



Texas Department of
Family and Protective Services

Visitation Plan for Family Substitute Care in IMPACT 2.0 – Overview List Page

Job Aid

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Visitation Plan and No Contact Visitation Plan

Overview

IMPACT 2.0 has updated the functionality of the **Visitation Plan** in the **Family Substitute Care (FSU)** stage.

You can view Legacy and historical plans from the **Visitation Plan List** page. From this list page you may create new **Visitation Plans** or **No Contact Visitation Plans**, or select the **New Using** button to create a **Visitation Plan** or **No Contact Visitation Plan** from an existing IMPACT 2.0 plan on the page.

IMPACT 2.0's visitation plans replace the Legacy form document with the following new pages in the system:

- **Visitation Plan Detail** page
- **No Contact Visitation Plan Detail** page

These visitation plan detail pages allow you to complete a new **Visitation Plan** or **No Contact Visitation Plan**, update any existing plans, and ultimately submit them for supervisor approval in the **FSU** stage.

The IMPACT 2.0 **Visitation Plan Detail** page and **No Contact Visitation Plan Detail** page include prefilled fields, a **Participant(s)** list populated with your selections from a **Select Participant(s)** pop-up window, and other new features and functionalities designed to streamline and improve the process of creating a comprehensive visitation plan.

You can generate a PDF version or print a **Visitation Plan** form or **No Contact Visitation Plan** independently within a **Visitation Plan** or **No Contact Visitation Plan**.

Visitation Plan List Page – Introduction

IMPACT 2.0 features updated functionality to the **Visitation Plan List** page in the **Family Substitute Care (FSU)** stage only.

Caseworkers may view Legacy and historical visitation plans from the **Visitation Plan List** page.

You may create a completely new **Visitation Plan** or **No Contact Visitation Plan** from the **Visitation Plan List** page, or create a new plan by copying an existing plan by selecting the **New Using** button on the page.

You may also delete a **Visitation Plan** or **No Contact Visitation Plan** with a status of "PROC" (In-Process) or "COMP" (Complete) from this list page.

From the **Visitation Plan List** page, you can launch and print a **Visitation Plan** form or **No Contact Visitation Plan** form to distribute to others via email or fax.

Using the Visitation Plan List Page

Application: eLearning, Job Aid, TTT

Stages Impacted: FSU

Visitation Plan List Page – How to Get There



1. From your **Assigned Workload** page within the **My Tasks** tab, select a **Case Name** hyperlink that is in the **FSU** stage.

SS	WS	Hr	PVS	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PDM
			P			MURKES	PCA	RDC	01/02/2019	01/02/2019	11	02			OP5
			P			MURKES	PCA	RDC	01/05/2019	01/05/2019	11	02			OP5
			P			MURKES	SUR	RDC	02/05/2018	03/05/2018	11	02			OP8
			P			MURKES	PRU	RRP	04/19/2018	06/25/2018	11	02			OP8
			P			MURKES	SUR	RRP	01/10/2018	06/25/2018	11	02			OP8

2. You will arrive at the **Case Summary** page.
3. Select **Family Plans** from the secondary menu.

Mrg	M-Ref	Stage Name	Sng	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Or Disp	Phone
			PRU	RRP	04/19/2018				11			
			SUR	RDC	04/19/2018				11			
			NY	THAD1	04/09/2018	06:23 PM	05/14/2018		11		1112	

4. Select **Visitation Plan** from the tertiary menu.

The screenshot shows the 'Family Plan List' page. The left sidebar contains a navigation menu with 'Family Plans' selected. The main content area has a breadcrumb trail: 'Family Plan' > 'Services and Referrals Checklist' > 'Visitation Plan'. The title 'Family Plan List' is highlighted in red. Below the title, there are fields for 'Stage Name' and 'Case ID'. A 'Show' dropdown is set to '12' entries. A table displays two entries:

	Date Entered ↑	Status ↑	Stage ↑	Type ↑	Description ↑	Entered By ↑	Event ID ↑
<input type="radio"/>	05/25/2010	APRV	FSU	Family Plan	FSU REG Family Plan completed 05/25/2010		
<input type="radio"/>	05/14/2018	APRV	FSU	Family Plan	FSU REG Family Plan completed 05/25/2010		

Below the table, it says 'Showing 1 to 2 of 2 entries'. There are buttons for 'Delete', 'Add', and 'Launch from'. At the bottom, there is a 'Reports' section with a dropdown and a 'Launch' button.

