAR Health cards or qualifying information
• External documentation (i.e. assessments, evaluations, or therapy notes) related to the care of the child
• Removal affidavit
• Information on search for a Kinship placement, if applicable
• Previously in paid foster care, attach former Application for Placement (Common Application) or Common Application (as PDF file)
• Any other information available that would aid in securing placement
• Include DFPS Supervisor’s name as back up contact and also person that placement approval would need to be submitted to.

5. Family Tapestry will provide DFPS Caseworker with:
• the name of the Family Tapestry Intake Specialist to make secondary within one (1) business day of the email referral notification
• any Family Tapestry forms they need completed, such as the Family Tapestry Referral form.

6. DFPS Caseworker completes IMPACT referral and documentation:
This required process must be done promptly as it assigns Family Tapestry as secondary on each child’s SUB stage allowing proposed placements in IMPACT.
• Update Person Information & complete person merges
• Update person characteristics in IMPACT (including information on child sexual behavior problems or aggression, if applicable)
• Enter SCC Referral information Case Summary page –
  o Send to Family Tapestry by button: “Save & Assign” – one referral per child
  o DFPS assigns two Family Tapestry staff as secondary on referral; if not identified, assign Family Tapestry Intake Supervisors or Director (see current Family Tapestry Contact list-distributed via email)
  o Search by unit “1S” for all SCC staff or you can search by Family Tapestry staff name (most efficient as Unit 1S contains all SCC staff across the state)
  o Complete a referral for each child.
• Update education log in IMPACT (with as much information as available) and provide/update education portfolio for school-age children
• Update medical/dental page in IMPACT (as applicable)

7. **OPTIONAL:** Placement Change Staffing may be requested by DFPS or Family Tapestry, the initiating party will coordinate, facilitate, and take notes on the placement change staffing.

8. DFPS will ensure all legal parties (parents, parents’ attorneys, AAL, GAL, CASA) are consulted about the placement change prior to the placement change occurring whether a placement change staffing is held or not. *Standing Court Order #61793.*

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**Summary of Non-Emergency Referral Process:**

1. **Phone Call(s) & Emailed documentation:**
   - Within 72 hours of identifying placement need, email from DFPS requesting placement and emailing forms and documentation
   - Within 1 **business day**, acceptance email from Family Tapestry stating Placement Referral is complete and a search begins or
   - notification from Family Tapestry missing information/documentation is needed to accept referral.

2. **IMPACT Referral located on Case Summary tab:**
   - Single Source Continuum Referral (for each child) needing paid-foster care
   - Family Tapestry Intake Worker assigned as Secondary on SSCC Referral  Must occur for Family Tapestry to create proposed placement in sub stage.

3. **Completed Documentation:**
   - Forms (Family Tapestry Referral, Application for Placement (Common Application) in IMPACT,  [DFPS Placement Summary Form 2279](#) that includes Child Sexual History Report (Attachment A)
   - IMPACT updates (person characteristics, education log, medical/dental page; person merges completed)
   - All Documentation (birth certificate, etc.) unless otherwise agreed, in which case documents will be provided within 3 days.

**NOTE:** The completion of this entire process begins the placement search process and timeframes.
3.2.3 Non-Emergency Paid Placement Approval Process and Timeframes

Family Tapestry is responsible for maintaining a process to track Non-Emergency referrals and ensure that placement options are provided by the date placement is needed.

1. **No less than three (3) days prior to placement needing to occur**, Family Tapestry Intake Specialist will notify DFPS Caseworker and Supervisor, through email:
   - Notification of recommended placement and medical consenter
   - Information about the recommended placement will include:
     - Placement Type (Foster home or GRO)
     - Name, Address, Phone and Resource ID if known
     - Provider Name
     - Provider Case Manager name, if known
     - Medical Consenter name and PID if known

*DFPS Caseworker will notify Supervisor and Family Tapestry intake worker and supervisor of failure of Family Tapestry to identify placement no later than three (3) days prior to placement needing to occur.*

2. Family Tapestry will ensure that all policy outlined in Evaluating a Possible Placements has been followed.

3. DFPS Caseworker contacts the current caregiver from which the child will be moved to gather relevant information about the child and services they are receiving to ensure a smooth transition and continuity of services.

4. Family Tapestry will coordinate with DFPS Caseworker to arrange pre-placement visit to engage the child/youth in placement decision. DFPS Caseworker is responsible for transporting child to and from the recommended placement and processing the placement option with the child/youth because the child was in non-paid care not under network.

5. DFPS Caseworker will evaluate and approve/reject Family Tapestry’s recommended placement and medical consenter within **1 business day** of receipt of notification.

   - For DFPS staff: Approval of the placement will be assumed if denial is not received within 1 **one (1) business day**; this does not apply when judicial permission to place is being requested. Explicit judicial permission is required to meet standing court order 61791 requirement. DFPS Caseworker will provide written approval of the placement by: responding to the email from
Family Tapestry with the placement option that it is approved or not approved.
  - If not approved, Family Tapestry will continue placement search.

- **If DFPS does not agree with placement or proposed placement separates siblings or is outside the Bexar County Judicial Ordered Map Requirements refer to Placement Discrepancies 3.1.3.**

Based on the child's needs, DFPS Caseworker will notify relevant regional DFPS Subject Matter Experts (i.e. Nurse, Developmental Disability Specialist, Well-Being Specialist, Education Specialist, etc.). For additional guidance, see 5.0 Placing Children Who Have Intellectual and Developmental Disabilities or Primary Medical Needs.

### 3.2.4 Non-Emergency Paid Placement of Child

1. Family Tapestry Intake Specialist will coordinate placement of the child with DFPS Caseworker, and Family Tapestry’s designee (i.e. Network Provider Case Manager).

2. Physical transfer of the child is based on the child's best interest. DFPS will arrange for transportation for the child if current provider is unable to transport. Family Tapestry will not transport child from current placement since the child is not being served by Family Tapestry until after placement is made into their network.

3. DFPS Caseworker will complete the placement documents below 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:

   - **CBC Placement Authorization (form 2085FC)** - to be signed by caregiver and electronic copy provided to Family Tapestry
   - **CBC Designation of Medical Consenter (form 2085B)** - to be signed by consenter and electronic copy provided to Family Tapestry
   - **CBC Designation of Education Decision-Maker (form 2085e)** - to be signed by decision maker and electronic copy provided to Family Tapestry
   - **DFPS Placement Summary (form 2279)** - to be signed by caregiver, copy uploaded into One Case by DFPS
   - Child Sexual History Report (Attachment A) from IMPACT - to be signed by caregiver, copy uploaded into One Case by DFPS in IMPACT
• Visitation Log
• Birth verification/certificate
• Social Security card (if available)
• Education portfolio
• Medicaid and STAR Health ID cards or qualifying information (if available)
• Most recent child service plan (if applicable)
• Any relevant external documentation (i.e. assessments, evaluations, or therapy notes) related to the care of the child
• Any requested intake forms from the residential provider.

4. DFPS will ensure all legal parties receive required post placement notification within 48 hours (child’s attorney ad litem, guardian ad litem, and CASA, if assigned). **Standing Court Order #61793.**

### 3.2.5 Non-Emergency Paid Placement IMPACT Documentation

**By Next Day at 5 PM, after placement,** Family Tapestry will:

1. Create a placement (under the Placement tab) in IMPACT and thoroughly document placement narrative
2. Family Tapestry supervisory staff will review for completeness (to meet Federal CFSR Standards)
3. Save & submit to DFPS Supervisor by 5 PM next day for review & approval.
4. Notify DFPS Supervisor placement entry is in PEND mode.

If DFPS has not received the placement information in IMPACT from Family Tapestry **by Next Day at 5 PM** the day after placement:

1. DFPS Caseworker will call the Family Tapestry Intake Specialist and request placement be documented.
2. If placement information is not documented in IMPACT within 1 hour of contact with Family Tapestry Intake Specialist, DFPS Caseworker will notify their supervisor.
3. The DFPS Supervisor will contact the Family Tapestry Supervisor for immediate resolution. See **Case Dispute Resolution Process** for further steps.

**DFPS & Family Tapestry are jointly responsible for ensuring documentation is uploaded into OneCase within 72 hours.** DFPS
Caseworker will upload documents when they complete the placement activities and Family Tapestry will upload the documents when they, or a representative from their network, completes the placement activities.

DFPS Caseworker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes. DFPS Handbook Policy 4142: Enter the Placement Change Information in IMPACT. By 7:00 pm the next business day DFPS Supervisor will approve the placement and medical consenter documentation in IMPACT.

DFPS Caseworker will provide/complete any remaining placement documentation within three (3) days, if not provided at placement, including:

- Birth verification/certificate
- Social Security card or number (if available)
- Education portfolio
- 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
- Any requested intake Forms from the residential provider.

The next business day after the child’s placement, Family Tapestry will send to DFPS via email relevant child’s placement information, including the signed CBC Placement Authorization (form 2085FC), CBC Designation of Medical Consenter (form 2085B) and CBC Designation of Medical Consenter (form 2085B).

3.2.6 Referrals for Kinship Caregivers Needing Verification

Kinship caregivers may have a desire to become verified as a foster or adoptive home. The process to complete those referrals to Family Tapestry to assist the family in the verification process can be found in 16.0 PERMANENCY CARE ASSISTANCE AND VERIFICATION OF KINSHIP CAREGIVERS.

After the verification is completed and the caregiver status changes from kinship caregiver to a paid foster care placement, please follow the 3.2 Non-Emergency Paid Placement Process.
4.0 PLACEMENT CHANGES

Placement changes in Region 8a (Bexar County) occur when children/youth who are placed in a paid foster care setting within the Family Tapestry network require a new foster care placement within the Family Tapestry network. Family Tapestry must make all reasonable attempts to prevent placement disruptions. Placement changes must always be made in the best interest of the child considering the least restrictive placement option available in the child’s home community.

Placement changes, initiated by DFPS, are typically non-emergency in nature. DFPS Caseworkers must obtain Supervisor approval to request a placement change from Family Tapestry.

Emergency placements may only be initiated when there is a perceived or actual threat to the safety or well-being of the child. As an exception, all subsequent moves from any TEP or STEP placement will be considered Emergency Placement Changes. Non-emergency placements may need to be initiated based on a variety of reasons. All the above must be justified by Family Tapestry or DFPS depending on who is requesting the change.

If Family Tapestry receives a request from an external party for a placement change (i.e. AAL, GAL or CASA) then Family Tapestry will notify the DFPS Caseworker. If DFPS decides a placement change is needed, then the DFPS initiated placement change process must be followed.

4.1 Emergency Paid Placement Change Process

4.1.1 Emergency Paid Placement Change Notification

DFPS initiated Emergency Paid Placement Changes are typically when RCCI is involved and there is a need for the placement change to ensure the child(ren)s safety. All other placement changes for children already in paid care and being served by Family Tapestry will be considered Family Tapestry initiated placement changes (Emergency and Non-Emergency).

For Emergency Placement Changes initiated by DFPS, upon identifying the circumstances requiring a placement change and receiving Supervisory approval, DFPS Caseworker will:

1. Provide a phone call to Family Tapestry Intake Department (210-503-4545). The call should include:
   - DFPS Caseworker & Supervisor contact information: Name, Phone, Email
   - General information on the number of children, ages, etc. (IMPACT PID/Case Number)
• Any significant concerns needed to find placement (including child Sexual Aggression, if applicable)
• Approximate arrival time to the Family Tapestry Intake Center (or agreed upon location).
• Since Family Tapestry has the ability to make assignments for referrals already in their network, they will ensure the Intake Specialist responsible for identifying placement and their Supervisor are assigned secondary on the SUB stage.

3. Family Tapestry will also inform DFPS via email of the new Intake Specialist and Supervisor that has been assigned.

2. DFPS Caseworker will send an email within 2 hours providing:
• Subject line: "Emergency Placement Change – Last Name of Oldest Child – PID#"
• Application for Placement (Common Application) of Child in Residential Care (Form 2087) (excluding level of care information) in IMPACT. Since the placement change is initiated by DFPS, DFPS updates the Application for Placement (Common Application). If needed DFPS may email the Family Tapestry Case Care Specialist for any additional information they may have that needs to be included in Application for Placement (Common Application).
• Family Tapestry Referral Form for Placement
• Placement Summary form (2279) that includes Child Sexual History Report (Attachment A)
• Updated Psychological Evaluation, if applicable
• Any other requested documentation needed to secure placement, not previously provided.

4. DFPS Caseworker will complete update of IMPACT information:
• Update Person Information & complete person merges, if applicable
• Update person characteristics in IMPACT (including any new or additional information on child sexual behavior problems or aggression, if applicable)
• Update medical/dental page in IMPACT (as applicable)
• Update education log in IMPACT (with as much information as available) and provide/update education portfolio for school-age children to network provider or Family Tapestry at time of placement.
5. DFPS Caseworker will be responsible for transportation for Emergency Placement Changes initiated by DFPS.

**For Emergency Paid Placement Changes initiated by Family Tapestry, upon identifying the circumstances requiring a placement change, Family Tapestry will provide to the DFPS Caseworker:**

1. Family Tapestry Intake Specialist & Supervisor contact information
2. The reason for emergency placement change needed
3. Family Tapestry will provide an updated Application for Placement (Common Application) of Child in Residential Care (Form 2087) in IMPACT.

Upon notification, DFPS will provide Family Tapestry an updated Child Sexual History Report (Attachment A) form to be used in securing placement and to provide to the caregiver.

In situations where CPS may have physical supervision of the child, Family Tapestry will immediately begin the placement search. DFPS and Family Tapestry will coordinate for the transition of the child into Family Tapestry supervision.

Based on the child’s needs, DFPS worker will notify relevant regional DFPS Subject Matter Experts (i.e. Nurse, Developmental Disability Specialist, Well-Being Specialist, Education Specialist, etc.). For additional guidance, see Section 5.0 Placing Children Who Have Intellectual and Developmental Disabilities or Primary Medical Needs.

**Note:** all Placement Changes from any TEP or STEP placement will be considered Emergency Placement Changes.

**4.1.2 Emergency Paid Placement Change Placement Approval**

Protocols outlined in Emergency Placements Section 3.1.2 New Emergency Paid Placement Approval Process and Timeframe should be followed.

Family Tapestry will ensure the child is involved in decision-making and the child/youth’s input is considered in the decision as appropriate to the child’s age and level of understanding, as identified in DFPS Minimum Standards.

**Note:** Family Tapestry or their authorized representative will complete the physical placement of the child or youth with the new placement and provide all completed placement Forms to DFPS.

If there are concerns about the placement recommendation DFPS will follow protocol outlined in Section 3.1.3 Placement Discrepancies.

DFPS Caseworkers will ensure all legal parties (parents, parents’ attorneys, AAL, GAL, CASA) are consulted prior to placement change and notified of the placement change within 48 hours. See Standing Court Order #61793.
4.1.3 Emergency Paid Placement Change Placement of the Child

Family Tapestry, or their designee, will complete the placement and review the placement information with the caregiver, obtain the caregiver’s signature on the documents and provide copies of the documents to the caregiver:

1. Family Tapestry will prepare the documents below for placement.
   - **CBC Placement Authorization (form 2085FC)** – to be signed by caregiver and electronic copy provided to DFPS
   - **CBC Designation of Medical Consenter (form 2085B)** - to be signed by consenter and electronic copy provided to DFPS
   - **CBC Designation of Education Decision-Maker (form 2085E)** - to be signed by decision maker and electronic copy provided to DFPS
   - **Family Tapestry Child Summary Form** – to be signed by caregiver, copy uploaded into One Case by Family Tapestry same day, next day by 7 PM
   - Child Sexual History Report (Attachment A) from IMPACT and updated by DFPS Caseworker- to be signed by caregiver, copy uploaded into One Case by Family Tapestry same day, next day by 7 PM
   - Visitation log.
   - DFPS will ensure all legal parties receive required post placement notification **within 48 hours** (child’s attorney ad litem, guardian ad litem, and CASA, if assigned).  *Standing Court Order #61793.*

4.1.4 Emergency Paid Placement Change Documentation

Documentation process outlined in 3.1.5 New Emergency Paid Placement IMPACT Documentation should be followed.

4.2 Non-Emergency Paid Placement Change Process

Non-Emergency Placement Changes could be initiated by either DFPS or Family Tapestry.  Before any non-emergency placement change, the caseworker must contact the attorney ad litem (AAL), guardian ad litem (GAL), and court appointed special advocate (CASA) ask for their recommendations on the subsequent placement.

4.2.1 Non-Emergency Paid Placement Change Notification

**For DFPS Initiated Paid Placement Changes**

Within 72 hours of identifying placement need and within 14 days of the date placement is needed, DFPS Caseworker will:

1. Staff the situation with their Supervisor
2. If placement is needed, obtain Supervisor approval for the placement change.

3. Contact Family Tapestry Intake Specialist and email intake@familytapestry.org with Subject line: “Non-Emergency Placement Change – Last name of oldest child being referred - PID#” and provide:
   - DFPS Caseworker contact information (& covering worker if on leave)
   - Cc: DFPS Supervisor, Program Director, & Unit administrative technician in case of further information needed
   - Reason for placement change request
   - Establish if there is a need for a placement change staffing and propose date and time
   - Update the IMPACT Application for Placement (Common Application) of Child in Residential Care (Form 2087) in SUB stage and notify the Family Tapestry Intake Specialist once assigned.
   - Family Tapestry will provide any Family Tapestry forms they need completed, such as the Family Tapestry Referral form.
   - Child Sexual History Report (Attachment A) in IMPACT
   - Additional/updated documentation, if not provided previously.

4. To further assist in the search for placement, the following additional required documents should be provided by DFPS to Family Tapestry at the time of the referral (if available):
   - Update person characteristics in IMPACT;
   - Update education log in IMPACT (with as much information as available) and provide/update education portfolio for school-age children
   - Update medical/dental page in IMPACT;
   - Complete any requested intake forms from the residential provider.
   - By the 14th day of placement request, FT will email DFPS worker and supervisor with placement option(s). If no placement has been identified, then a stuck case staffing will be scheduled by FT intake staff.
   - Stuck case staffing will be repeated until placement is secured and child is placed.
For Family Tapestry Initiated Non-Emergency Paid Placement Changes

Upon identifying the circumstances requiring a placement change and within 14 days of needing the placement change, the Family Tapestry Intake Specialist will provide to DFPS:

1. Family Tapestry Intake Specialist & Supervisor contact information
2. The reason non-emergency placement change needed.
3. By the 14th day of placement request, FT will email DFPS worker and supervisor with placement option(s). If no placement has been identified, then a stuck case staffing will be scheduled by FT intake staff.
4. Stuck case staffing will be repeated until placement is secured and child is placed.

Upon notification, DFPS Caseworker will provide Family Tapestry with:

1. Family Tapestry will provide an updated Application for Placement (Common Application) of Child in Residential Care (Form 2087) in IMPACT.
2. Updated Child Sexual History Report (Attachment A) form in IMPACT to be used in securing placement and to provide to the caregiver.

All Networker Providers will be expected to deliver foster parent support services to minimize placement disruptions, including contact (with child and caregiver) within one (1) business day and not to exceed 72-hours of any placement as well as ongoing capacity for crisis support 24/7/365.

Prior to the placement change, Family Tapestry will ensure that the child or youth's substitute care provider completes the Family Tapestry Residential Child Care Discharge Form and provides copies to the child's new provider and to Family Tapestry. Family Tapestry must keep copies of the Family Tapestry Residential Child Care Discharge (Form 2109) and provide such copies to DFPS upon request.

CPA to CPA Placement Changes When A Foster Home Moves to Another CPA

When I foster home chooses to transfer from one CPA to another CPA, this is considered a Family Tapestry Initiated Placement Change because the change is initiated within the placement network.

When a (losing) CPA is notified a foster home is changing to a new (gaining) - CPA.

1. The discharge notice being received by Family Tapestry or DFPS starts the move process. If received by DFPS caseworker, they will forward to Family Tapestry at discharge@familytapestry.org.
2. The Family Tapestry Case Care Coordinator will coordinate the transfer date and clearly communicate via email with following parties until the move process and IMPACT placement documentation is completed
   - the losing and gaining CPA Case Managers,
   - Family Tapestry Intake Worker,
   - DFPS Caseworker and Supervisor,
   - CBC Administrator
   - CAM (Contract Administration Manager)

3. The new CPA case manager will submit the foster home information in the Provider Portal. This computer application feeds the home information into CLASS. From CLASS, the foster home is batch-processed overnight and activated as part of the SSCC by the CBC CAM.

