



Texas Department of  
**Family and Protective Services**

# Common Application Form

In IMPACT 2.0

Job Aid

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# Application for Placement Form

A new **Application for Placement** form has been created to replace the existing **Common Application** form. No change has been made to the existing workflow; the form is launched by selecting the **Document** button on the **Common Application** page and the form can only be created in the SUB stage.

Many of the new form's fields are prefilled from IMPACT with many of these fields also user-editable. When the form is saved, all but a few of the prefilled fields will cease to update from IMPACT. Any data you entered or added to a prefilled field will remain. User-editable fields that are not pre-filled will remain editable after saving.

When a child sexual aggression (CSA) episode is end-dated, the episode will no longer appear on the form. Therefore, the only **Application for Placement** form fields that are refreshed after an episode has been end-dated and saved are the following, which are changed to blank at the next launch:

- Checkbox for "Does the child have sexually aggressive behavior?"
- Episode Start Date
- Incident Descriptions

You will be able access, view, and print any current or past **Common Application** or **Application for Placement** forms in an open or closed stage or case. You will also be able to email the form by selecting the email icon on the form, and you can print using the current print functionality. The form will generate and print in PDF format.

## Launching a New Application for Placement Form

1. From your **Assigned Workload** in the **My Tasks** tab, select the **Stage Name** hyperlink to the case.

The screenshot displays the 'My Tasks' interface for the Texas Department of Family and Protective Services. The 'Assigned Workload' tab is selected, showing a table of tasks. A red box highlights the 'Stage Name' column header and a specific row. The table includes columns for SS, WS, Hr, P/S, M-Ref, Stage Name, County, Stage, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PGM. A red box highlights the 'Stage Name' column header and a specific row. The table shows 10 entries, with a total of 43 entries.

SS	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
			P			HAYS	SUB	REG	01/10/2019	01/11/2019	07	H6			CPS
			P			HAYS	SUB	REG	05/30/2018	06/20/2018	07	H6			CPS
			P			HAYS	SUB	REG	05/30/2018	06/20/2018	07	H6			CPS
			P			HAYS	SUB	REG	05/02/2017	05/14/2018	07	H6			CPS
	!	!	P			HAYS	SUB	REG	11/18/2017	03/15/2018	07	H6			CPS
			P			HAYS	SUB	REG	03/28/2018	04/13/2018	07	H6			CPS
			P			HAYS	SUB	REG	03/28/2018	04/13/2018	07	H6			CPS
			P			HAYS	SUB	REG	09/19/2018	09/22/2018	07	H6			CPS
	!	!	P			HAYS	SUB	REG	11/18/2017	03/15/2018	07	H6			CPS
	!	!	P			HAYS	SUB	REG	11/18/2017	03/15/2018	07	H6			CPS

2. You will arrive at the **Case Summary** page.
3. Select the **Placement** tab on the secondary menu.

**Case Summary**

Case Name: [Redacted] \* required field

Attention: You are currently in the [Redacted] SUB stage

Case Information

Case ID: [Redacted] Region: 07

Status: Open Start Date of Case: 05/01/2017

Show 10 entries

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
[Redacted]	[Redacted]	[Redacted]	PAL	REG	01/08/2019			[Redacted]	07	[Redacted]		[Redacted]
[Redacted]	[Redacted]	[Redacted]	FSU	REG	05/02/2017			[Redacted]	07	[Redacted]		[Redacted]
[Redacted]	[Redacted]	[Redacted]	SUB	REG	05/02/2017			[Redacted]	07	[Redacted]		[Redacted]
[Redacted]	[Redacted]	[Redacted]	INV	PHAB1	05/01/2017	12:25 PM	06/30/2017	[Redacted]	07	[Redacted]	RTB	[Redacted]
[Redacted]	[Redacted]	[Redacted]	INT	PHAB1	05/01/2017	09:02 AM	05/01/2017	[Redacted]	07	[Redacted]		[Redacted]

Showing 1 to 5 of 5 entries

Select Stage

4. You will arrive at the **Placement List** page.
5. Select the **Common Application** tab on the tertiary menu.

**Placement List**

Stage Name: [Redacted] # Submitted Events

Case ID: [Redacted]

Show 10 entries

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
12/12/2017	APRV	Placement	Act Start 12/12/2017	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
12/04/2017	APRV	Placement	Act Start 12/04/2017 End 12/04/2017	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
12/04/2017	APRV	Placement	Act Start 12/04/2017 End 12/12/2017	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
05/04/2017	APRV	Placement	Act Start 05/03/2017 End 12/04/2017	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Showing 1 to 4 of 4 entries

Add

Reports

Reports: [Dropdown] Launch

6. You will arrive at the **Common Application List** page.

7. Select the **Add** button.

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

Case Summary | Person | Contacts/Summaries | Service Authorization | Legal | Child Plans | **Placement** | History | Medical | Foster Care Eligibility | PCA | ICPC | Case Management

Placement Info | Placements for Case | Runaway/Missing | Service Level | **Common Application**

### Common Application List

Stage Name: [redacted] # Submitted Events  
Case ID: [redacted]

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
No records exist.									

