



## TEXAS CHILD-CENTERED CARE SYSTEM

### INTERIM CREDENTIAL APPLICATION FOR GENERAL RESIDENTIAL OPERATIONS

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**Purpose:** General Residential Operations (GRO) will use this form to apply for the **Interim Credential**, to provide Residential Childcare Services under the Texas Child-Centered Care (T3C) System. The Interim Credential is designed to assist current residential childcare providers, that meet certain eligibility requirements, with the transition to the T3C System. **The Interim Credential Application is time-limited and is anticipated to be available for Providers to apply for from December 2024 through December 2025.**

Providers that obtain an Interim Credential will be required to meet and obtain a Full Credential for each Service Package within an established timeframe.

Providers that do not qualify for, or who opt not to pursue the Interim Credential, may still apply for the Full Credential when the T3C Full Credential Application is posted and the T3C Credentialing Platform opens for Full Credential Applications, which is anticipated in January 2025.

#### Step-by-Step Provider Instructions for Completing the Interim Credential Application:

- Determine the Tier I T3C Treatment/Transition Service Packages and/or the Tier II T3C Stabilization Support Service Packages that the Provider Is Seeking to Provide:** Review the latest edition of the *T3C System Blueprint* to determine which of the nine available Tier I T3C Treatment/Transition Service Packages and/or six available Tier II T3C Stabilization Support Service Packages that the Provider is seeking to obtain an Interim Credential to provide. A listing of all fifteen of the Service Packages can be found under the section titled "*T3C Foster Care Continuum and Full Array of Services*" of the current *T3C System Blueprint*, located here:  
[https://www.dfps.texas.gov/Texas\\_Child\\_Centered\\_Care/T3C\\_System\\_Blueprint.asp](https://www.dfps.texas.gov/Texas_Child_Centered_Care/T3C_System_Blueprint.asp).  
Providers should read the Service Package requirements fully to ensure a complete understanding of **all** requirements. The requirements for each Service Package are in the section titled, "*General Residential Operations – Tier I T3C Treatment/Transition Service Packages*" and "*General Residential Operations – Tier II T3C Stabilization Support Service Packages*" in the latest edition of the *T3C System Blueprint*. Providers may apply to provide one and up to all fifteen of the Service Packages in a single Interim Credential Application. Alternatively, a Provider may submit a subsequent Interim Credential Application(s) in the future to add additional Service Packages, until the option ends in December 2025.
- Verify Provider’s Eligibility for the Interim Credential:** Not all Providers are eligible to apply for the Interim Credential. Prior to completing the Application for the Interim Credential, the Provider should thoroughly review the eligibility requirements found in the latest edition of the *T3C System Blueprint*, under the section titled, "*The Interim Credential*".
- Review the Interim Credential Application:** Providers are encouraged to read, review, and become familiar with the entire Interim Credential Application prior to initiating completion of the first section of the Application. Sections of the Application build upon each other, so it is important to read through in full before beginning to complete the Application. As the Provider reviews the Application, special attention should be paid to which of the requirements the Provider must have in place or meet at the time of submission of the Application (commonly referred to in the *T3C System Blueprint* and the Interim Credential Application as "**In Place @Time of Application for Interim Credential**"), requirements the Provider must have a specific plan and timeline for meeting during the time between issuance of the Inactive Interim Credential and before submission of the Application for the Full Credential (commonly referred to in the *T3C System Blueprint* and the Interim Credential Application as "**Plan Only @ Time of Application**"), and requirements the Provider must have a specific plan and timeline for meeting in no more than 120 calendar days from issuance of the Inactive Interim Credential (commonly referred to in the *T3C System Blueprint* and the Interim Credential Application as "**In Place on 1st Day Operating under an Active Interim Credential**"). More information can be found on the three Interim Credential category requirements in the *T3C System Blueprint*, in the section titled "*The Interim Credential*", as well as *Appendix II.A* and *Appendix II.B*.
- Complete the Interim Credential Application:** While the Application is designed to allow for a single submission to obtain an Interim Credential for more than one Service Package, the Provider will be required to demonstrate the ability to specialize in/provide each distinct Service Package independently. This is



important, because as DFPS evaluates the Interim Credential Application, staff will be assessing each Service Package independently to ensure that the requirements are met to support an Interim Credential being issued for each distinct Service Package that is sought. To properly complete the Interim Credential Application, the Provider should review and refer to the specific requirements for each Service Package as outlined in the *T3C System Blueprint*. The Interim Credential Application form must be completed in its entirety before it is submitted to DFPS.

**Directions for Completing/Submitting the Interim Credential Application:**

- If a Provider opts to create a narrative response to address a question, submit clearly labeled separate files containing the documented responses.
- Supporting documentation illustrating contractors' current compliance with the requirements can also be submitted in a clearly labeled separate file.
- If a file will not be relevant to multiple sections, utilizing the section number in the file name is encouraged.
- The completed Interim Credential Application and all associated documentation must be submitted via upload to the online T3C Credentialing Platform, which will be linked from the T3C website beginning in December 2024.

**Response for Upload Instructions:**

Following the description of the requirement(s), the Provider will click on the field with gray text labeled "*Click to indicate uploaded file name*" that highlights in a gray box when the cursor hovers over the field in the Section/Sub-section, and:

- Specify the **FILE NAME** where the relevant information can be found; **and**
- Move to the subsequent field with gray text labeled "*Click to indicate pages*" and list the **PAGE NUMBER(s)** that are responsive to the required information in the uploaded document; **and**
- **HIGHLIGHT** the relevant section of the uploaded information, if it is a part of a larger handbook, policy, procedure, etc.

**Unless otherwise specified Provider may submit a document, narrative, policy, procedures, plans, manuals, etc. that demonstrates how Provider will meet the T3C requirements.**

If a response to a question **is covered** in a previously uploaded document, add the document name in the field with gray text labeled "*Click to indicate uploaded file name*" for the current section and specify the page numbers in the subsequent field. Be sure that the previously uploaded document has the section relevant to the additional response highlighted. A duplicate upload **is not required**.

**Please note:** The Provider should give clear details of file name and page numbers to guide the DFPS Credentialing staff to the needed information for review, which will streamline processing of the Provider's Application. **Incomplete or unclear information** will result in the application **being denied**.

**Formatting Requirements**

File names should be no more than 50 characters total in length. When uploading a document as a part of the Application process. The Provider will be able to upload files up to 2 gigabytes in the following file types: Adobe portable document format (.pdf), Microsoft office documents (such as .doc; .docx; .xls; or .ppt), and images (such as .bmp; .gif; .jpg; .jpeg; .png; and .tif). Files created in other operating systems and not saved as .pdf will not be able to be reviewed. Within the Credentialing Platform the Provider must choose from and use the DFPS developed 'Document Classification' field that corresponds to the required information.



**Important:** *Upon obtaining an Interim Credential, the operation will have a strict deadline for applying for and obtaining the Full Credential before the Interim Credential expires on the last day of the twelfth calendar month after the issuance of the Active Interim Credential. Under the Active Interim Credential, a Provider can begin serving children under T3C, contingent on contract amendments and the provider's written verification of the Interim Credential requirements. The Interim Credential for any one Service Package is issued to an eligible provider one time only and is not renewable.*

For general questions about the Interim Credential Application or Credentialing process, please address them to [DFPSTexasChildCenteredCare@dfps.texas.gov](mailto:DFPSTexasChildCenteredCare@dfps.texas.gov). Provider's specific questions related to an actual Interim Credential Application should be directed to the DFPS Credentialing team, via the T3C Provider Credentialing Portal.



SECTION I: CONTRACTOR INFORMATION	
Legal Name of Contractor:	DBA Name (if applicable):
Name of individual(s) listed as Contractor's designated Controlling Person(s):	Name of individual with Contractor's designated Signature Authority for current GRO Contract:
Name and phone number of primary contact for T3C System Credential purposes:	
Contractor Emails for T3C Credential purposes: Email 1 (required): Email 2 (optional):	
Current GRO Contract Number if Provider contracts directly with DFPS (also include Contract Number for Qualified Residential Treatment Program and/or Intensive Psychiatric Transition Program if currently contracted with DFPS for these services):	How many SSCCs are you currently contracting with? (Select a Number)
DFPS Region of GRO: (Select a Region)	
Has GRO been contracted with DFPS and/or an SSCC, and <b>ONLY</b> provided services under a Child Specific Contract (CSC) at some time over the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the Agency Account ID(s) (found on the CSC(s)).	Does the GRO's Permit include all the Permit Services identified in the <b>T3C System Blueprint</b> for the specific Service Package(s) being applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide documentation of progress with obtaining required Permit Services from HHSC-Child Care Regulation (HHSC-CCR) and include the date the request for addition of any required Permit Services was submitted to HHSC-CCR.
GRO Permit/License Number:	If any part of the GRO is operating under an Initial Permit (aka Provisional License), please identify the Permit/License Number of operation with current Full Permit:



