

ASSESSMENT OF ADVISORY COMMITTEES
April, 2016
Department of Family and Protective Services 530

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in **blue** are required for **inactive** committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	Advisory Committee on Promoting Adoption of Minority Children		
Number of Members:	10		
Committee Status (Ongoing or Inactive):	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
Date Created:	6/19/1997	Date to Be Abolished:	8/31/2026
Budget Strategy (Strategies) (e.g. 1-2-4)	B.1.2	Strategy Title (e.g. Occupational Licensing)	CPS Program Support
Budget Strategy (Strategies)		Strategy Title	

State / Federal Authority
State Authority
State Authority

State Authority
Federal Authority
Federal Authority
Federal Authority

Select Type	Identify Specific Citation
Admin Code	40 TAC 702.511

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$17,056	\$19,200	\$19,200
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$17,056	\$19,200	\$19,200
Committee Members' <u>Indirect</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance				
1 - General Revenue Fund		\$8,537	\$7,183	\$7,395
555 - Federal Funds		\$8,367	\$11,846	\$11,632
758 - GR Match for Medicaid		\$152	\$171	\$173
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0
Meetings Per Fiscal Year		0	0	0

Committee Description:

DFPS does not track costs attributable to agency staff support. The Advisory Committee on Promoting Adoption of Minority Children (ACPAMC) was established to advise (DFPS) on policies and practices that affect the licensing and recruitment of families for minority children awaiting adoption. Specifically, the Committee is charged with studying, developing and evaluating programs and projects relating to community awareness and education, family support, counseling, parenting skills and education, and reform of the child welfare system.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

The bylaws and additional minutes are submitted.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

ACPAMC is required to meet quarterly, at various locations, and the meetings are open to the public.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The committee engages and encourages faith communities to develop orphan care ministries to offer foster or adopt services to children in state custody, or support and wraparound services to birth and kinship families. No documents are required.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The committee advises the agency to follow the data on the disparity of children of color in the system, and offer intense services to the children and families in those areas. They inform the faith community about the needs in their local areas for foster/adopt homes, and support services for birth and kinship families via community forums.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

250.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Staff assist the committee with taking meeting notes, documenting the meeting agenda, connecting the committee with local staff, sending notifications out for community forums, and engaging local faith communities on the needs for children and families in their area.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes. Attached.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

The committee will have its first public meeting in August 2016 via the Open Meetings act. Previous meetings were open to the public but not posted per Open Meetings Act.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

Since the development of the committee, there have been 373 churches recruited to participate in the Faith Based Collaboration, 132 churches attended informational meetings with the intent to develop and launch Faith Based Ministries in the future, 26 churches have begun recruiting foster/adopt families, and 24 other Orphan Care Ministries have been launched.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

N/A

10c. If "Yes" for Question 10b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Based on analysis recently conducted and recommendations approved by the HHSC Executive Commissioner on 10/31/15, this advisory committee should be retained.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ACPAMC September 17, 2014
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Opening Prayer**Call to Order: 9:17****Welcome and Introduction**

Committee Members and DFPS
Quorum was present

Attendees:

Bishop Aaron Blake
Elder George Williams
Pastor Russell Rogers
Gloria Batiste-Roberts
Audrey Deckinga
Leora Olorunnisomo
Ashley Gipson
Jackie A. Hubbard, Division Administrator for Foster and Adoptive Development
Val Jackson, Faith Based Program Specialist
Anna Blake

Review of and Approval Agenda

- Agenda was approved with no questions or comments

Review of Minutes and Approval of Minutes

- After review of the May 8, 2014 minutes, Gloria Batiste-Roberts moved that the minutes be approved as written. Elder George Williams second the motion. The minutes were passed unanimously and approved as written.

Review of Previous Forums and Follow up Plans

- Amarillo Forum- Forum went well, and a lot of interest was sparked; however the Host Pastor has decided that he did not currently have the time to invest in the Faith Based Initiative. The committee will look for other possible lead Pastors in the Amarillo area.
- Follow up plans are needed in areas where Forums have previously been held:
 - Houston
 - Dallas
 - Austin- additional outreach is needed with Host Pastor Rev. Hendricks. An invitation will be sent out to the Pastors that attended the Austin Forum, to the banquet in order to give a demo of the Care Portal
 - San Antonio- a CCAB is being established in San Antonio as a result of the Forum. Technical assistance is needed for the CCAB to help in its development
 - Corpus Christi - A follow up to the Forum was held, and a connection has been made between local staff and the church. A status check is needed in Corpus Christi to get the status of the type of ministries they are interested in. Corpus was leaning towards a prevention ministry.

Update on San Antonio CCAB

- Approximately 15 Pastors are interested in being members of the CCAB

- Currently they have a Chairman, Vice Chairman, and Event Coordinator for the CCAB. Verification of their Volunteer background checks is needed.
- Training for the CCAB has been requested
 - What can they do
 - What type of support from CPS is needed
- Further discussion is needed as to how appointments to the CCAB are made, either from the Commissioner, or as a Sub-Committee of the ACPAMC.
- The meeting set for September 20, 2014 has been cancelled

Recruitment of Additional Board Members

- **Additional Member Nominees**
 - Region 1- **Superintendent Beaver's Son**-in-law (Bishop Blake)
 - Region 2 - Pastor Bateman (Bishop Blake) or Father Francis (Bishop Blake)
 - Region 4- Pastor Faulks (Ashley Gipson)
 - Region 5 - Pastor Williams (host pastor of Beaumont)
 - Region 6 - Pastor Davis (Val Jackson)
- Regions where additional Board Members are needed
 - 4 - Check the status of Orenthia Mason's application
 - 5- 2 Nominees from Region 5. A Volunteer background check needs to be completed
 - 10 - Talk to Host Pastor of the El Paso Forum about being a member of the Committee, or recommending someone to be a committee member
 - 11 - Check with Pastor Lavell about a nominee to the Committee
- Audrey Deckinga mentioned that she will send an email out to Representative Raymond about getting recommendations for perspective Committee members.

Banquet Planning

- Crown Plaza Hotel, 6121 North IH 35, Austin, TX, 78752
October 16, 2014
6PM - 9PM
- Awards Recipients:
 - CPS Employee: Randy Neff- Worked with Phased In, in Wichita Falls (Audrey Deckinga presenting)
 - Church: Superintendent Dubose of North Texas Assemblies of God (Bishop Aaron Blake presenting)
 - Families with Children: Hawkins, Hawkins and Walker (Ashley Gipson presenting)
- Recognition of Global Orphans - Gail Gonzalez presenting
- Commissioner Specia - Commitment of the Department
- Charge and Encouragement- Gloria Batiste-Roberts
- Master of Ceremony - Leora Olorunnisomo

Legislative Report on ACPAMC

- Audrey Deckinga will obtain last year's report, and add this year's effort to reflect the follow:
 - Phased In Transitional living facility, Evangel Temple, Wichita Falls
 - El Har Transitional living facility, Dallas
 - Orphans Embrace, First Baptist, Wichita Falls
 - Horizon House, Bryan

A motion to close the meeting was made by Ashley Gipson, and seconded by Elder George Williams.

ACPAMC Meeting, North Texas District Office, Maypearl Texas

2/5/15 and 2/6/15

Welcome and Introduction

Bishop Blake, Pastor Tommie Williams, the host pastor of the Beaumont forum.

Quorum was present

Attendees:

Pastor Tommie Williams (2/5 and 2/6)

Gloria Baptiste-Roberts (2/5 and 2/6)

Bishop Aaron Blake (2/5 and 2/6)

Jackie Hubbard (2/5 and 2/6)

Leora Olorunnisomo (2/5 and 2/6)

Val Jackson (2/5 only)

Anna Blake (2/5 and 2/6)

Audrey Deckinga (2/6)

George Williams (2/6)

Review and Approval of Agenda

- Agenda was reviewed. Bishop suggested that new member orientation be added to the agenda. Bishop also recommended a presentation on the GO Exchange.

Presentation on the Keep, Go Exchange

- The Keep presentation was completed by Bishop Blake. Michael Loftis of the Keep presented on the Go Exchange.

Discussion and Vote on Agenda for Adoption Forums

- The committee collectively agreed that the Region 7 forum should be moved to a later date in March. As committee agreed, dates available to offer the host church are March 25th or 27th.

Discussion and Vote on use of The Care Portal presentation in the Adoption Forums

- The Care Portal presentation was completed by Justin Fundaro. The committee voted to have the Care Portal presented at both the initial Forum and the follow up Forum.

Discussion and Vote on The Keep completing the Forum Follow Up Meetings

- The Care Portal presentation was completed by Bishop Blake. The committee voted to have The Keep presented at both the initial Forum and the follow up Forum.

Banquet Planning Committee

- Leora volunteered to chair the Banquet committee and work primarily with Jamie to plan. As an action item, Anna will send all the related documents from last year's banquet. Dr. Baptiste-Roberts has agreed to serve on the committee as well.

Discuss and plan creation of CCAB's and locations

- Gail announced that Focus on the Family is hosting the San Antonio Wait No More event. This is the fourth one in Texas. Gail suggested that he C.C.A.B participate in the planning. **Committee has been assigned to review the C.C.A.B mission statement and purpose of the C.C.A.B.**

Discuss Faith Based Legislation

- Audrey gave a brief update on the legislative committee. The action plan is for Audrey to send the language in the bill to the members for review. She plans to meet with the commissioner for further discussion. A letter will be drafted and then edited by Leora for every committee member on Senate Health and Human Services Committee. Jackie will inform the committee of the Sunset hearing. The committee will attend and testify within the next 60 days. The committee will also invite Kyle Bateman, Rick Dubose, and Dr. Bill Kibler President of Sul Ross.