**Add**

Reports: [dropdown] **Launch**

8. You will arrive at the **Common Application** page.

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

Case Summary | Person | Contacts/Summaries | Service Authorization | Legal | Child Plans | **Placement** | History | Medical | Foster Care Eligibility | PCA | ICPC | Case Management

Placement Info | Placements for Case | Runaway/Missing | Service Level | **Common Application**

### Common Application

Stage Name: [redacted]  
Stage ID: [redacted]

Common Application

Date Last Updated:  Output Completed

**Document**

9. Select the **Document** button.

10. The **Application for Placement** form opens in a new tab.

Texas Department of Family and Protective Services

Case Name: [REDACTED]  
Case #: [REDACTED]  
Child's Name: [REDACTED] DOB: 12/08/2014  
Date Completed: 02/06/2019

**Application for Placement**

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SECTION 2 - CHILD'S INFORMATION	SECTION 7 - YOUTH WHO ARE PREGNANT OR PARENTING	SECTION 12 - JUVENILE JUSTICE INVOLVEMENT
SECTION 3 - TRAUMA HISTORY	SECTION 8 - RISK BEHAVIOR	SECTION 13 - FAMILY HISTORY
SECTION 4 - TRAFFICKING HISTORY	SECTION 9 - SEXUALIZED BEHAVIOR	SECTION 14 - PLACEMENT HISTORY
SECTION 5 - HEALTH CARE SUMMARY	SECTION 10 - EDUCATION	

**SECTION 1 - DFPS CASEWORKER INFORMATION**

DFPS Caseworker: [REDACTED] Unit: H6 DFPS Supervisor: [REDACTED]

**SECTION 2 - CHILD'S INFORMATION**

Full Name:	Date of Birth:	Person ID:	Gender:	Gender Identification if different:	Legal Region:
[REDACTED]	12/08/2014	[REDACTED]	<input type="checkbox"/> M <input checked="" type="checkbox"/> F		07
Country of Citizenship:	Ethnicity:	Race:	Primary language spoken:	Height:	
US Citizen	Hispanic	White	English		
			Other languages spoken:	Weight:	

Child's IQ Scores, if available and current:

Testing Instrument Used:	Full Scale:	Verbal:	Performance:	Date of Testing:
		II		

Religious Preferences: Child's Legal County: HAYS Removal Address: [REDACTED]

**Child's Permanency Plan:**  Family Reunification  APPLA: Foster Family, DFPS Conservatorship  TMC

**Child's Legal Status:**

# Review – Application for Placement Form

1. Examine the **Application for Placement** form and recognize that many fields are prefilled and that you can edit most of these fields.
2. Recognize that the fields that are prefilled and not editable are those pertaining to child sexual aggression, specifically:
  - The **Yes/No** checkboxes for the question “Does the child or youth have sexually aggressive behavior?” appearing on the first page.

Texas Department of Family and Protective Services

Case Name: [REDACTED]  
 Case #: [REDACTED]  
 Child's Name: [REDACTED] DOB: 12/08/2014  
 Date Completed: 02/06/2019

**Application for Placement**

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**SECTION 1 - DFPS CASEWORKER INFORMATION**

DFPS Caseworker: [REDACTED] Unit: H6 DFPS Supervisor: [REDACTED]

**SECTION 2 - CHILD'S INFORMATION**

Full Name: [REDACTED]	Date of Birth: 12/08/2014	Person ID: [REDACTED]	Gender: <input type="checkbox"/> M <input checked="" type="checkbox"/> F	Gender Identification if different:	Legal Region: 07
Country of Citizenship: US Citizen	Ethnicity: Hispanic	Race: White	Primary language spoken: English	Height:	Weight:
Child's IQ Scores, if available and current:			Other languages spoken:		
Testing Instrument Used:	Full Scale:	Verbal:	Performance:	Date of Testing:	
Religious Preferences:	Child's Legal County: TAYS	Removal Address:			

