

SM04d: Children Receiving Services

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1 Introduction

The Children Receiving Services page is a tool that provides Case Managers and Supervisors with a real-time workload listing in FSFN. With data for active children, available from a single landing page, workers and supervisors can perform case management work more efficiently: manage workload, prioritize activities, and create, edit and/ or view pieces of work associated with active children receiving services. Note that “Children Receiving Services” is defined as children who are in a Removal/ Out-of-Placement, in a Living Arrangement, or have an open Family Support page.

Accessed from the Utilities menu, the Children Receiving Services page provides direct access to a workload listing that is sortable by unique identifiers such as FSFN Case Name and by various milestones, such as Days Since Most Recent Home Visit. Search functionality refines the results returned in the listing. The hyperlinks for each piece of work launch the piece of work in edit mode if the user has an assignment to the active child receiving services in a FSFN Case.

Children Receiving Services functions similarly to the Investigation/ Special Conditions Referral Workload Listing page in that it provides direct access to various pieces of work, with search functionality to refine results returned. In contrast to the Investigation/ Special Conditions Referral Workload Listing; however, Children Receiving Services is based on open FSFN Case assignments and displays a row per "active" child. This means that for a single FSFN Case there may be multiple rows displayed in the result set of the Children Receiving Services page.

Upon launching pages from the Children Receiving Services page, the launched pages display in either edit or view mode based on the same logic employed when launching a piece of work from the Desktop.

2 Page – Children Receiving Services

This section provides an overview of the Children Receiving Services page elements, navigation, and functionality; a detailed description of each page element and associated background processing; and security that determines access to Children Receiving Services functionality.

2.1 Page – Children Receiving Services

The screenshot displays the Florida Safe Families Network interface. At the top, there is a navigation bar with options: Hand Book, Print, Audit, Spell Check, and Help. Below this is a search section with the following criteria:

- Unit: FSN Team
- Worker: jfww, Kortney
- Child's Status: Out-of-Home, In-Home, Family Support

A "Search" button is located below the search criteria. The main content area is titled "Active Children" and contains a table with the following columns: Name, Case Name, County, Type, Caregiver Name, Days Since Most Recent Home Visit, Days Since Most Recent Visit With Mother, Days Since Most Recent Visit With Father, and Months Since Last Medical. The table lists several children with their respective details.

| Name | Case Name | County | Type | Caregiver Name | Days Since Most Recent Home Visit | Days Since Most Recent Visit With Mother | Days Since Most Recent Visit With Father | Months Since Last Medical |
|--|---------------------------------------|---------------|------------------------------|--|-----------------------------------|--|--|---------------------------|
| Qlsmhlm, Carissa N | Sfqxsrhmhlm, Monica | Volusia | Residential Treatment Center | STEWART MARCHMAN CENTER RAPP PROGRAM | 176 | | 164 | (In) |
| PLLIH, PEYTON X | SFHPVB, BRIANNA | Palm Beach | Relative | MEYER, LAURA | 165 | 164 | 175 | (In) |
| Pllh, Noah | SFHPVB, BRIANNA | Palm Beach | Relative | MEYER, LAURA | 165 | 164 | 175 | (In) |
| HZOVGMRP, SEBASTIAN P | BLD, CASSANDRA LYNN | Manatee | No Current Placement | | 159 | 179 | 236 | (In) |
| Bifmt, Bayleigh Alexis | Sflovb, Brandi Nicole | Polk | Family Support | Sflovb, Brandi Nicole | 158 | 158 | 1510 | |
| Gzievi, Sanjae | SFMGVI, JAMILA | Leon | Foster Home | Boss, Kimberly | 156 | 156 | 180 | (In) |
| Kifrgg, Dawson | Sbhnrgrs, Hannah | Non US County | No Current Placement | | 137 | 492 | 227 | (Pre) |
| Gingerbread, Baby | Gingerbread, Mother | Leon | Adoption | INGLE, SAMANTHA | 129 | | | (Pre) |
| Ongoing, FFA | Testing, Continued | Madison | Living with One Parent | Testing, Continued | 127 | | | |
| Ongoing-Kid, FFA | Testing, Continued | Madison | Living with One Parent | Testing, Continued | 127 | | | |

2.1.1 Page Overview

Page Navigation

The Children Receiving Services page launches by selecting the Children Receiving Services menu item from the Utilities drop down on the Desktop.

When launched, default search criteria are applied to the Children Receiving Services page. All of the Child's Status check boxes are pre-selected: Out-of-Home; In-Home; and Family Support.