Indicate which of the following Service Package(s) the Contractor is applying for as part of this Interim Credential Application (Select all that apply):

**Tier I**

- Tier I: T3C Basic Child Care Operation
- Tier I: Service to Support Community Transition for Youth & Young Adults who are Pregnant or Parenting
- Tier I: Sexual Aggression/Sex Offender Treatment Services to Support Community Transition
- Tier I: Substance Use Treatment Services to Support Community Transition
- Tier I: Emergency Emotional Support & Assessment Center Services
- Tier I: Complex Medical Needs Treatment Service to Support Community Transition
- Tier I: Mental & Behavioral Health Treatment Services to Support Community Transition
- Tier I: Intellectual or Developmental Disability (IDD)/Autism Spectrum Disorder Treatment Services to Support Community Transition
- Tier I: Human Trafficking Victim/Survivor Treatment Services to Support Community Transition

**Tier II**

- Tier II: Sexual Aggression/Sexual Offender Services to Support Stabilization
- Tier II: Substance Use Services to Support Stabilization
- Tier II: Aggression/Defiant Disorder Services to Support Stabilization
- Tier II: Complex Mental Health Services to Support Stabilization
- Tier II: Complex Medical Services to Support Stabilization
- Tier II: Human Trafficking Victim/Survivor Services to Support Stabilization



**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES**

*Please note that the requirements of Section II apply to ALL Service Packages*

**A. PERMIT SERVICES**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Provider has a "Full" Permit issued by HHS-CCR (or similar body for out of state Providers) to support the Permit Type required for each Service Package(s) for which Provider is applying to be Credentialed in?

**Yes** Upload the GRO's Permit to demonstrate compliance, identify below, and move to **Question 3.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2.**

2) If Provider does not have a "Full" Permit, do you have a "Provisional" or "Initial" Permit, and currently operate as a Residential Childcare Provider under a "Full" Permit for another similar type of operation?

**Yes** Upload both permits to demonstrate compliance, identify below, and then move to **Question 3.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No (Provider is not eligible for an Interim Credential. Please stop completing the form, as Provider's application will not be reviewed.)**

3) Does Provider have a permit that includes all applicable Treatment Services required for each Service Package that you are applying for?

**Yes** Move to **Question 4.**

**No** Move to **Question 4.**

4) Does Provider hold a permit that includes all applicable Programmatic and Special Services required for each Service Package that you are applying for?

**Yes**

*If you answered "Yes" to both Question 3 and 4, move to **Section II.B.***

*If you only answered "Yes" to either Question 3 or 4, move to **Question 5.***

**No** Move to **Question 5.**



Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

5) Is hiring key staff the only barrier to obtaining the permitted services needed to provide the Service Package?

**Yes**

In the **box below**, enter your Implementation Plan documenting how all staff will be hired and have started in their role by the start of services under the Active Interim Credential, and move to **Question 6**.

**No (Provider is not eligible for an Interim Credential. Please stop completing the form, as Provider's application will not be reviewed.)**

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

#### **Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days, and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline, will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child's needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

6) Is Provider actively working with HHSC-CCR to add Programmatic and/or Special Services to the GRO's Permit(s)?

**Yes** Provide a response to the following:

In the **boxes below** enter your Implementation Plan documenting how you will monitor the status and promptly respond to all questions and requests from HHSC-CCR to clarify and make enhancements.



Additionally, you must upload narrative information and updates on any modification the GRO is undergoing based on the technical assistance or necessary changes identified to meet the Minimum Standards associated with the necessary Programmatic and/or Special Services. Upload, identify the file below and move to **Section II. B.**

Please note that if HHSC-CCR denies any required Programmatic or Special Permit Service(s), the Provider must *immediately notify DFPS* at [DFPSProviderCredentialing@dfps.texas.gov](mailto:DFPSProviderCredentialing@dfps.texas.gov) as the Provider's Interim Credential may no longer be valid and may be revoked. The Provider will not be able to obtain the Full Credential without the necessary applicable Programmatic and Special Services being added to the Permit.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No (Provider is not eligible for an interim credential. Please stop completing the form, as Provider's application will not be reviewed.)**

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The CP will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

### **Implementation Plan During the Active Interim Credential**

*If Provider answered "yes" to question six above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable





**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**B. INFORMATION TECHNOLOGY (IT) SYSTEM**

Interim Credential **Minimum** Requirement for this subsection is: **"Plan Only @ Time of Application for Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).

1) Does Provider have an IT System, which meets all the necessary requirements as identified below in Question 2 (**a or b, and c-e**)?

- Yes** Upload documentation that shows how the IT system will support data collection, QA, CQI, case management documentation, billing/invoicing, reporting, tracking and identify it below. The response must include policies and procedures for the IT System (See d. below). Upload, identify the file below and move to **Section II. C.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 2.**

2) Provider must identify a plan, including timeline, to meet all the requirements of the T3C IT System, as outlined in the *T3C System Blueprint*, **including a or b, and c-e. Select the checkboxes below that are incorporated in Provider's IT System plan:**

- a) Select an IT System/s (hardware, software, and equipment); **or**
- b) Modify the current IT System to include making upgrades to existing system(s) (if the GRO already has an IT System); **and**
- c) Purchase an IT System or make necessary modifications to support requirements as outlined in the *T3C System Blueprint*. This part of the implementation plan should address installation and/or customization updates targeted to the specific Service Package(s) and Add-On Service(s) sought as a part of the Interim Credential Application; **and**
- d) Develop policies and procedures for new or upgraded IT System requirements, as outlined in the *T3C System Blueprint*; **and**
- e) Submit a training plan to support Staff and Caregivers(if applicable) in the use of the new or upgraded IT System.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***



**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question **one** above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in Provider Verification Form, until Provider plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable



**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**C. EVIDENCE-INFORMED TREATMENT MODEL(S)**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Does Provider have documentation **that includes the following:**
  - a) A detailed narrative (or policy if available) that describes the program’s Treatment Model(s) and explains how it is used, or will be used, as the framework/structure for the program to meet the customized physical, emotional, social, and spiritual well-being needs for children, youth, and young adults requiring the specific Service Package; **and**
  - b) Illustrates the ongoing development and implementation process for the Treatment Model, identifying the individual/s responsible for the process; **and**
  - c) Includes the data, and/or other information the GRO used to select the specific evidence-informed Treatment Model(s), along with an explanation of how the model is designed to meet the custom needs of the population requiring each Service Package; **and**
  - d) Explains how the model is trauma-informed to meet the needs of children, youth and young adults who have been victims of abuse and neglect.

**Yes** Upload, identify the file below, and move to **Question 2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No (Provider is not eligible for an Interim Credential. Please stop completing the form as Provider’s application will not be reviewed.)**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 2) Is the Treatment Model(s) integrated throughout the Policies & Procedures, including customized programming tailored to meet the unique needs of children, youth and young adults required for each specific Service Package and Add-On Service for which the Provider is seeking to be Credentialed? Examples of relevant documentation include GRO’s policies and procedures, but other materials developed to fulfill this requirement can also be included.

**Yes** Upload, identify the file below, and move to **Question 4.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



**No** Move to **Question 3.**

- 3) If the Treatment Model ***is not yet integrated*** throughout the Policies & Procedures, including customized programming, the Provider must submit a plan, with a timeline outlining:
  - a) How and when the GRO’s policies and procedures will be updated to reflect/ensure that the Treatment Model(s) is integrated throughout, including the customized programming designed to meet the unique needs of children, youth, and young adults required for each specific Service Package and Add-On Service for which the Provider is seeking to become Credentialed.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is: **"Plan Only @ Time of Application for Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).

- 4) Has Provider:
  - a) Developed training requirements and a curriculum, incorporating the specific programming designed to meet the custom needs of children who qualify for each specific Service Package and Add-On Service for which the Provider is seeking to become Credentialed, and completed Staff and Caregiver training on the Treatment Model for initial/pre-service training; **and**
  - b) Developed training requirements and a curriculum, incorporating the specific programming designed to meet the custom needs of children who qualify for each specific Service Package and Add-On Service for which the Provider is seeking to become Credentialed, for the Staff and Caregiver annual training on the Treatment Model(s); **and**



c) Developed, documented, and trained on methods and practices to ensure child, youth, and young adult education and awareness of the Treatment Model(s)?

**Yes** Upload, identify the file below, and move to **Section II D.**

**Provide File Name of Supporting Documentation:  
Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Provider must submit a plan, including timeline, **to meet all of the following:**

- a) Develop training requirements and a curriculum, incorporating the specific programming designed to meet the custom needs of children who qualify for each specific Service Package and Add-On Service for which the Provider is seeking to become Credentialed, and complete Staff and Caregiver training on the Treatment Model for initial/pre-service training; **and**
- b) Develop training requirements and a curriculum, incorporating the specific programming designed to meet the custom needs of children who qualify for each specific Service Package and Add-On Service for which the Provider is seeking to become Credentialed, for the Staff and Caregiver annual training curriculum on the Treatment Model(s); **and**
- c) Develop, document, and train on methods and practices to ensure child, youth, and young adult education and awareness of the Treatment Model(s).

