Texas Department of Family and Protective Services

General Placement Search System (GPS)

Data Entry Training Manual

4/25/2024

Version: 3.0

Contents

Section 1. Overview

1.1   Purpose

Welcome to the General Placement Search (GPS) Manual Data Entry Process. The purpose of this document is to:

1. Describe how Providers get started with GPS using the manual data entry process.

2. Review Data Quality Expectations.

3. Provide step by step instructions for logging into GPS and entering provider information.

Section 2. Getting Started with GPS

The purpose of this section is to describe how to get started with GPS. **The first step is to understand the Data Collection, Initial Load, and Data Maintenance Processes.** Providers who use the GPS Manual Data Entry process are expected to read and comply with the Data Quality Processes described in this section.

2.1 Data Quality Process:

Below is a summary list of the Data Quality Processes that will be described with step-by-step instructions.

- Data Collection: Providers must ensure they are collecting and tracking all information that GPS requires.

- Initial Data Load: Providers will be ready to enter preference and vacancy data into GPS for all of their eligible foster homes once they have completed the data collection process.

- Data Maintenance: Providers are required to update their provider preference and vacancy information daily in their CMS system, to the extent the information changes.

2.2 Data Collection

All providers, whether using GPS manual data entry or electronic data transfer, are required to collect a specified set of data points to facilitate the best placement matching for children and youth. Most of these data points are likely already collected, however, there may be some information that is new to your record keeping process. Follow the steps below to evaluate and modify your data collection process and prepare for the initial load of data into GPS.

Before participating with GPS

>   **Step 1**: Review the Table of GPS Required Fields in the Appendix of this document (Section 7) to identify any fields that are new to your case management system and/or record keeping process. These fields represent information about placement vacancies, preferences, and characteristics that are not currently collected in DFPS systems.

>   **Step 2**: Determine the foster homes and GROs that are eligible to be in GPS. GPS will maintain a record for foster homes and GROs that meet the following criteria:

>   o If provider is a CPA foster home, then:
>   - Provider's CPA must have an active contract with DFPS AND have an active license in the HHS CLASS system.
>   - Provider foster home must have an active license in the HHS CLASS system.
>   - Provider foster home is designated as a "Foster Family Home".
>   - Provider foster home accepts unrelated (non-kin) children/youth.

- o If provider is a GRO then,
  - GRO must have an active contract with DFPS AND have an active license in the HHS CLASS system.
  - GRO must be one of the following types:
    - Child Care Services
    - Emergency Care Services
    - Multiple Services
    - Residential Treatment Center

Step 3: Evaluate and/or modify your data collection process to gather the new required information for the foster homes and GROs that are eligible to be in GPS. Modify your case management system and/or record keeping process to track this information.

NOTE: A foster home or GRO record will not be able to be saved in GPS unless the record is "complete", meaning that all required fields for the record must be entered into GPS. GPS does not accept partially complete records. Therefore, the data collection process must be done before you can begin using GPS.

2.3 Initial Data Load

Once you have collected all the required data for your foster homes and GROs, you are ready to login to GPS to verify your information and begin entering data for your foster homes and/or GROs. Follow the steps in this training manual for logging in and accessing your "GPS Provider Update" home page.

Step 1: Login to GPS to access the "GPS Provider Update Page."

Step 2: From the "GPS Provider Update" page, enter your operation's contact information and verify information about your operation is displaying correctly.

1. Enter your contact information in the Contact fields provided *(fields outlined in red on the screen shot below.)*

2. Verify the information displayed for your operation is correct *(fields to be verified are listed here and shown with red arrows on the screen shot below.)*
   i. Agency/GRO name and address
   ii. Operation Number
   iii. Services Provided
   iv. Type of Facility
   v. Total Capacity

Figure 1 - GPS Provider Update Page Example

If the information is not correct, please check the information in the TX HHS Public and Provider Portal for your operation and update it there as needed. GPS will pull the updated information from the TX HHS Public and Provider Portal and display it on this page.

If you continue to experience issues with the information on this page, please contact the GPS Help Desk. **DFPS GPS Help Email**: dfpsgpsproject@dfps.texas.gov

Step 3: Review the list of Provider Names (foster homes and/or GROs) shown in your Provider List.