The "active" children results display in the Active Children group box according to the search criteria, and is organized by the following columns: Name; Case Name; Type; Days Since Most Recent Home Visit; Most Recent Safety Plan; Latest Assessment; Next Court Date; Date of Next JR Hearing; Goal Expiration Date; Months Since Last Medical; Months Since Last Dental; and Primary Worker.

The following column headers are displayed with blue column header text, indicating they are sortable: Name; Case Name; County, Caregiver Name; Days Since Last Photo; Days Since Most

Recent Home Visit; Days Since Most Recent Visit with Mother; Days Since Most Recent Visit with Father; Most Recent Safety Plan; Latest Assessment; Next Court Date; Date of Next JR Hearing; Goal Expiration Date; Psychotropic Medications; Months Since Last Medical; and Months Since Last Dental; and Primary Worker. The remaining column headers are not sortable; they are displayed in plain, black text.

Within the result set, many pieces of work are displayed as hyperlinks. Launched pages display in either edit or view mode based on the same logic employed when launching a piece of work from the Desktop. In addition, the results set returned in the Active Children group box has a default sort based on the Days Since Most Recent Home Visit. The default sort is blank and then greatest to least amount of days elapsed.

The page contains vertical and horizontal scroll bars to view results returned across all rows and columns.

Page Summary

The Children Receiving Services page provides a sortable workload listing of “active” children who are in a Removal/ Out-of-Placement, in a Living Arrangement, or have an open Family Support page. This page can be used by Case Managers and Supervisors to prioritize activities and access related pieces of work for “active” children.

The Children Receiving Services page is organized into two main group boxes: Search Criteria and Active Children.

The Search Criteria group box displays fields labeled Unit, Worker, and Child’s Status. If the user is logged in as a Supervisor, and the unit under which the Supervisor is logged in is also a parent unit (contains child units), the Unit drop down displays All by default. “All” comprises the parent unit, plus any child units associated to the parent unit, and if applicable, the sub-units underneath the child unit. Therefore, the list provides 2 sub-levels of “child” units. Individual units can be selected from the Unit drop down. If the user is associated with only one unit, that unit name is defaulted in the Unit drop down. The selection from the Unit drop down then determines the names of the workers displayed in the Worker drop down; for example, a selection of All from the Unit drop down displays the names of workers assigned within all of the Units associated with the user. Selection of a specific Unit Name then refines the names listed in the Worker drop down to the workers assigned within that particular Unit. For users who are logged in as a worker (not Supervisor), the user’s name is defaulted in the Worker drop down. Below the Worker drop down is the Child’s Status field, which includes three check boxes labeled as follows: Out-of-Home, In-Home, Family Support. All three check boxes are selected by default; one check box must be selected in order to perform a Search. The Search button is used to initiate the search.

Below the Search Criteria group box is the Active Children group box, which displays the “active” children based on the search criteria. Column headers represent identifying criteria or case milestones, and are listed from left to right as follows: Name; Case Name; County; Type; Caregiver Name; Days Since Most Recent Home Visit; Days Since Most Recent Visit with Mother; Days Since Most Recent Visit with Father; Most Recent Safety Plan; Latest Assessment; Next Court Date; Date of

Next JR Hearing; Goal Expiration Date; Psychotropic Medications; Months Since Last Medical; Months Since Last Dental; Last Photo (Days Elapsed) and Primary Worker. Column headers displayed in blue, underlined text are hyperlinks, indicating the column is sortable.

Within the Active Children listing, a row is displayed for each child applicable to the selected search criteria. The total number of rows displayed is indicated at the bottom-left of the page. Data within columns such as Case Name is displayed in plain, black text for informational purposes. Other columns contain hyperlinks, which launch a piece of work in edit more or view mode, depending on whether the user has an assignment to the FSFN Case; is the Supervisor of the worker assigned to the FSFN Case; and also takes the users security into account in the same manner as the desktop. Examples of columns containing hyperlinks to pieces of work include Most Recent Safety Plan, which launches the most recent Pending or Completed Safety Plan; and the Case Name, which displays Case Book for the FSFN Case to which the child is associated (this is the FSFN Case in which the OHP, Living Arrangement or Family Support page was created).

