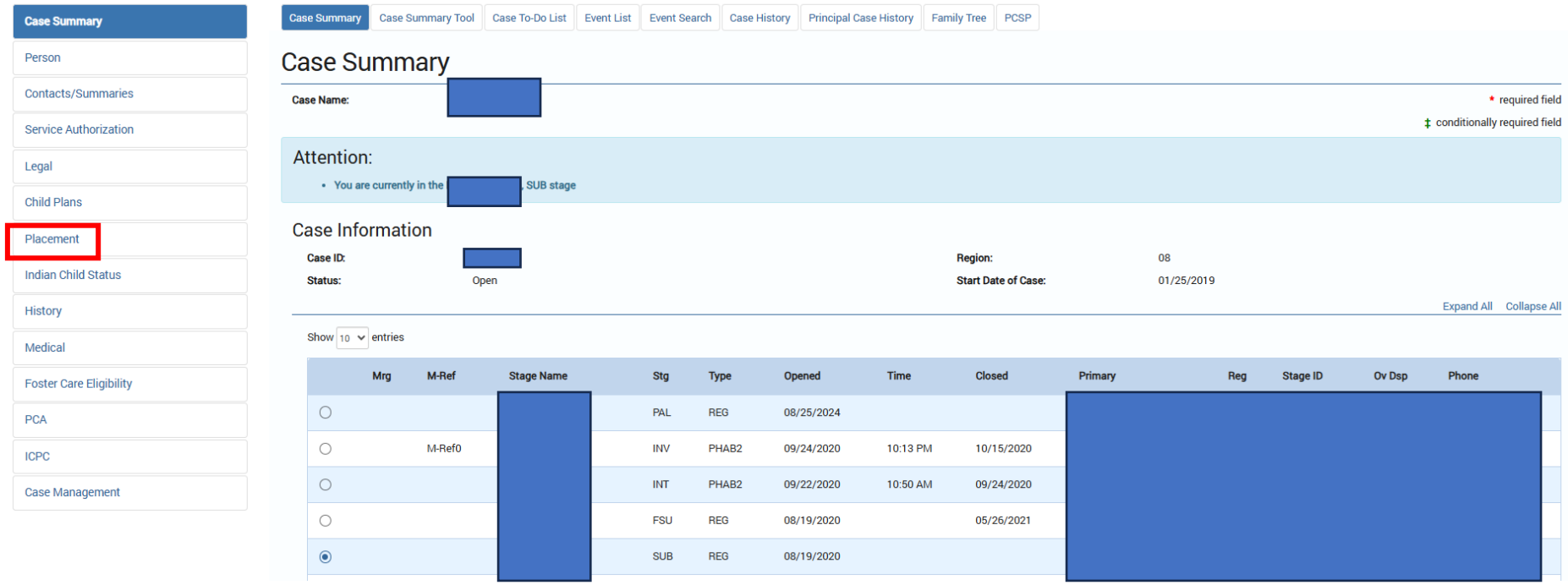
Entering a T3C Placement in IMPACT & Service Package Selection Process

STEP-BY-STEP GUIDE

MAY 14, 2025

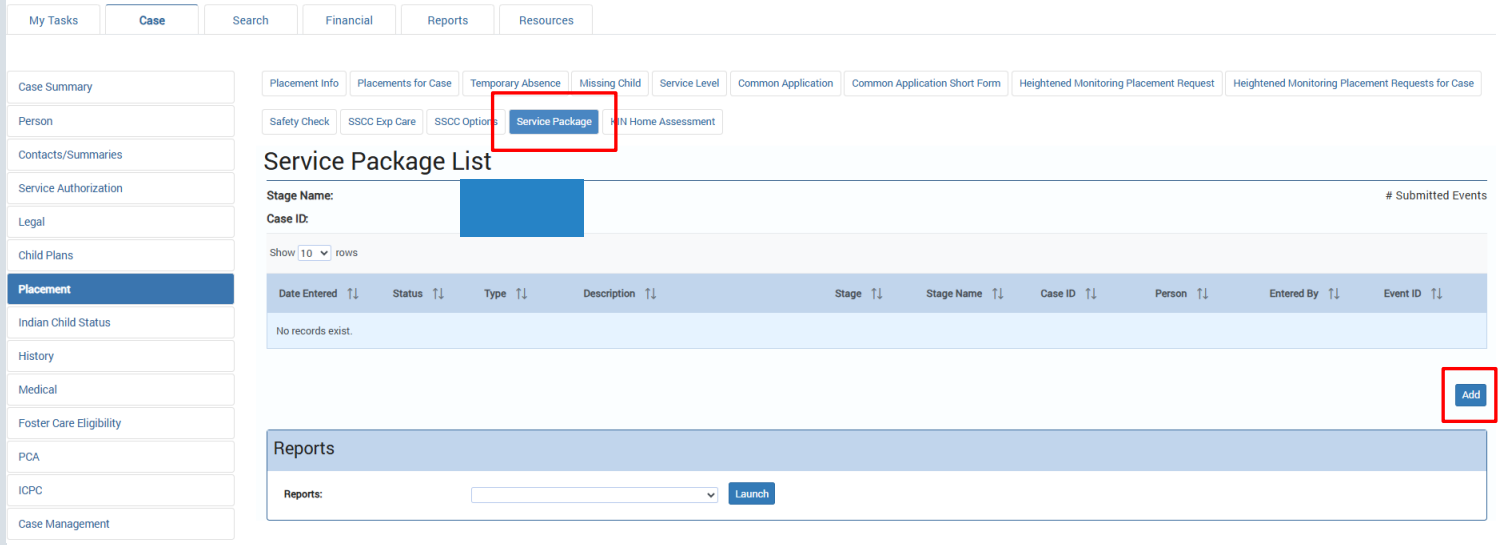
Getting Started with T3C Placement Entry

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



Create the Recommended Service Package

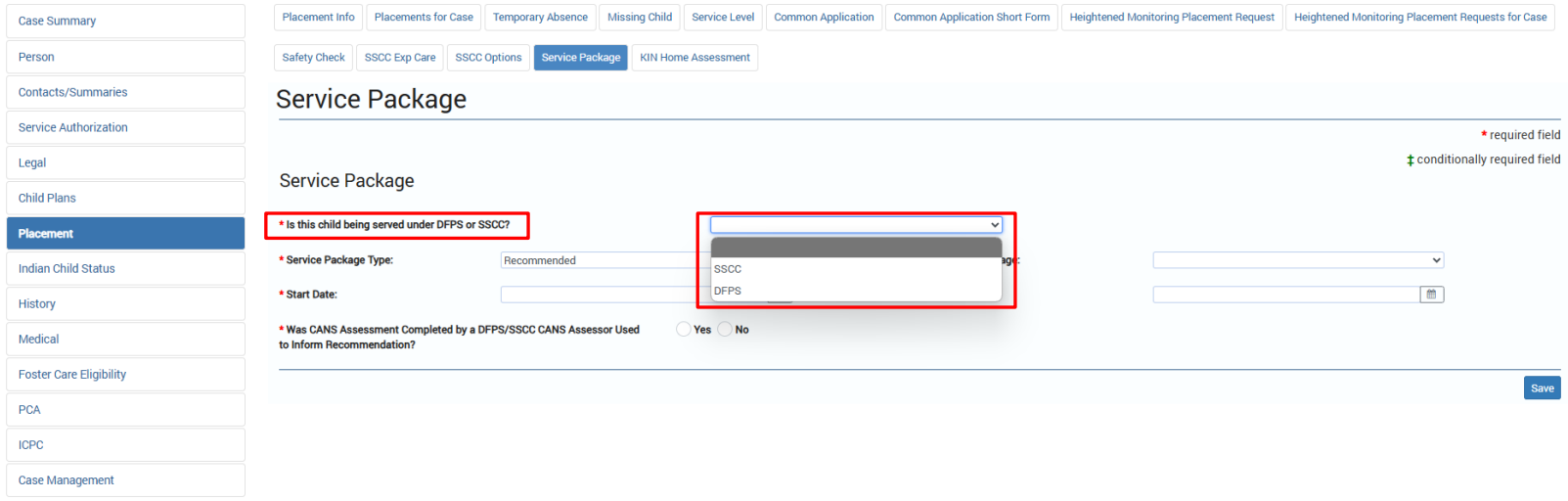
- Select "Service Package" Tab on the second row on the top of the page.
  - ➢ Click "Add" button
    - ❖ Note: If a DFPS/SSCC CANS Assessor completed a CANS with the child, a Recommended Service Package should already be entered. If this is the case, leave as is and only add a Selected Service Package.



