



# **2023 Biennial Family Protection Representation Countywide Plan Instructions**

**October 12, 2023**

**2023 Biennial**  
**Family Protection Services Representation (CPS)**  
**Countywide Plan Instructions**

On November 1 of each odd-numbered year, pursuant to Section 79.0365 of the Texas Government Code, every county is mandated by the Texas Legislature to submit to the Texas Indigent Defense Commission: (1) a copy of all rules and forms used to provide court-appointed legal representation for children and indigent parents (family protection representation) involved in Child Protective Services (CPS) cases, (2) a copy of any fee schedule used for family protection representation, (3) and information about compliance with Chapter 37 of the Government Code.

Reporting on countywide court-ordered family protection (CPS) representation began on November 1, 2021. Senate Bill 2120 continued these reporting requirements. See <https://capitol.texas.gov/tlodocs/88R/billtext/pdf/SB02120F.pdf#navpanes=0>. TIDC is responsible for gathering this information. Providing this information is instrumental in helping improve a statewide understanding of family protection services representation. Data gathered on this representation identifies areas of need for these systems. Identification of these needs can help lead to improvements for children and families involved in the child protection system.

Please note, TIDC is implementing a phased update of our data collection website. The Family Protection Services Representation plan is part of the first phase of this update. **The website for reporting family protection representation information is found at a separate website and will look different from the criminal and juvenile indigent defense plans.** You will not be able to report your Family Protection Services Representation plan at the original TIDC data collection site.

To make plan submission easy, we will send an email to each of the judges responsible for submitting a plan with a hyperlink to log in to the system where they may complete information about their attorney appointment procedures in CPS cases. You may use the same username from the original TIDC data collection website for the new family protection representation (CPS) data collection website.

For any substantive questions related to the family protection services representation countywide plans, please contact TIDC at:

Email - [CPSData-info@tidc.texas.gov](mailto:CPSData-info@tidc.texas.gov)

Phone - (737) 279-9461

For technical questions related to plan submission, please reach out to the PPRI contacts mentioned later in this document.

## Summary of Steps to Submit & Approve the 2023 Countywide Family Protection Representation (CPS) Plan

1.	<p><b>Click the hyperlink in the email from the TIDC or go to <a href="https://tidc-new.ppri.tamu.edu/">https://tidc-new.ppri.tamu.edu/</a>.</b> If another judge administers the CPS appointment system, you may request that the judge administering the CPS appointment system or applicable staff complete the form. The local administrative district judge will still need to approve the submission.</p>
2.	<p><b>Enter your username and password.</b> You may use the same username and password from the original TIDC data collection site for the new family protection representation plan site.</p> <p>Click on “Forgot password” if you know your username but have forgotten your password. If you need to obtain username and/or password information you may go to the original TIDC data collection site at <a href="https://tidc.tamu.edu/">https://tidc.tamu.edu/</a> and follow the instructions or review the <u>User Profile Management</u> section following this summary.</p>
3.	<p><b>Click the word “County” near the top middle of the page.</b></p>
4.	<p><b>Select your county from the gray box on the right side of the page.</b></p>
5.	<p><b>Click the “Update Plan” button near the middle of the screen to begin your data submission.</b></p>
6.	<p><b>You will be asked if you would like to import data from another county.</b></p> <p>If you are a Judge that covers multiple counties and would like to copy an existing plan from a county you cover, select the county you would like to copy and click “Continue.”</p> <p><b>Note:</b> Family protection representation plans from the original data website cannot be copied into the new plan forms. You will only be able to copy plan information that has been entered into the new website.</p> <p>If you do not want to import data from another county, select “Do Not Import County Data” and click “Continue”</p>
7.	<p><b>After clicking “Continue” you will see several numbered sections with different titles. Begin with the “Appointment Lists” title.</b></p> <p>Answer the questions presented and click save and continue when you have completed the section.</p>

8.	<p><b>The system will move you to the next section. Complete all questions presented and click save and continue. Continue this process through section 8 “Continued Appointments” of the plan.</b></p> <p><b>Note:</b> You cannot move to the next section until you complete the section you are in.</p>
9.	<p><b>The final section is “Plan Documents and Submission.” In this section, you will upload required documents related to your plan.</b></p>
10.	<p><b>After uploading all required documents, click submit plan.</b></p> <p>The plan will be submitted for approval to the Local Administrative District Judge. If you are the Local Administrative District and have filled out and submitted the plan, you will be able to approve the plan for submission to TIDC.</p>
11.	<p><b>When the plan is approved by the Local Administrative District Judge, your county has completed the Family Protection Representation Plan submission process.</b></p>

## User Profile Management

The Texas A&M University Public Policy Research Institute (PPRI) manages the collection, storage, and retrieval of data for the TIDC. PPRI is available to assist local officials with completing the plan submission/verification process. If a person other than the recipient of this letter needs to obtain a username and password, please contact Judith Beverly at PPRI via e-mail at [tidc@tamu.edu](mailto:tidc@tamu.edu) or by telephone at 979-845-6754.

Please be aware that PPRI will not provide usernames and passwords over the phone. Individuals using personal e-mail accounts may be asked to provide additional information to verify their identity.

The new family protection representation data collection site uses the same User ID and password used for the original TIDC data collection site. If you need assistance obtaining your User ID, go to the original data collection site at <https://tidc.tamu.edu/> and follow the instructions on the home page.