Votes:

Recommendation: ACPAMC Follow- Up Subcommittee Members will include the following:

- Bishop Blake

- Audrey Deckinga
- Regional Committee Member(s)
Motion made by: Pastor Tommie Williams
Seconded by: Leora Olorunnisomo

Motion was passed: all members present approved.

Recommendation: The following 3 candidates should be recommended for appointment and submitted to the DFPS Commissioner (All were in favor)

- Pastor Eric Hallback
(Anna briefly spoke about Eric Hallback)
- Dr. Bill Kibler, President from Sul Ross University
(Audrey briefly spoke about Dr. Kibler)
- Pastor Charles Faulks
(Ashley recommended Pastor Faulks and his background was presented by Jackie Hubbard)

Motion made by: Bishop Blake
Seconded by: Pastor Williams

Motion was passed: all members present approved.

Recommendation: Have all new committee members attend an orientation in Austin to include the following:

- Cynthia Bargsley with DFPS to train on Reimbursement
- Val Jackson with CPS to train on CPS 101
- Audrey Deckinga to train on the faith based collaboration model and committee activities and legislation

Motion made by: Dr. Gloria Baptiste
Seconded by: Audrey Deckinga

Motion was passed: all members present approved.

Action Items:

- Update the Committee members contact information to include credentials.
Please make the following changes

Leora Olorunnisomo, ESQ

Pastor George Alfred Williams

Remove Ashley Gipson and add Pastor Tommie Williams

- Send Leora all the information on the Banquet.

Advisory Committee on Promoting Adoption of Minority Children

Date: 04/15/16

Time: 8:10am-9am

Location: Waxahachie TX

- Pastor Eric Hallback
- Pastor Tommie William
- Anna Blake
- Bishop Aaron Blake- By Phone
- Leora Olorunisomo-By Phone
- Gloria Batiste-Roberts- By Phone
- Jackie Hubbard
- Val Jackson
- Ashley Gipson

Agenda Topics

- **Upcoming Adoption Forums and ACPAMC Meeting**
 - We will host forums in Lubbock County, Travis County and Bexar County.
 - Lubbock County: August 2016. According to Anna a pastor has been identified and she will speak to him about possible dates to host this event.
 - Travis County: September 2016. According to Anna there is an active CAAB in this area and she will work with them on identifying a host pastor for this forum.
 - Bexar County: October 2016, Pastor Tommie Williams will help to identify a host pastor for this forum.
- **ACPAMC Changes Effective July 1, 2016, ** A copy of this information was also given out to each member who attended in person and a copy was emailed to all members on April 13, 2016**
 - The committee will become a rule in TAC and the following changes will go into effect:
 - §702.511. Advisory Committee on Promoting Adoption of Minority Children
 - e) Membership.
 - (1) The ACPAMC consists of no more **than 24 members.**
 - (A) Members are appointed by the Commissioner.
 - (B) Membership requirements:
 - (i) Members must have knowledge of and experience in community education, cultural relations, family support, counseling, and parenting skills and education.
 - (ii) **Membership may include ordained members of the clergy.**
 - (2) Except as may be necessary to stagger terms, a committee member serves for a two-year term and may be appointed for additional terms at the discretion of the Commissioner.

(f) **Meetings. The Committee will meet at least quarterly. After July 1, ACPAMC is going to have to start posting their meetings under the "Open Meetings Act."**

(g) Decision-making. The committee will make decisions by consensus.

(h) Bylaws. The ACPAMC will adopt bylaws to govern committee practices including selection of the presiding officer, voting procedures, attendance requirements, reimbursement procedures, workgroups and subcommittees, and conflicts of interest.

(i) Presiding officer. The presiding officer serves for a two-year term.

(j) Abolition. The ACPAMC is abolished, and this section expires, **August 31, 2026.**

- **Committee Members Terms:**

Members	Region	Term End Date
Bishop A. Blake	3	02/15/2017
Pastor R. Rogers	3	12/01/2016
Anna Blake	3	04/01/2017
Leora Olorunnisomo	3	01/29/2017
Pastor T. Williams	5	11/01/2016
Dr. Gloria Batiste-Roberts	6	01/01/2017
Audrey Deckinga	7	03/01/2018
Pastor G. Williams	8	11/01/2017
Dr. Bill Kibler	9	03/01/2017
Pastor E. Hallback	10	05/01/2017

- **New Member Recommendations:**

- Dr. Batiste-Roberts recommended Sherri Simmons-Horton for Region 6
- Pastor Tommie Williams recommended Pastor Kenneth Hall for Region 7
- Jackie Hubbard recommended that we follow up with Orenthia Mason for region 4

** Ashley Gipson will send information to each of the above individuals to start the process of possibly having them appointed to the committee.

- **Other:**

- We also discussed the importance of having effective follow-up meetings after a forum is held in. During this discussion we discussed the forum and follow-up meeting that was held in the Beaumont area last year. Pastor Tommie Williams expressed that there were several pastors at the follow-up meeting that was held and were excited about the possibility of the Care Portal coming to their area. According to Pastor Tommie Williams they were told that another meeting would be held with their group to discuss the Care Portal, however this meeting never took place. As a result of this happening the excitement in the area has faded. Pastor Williams indicated that he would like more training on what he could do to help get things started in his area again. The next step in this matter is below:
 - Pastor Hallback has a training that he created that tells how to create Orphan Care Ministries as well as how the church can help without the Care Portal being active. Pastor Hallback will be sending this information out to the committee as something to possibly use at future forums.
 - Pastor Williams will also schedule another meeting with pastors in his area and with the help of Pastor Hallback we will re-engage this area and offer the training that Pastor Hallback has prepared.

- We will possibly use the training that Pastor Hallback has to train future committee members on what they can do in their area as a representative of the ACPAMC.

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April, 2016
Department of Family and Protective Services 530

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in **blue** are required for **inactive** committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	Committee for Advancing Residential Practices (CARP)		
Number of Members:	22		
Committee Status (Ongoing or Inactive):	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
Date Created:	Ad hoc: 11/27/2012; TAC 7/1/16	Date to Be Abolished:	8/31/2026
Budget Strategy (Strategies) (e.g. 1-2-4)		Strategy Title (e.g. Occupational Licensing)	
Budget Strategy (Strategies)		Strategy Title	

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Admin Code	40 TAC 702.507

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' Indirect Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year

	0	0	0
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Committee Description:

DFPS does not reimburse CARP members in any way, and DFPS does not track costs attributable to agency staff support. Residential Child Care Contractors, stakeholder associations, and DFPS representatives meet in an effort to strengthen our partnership, improve communication and provide a venue for focusing on enhancements to the system that support increased safety, permanency and well-being for children.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

This committee has not heretofore been required to adopt bylaws. Effective 7/1/16, agency rules will require more formalized advisory committee procedures. Minutes are submitted.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

Committee is required to meet quarterly in Austin.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

Committee of residential childcare providers meets with DFPS contracts, CPS, and Licensing to strengthen partnership, improve communication, and provide a venue for discussion to support safety, permanency, and well-being of children in foster care. CARP communicates concerns as well as changes to Minimum Standards and contract requirements. No documents are required.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

Again, this forum is a method of communication. The discussions and information provided are helpful in understanding how Minimum Standard and Contracting requirements are met.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

Unknown

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Residential Childcare Staff complete the logistics of the meeting (location, agenda, etc). All DFPS staff included spend time preparing for what they request to have on the agenda for discussion.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes. Records attached. 4/5/16-26 attendees; 1/6/16-32 attendees; and 10/7/15-30 attendees

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

The purpose of this meeting is discussion among CPS, Licensing, Residential ChildCare Contracts, and the Contractors that provide 24 hour residential services to our children in foster care.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

No

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

Communication and understanding of upcoming changes and expectations are achieved at each meeting.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 10b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Based on analysis recently conducted and recommendations approved by the HHSC Executive Commissioner on 10/31/15, this advisory committee should be retained

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

Stakeholders in attendance:

Dan Johnson	Pathways Youth and Family Services, President
Bill Lund	Covenant Children, Chief Executive Officer
Karen Lund	Covenant Children, Executive Director
Don Forrester	Texas Baptist Children's Home, President, Chief Executive Officer
Scott Lundy	Arrow Child and Family Ministries of Texas, Chief Executive Officer
Cynthia Smith	The Bair Foundation, Vice-President
Melissa Opheim	ACH, COO
Nancy Holman	TACFS, Executive Director
Stephanie Powell	Children's Hope, Vice-President
Glenn Scruggs	The Giocosa Foundation, Executive Director
Marni Morgan	A World for Children, Regional Director
Carmen Money	Children's Hope,

Stakeholders Invited but not in attendance:

Greg Eubanks	Buckner Children and Family Services, Executive Director, Area Vice President
Luis Flores	Serving Children and Adults in Need (SCAN), Executive Vice President & Serving Children and Adults in Need (ES), Licensed Child Care Administrator
Isabel Rios	DePelchin Children's Center, Director of Quality Improvement
Gail Biro	DePelchin Children's Center, Vice President of Child Welfare
Christine Gendron	Texas Network of Youth Services (TNOYS), Executive Director
DeJuana Jernigan	DePelchin Children's Center, Program Director
Irene Clements	TFFA-Texas Foster Family Association, Public Policy Chair
Abe Jaquez	Buckner Children and Family Services, Executive Director
Jenifer Jarriel	DePelchin President, Chief Executive Officer
Mike Koiner	Roy Maas, Clinical Director
Chaun Thompson	Thompson Residential Treatment Center, Administrator
Renee Price	DePelchin Children's Center/CFN Director of Child Welfare Services
Carla Storey	ACH, Program Director
April Ferrino	Texas Network of Youth Services (TNOYS), Senior Evaluator/Policy
Peggy Pugh	TACFS
Robyn Moore	The Giocosa Foundation, Licensed Child-Placing Agency Administrator
Michael Greenwood	The Giocosa Foundation