Figure 2 - Provider List Example

Take the following steps to ensure all provider names in the list are correct:

1. Verify that the providers on the list belong to your GRO or CPA. If your CPA has different branches verify that the homes are listed in the correct branch and that they are all homes that belong to your CPA.
2. Verify that there are no provider names missing.
3. Verify that there are no provider names on the list that are inactive or not accepting DFPS children/youth.
   a. If there are missing provider names, or names shown in error, login to the HHS Public and Provider Portal and review the information for any missing provider names, or names shown in error. If the home is not listed in the HHS Public and Provider Portal as an "unrelated" home it will not appear in GPS.
   b. Should you still have questions or not be able to resolve the issue then contact the GPS Help Desk to report the issue. **DFPS GPS Help Email**: dfpsgpsproject@dfps.texas.gov
4. Verify the "Active" status for each foster home. GPS will display a "Y" if the home is active and a "N" if the home is not active. The information displayed is based on the information you have entered in the HHS Public and Provider Portal.
   a. If the active status is not correct in GPS, login to the HHS Public and Provider Portal and modify the "Inactive Date" field for the provider. The updated information will be displayed in GPS within 6 hours.

Step 4: After verifying the list of provider names, you are ready to begin entering data for each provider on the list. Follow the instructions in this training manual to enter and save information for each provider.

Step 5: As you enter data for each provider on the Provider List, take a minute to check that the information for each provider is correct as shown on the screen below:

Modify Placement Details			✕
			* required field ‡ conditionally required field
You must save your data on this page to update the selected placement.			
Placement Information			
Placement Name:	Facility Type: Child Placing Agency	Region: 03	
County: TARRANT	Service Level(s): Basic		

Figure 3 - Modify Placement Details - Top Section

If the information is not correct, please check the information in the HHS Public and Provider Portal for the home (or GRO) and update it there as needed. GPS will pull the updated information from the HHS Public and Provider Portal and display it on this page.

If you continue to experience issues with this information, please contact the GPS Help Desk. **DFPS GPS Help Email**: dfpsgpsproject@dfps.texas.gov

2.4   Data Maintenance

Providers are required to update their provider preference and vacancy information daily in GPS, to the extent the information changes.

Step 1: Login to GPS and access the "GPS Provider Update" page.

Step 2: Locate the foster home or GRO in the Provider List that you wish to update. Click on the provider link to view the "Modify Placement Details Page", then update the fields that have changed since the last data entry. Click save and then choose another record to update until all information is complete and accurate.

Note: If a Provider updates a record in GPS manually, and the same record is updated electronically from your CMS system, the information entered manually will be overwritten by the information sent electronically.

Section 3. Logging into GPS

3.1   Prerequisites

This section describes the instructions for logging into the GPS system. In order to login and begin using GPS, the following login prerequisites must be met:

1. The provider has access to the GPS system login page.

2. The provider has valid HHS Public and Provider Portal account credentials (UserID and Password) and has recently logged into the Public and Provider Portal System successfully.

3. The provider will use their HHS Public and Provider Portal account credentials to login into GPS. (You do not need to create a separate GPS User ID and Password).

4. The provider has reviewed Section 2 of this document – Getting Started with GPS along with the list of fields required by GPS, listed in the appendix of this document.

5. The provider has aligned their data collection process to gather this information prior to using GPS.

3.2   Login Instructions

1. Access the GPS Login page at the following URL: https://gps.dfps.texas.gov/gps/login

    Note: You can save the login link in your browser to make it easier to return to this page the next time you login.

    Note: Recommended browsers include Google Chrome (preferred), Microsoft Edge and Internet Explore version 11 are supported if the user is not using accessibility software.