In the **boxes below**, enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on Provider plan presented below, as directed in Provider Verification Form, until Provider plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and/or Caregivers; etc.

**1st Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable



**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**D. LOGIC MODEL(S)**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Provide a **graphic illustration** of the program's Logic Model(s) in accordance with requirements defined in the "Commonly Used Terms" section of the *T3C System Blueprint*, specific to each Service Package and Add-On Service the Provider is applying for. The graphic illustration must demonstrate integration of the Treatment Model in the program.

**Provide File Name of Supporting Documentation:  
Provide relevant page number(s) in File:**





Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).

2) Does Provider have a Logic Model(s), that is used to inform Provider program improvements through the Continuous Quality Improvement (CQI) process?

**Yes** Provide supporting documentation below and move to **Section II. E.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 3.**

3) Providers must submit a plan, including a timeline, that identifies how the specific Logic Model(s) will be used to inform Provider program improvements through the Continuous Quality Improvement (CQI) process. Plan should include timeline for initiation and anticipated timeframes associated with the Provider's CQI process.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If you answered "no" to question two above, you are required to submit status reports reflecting progress on your plan presented below, as directed in Provider Verification Form, until Provider plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and/or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable



**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable

**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**E. HUMAN TRAFFICKING PREVENTION TRAINING**

Interim Credential Minimum Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the T3C System Blueprint, Appendix II).

1) Provider has a Human Trafficking Training that meets **either a or b, or both as applicable, as well as c and d** (select the checkboxes below that responses will be provided for):

- a) Provider's trainers have attended and completed the DFPS Train-the-Trainer Human Trafficking Prevention Training, *if using the DFPS-developed model*; **and/or**
- b) Submit a curriculum and credentials of trainer(s) on Provider's staff for review and approval by DFPS if developing/utilizing a different Human Trafficking Prevention Training but not applying to offer one of the specified Human Trafficking Service Packages; **and**



- c) All Staff and verified Caregivers have been trained, and ensure documentation of completion; ***and***
- d) Identify how child, youth, and young adult trafficking prevention education efforts will be achieved and documented, in accordance with the *T3C System Blueprint*.
- Yes** Upload documentation that includes a or b or both as applicable, as well as c and d, and ensure each document identifies the corresponding letters. Move to **Section II. F.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 2.**

2) Submit a plan, including timeline, to meet **either a or b, or both as applicable, as well as c and d (select the checkboxes below that responses will be provided for):**

- a) Specify if the Provider’s trainers will attend or have attended, and will complete or have completed, the DFPS Train-the-Trainer Human Trafficking Prevention Training, *if using the DFPS-developed model; ***and/or****
- b) Submit a curriculum and credentials of trainer(s) on Provider’s staff for review and approval by DFPS if developing/utilizing a different Human Trafficking Prevention Training, but not applying to offer one of the specified Human Trafficking Service Packages; ***and***
- c) Specify if Staff and/or verified Caregivers have attended training and explain how those that have not attended will be trained, and ensure documentation of completion; ***and***
- d) Identify how child, youth, and young adult trafficking prevention education efforts will be achieved and documented, in accordance with the *T3C System Blueprint*.

In the **boxes below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If you answered "no" to question one above, you are required to submit status reports reflecting progress on Provider plan presented below, as directed in Provider Verification Form, until Provider plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it’s resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*



In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and/or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**F. STAFFING REQUIREMENTS**

**F.1 STAFFING - LCCA**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation identifying the Licensed Child-Care Administrator that is employed by the Provider and on staff. Supporting documentation should demonstrate how LCCA meets requirements.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 2) Does Provider have a LCCA, who is a Full-Time Licensed Child-Care Administrator on staff dedicated only to the single General Residential Operation?

**Yes** Upload, identify the file below and move to **Section II. F.2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 3.**

- 3) Submit a plan, including a timeline, to ensuring that you will have a Full-Time Licensed Child-Care Administrator on staff dedicated only to the single Child Placing Agency.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**



*If you answered "no" to question two above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in Provider Verification Form, until Provider plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and/or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**F.2 STAFFING - PROGRAM DIRECTOR**

Interim Credential **Minimum** Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Select the checkbox for **a and/or b** as it applies to Provider's organization:

- a) If Provider has identified a Program Director from current staff, provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description), then upload the file below and move to **Question b** if also hiring new staff, or move to **Question 2** if no new staff are required.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- b) If the Program Director is a new hire or will be a new hire, provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description) then upload the file below and move to **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

2) Does Provider have an individual on staff, who meets the qualifications for Program Director of the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire an additional Program Director? Provide documentation that demonstrates individual's compliance with qualifications, and identify the date that Provider verified and/or added T3C Program Director responsibilities.

- Yes** Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



**No** Move to **Question 3**

3) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) Submit a plan for identifying a current staff member who meets the qualifications for Program Director of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C Program Director responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Program Director meets requirements. Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required
- b) Submit a plan for identifying a newly hired staff member who meets the qualifications for Program Director of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individual was eligible for hire after completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Program Director meets requirements.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is ***“Plan Only @ Time of Application for Interim Credential”*** (as found in the *T3C System Blueprint*, Appendix II).

4) Has Provider established Program Director training plan, policies and procedures, and completed position specific training?

- Yes** Provide documentation of your Program Director training plans and any policies and procedures. Upload, identify the file below and move to **Section II. F.3.**





**Provide File Name of Supporting Documentation:  
Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

- 5) Provide a plan and timeline that outlines Providers training, training plan and the development of new policies/procedures for the Program Director position, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If you answered "no" to question four above, you are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable



**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

**F.3. STAFFING - TREATMENT DIRECTOR**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Select the checkbox for **a and/or b** as it applies to Provider's organization:

- a) If Provider has identified Case Management Staff from current staff, provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description), then upload and identify the file below and move to **Question b** if also hiring new staff or move to **Question 2** if no new staff are required;

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- b) If the Case Management Staff is a new hire or will be a new hire provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description), then upload, identify the file below and move to **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).



2) Does Provider have an individual on staff, who meets the qualifications for Treatment Director of the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire an additional Treatment Directors? Provide documentation that demonstrates individual’s compliance with qualifications, and identify the date that Provider verified and/or added T3C Treatment Director responsibilities.

**Yes** Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 3**

3) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

a) Submit a plan for identifying a current staff member who meets the qualifications for Treatment Director of the Service Packages(s) that the Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C Treatment Director responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Treatment Director meets requirements. Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; ***and/or***

b) Submit a plan for identifying a newly hired staff member who meets the qualifications for Treatment Director of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individual was eligible for hire after completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Treatment Director meets requirements.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include



all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Has Provider established Treatment Director training plan, policies and procedures and completed position specific training?

**Yes** Upload, identify the file below and move to **Section III B.2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Provide a plan and timeline that outlines Providers training, training plan and the development of new policies/procedures for the Treatment Director position, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in Provider Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)



Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable

**F.4. STAFFING – CASE MANAGEMENT STAFF**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Select the checkbox for **a and/or b** as it applies to Provider’s organization:

- a) If Provider has identified Case Management Staff from current staff, provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description), then upload and identify the file below and move to **Question b** if also hiring new staff or move to **Question 2** if no new staff are required; **and/or**



**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- b) If the Case Management Staff is a new hire or will be a new hire provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description, then upload, identify the file below and move to **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Does Provider have one or more individuals on staff, who meets the qualifications for Case Management Staff for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Case Management Staff? Provide documentation that demonstrates individual's compliance with qualifications, and identify the date that Provider verified and/or added T3C responsibilities.

- Yes** Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3**.

- 3) Select the checkbox for **a and/or b** below as it applies to Provider's organization:

- a) Submit a plan for identifying one or more current staff members who meets the qualifications for Case Management Staff of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Case Management Staff meets requirements. Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**

- b) Submit a plan for identifying newly hired staff members who meets the qualifications for Case Management Staff of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individuals were eligible for hire after



completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Case Management Staff meet requirements.

In the **box below** enter an Implementation Plan

**An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.**

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Has Provider established Case Management Staff training plans, completed position specific training, and developed policies and procedures including a plan for ongoing assessment of workload, that supports Case Management staff to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity?

