EXHIBIT N: SSCC REQUIRED REPORTS

The SSCC must ensure compliance with report requirements outlined in the SSCC Contract and HHSC Residential Child-Care Minimum Standards. The SSCC must accurately complete cost reports, time studies, Contract Monitoring surveys, Performance Measurement reports, court reports and any other reports required and requested by the Department within time frames specified by DFPS. The SSCC must submit annual cost reports as required by 1 TAC § 355 Subchapter A

Additionally, beginning in Stage I and throughout the life of the contract unless otherwise noted; the SSCC must submit the following, in the format and reporting schedule specified by DFPS:

(A) Foster Care Litigation Oversight Reports. The Texas Department of Family and Protective Services (DFPS) is involved in a federal lawsuit, which has resulted in several court orders. DFPS has been ordered to implement a system of assessment and heightened monitoring (HM) for Contractors providing residential treatment, general residential childcare services, and foster care for children in DFPS conservatorship.

In compliance with the court order the SSCC is required to submit the following reports to DFPS on a quarterly basis.

1. **Complaints Report Template (provided by DFPS)**: The template information to be included may include the following but is not limited to:
   - The name of the facility the complaint was lodged against.
   - The resource ID of the facility the complaint was lodged against.
   - The date the initial complaint was made. In the absence of the date of the initial complaint, the date the complaint was resolved was used.
   - Brief summary of the complaint (compliant subject)
   - A brief description of how the SSCC resolved the complaint
   - Comment as to whether or complaint resulted in a contract violation finding
2. **SSCC Monitoring Findings Template (provided by DFPS)**: The template information to be included may include the following but is not limited to:
   - Resource Name of the facility being monitored
   - Contracted Facility Type of the facility being monitored
   - Date the monitoring activity began
   - The contract terms being evaluated in the monitoring
   - The type of records reviewed in the monitoring event
3. **Submission Dates:** Due dates of both report to be submitted to their Contract Administration Manager (CAM) are:
   Q1 (Sept, Oct, November): Due 12/15
   Q2 (December, January, February): Due 3/15
   Q3 (March, April, May): Due 6/15
   Q4 (June, July, August): Due 9/15

(B) Stage II Foster Care Litigation Human Resource Report: The SSCC should comply with the DFPS Generally Applicable Internal Caseload Standards which implement a guideline of 14-17 children per

conservatorship worker. This is not a "caseload cap" or an "enforced caseload range". A new CVS caseworker will be assigned no more than 6 children in the first month of becoming case assignable and no more than 12 children in the second month after they are deemed case assignable. In the third month after being determined eligible for case assignments, the caseworker may receive a full caseload. In compliance with the court order the SSCC is required to submit the following reports to DFPS on a quarterly basis.

1. **Monthly Case Load:** Filling in Human Resource information for the monthly case load report that DFPS provides. Due to DFPS no later than 5 business days after receiving the report template from DFPS that include:
    - job title,
    - assigned supervisor,
    - unit number, and
    - assigned work location.

2. **Monthly Hiring and Training Report:** A monthly hiring, training and graduated caseload report due no later than the 25th day following the prior month's end that includes:
    - a list of all conservatorship caseworker/primary case assigned staff hired in the previous month with their training start date and actual or anticipated training end date along with IMPACT person ID, job title, assigned supervisor, unit number, and assigned work location
    - A list of all conservatorship caseworkers who completed all training requirements and became case carrying in the previous month with their actual case carrying date along with IMPACT person ID, job title, assigned supervisor, unit number, and assigned work location.
    - a list of all staff subject to a graduated caseload during the previous month along with IMPACT person ID, job title, assigned supervisor, unit number, and assigned work location, average daily child only caseload for each graduated caseload period that fell within the previous month with the number of days, if any, each staff exceeded guidelines during the period.
3. **Monthly Staffing and Turnover Report:** A monthly staffing and turnover report by no later than the 25th following the prior month's end that includes at a minimum a listing of:
    - Each primary case assigned staff that separated in the prior month with an indication of whether they had been a transfer from DFPS (The Title IV-E Stipend position type and status must be included the turnover rate for conservatorship).
    - Each supervisor of a primary case assigned staff that separated in the prior month with an indicator of whether they had been a transfer from DFPS
    - The number of support staff assigned to a unit of primary case assigned staff

4. **Additional Monthly Staff and Training Report:** A monthly report the most recently completed training on sexual abuse of each of the noted staff. Due to DFPS no later than the 25th following the prior period's end. Staff information including:
    - primary case assigned staff,
    - their supervisors,
    - program director,
    - program administrator (or the equivalent), and
    - IMPACT person ID,
    - job title,
    - assigned supervisor,
    - unit number, and
    - assigned work location.

(C) Financial Reports: Due no later than 30 days after the end of the quarter or as agreed to by DFPS and the SSCC.

1) A quarterly accrual financial reports/statement for the contracted entity and Parent Organization that include;
    - balance sheet,
    - statement of income and expense,
    - statement of changes in financial position, and
    - capital expenditures.
2) Annual Certified Audit that meets the requirements of 45 CFR 75 Subpart F for each above entity.
3) Applicable Federal Income Tax Return (Form 990 or 1120).
4) A quarterly report by month and fiscal year of provider payment containing aggregate totals of;
    - Days of care by service level based on actual experience
    - Days of exceptional care utilization, including any approved sub-acute care days utilized. If the program and placement has been approved by DFPS, and
    - Total amounts paid to SSCC network service providers by service level.

(D) Texas Health Steps: Ensure children in paid foster care receive a TX Health Steps medical checkup within 30 days from removal and children in paid foster care receive all follow-up medical exams, Early and Periodic Screening and Diagnostic and Treatment (EPSDT) exams. Compliance must be tracked of the SSCC's provider as applicable.

1) Texas Health Steps remedies imposed that include:
    - the name of the facility
    - number of occurrences
    - date of each occurrence
    - remedies imposed and amounts

(**E) Children under SSCC Supervision:** The SSCC must track and report all overnight stays in a placement setting that is not licensed by 9 am the

next morning of the occurrence. The report must be made in the format as prescribed by DFPS. Should the overnight stay increase to more than two nights, the SSCC must submit to their contract staff the exhaustive searches conducted for each specific child. Add JOM reporting by 5 to CAM

(F) Psychiatric Hospital:

1) total unduplicated count of children admitted into psychiatric hospitals

- admission and discharge dates (date acute care ended).

(G) Add Serious Incident Reports as they occur and actions taken, if warranted.