2.1.2 Page Information

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| Group Box | Search Criteria | Contains fields used to apply search criteria to refine the “active” children results displayed in the Active Children group box. Default settings return all possible results for the user. |
| Fields | Unit | <p>Drop down displaying the Unit(s) associated with the user currently logged in (i.e. Parent Unit to “child” Units).</p> <p>If user is associated with only one Unit, drop down defaults to Unit Name and is disabled.</p> <p>If the user is a Supervisor and logged in under a Unit that contains sub-levels of units (i.e., a parent Unit containing “child” Units) the Unit drop down defaults to All and displays the names of the individual Units to which the current Unit is a parent of.</p> <p>When the Unit under which the user is logged in contains sub-levels of Units, the drop down</p> |

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| | | <p>displays down to two sub-levels of Units based upon the Unit under which the user is logged in ; for example, parent unit -> child unit (sub-level 1) -> child unit (sub-level 2). Selecting All also includes down to two sub-levels of Units.</p> <p>Displays Unit Names in ascending order; required field.</p> |
| | <p>Worker</p> | <p>Drop down displaying workers based on value displayed in/selected from Unit drop down.</p> <p>For users who are associated with one Unit and are not logged in as a Supervisor, the Worker field displays the logged in user's name; the field is disabled.</p> <p>For a user logged in as a Supervisor, the Worker drop down defaults to the Worker Name currently logged in and the drop down is enabled and user modifiable, providing the ability to select All; selecting All returns search results for all workers based on all Units or the selected Unit, whichever is applicable. The drop down also displays names of individual workers based upon the Unit field selection: workers associated with "all" Units (down to two sub-levels) or workers associated with an individual Unit.</p> <p>Displays worker names in alphabetical order based on</p> |

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| | | Last Name, First Name, Middle Name; required field. |
| | Child's Status | <p>Includes three check boxes labeled Out-of-Home; In-Home; and Family Support. Definitions are as follows:</p> <ul style="list-style-type: none"> • Out-of-Home = Child in "active" Removal/ Out-of-Home Placement • In-Home = Child in "active" Living Arrangement • Family Support = Child with "active" Family Support page <p>Defaults to all three check boxes selected; selection of at least one check box is required.</p> |
| Buttons | Search | Applies the criteria selected from the Search Criteria group box; required to initiate populating the workload listing in the Active Children group box. |
| Group Box | Active Children | <p>Displays an unduplicated count that includes each child applicable to the selected search criteria. Results are displayed by rows and columns, with one row per child.</p> <p>Results are returned for a selected worker (or workers) only if the worker has a Child or Case Assignment; the assignment can be Primary, Secondary, or Out of County. To avoid duplication, if multiple workers are assigned to the same FSFN Case, under the same Unit, the child's name is</p> |

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| | | <p>still only displayed one time. In addition, the row displayed for the child is based on the FSFN Case that the Removal/ Out-of-Home Placement; Living Arrangement; or Family Support page was created in.</p> <p>Pieces of work are accessed by clicking the hyperlinked items within the “active” children; items launch in view or edit mode based on whether the logged in user has an assignment to the FSFN Case or Child and is also based on the user’s security.</p> <p>Column headers with blue, underlined text (hyperlinks) are sortable; other column headers are display only and display in plain black text.</p> <p>A Vertical scroll bar can be used to navigate and view all results returned; a horizontal scroll bar can be used to view information across all columns included in the results.</p> |
| Fields | Name | <p>Captures the name of the "active" Child associated with the FSFN Case currently in a Removal/ Out-of-Home Placement, Living Arrangement, or with a Family Support page.</p> <p>Name displays as a hyperlink that launches the child’s Person Book page. When Person Book is launched, pieces of work accessed from Person Book will launch in edit mode and be user</p> |

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| | | <p>modifiable based on security.</p> <p>The Name column header is displayed as a hyperlink, indicating the column is sortable. The column sorts alphabetically a-z based on Last Name, First Name, Middle Name.</p> |
| | <p>Case Name</p> | <p>Captures the FSFN Case Name as documented on the Maintain Case page.</p> <p>Case Name displays as a hyperlink in Last Name, First Name, Middle Name format; the hyperlink launches the Case Book page. Upon launching Case Book, if the worker has a current assignment to the FSFN Case; is the Supervisor of the worker currently assigned to the FSFN Case; and based on the user's security, the user is able to create work from Case Book just as if they launched Case Book from their Desktop. This includes both Case and Participant Actions.</p> <p>Because the results are displayed with one row per "active" child, there may be multiple rows representing the FSFN Case, with each row representing a different child.</p> <p>The Case Name column header is displayed in blue column header text, indicating the column is sortable. The column sorts alphabetically a-z based on Last Name, First Name, Middle Name.</p> |