5. You will arrive at the **Visitation Plan List** page.

The screenshot shows the 'Visitation Plan List' page. The left sidebar contains a navigation menu with 'Family Plans' selected. The main content area has a breadcrumb trail: 'Family Plan' > 'Services and Referrals Checklist' > 'Visitation Plan'. The title 'Visitation Plan List' is highlighted in red. Below the title, there are fields for 'Stage Name' and 'Case ID'. A 'Show' dropdown is set to '10' entries. A table displays seven entries:

	Date Entered ↑	Status ↑	Type ↑	Entered By ↑	Event ID ↑
<input type="radio"/>	01/28/2014	FINC	Visitation Plan		
<input type="radio"/>	10/25/2010	PCND	Visitation Plan		
<input type="radio"/>	10/25/2018	APRV	Visitation Plan		
<input type="radio"/>	10/25/2010	APRV	No Contact Visitation Plan		
<input type="radio"/>	10/25/2018	APRV	No Contact Visitation Plan		
<input type="radio"/>	10/23/2010	APRV	No Contact Visitation Plan		
<input type="radio"/>	05/25/2018	APRV	Visitation Plan		

Below the table, it says 'Showing 1 to 7 of 7 entries'. There are buttons for 'Delete', 'New Entry', and 'Add'. At the bottom, there is a search bar and a 'Launch' button.

Visitation Plan List Page – Take a Tour

Follow these steps to take a tour of the new **Visitation Plan List** page to familiarize yourself with the capabilities it provides:

1. Locate the **Add** button. You will select the type of visitation plan from the dropdown field and select the **Add** button to create a new **Visitation Plan** or **No Contact Visitation Plan**.
2. Locate the radio buttons for existing plans. The **Visitation Plan List** page will list both Legacy visitation plans as well as those visitation plans created in IMPACT 2.0 so that you will be able to view them all.
3. Locate the **New Using** button. After selecting an existing IMPACT 2.0 plan by selecting its corresponding radio button, you will select the **New Using** button to copy a new plan from the selected plan.
4. Locate the **Launch** button. By selecting either a **Visitation Plan** or **No Contact Visitation Plan** from the plans listed on the page and selecting the **Launch** button, you open a printable version of that plan's form. You can either email or fax the form.
5. Locate the **Delete** button. After selecting a Visitation Plan you will select this button to delete the plan. Only Visitation Plans with a status of "PROC" (In-Process) or "COMP" (Complete) can be deleted.

The screenshot displays the 'Visitation Plan List' page. On the left is a navigation menu with 'Family Plans' selected. The main content area has tabs for 'Family Plan', 'Services and Referrals Checklist', and 'Visitation Plan'. The title 'Visitation Plan List' is highlighted with a red box. Below the title are fields for 'Stage Name' and 'Case ID', and a 'Show to' dropdown set to 'entries'. A table lists seven visitation plans with columns: Date Entered, Status, Type, Entered By, and Event ID. The first row is selected, indicated by a radio button and a red box. Below the table, it says 'Showing 1 to 7 of 7 entries'. At the bottom, there are buttons for 'Launch' (highlighted with a red box), 'Delete', 'New Using', and 'Add'. A dropdown menu is open next to the 'Add' button, showing 'Visitation Plan' and 'No Contact Visitation' options, with 'Visitation Plan' highlighted by a red box.