**Child's Permanency Plan:**

<input type="checkbox"/> Family Reunification	<input type="checkbox"/> APPLA: Foster Family, DFPS Conservatorship	<input checked="" type="checkbox"/> TMC
<input checked="" type="checkbox"/> All Family: Relative/Fictive Kin, Adoption	<input type="checkbox"/> APPLA: Other Family, DFPS Conservatorship	<input type="checkbox"/> PRAC
<input type="checkbox"/> All Family: Relative/Fictive Kin, Conservatorship	<input type="checkbox"/> APPLA: Independent Living	<input type="checkbox"/> JMC
<input type="checkbox"/> All Family: Unrelated, Adoption	<input type="checkbox"/> APPLA: Community Care	<input type="checkbox"/> Care, Custody, Control
<input type="checkbox"/> All Family: Unrelated, Conservatorship		<input type="checkbox"/> PRS Resp. Terminated

**Child's Legal Status:**

Does the child or youth have sexually aggressive behavior?  Yes  No

If Yes, see Section 9 SEXUALIZED BEHAVIORS section.

- Under Section 9:
  - The **Yes/No** checkboxes for the question “Does the child or youth have sexually aggressive behavior?” repeated from the first page
  - The **Episode Start Date** field
  - The **Incident Description(s)** field
  - The **Yes/No** checkboxes for the question “Does the child or youth have any problematic sexual behavior?”
  - The textbox for the question “If yes, describe the behavior, when it happened, and how it was managed:”

**SECTION 9 - SEXUALIZED BEHAVIORS**

Does the child or youth have sexually aggressive behavior?

Yes  No

Episode Start Date:

Incident Description(s):

Date of Incident:  
Incident Description:

Describe any notable precursors, patterns or tell tale signs to sexual aggression:

Describe any specialized treatment the child or youth has received for sexual aggression:

Does the child or youth have any problematic sexual behavior?

Yes  No

If yes, describe the behavior, when it happened, and how it was managed:

Is youth a registered sex offender?

Yes  No

Are there any court ordered stipulations?

Yes  No

If yes to either question, describe:

**SECTION 10 - EDUCATION**

3. Recognize that the following fields under section 9 are editable:

- The question "Describe any notable precursors, patterns or telltale signs to sexual aggression:"
- The question "Describe any specialized treatment the child or youth has received for sexual aggression:"
- The **Yes/No** checkboxes for the question "Is youth a registered sex offender?"
- The **Yes/No** checkboxes for the question "Are there any court ordered stipulations?"

**SECTION 9 - SEXUALIZED BEHAVIORS**

Does the child or youth have sexually aggressive behavior?

Yes  No

Episode Start Date:

Incident Description(s):

Date of Incident:  
Incident Description:

Describe any notable precursors, patterns or tell tale signs to sexual aggression:

Describe any specialized treatment the child or youth has received for sexual aggression:

Does the child or youth have any problematic sexual behavior?

Yes  No

If yes, describe the behavior, when it happened, and how it was managed:

Is youth a registered sex offender?

Yes  No

Are there any court ordered stipulations?

Yes  No

If yes to either question, describe:

**SECTION 10 - EDUCATION**



4. Recognize that once the **Application for Placement** form is saved, the prefilled fields no longer refresh when the form is launched again.
5. Recognize that user-editable fields (those not pre-filled by the system) remain editable after the form is saved.
6. Recognize that the following fields pertaining to a CSA episode are refreshed to blank when the episode is end-dated in IMPACT:
  - **Yes/No** checkboxes for "Does the child have sexually aggressive behavior?"
  - **Episode Start Date**
  - **Incident Descriptions**

**SECTION 9 - SEXUALIZED BEHAVIORS**

Does the child or youth have sexually aggressive behavior?  Yes  No

Episode Start Date:

Incident Description(s):  
 Date of Incident:   
 Incident Description:

Describe any notable precursors, patterns or tell tale signs to sexual aggression:

Describe any specialized treatment the child or youth has received for sexual aggression:

Does the child or youth have any problematic sexual behavior?  Yes  No

If yes, describe the behavior, when it happened, and how it was managed:

Is youth a registered sex offender?  Yes  No

Are there any court ordered stipulations?  Yes  No

If yes to either question, describe:

**SECTION 10 - EDUCATION**

7. Recognize that the form is saved using the **Save** icon in the form toolbar.

Texas Department of Family and Protective Services

Case Name: \_\_\_\_\_  
 Case #: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ DOB: 12/08/2014  
 Date Completed: 02/06/2019

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**SECTION 1 - DFPS CASEWORKER INFORMATION**

DFPS Caseworker:  Unit: H6 DFPS Supervisor:

**SECTION 2 - CHILD'S INFORMATION**

Full Name: _____	Date of Birth: 12/08/2014	Person ID: _____	Gender: <input type="checkbox"/> M <input checked="" type="checkbox"/> F	Gender Identification if different: _____	Legal Region: 07
Country of Citizenship: US Citizen	Ethnicity: Hispanic	Race: White	Primary language spoken: English	Height: _____	Weight: _____
Child's IQ Scores, if available and current: Testing Instrument Used: _____ Full Scale: _____ Verbal: _____ Performance: _____ Date of Testing: _____					
Religious Preferences: _____	Child's Legal County: HAYS	Removal Address: _____			

**Child's Permanency Plan:**  
 Family Reunification  APPLA: Foster Family, DFPS Conservatorship

**Child's Legal Status:**  
 TMC

8. Examine how the form can be downloaded as a PDF document using the **Download** icon in the form toolbar.

Texas Department of Family and Protective Services

Case Name: [REDACTED]  
 Case #: [REDACTED]  
 Child's Name: [REDACTED] DOB: 12/08/2014  
 Date Completed: 02/06/2019

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**SECTION 1 - DFPS CASEWORKER INFORMATION**

DFPS Caseworker: [REDACTED] Unit: H6 DFPS Supervisor: [REDACTED]

**SECTION 2 - CHILD'S INFORMATION**

Full Name: [REDACTED]	Date of Birth: 12/08/2014	Person ID: [REDACTED]	Gender: <input type="checkbox"/> M <input checked="" type="checkbox"/> F	Gender Identification if different:	Legal Region: 07
Country of Citizenship: US Citizen	Ethnicity: Hispanic	Race: White	Primary language spoken: English	Height:	Weight:
Child's IQ Scores, if available and current:					
Testing Instrument Used:	Full Scale:	Verbal:	Performance:	Date of Testing:	
Religious Preferences:	Child's Legal County: HAYS	Removal Address: [REDACTED]			

<b>Child's Permanency Plan:</b> <input type="checkbox"/> Family Reunification <input type="checkbox"/> APPLA: Foster Family, DFPS Conservatorship	<b>Child's Legal Status:</b> <input checked="" type="checkbox"/> TMC
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# Common Application Detail Page

A **Delete** button has been added to the **Common Application Detail** page that allows you to delete an **Application for Placement** form that is in PROC status. The event that was created with the form also gets deleted. When the form has been deleted, you can create a new one.



**Note:** The **Delete** button will display only for forms in PROC status.

My Tasks | Case | Search | Reports | Resources

Case Summary | Placement Info | Placements for Case | Runaway/Missing | Service Level | **Common Application**

Person | **Common Application**

Stage Name: [Redacted]  
Stage ID: [Redacted]

Common Application

Date Last Updated: 02/06/2019  Output Completed

Document ✓ **Delete** Save and Submit Save

Contacts/Summaries  
Service Authorization  
Legal  
Child Plans  
**Placement**  
History  
Medical  
Foster Care Eligibility  
PCA  
ICPC  
Case Management

# Deleting an Existing Application for Placement Form

1. Recognize that you can delete an existing Application for Placement form that is in PROC status, as follows:
2. From the **Placement List** page, select the **Common Application** tab on the tertiary menu.
3. You will arrive at the **Common Application List** page.
4. Select the hyperlink for the Common Application that is in PROC status under the **Type** column of the list.

The screenshot displays the 'Common Application List' page. At the top, there are navigation tabs: 'Placement Info', 'Placements for Case', 'Runaway/Missing', 'Service Level', and 'Common Application'. The 'Common Application' tab is selected. Below the tabs, the page title 'Common Application List' is highlighted with a red box. The page includes fields for 'Stage Name' and 'Case ID', and a 'Show 10 entries' dropdown. A table with 10 columns is shown, containing two rows of data. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom, there is a 'Reports' section with a dropdown menu and a 'Launch' button.

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
02/06/2019	PROC	Common Application	Common Application	SUB					
02/06/2019	PROC	Common Application	Common Application	SUB					

5. You will arrive at the **Common Application** page.
6. Select the **Delete** button.
7. The form is deleted along with the event that was created with the form.
8. When the form is deleted, you can navigate back to the **Common Application List** page and create a new form using the **Add** button.

My Tasks Case Search Reports Resources

Case Summary Placement Info Placements for Case Runaway/Missing Service Level Common Application

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

## Common Application

Stage Name: [Redacted]  
Stage ID: [Redacted]

### Common Application

Date Last Updated: 02/06/2019  Output Completed

Document ✓ Delete Save and Submit Save