

EXHIBIT G: SSCC REQUIRED REPORTS

Deliverable Name	Deliverable Description	Contract References	Report Frequency: Monthly, Quarterly, Annually, As Revised/Other	Due Date	Responsible DFPS Program Area	Submitted To (Reports submitted via email unless specified)
Complaints Report	Identify, track, and address complaints lodged against facilities including a description of how the SSCC resolved the complaint.	Required Reports Section 2.36, Exhibit I - Foster Care Litigation Oversight Reports, (1) FCL Remedial Order 20	Quarterly	15 Days after the close of a quarter	Community Based Care Operations	Contract Administration Manager
SSCC Monitoring Findings Report	Identify, track, and address concerns resulting from monitoring at facilities with contract violations or policy violations.	Required Reports Section 2.36, Exhibit I - Foster Care Litigation Oversight Reports, (2) FCL Remedial Order 20	Quarterly	15 Days after the close of a quarter	Community Based Care Operations	Contract Administration Manager
Contract Violations	Identify, track, and address concerns resulting from contract noncompliance violations identified outside of monitoring facilities.	Required Reports Section 2.36, Exhibit I - Foster Care Litigation Oversight Reports, (3)	Quarterly	15 Days after the close of a quarter	Community Based Care Operations	Contract Administration Manager
RO1.1 CPD and Graduated Caseload	Ensure graduate caseloads and CPS Professional Development training requirements are met. The	Required Reports Section 2.36,	Monthly	On/by the 15th of the following month or as	Office of Data and Systems Improvement	Foster Care Litigation Data Unit Manager

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	report must include the Data Dictionary. Should a staff person's job title change, the SSCC must verify and update the "case assignable" information used to report the graduation caseloads.	Exhibit I - Stage II Foster Care Litigation FCL Remedial Order 1& 2		otherwise specified.		SharePoint Folder: To_DFPS_from_SSCC
RO. Inj (TEP/STEP)	Identify TEP/STEP placements. The SSCC is responsible for filling in start and end dates for TEP/STEP Placements for SSCC children from a list of placements during the reporting period as these placements cannot currently be identified in IMPACT as a TEP/STEP Placement.	Required Reports Section 2.36, Exhibit I - Stage I Foster Care Litigation, Remedial Order - Injunction	Monthly	4 business days after receipt of data from DFPS or as otherwise specified	Office of Data and Systems Improvement	Foster Care Litigation Data Unit Manager SharePoint Folder: To_DFPS_from_SSCC
RO2.1 SSCC Caseloads	Identify supervisory chain of command, workload unit, and business office county for staff assigned primary to kids in SUB/ADO stages as of the end of the month.	Required Reports Section 2.36, Exhibit I -Stage II FCL Remedial Order 2	Monthly	No later than the 25th of the following month or as otherwise specified	Office of Data and Systems Improvement	Foster Care Litigation Data Unit Manager SharePoint Folder: To_DFPS_from_SSCC
RO4 & RO32	Ensure initial and subsequent required training for Preventing and Recognizing Sexual Abuse and Victimization of Youth in Foster Care is completed timely.	Required Reports Section 2.36, Exhibit I -Stage II	Quarterly	In March, June, Sept. Dec. On/by the 15th of the month following the end of the	Office of Data and Systems Improvement	Foster Care Litigation Data Unit Manager

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		Remedial Order 1 & 32.		state fiscal quarter or as otherwise specified		
Caseworkers with CWOP and PMC Report	This report will include data for caseworkers with at least one PMC child on their caseloads on the last day of each month who also performed CWOP supervision shifts or CWOP-related travel activities.	Required Reports Section 2.36, Exhibit I	Monthly	21st of each month	Foster Care Litigation Compliance	FCL mailbox at: FCLCompliance@dfps.texas.gov
Quarterly Accrual Financial Statement	An accrual financial report/statement for the contracted entity and Parent Organization that include Balance Sheet, Statement of Income and Expense, Statement of Financial Position, and Statement of Cash Flows.	Required Reports Section 2.36, Exhibit I - Financial Reports, (1)	Quarterly	Due no later than forty-five (45) days after the end of the quarter or as agreed to by DFPS and the SSCC	Community Based Care Operations	Fiscal Contract Administration Manager/ Contract Administration Manager
Annual Certified Audit	Annual Certified Audit that meets the requirements of 45 CFR 75 Subpart F for the contracted entity and Parent Organization. Utilized to assess financial compliance and solvency.	Required Reports Section 2.36, Exhibit I - Financial Reports, (2) 45 CFR 75 Subpart F	Annually	Due no later than forty-five (45) days after the issue date or as agreed to by DFPS and the SSCC	Community Based Care Operations	Fiscal Contract Administration Manager/HHS/ Contract Administration Manager
Form 990 or 1120	Applicable Federal Income Tax Return. Utilized to assess financial compliance and solvency	Required Reports Section 2.36, Exhibit I - Financial Reports, (3)	Annually	Due no later than thirty (30) days after the end of the quarter or as agreed to by DFPS and the SSCC	Community Based Care Operations	Fiscal Contract Administration Manager

