Community-Based Care
Region 8B Stage I
Joint Operations Manual

[October 2021]
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What is Community-Based Care?

This operations manual provides Child Protective Services (CPS) and Belong staff an in-depth look at the protocols for case actions in CPS cases involving paid foster care placements and services that are affected by Community-Based Care in Region 8B.

To begin, staff must understand Community-Based Care.

Community-Based Care is a new way of providing foster care and case management services. It is 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 (SSCC)) is responsible for finding foster homes or other living arrangements for children or youth in state care and providing them a full continuum of services.

CPS began expanding the community’s role to meet the challenges of serving children and youth in foster care under Foster Care Redesign. Under Foster Care Redesign, the 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 and youth in foster care and their families.

In 2017, the Texas Legislature directed CPS to expand this model to include both foster care and relative or "kinship" placements and give the SSCC sole responsibility for case management rather than sharing that responsibility with CPS.

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

For more information about Community-Based Care, see the Texas Department of Family and Protective Services (DFPS) websites: Community-Based Care (Internal) or Community-Based Care (Public).

Community-Based Care Quality Indicators:

1. Children and youth are safe in their placements.
2. Children and youth are placed in their home communities.
3. Children and youth are appropriately served in the least restrictive environment that supports minimal moves for the child or youth.
4. Connections to family and others important to the child or youth are maintained.
5. Children and youth are placed with their siblings.
6. Children and youth remain in their school of origin.
7. Services respect the child’s and youth’s culture.
8. To be fully prepared for successful adulthood, children and youth are provided opportunities, experiences, and activities similar to those experienced by their non-foster care peers.
9. Children and youth are provided opportunities to participate in decisions that impact their lives.
10. Reunification of children and youth with their biological parents.
11. Promotion of the placement of children and youth with relative or kinship caregivers.

Community-Based Care is intended to allow the 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.

**Single Source Continuum Contract: Belong**


To learn about Belong, visit the Belong website at [www.sjrcbelong.org](http://www.sjrcbelong.org).

**Mission Statement:**
Offer healing and hope to children and families affected by abuse, abandonment, or neglect.

**Vision Statement:**
Abused and neglected children will be empowered to grow up to be happy, productive, and caring adults.

Belong will operate a model through the SSCC contract that includes:

- Work to increase the capacity of existing providers and identify more community-based supports and services.
- Conduct a comprehensive assessment of community needs and an analysis to find gaps between the need for services and their availability.
- Do comprehensive safety and risk assessments to evaluate family strengths and needs.
- Provide service coordination based on the ten principles of Wraparound. For children and youth with complex behavioral health needs, Belong will use what is known as evidence-informed models.
- Use a trauma-informed and trauma-based care service approach.
- Use a comprehensive Continuous Quality Improvement (CQI) process to assess, inform, and guide how services are provided, and the system improved.
- Have a centralized training department that provides evidence-based training to all providers and stakeholders in Belong System of Care, based on CQI data and stakeholder feedback.
Operating Policies and Rules

The protocols detailed in this operations manual are for children and youth from Region 8B placed with and receiving services through Belong as the Single Source Continuum Contractor.

The CPS Handbook policies and rules remain in effect unless expressly waived. However, if differences or conflicts in the CPS Handbook policy are present, this manual will govern Region 8B. CPS and Belong 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 CPS IMPACT system, the SSCC has adopted policies and procedures, Belong’s Provider Manual, to minimize the risk of data breaches.

If you have questions about any information in this manual, please contact your supervisor, Program Director or the Region 8B Community-Based Care Administrator [Name] at [email + phone number]. Until position is filled, please contact Esmeralda Silva (Program Specialist with the Office of Community-Based Care Transition).

Legal Basis for CPS and Single Source Continuum Contractor Relationship

For information regarding the legal basis for Child Protective Services including the governing State and Federal Laws see 1200 Legal Foundation for Child Protective Investigations and Child Protective Services.

Legal Basis for Single Source Continuum Contractor to Act on Behalf Of CPS

Texas statute provides authority for the Single Source Continuum Contractors (SSCC) in the State of Texas either directly or through subcontractors, to assume the statutory duties of the Texas Department of Family and Protective Services (DFPS or the Department) in connection with the delivery of foster care services, relative and kinship caregiver services, and case management services in the SSCC’s defined catchment area.

In accordance with Texas Family Code §264.151, the provision of case management services to a child for whom DFPS has been appointed Temporary Managing Conservator (TMC) or Permanent Managing Conservator (PMC) or to the child’s family, a young adult in extended foster care, a relative or kinship caregiver, or a child who has been placed in the catchment area through Interstate Compact on the Placement of Children, and includes, but is not limited to:

1. Caseworker visits with the child, family and caregivers;
2. Convening and conducting permanency planning meetings;
3. Development and revision of child and family plans of service, including a permanency plan and goals for a child or young adult in care;
4. Coordination and monitoring of services required by the child and the child’s family;
5. Assumption of court-related duties regarding the child; and
Any other function or service that DFPS determines necessary to allow an SSCC to assume responsibility for case management.

**History**

In 2017, the 85th Texas Legislature through Senate Bill 11 established the Community-Based Care (CBC) Model for delivery of the state’s child welfare services. Under the CBC Model, DFPS is required to purchase case management and substitute care services from the SSCC for children, youth, and young adults who are in DFPS’ conservatorship or who are receiving services through the extended foster care program. Implementation of the CBC model transitions the Texas child welfare system from a statewide, “one size fits all” approach, to a community-based model designed to meet the individual and unique needs of children, youth, and families in Texas at the local level.

As of December 2019, DFPS is implementing CBC in four catchment areas of the state: catchment areas 1 (Lubbock/Amarillo), 2 (Abilene/Wichita Falls), 3b (Fort Worth), and 8B (Region 8 counties surrounding Bexar county). Visit the public DFPS Website to view the Implementation Plan.

**Authority**

Under Texas statute, the Legislature required DFPS to contract with community-based nonprofit and local governmental entities to provide child welfare services. These statutes provide authority for the community-based entities, known as the SSCC, to either directly or through subcontractors, assume the statutory duties of DFPS to deliver foster care services and services for relative and kinship caregivers in the SSCC’s defined catchment area. Delivery of foster care services and services to relative and kinship caregivers can include, but is not limited to:

- An SSCC staff member’s direct contact with a child or youth in DFPS Conservatorship who they are serving under the SSCC continuum of care.
- An SSCC staff member’s ability to visit privately with a child or youth in DFPS Conservatorship at schools, foster, or kinship homes or any other meeting site.
- Entities providing confidential information to a SSCC staff member upon request about a child or youth in DFPS Conservatorship who is served under the SSCC continuum of care.

Under Texas statute, an SSCC in a contract with DFPS will, at a minimum:

- Assume the statutory duties of DFPS in connection with the delivery of foster care services and services for relative and kinship caregivers in a defined catchment area.
- Provide or protect records as outlined in the Open Records Act found in Texas Government Code Chapter 552.
- Be afforded protection of communication that may occur between the SSCC’s employee, agent or representative when considered a client’s representative of DFPS for purposes of attorney-client privilege.

Under Texas statute, DFPS will, at a minimum:

- Contract with community-based nonprofit and local governmental entities that can provide child welfare services;
- Develop and maintain a plan for implementing Community-Based Care;
- Develop a formal review process to assess the ability of a Single Source Continuum Contractor to satisfy the responsibilities and administrative requirements of delivering foster care services and services for relative and kinship caregivers;
- Expand community-based care;
- Review contractor’s performance; and
- Provide legal representation as provided for in the Texas Family Code.

Texas statute found in the Texas Family Code provides additional details regarding the requirements of the SSCC and DFPS.

In summary, the SSCCs, under contract with DFPS, assume the statutory duties of DFPS in connection with the delivery of child welfare conservatorship, kinship, and reunification services in a defined catchment area. This does not include Intake, Investigation and Family Based Safety Services. Vendors and other organizations should treat the SSCCs as an agent of DFPS as it relates to the child welfare services being delivered by the SSCCs.

**Referrals for All SSCC Placements**

Region 8B Child Protective Investigations and Child Protective Services (CPI/CPS) staff will work directly with Belong following the determination that a child or youth in CPS conservatorship requires placement in a paid foster care setting.

CPI/CPS staff must follow CPS Handbook policy related to the assessment, consideration, and selection of the least restrictive placement for every child or youth’s initial or subsequent placement (new placement or placement change) in substitute care. For more information, see:

- Policy section [4000 Placing Children in DFPS Conservatorship Care](#)
- [Placement Process Resource Guide](#)
- [Child Sexual Aggression Resource Guide](#)

Belong will be paid one blended foster care rate for all children or youth placed within Belong’s provider network. Therefore, CPS will no longer submit service level requests to Youth for Tomorrow (YFT). Regardless of the child or youth’s needs or services to meet those needs, Belong is responsible for providing a continuum of care to each child or youth placed within their provider network. CPS Handbook policy items related to requesting a service level for a child or youth, therefore, is waived. See [Community-Based Care Texas Administrative Code (TAC) Rules Waiver](#) for more information.
General Requirements for all SSCC Placements:

- Regardless of the type of placement (initial or subsequent), CPI/CPS Workers must staff the child or youth’s case with their Supervisor and Program Director (PD) and obtain approval prior to requesting a paid foster care placement from Belong.
- In situations where the CPI/CPS Worker has identified that a child or youth may require a paid foster care placement, the PD may direct the CPI/CPS Worker to provide Belong advance notification of a child or youth’s need for possible paid foster care placement.
  - If paid placement is no longer needed, the CPI/CPS Worker will notify Belong by email or phone within one hour if it is determined that paid foster care placement is not needed.
- If a court should order anything regarding the placement of a child or youth (i.e., a placement move or for a child or youth to remain in a particular foster home), CPI/CPS Worker will notify Belong immediately and provide a copy of the court order as soon as possible. When possible, CPI/CPS Worker will notify Belong prior to any anticipated court rulings that may affect the placement of a child, youth, or sibling group.
- CPI/CPS Worker will notify Belong immediately of any discharge from SSCC paid foster care placement, (i.e., court order, kinship placement identified, family reunification, etc.) This communication will be provided to Belong staff (Case Care Specialist, Supervisors, Intake Staff, Intake Director etc.) by e-mail, phone, virtually, or in person.

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 CPS Handbook, policy 6420 Rights of Children and Youth in Foster Care.

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 Foster and Adoptive Home Development (FAD) program.
- 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 Rights of Children and Youth in Foster Care (Form 2530). The primary caseworker must review these Bill of 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. 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 (e.g., infants), this must be noted on the form by the caseworker. The review must still occur with the caregiver and a signed copy must be uploaded into OneCase and included in the physical case file.

The Bill of Rights contains language and words that will not 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 does not understand in a developmentally appropriate way.

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

**Child Sexual Aggression**

**Remedial Order 28-CSA**

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 Conservatorship (CVS) Program Administrator (PA) and reflected in the child or youth’s application for placement. The CVS PA 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 the SSCC or their network provider suspects that a child or youth has sexually aggressive behavior and the child or youth has not already been given that designation, notification to the CPS Worker must be made immediately so the CPS Worker can notify his/her Supervisor, Program Director (PD), and CVS PA.

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/Youth is determined to have Sexually Aggressive Behavior:

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

If the Child/Youth is determined to have Sexually Aggressive Behavior at the time of removal:
• If the child or youth has not been placed, the removal worker updates the Alternative Application for Placement of Children in Residential Care (Form 2087ex) in IMPACT before submitting to the SSCC 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 the SSCC Worker and the placement about the child or youth’s behavior and documents the notification in IMPACT.

If the Child/Youth is determined to have Sexually Aggressive Behavior after the Child/Youth is in Conservatorship:

• If the child or youth is pending a new placement, the CVS Worker or SSCC 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.

• If 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 e-mail 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 SSCC Child Case Manager.

The CVS PD has 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:**

**Defining Caregiver:**

A caregiver is a person, including an employee, foster parent, foster/adoptive parent, contract service provider, or volunteer, whose day-to-day responsibilities include direct care, supervision, guidance, and protection of a child or youth in care. This includes employees and contract staff who provide 24-hour awake night supervision.

**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, DFPS 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, DFPS will:
  o Discuss the information in the Attachment A form with the receiving caregiver;
  o Obtain signatures from all caregivers;
  o Use the “Genius” application on their work phone to scan the signed Attachment A form and email to themselves; and
- Upload Attachment A and Placement Summary Form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b into OneCase in IMPACT within one (1) business day for access by Belong.
- Form 2279b is used when a child with a history of sexual victimization or behaviors of sexual aggression is under the care of an alternate, temporary, or GRO caregiver.

- For placements made by Belong,
  - DFPS will provide Belong with a printed copy of Attachment A and the Placement Summary Form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b.
  - Belong, or their designee, will be responsible for discussing information in the Attachment A and the Placement Summary Form 2279 Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b with the caregiver at the time of placement.
  - Obtain the signature of the receiving caregiver on both forms.
  - Belong will, within one (1) business day, upload Attachment A and the Placement Summary Form 2279 Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b into OneCase in IMPACT.

Subsequent Placements:

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

Additional Notification Guidance:

DFPS/Belong is required by federal court order to provide all caregivers who care for children/youth in the conservatorship of DFPS with information regarding a child/youth’s history of sexual victimization and sexual aggression. At initial and subsequent placements of a child/youth 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 or 2279b 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 has three (3) business days to review the information and obtain signatures of the missing</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Type of Setting</th>
<th>Who must review and sign the 2279 or 2279b and Attachment A</th>
<th>Additional Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Home</td>
<td>All foster parents</td>
<td>If all foster parents are not present at placement, DFPS/Belong has three (3) business days to review the information and obtain signatures of the missing individuals. This may be done electronically.</td>
</tr>
<tr>
<td>General Residential Operation (includes Emergency Shelters and any licensed facility that is not a foster family home)</td>
<td>Administrator, Intake staff, Case Manager</td>
<td>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/Belong has three (3) business days to review the information and obtain signatures of the missing individuals. This can be done electronically.</td>
</tr>
<tr>
<td>Other Facilities. This includes Juvenile Detention Settings, Psychiatric Hospitals, State Supported Living Center, and Medical Hospitals</td>
<td>Individual responsible for admissions</td>
<td>Caseworkers must review the information with the staff who is admitting the child and make efforts to have them sign the 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)
  - Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b
- 4152.2 Meeting the Needs of a Child or Youth without Placement
- 4231.1 Notifying a Facility Regulated by Another State Agency of a Child’s Sexual Victimization and Sexual Aggression History

**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 places a general residential operation (GRO), residential treatment center (RTC), or child placing agency (CPA) on probation, Belong must not place a child or youth in that GRO, unless the associate commissioner, or deputy associate commissioner of CPS approves the placement, or a court orders a child or youth placed there (See 4151 Court-Ordered Placements in Unapproved Facilities).

Belong will not place a child or youth in a foster home or straight adopt 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.

If a Child Placing Agency (CPA) places one of its foster home or foster group home’s verification on inactive status, Belong must not place a child or youth in that foster home or foster group home.
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/youth’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/youth’s individual needs. When the Belong 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, will consult with the director of Care Management.

Heightened Monitoring
Remedial Order 20-Heightened Monitoring

Belong will follow steps outlined in policy 4211.6 Placements into Operations on Heightened Monitoring (HM) when:

- A child is already placed in a child placing agency (CPA), or a general residential operation (GRO), including a residential treatment center (RTC), and the operation is placed on heightened monitoring, OR
- For prospective placements, if a GRO, RTC, or CPA is on heightened monitoring at the time of the placement search.

If the operation is also on probation (in addition to heightened monitoring), the approval of the associate commissioner or deputy associate commissioner of CPS is also required before placement. This request should be submitted at the same time.

Placements on Probation
If an GRO or an CPA is on probation, then the CPS Associate Commissioner must provide advanced approval prior to placement. Belong Intake Staff must submit the placement request to the Division Administrator for Placement. Once reviewed, it is submitted to the Associate Commissioner for final approval.

Follow the Heightened Monitoring request process stated in the section above.

When An Operation is Issued A Placement Hold
A placement hold on an operation is issued by the CPS Director of Conservatorship Services or CPS Director of Heightened Monitoring. The CPS Director of Conservatorship Services will notify the SSCC within 24 hours when a placement hold is issued. Once the SSCC receives notification, they must notify their placement staff immediately or within 24 hours.

If an operation is issued a placement hold, then no children may be placed into that operation.
Exceptional Care Rate

The Exceptional Care Rate is used to secure placement for children and youth in the designated Catchment area with exceptional needs that cannot be met appropriately through use of the blended foster care rate. The SSCC cannot charge DFPS for both the Blended Rate and the Exceptional Care Rate for the same child/youth on the same day or use the Exceptional Care Rate for Supervised Independent Living (SIL) Youth under any circumstances. DFPS will authorize use of exceptional care days of care using a validation process in instances when:

1) There is a Court Order that dictates a child specific placement or payment that exceeds the contemplated rate structure of the Blended Rate;
2) The child/youth has extraordinary service needs that far exceed the traditional residential child care settings (e.g., major eating disorders or severe medical/psychiatric needs); or
3) The SSCC has performed an exhaustive search and placement cannot be located without the use of a Child-Specific Contract whose rate exceeds the contemplated rate structure of the Blended Rate.

The SSCC will electronically submit the request to seek approval of the exception care rate for all youth entering an exertional care placement after the effective date. The SSCC should expect a response from the Director of Placement for CPS within one to two (1-2) business days of the submission. A third day may be required if the request is for a rate over $1,000. If the request is denied, the Director of Placement for CPS will submit a written response to the SSCC detailing the basis for the denial and include a recommendation concerning placement for the subject child. In addition, should the subject child be denied an exceptional care rate, the SSCC retains and reserves the right to have the contract-approved Third-Party Vendor review the DFPS denial and issue a subsequent opinion and recommendations with respect to placement. This review process shall occur within three (3) days of the SSCC receiving notice of the denial for the exceptional care rate. This Third-Party recommendation shall be submitted to DFPS for re-consideration concerning the subject child.

Please note that the exceptional care rate cannot be paid until approval is given. If approved, the payment will be from the date the request was submitted. Approvals will not be backdated. If a placement took place prior to submitting for approval, those prior dates will not be considered for payment.

See Appendix A: SSCC Exceptional Foster Care Flow Chart.


4114 Required Factors to Consider When Evaluating a Child or Youth’s Possible Placement.

Children/Youth under SSCC Supervision

SSCC must establish policies/procedures for safely caring for children/youth and meeting their needs while a placement is being located. Policies/procedures must comply with CPS policy 4152.1 Meeting the Needs of a Child or Youth until a Placement Is Secured and all of its sub-items.
The SSCC will report children under SSCC 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 e-mail “SSCC Supervision for the evening of DATE” This is the date prior to midnight for the overnight supervision that occurred.

If there were children under SSCC Supervision, the SSCC Single Point of Contact completes the **SSCC Supervision Daily Log** (excel spreadsheet template) with information on all children supervised by the SSCC overnight (as defined above). 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 completed every night a child remains under SSCC Supervision until a placement is found. Logs completed for Friday-Sunday nights are submitted Mondays by 9am following the naming convention for each night.
- If a child in SSCC supervision runs away, the incident must be reported to the placement team and the SSCC must verify that the runaway protocol was followed, or will be followed. (This information is reported by the CPS placement team to the CPS Associate Commissioner.)
- Daily reporting to the placement team, CBCA and CAM is in addition to and does not take the place of communication between SSCC and regional DFPS CPS staff about locating placements as outlined in the operations manual. Transparent communication is essential so that DFPS and the SSCC can work together to meet the needs of the child.

If no children were under SSCC Supervision, the SSCC reports to DFPS that there were NOT any children in SSCC Supervision.

**Note:** Per an allowance of the SSCC to deviate from CPS Policy [4152.1 Plans for a Child or Youth When Placement Is Unavailable](#), if a child or youth in DFPS conservatorship does not have a placement, the child or youth can be supervised by a qualified SSCC staff. The request will be granted to all SSCC employees as long as: (1) SSCC employees are in charge of the children, (2) those employees have appropriate background checks (both of which are required by the statute), and (3) have received all the required training.

**Significant Events or Issues**

Belong is to follow policy [4152.2 Meeting the Needs of a Child or Youth without Placement](#) and the Child without Placement Procedures guide (no link available) provided by program.

If a significant event or issue arises while supervising a child or youth, staff members and caregivers must notify their supervisor immediately. All significant events and serious incidents must be immediately escalated up the chain of command to the regional director, using the email subject line **CWOP Incident**.
**New Placements**

After CPI/CPS determines, with Supervisor and Program Director approval, that the child or youth requires placement in a paid foster care setting, the CPI/CPS Worker must decide if the child or youth needs emergency or non-emergency placement.

Before any non-emergency placement change, the CPS/CPI Worker must contact the following people and ask for their recommendations on the subsequent placement:

- Attorney ad litem (AAL);
- Guardian ad litem (GAL); and
- Court Appointed Special Advocate (CASA).

If an emergency placement change does not allow time for the required consultations, the CPI/CPS Worker must notify the AAL, GAL, and CASA as soon as possible, but no more than three (3) business days after the change.

**Emergency Placement Process**

See Appendix B: Emergency Placement Process Flow Charts

The emergency placement process is used when CPI/CPS makes a referral to Belong for a child or youth who is in immediate need for paid foster care placement and services and is not currently served by Belong. Immediate need for an emergency referral is if placement is needed within seven (7) hours. Therefore, this process will be used for all emergency removals in addition to any child or youth requiring immediate paid foster care placement and services.

If DFPS does not have physical possession of the child/youth, the Belong Director may give approval for the placement coordinator to begin searching for placement. The 4-hour period will only begin once Belong has accepted the referral as complete and DFPS has physical possession of the child/youth.

The section below reflects the specific steps a CPI/CPS Worker (removal or conservatorship) must take to request and complete an emergency foster care placement from Belong.

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification &amp; Referral</td>
<td>6151.3 Notification Requirements and Schedule</td>
</tr>
<tr>
<td></td>
<td>CPI/CPS Worker will contact Belong during regular work hours or after-hours by phone at (210) 904-1137</td>
</tr>
<tr>
<td></td>
<td>Within one (1) hour of contacting Belong, CPI/CPS worker will send an email to <a href="mailto:Placementbelong@sjrtexas.org">Placementbelong@sjrtexas.org</a> and enter placement referral documentation in IMPACT. The e-mail subject line will read: (last name, first name of oldest child). The e-mail will include the following information:</td>
</tr>
<tr>
<td></td>
<td>• CPI/CPS Worker contact information;</td>
</tr>
<tr>
<td></td>
<td>• CPI/CPS Worker supervisor and contact information;</td>
</tr>
<tr>
<td></td>
<td>• Belong’s Initial Referral Information (can be verbal);</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|                                                                        | • Belong Intake Worker to be assigned as secondary in IMPACT;  
• Attachment A form from IMPACT;  
• Belong’s Referral Form for Placement; and  
• Any relevant information to assist with finding placement (i.e. removal affidavit, education, medical, up-to-date psychological, etc.)                                                                                      |
| Note: If any additional information is needed, Belong will call the CPI/CPS Worker to request the additional information. | • CPI/CPS will enter the following in IMPACT:  
  • SSCC Referral on the Case Summary page in IMPACT; and  
  • IMPACT Application for Placement of Children in Residential Care (form 2087; excluding level of care information), or  
  • IMPACT Alternative Application for Placement of Children in Residential Care (form 2087ex; excluding level of care information). |
| Based on the child or youth’s needs, the CPS/CPI Worker will:          | • Notify relevant regional CPS Subject Matter Experts (i.e. Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist);  
• When possible, notify the Developmental Disability Specialist prior to the child or youth’s removal; and  
• Request a staffing with the relevant Subject Matter Experts as needed.                                                                                          |
<p>| For additional guidance, see Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs. |                                                                                                                                                                                                                                                                                                                                                                    |
| <em><strong>Belong will not begin to search for placement without an active SSCC referral and a thorough and descriptive Alternative Application for Placement (2087ex) or Application for Placement (2087) specific to the child or youth’s needs sent via IMPACT.</strong></em> |                                                                                                                                                                                                                                                                                                                                                                    |
| Belong will have one (1) hour to review the referral and information to determine if it is sufficient for the placement search. If the application for placement does not have sufficient information for the placement search, Belong will e-mail and call CPS Worker/Supervisor to update information. The 4-hour timeframe starts once the referral is accepted as complete by Belong. Belong will advise CPI/CPS by phone and follow-up email as to when the referral is accepted to allow CPI/CPS to coordinate plans for the child/youth. |</p>
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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<tbody>
<tr>
<td></td>
<td>The timeframes associated with placement must take into consideration the best interest of each child/ren and/or youth. Although the timeframes will be followed in most instances, there may be times DFPS and Belong staff will need to work together to ensure best interest of child/ren and youth take precedence.</td>
</tr>
</tbody>
</table>

Belong will include CPS/CPI Worker, Supervisor, and Program Director on all correspondence throughout the case.

<table>
<thead>
<tr>
<th>Belong Placement Options and CPI/CPS Approval</th>
<th>Belong Placement Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No later than <strong>seven (7) hours</strong> from receipt of notification of need for emergency placement, Belong will provide CPI/CPS Worker with:</td>
</tr>
<tr>
<td></td>
<td>• Notification of a recommended placement and medical consenter by phone, followed by an e-mail to the CPI/CPS Worker and Supervisor, or electronically (IMPACT).</td>
</tr>
<tr>
<td></td>
<td>• Information about the recommended placement will include:</td>
</tr>
<tr>
<td></td>
<td>o Placement Name, Address, Phone and Resource ID, if known;</td>
</tr>
<tr>
<td></td>
<td>o Network Provider Name;</td>
</tr>
<tr>
<td></td>
<td>o Medical Consenter name and PID, if known;</td>
</tr>
<tr>
<td></td>
<td>o Information regarding other children or youth placed in the home, including if any have a child sexual aggression designation or a victim of child sexual aggression;</td>
</tr>
<tr>
<td></td>
<td>o Education Decision Maker name and PID; and</td>
</tr>
<tr>
<td></td>
<td>o For placement options on Heightened Monitoring, Belong will follow steps outlined in policy 4211.6 Placements into Operations on Heightened Monitoring (HM)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPI/CPS Placement Approval</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• CPI/CPS Worker will evaluate and approve Belong’s recommended placement option and medical consenter within 1 hour of receipt of notification from Belong by telephone <strong>(210) 904-1137</strong> or email at <a href="mailto:Placementbelong@sjrcTexas.org">Placementbelong@sjrcTexas.org</a>.</td>
</tr>
<tr>
<td></td>
<td>• Approval of the placement will be assumed if denial is not received within 1 hour.</td>
</tr>
<tr>
<td></td>
<td>• If there are concerns about the placement recommendation:</td>
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<tr>
<td></td>
<td>o CPI/CPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.</td>
</tr>
<tr>
<td></td>
<td>o Denial justification must be included and provided to Belong by responding to referral e-mail.</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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<tr>
<td></td>
<td>o The CPI/CPS Program Director will contact Belong Placement Director with the decision.</td>
</tr>
<tr>
<td></td>
<td>o The CBC Administrator must also be notified.</td>
</tr>
<tr>
<td></td>
<td>o Denial of a placement option may impact the ability of Belong to secure the placement within seven (7) hours.</td>
</tr>
<tr>
<td></td>
<td><strong>If Belong has not established a placement for a child or youth within seven (7) hours of initial referral:</strong></td>
</tr>
<tr>
<td></td>
<td>• Belong will notify CPI/CPS Worker and CPI/CPS Supervisor of status and planned strategy for finding a placement.</td>
</tr>
<tr>
<td></td>
<td>• CPI/CPS Supervisor will notify the CBC Administrator.</td>
</tr>
<tr>
<td></td>
<td>• If placement is not identified by Belong within the 7-hour timeframe and the child or youth has been physically transferred to Belong, then the CPS Worker will provide verbal approval of the placement and medical consenter when placement is secured.</td>
</tr>
<tr>
<td>Placement of</td>
<td><strong>If placement is located within four (4) hours of documented emergency placement referral:</strong></td>
</tr>
<tr>
<td>Child/Youth</td>
<td>• CPI/CPS Worker will physically transport the child or youth to the placement.</td>
</tr>
<tr>
<td></td>
<td>• CPI/CPS Worker at the time of placement will complete the documents below, <strong>include the 2085 IMPACT-generated placement forms</strong>, 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:</td>
</tr>
<tr>
<td></td>
<td>o CBC Placement Authorization (Form 2085FC) – to be signed by caregiver and electronic copy provided to Belong.</td>
</tr>
<tr>
<td></td>
<td>o CBC Designation of Medical Consenter (Form 2085B) - to be signed by consenter and electronic copy provided to Belong.</td>
</tr>
<tr>
<td></td>
<td>o CBC Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and electronic copy provided to Belong.</td>
</tr>
<tr>
<td></td>
<td>o <strong>DFPS Placement Summary Form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b</strong> – to be signed by caregiver, copy uploaded into OneCase by CPI/CPS.</td>
</tr>
<tr>
<td></td>
<td>o Child Sexual History Report (Attachment A) from IMPACT - to be signed by all caregivers and copy uploaded into OneCase by CPI/CPS in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>o <strong>Rights of Children and Youth in Foster Care (Form K-908-2530)</strong> - review with the child or youth, signed by the caseworker, child or youth and caregiver, provide a copy to the child or youth, and CPI/CPS will upload a signed copy</td>
</tr>
</tbody>
</table>
### Process

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>into OneCase in IMPACT within 72 hours and a signed copy in the physical case file.</td>
</tr>
<tr>
<td>- CPI/CPS will ensure ALL signed placement documents are uploaded to OneCase in IMPACT.</td>
</tr>
</tbody>
</table>

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

- CPI/CPS Worker will transport the child or youth to an alternative location coordinated between Belong and CPI/CPS Worker.
- For a child or youth’s initial placement (brand new removal), when a placement has **not** been identified, CPI/CPS Worker will remain medical consenter until a placement is identified.
- Since placement is not identified within four (4) hours and Belong has assumed supervision responsibilities of the child or youth and the CPI/CPS Worker is not present at the placement with the caregiver, the **next business day**, after the child or youth’s placement, Belong will send to CPI/CPS Worker by e-mail relevant child or youth’s placement information identified below.
- CPI/CPS Worker will provide the **placement documents below**, **include the 2085 IMPACT-generated placement forms**, to Belong but will not sign the documents. They are provided for use by Belong when placement is secured.
  - CBC Placement Authorization (Form 2085FC) – to be signed by caregiver and electronic copy provided to CPS/CPI.
  - CBC Designation of Medical Consenter (Form 2085B) – to be signed by consenter and electronic copy provided to CPS/CPI.
  - CBC Designation of Education Decision-Maker (Form 2085E) – to be signed by decision maker and electronic copy provided to CPI/CPS.
  - DFPS Placement Summary (form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b) – to be signed by caregiver, copy uploaded into One Case by Belong.
  - Child Sexual History Report (Attachment A) from IMPACT – to be signed by all caregivers, copy uploaded into One Case by Belong.
  - **Rights of Children and Youth in Foster Care (Form K-908-2530)** – Belong will review with the child or youth, obtain the child or youth’s signature, and sign the form as the caseworker. Belong will obtain the caregiver’s signature, provide a copy to the child or youth, and upload a signed copy into OneCase in IMPACT (per policy may not exceed 72 hours). CPI/CPS will place a signed copy in the physical case.
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPS/CPI will contact Belong if they do not receive the paperwork timely.</td>
</tr>
<tr>
<td></td>
<td>• CPI/CPS will ensure <strong>ALL</strong> signed placement documents are uploaded into OneCase in IMPACT.</td>
</tr>
<tr>
<td></td>
<td><strong>For Additional information see the Child Sexual Agression, Sexual Victimization, and Sexual Behavior Notification section.</strong></td>
</tr>
</tbody>
</table>
| IMPACT Documentation    | **CPI/CPS Worker will, within four (4) hours of verbal referral to Belong:**  
  • Update Person Information in IMPACT.  

**Belong will, within 12 hours of referral or by 7:00 pm the next calendar day:**  
  • Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page.  
  • Save and submit to placement entry to the CPI/CPS Supervisor.  
  • Create the Medical Consenter entry in IMPACT.  
  • If the placement entry is not documented in IMPACT from Belong within 12 hours of the referral or by 7:00 pm the next calendar day, CPI/CPS Worker will call the Belong Intake Director and request placement be documented.  
  • If placement information is not documented in IMPACT within one hour of contact with Belong Worker, CPI/CPS Worker will notify their supervisor.  
  • The CPI/CPS Supervisor will contact the Belong Intake Director for immediate resolution and will notify CBC Administrator.  

**CPI/CPS Supervisor will, by 5:00 pm the next business day:**  
  • Review and approve the placement and medical consenter documentation in IMPACT.  
  • If there is an error, DFPS will send notice of rejection by e-mail to the Belong Intake staff and Intake Director.  