Answering Service Package Questions

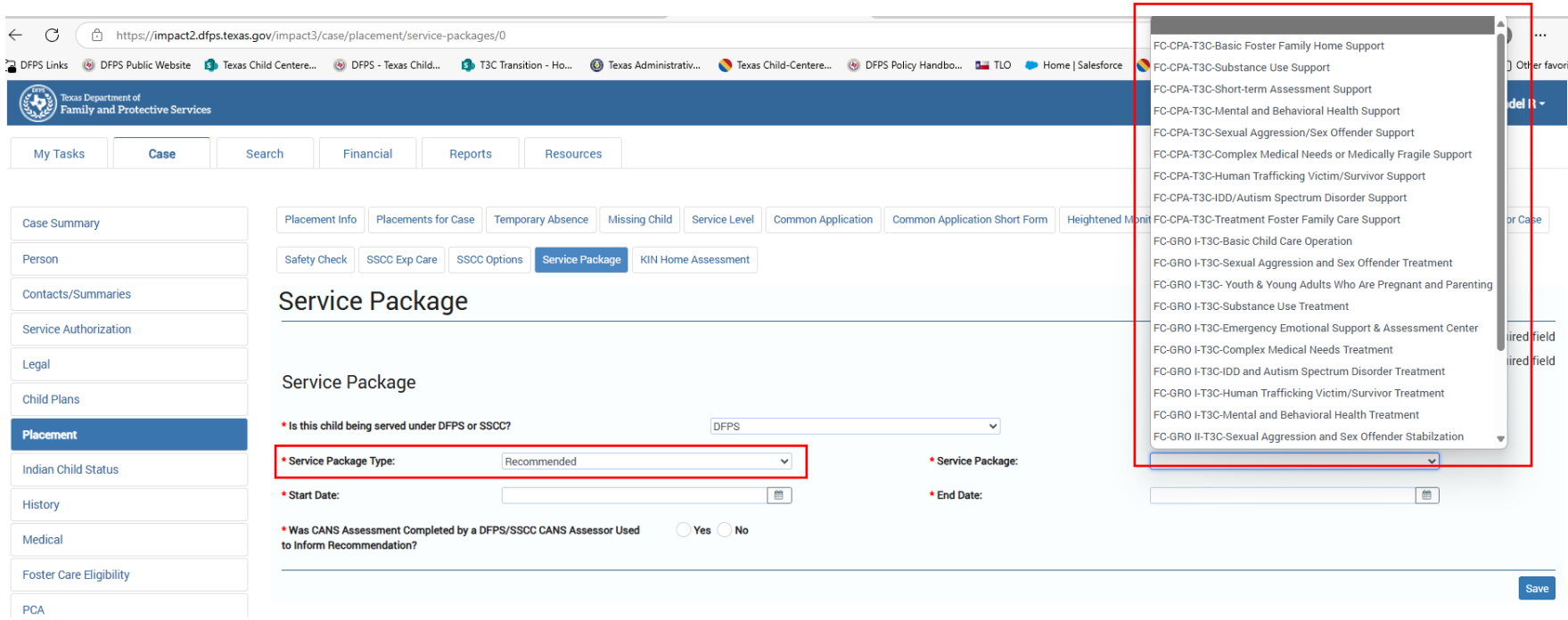
On the next screen a required question **“Is this child being served under DFPS or SSCC?”** will display.

- 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.



Entering the Recommended Service Package

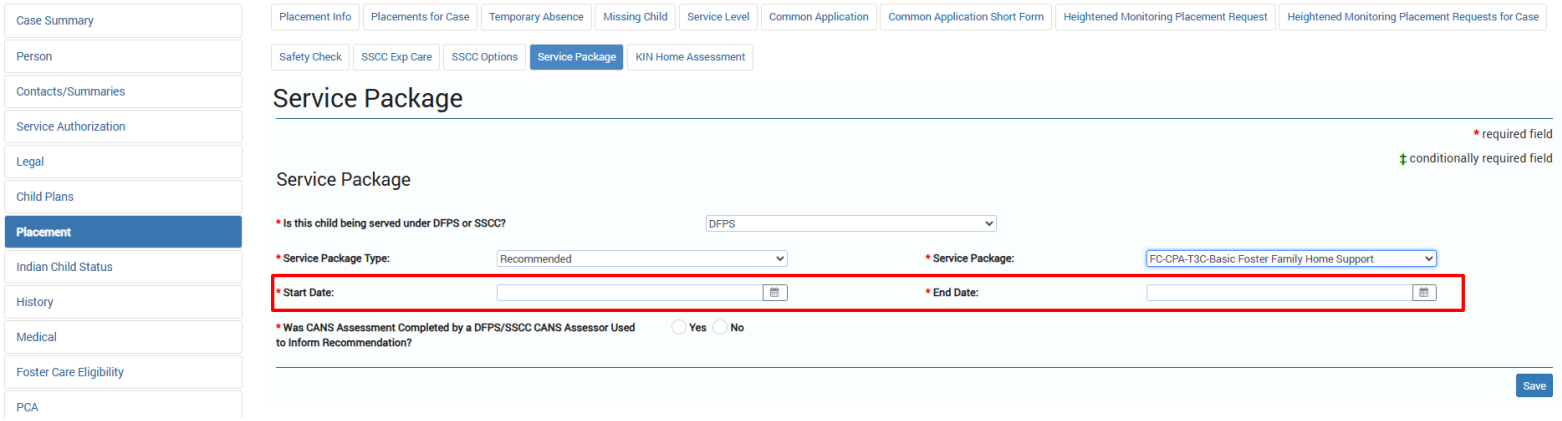
- Select Service Package Type
  - ➢ Select "Recommended" from the drop-down options.
- Select Service Package
  - ➢ From the drop-down options select the child's Service Package that has been agreed upon with the Provider



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.



Providing Answers to CANS Questions

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

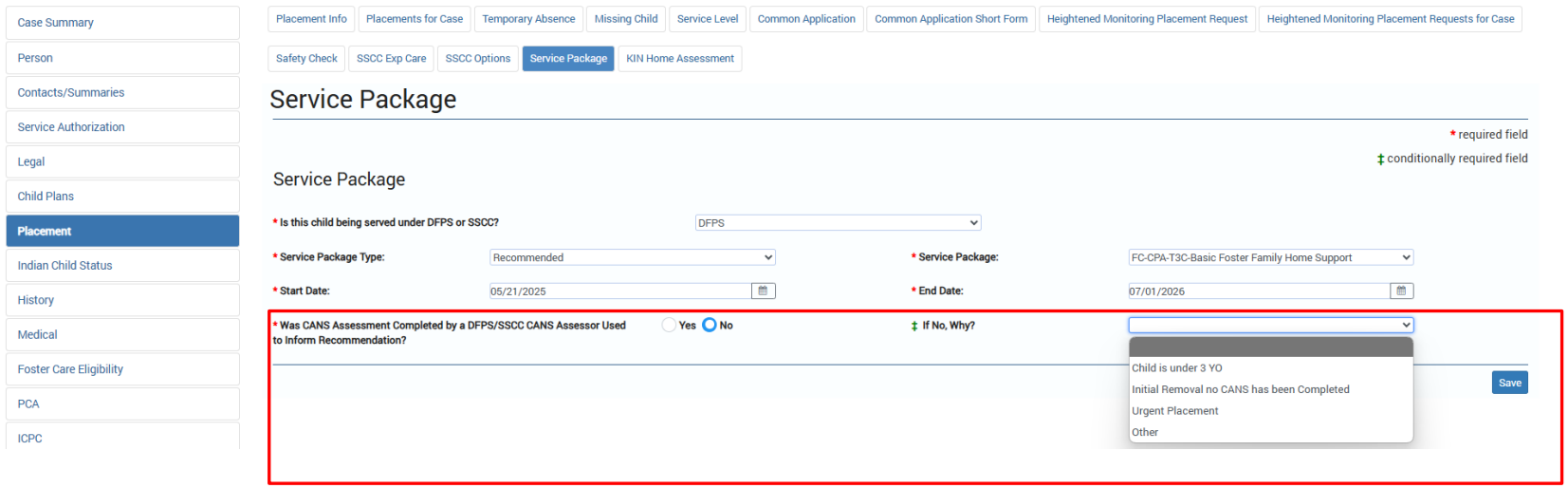
- Select "No"

"If no, Why?"

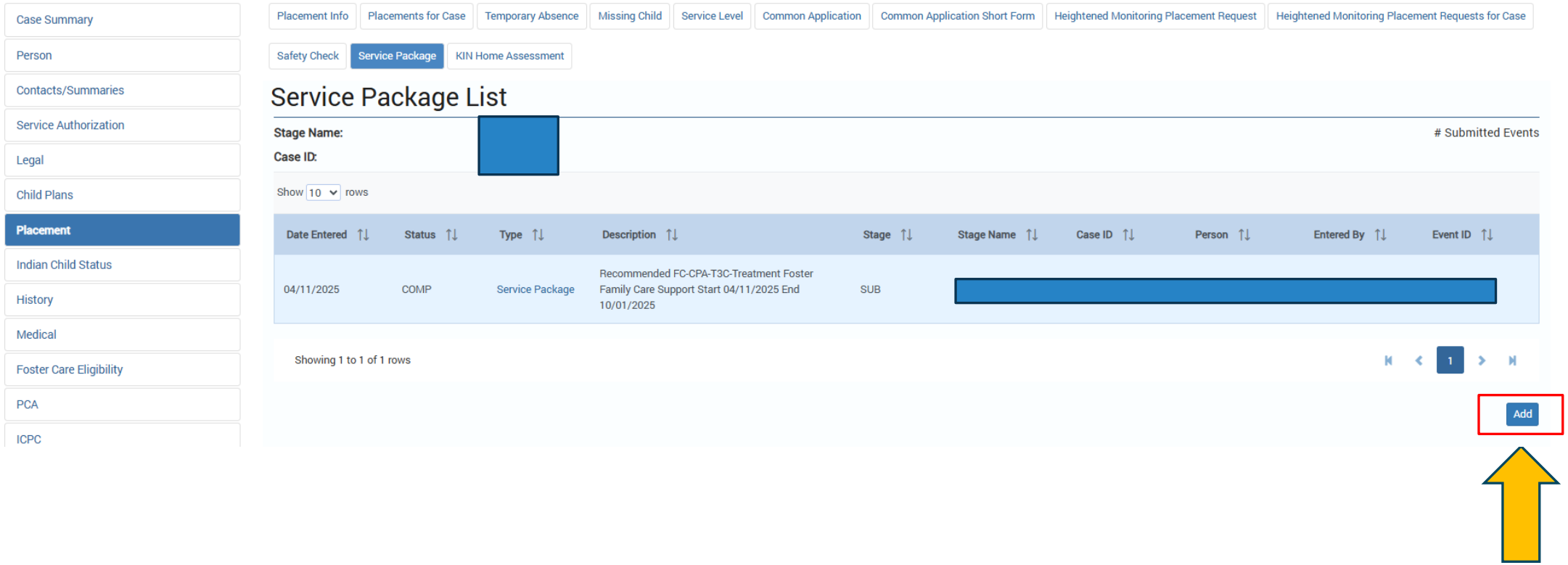
- Select Applicable Reason from drop down box

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.



