



Texas Department of
Family and Protective Services

Track and Report Children in Run Status –

Introduction

Job Aid

Contents

Track and Report Children in Run Status on the Placement Information Page – Introduction..... 3

Track and Report Children in Run Status on the Placement Information Page – Introduction

IMPACT 2.0 will not allow a caseworker to "Save" or "Save and Submit" a placement for a child if:

- the **Placement Type** is "Unauthorized,"
- **AND** the **Living Arrangement** is "Runaway, "Abducted-Stranger," or "Abducted-Known Person,"
- **AND** there is no corresponding **Runaway/Missing** record in the system.

Additionally, if a placement with the above **Placement Type** and **Living Arrangement** is end-dated, IMPACT 2.0 will not allow you to Save or Save and Submit your placement if there is no corresponding **Child Recovery Detail** page.

Whenever a child runaway/missing episode is documented and saved on the **Missing Child Detail** page, IMPACT 2.0 will send next-day and 14-day alerts to the Substitute Care (**SUB**) stage primary worker that a placement change may be needed.

Stages Impacted: SUB



Texas Department of
Family and Protective Services

Track and Report Children in Run Status – Error Messages

Job Aid

Contents

Error Messages When Saving a Placement for a Child in Run Status	3
Placement Information Page - How to Get There.....	3
Placement Information Page – Triggering an Error Message for a Runaway/Missing Child.....	5
The Error Message for a Runaway/Missing Child.....	6
Placement Information Page – How to Fix the Issue for a Missing Child Error Message.....	7
The IMPACT 2.0 Validation Checks That Trigger the Missing Child Error Message	11
Placement Information Page – Triggering an Error Message for a Recovered/Returned Child .	12
The Error Message for a Recovered/Returned Child	14
The IMPACT 2.0 Validation Checks That Trigger the Recovered Child Error Message	15
Placement Information Page – How to Fix the Issue for a Recovered Child Error Message	16

Error Messages When Saving a Placement for a Child in Run Status

IMPACT 2.0 will prevent a placement for a child in "Run" status and display error messages alerting the **SUB** stage primary worker.

Stages Impacted: SUB

Placement Information Page - How to Get There



Follow these steps to locate the **Placement Information** page:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink for a case in **SUB** stage.

The screenshot displays the 'Assigned Workload' page. At the top, there are navigation tabs: 'My Tasks' (highlighted with a red box), 'Case', 'Search', 'Reports', and 'Resources'. Below the tabs, there is a 'Workload' section with a sub-tab 'Workload'. The main heading 'Assigned Workload' is also highlighted with a red box. Below the heading, there are fields for 'User Name' and 'User ID'. A red notification banner states '2 Alerts require your attention'. Below this, there is a 'Show to' dropdown menu set to 'Active'. The main content is a table with the following columns: Case ID, Stage Name, County, Stage, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PMS. The 'Stage Name' column is highlighted with a red box. The table contains several rows of workload items, with one row showing a 'SUB' stage. At the bottom left, it says 'Showing 1 to 6 of 3 entries'. At the bottom right, there is a 'Refresh' button.

2. You will arrive at the **Case Summary** page.
3. Select the **Placement** tab on the secondary menu.

Case Summary

Case Name: [REDACTED]

Attention: You are currently in the [REDACTED] case stage.

Case Information

Case ID: [REDACTED] Region: [REDACTED]
 Status: Open Start Date of Case: 12/13/2018

Mng	M Ref	Stage Name	Stg	Type	Opened	Time	Closed	Priority	Reg	Stage ID	On Dep	Phone
[REDACTED]	[REDACTED]	[REDACTED]	PH	SPABP	09/28/2018	10:04 PM	10/01/2018	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	PAL	DEC	11/10/2018			[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	SLD	DEC	03/09/2018			[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	SLR	RF6	03/09/2018			[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	PSJ	RF6	03/09/2018			[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

4. You will arrive at the **Placement List** page.
5. At this point, you can take several paths to reach the **Placement Information** page.
 - You could select a placement from the list by selecting the **Type** hyperlink to access an existing **Placement Information** page.
 - Or you could select the **Add** button to create a new placement for the child.

