



Texas Department of
Family and Protective Services

Assign Removal of Case – Calendar Reminders

Contents

Legal Action and Outcome – Calendar Event and Reminder – Overview.....	3
Legal Action Calendar Event and Reminder Notifications	3
Viewing the Legal Action Calendar Event and Reminder	4
Deleting the Calendar Event.....	5
Conservatorship Removal – Calendar Event and Reminder – Overview.....	6
Conservatorship (CVS) Removal – Initial FSNA Due Calendar Event and Reminder Notifications	6
Viewing the Initial FSNA Due Calendar Event and Reminder	7
Approval Status – Approve FPOS – Subsequent FSNA Due Calendar Event and Reminder – Overview	9
Subsequent FSNA Due Calendar Event and Reminder Notifications.....	9
Viewing the Subsequent FSNA Due Calendar Event and Reminder.....	10

Legal Action and Outcome – Calendar Event and Reminder – Overview

When a Legal Action is saved with a new **Scheduled Court Date**, it triggers the creation of case-related Calendar Events (aka, meetings) and Reminders that show the due dates for the next Status Hearing, Permanency Review before Final Order, and Permanency Review after Final Order.

You can accept the Calendar invite sent to you in order for it to be posted to your Outlook Calendar and to receive the reminder alerts.

The due date then appears on your Outlook Calendar.

Stages Impacted: N/A

Legal Action Calendar Event and Reminder Notifications

Whenever you add one of the following CVS Hearing Subtypes on the **Legal Action** page and enter a Scheduled Court Date, IMPACT 2.0 automatically creates a Calendar Event (aka, meeting) and Reminder and sends it to the Primary and Secondary assigned workers:

- Status Hearing
- Permanency Hearing Before Final Order
- Permanency Hearing After Final Order

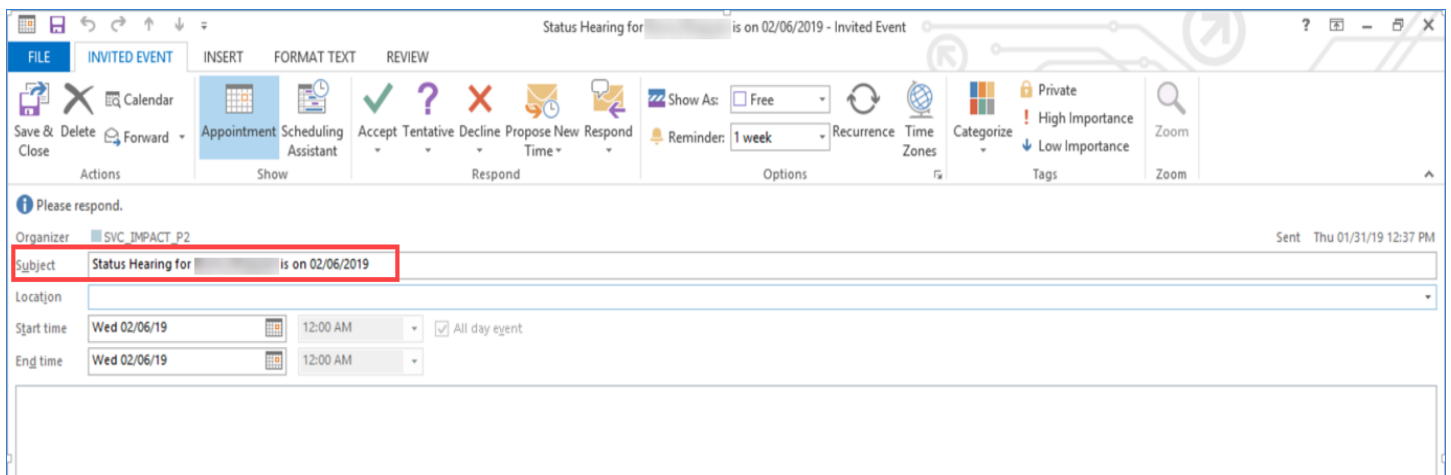
The Calendar Event and Reminder are set according to the following four key dates:

- **Triggering Event Date** – The date you enter and save the Legal Action in IMPACT 2.0.
- **Worker Display Date** (when the event appears in the worker’s calendar) – The date that IMPACT 2.0 creates and sends the Calendar Event notification (aka, meeting invitation) to the assigned workers. The Calendar Event notification is created and sent immediately when the Legal Action is saved, so the **Triggering Event Date** and **Worker Display Date** are the same.
- **Due Date** – The date on the calendar on which the scheduled Court date appears.
- **Reminder Date** – The date one (1) week before the scheduled Court date when reminders begin to display.