   The Family Tapestry Case Care Coordinator emails the CAM the new foster home name information under gaining CPA and Resource ID#. The CAM will activate the home in IMPACT under the SSCC network. Upon IMPACT activation on the agreed upon transfer date, the placement can be created by Family Tapestry Intake Staff.

   Refer to Section 3.2.4 Non-Emergency Paid Placement and 3.2.5 Non-Emergency Paid Placement IMPACT Documentation.

4.2.2 Paid Placement Change Staffing (optional)

   Placement change staffing is optional and determined jointly by Family Tapestry Intake Specialist and DFPS Caseworker.

   Placement change initiating party, whether DFPS or Family Tapestry, will coordinate and facilitate the placement change staffing. The party that initiates the staffing will take notes for the staffing and provide copies to participants within 2 days of the staffing. Participants will include:
   - DFPS Caseworker
   - Family Tapestry
   - Network Provider Case Manager
   - Current caregivers
   - Former Caregivers
   - Child/Youth over age 10 unless therapeutically contraindicated. (If unable to participate Network Provider Case Manager or current caregiver will identify and provide alternate methods for child/youth to provide input.)
   - If older youth decline to participate, the Network Provider Case Manager will:
o Ascertain the reason for the youth’s choice to decline to participate
o Ensure the youth fully understands the purpose of the staffing, and
o Ensure the youth understand the importance of them having a voice in planning for their future.

DFPS will ensure all legal parties (parents, parents' attorneys, AAL, GAL, CASA are consulted about the placement change prior to the placement change occurring whether a placement change staffing is held or not.

Family Tapestry must coordinate all Pre-Placement activities with the child, including but not limited to the transportation and scheduling of the pre-placement visits.

Family Tapestry must coordinate all Pre-Placement activities with the child, including but not limited to the transportation and scheduling of the pre-placement visits. When possible, best practice would include DFPS as case manager having the conversation with the child after the pre-placement visit regarding the child’s desires for moving forward with the placement.

4.2.3 Non-Emergency Paid Placement Change Approval Process and Timeframes

Follow process as identified in 3.2.3 Non-Emergency Paid Placement Approval Process and Timeframes

Family Tapestry Case Care Specialist will ensure continuity of care for a child whose placement has changed by:

- Notifying each specialist treating the child of the placement change to include Clinicians, Specialty Medical Professionals, etc.
- Coordinating the transition of care from the child’s previous treating primary care physician and treating specialists to the child’s new treating primary care physician and treating specialists, if any.

4.2.4 Non-Emergency Paid Placement Change Placement of the Child

Family Tapestry or their authorized representative will complete the physical placement of the child with the new placement and provide all completed placement Forms. Follow steps provided in 4.1.3 Emergency Paid Placement Change Placement of the Child

4.2.5 Non-Emergency Placement Change Documentation

Refer to 3.2.5 Non-Emergency Placement Documentation for process.
5.0 PLACING CHILDREN WHO HAVE INTELLECTUAL AND DEVELOPMENTAL DISABILITIES (IDD) OR PRIMARY MEDICAL NEEDS (PMN)

Placing children who have IDD or primary medical needs requires careful consideration in order to make the best placement matches to serve the special needs of these children. The Primary Medical Needs Resource Guide describes the needs of children who have Primary Medical Needs (PMN). The Foster and Licensed Facility Placements Process Resource Guide describes the needs of children who have IDD needs.

5.1 Emergency Placement Process for Children Who Have IDD or PMN

DFPS Caseworkers should follow the process outlined in 3.1 New Emergency Paid Placement Process when requesting an emergency paid foster care placement from Family Tapestry for a child with Intellectual and Developmental Disabilities (IDD) or Primary Medical Needs (PMN).

In addition to the emergency placement process, the DFPS Caseworker will:

1. Upon placement referral or prior to the removal when possible, coordinate a telephone staffing immediately if needed or no later than 3 calendar days. Include: the DFPS Supervisor and Program Director, regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well-Being Specialist), and Family Tapestry Intake Specialist & Supervisor to discuss:
   - The specific needs of the child or youth; and
   - The ability of available placement options to meet the child or youth's specific needs.

2. After a placement for a child with PMN has been recommended by Family Tapestry and approved by DFPS, contact the Well Being Specialist 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, Family Tapestry Intake Specialist & Supervisor, Nurse Coordinator, DFPS staff, STAR Health and previous caregivers (when appropriate).
   - When there is no time for a PMN Staffing prior to placement, contact the Well Being Specialist and/or Nurse Consultant to plan for a safe transfer of the child. When the WBS and NC are not available, consult with the Primary Medical Needs Resource Guide
and notify the Well Being Specialist and Nurse Consultant as soon as possible.

- **Note:** Hospitalization of a child may be the best option if caregivers are not fully trained on the child’s care or the child requires medical equipment, supplies or medication that cannot be provided at the time of placement.

3. After a placement for a child with IDD has been recommended by Family Tapestry and approved by DFPS, work with the Family Tapestry Intake Specialist & Supervisor to coordinate a telephone staffing with the chosen caregivers, their provider, medical staff (if applicable), Family Tapestry Intake Specialist & Supervisor, DFPS Supervisor and Program Director, and the appropriate regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Education Specialist, Well-Being Specialist) to:

- Discuss the specific needs of the child or youth,
- Discuss the expectations of placement, and
- Develop a plan to move the child or youth and establish services in the new placement. If possible, the staffing should occur prior to the child or youth arriving in his or her new placement, but **no later than two business days** after the child or youth's placement.

5.2 Non-Emergency Placement and Placement Change Process For Children Who Have IDD or PMN

DFPS Caseworkers should follow the process outlined in 3.2 Non-Emergency Paid Placement Process or 4.0 Placement Changes (depending on the type of placement needed) when requesting a non-emergency paid foster care placement or placement change from Family Tapestry for a child with Intellectual and Developmental Disabilities (IDD) or Primary Medical Needs (PMN). In addition to the non-emergency placement or placement change processes, the DFPS Caseworker will:

1. Within 24 hours of the placement referral, coordinate a telephone staffing with the DFPS Supervisor and Program Director, regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Well-Being Specialist), CVS Program Director, and Family Tapestry Intake Specialist & Supervisor to discuss:

   - The specific needs of the child or youth
   - Available times for a pre-placement staffing.

2. Work with Family Tapestry Intake Specialist & Supervisor to coordinate the pre-placement staffing, including relevant DFPS staff, regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist,
Well-Being Specialist), CASA, GAL, Family Tapestry Intake Specialist, and current caregivers.

3. After a placement for a child with IDD has been recommended by Family Tapestry and approved by DFPS, work with the Family Tapestry Intake Specialist & Supervisor (see current Family Tapestry contact list) to coordinate a telephone staffing with the chosen caregivers, their provider, medical staff (if applicable), DFPS Supervisor and Program Director, and the appropriate regional DFPS Subject Matter Experts (Nurse, Developmental Disability Specialist, Education Specialist, Well-Being Specialist), to:

- Discuss the specific needs of the child or youth
- Discuss the expectations of placement
- Develop a plan to move the child or youth and establish services in the new placement.

4. After a placement for a child with PMN has been recommended by Family Tapestry and approved by DFPS, contact the Well Being Specialist to request a PMN Staffing. The Well Being Specialist will schedule and facilitate the staffing.

- The purpose of the staffing is 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, Family Tapestry Intake Specialist, Nurse Coordinator, appropriate DFPS staff, STAR Health and current caregivers (when possible).

All staffings will be completed prior to placement, except in emergency situations.
6.0 PLACEMENT OF CHILDREN THAT ARE NOT FROM 8a WHEN TEMPORARY PLACEMENT IS NEEDED

6.1 Placement For Children When Conservatorship Is Not Obtained

Under special situations, a child may need a temporary, paid foster care placement in Region 8a (Bexar County). The child may or may not be legally from the Region 8a (Bexar County). When this occurs, Region 8a (Bexar County) removal staff will refer the child needing paid foster care placement to Family Tapestry per current protocols outlined in 3.0 New Paid Placements. Family Tapestry will then secure temporary, paid foster care placement for the child with the following considerations:

1. If the child has emergency medical needs, then the DFPS Caseworker will ensure written consent is received from the child's parent/managing conservator.

2. If the child is hospitalized, the DFPS Caseworker will work with STAR Health (Superior) to cover the expenses related to the days spent in the hospital.
   - If a child 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 while the child is in the hospital, DFPS will notify Family Tapestry and Family Tapestry will determine a proper course of action.

Family Tapestry ask that DFPS 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 Family Tapestry will request a Manual Payment (Form 4116) from DFPS.
7.0 PLACING CHILDREN IN CERTAIN INSTITUTIONS

DFPS and Family Tapestry will work together when considering and requesting placement of a child or youth in one of the following settings:

- DFPS-Licensed Institutions for children with intellectual and developmental disabilities
- State Supported Living Centers
- Home and Community-Based Services (HCS) Residential Placements;
- Nursing Facilities

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

Placement in a certain institution requires careful consideration, assessment, and justification. DFPS and Family Tapestry Intake Specialist & Supervisor (see current Family Tapestry contact list) will coordinate with the regional Developmental Disability Specialist to carefully assess the child or youth's specific needs and exhaust all least restrictive placement options before recommending a child or youth's placement in a certain institution.

Depending on the type of institutional placement requested for the child or youth, the DFPS Caseworker must follow current DFPS processes outlined in The Foster and Licensed Facility Placements Process Resource Guide.

If a child or youth is placed in a certain institution, the DFPS Caseworker must notify the Family Tapestry Intake Specialist & Supervisor to End Referral the child from the SSCC in IMPACT. See 13.0 Ending SSCC Referrals From Paid Foster Care for more information.
8.0 PSYCHIATRIC HOSPITALIZATION OF CHILDREN/YOUTH IN DFPS CONSERVATORSHIP

There may come a time when a child/youth in DFPS conservatorship is determined to be a danger to himself, herself or others and is admitted to a psychiatric hospital.

Hospitalization is an intervention designed to meet the child/youth’s acute mental health needs and is not a long-term intervention. Admission to a psychiatric hospital is not a placement and should not be treated, or referred to, as such. In order to ensure a child/youth’s needs are met during this time, there are very specific steps DFPS caseworkers must take immediately following notification of hospitalization.

The steps outlined in this protocol apply to both children in DFPS conservatorship at the time of hospital admission and children who are admitted to a psychiatric hospital during the course of an investigation or FBSS case that results in DFPS taking conservatorship.

8.2 When the Child/Youth is Returning to Placement

If the child/youth is expected to return to their placement,

The Primary DFPS Caseworker should NOT enter a psychiatric hospitalization in IMPACT as it directly affects payment for the SSCC causing a reconciliation error.

If the plan is for the child/youth to return to the placement they had prior to hospitalization and other criteria outlined in CPS Policy 4270 Temporary Absences From Paid Placement is met, the placement should not be immediately ended in IMPACT. DFPS should refer to the CPS policy 4270 regarding criteria for paying for paid placements during the absence and associated timeframes.

8.3 When the Child/Youth is Not Returning to Placement

If the child/youth is not expected to return to their placement,

1. The Primary DFPS Caseworker will request an Emergency or Non-Emergency Placement Change from Family Tapestry following the 4.0 Placement Change process.

2. The appropriate Family Tapestry Case Care Specialist or Supervisor is responsible for sending the assigned Family Tapestry Intake and Placement staff all items required for a placement search within 24 hours of receiving notification. Those items include:
• Updated Application for Placement (Common Application) of Child in Residential Care, Form 2087 (in IMPACT)
• Psychological or Psychiatric Evaluation
• CANS, if completed
• Current therapy notes
• Letter from psychiatric hospital stating when child/youth is no longer a danger to self or others
• See Placement Process Resource Guide.

3. As the child/youth is not returning to their previous paid placement through Family Tapestry, the DFPS worker or Supervisor must end the current foster care placement and enter the hospital placement in IMPACT.
   • In SUB stage:
     o Placement tab –start date
     o NON-FPS PAID (type of placement), and hospital name (search under resource ID for name of psychiatric facility)
     o Directly enter the hospital placement into IMPACT and end-date the placement when child/youth is discharged from the hospital.

8.3 Required Actions During Hospitalization
While the child/youth is in the psychiatric hospital Family Tapestry will:

1. Family Tapestry will track & provide weekly updates to CBC Administrator.

2. If the child/youth is not returning to their placement, Family Tapestry must update the IMPACT Application for Placement (Common Application) with information provided by the network provider regarding reasons and behaviors resulting in the youths psychiatric hospitalization, any additional information provided by the DFPS Caseworker or DFPS Psychiatric Liaison or other sources of updated information etc. *At times, it will be a joint effort to complete the Application for Placement (Common Application) based on who has the most up-to-date information on the youth to ensure the child has the best possible placement.

3. Family Tapestry will search for next Placement and, if not identified, provide at least weekly to DFPS caseworker and supervisor exhaustive search documentation sufficient to meet judicial requirements.
9.0 RUNAWAY YOUTH - EMERGENCY TRANSITION PLAN MEETING – “WRAP AROUND MEETINGS”

These meetings are to engage 8a youth returning from runaway status and their identified support in creating a plan to address the youth’s fears and concerns and increase the likelihood of them remaining in a safe placement.

9.1 Process
As soon as the foster youth is located and in CPS care, the DFPS Caseworker/Supervisor will immediately notify all legal parties (DFPS Attorney or ADA, CASA, Ad Litem, Legal Parents and Parent’s Attorney(s).)

Notification will also be sent to FGDM Staff to organize an Emergency Transition Plan Meeting (Wrap-Around Meeting). The wrap around meetings are offered to the youth who must agree to participate in the meeting.

During this meeting the team will work with the youth to process the reason for running away, concerns about their experience in foster care, and any solutions to prevent them from running away in the future, where they were found and if that placement could serve as a safe temporary or permanent placement.

These meetings will be scheduled as soon as possible. The goal is to hold the meeting within 48 to 72 hours from the time the youth returned to CPS Care.

The following individuals should be invited to participate in these meetings:

- Youth
- DFPS Caseworker
- DFPS Supervisor
- DFPS Special Investigator
- Family Tapestry Intake Specialist or Child Advocate if assigned.
- DFPS Legal or ADA
- Attorney Ad-Litem
- CASA (Guardian Ad-Litem)
- Legal Parents (if no TPR)
- Parent Attorney(s)
- Placement (if one has been secured)
- PAL Caseworker
- PAL Supervisor
- Youth Specialist.
9.2 Subsequent Meeting

In the event a youth runs away after their initial Emergency Transition Plan Meeting the DFPS caseworker, supervisor, and program director should evaluate the previous goals and tasks developed to assess whether another meeting should be held to develop new strategies. If there is more follow-up required on the goals and tasks of the previous Emergency Transition Plan Meeting another meeting may not be necessary. The child welfare team should make attempts to get the youth to recommit to the current plan and continue making efforts toward accomplishing the goals and tasks.

10.0 WHEN A YOUTH IN SUBSTITUTE CARE IS A PARENT

The following is to address a minor in DFPS’s managing conservatorship who has a baby while in care or enters care with a baby.

The term baby refers to any youth parent’s child regardless of the child’s age.

10.1 When DFPS Does Not Have Conservatorship of the Baby

When DFPS does not have conservatorship of the baby, the baby may be placed in the same placement as the youth parent. This placement could be either paid by DFPS or unpaid.

If DFPS does not have conservatorship of the baby, a child’s service plan is not needed for the baby. The caseworker should address in the youth’s own Plan of Service the youth’s parenting issues, including any past concerns of abuse or neglect by the parent, and any needs of the baby.

10.2 Baby Is in a Placement Paid by DFPS

When DFPS is paying for the placement for a baby who is not in DFPS conservatorship, the caseworker must:

1. Refer the baby to Family Tapestry as either an emergency or non-emergency placement depending on the circumstances.

2. Select the youth parent as a primary medical consenter in IMPACT and enter no backup medical consenter.

See Procedures for IMPACT Data Entry Associated with Youth Parents in DFPS Conservatorship, Form 2450
11.0 INITIAL COORDINATION MEETING

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

11.1 ICM Timeframes

Within seven (7) days of a new emergency placement referral to Family Tapestry, CPI Supervisor for Investigation removals or DFPS Family Group Decision Making (FGDM) staff for FBSS removals are the DFPS ICM Coordinator staff responsible for insuring ICM completion per timeframes. They will: host, coordinate, participate in, document the Initial Coordination Meeting (ICM), & distribute ICM documentation.

The ICM may be extended up to three (3) days if an emergency placement occurs on a holiday or weekend day (Saturday or Sunday) or inclement weather prevents the ICM from occurring as scheduled. All other extensions to an ICM must be approved by the responsible Program Director (CPI) or FGDM Supervisor (FBSS).

11.2 ICM Coordination

The DFPS ICM Coordinator or designee will coordinate all meeting logistics, including:

1. Schedules with participants a meeting date and time*  
2. Reserves a scan call line  
3. Ensures all relevant participants are invited to the meeting  
4. Provides notice within two (2) business days of the ICM to all participants.

To begin the coordination process, by the next business day following a removal, DFPS ICM Coordinator either notifies or are notified by courts of removal of child(ren). FGDM or CPI staff will coordinate with the Removing Caseworker that required activities are completed. This includes the Initial Coordination Meeting Form 1502 Community-Based Care Form with the Removal Worker required sections completed that includes information about how to contact the family. The Removing Caseworker must provide this critical
information promptly after removal to allow sufficient time in coordinating ICM meetings and Plan of Service meetings.

11.3 ICM Notification and Participants

The DFPS ICM Coordinator will compile the list of staff to be invited that includes Family Tapestry at CaseCare@Familytapestry.org, all appropriate DFPS staff and Network Provider designee. The DFPS ICM Coordinator will send notification of the upcoming ICM with email subject line “Initial Coordination Meeting”.

At a minimum, the following participants will be notified of the upcoming ICM:

- Family Tapestry Intake Specialist at intake@familytapestry.org
- Family Tapestry Case Care at CaseCare@Familytapestry.org
- Network Provider Case Manager. Family Tapestry forwards the ICM invite to the Network Provider Case Manager and notifies DFPS ICM Coordinator who the CPA manager is. If CPA manager does not attend the scan line, DFPS ICM Coordinator will include the CPA manager when they send the ICM meeting notes.
- Removing Caseworker and Supervisor (and administrative staff as necessary)
- Conservatorship Caseworker and Supervisor (and administrative staff as necessary)
- Family Group Decision Making (FGDM) or CPI worker & supervisor (required), Program Director (if available)
- 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.

11.4 ICM Documentation:

11.4.1 Before the ICM

Before the ICM, the Removal Caseworker will:

1. Complete as much of the Region 8A Removal Staffing Checklist Form 1514 as possible, which has been updated per Community Based Care Protocols
2. Complete the beginning sections of the Initial Coordination Meeting Form 1502 and stops at the “Discussion Points” section
3. Provide the ICM Form electronically within one (1) business day of removal to the ICM coordinator for their area
4. Complete the **Child Caregiver Resources Form 2625**

5. Affidavit for Removal and Temporary Visitation Schedule (if complete)

6. Email a copy of the removal checklist and ICM Form to the DFPS ICM Coordinator prior to the meeting.

### 11.4.2 During the ICM

1. The DFPS Removal Caseworker will provide to Family Tapestry Case Care Specialist and the DFPS Conservatorship Caseworker and Supervisor:
   - **Child Caregiver Resources Form 2625**
   - Affidavit for Removal
   - Temporary Visitation Schedule (if complete).

2. The DFPS ICM Coordinator will record notes from the meeting discussion on the ICM Form, including but not limited to, the primary and concurrent permanency goals for the child.

3. Family Tapestry and DFPS staff will share and exchange copies (with each other) of all external documentation gathered thus far related to the child’s needs, including but not limited to, Affidavit for Removal, 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 and so on.

4. From the ICM notice and accompanying ICM Form, DFPS ICM Coordinator will gain information about the family in order to engage the family in a Single Plan of Service and provide the status, if any, of the family’s agreement to participate in a Single Plan of Service meeting.

5. DFPS ICM Coordinator will assist to identify the date of the Single Plan of Service meeting prior to ending the ICM. DFPS ICM Coordinator should document the due date of Single Plan of Service / Child Plan of Service meeting on the ICM form since they will not be the one to coordinate/facilitate the meeting.

