

Determine and Re-determine Eligibility for a Federal Foster Care Assistance Maintenance Payment

In IMPACT 2.0

Job Aid

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"New Using" Functionality for Foster Care Applications and Reviews – Overview

IMPACT 2.0 has just made the processes for **Foster Care Applications** and **Foster Care Reviews** a lot easier!

With the addition of the **New Using** functionality, authorized CPI and CPS staff, and, and Foster Care (FC) Eligibility Specialists can create new applications or reviews prefilled with Information from an existing application in Approved (APRV) status or an existing review in Completed (COMP) status.

Also, in certain situations, a new **Staff To-Do** task alerts FC Eligibility Specialists whenever a child's placement type changes from one Non-FPS Paid placement to another Non-FPS Paid placement.

"New Using" Button on Foster Care Application List Page

The **New Using** button on the **Foster Care Applications List** page allows authorized CPI and CPS staff, and FC Eligibility Specialists to launch a new **Foster Care Application** using information duplicated (prefilled) from the information of an existing application selected from the application list. The new application can only be created from an existing application with a status of Approved ("APRV").

Stages Impacted: SUB

Foster Care Application List Page – How to Get There



Follow these steps to locate the **Foster Care Application List** page:

1. From the **Assigned Workload** page in the **My Tasks** tab, select a **SUB Stage Name** hyperlink for a case.

My Tasks Case	Search Reports	Resources											
	_												
Workload	Workload												
Staff To-Do List	Assigned Wo	orkload											
	User Name : User ID :											▲ v ● Eligible F	# new stage Vorker Safety or Screening Screened
	Show 10 v entries												₹
	SS I	WS Hr P/S	M-Ref Stage Name	County	Stage	Туре	Opened	Assigned	Region	Unit	Stage ID	Case ID 🕆	PGM
		s	1001000	-	SUB	REG	04/25/2012	07/11/2018	01	C4		-	CPS

- 2. You will arrive at the **Case Summary** page.
- 3. Select **Foster Care Eligibility** on the secondary menu.

My Tasks Case	Search	Repo	irts	Resources											
Case Summary	Case St	mmary Cas	e Summary T	ool Case To-Do Li	Event List	Event Search	Case History	Principal Case	History Family	Tree PCSP					
Person	Cas	e Sumr	nary												
Contacts/Summaries	Case N	ame:													* required field
Service Authorization														‡ 0	onditionally required field
Legal	Atte	ntion:	athr in the	CU) stage										
Child Plans		You are curre	nuy in the	50	stage										
Placement	Case	e Informa	tion						Deniant		01				
History	Sta	us	c)pen					Region: Start Date of Ca	se:	04/19/201	12			
Medical															Expand All Collapse Al
Foster Care Eligibility	Sho	w 10 🗸 entrie	s												
PCA	_	Mrg	M-Ref	Stage Name	Stg	Туре	Opened	Time	Closed	Primary		Reg	Stage ID	Ov Dsp	Phone
ICPC	C)		-	PAL	REG	09/07/2018			1.000	-	01	-		-
Case Management	0)			ADO	REG	09/19/2014		06/17/2016	-		01			-

4. You will arrive at the **Eligibility Summary List** page.

My Tasks Case	Search R	eports	Resources									
Case Summary	Eligibility Summary	Application	FC Review									
Person Eligibility Summary List												
Contacts/Summaries	Stage Name:		terner (faster)							# Submitted Events		
Service Authorization	Case ID:											
Legal	Show 10 v entrie	s										
Child Plans	Date Entered 🕆	Status	Туре 🕇	Description	Stage	Stage Name 🕆	Case ID 👚	Person	Entered By	Event ID		
Placement	09/18/2018	PROC	Foster Care Eligibility	Title IV-E Start 09/17/2018	SUB	-		-				
History	09/13/2018	COMP	Foster Care Eligibility	MAO Start 09/11/2018 End 09/17/2018	SUB	-		100100-0001				
Medical	08/03/2018	COMP	Foster Care Eligibility	Title IV-E Start 07/24/2018 End 09/11/2018	SUB	-		-		-		
Foster Care Eligibility	04/03/2018	COMP	Foster Care Eligibility	MAO Start 04/03/2018 End 07/24/2018	SUB	-		-	1000			
PCA	04/02/2018	COMP	Foster Care Eligibility	MAO Start 03/29/2018 End 04/03/2018	SUB	-		-	-			
ICPC	07/05/2017	COMP	Foster Care Eligibility	Title IV-E Start 06/29/2017 End 03/29/2018	SUB	-		-	100.000			
Case Management	06/22/2017	COMP	Foster Care Eligibility	MAO Start 06/19/2017 End 06/29/2017	SUB	-		-	-			

