

# Missing Child IMPACT Documentation Job Aid

April 2026

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# Missing Child IMPACT Documentation Job Aid

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## Overview

### Purpose

New pages, features, and functionality in IMPACT 2.0 allow staff to report and track children in DFPS care who run away or go missing more accurately than ever before.

Documenting actions related to missing children provides a clear record of the steps taken toward safe recovery. Thorough and accurate reporting fosters cross-division collaboration and ensures every possible effort is made to recover the child expeditiously and safely. Tracking these actions helps identify immediate and long-term support needs, ensures any victimization during the episode is reported and addressed with appropriate interventions, and informs strategies to prevent future episodes.

When a child returns or is recovered, details about the return, as well as information from the Recovery Interview, will be entered into IMPACT 2.0.

Staff can now document a non-recovery event whenever a child or youth has not been recovered or does not return to care. This ensures accurate documentation of the child's missing status at case dismissal and removes previous system barriers that prevented case closure when a child's missing status remained unresolved at the time of dismissal.

Staff are able to edit and update information on missing episodes still in process, document efforts to complete a Recovery Interview, and view all historical data on runaway/missing episodes for a child.

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## When a Child in DFPS Conservatorship Goes Missing

DFPS categorizes a child or youth in DFPS conservatorship as *missing* if any of the following apply:

- The child or youth runs away.
- The child or youth is abducted by a known or unknown person.
- The child or youth is otherwise absent from care with no known location.

When a child or youth in DFPS conservatorship is missing, it is extremely important that the agency make every effort to quickly locate and ensure the safety of the child or youth.

See Policy: [6461 Child or Youth Missing from Substitute Care Placement](#)

## About the Missing Child Tab

The Missing Child tab, located under the Placement tab within a child's SUB stage, exists to capture and track data related to missing events for children under the conservatorship of DFPS. This tab consolidates critical information related to each missing episode, required notifications, and subsequent recovery details. Timely entry of missing episodes is essential for accurate tracking and reporting of missing youth.

## Legacy and SSCC Staff Responsibilities

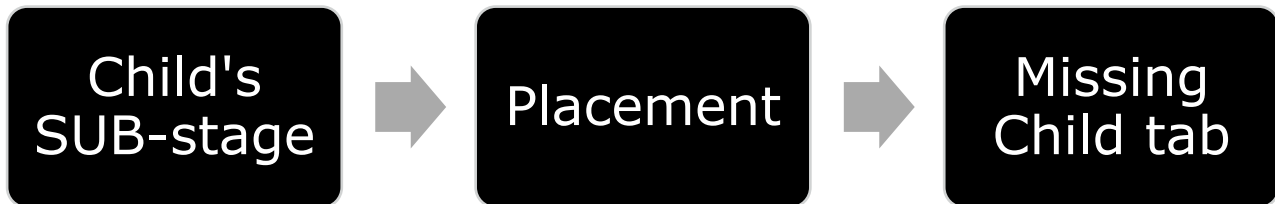
Caseworkers are responsible for manual entry of all missing episodes under the Missing Child tab. Staff are responsible for notifying all required parties per policy and entering the details of each notification on the Missing Child Detail page. Staff will enter all required information on the page, as detailed below in this job aid.

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## How to Get to the Missing Child Tab

You can navigate to the Missing Child tab through a **child's SUB stage**, by selecting the **Placement** tab, then the 2<sup>nd</sup> level tab labeled **Missing Child**.



1. From the **Assigned Workload** tab, select the **Stage Name** hyperlink for the child's SUB-stage.

The screenshot shows the IMPACT system interface. The 'My Tasks' tab is highlighted in red. The 'Assigned Workload' tab is selected, and the 'Stage Name' column in the table below is also highlighted in red.

SS	WS	Alerts	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned
				P			BEXAR	ADO	REG	12/06/2024	12/06/2024
	⚠			P			BEXAR	SUB	REG	11/09/2022	09/25/2024
	⚠			P			BEXAR	SUB	REG	11/09/2022	09/25/2024
	⚠			P			BEXAR	SUB	REG	11/09/2022	09/25/2024
	⚠			P			BEXAR	SUB	REG	11/15/2023	08/01/2024

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2. On the **Case Summary** page, select the **Placement** tab

The screenshot shows the 'Case Summary' page. The left sidebar has a 'Placement' tab highlighted. The main content area has a 'Case Summary' section and a 'Case Information' section. Below the 'Case Information' section is a table with the following data:

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg
○			INV	NSUP2	01/18/2023	04:06 PM	03/23/2023		08

3. Once you land on the **Placement List** page, select the **Missing Child** tab.

The screenshot shows the 'Placement List' page. The top navigation bar has a 'Missing Child' tab highlighted. Below the navigation bar is a 'Placement List' section with a table of entries. The table has the following data:

Date Entered	Status	Type	Description	Stage	Stage Name	Case
02/21/2026	APRV	Placement		SUB		
02/20/2026	APRV	Placement		SUB		
08/16/2024	APRV	Placement		SUB		
04/24/2024	APRV	Placement		SUB		

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4. Arrive at the **Missing Child List** 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 SSCC Exp Care SSCC Options Service Package KIN Home Assessment

## Missing Child List

Stage Name: [Redacted]  
Case ID: [Redacted]  
Show 10 entries

Type	Date Child Missing ↑	Missing End Date ↑
Missing Child	07/08/2025	

## Missing Child List Page

The Missing Child List page features:

- Summary information on all missing episodes for the child.
- The **Type** hyperlink will take users to the **Missing Child Detail** page for the selected **missing episode**.
- The **Add** button, which allows staff to add a new **missing episode**.

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- The **Forms and Reports** section where staff can launch and view the **Missing Child Report**, which includes information from the missing and recovery details.

### Missing Child List

Stage Name: [REDACTED] \* indicates the child was not recovered.  
Case ID: [REDACTED]  
Show  entries

Type	Date Child Missing ↑	Missing End Date ↑
Missing Child	05/04/2025	05/09/2025 *
Missing Child	05/01/2025	05/03/2025

Showing 1 to 2 of 2 entries

[Add](#)

Forms and Reports

Reports:  [Launch](#)

## Missing Child Detail Page

### Adding a New Missing Child Episode

Caseworkers can add a new **missing episode** directly from the **Missing Child List** page. All details for a new missing episode will be captured on the **Missing Child Detail** page.

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1. To create a new **Missing Child Episode**, select the **Add** button on the **Missing Child List** page.

Missing Child List

Stage Name: [Redacted] \* indicates the child was not recovered.

Case ID: [Redacted]

Show 10 entries

Type	Date Child Missing ↑	Missing End Date ↑
Missing Child	05/04/2025	05/09/2025 *
Missing Child	05/01/2025	05/03/2025

Showing 1 to 2 of 2 entries

Add

2. Arrive at the Missing Child Detail page. This page is where staff will enter the information that creates a new missing episode.

Missing Child Detail

Stage Name: [Redacted] \* required field

Case ID: [Redacted] † conditionally required field

\* Date Child Missing: 01/01/2026

\* Time Child Missing: 03:00 PM

\* Went Missing From: Placement

Child went missing prior to removal date

\* Date Worker Notified: 01/01/2026

\* Time Worker Notified: 03:15 PM

Parties Notified:

\* Law Enforcement: 01/01/2026

\* SI Division: 01/01/2026

\* Court: 01/01/2026

\* NCMEC: 01/01/2026

Attorney Ad Litem: 01/01/2026

Guardian Ad Litem: [Redacted]

CASA: 01/01/2026

Juvenile Justice: [Redacted]

Parent(s): 01/01/2026

Parent(s) Attorney: 01/01/2026

Missing Child Actions:

Amber Alert Issued

NCMEC Publication

CSCAL Issued

\* Suspected Reason for Absence:

Runaway

Abducted

Missing

Child Recovery Detail

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**Note:** Fields on the **Missing Child Detail** page that are marked with a red asterisk (\*) are required fields and must be filled out to initially save the page. Once users select the **Save** button, data entered in the required fields is saved, but still modifiable. After entering all necessary information, select **Save and Complete**. All information on the page will be frozen upon selecting **Save and Complete**.