Department Staff:

Lisa Black	CPS Assistant Commissioner
Katie Olse	DFPS Associate Commissioner
Trevor Woodruff	DFPS General Council
Sheila Bell	Director of Residential Contracts
Liz Kromrei	Director of Services
Debra Emerson	Director of Policy/Family Youth Services
Melanie Cleveland	Director of Placement Services
Kaysie Reinhardt	Director of Foster Care Redesign
Jean Shaw	Director of Residential Child-Care Licensing
Gerry Williams	Rule Developer-Child-Care Licensing
Jason Bouchard	Division Manager-Placement Services
Carol Wilkinson	Division Manager-Residential Contracts
Steven Jung	Contract Oversight and Support Program Specialist
Shannon Ramsey	CPS Transition Services Lead
Kim Mansell	CPS Permanency Program Specialist
Alexis Stinnett	Program Specialist-Contract Performance
Heather Terrell	Residential Contracts Program Specialist
Andrea Sparks	National Center for Missing and Exploited Children

Agenda Items

1. Proposed Changes to Minimum Standards

Jean Shaw / Gerry Williams

Licensing provided an update regarding the Proposed Changes to Minimum Standards. Four hand-outs were provided, titled: Normalcy Talking Points, Normalcy Rule Changes-DRAFT, Normalcy Comparison Chart: SB 1407 (84th Leg. Session), 749 Rules, and H. R. 4980 (federal bill), and Normalcy-Your Right To A Normal Life. Licensing recommended utilizing the Normalcy Comparison Chart to assist Providers in determining what is listed currently in Minimum Standards and what the proposed revisions are.

Licensing stated that updates were made to Minimum Standards for Child Placing Agencies (CPAs) and Minimum Standards were added for General Residential Operations (GROs). A new section addressing Normalcy was added for both CPAs and GROs.

Licensing discussed the On-Site Official requirement. Licensing stated that for CPAs, foster parents would serve in this capacity. Licensing requested feedback from Providers regarding the On-Site Official in the GRO setting. Discussion regarding this topic included: who would serve in this role, such as a case manager, unit supervisor, or house parent, whether the On-Site Official requires a 24-Hour mandate, if the On-Site Official had to be the same for every child, and whether or not there could be more than one On-Site Official for each child.

The Department and Providers also discussed Normalcy Activities in the CPA and GRO settings as well as some of the difficulties regarding implementation in the GRO setting. The Department stated that it had recently revised policy to state that a child may participate in Normalcy activities, unless otherwise specified within the Child's Service Plan; children may participate in Normalcy activities. The Department and Providers also discussed where documentation would occur regarding Normalcy activities and who would monitor for the requirement. The Director of Residential Contracts stated that data will be gathered from the self-reported Performance Measure addressing Normalcy activities and that the data will be utilized by both the Department and Providers to determine how well this requirement is being implemented. Licensing also discussed implementation and stated that depending on public comments and feedback that the Rules would go into effect sometime between September - December of 2016. Licensing provided contact information for Providers that have questions or would like to provide comments or feedback.

Licensing also discussed the Normalcy and Prudent Parent Standard definition as well as Training, including pre-service training requirements. Providers asked who would monitor for HB781. Licensing stated that they are mandated to monitor for training requirements listed in Minimum Standards. HB781 will be implemented by Residential Contracts, who will monitor for the 35 hours of pre-service training.

2. CANS Assessment Implementation and STAR Health Enhancements **Liz Kromrei**

The CPS Director of Services provided an update on the CANS Assessment as well as recent STAR Health Enhancements. Two handouts were provided, titled Quick Guide to STAR Health Program Enhancements for DFPS Staff and Implementation Progress and Plan.

The Quick Guide to STAR Health Program Enhancements for DFPS Staff provides information regarding the Benefit Enhancement, what is currently covered through STAR Health, and what will be covered beginning September 1, 2015. Information was also provided regarding Network Enhancements. The STAR Health Enhancements include enhancements in the following areas: general well-being prevention, young adults, and high-end needs children. The CPS Director of Services stated that the Department is currently working with HHSC and STAR Health regarding a communication plan to bring awareness regarding the new enhancements and includes attending forums to provide information, sending handouts to Providers, and providing training, as needed.

Information regarding CANS Assessment Implementation was also discussed. The CPS Director of Services discussed expectations for the CANS Assessment, that include:

- Communication of information about needs and strengths;
- Assisting in case planning;
- Informed placement decisions;
- Decrease in the number of assessments;
- Informed service level determination; and
- Providing recommendations for further evaluation/services

The CPS Director of Services also discussed the implementation and progress plan and stated that the first stage of implementation will include ensuring that a CANS Assessment is conducted within the first forty-five days of removal. Once the first stage of implementation has been completed, the Department will then begin to focus on implementing additional CANS expectations. Components of the implementation plan include:

- Internal Steering Committee;
- Integration with Harris County IV-E waiver program;
- Single comprehensive version;
- STAR Health preparations;
- Coordination with other DFPS Transformation efforts;
- Contract Procurement;
- Contract with Dr. Lyons/Chapin Hall;
- Training for caseworkers; and
- Training for Regional Super Users

The CPS Director of Services provided contact information for Providers that may have additional questions.

3. Placement Summary (Form 2279) Kim Mansell

A Program Specialist from the CPS Permanency and Conservatorship Division provided information regarding the Placement Summary (Form 2279). Effective September 1, 2015, Providers are required to complete the Form for all subsequent placements that a child may experience while in conservatorship. The purpose of the Form is "to transfer information from one Provider to another, in order to enhance continuity of care." Information was provided regarding who needed to complete the Form, when the Form needs to be completed, and what sections of the Form needed to be completed by the Provider. A memo was also distributed on October 6, 2015 by Residential Contracts on behalf of the Permanency Division, in order to provide additional information.

After reviewing the Placement Summary (Form 2279), Providers stated that due to the length of the Form, Providers may have a difficult time completing the Form within the specified timeframe. Providers also stated that information requested on the Form is available in other documentation kept by Providers, and completing another Form with the same information requirements seems duplicative. Providers also stated that since the Form is locked, Providers are not able to quickly complete the Form, and this may lead to delays in getting the information to the Receiving Provider.

The Department and Providers agreed to table this agenda item and discuss this topic again at the next quarterly CARP Meeting. The Department stated that they will look into unlocking the Form so that Providers can complete the Form in a more efficient manner. The Department also agreed to research possibly reducing the length of the document. The Department will provide a status update at the next CARP Meeting.

4. RCC Insurance Requirements Steven Jung

A Subject Matter Expert from the Contract Oversight and Support (COS) Division provided information regarding proposed Residential Child-Care Contracts Insurance requirements. One handout was

provided, titled DFPS Proposed Contract Insurance Requirements. The handout lists the Insurance/Bond Coverage and the amounts proposed for Child Placing Agencies (CPAs), General Residential Operations (GROs), and the Intensive Psychiatric Transition Program (IPTP).

The Subject Matter Expert stated the Provider feedback is needed, because the Department does not want to implement Insurance requirements that would be too costly for Providers to maintain. Providers and the Department also discussed the survey that was distributed to Providers, in order to get feedback regarding the proposed Insurance requirements. At this time, Residential Contracts has not received any feedback. The Subject Matter Expert encouraged Providers to provide feedback, so that it can be communicated to Executive Staff.

The Subject Matter Expert also provided clarification regarding a few insurance questions that were discussed. It was clarified that the Department is not asking for coverage for individual foster homes and that the Department is not requesting to be additionally insured on the insurance coverage. The Department only requests to be the certificate holder. The Subject Matter Expert provided contact information for Providers that may have questions or feedback, after reviewing the Proposed Contract Insurance requirements.

5. CARP Overview Sheila Bell

The Director of Residential Contracts asked for feedback from the Department and Providers regarding expanding CARP participation to other Providers. The Director of Residential Contracts stated that the Department wants to ensure that CARP continues being an effective and efficient workgroup. Suggestions discussed included possibly holding CARP in different cities, inviting smaller agencies, and opening participation to all Providers.

Providers stated that the original intent of CARP was to have a small forum that included all setting types, so that feedback could be represented from all areas. Providers stated that the original intent was not to have an open forum, because having too large of a group might diminish efficiency. Providers also stated that they felt moving CARP to other cities would not increase participation, and recommended continuing to hold CARP Meetings in Austin.

Recommendations received from the Department and Providers included continuing to improve on bringing Department initiatives to CARP, prior to implementation, so that can feedback and comments can be received, as well as continuing to improve communication both internally and externally. The Director of Residential Contracts requested continued comments and feedback regarding CARP.

6. National Center for Missing and Exploited Children (NCMEC) Andrea Sparks

The National Center for Missing and Exploited Children (NCMEC) provided information to both Providers and the Department regarding the exploitation of children. NCMEC wants to increase awareness regarding this issue as well as provide information regarding resources that are offered by NCMEC. NCMEC emphasized the important role that the Department and Providers play in educating children, providing guidance and directives, and assisting NCMEC raise awareness.

NCMEC also provided additional information regarding reporting requirements. Reporting is required every time that a child goes missing, even if Providers know that the child will be returning. NCMEC stated that reporting has increased since legislation has been implemented.

NCMEC stated that they offer free statewide training sessions. NCMEC is also able to provide age-appropriate training for children. Additional information will be sent to the CARP distribution list including a PowerPoint presentation. Providers recommended that NCMEC present at the upcoming Alliance Conference.

