



TEXAS
Department of Family
and Protective Services

**Child Victimization History
In IMPACT 2.0**

Job Aid

Contents

Sexual Victimization History Page	3
Overview	3
Sexual Victimization History Page – How to Get There	3
Sexual Victimization History Page – How to Complete	5
Child Sexual History Form	9
Launching the Child Sexual Aggression Form	9
Uploading the Child Sexual History Form	11
Person Merge/Split Detail – Updates for Sexual Victimization	12

Sexual Victimization History Page

Overview

The new **Sexual Victimization History** page is where incidents of sexual victimization of a child must be recorded along with details of the specific incident. Child sexual victimization history (SVH) incidents, along with other relevant information, can be entered and edited by the all users. The Information on these pages will prefill other pages in IMPACT, therefore it is important that the information captured on this page is accurate and current. The Sexual Victimization Page will populate certain information from the page into the child’s Application for Placement and newly created Sexual History Report Attachment A.

Users can modify information under the SVH tab but cannot delete information. If information needs to be deleted, a user must call the helpdesk to have a staff with fixer capabilities correct the page.

Sexual Victimization History Page – How to Get There

1. From your **Assigned Workload** in the **My Tasks** tab, select the **Stage Name** hyperlink to the case.

Assigned Workload

User Name: [Redacted]
User ID: [Redacted]

25 Tasks require your attention.

Show 10 entries

SS	I	WS	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>		⚠		P	[Redacted]	[Redacted]	PARMER	INV	NSUP1	09/06/2018	09/06/2018	01	00	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>		⚠		P	[Redacted]	[Redacted]	PARMER	FSU	REG	10/31/2018	10/31/2018	01	00	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>				P	[Redacted]	[Redacted]	POTTER	INV	SXAB2	09/13/2018	12/21/2018	01	19	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>				P	[Redacted]	[Redacted]	POTTER	INV	SXAB2	09/13/2018	12/21/2018	01	19	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>		⚠		P	[Redacted]	[Redacted]	PARMER	INV	PHAB2	12/19/2018	12/19/2018	01	00	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>		⚠		P	[Redacted]	[Redacted]	DEAF SMITH	INV	PHAB1	10/18/2018	10/18/2018	01	00	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>				P	[Redacted]	[Redacted]	PARMER	A-R	REG	09/09/2018	09/09/2018	01	00	[Redacted]	[Redacted]	CPS
<input type="checkbox"/>				P	[Redacted]	[Redacted]	DALLAM	A-R	REG	10/12/2018	10/12/2018	01	00	[Redacted]	[Redacted]	CPS

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

The screenshot shows the 'Case Summary' page. The left sidebar has 'Person' selected. The main area has a 'Case Summary' header. Below it, there are fields for 'Case Name', 'Attention', and 'Case Information'. A table lists case entries with columns: Mrg, M-Ref, Stage Name, Stg, Type, Opened, Time, Closed, Primary, Reg, Stage ID, Ov Dsp, Phone.

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
<input type="radio"/>			FSU	REG	01/18/2019				01			
<input checked="" type="radio"/>			SUB	REG	01/18/2019				01			

3. You will arrive at the **Person Detail** page.
4. Select the **Sexual Victimization History** tab on the tertiary menu.

The screenshot shows the 'Person Detail' page. The left sidebar has 'Person' selected. The main area has a 'Person Detail' header. Below it, there are fields for 'Name', 'Person ID', 'Primary Address', 'Primary Phone', 'Person Name' (First, Middle, Last, Suffix), and 'Demographics' (Gender, DOB, Language, Occupation, DOD, Marital, Age, Living Arrangement, Religion, SSN).

5. You will arrive at the **Sexual Victimization History** page.

The screenshot shows the 'Sexual Victimization History' page. The left sidebar has 'Person' selected. The main area has a 'Sexual Victimization History' header. Below it, there are fields for 'Name' and 'Person ID'.

Sexual Victimization History Page - How to Complete

The **Sexual Victimization History** page displays prefilled fields for the child's name and Person ID followed by a reminder to enter sex trafficking incidents on the Trafficking Detail page. The page also displays a question asking if the child/youth has a confirmed history of sexual victimization. This question must be answered for all principal children before a case can be closed, in all stages of service.