    Note: This Electronic Information Resource (EIR) / application provides optimal accessibility interface and experience for users with impairments when used with the Google Chrome® browser. Please paste the following URL into a new browser tab to download and install the Chrome browser: **https://www.google.com/chrome/**

2. The page below shows the initial GPS Login Page. Users are required to read and comply with system use agreement by clicking **Authorize.**

3. From the initial login page, read the warning and if you agree, click on **Authorize**.
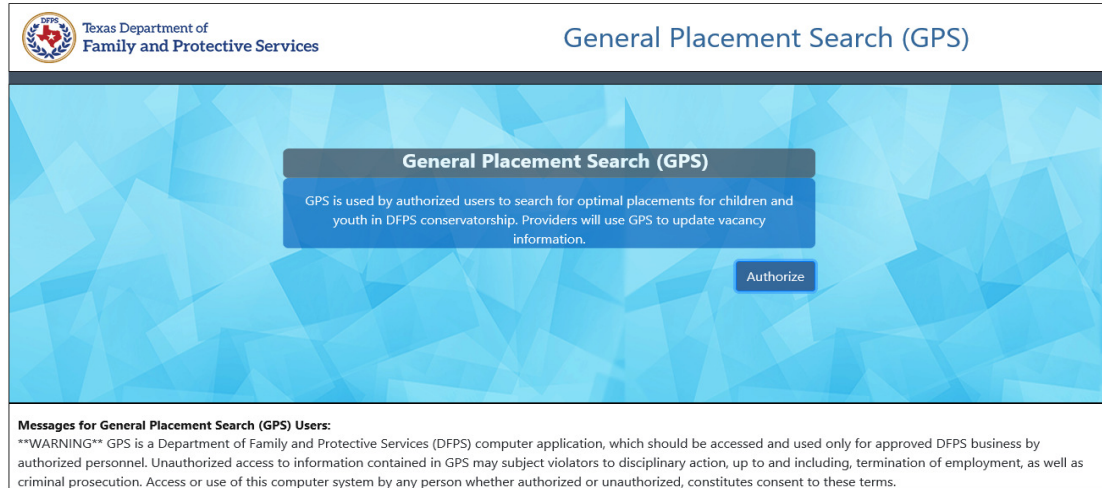
Figure 4 - General Placement Search (GPS) Initial Login Page

4. After clicking on "Authorize" the GPS Login screen will appear. Enter your HHS Public and Provider Portal **UserID** and **Password** and click on **Sign In**.

Figure 5 - GPS Sign in

Note: This is the UserID and Password that you use when you login to HHS.

Note: Your UserID and Password must be valid in HHS to successfully login to GPS.

Note: If you have problems logging in (such as cannot login, or if you forgot your password) try resetting your password on the HHS Public and Provider Portal. If that does not work then you can email the TX HHS Help Desk to check if your HHS Public and Provider Portal login credentials are valid or to get help with Password-related issues. Once your credentials are valid, return the GPS login page and retry entering your credentials.

   TX HHS Helpdesk Email: CCRQuestions@hhs.texas.gov

Section 4. GPS Provider Update Page

4.1   GPS Provider Update Page Overview

When you enter the GPS system, as an Operation, you will be taken to the **GPS Provider Update** page for your agency or GRO. If your agency has branches, then information will only be displayed for the branch under which you logged in.

The **GPS Provider Update** page has two main sections:

- **Agency / GRO Information Section**: General Agency / GRO Information
- **Provider List Section**: A list of Providers (facilities) for the Agency / GRO

4.2   Agency / GRO Information Section:

The top section of the page contains information about the agency or GRO, as depicted below:

Figure 6 - GPS Provider Update Page

Note: Details for data entry are covered in Section 3.

4.3   Provider List Section

The bottom section of the **GPS Provider Update** page contains a list of your foster care providers. The preference and vacancy information you have entered for each provider will be displayed in the columns shown below.

The "Active" column is populated with information form the HHS CLASS system and will display a "Y" if the placement is active and an "N" if the placement is inactive. Providers are not required to enter data for inactive homes but may do so if they wish.