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| | County | <p>Captures the Name of County selected on the Maintain Case page. The County column header is displayed in blue column header text, indicating the column is sortable. The column sorts alphabetically a-z based on the Case County.</p> |
| | Type | <p>Captures the type of In-Home or Out-of-Home care the child is currently in.</p> <p>The Type values are displayed in plain, black text as follows:</p> <p>If the child is currently in an Out-of-Home Placement this column displays the Service Category.</p> <p>If the child is currently in a Living Arrangement this column displays the Living Arrangement Type.</p> <p>If the child has an "active" Family Support page, this column displays "Family Support."</p> <p>If there is an open Removal but most recent Placement ended, this column displays "No Current Placement."</p> <p>The Type column header is displayed as plain black text, and is not sortable.</p> |
| | Caregiver Name | <p>Captures the Provider Name and if Living Arrangement or Family Support will display the Primary Caregiver selected on the Living Arrangement or Family Support page.</p> |

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| | | <p>The column is labeled "Caregiver Name". The Caregiver Name displays as a hyperlink that launches either the Out of Home Placement page, Living Arrangement page or Family Support page, as appropriate, and displays as Last Name, First Name, Middle Name, unless Organization Provider. If Organization Provider on OHP, displays the Provider Name as captured on the Provider record.</p> <p>The Caregiver Name column header displays as a hyperlink, indicating the column is sortable. The column sorts blanks; then alphabetically a-z based on Provider/Caregiver Name.</p> |
| | <p>Days Since Most Recent Home Visit</p> | <p>Captures the number of days which have elapsed since the last home visit, to the child's current residence, where a Face-to-Face Contact was completed.</p> <p>The values in Days Since Most Recent Home Visit column will display as a hyperlink that launches the most recent Face-to-Face Case Note.</p> <p>FSFN derives the number of days elapsed from the comparison of all documented Face-to-Face Contacts for the child, for all Case Notes, where the Type "Home Visit – Child's Current Residence" is selected within the FSFN Case, and where the FSFN Contact row is</p> |

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| | | <p>“completed,” and populating based on the most recent.</p> <p>Most recent contact is determined using the Contact Date/Time.</p> <p>Contact Date/Time is the overall Case Note Begin Date and Time UNLESS the Different Date/Time check box is selected for the FTF Contact Row, in which case the documented Different Date/Time is then used.</p> <p>NOTE: If more than one FSFN Case Note exists, which are the “most recent” based on the above criteria, and the FTF Contact Date and Time is exactly the same, FSFN then determines which is the “most recent” based on the Create Date/ Time of the Case Note.</p> <p>Based on the most recent contact date, FSFN will calculate and display the number of days elapsed as a numerical value. The calculated number of days elapsed ONLY uses the date and does NOT include time.</p> <p>The Days Since Most Recent Home Visit column header displays as a hyperlink, indicating the column is sortable. The column sorts least to greatest based on days elapsed. Blanks display first, then records based on greatest to least number of days display.</p> |
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| | <p>Days Since Most Recent Visit with Mother</p> | <p>Captures the most recent completed face-to-face contact with the Mother.</p> <p>The column is labeled "Days Since Most Recent Visit with Mother" and displays the number of days elapsed since the last face-to-face visit with the mother. The number of Days Elapsed calculated is based on calendar days and does not factor in time.</p> <p>The last completed face-to-face contact is specific to that particular child's mother that the row is displayed for and will calculate the number of days as follows: To first determine the most recent Case Note, the logic will be based on comparing all documented Face-to-Face Contacts for the **mother, for all Case Notes within the FSFN Case, where the FTF Contact row is "completed" and populating based on the most recent which is determined using the Contact Date/ Time. Contact Date/ Time is the overall Case Note Begin Date and Time UNLESS the Different Date/ Time check box is selected for the FTF Contact row, in which case the documented Different Date/ Time is then used. Once the most recent is determined, FSFN will calculate and display the number of days elapsed which does not factor in the time. The number of days elapsed displays as a hyperlink</p> |
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| | | <p>to launch the associated Case Note for the most recent Face-to-Face.</p> <p>**Mother = The child's mother is determined by looking at the Additional tab of the Person Management page.</p> <p>The Days Since Most Recent Visit with Mother column header displays as a hyperlink, indicating the column is sortable. The column sorts blanks first then greatest to least based on the number of days elapsed.</p> |
| | <p>Days Since Most Recent Visit with Father</p> | <p>Captures the most recent completed face-to-face contact with the Father.</p> <p>The column is labeled "Days Since Most Recent Visit with Father" and displays the number of days elapsed since the last face-to-face visit with the father. The number of Days Elapsed calculated is based on calendar days and does not factor in time.</p> <p>The last completed face-to-face contact is specific to that particular child's father that the row is displayed for and will calculate the number of days as follows: To first determine the most recent Case Note, the logic will be based on comparing all documented Face-to-Face Contacts for the **father, for all Case Notes within the FSFN Case, where the FTF Contact row is</p> |

