

Plan Change Log

Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.1	1.2 PROGRAMS, SERVICES, AND PLACEMENT SETTINGS Also 4.1.6 CHILD AND FAMILY ASSESSMENTS	Child and Adolescent Functional Assessment (CAFAS) was changed to CANS assessment tool in both Sections 1.2 and 4.1.6	Approved - retroactively effective 9/1/2014
<p>1.2 Cenpatico Partnership ACH currently enjoys a strong partnership with Cenpatico as part of the Turning Point Project. ACH is eager to engage with Cenpatico to clarify future opportunities to partner to enhance service delivery for children, youth and families in the Region III catchment area. ACH intends to determine the appropriate level of care for children through utilization of the CANS Child and Adolescent Functional Assessment (CAFAS) assessment tool to evaluate areas such as functioning, education, and relational abilities. Continued use of this assessment will serve as an ongoing measurement to assess progress through the child's time in care.</p> <p>4.1.6 Timely Assessments will be completed timely and updated as appropriate for services providers, foster child, biological parents, extended family members, friends, significant others, and foster parents. Network providers will be accountable for developing assessments within the following time frames:</p> <ol style="list-style-type: none"> 1. Meet individually with a basic foster child with 72 hours of an initial placement or subsequent move. 2. The CANS CAFAS will be completed within three weeks of placement. <p>4.1.6 Tailored to Need The CANS CAFAS is a reliable and valid strategy for organizing and communicating needs and strengths of children and their families. The tool provides the foundation for service planning and delivery to children, adolescents, and their families with the primary objectives of permanency, safety, and improved quality of life. The tool covers the reactions of children and adolescents to any of a variety of traumatic experiences from child abuse and neglect to forced separation from family.</p> <p>4.1.6 Strengths-Based - last sentence in section deleted The CAFAS, described below, includes a strengths-based subscale for assessing the needs of children and families.</p> <p>4.1.6 Inclusive of Other Assessments ACH will utilize the CANS assessment to make treatment recommendations. ACH will utilize the CANS assessment to make treatment recommendations. CAFAS assessment to make treatment recommendation. The Child & Adolescent Functional Assessment Scale (CAFAS) is an objective practitioner-completed assessment focusing on observable behaviors. The CAFAS can be used to determine initial day-to-day functioning and note changes over time. This widely used assessment tool has been validated by over 60 papers and presentations indicating it to be one of the most valid instrument for outcome measurement available. The CAFAS assessment function uses eight (8) critical "life subscales" to determine youth functioning, and two (2) "life subscales" to indicate caregiver functioning. Using a</p>			

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~~'total score' and subscales, an initial placement recommendation and future measurement of changes in functioning can be established.~~

~~Youth Scale:~~

- ~~• School – Ability to function satisfactorily in a group~~
- ~~• Home – Willingness to observe reasonable rules and age appropriate tasks~~
- ~~• Community – Respect for the rights and property of others and conformity to laws~~
- ~~• Behavior towards Others – Appropriateness of youth's daily behavior~~
- ~~• Moods – Modulation of the youth's emotional life~~
- ~~• Self-Harm – Ability to cope without resorting to self-harmful behavior or verbalization~~
- ~~• Substance Use – Substance use and whether it is inappropriate or disruptive~~
- ~~• Thinking – Ability of the youth to use rational thought processes~~

~~Caregiver Scale:~~

- ~~• Material Needs – Extent to which the youth's need for resources such as food, clothing, and medical attention and neighborhood safety are provided for~~
- ~~• Social Support – Extent to which the family meets the youth's psychosocial needs~~

~~To further evaluate the effectiveness of ACH's ongoing service continuum, additional evidence based tools are currently utilized to provide a standardized measurement of functioning and future planning.~~

4.1.6 modified foot note as indicated

(See Attachments: 4P-1 Casey Life Skills Assessment, 4P-2 Social Worker's Assessment of Youth's Independent Functioning, ~~and 4P-3 CAFAS Information Sheet~~)

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1.2	2.1.2 ASSESSING, CONDUCTING, AND MANAGEMENT OF PLACEMENTS	Added definition of "Child without placement" and process (Walker Center stays)	Definition approved - see Amendment #5 More information may be added as a part of the CQI process to address an increase in utilization of children without placement.