5. Select **Application** from the tertiary menu.

6. You will arrive at the **Foster Care Application List** page.

My Tasks Case	Search	Reports	Reso	ources								
Case Summary	Eligibility	Summary Applic	cation FC F	Review								
Person Foster Care Application List												
Contacts/Summaries	Stage N	ame:	-	1000				# Submitted Events				
Service Authorization	Case ID	:										
Legal	Show 1	entries										
Child Plans		Date Entered	Status	Туре 🕇	Description	Stage	Stage Name 🕇	Case ID 🕇	Person	Entered By		
Placement		12/20/2018	COMP	Foster Care Application	Application Reviewed.	SUB	-		-	100.000		
History		12/03/2018	PROC	Foster Care Application	Application has been opened but has not been saved.	SUB	-					
Medical		12/03/2018	PROC	Foster Care Application	Application has been opened but has not been saved.	SUB	-		-	100.000		
Foster Care Eligibility		11/30/2018	NEW	Foster Care Application	Application has been opened but has not been saved.	SUB	-	-	-	-		
PCA		11/30/2018	PROC	Foster Care Application	Application has been opened but has not been saved.	SUB	-		-			
ICPC		10/29/2018	PEND	Foster Care Application	Application has been submitted to the Eligibility Specialist for review.	SUB	-		-	-		
Case Management	0	04/09/2013	APRV	Foster Care Application	Eligibility Determination Completed.	SUB	-		-			
	0	05/03/2012	APRV	Foster Care Application	Eligibility Determination Completed.	SUB	-					

Foster Care Application List Page – Using the "New Using" Button

- 1. Select the radio button next to the existing review in Approved ("APRV") status you wish to duplicate.
- 2. Select the **New Using** button.

se Summary	Eligibility	Summary Applie	cation FC R	leview							
rson	Fost	er Care A	pplica	tion List							
ntacts/Summaries	Stage N	lame:	-							#	# Submitted Eve
rvice Authorization	Case ID										
gal	Show 10	entries									
ild Plans		Date Entered	Status	Туре 🕈	Description	Stage	Stage Name 🕇	Case ID 🕇	Person	Entered By	Event ID
acement		10/29/2018	NEW	Foster Care Application	Application has been opened but has not been saved.	SUB	-	-	-	-	-
story		10/23/2018	PEND	Foster Care Application	Application has been submitted to the Eligibility Specialist for review.	SUB	-	-		-	-
dical		10/23/2018	PROC	Foster Care Application	Application has been opened but has not been saved.	SUB	-		-	-	-
ster Care Eligibility	۲	12/14/2017	APRV	Foster Care Application	Eligibility Determination Completed.	SUB	-	-		10000	
A	Showing	g entrie	es						к	< Page	> н
20										New	Using Add
		-									



Note: If you do not select the radio button next to the existing application in "APRV status on the List page before selecting the **New Using** button, you will receive an error message instructing you to do so.