**CPI/CPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes**  

See CPS Handbook policy **4142 Enter the Placement Change Information in IMPACT.**

| Additional Documentation Shared with | CPI/CPS Worker will provide/complete, within seven (7) days, any remaining placement documentation to Belong including:  
• Birth verification/certificate  
• Social Security card or number (if available) |
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| **Belong Within 7 Days** | • Education portfolio  
• Medicaid and STAR Health numbers or qualifying information (if available)  
• Any external documentation (i.e. assessments, evaluations, or therapy notes) related to the care of the child or youth  
• Removal affidavit or most recent court report  
• Update person characteristics in IMPACT  
• Update education log in IMPACT (with as much information as available)  
• Update medical/dental page in IMPACT, as applicable  
• Any requested intake forms from the residential provider |

Any external forms and written placement information not available in IMPACT should be emailed to Belong at Placementbelong@sjrctexas.org. Email must include subject line with “the oldest child or youth’s last name, first name” or “family name.”

<table>
<thead>
<tr>
<th><strong>Within 3 Days of Placement &amp; Assessments Due</strong></th>
<th><strong>Within 30 Days of Placement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Belong will provide notice of completion of the following by e-mail or written form to both CPS/CPI Worker and Supervisor:</strong></td>
<td><strong>DFPS will call caregiver by the 14th day from the child entering into care to ensure a CANS Assessment is scheduled.</strong></td>
</tr>
</tbody>
</table>
| • Ensure the caregiver or residential provider obtains the 3-day medical screening (three (3) business days) for all children and youth and notify CPI/CPS Worker. CPI/CPS Worker will enter this information into IMPACT. Within one (1) business day of the screening, the Caregiver or Residential Provider will provide notice of the completed screening to CPS/CPI Worker.  
• Ensure the caregiver scheduled the Child and Adolescent Needs and Strengths (CANS) Assessment appointment to occur between days 21-30 in care.  
• Ensure the caregiver schedules and completes the TX Health Steps checkup within thirty (30) days.  
• Ensure any child under three years old 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 check-up. |
Non-Emergency Placement Process

See Appendix C: Non-Emergency Placement Process Flow Charts

The non-emergency placement process is used when CPI/CPS makes a referral to Belong for a child or youth in CPS conservatorship who is moving to a paid foster care placement in Belong’s provider network.

Before any non-emergency placement change, the CPI/CPS Worker must contact the following people and ask for their recommendations on the subsequent placement:

- Attorney ad litem (AAL);
- Guardian ad litem (GAL); and
- Court Appointed Special Advocate (CASA), when applicable.

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification &amp; Referral</td>
<td>6151.3 Notification Requirements and Schedule</td>
</tr>
<tr>
<td></td>
<td>Non-Emergency Referrals Resulting from Discharge Notice of Child or Youth in Paid Care (Not same day)</td>
</tr>
<tr>
<td></td>
<td>When CPS receives a discharge notice for a child or youth not in the Belong network from their current caregiver, CPS will e-mail that discharge notice to Belong.</td>
</tr>
<tr>
<td></td>
<td><strong>For 30-day discharge notice:</strong></td>
</tr>
<tr>
<td></td>
<td>Immediately, but no more than three (3) business days, <strong>CPS Worker will</strong> e-mail <a href="mailto:Placementbelong@sjrctexas.org">Placementbelong@sjrctexas.org</a> a copy of the discharge notice and complete the SSCC referral in IMPACT for all children or youth being referred.</td>
</tr>
<tr>
<td></td>
<td>The email subject line should be: “30 Day Discharge Notice,” <strong>AND</strong> Last name of oldest child being referred, including:</td>
</tr>
<tr>
<td></td>
<td>- Copy of discharge notice</td>
</tr>
<tr>
<td></td>
<td>- Updated Attachment A form from IMPACT</td>
</tr>
<tr>
<td></td>
<td>- Belong’s Referral Form for Placement;</td>
</tr>
<tr>
<td></td>
<td>- Include Psychological evaluation, if available</td>
</tr>
<tr>
<td></td>
<td>- CANS Assessment</td>
</tr>
<tr>
<td></td>
<td>- Any other information available that would aid in securing placement as requested by Belong</td>
</tr>
<tr>
<td></td>
<td>- Include CPS Supervisor’s name, who approves the placement and is a backup contact</td>
</tr>
<tr>
<td></td>
<td>CPI/CPS will enter the following in IMPACT:</td>
</tr>
<tr>
<td></td>
<td>- <strong>SSCC Referral on the Case Summary page in IMPACT;</strong> and</td>
</tr>
<tr>
<td></td>
<td>- IMPACT Application for Placement of Children in Residential Care (form 2087; excluding level of care information), <strong>or</strong></td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
</tr>
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<tr>
<td>• IMPACT Alternative Application for Placement of Children in Residential Care (form 2087ex); excluding level of care information.</td>
<td></td>
</tr>
<tr>
<td>Within one (1) business day, Belong will:</td>
<td></td>
</tr>
<tr>
<td>• Provide CPS Worker and CPS Supervisor with the name of the Belong Intake worker to make secondary within one (1) business day of the email referral notification.</td>
<td></td>
</tr>
<tr>
<td>• Send acknowledgement that the above information has been reviewed for completion to the CPS Worker and Supervisor. The notification must identify any items in need of correction or not provided in the acknowledgement.</td>
<td></td>
</tr>
<tr>
<td><strong>For 14 days and less discharge notice:</strong></td>
<td></td>
</tr>
<tr>
<td>Immediately, but no more than one (1) business day, CPS Worker will e-mail copy of discharge notice and complete the SSCC referral in IMPACT for all children and youth being referred to <a href="mailto:Placementbelong@sjrctexas.org">Placementbelong@sjrctexas.org</a>. The email subject line should be: “14 Day Discharge Notice,” <strong>AND</strong> last name of oldest child being referred, including:</td>
<td></td>
</tr>
<tr>
<td>• Copy of discharge notice</td>
<td></td>
</tr>
<tr>
<td>• Updated Attachment A form from IMPACT</td>
<td></td>
</tr>
<tr>
<td>• Belong’s Referral Form for Placement;</td>
<td></td>
</tr>
<tr>
<td>• Psychological evaluation if available</td>
<td></td>
</tr>
<tr>
<td>• CANS Assessment</td>
<td></td>
</tr>
<tr>
<td>• Any other information available that would aid in securing placement as requested by Belong</td>
<td></td>
</tr>
<tr>
<td>• CPS Supervisor’s name, who approves the placement and is a backup contact</td>
<td></td>
</tr>
<tr>
<td>CPI/CPS will enter the following in IMPACT:</td>
<td></td>
</tr>
<tr>
<td>• SSCC Referral on the Case Summary page in IMPACT; <strong>and</strong></td>
<td></td>
</tr>
<tr>
<td>• IMPACT Application for Placement of Children in Residential Care (form 2087; excluding level of care information), <strong>or</strong></td>
<td></td>
</tr>
<tr>
<td>• IMPACT Alternative Application for Placement of Children in Residential Care (form 2087ex); excluding level of care information).</td>
<td></td>
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<tr>
<td>Within one (1) business day, Belong will:</td>
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<tr>
<td>• Provide CPS Worker and CPS Supervisor with the name of the Belong Intake worker to make secondary within one (1) business day of the email referral notification.</td>
<td></td>
</tr>
<tr>
<td>• Send acknowledgement that the above information has been reviewed for completion to the CPS Worker and Supervisor. The notification must identify any items in need of correction or not provided in the acknowledgement.</td>
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<tr>
<td>Process</td>
<td>Procedure</td>
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<td></td>
<td>Note that some Non-Emergency Referrals may require a placement for timeframes other than with 30-day or 14-day notices. CPI/CPS should always make the non-emergency referral immediately after learning of a placement need. The referral must include information about the date placement is needed and this date is considered the deadline for a new placement to be completed.</td>
</tr>
<tr>
<td></td>
<td>Based on the child or youth’s needs, CPS will notify relevant regional CPS Subject Matter Experts (i.e., Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist). For additional guidance, see Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs.</td>
</tr>
<tr>
<td></td>
<td>Belong will include CPS/CPI Worker and Supervisor on all correspondence throughout the case.</td>
</tr>
<tr>
<td>Pre-Placement Staffing (Optional)</td>
<td>Pre-Placement staffing is optional for non-emergency placements and determined jointly by Belong Placement Supervisor and CPS Supervisor. Please see additional guidance regarding Pre-Placement Staffings.</td>
</tr>
<tr>
<td>Belong Placement Options and CPI/CPS Approval</td>
<td>Belong Placement Option</td>
</tr>
<tr>
<td></td>
<td>• Belong will provide weekly updates to the CPS Worker and Supervisor on placement identification efforts until a placement is identified.</td>
</tr>
<tr>
<td></td>
<td>• No less than three (3) business days prior to placement needing to occur, Belong will notify CPS Worker and Supervisor by e-mail of recommended placement and medical consenter.</td>
</tr>
<tr>
<td></td>
<td>• Information about the recommended placement will include:</td>
</tr>
<tr>
<td></td>
<td>• Placement Name, Address, Phone and Resource ID, if known</td>
</tr>
<tr>
<td></td>
<td>• Network Provider Name</td>
</tr>
<tr>
<td></td>
<td>• Medical Consenter name and PID, if known</td>
</tr>
<tr>
<td></td>
<td>• Information regarding other children or youth placed in the home, include if any have a child sexual aggression designation or a victim of child sexual aggression.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate pre-placement visit opportunities to engage the child or youth in placement decision.</td>
</tr>
<tr>
<td></td>
<td>• For placement options on Heightened Monitoring, Belong will follow steps outlined in policy 4211.6 Placements into Operations on Heightened Monitoring (HM)</td>
</tr>
<tr>
<td></td>
<td>• CPS Placement Approval</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</table>
| • CPS Worker will evaluate and approve Belong’s recommended placement option and medical consenter within 1 business day of receipt of notification from Belong by telephone (210) 904-1137 or e-mail Placementbelong@sjrctexas.org  
• CPS Worker will provide written approval of the placement by: responding to the email from Belong with the placement option that it is approved;  
• Approval will be assumed if denial is not received within one (1) business day.  
• CPS Worker will also notify CBC Administrator of failure of Belong to identify placement no later than 3 business days prior to placement needing to occur  
• If there are concerns about the placement recommendation:  
  o CPI/CPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.  
  o Denial justification must be included and provided to Belong by responding to referral e-mail.  
  o The CPI/CPS Program Director will contact Belong Placement Director with the decision.  
  o The CBC Administrator must also be notified. |
| Placement of Child/Youth | CPS/CPI Worker will  
• Physically transport the child or youth to the placement since the child or youth is not part of the Belong network until placement is made.  
• CPI/CPS Worker at the time of placement will complete the placement documents below, include the 2085 IMPACT-generated placement forms, 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:  
  o CBC Placement Authorization (Form 2085FC) – to be signed by caregiver and electronic copy provided to CPS/CPI  
  o CBC Designation of Medical Consenter (Form 2085B)- to be signed by consenter and electronic copy provided to CPS/CPI  
  o CBC Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and electronic copy provided to CPI/CPS  
  o DFPS Placement Summary (form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b) – to be signed by caregiver, copy uploaded into One Case by Belong  
  o Child Sexual History Report (Attachment A) from IMPACT - to be signed by all caregivers, copy uploaded into One Case by Belong |
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>o  <strong>Rights of Children and Youth in Foster Care (Form K-908-2530)</strong> – Belong will review with the child or youth, obtain the child or youth signature and sign the form as the caseworker. Belong will obtain the caregiver signature, provide a copy to the child or youth, and upload a signed copy into OneCase in IMPACT (per policy may not exceed 72 hours). CPI/CPS will place a signed copy in the physical case CPS/CPI will contact Belong if they do not receive the paperwork timely.</td>
<td></td>
</tr>
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<td></td>
<td>• CPI/CPS will ensure ALL signed placement documents are uploaded into OneCase in IMPACT.</td>
<td></td>
</tr>
<tr>
<td>IMPACT Documentation</td>
<td><strong>CPI/CPS Worker will at the time of referral to Belong:</strong></td>
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</tr>
<tr>
<td></td>
<td>• Update Person Information</td>
<td></td>
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<td></td>
<td><strong>Belong will within 12 hours of placement or by 7:00 pm the next calendar day:</strong></td>
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<td></td>
<td>• Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Save and submit to placement entry to the CPI/CPS Supervisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Create the Medical Consenter entry in IMPACT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If the placement entry is not documented in IMPACT from Belong within 12 hours of the referral or by 7:00 pm the next calendar day, CPI/CPS Worker will call the Belong Intake Director and request placement be documented</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If placement information is not documented in IMPACT within one hour of contact with Belong, CPI/CPS Worker will notify their supervisor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The CPI/CPS Supervisor will contact the Belong Intake Director for immediate resolution and will notify CBC Administrator</td>
<td></td>
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<tr>
<td></td>
<td><strong>CPI/CPS Supervisor will by 5:00 pm the next business day:</strong></td>
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<tr>
<td></td>
<td>• Review and approve the placement and medical consenter documentation in IMPACT</td>
<td></td>
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<tr>
<td></td>
<td>• If there is an error, DFPS will send notice of rejection by e-mail to the Belong Intake staff and Intake Director.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>CPI/CPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes.</strong> See CPS Handbook policy 4142 Enter the Placement Change Information in IMPACT.</td>
<td></td>
</tr>
<tr>
<td>Additional Documentation</td>
<td><strong>CPI/CPS Worker will</strong> provide/complete any remaining placement documentation and provide to Belong including:</td>
<td></td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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<tr>
<td><strong>Shared with Belong Within 7 Days</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|  | • Birth verification/certificate  
  | • Social Security card or number (if available)  
  | • Education portfolio at placement  
  | • 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 or youth  
  | • Removal affidavit or last court report  
  | • Update person characteristics in IMPACT  
  | • Update education log in IMPACT (with as much information as available)  
  | • Update medical/dental page in IMPACT, as applicable  
  | • Any requested intake forms from the residential provider  |
|  | Any external forms and written placement information not available in IMPACT should be emailed to Belong: Placementbelong@sjrctexas.org. The e-mail subject line should be “the oldest child or youth’s last name, first name”. |

<table>
<thead>
<tr>
<th>Within 3 Days of Placement &amp; Assessments Due Within 30 Days of Placement</th>
<th>If the child or youth is new to conservatorship, within three (3) business days of placement, Belong will:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Ensure the caregiver or residential provider obtains the 3-day medical screening (three (3) business days) for all children and youth and notifies CPS Worker. (CPS Worker will enter into IMPACT)</td>
</tr>
<tr>
<td></td>
<td>• Ensure the caregiver schedules CANS appointment to occur between 21 to 30 days in care.</td>
</tr>
<tr>
<td></td>
<td>• Ensure the caregiver schedules and completes the TX Health Steps checkup within 30 days.</td>
</tr>
<tr>
<td></td>
<td>• Ensure any child under three years old 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 check-up.</td>
</tr>
</tbody>
</table>
Placement Changes of Children in SSCC Network

Placement changes in Region 8B will take place with children or youth who are placed in a paid foster care setting within the Belong provider network and require a new foster care placement within the Belong network. Belong must make all reasonable attempts to prevent placement changes.

Placement changes, initiated by CPS, are typically non-emergency in nature. CPS Workers must obtain Supervisor and Program Director (PD) approval to request a placement change from Belong.

Emergency placements changes may only be initiated when there is a perceived or actual threat to the safety or well-being of the child or youth or by court order. Non-emergency placement changes may need to be initiated based on a variety of reasons, all of which must be justified by Belong or CPS depending on who is requesting the change.

It should be noted that if Belong receives a request from an external party for a placement change (i.e. GAL or CASA) then Belong will notify the CPS Worker and Supervisor. If CPS decides a placement change is needed, then the CPS initiated placement change process must be followed.

**Placement Change Process**

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification &amp; Referral</td>
<td><strong>Emergency Placement Changes initiated by CPS:</strong></td>
</tr>
<tr>
<td></td>
<td>Upon identifying the circumstances requiring a placement change, the CPS Worker will:</td>
</tr>
<tr>
<td></td>
<td>• Staff the situation with their Supervisor if placement is needed;</td>
</tr>
<tr>
<td></td>
<td>• Contact, discuss, and evaluate the situation and concerns with Belong Intake Director or designee.</td>
</tr>
<tr>
<td></td>
<td>• Obtain Program Director (PD) approval for the placement change;</td>
</tr>
<tr>
<td></td>
<td>• CPS Worker will update the Application for Placement (2087) in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>• CPS Worker will update the Attachment A form in IMPACT</td>
</tr>
<tr>
<td></td>
<td>• For any emergency placement changes, follow the Emergency placement referral process.</td>
</tr>
<tr>
<td></td>
<td>• For any non-emergency placement changes, follow the Non-Emergency placement referral process.</td>
</tr>
</tbody>
</table>

**Note:** Since the child or youth is already receiving services from Belong, a new IMPACT referral is not needed.

Belong will NOT begin to search for placement without a thorough and descriptive Alternative Application for Placement (2087) specific to the child or youth's needs. Belong will have one hour to review the referral and information and determine if it is sufficient for placement search. If the application for placement does not have sufficient information for placement
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>search, Belong will e-mail and call CPS Worker/Supervisor to update information.</td>
<td><strong>Belong will include CPS/CPI Worker and Supervisor on all correspondence throughout the case.</strong></td>
</tr>
<tr>
<td><strong>Emergency Placement Changes initiated by Belong:</strong></td>
<td>Upon identifying the circumstances requiring a placement change, Belong will provide to the CPS Worker and Supervisor:</td>
</tr>
<tr>
<td></td>
<td>• Belong Intake staff contact information;</td>
</tr>
<tr>
<td></td>
<td>• Belong Intake staff back-up contact information (i.e. supervisor);</td>
</tr>
<tr>
<td></td>
<td>• Reason for emergency placement change needed;</td>
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<tr>
<td></td>
<td>• Belong will update Application for Placement (form 2087) in IMPACT with collaboration from the CPS Worker; and</td>
</tr>
<tr>
<td></td>
<td>• CPS Worker will update the Attachment A form in IMPACT.</td>
</tr>
<tr>
<td><strong>Non-Emergency Placement Changes initiated by CPS:</strong></td>
<td>In situations where CPS may have physical supervision of the child or youth, Belong will immediately begin the placement search.</td>
</tr>
<tr>
<td>Upon identifying the circumstances requiring a placement change, within 72 hours the CPS caseworker will:</td>
<td><strong>Non-Emergency Placement Changes initiated by Belong:</strong></td>
</tr>
<tr>
<td></td>
<td>• Staff the situation with their supervisor;</td>
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<td></td>
<td>• Contact, discuss, and evaluate the situation and concerns with Belong Permanency Reunification Director or designee;</td>
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<tr>
<td></td>
<td>• If placement is needed, obtain Program Director (PD) approval for the placement change; and</td>
</tr>
<tr>
<td></td>
<td>• Follow <a href="#">Non-Emergency placement</a> referral protocol.</td>
</tr>
<tr>
<td>Upon identifying the circumstances requiring a placement change, within 72 hours Belong will provide to the CPS Worker and Supervisor:</td>
<td>Upon identifying the circumstances requiring a placement change, within 72 hours Belong will provide to the CPS Worker and Supervisor:</td>
</tr>
<tr>
<td></td>
<td>• Belong’s Placement Coordinator contact information;</td>
</tr>
<tr>
<td></td>
<td>• Belong’s Placement Coordinator back-up contact information (i.e. supervisor);</td>
</tr>
<tr>
<td></td>
<td>• Reason for non-emergency placement change;</td>
</tr>
<tr>
<td></td>
<td>• Belong will update Application for Placement (Form 2087); and</td>
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<td></td>
<td>• Children were placed in a Short-Term Emergency Placement (STEP) bed or temporary arrangement.</td>
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<tr>
<td>Process</td>
<td>Procedure</td>
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<tr>
<td>All other Application for Placements (Form 2087) will be completed by the DFPS Case Worker within the following timeframes following discharge acceptance by Belong Intake staff:</td>
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<tr>
<td>- For 30-day discharge five (5) business days</td>
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<tr>
<td>- For 14-day discharge two (2) business days</td>
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<tr>
<td>- For 24-hour discharge within four (4) hours</td>
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</tr>
<tr>
<td>***Based on the child or youth’s needs, CPS will notify relevant regional CPS Subject Matter Experts (i.e., Nurse, Developmental Disability Specialist, Well-Being Specialist, and Education Specialist). For additional guidance, see Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs.</td>
<td></td>
</tr>
<tr>
<td>Belong will include CPS/CPI Worker and Supervisor on all correspondence throughout the case.</td>
<td></td>
</tr>
<tr>
<td>Pre-Placement Staffing (Optional)</td>
<td>Pre-Placement staffing is optional for non-emergency placements and determined jointly by Belong Placement Supervisor and CPS Supervisor (See additional guidance regarding Pre-Placement Staffings).</td>
</tr>
<tr>
<td>Belong Emergency Placement Options and CPS Approval</td>
<td>Belong Emergency Placement Option</td>
</tr>
<tr>
<td>Belong will notify CPS Worker and Supervisor by e-mail and phone call of recommended placement and medical consenter.</td>
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</tr>
<tr>
<td>- Information about the recommended placement will include:</td>
<td></td>
</tr>
<tr>
<td>- Placement Name, Address, Phone and Resource ID, if known;</td>
<td></td>
</tr>
<tr>
<td>- Network Provider Name;</td>
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<tr>
<td>- Medical Consenter name and PID, if known;</td>
<td></td>
</tr>
<tr>
<td>- Information regarding other children or youth placed in the home, include if any have a child sexual aggression designation or a victim of child sexual aggression; and</td>
<td></td>
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<tr>
<td>- Coordinate pre-placement visit opportunities to engage the child or youth in placement decision.</td>
<td></td>
</tr>
<tr>
<td>CPS Emergency Placement Approval</td>
<td></td>
</tr>
<tr>
<td>- CPS Worker will evaluate and approve the Belong recommended placement option and medical consenter within one hour of receipt of notification from Belong by telephone (210) 904-1137 or e-mail <a href="mailto:Placementbelong@sjrctexas.org">Placementbelong@sjrctexas.org</a>.</td>
<td></td>
</tr>
<tr>
<td>- CPS Worker will provide written approval of the placement by responding to the email from Belong with the placement option that it is approved.</td>
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<tr>
<td>- Approval will be assumed if denial is not received within one hour.</td>
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<tr>
<td>- If there are concerns about the placement recommendation:</td>
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<tr>
<td>Process</td>
<td>Procedure</td>
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</tbody>
</table>
|                                     | o CPI/CPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.  
                                        o Denial justification must be included and provided to Belong by responding to the referral email (Placementbelong@sjrctexas.org).  
                                        o The CPI/CPS Program Director will contact Belong Intake Director with the decision.  
                                        o The CBC Administrator must also be notified.                                                                                                                                                                                                                       |
| Belong Non-Emergency Placement Options and CPS Approval | **Belong Non-Emergency Placement Option**  
Belong will provide weekly updates to the CPS Worker and Supervisor on placement identification efforts until a placement is identified.  
No less than three (3) business days prior to placement needing to occur, Belong will notify CPS Worker and Supervisor, through email, of recommended placement and medical consenter. Information about the recommended placement will include:  
• Placement Name, Address, Phone and Resource ID, if known;  
• Network Provider Name;  
• Medical Consenter name and PID, if known;  
• Information regarding other children or youth placed in the home, include if any have a child sexual aggression designation or a victim of child sexual aggression; and  
• Coordinate pre-placement visit opportunities to engage the child/youth in the placement decision.  
**CPS Non-Emergency Placement Approval**  
• CPS Worker will evaluate and approve Belong’s recommended placement option and medical consenter within one (1) business day of receipt of notification from Belong by telephone (210) 904-1137 or e-mail Placementbelong@sjrctexas.org.  
• CPS Worker will provide written approval of the placement by responding to the email from Belong with the placement option that it is approved.  
• Approval will be assumed if denial is not received within one (1) business day.  
• CPS Worker will also notify CBC Administrator of failure of Belong to identify placement no later than three (3) business days prior to placement needing to occur.  
• If there are concerns about the placement recommendation:
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>o CPI/CPS Worker must obtain Supervisor, Program Director, and Program Administrator approval to deny placement recommendation.</td>
<td>- Denial justification must be included and provided to Belong by responding to the referral email (<a href="mailto:Placementbelong@sjcctexas.org">Placementbelong@sjcctexas.org</a>).</td>
</tr>
<tr>
<td>o The CPI/CPS Program Director will contact Belong Placement Director with the decision.</td>
<td>o The CBC Administrator must also be notified.</td>
</tr>
<tr>
<td>Placement of Child/Youth</td>
<td>- Since the child or youth is already placed with Belong, the decision for the CPS Worker to participate in the physical placement of the child or youth with a new caregiver is based on the best interest of the child or youth.</td>
</tr>
<tr>
<td></td>
<td>- If the child or youth is under CPS supervision, CPS and Belong will coordinate for the transition of the child or youth into Belong supervision so that Belong can make the placement with a new caregiver.</td>
</tr>
<tr>
<td></td>
<td>- CPS will update all information under the person detail page tabs prior to the placement change.</td>
</tr>
<tr>
<td></td>
<td>- CPS will e-mail an updated Attachment A to Belong prior to placement.</td>
</tr>
<tr>
<td></td>
<td>- Belong or their authorized representative will complete the physical placement of the child or youth with the new placement caregiver and provide all completed placement forms to CPS.</td>
</tr>
<tr>
<td></td>
<td>o CBC Placement Authorization (Form 2085FC) – to be signed by caregiver and electronic copy provided to CPS/CPI.</td>
</tr>
<tr>
<td></td>
<td>o For SIL Placements, Form 2085SIL is needed instead of Form 2085FC.</td>
</tr>
<tr>
<td></td>
<td>o CBC Designation of Medical Consenter (Form 2085B) - to be signed by consenter and electronic copy provided to CPS/CPI.</td>
</tr>
<tr>
<td></td>
<td>o CBC Designation of Education Decision-Maker (Form 2085E) - to be signed by decision maker and electronic copy provided to CPI/CPS.</td>
</tr>
<tr>
<td></td>
<td>o DFPS Placement Summary (Form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b) – to be signed by caregiver, copy uploaded into OneCase by Belong.</td>
</tr>
<tr>
<td></td>
<td>o Child Sexual History Report (Attachment A) from IMPACT – to be signed by all caregivers, copy uploaded into One Case by Belong.</td>
</tr>
<tr>
<td></td>
<td>o Rights of Children and Youth in Foster Care (Form K-908-2530) – Belong will review with the child or youth, obtain the child or youth signature and sign the form as the caseworker.</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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<tr>
<td></td>
<td>Belong will obtain the caregiver signature, provide a copy to the child or youth, and upload a signed copy into OneCase in IMPACT (per policy may not exceed 72 hours). CPI/CPS will place a signed copy in the physical case file.</td>
</tr>
<tr>
<td></td>
<td>• CPS/CPI will contact the Belong Intake Director if they do not receive the paperwork timely.</td>
</tr>
<tr>
<td></td>
<td>• CPS/CPI will ensure ALL signed placement documents are uploaded to ONE CASE in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>• CPS will ensure all legal parties (parents, parents’ attorneys, AAL, GAL, CASA) are notified of the placement change.</td>
</tr>
<tr>
<td></td>
<td>See CPS Policy <a href="#">4143.2 Notify the AAL, GAL, and CASA of an Emergency Placement</a>.</td>
</tr>
<tr>
<td></td>
<td>IMPACT Documentation</td>
</tr>
<tr>
<td></td>
<td>Belong will, within 12 hours of placement or by 7:00 pm the next calendar day:</td>
</tr>
<tr>
<td></td>
<td>• Create the placement entry in the placement information page of IMPACT and complete documentation in all sections of the placement information page.</td>
</tr>
<tr>
<td></td>
<td>• Save and submit to placement entry to the CPS Supervisor.</td>
</tr>
<tr>
<td></td>
<td>• Create the Medical Consenter entry in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>• If the placement entry is not documented in IMPACT from Belong within 12 hours of the placement or by 7:00 pm the next calendar day, CPI/CPS Worker will call the Belong Intake Director and request placement be documented.</td>
</tr>
<tr>
<td></td>
<td>• If placement information is not documented in IMPACT within one hour of contact with Belong, CPI/CPS Worker will notify their supervisor.</td>
</tr>
<tr>
<td></td>
<td>• The CPI/CPS Supervisor will contact the Belong Intake Director for immediate resolution and will notify CBC Administrator.</td>
</tr>
<tr>
<td></td>
<td>CPS Supervisor will by 5:00 pm the next business day:</td>
</tr>
<tr>
<td></td>
<td>• Review and approve the placement and medical consenter documentation in IMPACT; and</td>
</tr>
<tr>
<td></td>
<td>• If there is an error, DFPS will send notice of rejection by e-mail to the Belong Intake staff and Intake Director.</td>
</tr>
<tr>
<td></td>
<td>CPS Worker will complete any remaining placement documentation to Belong including:</td>
</tr>
<tr>
<td></td>
<td>• Update person characteristics in IMPACT;</td>
</tr>
<tr>
<td></td>
<td>• Update education log in IMPACT (with as much information as available);</td>
</tr>
</tbody>
</table>
Process | Procedure
--- | ---
**Update medical/dental page in IMPACT, as applicable; and**
**Any requested intake forms from the residential provider.**
Any external forms and written placement information not available in IMPACT should be emailed to Belong at Placementbelong@sjrctexas.org. The e-mail subject line should include “oldest child or youth’s last name, first name, and person id or case id number.”

**CPS Worker is responsible for ensuring all placement documentation is entered in IMPACT within current policy timeframes** (See CPS Handbook policy 4142 Enter the Placement Change Information in IMPACT).

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**Pre-Placement Staffing (OPTIONAL)**

A Pre-Placement Staffing is a collaborative process between CPS and Belong that focuses on the unique, individualized needs of the child or youth in CPS conservatorship. The purpose of the Pre-Placement Staffing is to ensure that all interested parties to the child or youth have an opportunity to share and discuss relevant child or youth information in support of Belong’s search for the best possible placement option. The pre-placement staffing seeks to share all relevant information about a child or youth who requires a non-emergency placement or placement change. Relevant information includes:

- Additional information about the child or youth’s present behaviors, circumstances, and history beyond what has been provided to Belong at intake,
- Children/Youth with higher acuity needs,
- Children/Youth that have had multiple and/or frequent moves,
- Possible placement options for consideration,
- Children/Youth with current specific contracts,
- Children/Youth that have been in RTCs for longer than one year,
- Relevant court orders,
- Current visitation plans, and
- Pre-placement visitation needs.

If discussion between DFPS and Belong deems a Pre-Placement Staffing would be beneficial, or at the request of either agency, then a staffing will need to be scheduled. Belong’s staff will gather information about the child or youth (through IMPACT, previous caregivers, placement information from CPS, etc.) for the group to be able to discuss the child or youth’s placement needs and schedule/facilitate the staffing.

Process | Procedure
--- | ---
**Timeframes** | A pre-placement staffing will occur at any given time based on the child or youth’s needs and agreement of both DFPS and Belong.
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| **Coordination** | **Belong** will ensure the pre-placement staffing is arranged. Pre-placement staffing will usually be conducted by telephone. However, pre-placement staffing may occur in-person as needed and determined by Belong and CPS.  

The Belong Intake Director will coordinate with appropriate parties to:  
- Identify scheduling options for pre-placement staffing; and  
- Work together with the CPS Worker to assess the appropriateness and level of the child or youth and parent’s participation in the staffing; and  
- Belong will complete all logistical arrangements (date, time, location, conference call information, notices) for the pre-placement staffing.  

Belong will give all participants as much prior notice of the pre-placement staffing as possible.  
- Belong or their designee will facilitate the meeting.  

| Participants      | The following participants will be notified of the pre-placement staffing by Belong:  
- CPS Worker  
- Local Permanency Worker (if assigned)  
- CPS supervisor  
- Court Appointed Special Advocate (CASA)  
- Guardian ad litem  
- Attorney ad litem  
- Belong Intake staff  
- Current Provider Case Manager  
- Current caregiver  
- Child or youth  
- Parent(s)  
- Parents’ attorney(s)  
- Other relevant subject matter experts (i.e., Developmental Disabilities Specialist Nurse, Education Specialist, Well Being Specialist)  

Efforts should be made to invite all participants to the pre-placement staffing. If the pre-placement staffing conflicts with a participant’s schedule, the SSCC must make every effort to:  
- Obtain the participant’s input about the child or youth’s placement prior to staffing, and  
- Include the participant’s discussion and decisions made at the staffing.  

