



Texas Provider Gateway: Quick Start Guide for 4Kids4Families' Providers

What is the Texas Provider Gateway?

The Texas Provider Gateway (TPG) is a secure online portal which providers use to submit information to their SSCC's. This includes data related to placement resources, placement management, and performance metrics. TPG is a single place for data submission that communicates with all SSCC's a provider contracts with. As such, providers only need to enter information into the Gateway once, and it will send that data to all SSCC's the provider partners with.

Who needs to use the Texas Provider Gateway?

All providers who contract with 4Kids4Families (4Kids) are required to submit their data via the Texas Provider Gateway (TPG). TPG expectations are provided in the 4Kids's Provider Manual.

How do I gain access to the Texas Provider Gateway?

<https://texasprovidergateway.org/>

Once your organization has contracted with 4Kids, a representative from 4Kids will reach out to your agency to request a primary contact for the TPG. This primary contact will be identified as the Vendor Admin for your agency, and they will be given credentials to login to the TPG.

The Vendor Admin will act as your agency's Subject Matter Expert (SME) in regard to the TPG. The Vendor Admin will be responsible for creating agency user accounts for staff within your agency to use the TPG.

What if I need help with the Texas Provider Gateway?

Agency Staff should contact their agency's Vendor Admin as their first line of support.

Support resources for using the Texas Provider Gateway are located under the TPG's help module accessed via the home screen of the TPG. These resources include PowerPoint presentations and videos that demonstrate how to use the system.

Providers can access additional support through the 4Kids' online help center at <http://4kids4families.org/providers>. The help center will include this document, as well as links to submit a support request to live personnel.

What are the expectations of my agency's use of the Texas Provider Gateway?

Placement Resource Management

Providers are responsible for entering all placement resources that are to be available for 4Kids' placements. This should include foster homes, GRO's, RTC's, Emergency Shelters, and out-of-region homes/facilities, if applicable. Providers are responsible for maintaining up to date information on their placement resources to include capacity, vacancies, placement preferences, and member information. 4Kids and other SSCC's utilize this information to perform matching and placement selection for clients in care.

□ ***Placement Management and Discharges***

Once a placement has been made in one of your foster/adopt homes or facilities by the SSCC, that placement will be reflected in the TPG. Providers should monitor these placements for ongoing accuracy and notify 4Kids of any errors through the online help center

<http://4kids4families.org/providers>.

Providers are required to utilize the TPG to notify 4Kids of all client discharges through the Discharge Notifications function. When received, 4Kids' Intake and Care Management departments will process the discharge notice and, if needed, begin identifying subsequent placements.

□ ***Child Documents***

Providers are required to use the TPG to submit documents regarding their 4Kids clients. A list of required documents is available at the end of this guide.

□ ***Incident Reporting***

Providers are required to use the TPG to submit Incident Reports. Refer to the Provider Manual for requirements related to what constitutes a serious incident, timetables for submitting written reports, and which incident types require additional notification via phone call to 4Kids4Families.

Can I connect my agency's internal electronic case management system with the Texas Provider Gateway?

If providers utilize an electronic case management system internally, an open API is available with the Texas Provider Gateway to offer automated integration and transfer of data to the TPG. The development of such an integration is the responsibility of the provider, and development resources are available.

Required Child Documents in Texas Provider Gateway

- Adoption Documents
 - Completed Adoption Packet
- Daycare Documents
 - Foster Child Daycare Referral Form
 - Foster/Relative Caregiver Verification Form
 - Form 1806 (Self Employment Documentation)
 - Employment Letter
 - Pay Stubs
- Education Documents
 - Report Cards
 - Special Education Records
 - ARD Meetings
 - IEP's
 - FIE's
 - Standardized Testing
 - Transcripts
 - Other School Records
- Foster Care Documents
 - Safety Plan
 - Special Supervision Plan
 - Other Needed/Requested Foster Care Documents

- Health
 - 3 Day Medical
 - Annual Physical
 - Biannual Dental
 - CANS
 - Medicaid Card
 - Psychological Evaluation
 - Hospitalization Records
 - Physician Orders
 - Medication Orders/Prescriptions
 - Psychiatric Medication Monitoring
 - Other Medical Appointments
 - Other Health Records
- Legal
 - Birth Certificate
 - Driver's License
 - State ID
 - Social Security Card
 - Immigration Records
 - Other Legal Documents
- PAL
 - Casey Life Skills
 - Other PAL Documents
- Placement
 - Attachment A
 - 2085B- Medical Consenter Form
 - 2085E- Education Decision Maker
 - Placement Authorization
 - Other Placement Documents
- Service Plans