	Date Entered	Status	Type	Entered By	Event ID
<input checked="" type="radio"/>	01/28/2019	PROC	Visitation Plan		
<input type="radio"/>	10/25/2018	PEND	Visitation Plan		
<input type="radio"/>	10/25/2018	APRV	Visitation Plan		
<input type="radio"/>	10/25/2018	APRV	No Contact Visitation Plan		
<input type="radio"/>	10/23/2018	APRV	No Contact Visitation Plan		
<input type="radio"/>	10/23/2018	APRV	No Contact Visitation Plan		
<input type="radio"/>	05/23/2018	APRV	Visitation Plan		



Texas Department of
Family and Protective Services

Visitation Plan for Family Substitute Care in
IMPACT 2.0 – Plan Detail Page
Job Aid

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Visitation Plan Detail Page – Introduction



The **Visitation Plan Detail** page is IMPACT 2.0's streamlined electronic version of the former visitation plans on paper. Pop-up windows, prefilled fields, and helpful hyperlinks are among the new features and functionality designed to streamline and improve the process of creating a comprehensive and effective visitation plan.

Application: eLearning, Job Aid, TTT

Stages Impacted: FSU

Creating a Visitation Plan Detail Page

You can create a new **Visitation Plan** in one of two ways:

- a. Select "Visitation Plan" from the dropdown field and select the **Add** button on the **Visitation Plan List** page. This will create a new **Visitation Plan** and open the **Visitation Plan Detail** page.
- b. Select the radio button for an existing plan and select the **New Using** button on the **Visitation Plan List** page. This will duplicate the existing plan as a new plan, opening the **Visitation Plan Detail** page and prefilling many fields with information from the original plan.

Either of these actions will take you the **Visitation Plan Detail** page, where you complete the **Visitation Plan** and submit it for supervisor approval.



Note: *If a there is a **Visitation Plan** or **No Contact Visitation Plan** that is in other than "APRV" (Approved) status that lists any of the same children who are the subject of the plan along with any of the same other participants (children who are not the subject of the Plan or the same other adults), IMPACT will prevent you from proceeding with this plan. The following message will display:*

"A [Visitation Plan] [and] [No Contact Visitation Plan] exists with one or more of the same Participants selected for this Plan that is not yet approved. The open Plan needs to be completed or deleted prior to proceeding with this new Plan."

My Tasks
Case
Search
Reports
Resources

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

SDM Assessments

Family Plans

Medical

Conservatorship Removal

Case Management

Family Plan
Services and Referrals Checklist
Visitation Plan

Visitation Plan Detail

Case Name: [REDACTED] * required field

Case #: [REDACTED] ‡ conditionally required field

Cause No: [REDACTED]

▶ Participants Included in the Visit (Including Siblings)

▶ Visitation Schedule

Launch
Save

Completing the Visitation Plan Detail Page

After creating the new **Visitation Plan** and arriving at the **Visitation Plan Detail** page, you may complete the plan and submit for supervisor approval by selecting the **Save and Submit** button or you may, at any point prior to completion, save the plan by selecting the **Save** button.



Note: You may edit a **Visitation Plan** while the **Visitation Plan Detail** page is in "PROC," "COMP," or "PEND" status prior to supervisor approval. However, once the **Visitation Plan Detail** page has been approved by a supervisor, the plan is locked to editing.

1. Observe the prefilled fields on the **Visitation Plan Detail** page such as **Case Name**, **Case #**, and **Cause No**.
2. Observe the **Approval Status** button has retained its Legacy display and functionality features.
3. Observe the fields marked by a red asterisk (*), denoting they are required fields.

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

SDM Assessments

Family Plans

Medical

Conservatorship Removal

Case Management

Family Plan

Services and Referrals Checklist

Visitation Plan

Visitation Plan Detail

Attention:

There is an outstanding approval request. Saving this page will invalidate that approval.

Case Name:

Case #:

Cause No:

Approval Status

* required field

‡ conditionally required field

Participants Included in the Visit (Including Siblings)

Participant(s):

Select

Name of Participant(s)	Age	Gender	Person ID	Cause No	Stage of Supervision	Definitions
	52	Male				
	2	Female			Low	

Visitation Schedule

* Are there any limitations on visits?