<p>| Inclusion and Participation of Children and Youth | The inclusion of the child or youth’s voice in the decision making and planning about his or her placement is critical to achieving positive results for children, youth, and families. Therefore, children and youth must be given an opportunity to participate in pre-placement staffing. |</p>
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Youth in Pre-Placement Staffings</strong></td>
<td>Although a child or youth’s participation in a staffing is never forced, Belong must make every effort to include the child or youth in the staffing. If a child or youth cannot or chooses not to participate, Belong must provide the child or youth with alternate methods of participation.</td>
</tr>
<tr>
<td><strong>Alternate Methods of Participation for Children</strong></td>
<td>If a child or youth is unable to participate in a staffing, Belong may ask the child or youth to express his or her thoughts about the placement by either: • Writing them down in a letter to be read during the staffing; • Verbalizing them in a video or audiotape to be played during the staffing; or • Verbalizing them to a designated person, such as the CPA case manager, CPS Worker, current caregiver, or CASA volunteer, to be addressed at the staffing.</td>
</tr>
<tr>
<td><strong>Alternate Methods of Participation for Older Youth</strong></td>
<td>Older youth are strongly encouraged to participate in pre-placement staffing, unless they decline. If the youth declines to participate, <strong>Belong will:</strong> • Examine the reason for the decline; • Ensure the youth fully understands the purpose for the staffing; and • Ensure the youth understands the importance of having a voice in planning for their future. Belong must ensure that a follow-up discussion is held with the youth, regardless of how the youth plans to participate in the staffing, to ensure that the youth is aware of and understands the planning and decision-making that will be made on his or her behalf.</td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
<td><strong>Belong will</strong> record notes from the staffing discussion and ensure CPS staff receive a copy. Additional copies of the notes can be distributed to participants upon request. Belong and CPS staff will share and exchange (with each other) copies of all external documentation gathered related to the child or youth's needs, including but not limited to diligent search results for relatives and/or parents, birth certificates, social security cards, medical/dental reports or records, school records, progress notes, assessments, evaluations, and so on. After the pre-placement staffing, <strong>the CPS Worker will:</strong> • Document the pre-placement staffing in the IMPACT contact detail page. • File a copy of the completed pre-placement staffing form in the CPS case file.</td>
</tr>
</tbody>
</table>
Placements with Special Populations

Placing Children Who Have Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN) or Complex Medical Needs

Placing children or youth with Intellectual and Developmental Disabilities (IDD), Primary Medical Needs (PMN), or complex medical needs require careful consideration in order to make the best placement matches to serve the special needs of these children and youth. The Primary Medical Needs Resource Guide describes the needs of children and youth who have PMN. The Foster and Licensed Facility Placements Process Resource Guide describes the needs of children and youth who have IDD needs.

Emergency or Non-Emergency Placement Process for Children and Youth with IDD, PMN, or Complex Medical Needs

CPI/CPS Workers should follow the process outlined in New Placements/Emergency Placements when requesting an emergency paid foster care placement from Belong for a child and youth with IDD, PMN, or Complex Medical Needs.

In addition to the emergency placement process, the CPI/CPS Worker will:

- Upon placement referral or prior to the removal, coordinate a telephone staffing with the CPI/CPS Supervisor and Program Director, regional CPS Subject Matter Experts (i.e., Nurse, Developmental Disability Specialist, Well-Being Specialist), and Belong Placement Coordinator and Clinical Utilization Specialist 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.

- After a placement of a child or youth with PMN or complex medical needs has been recommended by Belong and approved by CPI/CPS, the CPI/CPS worker will contact the Well Being Specialist (WBS) 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, Belong, Nurse Consultant (NC), CPI/CPS staff, STAR Health, and previous caregivers (when appropriate).
  - When there is no time for a PMN Staffing prior to placement, CPI/CPS Worker will contact the WBS and/or the NC to plan for a safe transfer of the child or youth. When the WBS and NC are not available, consult with the Primary Medical Needs Resource Guide and notify the WBS and Nurse Consultant as soon as possible.
  - NOTE: Hospitalization of a child or youth may be the best option until caregivers are fully trained on the child or youth’s care and/or the needed medical equipment, supplies or medication can be provided.
  - If possible, the staffing should occur prior to the child or youth arriving in his or her new placement, but no later than two (2) business days after the child or youth's placement.

- After a placement for a child or youth with IDD has been recommended by Belong and approved by CPI/CPS, the Developmental Disability Specialist (DDS) will be notified within two (2) business days.
Placement of Children When CVS is Not Obtained/Temporary Placement is Needed

Under special situations, a child or youth may need a temporary, paid foster care placement in Region 8B. A child or youth’s legal region may not be from the Region 8B catchment area. If this occurs, Region 8B removal staff will refer the child or youth needing paid foster care placement to Belong per current protocols outlined in New Referrals for Placement.

Belong will then secure temporary, paid foster care placement for the child or youth with the following considerations:

- If the child or youth has emergency medical needs, then the CPI/CPS Worker will ensure written consent is received from the child or youth’s parent/managing conservator, as needed;
- If the child or youth is hospitalized, the CPI/CPS Worker will work with the child’s insurance provider to cover the expenses related to the days spent in the hospital.
  - If a child or youth needs a hospital sitter, CPI/CPS will request and pay for this service.
  - If a foster parent needs to be trained or needs time to bond with the child or youth while the child or youth is in the hospital, CPI/CPS will notify Belong and Belong will determine a proper course of action.

Belong will 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 Belong will request a Manual Payment (form 4116) from CPS.

Note: Unless DFPS has custody or in the process of obtaining custody, CPI/CPS maintains possession of the child in DFPS regions and is responsible for all related care activities, including transport (e.g. an out-of-state child where CPI has no custody and not planning on obtaining but reaches out to Belong for a courtesy placement). The 4- and 7-hour CBC contract requirements do not apply for youth in this section, as this is courtesy assistance from the SSCC and the child/youth is not under the SSCC continuum of care.

Placing Children or Youth in Certain Institutions

CPS and Belong will work together when considering and requesting placement of a child or youth in one of the following settings:

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

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. CPS and Belong 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 CPS Worker must follow current CPS processes as provided for in the Foster and Licensed Facility Placements Process Resource Guide. Also see CPS Policy 4118 Additional Actions for Placing Children with Intellectual or Development Disabilities.

If a child or youth is placed in a certain institution, the CPS Worker must notify Belong to discharge the child or youth from the SSCC in IMPACT (See Ending the Referral section for more information).

Special note: When an HCS placement is having issues with a child/youth and is not able to meet their needs:

- The CPS worker must contact the Local Intellectual Developmental Disability Authority (LIDDA) and the Developmental Disability Specialist (DDS) to seek another Home Community Service (HCS) placement.
- This possible disruption/change in placement should go through the DFPS DDS, not Belong.

### Psychiatric Hospitalization of Children or Youth in CPS Conservatorship

There may come a time when a child or youth in CPS conservatorship is determined to be a danger to himself or herself or others and is admitted to a psychiatric hospital. Hospitalization is an intervention designed to meet the child or 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 as or referred to as such. To ensure a child or youth’s needs are met during this time, there are very specific steps CPS/CPI Workers must take immediately following notification of hospitalization (see CPS Policy 6151.2).

- When CPS/CPI Worker finds out a child or youth in conservatorship is admitted into a psychiatric hospital the CPS/CPI Worker will notify Belong immediately at hospitalizationbelong@sjrctexas.org. CPS Workers must follow current agency policy.
- Belong will track hospital admissions and will identify any placement needs that may arise after hospitalization and will seek subsequent placements as needed.
- CPS hospital liaison staff may be a resource to Belong for information and updates about a child or youth’s needs or care while hospitalized. They may not search for placement for children or youth from SSCC catchment areas.
- Belong is responsible for monitoring when the child or youth will be discharged from the hospital and for all psychiatric hospitalizations.
  - The CPS Caseworker will follow guidelines listed in Appendix D: Psychiatric Hospital Contact Protocol and e-mail the required information to all required parties.
  - Ensure that the Regional WBS and Belong staff are included on the e-mail.
- New Removal - Child/youth is in Psychiatric Hospital at time of removal:
  - DFPS obtains TMC or Joint Managing Conservatorship (JMC) of child
  - Paid placement needed upon discharge
  - CPI asks the hospital if they are willing to give us placement days
  --If “yes,” Belong will request placement days through Star Health, Regional WBS or with the assistance of the Psychiatric Hospital Liaison and CPI should follow Scenario 1 (see below).
  --If “no,” follow the Emergency Placement Process.
*If newly removed child remains in the psychiatric hospital past the day DFPS obtains conservatorship, DFPS enters the hospitalization in IMPACT in the Placement Page.

*DFPS will ensure that the proper documentation in IMPACT will be entered timely so that eligibility for STAR Health benefits start.

Scenario 1: Discharge Date is MORE than 24 Hours Away*

- Paid placement needed upon discharge.
- Upon intake, Removal Caseworker sets Case Staffing with Belong to discuss placement with eligibility, supervisors and worker and other subject matter experts as needed.
- DFPS creates a non-emergency referral to Belong.

Scenario 2: Discharge is LESS than 24 Hours Away*

- Paid placement needed immediately.
- Upon intake, Removal Caseworker sets Case Staffing with Belong to discuss placement with eligibility, supervisors and worker and other subject matter experts as needed.
- Belong will search for appropriate placement and will follow protocol in notifying DFPS once placement is found.
- DFPS creates an emergency or non-emergency referral to Belong after the staffing.

If Hospital Agrees to Placement Days but Star Health Does Not

If Belong requests placement days through Star Health, but Star Health refuses to grant the placement days, at that point, the referral would upgrade to an Emergency and the 4-hour/7-hour timeframes will be initiated.

Placement into a Sub-Acute Program

Before placing a youth in a Sub-Acute Program, the program must be approved by DFPS. The SSCC will electronically submit a request for approval of the Sub-Acute Program to the CPS Director of Placement or designee. The SSCC will submit a copy of the subcontract with the Sub-Acute Program that includes:

- The sub-acute treatment model;
- The criteria and methodology used in considering a child/youth for sub-acute placement, including client characteristics, approval process for the placement, and level of internal managerial approval;
- How the SSCC will oversee, support, ensure safety, and monitor the placement while the child/youth remains in the placement, and;
- A transition plan to ensure the youth is moved to a lesser restrictive setting after the program’s treatment model timeframe, with the intent that the youth transitions as soon as the youth has completed the program.

If the Sub-Acute Program is Approved

1. The SSCC will forward the approved email to the Contract Administrator Manager (CAM) and the Community-Based Care Administrator (CBCA).
2. The CAM will create a resource in IMPACT add the Sub-Acute Program under the SSCC’s provider network in IMPACT and reply to the email once completed.

**Appeal Process If the Sub-Acute Program is not Approved**

If the request was denied, and the SSCC does not agree with denial then:
1. The SSCC can forward the denial, along with their reason of appeal, to the CPS Associate Commissioner and/or the Director of Conservatorship Services.
2. The CPS Associate Commissioner and/or the Director of Conservatorship Services have two business days to respond to the denial.

**Requesting Exceptional Foster Care**

After approval of the sub-acute program is received, the SSCC may submit a request to use the Exceptional Foster Care Rate to pay for placement (see Exceptional Foster Care Rate Request process in CPS-SSCC Joint Operations Manual). It is important to include the CBCA on all Exceptional Care requests.

Please Note: The SSCC will not be reimbursed the foster care blended rate for any placement into the Sub-Acute program.

**When a Youth in Substitute Care is Parenting**

The following is to address a youth parent in CPS’ 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.

**When CPS Does Not Have Conservatorship of the Baby**

When CPS does not have conservatorship of the youth’s baby, the youth’s baby must be placed in the same placement as the youth parent.

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

**When CPS is paying for the Placement for a Baby Who is Not in CPS Conservatorship**

CPS caseworker must:

- Open a Sub C-PB stage in IMPACT;
- Refer the baby to Belong as either an emergency or non-emergency placement depending on the circumstances; and
- 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 - 2450](#)
Runaway and Missing Children in CPS Conservatorship

When a child or youth is missing from DFPS Conservatorship and he or she is recovered, there are specific actions that must occur. Since this is a crucial time to gather critical information and assess the child/youth needs, the DFPS Caseworker or Special Investigator (SI), is responsible for the recovery of the child/youth, along with completing a recovery interview.

Time frames and transfer of supervision of the child/youth to SSCC in these types of circumstances will require close coordination, flexibility, and teamwork to ensure the best interest needs of the child/youth are met.

Runaway Incident:
- SSCC and its providers will follow the HHSC Minimum Standards for reporting runaways.
- DFPS staff will document runaway according to DFPS policy regarding documentation of runaway episodes and required notification.

Discharge from Placement Following Runaway Event:
- Current placement for a child/youth on runaway status can be held/paid for 14 days (five days for emergency shelter placements) with supervisor and PD approval (See DFPS Policy 4281 Criteria for Paying for Foster Care During a Child’s Absence for additional requirements).
- After the 14th day (or 5th day for emergency shelters) if the child/youth has not returned to placement, the child/youth’s placement should be ended in IMPACT. DFPS should enter a placement entry to reflect runaway.
- SSCC will communicate with DFPS staff regarding if the placement will be held and for how long as part of the planning.

Recovery of Child/Youth:
- Within one hour of learning a runaway child/youth has been located, DFPS will make a phone call to the SCC.
- DFPS Caseworker or SI recovers the child/youth and identifies youth needs regarding placement.
- SSCC and DFPS will determine if the child/youth is in the SCC’s network or not. This will be based on if there continues to be an open referral for the child/youth.
- If the child/youth is not in the SCC’s network, DFPS initiates and follows the referral process once it is determined that the child/youth needs a paid placement.
- If the child/youth is in-network, DFPS and SSCC will coordinate where to meet to exchange the child/youth’s supervision responsibility.
- It is understood that communication between SSCC and DFPS is occurring throughout the process.

Ending the Referral:
- SSCC will end the referral after 14 days, or sooner if negotiated and identified in catchment area operations manual, if the child/youth has not been recovered.
- If the child/youth needs a paid placement in the future, a new referral will be created.
- SSCC will communicate with DFPS staff about ending the referral.

DFPS Policy Regarding Recovery of a Runaway Child/Youth:
- 6460 When a Child or Youth is Missing from DFPS Conservatorship
- Locating Missing Children in DFPS Conservatorship-Resource Guide
- 4280 Temporary Absence from Paid Placement
Runaway “Wrap Around Meetings”

A Runaway “Wrap around Meeting” is to engage a child/youth returning from runaway status and identifying support in creating a plan to address the child/youth’s fears and concerns and increase the likelihood of him or her remaining in a safe placement.

Process

As soon as a child or youth in foster care is located and back in CPS care, the CVS Worker/CVS Supervisor will immediately notify all legal parties (CPS Attorney, CASA, Ad-Litem, Legal Parents and Parent’s Attorney(s)). Notification will also be sent to Family Grouped Decision Making (FGDM) Staff to organize a Wrap-Around Meeting. During the Wrap-Around Meeting, the team will work with the child/youth to process the reason for running away, concerns about their experience in foster care, and any solutions to prevent him or her from running away in the future.

These meetings will be scheduled as soon as possible. The goal is to hold the meeting within 24 to 48 hours from the time the child/youth returned to CPS Care.

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

- Child/Youth
- CVS Worker
- CVS Supervisor
- CPS Legal
- Attorney Ad-Litem
- CASA
- Guardian Ad-Litem
- Legal Parents (if no Termination of Parental Rights (TPR))
- Parent Attorney(s)
- Placement (if one has been secured)
- PAL
- Youth Specialist
- Belong or Child Advocate, if assigned.

Subsequent Meeting

In the event a child/youth runs away after their initial Wrap Around Meeting, the Worker, 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 follow-up is not required for 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 child/youth to recommit to the current plan and continue making efforts toward accomplishing the goals and tasks.
Placement for Children from other Regions who are recovered in an SSCC Catchment Area and SSCC Youth Recovered in Legacy Regions

This process primarily pertains to youth who have runaway and are recovered. These types of situations are unique in their circumstances and decision-making regarding placement or temporary placement. Primary considerations must include child/youth safety and what is in the child/youth’s best interest. The SSCC and DFPS Legacy areas must work together to support children/youth in DFPS Conservatorship as needed to ensure their safety and well-being. The 4- or 7-hour CBC contractual requirements do not apply for children/youth in this section, as this is assistance from the SSCC.

Possible scenarios include, but are not limited to:

- SSCC child/youth recovered in a legacy region
- Legacy child/youth recovered in a CBC catchment area

SSCC child/youth recovered in other CBC catchment areas will be covered in an agreement between the SSCC’s.

When the circumstance does not support the child/youth being able to return to their legal region/catchment area immediately, a collaboration between DFPS legacy region and the SSCC is required to develop a plan that meets the child/youth’s immediate needs, including the possible need for securing temporary placement.

Circumstances that may require a temporary placement for the child/youth may include, but are not limited to:

- Recovery at a late hour and a distance from Legal Region/Catchment that would not support safe return at the immediate time of recovery.
- Weather conditions in either recovery or legal region/catchment that do not support a safe return to the Legal Region/Catchment at the immediate time of recovery.

Those involved in planning may include:

- Legal Region/Catchment DFPS/SSCC Program Director depending on Stage I or II
- Recovery Region/Catchment DFPS/SSCC Program Director depending on Stage I or II
- SSCC Intake Director
- Community-Based Care Administrator

**Note:** On-Call DFPS and SSCC staff would need to be involved in the planning after hours and on weekends or holidays.

Options to consider in resolving placement needs include, but are not limited to:

- Legal Region SSCC secures in-network placement in the recovery region if they have an available contract with an opening.
- Legal Region SSCC seeks assistance from Recovery Region’s Centralized Placement Unit (CPU) for temporary placement.
- If this is the plan, Recovery Region Program Director facilitates the referral to CPU for assistance.
Legal Region CPU requests assistance from Recovery Catchment SCC for temporary placement.

- Region 1 – Saint Francis Ministries Intake
  - 806-381-3573
  - TXreg1placement@st-francis.org

- Region 2 – 2INgage Care Management
  - 877-254-6135
  - CMD@2ingage.org

- Region 3b – Our Community Our Kids (OCOK) Intake
  - 844-777-OCOK (6265)
  - Intake@oc-ok.org

- Region 8B – Belong Intake
  - (210) 904-1137
  - Placementbelong@sjrtexas.org

The expectation for these types of temporary placements is that they are temporary and will not require multiple nights for placement. The Legal Region or the Legal Region’s SCC will secure placement for the child/youth the following day after the child/youth is recovered and facilitate a least restrictive placement. In instances when DFPS cannot reimburse for placements that are less than 24 hours, payment will be made at the Emergency Shelter rate through Form 4116.

**IMPACT Documentation for the Temporary Placement Would be as Follows:**

<table>
<thead>
<tr>
<th>Youth Legal Region, SCC Catchment</th>
<th>The placement has a DFPS contract only</th>
<th>The placement has both SCC and DFPS contract</th>
<th>The placement has an SCC contract only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community-Based Care Administrator (CBCA) should be contacted and will aid in placement documentation. Payment will be directly paid to the provider and not through the SCC. *See documentation steps below.</td>
<td>Placement documented under SCC network and paid via 3-tiered placement under SCC contract.</td>
<td>Placement documented under SCC network and paid via 3-tiered placement.</td>
<td></td>
</tr>
<tr>
<td>Placement documented under DFPS contract and paid via 2-tiered placement.</td>
<td>Placement documented under DFPS contract and paid via 2-tiered placement.</td>
<td>CBCA should be contacted and will aid in placement documentation. Have the SCC provide you with the</td>
<td></td>
</tr>
<tr>
<td>The placement has a DFPS contract only</td>
<td>The placement has both SSCC and DFPS contract</td>
<td>The placement has an SSCC contract only</td>
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<td></td>
<td>specific Resource ID (RID) for the organization that only has an SSCC contract. Payment will then need to be requested for the organization using Form 4116 and will be made to the provider for the emergency shelter rate.</td>
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</tbody>
</table>

*Steps for CBCA to initiate placement documentation for SSCC Youth placed in DFPS only contracted placement.*

- End placement referral to SSCC.
- Add placement to IMPACT under legacy contract (two-tiered placement).
- Notify primary worker and supervisor that placement entry has been started and they need to document placement discussion information and save and submit to supervisor for approval.
- Complete new referral to the SSCC to re-establish referral.

**Steps for CBCA to initiate placement documentation for Legacy Youth placed in SSCC only contracted placement**

- On the Placement page, select Placement type as Non-FPS Paid.
- Then select placement resource using the RID. This should result in a two-tiered placement entry.
- Notify primary worker and supervisor that placement entry has been started and they need to document placement discussion information and save and submit to supervisor for approval.

**IMPACT will not generate payment if placements are started and ended on same date.**

- If this occurs, the SSCC or DFPS will notify the CBCA that a temporary placement for placement services across catchment boundaries that started and ended on the same date.
- The CBCA will verify the circumstances and contact the Contract Administration Manager (CAM) to request that payment be requested using Form 4116 at the Emergency Shelter rate.
- All placements that meet this criteria of having a start date and end date on the same date payment using Form 4116 should be directed to the provider.

**DFPS Policy Regarding Recovery of a Runaway Child/Youth:**

- [6460 When a Child or Youth is Missing from DFPS Conservatorship](#)
- [Locating Missing Children in DFPS Conservatorship-Resource Guide](#)
- [4280 Temporary Absence from Paid Placement](#)
Runaway/Missing Youth And Victims of Human Trafficking Resource Guide
Kinship Verification

Before referring Kinship Caregivers to Belong for verification, Kinship staff must ensure that:

- The Kinship Caregiver has been approved by CPS to provide care for a child or youth in CPS conservatorship; and
- An approved Kinship Home Assessment, with Kinship Safety Evaluation (if applicable), has been completed on the Kinship caregiver.

Kinship staff should attempt to educate the potential kinship family of the overall process including the requirements to become a licensed placement option.

The Kinship Worker must follow [CPS Handbook policy 6660 Kinship Caregivers Interested in Becoming Verified as Foster Parents](#).

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</table>
| **Notification & Referral for In-Region Kinship Caregivers** | **Kinship Worker will** e-mail Belong at [Kinshipbelong@sjrctexas.org](mailto:Kinshipbelong@sjrctexas.org) and copy all parties involved:  
- The subject line of e-mail should read: “Kinship Verification Referral: Last Name of Caregiver” (Include information if a Risk Evaluation needed, and if a Spanish or other Language Speaker is needed). E-mail should include:  
  - Caregiver Name  
  - Caregiver Address  
  - Caregiver Phone  
  - Caregiver E-mail  
  - Caregiver County of residence  
  - Kinship Worker  
  - Kinship Worker Phone  
  - Names and PIDs of children and youth placed by DFPS in home  
  - Permanency goals  
  - Type of license family desires: Foster – Foster/Adopt – Adopt only  
  - Any additional information or comments  
  - Copy of the Kinship family’s approved Kinship home assessment |
<p>| <strong>Belong will</strong> review the additional information section of the referral to ensure it is forwarded to paid placement providers who can serve the kinship family (i.e., Spanish Speaking, Risk Evaluation required). Belong will follow their internal process and report to CPS when a kinship family is accepted or denied by a paid placement provider. If a referral is denied by a paid placement provider, the reason for denial will be included in the... |</p>
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>communication. The information will be sent to the Kinship Worker and Supervisors.</td>
</tr>
<tr>
<td>Seeking Referral Recommendations for Kinship Families Out of Region</td>
<td>When a Kinship family is outside Region 8B and the Kinship family expresses interest in becoming a verified home, Belong must be consulted for a referral recommendation. This will help facilitate the ability of the child/youth to receive services from Belong once they are in a paid foster care placement.</td>
</tr>
<tr>
<td>CVS Worker will:</td>
<td>• Ask the Courtesy Kinship Worker and Local Permanency Specialist (LPS) Worker to inform the CVS Worker when the family is interested in being verified so that referral recommendations can be sought from Belong. • Include the requirement to seek verification referrals from Belong on the Kinship referral when Kinship courtesy services are sought from another region. • E-mail Belong staff and copy all parties involved at <a href="mailto:Kinshipbelong@sjrctexas.org">Kinshipbelong@sjrctexas.org</a> with the following: o Subject line: “Out of Region Kinship Verification Referral Recommendation: Last Name of Caregiver.” o E-mail should include the same information identified for a referral within the region.</td>
</tr>
<tr>
<td>Belong will:</td>
<td>• Identify CPAs they would like to recommend in the Kinship Caregivers area; and • Provide that information to the CVS Worker.</td>
</tr>
<tr>
<td>CVS Worker will:</td>
<td>• Provide the information to the caregiver and to the courtesy Kinship Worker regarding Belong referral recommendations for verification. • Once the Kinship home out of region is verified, follow the “Placing a Child/Youth With a Verified (or Newly Verified Kinship Caregiver)” below.</td>
</tr>
<tr>
<td>After the placement in the out of region verified Kinship home has occurred, the CVS Workers will notify the courtesy Kinship Worker and LPS Worker of child or youth’s placement in the newly verified home.</td>
<td></td>
</tr>
<tr>
<td>Monitoring The Progress of In Region Kinship Verification</td>
<td>Belong will host a paid placement provider staffing quarterly to monitor the progress families are making to become a verified home. Participants on the call will include: • Kinship Worker • Kinship Supervisor • CVS Worker</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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</table>
| Placing a Child/Youth With A Verified (Or Newly Verified) Kinship Caregiver | **Paid Placement Provider will:**
- Notify Belong, CVS Worker, and Kinship Worker on the day the verified family was submitted to CLASS as an approved foster home.
- Paid Placement Provider will notify the Kinship mailbox at [Kinshipbelong@sjrtexas.org](mailto:Kinshipbelong@sjrtexas.org) so that the process of placement can be initiated.

**CPS Worker will:**
- Within two business days of learning the family has been submitted in CLASS, will complete the [Non-Emergency Placement](#) process on all the children/youth placed in the Kinship home.
- Add the SSCC referral in IMPACT and send the 2087(Common Application) in IMPACT.

**Belong Kinship Specialist will** verify that the family is in CLASS and in Belong provider network in IMPACT.
- Upon notification that the Kinship family is approved as a foster home or straight adopt home in CLASS, Belong will inform the Kinship Worker and Supervisor, CVS Worker and Supervisor, and will advise of the official start date for the child/youth’s placement in the foster home and follow the relevant placement process.
- Best Practice for children/families is to complete placement within five (5) business days, if possible.

**CVS Worker will not** initiate placement until Belong approves the placement.

**Kinship Worker will** end the Kinship caregiver payments on the same date that is approved for the Kinship Foster Parent placement.

**Belong will** host a staffing monthly to monitor the progress for any families with challenging circumstances who are taking longer than needed to become verified.

Participants on the call will include:
- Kinship Worker
- Kinship Supervisor
- CVS Worker
- CVS Supervisor
- Paid Placement Case Manager
- Belong Case Care Specialist

- CVS Supervisor
- Paid Placement Provider Case Manager
- Belong Case Care Specialist
**Placement Change Of a Child/Youth With a Verified Kinship Caregiver**

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

**Initial Coordination Meeting**

The Initial Coordination Meeting (ICM) is an internal, collaborative process between CPI/CPS and Belong that focuses on the unique, individualized needs of the child or youth and outlines services to address those needs. The ICM process seeks to share all relevant information about a child or youth in CPS conservatorship who requires a new emergency placement within Belong’s provider network. Relevant information includes assessments, evaluations, medical reports, recommended services, and all other information that pertains to the child or youth’s individual needs. During the ICM, CPI/CPS and Belong jointly identify the child or youth’s initial and concurrent permanency goals.

The ICM takes the place of the traditional removal staffing.

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timeframes</strong></td>
<td>Within seven (7) calendar days of a new emergency placement referral to Belong,</td>
</tr>
<tr>
<td></td>
<td>Family Group Conferencing (FGC) Facilitator will host and coordinate the ICM.</td>
</tr>
<tr>
<td></td>
<td>CPI/CPS and Belong will participate in the ICM.</td>
</tr>
<tr>
<td></td>
<td>The ICM may be extended up to three days if an emergency placement occurs on a holiday or weekend day (Friday, Saturday, or Sunday) or inclement weather prevents the ICM from occurring as scheduled. All other extensions to an ICM must be approved by the Program Director.</td>
</tr>
<tr>
<td><strong>Coordination</strong></td>
<td>CPI/CPS Worker will send a removal notification to the Family Grouped Decision Making (FGDM) Facilitator to begin the coordination process.</td>
</tr>
<tr>
<td></td>
<td>The FGDM Facilitator will coordinate all meeting logistics, including:</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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</tbody>
</table>
|         | • Scheduling with participants a meeting date and time;  
|         | • Reserves a conference room, scan call line, or virtual meeting;  
|         | • Ensures all relevant participants are invited to the meeting; and  
|         | • Provides notice (2 business days) of the ICM to all participants. |

| Participants | At a minimum, the following participants will be notified of the upcoming ICM:  
|             | • Belong Case Manager Director at casecarebelong@sjrctexas.org  
|             | • Removal Worker and Supervisor  
|             | • Conservatorship Worker, Supervisor and a PD  
|             | • Family Group Decision Making (FGDM) Facilitator  
|             | • Paid Placement Provider  
|             | • Other CPS staff or subject matter experts as needed (i.e. Developmental Disabilities Specialist, Nurse, Education Specialist, Well Being Specialist)  
|             | • Additional CPS staff may be included in the notification e-mail, but may not need to participate in the ICM |

| Documentation | Before the ICM, the Removal Worker will complete:  
|               | • As much of the Removal Staffing Checklist as possible, which has been updated per Community-Based Care protocols; and  
|               | • Page 1 through 4 (top section) of CBC ICM form K-910-1502.  
|               | • E-mail the FGC Facilitator a copy of the ICM form and the removal affidavit/legal pleadings no later than one day prior to the meeting. |
|               | During the ICM, the FGDM Facilitator will:  
|               | • Gain information about the family to engage the family in a Single Case Plan Meeting; and provide the status, if any, of the family’s agreement to participate in a Single Case Plan Meeting.  
|               | • Notify the CPS Worker and Belong if a Single Case Plan Meeting is accepted by the family for development of the family plan and Child Plan of Service. If the family declines a Single Case Plan Meeting or one cannot be held, an initial service planning meeting date will be held instead.  
|               | • Record notes from the meeting discussion on the ICM form, including but not limited to the primary and concurrent permanency goals for the child or youth.  
<p>|               | • Belong and CPS staff will share and exchange copies (with each other) of all external documentation gathered thus far related to the child or youth’s needs, including but not limited to removal affidavit, 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, etc. |
|               | After the ICM, the FGDM Facilitator will: |</p>
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
</table>
|         | - Record the ICM as a contact in the Family Substitute care (FSU) stage, Contact Detail page in IMPACT;  
|         | - Ensure the notes from the meeting are recorded in the Contact Detail Narrative; and  
|         | - Send the ICM notes to Belong and all participants in the meeting. |

**Child and Youth Service Planning**

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

- Children/youth placed within the Belong network upon removal;
- Children/youth currently placed in foster care who require a placement change into the Belong network; and
- Children/youth who have transitioned into the Belong network via model implementation activities.

Upon placement with Belong, children/youth are identified as receiving:

- Child Care Services; or
- Therapeutic Services.

Upon designating the type of service the child/youth will receive, Belong will determine the frequency by which the child’s Service Plan will be reviewed.

**Service Planning Meetings and Child Service Plans**

Child Service Plans will be developed and reviewed through Single Child Plan of Service model 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.

Whenever possible, sibling groups will have combined service planning meeting, which may require additional time allotted for the meeting.

CPS staff must adhere to the following CPS Handbook policy:

- 6241 Child Service Plan
- 6241.22 Child Plan Review
Single Child Plan of Service Model

The Single Child Plan of Service Model is an opportunity to create a collaborative environment for everyone that is involved with the child/youth to have a voice in the development of the child’s Plan of Service at one meeting.

Goals of the Single Child Plan of Service model are:

- Ensure timely assessment and identification of child/youth needs and access to services.
- Eliminate having multiple meetings and both a treatment plan from a CPA and a separate child’s Plan of Service in IMPACT.
- Develop a more collaborative approach to service planning.
- Create an opportunity for more active participation in service planning.

Timeframes

CPS and the Paid Placement Provider will share responsibility for scheduling and conducting service planning meetings in accordance with the following Child Service Plan timeframes:

The initial Child Service Plan will be approved by CPS Supervisor by the 45th day after removal. The initial Child Service Plan will be coordinated and facilitated by the FGDM staff. CPS completes the first seven sections in the Child Service Plan and it is sent to the Paid Placement Provider to complete the plan.

Timeline

| Day 1 | Removal Plan ICM |
| Day 7 | Hold ICM Meeting |
| Day 14 | Adversary Hearing |
| Day 30-35 | Child Service Plan Meeting |

The FGDM staff will first contact the family to determine their availability for the Child Service Plan Meeting to be held by the 30th to 35th day from removal. It is important to note that the meeting scheduling is per family needs and availability. FGDM will provide all Child Service Planning participants 14 days’ notice of the planning meeting.