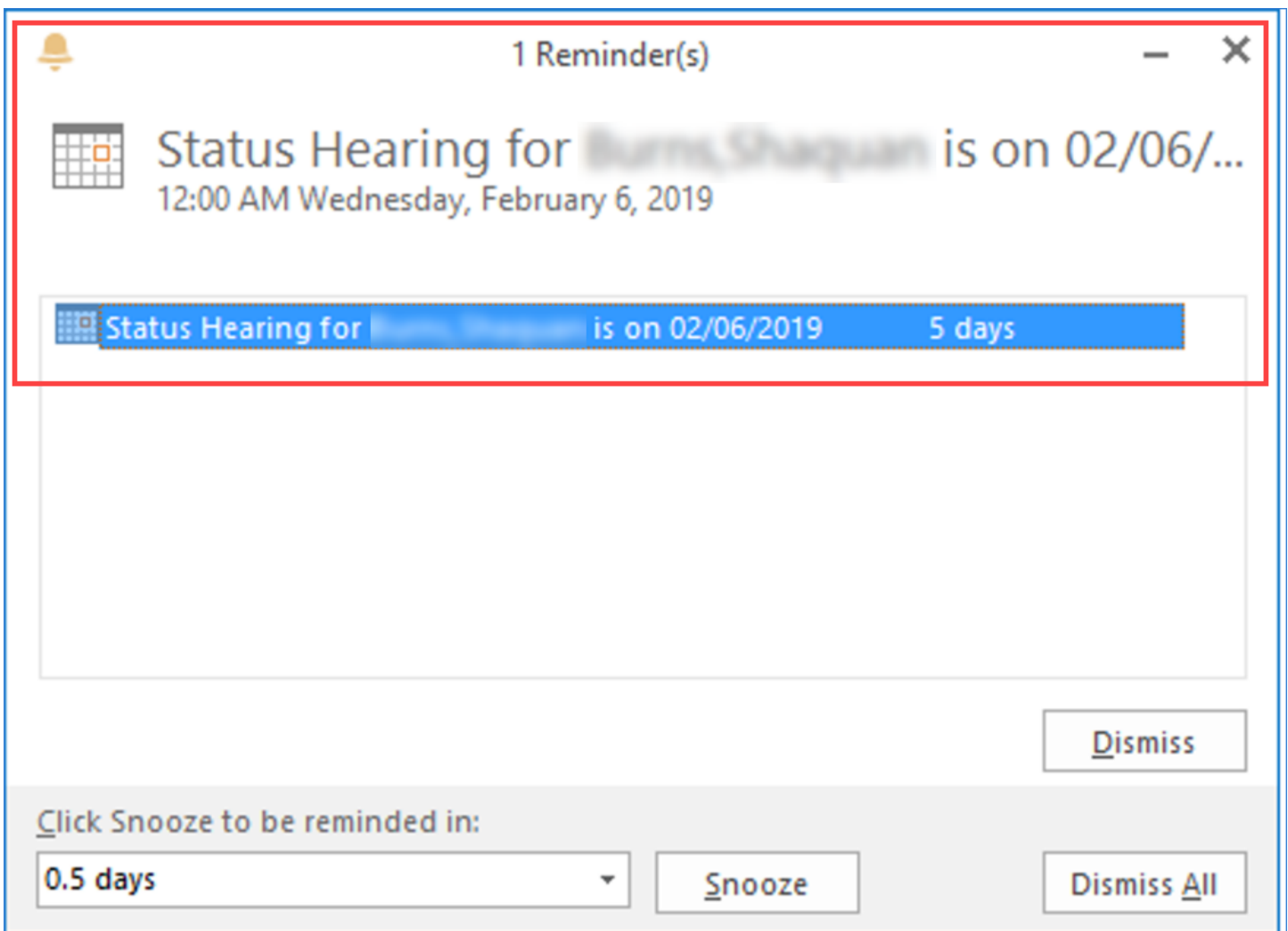
Viewing the Legal Action Calendar Event and Reminder

Follow these steps to view **calendar events** (aka meetings) and **reminders** and their details, as well as to clear a reminder from your calendar:

1. Open your **Outlook Email** and **Calendar** to view **calendar event** and **reminder** notifications for any legal actions.
2. Select the event invitation sent to your inbox.
3. Recognize that the **Subject line** will appear as follows:
 "<Hearing type> for <Last Name, First Initial> is on <MM/DD/YYYY>"
Where the <Hearing type> is "Status Hearing," "Permanency Hearing Before Final Order," or "Permanency Hearing After Final Order."
4. Recognize that you can accept the invitation in order for the Event and Reminder to be added to your Calendar.
5. Observe that the event is marked as an **All Day Event**, so it appears at the top of events for the scheduled day. Also note the appointment shows as **Free** on your calendar to prevent calendar conflicts.