Placement List

Stage Name: [REDACTED] # Submitted Counts

Case ID: [REDACTED]

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
12/01/2018	COMP	Placement	Act Start 04/01/2018 Bowman Candy Basic Foster Care	SUB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Reports: [REDACTED] Add

Placement Information Page – Triggering an Error Message for a Runaway/Missing Child

After selecting **Add** to create a new placement for a child and arriving at the **Placement Information** page, the following steps would trigger an error message for a runaway/missing child:

1. On the **Placement Information** page under the **Placement Detail** section, select today's date as the placement **Start Date** and select "Unauthorized" from the dropdown for **Placement Type**.
2. Under the **Placement Name** section, select "Runaway," "Abducted-Known Person," or "Abducted-Stranger" from the dropdown for **Living Arrangement**.
3. Select the **Save** button.

The screenshot shows the Placement Information page with several red boxes highlighting the steps to trigger an error message:

- Placement Information** (Section Header)
- Placement Detail** section: Start Date is set to 02/13/2019 and Placement Type is set to Unauthorized.
- Placement Name** section: Living Arrangement is set to Runaway.
- Placement Information** section: N/A is selected.
- Medical Consenter** table:

Type	Name	Court Auth	DFPS Desig	Rel/Int	Start Date	End Date
Primary		DFPS	Live in caregiver	Grandparent/Maternal	07/17/2016	
Backup		DFPS	DFPS employee	Staff	07/17/2016	

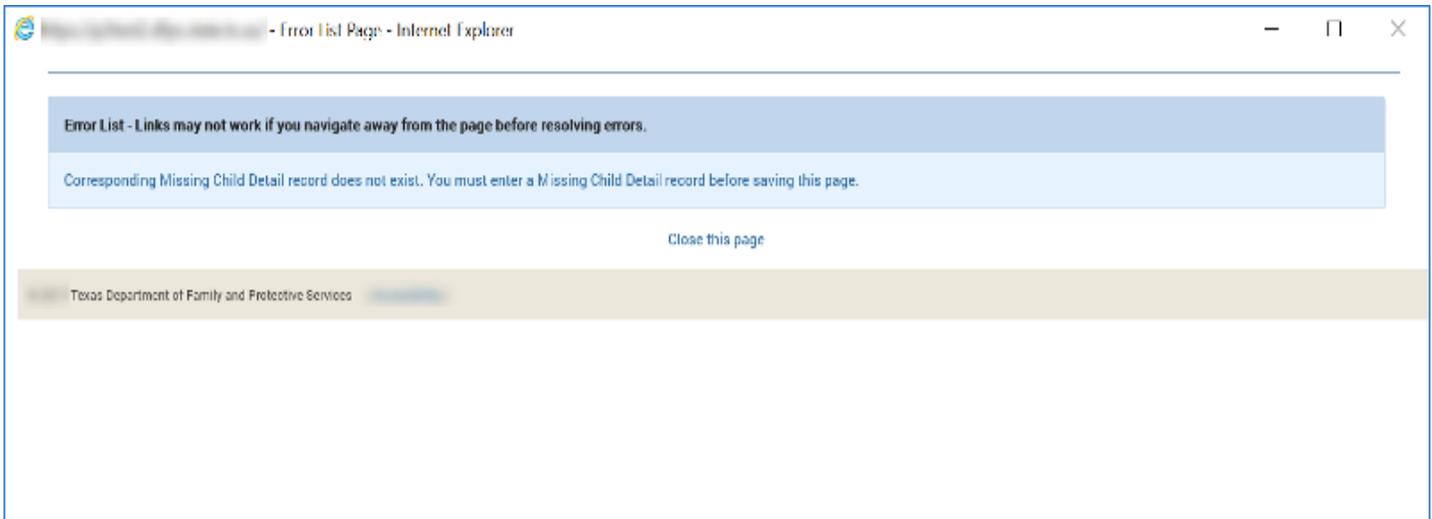
An error message is displayed in a separate window:

Error List - Links may not work if you navigate away from the page before resolving errors.
Corresponding Missing Child Detail record does not exist. You must enter a Missing Child Detail record before saving this page.
Close this page

Buttons at the bottom right include "Save and Submit", "Save", "Discharge", and "Narrative".

The Error Message for a Runaway/Missing Child

Examine the error message: "Corresponding Missing Child Detail record does not exist. You must enter a Missing Child Detail record before saving this page." This error message lets you know you are unable to save this placement without first entering, and saving, a **Missing Child Detail** page.



