Child Sexual Aggression

In IMPACT 2.0

Job Aid
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Overview

The new Child Sexual Aggression page is where episodes of sexual aggression by a child can be recorded along with details of any specific incidents within the episode period. Child sexual aggression (CSA) episodes and incidents can only be entered and edited by the users having Modifier access permissions, which are restricted to the following roles:

- State Office Director
- Conservatorship Program Administrator
- Conservatorship Regional Director
- Identified State Office staff

All other authorized users have View-only access to the page and are not able to edit any of the information entered by a Modifier. View-only access, however, does include the ability to print the CSA information in PDF format by launching the Child Sexual Aggression form.

Modifiers can update the date and text fields of any episode or incident within an episode as long as the episode has not been end-dated. The Modifier is also allowed to add incidents to end-dated episodes.

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Child Sexual Aggression Page – How to Get There

1. From your Assigned Workload in the My Tasks tab, select the Stage Name hyperlink to the case.
1. You will arrive at the **Case Summary** page.

2. Select the **Person** tab on the secondary menu.

3. You will arrive at the **Person Detail** page.

4. Select the **Child Sexual Aggression** tab on the tertiary menu.

5. You will arrive at the **Child Sexual Aggression** page.
In View-only mode, the **Child Sexual Aggression** page displays prefilled fields for the child’s name and Person ID followed by an expandable listing of CSA episodes and incidents. If no CSA episodes are recorded, the listing is replaced by a statement indicating that no episodes exist.

The CSA episode list is displayed as collapsed headings showing the start date of the episode and, if applicable, the end date. Multiple CSA episodes are shown in reverse chronological order (most recent first).
Examine how to view the CSA information on the page:

1. Recognize that all episode headings are in collapsed view and have checkboxes for each.

2. Select the **Expand All** hyperlink in the **Episodes** header.

3. All collapsed episode headings expand to display the following prefilled fields for each episode:
   - Start Date
   - End Date
   - End Date Justification

4. Recognize that each expanded episode heading has its own **Expand All** and **Collapse All** hyperlinks.
5. Recognize that the incidents within the episodes are listed in expandable sub-headings similar to the episode headings.
6. Select the **Expand All** hyperlink in the first episode header.
7. All collapsed incident sub-headings under the episode expand to display the following prefilled fields for each incident:
   - Date of Incident
   - Victim Information
   - Incident Description
8. Select the **Collapse All** hyperlink in the first episode header.
9. All incidents are collapsed back to headings only.
10. Select the **Collapse All** hyperlink in the **Episodes** header.
11. All episodes are collapsed back to headings only.

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### Child Sexual Aggression Page – Modifier Access

The following roles will have Modifier access to the **Child Sexual Aggression** page:

- State Office Director
- Conservatorship Program Administrator
- Conservatorship Regional Director
- Identified State Office staff

Modifiers are able to add episodes and incidents to the page or edit existing records and save them on the page. This page can only be modified if the case has either SUB, FSU or FRE stage open. The Modifier view of the page displays **Add Episode**, **Add Incident**, and **Save** buttons that do not appear in View-only mode.

Modifiers should recognize the following when accessing the page:

1. Selecting the **Add Episode** button adds a new episode heading at the top of the episode list and contains the following blank fields:
   - Start Date (required field)
   - End Date
   - End Date Justification (conditionally required if an End Date is entered)

2. Selecting the **Add Incident** button adds a new incident sub-heading under the episode heading with the following blank fields:
   - Date of Incident (required field)
   - Victim Information (required field)
   - Incident Description (required field)

3. Selecting the **Save** button saves all added or updated information on the page.

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**Note:** Episodes can be added only if there are no existing episodes on the page or if all existing episodes on the page have been end-dated. A new episode cannot be entered as long as there is an open episode (not end-dated) on the page. When end-dated, an episode becomes locked and is no longer editable.

**Note:** Modifiers are able to add incidents to end-dated episodes, but the incident becomes locked from further editing after being saved.
Note: All required fields and, if applicable, conditionally required fields must contain data before the page can be saved. An error message displays otherwise.
Child Sexual Aggression Form

From the Child Sexual Aggression page, you can download and print the Child Sexual Aggression form, which lists all information about CSA episodes and incidents contained on the Child Sexual Aggression page. By selecting the Launch button, the form will download as a PDF form, which can be printed using the standard PDF print functionality. Both Modifier and View-only users can launch the form.

Launching the Child Sexual Aggression Form

Examine how to launch all or some of the CSA information on the page into a printable PDF form:

1. Select one of the episode checkboxes and select the Launch button.

2. The episode and all of its incidents are downloaded to a PDF form in a new page tab.
3. Return to the **Child Sexual Aggression** page and select the **Select All** button.