6. One week before the scheduled Hearing date, you will receive a Reminder for the Event.



Deleting the Calendar Event

Once you've completed the associated hearing, you may want to delete the calendar event and reminder from your Outlook. IMPACT 2.0 will not automatically remove calendar events or reminders from Outlook.

To delete an Event, select the Event in your Outlook Calendar, right-click your mouse, and select **Delete** from the dropdown menu.

Conservatorship Removal – Calendar Event and Reminder – Overview

When a Conservatorship Removal Date is saved in IMPACT 2.0, it triggers the creation of case-related Calendar Events and Reminders that show the due date for the Initial Family Strengths and Needs Assessment (**FSNA**).

You can accept the Calendar invite sent to you in order for it to be posted to your Outlook Calendar and to receive the reminder alerts.

The due date then appears on your Outlook Calendar.

Stages Impacted: FSU and FRE

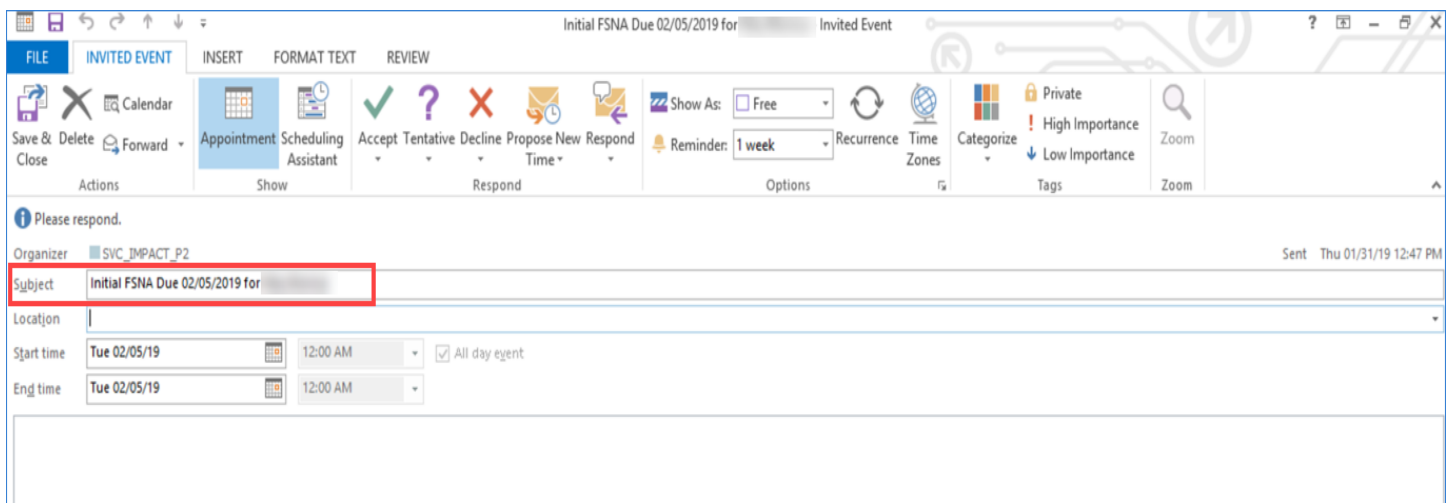
Conservatorship (CVS) Removal – Initial FSNA Due Calendar Event and Reminder Notifications

Whenever you schedule and save a Conservatorship Removal Date on the **Conservatorship Removal** page, IMPACT 2.0 automatically creates a Calendar Event (aka, meeting) and Reminder for when the initial FSNA is due and sends it to the Primary and Secondary assigned workers. The Initial FSNA Calendar Event will display on the calendar date that is 21 calendar days after the Removal Date that is saved. The Reminder will display one (1) week before the FSNA due date.

