

ADMINISTRATIVE REVIEW






All SSCCs Monitoring Items - Via Desk Review	
Criminal Background Check Policy	
Drug Testing Policy	
Admissions Policy - Emergency Placements	
Admissions Policy - Non-Emergency Placements	
Emergency Behavior Intervention (EBI) Policy	
Discipline Policy	
Treatment Services Policy, if applicable	
Adoption Services Policy, if applicable	
Abuse and Neglect Prevention & Reporting Policy	
Firearms/Weapons Policy	
Grievance Policy	
HIPAA Policy	
Pre-service Experience Policy	
Training Policy - Personnel	
Training Policy - Caregiver/Foster Parent, if applicable	
Babysitting and Respite Policy, if applicable	
For PMN Providers, RN available on-call	
IT Policy	
Encrypted Email Policy/Procedure	
Policy and Procedures Manual (Program Specific) - Current P&P Manual	
Organizational Chart - Professional Staffing Plan (Program Specific) - Current	
Disaster and Emergency Response Preparedness Plan (DERPP) - Current	
For Residential Providers - Certificate of Compliance for Continuous 24-hr Awake Supervision	
For residential settings - sample of 24-hour awake supervision schedule	
Types of Awake Supervision	
For residential settings - what is the staff ratio during waking hours?	
For residential settings - what is the staff ratio during overnight hours?	

OCOK Monitoring Items - Via Desk Review	
Disruption Mitigation Plan (In-state CPA Providers only)	

Family Tapestry Monitoring Items - Via Desk Review	
Training Curriculum used for Pre-service Training	
Training Curriculum used for EBI training	
Verification of Personnel Credentials/Certifications	

2INGage Monitoring Items - Via Desk Review	
Is there a formal client satisfaction program (surveys/tools used to measure program effectiveness)	
Is the Provider Accredited? If yes by who?	
Verification of Personnel Credentials/Certifications	
Any logs of non-compliance regarding 24 hours awake supervision requirement?	
Confirmation of timely submission of non-compliance to DFPS?	

PERSONNEL RECORDS ASSESSMENT

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <small>division of ACH Child and Family Services</small> </div> <div style="text-align: center;">  familytapestry </div> </div> <div style="text-align: center; margin-top: 20px;">  2INGage <small>TRANSFORMING COMMUNITIES</small> </div>				Name, DOH, Position		Name, DOH, Position	
Personnel Records							
Date initial CBC request							
Date subsequent/most recent CBC request							
CBC Clearance Results DFPS in the record							
CBC Clearance Results DPS in the record							
CBC Clearance Results FBI in the record							
CBC Requests DFPS submitted on time							
CBC Requests DPS submitted on time							
CBC Requests FBI submitted on time							
TB screening test results in the record - MS							
TB screening test completed on time - MS							
Agency Orientation Completed - MS							
Documented Pre-service Experience - TBD by Provider							
EBI training (CPA/GRO: 8 hrs. Pre-service) - MS							
Abuse and Neglect Prevention/Reporting training (annually) - MS							
Recognizing and Reporting Child Sexual Abuse (current by 9-28-19, new during pre-service) - DFPS Policy							
Recognizing and Reporting Child Sexual Abuse (annually, reflected in FY-21) - DFPS Policy							
Peer-to-Peer Abuse Prevention training (at least once within 90-days of hire) - OCOK							
Cultural Competency training (3 hrs./annually) - OCOK							
Human Trafficking training - Pre-service - Family Tapestry (2INGage in FY-21)							
Human Trafficking training - Annually - Family Tapestry (2INGage in FY-21)							

PERSONNEL RECORDS ASSESSMENT

DERPP (annual acknowledgment) - All SSCCs			
CPR training - MS			
First Aid training - MS			
SIDS training (Pre-service) - MS			
Shaken Baby training (Pre-service) - MS			
Brain Development training (Pre-service) - MS			
DFPS Medical Consenter training (annually - if applicable) - DFPS Policy			
Trauma-Informed Care training (8 hrs. initial - if hired after 10/1/15) - DFPS Policy			
Trauma-Informed Care training (2 hrs./annually) - DFPS Policy			
Normalcy training (2 hrs./annually) - MS			