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Days Report	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.	Required Reports Section 2.36, Exhibit I – Financial Reports, (4)	Quarterly	30 Days after the close of a quarter or as agreed to by DFPS and the SSCC	Community Based Care Operations	Fiscal Contract Administration Manager
Capacity Building Progress Report	Reports on progress and status on utilization and implementation of capacity grant funding and expenditure data.	Required Reports Section 2.36, Exhibit I, (5)	Quarterly	30 Days after the close of a quarter or as agreed to by DFPS and the SSCC	Community Based Care Operations	Fiscal Contract Administration Manager
*Texas Family First Grant Project Plan	The SSCC will submit a performance report and expenditure report that contains detailed expenditures and services provided. (If applicable)	Required Reports Section 2.36, Exhibit I	Monthly	30 days after the end of the reporting month or as agreed to by DFPS and the SSCC	Community Based Care Operations	Fiscal Contract Administration Manager

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*Monthly Behavioral Health Report (Template provided by DFPS) (If applicable)	The SSCC will submit an expenditure report that contains detailed expenditures and other information as agreed to by DFPS and the SSCC. (If applicable)	Required Reports Section 2.36, Exhibit I	Monthly	By the 10th of each month	Office of Behavioral Health Strategy	dfpsbehavioralh ealthstratteam @dfps.texas.gov
Federal Funding Accountability and Transparency Act (FFATA) Certification.	DFPS is required to obtain a new FFATA certification from each subgrantee/ subrecipient each fiscal year and under the following circumstances: a) Subgrantee's contract budget increases by more than \$30,000 during the fiscal year. b) When an SSCC enters CBC Stage II	Required Reports Section 2.36, Exhibit I	Annually & as specified by DFPS.	As specified by DFPS	Community Based Care Operations	Fiscal Contract Administration Manager
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, and Early and Periodic Screening and Diagnostic and Treatment (EPSDT) exams. Compliance must be tracked of the SSCC's provider	Required Reports Section 2.36, Exhibit I - Texas Health Steps	Quarterly	Q1 -April 10th Q2 - July 10th Q3 - Oct 10th Q4 -Jan 10th	Community Based Care Operations	Contract Administration Manager

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	as applicable. Texas Health Steps remedies imposed that include: - Name of the facility. - Number of occurrences. - Date of each occurrence. - Remedies imposed and amounts.					
Children Under SSCC Supervision	Track and report all overnight stays in a placement setting that is not licensed.	Required Reports Section 2.36, Remedial Order – Injunction, Exhibit I & Joint Operations Manual	Daily	Daily by 9AM	DFPS	cwop@dfps.texas.gov cc: Contract Administration Manager & Community-Based Care Administrator
Shift Notes	If a child enters SSCC Supervision, regardless of the length of time, a shift note is required and must fully document the child's location and activities.	Required Reports Section 2.36, Remedial Order – Injunction, Exhibit I	Daily	Shift notes must be emailed by 10:00 a.m. the next business day Shift notes for Fridays, Saturdays, and Sundays must be emailed by 10:00a.m. the next business day	Foster Care Litigation	fclcompliance@dfps.texas.gov
Serious Incident	Track and report Serious Incidents and any necessary actions to ensure safety. The	Required Reports Section 2.36, 2.17, Exhibit I	Upon occurrence	Within 24 hours of incident	DFPS	As Specified by DFPS

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	SSCC must ensure compliance with reporting requirements.	Joint operations Manual, Residential Child-Care Minimum Standards				
Turnover Plan	The Turnover Plan is a comprehensive document detailing the proposed schedule, activities, tasks, and resource requirements associated with the transition of documents, resources, and staff under this Contract to DFPS or a subsequent contractor. All Turnover Plans will be submitted by the SSCC and approved by DFPS. DFPS may require additional information from the SSCC or require the SSCC to modify the Turnover plan, as necessary.	Required Reports Section 2.36, Article VI Turnover Requirements, 6.02, 6.04, Exhibit I	Annually	Twelve (12) months after Contract execution. Annually six (6) months before the end of each Contract term, including any extension or as otherwise specified	Community Based Care Operations	Contract Administration Manager
Turnover Results Report	Documents the completion and results of each step of the Turnover Plan.	Required Reports Section 2.36, Article VI Turnover Requirements, 6.02, 6.04, 6.05, Exhibit I	Thirty (30) days following Turnover of operations	Thirty (30) days following Turnover of operations	Community Based Care Operations	Contract Administration Manager

