



Texas Department of
Family and Protective Services

General Placement Search System (GPS)

Data Entry Training Manual

8/12/2021

Version: 1.0

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Section 1. Overview

1.1 Purpose

Welcome to the General Placement Search (GPS) Manual Data Entry Process. The purpose of this document is to:

1. Describe how Providers get started with GPS using the manual data entry process.
2. Review Data Quality Expectations.
3. Provide step by step instructions for logging into GPS and entering provider information.

Section 2. Getting Started with GPS

The purpose of this section is to describe how to get started with GPS. **The first step is to understand the Data Collection, Initial Load and Data Maintenance Processes.** Providers who use the GPS Manual Data Entry process are expected to read and comply with the Data Quality Processes described in this section.

2.1 Data Quality Process:

Below is a summary list of the Data Quality Processes that will be described with step-by-step instructions.

- **Data Collection:** Providers must ensure they are collecting and tracking all information that GPS requires.
- **Initial Data Load:** Providers will be ready to enter preference and vacancy data into GPS for all of their eligible foster homes once they have completed the data collection process.
- **Data Maintenance:** Providers are required to update their provider preference and vacancy information daily in their CMS system, to the extent the information changes.

2.2 Data Collection

All providers, whether using GPS manual data entry or electronic data transfer, are required to collect a specified set of data points that GPS requires to facilitate the best placement matching for children and youth. Most of these data points are likely already collected, however, there may be some information that is new to your record keeping process. Follow the steps below to evaluate and modify your data collection process and prepare for the initial load of data into GPS.

Before participating with GPS

Step 1: Review the Table of GPS Required Fields in the Appendix of this document (Section 7) to identify any fields that are new to your case management system and/or record keeping process. These fields represent information about placement vacancies, preferences and characteristics that are not currently collected in DFPS systems.

Step 2: Determine the foster homes and GROs that are eligible to be in GPS. GPS will maintain a record for foster homes and GROs that meet the following criteria:

- If provider is a CPA foster home, then:
 - Provider's CPA must have an active contract with DFPS AND have an active license in the HHS CLASS system.
 - Provider foster home must have an active license in the HHS CLASS system.
 - Provider foster home is designated as a "Foster Family Home".
 - Provider foster home accepts unrelated (non-kin) children/youth.

- If provider is a GRO then,
 - GRO must have an active contract with DFPS AND have an active license in the HHS CLASS system.
 - GRO must be one of the following types:
 - Child Care Services
 - Emergency Care Services
 - Multiple Services
 - Residential Treatment Center

Step 3: Evaluate and/or modify your data collection process to gather the new required information for the foster homes and GROs that are eligible to be in GPS. Modify your case management system and/or record keeping process to track this information.

NOTE: A foster home or GRO record will not be able to be saved in GPS unless the record is “complete”, meaning that all required fields for the record must be entered into GPS. GPS does not accept partially complete records. Therefore, the data collection process must be done before you can begin using GPS.

2.3 Initial Data Load

Once you have collected all the required data for your foster homes and GROs, you are ready to login to GPS to verify your information and begin entering data for your foster homes and GROs. Follow the steps in this training manual for logging in and accessing your “GPS Provider Update” home page.

Step 1: Login to GPS to access the “GPS Provider Update Page.”

Step 2: From the “GPS Provider Update” page, enter your operation’s contact information and verify information about your operation.

1. Enter your contact information in the Contact fields provided (*fields outlined in red on the screen shot below.*)
2. Verify the information displayed for your operation is correct (*fields to be verified are listed here and shown with red arrows on the screen shot below.*)
 - i. Agency/GRO name and address
 - ii. Operation Number
 - iii. Services Provided
 - iv. Type of Facility
 - v. Total Capacity

GPS Provider Update

Region:

Last Update Date: 05/12/2021 02:44 PM

Region: 5

Agency/GRO Address: 3105 EXECUTIVE BLVD BEAUMONT TX 77705-1044

Type of Services: Emotional Disorder, Mental Retardation, Pervasive Development Disorders, Primary Medical Needs, Child Care, Transitional Living Program, Assessment, Adoption, Respite Child Care, Foster Care

Total Capacity: 1949

Agency/GRO: TEXAS DEPT OF FPS REG 05

Operation Number: 66558 - 210

Type of Facility: Agency Home

Total Current Vacancies:

Contact Person: Phone:

Email:

Intake Contact: Phone:

Email:

After-Hours Intake Contact: Phone:

Email:

Figure 1 - GPS Provider Update Page Example

If the information is not correct, please check the information in the TX HHS Public and Provider Portal for your operation and update it there as needed. GPS will pull the updated information from the TX HHS Public and Provider Portal and display it on this page.