Note: To be able to "Save" or "Save and Submit" a **Placement Information** page with no end date on a runaway/missing child, a corresponding **Missing Child Detail** page must exist in "PROC" or "COMP" status. Furthermore, the placement **Start Date** on the **Placement Information** page must be the same date or after the **Date Child Missing** on the **Missing Child Detail** page. Whenever ending a placement, IMPACT 2.0 also checks to see if there is a **Child Recovery Detail** page in "PROC" or "COMP" status. Once the system confirms that the record exists, it then checks the **Date Child Returned**. Your placement **End Date** must be the same date as the **Date Child Returned** on the **Child Recovery Detail** page.

Placement Information Page – How to Fix the Issue for a Missing Child Error Message

1. The missing child error message is a hyperlink. Select the hyperlink.

The screenshot displays the 'Placement Information' page in the IMPACT 2.0 system. The page is divided into several sections: 'Placement Info', 'Placement Detail', 'Placement Name', and 'Placement Information'. The 'Placement Info' section includes tabs for 'Placement Info', 'Placements for Case', 'Runaway/Missing', 'Service Level', and 'Common Application'. The 'Placement Detail' section contains fields for 'Start Date' (02/13/2019), 'Placement Type' (Unauthorized), and 'Intended to be Permanent Date'. The 'Placement Name' section includes a 'Person' dropdown and a 'Living Arrangement' dropdown (set to Runaway). The 'Placement Information' section has a list of checkboxes, including 'N/A' (checked), 'Medicaid and Plcmnt Addr Diff', 'Intended to be Permanent', 'Supervision Contracted', 'Fictive Kin Placement', 'Relative Placement - Grandparent', 'Relative Placement - Aunt/Uncle', and 'Relative Placement - Other Relative'. An error message pop-up window is overlaid on the page, titled 'Error List Page - Internet Explorer'. The error message reads: 'Error List - Links may not work if you navigate away from the page before resolving errors. Corresponding Missing Child Detail record does not exist. You must enter a Missing Child Detail record before saving this page.' The error message is highlighted with a red box. The pop-up window also includes a 'Close this page' button and the Texas Department of Family and Protective Services logo.

2. You will arrive at the **Runaway/Missing List** page.
3. Select a runaway/missing **Type** hyperlink to access the existing **Missing Child Detail** page.



Note: If there is no **Missing Child Detail** page, select the **Add** button on the **Runaway Missing List** page to create one.

My Tasks
Case
Search
Reports
Resources

- Case Summary
- Person
- Contacts/Summaries
- Service Authorization
- Legal
- Child Plans
- Placement
- History
- Medical
- Foster Care Eligibility
- PCA
- ICPC
- Case Management

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

Runaway/Missing List

Stage Name: [REDACTED]
Case ID: [REDACTED]

Type	Date Child Missing	Date Child Returned
Runaway/Missing	01/29/2019	

Add

Forms and Reports

Reports: Search

- You will arrive at the **Missing Child Detail** page.
- Complete the required information and save the **Missing Child Detail** page.

My Tasks
Case
Search
Reports
Resources

Case Summary

Person

Contact/Summary

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ISPC

Case Management

Placement info
Accession for Case
Runaway/Missing
Service Level
Common Application

Missing Child Detail

Stage Name: [Redacted]

Case ID: [Redacted]

* Date CHM Missing:

Child went missing prior to removal date

* Date Worker Notified:

* Time CHM Missing:

* Time Worker Notified:

* Went Missing From:

Police Notified	Date:	Time:	Not Applicable:
* Law Enforcement	<input type="text" value="01/23/2019"/>	<input type="text" value="11:50 AM"/>	<input type="checkbox"/>
* SE Division	<input type="text" value="01/23/2019"/>	<input type="text" value="11:49 AM"/>	<input type="checkbox"/>
CAWIT	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
* NCMEC	<input type="text" value="01/23/2019"/>	<input type="text" value="12:50 PM"/>	<input type="checkbox"/>
Attorney Ad Litem	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Guardian Ad Litem	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
CASA	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Parent(s)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Parent(s) Attorney	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Runaway/Missing Actions:

Amber Alert Issued

NCMEC Publication

CPSAL Issued

* Suggested Reason for Absence:

Itinerary

Abducted

Missing

Save
Save and Complete
Child Recovery Detail

- Your placement **Start Date** must be the same as or after the date you enter into the **Date Child Missing** field on the **Missing Child Detail** page. Be sure to verify your placement **Start Date** meets this criterion.