**Yes** Provide documentation of your Case Management Staff training plans and any policies and procedures. Upload, identify the file below and move to **Section II. F.4.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Provide a plan and timeline that outlines Providers training, training plan and the development of new policies/procedures for the Case Management Staff position including a plan for ongoing assessment of workload, that supports Case Management staff to child ratio based on Provider’s Treatment Model, specific



Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable





**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

**F.5. STAFFING – DIRECT DELIVERY CAREGIVERS**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Select **a and/or b** as it applies to Provider’s organization:

- a) If Provider has identified Direct Delivery Caregivers from current staff, submit documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description), then upload and identify the file below and move to **Question b** if also hiring new staff or move to **Question 2** if no new staff are required;

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- b) If the Direct Delivery Caregivers are newly hired or will be newly hired provide documentation illustrating lines of reporting and specific job duties (such as an organization chart or job description), then upload, identify the file below and move to **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

2) Does Provider have one or more individuals on staff, who meets the qualifications for Direct Delivery Caregivers for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Direct Delivery Caregivers? Provide documentation that demonstrates individual's compliance with qualifications, and identify the date that Provider verified and/or added T3C responsibilities.

**Yes** Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 3**.

3) Select the checkbox for **a and/or b** below as it applies to Provider's organization:

a) Submit a plan for identifying one or more current staff members who meets the qualifications for Direct Delivery Caregivers of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Direct Delivery Caregiver meets requirements. Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**

b) Submit a plan for identifying newly hired staff members who meets the qualifications for Direct Delivery Caregivers of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individuals were eligible for hire after completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Direct Delivery Caregivers meet requirements.

In the **box below** enter an Implementation Plan

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child's needs.



In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is ***"Plan Only @ Time of Application for Interim Credential"*** (as found in the *T3C System Blueprint*, Appendix II).

- 4) Has Provider established Direct Delivery Caregiver training plans, completed position specific training, and developed policies and procedures including a plan for ongoing assessment of workload, that supports Direct Delivery Caregiver to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity?

**Yes** Provide documentation of your Direct Delivery Caregiver training plans and any policies and procedures. Upload, identify the file below and move to **Section II. F.6.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

- 5) Provide a plan and timeline that outlines Provider’s training, training plan and the development of new policies/procedures for the Direct Delivery Caregiver position including a plan for ongoing assessment of workload, that supports Direct Delivery Caregiver to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the*



*Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**F.6. STAFFING – DRIVER**

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Driver Staff, noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for each required function. If the Provider’s intent is to contract with an individual/entity to fulfill Driver Staff, Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 2) Does Provider have one or more individuals on staff, who has assumed the Driver Staff position for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Staff?
  - Yes** Provide documentation that demonstrates individual’s compliance with specific job duties (such as a job description) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3**.

- 3) Select the checkbox for **a and/or b** as it applies to Provider’s organization:
  - a) If Provider has identified individuals from current staff for Driver Staff, submit a plan for providing documentation of specific job duties (such as a job description). Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**
  - b) If the individuals to fill Driver Staff positions are newly hired, will be newly hired, or contracted out, submit a plan for providing documentation of specific job duties (such as a job description and/or scope of work), and move to **Question 4**.

In the **box below** enter an Implementation Plan.



**An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.**

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) Has Provider established Driver Staff training plans, completed position specific training, and developed policies and procedures; **and/or**
- b) Has Provider developed documentation of specific job duties (such as a job description and/or contracting scope of work), established training plans, completed position specific training, developed policies and procedures, and identified the start date for newly hired or contracted functions?

**Yes** Upload, identify the file below and move to **Section II. F.7.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:



- a) If Provider will be using current staff members, identify staff and the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Driver Staff position, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for; **and/or**
- b) If Provider intends to newly hire or contract to fulfill the Driver Staff requirements, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
  - i) Development of documentation of specific job duties (such as a job description and/or contracting scope of work), including minimum qualifications per the *T3C System Blueprint*; **and**
  - ii) When the Provider will be ready to hire/contract for this function; **and**
  - iii) The process that will be used for on-boarding and training to fulfill the requirements; **and**
  - iv) Development of training/curriculum and policies/procedures specific to this function.

In the **boxes below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Provider are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable



**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable

**F.7 STAFFING – IDENTIFIED PERSONNEL AND INFRASTRUCTURE FUNCTIONS**

FOR THE REQUIRED STAFFING FUNCTIONS OF:

- STAFF TRAINING AND WORKFORCE DEVELOPMENT;
- STAFF (INCLUDING DIRECT DELIVERY CAREGIVER) RECRUITMENT AND RETENTION;
- INTAKE/ PLACEMENT;
- CONTINUOUS QUALITY ASSURANCE AND IMPROVEMENT FOR PROGRAM;
- T3C IDENTIFIED BILLING/ COST REPORTING/ CLAIMS ADMINISTRATOR; AND
- CROSS-SYSTEM COORDINATION.

Interim Credential **Minimum** Requirement for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) As it applies to Provider’s organization for the six functions listed above, in the black box titled **"F.7 Staffing-Identified Personnel and Infrastructure"** leading into this Section of the Application:
  - a) Submit documentation illustrating lines of reporting (such as an organization chart), with all staffing functions included, noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for each required function. If the Provider’s intent is to contract with an individual/entity to fulfill one or more of the required functions, Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move to **Question 2.**





**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

2) Does Provider have one or more individuals on staff, who have assumed all six staff functions listed in the black box header for **"F.7 Staffing – Identified Personnel and Infrastructure Functions"** for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Staff?

- Yes** Provide documentation of how individuals demonstrate compliance with qualifications for all staff functions listed in the black box header for **"F.7 Staffing- Identified Personnel and Infrastructure Functions"**, specific job duties (such as a job description and/or scope of work) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3.**

3) Select the checkbox for **a and/or b** as it applies to Provider's organization for the six functions listed above, in the black box titled **"F.7 Staffing-Identified Personnel and Infrastructure"** leading into this Section of the Application:

- a) If Provider has identified individuals from current staff for these functions, submit a plan for providing documentation of specific job duties (such as a job description). Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**
- b) If the individuals to fill these functions are newly hired, will be newly hired, or contracted out, submit a plan for providing documentation of specific job duties (such as a job description and/or scope of work), and move to **Question 4.**

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by*



that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 4) Select the checkbox for **a and/or b** below as it applies to Provider’s organization for the six functions listed above, in the black box titled **"F.7 Staffing-Identified Personnel and Infrastructure"**:
- a) Has Provider established training plans, completed position specific training, identified start or verification date for T3C responsibilities, and developed policies and procedures for current staff; **and/or**
  - b) Has Provider developed documentation of specific job duties (such as a job description and/or contracting scope of work) , established training plans, completed position specific training, and developed policies and procedures, identifying the start date for newly hired or contracted functions?
  - Yes** Provide documentation that demonstrates how you meet the requirements and upload, identify the file below and move to **Section II. G.**

**Provide File Name of Supporting Documentation:  
Provide relevant page number(s) in File:**

- No** Move to **Question 5.**
- 5) Select the checkbox for **a and/or b** below as it applies to Provider’s organization, and submit a plan for each of the staffing functions listed in the black box titled **"F.7 Staffing-Identified Personnel and Infrastructure"** leading into this Section of the Application:
- a) If Provider will be using staff serving multiple functions to fulfill the requirements of one or more of the staffing functions, identify one or more current staff members, and the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and development/execution of the policies/procedures related to the roles and responsibilities specific to the Service Package(s) that Provider is applying to be Credentialed for; **and/or**



- b) If Provider intends to newly hire or contract to fulfill the requirements of one or more of the staffing functions, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
  - i) Development of documentation of specific job duties (such as a job description and/or contracting scope of work) for each function; and
  - ii) When the Provider will be ready to hire/contract for each function; and
  - iii) The process that will be used for on-boarding and training to fulfill the requirements for each function; and
  - iv) Development of training/curriculum and policies/procedures specific to each function.

In the **boxes below** enter an Implementation Plan

**An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.**

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable



**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable

**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**G. POLICIES, PROCEDURES, & PRACTICES**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Has Provider developed policies and procedures that address all requirements identified below in question 2 **a-d**?

**Yes** Provide documentation that demonstrates how Provider meets the requirements, upload, identify the file below and move to **Question 3**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2**.

2) Provider must submit a plan, including a detailed timeline, that addresses how Provider will develop policies and procedures **for each of the following requirements:**

a) Develop and document day-to-day operating policies and procedures that support implementation of each specific Service Package and/or Add-On Service that Provider is applying to be Credentialed for (including but not limited to, review of CANS 3.0 assessment and using results to inform services as a part of Service Plan reviews, arranging all required therapies/services, special required care or supervision plans, etc.); ***and***



- b) Develop and document Quality Assurance and Continued Stay Guidelines, as specified in the *T3C System Blueprint* for each Service Package that Provider has applied to be Credentialed for, including all written confirmations; ***and***
- c) Develop and document Anticipated Length of Service specific to each Service Package that Provider has applied to be Credentialed for, in accordance with the *T3C System Blueprint*; ***and***
- d) Develop and document approach for engagement of child and child’s family/support network, and process for inclusion of all individuals as required for each specific Service Package in accordance with the T3C System Blueprint. Procedure should address where and how inclusion of all individuals will be documented by the Provider; ***and***

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is ***“Plan Only @ Time of Application for Interim Credential”*** (as found in the *T3C System Blueprint*, Appendix II).