If you continue to experience issues with the information on this page, please contact the GPS Help Desk. **DFPS GPS Help Email:** dfpsgpsproject@dfps.texas.gov

Step 3: Review the list of Provider Names (foster homes and GROs) shown in your Provider List.

Provider Name	Facility Type	County	Service Level	Current Vacancies	Anticipated Vacancies	# of Non-DFPS Children Placed	Active	Age	Gender
[REDACTED]	Child Placing Agency	PARKER							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	JOHNSON							
[REDACTED]	Child Placing Agency	DENTON							
[REDACTED]	Child Placing Agency	DALLAS							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							

Showing 1 to 10 of 11 entries

Navigation: 1 2 10 Entries Per Page

Figure 2 - Provider List Example

Take the following steps to ensure all provider names in the list are correct:

1. Verify that the providers on the list belong to your GRO, CPA, or if your CPA has branches, the homes belong to your branch.

2. Verify that there are no provider names missing.
3. Verify that there are no provider names on the list that are inactive or not accepting DFPS children/youth.
 - a. If there are missing provider names, or names shown in error, then contact the GPS Help Desk to report the issue. **DFPS GPS Help Email:**
dfpsgpsproject@dfps.texas.gov
4. Verify the “Active” status for each foster home. GPS will display a “Y” if the home is active and a “N” if the home is not active. The information displayed is based on the information you have entered in the HHS Public and Provider Portal for the Provider.
 - a. If the active status is not correct in GPS, login to the HHS Public and Provider Portal and modify the “Inactive Date” field for the provider. The updated information will be displayed in GPS within 6 hours.

Step 4: After verifying the list of provider names, you are ready to begin entering data for each provider on the list. Follow the instructions in this training manual to enter and save information for each provider.

Step 5: As you enter data for each provider on the Provider List, take a minute to check that the information for each provider is correct as shown on the screen below:

Figure 3 - Modify Placement Details - Top Section

If the information is not correct, please check the information in the Public and Provider Portal for the home (or GRO) and update it there as needed. GPS will pull the updated information from the Public and Provider Portal and display it on this page.

If you continue to experience issues with this information, please contact the GPS Help Desk. **DFPS GPS Help Email:** dfpsgpsproject@dfps.texas.gov

2.4 Data Maintenance

Providers are required to update their provider preference and vacancy information daily in GPS, to the extent the information changes.

Step 1: Login to GPS and access the “GPS Provider Update” page.

Step 2: Locate the foster home or GRO in the Provider List that you wish to update. Click on the provider link to view the “Modify Placement Details Page”, then update the fields that have changed since the last data entry. Click save and then choose another record to update.

Note: *If a Provider updates a record in GPS manually, and the same record is updated electronically from your CMS system, the information entered manually will be overwritten by the information sent electronically.*

Section 3. Logging into GPS

3.1 Prerequisites

This section describes the instructions for logging into the GPS system. In order to login and begin using GPS, the following login prerequisites must be met:

1. The provider has access to the GPS system login page.
2. The provider has valid HHS Public and Provider Portal account credentials (UserID and Password) and has recently logged into the Public and Provider Portal System successfully.
3. The provider will use their HHS Public and Provider Portal account credentials to login into GPS. (you do not need to create a separate GPS User ID and Password).
4. The provider has reviewed Section 2 of this document – Getting Started with GPS along with the list of fields required by GPS, listed in the appendix of this document.
5. The provider has aligned their data collection process to gather this information prior to using GPS.

3.2 Login Instructions

1. Access the GPS Login page at the following URL: <https://gps.dfps.texas.gov/gps/login>

Note: You can save the login link in your browser to make it easier to return to this page next time you login.

Note: Recommended browsers include Google Chrome (preferred), Microsoft Edge and Internet Explore version 11 are supported if the user is not using accessibility software.

Note: This Electronic Information Resource (EIR) / application provides optimal accessibility interface and experience for users with impairments when used with the Google Chrome® browser. Please paste the following URL into a new browser tab to download and install the Chrome browser: <https://www.google.com/chrome/>

2. The page below shows the initial GPS Login Page. Users are required to read and comply with system use agreement by clicking **Authorize**.
3. From the initial login page, read the warning and if you agree, click on **Authorize**.