7. Program Discussion-Social Security Cards/Vocational & Technical Opportunities for Youth Shannon Ramsey

The Lead for CPS Transition Services led a discussion regarding Providers requesting new social security cards for children. One handout was provided, titled Access Personal Documents for Youth Resource Guide. When children are losing their social security cards, Providers are ordering new cards. However, only ten cards are allowed to be requested in a person's lifetime. In order to ensure that new cards are not being requested each time a child loses their cards, the Lead for CPS Transition Services asked that Providers contact the child's assigned caseworker to request a copy of the child's social security card instead of ordering new social security cards. The repeated ordering of new social security cards can indicate a red flag for identify theft and is something that the Department monitors.

The Lead for CPs Transition Services also requested that Providers increase awareness in youth and young adults regarding the Vocational and Technical opportunities that are available to them. Four year college degrees are not the only educational opportunities that are available. The Department plans on emphasizing this more in PAL Meetings.

RESIDENTIAL CHLD-CARE CONTRACT PROVIDER MEETING (CARP) January 6, 2016

Stakeholders in attendance:

Dan Johnson	Pathways Youth and Family Services, President
Bill Lund	Covenant Children, Chief Executive Officer
Karen Lund	Covenant Children, Executive Director
Scott Lundy	Arrow Child and Family Ministries of Texas, Chief Executive Officer
Cynthia Smith	The Bair Foundation, Vice President
Chaun Thompson	Thompson Residential Treatment Center, Administrator
Renee Price	DePelchin, Director of Child Welfare Services
Nancy Holman	TACFS, Executive Director
Glenn Scruggs	The Giocosa Foundation, Executive Director
Irene Clements	TFFA-Texas Foster Family Association, Public Policy Chair

Stakeholders Invited but not in attendance:

Greg Eubanks	Buckner Children and Family Services, Executive Director, Area Vice President
Isabel Rios	DePelchin Children's Center, Director of Quality Improvement
Gail Biro	DePelchin Children's Center, Vice President of Child Welfare
Christine Gendron	Texas Network of Youth Services (TNOYS), Executive Director
DeJuana Jernigan	DePelchin Children's Center, Program Director
Don Forrester	Texas Baptist Children's Home, President, Chief Executive Officer
Melissa Opheim	ACH, COO
Stephanie Powell	Children's Hope, Vice-President
Abe Jaquez	Buckner Children and Family Services, Executive Director
Jenifer Jarriel	DePelchin President, Chief Executive Officer
Mike Koiner	Roy Maas, Clinical Director
Peggy Pugh	TACFS

Department Staff:

Lisa Black	CPS Assistant Commissioner
Trevor Woodruff	DFPS General Council
Paul Morris	CCL Assistant Commissioner
Sheila Bell	Director of Residential Contracts
Liz Kromrei	Director of Services
Camille Gilliam	Director of Permanency
Melanie Cleveland	Director of Placement Services
Kaysie Reinhardt	Director of Foster Care Redesign
Jean Shaw	Director of Residential Child-Care Licensing
Sherry Rumsey	Division Administrator, Medical Services
Jason Steele	Government Relations
Jared Davis	Legal Contract Attorney
Tym Belseth	ETV/Youth Specialist
Jason Bouchard	Division Manager-Placement Services
Kimberly Henry	Division Manager-Residential Contracts
Shannon Ramsey	CPS Transition Services Lead
Cristina Guerrero	Medical Services Program Specialist
Shannon Brookfield	Residential Contracts Program Specialist
Carol Self	CPS Permanency Program Specialist
Claire Hall	Program Specialist
Kristine Mohajer	Education Program Specialist

Agenda Items

1. CARP Overview (Sheila Bell)

Residential Contracts Director provided a reminder of the discussion at the last CARP meeting about the current overview of CARP. CARP is one of two committees that remains based on the legislation to require HHSC to formalize how committees run and function. DFPS is meeting about this and more information will be known at the next CARP meeting. This will also affect the PPP meeting.

2. General Council Update (Trevor Woodruff)

3. Medical Services (Liz Kromrei and Cristina Guerrero)

Director of Services introduced Sherry Rumsey, the new Medical Services Division Administrator.

CANS Assessment Update- Three handouts were provided: Super Skilled User Training Information, Texas Child and Adolescent Needs and Strengths (CANS) 2.0, and the User Manual (available online). DFPS worked with DSHS in developing this tool. There are workgroups in place including an algorithm workgroup and an Implementation Workgroup which consists of four subgroups: Super User Training, CQI, Stakeholder Engagement, and Policy, Practice, and Contracting Update. There is an eCAN computer system. CANS will be administered with the exception of Foster Care Redesign and Harris County IV-E areas. Legislation requires CANS be completed before the 45th day a child is in foster care however that is also the timeframe requirement for service plans, so CANS will be completed before the 30th day a child is in care to be used in the service plan. Services is partnering with Family Strengths and Needs Assessment, which is completed within the first 21 days of the case, so they are hopeful this assessment will help the person completing the CANS assessment.

On March 1st, a pilot begins to see how FMSA and CANS work together in the Foster Care Redesign areas and Harris County IV-E. Trainings will be done in April and May and on June 1, CANS and Family Strengths and Needs Assessment will roll out. Super skilled users will be those in a support role in the field such as all Medical Services, well-being specialists, etc. There are a small number of slots for external stakeholders. Email Cristina Guerrero if interested in a slot. STAR Health credentialed staff are welcome to reach out to Dr. Lyons for more training opportunities as well. The first 1.5 hours of each training are not capped. This training was also recorded and will be made available. Discussion about initial CANS assessments and then further assessments. Director of Services clarified this is about the initial assessments and if providers do a CANS every 90 days that is great. It can be completed by at STAR Health credentialed staff and uploaded to eCANS or Health Passport.

Discussion about children with diabetes and epilepsy- There has been concerns for placements for children with these diagnoses. Director of Services stated that STAR Health has resources and illness related trainings available.

Outreach/education/training to Foster Parent Associations -STAR Health is willing to attend trainings. DFPS wants families to be trained and feel prepared to handle children with these illnesses. This is extended to GROS and RTCs.

STAR Health 24/7 nurse hotline available in English and Spanish, 866-912-6283.

4. Single Plan of Service (Camille Gilliam and Carol Self)

RESIDENTIAL CHLD-CARE CONTRACT PROVIDER MEETING (CARP) January 6, 2016

The Director of Permanency stated the goal is ultimately one plan of service for a case that would include the parent, the children, and meet all needs. The first step is the single plan of service for the child in foster care. In theory this sounds easy but there have been many challenges. Everyone agrees that one plan of service for a child in foster care makes sense. There is currently a form/template under review. It has been sent to the Workgroup (which consists of DFPS staff and external stakeholders). Some of the concerns and challenges are: meeting Minimum Standards requirements, COA accreditation, treatment foster care, basic foster care, and including kinship families as well. The goal is to have one plan used by all. Another challenge is parental collaboration in that sibling group treatment plan meetings may have to be held at the same time so parents don't have to attend several for each child. That can be problematic as children can be split amongst agencies.

Another challenge is timeframes and frequency of plans of service. Different agencies also have different timeframes. RTCs update plans every 30 days because things change so rapidly. The big shift will be the basic level service plans. The workgroup decided to apply what the PPP has and there will be quarterly plans of service. The Director of Residential Child-Care Licensing stated that initial plans will occur within 45 days (it is currently 40), then every 90 days. If a child changes placement it gets complicated to allow more time after the change of placement and then the timeframe will be caught up to with the next plan of service. DFPS wants to allow flexibility if a child changes placement between agencies that a new plan would not have to be immediately created. The services should be the same unless there are new goals identified. Providers expressed concern about this as they would be accepting the work of another agency as well as an increase in case management workloads. There is also a financial impact. The Director of Permanency stated the financial impact is being evaluated because this will not exclude children in kinship care. Further discussion was around the initial plans being the most robust and the following plans are generally updates and modifications to the initial as well as a reevaluation of how and where treatment plan meetings will be held. It's a huge resource issue about who will coordinate these. There was further discussion about the ultimate goal and all the changes occurring with this and CANS as well. The Director of Permanency will send the draft single plan of service out for input and review.

There is a need for a shared data support system. The Director of Foster Care Redesign spoke to their experience with opening IMPACT windows to providers and what ended up happening was a duplication of entry. The Director of Permanency stated they are working to obtain a general cost estimate for the IT needs. The Director of Permanency is briefing Judge Specia later this month. DFPS is proceeding with the single plan of service for each child. It is what is in the best interest for children and families however it is far more complicated than anticipated. Standardization will help with evidence based data. This is a cultural change and training is required. The ultimate goal is it will be rolled out by the end of (calendar year) 2016.

5. Youth with Class C Misdemeanor Charges (Shannon Ramsey, Debra Emerson, Sheila Bell, and Jason Steele)

The Director of Policy/Family Youth Services requested feedback on how Providers are handling Class C misdemeanor charges as well as court fines, notices, and upcoming hearings. Government Relations stated CASA is looking into this as some youth have come to them after leaving foster care that cannot get services or their state ID because they have a Class C misdemeanor on their record. They are working with the Children's Commission about how to obtain data from courts. There are scenarios where children might move after getting a ticket or a youth may not disclose to anyone they got a ticket. There was discussion about the contract requirement of notifications to DFPS. Further discussion about who is responsible to pay fines (DFPS, the youth, child welfare boards). Director of Residential Contracts

explained current Performance Measure about ensuring all youth have an ID. This is a control in place. There was further discussion around background checks and credit reports of children and youth prior to leaving foster care.