CLIENT RECORDS ASSESSMENT



Client Records

Name, DOB/Age, DOA, DOD, LOC

Name, DOB/Age, DOA, DOD, LOC

CLIENT INFORMATION			
Demographics Info Available - MS			
Contact Info Available - MS			
Allergies/Critical Condition Visible in Record - MS			
Indian Child Welfare Act Compliance - All SSCCs			
Reason for Requesting Services or Referral - MS			
ADMISSION AND PLACEMENT			
During orientation child 5+ yrs. received all policies as outlined in MS (own form or OCOK Region 3b Documentation form)			
Client Informed of Rights & Responsibilities - DFPS Policy			
Provider's Initial Visit/Contact/Preliminary POS within 72 hrs. - MS			
SSCC Placement Authorization Form - Family Tapestry/2INGage			
ES/GRO/RTC - CPS Placement Authorization - MS			
WELLBEING AND SAFETY			
Case notes reflect at least one Face-to-Face Contact per month (CPA only) - MS			
GRO/RTC Milieu Logs - Family Tapestry/2INGage (past 30 days)			
Medical Consenter Form in Record - MS			
SERVICE PLANS			
Child/Youth has monthly contact w/designated family members/other appropriate individuals - All SSCCs			
Child/Youth has monthly contact w/siblings placed separately - All SSCCs			




CLIENT RECORDS ASSESSMENT

Client age 5+ participates in Service Planning - All SSCCs PMET			
Initial Service Plan completed within 30 days of placement - OCOK			
Initial Service Plan completed within 21 days of placement - Family Tapestry & 2INGage			
14-day Notice of Service Plan Mtg. sent timely - MS			
14-day Notice of Service Plan Mtg. sent to OCOK - OCOK			
14-day Notice of Service Plan Mtg. sent to CPS - Family Tapestry & 2INGage			
14-day Notice of Service Plan Mtg. sent to Bio-parent - All SSCCs			
90-day Service Plan Review completed timely and in the client record - MS			
DFPS Permanency Goals addressed in Service Plan - All SSCCs			
Behavioral Needs addressed in Service Plan - MS			
Educational/Transition Plan Needs addressed in Service Plan - MS			
Evidence of good faith effort to meet Cultural/Religious/Spiritual Needs addressed in Service Plan - MS			
Client participates in age-appropriate Recreational Activities addressed in Service Plan - MS			
Normalcy addressed in Service Plan - MS			
ES - Service Plan if more than 15 days in placement - MS			
Discharge Summary in record within 15 days (if applicable) - MS			
CHILD AND FAMILY ASSESSMENTS - SSCC TIMEFRAMES			
CANS Assessment completed within 21 days of SSCC placement (3+ years) - All SSCCs			
Therapeutic-level, CANS Assessment completed every 90 days - All SSCCs			
Standard-level, CANS Assessment completed annually - All SSCCs			
EDUCATION AND DEVELOPMENTAL SERVICES			
School Enrollment within 3 days of OCOK placement (including Pre-K) - OCOK			
Verification of School Enrollment sent to OCOK/CPS within 5 days of school enrollment - OCOK			
Education Portfolio updated monthly - DFPS Policy			

CLIENT RECORDS ASSESSMENT

ECL referral, under 3 yrs. of age, within 30 days of OCOK placement - OCOK			
ECL referral, under 3 yrs. of age, within 3 days of initial placement - Family Tapestry and 2INGage			
HEALTHCARE AND BEHAVIORAL HEALTH SERVICES			
Latest medication monitoring report/log - MS			
Psychotropic med management every 90 days (if applicable) - MS			
Immunization Record - MS			
Medical Exam within 3 days of placement (new removal), if applicable - effect. 9-2018, DFPS Policy			
Medical Exam within 30 days of placement - DFPS Policy			
Medical Exam Annually - TX Health Steps			
Dental Exam within 90 days of placement - MS			
Dental Exam every 6 months (if applicable) - TX Health Steps			
TB screening test completed within 30 days of placement for children 1+ years - MS			
TB screening test results in the record - MS			
LEGAL/COURT			
# Court Hearings held last quarter (FY) - OCOK PMET, All SSCCs			
Child/Youth attend Court Hearings - All SSCCs PMET			
Court Report is in the record from within the last six (6) months - All SSCCs			
TRANSITIONAL LIVING & INDEPENDENT LIFE SKILLS			
ACLSA completed within 30 days of youth turning 14 y/o - OCOK and Family Tapestry			
ACLSA completed within 30 days of placement if youth is 14 y/o - Family Tapestry			
ACLSA completed within 90 days of youth turning 14 y/o - 2INGage			
Youth age 16+ have a PAL referral - All SSCCs			
Youth age 16+ obtain a Driver's License or State ID - All SSCCs PMET			

