

PERSONNEL RECORDS MONITORING REVIEW

Personnel Records	Name, DOH, Position
Date initial CBC request	
Date subsequent/most recent CBC request	
CBC Clearance Results in the record - Eligibility Letter	
CBC Requests submitted timely	
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	
Mandatory Reporting Community Response for Youth and Families training, must be completed during pre-service via DFPS portal (used to be Reporting Suspected Abuse or Neglect of a Child training) - MS, DFPS Policy - All SSCCs	
Mandatory Reporting Community Response for Youth and Families training/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	
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	

PERSONNEL 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 (new hires complete within 30 calendar days of date of hire, effect. 10-1-2024) - All SSCCs	
Cybersecurity training (personnel has evidence of completion) - All SSCCs	
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	
Role in Reunification training - effect. 9/1/2024, GRO/RTC/ES Direct Care only - 4Kids4Families	

MS=All SSCCs unless noted

CLIENT RECORDS MONITORING REVIEW

Client Records	<i>Name, DOB/Age, DOA</i>
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, FCL - All SSCCs	
Provider's Initial Visit or Contact within 72 hrs., or Preliminary Service Plan - MS - All SSCCs	
Attachment A is signed by required parties and in the record - All SSCCs (effect. 6-1-2021)	
CPA - DFPS Placement Authorization Form - Belong	
ES/GRO/RTC - DFPS Placement Authorization - MS	
WELLBEING AND SAFETY	
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	
Medical Consenter Form in Record - MS	

CLIENT RECORDS MONITORING REVIEW

SERVICE PLANS	
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	
CHILD AND FAMILY ASSESSMENTS - SSCC TIMEFRAMES	
CANS Assessment completed within 30 days of legal removal date (3+ years) - Belong & TFCN	
CANS Assessment completed within 21 days of legal removal date (3+ years) - 2INgage, 4Kids4Families, 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/Treatment Services, CANS Assessment completed every 90 days - All SSCCs	
Standard-level, CANS Assessment completed annually - All SSCCs	

CLIENT RECORDS MONITORING REVIEW

EDUCATION AND DEVELOPMENTAL SERVICES	
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	
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 30 days of removal or initial paid placement (effect. 9-1-2024) - DFPS Policy, All SSCCs	
Medical Exam Annually - TX Health Steps, All SSCCs	
Dental Exam within 90 days of removal or initial paid placement (effect. 9-1-2024)- DFPS Policy, All SSCCs	
Dental Exam every 6 months (if applicable) - MS, 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	
LEGAL/COURT	
Court Report/Documents 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 - 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

Caregiver/Foster Parent Records	<i>Caregiver #1 - Verification date</i>	<i>Caregiver #2</i>
Date initial CBC request		
Date subsequent/most recent CBC request		
CBC Clearance Results in the record - Eligibility Letter		
CBC Requests submitted timely		
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		

CAREGIVER/FOSTER PARENT RECORDS MONITORING REVIEW

Firearms and Weapons Disclosure - MS		
DERPP in the record - MS, OCOK & Belong		
TX Health Steps training/information provided - TX Health Steps - All SSCCs		
Evidence of contact with caregiver/foster parent at least quarterly - All SSCCs		
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		
Mandatory Reporting Community Response for Youth and Families training, must be completed during pre-service via DFPS portal (used to be Reporting Suspected Abuse or Neglect of a Child training) - MS, DFPS Policy - All SSCCs		
Mandatory Reporting Community Response for Youth and Families training/Reporting Suspected Abuse or Neglect of a Child training (annually) - MS, DFPS Policy - All SSCCs		
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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 (caregiver/foster parent has evidence of completion) - All SSCCs		

CAREGIVER/FOSTER PARENT RECORDS MONITORING REVIEW

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		
Role in Reunification training - effect. 9/1/2024, 4Kids4Families		
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-hr. 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)	