

Entering a T3C Placement in IMPACT & Service Package Selection Process

STEP-BY-STEP GUIDE

MAY 14, 2025



Getting Started with T3C Placement Entry

- Open the child's Sub-care Stage in Impact.
- On the left side of the page select the "Placement Tab"

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

Indian Child Status

History

Medical

Foster Care Eligibility

PCA

ICPC

Case Management

Case Summary Case Summary Tool Case To-Do List Event List Event Search Case History Principal Case History Family Tree PCSP

Case Summary

Case Name: [Redacted] required field

Attention:

- You are currently in the [Redacted] SUB stage conditionally required field

Case Information

Case ID: [Redacted] Region: 08

Status: Open Start Date of Case: 01/25/2019

Show 10 entries

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
<input type="radio"/>		[Redacted]	PAL	REG	08/25/2024							
<input type="radio"/>	M-Ref0	[Redacted]	INV	PHAB2	09/24/2020	10:13 PM	10/15/2020					
<input type="radio"/>		[Redacted]	INT	PHAB2	09/22/2020	10:50 AM	09/24/2020					
<input type="radio"/>		[Redacted]	FSU	REG	08/19/2020		05/26/2021					
<input checked="" type="radio"/>		[Redacted]	SUB	REG	08/19/2020							



Create the Recommended Service Package

- Select “**Service Package**” Tab on the second row on the top of the page.

➤ Click “**Add**” button

❖ **Note:** If a DFPS/SSCC CANS Assessor completed a CANS with the child, a Recommended Service Package should already be entered. If this is the case, leave as is and only add a Selected Service Package.

The screenshot displays the T3C Case Management System interface. The top navigation bar includes tabs for My Tasks, Case, Search, Financial, Reports, and Resources. The 'Case' tab is active. Below the navigation bar, there are several sub-tabs: Placement Info, Placements for Case, Temporary Absence, Missing Child, Service Level, Common Application, Common Application Short Form, Heightened Monitoring Placement Request, and Heightened Monitoring Placement Requests for Case. The 'Service Package' sub-tab is selected and highlighted with a red box. The main content area shows the 'Service Package List' table, which is currently empty. The table has columns for Date Entered, Status, Type, Description, Stage, Stage Name, Case ID, Person, Entered By, and Event ID. Below the table, there is a 'Reports' section with a dropdown menu and a 'Launch' button. The 'Add' button is highlighted with a red box in the bottom right corner.



Answering Service Package Questions

On the next screen a required question “Is this child being served under DFPS or SSCC?” will display.

❖ The selection you make is based on the child’s legal region or SSCC catchment area and determines if DFPS or SSCC Service Packages will display.

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History

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Foster Care Eligibility

PCA

ICPC

Case Management

Placement Info

Placements for Case

Temporary Absence

Missing Child

Service Level

Common Application

Common Application Short Form

Heightened Monitoring Placement Request

Heightened Monitoring Placement Requests for Case

Safety Check

SSCC Exp Care

SSCC Options

Service Package

KIN Home Assessment

Service Package

Service Package

* Is this child being served under DFPS or SSCC?

* Service Package Type:

Recommended

* Start Date:

* Was CANS Assessment Completed by a DFPS/SSCC CANS Assessor Used to Inform Recommendation?

Yes

No

SSCC

DFPS

Save



Entering the Recommended Service Package

- Select Service Package Type
 - Select "Recommended" from the drop-down options.
- Select Service Package
 - From the drop-down options select the child's Service Package that has been agreed upon with the Provider

https://impact2.dfps.texas.gov/impact3/case/placement/service-packages/0

DFPS Links | DFPS Public Website | Texas Child Centere... | DFPS - Texas Child... | T3C Transition - Ho... | Texas Administrativ... | Texas Child-Centere... | DFPS Policy Handbo... | TLO | Home | Salesforce

Texas Department of Family and Protective Services

My Tasks | Case | Search | Financial | Reports | Resources

Case Summary | Person | Contacts/Summaries | Service Authorization | Legal | Child Plans | Placement | Indian Child Status | History | Medical | Foster Care Eligibility | PCA

