Texas Department of Family and Protective Services

Residential Child Care Contractors
Child Placement Vacancy Database
User Guide

Only Providers with a Department of Family and Protective Services (DFPS) Residential Child-Care contract to serve children in DFPS care will use this database.

(as of August 2014)
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Introduction

The Child Placement Vacancy (CPV) database is an Internet based system used by Residential Child Care (RCC) Contractors for updating their vacancies. This is required for all RCC Contractors who serve children in DFPS care. Child Placing Agencies (CPA) with multiple branches must update each branch, excluding administrative branches, as well.

The CPV database must be updated each business day, including skeleton crew holidays even if there are no changes entered in the number of vacancies. You must click the Save button on two different pages (Provider Update and Provider Vacancy Update) for the system to record the date and time that you were logged in the CPV database, otherwise nothing is recorded by the system.

New Residential Operations (New License) will have to add their Administrative Information and Individual Home Information prior to updating their vacancies. Refer to pages 7 - 8 for Add Administrative Information instructions and pages 9 - 11 for Add Individual Home Information instructions.

The CPV database is a hyperlink (Update Provider Vacancies) located on the Child-Care Provider Main Page in the Select an Action box.

Internet Explorer Login

To access the CPV database open Internet Explorer and enter the URL https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilityLogin.asp in the address bar and press the Enter key. The Child-Care Provider Login page opens. Note - The URL can be copied and pasted in the address bar.
**Login Information** - The Residential Child Care Licensing Representative issues the **User Identification (ID)** and you will create your own provider agency **password**.

**Child-Care Provider Login**

![Login form](image)

**User ID:** Enter your User Identification (ID).

**Password:** Enter your Password.

Click the **Login** button and the **Child-Care Provider Main Page** opens.

If you forget your User ID or Password, click the **Forgot your User ID or Password?** hyperlink and the **Child-Care Provider Login Information** page opens.

**Forgot User ID?:** Enter your Operation Number in the **Operation Number** field and click the "Email User ID" button. Your User ID will be emailed to the address you provided during registration. **Note** that for Branch Offices you must include the Agency Number and Branch Number when entering information in the **Operation Number** field. Only the designated account manager of the Operation will receive the User ID via email.

**Forgot/Reset Password?:** Enter your Operation Number in the **Operation Number** field, your User ID in the **User ID** field, and click the **Email Password** button to have your password reset and the password and login information sent to the email address you provided during registration. Only the designated account manager has the ability to reset passwords and receive the new password and login information via email.
Child-Care Provider Main Page

The Operation Name, Operation Number, Operation Type, and E-mail Address are system populated.

Note - In the upper right hand corner of the page it states the User ID of the person currently logged in with the Logout hyperlink.

In the Select an Action box, click the Update Provider Vacancies hyperlink and the Child Placement Vacancy Provider Update page opens. Refer to page 4 for an image of this page.

Child-Care Provider Logout

1. Click the Logout hyperlink and the Child-Care Provider Login page opens.

2. To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.
Click the **Holidays** button and the **Texas State Auditor's Office** website opens with hyperlinks for the current and next fiscal year official state holidays. Your DFPS contract requires that you update vacancies each business day. Skeleton Crew holidays are business days, not holidays.

Click the **Print Version** button to generate a report with your administrative and home information in the CPV database. Click **File**, select **Print** and click the **Print** button in the **Print** box. Click the **X** in the upper right hand corner to close the window.
No Updates in Number of Vacancies

You are required to log into the CPV database each business day, including skeleton crew holidays, even if there are no updates in the number of vacancies.

1. Click the Update Provider Vacancies hyperlink in the Select an Action box on the Child-Care Provider Main Page and the Provider Update page opens.

2. Click the Modify Vacancies button and the Provider Vacancy Update page opens.

3. On the Provider Vacancy Update page, click the Save button and the Provider Update page opens.

4. On the Provider Update page, click the Save button and then click the Child-Care Provider Main Page button. The Child-Care Provider Main Page opens.

5. Click the Logout hyperlink and the Child-Care Provider Login page opens.

6. To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.
Updates in Number of Vacancies

You are required to log into the CPV database each business day, including skeleton crew holidays, and update the homes that have a change in the number of vacancies.

1. Click the Update Provider Vacancies hyperlink in the Select an Action box on the Child-Care Provider Main Page and the Provider Update page opens.