Child Without Placement: A child without placement is defined as a child who arrives to an Our Community. Our Kids (OCOK) supervised setting before 10:00 pm and/or is without placement for more than 8 hours at night.

When a child without placement arrives to an OCOK supervised setting, the following process must occur:

- The OCOK point of contact notifies the Foster Care Redesign (FCR) Administrator in the catchment area of the child staying in the office or hotel, under OCOK supervision, including the circumstances that lead to the stay in the office or hotel, and the plan to move the child to a less restrictive paid foster care setting.
- FCR Administrator documents the placement in IMPACT using the existing "Child In Office" option. In the placement narrative, the FCR Administrator documents that the child is under the supervision of OCOK, address and location of where the child is staying,

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circumstances that lead to the stay in the office or hotel, and anticipated timeframe and plan to move the child to a less restrictive paid foster care setting.

- FCR Administrator notifies Contract Administration Manager and FCR Director of "child in office."
- Contract Administration Manager tracks all occurrences and processes the State of Texas Purchase Voucher (form 4116) to pay for child placement services at the established daily rate.
- Contract Management Team monitors occurrences and addresses with OCOK as needed and determined necessary per the Single Source Continuum Contract.

Admitting a Child without a Signed SSCC Contract: As Our Community. Our Kids (OCOK) continues to build their placement network, circumstances may arise when OCOK has not yet secured a signed and executed contract with a provider at the time of the child's placement.

The following process outlines the steps for admitting a child in a paid foster care setting prior to OCOK having a signed and executed contract with the foster care provider:

1. OCOK forwards the admitting paperwork and documentation to the Contract Administration Manager at State Office.
2. Contract Administration Manager creates the resource in IMPACT for the child to be placed.
3. Contract Administration Manager follows up with OCOK at the end of the 3rd business day for a copy of the actual signed and executed contract.

Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.3	2.1.3 PROVIDING REQUIRED SERVICES IN THE HOME COMMUNITY	Deleted sentence as indicated	Approved - retroactively effective 9/1/2014 clerical corrections

ACH will include specific performance measures within the contracts for Paid Foster Care with Child Placing Agencies (CPAs). The measures will delineate the type and number of placement options we as the SSCC require with focus on expanding foster care options meeting the diverse needs of our children. The contracting and incentive process will allow ACH to ensure ongoing available capacity is more than adequate to meet the needs of the children we serve. ~~The Paid Foster Care contract will require a detailed recruitment plan for foster families, adoptive families, and alternate care providers, including specific strategies to utilize faith-based and other targeted group programs.~~

Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.4	2.2.3 DEVELOPMENT OF THE SERVICES NETWORK	Corrected mistake as indicated	Approved - retroactively effective 9/1/2014 clerical corrections

Communication within the System of Care

As a technologically advanced organization, ACH plans to utilize a variety of communication mediums throughout the catchment area to ensure timely, clear, and effective communication such as: myEvolv, PowerDMS and Constant Contact. ACH can offer clarity in operating procedure, new policy and relevant network announcements. A new website will be launched under the Our Community **Kids**, Our Kids