> *If the active status is not correct in GPS, login to the HHS Public and Provider Portal and modify the "Inactive Date" field for the provider. The updated information will be displayed in GPS within 6 hours.*

The **Provider List** for an Agency is depicted below:

Provider Name	Facility Type	County	Service Level	Current Vacancies	Anticipated Vacancies	# of Non-DFPS Children Placed	Active	Age	Gender
▓▓▓▓▓	Child Placing Agency	PARKER							
▓▓▓▓▓	Child Placing Agency	TARRANT							
▓▓▓▓▓	Child Placing Agency	TARRANT							
▓▓▓▓▓	Child Placing Agency	TARRANT							
▓▓▓▓▓	Child Placing Agency	TARRANT							
▓▓▓▓▓	Child Placing Agency	JOHNSON							
▓▓▓▓▓	Child Placing Agency	DENTON							
▓▓▓▓▓	Child Placing Agency	DALLAS							
▓▓▓▓▓	Child Placing Agency	TARRANT							
▓▓▓▓▓	Child Placing Agency	TARRANT							

Showing 1 to 10 of 11 entries   ◄◄ ◄ **1** 2 ► ►►   10 ▾   Entries Per Page

Figure 7 – Provider List

Click on the **Provider Name** hyperlink to display the **Modify Placement Details** data entry page for the selected provider (details for data entry are covered in Section 3.)

If there are more providers than what displays on one screen, the following navigation tools for the Provider List section are located on the bottom of the screen and explained below.

Showing 1 to 10 of 11 entries   **1**   ◄◄ ◄ **1** 2 ► ►►   10 ▾   Entries Per Page
                                                                           2   **3**
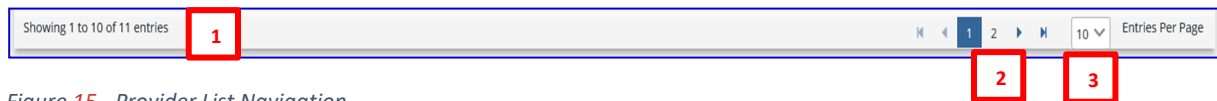
Figure 15 - Provider List Navigation

1. The number of providers for the agency on the left side of the screen ("Showing 1 to 10 of 11 entries" in this example).

2. Navigation buttons are provided on the bottom right side of the screen to display the first page ◄◄ , previous page ◄ , page numbers **1** 2 , next page ► , and last page ►► .

3. # of entries to display per page. Click on the drop-down arrow to choose number of entries to display per page

4.4   Agency/GRO Section Field Detail

The Update Agency / GRO section provides a view of the Agency / GRO summary information from DFPS systems and allows the user to update the Agency / GRO Contact fields.

Figure 8 - GPS Provider Update (Editable and Non-Editable Fields)

Editable Fields – Contact Information

DFPS requires that before you begin using GPS, Agencies and GROs first update their contact information in GPS. Providing contact information in GPS will help direct correspondence to the correct group or individual to streamline communications. Enter the designated information, then click on the **Save** button to save changes.

The following table depicts the editable fields that are provided for contact information:

Field Name	Description	Accepted Response
Contact Person Name	Administrative Contact for the Agency / GRO.	Contact Name
Contact Person Phone	Administrative Contact's phone number for the Agency / GRO.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
Contact Person Email	Administrative contact's email address for the Agency / GRO.	Email address
Intake Contact Name	The name of the person or group where placement intake inquiries should be directed.	Contact Name
Intake Contact Phone	The placement intake contact's phone number.	10-digit Contact Phone Number

Field Name	Description	Accepted Response
		Do not enter () or – (no dashes or parenthesis)
Intake Contact Email	The placement intake contact's email address.	Email address
After-Hours Intake Contact Name	The name of the person or group where after hours placement intake inquiries should be directed.	Contact Name
After-Hours Intake Contact Phone	The placement after-hours intake contact's phone number.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
After-Hours Intake Contact Email	The placement after-hours intake contact's email address.	Email address
Contact Comments	Additional contact information that you would like to provide to DFPS to help clarify your organization's placement inquiry process.	Comments

Non-Editable Fields

The following fields display information from DFPS systems regarding the Agency / GRO and are shown for informational purposes, this information can be viewed but cannot be edited:

- Last Update Date (date the user last saved the Provider Update Section (top section of page))
- Agency/GRO Name
- Region
- Operation Number
- Agency/GRO Address
- Type of Facility
- Type of Services
- Total Capacity
  Note: DFPS Systems – this value is the licensed total capacity for all providers associated with the Agency / GRO.
- Total Current Vacancies
  Note: This value is the sum of vacancies entered by the Agency / GRO for their providers.