6. If identifying the date of the Single Plan of Service meeting is not possible at the ICM, **within 3 calendar days** of the ICM, the Family Tapestry Case Care Specialist or Network Provider Case Manager will notify the DFPS Caseworker and Family Tapestry Intake for the date of the Single Plan of Service meeting to be held with the family.

### 11.4.3 After the ICM

- After the ICM and within 24 hours from the meeting, the DFPS ICM Coordinator will:
Emails all invitees copies of the completed ICM Form and any other available documentation provided during the meeting.

- Record the ICM as a contact in the FSU and the INV stage Contact Detail page in IMPACT

- Ensure the notes from the meeting are recorded in the Contact Detail narrative

- IF FSU stage not yet open at time of ICM, record the ICM as a contact in the removal stage (INV or FBSS), Contact Detail page in IMPACT.

### 12.0 CHILD AND YOUTH SERVICE PLANNING

Child and youth service planning is a collaborative and inclusive process between CPS, Family Tapestry, the Network Provider, the child and the family that focuses on developing and reviewing plans to meet the individualized and unique needs of the child. Under Community-Based Care, service planning with children and youth will occur with all:

- Children placed within the Family Tapestry network upon removal, and
- Children currently placed in foster care who require a placement change into the Family Tapestry network.

Upon placement with Family Tapestry, children are identified as receiving:

- Standard Services
- Therapeutic Services.

Upon designating the type of service the child will receive, Family Tapestry determines the frequency by which the child's service plan will be reviewed.

### 12.1 Service Planning Meetings and Child Service Plans

Child service plans will be developed and reviewed through service planning meetings.

Child service plans must be developed with children/youth in accordance with Texas Family Code timeframes and applicable licensing standards. Primary and concurrent permanency goals for the child/youth will be reviewed at each service planning meeting.

CPS staff must adhere to the following CPS Handbook policy:

- 6241 Child Service Plan
- 6241.22 Child Plan Review

Whenever possible, sibling groups will have combined service planning meeting, which may require additional time allotted for the meeting. Children age five and older must participate in his/her service planning.
DFPS and Family Tapestry, with the Network Providers, will work collaboratively to develop service plans and, working jointly with DFPS, Network Provider Case Manager will schedule the initial service planning meeting.

- The initial service planning meeting for current placements (new to Family Tapestry network/legacy transfer) is to be held within 30 days from removal date.
- A service plan meeting will be held according to the timeframes below;
- A comprehensive Child and Adolescent Needs and Strengths Assessment (CANS) assessment be completed annually unless a child is receiving therapeutic foster care services, in which case the child would require a CANS every 90 days.

12.2 Timeframes

The DFPS Caseworker and the Network Provider Case Manager will share responsibility for scheduling and conducting service planning meetings in accordance with the following Child Service Plan timeframes:

The initial Child Service Plan meeting will be completed within 30 days from removal date.

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

<table>
<thead>
<tr>
<th>Legal Status</th>
<th>Review</th>
<th>Services Needed</th>
<th>Timeframe</th>
<th>Coordination and Facilitation Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC</td>
<td>1st Review</td>
<td>Standard</td>
<td>Within 90 days following initial plan completion date</td>
<td>Network Provider Case Manager</td>
</tr>
<tr>
<td>TMC</td>
<td>All future reviews</td>
<td>Standard</td>
<td>Every 180 days following review plan completion date</td>
<td>Network Provider Case Manager</td>
</tr>
<tr>
<td>TMC</td>
<td>1st Review</td>
<td>*Therapeutic</td>
<td>90 days following initial plan completion date</td>
<td>Network Provider Case Manager</td>
</tr>
<tr>
<td>TMC</td>
<td>All future reviews</td>
<td>*Therapeutic</td>
<td>Every 90 days</td>
<td>Network Provider Case Manager</td>
</tr>
<tr>
<td>PMC</td>
<td>All reviews</td>
<td>Standard</td>
<td>Every 180 days</td>
<td>Network Provider Case Manager</td>
</tr>
<tr>
<td>PMC</td>
<td>All reviews</td>
<td>*Therapeutic</td>
<td>Every 90 days</td>
<td>Network Provider Case Manager</td>
</tr>
</tbody>
</table>
Child service plans will be updated or reviewed more frequently when a child’s circumstances change, or significant events occur that dramatically alter the child’s needs.

*Therapeutic as identified by Family Tapestry who will notify and provide documentation.

12.3 Coordination

The Network Provider Case Manager (See chart above) (with quality oversight by Family Tapestry) will ensure the coordination of all service planning meeting logistics, including:

1. Scheduling with participants a meeting date and time
2. Reserving a conference room and scan call line
3. All relevant participants are invited to the meeting
4. Coordination with CVS Worker to ensure barriers to parent and/or family member participation are mitigated (i.e. transportation needs)
5. Notice is provided to all participants of the service planning meeting
   - will ensure that invitations for scheduled service planning meetings are sent via email to CPS 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.

CVS Caseworker will ensure the Network Provider Case Manager knows how to contact the parents and other family members.

All service planning meetings will be hosted in a venue that allows for maximum participation either in-person or through conference call.
12.4 Participants
Service planning meeting participants will generally include, at a minimum:

- The child or youth’s parents and the parents’ attorney, who must be invited when the parents have been invited
- Child(ren) or youth (Network Provider is responsible for ensuring child/youth participation including transportation to the meeting)
- Family members
- Current caregiver
- Network Provider Case Manager
- CPS Conservatorship Worker and Supervisor
- Local Permanency Caseworker (if assigned)
- Kinship Caseworker (if assigned)
- Legal representatives (i.e. CASA, ad litem, etc.)
- Relevant subject matter experts (i.e. Developmental Disability, Nurse, Education, Well-Being Specialists) as needed
- Other relevant professionals
- Other persons identified in the case who can contribute to service planning with the child
- Family Tapestry Case Care Specialist, as deemed necessary or as requested by CPS or the Network Provider Case Manager.

12.5 Documentation
12.5.1 During the Meeting
1. During the service planning meeting, the Network Provider Case Manager will complete the child/youth's Service Plan, accept for the sections designated for CPS completion (see below).

2. The Network Provider Case Manager will ensure all participants sign the Service Plan.

3. The Network Provider Case Manager will send via email the CVS Caseworker and Family Tapestry Intake Specialist a copy of the completed and signed Service Plan within five (5) days after the service planning meeting.

4. The CVS Caseworker is responsible for ensuring the family service plan is developed, reviewed, and/or updated during each service planning meeting. See 6242 The Family Service Plan.
5. Family Tapestry, the Network Provider Case Manager, and CPS will share and exchange with each other any relevant external assessments, evaluations, progress notes, medical/dental Forms, diligent search results for relatives and/or parents, and other documents related to care of the child.

12.5.2 After the Meeting

Within five (5) days after the service planning meeting, the CVS Caseworker will complete the Child Service Plan or Child Service Plan Review in IMPACT as follows:

1. Complete the following sections:
   - Permanency Goals
   - Prior Adoption Information
   - Child History
   - Family/Genetic History
   - Permanency Efforts
   - Visitation/Contact
   - Child’s Cultural Heritage.

2. In all other Child Guide Topic sections, the CVS Caseworker will document: "Please see Service Plan attached and filed in external documentation."

3. In the Child Plan Participation section, the CVS Caseworker will include any participants that are not already included on the Service Plan developed by the Network Provider Case Manager.

4. In the Other Assessments comment box, the CPS Caseworker will document: "Child Plan developed in collaboration with [foster care provider name] on [date]."

5. After the Child Plan of Service is received from the Network Provider Case Manager, the CVS Caseworker will provide a copy of the plan to the CVS Supervisor and "save and submit" the Child Service Plan or Child Service Plan Review to the CVS Supervisor for approval.

6. CPS will document the service planning meeting and participants in IMPACT on the contact detail page.

7. If a service planning meeting is held in conjunction to a CPS Permanency Conference (PC), the CPS Caseworker is responsible for documenting the service planning meeting in each child’s PPM detail page in IMPACT.
**Within 10 days** after the service planning meeting, the CVS Caseworker will send a final, approved and signed copy of the IMPACT Child Service Plan or Child Service Plan Review with Providers portion of the plan attached to all meeting participants, including participants who were unable to attend the meeting.

See CPS Handbook Appendix item 1121: **Documentation Requirements for Models of Family Group Decision Making (FGDM).**

**12.6 Medical/Dental/Vision Examinations**

A person consenting to medical care for a child must participate in each appointment set for the child with the healthcare provider. **Texas Family Code 266.004**

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 is receiving, except that medical consenters must attend in person any appointments when a child 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. See **11131 Participating in Each Medical Appointment.**

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

**Within five (5) days** from the date of the child's appointment, the Network Provider Case Manager will send a copy of the completed DFPS Medical/Dental/Vision Examination (Form 2403) to the CPS Caseworker and Family Tapestry.

**Within 2 days** of receipt of the completed Form 2403, the CVS Caseworker will enter the information into IMPACT as outlined in CPS Handbook item 6133.4 Documenting Health Information.

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

**12.6.1 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 statute 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.
**3-Day Medical Exam: In three (3) business days,** children entering DFPS care must see a doctor to be checked for injuries or illnesses and get any needed treatments. Family Tapestry will require Network Providers to ensure all children or youth in paid foster care placement receive an initial standardized medical screening within three (3) business days from removal.

**Texas Health Steps Checkup: In 30 days of entering DFPS care,** children must see a doctor for a complete check-up with lab work. Network Providers will ensure children or youth receive all follow-up medical exams, Early and Periodic Screening and Diagnostic and Treatment (EPSDT) exams, including Early Childhood Intervention (ECI) referral, and dental exams in accordance with STAR Health and DFPS Policy timeframes.

**Child and Adolescent Needs and Strengths (CANS) Assessment: In 30 days of entering DFPS care,** children (ages 3-17) must get a CANS assessment. The CANS is a comprehensive trauma-informed behavioral health evaluation. It gathers information about the strengths and needs of the child and helps in planning services that will help the child and family reach their goals.

For more information, see [3 In 30 Caregiver Help Guide](#).

### 12.7 Psychotropic Medication Appointments

Family Tapestry will ensure that all substitute care providers and employees who serve as medical consenters for a child 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 to allow the practitioner to:

- Appropriately monitor the side effects of the drug
- Determine whether the drug is helping the child achieve the treatment goals
- Determine whether continued use of the drug is appropriate

For all children receiving psychotropic medication, Family Tapestry must assess the extent to which the child:

- 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 CPS staff member is designated as the medical consenter for a child, the CPS staff member must attend in person any appointments where psychotropic medication may be prescribed and all medication review appointments as described in [11131.4 Psychotropic Medication Appointments](#).
12.7.1 Consenting to Psychotropic Medication

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

1. Notify the CVS Caseworker in writing of any initial psychotropic medications and subsequent dosage changes by the next business day.
2. Complete and sign the Psychotropic Medication Treatment Consent (Form 4526) with the healthcare provider.
3. Provide a copy of the Form to the CVS Caseworker within five (5) business days. Form 4526 is not required for changes in dosage or for refills of the same medication. The CVS Caseworker will file a copy of the Form 4526 in the child's section of the case file.

The CVS Caseworker will notify a child'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's worker after the date the psychotropic medication is prescribed, or the dosage is changed.

See CPS Handbook Policy: 11000 Health Care – Medical and Behavioral

12.8 Foster Daycare Services

Family Tapestry will ensure initial daycare requests and daycare renewals are submitted for children placed within the Family Tapestry Provider Network. Daycare services can be a critical resource to maintaining placement stability. If DFPS or the Provider Network are informed by the caregiver that daycare services are needed, DFPS or the provider network member should follow up with Family Tapestry immediately to ensure they are aware of the need for daycare and have initiated the process.

Foster Child daycare is available for children in a Foster Home when:

- The child is under 6 years old and does not turn 6 by September 1.
- The child is at the basic level of care in the DFPS system.
- All caregivers are employed outside the home and work at least 40 hours per week (daycare is available for children 12 years old and younger for school summer breaks).

See CPS Handbook Policy: 8235.31 Determining Eligibility for General Protective Day Care

Before recommending foster daycare services be paid by DFPS, Family Tapestry and employed foster parents must:

1. Verify that they have attempted to access appropriate community services to care for the child. The caregiver must complete and sign the
Foster/Relative & Other Designated Caregiver Daycare Verification: Form 1809 for each foster parent household each time application for daycare services are requested.

- Form 1809 is required for both initial requests and renewals.
- Foster parent e-signatures are acceptable (completed/signed/scanned copy of the Form 1809 or on-line completion of the Form 1809 with foster parent approval in return email).

2. Verify caregiver employment. Acceptable verification includes:

- Copies of the caregivers last 3 paystubs,
- Statement from the employer attesting to being employed full-time for 40 hours a week, or
- In the case of self-employment, a completed Caregiver Statement of Self-Employment Income (Form 1806).

**Exception:** For the initial daycare authorization, the requirement for the foster parent to complete the Form 1809 may be waived if it is determined the verification would prevent an emergency placement in the child’s best interest. Such an emergency placement would be one where the placement cannot be sustained or is unlikely to be sustained if the person requesting daycare were required to verify the unavailability of community resources. The waiver of the requirement must be approved by the Program Director (PD) and should only be utilized where the foster parent has exercised reasonable diligence but has been unable to verify community resource unavailability. If such a waiver is approved, the foster parent will be required to verify the unavailability of community resources at the time of the first daycare renewal.

**Process for Daycare Requests:**

1. Family Tapestry Case Care Specialist will send an email to the DISTRICT1DC@dfps.state.tx.us mailbox and the primary DFPS caseworker with **Subject line: “Region, Caregiver's Name, Child’s Name, Case ID, CPS Unit #”** Do not only enter the foster parents name, the child’s name must be included. The body of the e-mail must include:

   - All of the names of the children that requests were completed for, if there are multiple children.
   - The Family Tapestry worker’s supervisor’s approval. If Family Tapestry’s supervisor approval is not in the body of the email, staff cannot process the IMPACT daycare requests.
• A statement regarding what verification has been provided for the employment verification and the number of hours each caregiver works (note employment verification must also be provided for renewals). Attach the completed Form 1809 unless an exception is met as described above.

2. Family Tapestry Case Care Specialist will complete the Daycare Request in IMPACT.

3. After receiving the daycare request email and the daycare request in IMPACT the Daycare Specialist will create the service authorization in IMPACT and send to Child Care Management Services (CCMS).

4. **Within 10 business days** of receipt of the approved daycare request in IMPACT, the Regional Daycare Specialist will process the daycare request.

See CPS Handbook Policy: [8235.4 Foster Child Daycare](#).

### 14.0 TRANSITIONAL LIVING SERVICES

CPS and Family Tapestry will work together to prepare older youth in DFPS conservatorship who are transitioning from substitute care to adulthood. Family Tapestry, in general, will take the lead in the provision of transitional living services for older youth.

During Family Tapestry’s provision of transitional living services with youth, **CPS will:**

1. Determine a youth’s eligibility for all transitional living services and financial benefits
2. Track all transitional living services for youth
3. Utilize transitional living services information from Family Tapestry for the completion of court reports.

The following sections outline the specific responsibilities of CPS and Family Tapestry as it relates to transitional living services for older youth in DFPS conservatorship.
14.1 Transition Plan Development

Beginning when the youth turns age 14, the transition plan is enhanced over time until the youth leaves substitute care or ages out of care. The plan must address the issues that are important for the youth as he or she leaves care and enters the adult world.

CPS and Family Tapestry will work together to initiate the discussion and development of the youth’s transition plan.

14.1.1 During service planning meetings, when the youth turns age 14:

1. CPS Caseworker will introduce the Transition Plan (Form 2500) and Circles of Support (COS) process to the youth.

2. Network Provider Case Manager will, beginning when the youth turns age 14, discuss and develop the Transition Plan (Form 2500) with the youth through service planning meetings.

3. Network Provider Case Manager will ensure the youth will have the opportunity to invite two people of their choosing, who are not the youth's foster parent or caseworker, to all service planning meetings and Circles of Support.

4. Network Provider Case Manager records the transition plan discussion on the plan document (i.e. goals, strengths, fears, etc.).

5. CPS Caseworker will ensure the transition plan is discussed and developed with the youth during their service plan meeting.

6. CPS caseworker and supervisor will approve and sign the youth’s transition plan each time the plan is developed, reviewed and updated at subsequent service plan.

7. Network Provider Case Manager continues to discuss and document the transition plan and progress with the youth overtime during face to face visits, subsequent service planning meetings, and Circles of Support (COS).

8. CPS Caseworker will inform the youth that a Family Group Decision Making staff member will discuss COS with them further when he or she turns age 16.

14.2 Circles of Support (COS)

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

See CPS Handbook policy:
6252 Permanency Planning Meetings for Youth 14 and Older
Youth and Young Adults/Transitional Living Circle of Support (COS)

14.2.1 CPS Caseworker

1. When the youth turns age 16 and when they are 17, submit referral for COS to the appropriate Family Group Decision Making (FGDM) area contact and cc: Family Tapestry Independent Living/PAL Specialist at PAL@FamilyTapestry.org

2. The FGDM staff will coordinate the COS per CPS Handbook Policy

3. Family Tapestry must ensure the youth is able to attend the COS, even if Family Tapestry is not invited to the COS

4. Work with FGDM staff to prepare and schedule the COS with the youth

5. Within 7 days before the COS, FGDM staff will send a copy of the transition plan to Family Tapestry Independent Living/PAL Specialist at PAL@FamilyTapestry.org.

6. If the youth declines a COS, the FGDM staff member will notify the CPS worker and Family Tapestry Independent Living/PAL Specialist via email PAL@FamilyTapestry.org

7. If the youth declines a COS, Family Tapestry will schedule a subsequent service planning meeting instead

8. Participate in the COS or subsequent service planning meeting

9. Approve and sign the youth’s transition plan each time the plan is reviewed and updated at subsequent service planning meetings or COS


14.2.2 Family Tapestry and/or Network Provider Case Manager

1. Work jointly with FGDM staff and CPS Caseworker to engage youth, family, Network Provider Case Manager, and other caring adults in the COS or subsequent service planning meetings

2. Work with the youth, the Network Provider Case Manager, the caregivers and other significant individuals to identify caring adults and other lifelong connections that can be sustained once the youth transitions to adulthood

3. Network Provider will provide to Family Tapestry documentation of goals, services, challenges and progress the youth has made towards independence 7 days prior to COS or service planning meetings

4. Ensure youth attends the COS or subsequent service planning meeting
5. Ensure the Network Provider Case Manager participates in the COS or subsequent service planning meeting.

6. Ensure that the Network Provider Case Manager documents the transitional plan and continues to discuss and document the transition plan with the youth over time during face to face visits, subsequent service planning meetings, and Circles of Support (COS).

7. Ensure the transitional living services section of the child service plan is updated by the Provider Case Manager.

14.3 Preparation for Adult Living (PAL)

CPS (CVS/PAL) staff will refer and ensure the SSCC or its subcontractor delivers PAL Life Skills Training for youth in DFPS-paid substitute care who are age 16 or older utilizing the curriculum topics found in CPS Handbook 10222 Life Skills Training. Under Stage 1, only youth in paid foster care placements will be referred to the SSCC for PAL services.

As part of the delivery of PAL training, Family Tapestry will ensure the arrangement for the Casey Life Skills Assessments and its interpretation to be shared and discussed with the youth and caregiver. Family Tapestry will ensure that experiential and community-based learning is included in all PAL training and services.

As part of the CBC model, PAL staff, Family Tapestry, and Network Providers will work together based on the responsibilities outlined below:

14.3.1 PAL Life Skills Assessment

**Network Provider Case Manager will:**

1. Refer youth for PAL services within 30-days of new placements and when the youth turns 14 and no later than their 16th birthday.

2. Arrange and ensure that youth and their caregivers complete the Casey Life Skills assessment for youth who are age 14 or older. The youth will only be assessed one time.

3. Review the assessment prior to submission to ensure it has been completed correctly and in its entirety.

4. Send an email to DFPS PAL Caseworker and Family Tapestry Independent Living/PAL Specialist at PAL@familytapestry.org with the subject line “Life Skills Assessment-Placement Name, Youth Name, PID” and attach Casey Life Skills assessment results.