2. Click the Modify Vacancies button and the Provider Vacancy Update page opens.

3. **# of Vacancies:** Edit the homes that have a change in the number of vacancies (i.e., enter that day's number of vacancies).

4. On the Provider Vacancy Update page, click the Save button and the Provider Update page opens. Verify that the number of vacancies is correct for each home that was updated.

5. On the Provider Update page, click the Save button and then click the Child-Care Provider Main Page button. The Child-Care Provider Main Page opens.

6. Click the Logout hyperlink and the Child-Care Provider Login page opens.

7. To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.
New Residential Operations (New License)

A new residential operation (new license) will enter their administrative information on the Provider Update page.

Add Administrative Information

Operation Number (required field): Enter the Operation Number.

Provider Name (required field): Enter your provider name.

Provider Address (required field): Enter your complete address with city, state, and ZIP code.

Type of Facility (required field): Enter the facility type (e.g., Child Placing Agency).
| **Type of Services** (required field): Enter the type of service(s) the facility provides (e.g., Adoption Services, Foster Care Services, etc.). |
| **Number of Vacancies** (required field): Enter the number of beds available. |
| **No-Pay Contract** (required field): Enter Yes or No. |
| **Intake Email Address** (required field): Enter the intake email address. |
| **Website Address** (required field): Enter the website address. |
| **Contact Person** (required field): Enter the First and Last Name. |
| **Phone** (required field): Enter the phone number in the format of 999-999-9999. |
| **Alternate Contact Person** (required field): Enter the First and Last Name. |
| **Phone** (required field): Enter the phone number in the format of 999-999-9999. |
| **After Hours Contact Person** (required field): Enter the First and Last name. |
| **Phone** (required field): Enter the phone number in the format of 999-999-9999. |
| **Alternate After Hours Contact Person** (required field): Enter the First and Last Name. |
| **Phone** (required field): Enter the phone number in the format of 999-999-9999. |
| **Anticipated vacancies** (required field): Enter the date you anticipate you will have vacancies in the format of MM/DD/YYYY. |
| **Contact Comments** (optional field): Enter comments. |
| Click the **Save** button. |
Add Individual Home Information

A new residential operation (new license) will add their individual foster home information (foster family and foster group homes) on the Provider Vacancy Update page.

Click the Modify Vacancies button and the Provider Vacancy Update page opens.

**County** (required field): Click the down arrow (↓) and select the county where the home is located. You can advance through the list of counties by pressing the 1st alpha character of the county name and continue pressing the alpha character until you reach the county name.

**Service Level** (required field): Click on the service level of care provided of Basic, Moderate, Specialized, or Intense (the background color changes to blue). For multiple service levels of care, click the lowest level of care, press the Shift key and then click the highest level of care.

**Service Types** (required field): Click on Child-Care Services or Foster Care Services (the background color changes to blue).

**Special Needs** (required field): Click the down arrow (↓) and select Autism/Pdd/Aspergers Disorder, Medically Fragile, Cognitive Deficiencies, None, Physically Challenged, Hearing or Visually Impaired, Mental Health Diagnoses, Add/Adhd, Substance Use/Abuse, Eating Disorder, Fire Setting Hx, Gang Activity/Affiliation, Limited English Proficiency, Sexualized Behaviors, or Probation/Parole/Tyc/Jpc.

**Legal Risk** (required field): Click the down arrow (↓) and select Yes or No.

**Age Range from** (required field): Click the down arrow (↓) and select 0, 6 months, 1 years old, 18 months, or 2 - 21 years old.

**Age Range to** (required field): Click the down arrow (↓) and select 0, 6 months, 1 years old, 18 months, or 2 - 21 years old.

**Gender** (required field): Click the down arrow (↓) and select Female, Male, or Both.
Languages Spoken (required field): Click on the language spoken in the home of English, Spanish, French, Vietnamese, American Sign Language, or Other and enter the "Other" language in the text box (the background color changes to blue).

# of Homes (required field): Enter the number of homes. Note that you will enter GRO for a General Residential Operation and RTC for a Residential Treatment Center in this field.

Provider Information

Foster Parent's Name (required field): Enter the First and Last Name.

Home Type (required field): Click the down arrow (↓) and select Foster Family or Foster Group.

Intake Coordinator's Name (required field): Enter the First and Last Name of the Case Manager and Title.

Intake Coordinator's Phone Number (required field): Enter the complete phone number in the format of 999-999-9999 for the Case Manager.