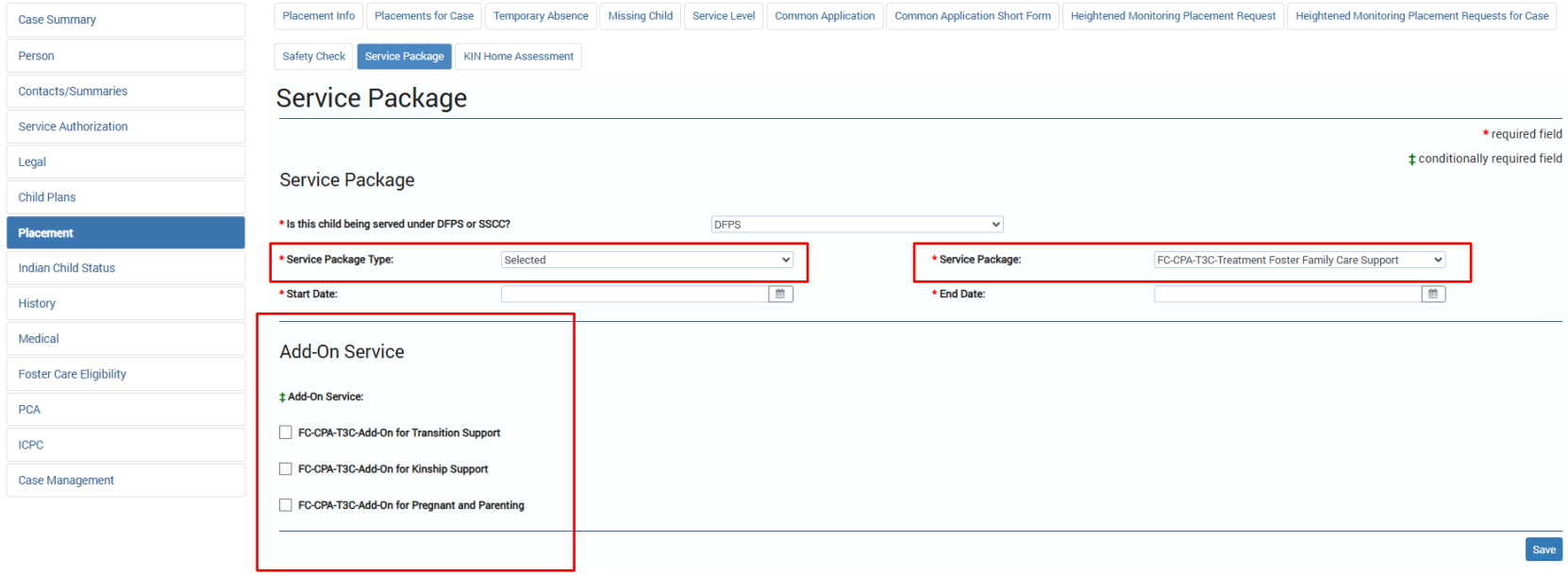
Create a Selected Service Package



Click “Add” button

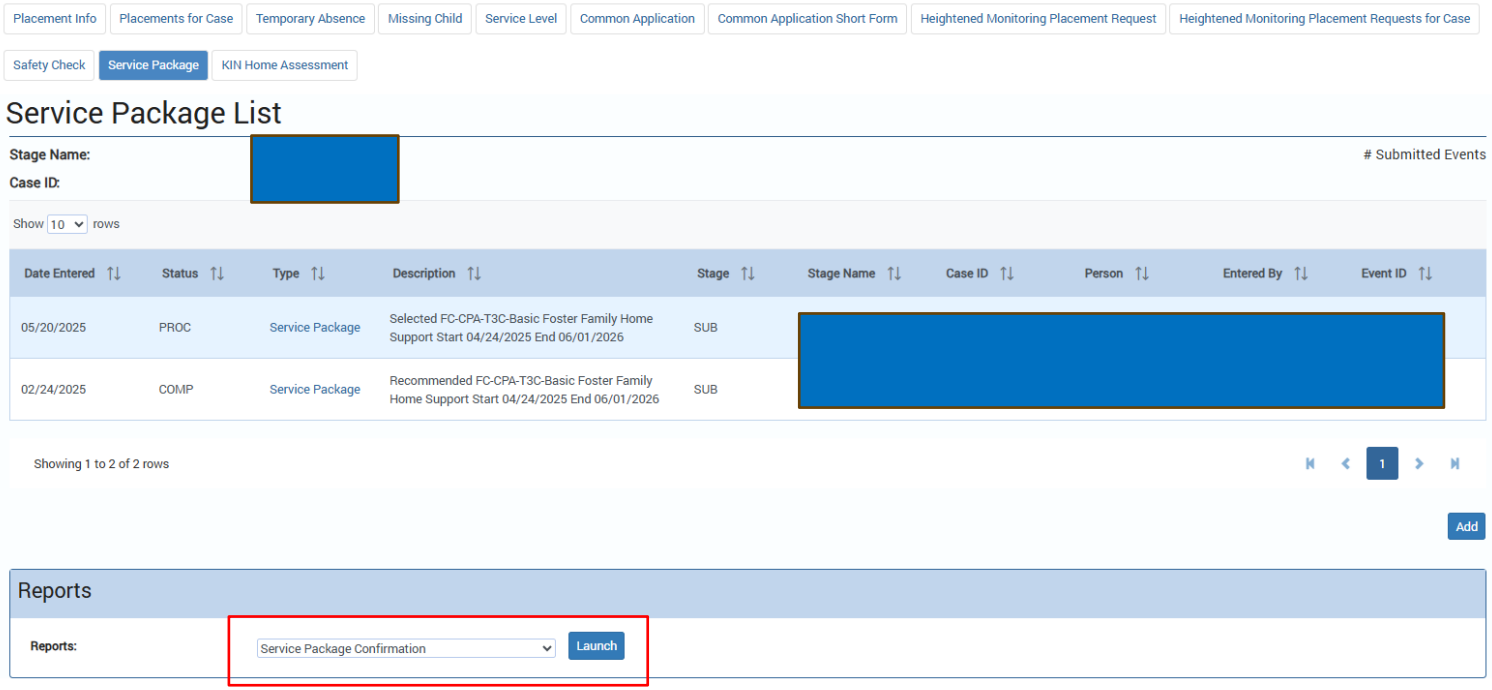
- Make the Service Package Type "Selected"
  - Select the Service Package received and agreed upon with the Provider
    - The start date will be the same as the Recommended Service Package
- If the provider has indicated an Add-On Service, select the identified Add-On.
  - The start date of the Add-On 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.



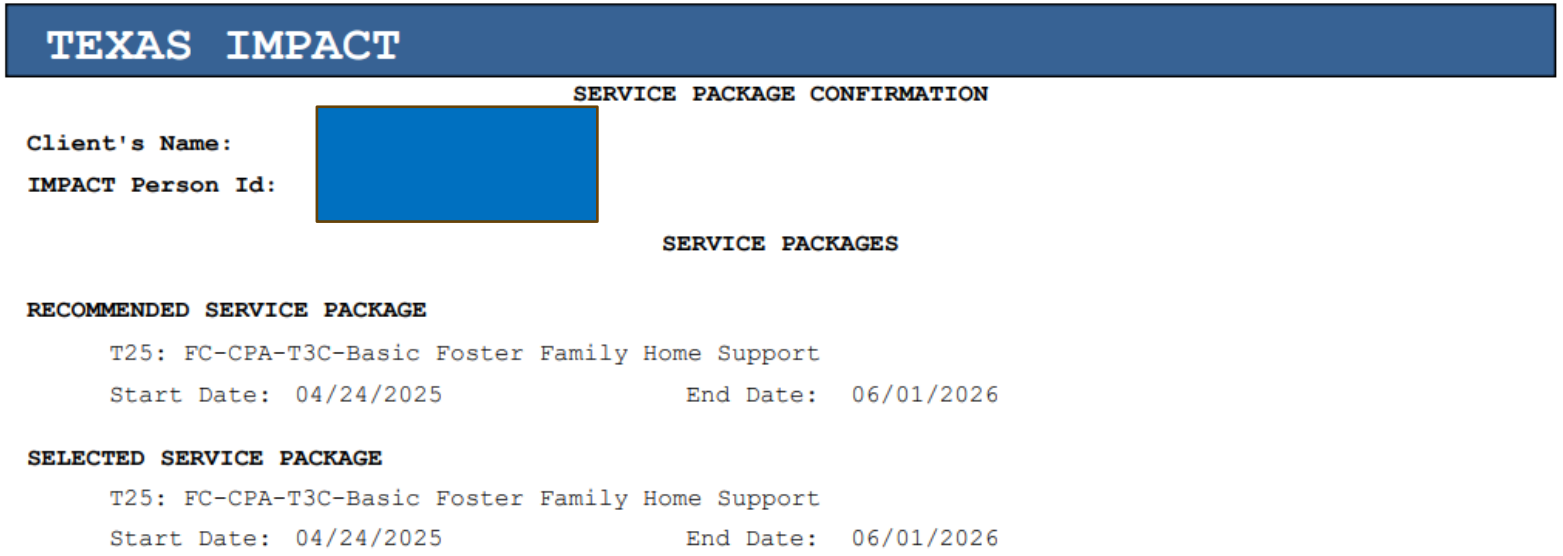
SERVICE PACKAGE CONFIRMATION PAGE

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



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: [redacted]