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

<table>
<thead>
<tr>
<th>Legal Status</th>
<th>Services Needed</th>
<th>Review</th>
<th>Timeframe</th>
<th>Coordination &amp; Facilitation Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC</td>
<td>Basic Care</td>
<td>1st Review</td>
<td>5th Month Permanency Conference/FGC Reconference</td>
<td>CPS FDGM staff</td>
</tr>
<tr>
<td>TMC</td>
<td>Basic Care</td>
<td>All future reviews</td>
<td>Every 120 days</td>
<td>Paid Placement Provider/Belong</td>
</tr>
<tr>
<td>Legal Status</td>
<td>Services Needed</td>
<td>Review</td>
<td>Timeframe</td>
<td>Coordination &amp; Facilitation Responsibility</td>
</tr>
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<td>---------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>TMC</td>
<td>Therapeutic</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Review</td>
<td>90 days following initial plan date</td>
<td>Paid Placement Provider/Belong</td>
</tr>
<tr>
<td>TMC</td>
<td>Therapeutic</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Review</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Month Permanency Conference/FGC Re-conference</td>
<td>CPS FDGM staff</td>
</tr>
<tr>
<td>TMC</td>
<td>Therapeutic</td>
<td>All future reviews</td>
<td>Every 90 days</td>
<td>Paid Placement Provider/Belong</td>
</tr>
<tr>
<td>PMC</td>
<td>Basic Care</td>
<td>All reviews</td>
<td>Every 180 days</td>
<td>Paid Placement Provider/Belong</td>
</tr>
<tr>
<td>PMC</td>
<td>Therapeutic</td>
<td>All reviews</td>
<td>Every 90 days</td>
<td>Paid Placement Provider/Belong</td>
</tr>
</tbody>
</table>

Child service plans will be updated or reviewed more frequently when a child/youth’s circumstances change or significant events occur that dramatically alter the child/youth’s needs or the provider’s accreditation requires a more frequent review.

**Child and Adolescent Needs and Strengths (CANS) Assessment:**

CANS Assessments are required to be used in the development of Child Service Plans. Within 30 days of entering DFPS care, a CANS Assessment must be provided for children (ages 3-17). The CANS Assessment is a comprehensive trauma-informed behavioral health evaluation. It gathers information about the strengths and needs of the child/youth and helps in planning services that will help the child/youth and family reach their goals.

All children/youth will require an annual follow-up CANS Assessment. In addition, a child/youth receiving therapeutic services will require a follow-up CANS Assessment every 90 days.

**Belong will ensure that CANS Assessments are completed and results are available to be used during service planning for all children/youth requiring them.** The requirement is based on the type of plan/review, the age of the child, and the service level needs of the child as stated above. If the CANS Assessment is not received by the time of the service planning meeting, it will be re-evaluated and the Child Service Plan can be updated. A desk review can be completed to include all legal parties that require a notification.

**Notifications**

See CPS Handbook policies 6150 Notification and 6151 Who to Notify.

Belong Director of Case Management will serve as the CANS Point of Contact (POC) for CANS Assessments to the State Office. The POCs will ensure that CANS Assessor Profiles are entered into the ECANS System.
## Child Service Planning Responsibilities

<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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| **Coordination** | The FGDM staff or the Paid Placement Provider/Belong (depending on who is responsible based on the chart above) will ensure the coordination of all service planning meeting logistics, including:  
  • Scheduling with participants a meeting date and time;  
  • Reserving a conference room and scan call line or a virtual meeting;  
  • All relevant participants are invited to the meeting;  
  • Coordination with CVS Worker to ensure barriers to parent and/or family member participation are mitigated (i.e., transportation needs); and  
  • Notice is provided to all participants of the service planning meeting:  
    o Will ensure that invitations for scheduled service planning meetings are sent by e-mail to CPS and other relevant professionals;  
    o Will ensure that participants receive 14 days’ notice of service planning meetings;  
    o Will ensure parents, family members, and other participants (who may not have access to e-mail) receive timely notice of service planning meetings by phone, mail or face-to-face (FTF).  
  
  CVS Worker will ensure the Paid Placement Provider/Belong 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 or virtual meeting.* |
| **Participants** | Service planning meeting participants will generally include, at a minimum:  
  • Child or youth’s parents and the parents’ attorney(s), who must be invited when the parents have been invited,  
  • Child(ren) or youth*,  
  • Family members,  
  • Current caregiver,  
  • Paid Placement Provider,  
  • CPS conservatorship Worker and Supervisor,  
  • Belong at casecarebelong@sjrctexas.org  
  • Local Permanency Worker (if assigned)  
  • Kinship Worker (if assigned)  
  • Legal representatives (i.e., CASA, ad litem, etc.),  
  • Relevant subject matter experts (i.e., Developmental Disability Specialist, Nurse, Education Specialist, Well-Being Specialist), as needed,  
  • Other relevant professionals, |
- Other persons identified in the case who can contribute to service planning with the child/youth, and
- Paid Placement Provider Case Manager

**The Belong Case Care Specialist** will attend service planning meetings as deemed necessary or as requested by CPS or the Paid Placement Provider.

### Documentation

**Within five (5) business days of the Child’s Service Plan meeting**

**Paid Placement Provider will:**
- Document their respective sections of the Child’s Service Plan;
- Ensure all participants sign the Child’s Service Plan; and
- E-mail the CVS Worker and Belong Case Care Specialist a copy of the completed and signed Child’s Service Plan

**By the 40th Day After the Removal for Initial plans and within ten (10) days for subsequent plans.**

**CVS Worker will:**
- Complete all sections of the Child Service Plan or Child Service Plan Review that are not documented by the Paid Placement Belong and their providers in IMPACT.

**Belong will:**
- Document the information completed by the Paid Placement Provider in the Child Plan of Service into IMPACT and notify the CVS Worker and Supervisor once their portion of the plan is complete.
- CVS Worker and Supervisor will notify Belong Case Care Specialist and Belong Director of Case Management if IMPACT documentation has not been completed by the 40th day for Initial Plans/or within ten (10) days for all subsequent plans.
- For Initial Plans, if the plan is not completed by Belong by 5:00PM on the 40th day, the **CVS worker will** complete the plan in IMPACT and notify the CPS Supervisor, PD, and CBCA.

**CVS Worker will**, upon Belong’s completed Child Service Plan documentation:
- Include any participants that are not already included on the Child Service Plan in the Child Plan Participation section of the plan in IMPACT.
- Review the Child Service Plan is complete, save, and submit the Child Service Plan or Child Service Plan Review to the CVS Supervisor for approval.

**By the 45th Day After the Removal or 15 days after the subsequent Child Plan meeting:**
The CVS Supervisor will:
- Approve the Child Plan of Service in IMPACT; and
- Within five days after approval of the service plan, CVS Worker will
  - Send a final, approved, and signed copy of the IMPACT Child Service Plan or Child Service Plan Review to all meeting participants, including participants who were unable to attend the meeting; and
  - Document the service planning meeting and participants in IMPACT on the contact detail page.

If a service planning meeting is held in conjunction to a CPS Permanency Conference (PC), the FGDM Staff are responsible for documenting the service planning meeting in each child/youth’s Permanency Planning Meeting (PPM) detail page in IMPACT.

**CVS Worker** 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.).

**Belong, Paid Placement Provider, 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/youth.
Medical/Dental/Vision Examinations

A person consenting to medical care for a child/youth must participate in each appointment set for the child/youth with the healthcare provider (See 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/youth is receiving, except that medical consenters must attend in person any appointments when a child/youth 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/youth is placed with Belong, Belong will ensure substitute care providers receive the DFPS Medical/Dental/Vision Examination (form 2403) with Instruction Document for the caregiver (usually the medical consenter) and doctor to complete the form at a child/youth's medical, dental, or vision appointments. The form is filled out jointly by the person taking the child/youth to the appointment (usually the caregiver) and doctor/dentist.

Within four days from the date of the child/youth's appointment, the Paid Placement Provider will send a copy of the completed DFPS Medical/Dental/Vision Examination (form 2403) to the CPS Worker and Belong.

Within two days of receipt of the completed DFPS Medical/Dental/Vision Examination (form 2403), the CVS Worker will enter the information into IMPACT as provided for in the CPS Handbook policy 11200 Documenting Checkups (Medical and Dental) in IMPACT and the Case File.

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

3 in 30

What is 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 Family Code §264.1076 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.

What are the components of 3 in 30?

3-Day Medical Exam:

Within three (3) business days, children/youth entering DFPS care must be seen by a doctor to check for injuries or illnesses in addition to any needed treatments.

Belong will ensure the 3-Day Medical Exam is completed by the caregiver and will notify the primary caseworker within 24 hours of the appointment occurring.
**Texas Health Steps Checkup:**

Within 30 days of entering DFPS care, children/youth must see a doctor for a complete check-up with lab work. This is to ensure:

- We address medical issues early;
- Children and youth are growing and developing as expected; and
- Caregivers know how to support children and youth strong growth and development.

**Child and Adolescent Needs and Strengths (CANS) Assessment:**

Within 30 days of entering DFPS care, a CANS Assessment must be provided to children (ages 3-17). The CANS Assessment is a comprehensive trauma-informed behavioral health evaluation. This Assessment gathers information about the strengths and needs of the child/youth and helps in planning services for the child/youth and family reach their goals. All children/youth require an annual follow-up CANS Assessment. In addition, a child/youth receiving therapeutic services will require a follow-up CANS Assessment every 90 days.

DFPS will call the caregiver by the 14th day to ensure the CANS Assessment has been scheduled.

For more guidance please see the 3 in 30 Resource Guide. See Appendix E: Medical Consenter Chart.

**Psychotropic Medication Appointments**

Belong will ensure that all substitute care providers and employees who serve as medical consenters for a child/youth, 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. This allows the practitioner to:

- Appropriately monitor the side effects of the drug on the child/youth;
- Determine whether the drug is helping the child/youth achieve the treatment goals; and
- Determine whether continued use of the drug is appropriate.

For all children/youth receiving psychotropic medication, Belong must assess the extent the child/youth:

- Has been provided appropriate psychosocial therapies, behavior strategies, and other non-pharmacological interventions; and
- 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 or Belong staff is designated as the medical consenter for a child/youth, the CPS staff member must attend in person or virtually, if offered by the physician, any appointments where psychotropic medication may be prescribed and all medication review appointments as described in 11131.4 Psychotropic Medication Appointments.
**Consenting to Psychotropic Medication**

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

- Notify the CVS Worker in writing of any initial psychotropic medications and subsequent dosage changes by the next business day;
- Complete and sign the [Psychotropic Medication Treatment Consent (form 4526)](https://example.com) with the healthcare provider;
- Provide a copy of Form 4526 to the CVS Worker within four (4) business days. Form 4526 is not required for changes in decreasing the dosage or for refills of the same medication;
- The child/youth will not start a new psychotropic medication or an increase in the dosage of a medication without DFPS caseworker consent;
- Notification to all child advocates assigned will be provided by DFPS;
- Medication refusals by child/youth will be discussed with the prescribing physician to discuss a plan of action;
- Medical consenters can request Psychotropic Medication Utilization Reviews (PMUR) through the DFPS Nurse Consultant, Well-Being Specialists, or Superior Star Health Hotline (See CPS Handbook policy [11327 and PMUR Guide](https://example.com)); and
- Follow the same notification process of any medical appointments.

The CVS Worker will file a copy of the Form 4526 in the child/youth’s section of the case file.

The CVS Worker will notify a child/youth’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/youth’s caseworker after the date the psychotropic medication is prescribed, or the dosage is changed.

See CPS Handbook policy [11000 Health Care – Medical and Behavioral](https://example.com) for more information.

See [Making Decisions about Psychotropic Medications](https://example.com)
Foster Daycare Services

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

- The child does not turn six years of age by September 1, and
- All caregivers are employed and work at least 40 hours per week (daycare is available for children up to age 13 for school summer breaks).

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<th>Process</th>
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</table>
| Caregiver Daycare Verification | When foster daycare services are needed for a child, who is legally from Region 8B and placed within Belong provider network Belong staff will provide to the regional daycare coordinator:  
  - Foster/Relative & Other Designated Caregiver Daycare Verification (form 1809) for each foster parent household each time an application for daycare services is requested. This form is required for both initial requests and renewals.  
  - The Belong Daycare Liaison will need to verify caregiver employment. Acceptable verification includes:  
    - Copies of the caregivers last three 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 Form 1806 Caregiver Statement of Self-Employment Income, and  
    - Waivers, if applicable.  
  - All Caregivers must be informed:  
    - Only DFPS can authorize DFPS-funded day care services.  
    - DFPS is not responsible for the payment of the day care services that eligible children may receive until after DFPS returns the approved IMPACT Form 2054 Service Authorization to the Child Care Services Agency (CCS) authorizing day care services.  
    - If a child receives day care services before the child care services agency receives the approved Form 2054, DFPS will not pay for those days of service. |

| Sending to DFPS District Daycare Coordinator | Belong staff will send an e-mail to the DISTRICT1DC@dfps.texas.gov mailbox and the primary Worker that includes:  
  - Subject line: Region, Foster Parent’s Name, Oldest Child’s Name needing daycare, Case ID, CPS Unit #, (do not only enter the foster parents name, the child’s name must be included) |

Note: Foster parent e-signatures are acceptable (completed/signed/scanned copy of Form 1809 or on-line completion of Form 1809 with foster parent approval in return e-mail).
<table>
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<th>Process</th>
<th>Procedure</th>
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</table>
|         | o If only one child’s name is entered in the subject line but there are multiple children that requests were completed for, all of their names must be provided in the body of the e-mail;  
|         | o The body of the e-mail must have the Belong staff and their supervisor’s approval. If there is no supervisor approval in the body of the e-mail, regional daycare coordinators cannot process the impact daycare requests;  
|         | o A statement explaining 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); and  
|         | o Attach the Following:  
|         |   ▪ Completed Foster/Relative & Other Designated Caregiver Daycare Verification (form 1809), unless an exception is met as described below.  
|         | • The Belong staff will complete the Daycare Request in IMPACT.  
|         | • Communication with the Belong staff can be made to Daycarebelong@sjrctexas.org  

**Exceptions**

For the initial daycare authorization, the requirement for the foster parent to complete 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 was required to verify the unavailability of community resources. The required waiver must be approved by the DFPS Program Director (PD), DFPS Program Administrator (PA), and the Regional Director (RD). The waiver 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.

**District Daycare Coordinator Approval and Processing**

After receiving the daycare request e-mail and the daycare request in IMPACT and has approved day care services, the DFPS Regional Daycare Coordinator will:

- Generate the service authorization in IMPACT and send to CCS.  
- The service authorization must be approved and sent to the appropriate CCS before DFPS will pay for the caregivers to use the day care services.

For more information see policy 8235 Child Day Care Services.
# Court Requirements

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

<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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</table>
| **Court Hearing Notice**     | **CPI/CPS Worker will:**  
  - Add Belong to the e-file notification using the mailbox courtbelong@sjrctexas.org.
  - This will ensure that Belong is informed about scheduled court hearings and has a copy of all court orders, settings, notices, court reports including CASA or guardian ad-litem reports, and other relevant court information.
  - Send any court filed documents or notice of hearings to Belong if received prior to adding them to e-file notice d-list.
  - If date and time of a court hearing is announced during court, this will serve as notice to both CPS and Belong.  

**Belong will:**  
Provide notice to the caregiver of all court hearings. |

<table>
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<tr>
<th></th>
<th><strong>Court Preparation and Court Reports</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Belong or Paid Placement Provider will:</strong></td>
<td></td>
</tr>
</tbody>
</table>
- When requested, Belong will provide information necessary for preparation of court reports within five days of receiving the e-mail request for information.  
  - If DFPS has any problems obtaining information from Paid Placement Providers, DFPS will contact the Belong Case Care Specialist who will assist with obtaining the necessary information.  
- Belong will attend preparation meetings for court, as requested by CPS, CASA, attorney ad litem, or other members of the judiciary.  
- Maintain documentation of all court orders received from CPS.  

**CPS Worker will** prepare and file all required court reports. |

<table>
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<tr>
<th></th>
<th><strong>Court Attendance by Belong</strong></th>
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</table>
| **Belong will:**  
- When requested by the court or identified by jurisdictional expectations information, Belong will identify and ensure attendance of the most appropriate staff (i.e., CPA case manager, placement staff, etc.) with personal knowledge of the case.  
- Refer to jurisdictional expectations information for which courts require attendance (if available) and under what circumstances.  
- Upon receipt of notification of required presence at court hearing from CPS, ensure the primary CPI/CPS Worker is emailed who from Belong will be attending the court hearing. |
<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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<tbody>
<tr>
<td></td>
<td>• Attendance by Belong at Adversary Hearings (the 14-day hearings) is not expected, unless specifically requested.</td>
</tr>
<tr>
<td>Court Attendance by Child/Youth</td>
<td><strong>CPS will:</strong></td>
</tr>
<tr>
<td></td>
<td>• Provide no less than five days’ notice (to court e-mail) of need to have child/youth attend court, unless DFPS receives a last-minute request from the court for child’s attendance at which point will notify the Paid Placement Provider immediately by phone directly to the Case Manager.</td>
</tr>
<tr>
<td></td>
<td><strong>Belong will:</strong></td>
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<tr>
<td></td>
<td>• Ensure children/youth attend court hearings, unless excused by the presiding judge prior to the court hearing.</td>
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<tr>
<td></td>
<td>• Attendance may occur through video conference and/or teleconference when appropriate and approved by the court</td>
</tr>
<tr>
<td></td>
<td>• Maintain documentation of child/youth attendance at court for performance reporting.</td>
</tr>
<tr>
<td></td>
<td>Attendance at Adversary Hearings (the 14-day hearings) and Status Hearings are generally not expected, unless the child/youth’s attorney ad litem requests the child/youth’s attendance or as requested by the Judge.</td>
</tr>
<tr>
<td>Service of Legal Process</td>
<td><strong>Belong will immediately notify CPS legal mailbox at <a href="mailto:Reg08subs@dfps.texas.gov">Reg08subs@dfps.texas.gov</a> of any service of legal process (i.e., subpoena, summons, discovery notices) related to performance under contract.</strong></td>
</tr>
</tbody>
</table>
Permanency Care Assistance

When a Region 8B child/youth’s 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 staff must follow current CPS Handbook policy 6680 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 Worker and Belong must begin working with the caregiver to apply for assistance. The CPS Worker must follow current CPS Handbook Policy 6685 Applying for Permanency Care Assistance.

<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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</table>
| Applying for Permanency Care Assistance | CPS Worker will:  
• At least 90 days prior to PMC transfer date, the CVS Worker will request necessary documentation from Belong to complete Level of Care (LOC).  
Belong will:  
• Within three weeks of request, provide the requested information to CVS Worker, such as:  
  o Last 30 days documentation, including but not limited to therapy notes, incident reports, daily notes, school reports if any  
  o CANS Assessment  
  o For children/youth with emotional disturbance: Psychological or psychiatric evaluations, completed within 14 months  
  o For children/youth with primary medical needs: An evaluation by a physician (MD), physician's assistant, or nurse practitioner, describing medical conditions or disabilities  
CVS Worker will:  
• Request LOC review from Youth for Tomorrow (YFT); and  
• Must send the completed Permanency Care Assistance (PCA) packet to the eligibility specialist no later than 30 days prior to the transfer of PMC to the caregiver. |
Applying for Permanency Care Assistance

Legal Risk Placement Referrals
Belong will conduct child/youth-specific legal risk homes searches for children/youth from Region 8B. Legal risk means that the plan for the child/youth is adoption, but the parental rights of the legal parents have not been terminated or a legal challenge to the termination is pending. Placement in this home does not guarantee the child/youth will be adopted by the family.

<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>Notification &amp; Referral</td>
<td>For Belong to conduct child/youth-specific legal risk searches, CPS Worker will:</td>
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<tr>
<td></td>
<td>• E-mail <a href="mailto:permanencybelong@sjrctexas.org">permanencybelong@sjrctexas.org</a> and Belong’s Case Care Specialist and copy all parties involved with:</td>
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<td>o Name of the child/youth;</td>
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<td>o Caseworker name, e-mail and phone;</td>
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<td></td>
<td>o Legal parties and their contact information;</td>
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<td></td>
<td>o Copy of most recent CANS Assessment and/or Psychological Evaluation;</td>
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<td>o Updated Common Application;</td>
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<td>o Recruitment quality picture of a child/youth; and</td>
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<td></td>
<td>o Child/youth-specific profile that discusses the child’s needs and wants in an adoptive home.</td>
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</table>

If Belong needs additional information and documentation that is not included in the list above, Belong and DFPS will communicate and coordinate on the need.

<table>
<thead>
<tr>
<th>Belong Placement Options and CPI/CPS Approval</th>
<th>Discharges of less than 30 days will not be sent through Legal Risk and these discharges will need to follow Placement Change Process for non-emergencies. Belong can broadcast the children/youth for placement and legal risk. If a placement expresses interest in adoption during the placement request search, Belong will provide a home study upon request to CPS. If no options are located through Legal Risk broadcast, but placement is located through Belong Placement Coordination, the Placement Change Process will be followed.</th>
</tr>
</thead>
</table>
Adoption

Belong will take primary lead on all adoption recruitment and matching activities for referred children and youth in CPS conservatorship in Region 8B.

The following sections outline what Region 8B CPS staff can expect from Belong, as well as the responsibilities that CPS staff will maintain during the adoption process.

<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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| **Legal and Court Activities** | **CPS Conservatorship Worker** will continue to be responsible for all legal and court activities related to:  
- Termination of Parental Rights (TPR),  
- All court hearings (see [Appendix F: Region 8B Jurisdictional Information](#)),  
- Adoption (giving or withholding consent to adoption and waiving service to adoption hearings), and  
- Eligibility for and authorization of post-adoption subsidies and services. |
| **Recruitment** | **Belong will** conduct general and child/youth-specific recruitment activities for adoption-motivated homes for children/youth from Region 8B. Belong is fully responsible for all general and child/youth-specific adoption recruitment activities. Belong will update CPS of Adoption recruitment efforts on a monthly basis in a spreadsheet format. Belong will send the spreadsheets to the CPS Adoption Program Director(s).  
  
For Belong to conduct general and child/youth-specific recruitment,  
Within 30 days of TPR:  
**CPS Worker will:**  
- E-mail the Belong Case Care Specialist at permanencybelong@sjrctexas.org and copy all parties involved with the following information:  
  o Name of the child/youth whose permanency plan is adoption and no permanent home has been identified;  
  o Name, address, and phone of current placement;  
  o Completed TARE Child Registration form 2228;  
  o Access to various adoption recruitment tools, such as Heart Gallery, Wednesday’s Child, and TARE;  
  o Child/youth-specific profiles;  
  o Copy of child/youth’s most recent psychological evaluation;  
  o Copy of the Health, Social, Educational, and Genetic History (HSEGH) report once completed (CPS Policy requires HSEGH completion within 45 days of TPR);  
  o Notice of any adoption events hosted by CPS; |
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<th>Process</th>
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<td>o General or child/youth-specific adoption inquiries as they are received;</td>
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<td></td>
<td>▪ Send the file for redaction and once received will be passed on to Belong; and</td>
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<tr>
<td></td>
<td>▪ As general or child/youth-specific adoption inquiries are received, CPS will document the inquiry and e-mail Belong the information at <a href="mailto:permanencybelong@sjrctexas.org">permanencybelong@sjrctexas.org</a> and provide:</td>
</tr>
<tr>
<td></td>
<td>▪ Requestor’s name, phone number, address, and date of initial contact.</td>
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<td>Belong will:</td>
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<tr>
<td></td>
<td>• Register the child/youth on TARE if no family has been identified by no later than 60 days from Termination of Parental Rights (TPR);</td>
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<tr>
<td></td>
<td>• Track all child/youth-specific adoption inquiries;</td>
</tr>
<tr>
<td></td>
<td>• Follow up with families from any inquiries received via TARE or other means within three (3) business days.</td>
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<tr>
<td></td>
<td>CPS will respond to Belong regarding the submitted inquiries within five (5) business days.</td>
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<tr>
<td>Home Studies</td>
<td>To request adoption home study initiation:</td>
</tr>
<tr>
<td></td>
<td>CPS Worker will e-mail Belong at <a href="mailto:permanencybelong@sjrctexas.org">permanencybelong@sjrctexas.org</a> and copy all parties involved with subject line of “Adoption Referral” and provide the following information:</td>
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<td>o Family Name;</td>
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<td></td>
<td>o Family Address;</td>
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<td></td>
<td>o Family Phone;</td>
</tr>
<tr>
<td></td>
<td>o Agency who has licensed family, if applicable;</td>
</tr>
<tr>
<td></td>
<td>o Case manager for family if applicable;</td>
</tr>
<tr>
<td></td>
<td>o Phone number and email for case manager if applicable; and</td>
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<td></td>
<td>o Any supporting documentation, such as Kinship home assessment.</td>
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<td></td>
<td>Belong will manage their provider network to ensure that home studies on all potential adoptive homes (including kinship) within Region 8B are conducted and assessed for approval within 60 days. There are times that it will take longer than 60 days to complete and this will be communicated as quickly as possible to DFPS.</td>
</tr>
<tr>
<td>Home Selection and Staffing</td>
<td>Belong will:</td>
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<td>• Coordinate, host, and facilitate a selection staffing with CPS, CASA, ad litem, and guardian ad litem;</td>
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<tr>
<td></td>
<td>• Provide recommended home studies to staffing participants prior to the selection staffing for review;</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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</tbody>
</table>
| **Procedure** | • Present recommended adoptive homes for a child/youth to all parties; and  
• Paid Placement Providers and foster parents will be invited as appropriate. |

A decision regarding the selection of the family will be made during the staffing.

**Belong will**, by the next business day after the staffing, send official notification to all parties by e-mail confirming the decision made during the staffing and approving the plan to proceed with the selected family, if one was identified.

**CPS will:**
• Approve or deny the Belong’s selected adoptive parent/family at the selective staffing; and  
• If selection is denied, CPS will provide within three (3) business days, in writing the rationale for the decision, including specific reasons that would indicate why the family was not an appropriate match and/or how the decision is not in conformity to the agreed upon placement guidelines.

**Belong will:**
• Once an adoptive home is approved, provide all appropriate redacted information to the prospective family (i.e., psychological evaluation, service plans, HSEGH, etc.).  
• When the prospective family notifies Belong they agree to proceed with the adoption process, Belong will notify CPS.

**CPS will:**
• Provide Belong with the redacted file we have previously prepared or within seven (7) days of receipt of redacted file if not available with (7) days of selection staffing.  
• Request a supplement redacted file and provide to Belong when completed.

When an adoptive home recommendation is denied, Belong will continue the recruitment of adoptive homes to find a match for the child/youth.

**Presentation Staffing**

A Presentation Staffing is an opportunity for the prospective family to ask questions, for the current family to discuss the child’s/youth’s daily care, and for the attendees to collectively develop an appropriate transition plan.

**Belong will:**
• Ensure the prospective family has an opportunity to review the child/youth’s case file prior to the Presentation Staffing;
<table>
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<th>Process</th>
<th>Procedure</th>
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<tr>
<td></td>
<td>• Ensure a Presentation Staffing is held with the prospective family, current family if appropriate, CASA, attorney ad litem, guardian ad litem, CPS, and service providers as appropriate;</td>
</tr>
<tr>
<td></td>
<td>• Coordinate, host, and facilitate the Presentation Staffing;</td>
</tr>
<tr>
<td></td>
<td>• Follow up with potential adoptive families regarding their decision to adopt after the Presentation Staffing has been conducted; and</td>
</tr>
<tr>
<td></td>
<td>• Send an e-mail to CPS Caseworker upon hearing the adoptive family’s decision with the subject line of “Adoptive Family Decision”.</td>
</tr>
</tbody>
</table>

| Adoption Assistance                  | CVS Adoption (ADO) caseworker will:                                                             |
|                                     | • At least 90 days prior to adoptive placement date, request any needed documentation from Belong to complete child/youth’s Level of Care (LOC). |
|                                     | Belong will:                                                                                    |
|                                     | • Provide the requested information within three weeks of request.                              |
|                                     |   o 30 days documentation: therapy notes, incident reports, daily notes, school reports if any. |
|                                     |   o CANS Assessment.                                                                          |
|                                     |   o For children with emotional disturbance include psychological or psychiatric evaluations.    |
|                                     |   o For children with primary medical needs include an evaluation by a physician (MD), physician’s assistant, or nurse practitioner, describing medical conditions or disabilities. |
|                                     |   o (Optional) Information describing any extenuating circumstances, incident reports, etc.   |
|                                     | ADO Caseworker will:                                                                          |
|                                     | • Request LOC review from Youth for Tomorrow (YFT)                                              |
|                                     |   o If Belong utilizes YFT, the CPS worker can request YFT to load the current LOC into IMPACT.|
|                                     | • Must send the completed adoption assistance packet to the eligibility specialist no later than 30 days prior to adoptive placement. |

<p>| Placement of the Child              | When placement of the child/youth with the adoptive family is determined, <strong>CPS and Belong will</strong> coordinate the placement of the child/youth in the home (See Region 8B <strong>Adoption Checklist (Form 1515)</strong> for more detail). |
|                                     | If the adoptive home is out-of-state, refer to additional steps required to fulfill <strong>ICPC requirements</strong>. |
| Services After Placement            | In order to ensure placement stability, Belong is responsible for obtaining and delivering services to children/youth placed with adoptive families prior to consummation of the adoption. |</p>
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<tr>
<th>Process</th>
<th>Procedure</th>
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</table>
| **Belong will:** | • Manage all services (including but not limited to monthly post-placement supervision) to prepare and support adoptive placements; and  
• Provide documentation of these services to the CPS Worker. |
| **CPS Worker will:** | • Continue to provide monthly supervision of children/youth who are placed with adoptive families until consummation is achieved and CPS is dismissed as the child/youth’s conservator; and  
• Seek supervisor guidance if more frequent supervision of children/youth in adoptive placements is needed. |

### Authorization of Adoption Services

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<tr>
<th>CPS Worker will:</th>
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</table>
| • Complete the Service Authorization (Form 2054) for the identified adoption service to Belong in IMPACT;  
• For straight adopt both service codes F and G will be utilized;  
• For Foster to Adopt service code G will be utilized;  
• In the comments section of the Form 2054, add the following:  
  o The Child Placing Agency CPA name  
  o Whether Form 2054 is for a sibling set; and if yes, how many siblings  
  o The type of adoption (i.e., Foster-to-adopt/kinship/matched)  
  o The YFT LOC Determination for the child/youth  |
| • Send e-mail notification to Belong at permanencybelong@sjrctexas.org and attach the following:  
  o Completed and approved Service Authorization (Form 2054); and  
  o Completed and signed Adoption Placement Agreement (Form 2226)  |

See [Appendix G: CBC Adoption Placement/Service Authorization Process](#) for more information.
Transitional Living Services

CPS and Belong will work together to prepare youth in DFPS conservatorship who are transitioning to adulthood. Belong will take the lead in the provision of transitional living services for youth. During Belong’s provision of transitional living services with youth, CPS will:

- Determine a youth’s eligibility for all transitional living services and financial benefits;
- Track all transitional living services for youth; and
- Utilize transitional living services information from Belong for the completion of court reports.

The following sections outline the specific responsibilities of CPS and Belong for transitional living services for youth in DFPS conservatorship.

**Transition Plan Development**

Beginning when the youth turns 14 years of age, the Transition Plan is developed and enhanced over time until the youth leaves substitute care. The Transition Plan must address the issues that are important for the youth as he or she transitions into adulthood.

CPS and Belong will work together to initiate the discussion and development of the youth’s Transition Plan.

<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>During Service Plan Meetings</td>
<td>At the first service plan meeting following the youth’s 14th birthday the Transitioning to Successful Adulthood section will be addressed. The youth will have the opportunity to invite anyone in their support system, who are not the youth’s foster parent(s) or caseworker, to all Circles of Support (COS) and service planning meetings.</td>
</tr>
</tbody>
</table>

**CPS, Belong, and the Paid Placement Provider will:**

- Ensure Transitioning to Successful Adulthood section of the Child Plan of Service is discussed and developed with the youth during their service plan meeting; and
- Inform the youth that a Family Group Decision Making (FGDM) staff member will further discuss COS with them when he or she turns age 16.

**CPS Supervisor will:**

Approve and sign the youth’s Child Plan of Service each time the Plan of Service is developed, reviewed, and updated at subsequent service planning meetings or COS.

**The CPS Worker and Paid Placement Provider** will continue to discuss and document the Transitioning to Successful Adulthood section of the Child Plan of Service and progress with the youth over time during face to face visits, subsequent service planning meetings, and COS.
**Circle of Support (COS)**

Circles of Support (COS) will be generally coordinated and facilitated according to current CPS policy. Some exceptions apply and are noted in 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](#); and
- [1121.23 Circle of Support (COS)](#).