My Tasks | Case | Search | Reports | Resources

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

Missing Child Detail

Stage Name: [REDACTED]

Case ID: [REDACTED]

* **Date Child Missing:** 07/28/2019

* **Time Child Missing:** 08:00 AM

* **Went Missing From:** HOME

Child went missing prior to removal date

* **Date Worker Notified:** 07/28/2019

* **Time Worker Notified:** 11:00 AM

Parties Notified:

Parties Notified	Date:	Time:	Not Applicable:
* Law Enforcement	07/29/2019	11:20 AM	<input type="checkbox"/>
* SI Division	07/28/2019	11:49 AM	<input type="checkbox"/>
Court	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
* MWRDC	07/28/2019	12:30 PM	<input type="checkbox"/>
Attorney Ad Litem	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Guardian Ad Litem	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
CASA	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Parent(s)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Parent(s) Attorney	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Runaway/Missing Actions:

Amber Alert Issued

HMMS Publication

ESCAL Issued

* **Suspected Reason for Absence:**

Runaway

Abducted

Missing

Run Run and Complete Child Recovery Tools

The IMPACT 2.0 Validation Checks That Trigger the Missing Child Error Message



Note: IMPACT 2.0 runs validation checks to ensure the placement **Start Date** is the same as or after the date entered in the **Date Child Missing** field in the **Missing Child Detail** page. Only after you have entered the information required to successfully save the **Missing Child Detail** page can you return to the **Placement Information** page to successfully complete and save the placement.

My Tasks Case Search Reports Resources

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Placement Info Placement for Case Runaway/Missing Service Level Common Application

Placement Information

Stage Name: [Redacted]

Alert: CHS is reviewing placement in Foster Group Home. Check with your supervisor for more information.

Placement Detail

* Start Date: 01/23/2019

* Placement Type: Unauthorized

Intended to be Permanent Date:

Emergency Placement

Placement Name

Persons: [Redacted]

* Living Arrangement: Abducted Known Person Contact:

Placement Information

N/A

Medicaid and Plcmnt Addr Diff

Intended to be Permanent

Supervision Contracted

Frictive Kin Placement

Relative Placement - Grandparent

Relative Placement - Aunt/Uncle

Relative Placement - Other Relative

Medical Consenter

Type	Name	Court Auth	DFPS Desig	Rel/Int	Start Date	End Date
No records exist.						

Placement Discussion

Placement Removal

Address/Phone Detail

Save and Submit

Issues

Placement Information Page – Triggering an Error Message for a Recovered/Returned Child

IMPACT 2.0 runs a validation check on the placement **End Date** on the **Placement Information** page for a missing child. The system is checking for a corresponding **Child Recovery Detail** page where the **Date Child Returned** is the same as the placement **End Date** on the **Placement Information** page.

1. Enter the placement **End Date** on the **Placement Information** page under the **Placement Removal** expandable section, where the **Placement Type** is "Unauthorized" and the **Living Arrangement** is "Runaway," "Abducted-Known Person," or "Abducted-Stranger."
2. Enter the date when the child was recovered for the placement **End Date**.
3. Select the **Save** button.

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

Placement Info | Placements for Case | Runaway/Kidnap | Service Level | Common Application

Placement Information

Stage Name: [Redacted]

ALERT: DFPS is reviewing placement in Foster Group Homes. Check with your supervisor for more information.

▲ required field
 ▲ conditionally required field
 Expand All | Collapse All

Placement Detail

▲ Start Date: 01/22/2019

▲ Placement Type: Unauthorized

↓ Intended to be Permanent Date: []

Emergency Placement

Placement Name

↓ Person: [Redacted] select person

▲ Living Arrangement: Abducted - Known Person

Contact: []

Placement Information

N/A

Medicaid and Plomt Addl DIF

Intended to be Permanent

Supervision Contracted

Fiction Kin Placement

Relative Placement - Grandparent

Relative Placement - Aunt/Uncle

Relative Placement - Other Relative

Medical Consenter

Type	Name	Court Auth	DFPS Desig	Rel/Int	Start Date	End Date
No records exist.						