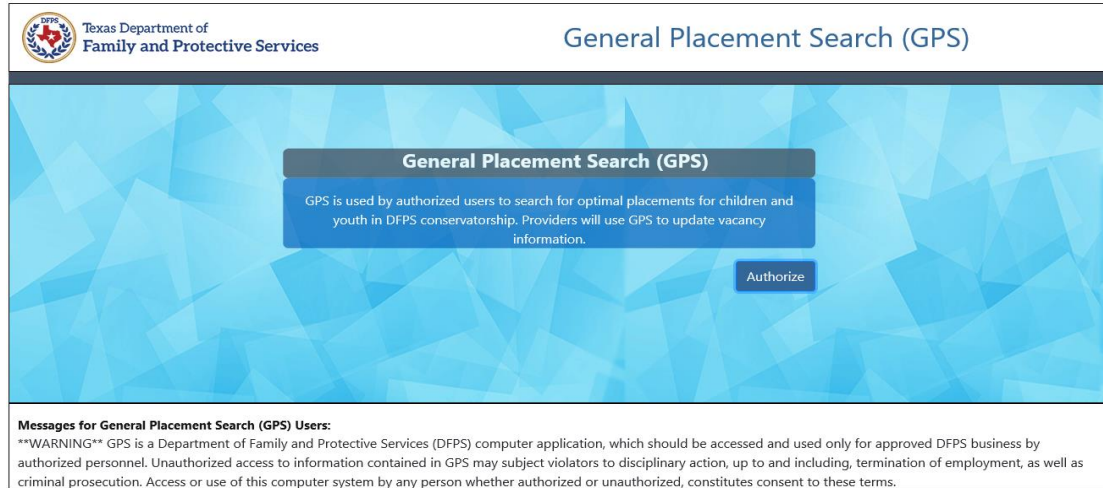


Figure 4 - General Placement Search (GPS) Initial Login Page

4. After clicking on “Authorize” the GPS Login screen will appear. Enter your HHS Public and Provider Portal **UserID** and **Password** and click on **Sign In**.

Please sign in

Password

Figure 5 - GPS Sign in

Note: This is the UserID and Password that you use when you login to HHS.

Note: Your UserID and Password must be valid in HHS to successfully login to GPS.

Note: If you have problems logging in (such as cannot login, or if you forgot your password), email the TX HHS Help Desk to check if your HHS Public and Provider Portal login credentials are valid or to get help with Password-related issues. Once your credentials are valid, return the GPS login page and retry entering your credentials.

TX HHS Helpdesk Email: provider_portal_technical_problems@hsc.state.tx.us

Section 4. Agency and Provider Screen Overview

4.1 GPS Provider Update: Agency / GRO Information

When you enter the GPS system, as a provider, you will be taken to the **GPS Provider Update** page for your agency or GRO. If your agency has branches, then information will only be displayed for the branch under which you logged in.

The **GPS Provider Update** page has two main sections:

The top section of the page contains information about the agency or GRO, as depicted below:

The screenshot shows the 'GPS Provider Update' page in the 'General Placement Search' system. The page header includes the Texas Department of Family and Protective Services logo and the text 'Internal User! Welcome to GPS Portal!!!!'. The main content area is titled 'GPS Provider Update' and contains the following information:

- Region:** 5
- Last Update Date:** 05/12/2021 02:44 PM
- Agency/GRO:** TEXAS DEPT OF FPS REG 05
- Region:** 5
- Operation Number:** 66558 - 210
- Agency/GRO Address:** 3105 EXECUTIVE BLVD BEAUMONT TX 77705-1044
- Type of Facility:** Agency Home
- Type of Services:** Emotional Disorder, Mental Retardation, Pervasive Development Disorders, Primary Medical Needs, Child Care, Transitional Living Program, Assessment, Adoption, Respite Child Care, Foster Care
- Total Capacity:** 1949
- Total Current Vacancies:** (field is empty)
- Contact Person:** Contact Person
- Phone:** Contact Phone
- Email:** Contact Email
- Intake Contact:** Intake Contact
- Phone:** Intake Contact Phone
- Email:** Intake Contact Email
- After-Hours Intake Contact:** After-Hours Intake Contact
- Phone:** After-Hours Intake Contact Phone
- Email:** After-Hours Intake Contact Email
- Contact Comments:** Contact Comments

Figure 6 - GPS Provider Update Page

Note: Details for data entry are covered in Section 3.

4.2 Provider List

The bottom section of the **GPS Provider Update** page contains a list of your foster care providers. The preference and vacancy information you have entered for each provider will be displayed in the columns shown below.

The “Active” column is populated with information from the HHS CLASS system and will display a “Y” if the placement is active and a “N” if the placement is inactive. Providers are not required to enter data for inactive homes but may do so if they wish.

If the active status is not correct in GPS, login to the HHS Public and Provider Portal and modify the “Inactive Date” field for the provider. The updated information will be displayed in GPS within 6 hours.

The **Provider List** for an Agency is depicted below:

Provider Name	Facility Type	County	Service Level	Current Vacancies	Anticipated Vacancies	# of Non-DFPS Children Placed	Active	Age	Gender
[REDACTED]	Child Placing Agency	PARKER							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	JOHNSON							
[REDACTED]	Child Placing Agency	DENTON							
[REDACTED]	Child Placing Agency	DALLAS							
[REDACTED]	Child Placing Agency	TARRANT							
[REDACTED]	Child Placing Agency	TARRANT							

Figure 7 - Provider List

Click on the **Provider Name** hyperlink to display the **Modify Placement Details** data entry page for the selected provider (details for data entry are covered in Section 3.) You will be able to modify the preference and vacancy home from this page.