My Tasks Case Case Summary Person Contacts/Summaries Service Authorization Legal	Eligibility Summary Appl Foster Care A Stage Name: Case ID: Show 10 ventries	Eligibility Summary Application FC Review Foster Care Application List Stage Name: Case ID: Show to v entries				from webpage × A Foster Care Application in "APRV" Status must be selected for New Using. Please select the appropriate Radio Button. OK						
Child Plans	Date Entered 🕆	Status Type	et 1	Description		Stage	Stage Name 🕇	Case ID	Person	Entered By	Event ID	
lacement	11/28/2018	PROC Foste	er Care Application A	opplication has be	en opened but has not been saved.	SUB				-		
listory	11/28/2018	PROC Foste	er Care Application A	application has be	en opened but has not been saved.	SUB		-		-	-	
ledical	10/23/2018	COMP Foste	er Care Application A	application has be	en submitted to the Eligibility Specialist for review.	SUB				-	-	
oster Care Eligibility	0 08/30/2017	APRV Foste	er Care Application E	ligibility Determin	ation Completed.	SUB		-		Teaching .		
DA PC	Showing 11 to 14 of 14 entr	ies							K	Page 2 of 2 New Us	> N sing Add	
ase Management	Reports											
	Reports:		Launch									

Foster Care Applications Created with "New Using" Button

When a new Foster Care Application is created, information from the selected FC application prefills corresponding designated fields in the new Foster Care application. Fields designated for prefill occur in four pages of the new Foster Care Application. Those pages are:

- App/Background
- Age/Citizen
- Domicile
- Income/Expenditures

The fields on these four pages that were editable in the legacy system remain editable in IMPACT 2.0. The system will prefill the fields for the current primary worker and the child's current placement, which <u>cannot be edited</u>.

Income and Resources – Editing the Effective Dates

In the **Income and Resources** section on an individual's **Person Detail** page, authorized CPI and CPS staff, and FC Eligibility Specialists have the ability to enter dates in both the **Effective From** field, and in the **Effective To** field. These updates will display on the new application.

My Tasks Case	Search Reports	Resources		
Case Summary	App/Background Age/Ci	Domicile Income/Expenditures		
Person	Income and I	Resources		
Contacts/Summaries	Name:	100100-000		• required field
Service Authorization	Person ID:			
Legal	Income and Res	ources		
Child Plans	Income	O Resource	□ Not Accessible	
Placement	* Type:	Mnth Retirement Incm	Verify Method:	
History	Amount/Value:	\$ 1000.00	Source:	
Medical	Description:		Monthly Income:	\$4,900.00
Foster Care Eligibility				
PCA]			
ICPC	Delete			Save
Case Management				

Note: You will receive an error message if:

- a) You attempt to enter an income/resource entry of the same type as the current entry, where the current entry **Effective To** date is blank, or
- *b)* You attempt to enter an income/resource entry of the same type as the current entry, where the new entry **Effective From** date is earlier than the current entry **Effective To** date.

The error message reads: "An Income/Resource of the same type with an overlapping period exists."

My Tasks Case	Search Reports	Resources		
Case Summary	App/Background Age/Citiz	zen Domicile Income/Expenditures		
Person	Income and R	lesources		
Contacts/Summaries	Name:	Manhae Pages 1		* required field
Service Authorization	Person ID:	10.000		
Legal	Your informati	on contains 1 error(s)		
Child Plans	An Income/Resource	rce of the same type with an overlapping period exists.		
Placement	Income and Reso	ources		
History	Income	O Resource	Not Accessible	
Medical	* Type:	RSDI	Verify Method:	
Foster Care Eligibility	Amount/Value:	300	Source:	
PCA	* Effective From:	03/02/2017 🛗	Effective To:	
ICPC	Description:		Monthly Income:	
Case Management				
				Save

Page	7
02/18/201	9

Application Completion and Submission Process Remains Unchanged

Update and edit other modifiable prefilled sections as necessary. (**App/Background**, **Age/Citizen**, **Domicile** and **Income/Expenditures**). Note that the Income for Child, Income for Family, Resources for Child, and Resources for Family fields in the Income and Expenditures page are editable.



Note: The completion and submission processes for the **Foster Care Application** remain unchanged where the new application must be submitted to the FC Specialist to finalize the application.