The user should select the yes radio button when a child has any **confirmed** sexual victimization history. If the answer is "yes" the user selects the "Add Incident" button to document the details of the incident. If the answer is "yes" due to confirmed sex trafficking the system will search for an incident on the sex trafficking page before it will allow the page to save. Do not document incidents of sex trafficking on the sexual victimization history page. Document incidents of sex trafficking on the trafficking page.

It is important to distinguish the difference between confirmed and unconfirmed victims. There is a hyperlink in the top right hand corner of the SVH page that provides the definitions of confirmed and unconfirmed victims.

A Confirmed Victim is identified as one, or more, of the following:

- Reason to Believe (RTB) Sexual Abuse finding by DFPS CPI or RCCI, even if the perpetrator is unknown.
- Designation as a confirmed sex trafficking victim, per the Human Trafficking Page in IMPACT.
- Confirmed by DFPS as a victim of Child Sexual Aggression.
- Criminal conviction for a charge related to sexual abuse of a child.
- Information from another state welfare system – confirmed allegation (equivalent of a RTB).
- RCCL Standards Investigations in which victimization is substantiated.

An Unconfirmed Victim is identified through other information suggesting victimization history including, but not limited to:

- Designation as a suspected Human trafficking victim, per the Human Trafficking Page in IMPACT.
- Information from another state welfare system - unconfirmed (the allegation was neither ruled out nor substantiated).
- RCCL Standards Investigations in which victimization is alleged, or information is gathered, and the allegation was neither ruled out nor substantiated.
- DFPS CPI or RCCI investigations in which victimization is alleged, or information is gathered, and the allegation was neither ruled out nor substantiated.
- Incidents (not under DFPS jurisdiction) that are being investigated by another entity.
- Incidents (not under DFPS jurisdiction) that are not successfully prosecuted.

An incident should be added for each **confirmed** incident in which a child was victimized.

Tips and Reminders

1. Recognize that for each incident added, the incident is displayed in collapsed view and has checkboxes for each incident that can be selected to expand.
2. Select the **Expand All** hyperlink on the **Sexual Victimization History** header to view all documented confirmed incidents.
3. The incidents headings expands to display the following fields for each incident:
 - Incident Date or Approximate Date
 - Identity of who created or modified the incident and the date that it occurred
 - Identity of Abuser, their age, and their Relationship to the child, including their PID
 - Description of the abuse and pertinent information

Note: *If you are substantiating a SXAB investigation, the information documented in the supporting rationale for the disposition on the Allegation Detail page may be copied and used to complete the description of the abuse and all pertinent information related to the abuse on the sexual victimization page. Not all information will be relevant but this tip will reduce duplication.*

Additional Relevant Information Header

Include the following information under this header:

- Any relevant information regarding previous **unconfirmed** findings that is important for a caregiver to know.
- Persons the child must have closely supervised contact with or no contact

The screenshot shows a web application interface for 'Sexual Victimization History'. The left sidebar contains navigation options like 'Case Summary', 'Person', 'Contacts/Summaries', etc. The main content area has tabs for 'Person Detail', 'Sexual Victimization History', 'Child Sexual Aggression', etc. The 'Sexual Victimization History' section includes a 'Name' field (redacted), a 'Person ID' field (redacted), and a question: 'Does this child/youth have a confirmed history of sexual victimization?' with 'Yes' and 'No' radio buttons. Below this is an 'Incident(s)' section with an 'Add Incident' button. The 'Additional Relevant Information' section is highlighted with a red box and contains two text areas. The first text area contains the text: 'Any other relevant information regarding previous unconfirmed findings that may impact the child. There have been 3 sexual abuse investigations involving Johnny that were not confirmed either because Johnny recanted or because he did not make an outcry.' The second text area contains the text: 'List all persons for whom the child must be closely supervised or have no contact. Specifically describe the type of supervision or type of contact required for each person listed. Johnny cannot have contact with his great uncle who lives in Arkansas. This great uncle was convicted of sexually assaulting Johnny's cousin.'