Yes No

* Length of Visit:

test

* Visit Frequency:

test

* Day(s) and Time(s) of Visit:

tetst

* Visit Location (options may include the home of the parents, relatives, or foster parent; CPS office; or agreed upon location):

tet

* Visit Location (options may include the home of the parents, relatives, or foster parent; CPS office; or agreed upon location):

test

‡ Visit Supervision (list all persons approved to supervise and their contact information):

test

* Additional Supportive Adults (list any adults that the parent would like CPS to consider to supervise visits and aid in transportation):

test

‡ If visits are supervised, address what needs to occur for visits to have less/no supervision:

test

* List other approved forms of contact (examples include email, social media, texting, or phone calls):

testat

* Rules and expectations for visits (including any rules regarding who may come to the visit):

test

* Services provided to support visitation (address services that are being provided to the parent to assist with the visits, such as transportation, snacks, activities, etc.):

testat

Launch

Save

Save and Submit

Completing the Visitation Plan Detail Page – Participant(s) List

Participants are added to the **Visitation Plan** from the **Participants included in the Visit (including Siblings)** section.

1. Expand the section for **Participants included in the Visit (including Siblings)** and select the **Select** button.
2. The **Select Participants** page will open in a pop-up window. Select the checkboxes on the **Select Participants** page to select those persons you wish to include in your plan.
3. Select the **Save** button on the **Select Participants** page pop-up window to close the window. Your selections automatically populate the **Participant(s)** list on the **Visitation Plan Detail** page.



Note: At least two participants are required where at least one is a child with a **Cause No.** and a **Stage of Supervision**.

Recognize that some participant information such as **Age, Gender, and Person ID** display on the **Visitation Plan Detail** page, but will not appear on the **Visitation Plan** form.

The screenshot displays the 'Visitation Plan Detail' page. The left sidebar contains navigation tabs: My Tasks, Case, Search, Reports, and Resources. The main content area shows the 'Visitation Plan Detail' form with fields for Case Name, Case #, and Cause No. Below these is a section titled 'Participants Included in the Visit (Including Siblings)' with a 'Participant(s):' label and a 'Select' button. A 'Select Participants' pop-up window is open, showing a table of participants with columns for Name, Age, Gender, Rel/Int, and Person ID. The table contains three rows: a Grandparent Paternal (Age 45, Gender F), another Grandparent Paternal (Age 51, Gender M), and a Daughter (Age 0, Gender F). The second row is selected with a checked checkbox. The pop-up window has 'Cancel' and 'Save and Continue' buttons.

Name	Age	Gender	Rel/Int	Person ID
[Redacted]	45	F	Grandparent Paternal	[Redacted]
[Redacted]	51	M	Grandparent Paternal	[Redacted]
[Redacted]	0	F	Daughter	[Redacted]

Participant(s) List – Stage of Supervision

The **Stage of Supervision** dropdown is where you specify what level of supervision must be included in the **Visitation Plan**.

1. In the **Participant(s)** list, select an option from the **Stage of Supervision** dropdown. Options are "Unsupervised," "Low," "Medium," and "High."
2. The **Definitions** heading is a hyperlink you can use to access the definitions for the different **Stage of Supervision** options.



Note: The **Stage of Supervision** field only displays for **Participant(s)** with a **Cause No.** displayed for children in a **SUB** stage, or where a **Cause No.** is entered by you (for children not in a **SUB** stage). When displayed, this field is required.

* Name of Participant(s)	Age	Gender	Person ID	* Cause No	* Stage of Supervision	Definitions
[Redacted]	52	Male	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	2	Female	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Stage of Supervision dropdown options: High, Low, Medium, Unsupervised

Completing the Visitation Plan Detail Page – Visitation Schedule Section

The **Visitation Schedule** section is where you specify the conditions and details of visitations, including limitations on visits, the allowed length of visits, and days and times of visits.