Placement Info | Placements for Case | Temporary Absence | Missing Child | Service Level | Common Application | Common Application Short Form | Heightened Monitor

Safety Check | SSCC Exp Care | SSCC Options | Service Package | KIN Home Assessment

Service Package

Service Package

* Is this child being served under DFPS or SSCC? DFPS

* Service Package Type: Recommended

* Service Package:

* Start Date:

* End Date:

* Was CANS Assessment Completed by a DFPS/SSCC CANS Assessor Used to Inform Recommendation? Yes No

FC-CPA-T3C-Basic Foster Family Home Support
FC-CPA-T3C-Substance Use Support
FC-CPA-T3C-Short-term Assessment Support
FC-CPA-T3C-Mental and Behavioral Health Support
FC-CPA-T3C-Sexual Aggression/Sex Offender Support
FC-CPA-T3C-Complex Medical Needs or Medically Fragile Support
FC-CPA-T3C-Human Trafficking Victim/Survivor Support
FC-CPA-T3C-IDD/Autism Spectrum Disorder Support
FC-CPA-T3C-Treatment Foster Family Care Support
FC-GRO I-T3C-Basic Child Care Operation
FC-GRO I-T3C-Sexual Aggression and Sex Offender Treatment
FC-GRO I-T3C- Youth & Young Adults Who Are Pregnant and Parenting
FC-GRO I-T3C-Substance Use Treatment
FC-GRO I-T3C-Emergency Emotional Support & Assessment Center
FC-GRO I-T3C-Complex Medical Needs Treatment
FC-GRO I-T3C-IDD and Autism Spectrum Disorder Treatment
FC-GRO I-T3C-Human Trafficking Victim/Survivor Treatment
FC-GRO I-T3C-Mental and Behavioral Health Treatment
FC-GRO II-T3C-Sexual Aggression and Sex Offender Stabilization

Save



Service Package Start Date

Enter the start date, as the start date of the placement.

- Example: You are entering the placement on Feb. 13th, you would put Feb. 13th as the start date.

Case Summary
Person
Contacts/Summaries
Service Authorization
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Child Plans
Placement
Indian Child Status
History
Medical
Foster Care Eligibility
PCA

Placement Info	Placements for Case	Temporary Absence	Missing Child	Service Level	Common Application	Common Application Short Form	Heightened Monitoring Placement Request	Heightened Monitoring Placement Requests for Case
Safety Check	SSOC Exp Care	SSOC Options	Service Package	KIN Home Assessment				

Service Package

* required field
‡ conditionally required field

Service Package

* Is this child being served under DFPS or SSOC? DFPS

* Service Package Type: Recommended * Service Package: FC-CPA-T3C-Basic Foster Family Home Support

* Start Date: * End Date:

* Was CANS Assessment Completed by a DFPS/SSOC CANS Assessor Used to Inform Recommendation? ☐ Yes ☐ No

Save



- Select “No”

"If no, Why?"

- Select Applicable Reason from drop down box

Click “Save” button

Note: If a DFPS/SSCC CANS Assessor completed a CANS with the child, a Recommended Service Package should already be entered. If this is the case, leave as is and only add a Selected Service Package.

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

Placement Info
Placements for Case
Temporary Absence
Missing Child
Service Level
Common Application
Common Application Short Form
Heightened Monitoring Placement Request
Heightened Monitoring Placement Requests for Case

Safety Check
SSCC Exp Care
SSCC Options
Service Package
KIN Home Assessment

Service Package

* required field
‡ conditionally required field

Service Package

* Is this child being served under DFPS or SSCC? DFPS

* Service Package Type: Recommended * Service Package: FC-CPA-T3C-Basic Foster Family Home Support

* Start Date: 05/21/2025 * End Date: 07/01/2026

* Was CANS Assessment Completed by a DFPS/SSCC CANS Assessor Used to Inform Recommendation? ☐ Yes ☒ No ‡ If No, Why?