Note: Staff can review previous investigations to find information on unconfirmed findings that may contain relevant information that may impact the child. The information can be found in the supporting rationale for disposition on the Allegation Detail page.

Child Sexual History Form

The **Child Sexual History Attachment A** form searches for and captures information documented in the following three pages:

- Sexual Victimization History (SVH) page
- Child Sexual Aggression (CSA) page
- Trafficking page

Launching the Sexual History Attachment A Form

The Child Sexual History Attachment A form can be launched from:

- Case Summary page.
- Child's Placement page.
- Sexual Victimization History page.

How to launch the form from the Case Summary page:

The screenshot shows the 'Case File Location' section with a 'Single Source Continuum Referral' entry. Below this is the 'Forms and Reports' section. In the 'Forms' area, a dropdown menu is set to 'Sexual History Attachment A' and a blue 'Launch' button is visible. A large green arrow points down from the 'Single Source Continuum Referral' entry to the 'Launch' button. The 'Reports' area also has a dropdown menu and a 'Launch' button.

How to launch the form from the Child's Placement page:

The screenshot shows the 'Child's Placement' page. At the top is a 'Comments' section. Below it is the 'Issues' section with a 'Narrative' checkbox checked. At the bottom is the 'Form and Report Launch' section. In the 'Forms' area, a dropdown menu is set to 'Sexual History Attachment A' and a blue 'Launch' button is visible. A large green arrow points down from the 'Narrative' checkbox to the 'Launch' button. The 'Reports' area also has a dropdown menu and a 'Launch' button.

How to launch the form from the Sexual Victimization Page:

Additional Relevant Information

Any other relevant information regarding previous unconfirmed findings that may impact the child:

List all persons for whom the child must be closely supervised or have no contact. Specifically describe the type of supervision or type of contact required for each person listed:

Form and Report Launch

Forms: Sexual History Attachment A



Select the **Launch** button from any of these pages.

1. Recognize all documented incidents and descriptions on the page are downloaded to a PDF form in a new page tab.

Child Sexual History Report (Attachment A)

Child's Name: [REDACTED]
Person ID: [REDACTED]

Does this child/youth have a confirmed history of sexual victimization? Yes
If yes, review the SEXUAL VICTIMIZATION HISTORY and TRAFFICKING HISTORY.

SEXUAL VICTIMIZATION HISTORY

INCIDENT(S)

Date of incident: 05/01/2010

Identify who was responsible for the abuse, their age, and their relationship to the child:

[REDACTED] FIC [REDACTED] age 20 at the time of the incident, stepfather

Describe the abuse and all pertinent information related to the abuse:

[REDACTED] stated her stepfather penetrated her vagina with his finger on numerous occasions. Medical examination supported the allegations. The stepfather denied the allegations, criminal charges are pending with the sheriff's department. The allegations were RTE'd and the child was removed.

Date of incident: 03/14/2010 - Approximate Date

Identify who was responsible for the abuse, their age, and their relationship to the child:

[REDACTED] (niece, 10 at time of incident, babysitter, FIC [REDACTED])

Describe the abuse and all pertinent information related to the abuse:

[REDACTED] stated her babysitter's fondled her and forced her to perform oral sex on several occasions while the babysitter was taking care of her. The case was investigated by the Dallas Police Department. The babysitter confessed and was convicted of sexual assault of a minor.

Date of incident: 03/05/2010 - Approximate Date

Identify who was responsible for the abuse, their age, and their relationship to the child:

[REDACTED] 18, foster sibling, FIC [REDACTED]

Describe the abuse and all pertinent information related to the abuse:

[REDACTED] is a victim of sexual aggression by another child in foster care. She was penetrated by another foster child at her foster home. The foster child held her down and orally penetrated her while she was in the living room watching TV. [REDACTED] kept the incident a secret for several months because she was told by the foster child that if she told he would beat her up.

ADDITIONAL RELEVANT INFORMATION

List all persons for whom the child must be closely supervised or have no contact. Specifically describe the type of supervision or type of contact required for each person listed:

[REDACTED] mother is still living with [REDACTED] and does not believe he sexually abused [REDACTED]

TRAFFICKING HISTORY

No sex trafficking incidents reported.