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Community brand with multifunctional modes of communication and training			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.5	2.4.3 TRAINING	Deleted sentence as indicated	Approved - retroactively effective 9/1/2014
ACH understands staff development is core to organizational advancement. Our internal and contract training programs provide employees in all disciplines with opportunities to develop essential knowledge and skills. ACH utilizes an annual training plan to guide professional development across the organization and works to implement best practices and address competency training as appropriate. In collaboration with DFPS, ACH will define and develop new training roles and strategies to service the SW Region III service area to meet requirements, legal and regulatory statutes, and enhance the continuum. ACH seeks to aggressively integrate best practices and new evidence based practices within our continuum of care.			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.6	2.4.3 TRAINING	Deleted sentence as indicated	Approved - retroactively effective 9/1/2014 Plan submitted 9/21/2015
ACH believes in the importance of a strong training 'eco-system' across the continuum of care. Utilizing this collaborative approach, ACH will improve accessibility for training opportunities for stakeholders and network partners. ACH will be able to establish (and enforce) training standards, practices, and implement new initiatives at a systemic level. ACH will measure performance of trainers and actively enhance future training activities based upon feedback received and performance of trainees. An annual training needs assessment will be conducted and informed by recommendations from the CQI process.			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.7	4.1.2 ENSURING LOCAL COURT REQUIREMENTS & ORDERS	Deleted sentence as indicated <u>The sentence was not related to court and was noted here in error.</u>	Approved - retroactively effective 9/1/2014 - clerical correction
ACH will request all needed documents from DFPS and the Attorney ad Litem to stay actively involved and informed about each child's case. In addition, staff shall attend all Permanency Planning Team meetings, preferably in person, but at least by telephone. ACH will explore opportunities to "co-locate" offices with DFPS staff, to further the collaboration and communication of outcomes for each child. SSCC Staff and network providers will also be required to attend training on the "legal aspects" of the Foster Care system.			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.8	4.1.3 PREPARING YOUTH FOR ADULTHOOD - After Care and Follow-up	Modified sentence as indicated	Approved - retroactively effective 9/1/2014
Six months post-discharge, ACH will complete a follow-up At the completion of the PAL training a satisfaction survey/questionnaire will be given to the youth in order to identify that measures the young adult's preparation for adulthood, independent living experiences, progress,			

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and areas needing help. ACH will utilize the surveys to track and monitor the PAL and SIL services, making necessary improvements to better equip our youth as they age out of foster care. In the event a young adult is struggling and in need of help, ACH will utilize local resources and natural supports to help the young adult get back on his or her feet.			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.9	4.1.4 ENSURING APPROPRIATENESS OF PLACEMENT	Modified sentence as indicated	Approved - retroactively effective 9/1/2014
ACH will thoroughly review the current placement data system being used by the State of Texas, and as the SSCC will see the ECAP Matching System enhances this system. Intake staff will receive specific information from CPS regarding the child and potential relatives per Texas Family Code 261.307. A completed Child Placement Resources Form, risk assessment, education and medical information, religious preferences, and documentation for foster care assistance eligibility Appropriate Placement Level Indicator (APLI) form will also be requested. All of this information will be taken into account when considering a placement for each child using the ECAP matching system.			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.10	4.1.6 CHILD AND FAMILY ASSESSMENTS	Corrected name of training	Approved - retroactively effective 9/1/2014 - clerical change
Each assessment will be conducted by a professional meeting at a minimum the following criteria:			
<ul style="list-style-type: none"> • Bachelor's Degree • Clinical experience • Clinical oversight experience • Completed Trauma-Informed Care Trauma-Based Relational Interventions Training (TBRI) 			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.11	4.1.6 CHILD AND FAMILY ASSESSMENTS	Deleted words as indicated clerical change	Approved - retroactively effective 9/1/2014
<i>Inclusive of Other Assessments</i>			
ACH intends to partner will Cenpatico Behavioral Health to adopt assessment tools to establish a record of important information for identified clients surrounding each client . In designing a comprehensive treatment plan, cultural identity, case history, strengths/weaknesses, and other traits will be identified in an extensive review of DFPS documentation, interviews, and associated reports. Upon referral from DFPS for emergency placements, ACH will perform an intake assessment to match a child with ECAP software with the most appropriate, least restrictive placement. Integration of ECAP software will significantly improve the speed and quality of decision-making during the emergency placement process.			
Revision Number	Section Number	Summary of Changes	Approval and Date or More Info Needed
1.12	4.1.9 ENSURING ACADEMIC SUCCESS OF YOUTH IN CARE	Modified wording as indicated and a few grammatical corrections not noted below	Approved - retroactively effective 9/1/2014
Accordingly, ACH will monitor <u>that</u> all school age children under ACH care will be enrolled in and attend an accredited Texas public school within three (3) school days of placement, unless an exception has been granted in writing by the child's CPS caseworker (e.g., for private			

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schooling, homeschooling, or temporary school absence due to physical or mental condition). Educational stability will be a critical factor when identifying foster care placements. ACH will consider this critical factor ~~when~~ if it is not in a child's best interest to stay in his or her school of origin, the child will be immediately enrolled (within three (3) school days) at an appropriate accredited school. The caseworker will consult with the DFPS Regional Educational Specialist throughout this process to handle unresolved education issues thereby allowing the child as little disruption to education as possible.