▶ Placement Discussion

▼ Placement Removal

↓ End Date: 01/24/2019

↓ Placement duration < 24 hours: []

↓ Removal Reason: []

↓ Removal Reason Subtype: []

Comments: []

Continued Contact Recommended

▶ Address/Phone Detail

Save and Submit | Save

Issues

Narrative

Discharge
Narrative

The Error Message for a Recovered/Returned Child

Examine the error message for a recovered/returned child: "Corresponding Child Recovery Detail record does not exist. You must enter the **Child Recovery Detail** record with a "Date Child Returned" corresponding to the placement "End Date" before saving this page."

You will be unable to save this placement until you address the error.

The screenshot displays a web application interface for managing child cases. The main content area is titled "Placement Information" and includes a "Stage Name" field. A pop-up error window is overlaid on the page, containing the following text:

Error List - Links may not work if you navigate away from the page before resolving errors.

Corresponding Child Recovery Detail record does not exist. You must enter the Child Recovery Detail record with a "Date Child Returned" corresponding to the placement "End Date" before saving this page.

Close this page

© 2017 Texas Department of Family and Protective Services | Accessibility |

The background interface shows a sidebar with navigation options: My Tasks, Case, Search, Reports, Resources, Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement (highlighted), History, Medical, Foster Care Eligibility, PCA, and ICPC. The main form includes fields for "Person" (with a "Select Person" button), "Living Arrangement" (set to "Abducted - Known Person"), and "Contact".

The IMPACT 2.0 Validation Checks That Trigger the Recovered Child Error Message

For a recovered/returned child, IMPACT 2.0 runs a validation check on the placement **End Date** on the **Placement Information** page.

A corresponding **Child Recovery Detail** page must exist in "PROC" or "COMP" status where the **Date Child Returned** is the same as the placement **End Date** on the **Placement Information** page.

Only after you have entered the required **Missing and/or Recovered Child** record(s), can you follow the normal navigation path to return to the **Placement Information** page to successfully complete and save the placement.

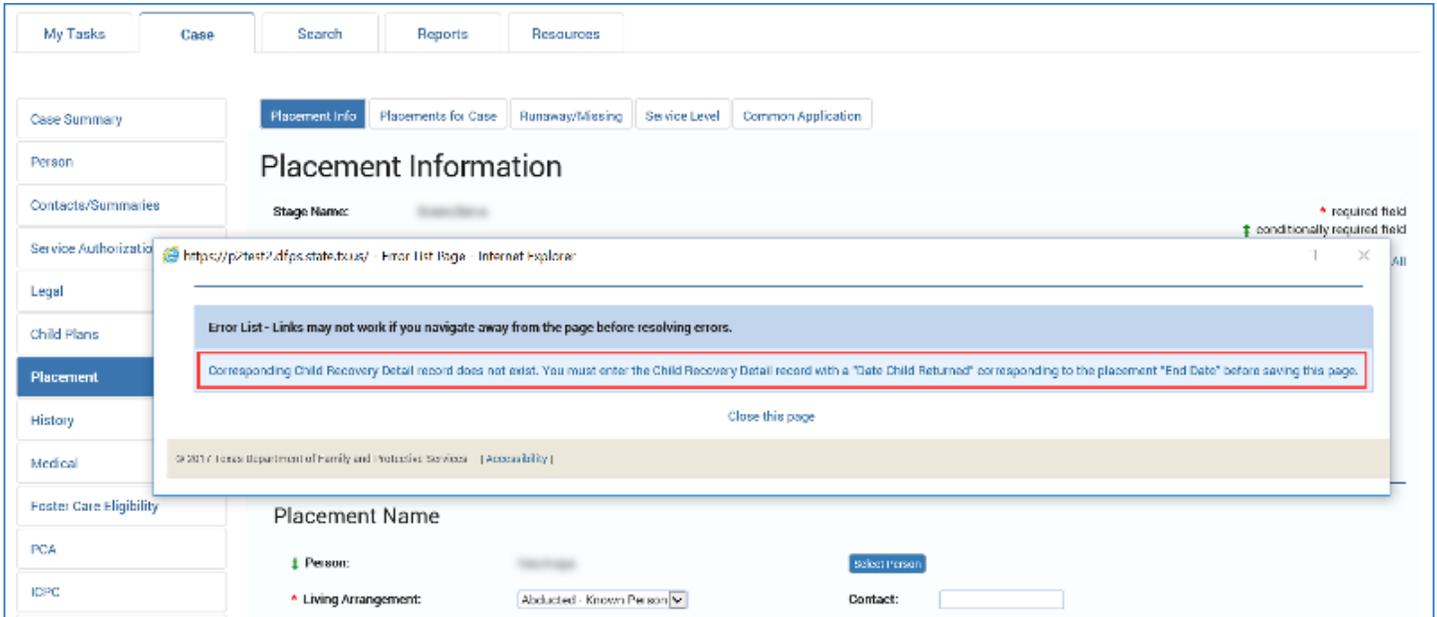
The screenshot shows the 'Child Recovery Detail' form in the IMPACT 2.0 system. The form is titled 'Child Recovery Detail' and is part of a 'Case' record. The 'Placement Information' tab is active, and the 'Child Recovery Detail' sub-tab is selected. The form contains several fields and checkboxes:

- Stage Name:** [Redacted]
- Case ID:** [Redacted]
- Did the child return?** Yes No
- Date Child Returned:** 01/24/2019 (highlighted with a red box)
- Time Child Returned:** 08:15 AM
- Returned By:** Self
- Date Worker Notified:** 01/24/2019
- Time Worker Notified:** 09:00 PM
- Recovery Notification:**
 - Law Enforcement:** 01/24/2019, 09:15 AM
 - SI Division:** 01/24/2019, 09:00 AM
 - NCMEC:** []
 - Attorney Ad Litem:** []
 - Guardian Ad Litem:** []
 - CASA:** []
 - Juvenile Justice:** []
 - Parent(s):** []
 - Parent(s) Attorney:** []
- Recovery Interview Conducted:** Yes No
- Victimization During Absence:**
 - Sex Trafficking (Trafficking Record)
 - Labor Trafficking
 - PHMII (Not related to trafficking)
 - SXAB (Not related to trafficking)
 - Other

At the bottom right of the form, there are two buttons: 'Save' and 'Save and Complete'.

Placement Information Page – How to Fix the Issue for a Recovered Child Error Message

1. The **Recovered Child** error message is a hyperlink. Select the hyperlinked error message to be redirected to the **Runaway/Missing List** page.

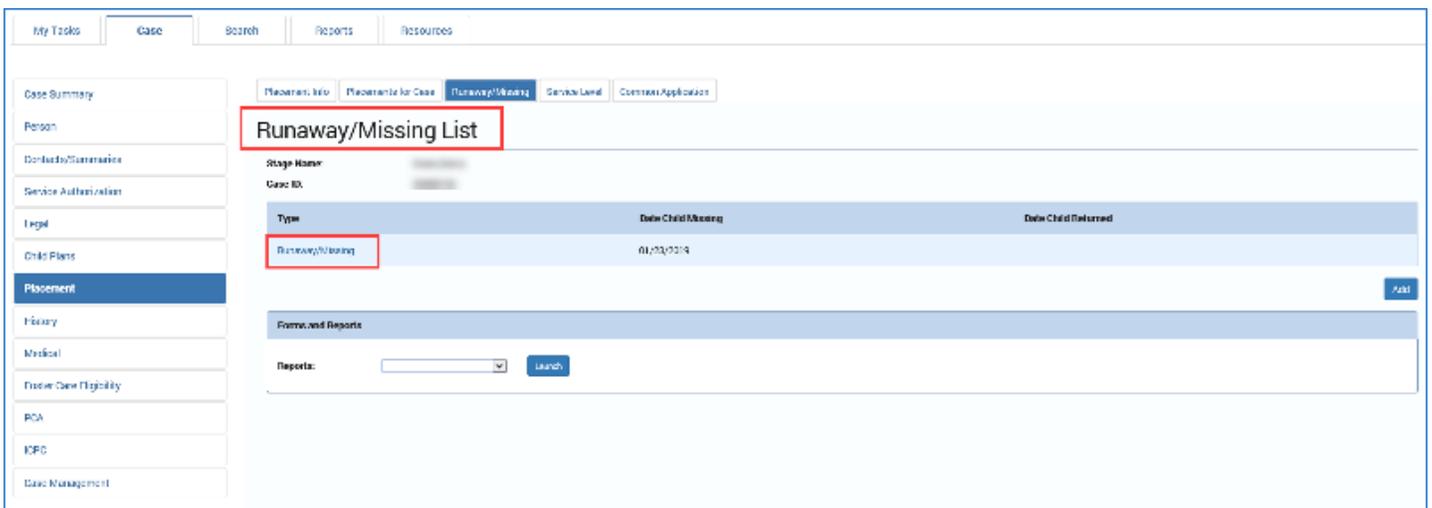


The screenshot shows the 'Placement Information' page in a web application. A modal window is open, displaying an error message: 'Error List - Links may not work if you navigate away from the page before resolving errors.' Below this, a red-bordered box contains the text: 'Corresponding Child Recovery Detail record does not exist. You must enter the Child Recovery Detail record with a "Date Child Returned" corresponding to the placement "End Date" before saving this page.' The background page shows a sidebar with 'Placement' selected and a main area with 'Placement Name' and 'Living Arrangement' dropdowns.

2. You will arrive at the **Runaway/Missing List** page.
3. To access the **Missing Child Detail** page, on the **Runaway/Missing List** page, select the **Runaway/Missing** hyperlink to access the **Missing Child Detail** page.



Note: You can only access the **Child Recovery Detail** page by selecting the **Child Recovery Detail** button that appears on the **Missing Child Detail** page.



The screenshot shows the 'Runaway/Missing List' page. The 'Runaway/Missing List' title is highlighted with a red box. Below the title, there is a table with columns for 'Type', 'Date Child Missing', and 'Date Child Returned'. The 'Runaway/Missing' entry is highlighted with a red box. Below the table, there is a 'Forms and Reports' section with a 'Reports' dropdown and a 'Launch' button.