CAREGIVER/FOSTER PARENT RECORDS ASSESSMENT

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;">    </div> <div style="text-align: center;"> <h2>Caregiver/Foster Parent Records</h2> </div> <div style="text-align: right;"> <div style="transform: rotate(-45deg);">Caregiver #1</div> <div style="transform: rotate(-45deg);">Caregiver #2</div> <div style="transform: rotate(-45deg);">Caregiver #1</div> <div style="transform: rotate(-45deg);">Caregiver #2</div> </div> </div>				
Date initial CBC request				
Date subsequent/most recent CBC request				
Is the Home Study in the record? - MS				
Is the Home Study signed? - MS				
Is the Home Study dated? - MS				
Financial status is addressed in the HS - MS				
Results of criminal background history checks are addressed in the HS - MS				
Motivation to foster and/or adopt is addressed in the HS - MS				
Health status is addressed in the HS - MS				
Discipline methods/techniques are addressed in the HS - MS				
Understanding the dynamics of child abuse and neglect is addressed in the HS - MS				
Ability to work with specific kinds of behaviors is addressed in the HS - MS				
Ability to work with different backgrounds is addressed in the HS - MS				
Is there a copy of the License in the record? - MS				
Does the License match the Home Study? - MS				
CBC Clearance Results DFPS in the record				
CBC Clearance Results DPS in the record				
CBC Clearance Results FBI in the record				
CBC Requests DFPS submitted on time				
CBC Requests DPS submitted on time				
CBC Requests FBI submitted on time				
TB screening test completed before licensed - MS				

CAREGIVER/FOSTER PARENT RECORDS ASSESSMENT

TB screening test results in the record - MS				
Agency Orientation completed - MS				
Documented Pre-service Experience - TBD by Provider				
Firearms and Weapons Disclosure - MS				
EBI training (8 hrs. Pre-service) - MS				
Psychotropic Medication training (annually - if applicable) CPA - MS				
Abuse and Neglect Prevention & Reporting training (annually) - MS				
Recognizing and Reporting Child Sexual Abuse (current by 9-28-19, new during pre-service) - DFPS Policy				
Recognizing and Reporting Child Sexual Abuse (annually, reflected in FY-21) - DFPS Policy				
Peer to Peer Abuse Prevention training (at least once within 90-days of verification) - OCOK				
Cultural Competency training (3 hrs./annually) - OCOK Master Contract				
Human Trafficking training - Family Tapestry (2INgage in FY-21)				
DERPP in the record - OCOK, MS				
CPR training - MS				
First Aid training - MS				
SIDS training, if applicable (Pre-service) - MS				
Shaken Baby training, if applicable (Pre-service) - MS				
Brain Development training, if applicable (Pre-service) - MS				
DFPS Medical Consenter training, if applicable (annually) DFPS Policy				
Trauma-Informed Care training (8 hrs. initial - if licensed after 10/1/15) - MS, DFPS Policy				
Trauma-Informed Care training (2 hrs./annually) - MS, DFPS Policy				
Normalcy training (2 hrs./annually) - MS effect. 01/2017				
Training hours: Child-care services 20 hrs. each parent (annually) - MS				
Training hours: Tx homes 30 hrs. 1 parent or 50 hrs. 2 parents (annually) - MS				
TX Health Steps training/information provided - TX Health Steps, OCOK, Family Tapestry and 2INgage				
Evidence of contact with caregiver/foster parent at least quarterly - All SSCCs				