My Tasks Case	Search Reports R	esources		
Case Summary	App/Background Age/Citizen	Domicile Income/Expenditures		
Person	Application and I	Background		
Contacts/Summaries	Stage Name:	<u> </u>		* required field
Service Authorization				‡ conditionally required field
Legal	Status			
Child Plans	Application	O Reapplication		
Placement				Expand All Collapse All
History	Child Information		Date of Birth:	
Medical	Social Security Number:		Medicaid Number:	
Foster Care Eligibility	Person ID:			Detail
PCA				
ICPC	Address of Home of Home of H	Removal	Street 2:	
Case Management	City:		State:	
oube management	County:	×	Zip: -	
	t Comments:	08/24/2017	ne la colai	les" - Contraction
	+ comments.	Text for comment		
	Have all legal documents bee	n sent to the Eligibility Specialist including the Affidavit, Petit	ion, and Court Order?	● Yes ○ No
	‡ Comments:	Text for Comment		
	Referral for Child Su	upport to Attorney General's Office		
	Was child support court order	red to be paid to FPS?	O Yes 💿 No	
	Worker Information Worker's Name:		Worker's Phone:	

Foster Care Review List Page – The "New Using" Button

The **New Using** button on the **Foster Care Review List** page allows authorized CVS staff and FC Eligibility Specialists to launch a new **Foster Care Review** using information duplicated (prefilled) from the information of an existing review selected from the review list. The new review can be created from existing reviews that have a status of "COMP".

Stages Impacted: SUB

Foster Care Review List Page – How to Get There



Follow these steps to locate the **Foster Care Review List** page:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **SUB Stage Name** hyperlink for a case.

My Tasks	Case	Search	Reports	Resources												
Workload		Workload	I													
Staff To-Do List		Assig	jned Wor	kload												
		User Nan User ID :	ne :												● Eligible	# new stage Worker Safety For Screening
																 Screened
		Show 10	\checkmark entries													₹
			SS ! WS	Hr P/S	M-Ref	Stage Name	County	Stage	Туре	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
				s			-	SUB	REG	04/25/2012	07/11/2018	01	C4			CPS

- 3. You will arrive at the **Case Summary** page.
- 4. Select **Foster Care Eligibility** from the secondary menu.

My Tasks Case	Search Reports	Resources									
Case Summary	Case Summary Case Summary To	Ol Case To-Do List Event List	Event Search	Case History	Principal Case	History Family T	ree PCSP				
Person	Case Summary										
Contacts/Summaries	Case Name:	an Taglita									* required field
Service Authorization										‡ co	nditionally required field
Legal	Attention:										
Child Plans	• You are currenuy in the	SUB stage									
Placement	Case Information										
History	Case ID: Status Op	en				Region: Start Date of Cas	e: 04/19/2	012			
Medical										E	xpand All Collapse Al
Foster Care Eligibility	Show 10 🗸 entries										
PCA	Mrg M-Ref	Stage Name Stg	Туре	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
ICPC	0	PAL	REG	09/07/2018			100000-00000-0	01	-		-
Case Management	0	ADO	REG	09/19/2014		06/17/2016	1000	01	-		-

My Tasks Case	Search	Reports	Resources											
Case Summary	Eligibility Summary	Application	FC Review											
Person	Eligibility Summary List													
Contacts/Summaries	Stage Name:		and the second							# Submitted Events				
Service Authorization	Case ID:													
Legal	Show 10 🗸 entrie	S												
Child Plans	Date Entered	Status	Туре	Description	Stage 🕆	Stage Name 🕈	Case ID 👚	Person	Entered By	Event ID				
Placement	08/20/2018	PROC	Foster Care Eligibility	State-Paid Start 08/01/2018	SUB	-	-	-	-					
History	06/08/2018	COMP	Foster Care Eligibility	State-Paid Start 06/07/2018 End 08/01/2018	SUB	-	***	-	Topperson, Specific					
Medical	10/26/2017	COMP	Foster Care Eligibility	MAO Start 10/26/2017 End 06/07/2018	SUB	-	-	-	-					
Foster Care Eligibility	08/30/2017	COMP	Foster Care Eligibility	MAO Start 08/18/2017 End 10/26/2017	SUB	-	-	-	-					
PCA	08/19/2017	COMP	Foster Care Eligibility	MAO Start 08/18/2017 End 08/18/2017	SUB	-	-	-	10000000000000000000000000000000000000					
ICPC	Showing 1 to 5 of 5	entries												
Case Management										Add				
	Reports													
	Reports:		V	Launch										
	L													