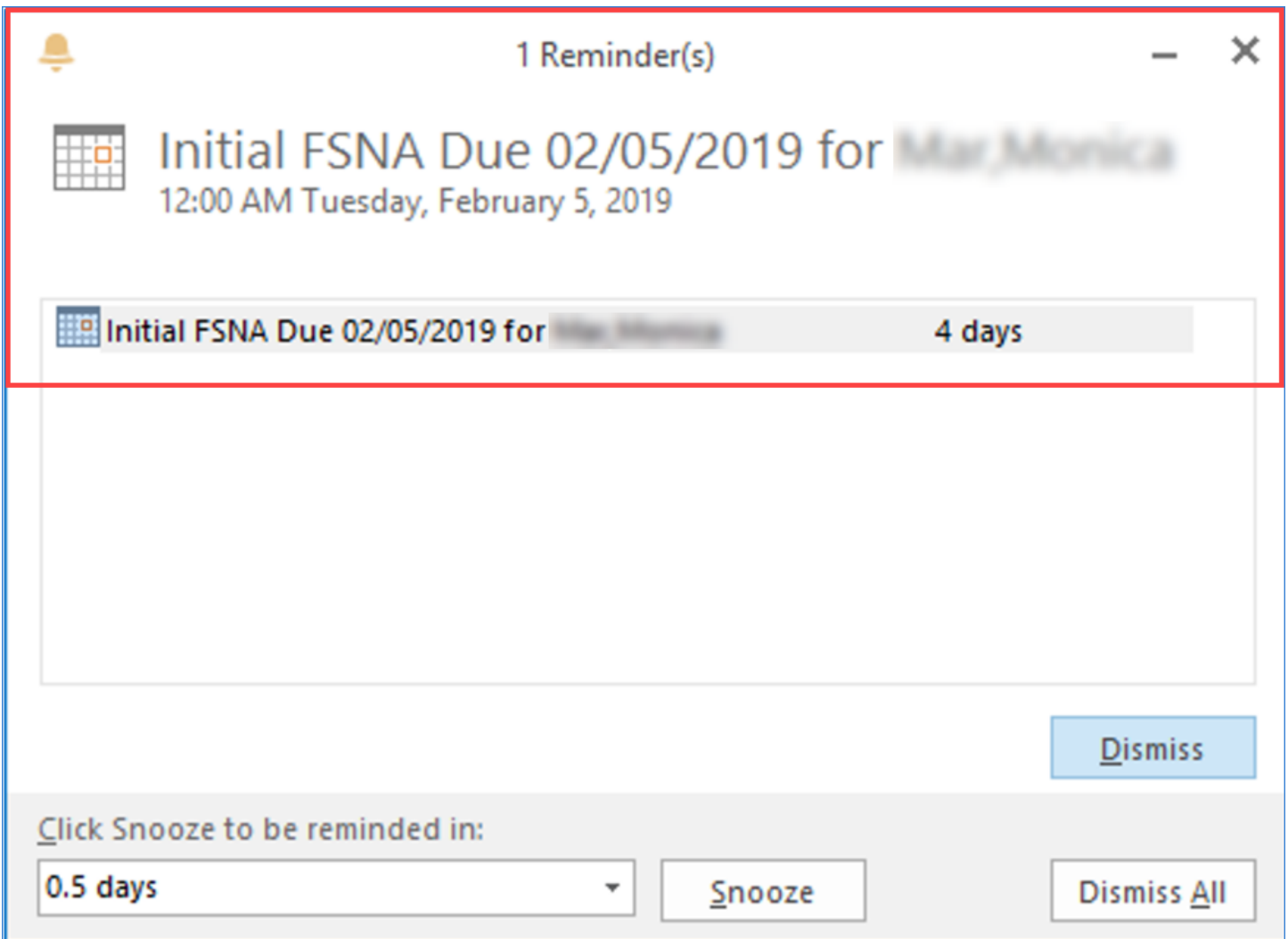
Viewing the Initial FSNA Due Calendar Event and Reminder

Follow these steps to view **calendar events** (aka meetings) and **reminders** and their details, as well as to clear a reminder from your calendar:

1. Open your **Outlook Calendar** and **Email** to view **calendar event** and **reminder** notifications for completing an Initial FSNA.
2. Select the event invitation sent to your inbox.
3. Recognize that the **Subject line** will appear as follows:
"Initial FSNA Due <MM/DD/YYYY> for <Last Name, First Initial>"
4. Recognize that the Initial FSNA is due in 21 calendar days.
5. Recognize that you can accept the invitation in order for the Event and Reminder to be added to your Calendar.
6. Observe that the event is marked as an **All Day Event**, so it appears at the top of events for the scheduled day. Also note the appointment shows as **Free** on your calendar to prevent calendar conflicts.



7. One week before the FSNA due date, you will receive a Reminder for the Event.



8. Once you have completed the FSNA, you may want to delete the event and reminder from your calendar. IMPACT 2.0 will not automatically remove the event or reminder notifications from your Outlook.