5. Communicate to youth and caregiver the interpretation of the Casey Life Skills assessment and the identified strengths needs and goals, which the Network Provider Case Manager will document in the youth’s service plan.
6. Provide monthly report of eligible youth to FT

**Family Tapestry Independent Living/PAL Specialist will:**
1. Independent Living/PAL Specialist will facilitate service authorization approval from DFPS.
2. When Family Tapestry Independent Living/PAL Specialist receives email from Network Provider Case Manager titled “Life Skills Assessment” and assessment results, Case Care Specialist will initiate service authorization from DFPS.
3. Family Tapestry Independent Living/PAL Specialist will notify DFPS PAL Worker and DFPS Caseworker when services need to be authorized in IMPACT for youth.
4. Family Tapestry Independent Living/PAL Specialist will access the completed service authorization (Form 2054) in IMPACT.
5. When Family Tapestry Independent Living/PAL Specialist receives notification that service authorization has been approved in IMPACT by DFPS, Family Tapestry Independent Living/PAL Worker will send an email to Network Provider Case Manager that service authorization has been approved.
6. Family Tapestry Independent Living/PAL Specialist will provide monthly report to DFPS PAL staff documenting the youth’s eligibility of PAL Life CLSA.

**DFPS PAL Coordinators will:**
1. PAL Coordinator will document the youth’s Case Life Skills Assessment results in IMPACT once the “Life Skills Assessment” email notification is received from Family Tapestry.
2. PAL Coordinator will complete the following within five (5) business days of receiving email request for PAL service authorization from Family Tapestry:
   - Complete the service authorization (Form 2054) for PAL services to Family Tapestry in IMPACT; and
   - Send email notification to Family Tapestry at PAL@familytapestry.org when the service authorization (Form 2054) for PAL services has been approved in IMPACT.

**14.3.2 Life Skills Training**

**Network Provider Case Manager will:**
1. Identify and provide the identified services to youth to assist with their transition from substitute care to adulthood.
2. Assist youth with applying for and securing services that will aid in their transition to adulthood.
3. Ensure PAL Coordinator and DFPS Caseworker are kept updated on the youth’s participation in any PAL related activities.

4. Document the youth’s progress and status of PAL Life Skills Training as well as experiential life skills learning in the child’s service plan.

5. Is responsible for transportation of the youth to all life skills and experiential training/activities.

6. Must in conjunction with caregiver ensure that youth receive the following:
   - Instruction on basic living and social skills.
   - Maximize opportunities for learning through the use of Basic Life Skills activities.
   - Access to Experiential Life Skills Activities provided by community resources.
   - Taught how to appropriately care for themselves and function in the community.
   - Teach youth ages 14 or older who have a source of income how to establish a saving plan and/or savings account to manage their money.
   - Youth ages 18 to 22 who have a source of income are taught how to obtain a savings or checking account with a financial institution in accordance with Texas Finance Code 201.101.
   - Provide access to age-appropriate normalcy activities, which are suitable for the child’s level of maturity and age including activities not listed in the Child’s Service Plan. Providers must train caregivers and use a “Reasonable and Prudent Parent Standard” to decide whether a child may participate in an unsupervised activity. Activities can include, but are not limited to:
     - Participating in academic and non-academic extracurricular activities within the child's school
     - Allowing the child to visit with friends or attend regular social events
     - Support a child’s employment efforts
     - Participating in other activities agreed upon by the caregiver and the child, without the need to seek initial approval from the department

**Family Tapestry Independent Living/PAL Specialist will:**
1. Family Tapestry Independent Living/PAL Specialist will review monthly report provided by Network Provider Case Manager on the 10th of the month and will document the youth’s progress and status of PAL Life Skills Training as well as experiential life skills learning.

2. By the 15th of the month following the month of service, Family Tapestry will submit a monthly report to DFPS PAL Supervisor that includes:
   - Youth’s status, progress and status of PAL training
   - Services provided to the youth to assist with their transition into adulthood
   - Assistance provided to the youth applying for and securing services to aid in their transition to adulthood.

3. More frequent reports may be required if youth is engaged in National Youth in Transition. Case Care Specialist will inform Network Provider Case Manager when additional reporting is required.

**DFPS PAL Coordinator will:**
1. Monitor available reports from Data Warehouse or State Office for all youth requiring referral for PAL services from Family Tapestry.
2. Make referrals to Family Tapestry for PAL services for any youth identified that are eligible and which a referral has not been made.
3. PAL Coordinator will document:
   - The youth’s completion of PAL training in IMPACT
   - All PAL related information in IMPACT according to policy.

**14.3.3 Driver’s License or Texas ID**

**Network Provider Case Manager** must ensure that the following are made available to youth to facilitate driver license fee waiver-residency affidavit requirements:

1. A DFPS Foster Youth Driver License Fee Waiver Letter
2. A Texas Department of Public Safety (DPS) Texas Residency Affidavit ([Form DL-5](#)), which is completed and signed by the Child and a Representative. The current version of form is to be used.
3. For Children under age 18, a representative to accompany the child to the DPS driver license office to provide acceptable proof of residency
4. Inform children who have applied for a driver license of the need to notify DPS of a new address change within 30 days of a change in placement.
6. If the youth is unable to obtain a Texas driver’s license, a Texas Identification Card will be obtained for the youth.

14.4 Extended Foster Care and Return to Foster Care

CPS and Family Tapestry will work together to identify young adults from Bexar County for either Extended Foster Care or Return to Foster Care programs. Participation in the Extended Foster Care or Return to Foster Care programs will be discussed and planned with the young adult during regularly scheduled service planning meetings, during the young adult’s Circle of Support or Transition Plan Meeting, or upon the young adult’s request.

The following sections outline the responsibilities of CPS and Family Tapestry staff if a young adult requests participation in either the Extended Care or Return to Care program.

14.4.1 Extended Foster Care

When a young adult from Bexar County is interested in staying in extended foster care,

1. Family Tapestry and CPS will:
   - Assist the young adult with completing the Voluntary Extended Foster Care Agreement (Form 2540).
   - Provide the completed form to the CPS caseworker, PAL Coordinator and Family Tapestry Case Care Specialist.

2. The CPS caseworker will:
   - Follow CPS Handbook policy 10410 Preparation Required When a Youth Plans To Stay in Extended Foster Care
   - Once the young adult is determined eligible for extended foster care, notify the Case Care Specialist
   - Follow CPS Handbook policy related to Extended Foster Care.

3. The Family Tapestry Case Care Specialist will identify if the young adult:
   - will continue their current placement; or
   - needs a new foster care placement.

If the young adult will continue their placement,

1. Case Care Specialist will notify the Network Provider Case Manager.

2. The Network Provider Case Manager will:
• Provide assistance to the young adult to maintain eligibility for the Extended Foster Care Program

• Provide Family Tapestry Case Care Specialist progress updates of young adult’s continued compliance with the Extended Foster Care Program

• Report the young adult’s progress during subsequent service planning meetings, Circle of Support or Transition Plan Meetings

If the young adult requires a new foster care placement

1. The Case Care Specialist will:
   • Follow the Non-Emergency Paid Placement Change Process
   • Request necessary information from the CPS caseworker to secure placement

See CPS Handbook Policy:

10400 Extending Foster Care for Young adult Who Are Age 18 or Older

10530 Roles and Responsibilities of Staff Helping a Young Adult Return for Extended Foster Care

14.4.2 Return To Foster Care

A young adult who was in DFPS conservatorship when turning 18 and leaves foster care may return to 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 Care Qualifying for Extended Foster Care. Return to Foster Care does not include young adults who are in Trial Independence See CPS Handbook Policy 10500 Trial Independence and Return for Extended Care.

Trial independence (TI) permits a young adult age 18 or older to voluntarily leave Extended Foster Care for up to 6 months (or up to 12 months with a court order) and live independently without losing foster care eligibility.
If Family Tapestry or the CPS caseworker learns of a young adult’s desire to Return to Foster Care

1. Family Tapestry or the CPS caseworker will notify CPS PAL Coordinator/Re-Entry Liaison.

2. CPS PL Coordinator/ Re-Entry Liaison will:
   - Follow CPS Handbook policy 10532 Re-Entry Liaison
   - Determine the CPS unit to which to assign the returning young adult
   - Notify the PAL supervisor, PAL Program Director and CPS supervisor of the young adult’s eligibility to return to foster care and CPS unit assigned

3. CPS caseworker will:
   - Follow CPS Handbook policy 10533 Conservatorship Worker
   - Submit an emergency or non-emergency placement referral to Family Tapestry based on the young adult’s unique needs
   - Assess the young adult’s current living arrangement and living arrangement options while a placement search is conducted

4. Family Tapestry will:
   - Keep the CPS caseworker and PAL Coordinator informed as the placement search (paid and non-paid) is conducted.
   - Notify the CPS Caseworker if placement is found.

If placement is found:

1. Family Tapestry 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 CPS Caseworker.
   - Ensure the young adult is assisted in maintaining necessary documentation for the Return to Care program.

2. The CPS Caseworker will:
   - Assist the young adult with following placement requirements;
   - Follow CPS Handbook policy related to Return to Foster Care.
If placement is not found:
1. Family Tapestry will:
   - Notify the CPS Caseworker and PAL Supervisor
   - Email exhaustive placement list (paid and non-paid placements) to CPS worker and PAL Supervisor

2. CPS will:
   - Discuss with the young adult the reasons why they are unable to Return to Care
   - Rescind the SSCC placement referral in IMPACT
   - Document the reasons why the young adult is unable to be placed in the Return to Care program in IMPACT

See DFPS Handbook policy:

10400 Extending Foster Care for Young adult Who Are Age 18 or Older
10530 Roles and Responsibilities of Staff Helping a Young Adult Return for Extended Foster Care

14.4.3 Discharges from Extended or Return to Foster Care

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

1. When the young adult completes Extended or Return to Foster Care goals
2. When the young adult loses Extended or Return to Foster Care eligibility or
3. At the request of DFPS, the foster caregiver, or the young adult.

All discharges are expected to be planned.

Planned Discharges

A planned discharge occurs when the young adult is due to complete goals for participation in Extended or Return to Foster Care; or eligibility for Extended or Return to Foster Care is scheduled to end.

1. Within 90 days before the planned date of discharge, Family Tapestry and the CPS caseworker will:
   - Determine if a service planning meeting, Circle of Support or Transition Plan Review needs to be scheduled with the young adult and other important adults
• Work together to coordinate the type of meeting with the Network Provider Case Manager or CPS FGDM staff
• CPS caseworker must document the meeting in IMPACT under Permanency Planning Meetings as either a Circle of Support or a Transition Plan Meeting.

2. At the meeting, the CPS caseworker must ensure that the young adult has received all personal records and documents including:
• Birth certificate
• Social Security care
• Texas identification card or driver’s license
• savings account information
• Medicaid card
• education records and transition portfolios
• printed medical records from Health Passport

**Unplanned Discharges**

An unplanned discharge from Extended Foster Care or Return to Foster Care occurs when:

1. The young adult’s behavior or noncompliance with Extended or Return to Foster Care eligibility results in the foster caregiver submitting a discharge notice and another foster care placement cannot be found

   • If DFPS continues with extended court jurisdiction of a young adult who is not complying with the requirements of extended/return to care agreement and is being discharged from paid placement with particular attention to behavior that is a danger to self or others, criminal behavior and damage of property and no other paid placements are available, DFPS will request to initiate & file any required paperwork for an emergency court hearing within 10 business days to update the Judge and attorneys.

2. The young adult leaves the placement before the planned end date.

Family Tapestry and CPS will work together to prevent and address unplanned discharge from Extended and Return to Foster Care.

The next available date for a young adult to Return to Foster Care is **90 days** from the date of discharge or the date it was determined that placement could not be secured. Significant progress in work, school and/or behavior will be assessed and verified should the young adult wish to Return to Foster Care.
after the 90-day timeframe.

Note: If Family Tapestry receives a discharge notice from a provider for a young adult in Extended Foster Care, Family Tapestry will follow the Section 4.2 Non-emergency Placement Change Process before implementing the unplanned discharge process below.

**Actions to Prevent an Unplanned Discharges**

The following process outlines CPS and Family Tapestry’s responsibilities when an unplanned discharge is identified for a young adult in Extended or Return to Foster Care:

1. Within one day of learning about the unplanned discharge, **Family Tapestry will** schedule and convene an Extended/Return to Foster Care staffing with:
   - Young adult
   - Current caregiver
   - CPS caseworker and supervisor
   - PAL Coordinator and supervisor
   - Family Tapestry Case Care Specialist
   - Attorney Ad Litem, if assigned
   - Other individuals who are interested and important to the young adult

2. During the staffing Family Tapestry will:
   - Review the reasons for the unplanned discharge.
   - Review Extended and Return to Foster Care eligibility requirements.
   - Discuss the benefits of and parameters of remaining in current placement.
   - Discuss the implications to leaving foster care or continued non-compliance with the Voluntary Extended Foster Care Agreement.
   - Identify short and long term goals and tasks.
   - Based on the young adult’s current eligibility status and commitment to abide by placement parameters, develop a recommendation regarding the young adult’s End Referrals from Extended or Return to Foster Care.
   - If applicable, discuss the discharge process and schedule a discharge date, if applicable.
• 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 Foster Care.

• Document the notes from the staffing and encourage the young adult’s signature, if possible.

• Note: up to two separate staffings will be convened by Family Tapestry to address unplanned discharges.

3. Family Tapestry will continue to search for placement (paid and non-paid) for the young adult for **30 days** after initial Extended/Return to Foster Care staffing.

4. CPS caseworker and supervisor will:
   • Attend and participate in all staffings with the young adult.
   • Assist Family Tapestry 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 Extended/Return to Foster Care staffing.
   • Notify the PAL and PMC Program Directors of recommendation for any unplanned discharges.

5. The PAL and PMC Program Directors will approve or deny the recommendation for all unplanned End Referrals.

Any appeal of the decision will follow **Section 20.0 Case Dispute Resolution Process**.

**When the decision is made to discharge a young adult from the Extended or Return to Foster Care Program**

1. CPS 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 Referrals the young adult from the SSCC in IMPACT
   • Consult CBC IMPACT 2.0 Enhancement Functionality Guide for SSCC staff pages 23-26)
2. Family Tapestry will create, maintain and share an accurate log for auditing purposes of young adults with discharges with the regional CBC Administrator.

**Ending Referrals In IMPACT**
A discharge from the Extended or Return to Care will result in the need for DFPS to end the referral to Family Tapestry. See [Stage I IMPACT Functionality Guide](#) for IMPACT steps to complete this process.

**14.5 Supervised Independent Living (SIL)**
Supervised independent living (SIL) placement settings are living arrangements offered through the Extended Foster Care program that allow young adults to reside in a less restrictive, non-traditional foster care setting while continuing to receive casework and support services to become independent and self-sufficient.

To be eligible for SIL, young adults must be able to live independently in a setting with minimal to no supervision. Through conversations with the young adult and the initial assessment, the young adult will be placed in the setting which best meets his or her needs. In order to maintain placement in the SIL program, young adults must comply with the [Voluntary Extended Foster Care Agreement (Form 2540)](#). Young adults can move through the settings offered based on behaviors, enhancement of skills, or overall progress made in the young adult’s current setting. The SIL case managers will maintain documentation of the young adult’s progress in case notes, as well as in the subsequent service planning meetings, which will be filed in the young adult’s case record.

CPS and Family Tapestry will follow the process for [Extended Care and Return to Care](#) for SIL placements.

Please see [SIL Placement Flowcharts](#) in the Appendix for additional process on how to complete SIL placements in 8a for young adults from other areas and for 8a young adults that select a SIL program outside the Family Tapestry network.
14.6 PAL Aftercare and Other PAL Services for Eligible Youth Served by SSCCs

### PAL Aftercare Services

<table>
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<tr>
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<td>DFPS contracted Aftercare provider for placement area</td>
<td>DFPS PAL Staff</td>
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### Other PAL Services Sent to 3rd Party Claims Processor

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<thead>
<tr>
<th>CBC Stage</th>
<th>Who sends request to service provider</th>
<th>Who is the service provider on 2054</th>
<th>Who completes 2054</th>
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</thead>
<tbody>
<tr>
<td>SCC in Stage I</td>
<td>DFPS PAL Staff make the request</td>
<td>3rd Party Claims Processor contract following existing procedures in PAL manual</td>
<td>DFPS PAL Staff</td>
<td>3rd Party Claims Processor contract following existing procedures in PAL manual</td>
<td>DFPS PAL Staff</td>
</tr>
</tbody>
</table>

14.7 National Youth in Transition Database (NYTD)

14.7.1 DFPS will:

1. CPS will take the lead on identifying youth (ages 17, 19, and 21) who will participate in surveys for the National Youth in Transition Database (NYTD).

2. CPS will inform Family Tapestry of the youth who will participate in NYTD surveys via email with subject line of “NYTD Survey Participant.”

14.7.2 Family Tapestry will:

1. Family Tapestry, along with Network Providers, will assist DFPS in obtaining NYTD surveys from identified youth at ages 17, 19 and 21.

2. Maintain current contact information for youth placed within their provider network and inform CPS when updated information becomes available.
3. Ensure the youth register with NYTD on the Texas Youth Connection website at: [www.texasyouthconnection.org](http://www.texasyouthconnection.org);

4. Ensure Network Providers maintain contact with regional PAL Staff to determine if a Child has been selected to take the survey. PAL Staff contact information can be found on the Texas Youth Connection website at: [www.texasyouthconnection.org](http://www.texasyouthconnection.org);

5. Once notified, Family Tapestry will assist CPS in obtaining NYTD surveys from identified youth. Youth must be allowed to take the NYTD survey on their own without assistance from others.

6. Inform Network Providers of eligible youth for the survey via an email titled “NYTD Survey Participant.”

7. Ensure that the youth complete the NYTD survey within the required timeframe as specified on the Texas Youth Connection website at: [www.texasyouthconnection.org](http://www.texasyouthconnection.org).

8. Ensure youth will complete survey without assistance.

9. Ensure that the youth enter NYTD contact updates to the Texas Youth Connection website at: [www.texasyouthconnection.org](http://www.texasyouthconnection.org).

### 15.0 COURT REQUIREMENTS

CPS will take the lead on all court and legal activities (court hearings and court reports) for children in CPS conservatorship and placed within Family Tapestry provider network.

See Region 8a (Bexar County) Jurisdictional Expectations in Appendix.

#### 15.1 Court Hearings and Reports

##### 15.1.1 DFPS Worker or Designees will

1. As soon as the court hearing notification is received from the court, DFPS Caseworker will notify Family Tapestry of scheduled court hearings by adding Family Tapestry to the e-file notification by using the mailbox [court@familytapestry.org](mailto:court@familytapestry.org).

2. This will ensure that Family Tapestry has information about scheduled court hearings and also has a copy of all court orders, settings, notices, court reports, including CASA or guardian ad-litem reports and other relevant court information. *If date and time of a court hearing is announced during court, this shall serve as notice to both CPS and Family Tapestry.

3. If not provided via E-filing, DFPS will provide Family Tapestry a copy of court orders, settings, notices, court reports, including CASA or guardian ad-litem reports and other relevant court information.
4. Notify children and caregivers within 5 days prior to the court hearing whether the child’s presence is required or excused by the presiding judge, except in the case that DFPS receives a last minute request from the court, at which point notify immediately.

5. Attend and testify in court hearings.

6. Prepare court reports

**15.1.2 Family Tapestry will**

1. Family Tapestry will notify the Network Provider of upcoming court hearing(s) via email immediately upon being notified by DFPS.

2. If the date and time of next court hearing is announced during court, Family Tapestry will notify Network Provider by the next business day, if not present. Family Tapestry will request Network Provider alert Family Tapestry in the same fashion, if Family Tapestry is not present at court when announcement is made.

3. Upon receipt of notification of required presence at court hearing from CPS, ensures CPS is sent via email notification of who will be attending the court hearing.

4. The Network Provider Case Manager must notify the Family Tapestry Case Care Specialist of who will be attending court **within two (2) business days** of notification of court hearing. If an emergency court hearing is scheduled, then the Provider will share the attendee list as soon as possible.

5. Family Tapestry will request the Network Provider, who has been identified as the most appropriate staff member (i.e. Provider Case Manager) with personal knowledge of the case, attend court hearings and/or preparation meetings as requested by CPS, CASA, attorney ad litem, or other members of the judiciary.

**Attendance at Adversary Hearings (14-day hearings) is not expected**

6. Family Tapestry and/or their Network Provider will attend court hearings and/or preparation meetings as requested by DFPS, CASA, child’s attorney or other members of the judiciary.

7. Upon receipt of notification of required presence at court hearing from DFPS, Family Tapestry will ensure DFPS is sent via email notification who will be attending the court hearings by next business day.