5. You will arrive at the **Eligibility Summary List** page.

- 6. Select **FC Review** on the tertiary menu.
- 7. You will arrive at the **Foster Care Review List** page.

My Tasks Case	Search Repo	rts Res	ources									
Case Summary	Eligibility Summary	Application FC	Review									
Person Foster Care Review List												
Contacts/Summaries	Stage Name:	-	faate it.						#	Submitted Events		
Service Authorization	Case ID:											
Legal	Show 10 v entries											
Child Plans	Date Enter	d 🕇 🛛 Status 🕇	Туре 🕆	Description	Stage	Stage Name	Case ID 🕆	Person	Entered By	Event ID		
Placement	12/26/2018	NEW	Foster Care Review	FC Review has been opened but has not been saved.	SUB	-		-	-			
History	04/03/2018	COMP	Foster Care Review	FC Review Approved.	SUB	-			-			
Medical	04/03/2017	COMP	Foster Care Review	FC Review Approved.	SUB	1000		100100-0001	-	-		
Foster Care Eligibility	04/14/2010	COMP	Foster Care Review	FC Review Approved.	SUB	-		-				
PCA	04/02/201	COMP	Foster Care Review	FC Review Approved.	SUB	-		-	-			
ICPC	04/08/2014	COMP	Foster Care Review	FC Review Approved.	SUB	-		-	-			
Case Management	0 04/04/2013	COMP	Foster Care Review	FC Review Approved.	SUB	-		-	-			

Foster Care Review List Page – Using the "New Using" Button

- 1. Select the radio button next to the existing review in "COMP" status you wish to duplicate.
- 2. Select the **New Using** button.

My Tasks	Case	Search	Repo	orts	Resources								
Case Summary		Elig	gibility Summary	Applica	tion FC Review								
Person		Fo	oster Ca	re Re	eview Lis	t							
Contacts/Summaries		Sta	age Name:		-								# Submitted Eve
Service Authorization		Ca	ise ID:										
Legal		Sh	iow 10 🗸 entries	3									
Child Plans			Date	Entered 🕆	Status	Туре	Description	Stage	Stage Name 🕆	Case ID	Person	Entered By	Event ID
Placement			• 04/03	/2018	COMP	Foster Care Review	FC Review Approved.	SUB			100100-0000	100.000	
History			0 04/03	/2017	COMP	Foster Care Review	FC Review Approved.	SUB	-		100-00-000	-	
Medical			0 04/14	/2016	COMP	Foster Care Review	FC Review Approved.	SUB	-		-	1000	
Foster Care Eligibility			0 04/02	/2015	COMP	Foster Care Review	FC Review Approved.	SUB	-			1000	
PCA			0 04/08	/2014	COMP	Foster Care Review	FC Review Approved.	SUB	-		-		
ICPC			0 04/04	/2013	COMP	Foster Care Review	FC Review Approved.	SUB			-	-	
Case Management		Sh	owing 1 to 6 of 6	entries								_	
													New Using Add



Note: Failure to select the radio button of an existing review before selecting the **New Using** button will trigger an error message instructing you to select an existing review first.)