6. Training received by RCC Contractors about benefits and services to youth and young adults in foster care (Shannon Ramsey)

CPS Transition Services Lead asked Providers for input as youth that have aged out of foster care are giving feedback they are not prepared for knowing their benefits or where to go. Youth receive PAL but that could be at age 14. How are Providers trained in transitional living services, ETV, and all those services? And if no training, what can DFPS develop?

There was discussion that foster parents are not in it long term anymore so they do not have the extended knowledge of these services. Suggestions included YouTube videos that can be updated as things changes. This is easily accessible to foster parents and youth in foster care. Other suggestions included continuous education, DFPS attending foster parent conferences and workshops, inviting PAL staff to agencies to train, and the development of a smart phone app. DFPS is currently looking for a smart phone app developer as California has had an app that provides great resources to youth exiting foster care. The app is called Know Before You Go. Arrow Child and Family Ministries of Texas, CEO, will seek a grant for the app.

Further discussion from Licensing Assistant Commissioner about the sense of urgency around this and the need for a method to survey this. The CPS Transition Services Lead plans to send a knowledge based survey to providers for information. The survey could help gather data to put toward the need of the app.

7. Education Services, Excused Absence Letter for Students (Kristine Mohajer)

Handout and review provided about latest education updates for children in foster care. The 2015 Texas Legislature directed schools to accept an additional reason for an excused student absence for students in DPFS conservatorship. In addition to a court order the other acceptable reason is if the child or youth is participating in activity required by his/her service plan. This was disseminated via the Residential Mailbox and clarification was provided.

RESIDENTIAL CHILD-CARE CONTRACT PROVIDER MEETING (CARP) April 5, 2016

Stakeholders in attendance:

Dan Johnson	Pathways Youth and Family Services, President
Melissa Opheim	ACH, COO
Don Forrester	Texas Baptist Children's Home, President, Chief Executive Officer
Scott Lundy	Arrow Child and Family Ministries of Texas, Chief Executive Officer
Chaun Thompson	Thompson Residential Treatment Center, Administrator
Renee Price	DePelchin, Director of Child Welfare Services
Nancy Holman	TACFS, Executive Director
Glenn Scruggs	The Giocosa Foundation, Executive Director
Irene Clements	TFFA-Texas Foster Family Association, Public Policy Chair

Stakeholders Invited but not in attendance:

Greg Eubanks	Buckner Children and Family Services, Executive Director, Area Vice President
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Gail Biro	DePelchin Children's Center, Vice President of Child Welfare
Christine Gendron	Texas Network of Youth Services (TNOYS), Executive Director
DeJuana Jernigan	DePelchin Children's Center, Program Director
Stephanie Powell	Children's Hope, Vice-President
Abe Jaquez	Buckner Children and Family Services, Executive Director
Jenifer Jarriel	DePelchin President, Chief Executive Officer
Mike Koiner	Roy Maas, Clinical Director
Peggy Pugh	TACFS
Bill Lund	Covenant Children, Chief Executive Officer
Karen Lund	Covenant Children, Executive Director
Cynthia Smith	The Bair Foundation, Vice President

Department Staff:

Trevor Woodruff	DFPS General Council
Franita Wilson	Director of PCS
Sheila Bell	Director of Residential Contracts
Liz Kromrei	Director of Services
Camille Gilliam	Director of Permanency
Melanie Cleveland	Director of Placement Services
Kaysie Reinhardt	Director of Foster Care Redesign
Jean Shaw	Director of Residential Child-Care Licensing
Jenny Hinson	Permanency DA Manager
Jason Bouchard	Division Manager-Placement Services
Kimberly Henry	Division Manager-Residential Contracts
Cyndi Reed	Capacity Building Specialist
Tym Belseth	ETV/Youth Specialist
Cristina Guerrero	Medical Services Program Specialist
Shannon Brookfield	Residential Contracts Program Specialist
Ingrid Vogel	CPS Permanency Program Specialist
Carol Self	CPS Permanency Program Specialist

Agenda Items

1. Welcome and Introductions (Sheila Bell)

Introductions were completed and plan for future CARP meetings to be consistently located at Brown Heatly location.

2. Making a Vision Statement for Children and Families (Dan Johnson)

There was discussion about drafting a vision statement about what members want to accomplish for CARP as well as how to hold ourselves accountable. There was further discussion about how to keep every child safe and that sometimes might mean collaborating with a new peer. There was discussion about permanency for each child in three years as well as no current child that is 10 years old spend his/her 13th birthday in care. Foster families need care and attention in order to make sure that children are safe. There was discussion about how we all work with birth parents. There are good resources as this month is National Foster Care Month. <https://www.childwelfare.gov/fostercaremonth/>

3. CFSR and CANS Update (Liz Kromrei and Cristina Guerrero)

CFSR: Director provided update about CFSR. The state administered review will be completed 4/1/16-9/30/16. Cases from all regions will be reviewed and that is new. They are looking at 180 cases including in-home, conservatorship, and FBSS cases. In addition they will be reviewing the investigations that are part of those cases. Multiple pieces will be reviewed to evaluate the systems including statewide data, which CPS provided to the federal government, the 180 case reviews which will include discussion with the families involved, foster care providers, service providers, caseworkers, and supervisors. They will also review seven systemic factors: 1-IT system, 2-QA system, 3-service providers, 4-foster parent and adoptive parent licensing, 5-training system for staff and foster/adopt parents, 6-court case review system, and 7-reviewing the relationship with stakeholders. This is an overall review of the state of Texas child welfare system. The stakeholder reviews will be held the week of May 9 in Austin and the week of May 23 split between Houston and Fort Worth (selected because of the size of Houston and IV-E and Fort Worth because of foster care redesign). These are invitation only. Revisions to the review includes: revised definitions and a state administered review which allows for a sample from every region and an update to the data (two safety components, two permanency components, and three well-being components) which now includes a range to determine if a program review is required. There is one exception to the data and that is children going home in the first twelve months after removal.

CANS Update: The start date for CANS is now September 1, 2016 instead of June 1, 2016. This will allow for testing and training on the developed tools. There are four super skilled user trainings in different areas of the state and there are now almost 2000 people certified in the assessment tool. The timeline for the Family Strengths Needs Assessment is also now September to complete joint training with them. A communication has been sent out with the updated start date. RCC providers can be certified in CANS but it is not a requirement. STAR Health will be administering CANS. Testing has occurred in the 4B waiver area and it's been going well. The 3B catchment area will also be testing. Children removed from their homes September 1 forward will be in given the CANS assessment. There is no current plan to back assess every child in conservatorship. Some providers are using CANS already and CPS used that form to build their CANS assessment. Providers will be encouraged to enter their CANS into the eCANS system. There is a very detailed user manual for eCANS. Legislation will need to hear the benefit of CANS before providing more support to pay for it quarterly. Medicaid will provide CANS to every child receiving Medicaid, not just children in foster care.

Medical Services: On 10/1/15 the updated contract with STAR Health became effective and has resources and enhancements that are not being utilized. There was discussion about to get that information to foster families. Suggestions include: TFFA could send emails updating the foster families, a communication plan in the PPP, mail outs.

4. Licensing Information

Renewals for Licenses: Sunset recommendation that operations (including daycares) are evaluated and renewed every two years and Licensing will slowly shift to that. This will go into effect 9/1/2017. The roll out will be incrementally. A computer system is being built and providers will log into that. Providers will be able to update emails, phone numbers, controlling persons, governing body members, existing waivers and variances, and provide lists of everyone working there for background checks. Providers will be able to pay any fees and penalties as well. Most DFPS providers are exempt from annual fees however for profits will have annual fees. Administrative penalties are being expanded at the request of Sunset. These are currently in place for background check deficiencies. Details have not been worked out yet. The money will go to GR funds. Notices will be provided 60 days prior to license expiration and if you forget you will have 30 days to renew after expiration. If you fail to do this, you will have to stop operating. There will be a lot of notice.

Proposed Minimum Standards: These will be proposed in April 2016 to council. Two documents were provided: Summary of Comprehensive Review Changes Chapter 749-Minimum Standards for Child Placing Agencies and Summary of Normalcy Changes, Chapters 748 and 749.

5. Legal Update

6. FITS Meeting Update

The current FITS meeting and process was explained. It occurs twice a month and is a forum for Licensing, Contracts, and CPS Program to discuss any concerns with facilities that provide care to children in CPS conservatorship. Examples of the concerns discussed are child fatalities, operational concerns, suspensions, and recommendations for action. The goal is to strengthen that process. The plan is to duplicate this meeting and discussion at the regional level. Once a month the CPS Regional Director, highest level Licensing position, and highest level Contracts position will discuss facilities and escalate. State Office will be conducting visits to facilities on FITS as well as random facilities not on FITS however it is not a typical licensing inspection or contract monitoring. The State Office team will comprise of the highest level from each area (Contracts, Licensing, and CPS Program). Tours will be conducted as well as visiting with the facility's director and high level staff. If concerns are observed they will be discussed and positive observations will also be shared. This is a shift in communication and proactive approach.

7. RCC Contract Amendment

RCC Contract Amendment effective 3/31/16. The majority of changes to the boilerplate are changes to discharge and remedy sections. Providers present have an overall understanding of the amendment changes. There were question about the changes to insurance. Residential Contract Managers are receiving a training next week about the changes to insurance so they are better trained to help providers. There is a fiscal impact to providers about the insurance changes. The sexual abuse and molestation coverage was vetted and determined not needed at this time. The risk and liability was weighed and that is currently on hold.

Encryption is already being done on the adoption side and question if that is moving to the foster care side as well. Effective 9/1/16 encryption will be needed for all information. The information about the children in foster care must be secure.

8. Normalcy Guidelines from Washington State

Handout provided of the Caregiver Guidelines for Foster Childhood Activities to Assist Caregiver Decision Making from Washing State Department of Social & Health Services. CARP attendees liked the document and format. ETV/Youth Specialist will move forward with updating this for Texas and present at the next CARP meeting for feedback and review.