1. Expand the **Visitation Schedule** section.
2. Select the **Yes** or **No** radio button for the item **Are there any limitations on visits?**
Your response to this item will initiate the following conditionally required field:
 - **Please Describe.** If you select "Yes," the **Please Describe** text box is required.
 - **Length of Visit**
 - **Visit Frequency**
 - **Day(s) and Time(s) of Visit**
 - **Visit Location**
 - **Additional Supportive Adults**
 - **List other approved forms of contact**
 - **Rules and expectations for visits**
 - **Services provided to support visitation**

The remaining fields are required to be completed:

The following fields are conditionally displayed when "Low," "Medium," or "High" is selected for the field "Stage of Supervision":

- **Visit Supervision**
- **If visits are supervised, address what needs to occur for visits to have less/no supervision**

SDM
Assessments

Family Plans

Medical

Conservatorship
Removal

Case
Management

▶ Participants Included in the Visit (Including Siblings)

▼ Visitation Schedule

* Are there any limitations on visits?

Yes No

‡ Please Describe:

* Length of Visit:

Test

* Visit Frequency:

Modified Text

* Day(s) and Time(s) of Visit:

Modified Text

* Visit Location (options may include the home of the parents, relatives, or foster parent; CPS office; or agreed upon location):

Test

‡ Visit Supervision (list all persons approved to supervise and their contact information):

Test

‡ Visit Supervision (list all persons approved to supervise and their contact information):

Test

*** Additional Supportive Adults (list any adults that the parent would like CPS to consider to supervise visits and aid in transportation):**

Test

‡ If visits are supervised, address what needs to occur for visits to have less/no supervision:

Test

*** List other approved forms of contact (examples include email, social media, texting, or phone calls):**

Test

*** Rules and expectations for visits (including any rules regarding who may come to the visit):**

Test

*** Services provided to support visitation (address services that are being provided to the parent to assist with the visits, such as transportation, snacks, activities, etc.):**

Test

Visitation Plan Detail Page – Save vs. Save and Submit

The **Save** and **Save and Submit** buttons enable you either save your **Visitation Plan** and continue to work on it, or save and submit the plan for approval.

1. Select the **Save** button to save your information but remain on the **Visitation Plan Detail** page.
2. Select the **Save and Submit** button to submit your **Visitation Plan Detail** page for supervisor approval. IMPACT 2.0 will perform its validation checks and either submit the plan for approval, or generate error messages for any issue(s) preventing a successful submission.



Note: Remember, you can edit a **Visitation Plan Detail** page while the page is "PROC," "COMP," or "PEND" status, prior to supervisor approval. Once a **Visitation Plan Detail** page has been approved by a supervisor and in "APRV" status, the plan is locked to editing.

The screenshot displays the 'Visitation Plan Detail' page. The top navigation bar includes 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. The left sidebar lists various case management options, with 'Family Plans' selected. The main content area features a title 'Visitation Plan Detail' and three input fields: 'Case Name' (marked as a required field), 'Case #' (marked as a conditionally required field), and 'Cause No.'. Below the fields are two expandable sections: 'Participants Included in the Visit (Including Siblings)' and 'Visitation Schedule'. At the bottom of the page, there is a 'Launch' button and two buttons for saving: 'Save' and 'Save and Submit'.

Visitation Plan Detail Page – Launching the Visitation Plan Form

You can launch a **Visitation Plan** form from either the **Visitation Plan List** page or the **Visitation Plan Detail** page.

To launch a **Visitation Plan** form from within the **Visitation Plan Detail** page, select the **Launch** button. It will open the form in a separate window and you may create a printable version of the form to email, or to print and fax.

The screenshot displays the 'Visitation Plan Detail' page. The top navigation bar includes 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. The sidebar on the left lists various menu items, with 'Family Plans' highlighted. The main content area features tabs for 'Family Plan', 'Services and Referrals Checklist', and 'Visitation Plan'. The 'Visitation Plan' tab is active, showing a 'Visitation Plan Detail' section. This section contains fields for 'Case Name', 'Case #', and 'Cause No.', with a 'Launch' button below them. At the bottom right of the main content area are 'Save' and 'Save and Submit' buttons.