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

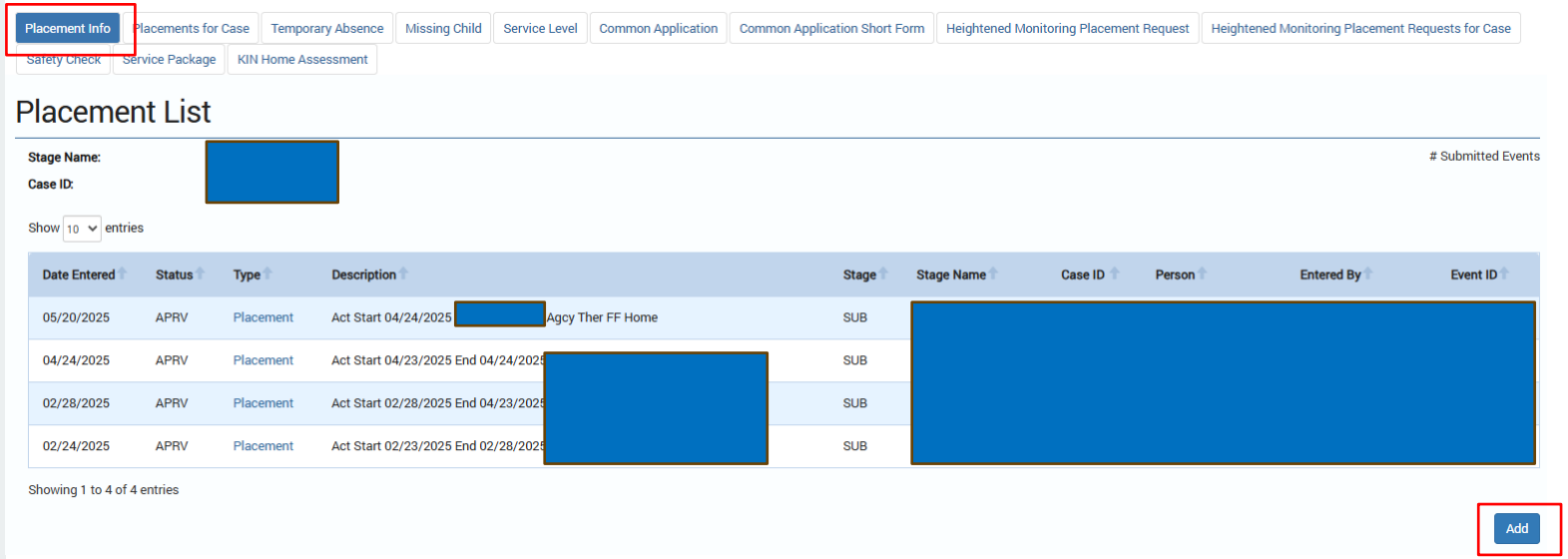
SELECTED SERVICE PACKAGE

T25: FC-CPA-T3C-Basic Foster Family Home Support

Start Date: 04/24/2025 End Date: 06/01/2026

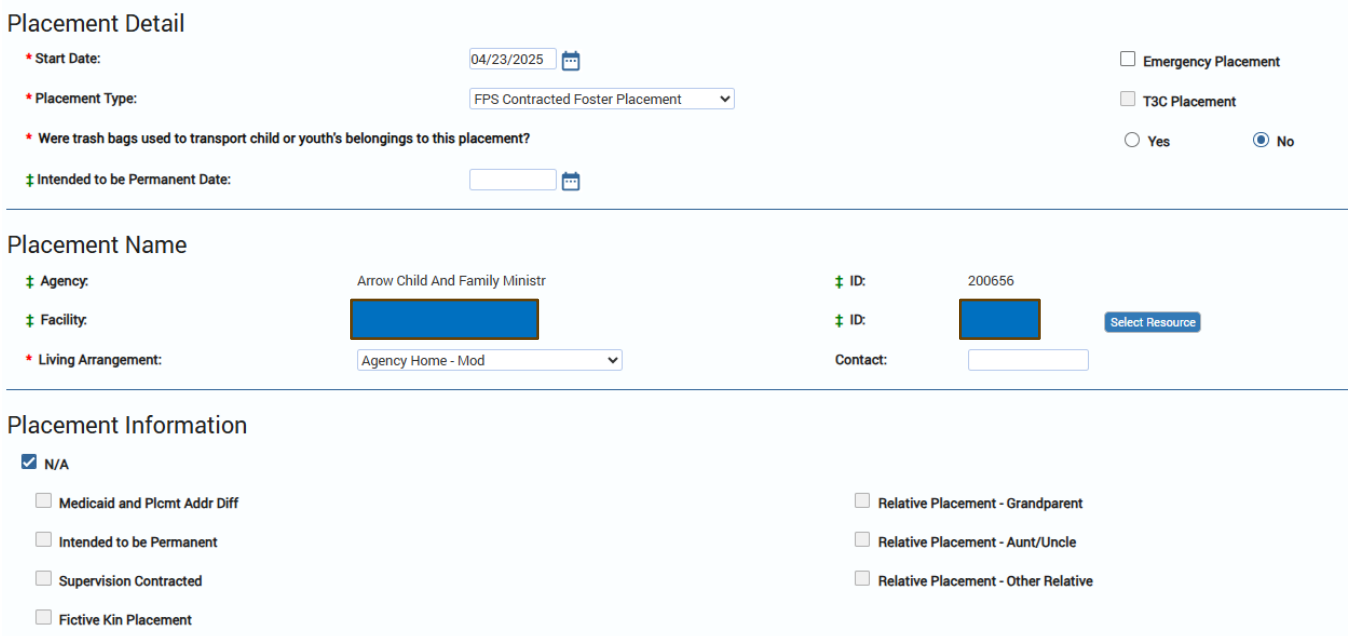
ENTERING THE PLACEMENT

- 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.



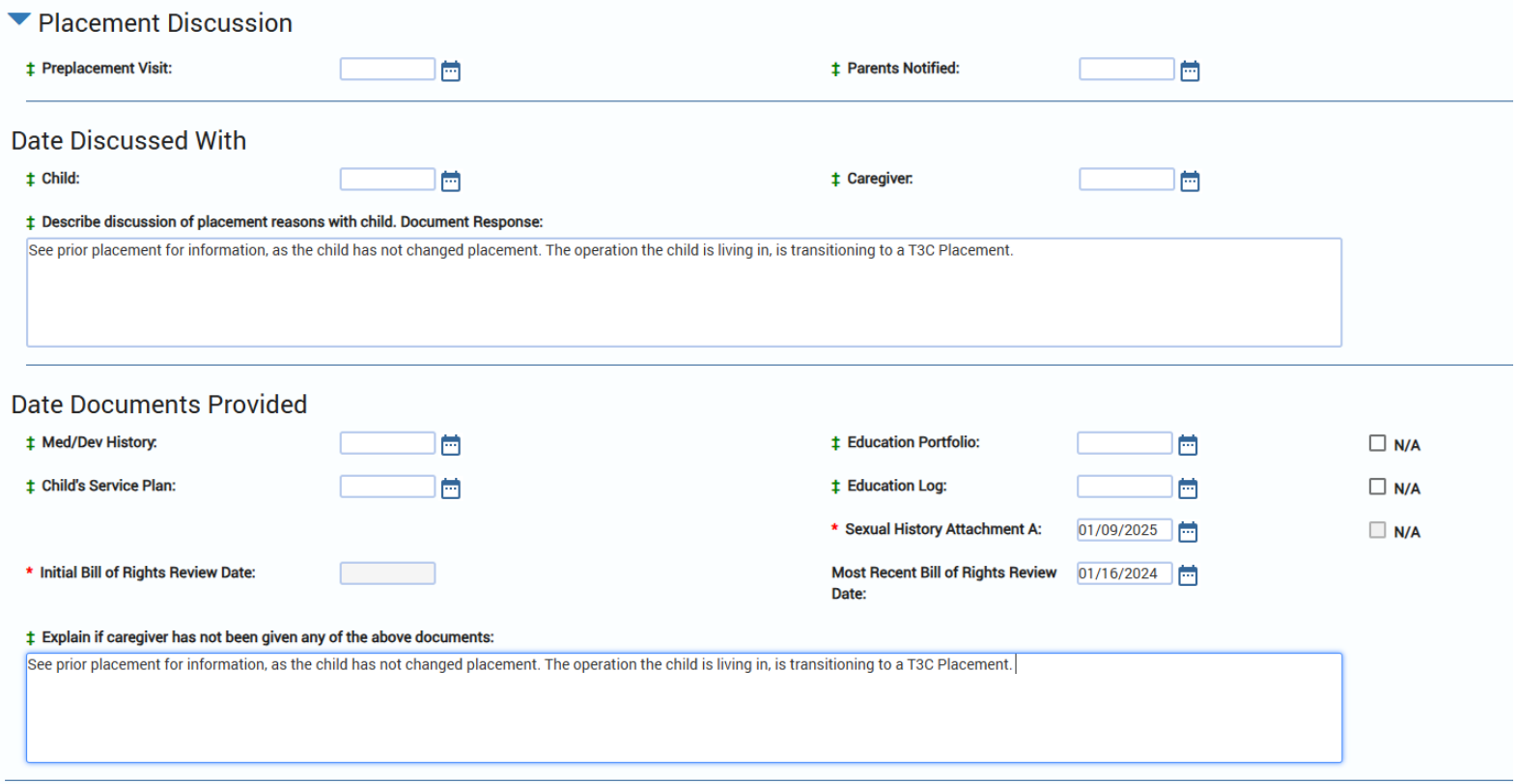
PLACEMENT ENTRY CONTINUED

- 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)



