



Texas Department of
Family and Protective Services

Review Child Placement

Job Aid

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Approval Status – Approve Placement Page for FAD Home

Overview

On the **Approval Status – Approve Placement** page, the pop-up message requiring secondary approval now appears *only* when the Placement is approved *and* the **Placement Type** is “FPS Fost/Adopt Home” (FAD home). The reworded pop-up message reads:

“Placement of a child in a DFPS FAD home requires approval by a Child Placement Management Staff (CPMS). If you are not a CPMS, secondary approval is required.”

The revised pop-up message in IMPACT 2.0 replaces the pop-up message in Legacy IMPACT that appeared on *all* placement types following approval, which read:

“Is this child or any child in this case placed in a DFPS FAD foster home? If so, a secondary approval by a Child Placement Management Staff (CPMS) is required.”

Stages Impacted: SUB

Approval Status – Approve Placement Page – How to Get There



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

Texas Department of Family and Protective Services

My Tasks Case Search Reports Resources

Workload Workload

Staff To-Do List Assigned Workload

User Name :
User ID :

new stage
Worker Safety
Eligible For Screening
Screened

Show 10 entries

SS	!	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>				P					I&R	05/27/2018	05/29/2018	03	EO			PRS
<input type="checkbox"/>				P					I&R	04/11/2018	04/11/2018	03	EO			PRS

2. You will arrive at the **Staff To-Do List** page.
3. Select a **Placement** task from the list.

My Tasks Case Search Reports Resources

Workload **Staff To-Do List** Unit Summary Unit Maintenance Maintain Designee

Staff To-Do List

Search Criteria

From: [] To: 01/25/2019

Show 10 entries

Type	Date ↑	Stage Name ↑	Created By ↑	Description
<input type="checkbox"/> Task	10/16/2018		SYSTEM	DB - Approve Placement for
<input type="checkbox"/> Alert	10/19/2018		SJP	Merged Into

4. The **Placement Information** page is displayed.
5. Select the **Approval Status** button.

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

Person **Placement Information** Contacts/Summaries Service Authorization Legal Child Plans Placement History Medical Foster Care Eligibility

Stage Name: []

* required field
‡ conditionally required field

Approval Status Expand All Collapse All

Placement Detail

* Start Date: 10/04/2018 Emergency Placement

* Placement Type: FPS Fost/Adopt Home

‡ Intended to be Permanent Date: []

6. The **Approval Status – Approve Placement** page is displayed.

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

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

Person | **Approval Status - Approve Placement**

Contacts/Summaries | Case Name: [redacted] * required field
Case ID: [redacted]

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Current Status

Status	Date	Time	Approver
Pending			[redacted]

Approval Information

Approver: [redacted] Date: 01/18/2019 Time: 11:31 AM

Comments: [text area]

* Password: [input]

Forms

Forms: [dropdown]

Updated Pop-Up Message for FAD Home

When you approve a Placement on the **Approval Status – Approve Placement** page where the **Placement Type** on the **Placement Information** page is “FPS Fost/Adopt Home” (FAD home), the following updated pop-up message is displayed:

“Placement of a child in a DFPS FAD home requires approval by a Child Placement Management Staff (CPMS). If you are not a CPMS, secondary approval is required.”

The pop-up message does not appear when approving Placements of any other type.

Selecting the **OK** button closes the pop-up message.

The screenshot shows the 'Approval Status - Approve Placement' page. On the left is a navigation menu with items: Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement (highlighted), History, Medical, Foster Care Eligibility, PCA, ICPC, and Case Management. At the top, there are tabs: Placement Info (selected), Placements for Case, Runaway/Missing, Service Level, and Common Application. The main content area is titled 'Approval Status - Approve Placement' and includes fields for Case Name and Case ID. Below this is a 'Current Status' section with a table showing 'Status' as 'Pending'. A red-bordered pop-up message box is overlaid on the status table, containing a yellow warning icon and the text: 'Placement of a child in a DFPS FAD home requires approval by a Child Placement Management Staff (CPMS). If you are not a CPMS, secondary approval is required.' with an 'OK' button. Below the status table is the 'Approval Information' section, which includes fields for Approver, Date (01/18/2019), and Time (11:38 AM), a 'Comments' text area, and a 'Password' field (masked with dots) with 'Approve' and 'Return' buttons. The 'Password' field and the 'Approve' button are highlighted with a red border.