SEXUAL AGGRESSION HISTORY

No sexual aggression episodes reported.

IMPORTANT: The Child Sexual History Report Attachment A form must be reviewed with the caregiver and signed by the caseworker and caregiver at each placement.

SIGNATURES	
Signatures acknowledge discussion of items and receipt of the Child Sexual History Report (Attachment A).	
Receiving Caregiver: X	Date Signed:
DFPS Caseworker: X	Date Signed:

Uploading the Sexual History Attachment A Form

Upload the signed Child Sexual History Report Attachment A form into One Case.
Locate One Case under the Case Summary page.

▶ Special Handling

▶ Case Merge/Split

▼ Case File Location

Storage Location

FPS

Non-FPS

Office Assignment

Program: CPS Reg/Dir:

Unit: Mail Code:

Digital Storage

[Launch OneCase](#)

Physical Storage

Current SKYTRAK Prior SKYTRAK

Current: Prior:

Note: Genius Scan is an approved app that can be downloaded on state issued iphones. This app converts photos taken on your phone into a pdf. It is recommended that staff use this application to photograph the signed Child Sexual History Attachment A for easy uploading into One Case. To download the app, go to Apps @ Work on your iphone and search for Genius Scan.

Person Merge/Split Detail-Updates for Sexual Victimization

The sexual victimization page has been added to the list of person information that should be considered when performing a person merge.

UserAcceptanceTest David Tripp, Today

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

Person Detail | Child Sexual Aggression | Records Check | TLETS | CVS/Home | Trafficking

Person Merge/Split Detail

Name: [REDACTED]
 Person ID: [REDACTED]
[Back to Person Detail Page](#) [Expand All](#) [Collapse All](#)

Person Merge Summary

Closed **Forward**

Person ID: [REDACTED] Name: Jenny Person ID: [REDACTED] Name: [REDACTED]
 Staff Name Conducting the Merge: [REDACTED] Date Merge: 05/01/2019 Merge ID: 39074699 [Split](#)

Person Forward Information Update Summary

Person Demographics <input checked="" type="checkbox"/> Name <input type="checkbox"/> Gender <input type="checkbox"/> Race <input type="checkbox"/> Ethnicity <input type="checkbox"/> DOB <input checked="" type="checkbox"/> Age <input type="checkbox"/> DOB Appt <input type="checkbox"/> Language <input type="checkbox"/> Occupation <input type="checkbox"/> Religion <input type="checkbox"/> Marital Status <input type="checkbox"/> Citizenship Status <input type="checkbox"/> CVS/Home Info <input type="checkbox"/> Living Arrangement <input type="checkbox"/> DOD/Reason for Death	Person Identifiers <input type="checkbox"/> SSN <input type="checkbox"/> TDRS Client # <input type="checkbox"/> Medicaid # <input type="checkbox"/> Driver's Lic. # <input type="checkbox"/> State Photo ID # <input type="checkbox"/> Other Identifiers	Contact Information <input type="checkbox"/> Address <input type="checkbox"/> Email Address <input type="checkbox"/> Phone Person Characteristics <input type="checkbox"/> APS <input type="checkbox"/> Child Investigation <input type="checkbox"/> Parent/Caretaker <input type="checkbox"/> Child Placement
Other Person Information <input type="checkbox"/> Financial Accounts <input type="checkbox"/> Person Eligibilities <input type="checkbox"/> Records Check <input type="checkbox"/> Family Tree Relationships <input type="checkbox"/> Training <input checked="" style="border: 2px solid red;" type="checkbox"/> Sexual Victimization		<input type="checkbox"/> Child Safety Placement <input type="checkbox"/> Educational History <input type="checkbox"/> TLETS <input type="checkbox"/> Income & Resources <input type="checkbox"/> Child Sexual Aggression <input type="checkbox"/> Trafficking

Stage Information
 Allegations in an open stage were modified as part of this merge. See Warnings & Messages section for details.

▶ Warnings & Messages for this Merge ✓
 ▶ Stages Updated by this Person Merge ✓