4. Recognize that all of the checkboxes for the episodes on the page are selected.

5. Select the **Launch** button.

6. All episodes on the page and their incidents are downloaded to a PDF form in a new page tab.

7. Return to the **Child Sexual Aggression** page and select the **Deselect All** button.

8. Recognize that all of the checkboxes for the episodes on the page are deselected.

9. Recognize that you can print the PDF form using the **Print** icon in the form toolbar.
IMPACT 2.0 now indicates child sexual aggression on the **Person Characteristics** page using the **Sexual Behavior Problem** checkbox instead of the **Child Sexual Aggression** checkbox, which has now been removed along with its **Begin** and **End** date fields. When an episode of child sexual aggression has been recorded on the **Child Sexual Aggression** page, IMPACT automatically selects (prefills) the **Sexual Behavior Problem** checkbox. The **Begin** date field also prefills with the most recent episode start date; the **End** date field, however, is not prefilled.

![Person Characteristics Page](image)

**AFCARS Disability**

- **Is the child disabled?**
  - **Yes** if a qualifying characteristic (with conditionally required indicators, if it has been diagnosed).
  - **No** or **Not yet determined** if no such characteristic has been diagnosed.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not yet determined</th>
</tr>
</thead>
</table>
Child Plan Detail Page – Updates for CSA

The Child Plan Detail page includes a new Yes/No question under the Services to Address High Risk Behavior heading:

“Has this child been identified by DFPS as sexually aggressive?”

IMPACT prefills either the “Yes” or “No” radio button according to the information on the new Child Sexual Aggression page:

- “No” is prefilled if there are no recorded CSA episodes or if there are CSA episodes that have been end-dated.
- “Yes” is prefilled if a CSA episode has been recorded that has not been end-dated.

When “Yes” is indicated, the Describe behavior: narrative box is displayed and prefilled with the date and description for each incident associated with the open CSA episode. The Describe plans to ensure child’s safety: narrative box is also displayed and you must enter data in this field.

Time for Activities: 10 Minutes

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Child Plan Detail Page – How to Get There

1. From your Assigned Workload in the My Tasks tab, select the Stage Name hyperlink to the case.
2. You will arrive at the **Case Summary** page.
3. Select the **Child Plans** tab on the secondary menu.

4. You will arrive at the **Child Service Plans List** page.
5. Select the Child Plan hyperlink from the list.
6. You will arrive at the **Child Plan Detail** page.

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**Child Plan Detail Page Update**

The **Services to Address High Risk Behavior** expandable heading now contains the question "Has this child been identified by DFPS as sexually aggressive?"

Recognize that IMPACT prefills either the “Yes” or “No” radio button according to the information contained on the new **Child Sexual Aggression** page:

- “No” is prefilled if there are no recorded CSA episodes or if there are CSA episodes that have been end-dated.
- “Yes” is prefilled if a CSA episode has been recorded that has not been end-dated.

Recognize the following:

1. When “Yes” is indicated, the **Describe behavior**: narrative box is displayed and prefilled with the date and description for each incident associated with the open CSA episode. This field is not editable.

2. The **Describe plans to ensure child’s safety**: narrative box is also displayed. This is a required field and you must enter data in this field in order to save or save and submit the page.
Child Plan Detail

DFPS Information

DFPS Caseworker: 
DFPS Supervisor: 

Child's Information

Child's Full Name: 
Child's Date of Birth: 
Child's Legal Status: 
Child's Legal County: 
Child's Culture: 
Child's Race: 
PEC: 
Type of Plan: 

Current Level of Case:  
Start Date:  
End Date:  

Services To Address High Risk Behavior

In the child at risk of self harm?  
Yes  
No

Does the child exhibit violent behavior?  
Yes  
No

Have this child been identified by DFPS as having a sexual behavior problem?  
Yes  
No

How this child been identified by DFPS as sexually aggressive?  
Yes  
No

In there risk of harm to others?  
Yes  
No

In there risk of waiting frequently at night, leaving room, wandering etc.?  
Yes  
No

In there risk of runaway?  
Yes  
No

Are there any other high-risk behaviors?  
Yes  
No

Treatment Services

Support Services to Caregiver

Travel

Plans for Discharge

Child And Family Team Participation in Plan:

Forms:

Save and Submit  
Submit
Child Plan of Service Form – Updates for CSA

The **Child Plan of Service** form now includes the child sexual aggression information that now appears on the **Child Plan Detail** page.

- The form shows “Yes” or “No” for the question “Has this child been identified by DFPS as sexually aggressive?”
- For “Yes” responses, the form also contains the text from **Describe behavior**: narrative box and the **Describe plans to ensure child’s safety**: narrative box on the **Child Plan Detail** page.