9. Single Service Plan Update

There are two current options that have been proposed to the Commissioner for the single service plan. Option 1 is that service plan meetings would happen on a quarterly basis and these would be coordinated and facilitated by DFPS. The service plan would be co-developed in that meeting. Parents would attend as well as anyone that wants to participate. For the Department to move forward with Option 1 additional staff is needed. DFPS won't know if receive that staff until the end of legislative session. Option 2 is that the initial service plan meeting is within 45 days of the child coming into care. DFPS staff would be used to coordinate and facilitate the meeting. There would be one meeting and everyone would participate in developing the child's plan of service and DFPS staff would be responsible for disseminating the document. Any service reviews completed after the initial one would defer to the current model in place. Organizations/providers would do their own service plan meetings and DFPS staff would be required to attend these meetings. CPS would align the policy to the service plan timelines. The timeline for completing the service plans is based on placement moves. Meetings would be needed when there is a change in permanency goal, legal status, etc.

Option 2 does not get us where CPS wanted to go however it does get everyone at the table together. Option 1 has a cost associated with it. Option 1 looks at children as part of the family unit, talking about all the children at the same time and service planning. CPS wants to get to Option 1. It would also include the family plan. This would be done quarterly and there is a large fiscal note for DFPS and providers. Option 2 looks at children as individuals within the organization.

Two regions are piloting Option 2. Region 8 did extensive mapping and seventeen CPAs have agreed to participate. They have started the work. There is a meeting next week in Region 2 to map out a plan there for the pilot. June 1 is the go live date for the pilot in Region 2.

Regardless of the option selected the service plan will have uniformity and the plan will accompany the child. The plan will grow and is a living document. The plan follows the child and new provider is able to "new use" the existing plan and update accordingly. It is a single form document that is used by everyone. CPS completes their components as well as the provider completing theirs. The current draft of the Plan will be sent to all CARP members for feedback by April 15, 2016. CPS is looking at a Kalidacare system. There is an exceptional item to allow import and export into a care portal and transfer that into IMPACT. An IMPACT request has also been submitted and it's a deliverable in Phase 2 of IMPACT modernization. Anticipated IMPACT functionality is August 2017. The paper document would only need to be used for a year.

The single plan of service cannot go live until the rules change and they change on December 1, 2016. The workgroup wants to wait until after Christmas to go live. CPS will speak to Licensing about that.

10. EBI-Restraint Notification

CPS discussion about notification of triggered reviews about EBIs. Lee Spiller (and advocate) and the Parent Guidance Center (Joanna and Judy) want a meeting to discuss notification of children being restrained. CPS explained they want to meet collaboratively or go to the legislation. CARP explained the purpose of the meeting and it was decided that CARP is not the appropriate forum for this meeting. CPS will set a meeting with those parties to discuss.

ASSESSMENT OF ADVISORY COMMITTEES
April, 2016
Department of Family and Protective Services 530

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in **blue** are required for **inactive** committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	State Youth Leadership Council		
Number of Members:	22		
Committee Status (Ongoing or Inactive):	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
Date Created:	1/1/1995	Date to Be Abolished:	8/31/2026
Budget Strategy (Strategies) (e.g. 1-2-4)		Strategy Title (e.g. Occupational Licensing)	
Budget Strategy (Strategies)		Strategy Title	

State / Federal Authority
State Authority
State Authority
State Authority
Federal Authority
Federal Authority
Federal Authority

Select Type	Identify Specific Citation
Admin Code	40 TAC 702.515

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0
Meetings Per Fiscal Year	3	4	4

Committee Description:

DFPS does not reimburse committee member costs and does not track costs attributable to agency staff support. The purpose of YLC is to: (1) allow foster youth to discuss issues of concern and generate potential solutions to improve foster care; (2) seek youth input on new policies and programs being developed by DFPS, and (3) teach youth advocacy skills. The consequences of abolishing the group would make it difficult for DFPS to obtain the youth perspective on issues surrounding foster care, as well as make it difficult to meet federal compliance on youth engagement in certain efforts, such as the ongoing National Youth in Transition Database study.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

This committee has not heretofore been required to adopt bylaws or take minutes, so DFPS has no responsive documents in addition to what is provided.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

Meetings take place quarterly and typically meet in Austin and Dallas. YLC is required to meet twice per year.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

No documents are required. The deliverables produced by the Statewide Youth Leadership Council include reviews and discussions of CPS policy and programmatic efforts targeted to older children in foster care. Council members have the opportunity to provide feedback and generate ideas to improve foster care operations. The Council is also available to provide information and feedback to external stakeholders such as the Texas Supreme Court Commission on Children, Youth and Families.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The committee has recently assisted with implementation the Preventing Sex Trafficking and Strengthening Families Act, Public Law (P.L. 113-183) the President signed into law on September 29, 2014. This law included areas involving normalcy in foster care and improvements to the foster care bill of rights. Other areas included revisions to the foster care handbook and revisions to the residential licensing minimum standards.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

250.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Staff assist by: (1) holding regional meetings with youth on a regular and frequent basis, (2) identifying and preparing youth for Statewide Youth Leadership Council meetings, (3) transporting youth to and from council meetings,

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes. Attendance is confidential to protect DFPS Foster Children so names are not released.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Members of the Statewide Youth Leadership Council participate during "Youth in Action Day" at the Texas Capitol during the regular legislative session. Coordination is handled through an external stakeholder, Texas Network of Youth Services.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

Foster Club, One Voice Texas, Texas Rio Grand Leagal Aid,

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The Statewide Youth Leadership Council allows for DFPS to obtain consumer input by engaging youth in foster care. Council members have continuously maintained interest in using their voice to improve foster care services and operations.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 10b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Based on analysis recently conducted and recommendations approved by the HHSC Executive Commissioner on 10/31/15, this advisory committee should be retained. This is a very unique committee made up of current and former youth in foster care.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

ASSESSMENT OF ADVISORY COMMITTEES
April, 2016
Department of Family and Protective Services 530

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

The Parent Collaboration Group responds to priority areas (3) (11) in the Child Abuse Prevention and Treatment Act Amendments (CAPTA).

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	Statewide Parent Collaboration Group		
Number of Members:	22		
Committee Status (Ongoing or Inactive):	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
Date Created:	Ad hoc 2002; TAC 7/1/16	Date to Be Abolished:	
Budget Strategy (Strategies) (e.g. 1-2-4)	B.1.2	Strategy Title (e.g. Occupational Licensing)	CPS Program Support
Budget Strategy (Strategies)		Strategy Title	

[State / Federal Authority](#)
[State Authority](#)
[State Authority](#)

[State Authority](#)
[Federal Authority](#)

[Federal Authority](#)
[Federal Authority](#)

Select Type	Identify Specific Citation
Admin Code	40 TAC 702.513

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$2,978	\$3,000	\$3,000
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$2,978	\$3,000	\$3,000

Committee Members' Indirect Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
555 - Federal Funds	\$2,978	\$3,000	\$3,000
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0

Expenses / MOFs Difference:	\$0	\$0	\$0
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Meetings Per Fiscal Year

	0	0	0
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Committee Description:

DFPS does not track costs attributable to agency staff support. The Parent Collaboration Group model provides a mechanism to include biological parents who have received services from CPS in the design, implementation and evaluation of CPS programs. This initiative encourages collaboration with parents who have been affected by the CPS service delivery system and provides a unique and valuable perspective on how to improve services to families and children. Regional Parent Collaboration Groups provide opportunities to obtain input from parents regarding how to improve safety, permanency and well-being for child receiving CPS services, as well as opportunities for meaningful engagement of parents and families.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

This committee has not heretofore been required to adopt bylaws. Minutes are attached. This is a group composed of parents with history in the state's foster care system and some discussions contain confidential information.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

The PCG is required to meet three times per fiscal year. They meet in Dallas, El Paso, and San Antonio

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

PCG identifies priority issues for Legislative Agenda for 85th Legislative Session; develops protocol for returning Parent Liaisons; provides parent input to the agency regarding policy development, and provides recommendations to the agency regarding how services may be improved for children and families. No formal documents are required or have been produced.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

PCG made recommendations for transferring Cases/Family Service Plans, visitation plans and Temporary Visitation Schedules; and Child Safety Evaluation and Plans. Committee members also participated on the Visitation Assessment Subgroup.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

50.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Agency staff provide orientation to the PCG; assist Parent Liaison with the development, planning and facilitation of the regional Parent Support Group (PSG), and include the Parent Liaison in the overview; recruit new parents; work with Community Initiative Staff to coordinate planning for volunteers to provide childcare for PCG meetings; and model partnership with parent liaisons, including taking parent liaisons on speaking engagements.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes. Records attached..

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

Presentation at national conferences. Public is not invited to all meetings as discussions with parents are confidential.

7b. Do members of the public attend at least 50 percent of all committee meetings?

No

7c. Are there instances where no members of the public attended meetings?

yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

Texas CASA, The Supreme Court Children's Commission, Foster Care Associations, Texans Care for Children, One Voice Texas

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

Parent input has informed agency policy and practice.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 10b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Based on analysis recently conducted and recommendations approved by the HHSC Executive Commissioner on 10/31/15, this advisory committee should be retained.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

STATEWIDE PARENT COLLABORATION GROUP Operating Guidelines

Name

The name of the advisory body shall be the Statewide Parent Collaboration Group.

Purpose

The Parent Collaboration Group responds to priority (3) in the Child Abuse Prevention and Treatment Act (CAPTA) Amendments which improves the Child Protective Service System of the State case management, ongoing case monitoring, and delivery of services and treatment provided to children and their families.