- Child is under 3 YO
- Initial Removal no CANS has been Completed
- Urgent Placement
- Other

Save



Create a Selected Service Package

Case Summary

Person

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Placement Info

Placements for Case

Temporary Absence

Missing Child

Service Level

Common Application

Common Application Short Form

Heightened Monitoring Placement Request

Heightened Monitoring Placement Requests for Case

Safety Check

Service Package

KIN Home Assessment

Service Package List

Stage Name: # Submitted Events

Case ID:

Show 10 rows

Date Entered ↑↓	Status ↑↓	Type ↑↓	Description ↑↓	Stage ↑↓	Stage Name ↑↓	Case ID ↑↓	Person ↑↓	Entered By ↑↓	Event ID ↑↓
04/11/2025	COMP	Service Package	Recommended FC-CPA-T3C-Treatment Foster Family Care Support Start 04/11/2025 End 10/01/2025	SUB	<div></div>				

Showing 1 to 1 of 1 rows

1

Add

Add



Click "Add" button



- Make the Service Package Type “**Selected**”

➤ Select the Service Package received and agreed upon with the Provider

- The start date will be the same as the Recommended Service Package

- If the provider has indicated an Add-On Service, select the identified Add-On.

➤ The start date of the Add-On will be the same as the placement start date.

- Click “**Save**” button

❖ **Note:** If the Selected Service Package is different than the Recommended Service Package, please complete the “override” fields as they appear.

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

Placement Info | Placements for Case | Temporary Absence | Missing Child | Service Level | Common Application | Common Application Short Form | Heightened Monitoring Placement Request | Heightened Monitoring Placement Requests for Case

Safety Check | **Service Package** | KIN Home Assessment

Service Package

Service Package

* Is this child being served under DFPS or SSC? DFPS

* Service Package Type: Selected

* Service Package: FC-CPA-T3C-Treatment Foster Family Care Support

* Start Date:

* End Date:

Add-On Service

➤ Add-On Service:

☐ FC-CPA-T3C-Add-On for Transition Support

☐ FC-CPA-T3C-Add-On for Kinship Support

☐ FC-CPA-T3C-Add-On for Pregnant and Parenting

Save



SERVICE PACKAGE CONFIRMATION PAGE

- Go to the "Service Package" Tab
- Select the "Service Package Confirmation" from the Reports dropdown at the bottom
- Click "Launch" button

Placement Info

Placements for Case

Temporary Absence

Missing Child

Service Level

Common Application

Common Application Short Form

Heightened Monitoring Placement Request

Heightened Monitoring Placement Requests for Case

Safety Check

Service Package

KIN Home Assessment

Service Package List

Stage Name: [REDACTED] # Submitted Events

Case ID: [REDACTED]

Show 10 rows

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
05/20/2025	PROC	Service Package	Selected FC-CPA-T3C-Basic Foster Family Home Support Start 04/24/2025 End 06/01/2026	SUB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
02/24/2025	COMP	Service Package	Recommended FC-CPA-T3C-Basic Foster Family Home Support Start 04/24/2025 End 06/01/2026	SUB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Showing 1 to 2 of 2 rows

Reports

Reports: Service Package Confirmation Launch



GENERATE THE REPORT

- Click the [Report Tab](#) at the top of IMPACT and click the link for the Service Package Confirmation.
- Print to PDF and [Save](#) the Service Package Confirmation – with Child's Name and PID – Example: Mouse, Mickey 12345678.
- [Send](#) the Service Package Confirmation to the Provider.

TEXAS IMPACT

SERVICE PACKAGE CONFIRMATION

Client's Name:
IMPACT Person Id:



SERVICE PACKAGES

RECOMMENDED SERVICE PACKAGE

T25: FC-CPA-T3C-Basic Foster Family Home Support
Start Date: 04/24/2025 End Date: 06/01/2026

SELECTED SERVICE PACKAGE

T25: FC-CPA-T3C-Basic Foster Family Home Support
Start Date: 04/24/2025 End Date: 06/01/2026



ENTERING THE PLACEMENT

- Select "**Placement Info**" Tab
 - Then select "**Add**"

- **Note:** If the placement has already been entered, please go into it and click the "Save" button. The system will automatically check the T3C button on the placement detail page.