Section 5. Modify Placement Details Page

From the GPS Provider Update page view the **Provider List** is shown below, click on the **Provider Name** hyperlink of the desired foster home or GRO to go to the **Modify Placement Details Page** where the user can view and update information for the selected provider.

Provider Name	Facility Type	County	Service Level	Current Vacancies	Anticipated Vacancies	# of Non-DFPS Children Placed	Active	Age	Gender
██████████	Child Placing Agency	PARKER							
██████████	Child Placing Agency	TARRANT							
██████████	Child Placing Agency	TARRANT							
██████████	Child Placing Agency	TARRANT							
██████████	Child Placing Agency	TARRANT							
██████████	Child Placing Agency	JOHNSON							
██████████	Child Placing Agency	DENTON							
██████████	Child Placing Agency	DALLAS							
██████████	Child Placing Agency	TARRANT							
██████████	Child Placing Agency	TARRANT							

Showing 1 to 10 of 11 entries |◄ ◄ **1** 2 ► ►| 10 ˅   Entries Per Page

Figure 9 – Provider List

5.1   Modify Placement Detail Page Overview

Purpose

The purpose of the **Modify Placement Details Page** is to collect vacancy and home composition information, and the provider's preferences for the placement with regards to the types of services they provide and the children/youth they accept.

Note: A provider's preferences might be different from what was entered into CLASS. For example, CLASS might say that a provider can have 4 children in the age range of 0-18; however, the provider's preference can be to only have two children in the age range of 0-5. For the purposes of GPS the provider will enter the preferences for the home ensuring preferences and within the parameters that are entered in CLASS.

DFPS requires that all fields on the **Modify Placement** Details Page be completed for each foster home / GRO when the Agency / GRO begins using GPS (first time). Then, on a daily basis, the Agency / GRO is required to update the fields on each provider's **Modify Placement Details Page** that have changed since the last data entry.

The **Modify Placement Detail Page** will display in the following sections:

- Section 1: Placement Information
- Section 2: Placement Preferences
- Section 3: Does the Placement Accept (Yes / No Questions)
- Section 4: Placement School Information
- Section 5: Placement Contact Information
- Section 6: Additional Placement Information.

Note: The User can navigate through each of the fields by pressing the tab key.

Note: Required fields are indicated with a red asterisk (*), such as the "Current Vacancies" field:

* Current Vacancies:

[   ]

Note: Conditionally required fields are indicated with a ‡ . A conditionally required field is a field that becomes required when certain data is entered in a corresponding field.
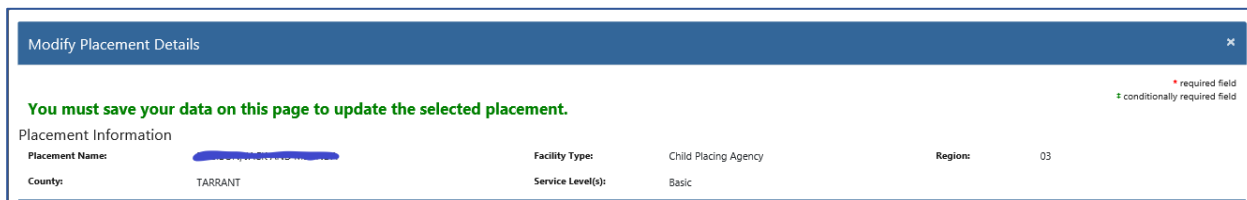
Example: The "Other Language(s)" field is conditionally required if the languages field contains the value "Other" or "Sign-Other".

* Language(s) Spoken: ‡ Other Language(s):

[▾]   [   ]

Note: The user must complete all required fields before saving the page.

5.2   Section 1: Placement Information

The **Placement Information** section displays non-editable fields displayed from DFPS systems. If any of this information is incorrect the provider will need to navigate to provider portal (CLASS) and update accordingly.

