



2025 Biennial Family Protection Representation Countywide Plan Instructions

September 2025

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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 (88th Legislature) continued these 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 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 included in the first phases of this update. **The website for reporting family protection representation information is found at a separate website (<https://tidc.it.tamu.edu/>) and will look different from the criminal and juvenile indigent defense plans (<https://tidc.tamu.edu/>).** You will not be able to report your Family Protection Services Representation plan at the original TIDC data collection site or at the data collection site used for 2023 reporting.

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. Your username for the website will be your official county email address. If you have never logged into the new website before, you may use the forgot password function on the website to obtain a new password.

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

Email - CPSData-info@tidc.texas.gov

Phone - (737) 279-9461

For technical questions related to plan submission, please reach out to the PPRI contacts mentioned on page 4 of this document.

Summary of Steps to Submit & Approve the 2025 Countywide Family Protection Representation (CPS) Plan

1.	Click the hyperlink in the email from TIDC or go to https://tidc.it.tamu.edu/. If another judge administers the CPS appointment system, you may allow the judge administering the CPS appointment system or applicable staff to complete the form. The local administrative district judge will still need to certify the plan. Please note, this website is different from the original TIDC data collection website and the website used for family protection representation plans in 2023.
2.	Enter the login screen. You may enter the login screen in two different places. You may click on “login” on the blue bar to the left of the page. Or in the Indigent Defense Plans section, you may click on the green “Family Protection Representation Plan” button.
3.	Enter your username and password or create a password. Your username is your official county email address. If you have never logged into this website before, you will need to create a new password. You can create a new password by clicking on “Forgot your password” and following the instructions.
4.	<p>Enter the Family Protection Representation Plan module on your County Dashboard. If plan information for your county was entered during the 2023 reporting cycle, you will see and click on a yellow button that says, “Review and Update Plan.” If your county did not enter plan information during the 2023 reporting cycle, then you will see and click on a green button that says, “Start New Plan.” Nearly all counties entered plan information for the 2023 reporting cycle and will see the “Review and Update Plan” button.</p> <p>Step 5a applies to those counties that entered information during the 2023 reporting cycle. Step 5b applies to those counties that did not enter information during the 2023 reporting cycle.</p>
5a.	<p>Work through all nine sections of the plan on the Checklist. If information for your county was entered during the 2023 reporting cycle, when you enter the checklist, all 9 sections will be yellow and will say “In Progress.” Click on each section, review the information included in the section, make any needed changes, and click the green “Complete Step” button when finished with the section. If you need to leave the page before you click “Complete Step,” you may use the yellow “Save Progress” button to save your work.</p> <p>If you make edits to existing responses on the plan, a list of changes made will appear at the bottom of each section’s page.</p> <p>After you click “Complete Step” on the checklist, the section will change from yellow arrows to a green check mark.</p>

5b.	<p>Work through all nine sections of the plan on the Checklist. If information for your county was not entered during the 2023 reporting cycle, when you enter the checklist, all 9 sections will be red and will say “Not Started.” Click on each section, enter the requested information, and click the green “Complete Step” button when finished with the section. If you need to leave the page before you click “Complete Step,” you may use the yellow “Save Progress” button to save your work.</p> <p>After you click “Complete Step” on the checklist, the section will change from a red x to a green check mark.</p>
6.	<p>Review and finalize the Plan. When all 9 sections have been completed and each section shows a green arrow on the Checklist, a yellow button labeled “Review/Finalize ID Plan” will appear on the Checklist. After clicking this button, you will be given a summary of all current responses on the plan. Review the summary of responses and scroll to the bottom. At the bottom of the page, you will find a check box certifying the information is accurate and a green button labeled “Certify ID Plan.” Your plan is submitted to TIDC by checking the certification box and clicking “Certify ID Plan.” Only the Local Administrative District Judge can certify the plan and have access to the “Certify ID Plan” button.</p>
7.	<p>When the plan is certified by the Local Administrative District Judge, your county has completed the Family Protection Representation Plan submission process.</p>

User Profile Management

The Texas A&M University Public Policy Research Institute (PPRI) manages the collection, storage, and retrieval of data for TIDC. PPRI is available to assist local officials with completing the plan submission/verification process.

If you have never logged into any of TIDC’s data collection sites and need to obtain a User ID and password, please use the “Request New User” link on the blue bar on the left side of the landing page at tidc.it.tamu.edu, or you may contact PPRI via email at 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 email accounts may be asked to provide additional information to verify their identity.

Your User ID for the new family protection representation data collection site is your official county email address, and the password will be specific to the website. Passwords from the

original TIDC data collection site and the site used for plan reporting in 2023 will not work on the new site. To obtain a password, please use the “Forgot your password” link on the login screen.

Detailed Instructions

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

1) Go to <https://tidc.it.tamu.edu/> or click the link from the email and select log in on the blue bar to the left of the landing page, or click on the green “Family Protection Representation Plan” button in the Indigent Defense Plans section in the middle of the screen.