Placement Info | Placements for Case | Temporary Absence | Missing Child | Service Level | Common Application | Common Application Short Form | Heightened Monitoring Placement Request | Heightened Monitoring Placement Requests for Case

Safety Check | Service Package | KIN Home Assessment

Placement List

Stage Name: [Redacted] # Submitted Events

Case ID: [Redacted]

Show 10 entries

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
05/20/2025	APRV	Placement	Act Start 04/24/2025 [Redacted] Agcy Ther FF Home	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
04/24/2025	APRV	Placement	Act Start 04/23/2025 End 04/24/2025 [Redacted]	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
02/28/2025	APRV	Placement	Act Start 02/28/2025 End 04/23/2025 [Redacted]	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
02/24/2025	APRV	Placement	Act Start 02/23/2025 End 02/28/2025 [Redacted]	SUB	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Showing 1 to 4 of 4 entries

Add



PLACEMENT ENTRY CONTINUED

- Enter the Start Date of the placement.
 - Enter the Placement Type
 - Answer the question “Were trash bags used to transport child or youth’s belongings to this placement?”
- Under Facility – Click “[Select Resource](#)”
 - In the Number Type drop-down box, select “[Resource ID](#)” and enter the ID of the provider you are placing the child with
 - Select "Search"
 - Find the Resource Name that you need.
- Under Placement Info – Select “[N/A](#)” (unless there is an applicable selection)

Placement Detail

• Start Date: 04/23/2025

• Placement Type: FPS Contracted Foster Placement

• Were trash bags used to transport child or youth's belongings to this placement? ☐ Yes ☒ No

• Intended to be Permanent Date:

☐ Emergency Placement

☐ T3C Placement

Placement Name

• Agency: Arrow Child And Family Ministr

• Facility:

• Living Arrangement: Agency Home - Mod

• ID: 200656

• ID: [Select Resource](#)

Contact:

Placement Information

☒ N/A

☐ Medicaid and Plcmt Addr Diff

☐ Intended to be Permanent

☐ Supervision Contracted

☐ Fictive Kin Placement

☐ Relative Placement - Grandparent

☐ Relative Placement - Aunt/Uncle

☐ Relative Placement - Other Relative



PLACEMENT CONTINUED

- Complete Placement Discussion documentation.

▼ Placement Discussion

‡ Preplacement Visit:

‡ Parents Notified:

Date Discussed With

‡ Child:

‡ Caregiver:

‡ Describe discussion of placement reasons with child. Document Response:

See prior placement for information, as the child has not changed placement. The operation the child is living in, is transitioning to a T3C Placement.

Date Documents Provided

‡ Med/Dev History:

‡ Education Portfolio: ☐ N/A

‡ Child's Service Plan:

‡ Education Log: ☐ N/A

* Initial Bill of Rights Review Date:

* Sexual History Attachment A: 01/09/2025 ☐ N/A

Most Recent Bill of Rights Review Date: 01/16/2024

‡ Explain if caregiver has not been given any of the above documents:

See prior placement for information, as the child has not changed placement. The operation the child is living in, is transitioning to a T3C Placement.



SAVING THE PLACEMENT

- Select “**Save**”.

▶ Address/Phone Detail

Save

Save and Submit

Issues

Narrative

Discharge

Narrative



SAVING THE PLACEMENT

Placement Detail

* Start Date:

04/24/2025



* Placement Type:

FPS Contracted Foster Placement



* Were trash bags used to transport child or youth's belongings to this placement?

‡ Intended to be Permanent Date:



☐ Emergency Placement

☒ T3C Placement

☐ Yes

☒ No

The T3C Placement Indicator should be checked now, verifying the child is in a T3C Placement.



SAVING THE PLACEMENT

- Select “**Narrative**” under Issues
 - Complete Narrative.
 - Then Select the save button at the top of the screen



- Go back to the Placement Information Page
- **Save & Submit** the Placement to your Supervisor for approval.

► Address/Phone Detail

Save Save and Submit

Issues

Narrative

Discharge

Narrative

II. PLACEMENT ISSUES (Applicable to all placements)

The appropriateness of the child's placement. (If the issues in CPHB 6311 are not addressed by this placement, explain what efforts will be made to locate a more appropriate placement or meet the child's needs. I.e. Placement with siblings.)