If there are more providers than what displays on one screen, the following navigation tools for the Provider List section are provided on the bottom of the screen and explained below.

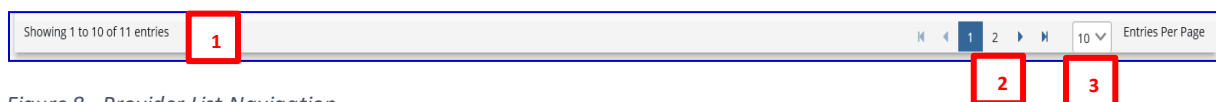







Figure 8 - Provider List Navigation

1. The number of providers for the agency on the left side of the screen (“Showing 1 to 10 of 11 entries” in this example).
2. Navigation buttons are provided on the bottom right side of the screen to display the first page , previous page , page numbers , next page , and last page .

3. # entries to display per page . Click on the down-arrow to modify the number of entries to display per page.

Section 5. Update Agency / GRO Information

5.1 Provider Update Section

View the Agency / GRO information and update the Agency / GRO Contact fields, as necessary.

The screenshot shows the 'GPS Provider Update' form. At the top, there is a navigation bar with 'Search', 'Vacancies', and 'Reports' tabs. Below this, the form title 'GPS Provider Update' is displayed. The form contains several sections of information:

- Region:** A dropdown menu showing '5'.
- Last Update Date:** 05/12/2021 02:44 PM
- Agency/GRO:** TEXAS DEPT OF FPS REG 05
- Region:** 5
- Operation Number:** 66558 - 210
- Agency/GRO Address:** 3105 EXECUTIVE BLVD BEAUMONT TX 77705-1044
- Type of Facility:** Agency Home
- Type of Services:** Emotional Disorder, Mental Retardation, Pervasive Development Disorders, Primary Medical Needs, Child Care, Transitional Living Program, Assessment, Adoption, Respite Child Care, Foster Care
- Total Capacity:** 1949
- Total Current Vacancies:** (field is empty)
- Contact Person:** Input field with 'Contact Person' placeholder.
- Phone:** Input field with 'Contact Phone' placeholder.
- Email:** Input field with 'Contact Email' placeholder.
- Intake Contact:** Input field with 'Intake Contact' placeholder.
- Intake Contact Phone:** Input field with 'Intake Contact Phone' placeholder.
- After-Hours Intake Contact:** Input field with 'After-Hours Intake Contact' placeholder.
- After-Hours Intake Contact Phone:** Input field with 'After-Hours Intake Contact Phone' placeholder.
- Contact Comments:** A large text area with 'Contact Comments' placeholder.

Figure 9 - GPS Provider Update (Editable and Non-Editable Fields)

5.2 Editable Fields

DFPS requires that before you begin using GPS, Agencies and GROs first update their contact information in GPS. Providing contact information in GPS will help direct correspondence to the correct group or individual to streamline communications. Enter the designated information, then click on the **Save** button to save changes.

The following table depicts the editable fields that are provided for contact information:

Field Name	Description	Accepted Response
Contact Person Name	Administrative Contact for the Agency / GRO.	Contact Name
Contact Person Phone	Administrative Contact's phone number for the Agency / GRO.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
Contact Person Email	Administrative contact's email address for the Agency / GRO.	Email address
Intake Contact Name	The name of the person or group where placement intake inquiries should be directed.	Contact Name

Field Name	Description	Accepted Response
Intake Contact Phone	The placement intake contact's phone number.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
Intake Contact Email	The placement intake contact's email address.	Email address
After-Hours Intake Contact Name	The name of the person or group where after hours placement intake inquiries should be directed.	Contact Name
After-Hours Intake Contact Phone	The placement after-hours intake contact's phone number.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
After-Hours Intake Contact Email	The placement after-hours intake contact's email address.	Email address
Contact Comments	Additional contact information that you would like to provide to DFPS to help clarify your organization's placement inquiry process.	Comments

5.3 Non-Editable Fields

The following fields display information from DFPS systems regarding the Agency / GRO and are shown for informational purposes, this information can be viewed but cannot be edited:

- Last Update Date (date the user last saved the Provider Update Section (top section of page))
- Agency/GRO Name
- Region
- Operation Number
- Agency/GRO Address
- Type of Facility
- Type of Services
- Total Capacity
Note: DFPS Systems – this value is the licensed total capacity for all providers associated with the Agency / GRO.
- Total Current Vacancies
Note: This value is the sum of vacancies entered by the Agency / GRO for their providers.