8. Please refer to jurisdictional expectations document for additional information regarding which courts require attendance and under what circumstances.
9. When requested, Family Tapestry will provide information necessary for preparation of court reports within 5 days of receiving the email request for information.

10. Family Tapestry will provide supplemental information for inclusion in court report when significant events occur prior to scheduled hearings.

11. Family Tapestry or their Network Provider will provide notice to the caregiver of all court hearings.

12. Family Tapestry will request Network Provider to inform Family Tapestry if they (Network Provider) or their designee is required for any legal process (i.e. subpoena, summons, discovery notices). This includes any service of legal process delivered to the Provider agency, employees, caregiver or child/youth related to the child’s court case or any contract compliance issues.

13. Family Tapestry will in turn notify DFPS immediately by contacting CPS legal mailbox at Reg08subs@dfps.state.tx.us

14. Ensure children attend court hearings, unless excused by the presiding judge prior to the court hearing.

15. DFPS will provide no less than 5 days’ notice of need to have child attend court, unless DFPS receives a last minute request from the court at which point will notify Family Tapestry immediately.
   - Attendance may occur through video conference and/or teleconference when appropriate and approved by the court.
   - Attendance at Adversary Hearings (14-day hearings) is, generally not expected, unless the child’s attorney ad litem requests the child’s attendance.

16. Maintain documentation of all court orders received from CPS.

17. Maintain documentation of child attendance at court for performance reporting.
16.0 PERMANENCY CARE ASSISTANCE AND VERIFICATION OF KINSHIP CAREGIVERS

When a child or youth's (from Bexar County) 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, CPS Caseworker must follow current CPS Handbook policy 6680 Permanency Care Assistance.

The CPS Kinship Caseworker must obtain supervisor approval before referring a kinship caregiver to Family Tapestry for verification as a foster parent. Before referring kinship caregivers to Family Tapestry for verification, CPS Caseworker must ensure that:

1. The kinship caregiver has been approved by CPS to provide care for a child in CPS conservatorship; and
2. An approved kinship home assessment, with kinship safety evaluation (if applicable), has been completed on the kinship caregiver.

Once supervisor approval is obtained, the CPS Kinship Caseworker must follow CPS Handbook policy 6660 Kinship Caregivers Interested in Becoming Verified as Foster Parents in order to refer the kinship caregiver to Family Tapestry for verification as a foster parent.

16.1 Referral for Kinship Caregivers Within Region To Become Foster and/or Adoption Verified

1. Kinship Caseworker will provide Family Tapestry via email to the adoptions@FamilyTapestry.org mailbox the following:

   • Subject line of email should read: “Kinship Verification Referral: Last Name of Caregiver”
   • Email should include:
     o Caregiver Name
     o Caregiver Address
     o Caregiver Phone
     o Caregiver Email
     o Caregiver County of residence
     o Kinship caseworker
     o Kinship Caseworker Phone
     o Names of children placed by DFPS in home
     o Permanency goal: PMC with PCA
10. Type of license family desires: Foster
11. Any additional information or comments
12. A copy of the kinship family’s approved kinship home assessment.

16.3 Referral Recommendations for Kinship Caregivers
Out of Region To Become Foster and/or Adoption Verified

1. When a kinship family is outside Region 8a (Bexar County) and they express interest in becoming a verified home, DFPS Caseworker will ask the Courtesy Kinship Caseworker to alert the DFPS Caseworker so the family can be referred to Family Tapestry website to locate a network provider. This will help facilitate the ability of the child to receive services from Family Tapestry once they are in a paid foster care placement. This process will also be included on the kinship referral when kinship courtesy services are sought from another region.

2. DFPS Caseworker will email the Family Tapestry Adoptions Department at adoptions@FamilyTapestry.org 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. See Referral for Kinship Caregivers Within Region To Become Foster and/or Adoption Verified

3. Family Tapestry Adoption Specialist will identify child placing agencies they would like to recommend in the kinship caregivers area and provide that information to the DFPS Caseworker.

4. DFPS Caseworker will provide the information to the caregiver and to the Courtesy Kinship Caseworker.

16.4 Monitoring the Progress of the Kinship Verification

1. CPS Kinship Program Director and Family Tapestry Adoption Specialist will host Fostering Connections Staffing Calls every other month to monitor the progress families are making in becoming verified. A family will be placed on the staffing call at the discretion of DFPS Kinship Program Director.

2. Network Provider case managers are responsible for notifying families of any waiver requests and processing them for a final decision, including the appeals process.

3. Participants on the call include:
   - Kinship Caseworker
Note: Family Tapestry may not attend all staffings but would like to participate in those where there is a concern or if the home not progressing.

16.3 Placing a Child/Youth with a Verified Kinship Caregiver

1. Network Provider Case Manager will notify Family Tapestry, CVS Caseworker and Kinship Caseworker prior to the day the verified family was submitted to CLASS as an approved foster home. Although the Network Provider Case Manager is to notify Family Tapestry of verification, should CPS learn first, they will notify the Family Tapestry Adoption Supervisor so that the process of placement can be coordinated.

2. CVS Caseworker should complete the referral process on all the children placed in the kinship home. CVS Caseworker and Family Tapestry Intake Specialist will follow the New Placements/Non-Emergency Placement or Placement Change process (depending on the child’s current placement type). 3.2 Non-Emergency Paid Placement Process

3. Family Tapestry Adoption Supervisor will verify that the family is in CLASS and will ensure that the CVS Caseworker and Kinship Caseworker are notified.

4. Upon notification from Family Tapestry that the kinship family is approved as a foster home in CLASS, the Kinship Caseworker and Supervisor, CVS Caseworker and Supervisor, and Family Tapestry Adoption Supervisor will determine an official start date for the child's placement in the foster home and follow the relevant placement process. Best practice is to use the earliest date possible: this is the date the home became verified.

5. The CVS Caseworker will not initiate placement until approval from Family Tapestry is given.

6. Foster care maintenance payments to a verified kinship family (foster home) begin once CPS and Family Tapestry have completed the relevant placement process described below.
16.3.1 Non-Emergency Placement of a Child/Youth with a Verified Kinship Caregiver

When a child or youth is placed with an unverified kinship caregiver and the kinship caregiver later becomes verified as a kinship foster home within the Family Tapestry network, then the 3.2 Non-Emergency Paid Placement Process will be used to place the child or youth with Family Tapestry.

16.3.2 Placement Change of a Child/Youth with a Verified Kinship Caregiver

The 4.0 Placement Change process will be used when a child or youth is placed in a paid foster care setting within the Family Tapestry provider network and requires a placement change to a verified kinship caregiver (kinship foster home) within the Family Tapestry network.

16.4 Permanency Care Assistance

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 Caseworker and Family Tapestry must begin working with the caregiver to apply for assistance. The CPS Caseworker must follow current CPS Handbook policy 6685 Applying for Permanency Care Assistance.

At least three (3) weeks prior to submitting the permanency care assistance packet to the adoption assistance eligibility unit, the CVS Caseworker will:

1. Obtain necessary documentation from Family Tapestry to complete Level of Care (LOC) review for the child; and
2. Complete LOC review.

17.0 ADOPTION

Family Tapestry will take primary lead on all adoption recruitment and matching activities for referred children in DFPS conservatorship in Region 8a (Bexar County).

The following sections outline what Region 8a (Bexar County) DFPS staff can expect from Family Tapestry, as well as the responsibilities that DFPS staff will maintain during the adoption process.

It is crucial to maintain placements within the Region 8a Bexar County area. Family Tapestry will collaborate with DFPS and the Provider network to expand Adoption Services.
17.1 Referral Staffings
1. Family Tapestry will attend the monthly adoption staffings coordinated and facilitated by DFPS in order to obtain referrals for adoption services.
2. Family Tapestry will begin adoption activities as soon as referral is received through the adoption staffings.
3. If the referral is a kinship to adopt referral, the kinship development worker and supervisor will be invited to the staffing.
4. CPS and Family Tapestry will track all adoption referrals for progress and completion and will reconcile on a monthly basis.

17.2 Legal and Court Activities
DFPS conservatorship staff will continue to be responsible for all legal and court activities related to:
1. Termination of parental rights
2. All court hearings (see Court Requirements)
3. Adoption (giving or withholding consent to adoption and waiving service to adoption hearings)
4. Eligibility for and authorization of post-adoption subsidies and services

17.2.1 Post-Termination
1. CPS Adoption Worker will be responsible for:
   - Conduct a goodbye visit with the child and his/her birth parents.
   - CPS Adoption Worker will request copy of birth certificate/verification.
   - CPS Adoption Worker will ensure current compliance with IMPACT narratives, service plans, and medical/dental information.
   - CPS Adoption Worker will ensure the HSEGH/Adoption Readiness Summary (ARS) are is completed.
   - CPS Adoption Worker will ensure a minimum of 3 adoption preparation visits take place with the child/youth (at least 1 visit for child 0-18 months) that include:
     - Meaningful discussion must occur during visits per guidelines/standards.
     - Lifebook work is included in visits.
   - CPS Adoption Worker will check the court records to ensure an appeal to termination of parental rights did not occur. If an appeal did occur, DFPS will notify Family Tapestry via email timely.
17.3 Recruitment

1. Family Tapestry will:
   - conduct general and child-specific recruitment activities for adoption-motivated homes for children from and referred to Region 8a (Bexar County).
   - is fully responsible for all general and child-specific adoption recruitment activities.

2. CPS Adoption Worker will provide Family Tapestry the following to Family Tapestry for them to conduct general and child-specific recruitment:
   - Completed TARE form (2228) with publishable photo within 60 days from the date of termination of parental rights
   - Notice of any adoption recruitment activities by CPS Adoption Worker;
   - General or child-specific adoption inquiries as they are received;
   - Redacted HSEGH and case file when requested. (CPS Adoption Worker will request the redacted family case file upon termination of parental rights (TPR). Family Tapestry will track all child-specific adoption inquiries and send information to the CPS Adoption Worker by the 2nd of each month.

3. Family Tapestry Adoption Specialist will register the child on TARE within 60 days of termination orders if no family identified.

4. TARE inquiries must be responded to by Family Tapestry Adoption Specialist within 3 calendar days from the inquiry.

5. Family Tapestry Adoption Specialist will coordinate adoption recruitment activities that may include, but are not limited to:
   - Coalitions meetings
   - Regional and State Broadcasts
   - National Recruitment
   - Other match efforts: Heart Gallery, Match meetings (currently every 2nd Tuesday of every month), Filming’s (Wednesday’s Child, Forever Families, etc.).

17.4 Home Selection and Staffing

17.4.1 Selection Process:

1. CPS Adoption Worker will update/supplement HSEGH/ARS: Annually and within 3 months before adoptive placement

2. Family Tapestry Adoption Specialist will
   - Receive and review home studies and inquiries for all sources.
• Narrow down selection to 3-5 home studies and send to CPS Adoption Worker and Supervisor for review;

3. CPS Adoption Worker and Supervisor will respond to Family Tapestry within 5 days approval to proceed with selection staffing on home studies provided.

4. Family Tapestry Adoption Specialist will ensure family is approved to adopt:
   • Adoption-only Home Study-current within 1 year
   • Foster/adoptive homes- no update required

5. Family Tapestry Adoption Specialist will ensure the CPA managing the family home is currently or willing to be a sub-contract under the Family Tapestry provider network.

6. Family Tapestry Adoption Specialist will schedule and facilitate selection staffings and invite parties. Parties will include CPS Adoption Worker and Supervisor, CASA, Ad litem, Provider Case Manager, Foster parents (as appropriate) and guardian ad litem.

7. Family Tapestry Adoption Specialist will provide recommended home studies to staffing participants 5 business days prior to selection staffing for review.

8. Family Tapestry Adoption Specialist will host and facilitate this staffing and will ensure all parties will have the opportunity to review the home studies in advance.

9. Within one business day, CPS notifies Family Tapestry Adoption Specialist of the decision regarding which family presented during the selection staffing they would like to proceed with.

10. By next business day after the staffing, CPS Adoption Worker will send official notification to Family Tapestry Adoption Specialist via email confirming the decision made during the staffing and approving the plan to proceed with the selected family, if one was identified.

11. Once an adoptive home is approved, Family Tapestry Adoption Specialist will allow selected adoptive family to review appropriate redacted information: Edited HSEGH, psychological evaluation, etc. TAC 749.3395 (may also be done prior to selection staffing)

12. CPS Adoption Worker will provide Family Tapestry with redacted record.

13. Family Tapestry Adoption Specialist will ensure the family is provided the opportunity to review the redacted case record in a supervised setting.
14. When the prospective family notifies Family Tapestry they agree to proceed with the adoption process, Family Tapestry will notify CPS Adoption Worker.

15. CPS Adoption Worker will provide Family Tapestry with the updated redacted file previously prepared and request a supplement to redacted file and provide when completed.

16. When an adoptive home recommendation is denied, Family Tapestry will continue the recruitment of adoptive homes to find a match for a child.

17.4.2 Presentation Staffing

After the prospective family has reviewed the child’s case file, Family Tapestry will ensure a Presentation Staffing is held with the prospective family, current family, CASA, ad litem, and guardian ad litem, Network Provider Case Manager, CPS Adoption Worker, CPS Adoption Supervisor and any additional appropriate identified individuals (i.e. Clinician). A Presentation Staffing is an opportunity for the prospective family to ask questions, for the current family to discuss the child’s daily care, and for the attendees to collectively develop an appropriate transition plan. The transition plan should include adoption preparation activities, pre-placement visits and transportation, among other tasks. For more information, see Adoption Resource Guide.

1. Family Tapestry Adoption Specialist will send an email to CPS Adoption Worker upon hearing the adoptive family’s decision after the Selection Staffing, with the subject line of “Adoptive Family Decision”.

2. Family Tapestry Adoption Specialist will schedule and facilitate presentation staffing.

3. Family Tapestry Adoption Specialist will invite the following people to the presentation staffing:
   - Prospective family
   - Current family
   - CPA case manager for both current & prospective families
   - CASA
   - Guardian ad litem
   - Attorney ad litem
   - CPS Adoption Worker and Supervisor
   - Any other person for the child
4. Family Tapestry Adoption Specialist will ensure that the prospective family is able to ask questions of the current family as well as any other members of the child’s team.

5. CPS Adoption Worker will develop a transition plan for the child with current & prospective family.

6. CPS Adoption Worker will:
   • Discuss Adoption Assistance with the family; and
   • Provide the family with information about Post Adoption Services

7. CPS Adoption Worker will complete Inter-Regional Child Placement Agreement-Child Placed Across Regional Lines-Adoption (Form 2077) for supervision of the child ONLY if a child is placed out of Region 8a (Bexar County)

8. Family Tapestry Adoption Specialist will ensure child has a Psychological or Developmental Evaluation:
   • 0-18 months: within 30 days of adoption placement
   • 18 months - 4 years: within 3 months of adoption placement (ECI)
   • Age 5 and older: Within 6 months

9. CPS Adoption Worker will ensure a discussion with the child(ren) is held about prospective family for their input, thoughts and feelings.

17.5 Pre-Adoptive Placement

1. 3 weeks prior to submitting adoption assistance packet to adoption assistance eligibility unit, CPS Adoption Worker will:
   • Obtain necessary documentation from Family Tapestry to complete Level of Care review
   • Complete Level of Care review or verification of current Level of Care through Youth For Tomorrow.

2. CPS Adoption Worker will obtain necessary documentation from Family Tapestry to complete the adoption assistance packet.

3. CPS Adoption Worker will ensure that the entire adoption assistance packet is complete and provided to the adoption assistance eligibility unit per DFPS handbook 1560 and regional protocol.

4. Family Tapestry Adoption Specialist will ensure the adoptive family is registered in CLASS in order to establish a VIN for the family in IMPACT

17.6 Placement of the Child
1. CPS Adoption Worker will coordinate with the Network Provider and adoptive family to facilitate the placement of the child into the home. See Region 8a (Bexar County) – Region 8a Adoption Checklist for more detail.

2. CPS Adoption Worker will complete the placement with the child and family.

3. CPS Adoption Worker will notify Family Tapestry when placement has been completed and is entered into IMPACT.

If the adoptive home is out-of-state, please refer to additional steps required to fulfill 19.0 INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC) SITUATIONS

17.7 Post Placement of the Child

1. CPS Adoption Worker will provide the adoption placement packet to the family and explain all documents and forms and obtain needed signatures including:
   - Adoptive Placement Agreement (Form 2226)
   - Adoptive Assistance Agreement (Form 2253c)
   - Medical Consenter (Form 2085b)
   - Child’s medical and education records

2. All household members must be present at adoption placement and CPS Adoption Worker will discuss and provide copies of the placement packet to the adoptive family.

3. CPS Adoption Worker will notify eligibility specialist that the adoptive placement is complete, and the foster care eligibility needs to end.

4. Family Tapestry will send notification to end daycare.

5. CPS Adoption Worker will ensure monthly home visits with child/youth and adoptive families in region and at least quarterly visits for families out of region/state until consummation.

6. Network Provider Case Manager will provide support to adoptive family: therapy/specialist referrals, referrals to local adoptive parent support groups, etc.
17.8 Adoption Services
To ensure placement stability, Family Tapestry is ensuring the network provider is obtaining and delivering services to children placed with adoptive families prior to consummation of the adoption.

1. Family Tapestry is responsible for managing all services to prepare and support adoptive placements.
2. Family Tapestry will provide documentation of these services to the CPS Caseworker.
3. CPS Caseworker will continue to provide monthly supervision of children who are placed with adoptive families until consummation is achieved and CPS is dismissed as the child's conservator.
4. CPS Caseworker should seek supervisor guidance if more frequent supervision of children in adoptive placements is needed.

17.9 Consummation
1. Family Tapestry Network Provider will ensure the family retains an attorney for the consummation.
2. CPS Adoption Worker requests from the family’s attorney that the Petition for Adoption to be provided to DFPS
3. Network Provider will ensure the family is provided with information about Post Adoption Services.
4. Network Provider will ensure the Adoption Court Report (including post placement report and current home study) is completed and turned into Family Tapestry.
5. Family Tapestry will review Adoption Court Report and provide copy to CPS Adoption Worker.
6. CPS Adoption Worker will ensure family’s attorney is provided the:
   - Termination order
   - Family’s home studies(s)
   - Child’s birth certificate
   - HSEGH
   - Home study update
   - Waiver of consent
   - Affidavit concerning Interstate Compact
7. CPS Adoption Worker and Family Tapestry Adoption Specialist will attend Consummation hearing. CPS Caseworker, Kinship Caseworker, Network Provider and CASA will be invited.

8. CPS Adoption Worker will enter legal status, legal action and narratives in IMPACT within 24 hours

9. CPS Adoption Worker will create a 2054 to Family Tapestry and provide a copy of the 2054 to Family Tapestry Adoption Specialist (see CBC Adoption Placement and Service Authorization Process) by close of business following the day of placement and/or consummation.

10. CPS Adoption Worker will discharge Family Tapestry from placement and services in IMPACT within 48 hours

11. CPS Adoption Worker will close case within 30 days unless there are outstanding 2054’s.

11. CPS Adoption Worker will send entire redacted file to adoptive family at consummation and no longer than 30 days after.

**17.10 Authorization of Adoption Services**

1. The CPS Caseworker will:
   - Complete the service authorization (Form 2054) for the identified adoption service to Family Tapestry in IMPACT;
   - In the comments section of the 2054, add the following:
     - The licensing agency (CPA) name
     - Whether the 2054 is for a sibling set; if so, how many siblings
     - The type of adoption (i.e., Foster-to-adopt/kinship/matched)
     - The Youth for Tomorrow (YFT) Level of Care (LOC) Determination for the child
   - send email notification to Family Tapestry at Adoptions@FamilyTapestry.org and attach the following:
     - Completed and approved service authorization (Form 2054);
     - Completed and signed Adoption Placement Agreement (Form 2226).

See **CBC ADOPTION PLACEMENT/SERVICE AUTHORIZATION PROCESS** for more information.
18.0 ENDING SSCC REFERRALS FROM PAID FOSTER CARE

CPS and Family Tapestry will work jointly together to determine when a child is ready for Ending the SSCC Referral from paid foster care placement and services with Family Tapestry. This section does not include Discharge Planning for a child from CPS conservatorship.