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| | | <p>"completed" and populating based on the most recent which is determined using the Contact Date/ Time. Contact Date/ Time is the overall Case Note Begin Date and Time UNLESS the Different Date/ Time check box is selected for the FTF Contact row, in which case the documented Different Date/ Time is then used. Once the most recent is determined, FSFN will calculate and display the number of days elapsed which does not factor in the time. The number of days elapsed displays as a hyperlink to launch the associated Case Note for the most recent Face-to-Face.</p> <p>**Father = The child's father is determined by looking at the Additional tab of the Person Management page.</p> <p>The Days Since Most Recent Visit with Father column header displays as a hyperlink, indicating the column is sortable. The column sorts blanks first then greatest to least based on the number of days elapsed.</p> |
| | <p>Most Recent Safety Plan</p> | <p>Captures the most recent Safety Plan for Present or Impending Danger for In-Home or Out-of-Home care, specific to the child for whom the row is being displayed.</p> <p>Most Recent Safety Plan displays as a hyperlink to launch the Safety Plan, according to</p> |

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| | | <p>the following logic:</p> <p>If there is currently a Pending Safety Plan for the child or family (which includes the child by nature of "family"), the column will reflect Pending to launch the Pending Safety Plan. If there are multiple Pending Safety Plans which apply to the child, then the hyperlink will launch the most recent based on the create date/ time stamp.</p> <p>If there are NO Pending Safety Plans, the most recent will be based on the Effective Date of the Completed Safety Plans that are NOT Terminated. If there are multiple Completed Safety Plans with the same Effective Date, most recent will be determined based on the create date/ time stamp.</p> <p>Completed Safety Plans: Displays the date of the most recently completed Safety Plan in mm/dd/yyyy format based on the Effective Date of the most recently Safety Plan in Completed status that has not been terminated. If there are multiple Completed Safety Plans with the same Effective Date, the most recent is determined based on the create date/ time stamp.</p> <p>The Most Recent Safety Plan hyperlink displays the Safety Plan purpose in parentheses: Present Danger Plan or Impending Danger Plan, along with either Pending or the</p> |
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| | | <p>Effective Date, if completed but not terminated.</p> <p>This column is blank if a Safety Plan has not yet been created, or if the most recent Safety Plan has been terminated and another Safety Plan has yet to be created.</p> <p>The Most Recent Safety Plan column header displays as a hyperlink, indicating the column is sortable. The column sorts blanks first, then Pending and then oldest to newest based on Effective Date.</p> |
| | <p>Latest Assessment</p> | <p>Captures the most recent assessment created for the child (FFA – Ongoing or Progress Update) and indicate whether the Status of the Assessment is Pending or Approved, the latter in which case will be indicated by a date.</p> <p>Latest Assessment column will display as a hyperlink that launches the most recent assessment: either the FFA – Ongoing or Progress Update.</p> <p>If there is at least one Pending assessment, which includes the child as a participant, FSFN will display the most recent Pending assessment based on the following logic:</p> <p>If there is more than one “Pending” FFA – Ongoing and/ or Progress Update, FSFN will compare the create date/ time of the “Pending” FFA-Ongoing and/ or Progress Update pages</p> |

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| | | <p>and display the link associated with the most recent of the two or more assessments.</p> <p>If Pending, the hyperlink text will display as follows: Pending (FFA-O) <OR> Pending (Progress Update).</p> <p>If NO Pending assessments, FFA – Ongoing or Progress Update, exist, FSFN will display the most recent Approved assessment based on the following logic:</p> <p>If there is more than one “Approved” FFA – Ongoing and/ or Progress Update, FSFN will compare the Approved Date/ Time of the FFA – Ongoing and/ or Progress Update pages and display the link associated with the most recently approved of the two or more assessments.</p> <p>If Approved, the hyperlink text will display as follows: MM/DD/YYYY (FFA - O) <OR> MM/DD/YYYY (Progress Update).</p> <p>Not Approved FFA – Ongoing or Progress Update pages are NOT factored in and are as if they do not exist.</p> <p>If there is not at least 1 Pending or Approved FFA-Ongoing or Progress Update within the FSFN Case, this column will be blank.</p> <p>The Latest Assessment column header displays as a hyperlink, indicating the column is</p> |
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| | | <p>sortable. The column sorts blanks first then Pending and then oldest to newest based on Approval Date.</p> |
| | <p>Next Court Date</p> | <p>Captures the date of the Next Court Date for the FSFN case associated with a child.</p> <p>The column header Next Court Date displays as a hyperlink to indicate it is sortable. Upon clicking the column header the results will sort soonest to latest based on the Scheduled Date and Time. Blanks display at the bottom.</p> <p>The Next Court Date “date” displays as a hyperlink to launch the child’s Legal Record associated with the FSFN Case.</p> <p>The following logic will be used to determine what date to display in the Next Court Date column:</p> <p>The next court date is specific to the Legal Record documented for the particular child for whom the row is displayed in that FSFN Case.</p> <p>To determine “Next Court Date,” FSFN will look at the child's Legal Record and find all Legal pages where there is a Scheduled Date and Time WITHOUT a Completed Date and Time, where the Scheduled Date and Time is GREATER THAN the current system Date and Time as of when the search results are generated.</p> |