The screenshot shows the 'Missing Child Detail' form. Red boxes highlight the following required fields: 'Date Child Missing', 'Time Child Missing', 'Went Missing From', 'Date Worker Notified', 'Time Worker Notified', the 'Parties Notified' table (with rows for Law Enforcement, SI Division, Court, and NCMEC), 'Suspected Reason for Absence' (with 'Runaway' selected), and the 'Save' button. A legend in the top right corner indicates that a red asterisk (\*) denotes a required field and a red dagger (‡) denotes a conditionally required field.

## Filling Out the Missing Child Detail Page

This close-up shows the following fields with numbered steps: 1. 'Date Child Missing' (01/01/2026); 2. 'Time Child Missing' (12:45 PM); 3. 'Went Missing From' (Other); 4. 'Child went missing prior to removal date' (checked); 5. 'Date Worker Notified' (01/01/2026); 6. 'Time Worker Notified' (01:30 PM). Below these is the 'Comments for Other' field, which is conditionally required (‡) and contains the instruction: 'Enter detailed information about where the child went missing from here if Other is selected.'

Follow these steps to complete a new **Missing Child Detail** page:

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1. Enter the **Date Child Missing** by selecting the **Date** selector icon.



2. Enter the **Time Child Missing** by selecting a time from the **Time** icon.



3. Select the appropriate option from the **Went Missing From** the dropdown.

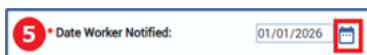


**Note:** If the "Other" option is selected from the **Went Missing From** dropdown, staff must provide information in the **Comments for Other** field that appears on the page after selecting Other.

4. If the child went missing prior to their removal date, users must select the checkbox for **Child went missing prior to removal date**.



5. Enter the **Date Worker Notified**.



6. Enter the **Time Worker Notified**.



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## Missing Child Detail Page – Parties Notified

Follow these steps to complete the **Parties Notified** section of the **Missing Child Detail** page.

Parties Notified:	Date:	Time:	Not Applicable:	NCIC#
* Law Enforcement	<input type="text" value="01/01/2026"/>	<input type="text" value="01:30 PM"/>	<input type="checkbox"/>	<input type="text"/>
* SI Division	<input type="text" value="01/01/2026"/>	<input type="text" value="02:00 PM"/>	<input type="checkbox"/>	
* Court	<input type="text" value="01/01/2026"/>	<input type="text" value="03:15 PM"/>	<input type="checkbox"/>	
* NCMEC	<input type="text" value="01/01/2026"/>	<input type="text" value="03:30 PM"/>	<input type="checkbox"/>	NCMEC# <input type="text"/>
Attorney Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Guardian Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
CASA	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s) Attorney	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

Missing Child Actions:

Amber Alert Issued  
 NCMEC Publication  
 CSCAL Issued

\* Suspected Reason for Absence:

Runaway  
 Abducted  
 Missing

Save Save and Complete Child Recovery Detail

1. Scroll down to the **Parties Notified** section of the **Missing Child Detail** page. There are required and non-required fields in this section.
2. For the **Law Enforcement, SI Division, Court,** and **NCMEC** fields, select the date and time each party was notified. The fields for **Date** and **Time** notified are required for each of these parties to save the page.
3. For the following parties, staff must enter a **Date** and **Time** of notification OR select the **Not Applicable** checkbox:

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- Attorney Ad Litem
- Guardian Ad Litem
- CASA
- Juvenile Justice
- Parent(s)
- Parent(s) Attorney



**Note:** If the **Not Applicable** checkbox is selected for any of these parties, staff can initially **Save** the page and then return at a later time to update the information by deselecting the checkbox and entering a **Date** and **Time** the party was notified. All of these fields will be locked after selecting **Save and Complete**.

## Parties Notified- NCIC & NCMEC Numbers

Missing Child Detail

Stage Name: [Redacted]  
Case ID: [Redacted]

\* Date Child Missing: 03/03/2026 \* Time Child Missing: 02:30 PM \* Went Missing From: Placement

Child went missing prior to removal date

\* Date Worker Notified: 03/03/2026 \* Time Worker Notified: 03:15 PM

Parties Notified:	Date:	Time:	Not Applicable:
* Law Enforcement	03/03/2026	03:30 PM	<input type="checkbox"/> NCIC# 123456
* SI Division	03/03/2026	04:15 PM	<input type="checkbox"/>
* Court	03/03/2026	05:00 PM	<input type="checkbox"/>
* NCMEC	03/03/2026	04:00 PM	<input type="checkbox"/> NCMEC# 123456
Attorney Ad Litem	03/03/2026	05:00 PM	<input type="checkbox"/>
Guardian Ad Litem			<input checked="" type="checkbox"/>

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- Scroll to the items for NCIC# and NCMEC#
- Enter the reference numbers if available.
  - Although it is preferred to have these reference numbers, these are not the required fields. However, if the information is available, it is *essential that* the information is correct because these fields cannot be modified after **Save and Complete**.
  - This information will display on the **Child Recovery Detail** page and will not be editable there either.



**Note:** *These fields will be editable after **Save**. They cannot be modified after **Save and Complete**.*

## Missing Child Detail Page - Missing Child Actions

Under **Missing Child Actions**, select the checkboxes of all actions that apply:

Missing Child Actions:

Amber Alert Issued

NCMEC Publication

CSCAL Issued

## Missing Child Detail Page - Suspected Reason for Absence

Under the **Suspected Reason for Absence**, select the appropriate radio button:

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\* Suspected Reason for Absence:

Runaway

Abducted

Missing

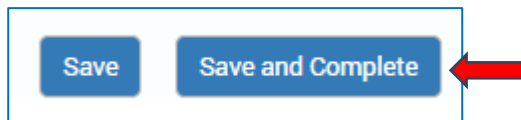
## Missing Child Detail Page- Save vs. Save and Complete

Follow these steps to save an incomplete record and return to it later or save and complete the **Missing Child Detail** page.

1. Select the **Save** button at the lower right of the page to save an incomplete incident.



2. Users must complete *all* fields on the page to successfully save and complete the **Missing Child Detail** page. If any field is left incomplete, an error message will display.



**Note:** All required fields (marked with a red asterisk\*) must be completed to save the page. Once initially saved, the required fields can still be modified until the Save and Complete button is selected.

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**● Your information contains 3 error(s)**

- Time NCMC Notified: Field is required. Please enter a value.
- Suspected Reason for Absence - Field is required. Please enter a value.
- NCMC - NCMC is required. Please enter Date/Time or select Not Applicable.

• Date Child Missing: 02/04/2026  
 Child went missing prior to removal date

• Date Worker Notified: 02/04/2026  
• Time Worker Notified: 01:15 PM

Parties Notified:

Parties Notified:	Date:	Time:	Not Applicable:	NOIC#	NCMC#
• Law Enforcement	02/04/2026	02:00 PM	<input type="checkbox"/>	1234	
• SI Division	02/04/2026	02:15 PM	<input type="checkbox"/>		
• Court	02/04/2026	03:00 PM	<input type="checkbox"/>		
• NCMC	02/04/2026		<input type="checkbox"/>		1234

Attorney Ad Litem:   
Guardian Ad Litem:   
CASA:   
Juvenile Justice:   
Parent(s):   
Parent(s) Attorney:

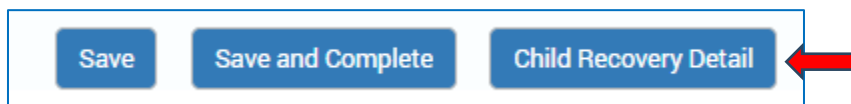
Missing Child Actions:  
 Amber Alert Issued  
 NCMC Publication  
 CSCAL Issued

Suspected Reason for Absence:  
 Runaway  
 Abducted  
 Missing

Buttons: Save, Save and Complete, Child Recovery Detail



**Note:** Users must successfully save and complete the **Missing Child Detail** page to enable the **Child Recovery Detail** button. This button navigates users to the **Child Recovery Detail** page when the child is recovered, returned, or it is determined that a non-recovery reason should be entered.



## Missing Child Detail Page – Editing and Updating

Follow these steps to access an existing **Missing Child Detail** page for viewing or editing:

1. To return to an incomplete **Missing Child Detail** page to edit or add information to complete the page, return to the **Missing Child List** page.