Section 6. Update Provider Information – Modify Placement Details

6.1 View Provider Information

From the GPS Provider Update page, click on the **Provider Name** hyperlink of the desired foster home or GRO to go to the **Modify Placement Details** page where you can view and update information for the selected provider.

Modify Placement Details

You must save your data on this page to update the selected placement.

* required field
* conditionally required field

Placement Information

Placement Name: [Redacted] Facility Type: Child Placing Agency Region: 03
 County: TARRANT Service Level(s): Basic

Placement Preferences

* Current Vacancies: [Text Box] Current Vacancy Date: [Text Box]
 * Anticipated Vacancies: [Text Box] * Anticipated Vacancy Date: MM/DD/YYYY
 * Preferred Service Level(s): [Dropdown] * Specialized Service(s): [Dropdown]
 * # of Non-DFPS Children Placed: [Text Box] * Age Range: Select to Select * Gender: Select
 * Race(s): [Dropdown] * Language(s) Spoken: [Dropdown] * Other Language(s): [Text Box]
 * Religious Preference(s): [Dropdown] * IQ: Select

Does the Placement Accept:

Emergency Placement: Select
 * LGBTQIA: Select * Gender Identity different from Birth Assigned Gender: Select
 Legal Risk: Select * PMN: Select
 * Child Sexual Aggression: Select * Preg/Parent Program: Select

Placement School Information

* School District: [Dropdown] Charter School

Figure 10 – Modify Placement Details Page

6.2 Modify Placement Detail Page

Purpose

The purpose of the **Modify Placement Details** page is to collect vacancy and home composition information, and the provider’s preferences for the placement with regards to the types of services they provide and the children/youth they accept.

Note: A provider’s preferences might be different from what was entered into CLASS. For example, CLASS might say that a provider can have 4 children in the age range of 0-18; however, the provider’s preference can be to only have two children in the age range of 0-5.

DFPS requires that all fields on the **Modify Placement Details** page be completed for each foster home / GRO when the Agency / GRO begins using GPS (first time). Then, on a daily basis, the Agency / GRO is

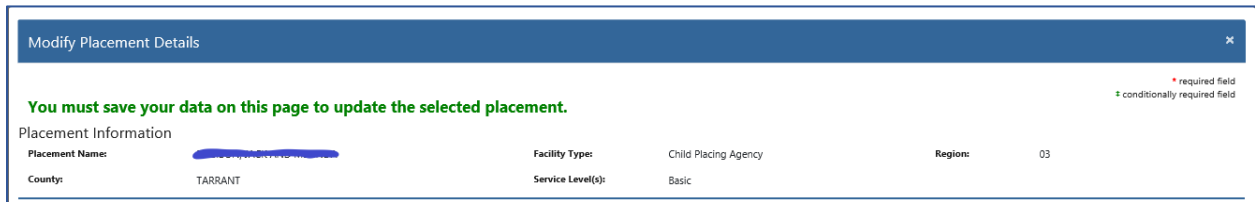
required to update the fields on each provider’s **Modify Placement Details** page that have changed since the last data entry.

The **Modify Placement Detail** page will display in the following sections: Placement Information, Placement Preferences, Does the Placement Accept, Placement School Information, Placement Contact Information, and Additional Placement Information.

Each section is depicted / described below:

Page Overview

Top Section: The top **Placement Information** section displays non-editable fields displayed from DFPS systems.



The screenshot shows a browser window titled "Modify Placement Details". At the top, there is a green message: "You must save your data on this page to update the selected placement." Below this, the "Placement Information" section is displayed. It includes fields for "Placement Name" (redacted), "County" (TARRANT), "Facility Type" (Child Placing Agency), "Service Level(s)" (Basic), and "Region" (03). A legend in the top right corner indicates that a red asterisk (*) denotes a required field and a green dagger (‡) denotes a conditionally required field.

Figure 11 - Modify Placement Details - Top Section

6.3 Editable Fields

Note: You can navigate through each of the fields by pressing the tab key.

Note: Required fields are indicated with a red asterisk (*), such as the “Current Vacancies” field:

* Current Vacancies:

Note: Conditionally required fields are indicated with a green dagger (‡). A conditionally required field is a field that becomes required when certain data is entered in a corresponding field.

Example: The “Other Language(s)” field is conditionally required if the languages field contains the value “Other” or “Sign-Other”.

* Language(s) Spoken: ‡ Other Language(s):

Note: You must complete all required fields before you can save the page.