My Tasks Case Case Summary Person	Search Eligibilit	Reports	Resources	st	M	A Foster of	page Care Review in "COMP"	Status must be selec	× ted for New		
Contacts/Summaries Service Authorization Legal	Stage I Case II Show	Name: D: 10 V entries				Using. Ple	ase select the appropri	ate kadio button.	ОК		# Submitted Events
Child Plans	_	Date Entered	Status	Туре	Description	Stage 🕇	Stage Name	Case ID	Person	Entered By	Event ID
Placement	0	04/03/2018	COMP	Foster Care Review	FC Review Approved.	SUB			-	-	
History	0	04/03/2017	COMP	Foster Care Review	FC Review Approved.	SUB				-	-
Medical	0	04/14/2016	COMP	Foster Care Review	FC Review Approved.	SUB			-		
Foster Care Eligibility	0	04/02/2015	COMP	Foster Care Review	FC Review Approved.	SUB	-		10000	1000	
PCA	0	04/08/2014	COMP	Foster Care Review	FC Review Approved.	SUB	-			1000	
ICPC	0	04/04/2013	COMP	Foster Care Review	FC Review Approved.	SUB	10000		-	1000	
Case Management	Showin	ng 1 to 6 of 6 entries								(New Using Add

About Foster Care Reviews Created with "New Using" Button

In a new **Foster Care Review**, the following fields will be prefilled and are view-only:

- Child Information
- Worker Information Current Primary Worker on the Sub-Stage
- Placement Current placement only

The following fields will also prefill but can be edited:

- Close Foster Care Review
- Income for Child
- Resources for Child
- Child's Citizenship/Alien Status
- Method of Verification
- Judicial Determinations
- Extended Foster Care*



Note: Extended Foster Care questions will prefill and can be edited <u>ONLY</u> if child is 18 at the time the new review is created.

Income and Resources – Editing the Effective Dates

In the **Income and Resources** section on an individual's **Person Detail** page, authorized CVS staff and FC Eligibility Specialists have the ability to enter dates in both the **Effective From** field, and in the **Effective To** field. These updates will display on the new review.



Note: You will receive an error message if:

- a) You attempt to enter an income/resource entry of the same type of the current entry, where the current entry **Effective To** date is blank, or
- *b)* You attempt to enter an income/resource entry of the same type of the current entry, where the new entry **Effective From** date is earlier than the current entry **Effective To** date.

The error message reads: "An Income/Resource of the same type with an overlapping period exists."

Process for Completing and Submitting a Foster Care Review Remains Unchanged

Update and edit other modifiable prefilled sections on the review as necessary.

- Close Foster Care Review
- Income for Child
- Resources for Child
- Child's Citizenship/Alien Status
- Method of Verification
- Judicial Determinations
- Extended Foster Care*



• **Note: Extended Foster Care** questions will prefill and can be edited <u>ONLY</u> if child 18 at the time the new review is created.

Hebry	Close Foster Care Review										
	Featur Cara Review is no longer appropriate for this child										
Nedeal	2 Commander										
Fouter Gans Digitality											
PCA	Child Information										
iono -	Child's Remain				Date of Birth		,	15/20/2008			
Case Management	Social Security Humber:				Meliosid Humber			433383238			
	Perme Di				BEL/			Epecialized			
	Faster Care Refe:										
	Worker Information										
	Worker's Herror				Phone		0	(806) 889-71 03			
	Income for Child										
	Rann	Tage	Amount	Source	Ho income	Samed/User	-		Countable/Scorregt		
	Braveau, Dalveta		\$2.00			 Earned Unserned 			Countable		
									0 11.1		_
	Resources for Child										
	Ones the shill have more than \$2,000 equity in property or accountly resources	*				o 	0 ==				
	Does the shift have a Personal Savings account outside of 1957					0	o 🕳				
	-	Type	Amount	Income	Validation Method		transmitter		Countable Townpt		
	Brannen, Delotte		\$1.01				Yes		O Countable		
									() Exercit		
	Child's Citizenship/Alien Status										
	Current Chineselig/Alies Status:				US Chipen			best			
	Chicaecohig/Alian Status from most recent Application:				US Citizen			_			
	Salari Oran										
	O Child's status has anticharged sizes the rest reserving plaster.										
	Child's status has charged since the most recent Application and method of	verification shecked below.									
	O Restantive Conclusion used to determine US Officerably at the Initial Applica	tion and no documentation was obtained to verify US o	olizenship status; Status has been changed t	o Undetermined Status on DVS/FA Home page							
	O Svaluative Conclusion used to determine US Ditizerable at the Initial Applice	tion and status was confirmed; method of verification o	checked below								
	Method of Verification										
	Extended Foster Care										
	The shill is correctly 18 years and 2 months old.				1 Voluntary Foular Cars Ag	warrant Signal Data:			m		
	For Determination of Determinal Parater Care Assistance, planar success the follow	ring. The shild in									
	± 1. Sequency attenting high solved or secolar in a groupon basing towards a	high miland dighara ar high milant aguirabanay sartif							0 ve	O 800	
	1.3. Hegeledy attending an institution of higher education or a postaecondary v	contional or tachnical program.							0 	0 m	
	± 3. Participating in a program or activity that provotes, or renorms harviers to,	angleynant.							0 Tes	O 840	
	1.4. tingloyed for at least 80 hours a month.								0 v	0 m	
	\pm 8. Incapable of performing the activities described by 1 - 6 above due to a doc	amantad madical condition.							0 	0 mu	
	1 C. Accepted for administra to a college or a vocational program upon graduation	ng fram high anhaol.							0 v	0 ma	
	± Planned Data of Grity into College or Vocation Program:										