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Heighted Monitoring Placement Requests for Case | Safety Check | SSCC Exp Care | SSCC Options | Service Package | KIN Home Assessment

### Missing Child List

Stage Name: [Redacted] \* indicates the child was not recovered.  
Case ID: [Redacted]

Attention:  
• [Redacted] is actively missing.

Show 10 entries

Type	Date Child Missing	Missing End Date
Missing Child	02/04/2026	

Showing 1 to 1 of 1 entries

2. Select the link of the missing episode that needs to be edited.
3. Selecting the hyperlink will navigate to the **Missing Child Detail Page** for that episode.

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

### Missing Child List

Stage Name: [Redacted]  
Case ID: [Redacted]

Attention:  
• [Redacted] is actively missing.

Show 10 entries

Type	Date Child Missing	Missing End Date
<a href="#">Missing Child</a>	02/04/2026	

Showing 1 to 1 of 1 entries

Forms and Reports

Reports: [Dropdown] [Launch](#)



**Note:** Children with a **Missing Child** episode without a **Missing End Date** are considered actively missing. The Attention banner at the top of the **Missing Child List** page reflects when a child is actively missing. The same Attention message is displayed on the **Case Summary** page. A similar alert is also displayed on the **Placement List** page when a child is missing.

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Date Entered	Status	Type	Description
01/15/2026	APRV	Placement	Act Start 01/15/2026 [Redacted] Agency Home
01/09/2026	APRV	Placement	Act Start 01/08/2026 End 01/15/2026 [Redacted] Relative's Home

## Child Recovery Detail Page

Staff will use the **Child Recovery Detail** page to document information about when a missing child is recovered, returned to DFPS case, or it is determined that a non-recovery reason should be entered.

## Child Recovery Detail Page – How to Get There

The **Child Recovery Detail** page is always created from **the Missing Child Detail** page for that missing episode. To reach this page, users must once again navigate to the Missing **Child List** page.

Follow these steps to create a new **Child Recovery Detail** page:

1. From the **Assigned Workload** page within the **My Tasks** tab, select a **SUB-stage Name** hyperlink.

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My Tasks Case Search Financial Reports Resources

Workload

Staff To-Do List

### Assigned Workload

User Name:  
User ID:

Show 10 entries

	SS	I	WS	Alerts	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Legal Status	CS
<input type="checkbox"/>						P	#	CASS	I&R	I&R		02/08/2026	02/09/2026		
<input type="checkbox"/>						P	#	CASS	I&R	I&R		02/08/2026	02/09/2026		
<input type="checkbox"/>						P		CASS	SUB	REG		02/05/2025	11/05/2025	TMC	NA
<input type="checkbox"/>						P		CASS	FSU	REG		02/05/2025	11/05/2025		
<input type="checkbox"/>						P		BOWIE	SUB	REG		01/08/2026	01/20/2026	TMC	NA
<input type="checkbox"/>						P		BOWIE	FSU	REG		01/08/2026	01/20/2026		

2. At the **Case Summary** page, select the **Placement** tab.

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]

Attention:

- You are currently in the [Redacted] SUB stage

Case Information

Case ID: [Redacted] Region: 08  
Status: Open Start Date of Case: 05/12/2006

Show 10 entries

	Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg
<input type="radio"/>		[Redacted]	INV	NSUP2		01/18/2023	04:06 PM	03/23/2023	[Redacted]	08

3. Under the **Placement List** page, select the **Missing Child** tab.

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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 SSCC Exp Care SSCC Options Service Package KIN Home Assessment

## Missing Child List

Stage Name: [Redacted]  
Case ID: [Redacted]  
Show 10 entries

Type	Date Child Missing ↑	Missing End Date ↑
Missing Child	07/08/2025	

4. Arrive at the **Missing Child List** 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 SSCC Exp Care SSCC Options Service Package  
KIN Home Assessment

## Missing Child List

Stage Name: [Redacted] \* indicates the child was not recovered.  
Case ID: [Redacted]  
Show 10 entries

Type	Date Child Missing ↑	Missing End Date ↑
Missing Child	05/04/2025	05/09/2025 *
Missing Child	05/01/2025	05/03/2025

Showing 1 to 2 of 2 entries

Add

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5. Select the **Missing Child** episode that needs to be completed by creating a **Child Recovery Detail** page for that episode.

The screenshot shows the 'Missing Child List' page. At the top, there are navigation tabs: 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, and Safety. Below the tabs, the 'Missing Child List' title is displayed. The 'Stage Name' and 'Case ID' fields are redacted with blue boxes. An 'Attention' section indicates that a child is actively missing. A table below shows one entry with the 'Type' 'Missing Child' highlighted by a red box, and the 'Date Child Missing' as '02/04/2026'. At the bottom, there is a 'Forms and Reports' section with a 'Reports' dropdown and a 'Launch' button.

6. Select the **Child Recovery Detail** button in the lower right of the **Missing Child Detail** page.

The screenshot shows the 'Missing Child Detail' page. It contains various fields for recording missing child information. Fields include 'Date Child Missing' (02/04/2026), 'Time Child Missing' (11:15 AM), 'Went Missing From' (School), 'Date Worker Notified' (02/04/2026), and 'Time Worker Notified' (12:30 PM). There are sections for 'Parties Notified' (Law Enforcement, SI Division, Court, NCMEC) and 'Suspected Reason for Absence' (Runaway, Abducted, Missing). A 'Child Recovery Detail' button is highlighted with a red box in the bottom right corner.

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7. Arrive at the **Child Recovery Detail** page.

The screenshot shows the 'Child Recovery Detail' page with the following elements:

- Navigation tabs: Placement Info, Placements for Case, Temporary Absence, **Missing Child**, Service Level, Common Application
- Section Title: **Child Recovery Detail**
- Fields: Stage Name: [Redacted], Case ID: [Redacted]
- Question: **Was Child Recovered?** with radio buttons for **Yes** and **No**.

## Child Recovery Detail Page – When a Child is NOT Recovered

Follow these steps to complete the **Child Recovery Detail** page:

1. Select the "No" radio button to view its conditional display and the fields that are specific to a non-recovery response.
2. Select a **Non-Recovery Reason** from the dropdown:
  - **Child Aged Out**

- **Aged Out Justification** dropdown will appear

The screenshot shows the 'Aged Out Justification' dropdown menu with the following options:

- Communication Only - No Intent to Return
- Located - No Intent to Return
- Trial Independence Period Ended

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- **Child Deceased**
- **Court Terminated (Minors Only)**
- **ICPC Contract Terminated**

The screenshot shows the 'Child Recovery Detail' form. The 'Non-Recovery Reason' dropdown menu is open, displaying the following options: Child Aged Out, Child Deceased, Court Terminated (Minors Only), and ICPC Contract Terminated. The 'Missing End Date' field is empty and has a calendar icon next to it.

3. Enter the **Missing End Date** using the calendar icon.
4. Select the **Save and Complete** button.

The screenshot shows the 'Child Recovery Detail' form with the following fields filled out: 'Was Child Recovered?' is set to 'No'; 'Non-Recovery Reason' is 'Child Aged Out'; 'Missing End Date' is '02/10/2026'; and 'Aged Out Justification' is 'Located - No Intent to Return'. The 'Save and Complete' button is highlighted with a red box.

## Child Recovery Detail Page – When a Child is Recovered

Follow these steps to complete the **Child Recovery Detail** page:

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1. Select the “Yes” radio button to view its conditional display and the fields that are specific to a recovery response.