The child’s End Referral Planning will be discussed when appropriate at Family Group Conference (FGC), Circle of Support (COS), service planning meeting, or internal staffing. Both parties (Family Tapestry and CPS) understand that should the court order a paid foster placement be ended unexpectedly, there may not be time for a family meeting to be held.

An SSCC Referral will be ended when a child is no longer in a SSCC paid foster care placement. If the child is placed with relatives, returns home, etc. then the SSCC Referral will need to be ended. This is different than a discharge notice from a placement, and it is different than a child’s discharge from CPS care. This is the discharge from the SSCC and will remove the child’s SUB stage from displaying in the workload of any SSCC staff.

The section below reflects the specific tasks CPS and Family Tapestry must take to facilitate the End Referral of a child from placement and services with Family Tapestry:

**When an SSCC Referral May Be Ended:**

Either Party (DFPS or SS CC) may initiate an End Referral:

- When initiated by DFPS, it is an End Referral Notification
- When initiated by the SS CC, it is an End Referral Request
- NOTE: See [Stage I CBC IMPACT Functionality Guide](#) Rev. Oct 2019

18.1 End SSCC Referral Due To Monitored Return

1. CVS Caseworker will notify Family Tapestry Intake Specialist via email when a child needs to be End Referral from placement and services ended with Family Tapestry.

2. CVS Caseworker will complete End Referral in IMPACT on the SS CC Referral Page.

3. CVS Caseworker, in conjunction with CVS Supervisor, determine the type of family meeting that will be most beneficial to the family for discussion and planning the End Referral from Family Tapestry.

4. CVS Caseworker to initiate coordination of family meeting including submitting FGC or COS referral to relevant FGDM staff. Work
cooperatively with Family Tapestry and Network Providers to ensure all parties are notified.

5. If an unplanned End Referral occurs (i.e. through a court order), immediately notify Family Tapestry and the Child Placing Agency.

6. Upon successful End Referral, DFPS staff are responsible for transporting children to next placement.

18.2 End SSCC Referral Due To Planned Relative Placement

1. CVS Caseworker will notify Family Tapestry Case Care Specialist via email to End Referrals mailbox at DISCHARGE@familytapestry.org with **Subject Line: “DFPS End Referrals to Relative”** when a child needs an End Referral from placement and services ended with Family Tapestry due to need to place with relative.

2. CVS Caseworker will complete 3-Step END REFERRAL in IMPACT on the SSCC Referral page.

3. CVS Caseworker in conjunction with CVS Supervisor will determine a date and time for staffing to plan for the relative placement and End Referral from Family Tapestry.

4. If an unplanned End Referrals occurs (i.e. through a court order), DFPS Caseworker will immediately notify Family Tapestry Case Care Specialist and the Provider Case Manager.

5. Upon successful End Referrals, DFPS staff are responsible for transporting children to next placement.

See CPS Handbook policy:

**1121 Family Group Decision Making**

**6250 Permanency Planning Meetings**

**6252 Permanency Planning Meetings for Youth 14 and Older**

18.3 SSCC or Network Provider Initiated End Referrals
When initiated by the SSCC, it is a End Referral Request

NOTE: See **Stage I CBC IMPACT Functionality Guide** Rev. Oct 2019

18.4 END REFERRAL PROCESS – IMPACT STEPS

Either Party (DFPS or SSCC) may initiate an End Referral:

1. When initiated by DFPS, it is an End Referral Notification
2. When initiated by the SSCC, it is an End Referral Request

STEP 1: See **Stage I CBC IMPACT Functionality Guide** Rev. Oct 2019
STEP 2: If no resolution, discuss with supervisor.

STEP 3: If additional assistance is needed, contact CBC Administrator.

19.0 INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC) SITUATIONS

19.1 Incoming Home Study Requests for Placement
ICPC foster or adoption placement requests for children, legally from another state, into the Region 8A catchment area will be referred to Family Tapestry to facilitate the verification or approval of the home through the SSCC provider network.

All timeframes outlined in this process enables Texas to meet the requirements of the Safe and Timely Interstate Placement of Foster Children Act and ensure timely permanency of children from other states.

See ICPC process flowcharts in the Appendix

19.1.1 Foster Home Study Requests

Initial Assessment Process:
1. CPS ICPC Coordinator will complete the initial screening by completing background checks on the family to identify if there are any obvious bars to verification before referring for the initial home assessment.

   • Background checks must include FBI, DPS, FPS history, and
     central registry checks along with out-of-state child welfare checks
     for all household members age 14 years and older.

2. If no response is received from the family by the 7th day, the ICPC coordinator will call family as follow-up; if no written response by the 10th day, then the packet will be withdrawn and sent back to State Office.

3. If no bars are identified, CPS ICPC Coordinator will send the ICPC request packet to Family Tapestry at ICPC@familytapestry.org for foster care verification.

   • The Email Subject line should be: “ICPC Foster, Last name of child, Family name.”

   • A due date will be included in the email.

   • If there is delay in receiving the results of the background checks, send the SSCC Family Tapestry Liaison the information you do have at the time so they can begin the assessment process. If a bar is later identified, then a decision memo will be created by the SSCC Network Provider who will provide to Family Tapestry Liaison who will elevate it up to CPS ICPC worker to send to Texas
State Office and returned to SO ICPC to be returned to the requesting state explaining why the family is not appropriate.

4. Family Tapestry ICPC Liaison will review the 100A and attached documents to determine if this is a child who will required a standard placement or treatment (therapeutic) foster care services. Family Tapestry ICPC Liaison will determine which network provider will be selected to meet the needs of the family and the needs of the child to be placed in this home.

5. Family Tapestry Network Provider must make contact with the family by phone/email or certified mail within 7 calendar days from receipt of the ICPC request packet.

6. Family Tapestry Network Provider will complete the initial assessment within 45 calendar days from receipt of the ICPC request.

If ICPC request is for a caregiver who is already verified by a private agency for foster care:

1. Upon determining that the caregiver is already verified by a private agency for foster care services, the Family Tapestry ICPC Liaison will create a deferral memo and send to the CPS ICPC Coordinator, outlining the Family Tapestry ICPC Liaison and the private agency in which to contact.

2. The CPS ICPC Coordinator will upload the deferral memo in IMPACT and notify State Office ICPC by email of the deferred memo being uploaded in IMPACT.

3. State Office ICPC will forward the deferral memo to the sending state with information on the:
   - Need to sub-contract for foster care verification directly with a private residential provider; and
   - Family Tapestry ICPC Liaison to contact in order to be connected to a private residential provider.

4. Once the sending state contacts the Family Tapestry, Family Tapestry ICPC Liaison, the Family Tapestry ICPC Liaison will:
   - Refer the sending state to the provider within SSCC’s network within 3 business days.

5. When the sending state establishes a sub-contract with a Family Tapestry network provider, the sending state will submit a new ICPC request to State Office ICPC.

6. State Office ICPC will approve placement based on completed ICPC request packet (packet will include a copy of the approved foster home
study, foster verification certificate (license), and statement that a contract is in place).

7. State Office ICPC will ensure the ICPC packet has been uploaded into IMPACT.

8. If the child/sibling group is placed in a verified foster home located in Region 8A, the Family Tapestry Network Provider will:
   - Conduct supervision of the child as established in the sending state’s sub-contract with the SSCC network provider.
   - Monitor the family for licensing purposes according to Minimum Standards for Child Placing Agencies.

Children who require standard placement foster care services:

Upon determining that the child requires standard foster care services, Family Tapestry ICPC Liaison will send the completed initial assessment to the CPS ICPC Coordinator and move forward with the foster home verification process.

Foster Home Verification Process:

1. Occurs when the Initial Assessment Process is completed, and family is approved to move forward with verification.

2. Once Family Tapestry Network Provider has completed the verification process, the Family Tapestry ICPC Liaison will provide a copy of the items below to the CPS ICPC coordinator who will review and document receiving the items.
   - Completed home study;
   - Foster verification certificate (license).

3. The foster home verification process must be completed within 120 calendar days.
   - If the foster home verification process is not completed by the 120th day, Family Tapestry Network Provider will submit a status report to Family Tapestry ICPC Liaison who will then provide to the CPS ICPC Coordinator outlining the reasons for the delay.

4. The CPS ICPC Coordinator upon receiving the completed home study will:
   - Reimburse Family Tapestry for the home study by entering a service authorization (Form 2054) in the child’s SUB stage in IMPACT; and
   - Send the completed home study and verification certificate (license) to State Office ICPC.
5. State Office ICPC will:
   • Review the completed foster home study and verification;
   • Approve or deny placement into Region 8A catchment area; and
   • Notify the sending state and SSCC of the approval to proceed with placement.

6. If the sending state places the child in the verified foster home located in the Region 8A catchment:
   • The SSCC Network Provider will notify Family Tapestry ICPC Liaison of the scheduled placement date.
   • Family Tapestry ICPC Liaison will notify the CPS ICPC Coordinator.
   • The CPS ICPC Coordinator will assign a Regional CPS staff to conduct supervision of the child.
   • Regional CPS staff will conduct supervision of the child;
   • SSCC’s Network Provider that verified the home will monitor the family for licensing purposes according to Minimum Standards for Child Placing Agencies;
   • Any associated foster care daily reimbursement provided by the sending state will be paid directly to the caregiver.

*SSCC will not receive any payment other than for the home study for this service which is in accordance with the ICPC Agreement between states.

7. Family Tapestry will pay the Network Provider $20 a day for monitoring of the foster/adoptive home until permanency is reached or the sending state terminates the ICPC contract with the home.

Children who require treatment (therapeutic) foster care services:

1. Upon determining that the child requires treatment foster care services, Family Tapestry Network Provider will send a decision memo to the Family Tapestry ICPC Liaison who will review and document receiving the memo and forward to the CPS ICPC Coordinator.

2. The decision memo will outline the basis for the child requiring treatment services, including the specific diagnoses of the child.

3. The CPS ICPC Coordinator will upload the decision memo in IMPACT.

4. State Office ICPC will forward the decision memo to the sending state with information on the:
• Need to sub-contract for foster care verification directly with a private residential provider; and
• Family Tapestry ICPC Liaison to contact in order to be connected to an SSCC network provider for the purpose of sub-contracting.

5. Once the sending state contacts the Family Tapestry, Family Tapestry ICPC Liaison will:

   • Refer the sending state to a provider within Family Tapestry’s network within 3 business days.

6. When the sending state establishes a sub-contract with a Family Tapestry network provider, the sending state will submit a new ICPC request to State Office ICPC.

7. State Office ICPC will approve placement based on completed ICPC request packet (packet will include a copy of the approved foster home study, foster verification certificate (license), and statement that a contract is in place).

8. State Office ICPC will ensure the ICPC packet has been uploaded into IMPACT.

9. If the child/sibling group is placed in a verified foster home located in Region 8A, the Family Tapestry network provider will:

   • Conduct supervision of the child as established in the sending state’s sub-contract with the Family Tapestry network provider.

   • Monitor the family for licensing purposes according to Minimum Standards for Child Placing Agencies.

9.1.2 Adoption Home Study Requests:

**Initial Assessment Process:**

1. CPS ICPC Coordinator will complete the initial screening by completing background checks on the family to identify if there are any obvious bars to verification before referring for the initial home assessment.

   • Background checks must include FBI, DPS, FPS history, and central registry checks along with out-of-state child welfare checks for all household members age 14 years and older.

2. If no bars are identified, CPS ICPC Coordinator will send the ICPC request packet to the SSCC at ICPC@familytapestry.org for adoption approval.

   • The Email Subject line should be: “ICPC Adoption, Last name of child, Family name.”

   • A due date will be included in the email.
3. Should CPS ICPC Coordinator run across Criminal History that is questionable or may result in a bar, the CPS ICPC Coordinator will consult with the Program Director for direction.

4. If Program Director advises of a bar the CPS ICPC Coordinator will send the referral back to Texas State Office stating, there is a bar or Criminal History will not allow for the process to proceed.

5. Family Tapestry ICPC Liaison will review the 100A and attached documents to determine if this is a child who will required a standard placement or treatment (therapeutic) foster care services. Family Tapestry ICPC Liaison will determine which network provider will be selected to meet the needs of the family and the needs of the child to be placed in this home.

6. Family Tapestry Network Provider must make contact with the family by phone/email or certified mail within 7 calendar days from receipt of the ICPC request packet.

7. Family Tapestry Network Provider will complete the initial assessment within 45 calendar days from receipt of the ICPC request.

8. Family Tapestry ICPC Liaison will submit the completed initial assessment to the CPS ICPC Coordinator.

Note: If ICPC request is for a caregiver who is already approved to adopt by a private agency, follow the request for a caregiver who is already verified by a private agency for foster care process above.

Adoptive Home Approval Process:

1. Occurs when the Initial Assessment Process is completed, and family is approved to move forward with adoption approval process.

2. Once Family Tapestry Network Provider has completed the adoption approval process, the Family Tapestry ICPC Liaison will provide the CPS ICPC Coordinator the:
   - Completed home study;
   - Adoption approval certificate (license).

3. The adoption approval process must be completed within 120 calendar days.
   - If the adoption approval process is not completed by the 120th day, SSCC Network Provider will submit a status report to the Family Tapestry ICPC Liaison who will review and document receiving the documents. The status report will be forwarded to the CPS ICPC Coordinator outlining the reasons for the delay.

4. The CPS ICPC Coordinator upon receiving the completed home study will
• Reimburse the SSCC for the home study by entering a service authorization (Form 2054) in the child’s SUB stage in IMPACT; and

• Send the completed adoption home study and adoption approval certificate (license) to State Office ICPC

5. State Office ICPC will:
• Review the completed adoption home study and approval;
• Approve or deny placement into Region 8A catchment area; and
• Notify the sending state and SSCC of the approval to proceed with placement.
• If the sending state places the child in the approved adoptive home located in the Region 8A catchment.

6. The Family Tapestry Network Provider will notify Family Tapestry ICPC Liaison of the scheduled placement date and the Family Tapestry ICPC Liaison will notify the CPS ICPC Coordinator.

7. The CPS ICPC Coordinator will assign a Regional CPS staff to conduct supervision of the child. Regional CPS staff will conduct supervision of the child;

8. Family Tapestry’s Network Provider that approved the home for adoption will monitor the family for licensing purposes;

9. Any adoption assistance provided by the sending state will be paid directly to the caregiver.

*SSCC or network provider will not receive any payment other than for the home study for this service which is in accordance with the ICPC Agreement between states.

19.2 Out-of-State Placements
If an out-of-state placement is requested for a child who is legally from Region 8A and currently placed with Family Tapestry, CPS and Family Tapestry will follow 4.0 PLACEMENT CHANGES process, as well as the following steps.

19.2.1 Outgoing Foster Home or Adoption Study Requests
1. CPS will complete and submit the outgoing ICPC request, including all required documents, through IMPACT and follow current ICPC process.

2. Family Tapestry will assist CPS with collecting any required paperwork for an outgoing ICPC request.

3. Placement will remain with Family Tapestry during the ICPC process.

4. CPS ICPC Coordinator will keep Family Tapestry updated on any status updates or additional information as needed during the ICPC process.
5. If the out-of-state placement is approved by the receiving state, State Office ICPC will notify the CPS Regional ICPC Coordinator via email who will then notify the CPS caseworker and SSCC Family Tapestry Liaison of the approval.

6. If the out-of-state placement is approved by the receiving state, CPS ICPC Coordinator will notify the CPS caseworker and SSCC of the approval.

7. Family Tapestry will aid the CPS caseworker in preparing the child for transition into approved out-of-state placement.

8. CPS caseworker will be responsible for the out-of-state physical placement of the child.

9. Once child is in the out-of-state placement, CPS ICPC Coordinator will:
   - Submit the 100B in IMPACT within 3 business days to State Office ICPC indicating placement has been completed
   - Notify Family Tapestry.

10. Family Tapestry will end the SSCC referral in IMPACT.

11. CPS caseworker will enter the new out-of-state placement in IMPACT.

12. If there is a placement disruption in the out-of-state placement, CPS will secure possession of the child from the out-of-state caregivers and submit a new referral for paid placement to SSCC.

If receiving state requires caregiver to be verified by a private agency that provides treatment (therapeutic) services due to child’s needs:

1. Family Tapestry and CPS will follow the Outgoing Foster Home and Adoption Study Request process above.

2. Family Tapestry will ask the DFPS caseworker to request a Child Specific Contract from the DFPS Placement Team with the private agency so that the placement can be made.

If the child is placed with an out-of-state family who is verified through a private provider for foster care:

1. Family Tapestry and CPS will follow the Outgoing Foster Home and Adoption Study Request process above.

2. Family Tapestry will ask the DFPS caseworker to request a Child Specific Contract from the DFPS Placement Team with the private agency so that the placement can be made.

If the child is placed with an out-of-state family who is approved through a private provider for adoption placements:
1. Family Tapestry and CPS will follow the **Outgoing Foster Home and Adoption Study Request** process above.

2. Family Tapestry will contract directly with the private out-of-state provider for placement services and supervision of the child.

3. Texas CPS is not responsible for setting up a contract for supervision of the child in the out-of-state placement nor placement services.

4. CPS will pay Family Tapestry for both adoption placement services (form 2054) and post placement supervision (form 2054).

### Residential Treatment Center (RTC) Placements

When Family Tapestry seeks an out-of-state Residential Treatment Center (RTC) for placement of a child from Texas Region 8A catchment area:

1. Once an out-of-state RTC is located, Family Tapestry will initiate and create a sub-contract with the out-of-state Residential Treatment Center.

2. Once the sub-contract is secured:
   - Family Tapestry will notify via email the Community-Based Care Contract Manager, Texas CPS caseworker and Regional ICPC Coordinator.
   - The Community-Based Care Contract Manager will notify via email the State Office Foster/Adopt Division Administrator.

3. The Texas CPS caseworker will submit the ICPC Residential Treatment Center out-of-state placement request through IMPACT.

4. Texas CPS is responsible for setting up a contract for supervision of the child in the out of state placement.

5. Family Tapestry is responsible for monitoring the out-of-state placement for the timeframes specified within the sub-contract with the Residential Treatment Center.

Refer to ICPC Flow Chart in Appendix for additional information regarding the ICPC process.

For detailed ICPC processes and information, see [CPS Handbook Policy 4500](#) and [9000: Interstate Placements](#).

### 20.0 CASE DISPUTE RESOLUTION

There may be times when CPS and Family Tapestry (and Network Providers) may not agree on a case decision or what should happen with a child and/or family.
The Statement of Work in the Community Based Care Contract outlines the basis for this resolution process. The following is the specific protocol identified and agreed to by Family Tapestry and CPS to meet the unique needs of their partnership.

Any issues or disagreements that may arise should always be addressed beginning at the caseworker level first with both DFPS and Family Tapestry. If it cannot be resolved, then it would be elevated to the supervisor level with both DFPS and Family Tapestry. If it still cannot be resolved, it would be elevated at the PD level with both DFPS and Family Tapestry. If, at the PD level, it cannot be resolved, then a formal complaint would be submitted to the Family Tapestry Consumer Affairs Mailbox.

20.1 Step 1
Initial escalation of time sensitive and non-time sensitive issues.

- CPS workers and supervisors, Family Tapestry and/or a provider (who are closest to the issue in dispute) will work together to resolve case specific issues informally. This will be done through an objective, solution-driven discussion or meeting. DFPS workers communicate with Family Tapestry Intake Specialists prior to placement and Care Coordinators for any CPA issues following placement.

- Escalation of non-time sensitive issues - If a mutually agreeable solution is not achieved in 3 business days, the individual will notify the other individual with whom they have a concern that they plan to involve their chain of command. The disputed issue will be elevated to the Program Director and then the Program Administrator level in CPS and the Director level in Family Tapestry for attempted resolution. The disputed issues will be elevated in writing.

- Time sensitive issues will be escalated using best judgment based on the immediacy and severity of the situation in order to ensure the child's needs are met. The disputed issues will be elevated through the chain of command as follows: DFPS Worker, DFPS Supervisor, Program Director. In the event that no one is reached, Family Tapestry staff may reach out to the DFPS hotline in order to have the call routed to DFPS on call Supervisor.” Phone calls should be made versus sending emails after-hours.

20.2 Step 2
Involving the CBC Administrator if Step 1 unsuccessful.

- Disputes proceeding to Step 2 will be elevated to a knowledgeable, neutral CPS 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 dispute. The role
of the community-Based Care Administrator is that of mediator and problem-solver working to help the parties come to an agreement.

- “While seeking to resolve case-specific disputes, Family Tapestry will ensure continuity of services, as defined by CPS, to the child or family affected.”