Background

The Adoption and Safe Families Act encourages states to collaborate with external entities to improve services in the Child Protective Services System, and to provide an opportunity for external entities to have input in the IV-B State Plan. DFPS launched the Parent Collaboration Group during fiscal year 2002 to provide a venue for gathering and incorporating parental feedback to enhance Child Protective Services (CPS). The Parent Collaboration Group provides information to staff regarding what parents experience as recipients of CPS services and what can be improved. Additionally, the information gained from parental input is used to improve practice and address policy issues.

Roles and Responsibilities

State Parent Program Specialist Responsibilities

The State Parent Program Specialist will:

- Utilize CAPTA resources to support the statewide Parent Collaboration Group;
- Coordinate quarterly Parent Collaboration Group meetings and provide support for the meetings;
- Invite the Regional Parent Liaison and Regional Staff Liaison to all meetings via email;
- Process Regional Parent Liaison reimbursement for statewide meetings in a timely manner (within 30-45 days);
- Set up training for Regional Parent Liaisons and Regional Staff Liaisons at each quarterly Parent Collaboration Group meeting;
- Ensure relevant written materials are available in English and Spanish and distributed at each meeting;
- Participate in discussion as appropriate during Parent Collaboration Group meetings;
- Provide technical assistance and support for regional Parent Support Group activities;
- Prepare the annual Child Abuse Prevention and Treatment Act (CAPTA) report;
- Maintain statewide Parent Collaboration Group budget.

Regional CPS Liaison Responsibilities

Each region will designate a Regional CPS Liaison who will attend state Parent Collaboration Group meetings and provide support to the regional Parent Liaison. Regions will make every effort to maintain a consistent Regional CPS Liaison.

Regional CPS Liaisons will:

- Provide an orientation to their local Parent Liaison regarding the Parent Collaboration Group including a description of the Parent Collaboration Group, the Parent Collaboration Group Confidentiality Pledge, Parent Collaboration Group Mission, Vision and Goals;
- Forward Parent Collaboration Group monthly reports to Parent Program Specialist;
- Attend state and regional Parent Collaboration Group meetings;

- Develop regional meeting agendas
- Make travel arrangements for parent in a timely manner, including any other logistics associated with the statewide Parent Collaboration Group.

Regional Parent Liaisons Responsibilities

Each region will designate a Regional Parent Liaison who will attend state PCG meetings.

Regional Parent Liaisons will:

- Representing the voice of the regional Parent Support Group to the regional management and the communities they represent;
- Serve as the lead and/or helping identify and engage an alternate parent representative;
- Partner with CPS Liaison to plan Parent Support Group meetings;
- Communicate both ways – to parents and regional staff;
- Continuing to strive to recruit new parents – “nothing about us without us”.

Membership

Membership Representation The statewide Parent Collaboration Group shall be composed of twenty-two parents who have been recipients of CPS services and fourteen CPS Liaisons, representing the 11 regions across the state.

Membership Diversity The Parent Collaboration Group should strive to attain members who bring diverse backgrounds and perspectives to the group, including racial, ethnic, age, disability, geographic and gender diversity.

Meeting Attendance If any member does not attend three consecutive, regularly scheduled meetings of the Parent Collaboration Group, the Chair, or individual designated by the Chair, may bring the number of absences to the group to discuss replacement.

Number The Parent Collaboration Group shall have up to 36, but no fewer than 25 members.

Vacancies Vacancies in membership shall be filled as soon as practical.

Term Limits Parent members serve two-year terms. No parent shall serve more than six consecutive years (three consecutive two-year terms) unless there is no parent member willing and/or available to fill the vacancy. If no parent is willing and/or available, the current parent liaison may remain a member until the vacancy is filled.

Officers

The Chair and Co-Chair are elected to the statewide Parent Collaboration Group by its members.

- **Chair.** The Duties of the Chair are to guide and lead the statewide Parent Collaboration Group toward its goals which include:
 - Identify service gaps to families and children;
 - Identify what services are working and should continue;
 - Provide an avenue for parents to make recommendations for policy changes;
 - Preside over statewide PCG meetings;
 - Approve the written agenda for meetings of the Parent Collaboration Group; and

- **Co-Chair.** The Co-Chair shall preside at meetings in the absence of the Chair and perform other duties as may be assigned by the Chair or be necessary in the absence of the Chair.
- **Terms.** Officers are elected for a one year period upon majority vote of Parent Collaboration Group members present or by the returning of e-mail ballots, and may be re-elected for up to two, one-year terms.
- **Frequency of Meetings.** The statewide Parent Collaboration Group shall be held at least three times a year. The Chair shall establish meeting dates in consultation with the Parent Collaboration Group members and the state office Parent Program Specialist.
- **Quorum.** The presence of a majority of Parent Collaboration Group parents shall constitute a quorum.

Conflict/Disagreement

All conflicts and disagreements shall be resolved with a majority vote of the members present at the meeting and be resolved via quorum.

Amendments

The operating guidelines may be amended upon majority vote of the Parent Collaboration Group membership at a duly announced meeting at which a quorum is present, provided that proposed amendments are distributed to members at least ten days in advance of the meeting.

The operating guidelines will be reviewed every two years.

Friday October 23, 2015
Hilton Garden Inn Airport El Paso
6650 Gateway Blvd. East
El Paso, Texas

Prayer - Verlyn Johnson
Confidentiality Pledge - Paula Bibbs-Samuels read aloud
Ground Rules
Vision, Mission & Objection - various PL's read aloud

Introductions- Carl Shaw Intern R10, 2 new CPS Liaison R2 Shannon Cloud and R3 Natalie Witherspoon

Approval of Previous Meeting Minutes approved

Announcements - Michelle Hansford and Verlyn Johnson attended the Trauma Informed Care Conference in Houston, Texas held in September - shared a brief overview regarding the Autism Spectrum Disorder; Ongoing trauma with dealing with families involved with CPS; minors, mental health and access to services

Strengthening Youth & Families Conference panel

Keri Osborne graduated nursing school

Scheerish McNeal has graduated theology school

Terry is the new chair and the co-chair is Michelle Hansford.

Slogan phase - Parents working with Parents to make families work!

Discussed communication between meeting with parent liaisons- Diana will send out social media policy

See if we can get all the PSG location put on the DFPS website

Developing protocol for returning parent liaison-

- Have them be commitment for at least 90 days
- Vote on each person individually
- Depends terms on which they left
- The CPS liaison contact state parent program specialist

Regional Updates:

Region 2: Abilene

Twice a month 1st and 3rd still struggling not getting a lot of parent referrals.

Region 9: San Angelo

1st and 3rd Tuesday of each month our attendance 5 and 10 parents a month; participating on the single child service plan workgroup on legal and minimum standards; new Judge and trying to set-up a meeting to discuss the PSG/PCG.

Region 5: Beaumont/Orange

Closed down Port Arthur PSG; Orange County put on the PSG on the family service plan always 12-15 parents and parents have to attend 3 PSG meetings; Beaumont is under construction, Treatment Center possibly, wants advice from PCG members; supporting parents during CPS on Thursdays; another parent has rejoined us locally.

Region 7: Austin/Waco

Still struggling; new Judge in Waco; going to Outpatient drug facility; Women Abuse Shelter; parents calling for one-on-one support; grandparents calling for assistants as well.

Region 3: Hunt County

Struggling for two month 2-3 parent coming; have a new Judge; we meet at a church and open for any suggestions.

Region 6: Harris County

Two PSG meetings 14 parents; Parents expressed their efforts to work through their services and bring their case to a successful conclusion, i.e. reunification with their child. Some parents with FBSS cases were in attendance and welcomed as the meetings are held at Santa Maria Drug Rehab Facility and Bonita House Drug Rehab Facility. Parents were encouraging to one another and also held each other accountable for their actions and lack of progress in some instances.

Barriers: Lack of understanding of different CPS paperwork/plans; PCSP versus Safety Plan versus Service Plan; FTM versus other type of meetings, different type of court hearings; Show Cause Hearing versus Status Hearing versus Review Hearings; Discussions were around different types of agreements/paperwork. Various parents were able to retrieve their different documents including PCSP paperwork, safety plans, service plans, and court orders to review and have explained. Parents complained of lack of contact or ability to contact their court appointed attorneys. Different types of hearings and the legal process was reviewed/discussed with parents. Parents told other parents of their court experiences and working through the legal system. Some parents also had experience with Drug Courts and were able to share the Drug Court process and their experiences.

Region 10 El Paso

Struggling; meet every 2nd Tuesday of each month; discussed with Luis with other community resources and making presentation about PSG.

Region 11 Laredo

The Laredo PSG groups are doing well and we have good attendance. Those meetings are still being held once a month. All other Region 11 areas are minimal to no participation. We are still working on a finding a parent liaison for Region 11.

Region 1 Lubbock

Meet every 3rd Thursday of each month required on service plan; other parents are inviting other parents for the last couple months; always have no less than 10 parents attending; last meeting 20-22 parents; a lot of parents call parent liaison about the meeting the PSG; parent liaison helps parents individually.

Saturday, October 24, 2016

Fathering - Kenneth Thompson

- Working with PEI
- Reaching out to get more data in fathers engaging the process
- Engaging Father's Video won Silver World Fest Award in Houston, TX Engaging in Social Issues

Training with Rhonda Chamberlain - Crucial Conversations

Next statewide Parent Collaboration Group meeting set February 19-20, 2016 in Dallas, Texas

Meeting Sign-In Sheet

Project: Statewide Parent Collaboration Group Mtg.

