Out-of-Region Monthly Contact Placement Information

Contents

Placement Information - Tasks and Alerts

Overview

The primary caseworker receives an alert to complete the **2077 Referral** (Request for Kinship, Conservatorship, and Adoption Services) within seven (7) days of when a child is placed outside their legal region, or when the parent resides outside the region of the child's legal county.

Trigger Conditions for the Alert to Complete a 2077 Referral

In the **Substitute Care (SUB)** stage, IMPACT posts an alert for the "Primary Assigned" caseworker to **complete a 2077** Referral whenever a child placement has been saved in IMPACT 2.0 and the following conditions are also present:

1. The child has a legal status.

2. The placement puts the child away from the parent(s) at an address that is either:

   - *outside of the region* of the child's legal county or

   - *inside of the region of the child's legal county*, but *outside of the region* of the child's parent's county.

IMPACT 2.0 posts the **2077 Referral** alert whenever a child is placed at an address that is outside of the region of the child's legal county, or when the child's address is *within* the region of the legal county, but the parent's address is *outside* of the legal county's region. IMPACT 2.0 processes the information from the child placement and the child's legal status to determine if either of these conditions is true and, if so, sends the alert to the caseworker.

Because IMPACT 2.0 needs both the placement and the child's legal status to determine if the alert is needed, the alert may be triggered by either the placement or legal status being added to IMPACT 2.0, whichever is the later of the two.

The alert notifies the caseworker to complete the **2077 Referral** within seven (7) days of the child's placement.

Out-of-Region Monthly Contact Approval Status

Contents

Approval Status – Assign Local Permanency Specialist (LPS) Supervisor and Out-of-Region Contact

Overview

In the **Substitute Care** (**SUB**) stage, when a placement is approved for a child placed outside the region of their legal county, IMPACT 2.0 notifies the approver that the system has initiated a secondary assignment to a Local Permanency Specialist (LPS) supervisor in that region. At that time, the approver is able to either accept the assignment or make a different selection prior to completing the assignment.

Approval Status – Approve Placement Page – How to Get There

1. Logon as the Approver/Supervisor.

2. Select the **Staff To-Do List** tab.

3. Select the task to approve the placement.

4. You arrive at the **Placement Information** page.

5. Select the **Approval Status** button.

6. You arrive at the **Approval Status - Approve Placement** page.

Approving the Assignment

When you approve an out-of-region placement, you can either assign the default LPS Supervisor in the region, as identified by IMPACT 2.0, or you can search for different LPS Supervisor to assign. Following are the steps you take when you wish to assign the default LPS Supervisor for the secondary assignment.

1. On the **Approval Status - Approve Placement** page, enter the required fields to approve the placement for a child and select the **Save** button.

2. A pop-up message window is displayed noting the name of the LPS Supervisor who is the default assignee for the secondary assignment. The pop-up displays an **OK** button and **Search** button.

3. To approve the secondary assignment to the default LPS supervisor, select the **OK** button.

4. IMPACT automatically sends an alert to the LPS Supervisor notifying them of the secondary assignment.

Selecting the Search Button

Select the **Search** button in the pop-up window if you wish to assign a different LPS Supervisor than the one identified in the pop-up message. Selecting the **Search** button opens a modified version of the **Assign** page that displays the list of LPS Supervisors in the region in which the child has been placed. From this page, you can select a different LPS Supervisor from the same region or you can select a different region to display an alternate list of LPS Supervisors from which you can make the assignment.

Note: This modified version of the Assign page can only be accessed from the pop-up window that provides the Search button.

Out-of-Region Monthly Contact

Assign Supervisor

Contents

Assign – Assign LPS Supervisor

Overview

After approving a placement on the **Approval Status - Approve Placement** page, a pop-up confirmation message appears. Selecting the **Search** button opens a prefilled version of the **Assign** page. The approver can assign a LPS Supervisor from a list of relevant LPS Supervisors, after which the LPS Supervisor will receive an alert.

Accessing the Assign Page and Assigning an LPS Supervisor

When you approve an out-of-region placement, you have the option to search for a different LPS Supervisor for the secondary assignment rather than accept the default LPS Supervisor from IMPACT 2.0. To assign a different LPS Supervisor, follow these steps:

1. On the **Approval Status – Approve Placement** page, enter the required fields to approve the placement for a child and select the **Save** button.

2. A pop-up message window displays the name of the default LPS Supervisor and displays an **OK** button and **Search** button.

3. Select the **Search** button to open the **Assign** page.
4. Identify the **Region** dropdown, which defaults to the region where the child is being placed.

5. Recognize that the **Available Staff** section contains a list of LPS Supervisors in that region.

6. Recognize that you can change the selection in the **Region** dropdown and select **Search** to display a different list of LPS Supervisors in the **Available Staff** section.

7. Select the radio button for the LPS Supervisor you wish to assign as the secondary.

8. Select the **Secondary** button to mark the supervisor for the secondary assignment.

9. Select the **Save** button to assign the LPS Supervisor and to send the secondary assignment alert.

*Note: Alternately, you can select the **Select Staff** button under the **Available Staff** section and perform a search for a specific LPS Supervisor to add to the **Available Staff** list.*

Out-of-Region Monthly Contact

Contact Detail

Contents

Contact Detail - Alert for CVS Monthly Required (FTF)

Overview

When the LPS Worker selects "CVS Monthly Required (FTF)" from the dropdown menu under **Purpose** and then selects **Save** on the **Contact Detail** page for the first time, IMPACT sends an **Alert** to the Primary assigned worker.

The description appearing on the **To-Do Detail** page states, "CVS Monthly Required (FTF) has been completed for *<First Name Last Name>*(child)."

Triggering the Alert for CVS Monthly Required (FTF)

Whenever a secondary assigned LPS Worker initially creates and saves a **CVS Monthly Required (FTF)** contact for a child on the **Contact Detail** page, IMPACT sends an alert to the primary assigned worker. The alert is triggered the first time the LPS Worker selects a child who is the subject of the FTF contact from the **Principals/Collaterals Contacted** section, selects "CVS Monthly Required (FTF)" from the **Purpose** dropdown, and selects the **Save** button.

The following alert will appear on the primary assigned worker's **To-Do Detail** page:

"CVS Monthly Required (FTF) has been completed for *<First Name Last Name>* (child)"