

# Texas Licensed Child-Placing Agency Administrator (LCPAA) Set 3 Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

**Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.**

**ALL RIGHTS RESERVED.**

**No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.**

**Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.**

**SAMPLE**

# Table of Contents

<b>Copyright</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>How to Use This Guide</b> .....	<b>4</b>
<b>Questions</b> .....	<b>5</b>
<b>Answers</b> .....	<b>8</b>
<b>Explanations</b> .....	<b>10</b>
<b>Next Steps</b> .....	<b>16</b>

SAMPLE

# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

SAMPLE

- 1. If the foster home is transferring from another CPA and a child is already in care, when may you verify the home?**
  - A. After the background check is complete**
  - B. Prior to completion of the background check**
  - C. Only after a full clearance from CPS**
  - D. Never**
  
- 2. Can a foster child use a basement as a bedroom?**
  - A. If there is a second fire escape route from the basement and there is a source of natural lighting**
  - B. If it has a sump pump**
  - C. If it has a window**
  - D. If it is unfinished**
  
- 3. What is the primary role of the LCPAA in the licensing process?**
  - A. To ensure the agency complies with all DFPS licensing standards, policies, and applicable laws, and to manage operations to protect child safety and welfare.**
  - B. To draft new DFPS licensing standards for the state.**
  - C. To inspect schools and residential facilities for safety.**
  - D. To issue licenses directly to child-placing agencies.**
  
- 4. What elements are important in a privacy and data protection policy?**
  - A. Only encryption, ignoring access controls.**
  - B. Access controls, data minimization, encryption, audit trails, and staff training on privacy.**
  - C. Data retention of 100 years.**
  - D. Public sharing of case files for transparency.**
  
- 5. Which outcome best indicates program success?**
  - A. Positive outcomes for children and families, such as stable placements, safety, and progress toward goals, measured by data**
  - B. Higher number of staff meetings**
  - C. Increased paperwork**
  - D. More fundraising events**

- 6. When must a closing summary be completed for a foster home?**
- A. By the 20th day after the foster home is closed**
  - B. Within 5 days of closing**
  - C. On the day of closing**
  - D. When the home opens again**
- 7. How much space must bedrooms used by foster children have?**
- A. At least 40 square feet of space for each occupant and no more than four occupants per bedroom, with exception for children receiving treatment services for primary medical needs**
  - B. At least 60 square feet per occupant**
  - C. At least 80 square feet per occupant**
  - D. At least 20 square feet per occupant**
- 8. What should a program quality assurance plan include?**
- A. Employee entertainment programs**
  - B. Measurable goals, data collection methods, regular audits, corrective action follow-up, and reporting to leadership.**
  - C. Only financial audits**
  - D. None**
- 9. What should an agency's complaint or grievance policy provide to clients and families?**
- A. A weekly meeting of complaints**
  - B. A policy requiring complaints to be kept confidential without action**
  - C. A clear process for submitting complaints, timely investigation, resolution steps, and timely responses**
  - D. A process for media notification**
- 10. What are respite child-care services?**
- A. A planned alternative 24-hour care that provides relief to the child's primary caregiver and lasts more than 72 hours**
  - B. Emergency short-term care lasting 24 hours**
  - C. A weekend-only care option**
  - D. A training program for caregivers**

## Answers

SAMPLE

1. B
2. A
3. A
4. B
5. A
6. A
7. A
8. B
9. C
10. A

SAMPLE

## **Explanations**

SAMPLE

1. If the foster home is transferring from another CPA and a child is already in care, when may you verify the home?
  - A. After the background check is complete
  - B. Prior to completion of the background check**
  - C. Only after a full clearance from CPS
  - D. Never

When a foster home is transferring from one CPA to another and a child is already in care, you may verify the home before the background check is complete. This keeps the child's placement stable by not delaying the transition while background checks are still processing. Verification focuses on the home's current safety, living conditions, and compliance with licensing standards, so the new agency can proceed with placement while the background check runs in parallel. If the background check later reveals disqualifying information, the placement can be reevaluated, but allowing verification prior to full clearance helps prevent unnecessary disruption for a child who is already in care.