**Child Recovery Detail**

Stage Name: [Redacted] Case ID: [Redacted]

\* Was Child Recovered?  Yes  No

\* Recovery Outcome: [Dropdown]

\* Date Child Recovered: [Date Picker] \* Time Child Recovered: [Time Picker] \* Recovered By: [Dropdown]

\* Date Worker Notified: [Date Picker] \* Time Worker Notified: [Time Picker]

Recovery Notification:

	Date:	Time:	Not Applicable:
* Law Enforcement	[Date Picker]	[Time Picker]	<input type="checkbox"/>
* SI Division	[Date Picker]	[Time Picker]	<input type="checkbox"/>
* Court	[Date Picker]	[Time Picker]	<input type="checkbox"/>
NCMEC	[Date Picker]	[Time Picker]	<input type="checkbox"/>
Attorney Ad Litem	[Date Picker]	[Time Picker]	<input type="checkbox"/>
Guardian Ad Litem	[Date Picker]	[Time Picker]	<input type="checkbox"/>
CASA	[Date Picker]	[Time Picker]	<input type="checkbox"/>
Juvenile Justice	[Date Picker]	[Time Picker]	<input type="checkbox"/>
Parent(s)	[Date Picker]	[Time Picker]	<input type="checkbox"/>
Parent(s) Attorney	[Date Picker]	[Time Picker]	<input type="checkbox"/>

Recovery Interview Conducted:

\* Interview Status: [Dropdown] \* Interview Conducted By: [Dropdown]

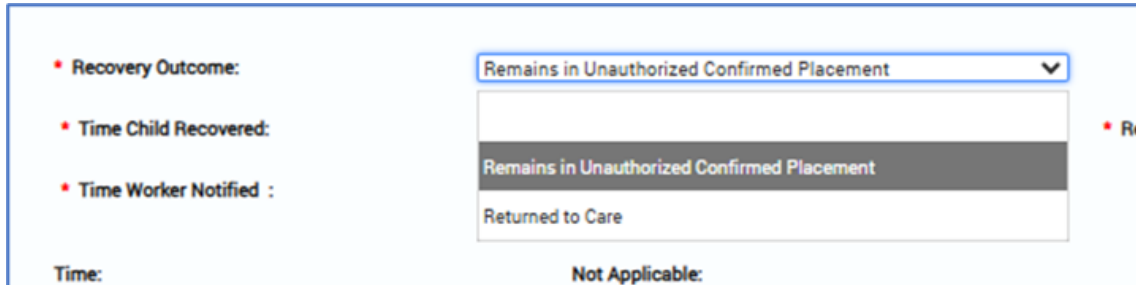
\* Interview Date: [Date Picker] \* Time: [Time Picker]

NCIC# 1234 NCMEC# 1234

2. Select the **Recovery Outcome** from the dropdown menu:
  - **Remains in Unauthorized Confirmed Placement**
  - **Returned to Care**

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The screenshot shows a form with the following fields:

- Recovery Outcome:** A dropdown menu with "Remains in Unauthorized Confirmed Placement" selected.
- Time Child Recovered:** A text input field.
- Time Worker Notified :** A text input field.
- Time:** A text input field with "Not Applicable:" entered.

The dropdown menu for "Recovery Outcome" is open, showing two options: "Remains in Unauthorized Confirmed Placement" (highlighted) and "Returned to Care".

3. Select dates and times from the **Calendar** and **Time** icons for the following fields:

- **Date Child Recovered**
- **Time Child Recovered**
- **Date Worker Notified**
- **Time Worker Notified**



**Note:** All required fields (marked with a red asterisk\*) must be completed to save the page. Once initially saved, the required fields can still be modified until the Save and Complete button is selected.

4. Select the appropriate person from the **Recovered By** dropdown:

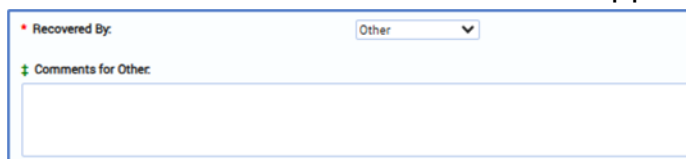
- **S.I.**
- **Family/Friend**
- **Case Worker**
- **Juvenile Justice**
- **Law Enforcement**

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- **Other**

➤ **Comments for Other** text box will appear



A screenshot of a web form. At the top, there is a dropdown menu labeled "Recovered By:" with "Other" selected. Below it is a text box labeled "Comments for Other:" with a downward arrow icon on the left side.

- **Self**



A screenshot of a web form. The "Recovered By:" dropdown menu is open, showing a list of options: S.I, Family/Friend, Case Worker, Juvenile Justice, Law Enforcement, Other, and Self. To the left of the dropdown, there are two text input fields: "NCIC#" with the value "1234" and "NCMEC#" with the value "1234".

## Child Recovery Detail Page – Recovery Notification Section

To continue completing the **Child Recovery Detail** page, move to the **Recovery Notification** section and follow these steps:

1. For the **Law Enforcement**, **SI Division**, and **Court** fields, select the date and time each party was notified. The fields for **Date** and **Time** notified are required for each of these parties to save the page.

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2. For the following parties, staff must enter a **Date** and **Time** of notification OR select the **Not Applicable** checkbox:

- **NCMEC**
- **Attorney Ad Litem**
- **Guardian Ad Litem**
- **CASA**
- **Juvenile Justice**
- **Parent(s)**
- **Parent(s) Attorney**



**Note:** If the **Not Applicable** checkbox is selected for any of these parties, staff can initially **Save** the page and then return at a later time to update the information by deselecting the checkbox and entering a **Date** and **Time** the party was notified. All fields will be locked after selecting **Save and Complete**

Recovery Notification:	Date:	Time:	Not Applicable:	
* Law Enforcement	02/10/2026	02:15 PM		NCIC# 1234
* SI Division	02/10/2026	03:00 PM		
* Court	02/10/2026	05:00 PM		
NCMEC	02/10/2026	05:30 PM	<input type="checkbox"/>	NCMEC# 1234
Attorney Ad Litem	02/10/2026	05:00 PM	<input type="checkbox"/>	
Guardian Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
CASA	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s)	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s) Attorney	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

# Missing Child IMPACT Documentation Job Aid

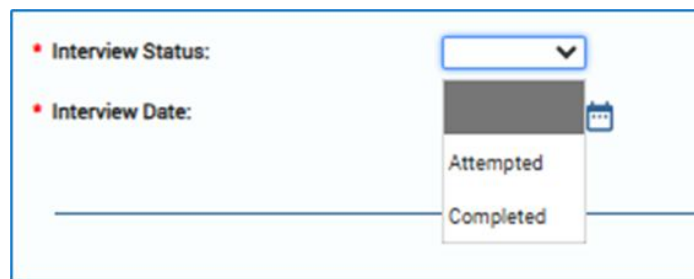
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## Child Recovery Detail Page – Recovery Interview Attempted

To continue completing the **Child Recovery Detail** page, move to the **Recovery Interview Conducted** section and follow these steps:

1. Select an **Interview Status** using the dropdown:

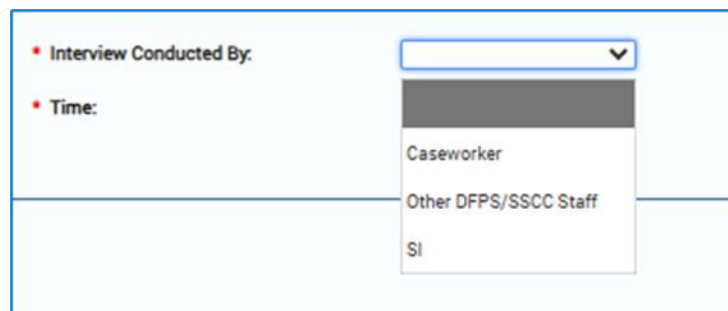
- **Attempted**
- **Completed**



A screenshot of a web form showing a dropdown menu for 'Interview Status'. The dropdown is open, displaying two options: 'Attempted' and 'Completed'. The 'Interview Status' label is highlighted in red. Below it, the 'Interview Date' label is also highlighted in red, with a calendar icon to its right. A horizontal line is visible below the dropdown menu.

2. Identify who attempted the **Recovery Interview** using the dropdown:

- **Caseworker**
- **Other DFPS/SSCC Staff**
- **SI**



A screenshot of a web form showing a dropdown menu for 'Interview Conducted By'. The dropdown is open, displaying three options: 'Caseworker', 'Other DFPS/SSCC Staff', and 'SI'. The 'Interview Conducted By' label is highlighted in red. Below it, the 'Time' label is also highlighted in red. A horizontal line is visible below the dropdown menu.