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Contingency Plan-Turnover Plan in the Event of Early Contract Termination	The SSCC must develop a transfer plan to ensure the continuity of services for children and families in the catchment area in the event of an early termination of the contract with DFPS. The SSCC shall submit an updated turnover plan each year and six months before the end of the contract period, including any extensions. The SSCC will provide additional information or modifications to the transfer plan as requested by DFPS. If no updates have been made, the SSCC's executive signatory may submit written documentation to Contract Administration Manager (CAM) noting no changes were made to the Turnover Plan.	Required Reports Section 2.36, Article VI., Turnover Requirements, Section 6.01-6.02, Exhibit I	Annually and Upon Request	6 months prior to the ending month of the contract period	Community Based Care Operations	Contract Administration Manager
Kinship Expenditure Report	A report that tracks kinship expenditures.	Required Reports Section 2.36, Exhibit I - Kinship Expenditure Reports	Monthly	Third Thursday	CPS Permanency Program Support	Kinship Program Specialist
88R HB1 Rider 45 Report on	Records all requests for placement that were denied by a	Required Reports Section 2.36,	Annually& Quarterly	15 days after the close of a quarter	Office of Data and	via Movelt

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Provider Admission Data	provider (CPA or GRO) and the reason for the denial.	Exhibit I - Rider 45 (General Appropriations Act, 88th Legislature) Report on Provider Admission Data		At the end of the fiscal year a full year dataset is due by Sept 7	Systems Improvement	
Luggage for Foster Children Report (SSCC Luggage Inventory Report)	SSCCs must track each time a trash bag is used to transport a Child's personal belongings and the reason the SSCC failed to provide the Child with appropriate luggage to move the Child's personal belongings.	Required Reports Section 2.36, Exhibit I [Texas Family Code 264.1078(HB 3765, 88th Legislature)] Report	Annually & Monthly	1st of every month Annual Report is due August 1st. *Any subsequent incidents in August will be reported within 24 hours of occurrence	Child Protective Investigations	dfpsluggagecompliance@dfps.texas.gov
Certification of Cybersecurity Training (Form 4530)	SSCCs must complete and submit this form to attest that identified personnel and subcontractors who have access to the DFPS systems receive required cybersecurity training within the certification period.	Uniformed Terms & Conditions 6.4, Exhibit B	Annually	By the last business day in June or as Specified by DFPS	Community Based Care Operations	Contract Administration Manager

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Cybersecurity Awareness and CJIS Training Certificates	Training Compliance for FBI CJIS Security Policy and the State of Texas.	Uniformed Terms & Conditions 6.4, Exhibit B	Annually	By the last Business Day in June	COS	Office of Information Security (Jennifer Bush & Krystal Mosshart)
SOC 2 Type 2 Audit Report	SOC 2 Type 2 Audit Report for the CBCs and their Managed Service Providers (MSPs)	Uniformed Terms & Conditions 7.3, Exhibit B	Biennially (every 2 years)	By the last Business Day in June	COS	Office of Information Security (Jennifer Bush & Krystal Mosshart)
Penetration Test	Network and Application Penetration Test of Contractor's environment	Uniformed Terms & Conditions 7.3, Exhibit B	Annually	By the last Business Day in June	COS	Office of Information Security (Jennifer Bush & Krystal Mosshart)
CSE-IT Monthly Completion Report (If applicable)	This report is required for SSCCs that opted not to be included in the joint agreement with DFPS and WestCoast.	Required Reports Section 2.36, 2.06, Exhibit I	Monthly	By the 10th of each month	Human Trafficking Division	HumanTrafficking@dfps.texas.gov cc: Contract Administration Manager

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Other Required Reports	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 Texas Department of Family and Protective Services (DFPS) within time frames specified by DFPS. The SSCC must submit annual cost reports as required by 1 TAC § 355 Subchapter A.	Required Reports Section 2.36, Exhibit I	As Specified by DFPS	As Specified by DFPS	As Specified by DFPS	As Specified by DFPS