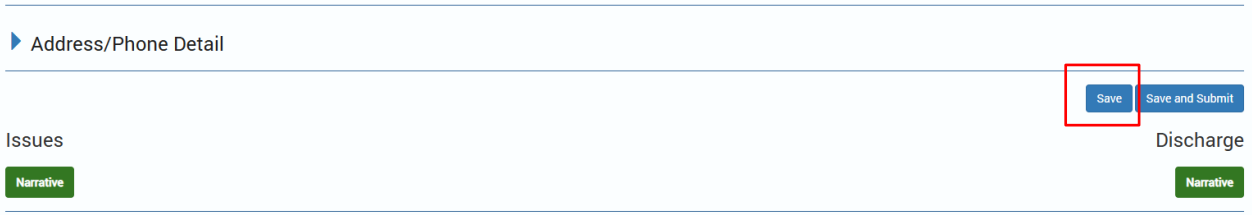
PLACEMENT CONTINUED

- Complete Placement Discussion documentation.

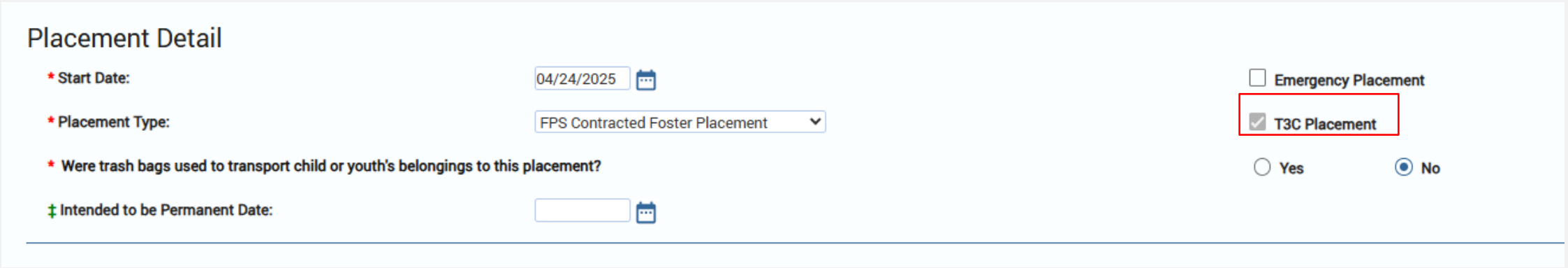


SAVING THE PLACEMENT

- Select “Save”.



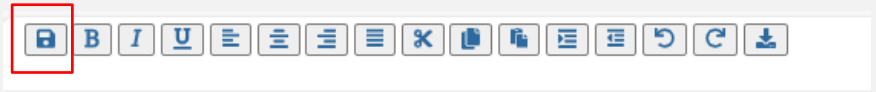
SAVING THE PLACEMENT

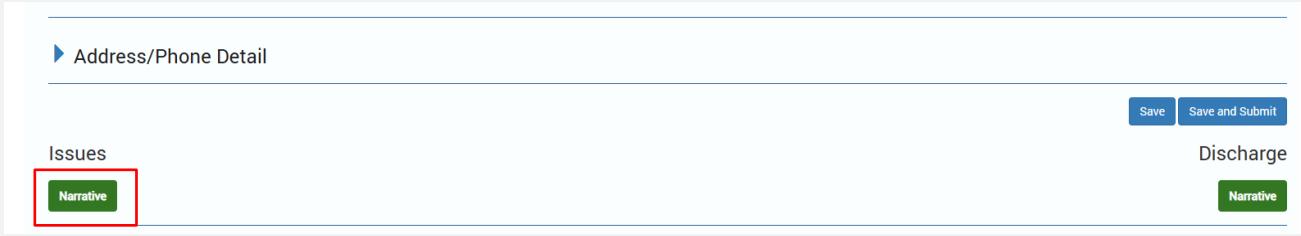


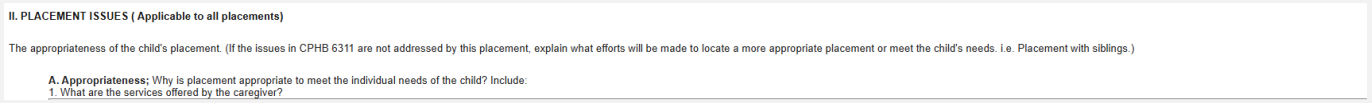
The T3C Placement Indicator should be checked now, verifying the child is in a T3C Placement.

SAVING THE PLACEMENT

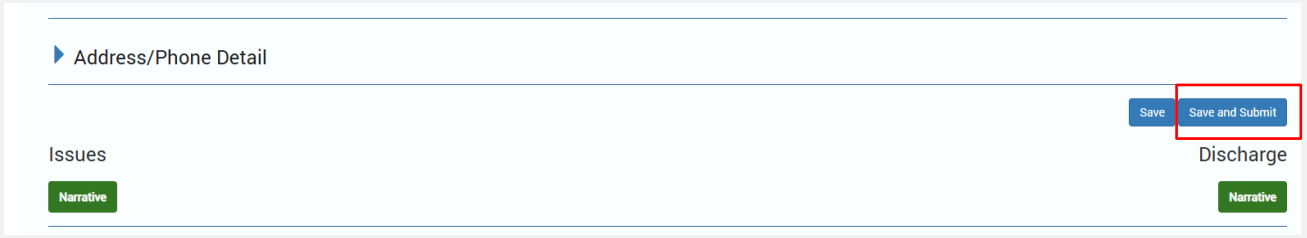
- Select "Narrative" under Issues
  - Complete Narrative.
  - Then Select the save button at the top of the screen







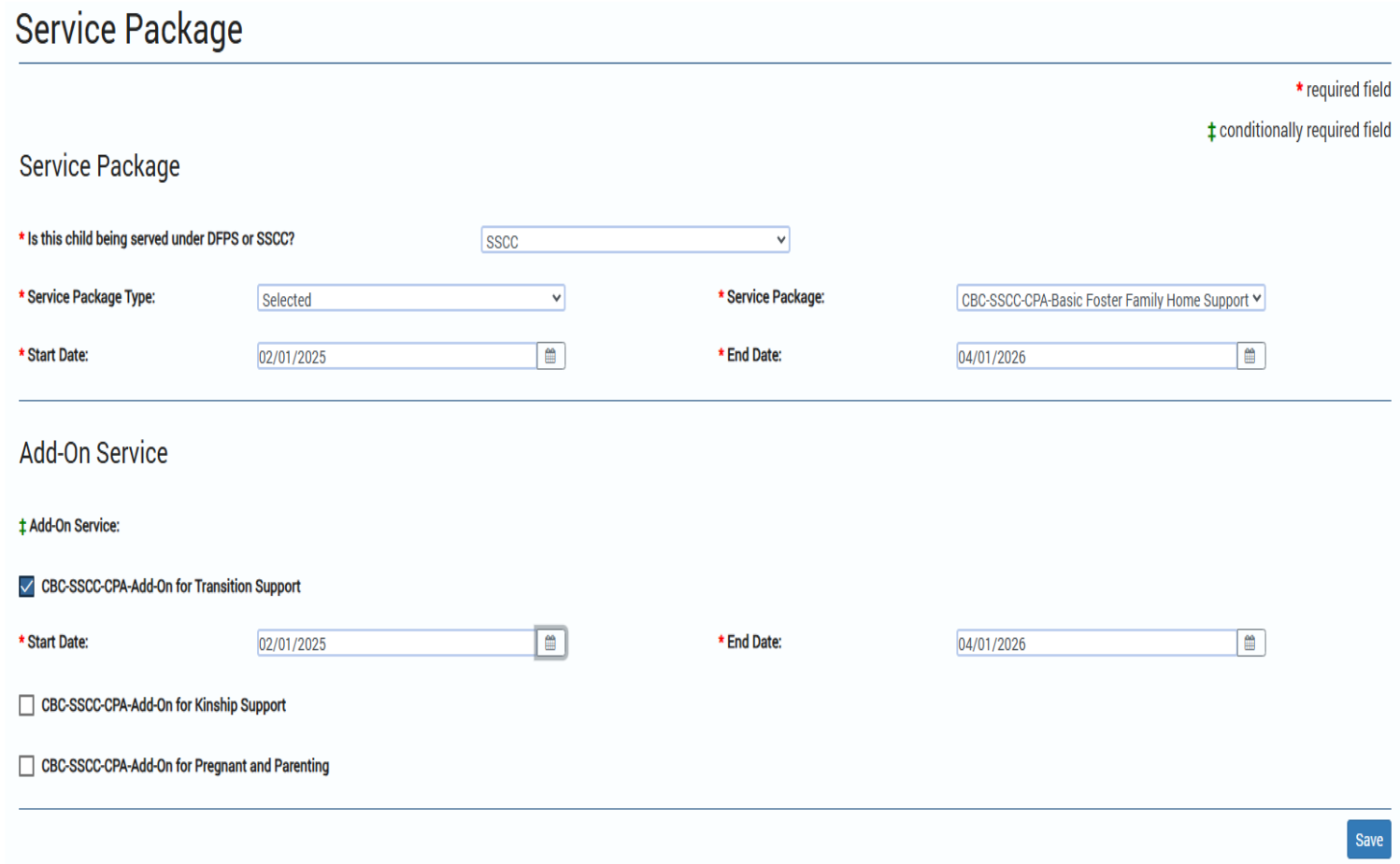
- Go back to the Placement Information Page
- Save & Submit the Placement to your Supervisor for approval.