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| | | <p>All “Legal Action Initiated” types will be included in this logic.</p> <p>For all Legal Records meeting the above definition criteria for Next Court Date, the hyperlink text will display the date in MM/DD/YYYY format.</p> <p>If there is either no Legal Record for the child in that FSFN Case OR no Next Court Date according to the above definition criteria, the Next Court Date column will display as blank for the particular child for whom the row is displayed.</p> |
| | <p>Date of Next JR Hearing</p> | <p>Captures the Date of Next JR Hearing for the FSFN case associated with a child.</p> <p>The column header Date of Next JR Hearing displays as a hyperlink to indicate it is sortable. Upon clicking the column header the results will sort soonest to latest based on the Scheduled Date and Time. Blanks display at the bottom.</p> <p>The Date of Next JR Hearing “date” displays as a hyperlink to launch the child’s Legal Record associated with the FSFN Case.</p> <p>The following logic will be used to determine what date to display in the Date of Next JR Hearing column:</p> <p>The Date of Next JR Hearing is specific to the Legal Record documented for the particular</p> |

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| | | <p>child for whom the row is displayed in that FSFN Case.</p> <p>To determine “Date of Next JR Hearing,” FSFN will look at the child's Legal Record and find all Legal pages where there is a Scheduled Date and Time WITHOUT a Completed Date and Time, where the Scheduled Date and Time is GREATER THAN the current system Date and Time as of when the search results are generated.</p> <p>ONLY the following “Legal Action Initiated” types will be included in this logic:</p> <ul style="list-style-type: none"> - Judicial Review - Age 17 - Judicial Review – Initial - Judicial Review - Permanency Hearing; or - Judicial Review - Subsequent <p>For all Legal Records meeting the above definition criteria for Date of Next JR Hearing, the hyperlink text will display the date in MM/DD/YYYY format.</p> <p>If there is either no Legal Record for the child in that FSFN Case OR no Date of Next JR Hearing according to the above definition criteria, the Date of Next JR Hearing column will display as blank for the particular child for whom the row is displayed.</p> |
| | Goal Expiration Date | Captures the expiration date of the most recent, upcoming |

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| | | <p>Recommended Primary Permanency Goal from the Case Plan Worksheet to assess if a new Primary Permanency Goal needs to be identified.</p> <p>The Goal Expiration Date for the child will display as a hyperlink to launch the child’s Legal Record page associated with the FSFN Case.</p> <p>The following logic will be used to determine the Primary Permanency Goal that will expire first in order to display the applicable date in the Goal Expiration Date column:</p> <p>FSFN will find the Recommended Primary Permanency Goal Expiration Date, which is captured on the Case Plan Worksheet - Summary of Child in Care Needs tab. If there is more than one Case Plan Worksheet where the child is included and has a documented Permanency Goal, the Children Receiving Services page will pull the most recent Goal Expiration Date. “Most recent” means the goal which expires first; therefore, the minimum expiration date.</p> <p>Example with two Case Plan Worksheets: Goal 1 expires November 30, 2016 and Goal 2 expires December 20, 2016. The date of November 30, 2016 would populate to the Goal Expiration Date column of the Children Receiving Services</p> |
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| | | <p>page.</p> <p>The hyperlink text will display the Recommended Primary Permanency Goal Expiration Date in MM/DD/YYYY format.</p> <p>If there is no Case Plan Worksheet OR the child has only Primary Permanency Goals with NO associated Goal Expiration Date, the Goal Expiration Date column will display as blank.</p> <p>The Goal Expiration Date column header displays as a hyperlink, indicating the column is sortable. The column sorts blanks first then soonest to latest (minimum to maximum) based on the Goal Expiration Date.</p> |
| | <p>Psychotropic Medications</p> | <p>Captures status of the child's psychotropic drug prescriptions and whether or not the child is currently taking psychotropic medications.</p> <p>The column is labeled "Psychotropic Medications" and displays Yes or No. Yes displays if there is at least one current medication documented on the child's Medical Mental Health page, within that FSFN Case, on the Medications tab where the Medication is identified as Psychotropic. Current means that the medication has a Date Medication Prescribed but NO Date Medication Stopped documented. If there is not a</p> |