After-Hours Contact Number (required field): Enter the complete phone number in the format of 999-999-9999 for the after-hours contact phone number.

Comments (required field): Enter comments such as Branch, caretaker stays at home, daycare assistance is required, N/A, None, No Comments, etc.

# of Vacancies (required field): Enter the number of children the home is willing to accept at this time. The number of vacancies and the number they currently serve may not exceed the number for which they are verified, but it can be lower.

Click the Add Blank Row button to insert a new row to add the next home.

Note - You can click the Back, do NOT Save button to return to the Provider Update page without saving.

On the Provider Vacancy Update page, click the Save button and the Provider Update page opens with the homes listed in a table below the administrative information. Verify that the information for each home is correct. The homes are sorted alphabetically by county.

On the Provider Update page, click the Save button and then click the Child-Care Provider Main Page button. The Child-Care Provider Main Page opens.

Click the Logout hyperlink and the Child-Care Provider Login page opens.

To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.

Note - A Delete button will be added for each home after it is saved.
Child Placement Vacancy
Provider Update

If you need assistance or have any questions regarding the Child Placement Vacancy application, please contact Anita Lewis at (512)433-9557.

Note - If more than ten homes are added, click the Next>> hyperlink to advance to the next page and click the <<Prev hyperlink to return to the previous page.
Existing Residential Operations

Add Individual Home Information

Existing residential operations will add new homes on the Provider Vacancy Update page.

1. Click the Update Provider Vacancies hyperlink in the Select an Action box on the Child-Care Provider Main Page and the Provider Update page opens.

2. Click the Modify Vacancies button and the Provider Vacancy Update page opens.

3. Add the new home. Refer to pages 9 - 11 for adding new home instructions and images.

Note - If you are adding multiple new homes, click the Add Blank Row button after each addition.

4. On the Provider Vacancy Update page, click the Save button and the Provider Update page opens. Verify that the information for the new home is correct.

5. On the Provider Update page, click the Save button and then click the Child-Care Provider Main Page button. The Child-Care Provider Main Page opens.

6. Click the Logout hyperlink and the Child-Care Provider Login page opens.

7. To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.
Edit Administrative Information

The administrative information is **edited** on the **Provider Update** page.

1. Click the **Update Provider Vacancies** hyperlink in the **Select an Action** box on the **Child-Care Provider Main Page** and the **Provider Update** page opens.

2. **Edit** the **administrative information**. Refer to pages 7 - 8 for the administrative information fields.

3. On the **Provider Update** page, click the **Save** button and verify that the **edited** administrative information is correct for the provider. Click the **Child-Care Provider Main Page** button and the **Child-Care Provider Main Page** opens.

4. Click the **Logout** hyperlink and the **Child-Care Provider Login** page opens.

5. To close Internet Explorer, click the **X** located in the upper right hand corner of the page or click **File** from the **Main Menu** and select **Exit**.
Edit Individual Home Information

The home information is **edited** on the Provider Vacancy Update page.

1. Click the Update Provider Vacancies hyperlink in the Select an Action box on the Child-Care Provider Main Page and the Provider Update page opens.

2. Click the Modify Vacancies button and the Provider Vacancy Update page opens.

3. **Edit** the home information. Refer to pages 9 - 11 for the home information fields and images.

4. On the Provider Vacancy Update page, click the Save button and the Provider Update page opens. Verify that the edited information is correct for the home.

5. On the Provider Update page, click the Save button and then click the Child-Care Provider Main Page button. The Child-Care Provider Main Page opens.

6. Click the Logout hyperlink and the Child-Care Provider Login page opens.

7. To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.
Delete Individual Home Information

The home information is deleted on the Provider Vacancy Update page.

1. Click the Update Provider Vacancies hyperlink in the Select an Action box on the Child-Care Provider Main Page and the Provider Update page opens.

2. Click the Modify Vacancies button and the Provider Vacancy Update page opens.

3. Click the Delete button for the home that needs to be removed and a message box opens stating, "Are you sure you want to DELETE this vacancy?" Click the OK button in the message box.

4. On the Provider Vacancy Update page, click the Save button and the Provider Update page opens. Verify that the home is not listed in the table.

5. On the Provider Update page, click the Save button and then click the Child-Care Provider Main Page button. The Child-Care Provider Main Page opens.

6. Click the Logout hyperlink and the Child-Care Provider Login page opens.

7. To close Internet Explorer, click the X located in the upper right hand corner of the page or click File from the Main Menu and select Exit.