3) Has Provider developed policies and procedures that address all requirements identified below in question 2 **a?**

- Yes** Provide documentation that demonstrates how Provider meets the requirements, upload, identify the file below and move to **Section III. A.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



**No** Move to **Question 4.**

- 4) Provider must submit a plan, including a detailed timeline, that addresses how Provider will develop policies and procedures **for the following requirement:**
- a) Develop and document Training Plan (to include timeline/timeframes) for Staff and Caregivers on policy and procedure changes (including initially for current Staff/Caregivers and changes to new Staff/ Caregiver Training).

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question **three** above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable



**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

**SECTION II: QUESTIONS REQUIRED FOR ALL SERVICE PACKAGES (CONTINUED)**

**H. STAFF BENEFIT PACKAGE**

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Has Provider:

- a) Developed policies and procedures related to paid annual vacation and paid sick leave, for all fulltime Direct Delivery Caregivers and/or Cottage Parents; **and**
- b) Developed/enhanced IT and/or Human Resource (HR) Systems to support new annual/sick leave policies and procedures; **and**
- c) Implemented policies and procedures for existing and any new employees.

**Yes** Upload, identify the file below, and move to **Section III.A.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2.**

2) Provider must submit a plan, including timeline, **to meet all of the following:**



- a) Policies and procedures related to paid annual vacation and paid sick leave, for all fulltime Direct Delivery Caregivers and/or Cottage Parents; **and**
- b) Assessment and development/enhancement of IT and/or Human Resource (HR) Systems to support new annual/sick leave policies and procedures; **and**
- c) Date that the new policies and procedures will take effect for existing and any new employees.

In the **boxes below** enter an Implementation Plan

**An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.**

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question one above, Providers are required to submit status reports reflecting progress on Provider plan presented below, as directed in Provider Verification Form, until Provider plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable





**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

PROVIDERS WHO ARE APPLYING FOR **ONLY TIER I: T3C BASIC CHILD CARE OPERATION** WILL MOVE TO **SECTION IV.**

**SECTION III: REQUIRED QUESTIONS THAT ARE SERVICE PACKAGE DEPENDENT**

**A. SERVICE PACKAGE DEPENDENT STAFFING**

**A.1 SERVICE PACKAGE DEPENDENT STAFFING – THERAPIST(S)**

Interim Credential **Minimum** Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Therapist(s) specific to the Service Package(s) that Providers are applying for, noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for each required function. If the Provider’s intent is to contract with an individual/entity to fulfill Therapist position(s), Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move **Question 2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirements for this subsection is **"In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).



2) Does Provider employ one or more Therapist(s) who meet all the necessary requirements for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Staff?

- Yes Provide documentation that demonstrates individual’s compliance with qualifications, specific job duties (such as a job description), including required on-call consultation availability as applicable, and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to Question 4.

Provide File Name of Supporting Documentation:

Provide relevant page number(s) in File:

- No Move to Question 3.

3) Select the checkbox for a and/or b as it applies to Provider’s organization:

- a) If Provider has identified individuals from current staff for Therapist(s) who meet all the necessary requirements for the Service Packages(s) that Provider has applied to be Credentialed for, submit a plan for providing documentation of specific job duties (such as a job description), including required on-call consultation availability as applicable. Move to Question b if you will also hire new staff or move to Question 4 if no new staff are required; and/or
b) If the individuals to fill Therapist positions are newly hired, will be newly hired, or contracted out, submit a plan for providing documentation of specific job duties (such as a job description and/or scope of work), including required on-call consultation availability as applicable, and move to Question 4.

In the box below enter an Implementation Plan

An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.

Implementation Plan During the Inactive Interim Credential

The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a detailed, bulleted list of Specific Tasks with anticipated start and end time frames relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.



Interim Credential **Minimum** Requirement for this subsection is "**Plan Only @ Time of Application for Interim Credential**" (as found in the *T3C System Blueprint*, Appendix II).

4) Select the checkbox for **a and/or b** below as it applies to Provider's organization:

- a) Has Provider established Therapist training plans, completed position specific training, and developed policies and procedures including a plan for ongoing assessment of workload, that supports Therapist to child ratio based on Provider's Treatment Model, specific Service Package(s) and considering case complexity; **and/or**
- b) Has Provider developed documentation of specific job duties (such as a job description and/or contracting scope of work), established training, plans, completed position specific training, and developed policies and procedures, including a plan for ongoing assessment of workload, that supports Therapist to child ratio based on Provider's Treatment Model, specific Service Package(s) and considering case complexity, identifying the start date for newly hired or contracted functions? Upload, identify the file below and move to **Question 4.**

- Yes** Upload, identify the file below and move to **Section III. A.2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 5.**

5) Select the checkbox for **a and/or b** below as it applies to Provider's organization:

- a) If Provider will be using current staff members, identify Therapist(s) who meet all the necessary requirements for the Service Packages(s) that Provider has applied to be Credentialed for and the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Therapist position(s), including a plan for ongoing assessment of workload, that supports Therapist to child ratio based on Provider's Treatment Model, specific Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for; **and/or**
- b) If Provider intends to newly hire or contract to fulfill the Therapist position(s) who meet all the necessary requirements for the Service Packages(s) that Provider has applied to be Credentialed for, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
- i) Development of documentation of specific job duties (such as a job description and/or contracting scope of work) including minimum qualifications per the *T3C System Blueprint*; **and**
  - ii) When the Provider will be ready to hire/contract for this function; **and**
  - iii) The process that will be used for on-boarding and training to fulfill the requirements; **and**
  - iv) Development of training/curriculum and policies/procedures specific to this function.



In the **boxes below** enter an Implementation Plan.

**An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.**

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable



**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



PROVIDERS WHO ARE APPLYING FOR **ONLY TIER I: EMERGENCY EMOTIONAL SUPPORT & ASSESSMENT CENTER SERVICES** WILL MOVE TO **SECTION III. C.2.**

**A.2. SERVICE PACKAGE DEPENDENT STAFFING – AFTERCARE CASE MANAGER**

Interim Credential Minimum Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Aftercare Case Management Staff, noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for each required function. If the Provider’s intent is to contract with an individual/entity to fulfill Aftercare Case Management Staff, Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract, in a way that fulfills the intent of this requirement under the *T3C System Blueprint*. Upload, identify the file below and move **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirements for this subsection is **"In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).

- 2) Does Provider have one or more individuals on staff, who has assumed the Aftercare Case Management Position for the Service Package(s) that Provider has applied to be Credentialed for, and does not need to hire additional Staff?
  - Yes** Provide documentation that demonstrates individual’s compliance with qualifications, specific Job duties (such as a job description) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3**.

- 3) Select **a and/or b** as it applies to Provider’s organization:

- a) If Provider has identified individuals from current staff for Aftercare Case Management Staff, submit a plan for providing documentation of specific job duties (such as a job description). Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**
- b) If the individuals to fill Aftercare Case Management Staff positions are newly hired, will be newly hired, or contracted out, submit a plan for providing documentation of specific job duties (such as a



job description and/or scope of work), in a way that fulfills the intent of this requirement under the *T3C System Blueprint*, and move to **Question 4**.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Select **a and/or b** below as it applies to Provider’s organization:

- a) Has Provider established Aftercare Case Management Staff training plans, completed position specific training, and developed policies and procedures, including a plan for ongoing assessment of workload, that supports Aftercare Case Management Staff to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity; **and/or**
- b) Has Provider developed documentation of specific job duties (such as a job description and/or contracting scope of work), in a way that fulfills the intent of this requirement under the *T3C System Blueprint*, established training plans, completed position specific training, and developed policies and procedures, including a plan for ongoing assessment of workload, that supports Aftercare Case Management Staff to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, identifying the start date for newly hired or contracted functions?
- Yes** Upload, identify the file below and move to **Section III.C.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



**No** Move to **Question 5.**

5) Select **a and/or b** below as it applies to Provider's organization:

- a) If Provider will be using current staff members, identify staff and the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Aftercare Case Management Staff position, including a plan for ongoing assessment of workload, that supports Aftercare Case Management Staff to child ratio based on Provider's Treatment Model, specific Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for; ***and/or***
- b) If Provider intends to newly hire or contract to fulfill the Aftercare Case Management Staff requirements, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
  - i) Development of a documentation of specific job duties (such as a job description and/or contracting scope of work) in a way that fulfills the intent of this requirement under the *T3C System Blueprint*, including minimum qualifications per the *T3C System Blueprint*; ***and***
  - ii) When the Provider will be ready to hire/contract for this function; ***and***
  - iii) The process that will be used for on-boarding and training to fulfill the requirements; ***and***
  - iv) Development of training/curriculum and policies/procedures specific to this function.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential***

### **Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.





Tasks for this Quarter:  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

### SECTION III: REQUIRED QUESTIONS THAT ARE SERVICE PACKAGE DEPENDENT

#### B. POLICIES, PROCEDURES, & PRACTICES

Interim Credential **Minimum** Requirement for this subsection is "**In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential**" (as found in the *T3C System Blueprint*, Appendix II).