2. Can a foster child use a basement as a bedroom?
  - A. If there is a second fire escape route from the basement and there is a source of natural lighting**
  - B. If it has a sump pump
  - C. If it has a window
  - D. If it is unfinished

Two important safety and livability requirements govern using a basement as a bedroom: there must be two independent ways to get out to the outside (a second fire escape route) and there must be natural light. The second exit is crucial because it keeps occupants safe if one path is blocked by fire or smoke. Natural lighting helps ensure the space is a proper bedroom and not a dark, unsafe area. A sump pump doesn't address escape routes, so it doesn't meet the safety standard. Merely having a window might provide light, but it doesn't guarantee a second exit. An unfinished basement isn't a finished living space, so it wouldn't count as a bedroom.

### 3. What is the primary role of the LCPAA in the licensing process?

- A. To ensure the agency complies with all DFPS licensing standards, policies, and applicable laws, and to manage operations to protect child safety and welfare.**
- B. To draft new DFPS licensing standards for the state.
- C. To inspect schools and residential facilities for safety.
- D. To issue licenses directly to child-placing agencies.

The main function is to ensure that a child-placing agency follows all DFPS licensing standards, policies, and applicable laws, and to oversee the agency's operations to protect child safety and welfare. This means the LCPAA focuses on compliance and effective, safe management within licensed agencies, rather than creating new standards, inspecting facilities, or issuing licenses themselves. Drafting new DFPS standards isn't the LCPAA's role—that's a policy/regulatory task handled by DFPS and state law. Inspecting schools or residential facilities for safety isn't the LCPAA's duty either; those inspections are performed by licensing inspectors within the regulatory framework. And licenses aren't issued directly by the LCPAA; licensing authority sits with the appropriate state agency, while the LCPAA ensures ongoing compliance and safe operations within licensed agencies.

### 4. What elements are important in a privacy and data protection policy?

- A. Only encryption, ignoring access controls.
- B. Access controls, data minimization, encryption, audit trails, and staff training on privacy.**
- C. Data retention of 100 years.
- D. Public sharing of case files for transparency.

A robust privacy and data protection policy rests on multiple safeguards that work together to protect confidential information, not on a single measure. Access controls ensure that only authorized individuals can view or change data, using mechanisms like user authentication and role-based permissions so privileges are limited to what is necessary. Data minimization means collecting and keeping only what is truly needed for the purpose, reducing the amount of sensitive information at risk. Encryption protects data by making it unreadable to anyone who doesn't have the proper keys, both when data is stored and when it is transmitted. Audit trails provide a record of who accessed or altered information, which supports accountability and helps detect suspicious activity. Staff training on privacy ensures everyone handling data understands their responsibilities, the rules in place, and how to respond to potential privacy incidents. Choosing encryption alone misses important elements like who has access and how data is managed day-to-day; data minimization and audit trails address practical controls and accountability, not just protection in transit or at rest. A retention period of 100 years contradicts the principle of keeping only what is necessary and can unnecessarily extend risk exposure. Publicly sharing case files would violate confidentiality requirements and professional obligations. Together, the five elements create a comprehensive approach to safeguarding sensitive information.

**5. Which outcome best indicates program success?**

- A. Positive outcomes for children and families, such as stable placements, safety, and progress toward goals, measured by data**
- B. Higher number of staff meetings**
- C. Increased paperwork**
- D. More fundraising events**

Program success is shown by positive outcomes for children and families that are tracked with data. The best option describes stable placements, safety, and progress toward goals, and it uses data to measure those results, which provides objective evidence that the program is making a real difference. This data-driven focus allows ongoing monitoring, accountability, and informed improvements, aligning with how effectiveness is evaluated in child-placement work. Other options reflect activities or outputs rather than actual outcomes. More staff meetings are about processes, not whether children and families are benefiting. Increased paperwork is an administrative burden and does not indicate success. More fundraising events affect resources but do not directly demonstrate improved safety, stability, or goal progress for clients.

