

Perform Monthly Evaluation Overview

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Perform Monthly Evaluation – Overview

The **Contact Detail** page and narrative for the **CVS Monthly Evaluation/Assessment Report** have been changed so you can prefill the Parent(s) Information section of the **CVS Monthly Evaluation/Assessment Report** by selecting parents from a new table on the **Contact Detail** page. If you change the contact information that is prefilled in the report, the same information is updated at the source when you select the **Save** icon in the report toolbar.

Contact Detail Page – New Look

There have been updates to the **Contact Detail** page for **CVS Monthly Evaluation** type.

The contact **Time** field has been removed. Also, the **Contact/Summary Type** section displays a new table: **Select Parents for Evaluation**.

The checkboxes in the table let authorized workers select person(s) to appear in the **Parent(s) Information** section in the **Evaluation** section of the **CVS Monthly Evaluation/Assessment Report**, which applies to the **Family Substitute Care** (**FSU**), **Family Reunification** (**FRE**), and **Substitute Care** (**SUB**) stages.

Stages Impacted: FSU, FRE, and SUB

Contact Detail Page – How to Get There



Follow these steps to examine the changes to the **Contact Detail** page:

- 1. From the **Assigned Workload** page in the **My Tasks** tab, select a **Stage Name** hyperlink for a case.
- 2. You will arrive at the **Case Summary** page.
- 3. Select **Contacts/Summaries** on the secondary menu.

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Select Parents for Evaluation Table for Parent(s) Information

You no longer have to manually enter the **Parent(s) Information** section of the **CVS Monthly Evaluation/Assessment Report**. A new **Select Parents for Evaluation** table has been added to the **Contact Detail** page that allows you to select the parents to be prefilled into the **Parent(s) Information** section of the report.

- 1. At the **Contact Detail** page, select "CVS Monthly Evaluation" from the **Type** dropdown.
- 2. Provide the information for the **Contact Date**, **From**, and **To** fields.
- In the new Select Parents for Evaluation table, select the checkbox(es) that correspond to the person(s) you will be evaluating and want to appear in the Parent(s) Information section of the CVS Monthly Evaluation/Assessment Report.
- 4. Select the **Save** button.
- 5. Select the **Narrative** button to open the evaluation.
- Recognize that the person(s) you selected in the Select Parents for Evaluation table on the Contact Detail page now are prefilled in the Parent(s) Information section of the evaluation.



Perform Monthly Evaluation-Evaluation Assessment Report

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Narrative for CVS Monthly Evaluation/Assessment Report – New Layout

The former CPS Monthly Evaluation/Assessment Report is now named CVS Monthly Evaluation/Assessment Report.

The **Narrative** for the **CVS Monthly Evaluation/Assessment Report** has a new layout that features prefilled, renamed, and entirely new fields.

Selecting the **Save** icon on the report toolbar updates the saved information at the source on each associated contact narrative, and those changes will be locked to editing when the **CVS Monthly Evaluation/Assessment Report** is approved.

Stages Impacted: FSU, FRE, and SUB

CVS Monthly Evaluation/Assessment Report – How to Get There



Follow these steps to examine the changes to the **Narrative** page:

- 1. From the **Assigned Workload** page in the **My Tasks** tab, select a **Stage Name** hyperlink for a case.
- 2. You will arrive at the **Case Summary** page.
- 3. Select **Contacts/Summaries** on the secondary menu.
- 4. You will arrive at the **Contact Detail** page.
- 5. Select **CVS Monthly Evaluation** from the **Type** dropdown.
- 6. Provide the information for the **Contact Date**, **From**, and **To** fields.
- In the new Select Parents for Evaluation table, select the checkbox(es) that correspond to the person(s) you will be evaluating and want to appear in the Parent(s) Information section of the CVS Monthly Evaluation/Assessment Report.
- 8. Select the **Save** button.
- 9. Select the **Narrative** button to open the evaluation.



Note: You must select the **Save** button before selecting the **Narrative** button or an error message will display.

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Supervisor:				Office:		Houston		
				Evaluation				
				Child(ren) Information				
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CVS Monthly Evaluation/Assessment Report – Revisions and Additions

- 1. Recognize that the report is now renamed **CVS Monthly Evaluation/ Assessment Report** from the Legacy title, **CPS Monthly Evaluation/ Assessment Report**.
- 2. Recognize, too, that the report lists a new **Evaluation** heading before the **Child(ren) Information** heading.

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Last ARD Meeting:								
Narrative								

Services provided to the child.

Child(ren) Information Section – Revisions and Additions

- 1. Recognize that the **LAST CPOS** date column now prefills with the most recent date with an **Approved** status from the **Date Created** column in the **Child's Service Plan List** page.
- 2. Recognize that the Last Annual Medical column header has been renamed to TX Health Steps Medical Checkup.
- 3. Recognize that the Last 6 Mo Dental column header has been renamed to TX Health Steps Initial or 6 Month Dental Checkup.
- 4. Locate the new column labeled **Last CANS Assessment**. At present, this column is neither prefilled nor editable. It is intended for future use.

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Grade:										
School Programs:										
Specify 504 Accommodation	ns									
Last ARD Meeting:										
Narrative										
 Services provided to the children 	12.									

- 5. Identify the following revised instructional text for **Child Information**.
- 6. Recognize that each child's name displays below the revised text.

"Review the information in the above Child Information table to ensure it reflects all completed case actions. If a field is blank or incorrect information is listed, either document the task in appropriate fields within IMPACT or provide comments below to explain the reason that the action has not yet been accomplished. In the child fields below, document any new information about the child that occurred within the review period. Evaluate the overall progress of the child (in care or at home) in the past month that include the areas outlined in the body of the text field."