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circle of Support (COS)</strong></td>
<td><strong>CPS Worker will:</strong></td>
</tr>
<tr>
<td></td>
<td>• When the youth turns 16 years of age, submit a referral for COS to the appropriate Family Group Decision Making (FGDM) to the appropriate staff and Belong at <a href="mailto:permanencybelong@sjrtexas.org">permanencybelong@sjrtexas.org</a>;</td>
</tr>
<tr>
<td></td>
<td>• Work with FGDM staff to prepare and schedule the COS with the youth; and</td>
</tr>
<tr>
<td></td>
<td>• Participate in the COS or subsequent service planning meetings.</td>
</tr>
<tr>
<td></td>
<td><strong>FGDM staff will:</strong></td>
</tr>
<tr>
<td></td>
<td>• Coordinate the COS per CPS Handbook policy <a href="#">6252 Permanency Planning Meetings for Youth 14 and Older</a>;</td>
</tr>
<tr>
<td></td>
<td>• If the youth declines a COS, the FGDM staff member will notify the CPS Worker and Belong at <a href="mailto:permanencybelong@sjrtexas.org">permanencybelong@sjrtexas.org</a> with a subject line of COS Declined, Last Name, First Name; and</td>
</tr>
<tr>
<td></td>
<td>• Ensure documentation of COS in IMPACT per CPS Handbook policy <a href="#">Appendix item 1121: Documentation Requirements for Models of Family Group Decision Making (FGDM)</a>.</td>
</tr>
<tr>
<td></td>
<td><strong>Belong will:</strong></td>
</tr>
<tr>
<td></td>
<td>• Ensure the youth can attend the COS, even if Belong is not invited to the COS;</td>
</tr>
<tr>
<td></td>
<td>• If the youth declines a COS, notify the Paid Placement Provider to schedule a subsequent service planning meeting instead;</td>
</tr>
<tr>
<td></td>
<td>• Work jointly with FGDM staff and CPS worker to engage youth, family, and other caring adults in the COS or subsequent service planning meetings;</td>
</tr>
<tr>
<td></td>
<td>• Work with the youth, the caregivers, and other significant individuals to identify caring adults and other lifelong connections that can be sustained once the youth transitions to adulthood; and</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Participate in the COS (if invited by the youth) or subsequent service planning meeting.</td>
<td></td>
</tr>
</tbody>
</table>

**CPS Supervisor will:**
- Approve and sign the youth’s Plan of Service each time the Plan of Service is reviewed and updated at subsequent service planning meetings or COS.

**CPS Worker, Belong, and Paid Placement Provider will** continue to discuss and document the Transitioning to Successful Adulthood section of the Child Plan of Service and progress with the youth over time during face to face visits, subsequent service planning meetings, and COS.

---

### Preparation for Adult Living (PAL)

Belong will ensure the completion of the [Casey Life Skills Assessments (CLSA)](https://example.com) and its interpretation to be shared and discussed with the youth, who are 14/ 15 years old (in Permanent Managing Conservatorship), and youth 16 years and older legally from Region 8B and in paid care. Belong will ensure the development and delivery of PAL Life Skills Training for youth utilizing the curriculum topics found in [CPS Handbook policy 10222 Life Skills Training](https://example.com). Belong will ensure that experiential and community-based learning is included in all PAL training and services.

The following section details the responsibilities of CPS PAL staff and Belong related to the delivery and documentation of PAL training and services:

See [Appendix H: PAL Aftercare and Other PAL Services for Eligible Youth Served by SSCCs](https://example.com) for details on the requests.

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Casey Life Skills Assessment (CLSA)</strong></td>
<td>PAL Staff will:</td>
</tr>
<tr>
<td></td>
<td>• Determine the youth’s eligibility for Life Skills Assessment;</td>
</tr>
<tr>
<td></td>
<td>• Complete the PAL Referral (form K909-5501);</td>
</tr>
<tr>
<td></td>
<td>• Send the referral through email to Belong and cc all parties involved titled “Casey Life Skills, Name of Youth” to the Belong email box <a href="mailto:permanencybelong@sjrctexas.org">permanencybelong@sjrctexas.org</a>; and</td>
</tr>
<tr>
<td></td>
<td>• Complete the Service Authorization (Form 2054) for PAL Assessment to Belong in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>Belong staff will:</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Once the referral is received from PAL Staff, Belong staff will access the completed Service Authorization (Form 2054) for the CLSA and complete the referral to the appropriate provider;</td>
</tr>
<tr>
<td></td>
<td>• Notify CPS PAL staff and CPS worker by e-mail when the youth has completed the CLSA within 45 days of referral; and</td>
</tr>
<tr>
<td></td>
<td>• The e-mail will include:</td>
</tr>
<tr>
<td></td>
<td>o Subject line of “Life Skills Assessment, Last Name, First Name of Youth”</td>
</tr>
<tr>
<td></td>
<td>o Copy or a link to the assessment results.</td>
</tr>
<tr>
<td></td>
<td><strong>PAL staff will:</strong></td>
</tr>
<tr>
<td></td>
<td>• Once the assessment results are received PAL staff, will document the youth’s CLSA results in IMPACT.</td>
</tr>
<tr>
<td><strong>PAL Life Skills Training (LST)</strong></td>
<td><strong>PAL Staff will:</strong></td>
</tr>
<tr>
<td></td>
<td>• Determine the youth’s eligibility for PAL Life Skills Training (LST);</td>
</tr>
<tr>
<td></td>
<td>• Complete the Service Authorization (Form 2054) for PAL LST to Belong in IMPACT;</td>
</tr>
<tr>
<td></td>
<td>• Complete the PAL Referral (Form K909-5501); and</td>
</tr>
<tr>
<td></td>
<td>• Send the referral through email to Belong and copy all parties involved titled “Life Skills Training, Name of Youth” to the Belong email box <a href="mailto:permanencybelong@sjrctexas.org">permanencybelong@sjrctexas.org</a>.</td>
</tr>
<tr>
<td></td>
<td><strong>Belong will:</strong></td>
</tr>
<tr>
<td></td>
<td>• Once the referral is received from PAL Staff, Belong staff will access the completed Service Authorization (Form 2054) for PAL LST;</td>
</tr>
<tr>
<td></td>
<td>• Complete the appropriate referral;</td>
</tr>
<tr>
<td></td>
<td>• Notify PAL Staff and CPS Caseworker by e-mail when the youth has completed LST;</td>
</tr>
<tr>
<td></td>
<td>• E-mail will include: Subject Line of “Life Skills Training, First Name, Last Name of Youth;”</td>
</tr>
<tr>
<td></td>
<td>• By the 8th of the month following the month of service, submit a monthly report to the Regional PAL Contact and CPS Caseworker by e-mail with a subject line of “Life Skills Training, Last Name, First Name of Youth” with the following information this is provided in the Individual Monthly Progress Report (form 5502):</td>
</tr>
<tr>
<td></td>
<td>o Youth’s status, progress, and completion of PAL training;</td>
</tr>
<tr>
<td></td>
<td>o Services provided to the youth to assist with their transition to adulthood; and</td>
</tr>
<tr>
<td></td>
<td>o Assistance provided to the youth with applying for and securing services to aid in their transition to adulthood.</td>
</tr>
<tr>
<td>Process</td>
<td>Procedure</td>
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<td>---------</td>
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</tr>
<tr>
<td><strong>NOTE:</strong> In September and March of each year, the form 5502 will be collected weekly for Federal reporting requirements. Documentation of PAL services delivered each week or part thereof (Sunday-Saturday). DFPS must receive reports from Belong by close of business on Thursday to meet the Friday deadline to State Office. Form 5502 or Form 5514 will be used.</td>
<td></td>
</tr>
</tbody>
</table>

**PAL staff will:**
- Once the monthly report from Belong is received, document the training in IMPACT.

<table>
<thead>
<tr>
<th>PAL Independent Study Guide (ISG)</th>
<th><strong>PAL Staff will:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Determine the youth’s eligibility for the PAL Independent Study Guide (ISG) (Note: PAL Staff must pre-approve use of the Independent Study Guide Caregiver Report (ISG) (form 5503);</strong></td>
<td></td>
</tr>
<tr>
<td>Complete the PAL Referral (form K909-5501); and</td>
<td></td>
</tr>
<tr>
<td>Complete the Service Authorization (Form 2054) for PAL ISG to Belong in IMPACT.</td>
<td></td>
</tr>
</tbody>
</table>

E-mail the referral to Belong titled “Independent Study Guide, Name of Youth” at permanencybelong@sjrctexas.org.

**Belong will:**
- Once the referral is received from PAL Staff, Belong Staff will access the completed Service Authorization (Form 2054) for the ISG;
- Belong will complete the referral to the appropriate Provider;
- Notify PAL Staff and CPS Caseworker by e-mail when the youth has completed the ISG;
- Email will include: Subject Line of “Independent Study Guide, First Name, Last Name of Youth;”
- By the 8th of the month following the month of service, submit a monthly report to the regional PAL Contact and CPS Caseworker by e-mail with a subject line of “Independent Study Guide, Name of Youth” with the following information:
  - Youth’s status, progress, and completion of the ISG;
  - Services provided to the youth to assist with their transition to adulthood; and
  - Assistance provided to the youth with applying for and securing services to aid in their transition to adulthood.
- Note: In September and March the reports will need to be sent in weekly for Federal reporting requirements. Documentation of PAL services delivered each week or part thereof (Sunday-Saturday).
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DFPS must receive reports from Belong by close of business on Thursday to meet the Friday deadline to State Office. Form 5502 or Form 5514 will be used.</td>
</tr>
<tr>
<td>PAL staff will:</td>
<td>• Once the monthly report is received from Belong, document the training in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>Any exception to PAL requirements needs to be staffed with PAL.</td>
</tr>
<tr>
<td>Region 8B PAL Contacts</td>
<td>• DFPS PAL point of contact: Walter Willmann at <a href="mailto:Walter.Willmann@dfps.texas.gov">Walter.Willmann@dfps.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>• Belong point of contact: Belong PAL Email Box: <a href="mailto:palbelong@sjrctexas.org">palbelong@sjrctexas.org</a></td>
</tr>
</tbody>
</table>

## Extended Foster Care/ Return to Extended Foster Care

CPS and Belong will work together to identify young adults from Region 8B for either Extended Foster Care or Return to Extended Foster Care programs. Participation in the Extended Foster Care or Return to Extended Foster Care programs will be discussed and planned with the young adult during regularly scheduled service planning meetings, Circles of Support (COS), or upon the young adult’s request.

**Note:** Young Adults who desire to return to Extended Foster Care during their 6 or 12 months (determined by court order) Trial Independence period (Trial Independence begins once they leave paid foster care) are considered to be in Extended Foster Care. Young Adults who desire to return to Extended Foster Care after their Trial Independence period are considered Young Adults in Return to Extended Foster Care.

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

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
# Extended Foster Care

## Process | Procedure
--- | ---
**Eligibility and Placement Assessment** | When a young adult from Region 8B is interested in staying in extended foster care,  
**Belong and CPS will:**  
- Assist the young adult with completing the [Voluntary Extended Foster Care Agreement (form 2540)](https://example.com).  
- Provide the completed Form 2540 to the CPS caseworker, PAL Coordinator, and Belong Case Care Specialist.  
**CPS Worker will:**  
- Follow CPS Handbook policy [10410 Preparation Required When a Youth Plans to Stay in Extended Foster Care](https://example.com).  
- Once the young adult is determined eligible for Extended Foster Care, notify the Belong Director of Case Management.  
- Follow CPS policy related to Extended Foster Care.  
- CPS will review [10473 Discharge to Trial Independence](https://example.com) and ensure the sub-care stage remains open.  
**Belong Child Case Manager will:**  
- Identify if the young adult will continue their current placement; or  
- Needs a new Extended Foster Care placement.  

## Continuing in Current Placement  
If the young adult will continue their placement:  
**Belong Case Care Specialist will:**  
- Notify the Paid Placement Provider.  
**Paid Placement Provider will:**  
- Provide assistance to the young adult to maintain eligibility for the Extended Foster Care Program;  
- Provide Belong Case Care Specialist any update of young adult’s continued compliance with the Extended Foster Care Program; and  
- Report the young adult’s progress during subsequent service planning meetings or COS.  

## Requires New Placement  
If the young adult requires a new foster care placement:  
**Belong Case Care Specialist will:**  
- Follow the [Placement Change Process](https://example.com).  
- Request necessary information from the CPS Worker to secure placement.
## Return to Extended Foster Care

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</thead>
</table>
| **Eligibility and Referral** | A young adult who was in DFPS conservatorship when turning 18 and leaves foster care may Return to Extended 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 Policy 10420 Qualifying for Extended Foster Care. Return to Extended Foster Care does not include young adults who are in Trial Independence (See CPS Handbook Policy 10510 Trial Independence). Belong or the CPS Worker will, upon learning of a young adult’s desire to Return to Extended Foster Care notify CPS PAL Coordinator/Re-Entry Liaison. CPS PAL Coordinator/Re-Entry Liaison will:  
  - Follow CPS Handbook Policy 10531 Roles and Responsibilities of PAL Staff and 10532 Re-Entry Liaison;  
  - Open C-RC Stage;  
  - Determine the CPS unit to assign the returning young adult; and  
  - Notify the CPS Worker and CPS Supervisor of the young adult’s eligibility to Return to Extended Foster Care and CPS unit assigned. CPS Worker will:  
  - Follow CPS Handbook Policy 10533 Conservatorship (CVS) Caseworker;  
  - Submit an emergency or non-emergency placement referral to Belong based on the young adult’s unique needs; and  
  - Assess the young adult’s current living arrangement and living arrangement options, such as non-paid placement while a placement search is conducted. Belong will:  
  - Keep the CPS Worker and PAL Coordinator informed as the placement search (paid and non-paid) is conducted; and  
  - Notify the CPS Worker if placement is found. |
| If Placement is Found    | Belong 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 Worker; and  
  - Ensure the young adult is assisted in maintaining necessary documentation for the Return to Care program. |
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| CPS Worker will:                   | • Assist the young adult with following placement requirements;  
• Follow CPS policy related to Return to Extended Foster Care; and  
• Add the referral to the SSCC in IMPACT. |
| If Placement is Not Found          | Belong will:  
• Notify the CPS Worker and CPS Supervisor; and  
• Email exhaustive placement list (paid and non-paid placements) to CPS Worker and CVS Supervisor, PAL Specialist, and Service Program Administrator (SPA). |
| CPS will:                          | • Discuss with the young adult the reasons why he or she is unable to Return to Extended Foster Care;  
• Rescind the SSCC placement referral in IMPACT; and  
• Document the reasons why the young adult is unable to Return to Extended Foster Care in the contact section in IMPACT. |

**Discharge from Extended or Return to Extended Foster Care**

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

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

All discharges are expected to be planned.

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</thead>
</table>
| Planned Discharge             | A planned discharge occurs when:  
• The young adult is due to complete goals for participation in Extended or Return to Extended Foster Care; or  
• Eligibility for Extended or Return to Extended Foster Care is scheduled to end. |
| Within 90 days before planned discharge | Belong and CPS Worker will:  
• Schedule a service planning meeting or COS with the young adult and other important adults; and  
• Work together to coordinate the type of meeting with the Paid Placement Provider or CPS staff. |
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
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</thead>
</table>
| Unplanned Discharge | An unplanned discharge from Extended Foster Care or Return to Extended Foster Care occurs when:  
- Young adult’s behavior or noncompliance with Extended or Return to Extended Foster Care eligibility results in the foster caregiver submitting a discharge notice and another foster care placement cannot be found; or  
- Young adult leaves the placement before the planned end date.  

Belong and CPS will work together to prevent and address unplanned discharges from Extended and Return to Extended Foster Care.  

*Note: If Belong receives a discharge notice from a provider for a young adult in Extended Foster Care, Belong will follow the Placement Change Process before implementing the unplanned discharge process below. |
| Actions to Prevent an Unplanned Discharge | The following process outlines CPS’ and Belong’s responsibilities when an unplanned discharge is identified for a young adult in Extended or Return to Extended Foster Care:  

**Belong will:**  
- Within one day of learning about the unplanned discharge, schedule and convene a discharge staffing with:  
  o Young adult  
  o Current caregiver  
  o CPS Worker and supervisor  
  o PAL Coordinator and supervisor  
  o Belong Case Care Specialist  
  o Attorney Ad Litem, if assigned |
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Other individuals who are interested and important to the young adult</td>
</tr>
</tbody>
</table>

During the staffing:
- o Review the reasons for the unplanned discharge;
- o Review Extended and Return to Extended Foster Care eligibility requirements;
- o Discuss the benefits of and parameters of remaining in current placement;
- o Discuss the implications of leaving foster care or continued non-compliance with the Voluntary Extended Foster Care Agreement;
- o Identify short- and long-term goals and tasks;
- o Based on the young adult’s current eligibility status and commitment to abide by placement parameters, develop a recommendation regarding the young adult’s discharge from Extended or Return to Extended Foster Care;
- o If applicable, discuss the discharge process and schedule a discharge date;
- o 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 Extended Foster Care;
- o **Note: Up to two separate staffings will be convened by Belong to address unplanned discharges; and**
- o Document the notes from the staffing and encourage the young adult’s signature, if possible.

  - Continue to search for placement (paid and non-paid) for the young adult for 30 days after initial discharge staffing.

CPS Worker and Supervisor will:
- Attend and participate in all staffings with the young adult;
- Assist Belong 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 discharge staffing; and
- Notify PAL and Program Director of recommendation for any unplanned discharges.

Program Director will approve or deny the recommendation for all unplanned discharges.

Any appeal of the decision will follow the Solution-Based Communication Process.
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharge Activities</td>
<td>When the decision is made to discharge a young adult from the Extended or Return to Extended Foster Care Program:</td>
</tr>
<tr>
<td></td>
<td>CPS will:</td>
</tr>
<tr>
<td></td>
<td>• Assist the young adult in gathering personal items;</td>
</tr>
<tr>
<td></td>
<td>• Transport the young adult to available living arrangement with family or in the community;</td>
</tr>
<tr>
<td></td>
<td>• End the young adult’s placement in IMPACT; and</td>
</tr>
<tr>
<td></td>
<td>• End the SSCC Referral in IMPACT.</td>
</tr>
<tr>
<td></td>
<td>• If Trial Independence applies, the case will remain open.</td>
</tr>
<tr>
<td></td>
<td><strong>Belong will</strong> create, maintain, and share an accurate log for auditing purposes of young adults discharged with the regional CBC Administrator.</td>
</tr>
<tr>
<td></td>
<td><strong>If a young adult wishes to return after an unplanned discharge:</strong></td>
</tr>
<tr>
<td></td>
<td>• The young adult, CPS, and Belong will meet to determine if significant progress in work, school and/or behavior has occurred.</td>
</tr>
</tbody>
</table>

**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. If the young adult is eligible, Belong will work to seek appropriate SIL program placements.

**Process to follow:**

1. Placement request sent to Belong Placementbelong@sjrctexas.org mailbox with the email subject line “SIL Placement Request.”
2. After ensuring completed documents, Belong Intake Specialist will forward:
   a. The Referral to SIL Provider Form 2529;
   b. The Voluntary Extended Foster Care Agreement Form 2540; and
   c. Application for Placement to Belong SIL Coordinator.
3. The Belong SIL coordinator will sign and return Form 2529 to Belong Placement Coordinator (all parties if information is known).
4. Belong Placement Coordinator will ensure Form 2529 is sent back to pertinent parties for CPS (worker, PAL coordinator, Aftercare Worker) as well as any potential SIL programs.
For more guidance see the Appendix I: Supervised Independent Living Flow Chart.

National Youth in Transition Database (NYTD)

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). CPS will inform Belong of the youth who will participate in NYTD surveys by e-mail with subject line of “NYTD Survey Participant” if assistance is needed to complete the survey.

Belong will assist CPS in obtaining NYTD surveys from the identified youth. Youth must be allowed to take the NYTD survey on their own without assistance from others. Belong will maintain current contact information for youth placed within their provider network and inform CPS when updated information becomes available.

Youth will need to have an active e-mail account. The SSCC will need to ensure that the Provider is meeting this requirement.

Interstate Compact on the Placement of Children (ICPC) Situations


See Appendix J: ICPC Flowcharts for additional information.

ICPC With Texas As a Receiving State For Children Who Require Standard Foster Care Placement Services

ICPC foster or adoption placement requests for children, legally from another state, into the Region 8B catchment area will be referred to Belong 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.

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Non-Verified Home</td>
<td>Request process through State Office ICPC to ICPC Regional Coordinator. ICPC Regional Coordinator contracts out the Initial Assessment (study)</td>
</tr>
<tr>
<td></td>
<td>If child is placed, a CVS Courtesy Worker is assigned for monthly face-to-face contact and quarterly reports.</td>
</tr>
<tr>
<td>Initial Assessment</td>
<td>Request processed through State Office ICPC, then sent to ICPC Regional Coordinator.</td>
</tr>
<tr>
<td></td>
<td>ICPC Regional Coordinator emails the family a home study questionnaire with a 7- day due date.</td>
</tr>
</tbody>
</table>
If no response is received from the family by the 7-day calendar due date, then the ICPC Regional Coordinator will call the family as a follow-up. The home study will be denied if there is no response by the 10th day, and the ICPC Regional Coordinator will upload a decision memo with the reason for denial into IMPACT.

When the family questionnaire is received, then the ICPC Regional 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. Please see Foster or Adoptive Homes: Criminal History Requirements.

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

If a bar is identified, then the home study is denied and the ICPC Regional Coordinator will upload a decision memo with the reason for denial into IMPACT.

If no bars are identified, then the ICPC Regional Coordinator will send the ICPC request packet to the SSCC at icpcbelong@sjrctexas.org for foster care verification.

- The Email Subject line should be: “ICPC Foster, Last name of child, Family name.”
- An Initial Assessment due date will be included in the email.
- If there is delay in receiving the results of the background checks, the ICPC Regional Coordinator sends the SSCC the available information to begin the initial assessment process to meet the required due date. If a bar is later identified, a decision memo with the denial reasons will be created by the SSCC and returned to the ICPC Regional Coordinator to be uploaded into IMPACT. SSCC may use the DFPS ICPC Decision Memo or develop its own template.

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

SSCC will determine if the child requires standard or treatment (therapeutic) foster care services based on the information from the sending state.

- If the child requires treatment (therapeutic) foster care services, SSCC will follow the Verification for Children Who Require Therapeutic Services process below.
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<th>Process</th>
<th>Procedure</th>
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<tr>
<td>SSCC or provider within the SSCC network will complete the initial assessment along with FBI checks within <strong>45 calendar days</strong> from receipt of the ICPC request. SSCC may use the <a href="#">DFPS ICPC Initial Assessment form</a>, or develop its own template.</td>
<td></td>
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</tbody>
</table>

### Initial Assessment - Unfavorable Outcome

**Belong** will:
- Schedule a staffing with the ICPC Regional Coordinator to discuss possible remedies to unfavorable circumstances which could allow approval for placement; and
- Prepare a memo outlining the reasons for the unfavorable decision and attempts to remedy to the Supervisor after the staffing if the status remains unfavorable.

**DFPS Supervisor** will review memo and forward to ICPC Regional Coordinator. This will close the referral to Belong for this ICPC referral.

**ICPC Regional Coordinator** will notify State Office ICPC.

**State Office ICPC** will notify the sending stage of the decision and close referral.

### If Caregiver is Already Verified by a Private Agency for Foster Care

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

Upon determining that the caregiver is already verified by a private agency for foster care services, SSCC will determine if the family is already verified by a provider within the SSCC network.

If the caregiver is already verified through an SSCC network provider:
- SSCC must return the completed home verification documents to the CPS Regional ICPC Coordinator within **14 calendar days**.
- If the foster care verification needs to be updated to meet ICPC timeframe requirements, SSCC must update the verification of the home and return to the CPS Regional ICPC Coordinator within **30 calendar days**.

If the caregiver is already verified through a provider that is not an SSCC network provider, SSCC must give the family the option to transfer to an SSCC network provider.
- SSCC will make all attempts to contract with the provider that is not an SSCC network provider when possible.
- If the family chooses to transfer to an SSCC network provider, SSCC must assist the family in the transfer process, update the family’s verification, and return to the CPS Regional ICPC Coordinator within **60 calendar days**.
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<th>Process</th>
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<td>• If the family chooses to remain with the out-of-network provider, the SSCC ICPC Coordinator will prepare a decision memo with contact information for the private agency and send to the CPS Regional ICPC Coordinator.</td>
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<tr>
<td></td>
<td>• State Office ICPC will notify the sending states Compact Office the need to contract with the out-of-network private agency for the home study, placement of the child and courtesy supervision.</td>
</tr>
<tr>
<td>Verification for Children Who Require Standard Foster Care Services</td>
<td>Occurs when the Initial Assessment Process is completed and family is approved to move forward with verification.</td>
</tr>
<tr>
<td>Foster Care Services</td>
<td>Once Belong or their network paid placement provider has completed the verification/approval process:</td>
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<td><strong>Belong will</strong> e-mail the ICPC Regional Coordinator with the:</td>
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<td>• Completed home study; and</td>
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<tr>
<td></td>
<td>• Foster Verification certificate.</td>
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<tr>
<td></td>
<td><strong>NOTE:</strong> The foster home verification process must be completed within <strong>120 calendar days.</strong></td>
</tr>
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<td>• If the foster home verification process is not completed by the 120th day, Belong will submit a status report to the CPS Supervisor outlining the reasons for the delay.</td>
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<td><strong>Regional ICPC Coordinator will:</strong></td>
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<td>• Reimburse Belong for the home study by entering a service authorization (Form 2054) in the child’s SUB stage in IMPACT; and</td>
</tr>
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<td>• Send the completed home study and verification certificate (license) to Regional ICPC Coordinator via the Region 8B ICPC mailbox.</td>
</tr>
<tr>
<td></td>
<td><strong>Regional ICPC Coordinator will</strong> upload the documents into the 100A and submit to the State Office ICPC.</td>
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<td><strong>State Office ICPC will:</strong></td>
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<tr>
<td></td>
<td>• Review the completed home study and verification;</td>
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<td>• Approve or deny placement into Region 8B catchment area; and</td>
</tr>
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<td></td>
<td>• Notify the sending state, Belong of the approval to proceed with placement</td>
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<td>Process</td>
<td>Procedure</td>
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</table>
| **If Sending State Places the Child in the Verified Foster Home Located in Region 8B Catchment:**  
  • DFPS Supervisor ensures a CVS Courtesy Worker is assigned for supervision of the child through monthly face-to-face and quarterly reports.  
  **Belong network provider, that verified the home, will** monitor the family for licensing purposes according to HHSC [Minimum Standards for Child Placing Agencies](#).  
  • Any associated foster care daily reimbursement provided by the sending state will be paid directly to the caregiver. Belong or network provider will not receive any payment from DFPS other than for the home study for this service, which is in accordance with the ICPC Agreement between states. |  
| **Verification for Children Who Require Therapeutic Services** | **Upon determining that the child/youth requires treatment services, Belong will, send a decision memo to the ICPC Regional Coordinator.**  
  • The decision memo will outline the basis for the child/youth requiring treatment services, including the specific diagnoses of the child/youth.  
  **ICPC Regional Coordinator will** upload the ICPC Decision Memo in IMPACT.  
  **State Office ICPC will** forward the decision memo to the sending state with information:  
  • On the need to sub-contract for foster care verification or with a private residential provider; and  
  • Belong to contact in order to be connected to a Belong network paid placement provider.  
  Once the sending state contacts Belong, **Belong will:**  
  • Refer the sending state to a paid placement provider within the Belong network within **three (3) business days.**  
  When the sending state establishes a sub-contract with a Belong paid placement provider, **the sending state will** submit a new ICPC request to the State Office ICPC.  
  **State Office ICPC will:**  
  • Approve placement based on the 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); and  
  • Ensure the ICPC packet has been uploaded into IMPACT. |
<table>
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<th>Process</th>
<th>Procedure</th>
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| If the child/sibling group is placed in an approved foster or home located in Region 8B, **Belong will:** | • Conduct supervision of the child/youth as established in the sending state’s sub-contract with the Belong network provider; and  
  • Monitor the family for licensing purposes according to HHSC Minimum Standards for Child Placing Agencies.                                      |
| Closing the Referral                          | **CPS Regional Coordinator will** inform the Supervisor upon learning from the State Office ICPC that the sending state has issued its final order and that the order has been provided to Texas.  
  **Supervisor will** inform Belong that a final order has been issued and the child/youth is no longer in an ICPC placement. This will close the referral to Belong for this service.  
  **Belong will** notify the CPA that has licensed the family and make any needed decisions regarding maintaining their foster care license. |

**ICPC With Texas As a Receiving State For Children Who Require Adoption Services**

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<th>Process</th>
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</table>
| **Initial Assessment Process**               | Request processed through State Office ICPC, then sent to ICPC Regional Coordinator.  
  ICPC Regional Coordinator emails the family a home study questionnaire with a 7-day due date.  
  If no response is received from the family by the 7-day calendar due date, then the ICPC Regional Coordinator will call the family as a follow-up. The home study will be denied if there is no response by the 10th day, and the ICPC Regional Coordinator will upload a decision memo with the reason for denial into IMPACT.  
  When the family questionnaire is received, then the ICPC Regional 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. Please see Foster or Adoptive Homes: Criminal History Requirements  
  *Background checks must include DPS, FPS history, and central registry checks along with out-of-state child welfare checks for all household members age 14 years and older.* |
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| If a bar is identified, then the home study is denied and the ICPC Regional Coordinator will upload a decision memo with the reason for denial into IMPACT. If no bars are identified, then the ICPC Regional Coordinator will send the ICPC request packet to the SSCC at icpcbelong@sjrctexas.org for foster care verification.  
• The Email Subject line should be: “ICPC Foster, Last name of child, Family name.”  
• An Initial Assessment due date will be included in the email.  
• If there is delay in receiving the results of the background checks, the ICPC Regional Coordinator sends the SSCC the available information to begin the initial assessment process to meet the required due date. If a bar is later identified, a decision memo with the denial reasons will be created by the SSCC and returned to the ICPC Regional Coordinator to be uploaded into IMPACT. SSCC may use the DFPS ICPC Decision Memo or develop its own template.  
SSCC must make contact with the family by phone/email or certified mail within 7 calendar days from receipt of the ICPC request packet.  
SSCC will determine if the child requires standard or treatment (therapeutic) foster care services based on the information from the sending state.  
• If the child requires treatment (therapeutic) foster care services, SSCC will follow the Verification for Children Who Require Therapeutic Services process above.  
SSCC or provider within the SSCC network will complete the initial assessment along with FBI checks within 45 calendar days from receipt of the ICPC request. SSCC may use the DFPS ICPC Initial Assessment form, or develop its own template.  |
| If Caregiver is Already Approved by a Private Agency for Adoption  | If ICPC request is for a caregiver who is already approved to adopt by a private agency, follow the If caregiver is already verified by a private agency for foster care process above. |
| Verification for Adoption Services           | Adoption Home Approval Process occurs when the initial assessment process is completed, and the family is approved to move forward.  
Once Belong or their network paid placement provider has completed the verification/approval process: |
<table>
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<tr>
<th>Process</th>
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<tbody>
<tr>
<td><strong>Belong will</strong> e-mail the ICPC Regional Coordinator the following:</td>
<td><strong>Belong will</strong> e-mail the ICPC Regional Coordinator the following:</td>
</tr>
<tr>
<td>- Completed home study; and</td>
<td>- Completed home study; and</td>
</tr>
<tr>
<td>- Adoption approval certificate.</td>
<td>- Adoption approval certificate.</td>
</tr>
<tr>
<td>- The adoption approval process must be completed within <strong>120 calendar days</strong>.</td>
<td>- The adoption approval process must be completed within <strong>120 calendar days</strong>.</td>
</tr>
<tr>
<td>- If the adoption approval process is not completed by the 120th day, Belong will submit a status report to the ICPC Regional Coordinator outlining the reasons for the delay.</td>
<td>- If the adoption approval process is not completed by the 120th day, Belong will submit a status report to the ICPC Regional Coordinator outlining the reasons for the delay.</td>
</tr>
<tr>
<td><strong>ICPC Regional Coordinator will:</strong></td>
<td><strong>ICPC Regional Coordinator will:</strong></td>
</tr>
<tr>
<td>- Reimburse Belong for the home study by entering a Service Authorization (Form 2054) in the child’s SUB stage in IMPACT.</td>
<td>- Reimburse Belong for the home study by entering a Service Authorization (Form 2054) in the child’s SUB stage in IMPACT.</td>
</tr>
<tr>
<td>- E-mail the Region 8B ICPC mailbox the completed adoption home study and adoption approval certificate (license) to Regional ICPC Coordinator.</td>
<td>- E-mail the Region 8B ICPC mailbox the completed adoption home study and adoption approval certificate (license) to Regional ICPC Coordinator.</td>
</tr>
<tr>
<td><strong>Regional ICPC Coordinator will</strong> upload the documents into the 100A and submit to the State Office ICPC.</td>
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</tr>
<tr>
<td><strong>State Office ICPC will:</strong></td>
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<tr>
<td>- Review the completed adoption home study and approval;</td>
<td>- Review the completed adoption home study and approval;</td>
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<tr>
<td>- Approve or deny placement into Region 8B catchment area; and</td>
<td>- Approve or deny placement into Region 8B catchment area; and</td>
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<tr>
<td>- Notify the sending state and Belong of the approval to proceed with placement.</td>
<td>- Notify the sending state and Belong of the approval to proceed with placement.</td>
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<tr>
<td><strong>Placement</strong></td>
<td><strong>Placement</strong></td>
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<tr>
<td><strong>If Sending State places the child in the approved adoptive home located in Region 8B Catchment:</strong></td>
<td><strong>If Sending State places the child in the approved adoptive home located in Region 8B Catchment:</strong></td>
</tr>
<tr>
<td>- <strong>Regional CPS staff will</strong> conduct supervision of the child/youth.</td>
<td>- <strong>Belong will</strong> ensure the network provider that approved the home for adoption will monitor the family for licensing purposes according to HHSC <a href="#">Minimum Standards for Child Placing Agencies</a>.</td>
</tr>
<tr>
<td>- <strong>Belong will</strong> ensure the network provider that approved the home for adoption will monitor the family for licensing purposes according to HHSC <a href="#">Minimum Standards for Child Placing Agencies</a>.</td>
<td></td>
</tr>
<tr>
<td>Any adoption assistance provided by the sending state will be paid directly to the caregiver. Belong or network provider will not receive any payment from DFPS other than for the home study for this service which is in accordance with the ICPC Agreement between states.</td>
<td>Any adoption assistance provided by the sending state will be paid directly to the caregiver. Belong or network provider will not receive any payment from DFPS other than for the home study for this service which is in accordance with the ICPC Agreement between states.</td>
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<td>Process</td>
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</table>
| CPS Supervision of the Child in ICPC Placement | **CPS Worker will:**  
  • Enter the placement in IMPACT, unless the Regional ICPC Coordinator or Supervisor has already completed it. (Do not complete any narratives regarding the placement as the other state made the placement. CPS is only documenting the child/youth is placed with the caregiver in Region 8B);  
  • Update the person list with the address;  
  • Complete FTF contact with the children/youth each month and provide a supervision report that runs continuous for three months, then the CPS worker will submit to his/her supervisor for signature;  
  • Multiple children/youth in the same household can be named on one report and then upload should be marked as Case Specific so the report will reflect in all children’s documents; and  
  • Complete IMPACT entry for the contract. No narrative is required but in the comment section add “See ICPC Supervision Report Form 0104.”  
  **Quarterly Supervision Report Submission**  
  • **CPS Worker will** forward Quarterly Supervision Reports to their supervisor for approval.  
  • **Supervisors will** then print, sign, and e-mail the document to the Regional ICPC Coordinator.  
  • **ICPC Regional Coordinator will** upload the Quarterly Report into the 100 B document section.  
  TX ICPC State Office will receive a task in their IMPACT To Do of the upload and will e-mail the report to the sending state.  
  **Closing the Referral**  
  • **CPS Regional Coordinator will** inform the Supervisor upon learning from State Office ICPC that the sending state has issued its final order and that the order has been provided to Texas.  
  • **Supervisor will** inform Belong that a final order has been issued and the child/youth is no longer in an ICPC placement. This will close the referral to Belong for this service.  
  • **Belong will** notify the CPA that has licensed the family and make any needed decisions regarding maintaining their adoption license. |

**ICPC with Texas as the Sending State.**

When Texas is the sending state, Region 8B CPS will continue to follow CPS regional protocols. If out-of-state placement is requested for a child/youth who is legally from Region 8B and currently placed with SSCC, then CPS/SSCC will follow the Placement Change Process, as well as the following steps.
<table>
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<tr>
<th>Process</th>
<th>Procedure</th>
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</table>
| **Outgoing Foster Home and Adoption Study Requests**                    | **CPS Worker will:**  
  - Complete and submit the outgoing ICPC request, including all required documents, through IMPACT and follow current ICPC process;  
  - Notify Belong of the possible placement change if they are not the ones that are recommending the change;  
  - Provide timely updates to Belong during the ICPC process;  
  - If the out-of-state placement is approved by the receiving state, notify Belong of the approval; and  
  - Be responsible for the out-of-state placement.  