Meeting Date: February 19-20, 2016

Coordinator De Shaun Ealoms

Place: Dallas, Texas

Region	Name	Telephone #	Email address	Have you received reimbursement
9	[REDACTED]	[REDACTED]	[REDACTED]	
3	[REDACTED]	[REDACTED]	[REDACTED]	
1	[REDACTED]	[REDACTED]	[REDACTED]	
6	[REDACTED]	[REDACTED]	[REDACTED]	
10	Luis Zamarrin	915-340-4725	Luis.Zamarrin@dfps.tx.us	
11	Elina Maldonado	285-4875	Elina.Maldonado@dfps.state.tx.us	
9	William Tucker	325-315-7158	William.Tucker@dfps.state.tx.us	
4	Segunda Strange	903-261-9504	Segunda.Strange@dfps.state.tx.us	NO
2	Shannon Cloud	325-691-8134	Shannon.Cloud@dfps.state.tx.us	NO
10	[REDACTED]	[REDACTED]	[REDACTED]	NO
7	Rolanda Whitney	254/750-9308	rolanda.whitney@dfps.state.tx.us	
8	Patricia Magdaleno	210/247-8207	Patricia.Magdaleno@dfps.state.tx.us	NO
3	[REDACTED]	[REDACTED]	[REDACTED]	NO
6	[REDACTED]	[REDACTED]	[REDACTED]	NO
6	[REDACTED]	[REDACTED]	[REDACTED]	N/A
7	[REDACTED]	[REDACTED]	[REDACTED]	

Meeting Sign-In Sheet

Project: Statewide Parent Collaboration Group Mtg.

Meeting Date: June 10 & 11, 2016

Coordinator De Shaun Ealoms

Place: San Antonio, Texas

Region	Name	Telephone #	Email address	Have you received reimbursement
8	[REDACTED]	[REDACTED]	[REDACTED]	
8	[REDACTED]	[REDACTED]	[REDACTED]	
2	[REDACTED]	[REDACTED]	[REDACTED]	
2	[REDACTED]	[REDACTED]	[REDACTED]	
9	[REDACTED]	[REDACTED]	[REDACTED]	
1	[REDACTED]	[REDACTED]	[REDACTED]	Yes
6	[REDACTED]	[REDACTED]	[REDACTED]	
10	Diana Barajas	916-591-3750	diana.barajas@dfps.state.tx.us	No
10	Luis Zamarripa	915-521-3901	Luis.Zamarripa@dfps.state.tx.us	No
7	[REDACTED]	[REDACTED]	[REDACTED]	
3	[REDACTED]	[REDACTED]	[REDACTED]	No
11	Dina Scarpic	(214) 660-2278	dina.scarpic@dfps.state.tx.us	
06	[REDACTED]	[REDACTED]	[REDACTED]	No
5	[REDACTED]	[REDACTED]	[REDACTED]	NO
3	[REDACTED]	[REDACTED]	[REDACTED]	

ASSESSMENT OF ADVISORY COMMITTEES
April, 2016
Department of Family and Protective Services 530

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in **blue** are required for **inactive** committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	Public Private Partnership		
Number of Members:	24		
Committee Status (Ongoing or Inactive):	Ongoing	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
Date Created:	Ad hoc 2009; TAC 7/1/16	Date to Be Abolished:	8/31/2026
Budget Strategy (Strategies) (e.g. 1-2-4)		Strategy Title (e.g. Occupational Licensing)	
Budget Strategy (Strategies)		Strategy Title	

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Admin Code	40 TAC 712.509

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' Direct Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' Indirect Expenses

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing

	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year

	0	0	0
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Committee Description:

DFPS does not reimburse the PPP for committee member costs and does not track cost attributable to agency staff support. PPP is a partnership between DFPS and representatives from the judiciary, foster care providers, advocates, provider associations, foster care alumni, and parent partners. Since 2009 the PPP has served to identify and evaluate recommendations on issues that have a significant impact on the foster care system; directing their efforts to address systemic improvements including the way foster care placements are procured, contracted, and paid. The PPP serves as the guiding body responsible for informing the Commissioner in matters that affect services to youth in foster care and their families.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

This committee has not heretofore been required to adopt bylaws or take minutes. Effective 7/1/16, agency rules will require more formalized advisory committee procedures.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

The PPP is required to meet quarterly in Austin.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

The PPP makes recommendations to the Department through regularly scheduled meetings and Department staff assigned to the committee; and performs other tasks consistent with the committee's purpose that are requested by the Commissioner. The PPP reports recommendations to the Department at least annually. The PPP recommendations may inform Department policy or practice. The PPP recommendations are advisory and do not obligate the Department to take action. No required documents.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

The PPP has served as the guiding body for Foster Care Redesign efforts. They have made recommendations that informed the model, the evaluation, and implementation of Foster Care Redesign. The Department has adopted the recommendations of the PPP.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

64.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Staff gathers, analyzes and reports out on both qualitative and quantitative data used to inform PPP recommendations. They facilitate agenda development with the committees co-chairs, finalizing the agenda, sending notices, and communicating with the committee. Staff take notes during the meeting, identify information for follow-up, host sub-committees of the PPP, and identify location and arrange logistics for the meeting.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes. Two attendance records are submitted.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

The PPP meeting schedule is posted on the DFPS public website/Foster Care Redesign web page. Committee members are notified of meeting logistics through group email prior to each meeting. The PPP meeting is open to the public and regularly has public attendance. Residential Providers are the external team members and provide input/feedback regarding Foster Care Redesign implementation. The public can send feedback to the Foster Care Redesign mailbox, which is posted on the DFPS public website on the Foster Care Redesign webpage. The public can also provide feedback through any active PPP member.

7b. Do members of the public attend at least 50 percent of all committee meetings?

Yes

7c. Are there instances where no members of the public attended meetings?

No

8. Please list any external stakeholders you recommend we contact regarding this committee.

Michael Redden, PPP Co-Chair, Scott McCown, Member

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The Public Private Partnership (PPP) has provided recommendations and endorsed the implementation of a new foster care system in Texas which significantly changes the manner in which the state procures contracts and pays for foster care and other purchased services that support safety, permanency and well-being in Texas. After the first and second Foster Care Redesign catchment areas rolled out in Regions 2/9 and 3, the PPP provided recommendations to refine future Requests for Proposals, start-up costs, and resource transfers for each new catchment area. The PPP has also provided recommendations related to data collection and analysis for each catchment area.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

N/A

10c. If "Yes" for Question 10b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Based on analysis recently conducted and recommendations approved by the HHSC Executive Commissioner on 10/31/15, this advisory committee should be retained

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

MEETING SIGN-IN SHEET

Project: Public Private Partnership Workgroup

Meeting Date: October 9th 2015

Time: 9AM-12:30PM

Place/Room: Public Hearing Room, 125E

[illegible]

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Meeting Date: October 9th 2015

Time: 9AM-12:30PM

Place/Room: Public Hearing Room, 125E

[illegible]

MEETING SIGN-IN SHEET

Project: Public Private Partnership

Meeting Date: January 8th 2016

Time: 1:30-4:30P

Place/Room: Public Hearing Room, 125E

Name	Agency	E-Mail
Tini Brown	Methodist Children's Home	tbrown@mch.org
Andy Homer	TEXAS CASA	Attorney@TEXASCASA.org
Shawn Wilson	COVENANT KIDS	swilson@coventkids.org
Michael & Karlie Redden	New Horizons	mjr@newhorizonsilc.com
Glenn Scraggs	GIACOSA	glenn@giacosa.com
Tina Amberbury	Children's Comm	on file
Asmeijn Wilkes	AWFC	wilkesa@awfc.org
Sharon D. Willis	AWFC	willis@awfc.org
Stacy Payne	AWFC	paynes@awfc.org
Ashley Harris	Texas Care for Children	aharris@tccchildren.org
Dan Johnson	Pathways	dan@pathway.org
Christina Johnson	Pathways	↑ same
Gary Buff	OCOK	gbuff@OC-OK.org
Jane Hines	PPS	PPSJHines@msn.com
Wayne Carson	ACTH	wcarson@acthseries.org
Al Velarde	CCCFP	avelarde@childcrisselp.org
Zophelia Conley	CPS	zophelia.conley@dfps.state.tx.us
Kris Naylor	OCOK-ACTH	knaylor@OC-OK.org
Linda Garcia	OCOK-ACTH	linda.garcia@OC-OK.org
Cynthia Smith	The Bair Foundation	Cynthia Smith
Kim Harris	Children's Home of Houston	kharris@childrenshome.org

Ellen Letts DFPS

Rothfmann 452nd Judge

Jennifer DePich Children's Center

Cornelia Walzner DePich

Christine Gendron TNOYS

Nancy Holman TX Alliance

 Arrow

Jason Steele DFPS

MEETING SIGN-IN SHEET

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[illegible]

MEETING SIGN-IN SHEET

Project: Public Private Partnership

Meeting Date: January 8th 2016

Time: 1:30-4:30P

Place/Room: Public Hearing Room, 125E

Name	Agency	E-Mail
Nancy Holman	TX Alliance	nholman@taarfs.org
Al Velarde	CCCF	avelarde@childcrisiselp.org
Zephania Conley	CPS	zophelia.conley@dfps.state.tx.us
T. Amberbay	Children's Comm	tina.amberbay@txcourts.gov
Tim Brown	Metalist Children's Home	tbrown@mch.org
WAYNE CAPSON	ACH Child & Family Svcs	wcapson@achservices.org
Camille Gilliam	DFPS	camille.gilliam@dfps.state.tx.us
Lisa Black	DFPS	Lisa.Black@dfps.state.tx.us
Michael Redden	New Horizons	mjr@newhorizonsinc.com
Scott Lundy	Arrow	scott.lundy@arrow.org
Jackie Freeman	DFPS	jacqueline.freeman@dfps.state.tx.us