Section 1: Placement Preferences

Placement Preferences

<p>* Current Vacancies: <input type="text"/></p> <p>* Anticipated Vacancies: <input type="text"/></p> <p>* Preferred Service Level(s): <input type="text"/></p> <p>* # of Non-DFPS Children Placed: <input type="text"/></p> <p>* Race(s): <input type="text"/></p> <p>* Religious Preference(s): <input type="text"/></p>	<p>Current Vacancy Date: <input type="text"/></p> <p>‡ Anticipated Vacancy Date: <input type="text" value="MM/DD/YYYY"/></p> <p>* Specialized Service(s): <input type="text"/></p> <p>* Age Range: Select <input type="text"/> to <input type="text"/></p> <p>* Language(s) Spoken: <input type="text"/></p> <p>* IQ: <input type="text"/></p>
	<p>* Gender: <input type="text"/></p> <p>‡ Other Language(s): <input type="text"/></p>

Figure 12 - Placement Preferences Section

Fill out this section with the vacancy and home composition information, and the provider’s preferences for the placement with regards to the types of services they provide and the children/youth they accept.

The following table describes the data entry expectations for each field in the **Placement Preferences** section:

Field Name	Required / Optional	Description	Accepted Response
Current Vacancies	Required	The number of current vacancies in the placement as of today.	Number
Current Vacancy Date	System Populated	The Current Vacancy Date will be automatically populated by the system when the page is successfully saved.	N/A
Anticipated Vacancies	Required	The number of anticipated future vacancies (i.e. after today).	Number
Anticipated Vacancy Date	Conditionally required, if number of anticipated vacancies is greater than 0	The date of the next anticipated future vacancy within 60 days.	Date that is greater than today and within 60 days of tomorrow’s date.

Field Name	Required / Optional	Description	Accepted Response
Preferred Service Level(s)	Required	The Service Level that the placement prefers to accept.	<p>Select one or more of the following values:</p> <ul style="list-style-type: none"> • Basic • Moderate • Specialized • Intense • Psychiatric Transition • TFC (Treatment Foster Care) • Intense Plus • Emergency Shelter <p>Note: Use Emergency Shelter to indicate a GRO that is an Emergency Shelter only.</p>
Specialized Services	Required	The Specialized Services that the placement provides for behaviors indicated.	<p>Select one or more of the following values:</p> <ul style="list-style-type: none"> • Emergency Care Services • Emotional Disorder • Human Trafficking • Physically Challenged • Adult Care • Treatment Foster Care • Autism/PDD/Asperger's Disorder • IDD • PMN • Medically Fragile • Hearing/Visually Impaired • Pervasive Developmental Disorder • Transitional Living Program • Transitional Living Services • Drug Treatment/Substance Use-Abuse • Gender Identity • Fire Starter • Sex Offender • Sexual Behavior Problems • Sexual Aggression • Probation/Parole/TYC/JPC

Field Name	Required / Optional	Description	Accepted Response
			<ul style="list-style-type: none"> None
Number of Non-DFPS Children Placed	Required	The number of non-DFPS children currently in the placement. (i.e. Placement for private pay, juvenile, and dependent children under 18).	Number
Minimum Age	Required	The minimum preferred age accepted by the placement.	Select an age between 0-22
Maximum Age	Required	The maximum preferred age accepted by the placement.	Select an age between 0-22
Gender	Required	The birth gender the placement prefers to accept.	Select one of the following values: <ul style="list-style-type: none"> Both Female Male
Race(s)	Required	The races the placement prefers to accept.	Select one or more of the following values: <ul style="list-style-type: none"> Declined to Indicate Abandoned Am Indian/AK Native Asian Black Native Hawaiian/Pacific Islander Unable to Determine White
Languages Spoken	Required	The supported languages of the placement.	Select one or more of the following values: <ul style="list-style-type: none"> Arabic Cambodian Chinese English Ethiopian Farsi Filipino French

Field Name	Required / Optional	Description	Accepted Response
			<ul style="list-style-type: none"> • German • Hausa • Igbo • Japanese • Kirundi • Korean • Nigerian • Sign - Other • Polish • Portuguese • Russian • Sign - American • Somali • Spanish • Sign - Spanish • Swahili • Thai • Urdu • Vietnamese • Other • Yoruba
Other Language	Conditionally Required	If the languages field contains the value "Other" or "Sign-Other", then provide the other languages accepted.	Enter text to indicate the other languages accepted
Religions Preference(s)	Required	The children/youth's religion that the placement prefers to accept.	Select one or more of the following values: <ul style="list-style-type: none"> • Catholic • Protestant • Jewish • Eastern Religion • None • No Preference • Other
IQ	Required	The IQ level that the placement prefers to accept	Select one of the following values: <ul style="list-style-type: none"> • 70+

Field Name	Required / Optional	Description	Accepted Response
			<ul style="list-style-type: none"> • <=69 • No Preference

Section 2: Does the Placement Accept:

Answer the following questions for each field with a “Yes” or “No” to indicate the provider’s preferred population and characteristics.,