- 1) Has Provider developed policies, procedures and/or practices specific to the Service Package(s) that Provider has applied to be Credentialed for, as outlined in the *T3C System Blueprint*, that addresses the following:
  - a) Support for program's Aftercare Services; **and**
  - b) Demonstrating how the need for 1 Direct Delivery Caregiver to 1 child supervision ratio for child-safety will be met, detailing how, when, under what circumstances, and which staff position(s) are responsible for making the determination that it is necessary; **and**



c) Support for transition to adulthood preparation and planning, including training staff.

**Yes** Upload, identify the file below and move to **Section III. C.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2.**

2) Provide a plan and timeline that outlines development of policies, procedures and practices for **a-c** above.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

1) PROVIDERS WHO ARE APPLYING FOR **ONLY TIER II: COMPLEX MEDICAL SERVICES TO SUPPORT STABILIZATION** WILL MOVE TO **SECTION III. C.4.**

2) PROVIDERS WHO ARE APPLYING FOR **ONLY TIER II SERVICE PACKAGES** WILL MOVE TO **SECTION III. C.5.**

3) **ONLY** PROVIDERS APPLYING FOR THE **FOLLOWING SERVICE PACKAGES** NEED TO COMPLETE **SECTION III. C.1:**

A) *TIER I: MENTAL & BEHAVIORAL HEALTH TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION*

B) *TIER I: IDD/AUTISM SPECTRUM DISORDER TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION*



C) *TIER I: HUMAN TRAFFICKING VICTIM/SURVIVOR TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION*

ALL OTHER PROVIDERS WILL MOVE TO **SECTION III. C.2.**

**SECTION III: R QUESTIONS THAT ARE SERVICE PACKAGE DEPENDENT**

**C. SERVICE PACKAGE DEPENDENT STAFFING**

**C.1 BEHAVIOR SUPPORT SPECIALIST/MENTOR**

Interim Credential Minimum Requirements for this subsection is "**In Place @ Time of Application for Interim Credential**" (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Behavior Support Specialist/Mentor Function, noting whether it is the Provider's intention to fill with a new hire, current staff, or contract out for each required function. If the Provider's intent is to contract with an individual/entity to fulfill Behavior Support Specialist/Mentor Function, Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move **Question 2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential Minimum Requirement for this subsection is "**In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential**" (as found in *T3C System Blueprint*, Appendix II).

- 2) Does Provider have one or more individuals on staff, who has assumed the Behavior Support Specialist/Mentor Position for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Staff?
  - Yes** Provide documentation that demonstrates individual's compliance with qualifications, specific job duties (such as a job description) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3.**

- 3) Select the checkbox for **a and/or b** as it applies to Provider's organization:

- a) If Provider has identified individuals from current staff for Behavior Support Specialist/Mentor,



submit a plan for providing documentation of specific job duties (such as a job description). Move to **Question b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**

- b) If the individuals to fill Behavior Support Specialist/Mentor positions are newly hired, will be newly hired, or contracted out, submit a plan for providing documentation of specific job duties (such as a job description and/or scope of work), and move to **Question 4**.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum Requirement** for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) Has Provider established Behavior Support Specialist/Mentor training plans, completed position specific training, and developed policies and procedures including a plan for ongoing assessment of workload, that supports Behavior Support Specialist/Mentor to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity; **and/or**
- b) Has Provider developed a documentation of specific job duties (such as a job description and/or contracting scope of work), established training plans, completed position specific training, and developed policies and procedures, including a plan for ongoing assessment of workload, that supports Behavior Support Specialist/Mentor to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, identifying the start date for newly hired or contracted functions?
- Yes** Upload, identify the file below and move to **Section III. E.**

**Provide File Name of Supporting Documentation:**



**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) If Provider will be using current staff members, identify staff and the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Behavior Support Specialist/Mentor position, including a plan for ongoing assessment of workload, that supports Behavior Support Specialist/Mentor to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for; ***and/or***
- b) If Provider intends to newly hire or contract to fulfill the Behavior Support Specialist/Mentor requirements, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
  - i) Development of documentation of specific job duties (such as a job description and/or contracting scope of work) including minimum qualifications per the *T3C System Blueprint*; ***and***
  - ii) When the Provider will be ready to hire/contract for this function; ***and***
  - iii) The process that will be used for on-boarding and training to fulfill the requirements; ***and***
  - iv) Development of training/curriculum and policies/procedures specific to this function.

In the **boxes below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered “no” to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it’s resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)



Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable

**ONLY PROVIDERS WHO ARE APPLYING FOR *TIER I: EMERGENCY EMOTIONAL SUPPORT & ASSESSMENT CENTER SERVICE PACKAGE* NEED TO COMPLETE **SECTION III. C.2.****

**ALL OTHER PROVIDERS WILL MOVE TO **SECTION III. C.3.****

**C.2. SERVICE PACKAGE DEPENDENT STAFFING – EDUCATION LIAISON**

Interim Credential **Minimum** Requirement for this subsection is ***"In Place @ Time of Application for Interim Credential"*** (as found in the *T3C System Blueprint*, Appendix II).



- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Education Liaison Staff, noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for each required function. If the Provider’s intent is to contract with an individual/entity to fulfill Education Liaison Staff, Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move **Question 2**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 2) Does Provider have one or more individuals on staff, who has assumed the Education Liaison Staff Position for the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire additional Staff?

- Yes** Provide documentation that demonstrates individual’s compliance with qualifications, specific job duties (such as a job description) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3**.

- 3) Select the checkbox for **a and/or b** as it applies to Provider’s organization:

- a) If Provider has identified an individual(s) from current staff for Education Liaison Staff, submit a plan for providing documentation of specific job duties (such as a job description) then upload the file below and move to **Question b** if also hiring new staff or move to **Question 4** if no new staff are required.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- b) If the individual(s)s to fill Education Liaison Staff positions is a new hire or will be a new hire, or contracted out, submit a plan for providing documentation of specific job duties (such as a job description and/or scope of work), and move to **Question 4**.

In the **box below** enter an Implementation Plan.



**An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.**

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

**4) Select the checkmark for a and/or b below as it applies to Provider’s organization:**

- a) Has Provider established Education Liaison Staff training plans, completed position specific training, identified start or verification date for T3C responsibilities, and developed policies and procedures for current staff; **and/or**
- b) Has Provider developed documentation of specific job duties (such as a job description and/or contracting scope of work) , established training plans, completed position specific training, and developed policies and procedures, identifying the start date for newly hired or contracted functions?
- Yes** Provide documentation that demonstrates how you meet the requirements and upload, identify the file below and move to **Section III. C.3.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 5.**

**6) Select a and/or b below as it applies to Provider’s organization:**

- a) If Provider will be using current staff members, identify staff and the date by which Provider will verify and/or add T3C responsibilities, after any negotiations and required HR changes will be





implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and development/execution of the policies/procedures related to the roles and responsibilities specific to the Service Package(s) that Provider is applying to be Credentialed for; **and/or**

- b) If Provider intends to newly hire or contract to fulfill the Education Liaison Staff requirements, the Provider must submit a Plan, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
  - i. Development of documentation of specific job duties (such as a job description and/or contracting scope of work) for each function; and
  - ii. When the Provider will be ready to hire/contract for each function; and
  - iii. The process that will be used for on-boarding and training to fulfill the requirements for each function; and
  - iv. Development of training/curriculum and policies/procedures specific to each function.

In the **boxes below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Provider is required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)



Tasks for this Quarter:  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

Tasks for this Quarter:  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

**ONLY PROVIDERS WHO ARE APPLYING FOR *TIER I: EMERGENCY EMOTIONAL SUPPORT & ASSESSMENT CENTER SERVICE PACKAGE* NEED TO COMPLETE **SECTION III. C.3.****

ALL OTHER PROVIDERS WILL MOVE TO **SECTION III. C.4.**

**C.3. SERVICE PACKAGE DEPENDENT STAFFING – PHYSICIAN**

Interim Credential **Minimum** Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Physician, noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for the function. If the Provider’s intent is to contract with an individual/entity to fulfill Physician requirements, Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move **Question 2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating Under Active Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

2) Does Provider have an individual on staff, who meets the qualifications for Physician of the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire or contract for an additional Physician? Provide documentation that demonstrates individual's compliance with qualifications, specific job duties (such as a job description), including required on-call consultation availability as applicable, and identify the date that Provider verified and/or added T3C Physician responsibilities.

- Yes** Provide documentation that demonstrates individual's compliance with qualifications, specific job duties (such as a job description) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 3**.