A. Appropriateness; Why is placement appropriate to meet the individual needs of the child? Include:
1. What are the services offered by the caregiver?

► Address/Phone Detail

Save Save and Submit

Issues

Narrative

Discharge

Narrative



NOTES ON ADD-ON SERVICES



ADD-ON FOR TRANSITION SUPPORT

- If a Provider selects the “**Transition Support Add-On**”, you will select it when entering the Selected Service Package
 - The Start Date will be the same date as the placement start date.

Service Package

* required field
‡ conditionally required field

Service Package

* Is this child being served under DFPS or SSCC?

* Service Package Type: * Service Package:

* Start Date: * End Date:

Add-On Service

‡ Add-On Service:

☒ CBC-SSCC-CPA-Add-On for Transition Support

* Start Date:

* End Date:

☐ CBC-SSCC-CPA-Add-On for Kinship Support

☐ CBC-SSCC-CPA-Add-On for Pregnant and Parenting

Save



KINSHIP ADD-ON

- If a Provider selects the “**Kinship Add-On**”, you will select it when entering the Selected Service Package
 - The Start Date will be the same as the placement start date.

Service Package

* required field
‡ conditionally required field

Service Package

* Is this child being served under DFPS or SSCC?

* Service Package Type: * Service Package:

* Start Date: * End Date:

Add-On Service

‡ Add-On Service:

☐ FC-CPA-T3C-Add-On for Transition Support

☒ FC-CPA-T3C-Add-On for Kinship Support

* Start Date: * End Date:

☐ FC-CPA-T3C-Add-On for Pregnant and Parenting

Save



KINSHIP ADD-ON

- When you enter the Placement, you will select the type of relative under the Placement Information

Placement Detail

* Start Date: 02/01/2025

* Placement Type: FPS Contracted Foster Placement

* Were trash bags used to transport child or youth's belongings to this placement? ☐ Yes ☒ No

‡ Intended to be Permanent Date:

Placement Name

‡ Agency: Depelchin Children'S Center ‡ ID: 200639

‡ Facility: ‡ ID: [Select Resource](#)

* Living Arrangement: Agency Home - Mod Contact:

Placement Information

☐ N/A

☐ Medicaid and Plcmt Addr Diff

☐ Intended to be Permanent

☐ Supervision Contracted

☐ Fictive Kin Placement

☐ Relative Placement - Grandparent

☒ Relative Placement - Aunt/Uncle

☐ Relative Placement - Other Relative



PREGNANT & PARENTING ADD-ON

- If the Provider selects the Pregnant & Parenting Add-On, and there is no CP-B stage (so the youth is still pregnant), then you need to verify the Pregnant Person Characteristic is checked under the Person Detail page.

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Person Detail

Trafficking

Sexual Incident History

Records Check

TLETS

CVS/Home

Person Detail

Name

Person ID:

Primary Address:

Primary Phone:

Person Characteristics

Category	Characteristic	Status
Child-Placement	Depression	Suspected
Child-Placement	Sibling Group	Suspected
AFCARS Disability	Is the child disabled?	Not yet determined

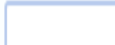
Detail

If it is not, check the “Diagnosed” box and enter the same date as the placement start date.



Pregnant-current

02/01/2025





PREGNANT & PARENTING ADD-ON

- If there is a CP-B stage, go to the Youth Parent's Sub-Stage and select Person Details.

- Select Person Characteristics

- Ensure that the "Youth Parent" check box is selected, if not, select the check mark under "Suspected"



Youth Parent

02/03/2025



- Go to the Person List

- Ensure that the Youth's Child is listed as either "Daughter" or "Son"



PREGNANT & PARENTING ADD-ON

- Once you have ensured that the Person Characteristics are correct, you can Enter your Recommended & Selected Service Package.
 - You will add the Pregnant & Parenting Add-On when entering the Selected Service Package
- The Start Date will be the same as the placement start date.
- ❖ You **MUST** enter the Youth Parent's T3C Service Packages and updated Placement, before entering those for the Child in the C-PB stage (Note there is a specific Service Package for C-PB children).