20.3 Step 3
Escalation if CBC Administrator unable to resolve

- The escalating party will send an email with supporting documentation to the Community Based Care Administrator and Family Tapestry Chief Operating Officer (COO) with the subject line of “Dispute Resolution.”

- CBC Administrator to schedule staffing with DFPS Program Administrator and Family Tapestry COO to come up with a resolution within one (1) business day.

20.4 Step 4

- The Community Based Care Administrator will provide a written decision to the appeal within three (3) business days. The written decision will be emailed to the Family Tapestry COO and Director of Consumer Affairs, and the DFPS Program Administrator, with the subject line of “Dispute Resolution Appeal Decision.”

- If the Family Tapestry COO chooses, they will have three (3) business days from receipt of the notification from the Community Based Care CPS Regional Director will have 5 business days to make a decision on the COO’s appeal.

- If the COO 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 unable to come up with resolution decision, CBC Administrator will escalate to the DFPS Regional Director and Family Tapestry CEO for review and discussion.

- If the Family Tapestry COO appeals the decision of the Community Based Care Administrator to the CPS Regional Director, the CPS Regional Director will distribute their decision to Family Tapestry CEO for review and discussion, once consensus is reached, the final decision will be distributed to the appropriate staff and management.

20.5 – Step 5

- DFPS Regional Director and Family Tapestry CEO make the final decision and distribute to all appropriate staff.

- “Dispute Resolution” and “Dispute Resolution Appeal Decision.”
  Used when CPS is sending notification to Family Tapestry via email.
21.0 SITUATIONS REQUIRING IMMEDIATE NOTIFICATION BETWEEN FAMILY TAPESTRY AND DFPS

Situations that require immediate notification between Family Tapestry and DFPS include:

1. When a child, who is referred or placed with Family Tapestry, is in a life-threatening situation.

2. Any time the media is involved with a child placed with Family Tapestry (regarding non-positive scenarios).

Depending on which party is notified first, the following protocol will take place any time immediate notification is required between Family Tapestry and DFPS:

1. If DFPS is notified of the situation first:
   - The CPS Program Administrator or CPI Program Administrator will contact and inform the Regional Director of the situation.
   - Regional Director will contact and inform the Regional Media Specialist and Community-Based Care Administrator of the situation.
   - Community-Based Care Administrator will contact and inform the Family Tapestry Director of Care Management or Executive Director of the situation.
     - Regional Media Specialist will:
       - Contact and inform the Media Relations Manager of the situation; and
       - Contact and coordinate media message with Family Tapestry prior to releasing any information or comments to the media about the situation.

2. If a Residential Provider is notified of the situation first:
   - Residential Provider will contact and inform the Family Tapestry Director of Care Management or Executive Director of the situation.
   - Family Tapestry will contact and inform the Regional Director of the situation.
   - Regional Director will contact and inform the Regional Media Specialist and Community-Based Care Administrator of the situation.
   - Regional Media Specialist will:
Contact and inform the Media Relations Manager of the situation; and
Contact and coordinate media message with Family Tapestry prior to releasing any information or comments to the media about the situation.

3. If Family Tapestry is notified of the situation first:
   - Family Tapestry will contact and inform the Regional Director of the situation;
   - Regional Director will contact and inform the Regional Media Specialist and Community-Based Care Administrator of the situation; and
   - Regional Media Specialist will:
     - Contact and inform the Media Relations Manager of the situation; and
     - Contact and coordinate media message with Family Tapestry prior to releasing any information or comments to the media about the situation.

22.0 REQUEST FOR PLACEMENT INTO A COMMUNITY-BASED CARE CATCHMENT AREA

CPS staff (Investigative, FBSS, and CVS (including FAD) caseworkers) must follow the Request for Placement into a Community Based Care Catchment Area process in order to request a paid foster care placement for a child, who is legally from another part of the state, into a CBC catchment area. DFPS Caseworkers must complete each section of Request for Placement into CBC Catchment Area (Form 1508), and receive approval from his/her chain of command (supervisor, program director, program administrator) through the Regional Director.

If the Regional Director approves the child’s placement located in the CBC catchment area, the Regional Director will send the completed Form 1508 to the respective Regional Director from the CBC catchment area or designee. If the Regional Director from the CBC catchment area is in agreement with the placement, he/she will contact via email the Single Source Continuum Contractor (SSCC) to discuss the placement decision. The Regional Director from the CBC catchment area will notify the requesting Regional Director of the final decision.
<table>
<thead>
<tr>
<th>Email Address</th>
<th>Email Subject Line (if applicable)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:qa@familytapestry.org">qa@familytapestry.org</a></td>
<td></td>
<td>Inquiries regarding enrolling providers who have not Formerly provided services in the identified specific catchment area; Inquiries regarding quality assurance issues; Inquiries regarding monitoring/compliance</td>
</tr>
<tr>
<td><a href="mailto:consumeraffairs@familytapestry.org">consumeraffairs@familytapestry.org</a></td>
<td></td>
<td>Submission of complaints or concerns. If concerns arise related to the provisioning or quality of service provided.</td>
</tr>
<tr>
<td><a href="mailto:incidents@familytapestry.org">incidents@familytapestry.org</a></td>
<td>Emergency Placement Needed, Last Name of Child – PID#</td>
<td>Serious incident report</td>
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<tr>
<td><a href="mailto:Intake@familytapestry.org">Intake@familytapestry.org</a></td>
<td>Emergency Placement- Initial Email to intake team at FT</td>
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</tr>
<tr>
<td><a href="mailto:Intake@familytapestry.org">Intake@familytapestry.org</a></td>
<td>Emergency Referral- Email to intake team at FT that includes COMPLETED Common App 2087tex and FT referral Form</td>
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<tr>
<td><a href="mailto:Intake@familytapestry.org">Intake@familytapestry.org</a></td>
<td>Non-Emergency Placement- Initial Email to intake team at FT for nonemergency placement changes; Placement Changes</td>
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<tr>
<td><a href="mailto:Intake@familytapestry.org">Intake@familytapestry.org</a></td>
<td>Psychiatric Hospital Admission – Child/Youth’s Last Name, First Initial – PID#</td>
<td>Admission of a child to a psychiatric hospital; Weekly emails including any records collected by the hospital</td>
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<td><a href="mailto:ICPC@familytapestry.org">ICPC@familytapestry.org</a></td>
<td>ICPC, Last name of child – PID#</td>
<td>ICPC Packet</td>
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<td><a href="mailto:discharge@familytapestry.org">discharge@familytapestry.org</a></td>
<td>End Referrals, Last Name of child -PID#</td>
<td>Used by Network Providers for requesting a placement change using the Residential Child Care End Referrals Form</td>
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<td><a href="mailto:discharge@familytapestry.org">discharge@familytapestry.org</a></td>
<td>DFPS End Referrals to relative – PID #</td>
<td>DFPS End Referrals of a child to relative placement</td>
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<td><a href="mailto:casecare@familytapestry.org">casecare@familytapestry.org</a></td>
<td>Initial Coordination Meeting Transportation</td>
<td>Notification of Initial Coordination Meeting Transportation Request</td>
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<td><a href="mailto:PAL@familytapestry.org">PAL@familytapestry.org</a></td>
<td>Life Skills Assessment- Placement Name, Youth Name, PID</td>
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<td><a href="mailto:PAL@familytapestry.org">PAL@familytapestry.org</a></td>
<td>Life Skills Training- Monthly mo/year report</td>
<td>Progress and status of PAL Life Skills training; services provided to transition to adulthood</td>
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<td>COS referral and/or denial of COS request by youth</td>
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<td><a href="mailto:PAL@familytapestry.org">PAL@familytapestry.org</a></td>
<td>2054, Last name of child</td>
<td>Approved 2054 for PAL services</td>
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<td>Extended Foster Care Request to have Form 2540 completed</td>
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<td>Kinship Verification Referral: (last name of caregiver)</td>
<td>Kinship caregivers interested in becoming verified as foster parents within Region 8a (Bexar County)</td>
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<td>Out of Region Kinship Verification Referral Recommendation: (last name of caregiver)</td>
<td>Kinship caregivers interested in becoming verified as foster parents outside of Region 8a (Bexar County)</td>
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<td>Adoption Referral</td>
<td>Potential adoptive home studies, including kin</td>
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<td><a href="mailto:adoptions@familytapestry.org">adoptions@familytapestry.org</a></td>
<td>2054 Last name of child</td>
<td>Completed and approved service authorization (Form 2054); and Completed and signed Adoption Placement Agreement (Form 2226).</td>
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<td><a href="mailto:adoptions@familytapestry.org">adoptions@familytapestry.org</a></td>
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<td>Confirmation of the decision made during the staffing and approving the plan to proceed with the selected family, if one was identified.</td>
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<td><a href="mailto:court@familytapestry.org">court@familytapestry.org</a></td>
<td>Court Report, Last name of child</td>
<td>Court hearing information to be sent along with court orders, settings, notices, court reports. DFPS will notify Family Tapestry of the court report due date.</td>
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<td><a href="mailto:daycare@familytapestry.org">daycare@familytapestry.org</a></td>
<td>Daycare Approved, Last name of child</td>
<td>Foster Day Care Approval</td>
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# REGION 8A (BEXAR COUNTY) CPS FIELD DIRECTORY

<table>
<thead>
<tr>
<th>Staff</th>
<th>Phone Number</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td><strong>Community-Based Care</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>CBC Program Administrator:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>(210)</td>
<td><a href="mailto:DFPSRegion8CommunityBasedCare@dfps.state.tx.us">DFPSRegion8CommunityBasedCare@dfps.state.tx.us</a></td>
</tr>
<tr>
<td></td>
<td>(210) (cell)</td>
<td></td>
</tr>
<tr>
<td><strong>CBC Contracts Administrator:</strong></td>
<td>(210) 337-3202</td>
<td><a href="mailto:Veronica.Alvarez@dfps.texas.gov">Veronica.Alvarez@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>(210) 287-4817</td>
<td></td>
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<tr>
<td><strong>Region 8a (Bexar County) CPS Subject Matter Experts:</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Developmental Disability Specialists:</strong> Refer by Child’s Last Name Initial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 (A-J) Sarah Lopez</td>
<td>(210) 304-3891</td>
<td><a href="mailto:Sarah.Lopez@dfps.texas.gov">Sarah.Lopez@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>(210) 862-4912</td>
<td></td>
</tr>
<tr>
<td>8 (L-Q) Arnoldo &quot;Ernie&quot; Borjas</td>
<td>(210) 304-3947</td>
<td><a href="mailto:Arnoldo.Borjas@dfps.texas.gov">Arnoldo.Borjas@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>(210) 273-9720</td>
<td></td>
</tr>
<tr>
<td>8 (R-Z) Lesley Oxendine</td>
<td>(210) 275-3963</td>
<td><a href="mailto:Lesley.Oxendine@dfps.texas.gov">Lesley.Oxendine@dfps.texas.gov</a></td>
</tr>
<tr>
<td><strong>Educational Specialist:</strong> Makada Ward</td>
<td>(210) 337-3262</td>
<td><a href="mailto:Makada.Ward@dfps.texas.gov">Makada.Ward@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>(210) (cell)</td>
<td></td>
</tr>
<tr>
<td><strong>Well Being Specialist:</strong> See Current DFPS Intranet Site</td>
<td>(210) 542-1289</td>
<td><a href="mailto:sarah.rodriguez2@dfps.texas.gov">sarah.rodriguez2@dfps.texas.gov</a></td>
</tr>
<tr>
<td><strong>Nurse Consultant:</strong> See Current DFPS Intranet Site</td>
<td>(214) 240-2635</td>
<td><a href="mailto:Kristye.Perez@dfps.texas.gov">Kristye.Perez@dfps.texas.gov</a></td>
</tr>
<tr>
<td><strong>Region 8a (Bexar County) ICM Coordinators:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPI Supervisor- Conny Garza Covers all INV ICM/Family Team Meetings.</td>
<td>(210) 337-3289</td>
<td><a href="mailto:Conny.Garza@dfps.texas.gov">Conny.Garza@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>(210) 410-9529 (Cell)</td>
<td></td>
</tr>
<tr>
<td>CPS Supervisor- Tammi Roesch Covers all FBSS ICM/Family Team Meetings. Covers all CVS Family Group Decision Making Conferences.</td>
<td>(210) 337-3210</td>
<td><a href="mailto:Tammi.Roesch@dfps.texas.gov">Tammi.Roesch@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>(210) 232-6037 (Cell)</td>
<td></td>
</tr>
</tbody>
</table>
DFPS PSYCHIATRIC HOSPITAL WORKERS

<table>
<thead>
<tr>
<th>REGION</th>
<th>PSYCHIATRIC HOSPITAL WORKER</th>
<th>EMAIL</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stephanie Ruh</td>
<td>dfpsreg01PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>214-802-9477</td>
</tr>
<tr>
<td>2</td>
<td>Jennifer Shafer</td>
<td>dfpsreg02PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>817-734-1539</td>
</tr>
<tr>
<td>3W</td>
<td>Jennifer Shafer</td>
<td>dfpsreg03PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>817-734-1539</td>
</tr>
<tr>
<td>3E</td>
<td>Stephanie Ruh</td>
<td>dfpsreg03PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>214-802-9477</td>
</tr>
<tr>
<td>4</td>
<td>Angela Killian</td>
<td>dfpsreg04PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>713-305-6847</td>
</tr>
<tr>
<td>5</td>
<td>Mattlynn Ross</td>
<td>dfpsreg05PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>832-454-5178</td>
</tr>
<tr>
<td>6</td>
<td>Mattlynn Ross</td>
<td>dfpsreg06PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>832-454-5178</td>
</tr>
<tr>
<td></td>
<td>Angela Killian</td>
<td>dfpsreg07PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>713-305-6847</td>
</tr>
<tr>
<td>7</td>
<td>Gabrielle Carroll</td>
<td>dfpsreg08PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>979-571-1848</td>
</tr>
<tr>
<td>8</td>
<td>Kristen Daggett</td>
<td>dfpsreg09PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>210-284-7425</td>
</tr>
<tr>
<td>9</td>
<td>Jessica Vallejo</td>
<td>dfpsreg10PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>956-373-7534</td>
</tr>
<tr>
<td>10</td>
<td>Kristen Daggett</td>
<td>dfpsreg11PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>210-284-7425</td>
</tr>
<tr>
<td>11</td>
<td>Jessica Vallejo</td>
<td>dfpsreg11PsychiatricHospitalReferral @dfps.state.tx.us</td>
<td>956-373-7534</td>
</tr>
<tr>
<td></td>
<td>Admin Asst.</td>
<td><a href="mailto:Cassandra.brooks2@dfps.state.tx.us">Cassandra.brooks2@dfps.state.tx.us</a></td>
<td>512-438-4960</td>
</tr>
<tr>
<td></td>
<td>PD/Supervisor</td>
<td><a href="mailto:valarie.robbins@dfps.state.tx.us">valarie.robbins@dfps.state.tx.us</a></td>
<td>903-279-7733</td>
</tr>
</tbody>
</table>
FAMILY TAPESTRY CONTACT INFORMATION

**Address:** 612 Nogalitos, San Antonio, TX 78204  
**Main Phone:** 210-503-4480  
**Family Tapestry Website**

<table>
<thead>
<tr>
<th>Referrals and Placement (For Referrals, Placement Information, ICM Notifications, Pre-Placement Staffing Notifications)</th>
<th>Intake phone number: (210-503-4545).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake</td>
<td>intake@Family Tapestry.org</td>
</tr>
<tr>
<td>Court Related</td>
<td>court@Family Tapestry.org</td>
</tr>
<tr>
<td>Adoption Department</td>
<td>adoption@Family Tapestry.org</td>
</tr>
<tr>
<td>Complaints and Concerns</td>
<td>consumeraffairs@Family Tapestry.org</td>
</tr>
<tr>
<td>Finance Department</td>
<td>finance@Family Tapestry.org</td>
</tr>
<tr>
<td>Quality Improvements and Contracts</td>
<td>CMD@Family Tapestry.org</td>
</tr>
<tr>
<td>Foster-Adopt and Kinship Inquiries</td>
<td>adoption@Family Tapestry.org</td>
</tr>
<tr>
<td>Serious Incident Reports</td>
<td>CMD@Family Tapestry.org</td>
</tr>
<tr>
<td>Daycare Requests</td>
<td>daycare@Family Tapestry.org</td>
</tr>
<tr>
<td>Preparation for Adult Living</td>
<td><a href="mailto:PAL@familytapestry.org">PAL@familytapestry.org</a></td>
</tr>
</tbody>
</table>
FAMILY TAPESTRY ORGANIZATION CHARTS

Figure: Family Tapestry Organization Chart
# Referral Form for Placement

Complete as thoroughly as possible based on the information available.

<table>
<thead>
<tr>
<th>Child Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PID #:</td>
<td>Age:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Medical Needs:</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

| Part of Sibling Group: | Yes | No | Unknown |

List siblings name(s) and ages:

<table>
<thead>
<tr>
<th>Safe Baby/Baby Moses Case:</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level of Care (if applicable):</th>
<th>Basic</th>
<th>Moderate</th>
<th>Specialized</th>
<th>Intense</th>
<th>Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>American Indian or Alaska Native</th>
<th>Asian</th>
<th>African American</th>
<th>Native Hawaiian or Pacific Islander</th>
<th>Other</th>
<th>White</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Hispanic</th>
<th>Non-Hispanic</th>
</tr>
</thead>
</table>

## Behavioral

<table>
<thead>
<tr>
<th>ADHD</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

| Allergies | Yes | No | Unknown |

If yes, list:

<table>
<thead>
<tr>
<th>Autism Spectrum Disorder</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

| Chemical dependency | Yes | No | Unknown |

If yes, list drug type:

If yes, list last known usage:

<table>
<thead>
<tr>
<th>Cruelty to animals</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Destruction of property</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Eating disorder</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enuresis</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
</table>

---

Family Tapestry is a division of The Children's Shelter.
REGION 8A (BEXAR COUNTY) JURISDICTIONAL EXPECTATIONS – BEXAR COUNTY STANDING COURT ORDERS SUMMARY

Bexar County Courts have Standing Court Orders in effect until rescinded.

61791 Special Standing Order Regarding Placement of Children within 50 miles.
- Ordered that in any case in which CPS is named managing conservator or temporary managing conservator of children, CPS shall:
  - Place child/children in an appropriate sub care placement facility within 50 miles of the Bexar County Courthouse.
  - With good cause shown and with prior permission from the Children’s Court as per current protocol, a child may be placed outside the area designated in this Order.

61792 Special Standing Order Regarding Pictures.
- Ordered that CPS shall take photographs of all children in care and their caregivers at each monthly visit. CPS shall also obtain identifying data from caregivers, such as TDL, DOB, SS#.

61793 Special Standing Order Regarding Notification to Attorneys.
Ordered CPS shall notify the child/children’s Attorney/Guardian Ad Litem, Attorneys for Parents, all Attorneys of record, and CASA, of all significant events involving a child/children within 48 hours. (events include, but are not limited to, doctor appointments, school events, ARD’s, illnesses, behavior problems, change of medications, change of case workers, etc.)
- Ordered that CPS, upon making a change of a child/children’s placement, shall notify child’s/children’s Attorney and Guardian Ad Litem, the Parents’ Attorneys, all Attorneys of record, and CASA within 48 hours.
- Ordered that CPS provide only to child/children’s Attorneys Ad Litem and CASA the name, location, and contact data for the child/children within 48 hours as per Chapter 263.301 of the TFC.
- Ordered that CPS, prior to change in placement, shall consult with the child/children’s Attorney and Guardian Ad Litem, and CASA as per Chapter 264.107 Sub section (e)
- Ordered that if an emergency necessitates an immediate change in placement, PS shall provide notice prior to the end of the next
business day to the Court, child/children’s Attorney and Guardian Ad Litem, the Parents’ Attorneys, all Attorneys of record, and CASA.

- Ordered, in an effort to maximize efficiency, CPS shall provide notice, as herein required, by email to Attorneys and CASA with receipt confirmation.

**61914 Amended Standing Order 61794 Regarding Placement in RTC.**

- Ordered CPS shall notify all parties, prior to change of placement, of intent to place any child under the Court’s jurisdiction in an RTC.

- Further ordered that CPS may place a child/children in an RTC in an emergency situation without prior notice, but shall provide notice to all parties within 48 hours.