3) Select the checkbox for **a and/or b** below as it applies to Provider's organization:

- a) Submit a plan for identifying a current staff member who meets the qualifications for Physician of the Service Packages(s) that the Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C Physician responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Physician meets requirements and identify specific job duties (such as a job description), including required on-call consultation availability as applicable. Move to **b** if you will also hire or contract for new staff or move to **Question 4** if no new staff are required; **and/or**
- b) Submit a plan for identifying a newly hired or contracted staff member who meets the qualifications for Physician of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individual was eligible for hire after completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Physician meets requirements and identify specific job duties (such as a job description and/or scope of work) including required on-call consultation availability as applicable.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**



*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) Has Provider established Physician training plans, completed position specific training, and developed policies and procedures; **and/or**
- b) Has Provider developed a documentation of specific job duties (such as a job description and/or contracting scope of work) , established training plans, completed position specific training, and developed policies and procedures, identifying the start date for newly hired or contracted functions?

**Yes** Upload, identify the file below and move to **Section III. C.4.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) If Provider will be using current staff members, identify staff and the date by which Provider will verify and/or add T3C responsibilities, including required on-call consultation availability as applicable, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Physician position, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for; **and/or**
- b) If Provider intends to newly hire or contract to fulfill the Physician requirements, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:



- i) Development of documentation of specific job duties (such as a job description and/or contracting scope of work, including required on-call consultation availability as applicable, and minimum qualifications per the *T3C System Blueprint*; **and**
- ii) When the Provider will be ready to hire/contract for this function; **and**
- iii) The process that will be used for on-boarding and training to fulfill the requirements; **and**
- iv) Development of training/curriculum and policies/procedures specific to this function.

In the **boxes below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question four above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
 Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)



Tasks for this Quarter:  Not Applicable

4th Quarter Active Interim Credential Tasks (for completion within the final three months of Active Interim Credential) Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

Tasks for this Quarter:  Not Applicable

**ONLY PROVIDERS WHO ARE APPLYING FOR TIER I: COMPLEX MEDICAL NEEDS TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION NEED TO COMPLETE SECTION III. C.4.**

ALL OTHER PROVIDERS WILL MOVE TO SECTION III. C.5.

**C.4. SERVICE PACKAGE DEPENDENT STAFFING – REGISTERED NURSE(S) ON STAFF**

Interim Credential **Minimum** Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Select the checkbox for **a and/or b** as it applies to Provider's organization:

- a) If Provider has identified Registered Nurse(s) from current staff, submit documentation illustrating lines of reporting (such as an organization chart). Upload, identify the file below and move to **Question b** if you will also hire new staff or move to **Question 2** if no new staff are required; **and/or**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- b) If the Registered Nurse is a new hire or will be a new hire, submit documentation illustrating lines of reporting (such as an organization chart). Upload, identify the file below and move to **Question 2**.

**Provide File Name of Supporting Documentation:**



**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is "**In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential**" (as found in *T3C System Blueprint*, Appendix II).

- 2) Does Provider have an individual on staff, who meets the qualifications for Registered Nurse(s) of the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire an additional Registered Nurse(s)? Provide documentation that demonstrates individual's compliance with qualifications, specific job duties (such as a job description), including required on-call consultation availability as applicable, and identify the date that Provider verified and/or added T3C Registered Nurse(s) responsibilities.

**Yes** Upload, identify the file below and move to **Question 4**.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 3**.

- 3) Select the checkbox for **a and/or b** below as it applies to Provider's organization:

a) Submit a plan for identifying a current staff member who meets the qualifications for Registered Nurse(s) of the Service Packages(s) that the Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C Registered Nurse(s) responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Registered Nurse(s) meets requirements, and identify specific job duties (such as a job description), including required on-call consultation availability as applicable. Move to **b** if you will also hire new staff or move to **Question 4** if no new staff are required; **and/or**

b) Submit a plan for identifying a newly hired staff member who meets the qualifications for Registered Nurse(s) of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individual was eligible for hire after completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Registered Nurse(s) meets requirements, and identify specific job duties (such as a job description) including required on-call consultation availability as applicable.

In the **box below** enter an Implementation Plan.

***An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.***

**Implementation Plan During the Inactive Interim Credential**



*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

4) Has Provider established Registered Nurse training plans, completed position specific training, and developed policies and procedures including a plan for ongoing assessment of workload, that supports Registered Nurse to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity?

**Yes** Upload, identify the file below and move to **Section III. D.2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 5.**

5) Provide a plan and timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Registered Nurse position, including a plan for ongoing assessment of workload, that supports Registered Nurse to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for. Supporting documentation submitted with future implementation plan updates should identify staff and the date by which Provider will verify and/or add T3C responsibilities, including required on-call consultation availability as applicable, after any negotiations and required HR changes will be implemented.

In the **boxes below** enter an Implementation Plan.

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***





**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question **four** above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)

Note- You must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**ONLY PROVIDERS APPLYING FOR THE FOLLOWING SERVICE PACKAGES NEED TO COMPLETE SECTION III. C.5.:**

- A) **TIER I: SUBSTANCE USE TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION,**
- B) **TIER I: MENTAL & BEHAVIORAL HEALTH TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION,**
- C) **TIER I: IDD/AUTISM SPECTRUM DISORDER TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION, AND ALL TIER II SERVICE PACKAGES**

ALL OTHER PROVIDERS MOVE TO **SECTION III. D.**

**C.5. SERVICE PACKAGE DEPENDENT STAFFING – REGISTERED NURSE(S) STAFF OR CONTRACT**

Interim Credential **Minimum** Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 1) Submit documentation illustrating lines of reporting (such as an organization chart) for Registered Nurse(s), noting whether it is the Provider’s intention to fill with a new hire, current staff, or contract out for each required function. If the Provider’s intent is to contract with an individual/entity to fulfill Registered Nurse(s), Provider must include the reporting structure and a supporting plan for operationalizing this responsibility under a contract. Upload, identify the file below and move **Question 2.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).

- 2) Does Provider have an individual on staff, who meets the qualifications for Registered Nurse(s) of the Service Packages(s) that Provider has applied to be Credentialed for, and does not need to hire or contract for an additional Registered Nurse(s)? Provide documentation that demonstrates individual’s compliance with qualifications, specific job duties (such as a job description), including required on-call consultation availability as applicable, and identify the date that Provider verified and/or added T3C Registered Nurse(s) responsibilities.

- Yes** Provide documentation that demonstrates individual’s compliance with qualifications, specific job duties (such as a job description) and identify the date that Provider verified and/or added T3C responsibilities. Upload, identify the file below and move to **Question 4.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**



**No** Move to **Question 3**.

3) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) Submit a plan for identifying a current staff member who meets the qualifications for Registered Nurse(s) of the Service Packages(s) that the Provider has applied to be Credentialed for. Identify the date by which Provider will verify and/or add T3C Registered Nurse(s) responsibilities, after any negotiations and required HR changes were implemented. Supporting documentation submitted with future implementation plan updates should demonstrate how Registered Nurse(s) meets requirements, and identify specific job duties (such as a job description), including required on-call consultation availability as applicable. Move to **b** if you will also hire or contract for new staff or move to **Question 4** if no new staff are required; **and/or**
- b) Submit a plan for identifying a newly hired or contracted staff member who meets the qualifications for Registered Nurse(s) of the Service Packages(s) that Provider has applied to be Credentialed for. Identify the date when Provider obtained verification that individual was eligible for hire after completing all necessary background checks. Supporting documentation submitted with future implementation plan updates should demonstrate how Registered Nurse(s) meets requirements, and identify specific job duties (such as a job description and/or scope of work) including required on-call consultation availability as applicable.

In the **box below** enter an Implementation Plan.

**An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.**

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

6) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) Has Provider established Registered Nurse training plans, completed position specific training,



and developed policies and procedures including a plan for ongoing assessment of workload, that supports Registered Nurse to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity; ***and/or***

- b) Has Provider developed documentation of specific job duties (such as a job description and/or contracting scope of work), established training plans, completed position specific training, and developed policies and procedures, including a plan for ongoing assessment of workload, that supports Registered Nurse to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, identifying the start date for newly hired or contracted functions?

- Yes** Upload, identify the file below and move to **Section III. B.3.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

- No** Move to **Question 5.**

7) Select the checkbox for **a and/or b** below as it applies to Provider’s organization:

- a) If Provider will be using current staff members, identify staff and the date by which Provider will verify and/or add T3C responsibilities, including required on-call consultation availability as applicable, after any negotiations and required HR changes will be implemented. The Provider must submit a Plan that includes the timeline for establishing a training plan, conducting training, and the development of new policies/procedures for the Registered Nurse position, including a plan for ongoing assessment of workload, that supports Registered Nurse to child ratio based on Provider’s Treatment Model, specific Service Package(s) and considering case complexity, in accordance with the specific Service Package(s) that the Provider has applied to be Credentialed for; ***and/or***
- b) If Provider intends to newly hire or contract to fulfill the Registered Nurse requirements, the Provider must submit a Plan, that includes a timeline (accounting for time needed to negotiate, complete needed background checks, etc.) and addresses each of the following:
  - v) Development of documentation of specific job duties (such as a job description and/or contracting scope of work), including required on-call consultation availability as applicable, and minimum qualifications per the *T3C System Blueprint*; ***and***
  - vi) When the Provider will be ready to hire/contract for this function; ***and***
  - vii) The process that will be used for on-boarding and training to fulfill the requirements; ***and***
  - viii) Development of training/curriculum and policies/procedures specific to this function.