**Belong will:**  
- Assist CPS with collecting any needed paperwork required for ICPC process;  
- Continue to provide placement and services during the ICPC process;  
- Aid CPS in preparing child/youth for transition into approved out-of-state placement; and  
- Will provide timely updates to the child/youth’s current placement.  

**Once the child/youth is in the out-of-state placement, primary caseworker will:**  
- Submit 100B in IMPACT within three (3) business days to ICPC Regional Coordinator and notify Belong.  
- ICPC Regional Coordinator will submit to State Office ICPC for processing.  

**Belong will** end the referral in IMPACT except when:  
- The receiving state requires caregiver to be verified by a private agency that provides treatment (therapeutic) services due to child’s needs,  
- the child is placed with an out-of-state family who is verified through a private provider for foster care and willing to contract with a CPA,  
  OR  
- the child is placed with an out-of-state family who is approved through a private provider for adoption and willing to contract with a CPA.  

**CPS Caseworker will** enter the new out-of-state placement in IMPACT.  

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

**If this ICPC request is related to an adoption, please also refer to the Adoption protocols in this manual.
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<th>Process</th>
<th>Procedure</th>
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</table>
| If Receiving Stage Requires Caregiver to be Verified by Private Agency for Treatment Services | If the receiving state requires caregiver to be verified by a private agency that provides treatment (therapeutic) services due to child/youth’s needs:  
  - **Belong and CPS will** follow the Outgoing Foster Home and Adoption Study Request process above.  
  - **Belong will** contract directly with the private out-of-state provider for placement services and supervision of the child/youth.  
  - **Texas CPS is not responsible** for setting up a contract for supervision of the child/youth in the out-of-state placement nor placement services.  

Placement will be completed by either Belong or CPS depending on the circumstances. For example, if this is the first placement for the child/youth into the Belong network, CPS will complete the placement. If this is a placement change for the child/youth and he/she is already being served by the Belong network, Belong may place the child/youth. The best interest of the child/youth should always be paramount in making the decision regarding who will complete the placement. |
| If Caregiver is Already Verified Through a Private Agency for Foster Care | • **SSCC and CPS will** follow the Outgoing Foster Home and Adoption Study Request process above.  
  - **Belong will** contract directly with the private out-of-state paid Placement provider for placement services and supervision of the child/youth.  
  - **Texas CPS is not responsible** for setting up a contract for supervision of the child/youth in the out-of-state placement nor placement services.  
  - If the SSCC does not want to contract with the private out-of-state provider for placement services and supervision of the child, the CPS caseworker can ask the family to transfer to the out-of-state public agency. |
| If Caregiver is Already Approved Through a Private Provider for Adoption | • **Belong and CPS will** follow the Outgoing Foster Home and Adoption Study Request process stated above.  
  - **Belong will** contract directly with the private out-of-state provider for placement services and supervision of the child/youth.  
  - **Texas CPS is not responsible** for setting up a contract for supervision of the child/youth in the out-of-state placement nor placement services.  
  - **CPS will** pay SSCC for both adoption placement services (Form 2054) and post placement supervision (Form 2054).  
  - If the SSCC does not want to contract with the private out-of-state provider for placement services and supervision of the child, the CPS caseworker can ask the family to transfer to the out-of-state public agency. |
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| Out-Of-State Residential Treatment Center (RTC) Placements | When the SSCC seeks an out-of-state Residential Treatment Center (RTC) for placement of a child/youth from Texas Region 8B: **Belong will:**  
  - Once an out-of-state RTC is located, initiate and create a sub-contract with the out-of-state Residential Treatment Facility;  
  - Once the sub-contract is secured:  
    - Belong will notify by e-mail the Community Based Care Contract Manager, CPS Worker, and ICPC Regional Coordinator,  
    - The Community Based Care Contract Manager will notify by e-mail the State Office Foster/Adopt Division Administrator.  

**CPS will** submit the ICPC Residential Treatment Center out-of-state placement request through IMPACT.  

**Texas CPS is responsible** for face-to-face contact with the children/youth placed in RTCs that are out of state. **Belong will** monitor the out-of-state placement for the timeframes specified within the sub-contract with the out-of-state RTC.  

Placement will be completed by either Belong or CPS depending on the circumstances. For example, if this is the first placement for the child/youth into the Belong network, CPS will complete the placement. If this is a placement change for the child/youth and he/she is already being served by the Belong network, Belong may place the child/youth. What is in the best interest of the child/youth should always be paramount in making the decision regarding who will complete the placement. |

| ICPC Referral to Receiving State | CPS Worker will:  
  - Set up the 100A for each child/youth in IMPACT;  
  - Submit the 100A for each child/youth to their supervisor for approval; and  
  - Scan “one packet of all documents below” and e-mail to the Regional ICPC Coordinator who will upload them in the 100A of the oldest child once the supervisor approves the 100A. Note: Do not scan individual items into the 100A and do not e-mail them as separate attachments to the coordinator.  

**Supervisors will:**  
  - Make the Regional ICPC Coordinator the next approver. The e-mail should be sent to the DFPS Region 8B ICPC mailbox, not to personal e-mail address, because someone else monitors the mailbox when Coordinator is on extended leave. Be mindful if you forget and get an out |
of office reply from Coordinator’s personal e-mail to send the packet to the ICPC mailbox for processing. **This is critical on Expedited Requests.**

**Belong** will assist with gathering needed documents for the out of state request.

**Note: States that require a “Foster Care Request” on anyone except a parent are:** California, Connecticut, Hawaii, Maine, Massachusetts, Michigan, Minnesota, Mississippi, New Jersey, New Mexico, North Dakota, Oregon, Pennsylvania, Rhode Island, Tennessee, Vermont, Virginia.

**States that require paternity be established for paternal relatives:** Arizona, Georgia.

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**ICPC Packet**

The following items must be printed out and scanned into one ICPC packet for each request:

- **Interstate Compact Placement Request**: For each child/youth in case located bottom drop down of 100A. Multiple children can be named on this form but 100A must be done in each child.
- **Cover Letter**: Completely filled out located bottom drop down of 100A. Multiple children can be named on this one form.
- **Financial/Medical Form**: Located bottom drop down of 100A. Each child must have their own Financial/Medical form.
- **Regulation 2 Form**: In Smiley Forms under ICPC. Not required if it is a Regulation 7 Request.
- Affidavit
- Temporary Orders
- **Current Permanency Review Hearing Order** (if applicable)
- **Termination Order** (if plan is Adoption)
- Copy of **Birth Certificate**
- Copy of **Social Security Card**
- **Medical Records**: Medical / dental / immunizations / psychological / developmental assessments
- **School Records**: Admission, Review and Dismissal (ARD), report cards
- **Child’s Plan of Service**: for each child
- **FPS Checks**: on all adults

For Expedited Regulation 7 Requests the following must be included:

- **Sending State Priority Home Study Request**: located bottom drop down of each 100A. Multiple children can be named on this form.
- **Statement of Case Manager/Potential Placement/Party under ICPC Regulation 7**: Expedited, Smiley Forms - commonly called the Regulation 7 checklist - Form ICPC105).
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| **Out-of-State Approval and Placement Planning** | • Notify Belong if the out-of-state placement is approved by the receiving state.  
  • CPS Worker and Belong will develop a plan of placement change, and discuss plan with child/youth, current placement and new placement.  
  • **Prior to Out of State Placement** the CPS Worker must e-mail the Well Being Specialist, Sarah Rodriguez, to make them aware of the planned move of the child/youth. The Well Being Specialist will then advise the Caseworker on how to make this transition from Star Health easier.  
  • Review all medication for the child/youth and secure a minimum of three months of medication to give to the new caregiver at the time of placement. A placement should not be made until this can be ensured as there is typically a delay in getting services set up for the child/youth in the new state. |
| **Placement and Post Placement**             | CPS Worker will:  
  • Submit the 100B indicating placement into the child/youth’s Sub stage, under the ICPC tab in IMPACT.  
  • Immediately, upon Out of State Placement, an e-mail must be sent to the appropriate Regional Eligibility Specialist, stating the child/youth has been moved to another state on MM-DD-YYYY and request closure of Texas foster care Medicaid so the Relative can have Medicaid opened in the new state. The Eligibility Specialist must have a request by e-mail to do this for audit purposes. Normally this is processed within a day and within two to three days, the Relative can apply to have the new state open their Medicaid. There is no alert or task to notify this be done so the Worker must ensure it is completed.  
  • Discharge the child/youth via IMPACT from Belong care if they are not providing supervision services  
  • Be responsible to have monthly contact by phone/e-mail with the assigned out of state caseworker.  
  • Monthly contacts should be entered in IMPACT for all Texas children/youth placed out of state. If you need contact information for an out of state assigned worker, e-mail the Regional ICPC Coordinator for |
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<tr>
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<td>that contact information. The out of state worker is required to see our Texas children monthly. It is possible you will only receive a formal report quarterly but you may be able to get monthly e-mails or phone calls for documentation purposes. It is up to you to develop a good relationship with your Courtesy caseworker. All inquiries for status of a submitted request should be emailed to the DFPS Region 8B ICPC mailbox, not to State Office ICPC Specialists.</td>
</tr>
<tr>
<td>Case Closure</td>
<td><strong>CPS Worker will:</strong></td>
</tr>
<tr>
<td></td>
<td>• E-mail Court documents to the <strong>Regional Coordinator</strong> when the new 100B indicating PMC to parent or relative or adoption is created.</td>
</tr>
<tr>
<td></td>
<td>• 100Bs must be sent to authorize the other state to stop supervision if DFPS no longer has custody or to give permission to close their case if the placement will not be used in the event a home study on relative is not deemed suitable.</td>
</tr>
</tbody>
</table>
Ending a Referral (from Paid Foster Care)

CPS and Belong will work together to determine when a child/youth is ready for discharge from paid foster care placement. Ending the SSCC referral does not include Discharge Planning for a child/youth from CPS conservatorship.

The child/youth's Discharge Planning will be discussed when appropriate at Family Group Conference (FGC), Circle of Support (COS), service planning meeting, or internal staffing.

Both Belong and CPS understand that should the court order discharge from paid foster care unexpectedly, there may not be time to hold a family meeting.

The chart below reflects the specific tasks CPS and Belong must take to facilitate the discharge of a child/youth from placement and ending the SSCC referral and services with Belong:

<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| **End Referral Due to Monitored Return** | **CPS Worker will:**  
• In conjunction with CVS Supervisor, determine the type of family meeting that will be most beneficial to the family for discussion and planning to end the referral and paid foster care services from Belong.  
• Initiate the staffing with Belong or coordination of family meeting through referral to FGDM.  

**CPS and Belong or their designee will** participate in staffing or family meeting to discuss and develop recommended reunification plan to be presented to court.  

**CPS Worker will:**  
• When applicable, once legal parties have been notified of reunification plan, inform Belong Child Case Care Specialist and Paid Placement Provider of approval and need to follow through with the agreed upon monitored return plan.  
• Complete Planned End Referral Notification in IMPACT on the SSCC Referral Page.  
• If an unplanned discharge occurs (i.e., through a court order), immediately notify Belong and the Child Placing Agency.  
• Complete Final End Referral in IMPACT once child/youth has left paid placement. |
| **Discharge and End Referral due to** | **CPS Worker will:**  
• Notify the Belong Child Care Manager by e-mail when a child/youth needs to be discharged from placement and services ended with Belong because there is a need to place with a relative. |
<table>
<thead>
<tr>
<th>Process</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Relative Placement</td>
<td>• Collaborate with CPS Supervisor and Belong to determine recommendations and a date and time, for the relative placement and discharge from Belong.</td>
</tr>
<tr>
<td></td>
<td>• When applicable, once legal parties have been notified of planned relative placement, CPS Worker will notify Belong Child Case Manager and Paid Placement Provider of approval and need to follow through with the agreed upon plan.</td>
</tr>
<tr>
<td></td>
<td>• Complete Planned End Referral Notification in IMPACT on the SSCC Referral Page.</td>
</tr>
<tr>
<td></td>
<td>• If an unplanned discharge occurs (i.e., through a court order), immediately notify Belong and the Child Placing Agency.</td>
</tr>
<tr>
<td></td>
<td>• Complete Final End Referral in IMPACT once child/youth has left paid placement.</td>
</tr>
</tbody>
</table>

See CPS Handbook policies:

- [1121 Family Group Decision Making](#)
- [6250 Permanency Planning Meetings](#)
- [6252 Permanency Planning Meetings for Youth 14 and Older](#)
There may be times when CPS and Belong (and network paid placement providers) may not agree on a case decision or what should happen with a child/youth and/or family.

**Solution-focused communication** is goal-oriented communication which focuses on the solution rather than the problem. Emphasizes on strengths and resources and how these can be utilized to achieve a positive outcome.

There will be instances when there may be an issue that cannot be agreed upon by CPS and Belong. During this time, all parties involved will need to work together and communicate by e-mail, phone calls, in person, or virtually to ensure that the best interest of child/ren and youth take precedence.

The safety and best interest of the child/youth should always be paramount in making the case decision and finding a solution to a barrier or disagreement.

The following section outlines the protocol to resolve case disagreements between CPS and Belong.

**Solution-Based Communication Process:**

**Step 1**

- CPS workers and supervisors, Belong, and/or provider (who are closest to the issue) will work together to resolve case specific issues informally. This will be done through an objective, solution-driven discussion or meeting (e.g., phone call or virtual meeting).
- If a mutually agreeable solution is not achieved in **three (3) business days**, those involved will notify the other individuals the plan to involve their chain of command. The disputed issue will be elevated to the Program Director and/or Program Administrator level in CPS and the Director level at Belong for possible resolution. The disputed issues should be elevated in writing.
- A meeting will be scheduled by either Belong or DFPS to discuss the issue and come to an agreed upon solution. DFPS and Belong will select an uninvolved party to the specific case to listen to the issue and assist with coming to an agreement. If an agreeable solution is not achieved during the meeting, it will be elevated to step 2.
- Disputes proceeding to Step 2 will be elevated to a knowledgeable, independent 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 appeal.
- Belong must ensure continuity of services, as defined by CPS, to the child/youth or family affected while seeking to resolve case-specific disputes.

**Step 2**

**Escalation**

- The escalating party will send an e-mail with supporting documentation to the Community-Based Care Administrator and Belong’s Director of Consumer Affairs with a subject line of “Solution-Based Communication”.

**Resolution**
Once a dispute is escalated (appeal), the Community-Based Care Administrator will provide a written decision to the appeal within five (5) business days. The written decision will be e-mailed to the Belong’s Director of Consumer Affairs with the subject line of - “Solution-Based Communication Appeal Decision.”

If the Belong’s Director of Consumer Affairs chooses, he/she will have three (3) business days from receipt of the notification from the Community-Based Care Administrator to appeal the decision to the CPS Regional Director. The CPS Regional Director will have five (5) business days to decide on the Belong’s Director of Consumer Affairs appeal.

If the Belong’s Director of Consumer Affairs 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 the Belong’s Director of Consumer Affairs appeals the decision of the Community-Based Care Administrator to the CPS Regional Director, the CPS Regional Director will distribute their decision to the appropriate staff and management.

Serious Incidents and Situations Requiring Immediate Notification between Belong and DFPS

Notification is important in the Community-Based Care model that shares responsibility between DFPS and Belong to ensure all parties involved (i.e., DFPS, Belong, CASA, GAL, AAL, etc.) are aware of serious incidents and situations to collaborate and provide aid in ensuring safety for the child or youth and to ensure that other entitled parties are informed timely as well.

Situations that Require Immediate Notification Between SSCC and DFPS Include:

Any non-routine occurrence that has an impact on the care, supervision, or treatment of a child or youth.

This includes, but is not limited to:

- Child fatality,
- Child is in life-threatening situation,
- Serious incidents such as:
  - Suicide attempts,
  - Injuries requiring medical treatment including psychiatric hospitalization,
  - Runaway incidents,
  - Commission of a crime,
  - Allegations of abuse or neglect or abusive treatment.
  - A Child’s abuse, neglect, and/or exploitation; and
  - Child on child physical and/or sexual abuse.
- Failure to locate a placement for at least one night,
- Situations where placement is found but not able to be secured safely for the night, such as:
  - Child refuses placement at last minute,
  - Inclement weather prevents safely completing secured placement.
• Please refer to Guidance for Special Placement Issues involving other SSCC or Legacy areas
  • Significant change in medical condition,
  • Psychiatric hospitalization,
  • Child who was missing from care and placed on the Amber Alert system returns to care,
  • Natural disasters where children are displaced,
  • Media involvement that is not positive in nature that involves a child placed with SSCC.
    o For situations that involve the media, the DFPS Regional Director will contact and inform Belong and the Regional Media Specialist who will:
      ▪ contact and inform the Media Relations Manager of the situation; and
      ▪ contact and coordinate media message with SSCC prior to releasing any information or comments to the media about the situation.

See CPS Handbook Policy 6151.3 Notification Requirements and Schedule for additional information.

See 24-Hour Residential Child Care (RCC) Requirements, specifically Section 1411 Reporting Serious Incidents to DFPS.

Ensuring Safety

**Single Source Continuum Contractor (SSCC) Abuse or Neglect Investigations**

A CPI investigation is considered an employee abuse or neglect investigation when:

• A DFPS employee or SSCC employee is alleged to have abused or neglected a child in his or her own family.

• A DFPS employee, contracted staff, volunteer, or intern or an SSCC employee is alleged to have abused or neglected a child in DFPS conservatorship, and the child is in an unlicensed setting.

Special investigators are assigned to conduct employee investigations meeting the above criteria. If a special investigator is the alleged perpetrator in an employee investigation, CPI conducts the investigation.

SSCC will follow steps outlined in policy 2121.1 DFPS Employee or Single Source Continuum Contractor (SSCC) Abuse or Neglect Investigations.

For additional information see policies:
2120 CPS Authority for Investigating Reports of Abuse or Neglect

1260 Administrative Review of Investigation Findings (ARIF)
Abuse and Neglect Investigations on Child(ren) in Conservatorship

When a report of abuse or neglect is received on child/ren in conservatorship, SSCC staff will need to follow all steps outlined in specific policies.

See policy 4221.1 RCCI Notifying CPS of Alleged Abuse or Neglect in Foster Homes for RCCI’s steps and responsibilities in notifying the SSCC of abuse and neglect in foster homes and the SSCC’s responsibilities when an intake is Priority None (PN) and a Home History review is completed.

Notification Process

See policy 4221.2 CPS Responsibility and Procedure after Receiving a Notification of Abuse, Neglect, or Exploitation for the SSCC’s responsibility and procedures after receiving a notification on an investigation of abuse, neglect or exploitation of a child in DFPS conservatorship.

If a report involves alleged child-on-child victimization, the SSCC permanency specialist must follow the protocols in Appendix 4623: Protocol for RCCI Investigations Involving Child-on-Child Victimization in Foster Care.

If the report alleges child sexual aggression, the SSCC permanency specialist must follow the protocols in the Child Sexual Aggression Resource Guide.

See 6419 Working with Children Who Are Sexually Aggressive, Have Sexual Behavior Problems, or Are Victims of Sexual Abuse.

See policy 4221.3 CPS Protocol During an Investigation Involving a Child in Conservatorship for the SSCC’s responsibility during an investigation.

RCCI Investigations

The RCCI investigation is a separate record that RCCI maintains. After RCCI concludes the investigation, the SSCC permanency specialist must print and file a copy of the completed investigation in the case file of the child or youth who was the victim.

CPI Investigations

See CPI & CPS Protocols for Investigations on Open Substitute Care (SUB) Stages Resource Guide.

See 4221.3 CPS Protocol During an Investigation Involving a Child in Conservatorship

CPS Risk Managers

CPS Risk Managers will facilitate staffings when a new intake/investigation is opened on an ongoing CPS case.

- Prior to the Risk Manager’s review, all documentation must be updated with contacts made and history with the family.
• Even if Investigations does not find a Danger Indicator, if the Risk Manager identifies current risk/safety concerns, then the Risk Manager will schedule a staffing.

• Before the staffing:
  o At least one person from each stage of service should have read the history prior to the staffing.
  o Contact with the family should have been made by each stage of service; though there could be times when this has not occurred due to a lack of cooperation by the family.
  o All stages of service should have already been communicating regarding contact and safety.

• Timeframes for staffing
  o Family Reunification or Kinship – 14 days
  o Day 1 is the day notice is given to Risk Manager.

• Staffing Participants:
  o CPS Risk Manager
    ✓ if the Investigation is received by CPI in a different region than the CPS case, the Risk Manager in the region for the open CPS case will facilitate the staffing.
  o Investigation caseworker & supervisor
  o SCCC permanency specialist and supervisor
  o SCCC Kinship specialist & supervisor
  o SCCC Permanency Directors are optional (Notify the Permanency Directors ahead of time by email if there are considerable concerns).

• The staffing must be documented by the Risk Manager in the Investigation, FSU, and Kinship stages, and include the following information
  o Participants
  o Patterns of behaviors and concerns/What are we worried about?
  o Identified safety threats along with intervention/services requested
  o What is working well?
  o Next steps identified/What needs to happen next?

• CPI staff will notify the Risk Manager once the Investigation has been completed.

• Exceptions:
  o If the Department has Temporary or Permanent Managing Conservatorship of the child; the investigation must be regarding the home of the Kinship caregiver or the child’s own home when they have been returned to their parents (Family Reunification). If the child is in a foster home (whether it is an unrelated or relative/fictive kin licensed home), the Risk Manager will not complete the staffing and will let the Permanency Director know so they can determine their own staffings.
  o If a child is in a licensed foster home, and the intake is regarding his/her sibling(s) who the Department does not have custody of, and the sibling(s) have remained in the parent(s) or legal guardian(s) home; a Risk Manager will complete a staffing; unless:
    ✓ the Department has already completed an emergency removal or has a hearing scheduled to request removal of sibling(s). In this situation, the Risk Manager will not complete a staffing.
  o If the child was returned to parent(s) or legal guardian’s home (Family Reunification) but have already been removed from the home of the parent(s) or legal guardian(s)
and the case has been staffed with the Permanency Director for directives, the Risk Manager will not hold a staffing and will let the Permanency Director know so they can determine their own staffings.

- If the intake report is PN’ed or Administratively Closed, the Risk Manager will not review the report.
- If the case does not meet criteria or it is unclear if the situation calls for a Risk Manager to complete a staffing, but CPI or CPS staff would like a staffing to occur, contact the Risk Manager and their supervisor to discuss.

- Follow up:
  - During the staffing if timeframes are determined, the Risk Manager will review contacts within the timeframes to determine if recommendations have been completed.
  - Once the new Investigation is closed, the Risk Manager will review contacts in the Investigation and Conservatorship stages to determine if the recommendations were followed. If recommendations were not followed and there is not information documented that states reasons why or if there are questions as to why the recommendations were not followed, an email will be sent to the SSCC Permanency Directors and Senior Permanency Director/Vice President of Permanency.

- Trends & Patterns
  - The Risk Manager will send an email to the Permanency Director and Senior Permanency Director/Vice President of Permanency if there are some concerning issues with the history. The Risk Manager will cc their Lead.
  - The Risk Manager can participate in unit and regional meetings to share trends and patterns that they see.
  - Risk Managers will develop training as it relates to trends, patterns, and concerning issues to provide to field staff.

- When Risk Manager is on leave:
  - Efforts will be made for another Risk Manager to assist in covering the duties of the Risk Manager when they are on leave. However, there may be a need for field staff to determine their own staffings. Every effort will be made to work together with the field when this occurs.
Appendix A: SSCC Exceptional Foster Care Approval Flow Chart

The Exceptional Care Rate is used to secure placement for children and youth in the designated catchment area with exceptional needs that cannot be met appropriately through the use the blended foster care rate. The SSCC cannot charge DFPS for both the blended rate and the exceptional care rate for the same child on the same day or use the exceptional care rate for SIL Youth under any circumstances.

DFPS will authorize use of exceptional care days of care using a validation process in instances when:

1. there is a Court Order that dictates a child specific placement or payment that exceeds the contemplated rate structure of the blended rate,
2. the child has extraordinary service needs that far exceed the traditional residential child care settings (example: major eating disorders, severe medical/psychiatric needs); or
3. the SSCC has performed an exhaustive search and placement cannot be located without the use of a child-specific contract whose rate exceeds the contemplated rate structure of the blended rate.

To Request EC Rate, the SSCC must obtain five required documents:

1. Child’s Common Application (form 2087 or 2087ex)
2. Child’s Psychological Evaluation
3. SSCC Placement Search Log (Foster homes and RTC searches)
4. Timeframes for exceptional care days requested
   - Contracts with negotiated rates between $0-$999, must be for only a 6 month period;
   - Contracts with negotiated rates of $1000 and up*, must be for 3 months
5. Rate negotiated with the Provider

Note: All EC contracts must be reviewed by the SSCC prior to contract term date to assess continued need for services and if contract needs to be extended – if contract is extended with EC rate, the EC rate request process must be used.

SSCC Emails Documents to DFPS
Request will be sent to: DFPS Director Placement, Director of Conservatorship Services, Associate Director for Placement, and cc: Director of CBC, CBC Regional Administrator

DFPS Director of Placement Reviews Documents
Director will review/approve request within 1-2 business days of receiving the request.

REQUEST APPROVED

DFPS Director of Placement Sends Approval Email to SSCC
Director will cc: Director of CBC, CBC Program Administrator

SSCC Enters Request Into IMPACT
Start date will be the approval effective date included in the email.

SSCC Enters Request Into IMPACT
Start date will be the approval effective date included in the email.

DFPS Approves in IMPACT
Please see CBC Exceptional Foster Care Rate Request Help Guide

SSCC Enters Request Into IMPACT
Start date will be the approval effective date included in the email.

SSCC Agrees with Denial
SSCC Sends Email to CPS Associate Commissioner Requesting Review and Final Decision.

SSCC Enters Request Into IMPACT
Start date will be the approval effective date included in the email.

CPS Associate Commissioner Reviews and Provides Final Decision

CBC Regional Administrator Will Maintain All Forms and Correspondence and keep and up-to-date “Exceptional Care Tracking Log” on all approved placements.
Please see CBC Exceptional Foster Care Request Help Guide for reference or contact State Office Program Specialists.

SSCC Will Maintain up-to-date SSCC Placement Search Log (spreadsheet).
The SSCC Placement Search Log (spreadsheet) will contain the names of SSCC in-network and out-of-network providers; dates of contact, method of contacts, outcomes of contacts. On a quarterly basis by month and fiscal year, the SSCC must provide DFPS with the number of children, days of care, and amounts the provider paid for children placed using the exceptional foster care rate.

*For requests of $1001/day or more: Two levels of approval will be required, from the Director of Placement Services and an additional review and required approval from the Director of Conservatorship Services. These request will require an extra day for review and approval.
Appendix B: Emergency Placement Process Flow Charts

DFPS Emergency Placement

DFPS

Notify the SSCC of the emergency need for placement by telephone or through electronic notification via IMPACT. (All telephonic notification will be followed by notification referral in IMPACT.)

Provide access to placement and other available case information within 2 hours of referral. If referral information is provided telephonically, access to written documentation will follow.

Evaluate the SSCC’s recommended placement option and medical consent within 1 hour of receipt of notification from the SSCC by telephone or electronic notification. (If approval is granted by telephone, written approval will follow within 24 hours.) Approval is to be assumed if denial of placement is not provided to the SSCC within designated timeframes.

SSCC

Takes physical possession of children from DFPS within 4 hours of receipt of DFPS notification of emergency placement need.

Identifies and notifies DFPS by telephone or electronically of appropriate placement option including potential medical consentor no later than 7 hours of receipt of DFPS notification of emergency placement.

Ensure the child is involved and the child/youth’s input is considered in decision as appropriate to the child’s age and level of understanding.

Place child as soon as possible following receipt of DFPS referral.

Provide required placement documentation via IMPACT to designated DFPS Staff within 12 hours of receiving referral.

SSCC Documentation Requirements

Must document (via IMPACT) required information regarding referrals and placements and provide to DFPS within designated timeframe.

Ensures an initial standardized medical screening for each child at removal within 3 business days. *

*The initial screening is not meant as a substitute for needed emergent care.
SSCC Emergency Placement

DFPS

Evaluate the SSCC recommended subsequent placement option and medical consenter within 1 hour of receipt of notification from the SSCC.

- If approval is granted by telephone, written approval will follow within 24 hours.
- Approval is to be assumed if denial of placement is not provided to the SSCC within designated timeframe.

- Provide the SSCC access to appropriate placement documentation of approval or denial and access to available information at the time of the placement as it becomes available over the course of the case.