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| | | <p>current psychotropic medication documented on the child's MMH page within that FSFN Case, the column reflects No. If there is not a MMH page created within that FSFN Case at all this column is blank.</p> <p>Yes or No displays as a hyperlink which will launch the MMH page and will default to whichever tab is the default for that page. The default for MMH is currently the Medical Profile tab.</p> <p>The Psychotropic Medications column header displays as a hyperlink, indicating the column is sortable. The column sorts all Yes, then No, then blanks.</p> |
| | <p>Months Since Last Medical</p> | <p>Captures the number of months since the child, for the associated FSFN Case, had a physical exam. The column header displays as a hyperlink to indicate it is sortable. The column sorts blanks first and then greatest to least based on months that have passed.</p> <p>The number of months elapsed will be displayed to the tenths place (i.e. 10.2) and display as a hyperlink to launch the child's Medical/ Mental Health page associated with the FSFN Case.</p> <p>The following logic will be used to determine the value displayed in the Months Since Last Medical column:</p> <p>The number of months since the last medical evaluation is</p> |

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| | | <p>specific to the Medical/ Mental Health record documented for the particular child for whom the row is displayed.</p> <p>FSFN will find the most recent Medical History record documented on the child's Medical/ Mental Health page within the specific FSFN Case, where the record has a Condition Type = Medical. Most recent is based on looking at both the First and Last Service Date fields, and using the most recent date, where the record meets the aforementioned criteria.</p> <p>FSFN will then calculate the number of months since the service date of the most recent medical visit to the tenths place, such as 10.2.</p> <p>The hyperlink text will display the numerical value of the number of months elapsed.</p> <p>Even if a MMH page exists in the FSFN Case for the child, if there is not a Medical History record which meets the identified criteria, this column will be blank.</p> |
| | Months Since Last Dental | <p>Captures the number of months since the child, for the associated FSFN Case, had a dental exam. The column header displays as a hyperlink to indicate it is sortable. The column sorts blanks first then greatest to least based on months that have passed.</p> |

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| | | <p>The number of months elapsed will be displayed to the tenths place (i.e. 3.7) and display as a hyperlink to launch the child's Medical/ Mental Health page associated with the FSFN Case.</p> <p>The following logic will be used to determine the value displayed in the Months Since Last Dental column:</p> <p>The number of months since the last dental exam is specific to the Medical/ Mental Health record documented for the particular child for whom the row is displayed.</p> <p>FSFN will find the most recent Medical History record documented on the child's Medical/ Mental Health page within the specific FSFN Case, where the record has a Condition Type = Dental. Most recent is based on looking at both the First and Last Service Date fields, and using the most recent date, where the record meets the aforementioned criteria.</p> <p>FSFN will then calculate the number of months since the service date of the most recent dental exam to the tenths place, such as 3.7.</p> <p>The hyperlink text will display the numerical value of the number of months elapsed.</p> <p>Even if a MMH page exists in the FSFN Case for the child, if there is not a Medical History</p> |
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| | | record which meets the identified criteria, this column will be blank. |
| | Last Photo (Days Elapsed) | <p>Captures number of days since the most recently uploaded photo of the child.</p> <p>The Last Photo column header displays as a hyperlink, indicating the column is sortable. The column sorts blanks first then greatest to least based on months that have passed.</p> <p>The column is labeled "Last Photo (Days Elapsed)" and displays as the number of days elapsed since a photo of the child has been uploaded to the Additional tab of Person Management. Most recent photo is based on the Date Uploaded field captured on the Image Details page, which includes both the Date and Time of the upload. Therefore, if multiple photos were uploaded on the same date, the most recent would be based on the "time".</p> <p>The value displays as the number of days elapsed and will automatically launch the Image without having to first access the Image Details page.</p> <p>**For the calculation of days time does not factor in.**</p> |
| | Primary Worker | Captures the current Primary Worker assigned to the associated FSFN Case. |

