

**PERSONNEL RECORDS MONITORING REVIEW**

<b>Personnel Records</b>		<i>Name, DOH, Position</i>
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 completed timely - MS, All SSCCs		
TB screening test results in the record - MS, All SSCCs		
Agency Orientation Completed - MS, All SSCCs		
Documented Pre-service Experience - TBD by Provider		
EBI training (CPA-8 hrs./GRO-16 hrs., pre-service) - MS, All SSCCs		
EBI training current (CPA/GRO) - All SSCCs		
Psychotropic Medication training (annually - if applicable) MS, DFPS Policy - All SSCCs		
Reporting Suspected Abuse or Neglect of a Child training (pre-service) - MS, DFPS Policy - All SSCCs		
Reporting Suspected Abuse or Neglect of a Child training (annually) - MS, DFPS Policy - All SSCCs		
Preventing and Recognizing Sexual Abuse and Victimization of Youth in Foster Care training - pre-service - hired after 9/2019 - DFPS Policy, FCL - All SSCCs		

**PERSONNEL RECORDS MONITORING REVIEW**

Preventing and Recognizing Sexual Abuse and Victimization of Youth in Foster Care training - annually as of 9/2019 - DFPS Policy, FCL, All SSCCs		
Cultural Competency training (3 hrs./annually) - SSCCs' training requirement - All SSCCs		
Human Trafficking training (2 hrs./annually) (For programs serving Human Trafficking Victims - 4 hrs./annually required) SSCC Contract effect. 7/2019 - All SSCCs		
Cybersecurity training (1 hr./annually) - OCOK/Belong		
DERPP (annual acknowledgment) - All SSCCs		
CPR training - as required to maintain current certification - MS, All SSCCs		
First Aid training, as required to maintain current certification - MS, All SSCCs		
SIDS training (pre-service if agency provides care for children younger than 2 yrs. old) - MS, All SSCCs		
Shaken Baby training (pre-service if agency provides care for children younger than 2 yrs. old) - MS, All SSCCs		
Brain Development training (pre-service if agency provides care for children younger than 2 yrs. old) - MS, All SSCCs		
DFPS Medical Consenter training (annually - if applicable) - DFPS Policy, All SSCCs		
Trauma-Informed Care training (8 hrs. pre-service - if hired after 10/1/2015 ) - DFPS Policy, All SSCCs		
Trauma-Informed Care training (2 hrs./annually) - DFPS Policy, All SSCCs		
Normalcy training (1 hr./annually) - MS effect. 06/2021, All SSCCs		
Runaway Prevention training (pre-service, if agency provides care for children 10+ yrs. old) - HB 4233 & TX Fam Code 264.015, effect. 09/1/2023, All SSCCs		

MS=All SSCCs unless noted

**CLIENT RECORDS MONITORING REVIEW**

<b>Client Records</b>	Name, DOB/Age, DOA
<b>CLIENT INFORMATION</b>	
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	
<b>ADMISSION AND PLACEMENT</b>	
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, FCL - All SSCCs	
Provider's Initial Visit or Contact within 72 hrs., or Preliminary Service Plan - MS - All SSCCs	
SSCC Placement Authorization Form - 2INgage/4Kids4Families/EMPOWER	
Attachment A is signed by required parties and in the record - 2INgage/4Kids4Families/Belong/Saint Francis (effect. 6-1-2021)	
CPA - DFPS Placement Authorization Form - Belong	
ES/GRO/RTC - DFPS Placement Authorization - MS	
<b>WELLBEING AND SAFETY</b>	
Case notes reflect at least one Face-to-Face Contact per month (CPA only) - MS	
Evidence Provider verified client has hygiene products - monthly -DFPS Policy - All SSCCs	
Evidence Provider verified client has clothing and personal items (toys/mementos) monthly - DFPS Policy - All SSCCs	
GRO/RTC Milieu Logs -(past 30 days) Belong/2INgage/EMPOWER	