Approval Status – Approve FPOS – Subsequent FSNA Due Calendar Event and Reminder – Overview

When a supervisor approves a Family Plan of Service (**FPOS**) in IMPACT 2.0, it triggers the creation of case-related Calendar Events and Reminders that show the due date for the next Family Strengths and Needs Assessment (FSNA).

You can accept the Calendar invite sent to you in order for it to be posted to your Outlook Calendar and to receive the reminder alerts.

The due date then appears on your Outlook Calendar.

Stages Impacted: FSU and FRE

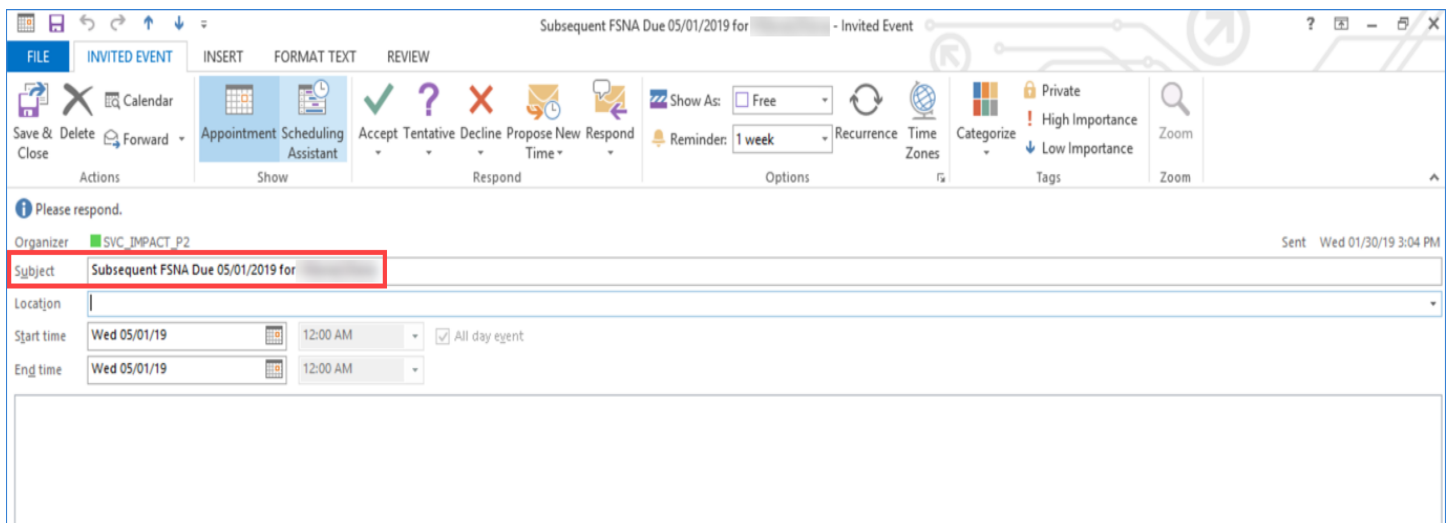
Subsequent FSNA Due Calendar Event and Reminder Notifications

When an FPOS is approved by the supervisor on the **Approval Status – Approve Family Plan** page, IMPACT 2.0 automatically creates a Calendar Event (aka, meeting) and Reminder for when the next FSNA is due and sends it to the Primary and Secondary assigned workers. The FSNA Due Calendar Event will display on the date that is 30 calendar days prior to the due date of the next FPOS review date. The Reminder will display one (1) week before the FSNA is due using the Calendar Reminder feature.

Viewing the Subsequent FSNA Due Calendar Event and Reminder

Follow these steps to view **calendar events** (aka meetings) and **reminders** and their details, as well as to clear a reminder from your calendar:

1. Open your **Outlook Calendar** and **Email** to view **calendar event** and **reminder** notifications for completing a subsequent FSNA.
2. Select the event invitation sent to your inbox.
3. Recognize that the **Subject line** will appear as follows:
"Subsequent FSNA Due <MM/DD/YYYY> for <Last Name, First Initial>"
4. Recognize that the calendar event for the next FSNA displays 30 calendar days prior to the due date of the next FPOS review.
5. Recognize that you can accept the invitation in order for the Event and Reminder to be added to your Calendar.
6. Observe that the event is marked as an **All Day Event**, so it appears at the top of events for the scheduled day. Also note the appointment shows as **Free** on your calendar to prevent calendar conflicts.



7. One week before the FSNA due date, you will receive a Reminder for the Event.
8. Once you have completed the FSNA, you may want to delete the event and reminder from your calendar. IMPACT 2.0 will not automatically remove the event or reminder notifications from your Outlook.