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|---------------|---------------|---|
| | | <p>The Primary Worker displays as Worker Last Name, Worker First Name, Worker Middle Name. The Primary Worker column header displays as a hyperlink, indicating the column is sortable. The column sorts a-z based on Last Name, First Name, Middle Name.</p> <p>Upon clicking the Primary Worker hyperlink a new email message is launched using the current user's default email client and automatically populates the To: field with the email address of the Primary Worker. This is the email address captured on the Maintain Worker Information page.</p> |
| | Rows Returned | <p>Captures the number of rows included in the search results returned.</p> <p>Displays as "Rows Returned: <#>" in the lower left corner of the page; plain black text display.</p> |
| Button | Close | Closes the page. |

2.1.3 Background Processing

- A value must be selected from the Unit drop down in the Search Criteria group box in order for the system to return search results. If no value is selected from the Unit drop down, and the user clicks Search, the following message is displayed:
 - You must select a Unit to continue Search. <Close>
- A value must be selected from the Worker drop down in the Search Criteria group box in order for the system to return search results. If no value is selected from the Worker drop down, and the user clicks Search, the following message is displayed:
 - You must select a Worker to continue Search. <Close>

- At least one check box must be selected from the Child’s Status field in the Search Criteria group box in order for the system to return search results. If no check boxes are selected and the user clicks Search, the following message is displayed:
 - You must select at least one check box for Child’s Status: Out-of-Home, In-Home, Family Support. <Close>
- The initial sort for the Active Children group box when results are returned will be greatest to least number of days elapsed based on the “Days Since Most Recent Home Visit” column.
 - If there are any children where “Days Since Most Recent Home Visit” is blank, the blanks will display first, then records based on greatest to least number of days.
- Additional background processing information associated with the individual fields is captured within the Page Information table in the previous section.

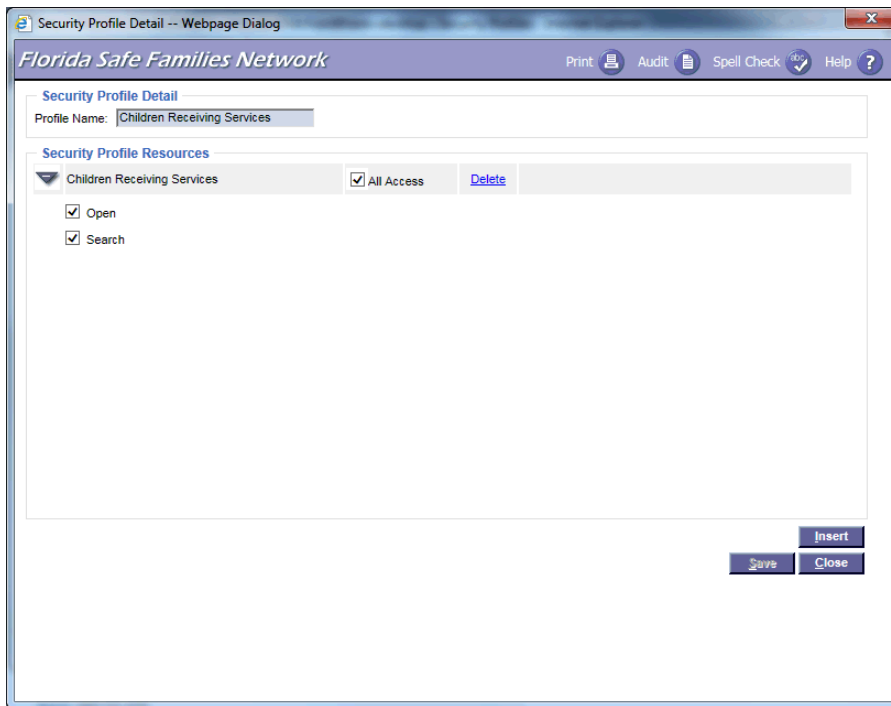
2.1.4 Save Processing

- N/A

2.1.5 Security

2.1.5.1 Children Receiving Services Page

- Security Resource – Include a new Security Resource for this page with the following 2 Actions:
 - Open
 - Search
- Create a new Security Profile labeled Children Receiving Services and include the new Security Resource with both Actions selected.



The following Security User Groups, which have the ability to create the FFA – Ongoing; Progress Update; Case Plan Worksheet; and Judicial Review Worksheet pages, should be given the new Security Profile “Children Receiving Services”:

- CPI - FSDMM
- CPI Supervisor - Spec FSDMM
- Child Case Manager - Support FSDMM
- Child Case Supv - Specialist FSDMM
- Rev Max Supervisor
- Provider Specialist
- Fiscal Supervisor; and
- Paralegal