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How Do I...?	Selections	Tips & Guidelines
Create a Family Assessment	<ul style="list-style-type: none"> <li>▪ From the Desktop menu option, select <b>Family Assessment</b></li> <li>▪ Create &gt; Case work &gt; Family Assessment</li> <li>▪ There are five tabs on the Family Assessment page:                             <ul style="list-style-type: none"> <li>• Participants</li> <li>• Prior Intakes/Investigations</li> <li>• Family</li> <li>• Safety</li> <li>• Summary</li> </ul> </li> <li>▪ Make a selection from the Purpose dropdown in the header group box.</li> </ul>	<p><i>A Family Assessment is completed on the entire family and is a tool to aid the user in their analysis of issues surrounding the family.</i></p> <p><i>DCF policy states the Family Assessment must be completed within 15 working days of the Case Transfer Staffing.</i></p> <p><i>In the header groupbox there is a Purpose field which contains the options: Initial or Updated.</i></p>
Participants Tab	<ul style="list-style-type: none"> <li>▪ Page defaults to the Participants tab.</li> <li>▪ Click the Insert button to add any new participants which were added to the case after the assessment was started.</li> <li>▪ Ensure the information on the Participant tab is correct.</li> <li>▪ A <u>Child</u> hyperlink will display next to child participants.</li> <li>▪ An <u>Adult</u> hyperlink will display next to adult participants.</li> <li>▪ Clicking on the <u>Child</u> hyperlink will open the Child Assessment page, clicking on the <u>Adult</u> hyperlink will open the Adult Assessment page.</li> </ul>	<p><i>The Participant's information is carried over from the Person Management screen. Any needed corrections can be made by selecting the participant name hyperlink which will return the user to the Person Management screen.</i></p> <p><i>Some service roles may show both the <u>Adult</u> and the <u>Child</u> hyperlinks, such as a teen mom.</i></p> <p><b><i>Best practice is to complete the Family Assessment tabs FIRST, then return to the Participants tab to select the <u>Adult/Child</u> hyperlinks to complete the <u>Adult/Child</u> assessment pages.</i></b></p>
Prior Intakes/Investigations Tab	<ul style="list-style-type: none"> <li>▪ Select the Prior Intakes/Investigation tab.</li> <li>▪ Each record will have a <u>View</u> hyperlink to allow you to access the record.</li> <li>▪ The records on this page are pre-populated.</li> <li>▪ Enter a summary of the findings in the required text field at the bottom of the page.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Family Tab	<ul style="list-style-type: none"> <li>▪ Select the Family tab. In the Factors group box, are four radio buttons. Reason for Agency Involvement defaults as the first radio button.</li> </ul>	<p><i>There are four factors on the Family tab:</i>  <i>Reason for Agency Involvement</i>  <i>Cultural</i>  <i>Environmental Factors</i>  <i>Input/Involvement</i></p>

How Do I...?	Selections	Tips & Guidelines
Reason for Agency Involvement Factor	<ul style="list-style-type: none"> <li>▪ Complete the two required narrative text boxes. Click the <b>Save</b> button.</li> </ul>	<p><i>The narrative entered in the first text box will carry forward to the case plan. It is not necessary to click Save on each radio button, but it is considered 'best practice' to save your work frequently.</i></p>
Cultural Factor	<ul style="list-style-type: none"> <li>▪ Select the radio button for the Cultural factor.</li> <li>▪ Respond to the two statements by selecting either: Strength or Need.</li> <li>▪ Select the checkbox Include in Case Plan for the items you want carried forward to the Case Plan.</li> <li>▪ Enter supporting information in the narrative text field Click the <b>Save</b> button.</li> </ul>	<p><i>Give careful consideration to what items and how many you want carried forward to the case plan.</i></p>
Environmental Factors	<ul style="list-style-type: none"> <li>▪ Select the radio button for the Cultural factor.</li> <li>▪ Respond to the two statements by selecting either: Strength or Need.</li> <li>▪ Select the checkbox Include in Case Plan for the items you want carried forward to the Case Plan.</li> <li>▪ Enter supporting information in the narrative text field</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Input/Involvement Factor	<ul style="list-style-type: none"> <li>▪ Click the Insert button to add a row to document contacts who are involved with the family.</li> <li>▪ Enter supporting information in the narrative text field</li> <li>▪ Click the <b>Save</b> button.</li> <li>▪</li> </ul>	<p><i>This factor allows the user to document contacts for Agencies who are offering services to the family.</i></p> <p><i>If a row is entered in error, it can be deleted.</i></p>
Complete the Child Page for Family Assessment	<ul style="list-style-type: none"> <li>▪ Return to Family Assessment Participants Tab.</li> <li>▪ Click the <b>Child</b> hyperlink on the row displaying Child information.</li> </ul>	<p><i>The Child Assessment Page will be completed for each child in the case.</i></p> <p><i>There are three tabs on this page: Permanency, Well-Being and Vulnerability.</i></p> <p><i>In the Header group box there is a checkbox: Not Applicable followed by a text field. This is selected if the child assessment page is not required on the particular child participant. If the checkbox is selected, the text field becomes enabled and required.</i></p>