In the **boxes below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***



**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question **four** above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*

In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**ONLY PROVIDERS WHO ARE APPLYING FOR ANY TIER II SERVICE PACKAGE NEED TO COMPLETE SECTION III. D. AND SECTION III. E.**

PROVIDERS WHO ARE APPLYING FOR **ONLY TIER I: HUMAN TRAFFICKING VICTIM/SURVIVOR TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION** MOVE TO **SECTION III. F.**

ALL OTHER PROVIDERS WILL MOVE TO **SECTION IV.**

**SECTION III: REQUIRED QUESTIONS THAT ARE SERVICE PACKAGE DEPENDENT (CONTINUED)**

**D. SERVICE PACKAGE DEPENDENT ACCREDITATION WITH NOT-FOR-PROFIT/APPROVED ACCREDITING BODY**

Interim Credential **Minimum** Requirements for this subsection is **"In Place @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

3) Is Provider currently accredited by one of the three qualifying accrediting bodies, as outlined in the *T3C System Blueprint*?

**Yes** Upload, identify the file below and move to **Section III. E.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2.**

4) Identify which of the three accrediting bodies the operation intends to become accredited under and provide documentation that demonstrates the current status/progress and timeframe within 120 days for completion of the accreditation process.

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

Interim Credential **Minimum** Requirement for this subsection is **"In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential"** (as found in *T3C System Blueprint*, Appendix II).

3) Provider must submit a plan, including timeline, to:  
a) Provide documentation that operation has been accredited by the identified accrediting body, relevant to the specific Service Package(s).



**An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.**

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child’s needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**SECTION III: REQUIRED QUESTIONS THAT ARE SERVICE PACKAGE DEPENDENT (CONTINUED)**

**E. SERVICE PACKAGE DEPENDENT ENHANCED CHILD SAFETY MONITORING**

Interim Credential **Minimum** Requirement for this subsection is “**In Place on 1<sup>st</sup> Day Operating under an Active Interim Credential**” (as found in *T3C System Blueprint*, Appendix II).

1) Does provider have an enhanced child safety monitoring plan (which may include incorporation of additional identified personnel, and/or equipment and technology) specific to the Service Package(s), and as outlined in the T3C System Blueprint, and are these components incorporated into provider’s policy and procedures?

**Yes** Upload, identify the file below and move to **Section III. F.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2.**

2) Provide a plan and timeline that outlines the following:

a) Identification of the components that will make up the enhanced child safety monitoring plan (which may include incorporation of additional identified personnel, and/or equipment and technology) specific to the Service Package(s), and as outlined in the T3C System Blueprint; **and**



b) Incorporation of these components into provider's policy and procedures.

In the **box below** enter an Implementation Plan.

**An Inactive Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section.**

**Implementation Plan During the Inactive Interim Credential**

*The Inactive Interim Credential is valid for up to 120 calendar days and failure to submit documentation of completion of all required plans and the signed Verification Form to move to the Active Interim Credential status by that deadline will result in the provider losing their Interim Credential and having to re-apply for a new Interim Credential with an updated eligibility review.*

Note- This time frame would include the time required for the provider to amend their Contract to include T3C Service Packages Credentialed for, and clinical reviews to determine the best Service Package to meet the child's needs.

In the box below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during the Inactive Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

- 3) Select the checkbox for **a and/or b** as it applies to Provider's organization
  - a) Selection, purchase and installation of equipment and technology components; **and/or**
  - b) Hiring/Contracting of additional identified personnel for enhanced child safety monitoring plan

In the **boxes below** enter an Implementation Plan.

**An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.**

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question two above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*





In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable

**ONLY PROVIDERS WHO ARE APPLYING FOR THE FOLLOWING SERVICE PACKAGES NEED TO COMPLETE SECTION III. F.**  
A) ***TIER I: HUMAN TRAFFICKING VICTIM/SURVIVOR TREATMENT SERVICES TO SUPPORT COMMUNITY TRANSITION, AND/OR***



**B) TIER II: HUMAN TRAFFICKING VICTIM/SURVIVOR SERVICES TO SUPPORT STABILIZATION SERVICE PACKAGES**

**SECTION III: REQUIRED QUESTIONS THAT ARE SERVICE PACKAGE DEPENDENT (CONTINUED)**

**F. SERVICE PACKAGE DEPENDENT HUMAN TRAFFICKING PREVENTION TRAINING**

Interim Credential **Minimum** Requirement for this subsection is **"Plan Only @ Time of Application for Interim Credential"** (as found in the *T3C System Blueprint*, Appendix II).

1) Does Provider have documentation to support that **a-c** below have been completed?

**Yes** Upload, identify the file below and move to **Section IV.**

**Provide File Name of Supporting Documentation:**

**Provide relevant page number(s) in File:**

**No** Move to **Question 2.**

2) Submit a plan, including timeline, to:

a) Submit a curriculum and credentials of trainer(s) on Provider's staff for review and approval by DFPS of Human Trafficking Prevention Training specifically designed for victims/survivors of Human Trafficking, in accordance with the *T3C System Blueprint*; **and**

b) Train all Staff and verified Caregivers who will work with children, requiring the Human Trafficking Victim/Survivor Support Services Package, and ensure documentation of completion; **and**

c) Identify how child, youth, and young adult trafficking prevention education efforts will be achieved and documented, in accordance with the *T3C System Blueprint*.

In the **box below** enter an Implementation Plan

***An Active Interim Credential can be issued while the GRO is actively working towards fully meeting the requirements of this Section. The GRO will be required to submit routine status reports (during the Active Interim Credential Period) to demonstrate and ensure progress is being made toward readiness for the Full Credential.***

**Implementation Plan During the Active Interim Credential**

*If Provider answered "no" to question two above, Providers are required to submit status reports reflecting progress on your plan presented below, as directed in your Verification Form, until your plan is completed. The Active Interim Credential status period must end by the expiration of the Interim Credential on the last day of the twelfth calendar month after the Active Interim Credential is issued. Insufficient progress or failure to meet the requirements timely, leading to not obtaining the Full Credential by the deadline, will result in the loss of the Interim Credential and it's resulting ability to offer T3C services, as well as one or more Contract Actions, up to and including Contract Termination.*



In the boxes below, enter a **detailed, bulleted list of Specific Tasks with anticipated start and end time frames** relevant to this category that will be completed during each 3-month quarter of the Active Interim Credential. Be sure to include all relevant tasks, for example: drafting, finalizing, and approval of policies and procedures; communicating changes and training staff and /or Caregivers; etc.

**1<sup>st</sup> Quarter Active Interim Credential Tasks** (for completion within the first three months of Active Interim Credential)  
Note- If not completed during the Inactive Interim Credential period, provider will need to have Contract amended to include T3C Service Packages Credentialed for. Be aware that currently placed children will not be automatically moved to T3C Service Packages electronically on the first date of Active Interim Credential. Providers should account for potential delays in receipt of T3C rate reimbursements when identifying time frames for obtaining funds necessary to purchase and pay for specific items.

**Tasks for this Quarter:**  Not Applicable

**2<sup>nd</sup> Quarter Active Interim Credential Tasks** (for completion within the second three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**3<sup>rd</sup> Quarter Active Interim Credential Tasks** (for completion within the third three months of Active Interim Credential)

**Tasks for this Quarter:**  Not Applicable

**4<sup>th</sup> Quarter Active Interim Credential Tasks** (for completion within the final three months of Active Interim Credential)  
Note- Provider must account for submission of Application for Full Credential with adequate time for DFPS review prior to Active Interim Credential expiration on the last day of the twelfth calendar month following date of Active Interim Credential issuance.

**Tasks for this Quarter:**  Not Applicable



**PRIVACY STATEMENT**

DFPS values your privacy. For more information, read our [Privacy and Security Policy](#).

**SECTION IV - CERTIFICATION**

I certify that the information provided in this Application is to the best of my knowledge, complete and accurate, that the named legal entity has authorized me, as its representative, to submit this Application, and that the legal entity complies with all eligibility requirements.

I have informed DFPS of any changes to information or documents previously submitted regarding the named legal entity.

Signature of Contractor Designated Signature Authority:  <b>X</b>	Date:
Name of Designated Signature Authority (Printed):	

*Note: Signature can be handwritten and scanned, an electronic signature, or a digital signature, but a scripted font is not a legal or electronic signature and will not be accepted.*