

# *Florida Safe Families Network How Do I... Guide*

## **How do I...Access Historical Investigation Information**

**ACCESSING HISTORICAL HSN CHILD AND ADULT SAFETY ASSESSMENTS..... 2**

**ACCESSING HISTORICAL FAHIS ABUSE REPORTS.....3**

SAMPLE

How Do I...?	Selections	Tips & Guidelines
<p>Access HomeSafenet (HSn) Child Safety Assessments (CSA) and Adult Safety Assessments (ASA)</p>	<ul style="list-style-type: none"> <li>▪ From the Desktop, Case Search or Provider Search, uncheck the <b>Date Restricted</b> checkbox to display all Intakes, Investigations and Special Conditions Referrals within a Case.</li> <li>▪ Select the <b>Case</b> icon to display the work contained within the Case.</li> <li>▪ Select the <b>Investigation</b> or <b>Special Conditions Referral</b> icon. This will display all Investigations or Special Conditions Referrals contained within the Case.</li> <li>▪ To display the Assessment, select the <b>Investigation</b> or <b>Special Conditions Referral</b> icon for the specific Investigation or Special Conditions Referral.</li> <li>▪ If a Child Safety Assessment (CSA) or Adult Safety Assessment (ASA) was created for this Investigation or Special Conditions Referral a hyperlink for the <b>HSn CSA Tool</b> or <b>HSn ASA Tool</b> will display.</li> <li>▪ Click on the HSn CSA Tool or HSn ASA Tool <b>hyperlink</b> to launch an Excel Spreadsheet containing the full safety assessment created in HSn.</li> <li>▪ To print the entire tool, select <b>File</b> from the Excel menu.</li> <li>▪ Select <b>Print</b> to display the Excel Print pop-up page.</li> <li>▪ In the Print What group box, select <b>Entire Workbook</b> to print all worksheets.</li> <li>▪ Select <b>Ok</b>.</li> </ul>	<p><i>The HSn CSA and ASA Tool are protected by Security. If a Security error is received, contact your Security Officer to review your security profile.</i></p> <p><i>Each computer requires technical setup to access the HSn CSA and ASA Tool. If unable to access the Tool due to technical limitations, set-up instructions are available on the DCF HSn technical site at: <a href="http://hsn2.dcf.state.fl.us/technical/index.asp">http://hsn2.dcf.state.fl.us/technical/index.asp</a> Select Excel based reports.</i></p> <p><i>Each Investigation in FSFN requires an Initial FSFN Safety Assessment to Approve the Investigation for Closure. The HSn CSA or ASA tool is available for informational purposes and is not considered a FSFN Safety Assessment.</i></p> <p><i>The data regarding supervisor reviews and second party reviews completed in these HSn CSA and ASA Tools will not display within the Performance Management reports. The Performance Management reports will only display Safety Assessment data completed in FSFN. For additional information, please review the HSn to FSFN Conversion Memo under the Planning section of the DCF FSFN website at: <a href="http://fsfn.dcf.state.fl.us/">http://fsfn.dcf.state.fl.us/</a></i></p>

Access Florida Abuse Hotline Information System (FAHIS) Abuse Reports

- From the Desktop, Case Search or Provider Search, uncheck the **Date Restricted** checkbox to display all Intakes within a Case.
- To display the Intakes icon:
  - From the Desktop, Case Search or Provider Search, select the **Case** icon to display the Intakes icon containing Intakes linked to the Case.
  - From Person Search, select the **Person** icon to display the Intakes icon containing Intakes containing this Person.
- Select the **Intakes** icon to display all Intakes. The Intakes containing Historical Abuse Reports will display “w/ Abuse Report” on the hyperlink.
- Select the **hyperlink** for the specific Intake to launch the FSFN Intake page.
- Select the Options dropdown to display the following options:
  - **Historical Abuse Report with Reporter**
  - **Historical Abuse Report without Reporter**
- Select the appropriate Abuse Report and select **Go**. An Excel Spreadsheet will launch with the Historical Abuse Report information available for review and printing.
- To format for printing, select the **File** from the Excel menu.
- Select **Page Setup** from the File menu.
- The format will display in Landscape. To print in Landscape, in the **Scaling** group box, select the radio button for **Adjust to:** and set criteria to **82%**.
- Select **Ok** and the Excel Spreadsheet is formatted for Printing.
- To print the Abuse Report, select **File** from the Excel menu.
- Select **Print** to display the Excel Print pop-up page.
- Select **Ok**.

*The Historical Abuse Report option is available within the FSFN Intake created with FAHIS data. This is indicated by “w/ Abuse Report” on the hyperlink for the Intake.*

*The FSFN Intake can be accessed through the following means:*

- *Prior Intakes and Service Records Tab on a subsequent HSn or FSFN Intake*
- *Prior Intakes and Service Records Tab of the Background History page of a subsequent HSn or FSFN Investigation.*
- *Person Search*
- *Case Search utilizing the Intake number (ie. 1999-xxxxxx)*
- *Provider Search within the Provider Record under the Prior History icon*

*To print the Historical Abuse Report in Portrait, select the Portrait Orientation on the Page Setup page and set the Adjust To: to 60%.*