Modify Placement Details			✕
			* required field ‡ conditionally required field
You must save your data on this page to update the selected placement.			
Placement Information			
Placement Name: ~~[redacted]~~	Facility Type: Child Placing Agency	Region: 03	
County: TARRANT	Service Level(s): Basic		

Figure 10 – Modify Placement Details – Top Section

5.3   Section 2: Placement Preferences

The **Placement Preferences** section displays editable fields regarding vacancy and home composition information, and the provider's preferences for the placement with regards to the types of services they provide and the children/youth they accept. Enter the applicable data into each field shown below:

Figure 11- Placement Preferences Section

The following table describes the data entry expectations for each field in the **Placement Preferences** section:

Field Name	Required / Optional	Description	Accepted Response
Current Vacancies	Required	The number of current vacancies in the placement as of today.	Number
Current Vacancy Date	System Populated	The **Current Vacancy Date** will be automatically populated by the system when the page is successfully saved.	N/A
Anticipated Vacancies	Required	The number of anticipated future vacancies (i.e. after today). If none expected the number must be 0.	Number
Anticipated Vacancy Date	Conditionally required, if number of anticipated vacancies is greater than 0	The date of the next anticipated future vacancy within 60 days.	Date that is greater than today and within 60 days..

Field Name	Required / Optional	Description	Accepted Response
Preferred Service Level(s)	Required	The Service Level that the placement prefers to accept.	Select one or more of the following values: • Basic • Moderate • Specialized • Intense • Psychiatric Transition • TFC (Treatment Foster Care) • Intense Plus • Emergency Shelter **Note**: Use Emergency Shelter to indicate a GRO that is an Emergency Shelter **only**.
Specialized Services	Required	The Specialized Services that the placement provides for behaviors indicated.	Select one or more of the following values: • Emergency Care Services • Emotional Disorder • Human Trafficking • Physically Challenged • Adult Care • Treatment Foster Care • Autism/PDD/Asperger's Disorder • IDD • PMN • Medically Fragile • Hearing/Visually Impaired • Pervasive Developmental Disorder • Transitional Living Program • Transitional Living Services • Drug Treatment/Substance Use-Abuse • Gender Identity • Fire Starter • Sex Offender • Sexual Behavior Problems • Sexual Aggression • Probation/Parole/TYC/JPC

Field Name	Required / Optional	Description	Accepted Response
			• None
Number of Non-DFPS Children Placed	Required	The number of non-DFPS children currently in the placement. (i.e. Placement for private pay, juvenile, and dependent children under 18).	Number
Age Range: Minimum Age	Required	The minimum preferred age accepted by the placement.	Select an age between 0-22
Age Range: Maximum Age	Required	The maximum preferred age accepted by the placement.	Select an age between 0-22
Gender	Required	The birth gender the placement prefers to accept.	Select one of the following values: • Both • Female • Male
Language(s) Spoken	Required	The supported languages of the placement.	Select one or more of the following values: • Arabic • Cambodian • Chinese • English • Ethiopian • Farsi • Filipino • French • German • Hausa • Igbo • Japanese • Kirundi • Korean • Nigerian • Sign - Other • Polish • Portuguese • Russian

Field Name	Required / Optional	Description	Accepted Response
			- Sign - American - Somali - Spanish - Sign - Spanish - Swahili - Thai - Urdu - Vietnamese - Other - Yoruba
Other Language(s)	Conditionally Required	If the languages field contains the value "Other" or "Sign-Other", then provide the other languages accepted.	Enter text to indicate the other languages accepted.
Religious Preference(s)	Required	The children/youth's religion that the placement prefers to accept.	Select one or more of the following values: - Catholic - Protestant - Jewish - Eastern Religion - None - No Preference - Other
IQ	Required	The IQ level that the placement prefers to accept	Select one of the following values: 70+ <=69 - No Preference

5.4   Section 3: Does the Placement Accept Section

The **Does the Placement Accept** section displays a set of Yes / No questions regarding preferences for the placement. Answer the questions in this section for each field by choosing "Yes" or "No" from the drop-down menu:

Figure 12 – Does the Placement Accept Section

The following table describes the data entry expectations for each field in the **Does the Placement Accept** section:

Field Name	Required / Optional	Description	Accepted Response
Emergency Placement	Optional	Are emergency placements accepted?	Yes or No
LGBTQIA	Required	Do you accept LGBTQIA children/youth?	Yes or No
Gender Identity different from Birth Assigned Gender	Required	Does the placement accept children with a gender identity that differs from their gender assigned at birth?	Yes or No
Legal Risk	Optional	Does the placement accept children/youth with parental legal rights not terminated?	Yes or No
PMN	Required	Does the placement accept children/youth with primary medical needs?	Yes or No
Child Sexual Aggression	Required	Does the placement accept children/youth that have a history of child sexual aggression (CSA)?	Yes or No

Field Name	Required / Optional	Description	Accepted Response
Preg/Parent Program	Required	Does the placement accept pregnant youth with or without their children?	Yes or No

5.5   Section 4: Placement School Information

Complete the **Placement School Information** section to indicate the schools that the children/youth in the placement attend.

