#   Health, Social, Educational, and Genetic History Report Instructions

**CPS Placement, FAD, and ICPC**

The Texas Family Code ([Section 162.077](https://statutes.capitol.texas.gov/Docs/FA/htm/FA.162.htm#162.007)) and the Child Care Licensing division’s Minimum Standards for Child-Placing Agencies ([Division 5, Required Information, §749.3391](https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-749-cpa.pdf)) require certain information to be included in the Health, Social, Educational, and Genetic History (HSEGH) report. DFPS requires the report to include additional information to provide a future caregiver with a fuller understanding of the child and the child’s background.

**Completing the HSEGH form:**

Below are the instructions, including a breakdown of the sections in the HSEGH and some clarification on some of the subjects within the sections. If any information is unknown, the caseworker or contractor must describe the efforts made to locate the information.

After completing the form, save the Microsoft Word file so the caseworker can copy and paste from the document into IMPACT.

**Case File Review:**

The caseworker or contractor reviews the following items in the DFPS client case file to complete the report:

* All IMPACT narratives from SUB stage, FSU stage, and all stages previously opened (INV, FBSS, SUB, FSU).
* Initial Child’s Plan of Service from IMPACT.
* Current Child’s Plan of Service from IMPACT.
* IMPACT-generated HSEGH.
* Psychological evaluation and applicable therapy notes.
* Any other documents identified by DFPS.

**Contacts:**

The caseworker or contractor must contact people identified on Form 2644 Referral for HSEGH Report who may have information not in the DFPS client case file.

* The caseworker or contractor calls the current caregiver for information as needed.
* The caseworker or contractor may call or visit with caseworkers who worked with the child in other stages of service or were previously assigned to the case to obtain information not readily available in the case file.
* The caseworker or contractor must conduct a face-to-face interview with the child or biological family, when requested by DFPS.

**Important information:**
Do **NOT** include any identifying or locating information (such as Social Security numbers, dates of birth that include the day, addresses, and so on) anywhere on the report for anyone other than the subject child.

* **The HSEGH does not replace** [**Form 2647 Adoption Readiness Summary**](http://intranet/Forms/CPS/Child_Placement/default.asp). The Adoption Readiness Summary is an addendum to the HSEGH report. The child's DFPS caseworker completes it before the child is placed in an adoptive placement.

**Sections in the HSEGH form:**

**1: Child’s Demographics and General Information**

Fill out all areas.

Current and background religions: These can be two different religions. *Background religion* can include different religions practiced over the course of the child’s life. *Current religion* is what the child identifies as his or her religion at the time of the report.

**2: Child’s** **Health History**

Fill out all areas to extent known.

Prenatal history: Indicate if there is any documentation or information as to whether the child’s birth mother consumed drugs or alcohol during pregnancy.

**3: Child’s** **Social History**

Fill out all areas to extent known.

Juvenile history should include arrests and adjudications only. Do **NOT** include location or what report the history came from.

**4: Information About the Child’s Family and Genetic History**

To the extent the information is available, you must include information about the following people:

* The child’s birth parents, grandparents, and step-parents (both mother and father).
* Any other child born to either of the child's birth parents.
* Extended family members.
* Fictive kin.
* Other caregivers.

Other important information about filling out this section:

* When entering the name, use first initial and last name only.
* Specify if a sibling relationship is full, half, step, or adoptive. This will help the child or adoptive family understand the family tree.
* If any sibling has been adopted, do not include adoptive names within this report. Only list the child’s biological first initial and last name.
* Fictive Kin or Other Caregiver: This includes anyone who is not fictive kin but who may have previously cared for the child. This may include previous foster homes. Do not put locating information in the HSEGH report for any non-related foster home. The report does not need to include every past foster home. However, if the child was in a foster home for a significant period of time (more than a year), attempt to obtain information from that caregiver or the caseworker about any significant events or development that may have occurred during the placement.
* Criminal History: Do **NOT** include the location or what report the criminal history came from. Only include the type of conviction and date of conviction in MM/YY form. Please include any criminal conviction records relating to a misdemeanor or felony classified as an offense against the person or family or public indecency, or a felony violation of a statute intended to control the possession or distribution of a substance included in [Chapter 481, Health and Safety Code](http://www.statutes.legis.state.tx.us/GetStatute.aspx?Code=HS&Value=481).
* Use the HSEGH Additional Page form to add additional sections, if needed (such as for an additional step-parent or sibling).

**Instructions for Contractors:**

Designated DFPS staff make a referral to the contractor using the following forms:

* Form 2700 HSEGH Routing and Approval
* Form 2054 Service Authorization
* Form 2644 HSEGH Report

All referrals go through the designated DFPS point of contact for coordinating, reviewing, and approving for payment.

* DFPS provides copies of the files to be reviewed and mailed to the contractor in hard copy or on a disc.
* After completing the HSEGH report, the contractor returns all completed forms and documents provided by DFPS to the CPS office that sent the request.