# Missing Child IMPACT Documentation Job Aid

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3. Select dates and times from the **Calendar** and **Time** icons for the following fields:

- **Interview Date**
- **Time**

4. Select the **Reason Not Interviewed** from the dropdown that conditionally displays when **Attempted** is selected for **Interview Status**:

- **Child Detained**
- **Child Ran Away**
- **Child Refused**
- **Crisis Needs Prioritized**
- **Legal Restriction**
- **Not Recovered by DFPS/SSCC- Needs Scheduling**
- **Unable to Communicate:  
Intellectual/Developmental/Physical Barriers**
- **Unable to Communicate: Pre-verbal**
- **Unable to Communicate: Temporary Impairment**
- **Other**
  - **Comments for Other**

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The screenshot shows a web form for documenting an interview. The 'Reason Not Interviewed' dropdown menu is open, showing options: Child Detained, Child Ran Away, Child Refused, Crisis Needs Prioritized, Legal Restriction, Not Recovered by DFPS/SSCC - Needs Scheduling, Unable to Communicate: Intellectual/Development/Physical Barriers, Unable to Communicate: Pre-verbal, Unable to Communicate: Temporary Impairment, and Other. The 'Other' option is selected and highlighted with a red box. A 'Narrative' button is also highlighted with a red box. Other fields include 'Interview Status' (Attempted), 'Interview Date' (02/10/2026), 'Interview Conducted By' (Caseworker), and 'Time' (05:45 PM). A 'Comments for Other' text area is also visible.

5. Select **Save** at the bottom of the page. This step must be completed before clicking the **Narrative** button.



6. Click the **Narrative** button to launch the **Recovery Interview Narrative** window. Enter details about the **Attempted** interview here. Select the **Save** icon before closing the window.

The screenshot shows the 'Recovery Interview Conducted' form. The 'Reason Not Interviewed' dropdown menu is open, showing 'Child Refused' selected. The 'Narrative' button is highlighted with a red box. Other fields include 'Interview Status' (Attempted), 'Interview Date' (02/10/2026), 'Interview Conducted By' (Caseworker), and 'Time' (05:45 PM).

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Child Recovery Detail x Generic Blank Narrative 2.0.0 x +

https://p2sbx.dfps.texas.gov/web/document/launch

DFPS Links DFPS Safety Net (ho... PMO Home Page BRM Home Page Project Dashboard Jira FFPSA (TFF) Pilot Re... Sandbox

**Recovery Interview Narrative**

Use this page to document details about the attempted **Recovery Interview**. Include information about why the interview could not be completed, the child's physical/emotional condition at the time, and any other relevant information.

7. Close the **Recovery Interview Narrative** tab to return to the **Child Recovery Detail** page.



**Note:** Users can **Save** the **Recovery Detail** page to be completed later after entering all required fields. **The page allows users to enter up to 7 Recovery Interview Attempts before selecting Save and Complete.** Staff should make multiple attempts before selecting **Save and Complete** unless the circumstances will not change (ex: Unable to Communicate: Intellectual/Developmental/Physical Barriers). At least one attempt is required to **Save and Complete** the page.

## Missing Child List

Stage Name: [Redacted] \* indicates the child was not recovered.

Case ID: [Redacted]

**! Your information contains 1 error(s)**

- All missing child episodes must be completed before a new episode can be added.

Show 10 entries

Type	Date Child Missing ↑	Missing End Date ↑
Missing Child	02/04/2026	02/10/2026

Showing 1 to 1 of 1 entries

Add

# Missing Child IMPACT Documentation Job Aid

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**Note:** A **Missing End Date** will appear on the **Missing Child List** page after selecting **Save** on the **Child Recovery Detail** page. This does NOT mean the **Missing Child Episode** is complete. The page will remain incomplete until the user fills in all sections and selects **Save and Complete**. An error message will appear if users attempt to add a new **Missing Child Episode** before completing a prior episode.

## Child Recovery Detail Page – Recovery Interview Completed

When a **Recovery Interview** is successfully **Completed**, follow these steps to complete the **Recovery Interview Conducted** section:

1. Select an **Interview Status** using the dropdown:

- **Attempted**
- **Completed**

The screenshot shows a form with two fields: 'Interview Status' and 'Interview Date'. The 'Interview Status' dropdown menu is open, displaying two options: 'Attempted' and 'Completed'. The 'Interview Date' field is empty and has a calendar icon to its right.

2. Identify who completed the **Recovery Interview** using the dropdown:

- **Caseworker**
- **Other DFPS/SSCC Staff**
- **SI**

# Missing Child IMPACT Documentation Job Aid

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A screenshot of a web form showing a dropdown menu for the 'Interview Conducted By' field. The dropdown is open, displaying three options: 'Caseworker', 'Other DFPS/SSCC Staff', and 'SI'. The 'Interview Conducted By' label and a 'Time:' label are visible to the left of the dropdown.

3. Select dates and times from **Calendar** and **Time** icons for the following fields:

- **Interview Date**
- **Time**

A screenshot of the IMPACT documentation form. The form is divided into two sections. The top section shows an 'Attempted' interview on 02/10/2026 at 05:45 PM, conducted by 'Caseworker', with the reason 'Child Refused'. A 'Narrative' button is present. The bottom section shows a 'Completed' interview on 02/11/2026 at 10:30 AM, also conducted by 'Caseworker'. In this section, the 'Interview Date' and 'Time' fields are highlighted with red boxes, indicating they should be selected from the calendar and time icons.

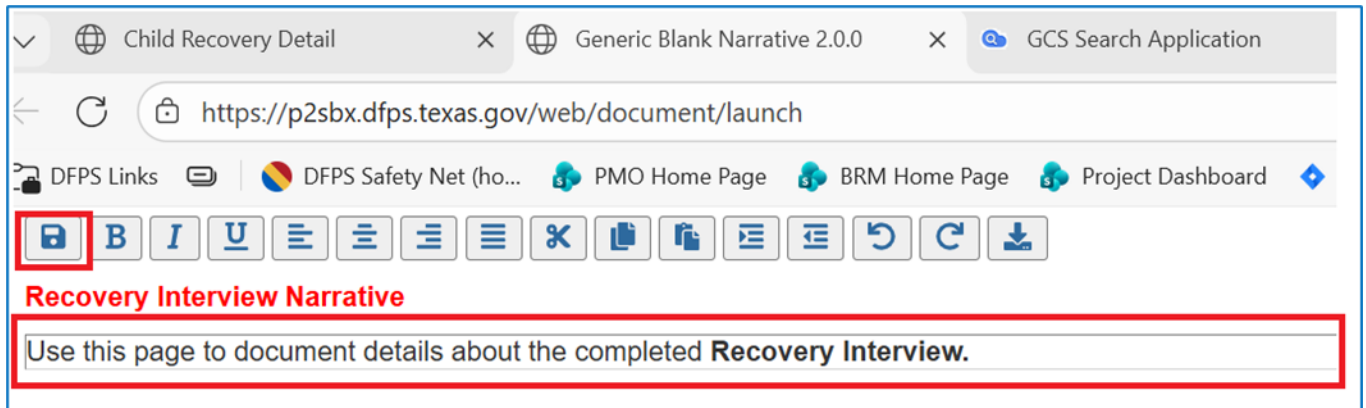
4. Select **Save** at the bottom of the page. This step must be completed before clicking the **Narrative** button.

A screenshot of two buttons at the bottom of the page. The 'Save' button is highlighted with a red box, indicating it should be selected first.

# Missing Child IMPACT Documentation Job Aid

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5. Click the **Narrative** button to launch the **Recovery Interview Narrative** window. Enter details about the **Completed** interview here. Select the **Save** icon before closing the window.



## Child Recovery Detail Page – Recovery Interview Tips

When interviewing a child who has been missing, it is important to ask age-appropriate questions about where they were, who they were with, and how they met those people. The interviewer should explore whether the child had access to food, shelter, medical care, and whether anyone hurt, threatened, or pressured them in any way while they were missing. Questions should also address how the child felt emotionally, the reasons leading to the absence, if they felt safe, and what support they need now. The interview should be conducted in a calm, supportive manner that builds trust and helps the child feel comfortable sharing their experiences.

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## When a Missing Child Returns

If the recovery interview is not completed at the time of recovery, multiple interview attempts must be made within the following seven calendar days for any of the following reasons:

- The child or youth is detained.
- The child or youth refuses to participate.
- The child or youth ran away and returned within the seven-day period.
- The child or youth is unable to communicate due to temporary impairment.