NOTES ON ADD-ON SERVICES

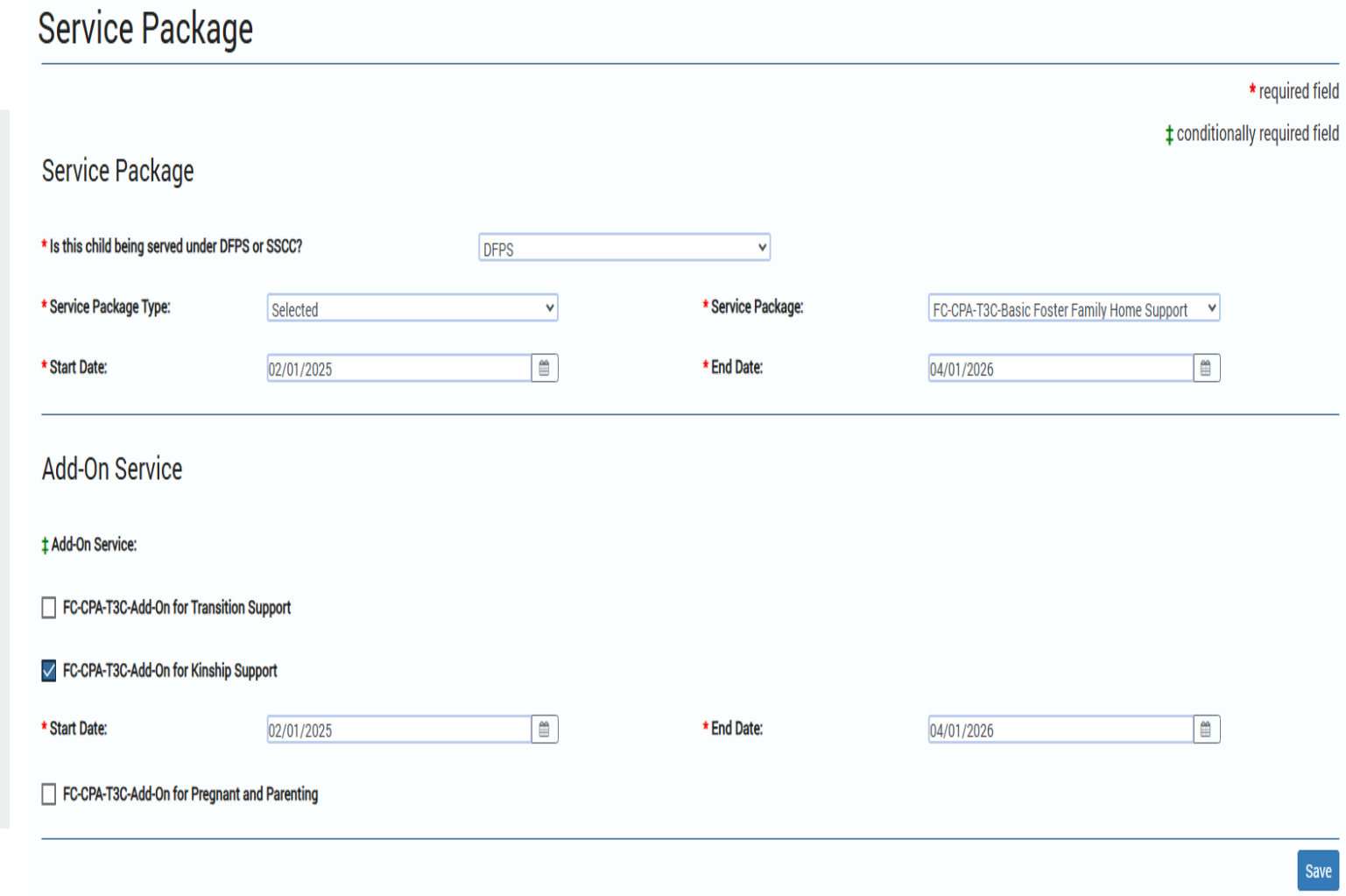
ADD-ON FOR TRANSITION SUPPORT

- 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.



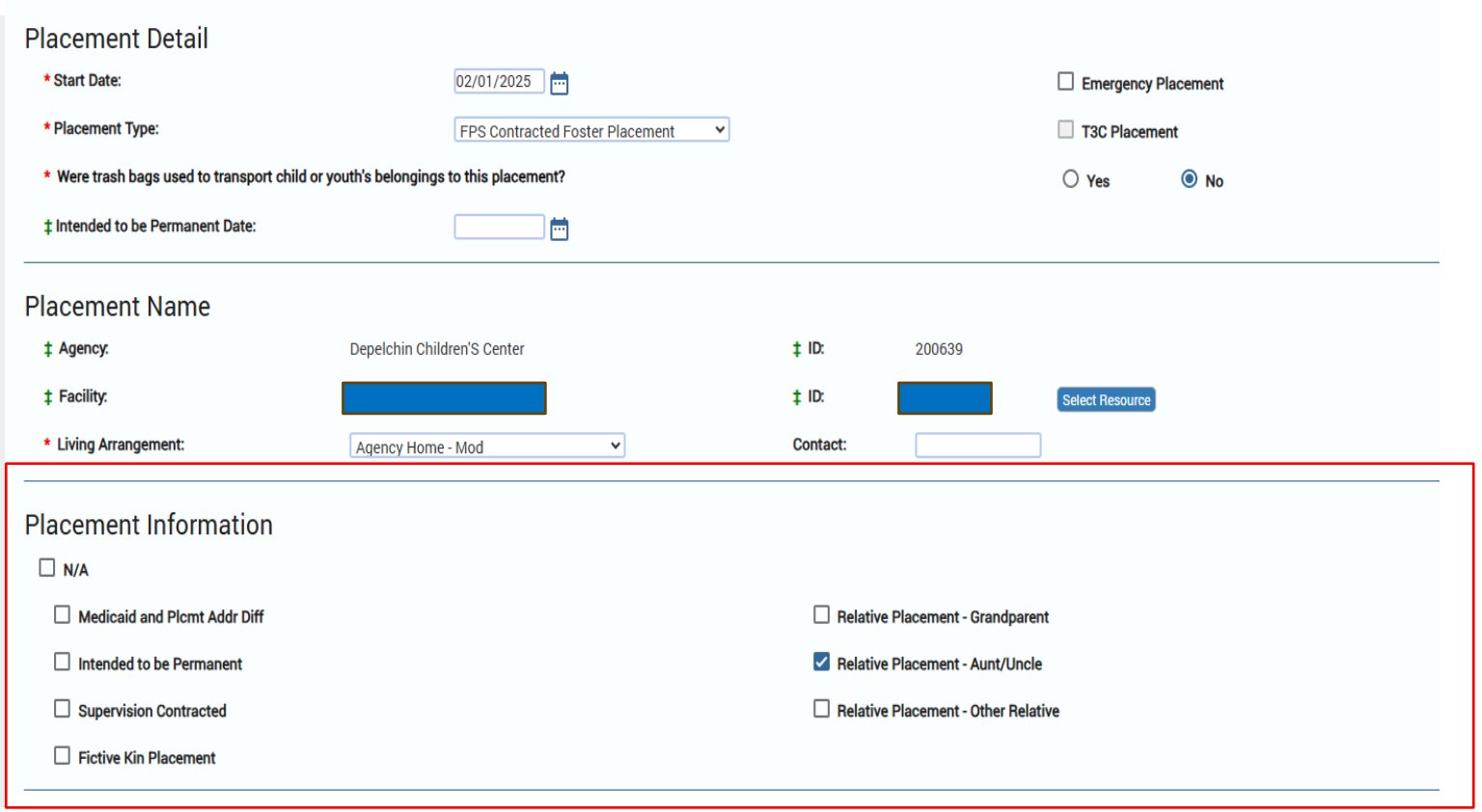
KINSHIP ADD-ON

- 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.



