

## FSFN “How To” Quick Reference Card

- **Searches:**

[**Search** icon on the Banner Bar] OR [**Utilities – Search**]

*Note:* Depending on the type of search you are doing you will need to select that tab; you can search by case, person, provider/organization or worker

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- **Entering Notes:**

1. To enter notes on a case that is assigned to you...

[**Cases – Actions - Create Case Note – Continue – Enter Info - Save – Close**]

2. To enter a note on ANY case in FSFN...

[**Search – find the case, person or provider – Actions – Create Case Note – Enter Info –Continue**]

*Notes:* If you want to include other contacts that are not participants in the case (i.e.

probation officer, principal, etc.)... Scroll down on the Case Notes page and click “Insert”

If you are entering the monthly face to face home visit you will need to select the children that you before you save and close.

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- **Viewing and/or Printing a Single Note or a Note Report:**

[**Search – find the case, person or provider – Actions – Case Note Criteria Search – Continue – enter the criteria you are looking for – Search**]

1. To view and/or print an individual note

[Click the “**View**” or “**Print**” hyperlink next to the note type]

2. To view and/or print all of the notes

[**Options – View all Notes – Go**]

*Notes:* You can select a specific date range

You can select specific note categories and types

You can select specific participants within the case

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- **Medical/Mental Health Profile** *page is where you would go to view and/or update the child’s Medical Profile, Medications, Mental Health Profile and the Medical History.*

1. Creating the Medical/Mental Health Profile

[**Create – Case Work – Medical/Mental Health – select case – select participant – create – enter the information – Save - Close**]

2. Updating/Maintaining the Medical/Mental Health Profile

[**Cases expando – Case icon – Medical/Mental Health icon – select the child’s hyperlink - update info – Save - Close**]

*Note:* You can create/update information on multiple tabs before you save and close

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- **Interim Child Information** *page is where you would go to view and/or update the child’s school information, legal status, goals and JR dates.*

[**Cases expando – case icon – Interim Child Information icon – select the child’s hyperlink – update info – Save – Close**]

*Note:* You can create/update information on multiple tabs before you save and close

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- **“Other Contacts”** *is where you go to view and/or update any additional contacts involved in the that are not entered as participants in the case (i.e. police officer, principal, teacher, etc.).*

[**Select the case hyperlink – Professional/Other Contacts tab – Insert – Save – Close**]

*\*How do I guide... Case/Person Maintenance pg. 3*

- **Creating Manual Ticklers:**

[**Maintain – Manual Ticklers – Insert – enter start and end date/message – Save – Close**]

*Notes:* No manual ticklers will display on this page unless one has already been entered

Once a tickler has been entered you will also go to this page to update, delete or check completed

Only manual ticklers will be available in Release 1

They are only updated manually by the worker and cannot be viewed by other workers

*\*How do I guide... FSFN Basics pg. 4*

- **Reports:**

[**Utilities – Reporting – Public Folders – Select Agency/Unit – Scheduled Reports – Services – Performance – select the report – Export – select the format – ok – ok**]