### *Note to Licensing staff: Many of the procedures that were previously in the LPPH were moved to the synopses' manuals. The CPA and RTC synopses were updated and one was created for GROs (non-RTCs) because all GROs now qualify for an enforcement team conference. Send all questions to LPPH@dfps.state.tx.us*

### 4440 Enforcement Team Conferences

#### 4441 Enforcement Team Conferences for Child-Placing Agencies, General Residential Operations, and Residential Treatment Centers

LPPH ~~July 2012~~ DRAFT 8277-CCL (title is revised)

Policy

Licensing staff conduct at least one annual enforcement team conference for each child-placing agency (CPA), general residential operation (GRO), or GRO that is licensed to provide services as a residential treatment center (RTC), even if the CPA, GRO, or RTC is on voluntary suspension. These conferences are a part of Licensing’s effort to monitor and enforce these operations’ compliance with law, administrative rules, and minimum standards.

During an enforcement team conference Licensing staff conducts a comprehensive assessment of the operation by thoroughly reviewing information from inspections and investigations that Licensing has conducted.

The conference may be conducted by phone as a conference call or as a face-to-face meeting.

Texas Human Resources Code (HRC) §[42.044(e)(4)](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.42.htm#42.044)

##### 4441.1 Frequency of Enforcement Team Conferences for a CPA, GRO, or RTC

LPPH ~~July 2012~~ DRAFT 8277-CCL (title is revised)

Procedure

The monitoring supervisor is responsible for ensuring that the enforcement team conference is conducted annually.

The conference is conducted within the same calendar month as the issuance date of the CPA’s, GRO’s, or RTC’s full license.

##### 4441.2 Documenting Enforcement Team Conferences for a CPA, GRO, or RTC

LPPH ~~July 2012~~ DRAFT 8277-CCL (title and content completely revised)

Procedure

Licensing staff complete the appropriate Enforcement Team Pre-Conference Synopsis before the enforcement team conference by following the instructions in the corresponding Enforcement Team Pre-Conference Manual.

See:

CPA:

Form 2534 CPA Enforcement Team Pre-Conference Synopsis

Form 2534i CPA Enforcement Team Pre-Conference Synopsis Manual

GRO:

Form 2535 GRO Enforcement Team Pre-Conference Synopsis

Form 2535i GRO Enforcement Team Pre-Conference Synopsis Manual

RTC:

Form 2536 RTC Enforcement Team Pre-Conference Synopsis

Form 2536i RTC Enforcement Team Pre-Conference Synopsis Manual