Does the Placement Accept:

Emergency Placement:

* LGBTQIA:

Legal Risk:

* Child Sexual Aggression:

* Gender Identity different from Birth Assigned Gender:

* PMN:

* Preg/Parent Program:

Figure 13 - Does the Placement Accept Section

The following table describes the data entry expectations for each field in the **Does the Placement Accept** section:

Field Name	Required / Optional	Description	Accepted Response
Emergency Placement	Optional	Are emergency placements accepted?	Yes or No
LGBTQIA	Required	Do you accept LGBTQIA children/youth?	Yes or No
Gender Identity different from Birth Assigned Gender	Required	Does the placement accept children with a gender identity that differs from their gender assigned at birth?	Yes or No
Legal Risk	Optional	Does the placement accept children/youth with parental legal rights not terminated?	Yes or No

Field Name	Required / Optional	Description	Accepted Response
PMN	Required	Does the placement accept children/youth with primary medical needs?	Yes or No
Child Sexual Aggression	Required	Does the placement accept children/youth that have a history of child sexual aggression (CSA)?	Yes or No
Preg/Parent Program	Required	Does the placement accept pregnant youth with or without their children?	Yes or No

Section 3: Placement School Information

Complete this section to indicate the schools that the children/youth in the placement attend.

Placement School Information

* School District: Charter School

* Elementary School Name:

* Middle School Name:

* High School Name:

Figure 14 - Placement School Information Section

The following table describes the data entry expectations for each field in the **Placement School Information** section:

Field Name	Required / Optional	Description	Accepted Response
School District	Required	The name of the school district that children in the placement will be attending.	Select the school district from the drop down options available.

Field Name	Required / Optional	Description	Accepted Response
Elementary School Name	Required	The name of the elementary school that children in the placement will attend.	Elementary School Name
Elementary Charter School	Optional	Check the box if the elementary school is a charter school.	Checked or Unchecked
Middle School Name	Required	The name of the middle school that children in the placement will attend.	Middle School Name
Middle Charter School	Optional	Is the middle school a charter school?	Checked or Unchecked
High School Name	Required	The name of the high school that children in the placement will attend.	High School Name
High Charter School	Optional	Is the high school a charter school?	Checked or Unchecked

Section 4: Placement Contact Information

These fields are optional. Only complete this section if the Intake contact information differs by foster home.

Placement Contact Information

Intake Contact: Phone:

Email:

Figure 15 - Placement Contact Information Section

The following table describes the data entry expectations for each field in the **Placement Contact Information** section:

Field Name	Required / Optional	Description	Accepted Response
Intake Contact	Optional	The name of the intake contact for the placement.	Contact Name
Intake Contact Phone	Optional	The intake contact phone number for the placement.	10-digit Contact Phone Number Do not enter () or – (no dashes or parenthesis)
Intake Contact Email	Optional	The placement intake contact’s email address.	Email address

Section 5: Additional Placement Information

The **Additional Placement Information** field is an optional field. Add any additional information that you would like the caseworker to know about the placement.

Additional Placement Information:

Figure 16 - Additional Placement Information Section

6.4 Getting Help with GPS

If you need help using the GPS system, please send an email to the following email address:

DFPS GPS Help Email: dfpsgpsproject@dfps.texas.gov

Note: Do not use this email address if you are experiencing problems logging into the system. If you have problems logging in (such as cannot login, or if you forgot your password), contact the TX HHS Help Desk.

TX HHS Helpdesk Email: provider_portal_technical_problems@hhsc.state.tx.us

Section 7. Appendix

Table of GPS Required Fields

	Field Name	Required / Optional	Description	Accepted Response
1	Facility Number	Required	<p>Operation Number in Public Provider Portal for a facility that meets the following criteria:</p> <p>Facility must be a CPA Agency Home or GRO with a type of:</p> <ul style="list-style-type: none"> • GRO Child Care Services Only • GRO Emergency Care Services Only • GRO Multiple Services • GRO Residential Treatment Center <p>If facility is a CPA Agency Home, the Agency Home Type is “Foster Family Home” in CLASS.</p>	Operation Number
2	Number of Non-DFPS Children Placed	Required	The number of non-DFPS children currently in the placement. (i.e. Placement for private pay, juvenile, and dependent children under 18).	Number
3	Number of Vacancies	Required	The number of current vacancies in the placement.as of today.	Number
4	Number of Anticipated Vacancies	Required	The number of anticipated future vacancies.	Number
5	Anticipated Vacancy Date	Conditionally required, if number of	The date of the next anticipated future vacancy within 60 days.	Date