Preschool age children will be provided access to appropriate early childhood education programs. Children between three (3) and five (5) years of age will attend a pre-kindergarten program offered through the local public school district or an early childhood education program offered through Head Start, unless an exception has been granted from the child's CPS caseworker or these resources are not available in the local community. If these public resources are not available and and/or an exception has been granted by DFPS, ACH may assist in the locating of a private, early childhood education program or a pre-kindergarten program. ~~Preschool age children will be provided access to appropriate early childhood education programs. Children between three (3) and five (5) years of age will attend a pre-kindergarten program offered through the local public school district or an early childhood education program offered through Head Start, unless an exception has been granted from the child's CPS caseworker. If such a program is not available and an exception has been granted by DFPS, ACH will locate and pay for the child's attendance at a private, early childhood education program or a pre-kindergarten program.~~

Within five (5) calendar days of the child's enrollment, verification of the child's enrollment will be provided by ACH to the appropriate DFPS staff member. In compliance with the Texas Education Code §29.012, ACH will ensure notification of ~~notify~~ the school district in which the school is located for all children three (3) years of age or older. For eligible children under age three (3), ACH will require a Texas Health Steps exam to evaluate developmental health. If a disability or developmental delay is suspected prior to this, ACH will consult a DFPS supervisor, CPS nurse consultant, and/or DD specialist. Any child who is suspected of exposure to illegal substance abuse, prenatal drugs or displays symptoms of drug withdrawal will be subject to the same process. ~~Any child who is suspected of exposure to illegal substance abuse or prenatal drug exposure withdrawal will undergo the same process.~~

Revision Number	Section Number		
1.13	4.1.9 ENSURING ACADEMIC SUCCESS OF YOUTH IN CARE	Modified wording as indicated	Approved - retroactively effective 9/1/2014

3) Cross-System Training for Stakeholders, Parents and Caregivers

Including biological parents and foster caregivers in the educational process of children contributes to educational success. However, the roles of caregivers in the educational process can be confusing. In many cases, biological parents maintain decision-making rights even after children are removed from the home. It is important to empower the biological parent as an educational advocate. (Advocates for Children of New York, Inc., 2005) The role of a caregiver is equally important in the educational processes, specifically if a child has a disability and an Individual Education Plan. To address the complexities of these roles 1) Case managers will be trained to provide parents with enhanced information concerning their participation in their child's education; 2) Foster parents will be trained and then be able to mentor biological parent's participation; and, 3) The caregiver will be provided with information pertaining to their roles and responsibilities if assigned to act as a surrogate parent. Parents will be invited to all meetings concerning educational progress and arrangements for transportation will be facilitated when needed. ~~OCOK will collaborate with CPS caseworkers to determine if there are any safety issues.~~

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1.14	4.1.10 SERVING FAMILIES IN STAGE II OF FOSTER CARE REDESIGN	Modified wording as indicated	Approved - retroactively effective 9/1/2014
ACH/SSCC will utilize the same Intake Department that receives referrals of children and young adults to receive receive referrals of the families of children and young adults 24 hours a day, 365 days a year. ACH/SSCC will work with the Department to establish policies and processes for completing a family referral (which will be documented in the Operations Manual that is jointly developed).			
Revision Number	Section Number		
1.15	4.2.1 TECHNOLOGICAL HARDWARE & CAPACITY TO SERVE AS SSCC	Modified wording as indicated	Approved - retroactively effective 9/1/2014
Hardware ACH currently utilizes a variety of desktop and field laptop computers utilizing Windows OS. ACH's IT staff monitors all applications remain up to date with appropriate updating and security. Within one (1) year of selection as the SSCC, the organization seeks to phase-in tablet PC's to support field activities and paperless document management. ACH utilizes a digital phone and voicemail system, and is currently working to integrate digital fax mailboxes throughout the organization.			