How Do I...?	Selections	Tips & Guidelines
Permanency Tab	<ul style="list-style-type: none"> <li>▪ The Child Assessment page defaults to the Permanency tab, Placement factor.</li> <li>▪ Respond to the question by selecting: Yes or No.</li> <li>▪ Enter supporting information in the text field.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	<p><i>There are two Factors on this tab: Placement and Permanency</i></p>
Placement Factor	<ul style="list-style-type: none"> <li>▪ Respond to the question by selecting: Yes or No.</li> <li>▪ Enter supporting information in the text field.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	<p><i>If 'Yes' is selected the text field is required.</i></p>
Permanency Factor	<ul style="list-style-type: none"> <li>▪ Select the Permanency Factor radio button.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Well-Being Tab	<ul style="list-style-type: none"> <li>▪ Select the Well-Being tab on the Child Assessment page. Health factor is default.</li> </ul>	<p><i>There are four Factors on this tab: Health, Behavioral Health, Education and Social.</i></p>
Health Factor	<ul style="list-style-type: none"> <li>▪ Respond to the four statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Behavioral Health Factor	<ul style="list-style-type: none"> <li>▪ Respond to the two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Education Factor	<ul style="list-style-type: none"> <li>▪ Select the Education Factor radio button.</li> <li>▪ Respond to the first two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Respond to the third statement by selecting: Yes or No.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	

How Do I...?	Selections	Tips & Guidelines
Vulnerability Tab	<ul style="list-style-type: none"> <li>▪ Select the Vulnerability Tab which defaults to the Fragility factor.</li> </ul>	<p><i>This tab includes three Factors: Fragility, Behavior and Adjustment</i></p>
Fragility Factor	<ul style="list-style-type: none"> <li>▪ Respond to four statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Behavior Factor	<ul style="list-style-type: none"> <li>▪ Select the Behavior factor radio button.</li> <li>▪ Respond to the one statement by selecting: Yes or No</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Review the Behaviors listed and select the checkboxes for all that apply to the specific child assessment.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Adjustment Factor	<ul style="list-style-type: none"> <li>▪ Select the Adjustment factor radio button.</li> <li>▪ Respond to three statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> <li>▪ Click the <b>Close</b> button and return to the Family Assessment Participant tab.</li> </ul>	<p><i>Upon completing the three tabs on the Child Assessment page, click the 'Completed' checkbox in the Header group box. The system will validate that all required fields are complete. If any required fields are not completed, the user will receive a Validation Error indicating what work must still be completed.</i></p> <p><i>On the row of the Child just completed, there will now display a <u>Copy</u> and <u>Delete</u> hyperlink. If the page was created in error, the <u>Delete</u> hyperlink allows the user to delete the page. The <u>Copy</u> hyperlink allows the user to copy the saved Child Assessment page to another Child participant. To copy the Child Assessment page to another child, click the <u>Copy</u> hyperlink which brings up the Copy pop-up window which displays the other child participants. Select the checkbox next to the child(ren) and then modify the information to address each specific child.</i></p>

How Do I...?	Selections	Tips & Guidelines
Complete the Adult Page for Family Assessment	<ul style="list-style-type: none"> <li>▪ From the Family Assessment Participants tab, click the <b>Adult</b> hyperlink on the row displaying Adult information.</li> <li>▪ The Adult Assessment page defaults to the Functioning tab.</li> </ul>	<p><i>The Adult Assessment Page will be completed for each adult in the case.</i></p> <p><i>There are four tabs on this page: Functioning, History, Relationships, and Parenting..</i></p> <p><i>In the Header group box there is a checkbox: Not Applicable followed by a text field. This is selected if the adult assessment page is not required on the particular adult participant. If the checkbox is selected, the text field becomes enabled and required.</i></p>
Functioning Tab	<ul style="list-style-type: none"> <li>▪ The Functioning tab defaults to the Health Factor.</li> </ul>	<p><i>There are four Factors on the Adult Assessment Functioning tab: Health, Behavioral Health, Intellectual, and Communication.</i></p>
Health Factor	<ul style="list-style-type: none"> <li>▪ Respond to two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Behavioral Health Factor	<ul style="list-style-type: none"> <li>▪ Select the Behavioral Health Factor radio button.</li> <li>▪ Respond to four statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Intellectual Factor	<ul style="list-style-type: none"> <li>▪ Select the Intellectual Factor radio button.</li> <li>▪ Respond to the one statement by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Communication Factor	<ul style="list-style-type: none"> <li>▪ Select the Communication Factor radio button.</li> <li>▪ Respond to the two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	