- Enter your Username and Password.
 - Your username is your official county email address.
 - If you have logged into TIDC’s other data collection sites but have never logged onto this site, you will only need to obtain a new password. To obtain a password, click on “Forgot password” and follow the instructions.
 - If you have never logged into the original TIDC data website or the 2023 data collection website, you will need both a username and password. You can obtain a username and password by clicking on the “Request New User” link on the blue bar on the left of the landing page or by contacting PPRI at tidc@tamu.edu or 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 certify the plan;** however, a designee may enter the required information at the administrative judge’s direction. **A designee should log in to the website using their own unique username and password.**

2) Complete plan. Note, the following instructions are for counties that entered plan information during the 2023 reporting cycle.

- On your county dashboard, go to the Family Protection Representation Plan box.
- Click the yellow “Review and Update Plan” button. **If your county entered plan information during the 2023 reporting cycle, you will see this button.**
- Select a section from the checklist. When you first enter the checklist, all sections will be yellow and show as “In Progress.” You may select any section and do not have to follow the sections in any order.
- Review each section. In each section, you will see your county’s answers from the 2023 reporting cycle. Review the information and make any necessary updates and changes. Reviewing all answers in each section is important to ensure that TIDC has the most up-to-date information on your plan.
- Complete each section. After you are done reviewing and, if necessary, changing a section, click the green “Complete Step” button at the bottom of each page. If you must leave a section before you are finished, you can click the yellow “Save Progress” button to save your work. If you do not click “Save Progress” or “Complete Step,” any changes you’ve made will not be saved. A list of any changes made to a section will show at the bottom of the page after clicking “Save Progress” or “Complete Step.” A section is complete when a green checkmark shows on the section in the checklist.
- Remember to review all documents in the Plan Documents section. In the Plan Documents section, forms uploaded during the 2023 reporting cycle will be available for review. To review each previously uploaded document, click the blue eye on the left of the page. If you need to change the document, you may do so by clicking the green paper clip on the left of the page and uploading a new document. Ensure that all the required documents are uploaded in the Required Documents section. If you have additional relevant documents, you may upload them in the Other Documents section. After all documents have been reviewed and uploaded, you may click the green “Complete Step” button.

- **Tip:** After you have clicked “Complete Step” on a section of your plan, you may go back to the section and continue to make changes until the plan is certified.
- **Tip:** You do not have to complete the entire plan in one session. You may click “Save Progress” on any section you are working on or “Complete Step” on any section you have completed and return to finish the remaining sections of your plan later. If you do not click “Save Progress” or “Complete Step” in a section and leave the page, you will lose your work.

3) Complete Plan. Note, the following instructions are for counties that did not enter plan information during the 2023 reporting. *This only includes a small number of counties.*

- On your county dashboard, go to the Family Protection Representation Plan box.
- Click the green “Start New Plan” button. **If your county did not enter plan information during the 2023 reporting cycle, you will see this button.**
- Select a section from the Checklist. When you first enter the checklist, all sections will be red and show as “Not Started.” You may select any section that you would like and do not have to follow the sections in any order.
- Complete each section. After you are done entering all the requested information, click the green “Complete Step” button at the bottom of each section. If you must leave a section before you are finished, you can click the yellow “Save Progress” button to save your work. If you do not click “Save Progress” or “Complete Step,” any changes you’ve made will not be saved. A section is complete when a green checkmark shows on the section in the Checklist.
- Remember to upload all required documents in the Plan Documents section. To upload a document, click the green paper clip to the right and follow the prompts. Ensure that all required documents are uploaded. When you are finished, click “Complete Step.”

4) Certify the plan.

- When all nine sections have been completed and all nine sections have a green check mark, a yellow button will appear on the Checklist that says “Review/Finalize ID Plan.”
- Click the yellow “Review/Finalize ID Plan.”
- You may download and print a PDF of your plan by clicking the blue “Download PDF” button. You are not required to download the PDF to certify the plan.
- The Local Administrative District Judge will receive an email that the plan is ready for certification.
- **Tip:** If the person who enters the plan is not the Local Administrative District Judge, informing the Local Administrative District Judge that the plan is ready for certification is recommended.
- Review and certify the plan. The Local Administrative District must review and certify the plan. After reviewing the plan, at the bottom of the page, there is a check box that says, “I certify that the following information is accurate and complete to the best of my knowledge.” The Local Administrative District Judge must check the box and then click the green “Certify ID Plan” button.
- After the Local Administrative District Judge has clicked the green “Certify ID Plan” button, your county’s family protection representation plan submission is complete.

5) View the plan.

- After certifying a plan, the plan may be viewed by clicking on the blue “Download PDF” button on your county dashboard in the Family Protection Representation Judicial Plan section.

6) Plan Amendments.

- 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 documents as they occur.

- If you need to make changes to your plan during the biennium, please email TIDC at cpsdata-info@tidc.texas.gov so that we may discuss your plan changes and provide information on how to update the plan.