Placement School Information
* School District:(To narrow your search, begin typing the school district name)   Charter School

* Elementary School Name: ☐

* Middle School Name: ☐

* High School Name: ☐

Figure 13 - Placement School Information Section

The following table describes the data entry expectations for each field in the **Placement School Information** section:

Field Name	Required / Optional	Description	Accepted Response
School District	Required	The name of the school district that children in the placement will be attending.	Select the school district from the drop down options available or start typing in box to narrow down the search.
Elementary School Name	Required	The name of the elementary school that children in the placement will attend.	Elementary School Name
Elementary Charter School	Optional	Check the box if the elementary school is a charter school.	Checked or Unchecked
Middle School Name	Required	The name of the middle school that	Middle School Name

Field Name	Required / Optional	Description	Accepted Response
		children in the placement will attend.	
Middle Charter School	Optional	Is the middle school a charter school?	Checked or Unchecked
High School Name	Required	The name of the high school that children in the placement will attend.	High School Name
High Charter School	Optional	Is the high school a charter school?	Checked or Unchecked

5.6   Section 5: Placement Contact Information

Placement Contact Information fields are optional. Complete this section only if the Intake contact information differs by foster home.

Figure 14 - Placement Contact Information Section

The following table describes the data entry expectations for each field in the **Placement Contact Information** section:

Field Name	Required / Optional	Description	Accepted Response
Intake Contact	Optional	The name of the intake contact for the placement.	Contact Name
Intake Contact Phone	Optional	The intake contact phone number for the placement.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
Intake Contact Email	Optional	The placement intake contact's email address.	Email address

5.7   Section 6: Additional Placement Information

The **Additional Placement Information section** provides an optional field to add any additional information that you would like the placement staff/caseworker to know about the placement.

Additional Placement Information:

Figure 15 - Additional Placement Information Section

Section 6. Getting Help with GPS

If you need help using the GPS system, please send an email to the following email address:

DFPS GPS Help Email: dfpsgpsproject@dfps.texas.gov

Note: Do not use this email address if you are experiencing problems logging into the system. If you have problems logging in (such as cannot login, or if you forgot your password), contact the TX HHS Help Desk.

TX HHS Helpdesk Email: CCRQuestions@hhs.texas.gov

Section 7. Appendix

Table of GPS Required Fields

	Field Name	Required / Optional	Description	Accepted Response
1	Contact Person's Name	Required	The name of the contact person for the placement. *Agency level contact information.*	Text
2	Contact Person's Phone	Required	The contact person phone number for the placement. *Agency level contact information.*	10-digit Phone Number (cannot start with 0 or 1)
3	Contact Person's Email	Required	The contact person email for the placement. *Agency level contact information.*	Text
4	Intake Contact Person's Name	Required	The name for the intake contact for the placement. *Agency level contact information.*	Text
5	Intake Contact Person's Phone	Required	The intake contact person phone number for the placement. *Agency level contact information.*	10-digit Phone Number (cannot start with 0 or 1)
6	Intake Contact Person's Email	Required	The intake contact person email for the placement. *Agency level contact information.*	Text