Texas Department of
Family and Protective Services

Visitation Plan for Family Substitute Care in IMPACT 2.0 – No Contact Plan

Job Aid

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No Contact Visitation Plan Detail Page – Introduction



The **No Contact Visitation Plan Detail** page, like the **Visitation Plan Detail** page, features pop-up windows, tables, and prefilled fields to streamline and improve the process of creating a comprehensive and effective **No Contact Visitation Plan**.

Application: eLearning, Job Aid, TTT

Stages Impacted: FSU

Creating the No Contact Visitation Plan Detail Page

You can create a new **No Contact Visitation Plan** in much the same way as a **Visitation Plan** using one of the following two ways:

- a. Select "No Contact Visitation Plan" from the dropdown field and select the **Add** button on the **Visitation Plan List** page. This will create a new No Contact Visitation Plan.
- b. Select the radio button for an existing plan and select the **New Using** button on the **Visitation Plan List** page. This will duplicate the existing plan as a new plan, prefilling many fields with information from the original plan.

Either of these actions will take you to the **No Contact Visitation Plan Detail** page where you complete the **No Contact Visitation Plan** and submit it for supervisor approval.



Note: *If a there is a **Visitation Plan** or **No Contact Visitation Plan** that is in other than "APRV" (Approved) status, that lists any of the same children who are the subject of the plan along with any of the same other participants (children who are not the subject of the plan or the same other adults), IMPACT will prevent you from proceeding with the plan. The following message displays:*

" If a there is a Visitation Plan or No Contact Visitation Plan that is in other than approved status (<> APRV), that lists any of the same children who are the subject of the Plan along with any of the same other participants (children who are not the subject of the Plan or the same other adults), IMPACT shall prevent proceeding with this Plan."

My Tasks | **Case** | Search | Reports | Resources

Case Summary | Person | Contacts/Summaries | Service Authorization | Legal | SDM Assessments | **Family Plans** | Medical | Conservatorship Removal | Case Management

Family Plan | Services and Referrals Checklist | **Visitation Plan**

No Contact Visitation Plan Detail

Case Name: [redacted] * required field
Case #: [redacted]
Cause No: [redacted]

Case Information:

* Participant(s): [select]

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
[redacted]	35	Male	Parent (Birth)	[redacted]	[redacted]	<input type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[redacted]	12	Male	Oldest Victim	[redacted]	[redacted]	<input type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended

▶ Visitation Plan

[Launch] [Save] [Save and Submit]

Completing the No Contact Visitation Plan Detail Page

After opening the **No Contact Visitation Plan Detail** page, you can either save the plan or, once completed, save and submit the plan for approval by a supervisor.



Note: You may edit a visitation plan while the **No Contact Visitation Plan Detail** page is in "PROC," "COMP," or "PEND" status prior to supervisor approval. Once the **No Contact Visitation Plan Detail** page has been approved by a supervisor (in "APRV" status), the plan is locked to editing.

1. **Case Name, Case #, and Cause No.** are prefilled on the **No Contact Visitation Plan Detail** page.
2. The **Approval Status** button opens the **Approval Status** page and retains its Legacy display and functionality features.
3. Note the fields marked by a red asterisk (*), which are required fields.

Case Summary
Family Plan
Services and Referrals Checklist
Visitation Plan

- Person
- Contacts/Summaries
- Service Authorization
- Legal
- SDM Assessments
- Family Plans
- Medical
- Conservatorship Removal
- Case Management

No Contact Visitation Plan Detail

Case Name : [Redacted] * required field

Cause No: [Redacted]

Approval Status

Case Information:

* Participant(s): select

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
[Redacted]	38	Male	Parent	[Redacted]	[Redacted]	<input type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended
[Redacted]	33	Female	Parent	[Redacted]	[Redacted]	<input checked="" type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[Redacted]	9	Male	Oldest Victim	[Redacted]	[Redacted]	<input checked="" type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[Redacted]	6	Female	Sibling	[Redacted]	[Redacted]	<input type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended

▼ Visitation Plan

* Indicate why it is not in the best interest for the contact or visitation to occur:

* Specify what needs to occur for contact or visitation to begin

* What supportive adults can the child have contact with or visit with?