Service Package

Service Package

* Is this child being served under DFPS or SSCC?

DFPS

* Service Package Type:

Selected

* Start Date:

02/01/2025

Add-On Service

‡ Add-On Service:

☐ FC-CPA-T3C-Add-On for Transition Support

☐ FC-CPA-T3C-Add-On for Kinship Support

☒ FC-CPA-T3C-Add-On for Pregnant and Parenting

* Start Date:

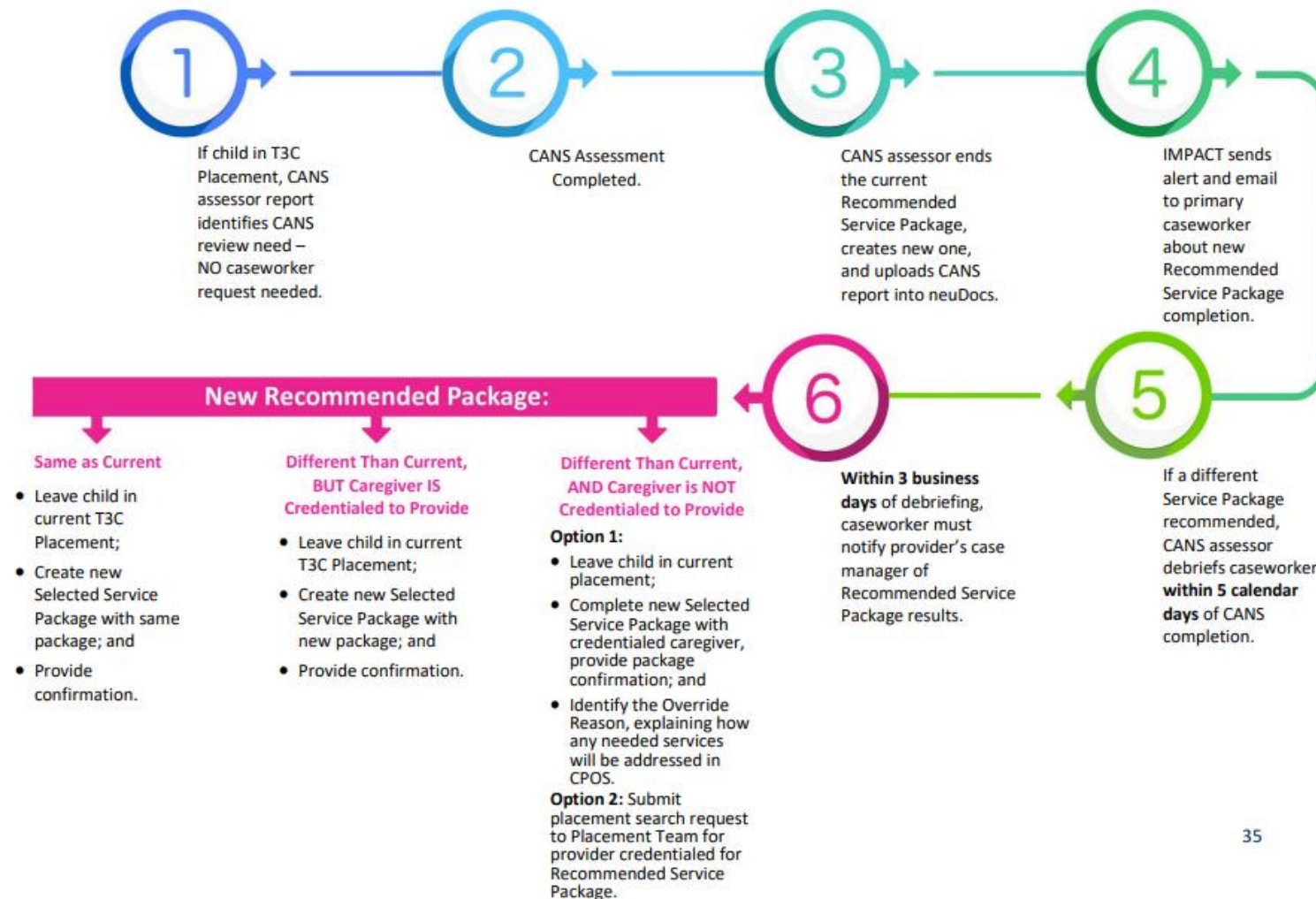
02/01/2025



Service Package Review Process



CANS Completion When Child Enters T3C Placement



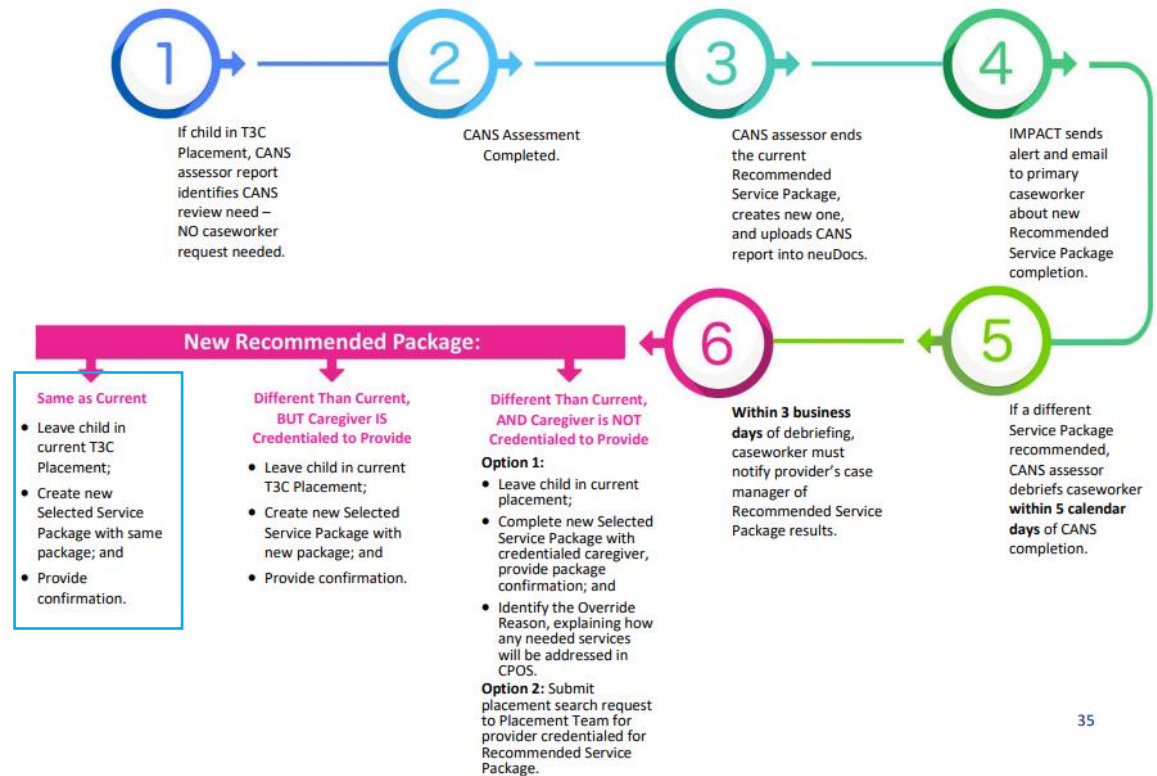


After the CANS Debrief (#6)

- After the CANS debrief (#6), the worker, **along with the provider**, must decide whether to keep the youth with the same selected package they currently have or change the selected package based on what the CANS assessment recommended.

❖ **Example:** If worker & provider decide to keep the youth in the “same” selected package which is FC-CPA-T3C-Basic Foster Family Home Support, then the worker follows instructions on far left after #6 and enters the following in IMPACT:

- First: End the current “Selected” package with an end date of 4/25/2025 (date decision made).
- Then: Create a new “Selected” package with a start date of 4/25/2025, with the following service package FC-CPA-T3C-Basic Foster Family Home Support; Reasoning: to maintain placement stability.