See Policy: [6461.5 Caseworker Actions When a Missing Child or Youth is Recovered](#)

## Child Recovery Detail Page – Confirmed Reason for Absence

When a **Recovery Interview** is successfully **Completed**, a conditional field will display under the **Recovery Interview Conducted** section of the page.

1. Select the radio button for the appropriate **Confirmed Reason for Absence**:

- **Runaway**
- **Abducted**
- **Missing**

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‡ Confirmed Reason for Absence:  Runaway  Abducted  Missing

2. If **Runaway** is selected, a set of checkboxes will appear. Users must select all applicable checkboxes from the list of options under **Runaway Reasons**. At least one box must be selected.



**Note:** If "Other" is selected for **Runaway Reasons**, users must provide comments in the **Comments for Other** field.

‡ Comments for Other:

‡ Confirmed Reason for Absence:  Runaway  Abducted  Missing

‡ Runaway Reasons(select all that apply):

<b>Agency Issues:</b>	<b>Placement Issues:</b>	<b>Relationship Issues:</b>
<input type="checkbox"/> Anger at CPS or the System	<input type="checkbox"/> Abuse/Neglect in Placement	<input type="checkbox"/> Desire to be with Boyfriend/Girlfriend
<input checked="" type="checkbox"/> Desire for Independence/Leave Care	<input type="checkbox"/> Boredom in Placement	<input checked="" type="checkbox"/> Desire to be with Family/Relatives
<input type="checkbox"/> Inability to Contact CPS in a Crisis	<input type="checkbox"/> Conflict with Caregivers	<input checked="" type="checkbox"/> Desire to be with Friends
<input type="checkbox"/> Seeking Caseworker's Attention	<input type="checkbox"/> Conflict with Peers in Placement	<input type="checkbox"/> Desire to be with Perpetrator
<b>Personal Reasons:</b>	<input type="checkbox"/> Desire for New Placement	<input type="checkbox"/> Family/Relative Pressure
<input type="checkbox"/> Coping Mechanism/Cool Off	<input type="checkbox"/> Dislike of Placement Rules	<input type="checkbox"/> Peer Pressure
<input type="checkbox"/> Drugs/Alcohol	<input type="checkbox"/> Fear of Staying in Placement	<b>Miscellaneous:</b>
<input type="checkbox"/> Mental/Emotional Reaction	<input type="checkbox"/> New Placement Notice/Refusal to Go	<input type="checkbox"/> Did not disclose
<input type="checkbox"/> School Issues	<input type="checkbox"/> Placement Too Far from Home	<input type="checkbox"/> Other

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## Child Recovery Detail Page- Victimization During Absence

If a child has been victimized while missing, staff must document this on the **Recovery Detail Page**.

If the child was a victim of **Sex Trafficking** and/or **Labor Trafficking (Suspected-Unconfirmed or Confirmed)** during their absence, follow these steps:

1. In the **Trafficking** section under **Victimization During Absence**, select any applicable checkboxes from the list of options.



**Victimization During Absence:**  
Select all applicable victimization indicators that occurred during the missing event.

**Trafficking (Suspected-Unconfirmed or Confirmed)**

- Labor Trafficking
- Sex Trafficking [Trafficking Record](#)

**Non-Trafficking**

- Physical Abuse/Assault
- Sexual Abuse/Assault [Sexual Victimization History](#)
- Substance Abuse/Assault
- Verbal Abuse/Assault
- Theft/Robbery
- Other Victimization

2. If the checkbox for **Sex Trafficking** or **Labor Trafficking** is selected, users must also enter a **Trafficking Episode** for the child. **Save** the page before selecting the **Trafficking Record** hyperlink to navigate to the **Trafficking List** page.

# Missing Child IMPACT Documentation Job Aid

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Case Summary | Person Detail | **Trafficking** | Sexual Incident History | Records Check | TLETS | CVS/Home

### Trafficking List

Name: [Redacted]  
Person ID: [Redacted]

Show 10 entries

Type	Reported Status	Date Reported
No records exist.		

Showing 0 to 0 of 0 entries

**Add**

If the child experienced **Non-Trafficking** victimization during their absence, follow these steps:

1. In the **Non-Trafficking** section under **Victimization During Absence**, select any applicable checkboxes from the list of options.
2. If the checkbox for **Sexual Abuse/Assault** is selected, users must also enter **Sexual Victimization Incident** for the child. **Save** the page before selecting the **Sexual Victimization History** hyperlink to navigate to the **Sexual Incident History** page.

**Victimization During Absence:**  
Select all applicable victimization indicators that occurred during the missing event.

Trafficking (Suspected-Unconfirmed or Confirmed)

- Labor Trafficking
- Sex Trafficking [Trafficking Record](#)

**Non-Trafficking**

- Physical Abuse/Assault
- Sexual Abuse/Assault** [Sexual Victimization History](#)
- Substance Abuse/Assault
- Verbal Abuse/Assault
- Theft/Robbery
- Other Victimization

# Missing Child IMPACT Documentation Job Aid

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Case Summary

Person Detail Trafficking **Sexual Incident History** Records Check TLETS CVS/Home

## Sexual Incident History

Name: [Redacted] Confirmed/Unconfir

Person ID: [Redacted] ‡ conditional

**Attention:**

- If the sexual incident relates to sex trafficking, the incident should be entered on the Trafficking Detail page.

**Sexual History - Unconfirmed**

Does this child/youth have an unconfirmed history of sexual victimization?

Yes  No

**Sexual History - Confirmed**

Does this child/youth have a confirmed history of sexual victimization?

Yes  No

Create New Incident

**Add Victimization Incident** Add Aggression Incident

1. If “**Other Victimization**” is selected, a **Comments for Other** field will conditionally appear. Users must provide comments to explain the **Other Victimization**.

Other Victimization

‡ Description for Other Victimization:

[Empty text input box]



**Note:** Users must **Save** the page before selecting a hyperlink to add Trafficking or Sexual Victimization Incidents. Failure to **Save** the page will result in the loss of unsaved work.

# Missing Child IMPACT Documentation Job Aid

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## Child Recovery Detail Page- Save vs. Save and Complete

1. Select the **Save** button at the lower right of the page to save an incomplete **Child Recovery Detail** page. This will allow users to return to the page to add additional information and/or **Recovery Interview Attempts**.
2. Users must complete *all* fields on the page to successfully **Save and Complete** the **Child Recovery Detail** page. If any field is left incomplete, an error message will display.
3. Select the **Save and Complete** button to complete the episode and freeze all information on the page.



**Note:** A **Recovery Interview** contact will be created automatically for all **Attempted** and **Completed** interviews documented on the **Child Recovery Detail** page after the user selects **Save and Complete**.

Contact Search/List Contact Detail

### Contact Search List

conditionally required field

Contact Search

Show 10 entries

	Date	Contact Type	Name	Purpose	Stage	Narr
<input type="radio"/>	02/11/2026	Recovery Interview	[REDACTED]	Assessment	SUB	✓
<input type="radio"/>	02/10/2026	Recovery Interview	[REDACTED]	Assessment	SUB	✓
<input type="radio"/>	02/03/2026	Contact	[REDACTED]	CVS Monthly Required(FTF)	SUB	
<input type="radio"/>	01/08/2026	Contact	[REDACTED]	CVS Monthly Required(FTF)	SUB	✓

Showing 1 to 4 of 4 entries

New Using Add

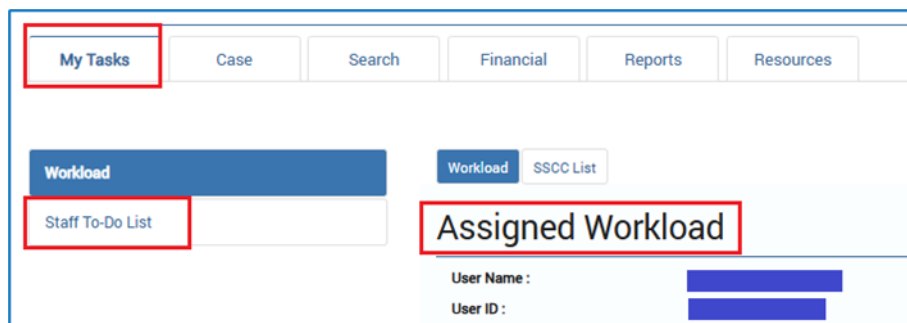
## Child Recovery Detail Tasks

### Child Recovery Detail Task- Staff To-Do List

IMPACT 2.0 will automatically create a task labeled **Complete Child Recovery Detail Page within 7 days** after the caseworker saves a **Child Recovery Detail** but does not complete the episode. This is to ensure the page is completed within policy times.