	Field Name	Required / Optional	Description	Accepted Response
		anticipated vacancies > 0		
6	Accept LGBTQIA	Required	Do you accept LGBTQIA children/youth?	Yes or No
7	Gender	Required	The birth gender the placement prefers to accept?	<ul style="list-style-type: none"> • Both • Female • Male
8	Gender Identity Indicator	Required	Does the placement accept children with a gender identity that differs from their gender assigned at birth?	Yes or No
9	Races	Required	The races the placement prefers to accept.	<ul style="list-style-type: none"> • Declined to Indicate • Abandoned • Am Indian/AK Native • Asian • Black • Native Hawaiian/Pacific Islander • Unable to Determine • White
10	Religions	Required	The children/youth's religion the placement prefers to accept.	<ul style="list-style-type: none"> • Catholic • Protestant • Jewish • Eastern Religion • None • No Preference • Other
11	Specialized Services	Required	The Specialized Services the placement provides for behaviors indicated.	<ul style="list-style-type: none"> • Emergency Care Services • Emotional Disorder • Human Trafficking • Physically Challenged • Adult Care • Treatment Foster Care • Autism/PDD/Asperger's Disorder • IDD • PMN • Medically Fragile • Hearing/Visually Impaired • Pervasive Developmental Disorder

	Field Name	Required / Optional	Description	Accepted Response
				<ul style="list-style-type: none"> • Transitional Living Program • Transitional Living Services • Drug Treatment/Substance use-Abuse • Gender Identity • Fire Starter • Sex Offender • Sexual Behavior Problems • Sexual Aggression • Probation/Parole/TYC/JPC • None
12	Child Sexual Aggression	Required	Does the placement accept children/youth that have a history of child sexual aggression (CSA)?	Yes or No
13	Languages	Required	The supported languages of the placement.	<ul style="list-style-type: none"> • Arabic • Cambodian • Chinese • English • Ethiopian • Farsi • Filipino • French • German • Hausa • Igbo • Japanese • Kirundi • Korean • Nigerian • Sign - Other • Polish • Portuguese • Russian • Sign - American • Somali • Spanish • Sign - Spanish • Swahili • Thai • Urdu • Vietnamese

	Field Name	Required / Optional	Description	Accepted Response
				<ul style="list-style-type: none"> • Other • Yoruba
14	Other Language	Conditionally Required	If the languages field contains the value “Other” or “Sign-Other”, then provide the other languages accepted.	Text
15	Legal Risk	Optional	Does the placement accept children/youth with parental legal rights not terminated? (legal risk)	Yes or No
16	Minimum Age	Required	The minimum preferred age accepted by the placement.	0-22
17	Maximum Age	Required	The maximum preferred age accepted by the placement.	0-22
18	Elementary School Name	Required	The name of the elementary school that children in the placement will attend.	Text
19	Elementary Charter School	Optional	Is the elementary school a charter school?	Yes or No
20	Middle School Name	Required	The name of the middle school that children in the placement will attend.	Text
21	Middle Charter School	Optional	Is the middle school a charter school?	Yes or No
22	High School Name	Required	The name of the high school that children in the placement will attend.	Text
23	High Charter School	Optional	Is the high school a charter school?	Yes or No
24	Emergency Placement	Optional	Are emergency placements accepted?	Yes or No

	Field Name	Required / Optional	Description	Accepted Response
25	Pregnant Parent Program	Required	Does the placement accept pregnant youth with or without their children?	Yes or No
26	Primary Medical Needs	Required	Does the placement accept children/youth with primary medical needs?	Yes or No
27	Alternate Contact Name	Optional	The name of the intake contacts for the placement. <i>Agency level contact information.</i>	Text
28	Alternate Contact Phone	Optional	The intake phone number for the placement. <i>Agency level contact information.</i>	10-digit Phone Number (cannot start with 0 or 1)
29	Additional Placement Information	Optional	Additional placement Information the provider would like the CPS placement team r to know about. (i.e. animals in the home, take sibling groups etc.)	Text
30	School District Code	Required	The TEA school district code of the placement for the current year. A list of TEA School District Codes can be found on the DFPS GPS Public Website.	School District code from TEA
31	IQ Level	Required	The IQ level the placement prefers to accept	<ul style="list-style-type: none"> • 70+ • <=69 • No Preference
32	Service Level	Required	The Service Level placement prefers to accept.	<ul style="list-style-type: none"> • Basic • Moderate • Specialized • Intense • Psychiatric Transition • TFC (Treatment Foster Care)

	Field Name	Required / Optional	Description	Accepted Response
				<ul style="list-style-type: none">• Intense Plus• Emergency Shelter <p>Note: Use Emergency Shelter to indicate a GRO that is an Emergency Shelter only.</p>

Section 8. Revision History

Version	Date	Name	Description
1.0	6/22/2021	Darrel Nerove and GPS Team	Initial version of this document and subsequent edits to ready for publishing.