## CLIENT RECORDS MONITORING REVIEW

Medical Consenter Form in Record - MS	
<b>SERVICE PLANS</b>	
Child/Youth has monthly contact w/designated family members/other appropriate individuals - DFPS Policy - All SSCCs	
Child/Youth has monthly contact w/siblings placed separately - DFPS Policy - All SSCCs	
Client age 5+ participates in Service Planning - DFPS Policy, PMET - All SSCCs	
14-day Notice of Service Plan Mtg. sent timely - MS - All SSCCs except 2INgage/EMPOWER	
14-day Notice of Service Plan Mtg. sent to SSCC - OCOK & Belong	
14-day Notice of Service Plan Mtg. sent to Bio-parent(s) - All SSCCs except 2INgage/EMPOWER	
Initial Service Plan completed within 30 days of placement - All SSCCs	
90-day Service Plan Review completed timely (Moderate/Specialized/Intense/Therapeutic LOC) - All SSCCs	
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	
<b>CHILD AND FAMILY ASSESSMENTS - SSCC TIMEFRAMES</b>	
CANS Assessment completed within 30 days of legal removal date (3+ years) - 4Kids4Families & Belong	
CANS Assessment completed within 21 days of legal removal date (3+ years) - 2INgage, EMPOWER, OCOK, Saint Francis	
CANS Assessment completed within 30 days of turning 3 years old, if younger than 3 years at time of legal removal date - All SSCCs	
Therapeutic-level, CANS Assessment completed every 90 days - All SSCCs	

## CLIENT RECORDS MONITORING REVIEW

Standard-level, CANS Assessment completed annually - All SSCCs	
<b>EDUCATION AND DEVELOPMENTAL SERVICES</b>	
School Enrollment within 3 days of placement (including Pre-K) - OCOK & Belong	
Verification of School Enrollment sent to SSCC within 5 days of school enrollment - OCOK & Belong	
Education Portfolio updated/reviewed monthly - DFPS Policy, All SSCCs	
ECI referral, under 3 yrs. of age, within 3 days of placement if suspected/identified need; otherwise within 30 days of placement- All SSCCs	
<b>HEALTHCARE AND BEHAVIORAL HEALTH SERVICES</b>	
Latest medication monitoring report/log - MS	
Psychotropic med management every 90 days (if applicable) - MS	
Immunization Record - MS	
Medical Exam within 30 days of placement - DFPS Policy, All SSCCs	
Medical Exam Annually - TX Health Steps, All SSCCs	
Dental Exam within 90 days of placement - MS	
Dental Exam every 6 months (if applicable) - TX Health Steps, All SSCCs	
TB screening test completed within 30 days of placement for children 1+ yrs. or within 30-days of turning 1 yr. - MS	
TB screening test results in the record - MS	
<b>LEGAL/COURT</b>	
Court Report/Documents is in the record from within the last six (6) months - All SSCCs	
<b>TRANSITIONAL LIVING &amp; INDEPENDENT LIFE SKILLS</b>	
ACLSA completed within 30 days of youth turning 14 y/o - DFPS Policy - All SSCCs	
ACLSA completed within 30 days of placement if youth is 14 y/o at time of placement- DFPS Policy - All SSCCs	
Youth age 16+ have a PAL referral (within 30 days of placement and/or turning 16 y/o) - DFPS Policy, All SSCCs	
Youth age 16+ obtain a Driver's License or State ID (within 30 days of placement and/or turning 16 y/o)- PMET, All SSCCs	

**CAREGIVER/FOSTER PARENT RECORDS MONITORING REVIEW**

<b>Caregiver/Foster Parent Records</b>	<b>Caregiver #1 - Verification date</b>	
	<b>Caregiver #2</b>	
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		
Evidence CPA verified Ombudsman Poster(s) is posted in the caregiver/foster parent home - DFPS Policy, All SSCCs		
Firearms and Weapons Disclosure - MS		
DERPP in the record - MS, OCOK & Belong		

## CAREGIVER/FOSTER PARENT RECORDS MONITORING REVIEW

TX Health Steps training/information provided - TX Health Steps - All SSCCs		
Evidence of contact with caregiver/foster parent at least quarterly - All SSCCs		
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 verified/licensed - MS		
TB screening test results in the record - MS		
Agency Orientation completed - MS		
Documented Pre-service Experience - TBD by Provider		
EBI training (8 hrs. pre-service) - MS		
EBI training current (CPA) - All SSCCs		
Psychotropic Medication training (annually - if applicable) CPA - MS, DFPS Policy, All SSCCs		
Reporting Suspected Abuse or Neglect of a Child training (pre-service) - MS, DFPS Policy, All SSCCs		
Reporting Suspected Abuse or Neglect of a Child training (annually) - MS, DFPS Policy, All SSCCs		
Preventing and Recognizing Sexual Abuse and Victimization of Youth in Foster Care training - pre-service - verified/licensed after 9/2019 - DFPS Policy, FCL - All SSCCs		
Preventing and Recognizing Sexual Abuse and Victimization of Youth in Foster Care training - annually as of 9/2019 - DFPS Policy, FCL, All SSCCs		
Cultural Competency training (3 hrs./annually) - SSCCs' training requirement - All SSCCs		