SSCC

Immediately notify DFPS of need to evaluate current placement for appropriateness.

Identify and notify DFPS electronically of appropriate placement option, including potential medical consenter.

Complete a pre-placement visit(s) for child with potential caregivers, whenever possible.

Ensure the child is involved and the child/youth's input is considered in decision as appropriate to the child's age and level of understanding.

Provide required placement documentation via IMPACT to designated DFPS staff within 12 hours of placement occurring.

Ensure continuity of care for a child whose placement has changed by:

- Notifying each specialist treating the child of the placement change.
- Coordinating the transition of care from the child’s previous treating primary care physician and treating specialist to the child’s new treating primary care physician and treating specialist, if any.

Electronic or Telephonic Notification

Placement Documentation
Appendix C: Non-Emergency Placement Process Flow Charts

DFPS Non-Emergency Placement

New Referral to SCCC

DFPS

- Notify SCC of the need for placement and schedule placement staffing with the SCCC.
- Provide SCC access to placement and other relevant case information with referral and as it becomes available over the course of the case, including but not limited to, information and documentation required by DFPS Residential Child Care Licensing Minimum Standards for Non-Emergency Placements.
- Evaluate the SCC recommended placement option and medical consentor within 24 hours of receipt of notification from the SCC.
  - Approval is to be assumed if denial of placement is not provided to the SCC within the designated timeframe.
- Notify CASA and attorney ad-litem that change in placement has occurred.

SSCC

- Identify potential placement option(s) for child and schedule pre-placement visit(s) for child with potential caregivers.
- Ensure the child is involved and the child/youth’s input is considered in decision as appropriate to the level of understanding.
- Contact provider from which the child will be moved to gather relevant information.
- Identify and notifies DFPS of appropriate placement option, including potential medical consentor as soon as possible and no later than 3 days prior to placement needing occur.
- Provide required placement documentation via IMPACT to designated DFPS staff within 12 hours of placement.
- Place a child within required timeframes.
SSCC Non-Emergency Placement

DFPS
- Evaluate the SSCC recommended subsequent placement option and medical consenter within 24 hours.
  - Approval is to be assumed if denial of placement is not provided to the SSCC within the designated timeframe.
- Provide the SSCC access to appropriate placement documentation of approval or denial and as it becomes available over the course of the case, including, but not limited to, information and documentation required by DFPS Residential Child Care Licensing Minimum Standards for Non-Emergency Placements.

SSCC
- Within 30 days of placement: Notify DFPS of need to evaluate current placement for appropriateness. Documentation must clearly state reason for desired change in placement.
- Identify and notify DFPS of appropriate placement option, including potential medical consenter as soon as possible and no later than 3 days prior to placement change needing to occur.
- Complete a pre-placement visit(s) for child with potential caregivers.
- Coordinate communication between and among current and future caregivers.
- Ensure the child is involved and the child/youth’s input is considered in decision as appropriate to the child’s age and level of understanding.
- Provide required placement documentation to designated DFPS staff within 12 hours of placement occurring.
- Notifying each specialist treating the child of the placement change.
- Coordinating the transition of care from the child’s previous treating primary care physician and treating specialist to the child’s new treating primary care physician and treating specialist, if any.
- Ensure continuity of care for a child whose placement has changed by.
Appendix D: Psychiatric Hospital Contact Protocol for Children/Youth in DFPS Conservatorship

There may come a time when a child/youth in DFPS conservatorship is determined to present a risk of serious harm to himself or 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 caseworkers must take immediately following notification of hospitalization. Those steps are outlined in this document, but it is important to note that all other policies and procedures must still be followed.

The steps outlined in the attached protocol apply to both children/youth in DFPS conservatorship at the time of hospital admission and children/youth who are admitted to a psychiatric hospital during the course of an investigation which results in DFPS taking conservatorship.

**Notification Required Actions**

**Immediately, but no later than one (1) business day** after notification that a child/youth on your caseload has been admitted to a psychiatric hospital, the primary CVS Caseworker (INV caseworker if CVS not assigned) must send an e-mail to those who have a role in ensuring the child/youth’s needs are met, as outlined below. Staff must also follow requirements for notification to the legal parties of the case as described in 6151.3 Notification Requirements and Schedule.

The Subject line must state: Psychiatric Hospital Admission – Child/Youth’s Last Name, First Initial, and PID. The body of the e-mail must include the following information:

- Hospital name;
- Patient Access Code, if known;
- Date of admission;
- Reason for hospitalization;
- Indicate if the child/youth will be returning to the placement after discharge from the hospital or if a new placement is needed;
- Indicate if child/youth needs an updated psychological evaluation;
- Name and Contact Information for Designated Medical Consenter/ or attach current Form 2085B Designation of Medical Consenter;
- Name of school in which child/youth is currently enrolled; and
- Indicate if the child/youth needs translation services (i.e., foreign language, deaf or hard of hearing).

The e-mail must be sent to each of the following, unless indicated as not appropriate:

- [Psychiatric Hospital Referral Mailbox](#) for the Region where the hospital is located – For children/youth hospitalized out of state, the e-mail must be sent to the Psychiatric Hospital Referral mailbox for the child/youth’s legal region and will be routed as appropriate.
- Regional Placement Team Mailbox (except in situations where the child/youth is being served by a Single Source Continuum Contractor as a part of Community-Based Care) - Even if the child/youth is expected
to return to the same caregiver after hospital discharge, notification to the Placement Team Mailbox is required as circumstances often change.

- **Single Source Continuum Contractor (SSCC)** - If the child/youth is being served by an SSCC as part of Community-Based Care, communication must be sent to the designated SSCC personnel per their regional joint operational manual.
- **Education Specialist** - If the child/youth remains admitted to a psychiatric facility for more than three days, the education specialist will coordinate educational services for the child/youth.
- **Well-Being Specialist (WBS)** - For a child/youth with complex behavioral healthcare needs, the WBS is available to assist in multidisciplinary staffings, referral to internal and external resources, etc. (see the Medical Services Resource Guide for detailed information). The WBS will be responsible for informing STAR Health of the child/youth’s hospitalization.
- **Developmental Disability Specialist (DDS)** - If the child/youth appears to have a developmental disability, the caseworker must also notify the DDS. The DDS will assist the caseworker with making referrals to community resources.
- **Local Permanency Specialist (LPS)** - If the child/youth was previously assigned to a LPS, the caseworker must notify the assigned worker and LPS supervisor so the assignment can be placed on hold pending hospitalization.

**Medical Consent Required Actions**

**Immediately, but no later than 24 hours after notification that a child/youth on your caseload has been admitted to a psychiatric hospital,** the primary CVS Caseworker (Investigation caseworker if CVS not assigned) must provide the mental health facility with the name and contact information for the child/youth’s medical consenter as described in 11611.4 Consent for Health Care and Medications After Admission.

Unless the youth has been authorized to consent to his or her own medical care under Texas Family Code §266.010, the designated medical consenter must provide or deny consent for health care or the use of psychotropic medications once the youth is admitted.

**When the Child/Youth is Not Returning to Placement**

**CHANGE MEDICAL CONSENTER:** As described in CPS Handbook policy 11611.5 Change of Medical Consenters While a Child or Youth Is Hospitalized the caseworker reconsiders the designation of medical consenter if a child or youth is admitted to an inpatient psychiatric facility.

The caseworker must follow the guidelines in the table below.

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>the child or youth may return to the placement he or she was in before admission,</td>
<td>the caseworker determines whether there needs to be a change in medical consenter while the child or youth is hospitalized.</td>
</tr>
<tr>
<td>The child or youth will not return to the previous placement, and someone who is not a DFPS employee is the primary or backup medical consenter,</td>
<td>DFPS makes the caseworker the primary and backup medical consenter while the child or youth is hospitalized.</td>
</tr>
<tr>
<td>If:</td>
<td>Then:</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>DFPS finds a new placement for the child or youth to go to after discharge from the inpatient facility,</td>
<td>the caseworker determines the most appropriate medical consenter, backup medical consenter, or both, based on the new placement.</td>
</tr>
</tbody>
</table>

**PLACEMENT:** If the child/youth is not expected to return to his/her placement, the Primary CVS Caseworker must send the assigned placement staff all items required for a placement search **within 24 hours of receiving notification.** Those items include:

- Updated application for placement;
- Psychological or Psychiatric Evaluation;
- Level of Care;
- CANS, if completed;
- Current therapy notes; and
- Letter from psychiatric hospital stating child/youth is no longer a danger to self or others.
- See the Placement Process Resource Guide

Note: If the child/youth is being served by the SSCC as part of Community-Based Care, the SSCC assigned staff person will obtain the above items as outlined in the catchment area’s Operations Manual.

If there is a clinical recommendation for direct transfer to a State Hospital, the caseworker contacts the **CPS Mental Health Program Specialist** for next steps.

**Notifying the Hospital of the Child’s Sexual Victimization and Aggression History**

Immediately, but no later than three (3) business days after notification that a child/youth on your caseload has been admitted to a psychiatric hospital, the primary CVS Caseworker (INV caseworker if CVS not assigned) must provide a copy of the Child’s Sexual History Report Attachment A to the admissions staff or person responsible for the oversight of the child or youth. The caseworker must make every attempt to obtain a signature on the Attachment A. If the facility refuses to sign the document, the caseworker notes the refusal on the form and uploads the form into One Case.

See **CPS Handbook policy 4231.1 Notifying a Facility Regulated by Another State Agency of a Child’s Sexual Victimization and Sexual Aggression History**

**Required Actions during Hospitalization**

While the child/youth is in the psychiatric hospital, the Psychiatric Hospital Worker, LPS or Other Designated Caseworker must:

- **Immediately, but no later than 24 hours after notification that a child/youth has been admitted for psychiatric treatment, confirm** the mental health facility has been provided with the name and contact information for the child’s medical consenter;
- Make face to face contact with the child/youth at the facility within one to three (3) business days of becoming aware of the admission, and weekly thereafter;
• Confirm that the hospital staff treating the child/youth have been provided with the Child’s Sexual History Report Attachment A and are aware of the child’s sexual victimization and sexual aggression history. Provide Attachment A to the hospital staff and request signatures. If hospital staff refuse to sign, indicate who the form was provided to, date, and specify their refusal to sign. Upload into OneCase;
• Document weekly face to face contact in IMPACT in accordance with CPS policy;
• Request and send the child/youth’s clinical record collected from the hospital to the primary caseworker and assigned placement staff or SSCC staff; ** the clinical record refers to any documentation of treatment services released by the hospital including the child/youth’s Admission Summary, psychiatric/psychological evaluation, therapy notes, psychiatric progress or nursing notes, and medication status;
• Communicate critical updates regarding the child/youth’s treatment (i.e., discharge plan, basic care needs, safety issues) to primary worker within 24 hours of being made aware of the new information; and
• Coordinate and facilitate internal multidisciplinary staffings to assist with placement following discharge and securing services.

While the child/youth is in the psychiatric hospital, the Primary CVS Caseworker must:

• Notify the child/youth’s parent(s) within 24 hours of notification (unless an exception listed under 6151.1 exists). As soon as possible, but no later than ten (10) days after admission, notify the GAL, AAL, parents’ attorney, and CASA;
• Update the application for placement with the weekly progress/participation/therapy notes/medication compliance, etc. If this child/youth is being served by the SSCC as part of Community Based Care, the assigned SSCC staff person will update the application for placement as described;
• Conduct Required Monthly FTF contact if child/youth is hospitalized in legal region. IF out of region, phone contact required; and
• Contact the Regional Education Specialist to develop a plan to ensure the child/youth’s educational needs are met for the duration of the child/youth’s hospital stay.

EDUCATIONAL NEEDS: Within three days of being made aware of the child/youth’s admission to the psychiatric hospital, the Regional Education Specialist will:

• Coordinate with the psychiatric hospital worker and primary caseworker to determine the education needs of the child or youth; and
• Collect any needed education-related information from the primary caseworker to arrange educational services.

To arrange education services, the Regional Education Specialist will:

• Consult with child/youth’s caseworker and caregiver for school withdrawal/enrollment process; and
• Maintain weekly contact with the caseworker/psychiatric worker to address any changes in hospitalization of the child/youth and to assist with any school transitions upon discharge.

If the child/youth is not receiving special education services, the Regional Education Specialist will:
• Consult with the hospital to explore how best to meet the education needs of the child/youth; and
• Consult with the local school district on its policy for providing education services to children and youth who do not receive special education services or are not eligible for special education service when the student is confined at home or at a psychiatric or medical facility.

The Education Specialist should confer with their supervisor and the Education Program Specialist at State Office as soon as possible if efforts to obtain educational services for a child/youth are unsuccessful.

When Placement is Identified

As soon as a placement is identified, the Primary CVS Caseworker will send an e-mail with the new placement’s name, address, date of discharge from hospital/date of placement, transportation plan, and the name of the worker who will facilitate the placement to all of the following:

• Psychiatric Hospital Worker or LPS responsible for weekly contact
• Well-Being Specialist
• Primary Caseworker’s supervisor
• Education Specialist
• Psychiatric Hospital to prepare child/youth for discharge and so that hospital can share information about child/youth with the identified placement

Note: If the child/youth is being served by the SSCC as part of Community Based Care, the SSCC assigned staff person will follow the placement process as outlined in the catchment area’s Operations Manual.
MEMORANDUM
TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

TO: Single Source Continuum Contractors
Community Based Care

FROM: Community-Based Care

SUBJECT: SSCC Contracts With Non-Paid Residential Providers

DATE: 12-8-2020

The purpose of this memorandum is to provide information about how placements into no-pay residential providers require unique placement entry documentation and may impact eligibility for the blended rate or may result in additional requirements regarding how the blended rate is used.

Foster Care Placement:
If the subcontract between the SSCC and a residential foster care provider is no-pay, the placement entry will continue to be under the SSCC network and the SSCC must arrange for the minimum pass thru amount for foster care to be placed in a savings account for the child or youth. The savings account for the child/youth must be sent to the family once the adoption is consummated. The remainder of the blended rate is available for the SSCC to re-invest in their network.

IMPACT Documentation
• A child referral to the SSCC should be added.
• On the placement page, FPS Contracted Placement type should be selected.
• The appropriate resource is selected.

An example would be a child that is placed with Gladney Center for Adoption (which is a no-pay placement resource for the SSCC) as a foster placement until the adoptive placement can be completed.

General Residential Placement (GRO):
If the contract between the SSCC and a residential GRO provider is no-pay, the placement entry will not be under the SSCC network and is not eligible for the blended rate.
# Appendix E: Medical Consenter Chart

<table>
<thead>
<tr>
<th>Child’s Placement</th>
<th>Recommended Designee First and Second Primary</th>
<th>Recommended Back Up First and Second Back Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRO Providing Emergency Care Services</td>
<td>Two Professional employee(s) of the GRO</td>
<td>• 3rd professional employee of the GRO; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPS caseworker; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Supervisor of primary/assigned caseworker.</td>
</tr>
<tr>
<td>CPA Foster family home</td>
<td>Foster parents, or Pre-conssummated adoptive parents</td>
<td>Professional employee(s) of the CPA, such as a case manager</td>
</tr>
<tr>
<td>CPA Foster group home with foster parents (without shift staff)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPA Pre-conssummated adoptive home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRO offering child care services only (children’s home with cottage model)</td>
<td>Cottage parents</td>
<td>• Alternate cottage parents;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Professional employee of the GRO, such as a case manager; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPS caseworker.</td>
</tr>
<tr>
<td>Home and community-based (HCS) family home</td>
<td>HCS-based support family caregivers</td>
<td>• CPS caseworker, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Caseworker’s Supervisor</td>
</tr>
<tr>
<td>GRO Residential Treatment Center</td>
<td>1. 1st Primary: the CPS caseworker or Local Permanency caseworker</td>
<td>Any combination of the following individuals may be selected as the</td>
</tr>
<tr>
<td>GRO Therapeutic Camp</td>
<td>2. 2nd Primary: Belong Case Care Specialist or Local Permanency</td>
<td>1st and 2nd backup:</td>
</tr>
<tr>
<td>GRO Child Care Facility (Group Setting with Shift Staff)</td>
<td>caseworker</td>
<td>• CPS caseworker;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Local Permanency caseworker;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPS Supervisor;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Belong Director of Case Management.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* In rare situations and with approval from the Local Permanency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor or designee, a Human Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technician (HST) specially trained to consent to psychotropic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>medication.</td>
</tr>
<tr>
<td>HCS-based group home (with shift staff)</td>
<td>1. CPS Caseworker</td>
<td>• 3rd CPS Caseworker or CPS Supervisor</td>
</tr>
<tr>
<td>Nursing home</td>
<td>2. 2nd CPS Caseworker or CPS Supervisor</td>
<td>• CPS Supervisor</td>
</tr>
<tr>
<td>Intermediate care facilities for Individuals with Intellectual Disabilities (ICF-IID)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* In rare situations and with approval from the Local Permanency Supervisor or designee, a Human Services Technician (HST) specially trained to consent to psychotropic medication.
<table>
<thead>
<tr>
<th>Child's Placement</th>
<th>Recommended Designee First and Second Primary</th>
<th>Recommended Back Up First and Second Back Up</th>
</tr>
</thead>
</table>
| GRO offering treatment services for individuals with intellectual disabilities State Supported Living Centers (SSLC) | 1. Developmental Disability Specialist (DDS) assigned as secondary worker  
2. Primary CPS Caseworker or  
3. Caseworker’s Supervisor                                                                                  | • 2nd Developmental Disability Specialist (DDS)  
• 3rd Developmental Disability Specialist (DDS) or Primary CPS Caseworker                                           |
| Placement with Relative or Kinship Caregiver           | Primary live-in caregiver(s) for the child                                                                            | Another person, relative or kinship individual that knows the child and has knowledge of his/her medical condition and needs |
## Appendix F: Region 8B Jurisdictional Information

<table>
<thead>
<tr>
<th>County</th>
<th>Attorney</th>
<th>Judges</th>
</tr>
</thead>
</table>
| Atascosa County (Child Protection Court of South-Central Texas) | Regional Attorney, Melissa Elam | Associate Judge Melissa DeGerolami  
Judge Lynn Ellison, 81<sup>st</sup> Judicial District Court  
Judge Russell Wilson, 218<sup>th</sup> Judicial District Court |
| Bandera County (Child Protection Court of South Texas) | Regional Attorney, Allen Lowe | Associate Judge Robert J. Falkenberg  
Judge Melvin Emerson, 198<sup>th</sup> Judicial District Court |
| Calhoun County                              | Attorney, Dennis Arriaga    | Judge Alex R. Hernandez, County Court at Law #1  
Judge Jack W. Marr, 24<sup>th</sup> Judicial District Court  
Judge Robert E. Bell, 267<sup>th</sup> Judicial District Court  
Judge Kemper Stephen Williams, 135<sup>th</sup> Judicial District Court |
| Comal County (Child Protection Court of Central Texas) | Regional Attorney, Amie Serrano | Associate Judge Melissa McClanahan  
Judge R. Bruce Boyer, 22<sup>nd</sup> Judicial District Court  
Judge Jack Hollis Robison, 207<sup>th</sup> Judicial District Court  
Judge Gary L. Steel, 274<sup>th</sup> Judicial District Court  
Judge Dibrell W. Waldrip, 433<sup>rd</sup> Judicial District Court |
| DeWitt County                               | Regional Attorney, Melissa Cuadrado | Judge Jack W. Marr, 24<sup>th</sup> Judicial District Court  
Judge Robert E. Bell, 267<sup>th</sup> Judicial District Court  
Judge Kemper Stephen Williams, 135<sup>th</sup> Judicial District Court |
| Dimmit County                               | Regional Attorney, Marilyn Bradley | Judge Amado Jose Abascal III, 365<sup>th</sup> Judicial District Court  
Judge Maribel Flores, 293<sup>rd</sup> Judicial District Court |
<p>| Edwards County                              | Regional Attorney, Drake Mikeska | Judge Robert Rey Hofmann, 452&lt;sup&gt;nd&lt;/sup&gt; Judicial District Court |</p>
<table>
<thead>
<tr>
<th>County</th>
<th>Attorney</th>
<th>Judges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frio County (Child Protection Court of South-Central Texas)</td>
<td>Regional Attorney, Marilyn Bradley</td>
<td>Associate Judge Melissa DeGerolami</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Lynn Ellison, 81st Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Russell Wilson, 218th Judicial District Court</td>
</tr>
<tr>
<td>Gillespie County (Child Protection Court of South Texas)</td>
<td>Regional Attorney, Allen Lowe</td>
<td>Associate Judge Robert J. Falkenberg</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge N. Keith Williams, 216th Judicial District Court</td>
</tr>
<tr>
<td>Goliad County</td>
<td>Regional Attorney, Melissa Cuadrado</td>
<td>Judge Jack W. Marr, 24th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Robert E. Bell, 267th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Kemper Stephen Williams, 135th Judicial District Court</td>
</tr>
<tr>
<td>Gonzales County (Centex Child Protection Court South)</td>
<td>Regional Attorney, Melissa Cuadrado</td>
<td>Associate Judge Thomas Stuckey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge William D. Old III, 25th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Jessica R. Crawford, 2nd 25th Judicial District Court</td>
</tr>
<tr>
<td>Guadalupe County (Centex Child Protection Court South)</td>
<td>Regional Attorney, Amie Serrano</td>
<td>Associate Judge Thomas Stuckey</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge William D. Old III, 25th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Jessica R. Crawford, 2nd 25th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Gary L. Steel, 274th Judicial District Court</td>
</tr>
<tr>
<td>Jackson County</td>
<td>Regional Attorney, Tom Roberson</td>
<td>Judge Jack W. Marr, 24th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Robert E. Bell, 267th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Kemper Stephen Williams, 135th Judicial District Court</td>
</tr>
<tr>
<td>Karnes County (Child Protection Court of South-Central Texas)</td>
<td>Regional Attorney, Shelley Merritt</td>
<td>Associate Judge Melissa DeGerolami</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Lynn Ellison, 81st Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Russell Wilson, 218th Judicial District Court</td>
</tr>
<tr>
<td>County</td>
<td>Attorney</td>
<td>Judges</td>
</tr>
<tr>
<td>--------------------------------</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Kendall County (Child Protection Court of South Texas)</td>
<td>Regional Attorney, Drake Mikeska</td>
<td>Associate Judge Robert J. Falkenberg Judge Kirsten B. Cohoon, 451st Judicial District Court</td>
</tr>
<tr>
<td>Kerr County (Child Protection Court of South Texas)</td>
<td>Regional Attorney, Drake Mikeska</td>
<td>Associate Judge Robert J. Falkenberg Judge Melvin Emerson, 198th Judicial District Court Judge N. Keith Williams, 216th Judicial District Court</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Regional Attorney, Tom Roberson</td>
<td>Judge Roland C. Andrade, 63rd Judicial District Court</td>
</tr>
<tr>
<td>La Salle County (Child Protection Court of South-Central Texas)</td>
<td>Regional Attorney, Marilyn Bradley</td>
<td>Associate Judge Melissa DeGerolami Judge Lynn Ellison, 81st Judicial District Court Judge Russell Wilson, 218th Judicial District Court</td>
</tr>
<tr>
<td>Lavaca County (Centex Child Protection Court South)</td>
<td>Regional Attorney, Melissa Cuadrado</td>
<td>Associate Judge Thomas Stuckey Judge William D. Old III, 25th Judicial District Court Judge Jessica R. Crawford, 2nd 25th Judicial District Court</td>
</tr>
<tr>
<td>Maverick County</td>
<td>Regional Attorney, Drake Mikeska</td>
<td>Judge Amado Jose Abascal III, 365th Judicial District Court Judge Maribel Flores, 293rd Judicial District Court</td>
</tr>
<tr>
<td>Medina County (Child Protection Court of South Texas)</td>
<td>Regional Attorney, Allen Lowe</td>
<td>Associate Judge Robert J. Falkenberg Judge Daniel Kindred, 454th Judicial District Court</td>
</tr>
<tr>
<td>Real County (Child Protection Court of South Texas)</td>
<td>Regional Attorney, Tom Roberson</td>
<td>Associate Judge Robert J. Falkenberg Judge Camille DuBose, 38th Judicial District Court</td>
</tr>
<tr>
<td>Uvalde County (Child Protection Court of South Texas)</td>
<td>Regional Attorney, Tom Roberson</td>
<td>Associate Judge Robert J. Falkenberg Judge Camille DuBose, 38th Judicial District Court</td>
</tr>
<tr>
<td>County</td>
<td>Attorney</td>
<td>Judges</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Val Verde County</td>
<td>Regional Attorney, Amie Serrano</td>
<td>Judge Sergio J. Gonzalez, County Court at Law</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Roland C. Andrade, 63rd Judicial District Court</td>
</tr>
<tr>
<td>Victoria County</td>
<td>Regional Attorney, Lacey Smith</td>
<td>Judge Jack W. Marr, 24th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td>Regional Attorney, Brandt Schneider</td>
<td>Judge Robert E. Bell, 267th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Kemper Stephen Williams, 135th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Eli Elmo Garza, 377th Judicial District Court</td>
</tr>
<tr>
<td>Wilson County (Child Protection Court of South-Central Texas)</td>
<td>Regional Attorney, Shelley Merritt</td>
<td>Associate Judge Melissa DeGerolami</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Lynn Ellison, 81st Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Russell Wilson, 218th Judicial District Court</td>
</tr>
<tr>
<td>Zavala County</td>
<td>Regional Attorney, Shelly Merritt</td>
<td>Judge Amado Jose Abascal III, 365th Judicial District Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judge Maribel Flores, 293rd Judicial District Court</td>
</tr>
</tbody>
</table>
CBC Adoptions Placement Services Authorization Process

<table>
<thead>
<tr>
<th>Pre-Consummation Services (2054 = Placement services)</th>
<th>Pre-Consummation Services (2054 = Placement services) Cont.</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>All Adoptions</td>
</tr>
<tr>
<td>Case Review</td>
<td>Home Screening</td>
<td>Supervision of the Adoptive Placement</td>
</tr>
<tr>
<td>Pre-Placement Visits (between the child &amp; prospective adoptive family)</td>
<td>Household Members Background Checks</td>
<td>Facilitate Sibling Contact</td>
</tr>
<tr>
<td>Adoption Placement Documentation</td>
<td>Supervision of the Adoptive Placement</td>
<td>Progression to Consummation (supervision of placement, written reports, legal &amp; policy requirements)</td>
</tr>
<tr>
<td>Home Screening</td>
<td>Progression to Consummation (supervision of placement, written reports, legal &amp; policy requirements)</td>
<td>Delays in Consummation (review of placement with CPS &amp; contractor and develop a revised Plan of Service)</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>Disrupted Placement</td>
</tr>
<tr>
<td>Training for Adoptive Homes</td>
<td>Court Related Services:</td>
<td>Court Related Services:</td>
</tr>
<tr>
<td></td>
<td>• Testimony (judicial hearings, court depositions &amp; admin reviews)</td>
<td>• Testimony (judicial hearings, court depositions &amp; admin reviews)</td>
</tr>
<tr>
<td></td>
<td>• Court Related Assistance (assist adoptive family &amp; their attorney to complete consummation process)</td>
<td>• Court Related Assistance (assist adoptive family &amp; their attorney to complete consummation process)</td>
</tr>
<tr>
<td>Adoption Preparation of the Child</td>
<td>Adoption Service Plan</td>
<td>Adoption Service Plan</td>
</tr>
<tr>
<td></td>
<td>Adoption Preparation of the Child</td>
<td>Adoption Preparation of the Child</td>
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</table>
## Appendix H: PAL Aftercare and Other PAL Services for Eligible Youth Served by SSCCs

### 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>SSCC 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>SSCC 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>
Appendix I: Supervised Independent Living Flow Chart

Supervised Independent Living (SIL) is a type of voluntary Extended Foster Care placement where young adults can live on their own, while still getting caseworker and support services to help them become independent and self-sufficient. The SIL program allows young adults to live independently under a supervised living arrangement provided by a contracted provider. A young adult in SIL is not supervised 24-hours a day by an adult and has increased responsibilities.

Young Adult Aging Out/Return to 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.

CPS Handbook §1050

Young Adult returns DURING a Trial Independence Time Period

The Legal Region is where DDFS was granted conservatorship.

CPS Handbook §6032

Counts retain jurisdiction while young adult remain in extended foster care.
The caseworker must request a review hearing by the court every six months, as required by Texas Family Code §163.001.

Legal County is within a LEGACY Region

DDFS CVS/PAL staff completes Forms 2605 and 2087ex on young adult and emails to State Office SIL Program Specialist for screening.

If approved, State Office SIL Program Specialist sends DDFS CVS/PAL staff a SIL Approval Letter (form 2529). Once this letter is received the young adult may select a SIL provider of choice.

Young Adult Chooses a SIL within:

Current or Other Legacy Region (Non-SSCC)

DDFS CVS/PAL staff sends Forms 2605, 2087ex, and 2529 to SIL Coordinator of the young adult’s choice.

DDFS CVS/PAL staff should follow standard protocol.

Key subsequent placements will be reviewed by DDFS as outlined in CPS Handbook §110463.2

SSCC Catchment Area

DDFS CVS/PAL worker sends Forms 2605, 2087ex, and 2529 to SSCC SIL Coordinator.

If accepted into the SIL program, DDFS CVS/PAL staff will:
- complete a change of custody in Substage under Case Management sub-Category of SSCC SIL Placement

Complete Referral to SSCC
LEGAL COUNTY WILL REMAIN THE SAME.

Placement will be entered under the SSCC SIL R&I in IMPACT.
SSCC will document SIL Name and Address in the Placement Discussion Comment Box of Actual Placement.

Prior to Approving Placement in IMPACT: DDFS CVS/PAL staff will
- go into Placement Information page and change address of Placement to correct address pre-niced in the Comment Box.

Current DDFS worker will remain primary and all subsequent moves will be the responsibility of the DDFS worker in the Legacy Region.
Regional policy will be followed on assigning a DDFS courtesy worker.
Supervised Independent Living (SIL) Flow Chart

Legal County is within a:
SSCC Catchment Area

DFPS CVS/PAL staff completes forms 2605, 2087e, and 2529 on young adult and emails to SSCC SIL Coordinator for screening.

- If approved, SSCC SIL Coordinator sends DFPS CVS/PAL staff a SIL Approval Letter (form 3139). Once this letter is received the young adult may select a SIL provider of choice.
- If denied, SSCC SIL Coordinator sends DFPS CVS/PAL staff an email notifying them of the denial and reasons for the denial.

Young Adult Chooses a SIL within:

**A Legacy Region (Non-SSCC)**

DFPS CVS/PAL staff sends forms 2605, 2087e, and 2529 to the Legacy SIL Program of choice and cc SSCC SIL Coordinator.

- If Young Adult meets criteria and is accepted into the Legacy SIL, DFPS CVS/PAL staff will send SSCC SIL Coordinator an email notifying them of the acceptance.

SSCC SIL Coordinator will notify DFPS CVS/PAL staff to proceed with:

- Placement under SSCC SIL if SSCC has secured contract with provider. Referral to remain opened.
- Placement will be entered under the SSCC SIL RID in IMPACT. SSCC will document SIL Name and Address in the Placement Discussion Comment Box of Actual Placement.

Prior to Approving Placement in IMPACT; DFPS CVS/PAL staff will go into Placement Information page and change address of Placement to correct address provided in the Comment Box.

Prior to Approving Placement in IMPACT; DFPS CVS/PAL staff will go into Placement Information page and change address of Placement to correct address provided in the Comment Box.

DFPS CVS/PAL staff will ensure there is an active referral to the Legacy Region SSCC.

DFPS CVS/PAL staff will communicate to Legacy Region SSCC the SIL Program of interest.

If Young Adult meets criteria and is accepted into SIL, DFPS CVS/PAL staff will send Legal Region SSCC SIL Coordinator an email notifying them of the acceptance.

Legal Region SSCC SIL Coordinator will notify DFPS CVS/PAL staff to proceed with:

- Placement under Legal Region SSCC SIL, if Legal Region SSCC has secured contract with provider. Referral to Legal Region SSCC remains opened.
- Placement will be entered under the Legal Region SSCC SIL RID in IMPACT. Legal Region SSCC will document SIL Name and Address in the Placement Discussion Comment Box of Actual Placement.

Prior to Approving Placement in IMPACT; DFPS CVS/PAL staff will go into Placement Information page and change address of Placement to correct address provided in the Comment Box.

DFPS CVS/PAL staff will provide all needed paperwork and submit to the SSCC SIL Coordinator of interest.

If Young Adult meets criteria and is accepted into SIL, DFPS CVS/PAL staff will send SSCC SIL Coordinator an email notifying them of the acceptance.

SSCC SIL Coordinator will notify DFPS CVS/PAL staff to proceed with:

- Placement under SSCC SIL if SSCC has secured contract with provider. Referral to remain opened.
- Placement will be entered under the SSCC SIL RID in IMPACT. SSCC will document SIL Name and Address in the Placement Discussion Comment Box of Actual Placement.