**61795 Special Standing Order Regarding Change of Level of Care.**

- Ordered that CPS shall notify all parties in the case within 24 hours when any request for LOC change is requested. Timing is of the essence regarding compliance with this ORDER to allow any party to appeal, if so desired, the LOC decision within 10 days of change, therefore strict compliance is required.

**61915 Amended Standing Order 61796 Regarding Staffings.**

Ordered that CPS shall conduct staffings on ALL cases under the Court’s jurisdiction, both TMC cases and PMC cases, prior to all hearings required by statute.

**61798 Special Standing Order Regarding Consent for Psychotropic Medication.**

- Ordered that in any case in which CPS is designated, by the Court, as the exclusive medical consent for psychotropic medications, CPS shall obtain all pertinent information directly from the prescribing physician, by phone or in person, providing medical consent for medication and/or for a change in medication.

**Standing Order Regarding Placements**

- The court issues this order to promote school stability. The Court finds, as a general rule, that it is in the best interest of foster children to remain in the same school despite changes in placement.

- Ordered that CPS placement team shall immediately change the search methods and establish the list of Foster Homes organized by High School, Middle School and Elementary school zones.
Ordered that CPS placement team search for foster home/placement vacancies, primarily by inquiring of foster home in the current school zone for the foster child and secondarily search adjacent school zones in an effort to maintain foster child in their current school.

Ordered that when a change of placement is required for a foster child, the primary choice will be a foster placement in same school zone where child currently resides. If Foster Homes in same school zone is not available, then CPS shall search in adjacent school zones for placement closest to child's current school.

Ordered that CPS shall prepare and complete the new search list of foster homes organized by school zones for Bexar County and adjacent Counties as follows: A) in 60 days for High School; B) in 70 days for Middle School; C) in 80 days for Elementary School.

Special Order 2020PA00390 - Standing Order Concerning Placements

IT IS ORDERED that the Texas Department of Family and Protective Services (OFPS) and Child Protective Services (CPS) shall comply with Texas Family Code §264.107(c) §264.107(e) prior to any placement changes of a child.

DFPS and CPS are ORDERED to consider whether the placement is in the child's(ren's) best interest and whether the placement:

1. is the least restrictive setting for the child;
2. is the closest in geographic proximity to the child's home;
3. is the most able to meet the identified needs of the child; and
4. satisfies any expressed interests of the child relating to placement, when developmentally appropriate.

In making placement decisions DFPS and CPS are ORDERED to:
1. consult with the child's attorney ad litem, guardian ad litem and with any court-appointed volunteer advocate for the child (except when making an emergency placement that does not allow time for the required consultations); and
2. use clinical protocols to match a child to the most appropriate placement resource.

If all four subsections under Texas Family Code §264.107(c) are not satisfied, then DFPS and CPS are ORDERED to set a hearing before the Court prior to any move or placement of the child(ren) and the Court will decide placement.
If a move or placement is made under emergency circumstances or in an exigent situation, DFPS and CPS are ORDERED to set a hearing with the Court within three (3) days for the Court to review and approve or disapprove the move or placement.
BEXAR COUNTY JUDICIAL ORDERED MAP
## REGION 8A (BEXAR COUNTY) PROVIDERS WITHIN JURISDICTIONAL MAP

<table>
<thead>
<tr>
<th>Agency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism Treatment Center</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Boysville</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Center for Juvenile Management</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Children’s Shelter</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Connections</td>
<td>New Braunfels</td>
</tr>
<tr>
<td>Davidson Respite Center</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Family Link Legacy Ranch</td>
<td>Gonzales</td>
</tr>
<tr>
<td>George Gervin Youth</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Greater San Marcos Youth Council</td>
<td>San Marcos</td>
</tr>
<tr>
<td>Guiding Light Residential Treatment</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Habilitative Homes Inc.</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Hill Country Youth Ranch</td>
<td>Kerrville</td>
</tr>
<tr>
<td>K Starr Emergency Shelter</td>
<td>Kerrville</td>
</tr>
<tr>
<td>Lutheran Social Services New Life</td>
<td>Canyon Lake</td>
</tr>
<tr>
<td>Mission Road Development Center</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Pathways 3H Youth Ranch</td>
<td>Kerville</td>
</tr>
<tr>
<td>Pegasus Schools Inc</td>
<td>Lockhart</td>
</tr>
<tr>
<td>Providence Place</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Roy Maas Bridge Emergency Shelter</td>
<td>San Antonio</td>
</tr>
<tr>
<td>Agency</td>
<td>Location</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Roy Maas Youth Alternatives Meadowlands</td>
<td>Boerne</td>
</tr>
<tr>
<td>Seton Home</td>
<td>San Antonio</td>
</tr>
<tr>
<td>St. PJ’s</td>
<td>San Antonio</td>
</tr>
<tr>
<td>SJRC</td>
<td>Canyon Lake</td>
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<tr>
<td>SJRC</td>
<td>New Braunfels</td>
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<tr>
<td>TAMUSA</td>
<td>San Antonio</td>
</tr>
<tr>
<td>The Thru Project</td>
<td>San Antonio</td>
</tr>
<tr>
<td>TruLight GRO</td>
<td>Seguin</td>
</tr>
<tr>
<td>Whitby Alliance DBA Providence Place</td>
<td>San Antonio</td>
</tr>
<tr>
<td>UTSA</td>
<td>San Antonio</td>
</tr>
</tbody>
</table>
CHILD EXPECTING PLACEMENT UNDER SSCC SUPERVISION IMPACT TIP

**Step 1:** Access the placement page for the child within their SUB stage. Select ADD.

![Image of placement page](image)

**Step 2:** Complete all required placement information. For placement type, select **Non-FPS Paid** to then generate and select the **DFPS Supervision** living arrangement option. Under Agency, enter the name of the SSCC. Under Facility, enter/describe the location where the child was supervised, e.g. office location. Do not select a paid resource.
Step 3a: Complete the placement information, medical consenter, placement discussion, and address/phone detail as appropriate. Click Save.

Step 3b: Select the Narrative to document specifics.
Step 4: In the first section, document “DFPS Supervision with SSCC supervising while placement is secured”. Add any additional information that answers the narrative questions for the rest of the entries for appropriateness of the child’s placement.
**CBC Adoption Placement and Service Authorization Process:**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the child in a foster-to-adopt placement (relatives &amp; non-relatives)</td>
<td>YES, Prior to entering the child’s placement in the ADO stage, CPS supervisor will open the ADO stage in IMPACT in order to get subsidy paperwork ready.</td>
<td>*Includes homes with CPA who is not licensed for adoption.</td>
</tr>
<tr>
<td>Is the child in an approved kinship-to-adopt placement who is ready to adopt the child?</td>
<td>YES, Prior to entering the child’s placement in the ADO stage, CPS supervisor will open the ADO stage in IMPACT in order to get subsidy paperwork ready.</td>
<td>Post-Placement Supervision 2054 pays for costs associated with seeing the family through consummation.</td>
</tr>
<tr>
<td>Is the child in a foster placement &amp; ready to be placed in a new adoptive placement?</td>
<td>YES, Prior to the child’s physical placement in the new adoptive home, CPS supervisor opens the ADO stage in IMPACT in order to get subsidy paperwork ready.</td>
<td>At the time of placement in the adoptive home, CPS worker completes a 2054 service authorization in the ADO stage for <em>Adoptive placement services</em>; and <em>Post-placement supervision</em>.</td>
</tr>
</tbody>
</table>

Once the adoption placement is completed, the CPS worker ends the placement in the child’s SUB stage and enters the child’s placement in the ADO stage in IMPACT. Both placement actions occur on the same day.

SUB stage should remain OPEN in IMPACT.

---

*Includes homes with CPA who is not licensed for adoption.

Post-Placement Supervision 2054 pays for costs associated with seeing the family through consummation.

SUB stage should remain OPEN in IMPACT.

---

*Adoptive placement services*; and *Post-placement supervision*.
# Types of Adoption Services

<table>
<thead>
<tr>
<th>Pre-Consummation Services (2054 = Placement services)</th>
<th>Pre-Consummation Services (2054 = Placement services)</th>
<th>Post-Consummation Services (2054 = Post-placement supervision)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster-to-New Adopt Home</td>
<td>Kinship-to-Adopt</td>
<td>Supervision of the Adoptive Placement</td>
</tr>
<tr>
<td>Case Review</td>
<td>Home Screening</td>
<td>Facilitate Sibling Contact</td>
</tr>
<tr>
<td>Pre-Placement Visits (between the child &amp; prospective adoptive family)</td>
<td>Household Members Background Checks</td>
<td>Progression to Consummation (supervision of placement, written reports, legal &amp; policy requirements)</td>
</tr>
<tr>
<td>Adoption Placement Documentation</td>
<td>Supervision of the Adoptive Placement</td>
<td>Delays in Consummation (review of placement with CPS &amp; contractor and develop a revised Plan of Service)</td>
</tr>
<tr>
<td>Home Screening</td>
<td>Progression to Consummation (supervision of placement, written reports, legal &amp; policy requirements)</td>
<td>Disrupted Placement</td>
</tr>
<tr>
<td>Household Members Background Checks</td>
<td>Delays in Consummation (review of placement with CPS &amp; contractor and develop a revised Plan of Service)</td>
<td>Court Related Services:</td>
</tr>
<tr>
<td>Training for Adoptive Homes</td>
<td>Court Related Services:</td>
<td></td>
</tr>
<tr>
<td>Adoption Preparation of the Child</td>
<td>• Testimony (judicial hearings, court depositions &amp; admin reviews)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Court Related Assistance (assist adoptive family &amp; their attorney to complete consummation process)</td>
<td></td>
</tr>
<tr>
<td>Adoption Preparation of the Child</td>
<td>Adoption Service Plan</td>
<td>Adoption Preparation of the Child</td>
</tr>
</tbody>
</table>
CPS/SSCC Adoption IMPACT Functionality Tips

Key Points:

- SSCC functionality only exists in SUB stage currently = SSCC can only document in specified sections of SUB stage;
- SSCC can have secondary, view-only access to ADO stage, as they can to the FSU stage; there is no SSCC functionality in the ADO or FSU stages;
- The SSCC Child Placement Referral requires that the reference SUB stage be open for the referral to remain active;
- Summary of ADO functionality in IMPACT:
  - Pre-Adoptive SSCC Placement Services (pre-consummation services): Requires SUB stage to remain open. Includes ADO recruitment activities & placement supervision (up to subsidy). The relevant system areas were:
    - Placement (initial recording of the Placement as SSCC as licensed adoptive home scenario) until the subsidy kicks in.
    - Child Plan (Adoption Plan in the SUB stage before child is placed in adoptive home).
    - Service Authorization (recording of SSCC pre-adoptive placement services in the ADO stage): As it stands now, similar to PAL Trainings provided by the SSCC, DFPS Staff must continue to complete these Service Authorizations
    - Contacts (SSCC recording of adoptive services activities in SUB stage is part of future IT enhancement)
  - Post-Adoptive SSCC Placement Supervision Services (post-consummation services). Requires SUB stage to remain open as long as service documentation and input by the SSCC is required/desired. The relevant system areas would be:
    - Child Plan (Adoption Plan in the SUB stage after child is placed in adoptive home)
    - Contacts (SSCC recording of post-adoptive placement supervision services in the SUB stage)
    - Service Authorization (recording of SSCC post-adoptive placement supervision services in the ADO stage)
- What are the implications if the adoption service plan is created from the SUB stage (ADO stage is open & the child's placement has been entered in ADO stage)?
It is considered best practice to enter the adoption service plan in the ADO stage when the child's placement has been entered in the ADO stage; however, if the adoption service plan is completed in the SUB stage with the ADO stage is open, all service plans completed during the case, regardless of the stage, can be viewed in the ADO stage under the "case service plans" tab.

- 2054 service authorizations for Adoption Services in the ADO stage of service:
  - Always issued to the SSCC (not to the individual CPA);
  - Issued by service type;
  - Units = 1;
  - Check all children that will receive the service (the amount the SSCC receives differs depending on the size of the sibling group);
  - Dates of authorization are usually issued for 3 months or more depending on how long services are desired by the SSCC.
### PAL Aftercare Services

<table>
<thead>
<tr>
<th>CBC Stage</th>
<th>Who sends request to service provider</th>
<th>Who is the service provider on 2054</th>
<th>Who completes 2054</th>
<th>Where is 2054 sent</th>
<th>Who documents services in IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC in Stage I</td>
<td>DFPS PAL Staff make the request</td>
<td>DFPS contracted Aftercare provider for placement area</td>
<td>Placement Region DFPS PAL Staff</td>
<td>DFPS contracted Aftercare provider for placement area</td>
<td>DFPS PAL Staff</td>
</tr>
</tbody>
</table>

### Other PAL Services Sent to 3rd Party Claims Processor

<table>
<thead>
<tr>
<th>CBC Stage</th>
<th>Who sends request to service provider</th>
<th>Who is the service provider on 2054</th>
<th>Who completes 2054</th>
<th>Where is 2054 sent</th>
<th>Who documents services in IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC in Stage I</td>
<td>DFPS PAL Staff make the request</td>
<td>3rd Party Claims Processor contract following existing procedures in PAL manual</td>
<td>DFPS PAL Staff</td>
<td>3rd Party Claims Processor contract following existing procedures in PAL manual</td>
<td>DFPS PAL Staff</td>
</tr>
</tbody>
</table>
DFPS Forms

Note: Most forms are linked to the DFPS website. Those forms linked to the DFPS intranet and therefore not accessible to all parties are embedded as an attachment.

Reference:
4. DFPS “Find a Form” Webpage
5. DFPS Residential Child Care Contracts and Forms Webpage: http://www.dfps.state.tx.us/Doing_Business/Purchased_Client_Services/Residential_Child_Care_Contracts/forms.asp

FORM 1809 - FOSTER/RELATIVE & OTHER DESIGNATED CAREGIVER DAYCARE VERIFICATION

This Form is required for foster parents, relatives and other designated caregivers requesting day care.

Foster/Relative & Other Designated Caregiver Daycare Verification: Form 1809

FORM 2085FC - PLACEMENT AUTHORIZATION-FOSTER CARE / RESIDENTIAL CARE

The purpose of this form is to authorize placement in a foster care setting.

Placement Authorization Foster Care/Residential Care: Form 2085C

FORM 2077 – INTER-REGIONAL CHILD PLACEMENT AGREEMENT – CHILD

Request for Kinship, Conservatorship, and Adoption Service AKA Universal Referral Form: Form 2077

FORM 2085 - DESIGNATION OF MEDICAL CONSENTER

The purpose of this form is to designate primary and back-up medical consenters

Designation of Medical Consenter: Form 2085

FORM 2500 - TRANSITION PLAN - YOUR LIFE, YOUR DREAMS, YOUR FUTURE-

New Transition Plan Form and Instructions: Form 2500

FORM 2450 - PROCEDURES FOR IMPACT DATA ENTRY ASSOCIATED WITH YOUTH PARENTS IN DFPS CONSERVATORSHIP

The purpose of this form is to describe various situations related to parenting youth and the appropriate procedures for IMPACT data entry.

Procedures for IMPACT Data Entry Associated with Youth Parents in DFPS Conservatorship - 2450
FORM 4526 - PSYCHOTROPIC MEDICATION TREATMENT CONSENT-

The purpose of this form is to keep a record of informed consent for a psychotropic medication that is prescribed for a child or youth in DFPS care. This form does not replace or substitute for any form that a medical provider requires or uses for his or her purposes.

Psychotropic Medication Treatment Consent Form 4526
COMMUNITY-BASED CARE FORMS

Note: These forms are linked to the DFPS Intranet and therefore also embedded as an attachment.

FORM 1502 - INITIAL COORDINATION MEETING
The purpose of this form is to document communication between the SSCC and CPS during the Initial Coordination Meeting (ICM).

Initial Coordination Meeting: Form 1502

FORM 1503 - PRE-PLACEMENT STAFFING
The purpose of this form is to record the discussion during a pre-placement staffing.

Pre-Placement Staffing: Form 1503

FORM 1508 - REQUEST FOR PLACEMENT INTO CBC CATCHMENT AREAS -

The purpose of this form is to request placement for a child, who is legally from another part of the state, into a Community-Based Care (CBC) catchment area.

Request for Placement into CBC Catchment Areas: Form 1508

FORM 1514 - REGION 8a REMOVAL STAFFING CHECKLIST – FOR DFPS PAID FOSTER CARE ONLY IN REGION 8A (BEXAR COUNTY)

Region 8a removal staffing checklist – for DFPS paid foster care only in region 8a (Bexar County: Form K-910-1514

The purpose of this form is to list the required steps and important timeframes from the time immediately prior to removal until the case has been transferred to a Conservatorship worker.

FORM 1515 - REGION 8A (BEXAR) ADOPTION CHECKLIST -

Purpose: This checklist contains the rules, policies, and best practice steps that must be completed when a child’s goal becomes adoption. Regions may have additional requirements that must be completed due to local court requirements.

Region 8a (Bexar) Adoption Permanency Plan Checklist: Form 1515
ICPC Process Flowcharts

Texas as Sending State (ICPC Outgoing) Stage I

The SSCC will initiate and create a sub-contract with the out-of-state Residential Treatment Facility selected.

Follow joint protocol for requesting placement change.

Once the sub-contract is secured: SSCC will notify via email the Regional Community Based Care Contract Manager, Texas CPS caseworker and ICPC Regional Coordinator;

The Regional Community Based Care Contract Manager will notify via email the State Office Foster/Adopt Division Administrator.

The (Texas) CPS Caseworker will submit the ICPC Residential Treatment Center out-of-state placement request through IMPACT.

Texas CPS is responsible for setting up a contract for supervision of the child in the out-of-state placement;

The SSCC is responsible for monitoring the out-of-state placement for the timeframes specified within the sub-contract with the out of state Residential Treatment Facility.

OUT-OF-STATE RESIDENTIAL TREATMENT CENTER

The child will then be discharged via IMPACT from the SSCC’s care and CPS will see case through till completion.

OUT-OF-STATE KIN/FOSTER/ADO

CPS continues to approve all placement changes.

If out-of-state placement is approved, CPS will notify SSCC of the approval.

CPS and SSCC will develop a plan of the placement change, and discuss plan with child, current placement, and new placement.

CPS will be responsible for the physical placement of child.

Once CPS has completed the physical placement of the child in the out-of-state placement, CPS will notify SSCC of the success of placement.

CPS will provide timely updates to the SSCC during the ICPC process.

The SSCC will provide timely updates to child’s current placement.

FAD has an initial assessment tool they will share.

Placement will continue to remain with SSCC during the ICPC process.

CPS begins ICPC process and notifies SSCC of possible placement change. (Joint protocols should be followed).

This process only applies to a child who is legally from the SSCC catchment area AND currently placed within the SSCC.

Figure 1: ICPC Outgoing Process Flowchart
Texas as Receiving State (ICPC Incoming) Stage I

This process only applies to a child who is legally from the SSCC catchment area AND currently placed within the SSCC.

VERIFIED

Request processed through State Office ICPC, then sent to ICPC Regional Coordinator.

ICPC Regional Coordinator sends Referral to SSCC ICPC Coordinator.

SSCC conducts an initial assessment and sends back to ICPC Regional Coordinator within 30 days of assignment. See Kinship Assessment (Form 6588).

OUTCOME FAVORABLE

SSCC is responsible for approval verification process of family and will be reimbursed for all home studies through a 4116.

The current blended rate and FAD resources offset cost of monitoring.

If Sending state approves placement:
RC confirms with SSCC & assigns CVS courtesy worker for monthly FTF and quarterly reports.

Sending State is responsible for placement of child.

SSCC will be responsible for ongoing monitoring of licensed home.

OUTCOME UNFAVORABLE

DPS and SSCC should hold a staffing to remedy unfavorable circumstance which could allow approval for placement.

A remedy is found for unfavorable circumstance which could allow approval for placement.

If no remedy, SSCC will notify ICPC Regional Coordinator of the decision.

ICPC Regional Coordinator notifies State Office ICPC.

State Office ICPC notifies the Sending State of the decision and closes referral.

NON-VERIFIED

ICPC Regional Coordinator contracts out the Initial Assessment (study).

Request processes through State Office ICPC to ICPC Regional Coordinator.

If child placed, CVS courtesy worker assigned for monthly FTF and quarterly reports.

Figure 2: ICPC Incoming Process Flowchart
SIL Flowcharts

Figure 3: Supervised Independent Living Flowchart
Figure 4: Supervised Independent Living Flowchart Continued