How Do I...?	Selections	Tips & Guidelines
History Tab	<ul style="list-style-type: none"> <li>▪ Select the History tab. Defaults to the Abuse factor.</li> </ul>	<p><i>There are three Factors on this tab: Abuse, Criminal, and Financial</i></p>
Abuse Factor	<ul style="list-style-type: none"> <li>▪ Respond to the two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Criminal Factor	<ul style="list-style-type: none"> <li>▪ Select the Criminal factor radio button.</li> <li>▪ Respond to the two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Financial Factor	<ul style="list-style-type: none"> <li>▪ Select the Financial factor radio button.</li> <li>▪ Respond to the two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Relationships Tab	<ul style="list-style-type: none"> <li>▪ Select the Relationships tab. Defaults to the Domestic Violence factor.</li> </ul>	<p><i>There are three Factors on this tab: Domestic Violence, Dynamics, and Support Networks.</i></p>
Domestic Violence Factor	<ul style="list-style-type: none"> <li>▪ Respond to the four statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	

How Do I...?	Selections	Tips & Guidelines
Dynamics Factor	<ul style="list-style-type: none"> <li>▪ Select the Dynamics factor radio button.</li> <li>▪ Respond to the four statements by selecting: Strength, Need, or N/A.</li> <li>▪ Respond to the third statement by selecting: Yes or No.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Support Networks Factor	<ul style="list-style-type: none"> <li>▪ Select the Support Networks factor radio button.</li> <li>▪ Respond to the two statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Parenting Tab	<ul style="list-style-type: none"> <li>▪ Select the Parenting tab. Defaults to the Protective Capacities factor.</li> </ul>	<p><i>This tab includes three Factors: Protective Capacities, Expectations of Child and Participation.</i></p>
Protective Capacities Factor	<ul style="list-style-type: none"> <li>▪ Respond to the five statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	
Expectations of Child Factor	<ul style="list-style-type: none"> <li>▪ Select the Expectations of Child factor radio button.</li> <li>▪ Respond to the three statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	

How Do I...?	Selections	Tips & Guidelines
Participation Factor	<ul style="list-style-type: none"> <li>▪ Select the Participation factor radio button.</li> <li>▪ Respond to the five statements by selecting: Strength, Need, or N/A.</li> <li>▪ Enter supporting information in the required text field.</li> <li>▪ Select checkbox: Include in case plan for items needed to carry over to Case Planning.</li> <li>▪ Click the <b>Save</b> button.</li> </ul>	<p><i>Adult Assessment page, click the 'Completed' checkbox in the Header group box. The system will validate that all required fields are complete. If any required fields are not completed, the user will receive a Validation Error indicating what work must still be completed.</i></p> <p><i>On the row of the Adult just completed, there will now display a <u>Copy</u> and <u>Delete</u> hyperlink. If the page was created in error, the <u>Delete</u> hyperlink allows the user to delete the page. The <u>Copy</u> hyperlink allows the user to copy the saved Adult Assessment page to another Adult participant. To copy the Adult Assessment page to another adult, click the <u>Copy</u> hyperlink which brings up the Copy pop-up window which displays the other adult participants. Select the checkbox next to the adult and then modify the information to address each specific adult.</i></p>
Family Summary Word Template	<ul style="list-style-type: none"> <li>▪ From the Family Assessment Participants tab, click the Options dropdown and select Family Summary. Click the Go button.</li> <li>▪ The Family Summary word template is created. Review to ensure all information populated to template is correct.</li> <li>▪ Print template.</li> <li>▪ Click the <b>Close and Return to FSFN</b> button.</li> </ul>	<p><i>The template is not editable.</i></p>
Request Supervisory Review	<ul style="list-style-type: none"> <li>▪ From the Family Assessment Participants tab, click the Options dropdown and select Approval. Click the Go button.</li> <li>▪ Select Approve.</li> <li>▪ Click <b>Continue</b> and <b>Save</b>.</li> </ul>	<p><i>The completed Family Assessment will be routed to the user's Supervisor for Approval.</i></p>