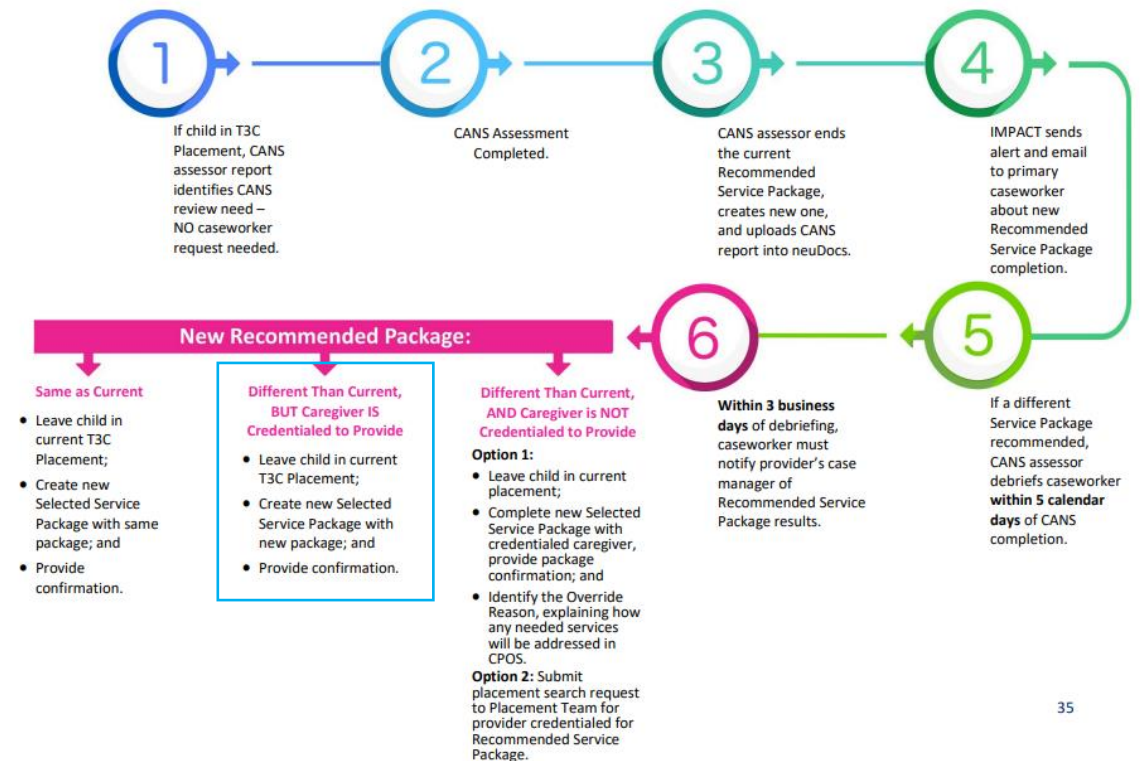


After the CANS Debrief (#6)

- After the CANS debrief (#6), the worker, **along with the provider**, must decide whether to keep the youth with the same selected package they currently have or change the selected package based on what the CANS assessment recommended.

❖ **Example:** If worker & provider decide to go with what the CANS Assessment recommended & the provider **is** credentialed to provide the identified service package, then the worker follows the middle instructions after #6 and enters the following in IMPACT:

- First: End the current “Selected” package with an end date of 4/25/2025 (date decision made).
- Then: Create a new “Selected” package with a start date of 4/25/2025, with the following service package FC- CPA- T3C- Mental and Behavioral Health (based on the new CANS).





After the CANS Debrief (#6)

- After the CANS debrief (#6), the worker, **along with the provider**, must decide whether to keep the youth with the same selected package they currently have or change the selected package based on what the CANS assessment recommended.

❖ **Example:** If worker & provider decide to go with what the CANS Assessment recommended & the provider is **NOT** credentialed to provide the identified service package, then the worker follows instructions on the far right after #6:

- Option 1: Leave the child in current placement with same selected service package and enter the following in IMPACT:
 - First: End the current “Selected” package with an end date of 4/25/2025 (date decision made).
 - Then: Create a new “Selected” package with a start date of 4/25/2025 with the service package FC-CPA-T3C-Basic Foster Family Home Support.
- Option 2: Submit a placement search request to Placement Team