Note: The completion and submission processes for the **Foster Care Review** remain unchanged where the new review must be submitted to the FC Eligibility Specialist to finalize the review.

For FC Eligibility Specialists Only – Task Generated by Change in Placement Type

Whereas legacy IMPACT would **not** trigger a **To-Do Task** (*Eligibility Action due to change in placement type*) for the FC Eligibility Specialists if the child did not have active eligibility when there was a change in placement type, *that has changed in IMPACT 2.0.*

IMPACT 2.0 will now generate a **To-Do Task** (*Eligibility Action due to change in placement type*) for the FC Eligibility Specialists when there is a placement change between **Non-FPS Paid** placement types, and one of the placements has a **Living Arrangement** listed below.

- City County Jail/TDC
- Other Juv. Det.
- TYC Halfway House
- TYC Institution



Note: This applies even when there is no active eligibility.

Stages Impacted: SUB

What Triggers the Eligibility Action Task on Staff-To-Do?

FC Eligibility Specialists need to follow these steps to view the **Staff To-Do** task, and recognize what triggers the task. The new functionality creates a to-do when the placement changes from a Non-FPS Paid placement with a "City County Jail/TDC", "Other Juv. Det.", "TYC Halfway House", or "TYC Institution" living arrangement type to another Non-FPS Paid placement with a living arrangement that is not one of these types and vice-versa.

From your **Assigned Workload** in the **My Tasks** tab, select the **Staff-To-Do List** on the secondary menu.

My Tasks Case S	Search Reports	Resources												
	Workload													
Staff To-Do List	Assigned W	orkload												
	User Name :	-											٨	# new stage Vorker Safety
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	Show 10 v entries													Ŧ
	SS !	WS Hr P/S	M-Ref	Stage Name 🕆	County	Stage 🕇	Туре	Opened	Assigned	Region	Unit	Stage ID	Case ID 🕆	PGM
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Select the hyperlink for the task, which will redirect you to the **Eligibility Summary** page.

My Tasks Case	Search Reports Resources	
Workload	Staff To-Do List	
Staff To-Do List	Search Criteria	
Unit Summary	From: 11/06/2018 📅 To:	
Unit Maintenance		Search
	Show 10 v entries	
	Type Date Stage Name Created By Description	
	Task 11/06/2018 SYSTEM Eligibility action needed due to change in placement type effective 10/01/2018.	
	Task 11/06/2018 SYSTEM Eligibility action needed due to change in placement type effective 10/01/2018.	
	Showing 1 to 2 of 2 entries	
	Select All Delete	New Using
	Reports	
	Reports:	