* Planning for the future Additional Supportive Adults (list any adults that the parents would like CPS to consider to supervise visitation and aid in transportation, once visits are allowed):

Completing the No Contact Visitation Plan Detail Page – Case Information Section – Participant(s) List

Participants are added to the **No Contact Visitation Plan** from the **Case Information** section.

1. The **Select** button in the **Case Information** section opens a new pop-up window with a list of participants.
2. The **Select Participants** page will open in a pop-up window. Select the checkboxes on the **Select Participants** page to select those persons you wish to include in your plan.
3. Select the **Save** button on the **Select Participants** page pop-up window to close the window. Your selections automatically populate the **Participant(s) List** within the **Case Information** section.



Note: At least two participants are required where at least one is a child with a **Cause No.** and a **Stage of Supervision**.

Recognize that some participant information such as **Age, Gender, Rel/Int,** and **Person ID** display on the **No Contact Visitation Plan Detail** page, but will not appear on the **No Contact Visitation Plan** form.

The screenshot displays the 'No Contact Visitation Plan Detail' form. The 'Case Information' section includes fields for Case Name, Case #, and Cause No. Below this is a table for 'Participant(s)'. A 'Select Participants' pop-up window is open, showing a list of potential participants with checkboxes for selection. A red arrow points from the 'select' button in the main form to the 'select' button in the pop-up window.

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
[Redacted]	34	Male	Parent (Birth)	[Redacted]		<input type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[Redacted]	11	Male	Oldest Victim	[Redacted]	[Redacted]	<input type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended

Selection	Name	Age	Gender	Rel/Int	Person ID
<input type="checkbox"/>	[Redacted]		F	School Personnel	[Redacted]
<input type="checkbox"/>	[Redacted]		F	School Personnel	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	11	M	Oldest Victim	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	35	F	Parent (Birth)	[Redacted]
<input type="checkbox"/>	[Redacted]	76	F	Grandparent Great	[Redacted]

Participant(s) List – Cause Number

This field is displayed with a **Cause No.** for children (under age 18) in a **Substitute Care (SUB)** stage, or where a **Cause No.** is entered by you for children not in a **SUB** stage. When displayed, this field is required.

Case Summary | Person | Contacts/Summaries | Service Authorization | Legal | SDM Assessments | **Family Plans** | Medical | Conservatorship Removal | Case Management

Family Plan | Services and Referrals Checklist | **Visitation Plan**

No Contact Visitation Plan Detail

Case Name: [redacted] * required field
 Case #: [redacted]
 Cause No: [redacted]

Case Information:

* Participant(s): select

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
[redacted]	35	Male	Parent (Birth)	[redacted]		<input type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[redacted]	12	Male	Oldest Victim	[redacted]	[input field]	<input type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended

▶ Visitation Plan

Launch Save Save and Submit

Participant(s) List – Visitation Restrictions

Select one or both of the checkboxes in **Visitation Restrictions** for each participant. The two checkboxes are "Court Ordered" and "DFPS recommended."

Case Summary | Person | Contacts/Summaries | Service Authorization | Legal | SDM Assessments | **Family Plans** | Medical | Conservatorship Removal | Case Management

Family Plan | Services and Referrals Checklist | **Visitation Plan**

No Contact Visitation Plan Detail

Case Name: [redacted] * required field
 Case #: [redacted]
 Cause No: [redacted]

Case Information:

* Participant(s): select

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
[redacted]	34	Male	Parent (Birth)	[redacted]		<input type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended
[redacted]	11	Male	Oldest Victim	[redacted]	[input field]	<input checked="" type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[redacted]	35	Female	Parent (Birth)	[redacted]		<input checked="" type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended

Complete the No Contact Visitation Plan Detail Page – Visitation Plan Section

The **Visitation Plan** section is where you explain the decision for no contact visitations and where you specify the criteria for renewed visitations and which visitations are allowed by supportive adults.