**6. When must a closing summary be completed for a foster home?**

- A. By the 20th day after the foster home is closed**
- B. Within 5 days of closing**
- C. On the day of closing**
- D. When the home opens again**

The timing concept tested here is the deadline for completing a closing summary after a foster home closes. The required deadline is by the 20th day after the closure. This window gives enough time to collect final records, confirm all closure details, and finalize the licensing file without unnecessary delay. Doing it within 5 days is typically too soon to gather all information; doing it on the day of closing doesn't allow for post-closure updates; waiting until the home opens again misses the purpose of documenting the closure. Completing the summary by day 20 ensures proper closure of the file and adherence to regulatory timelines.

**7. How much space must bedrooms used by foster children have?**

- A. At least 40 square feet of space for each occupant and no more than four occupants per bedroom, with exception for children receiving treatment services for primary medical needs**
- B. At least 60 square feet per occupant**
- C. At least 80 square feet per occupant**
- D. At least 20 square feet per occupant**

Space standards for bedrooms used by foster children set a clear minimum for safety and privacy in sleeping areas. The rule requires at least 40 square feet for each occupant in a bedroom and caps the number of occupants at four per room. This means you can plan room sizes by multiplying the number of children sharing a room: two children need at least 80 square feet, and four children need at least 160 square feet. There is an exception for children receiving treatment services for primary medical needs, allowing a deviation from the standard in those cases. In practice, this helps ensure rooms are large enough for comfortable, safe living while still giving providers guidance on how many children can share a space.

**8. What should a program quality assurance plan include?**

- A. Employee entertainment programs**
- B. Measurable goals, data collection methods, regular audits, corrective action follow-up, and reporting to leadership.**
- C. Only financial audits**
- D. None**

A program quality assurance plan works best when it is a structured, data-driven roadmap that defines what good performance looks like and how you measure and improve it. It should include clear, measurable goals so progress can be tracked; methods for collecting data to assess whether those goals are being met; regular audits or reviews to check performance against standards; a process for implementing corrective actions and following up to verify fixes actually worked; and reporting to leadership so governance and accountability are maintained. These elements together create a feedback loop that drives continuous improvement. These other options miss essential aspects of quality assurance. Entertainment programs aren't related to measuring or improving program quality. Focusing only on financial audits ignores non-financial quality indicators and the broader, ongoing scope of QA. And choosing none would ignore the need for a structured QA plan entirely.

**9. What should an agency's complaint or grievance policy provide to clients and families?**

- A. A weekly meeting of complaints**
- B. A policy requiring complaints to be kept confidential without action**
- C. A clear process for submitting complaints, timely investigation, resolution steps, and timely responses**
- D. A process for media notification**

A complaint policy should set up a clear, accessible path for clients to raise concerns and know what happens next. The best choice describes a process that covers how to submit a complaint, how the agency will investigate it promptly, the steps toward resolving the issue, and the timelines for providing a response. This combination gives clients due process and transparency: they know where to go, what to expect, who will handle their case, and how long it will take to hear back. It also supports accountability and quality improvement by ensuring concerns are not ignored and actions are tracked. In practice, this means offering multiple submission options (forms, phone, email, in person), protecting confidentiality while still pursuing a real investigation, defining who is responsible for each step, providing a realistic timeframe for acknowledgement, investigation, and final resolution, and outlining how outcomes are communicated and whether there is an avenue for escalation or appeal if the client is unsatisfied. Options that don't include a formal, actionable process—such as simply meeting about complaints, or promising confidentiality without any follow-through—don't ensure concerns are addressed or lead to improvements. Media notification is not appropriate for handling individual grievances and shifts focus away from client rights and resolution.

**10. What are respite child-care services?**

- A. A planned alternative 24-hour care that provides relief to the child's primary caregiver and lasts more than 72 hours**
- B. Emergency short-term care lasting 24 hours**
- C. A weekend-only care option**
- D. A training program for caregivers**

Respite care is planned, temporary child care arranged specifically to give the child's primary caregiver a break from ongoing duties. It ensures the child is safely cared for while the caregiver rests or handles other responsibilities, helping to prevent burnout and keep family routines stable. The key idea is relief for the caregiver through planned, short-term or extended care when needed. This distinguishes it from emergency short-term care (which is unplanned), weekend-only care (which may not be intended as a regular relief service), or a training program (which aims to educate caregivers rather than provide substitute for their care duties).

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://txlcpaaset3.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

SAMPLE