Prior to Approving Placement in IMPACT; DFPS CVS/PAL staff will go into Placement Information page and change address of Placement to correct address provided in the Comment Box.

DFPS CVS/PAL staff will ensure there is an active referral to the Legal Region SSCC in catchment area.

DFPS CVS/PAL staff will communicate to SSCC the SIL Program of interest.

If Young Adult meets criteria, SSCC will provide DFPS CVS/PAL staff a name of SIL Contact to conduct an interview.

If accepted into the SSCC’s SIL program, Placement will be entered under the SSCC SIL RID in IMPACT. SSCC will document SIL Name and Address in the Placement Discussion Comment Box of Actual Placement.

Prior to Approving Placement in IMPACT; DFPS CVS/PAL staff will go into Placement Information page and change address of Placement to correct address provided in the Comment Box.

DFPS case remains in SSC Legal Catchment. For all subsequent placements, please refer back to this process, as direction may change based on next placement. Regional policy will be followed an assigning a DFPS courtesy worker.
Appendix J: ICPC Flowcharts

ICPC Outgoing: Texas as Sending State

Texas as Sending State (ICPC Outgoing) Stage I

This process only applies to a child who is legally from the SSCC catchment area AND currently placed within the SSCC.

OUT-OF-STATE NN/FOSTER/ADO

CPS begins ICPC process and notifies SSCC of possible placement change. (Joint protocols should be followed).

Placement will continue to remain with SSCC during the ICPC process.

CPS will provide timely updates to the SSCC during the ICPC process.

The SSCC will provide timely updates to the child’s current placement.

FAD has an initial assessment tool they will share.

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 the 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.

The child will then be discharged via IMPACT from the SSCC’s care and CPS will see case through till completion.

OUT-OF-STATE RESIDENTIAL TREATMENT CENTER

Follow joint protocol for requesting placement change.

CPS continues to approve all placement changes.

The SSCC will initiate and create a sub-contract with the out-of-state Residential Treatment Facility selected.

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.
ICPC Incoming: Texas as Receiving State

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 0388)

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

DPPS 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.
MEMORANDUM

To: Sending State

From: Texas Interstate Compact Office/Region

Date:

Re: Child (ren)

Thank you for your cooperation in the home study process. After careful review, it was determined this home study is:

☐ Approved: Caregiver’s Name:

☐ Denied: Caregiver’s Name:

☐ Withdrew: Caregiver’s Name:

☐ Criminal History:

☐ CPS History:

☐ Unable to Meet Child(ren)’s Needs:

☐ Finances/Budget:

☐ Medical/Mental Health Concerns:

☐ Other:

☐ Deferred: Child needs Treatment Services

Child’s Name:

☐ Medical Diagnosis:

☐ Mental Health Diagnosis:

☐ Other:

For Additional Help in Licensing/Contracting Process Contact:

Sincerely,

Texas ICPC Coordinator Date
ICPC Initial Assessment

This form is in development and will be posted to the DFPS intranet. (SSCC Name) is not required to use the form but must address the elements of the form.

ICPC Initial Assessment

Note: Address each category specifically as it relates to the safety/permanency/well-being of the child(ren) being considered for placement with the placement resource(s). The initial assessment must be completed within 30 days of assignment.

GENERAL INFORMATION

• Name household members, date of birth, gender, citizenship, and relationship to child.

• Address, including county.

• Name children to be placed.

SAFETY

• History of alcohol and drug use. Discuss rehabilitative activities, if any.

• Abuse/Neglect and criminal history checks. Document the results of both abuse/neglect and criminal history checks of each person 14 years of age and older in the home, including any history of domestic violence. Explain any criminal history and subsequent rehabilitative activities. Consult charts: Effect of Criminal History on Kinship Placements and Offenses From the Texas Penal Code in 6322.33 Conduct and Evaluate Criminal History Checks on Potential Kinship Caregivers.

• Ability to protect the child.

Walk through of the home. FAD worker should complete a walk-through of the home and identify any obvious safety issues that would prevent verification or approval of the home.

PERMANENCY

• Discuss the placement resource(s) willingness and ability to:
  ➢ Cooperate with parental visitation.
  ➢ Maintain sibling contact if needed.
  ➢ Support the permanency plan.

• Meet the short-term and long-term needs of each child.
WELL-BEING

Address the specific needs of each child including medical/dental, therapeutic, social and academic. Explain how the kinship caregiver plans to meet these needs through supports he/she has available through other family members as well as community support services.

Address the specific medical or mental health needs of each caregiver if applicable. Explain how the caregiver is addressing these needs and what impact if any there may be regarding the care of the child/ren.

SUMMARY OF STRENGTHS AND CONCERNS

Summarize the relative’s strengths and protective capacities.
Summarize any concerns.

X
FAD Staff Signature Date

Supervisor's Recommendations:

☐ Favorable ☐ Unfavorable

X
Supervisor Signature Date
Appendix K: Region 8B Community Based Care Case Flow Chart

Description: the chart below describes the case flow for children and youth in DFPS conservatorship, who are legally from Region 8B and are placed with Belong.
Appendix L: Belong Organization Chart

Org Chart Belong (p4, Oct 26, 2021)

A Division of SJRC Texas
Appendix M: DFPS Forms

Note: The following forms are linked to the DFPS website. In the chance that the link changes, forms can be found on the following webpages:

- DFPS “Find a Form” Webpage
- DFPS Residential Child Care Contracts and Forms Webpage

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. This form is available in IMPACT.

Placement Authorization Foster Care/Residential Care: Form 2085C

FORM 2403 DFPS Medical/Dental/Vision Examination

The caregiver (usually the medical consenter) and doctor complete this form at a child/youth's medical, dental, or vision appointments. The form is filled out jointly by the person taking the child/youth to the appointment (usually the caregiver) and doctor/dentist. This form is available in IMPACT.

DFPS Medical/Dental/Vision Examination: Form 2403

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 CONSENDER

The purpose of this form is to designate primary and back-up medical consenters. This form is available in IMPACT.

Designation of Medical Consenter: Form 2085B

FORM 2087EX – ALTERNATIVE APPLICATION FOR PLACEMENT

This form may be completed at admission to obtain emergency placements only. The two-page form expires within 30 days of the child/youth’s admission to the placement. This form is available in IMPACT under the Placement tab.

Alternative Application for Placement in Residential Care: Form K-908-2087ex

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 youth parents 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

Placement Summary Form 2279 or Certification of Receipt of Child Sexual Abuse or Sexual Aggression Information Form 2279b

Appendix N: Community-Based Care Forms

FORM 1517 – REGION 8B 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 1517

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/youth, 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 K-910-1518 - REGION 8B REMOVAL CHECKLIST

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.

Removal Checklist: Form 1514

FORM 1516 - REGION 8B ADOPTION CHECKLIST

Purpose: This checklist contains the rules, policies, and best practice steps that must be completed when a child/youth’s goal becomes adoption. Regions may have additional requirements that must be completed due to local court requirements.

Adoption Checklist: Form 1515
Appendix O: Glossary

Adoptive Placement: Begins when a child/youth is placed with an adoptive family and includes post-placement supervision and assistance in completing the adoption consummation process. Ends when the adoption is consummated and the case is closed.

Alternative caregiver: A person who is not the foster parent of the child/youth and who provides temporary care for the child/youth for more than 12 hours but less than 60 days.

Authorized Service Level (ASL): A Basic, Moderate, Specialized, or Intense service level determined by the third party contractor or a Basic service level determined by the DFPS caseworker and supervisor. The authorized service level is based on information regarding the child or youth’s service needs.

Awaiting Adoption: A child who is legally free for adoption; the child’s Permanency Goal is Adoption; and the child is not in an Adoptive Placement or own home placement.

Blended Foster Care Rate: Foster care rate paid to the SSCC for each day of service provided to a child or youth in paid foster care, equal to the weighted average rate paid across all placement types.

Caregiver: A caregiver is a person, including an employee, foster parent, contract service provider, or volunteer, whose day to day responsibilities include direct care, supervision, guidance, and protection of a child/youth in care. This includes employees and contract staff who provide 24-hour awake night supervision in accordance with Remedial Orders A7 and A8. See CPS Handbook policy 7911.

Generally, and in furtherance of a child/youth having as normal of a life experience as possible while in substitute care, “caregiver” does not include individuals who are not routinely responsible for direct care, supervision, guidance, and protection of a child/youth in care, such as school personnel, mentors, tutors and chaperones. Instead, determining what information to provide an adult involved with a child/youth’s normalcy activity (e.g., extra-curricular activity, part-time job, church activities, school field trip, and visit to friend’s house) must be considered on a case-by-case basis, keeping in mind the confidential nature of the information and the need to balance the child/youth’s privacy concerns. Depending on the history, age of the child/youth, and situation in which the child/youth may be when engaging in a normalcy activity, the involved adult may not need to know of the child/youth’s history, for example a tutor periodically at the child/youth’s placement or an adult chaperone on a school field trip.

Casey Life Skills Assessment: An assessment of a youth’s independent living skills designed to be completed by both the youth and the caregiver. The youth and caregiver results are combined into a report which provides an indication of the skill level and readiness of the youth to live independently and creates the opportunity for the caregiver and youth to talk about the youth’s strengths and challenges.

Catchment area: A geographic service area for providing child protective services that is identified as part of community-based care.

Child and Adolescent Needs and Strengths Assessment (CANS): A comprehensive and developmentally appropriate child welfare assessment required by Texas Family Code § 266.012. This definition does not refer to the CANS assessment used to determine eligibility for mental health rehabilitative services and mental health targeted case management services. It is a multi-purpose tool that links the assessment and service planning process. It was developed with the goal of improving permanency, safety, and improved quality of life. This
structured assessment of the youth and their caregiver assists in the identification of appropriate actions to address a need or to support a strength. In this way, the CANS provides decision support for the service planning process. Available subsequent reassessments using the CANS tool also provide information about the appropriateness of the service plan and whether individual goals and outcomes are being achieved.

**Child’s Placement Information:** CPS shares information about a child with Belong in order for Belong to assess and make recommendations for the child’s placement in a paid foster care setting. Placement information may vary between CPS and SSCC initiated placement referrals, but, in general, the following placement information is shared with Belong based on timeframes set within the Operations Manual:

- **Alternative Application for Placement of Children in Residential Care** (Form K-908-2087 excluding level of care information);
- **Application for Placement of Child in Residential Care Form 2087** excluding level of care information);
- Court orders/affidavit;
- Visitation plans with siblings, parents, or other family member and fictive kin (if established);
- Birth verification/certificate;
- Social Security card or number (if available);
- Education portfolio;
- Medicaid and STAR Health cards or qualifying information (if available);
- Any relevant external documentation (i.e. assessments, evaluations, or therapy notes) related to the care of the child;
- Signed Placement Authorization (2085FC);
- Signed Medical Consenter (2085B);
- Signed Education Decision-Maker (2085E); and
- Region 8a (Bexar County) Placement Documentation **Authorization to Furnish Information (Form 1505)**.

**Caregiver:** A person whose duties include the supervision, guidance, and protection of children and youth.

**Case Information:** Case information is all abuse and neglect records, including records relating to reports, investigations, legal actions, and the provision of services to adults, children and families.

**Case Management:** In accordance with Texas Family Code §264.151, the provision of case management services to a child for whom the department has been appointed Temporary Managing Conservator or Permanent Managing Conservator or to the child’s family, a young adult in extended foster care, a relative or kinship caregiver, or a child who has been placed in the catchment area through Interstate Compact on the Placement of Children, and includes, but is not limited to:

1. Caseworker visits with the child, family and caregivers;
2. Convening and conducting permanency planning meetings;
3. Development and revision of child and family plans of service, including a permanency plan and goals for a child or young adult in care;
4. Coordination and monitoring of services required by the child & the child’s family;
5. Assumption of court-related duties regarding the child; and

6. Any other function or service that DFPS determines necessary to allow a Single Source Continuum Contractor to assume responsibility for case management.

**Caseworker:** A CPS or SSCC employee who provides casework services to children and youth in Substitute Care under the conservatorship of the State.

**Child(ren)/Youth:** A person(s) eligible and referred by DFPS to the SSCC for services under this contract from birth through the end of the month in which the individual turns 22 years of age.

**Children/Youth in DFPS Legal Responsibility:** All children for whom a court has appointed DFPS legal responsibility through temporary or permanent managing conservatorship or other court ordered legal basis. DFPS legal responsibility terminates upon court order or when a youth turns 18, whichever comes first.

**Child-Care Services:** Services that meet a child or youth’s basic need for shelter, nutrition, clothing, nurture, socialization and interpersonal skills, care for personal health and hygiene, supervision, education, and service planning.

**Child Placing Agency:** A person, including an organization, other than the natural parents or guardian of a child who plans for the placement or places a child in a childcare facility, agency foster home, agency group home, or adoptive home.

**Community-Based Care:** As required by the 85th Legislative Session, Senate Bill 11, a community-based model where DFPS purchases case management and substitute care services from a Single Source Continuum Contractor (SSCC) to meet the individual and unique needs of children, youth and families in Texas. Substitute care includes both foster care and relative / kinship placements. Purchasing substitute care and case management services from the provider community allows CPS to focus on child safety by investigating reports of abuse and neglect, providing in-home family-based safety services, and ensuring quality oversight of the foster care system. Ensuring individual children achieve timely permanency will be the responsibility of the SSCC.

**Confidential Information:** Personally Identifiable Information (PII), Protected Health Information (PHI), Case Information, Criminal History Record Information (CHRI), or Sensitive Personal Information.

**Consortium:** A group of providers who propose to jointly develop and implement a Single Source Continuum Contract proposal with different providers responsible for different parts of the proposal and resulting network. DFPS will only contract with one of the providers of a Consortium who will be directly responsible to DFPS for all services and performance outcomes under the SSCC Contract. DFPS will also contract with a separate business entity Formed by Consortiums that all members have an ownership interest in.

**Contract:** A promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law. The term also encompasses the written document that describes the terms of the agreement. For state contracting purposes, it generally describes the terms of a purchase of goods or services from a vendor or service provider.

**Criminal History Record Information (CHRI):** CHRI is arrest-based data and any derivative information from that record, such as descriptive data, FBI number, conviction status, sentencing data, incarceration, and probation and parole information.
**Designated Victim:** A child determined as such by an investigation resulting in a disposition of Reason to Believe (RTB) and entered in the data system.

**Disproportionality:** The over representation of a particular race or cultural group in a program or system.

**Disparity:** The inequitable or different treatment or services provided to one group as compared to another group. It is how one is treated or the types, quality, and quantity of services made available.

**eCANS:** The eCANS portal is an online system that will be able to house CANS assessment results, deliver a suite of reports containing aggregate data, and provide system functionality that ties HHSC and DFPS efforts together.

**Education and Training Voucher (ETV) Program:** A federally-funded (Chafee) and state-administered program. Under this program, Youth and young adults ages 16 to 23 years old may be eligible for up to $5,000.00 financial assistance per year to help them reach their post-secondary educational goals.

**Education Portfolio:** The updated and maintained separate education binder that contains important school documents and is designed to follow school-age children and youth to each placement. This allows for the review of the most current educational records and documentation by school officials, residential child-care contractors, foster parents, family caregivers, children and youth.

**Emergency Behavior Intervention:** An intervention used in an emergency situation, including personal restraint, mechanical restraint, emergency medication, or seclusion.

**Exceptional Foster Care Rate:** Based on a pro Forma approach which involves using historical costs of delivering similar services, where appropriate data are available, and estimating the basic types and costs of products and services necessary to deliver services meeting federal and state requirements.

**Experiential Life Skills Activities:** Activities which engage children and youth in learning new skills, attitudes, and ways of thinking through hands-on learning opportunities. Experiential life-skills training is tailored to the child or youth's skills and abilities and may include training in practical activities that include grocery shopping, meal preparation and cooking, using public transportation, performing basic household tasks, balancing a checkbook, and managing personal finances.

**Extended Foster Care:** A program for youth and young adults, ages 18 to 22 years old that are eligible, and have signed an agreement to participate in this program. A youth who turns 18 years of age while in the conservatorship of DFPS who is continuing to receive Extended Foster Care services under the Extended Foster Care is eligible for Extended Foster Care services through the end of the month in which the Youth or young Adult reaches the age limit referenced in 1 through 7, so long as sufficient documentation is provided on a periodic basis as required by the terms of the youth or young adult's Extended Foster Care Agreement to demonstrate that the youth or young adult is:

1. Regularly attending high school or enrolled in a program leading toward a high school diploma or GED up to the youth or young adult’s 22nd birthday;

2. Regularly attending an institution of higher education or a post-secondary vocational or technical program up to the youth or young adult’s 21st birthday. These can remain in care to complete vocational-technical training classes regardless of whether or not the youth or young adult has received a high school diploma or GED certificate (40 TAC §700.316);
3. Actively participating in a program or activity that promotes, or removes barriers to employment up to the youth or young adult's 21st birthday;

4. Employed for at least 80 hours per month up to the youth or young adult's 21st birthday;

5. Incapable of doing any of the above due to a documented medical condition up to the youth or young adult's 21st birthday (40 TAC §700.316); or

6. Accepted for admission to a college, or vocational program that does not begin immediately. In this case, the youth or young adult's eligibility is extended three and a half months after the end of the month in which the youth or young adult receives his/her high school diploma or Graduate Equivalency Diploma (GED) certificate.

**Face-to-Face (FTF) Contact:** An in-person meeting or visit that does not require video conferencing or similar technology.

**Family:** For purposes of this contract, family is defined as the parents or other relatives (including fictive kin) of children in paid foster care who are referred by DFPS to the SSCC for services. Families may remain eligible for the SSCC service coordination and delivery after children have exited paid foster care so long as DFPS remains the legal conservator.

**Fictive Kin:** For purposes of this contract, fictive kin is an individual who has a longstanding and significant relationship with a child in DFPS conservatorship, or with the child's family and provides, or is anticipated to provide, care to the child.

**Financial Literacy Education Program:** Education, training, and experiential support that includes:

1. Obtaining and interpreting a credit score;
2. Protecting, repairing, and improving a credit score;
3. Avoiding predatory lending practices;
4. Saving money and accomplishing financial goals through prudent financial management practices;
5. Using basic banking and accounting skills, including balancing a checkbook;
6. Using debit and credit cards responsibly;
7. Understanding a paycheck and items withheld from a paycheck; and
8. Protecting financial, credit, and identifying information in personal and professional relationships.

**Form 2054:** DFPS Form which initiates invoicing process and contains, at a minimum the following information:

1. Name of the contractor and contract number;
2. Service Code;
3. Names of client or Family members who are to receive services;
4. Types services requested;
5. Number of units for each service requested; and
6. Time limit for the service.
**Foster Care**: A placement paid by DFPS or other public facility. Placements include foster homes, foster group homes, basic child care facilities, residential treatment centers, and shelters. This is a subset of children in Substitute Care.

**Foster Family Home**: An independent licensed operation or a home under the regulation of a child-placing agency that is the primary residence of the foster parents and provides residential child care for six or fewer children up to the age of 18 years.

**Full Continuum of Care**: An array of least restrictive, most-family like placement services that meet the residential and treatment service needs of all children and youth in the care of a contractor.

**General Residential Operation**: A child-care facility that provides care for more than 12 children for 24 hours a day, including facilities known as children’s homes, residential treatment centers, and emergency shelters.

**IMPACT**: Information Management Protecting Adults and Children in Texas, a computer application used by DFPS staff for case management.

**Initial Coordination Meeting (ICM)**: Convened by DFPS and held within seven (7) days of referral to the SSCC for placement and/or services to a child or youth (Stages I-III) and/or family (Stages II-III). Purpose of ICM is to review child or youth/families history and identify service needs to be included in the child or youth and/or family plan(s) of service.

**Intermittent Alternate Care**: A planned alternative 24-hour care provided for a child or youth by a licensed Child-Placing Agency or Independent Foster Home as part of the agency or home’s regulated child care and that lasts more than 72 consecutive hours.

**Least Restrictive Placement**: Most family-like setting (e.g., parent or legal family of origin, non-custodial parent, kinship care, foster family home, adoptive home or cottage style general residential operation (GRO)) based on the child’s or youth’s individual needs.

**Legacy System**: Foster care system where DFPS delivers placement and case management services and utilizes the service level system as the method in which to pay for residential services for children and youth in DFPS conservatorship or who voluntarily agree to remain in care. In addition, current purchased client services funding mechanisms to access family services that are coordinated and authorized through DFPS.

**Level(s) of Need**: Array of services (including both licensed child care and treatment services) required by an individual Child who resides in substitute care, and are designed to support the achievement of safety, permanency and well-being.

**Legal Conservator**: Also known as the managing conservator, is an entity responsible (either temporarily or permanently) for a child or youth as the result of a district court order pursuant to the Texas Family Code Chapter 153. [TAC §700.501(9)]

**Minimum Standards**: DFPS rules which are the minimum requirements for permit holders and which are enforced by DFPS to protect the health, safety, and well-being of children and youth. DFPS provides publications that contain the Minimum Standards and guidelines for compliance for each type of operation.

**National Youth in Transition Database**: The data collection system developed by the Administration for Children and Families (ACF) to track the independent living services provided to children and youth and to develop outcomes that measure the States' performance in preparing children and youth for their transition
from foster care to independent living. More information is available at: National Youth in Transition Database

No eject/no reject: Contract requirement that a contractor may not refuse to accept a properly referred client for services under this contract nor may a contractor cease to serve, or request DFPS remove a child, youth, or family from its referred client list.

Outcome: A measure that reflects or reveals change or impact.

Performance-Based Contract: A contract that ties payment, financial incentives and remedies to performance. Additional performance measures may be included and used to make decisions to renew or terminate the contract.

Permanency Care Assistance: The Permanency Care Assistance program gives financial support to kinship caregivers who want to provide a permanent home to children who can’t be reunited with their parents.

Permanency Goal: The Department's permanency goals are subcategories of the four goals identified by the Texas Family Code §263.3026. The categories are as follows:

1. Family Reunification;
2. Adoption by a relative or suitable individual (Relative Adoption or Unrelated Adoption);
3. Permanent Managing Conservatorship to a relative or suitable individual (Relative Conservatorship or Unrelated Conservatorship); and
4. Another planned permanent living arrangement (Foster Family -DFPS Conservatorship, Other Family DFPS Conservatorship, Independent Living or Community Care).

Permanency Planning: The identification of services for a child or youth (and usually to the child or youth’s family), the specification of the steps to be taken and the time frames for taking those steps so as to achieve the following goals:

1. A safe and permanent living situation for the child or youth;
2. A committed Family for the child or youth;
3. An enduring and nurturing family relationship that can meet the child or youth's needs;
4. A sense of security for the child or youth; and
5. A legal status for the child or youth that protects the rights of the child or youth.
6. (40 TAC §700.1201 and DFPS policy §6200)

Permanent Managing Conservatorship (PMC): When a court orders DFPS as PMC, it can be either with a child’s parental rights terminated or parental rights intact. The rights and duties of DFPS are generally the same as with TMC.

Personal Contact: A meeting, either face-to-face or by telecommunication, during which the parties’ discussion and actions are not directed.

Personally Identifiable Information (PII): Any information that can be used alone or in conjunction with any other personal information to identify a specific individual. PII includes any information that can be used to
search for or identify individuals, or can be used to access their records. Examples include name, SSN, DOB, Social Security benefit data, and state or government issued driver’s license number.

**Placement Change:** Any change in placement location except for temporary breaks in service as further defined in the contract.

**Preparation for Adult Living (PAL) Activities:** Benefits and services provided to children and youth in DFPS-paid Substitute Care who are age 14 or older and likely to remain in foster care until at least age 18, who can qualify for services up to their 21st birthday. Services and benefits may include:

1. Casey Life Skills Assessment to assess strengths and needs in life skills;
2. Life Skills training in core areas including financial management;
3. Job readiness and life decisions/responsibility;
4. Educational/vocational services;
5. Coordination of the Transitional Living Allowance (TLA) up to $1000 (distributed in increments up to $500 per month for children and youth who participate in PAL Life Skills training, to help children and youth with initial start-up costs in adult living);
6. Coordination of After Care Room and Board (ACRB) assistance, based on need, up to $500 per month for rent, utility deposits, food, etc. (not to exceed $3000 of accumulated payments per child or youth);
7. Case management to help children and youth with self-sufficiency planning and resource coordination;
8. Teen conferences;
9. Leadership development activities; and
10. Additional supportive services, based on need and availability of funds, such as mentoring services and driver’s education.

**Protected Health Information (PHI):** Individually identifiable health information that is transmitted or maintained in any Form or medium. Individually identifiable health information is data, including demographics, that relates to:

1. The individual’s past, present, or future physical or mental health or condition;
2. The provision of health care to the individual, or the past, present, or future payment for the provision of health care to the individual; and
3. Information that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.

As a general rule, health information linked with any one of the following direct or indirect identifiers of the individual, relatives, employers, or household members is considered protected health information:

1. Name
2. Street address, city, county, precinct, zip code, and equivalent geocodes
3. All elements of dates (except year) for dates directly related to an individual and all ages over 89
4. Telephone number  
5. Fax number  
6. Electronic mail address  
7. Social Security number  
8. Medical record numbers  
9. Health plan ID numbers  
10. Account numbers  
11. Certificate and license numbers  
12. Vehicle identifiers and serial numbers, including license plate numbers  
13. Device identifiers and serial numbers  
14. Web addresses (URLs)  
15. Internet IP addresses  
16. Biometric identifiers, including finger and voice prints  
17. Full face photographic images and any comparable images  
18. Any other unique identifying number, characteristic, or code  

**Purchased Client Services:** Services designed to remedy abuse, neglect and exploitation of DFPS clients. For purposes of this contract, these services are purchased by the SSCC (through an allocation of funds) and offered to children and youth in the Department’s conservatorship and their families to support the achievement safety, permanency and well-being.

**Reason to Believe:** Abuse or neglect occurred based on a preponderance of the evidence. This means when all evidence is weighed, it is more likely than not that abuse or neglect occurred.

**Referral:** Process by which DFPS notifies the SSCC of need to initiate placement and/or others services to eligible children, youth and/or families.

**Residential Child Care:** The care, custody, supervision, assessment, training, education, or treatment of an unrelated child or youth for 24 hours a day that occurs in a place other than the child or youth’s own home.

**Return to Care:** A program designed for youth and young adults 18 to 22 years old that are eligible and sign an agreement to participate in this program. Eligible participants must have been in DFPS conservatorship at the time they turned 18 years old (or were on run away status at the time they turned 18 years old and their conservatorship case had not been dismissed), and want to Return to Extended Foster Care, and:

1. Attend high-school or a program leading toward a high school diploma and have not reached their 22nd birthday;  
2. Are enrolled at or within 30 days of placement in a course of instruction to prepare for the GED and have not reached their 21st birthday;  
3. Attend and, within two years, complete a certified vocational or technical program and have not reached their 21st birthday; or
4. Return on a break from college or a technical or vocational program for at least one month, but no more than 4 months and have not reached their 21st birthday (40 TAC 700.316).

The return to care program does not include youth and young adults over 18 years old who are overnight visitors or living in the homes of foster parents, and the foster parents are not receiving a foster care payment for the care of these youth and young adults (40 TAC §745.601, §745.615, and §749.2653).

**Reunification**: Identification of a child’s own home as the safe and permanent living situation towards which services are directed. Reunification means that (1) DFPS has removed the child from the home and (2) DFPS has determined that the child’s parents are willing and, after completing services, able to provide the child with a safe living environment. Reunification occurs when the child has returned to the home.

**Sensitive Personal Information**: Sensitive personal information means an individual’s first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted:

1. Social Security number;
2. Driver’s license number or government-issued identification number; or
3. Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual’s financial account.

Sensitive Personal Information also includes data revealed directly or indirectly relating to:

1. Natural persons concerning their racial or ethnic origin;
2. Political opinion;
3. Trade union membership;
4. Religious or philosophical beliefs;
5. Physical and mental health including state of health, illness, handicaps, pathological defects or medical treatments;
6. Sexual orientation or activity;
7. Criminal records, including convictions, decisions of penalties and fines, or other information collected in judicial or administrative proceeding to ascertain an offense or regarding an alleged or suspected commission of an offense;
8. Biometric or genetic data; or
9. Social welfare needs or benefits or other social welfare assistance received.

Sensitive information does not include publicly available information that is lawfully made available to the public from the federal, state, or local government.

**Serious Incident**: Any non-routine occurrence that has an impact on the care, supervision, or treatment of a child or youth. This includes, but is not limited to, suicide attempts, injuries requiring medical treatment, runaways, commission of a crime, and allegations of abuse or neglect or abusive treatment.

**Service Plan**: The contractor’s developed plan that addresses the services that will be provided to a child or youth to meet the child, youth and/or family member’s specific needs while served by the contractor.
**Service Area:** The designated area in which the SSCC will provide all services described in this contract. The SSCC will provide all services described in this contract in Region 8b.

**Siblings:** Children, youth, and young adults who have one or more parents in common either biologically, through adoption, or through the marriage of their parents, and with whom the child, youth or young adult lived before his or her substitute care placement, or with whom the child, youth or young adult would be expected to live if he or she were not in substitute care. Counted as any child in the same CPS case with another child.

**Sibling Group:** Any CPS case with two or more children in paid foster care.

**Single Source Continuum Contract/Contractor (SSCC):** Entity with whom DFPS enters into a contract for the provision of the full continuum of care in a catchment area, as required in this contract.

**STAR Health:** Statewide managed care program that provides comprehensive health care to children and youth in foster care and relative care, including medical, behavioral health, dental and vision care.

**Start Up Period:** A one time, initial period of six months that will begin on the date the contract is signed during which the Contractor will perform necessary readiness activities and build its system of service prior to the first Client referral from DFPS.

**Substitute Care:** All children who are living in a DFPS out of home placement (kinship or paid foster care). It does not include children living in a return and monitor placement. Unless noted otherwise, it does include youth over 18 who are in Extended Foster Care but are not in DFPS custody.

**Supervised Independent Living (SIL):** A type of voluntary Extended Foster Care placement where young adults can live on their own, while still getting caseworker and support services to help them become independent and self-sufficient. The SIL program allows young adults to live independently under a supervised living arrangement provided by a contracted provider. A young adult in SIL is not supervised 24-hours a day by an adult and has increased responsibilities. Through SIL a young adult has increased responsibilities, such as:

- Managing their own finances,
- Buying groceries or personal items, and
- Working with a landlord.

SIL also helps transition young adults to independent living by teaching them to:

- Achieve identified education and employment goals,
- Access community resources,
- Engage in needed life skills training, and
- Establish important relationships.

**Temporary Managing Conservatorship (TMC):** When a court orders DFPS as TMC, DFPS can exercise specific rights including but not limited to the right to have physical possession of the child along with specific responsibilities, including but not limited to the duty of care, control and protection of a child, the right to designate the primary residence of the child and the right to make decisions concerning the child’s health-care and education.
Texas Adoption Resource Exchange (TARE): TARE website is the leading recruitment tool for prospective adoption homes for DFPS. The purpose of TARE is to expedite permanency for available waiting children by increasing the number of prospective adoptive home resources.

Therapeutic Services: In addition to child care services, a specialized type of childcare services designed to treat and/or support children:

- With Emotional Disorders, such as mood disorders, psychotic disorders, or dissociative disorders;
- With Intellectual Disabilities, who have an intellectual functioning of 70 or below and are characterized by prominent, significant deficits and pervasive impairment;
- With Pervasive Developmental Disorder, which is a category of disorders (e.g. Autistic Disorder or Rett’s Disorder) characterized by prominent, severe deficits and pervasive impairment;
- With Primary Medical Needs, who cannot live without mechanical supports or the services of others because of life-threatening conditions; and/or
- Determined to be a trafficking victim.

Trauma Informed Care: An approach to understanding the biological, developmental, relational and social effects of trauma and violence on children, youth and families which integrates the understanding based perspective to care.

Treatment Services: A specialized type of child-care services designed to treat and/or support children or youth with Emotional Disorders, Mental Retardation, Pervasive Developmental Disorder, and Primary Medical Needs as described in 40 TAC §748.61.

Verified Kinship Care: A kinship caregiver who has become verified as a foster parent to provide residential care in accordance with child care licensing regulations.

Voluntary Extended Foster Care Agreement Form 2540: The Department’s Form which documents the youth or young adult’s agreement to voluntarily remain in foster care and outlines the categories of activity which qualify a child or youth to remain in foster care.

Voluntary Return to Extended Foster Care Agreement Form 2560: The Department’s Form which documents the youth or young adult's agreement to voluntarily return to foster.
## Appendix P: Operation Manual Version Tracking

<table>
<thead>
<tr>
<th>Version (Published Date)</th>
<th>Section Topics Affected</th>
<th>Change Details</th>
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<tr>
<td>October 2021 (Developed July 2021)</td>
<td>NA</td>
<td>First version approved by legal on 7/13/2021</td>
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