	Field Name	Required / Optional	Description	Accepted Response
7	After-Hours Intake Contact	Required	The name for the after-hours intake contact person. *Agency level contact information.*	Text
8	After-Hours Intake Contact's Phone	Required	The after-hours phone number for the placement. *Agency level contact information.*	10-digit Phone Number (cannot start with 0 or 1)
9	After-Hours Intake Contact's Email	Required	The after-hours email for the placement. *Agency level contact information.*	Text
10	Current Vacancies	Required	The number of current vacancies in placement as of today.	Number
11	Anticipated Vacancies	Required	The number of anticipated future vacancies.	Number
12	Anticipated Vacancy Date	Conditionally required, if number of anticipated vacancies > 0	The date of the next anticipated future vacancy within 60 days.	Date
13	Preferred Service Level(s)	Required	The Service Level placement prefers to accept.	• Basic • Moderate • Specialized • Intense • Psychiatric Transition • TFC (Treatment Foster Care) • Intense Plus • Emergency Shelter • Note: Use Emergency Shelter to indicate a GRO

	Field Name	Required / Optional	Description	Accepted Response
				that is an Emergency Shelter **only**.
14	Specialized Service(s)	Required	The Specialized Services the placement provides.	- Emergency Care Services - Emotional Disorder - Human Trafficking - Physically Challenged - Adult Care - Treatment Foster Care - Autism/PDD/Asperger's Disorder - IDD - PMN - Medically Fragile - Hearing/Visually Impaired - Pervasive Developmental Disorder - Transitional Living Program - Transitional Living Services - Drug Treatment / Substance use-Abuse - Gender Identity - Fire Starter - Sex Offender - Sexual Behavior Problems - Sexual Aggression - Probation/Parole/TYC/JPC - None
15	Number of Non-DFPS Children Placed	Required	The number of non-DFPS children currently in the placement. (i.e. Placement for private pay, juvenile, and dependent children under 18).	Number
16	Age Range: Minimum Age	Required	The minimum preferred age accepted by the placement.	0-22

	Field Name	Required / Optional	Description	Accepted Response
17	Age Range: Maximum Age	Required	The maximum preferred age accepted by the placement.	0-22
18	Gender	Required	The birth gender the placement prefers to accept.	• Both • Female • Male
19	Language(s) Spoken	Required	The supported languages of the placement.	• Arabic • Cambodian • Chinese • English • Ethiopian • Farsi • Filipino • French • German • Hausa • Igbo • Japanese • Kirundi • Korean • Nigerian • Sign - Other • Polish • Portuguese • Russian • Sign - American • Somali • Spanish • Sign - Spanish • Swahili • Thai • Urdu • Vietnamese • Other • Yoruba
20	Other Language(s)	Conditionally Required	If the languages field contains the value "Other" or "Sign-Other", then provide the other languages accepted.	Text

	Field Name	Required / Optional	Description	Accepted Response
21	Religions Preference(s)	Required	The children/youth's religion the placement prefers to accept.	• Catholic • Protestant • Jewish • Eastern Religion • None • No Preference • Other
22	IQ Level	Required	The IQ level the placement prefers to accept.	• 70+ • <=69 • No Preference
23	LGBTQIA	Required	Do you accept LGBTQIA children/youth?	Yes or No
24	Gender Identity different from Birth Assigned Gender	Required	Does the placement accept children with a gender identity that differs from their gender assigned at birth?	Yes or No
25	Primary Medical Needs (PMN)	Required	Does the placement accept children/youth with primary medical needs?	Yes or No
26	Child Sexual Aggression	Required	Does the placement accept children/youth that have a history of child sexual aggression (CSA)?	Yes or No
27	Pregnant/ Parent Program	Required	Does the placement accept pregnant youth with or without their children?	Yes or No
28	School District	Required	The name of the school district that children in the placement will be attending.	Select the school district from the drop down options available or start typing in the box to narrow down the search.
29	Elementary School Name	Required	The name of the elementary school that children in the	Text

	Field Name	Required / Optional	Description	Accepted Response
			placement will attend.	
30	Middle School Name	Required	The name of the middle school that children in the placement will attend.	Text
31	High School Name	Required	The name of the high school that children in the placement will attend.	Text

Section 8. Revision History

Version	Date	Name	Description
1.0	6/22/2021	Darrel Nerove and GPS Team	Initial version of this document and subsequent edits to ready for publishing.
2.0	1/6/2022	Carrie Raymond, PM	Revised figure numbering, section headers, and other various edits.
3.0	4/25/2024	Lakin Morris, Program Specialist GPS/YFT	Revised information, Updated contacts, Fixed layout