4. On the **Missing Child Detail** page, select the **Child Recovery Detail** button.

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

Missing Child Detail

Stage Name: [Redacted] * required field
Case ID: [Redacted] ‡ conditionally required field

* Date Child Missing: 01/02/2019 * Time Child Missing: 01:00 PM * Went Missing From: CPS Office

Child went missing prior to removal date

* Date Worker Notified: 01/24/2019 * Time Worker Notified: 01:15 PM

Parties Notified:	Date:	Time:	Not Applicable:	NCIC#
* Law Enforcement	01/23/2019	01:30 PM	<input type="checkbox"/>	
* SI Division	01/23/2019	01:15 PM	<input type="checkbox"/>	
Court	01/02/2019	01:30 PM	<input type="checkbox"/>	
* NCMEC	01/23/2019	01:15 PM	<input type="checkbox"/>	NCMEC#
Attorney Ad Litem	01/09/2019	01:15 PM	<input type="checkbox"/>	
Guardian Ad Litem	01/09/2019	01:30 PM	<input type="checkbox"/>	
CASA	01/16/2019	01:15 PM	<input type="checkbox"/>	
Juvenile Justice	01/15/2019	01:30 PM	<input type="checkbox"/>	
Parent(s)	01/09/2019	01:30 PM	<input type="checkbox"/>	
Parent(s) Attorney	01/23/2019	01:30 PM	<input type="checkbox"/>	

Runaway/Missing Actions: Amber Alert Issued NCMEC Publication CSCAL Issued

* Suspected Reason for Absence: Runaway Abducted Missing

Child Recovery Detail

5. You will arrive at a **Child Recovery Detail** page.
6. Select the "Yes" radio button for the question "**Did the child return?**"
7. The conditional fields corresponding to the "Yes" radio button will appear. Enter the **Date Child Returned**.



Note: The **Date Child Returned** must be the same as the placement **End Date** on the **Placement Information** page. Only then can you successfully save the placement.



Texas Department of
Family and Protective Services

Track and Report Children in Run Status – Missing Child Alerts

Job Aid

Contents

Missing Child Alerts to SUB Stage Primary Workers – Introduction	3
--	---

Missing Child Alerts to SUB Stage Primary Workers – Introduction

When a **Missing Child Detail** page is created and saved for a child, IMPACT 2.0 will generate alerts to a Substitute Care (**SUB**) stage primary worker the next day, and again in 14 days, to take appropriate actions.

- When an authorized worker enters and saves the date in the **Date Child Missing** field on the **Missing Child Detail** page, it triggers an alert for the next day notifying the worker that a Placement change may be needed.
- In 14 days, IMPACT 2.0 will trigger another alert to notify the worker to finalize the decision on a placement change if a missing child has not returned within those 14 days.

Stages Impacted: SUB