Follow these steps to view and complete the **Complete Child Recovery Detail** task from the **Staff To-Do List** page:

1. From **My Tasks**, select the **Staff To-Do List** tab from the secondary menu.



2. From the **Staff To-Do List** page, select the task hyperlink with the **Description** of: "Complete Child Recovery Detail page within 7 days"

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The screenshot shows the 'Staff To-Do List' interface. At the top, there are navigation tabs: 'My Tasks', 'Case', 'Search', 'Financial', 'Reports', and 'Resources'. Below these, there are sub-tabs: 'Workload' and 'Staff To-Do List'. The main heading is 'Staff To-Do List'. Underneath, there is a 'Search Criteria' section with fields for 'From:', 'Case ID:', 'To:', 'To-Do Type:', and a date picker set to '03/02/2026'. A 'Search' button is located to the right. Below the search criteria, there is a 'Show 10 entries' dropdown. The main content is a table with the following columns: 'Type', 'Date', 'Stage Name', 'Case ID', 'Created By', and 'Description'. The first row is highlighted with a red box and contains: 'Task', '03/02/2026', a redacted stage name, '50886712', 'LDA', and 'Complete Child Recovery Detail Page within 7 days'. The second row is 'Alert', '02/21/2026', a redacted stage name, '50434495', 'SYSTEM', and a redacted description. The third row is 'Task', '02/21/2026', a redacted stage name, '50886712', 'SYSTEM', and 'Day Care 7 Day Absence [redacted] Take action to continue or term'.

3. Arrive at the **Child Recovery Detail** page of the open missing episode.
4. On this page, users will need to provide the information required to **Save and Complete** the **Child Recovery Detail** page.

The screenshot shows the 'Child Recovery Detail' page. On the left, there is a sidebar with navigation options: 'Case Summary', 'Person', 'Contacts/Summaries', 'Service Authorization', 'Legal', 'Child Plans', 'Placement', 'Indian Child Status', and 'History'. The main content area has a top navigation bar with tabs: 'Placement Info', 'Placements for Case', 'Temporary Absence', 'Missing Child', 'Service Level', 'Common Application', and 'C'. Below this, there are more tabs: 'Heightened Monitoring Placement Request', 'Heightened Monitoring Placement Requests for Case', 'Safety Check', and 'SSCC E'. The main heading is 'Child Recovery Detail'. Below the heading, there are fields for 'Stage Name:' and 'Case ID:'. There are two rows of information, each with a red asterisk indicating a required field. The first row is: '\* Was Child Recovered?' with radio buttons for 'Yes' (selected) and 'No', and '\* Recovery Outcome:' with a dropdown menu set to 'Returned to Care'. The second row is: '\* Date Child Recovered:' with a date picker set to '02/23/2026', '\* Time Child Recovered:' with a time picker set to '12:00 PM', and '\* Recovered By:'. The third row is: '\* Date Worker Notified:' with a date picker set to '02/23/2026', and '\* Time Worker Notified : ' with a time picker set to '01:00 PM'.

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## Child Recovery Detail Task- Case To-Do List

Follow these steps to view and complete the **Complete Child Recovery Detail** task from the **Case To-Do List** page:

1. From the **Assigned Workload** page in the **My Tasks** tab, select the **stage Name** hyperlink for the correct **SUB** stage.

The screenshot shows the IMPACT system interface. At the top, there are navigation tabs: 'My Tasks' (highlighted with a red box and an arrow), 'Case', 'Search', 'Financial', 'Reports', and 'Resources'. Below the tabs, there are buttons for 'Workload' and 'SSCC List'. The 'Assigned Workload' section is highlighted with a red box. It displays user information (User Name and User ID) and a legend for status indicators: '# new stage', 'Worker Safety' (yellow triangle), 'Eligible For Screening' (green dot), 'Eligible For Screening (Child Aged 5 or Under)' (red dot), and 'Screened' (blue checkmark). A table below shows workload items with columns: SS, WS, Alerts, Hr, P/S, M-Ref, Stage Name, County, Stage, Type, Opened, and Assigned. The 'Stage Name' column is highlighted with a red box, and the 'SUB' stage is visible in the first row.

SS	WS	Alerts	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned
<input type="checkbox"/>				P		[Redacted]	CASS	SUB	REG	02/05/2025	11/05/2025
<input type="checkbox"/>				P		[Redacted]	CASS	FSU	REG	02/05/2025	11/05/2025

2. Arrive at the **Case Summary** page.
3. Select **Case To-Do List** from primary menu.

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

**Case To-Do List**

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

Search Criteria  
From: [ ] To: 03/02/2026

Show 10 entries

Type	Date ↑	Assigned ↑	Created By ↑	Description	
<input type="radio"/>	Task	03/02/2026	LDA	LDA	Complete Child Recovery Detail Page within 7 days
<input type="radio"/>	Alert	02/23/2026	JT	SYSTEM	Missing Child Detail for [REDACTED] created.
<input type="radio"/>	Alert	02/23/2026	JT	SYSTEM	Missing Child Recovery Detail for [REDACTED] created.

4. From the **Staff To-Do List** page, select the task hyperlink with the **Description** of: "Complete Child Recovery Detail page within 7 days"
5. Arrive at the **Child Recovery Detail** page of the open missing episode.
6. On this page, users will need to provide the information required to **Save and Complete** the **Child Recovery Detail** page.

Case Summary Placement Info Placements for Case Temporary Absence **Missing Child** Service Level Common Application C

Person Heightened Monitoring Placement Request Heightened Monitoring Placement Requests for Case Safety Check SSCC E

Contacts/Summaries Service Package KIN Home Assessment

**Child Recovery Detail**

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

\* Was Child Recovered?  Yes  No \* Recovery Outcome: Returned to Care

\* Date Child Recovered: 02/23/2026 \* Time Child Recovered: 12:00 PM \* Recovered By:

\* Date Worker Notified: 02/23/2026 \* Time Worker Notified : 01:00 PM

## Closing a SUB Stage

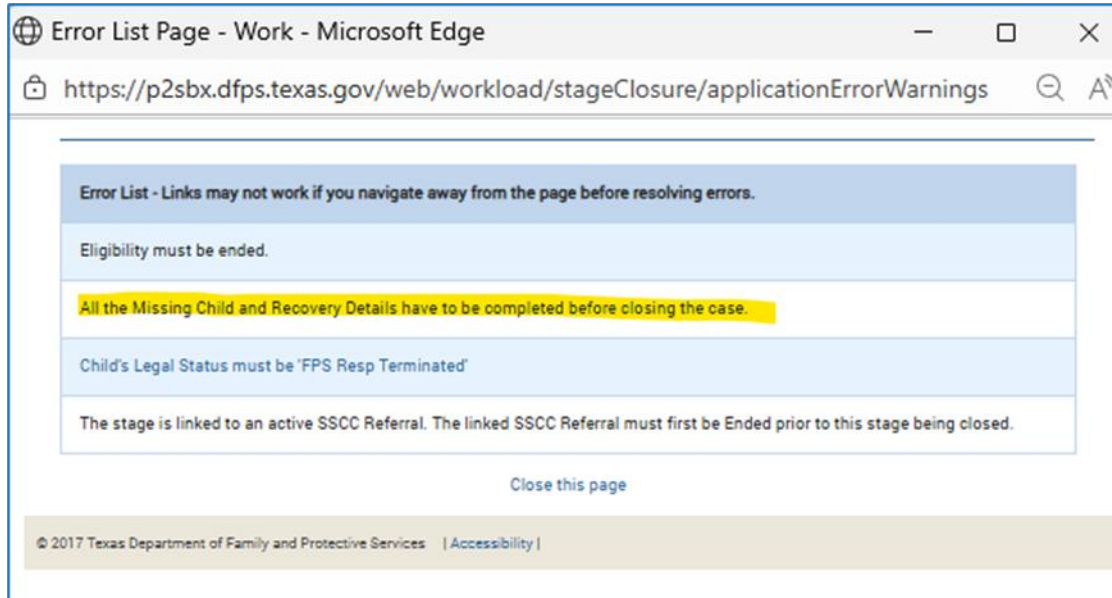
### Closing a SUB Stage with an Open Missing Episode

IMPACT 2.0 will not allow closure of the SUB stage if there is an open missing child episode with an incomplete **Child Recovery Detail** page. Users will receive an error message if they attempt to close a SUB stage without completing the missing episode.