1. Expand the **Visitation Plan** section.
2. Complete the following textboxes. Each textbox is required to successfully submit the plan for approval.
 - **Indicate why it is not in the best interest for the contact or visitation to occur**
 - **Specify what needs to occur for contact or visitation to begin**
 - **What supportive adults can the child have contact with or visit with?"**
 - **Planning for the future: Additional Supportive Adults**

Family Plans

- Medical
- Conservatorship Removal
- Case Management

*** Participant(s):** select

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
McBay,Bruce II	34	Male	Parent (Birth)	45210216		<input type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended
McBay,Jonathan	11	Male	Oldest Victim	80903959	18-0295	<input checked="" type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
Smith Holsten,Jessica	35	Female	Parent (Birth)	45010897		<input checked="" type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended

Visitation Plan

*** Indicate why it is not in the best interest for the contact or visitation to occur:**

*** Specify what needs to occur for contact or visitation to begin**

*** What supportive adults can the child have contact with or visit with?"**

*** Planning for the future: Additional Supportive Adults (list any adults that the parents would like CPS to consider to supervise visitation and aid in transportation, once visits are allowed):**

No Contact Visitation Plan Detail Page – Save vs. Save and Submit

The **Save** and **Save and Submit** buttons enable you either save your **No Contact Visitation Plan** and continue to work on it, or save and submit the plan for approval.

1. Select the **Save** button to save your information but remain on the **No Contact Visitation Plan Detail** page.
2. Select the **Save and Submit** button to submit your **No Contact Visitation Plan Detail** page for supervisor approval. IMPACT 2.0 will perform its validation checks and either submit the plan for approval, or generate messages for any issue(s) preventing a successful submission.



Note: Remember, you can edit a **No Contact Visitation Plan Detail** page while the page is in "PROC," "COMP," or "PEND" status prior to supervisor approval. Once a **No Contact Visitation Plan Detail** page has been approved by a supervisor (in "APRV" status), the plan is locked to editing.

My Tasks
Case
Search
Reports
Resources

- Case Summary
- Person
- Contacts/Summaries
- Service Authorization
- Legal
- SDM Assessments
- Family Plans
- Medical
- Conservatorship Removal
- Case Management

Family Plan
Services and Referrals Checklist
Visitation Plan

No Contact Visitation Plan Detail

Case Name : * required field

Case # :

Cause No :

Case Information:

* Participant(s): select

Name of Participant(s)	Age	Genders	Rel/Int	Person ID	Cause No	Visitation Restrictions
John Doe	34	Male	Parent (Birth)	12345		<input type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended
Jane Doe	11	Male	Oldest Victim	67890	<input type="text"/>	<input checked="" type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
Bob Doe	35	Female	Parent (Birth)	54321		<input checked="" type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended

▶ Visitation Plan

Launch

Save
Save and Submit

No Contact Visitation Plan Detail Page – Launching the No Contact Visitation Plan Form

You can launch a **No Contact Visitation Plan** form from either the **Visitation Plan List** page or the **No Contact Visitation Plan Detail** page.

To launch a **No Contact Visitation Plan** form from within the **No Contact Visitation Plan Detail** page, select the **Launch** button. It will open the form in a separate window and you may create a printable version of the form to email, or to print and fax.

My Tasks | **Case** | Search | Reports | Resources

Case Summary | Family Plan | Services and Referrals Checklist | **Visitation Plan**

No Contact Visitation Plan Detail

Case Name : [redacted] * required field
 Case #: [redacted]
 Cause No: [input field]

Case Information:

* Participant(s): [select]

Name of Participant(s)	Age	Gender	Rel/Int	Person ID	Cause No	Visitation Restrictions
[redacted]	34	Male	Parent (Birth)	[redacted]		<input type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended
[redacted]	11	Male	Oldest Victim	[redacted]	[input field]	<input checked="" type="checkbox"/> Court Ordered <input type="checkbox"/> DFPS Recommended
[redacted]	35	Female	Parent (Birth)	[redacted]		<input checked="" type="checkbox"/> Court Ordered <input checked="" type="checkbox"/> DFPS Recommended

▶ Visitation Plan

Launch [Save] [Save and Submit]