## Detailed Instructions

Below are detailed instructions on how to complete the plan submission process:

### 1) Log into <https://tidc-new.ppri.tamu.edu/> or click link from email and log in.

- Enter your Username and Password
  - Although the Family Protection Representation Plan data collection website is new, the site uses the same username and password information for the original TIDC data collection site, <https://tidc.tamu.edu/>.
  - If you have logged into the original TIDC data website and you know your previous username and password, please click on “Login”, enter your information, and continue.
  - If you know your previous username, but not your password, click on “Forgot password” to retrieve your password information.
  - If you do not know your username or password, you may use the username and password recovery options on the homepage of the original website, [https://tidc.tamu.edu](https://tidc.tamu.edu/).
  - If you have never logged into the original TIDC data website and need a username and password or if you need technical assistance logging into the website, please contact Judith Beverly by email at [tidc@tamu.edu](mailto:tidc@tamu.edu) or phone at 979-845-6754.
- Alternative person for plan data entry
  - The official responsible for submission of the plan (Local Administrative District Judge) must log in to the Family Protection Representation Plan website using his/her unique username and password. This official is the only one who may approve the submission; however, a designee may submit the required information at the administrative judge’s direction. A designee should log in to the website using their own unique username and password. Once the designee submits the plan an email will be sent to the local administrative district judge for them to approve the submission.

## 2) Complete form.

- Select “County” in the top line of text to access the data entry portion of the website.
- Select the county you are entering information for in the gray box near the top right of the screen.
- Click the “Update Plan” button near the middle of the screen to begin your data submission.
- You will be asked if you would like to import data from another county. If you are responsible for entering information for multiple counties and would like to copy an existing plan from a county you are responsible for, select the county you would like to copy and click “Continue”. Family protection representation plans from the original data website cannot be copied into the new plan forms. You will only be able to copy plan information that has been entered into the new website. If you do not want to import data from another county, select “Do Not Import County Data” and click “Continue.”
- After clicking “Continue” you will see several numbered sections with different titles. Begin with the “Appointment Lists” title. Answer the questions presented and click “Save and Continue” when you have completed the section.
- The system will move you to the next section. Complete all questions presented and click “Save and Continue.” Continue this process through the first 8 sections of the plan. Please note, you cannot move to the next section until you complete the section you are in.
  - **Tip:** If you receive an error after clicking “Save and Continue,” review the section you are on to ensure all required questions have been answered.
- The final section is “Plan Documents and Submission.” In this section, you will upload required documents related to your plan.
  - You will see separate lines to upload your Affidavit of Indigence, Attorney Application for Appointment, Attorney Fee Schedule, and Attorney Fee Voucher.

- If you have additional documents to upload, you may use the “Other Documents” section to do so. Please ensure that the file you upload has a clear name that corresponds to the file you are uploading.
  - Select “Choose File” to the left of the page to find the corresponding document on your computer. Select the file you are uploading. You will then see the name of your document in the middle of the line you are uploading a document for. You must then select “Upload [type of document] on the same line to the right of your screen for the document to upload successfully to the data website.
  - A green checkbox to the left of the document line for Affidavit of Indigence, Attorney Application for Appointment, Attorney Fee Schedule, and Attorney Fee Voucher means that you have successfully uploaded the document.
  - If you upload an “Other Document”, you will see the document listed by file name after you click “Upload Other.”
  - Complete these steps for each document you are uploading to the website.
    - Uploaded documents are public record and they cannot be deleted. If you upload a document in place of another, the previously uploaded document will be archived. For archival-related questions or to request the archival of a document, please contact PPRI at [tfdc@tamu.edu](mailto:tfdc@tamu.edu).
  - **Tip:** You must click the check box next to the phrase “Please confirm that all available documents have been uploaded” for the “Submit Plan” button to work.
- **Tip:** After you have clicked “Save and Continue” on a section of your plan, you may go back to any prior section to review it or make changes to the section. Remember to click “Save and Continue” if you make any changes. Prior to plan submission, to return to section 9 of the plan, you must click “Continue” or “Save and Continue” on section 8.
- **Tip:** You do not have to complete the entire plan in one session. You may click “Save and Continue” on any section you are completing and return to finish your plan later. If you do not click “Save and Continue” and leave the website, you may lose your work.

### 3) **Submit the plan.**

- When you complete all sections of the plan, click the “Submit Plan” button at the bottom of section 9 “Plan Documents and Submission.”
- **Making changes to a plan after submission:** After a plan has been submitted, you may go back to any section and make changes. To make changes to a submitted plan, click “Update Plan” near the top middle of the page. If edits are made in a section, click “Update and Continue” near the bottom of the section to save changes. After clicking “Update and Continue” in a section, the plan is no longer in submitted status. Remaining sections 1-8 will then show “Save and Continue” at the bottom of the page. **If changes are made, you must resubmit the plan in section 9 by clicking “Submit Plan”.** The “Submit Plan” button will not work if the box is not checked for “Please confirm that all available documents have been uploaded.”

### 4) **View the plan.**

- After submitting a plan for approval, the plan may be viewed by clicking on the “View Plan” button near the top middle of the page.
- After clicking “View Plan” you will see all plan responses in one form.
- You may download a PDF of the plan by clicking on the blue “Download Plan as PDF” button on the middle right of the screen.

### 5) **Approval of plan by statutorily designated official.**

- If the person who completes the submission process is not the local administrative district judge, an email will then be generated to the administrative judge with a link to log in and approve the submission.
- **Tip:** If the person who completes the plan is not the local administrative district judge, informing the local administrative district judge that the plan has been submitted for approval is recommended during this phase of data collection at the new website.

## 6) Plan Amendments and New Forms

- We want to make sure the information we publish on our data website is current. Although the mandatory plan submission process is only required every other year, we strongly encourage you to continue to submit any changes to your plan or forms as they occur.
  - If you need to make changes to your plan during the biennium, please email TIDC at [cpsdata-info@tidc.texas.gov](mailto:cpsdata-info@tidc.texas.gov) so that we may discuss your plan changes and provide access to the data website for any needed updates.