Note: The child's name prefills for each of the child names from the **Child(ren) Information** table in the **Evaluation** section of the **CVS Monthly Evaluation/Assessment Report.**

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Education – Newly Added Sections

- 1. Locate the newly added **Education** section. The following fields will display:
 - School Name Prefills with the most recent school name from the Education Detail page for the child.
 - **Grade** Prefills with the grade for the most recent enrolled information from the **Education Detail** page for the child.
 - **School Programs** Prefills with the most recent school programs information from the **Education Detail** page for the child.
 - **Specify 504 Accommodations** Prefills with the most recent Specify 504 Accommodations information from the **Education Detail** page for the child.
 - Last ARD Meeting Prefills with the most recent last Admissions, Review, and Dismissal (ARD) Committee meeting information on the Education Detail page for the child.



Note: If the **Education** section contains incorrect information, you will need to correct the information on the **Education Detail** page.

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Child's Narrative – Newly Added Section

- 1. Recognize the free-text **Narrative** box that appears for each child. The box displays the following prompting text:
 - Services provided to the child:
 - Services to be provided to the child:
 - Well-being of the child:

Job Aid – Perform Monthly Evaluation – Evaluation Assessment Report IMPACT 2.0 Release 2 Page 8 02/18/2019

- Child's Safety:
- Medical:
- Social:
- Education:
- Supports (family, mentors, friends):
 - Permanency goals:
 - Sibling Visitation (if applicable):
 - Needs of the caregiver:

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Parent Information Section – Revisions and Additions

- 1. Recognize the **Parent(s) Information** section is prefilled with the person(s) selected from the **Select Parents for Evaluation** table on the **Contact Detail** page.
- 2. Recognize the **Last FPOS** date column now prefills with the last Family Plan of Service (FPOS) date (regardless of stage) with an Approved status.
- 3. Identify the change for the **Last FPOS Stage**, which prefills with the value of the stage for the most recent and approved FPOS where the person identification (PID) of either the Primary or Secondary Parent matches the PID of the person listed on the row.
- 4. Identify the new column for **Last FSNA**, which prefills with the value from the most recent and approved FSNA where the PID of either the Primary or Secondary Parent matches the PID of the person listed on the row.

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- 5. Identify the revised instructional text for Parent(s) Information:
- 6. Recognize that the parent's names display below the revised text.

"Review the information in the above Parent Information table to ensure it reflects all completed case actions. If a field is blank or incorrect information is listed, either document the task in IMPACT or provide comments below to explain the reason that the action has not yet been accomplished. Additional parent related information should be provided in this area, when necessary. In the parent fields below, document any new information about the parent that occurred within the review period. Evaluate the overall progress of the parent in the past month that include the areas outlined in the body of the text field."



Note: The parent's name prefills with each parent name from the **Parent(s) Information** table in the **Evaluation** section of the **CVS Monthly Evaluation/Assessment Report**.

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Parent's Narrative – Newly Added Section

- 1. Recognize the free-text **Narrative** box that appears for each parent. The box displays the following prompting text:
 - Family needs:
 - Services provided to the parents:
 - Services to be provided to the parents:
 - Supports (family, mentors, friends, community resources):
 - Parent's progress towards meeting service plan goals:
 - Parent's engagement in visitation:
 - Assess barriers to Reunification:
 - Progress of DFPS in meeting the service plan goals:

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES								
Last Anne: Cone 5:								
			Ľ	CVS MONTHLY EVALUATION/ASSESSMENT REPOR	T			
Date From:		03/08/2019		Date To:		03/08/2019		
Caseworker:				County:		TYLER		
Supervisor:		1000		Office:		Woodville		
				Evaluation				
				Child(ren) Information				
Children Name	Last CVS Monthly	Next Court	Last CPOS	TX Health Steps	TX Health Steps Initial or	Authorized	Authorized	Last CANS
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Review the information in the above A	Parent Information table to ensure it ref	ects all completed case actions. If a fie	eld is blank or incorrect information is	listed, either document the task in IMPACT or provide comments below to e	I Ixolain the reason that the action has no	t vet been accomplished. Additional	narent related information should be r	rovided in this area, when
In the papers fields below, document any neuroformation about the parent has coursed within the relevent period. Evaluate the overall progress of the parent in the basit months that include the areas called in the body of the tast field.								
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Plan Section – Revision

1. Identify the following revised instructional text for the **Plan** section:

"Based on the above evaluation of the child(ren) and parent(s) the following action items have been identified. Describe tasks to be accomplished, timeframes, and the appropriate parties responsible for completion of the task. Tasks should address the needs of the child, family, caregiver and accomplishment of permanency goals."

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Contact Information for Case Section – Revisions and Deletions

- 1. Recognize each contact will be listed in chronological order.
- 2. The following contacts will be no longer displayed as part of the **CVS Monthly Evaluation/Assessment Report**:
 - Closing Summary
 - Transfer Summary
- 3. The **Notification Information for Case** section has been removed from the new version of the **CVS Monthly Evaluation/Assessment Report**.
- 4. Identify the new field **Contacted By**. This field will prefill with the " Contacted By" person from the **Contact Detail** page.
- 5. Recognize **Sibling Visit and Est. Time With Client(s)** has been moved to a new location for contact narrative.
- 6. Recognize when "CVS Monthly Required (FTF)" appears in the **Purpose** field, the text will be bolded.

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