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

LPPH ~~September 2015~~ DRAFT 10372-CCL (TTL, REV)

Policy

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

During an enforcement team conference, Licensing staff conduct a comprehensive assessment of the operation by thoroughly reviewing information about the operation in CLASS, including from inspections and investigations that were conducted either by Licensing or DFPS.

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 Completing the Enforcement Team Pre-Conference Synopsis for a CPA or GRO

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Procedure

The assigned inspector completes the *Pre-Conference Synopsis Details* page in CLASS before conducting the enforcement team conference. If a CPA has a main office and one or more branch offices, a synopsis is completed for each office. The assigned inspector completes a synopsis.

The inspector completes the synopsis by the fifth day of the month in which Licensing issued the full permit. For example, if the operation received its full permit in January, the synopsis is due each year on January 5.

The inspector reviews the following information about the operation in CLASS to complete the synopsis:

 • Compliance/Sampling Report Detail (located under *CLASS Tools*)

 • Emergency Behavior Intervention Report (located under *CLASS Tools*)

 • Waiver/Variance List

 • People List

 • Inspection/Assessment List

 • Operation Investigation List

 • Corrective and Adverse Action History

The inspector analyzes the data on these pages and reports to determine if any trends or patterns exist. Once the inspector completes the synopsis, he or she submits it for supervisory approval by selecting the *Ready for Supervisor Approval* checkbox and saving the *Pre-Conference Synopsis Details* page in CLASS.

Supervisor Responsibilities

The Licensing supervisor must approve the synopsis by the seventh day of the anniversary month in which Licensing issued the full permit. For example, if the operation received its full permit in January, the synopsis approval is due each year on January 7. After approving the synopsis, the Licensing supervisor schedules the enforcement team conference with the assigned inspector.

##### 4441.2 Conducting the Enforcement Team Conference for a CPA or GRO

LPPH DRAFT 10372-CCL (NEW)

Policy

The Licensing supervisor is responsible for ensuring that the enforcement team conference is conducted for a CPA’s main office or a GRO.

Special Considerations for a CPA’s Branch Office

The Licensing supervisor is responsible for ensuring that an enforcement team conference is conducted for a CPA’s branch office.

If a CPA’s branch office closed since the last conference, Licensing staff review the following information related to the closure of the branch office as part of the conference for the CPA’s main office:

 a. Any significant compliance history associated with the branch office.

 b. Reasons for the closure of the branch office.

 c. Significant outcomes of the closure of the branch office.

##### 4441.3 Activities After Conducting the Enforcement Team Conference for a CPA or GRO

LPPH DRAFT 10372-CCL (NEW)

Procedure

The inspector documents any identified concerns, follow-up plans, and recommendations in CLASS on the *Enforcement Team Conference Details* page. The inspector completes this documentation:

 • before the end of the anniversary month of full issuance, for a CPA’s main office or a GRO; or

 • before the end of the 15th day of the anniversary month of full issuance, for a CPA’s branch office.

Within 15 days of conducting the enforcement team conference, the inspector discusses the previous year’s compliance history with the operation’s licensed administrator, if appropriate, and documents the discussion or lack thereof in the *Review with Administrator* section of the *Enforcement Team Conference Details* page in CLASS. If a discussion did not take place, the inspector documents the reason the discussion did not occur.

Within three days of documenting the discussion with the administrator or lack thereof, the inspector finalizes the conference on the *Enforcement Team Conference Details* page in CLASS by:

 • selecting *Completed* as the *Final Action*;

 • documenting the date the *Final Action* was entered; and

 • entering any comments if necessary.