The screenshot displays the IMPACT 2.0 interface for closing a substage. On the left is a sidebar with various navigation options, with 'Case Management' highlighted. The main area has four tabs: 'Case/Stage Maintenance', 'Forms/Referrals', 'External Documentation', and 'Close Subcare Stage'. The 'Close Subcare Stage' tab is selected, showing a 'Stage Closure' form. The form contains fields for 'Stage Name', 'Stage ID', 'Reason' (with a dropdown menu set to 'Child Ran Away'), 'Date', and 'Comments'. Below the form is a 'Forms and Reports' section with a 'Launch' button. Red boxes highlight the 'Close Subcare Stage' button, the 'Stage Closure' title, and the 'Case Management' button in the sidebar.

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## Missing Child Report

Users can generate a report containing details from all missing episodes for a person.

1. Navigate to the **Missing Child** tab within the Placement Tab of the child's SUB stage.
2. Arrive at the **Missing Child List** page.
3. Scroll to the bottom of the page to the **Forms and Reports** section.
4. Select **Missing Child Report** from the dropdown and click **Launch**.
5. A pop-up window will open. Close the window.

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The screenshot displays the IMPACT system interface. On the left is a navigation menu with categories like Case Summary, Person, and Placement. The main area shows the 'Missing Child List' tab, which is highlighted with a red box. Below this, there are fields for 'Stage Name' and 'Case ID', and a table with columns 'Type' and 'Date Child Missing'. The table lists several missing child entries with dates ranging from 02/11/2024 to 12/03/2023. A pop-up window from Microsoft Edge is overlaid on the right, displaying a message: 'Your report is being generated. If you wish to see all available reports, check the Reports tab. [Close this page.](#)' Below the table, there is a 'Forms and Reports' section with a 'Reports' dropdown menu set to 'Missing Child Report' and a 'Launch' button, which is also highlighted with a red box and a red arrow pointing to it.

6. Navigate to the **Reports** tab at the very top of the page.

This screenshot shows the top navigation bar of the IMPACT system. The 'Reports' tab is highlighted with a red box. Below the navigation bar, the 'Missing Child List' page is visible, showing the same table as in the previous screenshot.

7. Arrive at the **Report List** page.

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Status	Name	Description	Generation Date	Purge Date
Complete	Missing Child Report	Missing Child - [REDACTED]	02/24/2026	03/27/2026
Complete	Missing Child Report	Missing Child - [REDACTED]	02/24/2026	03/27/2026

Showing 1 to 2 of 2 entries

- From the **Report List**, select the **Missing Child Report** hyperlink under the **New** column.
- View the report and observe that it includes information from both the **Missing Child Detail** and the **Child Recovery Detail** pages.

TEXAS IMPACT										
Missing Child Report										
CASE NAME:	CASE ID:	STAGE NAME:	STAGE ID:	STAGE:	SUB					
Date/Time Child Missing	Child Went Missing Prior to Removal Date	Went Missing From	Date/Time Worker Notified	Suspected Reason for Absence	Party Notified	Date/Time Party Notified	Party	NCIC/NCMCC	Missing Child Actions	
08/23/2023 08:00 PM	No	Placement	08/23/2023 10:45 PM	Runaway	Law Enforcement	08/23/2023 08:00 PM		Not obtained	recover	
					Court	08/24/2023 10:30 AM				

TEXAS IMPACT												
Missing Child Report												
CASE NAME:	CASE ID:	STAGE NAME:	STAGE ID:	STAGE:	SUB							
Was the child recovered?	Non-Recovery Reason	Missing End Date/Time	Recovered By	Date/Time Worker Notified	Party Notified	Date/Time Party Notified	Recovery Interview Date/ Time	Recovery Interview Status	Reason Not Interviewed	Interview Conducted By	Confirmed Reason for Absence	Runaway Reasons
Yes		07/26/2023 07:00 AM	Self	07/26/2023 08:30 AM	Law Enforcement	07/26/2023 07:00 AM					Runaway	Desire to be with Family/Relatives
					Court	07/26/2023 10:15 AM						
					NCMCC	07/26/2023 10:30 AM						

## Missing Child Staffings

New contact types related to missing child episodes have been added to IMPACT 2.0.

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Follow these steps to enter a **Missing Child Staffing Contact** with one of four **Purpose** types in the child's SUB stage:

1. Navigate to the **Contacts/Summaries** tab within the child's SUB stage.
2. Select **Contact Detail** from the secondary menu.

The screenshot displays the IMPACT system interface. On the left, a vertical sidebar contains several menu items: Case Summary, Person, Contacts/Summaries (highlighted with a red box), Service Authorization, Legal, Child Plans, Placement, Indian Child Status, History, Medical, Foster Care Eligibility, PCA, and ICPC. At the top of the main content area, there are two tabs: 'Contact Search/List' and 'Contact Detail' (highlighted with a red box and a red arrow pointing to it). Below the tabs, the 'Contact Detail' form is visible. It includes a 'Contact/Summary Type' section with a 'Type' dropdown menu set to 'Contact'. The 'Contact Information' section contains fields for 'Contacted By' (with a 'Select Staff' button), 'Contact Date' (with a calendar icon), 'Time' (with a dropdown), 'Attempted' (checkbox), 'Purpose' (dropdown), 'Method' (dropdown), 'Sibling Visit Included' (checkbox), 'Location' (dropdown), and 'Others Contacted' (dropdown).

3. Select **Missing Child Staffings** from the **Type** dropdown.
4. Select one of four **Purpose** types:

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Contact/Summary Type

Type: Missing Child Staffings

Contact Information

Contacted By:

Contact Date:  Time:

Attempted

Purpose:  Method:

Location:  Others Contacted:

Principals/Collaterals

Name	Type	Role	Relation/Interest
<input type="checkbox"/>	Principal	Primary Child	Self

- Missing Child Briefing** should be completed at least quarterly and is facilitated by the Regional Missing Children’s Coordinator for children/youth who are still actively missing and have been for a while.
- Post-Recovery Meeting** should be completed within 3 days of the child/youth’s recovery to ensure necessary actions are taken, interventions and services are initiated, and information for CSE-IT is gathered.
- Recovery Plan Meeting** should be completed within 2 days of the child/youth going missing in order to coordinate recovery efforts of the child/youth and determine if there are any preliminary interventions and services that should be initiated for the child/youth upon recovery.
- Runaway Prevention Planning** should be developed/reviewed/ revised with the child/youth in substitute care to address situations or circumstances that could lead to a child running away. The criteria is listed in *CPS policies 6460 and 6461.11* and the [Runaway Prevention Resource Guide](#).

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## Additional Resources

For additional information, see the following additional resources:

- [Missing Children Protocol](#) Guide
- [6461.2 Other Initial Actions: Recovery Plan](#)
- [6461.3 Ongoing Efforts to Recover: Child or Youth Turns 18 Years of Age While Missing](#)
- [6461.31 Documentation and Review: Missing Child Briefing](#)
- [6461.4 When a Missing Child or Youth Is Located](#)
  - Definition of "Located"
  - Recovery Assessment
- [6461.5 Caseworker Actions When a Missing Child or Youth is Recovered](#)
  - Definitions of "Recovered" and "Confirmed Unauthorized Placement"
  - Recovery Interview
  - Post Recovery Meeting
  - Post Recovery Completion of CSE-IT
- [6461.51 Documentation and Review](#)

## Questions

Reach out to the [Missing Children Regional Coordinator](#), listed on the intranet page, for questions regarding **Missing Child Protocols**. To request assistance with this page, contact [DFPSMissingFixRequest@dfps.texas.gov](mailto:DFPSMissingFixRequest@dfps.texas.gov).