## CAREGIVER/FOSTER PARENT RECORDS MONITORING REVIEW

Human Trafficking training (2 hrs./annually) (For programs serving Human Trafficking Victims - 4 hrs./annually required) SSCC Contract effect. 7/2019 - All SSCCs			
Cybersecurity training (1 hr./annually) - OCOK & Belong			
CPR training - as required to maintain current certification - MS, All SSCCs			
First Aid training, as required to maintain current certification - MS, All SSCCs			
SIDS training (pre-service if verified/licensed to care for children younger than 2 yrs. old) - MS, All SSCCs			
Shaken Baby training (pre-service if verified/licensed to care for children younger than 2 yrs. old) - MS, All SSCCs			
Brain Development training (pre-service if verified/licensed to care for children younger than 2 yrs. old) - MS, All SSCCs			
DFPS Medical Consenter training, if applicable (annually) DFPS Policy, All SSCCs			
Trauma-Informed Care training (8 hrs. initial - if licensed after 10/1/2015) - DFPS Policy, All SSCCs			
Trauma-Informed Care training (2 hrs./annually) - MS, DFPS Policy, All SSCCs			
Normalcy training (1 hr./annually) - MS effect. 06/2021, All SSCCs			
Runaway Prevention training (pre-service, if licensed to provide care for children 10+ yrs. old) - HB 4233 & TX Fam Code 264.015, effect. 09/1/2023, All SSCCs			
Training hours: Child-care services 10 hrs. each parent (annually) IF 2 parent home must be total amount but ok not to split equal, can combine hours for total of 20 - MS - All SSCCs			
Training hours: Treatment services for emotional disorders 25 hrs. each parent (annually) IF 2 parent home must be total amount but ok not to split equal, can combine hours for total of 50 - MS - All SSCCs			

MS=All SSCCs unless noted



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 (Stakeholders)	
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	
Professional Staffing Plan (Program Specific) - Current	
Disaster and Emergency Response Preparedness Plan (DERPP) - Current	
For Residential Settings - Sample of 24-hour awake supervision schedule for the week of the monitoring review	
For Residential Settings - What is the staff ratio during waking hours?	
For Residential settings - What is the staff ratio during overnight hours?	

2iNgage Monitoring Items - Via Desk Review	
Disruption Mitigation Policy	
Review of Staffing List against 2iNgage's Abeyance List	
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?	
SSCC reviews CLASS system before Monitoring Review/Visit	
For CPAs - Verify types of Provider's support to foster parents	

4Kids4Families Monitoring Items - Via Desk Review	
Disruption Mitigation Plan (In-state Providers only)	
SSCC reviews CLASS system before Monitoring Review/Visit	
Training Curriculum used for EBI training	
Is the Provider Accredited? If yes, by who?	
Any logs of non-compliance regarding 24 hours awake supervision requirement?	
Confirmation of timely submission of non-compliance to DFPS?	
Verification of Personnel Credentials/Certifications	
Review of Staffing/Foster Home List against 4Kids4Families' Abeyance List	

Belong Monitoring Items - Via Desk Review	
Training Curriculum used for EBI training	
Verification of Personnel Credentials/Certifications	
Review of Staffing List against Belong's Abeyance List	
SSCC reviews CLASS system before Monitoring Review/Visit	
Disruption Mitigation Policy	
For CPAs - Verify types of Provider's support to foster parents	

EMPOWER Monitoring Items - Via Desk Review	
Disruption Mitigation Policy	
Review of Staffing List against EMPOWER's Abeyance List	
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?	
SSCC reviews CLASS system before Monitoring Review/Visit	
For CPAs - Verify types of Provider's support to foster parents	

OCOK Monitoring Items - Via Desk Review	
Disruption Mitigation Plan (In-state CPA Providers only)	
Review of Staffing List against OCOK's Abeyance List	
SSCC reviews CLASS system before Monitoring Review/Visit	

Saint Francis Monitoring Items - Via Desk Review	
Disruption Mitigation Plan (In-state Providers only)	