Person Merge/Split Detail – Updates for CSA

A new checkbox for “Child Sexual Aggression” has been added to the **Person Merge/Split Detail** page that is prefilled if there are child sexual aggression records present on the **Child Sexual Aggression** page. This is not an editable field.
Person Merge/Split Detail

Person Merge Summary

Closed

Person ID: [Redacted]
Name: [Redacted]

Staff Name Conducting the Merge: [Redacted]

Forward

Person ID: [Redacted]
Name: [Redacted]

Date Merge: [Redacted]
Merge ID: [Redacted]

Person Forward Information Update Summary

Person Demographics

- Name
- Gender
- Race
- Ethnicity
- DOB
- Age
- DOB Age
- Language
- Occupation
- Religion
- Marital Status
- Citizenship Status
- CVS/Home Info
- Living Arrangement
- DOB/Reason for Death

Person Identifiers

- SSN
- TDHS Client #
- Medicaid #
- Driver's Lic. #
- State Photo ID #
- Other Identifiers

Contact Information

- Address
- Email Address
- Phone

Person Characteristics

- APS
- Child Investigation
- Parent/Caretaker
- Child Placement

Other Person Information

- Financial Accounts
- Person Eligibilities
- Records Check
- Family Tree Relationships
- Training
- Child Safety Placement
- Educational History
- TEIS
- Income & Resources
- Child Sexual Aggression
- Trafficking

Stage Information

- Allegations in an open stage were modified as part of this merge. See Warnings & Messages section for details.

Warnings & Messages for this Merge

- [Green Check]

Stages Updated by this Person Merge

- [Green Check]

Forward Person Data Selected

- [Green Check]

Person Split Summary

Split Date: [Redacted]
Staff Name Conducting the Split: [Redacted]
Staff ID: [Redacted]

Person Comparison

Launch the Person Comparison Form to evaluate Person Merge/Split.

Closed ID: [Redacted]
Forward ID: [Redacted]

Forms and Reports

Forms: [Select]  Launch
Reports: [Select]  Launch
The Person Data Report is changed to include details of child sexual aggression from the Child Sexual Aggression page in IMPACT 2.0 that are not present in Legacy IMPACT. The report is able to show both Legacy and IMPACT 2.0 CSA information in the same report, but the following labels and fields will appear only for IMPACT 2.0 information:

- CSA episodes are indicated by the label “Child Sexual Aggression Episode.”
- An “End Date Justification” for an episode is listed if applicable.
- Each incident in the episode is listed with an “Incident Date.”
- Each incident has an “Incident Description.”
- Each incident, with dates and descriptions, is listed on a separate row.

Person Data Report – Updates for IMPACT 2.0 CSA Information

1. Recognize that the Person Data Report displays CSA information differently for Legacy IMPACT and IMPACT 2.0. IMPACT 2.0 is marked with the following reworded heading:
   “Child Sexual Aggression Episode”
2. Recognize that the form also displays the following fields for IMPACT 2.0 CSA information:
   - An “End Date Justification” for an episode is listed if applicable.
   - Each incident in the episode is listed with an “Incident Date.”
   - Each incident has an “Incident Description.”
   - Each incident, with dates and descriptions, is listed on a separate row.
3. Recognize that the Person Data Report does not show these fields for Legacy IMPACT CSA information.
**PERSON DATA REPORT**

- **CIV15000**
- **PERSON NAME:**
- **PERSON ID #:**
  - **AGE:**
  - **DOD:**
  - **REASON:**
  - **SEX:**
  - **LANGUAGE:**
  - **ETHNICITY:**
  - **MARITAL STATUS:**
  - **LIVING ARRANGEMENT:**
  - **OCCUPATION:**
  - **RELIGION:**
  - **STATUS:**
    - **CATEGORY:**
  - **WEIGHT:**
  - **HEIGHT:** ft, in
  - **EYE COLOR:**
  - **HAIR COLOR:**
  - **MOST RECENT EMPLOYER:**
  - **HIGHEST EDUCATION:**
  - **CITIZENSHIP STATUS:**

**POST/ADOPT HOME MEMBER INFO:**

- **ANNUAL INCOME:**
- **HOME ROLE:**

**PLACEMENT ADDRESS:**

- **ADDRESS:**
- **COUNTY:**
- **COMMENTS:**

**HISTORY OF CHARACTERISTICS:**

**Sexual Behavior Problem**

- **START DATE:**
- **END DATE:**

**Child Sexual Aggression Episode**

- **START DATE:**
- **END DATE:**
- **END DATE JUSTIFICATION:**
- **INCIDENT DATE:** (Approximate Date)
- **INCIDENT DESCRIPTION:**
- **INCIDENT DATE:**
- **INCIDENT DESCRIPTION:**