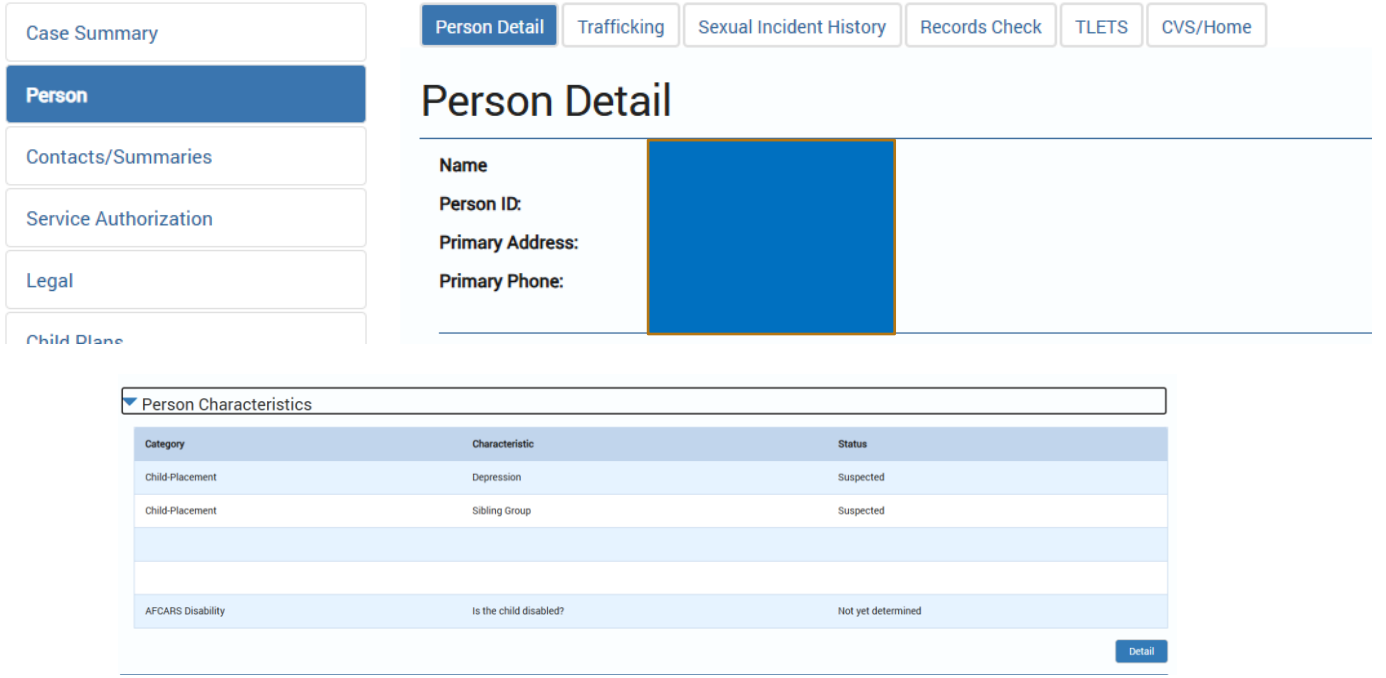
KINSHIP ADD-ON

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



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.



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

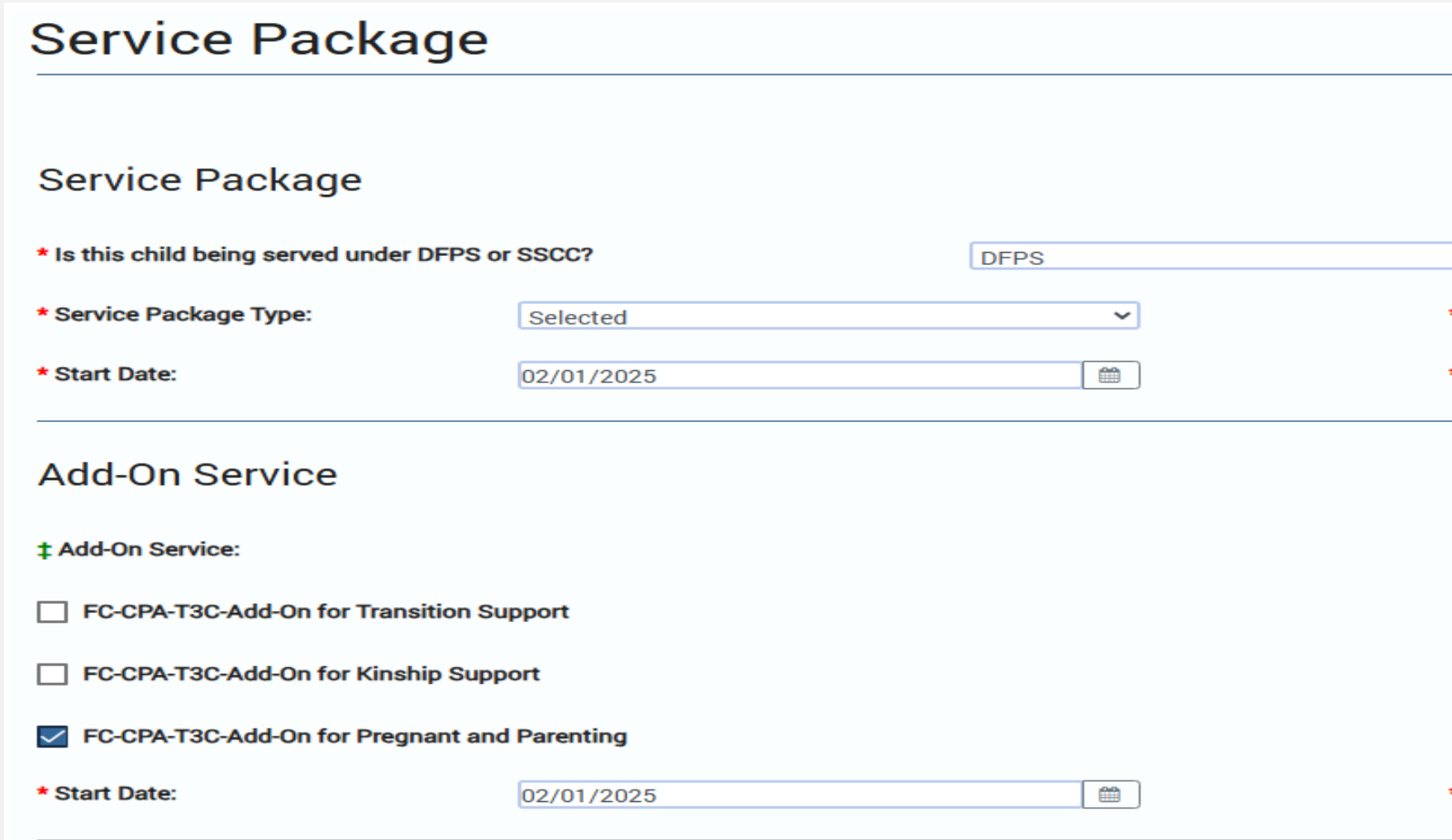
PREGNANT & PARENTING ADD-ON

- 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"

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

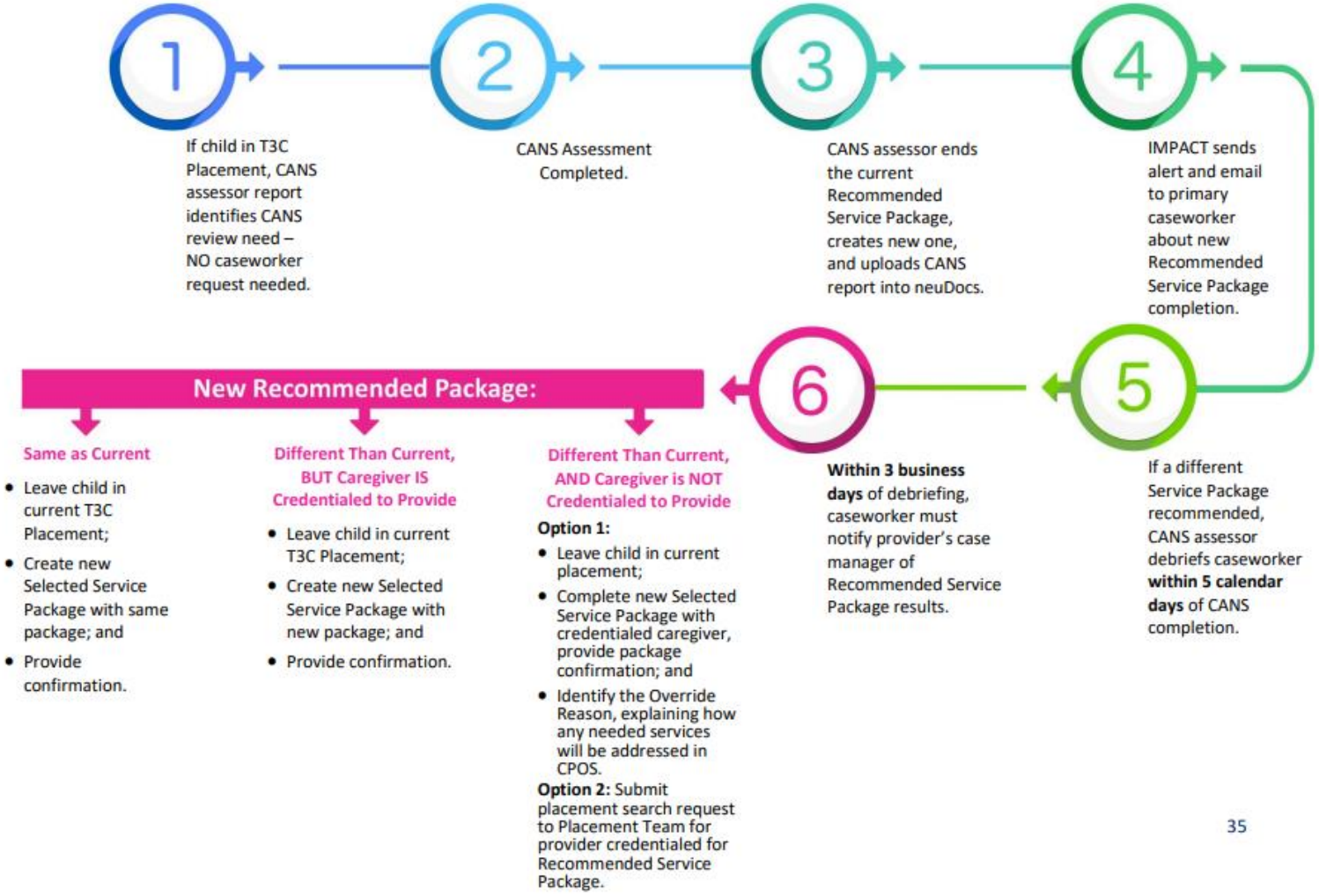
PREGNANT & PARENTING ADD-ON

- 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 Review Process

CANS Completion When Child Enters T3C Placement

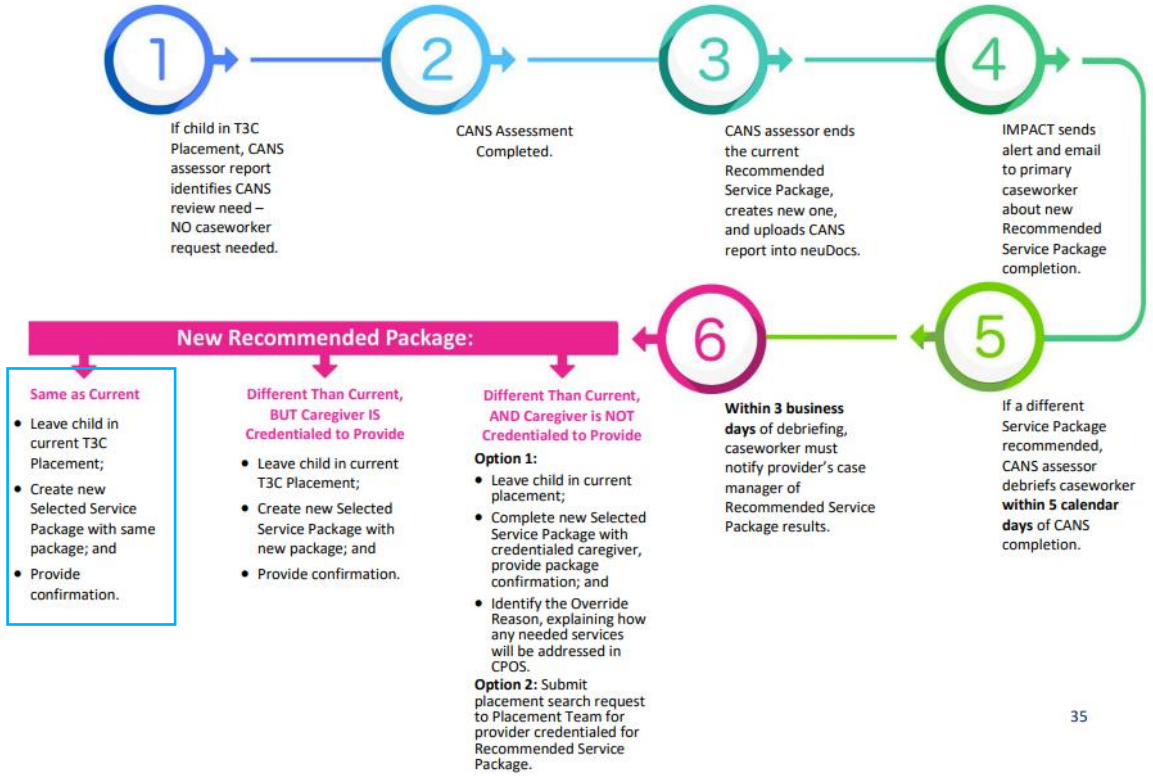


After the CANS Debrief (#6)

- 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.

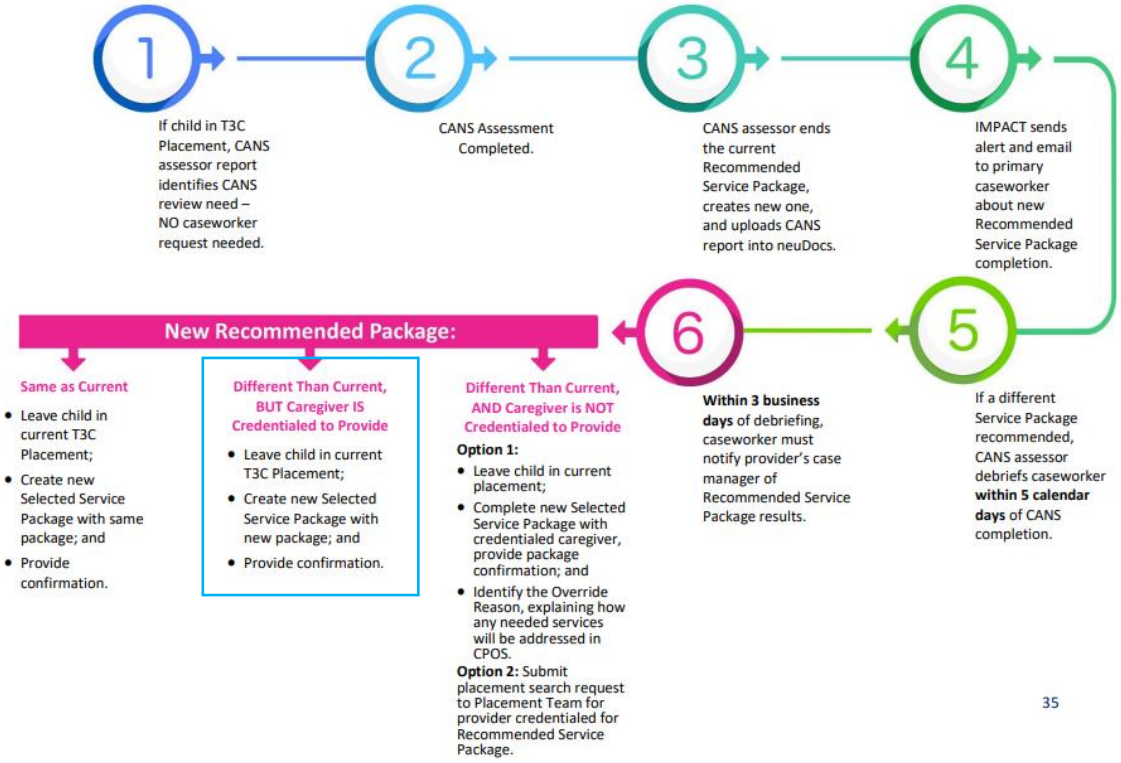


After the CANS Debrief (#6)

- 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.

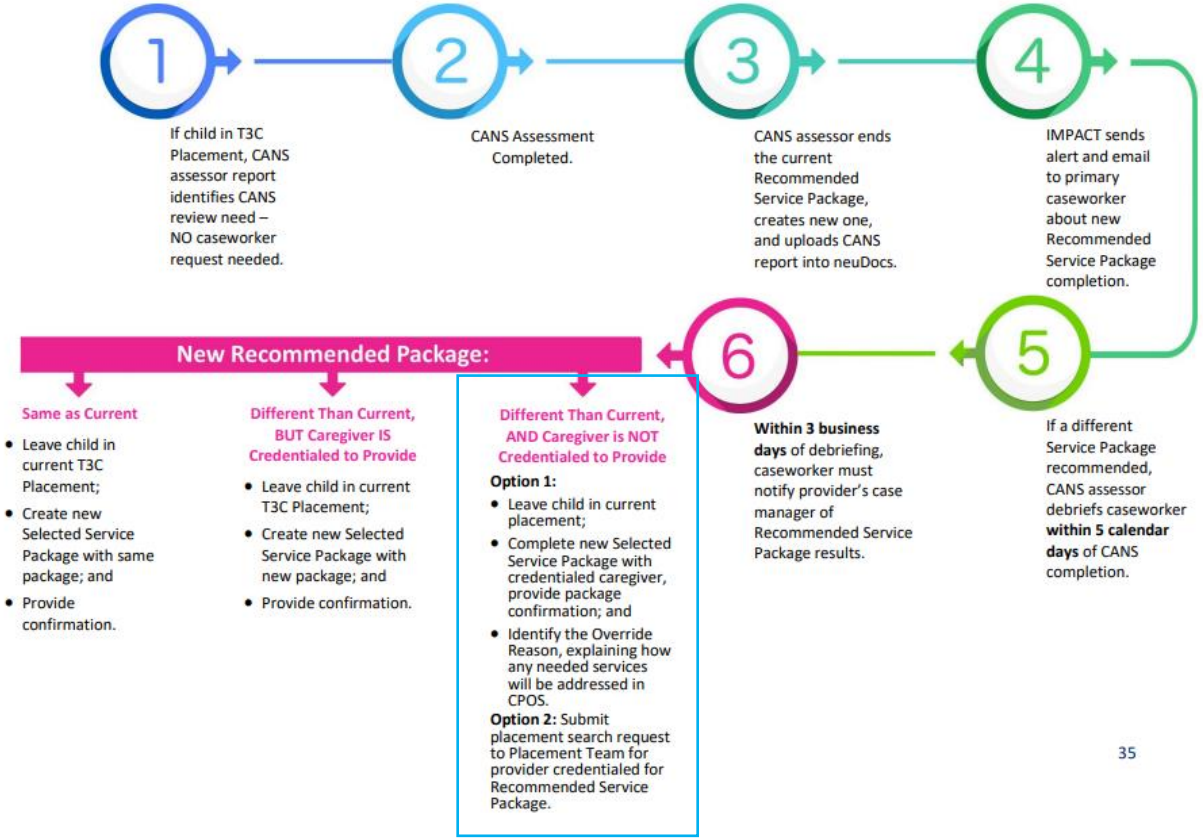
❖ **Example:** If worker & provider decide to go with what the CANS Assessment recommended & the provider **is** credentialed to provide the identified service package, then the worker follows the middle instructions after #6 and enters the following in IMPACT:

- ➢ 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