Independent Living How Do I … Guide

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The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference companion to the User Guide that includes additional details. Visit the DCF FSFN website (http://fsfn.dcf.state.fl.us) for the User Guide and additional resources.

How Do I…

Create/Access Independent Living

How Do I…?	Selections	Tips & Guidelines
Create Independent Living page	• From the Desktop menu click **Create** > **Case Work** > **Independent Living.** • Select the **Case.** • Select the **Case Participant.** • Click **Create.**	*Independent Living provides a historical record of academic and life skills progress (including Florida Comprehensive Assessment Test (FCAT) information), Normalcy Plans and Subsidized Independent Living (SIL) evaluations, and participation for children in Foster Care between the ages of 13 and 17.* *Independent Living also provides a historical record of Extended Foster Care (EFC) and Postsecondary Education Services and Support (PESS), Road-to-Independence (RTI) and Transitional/Aftercare Support Services provision, and Appeal information for youth between the ages of 18 and 23 who are eligible to receive Independent Living services.*
Access an Independent Living page	• From the Desktop, expand the appropriate **Case** folder. • Click the **Independent Living** icon. • Click the appropriate **Independent Living** hyperlink.	*Note: There can only be one Independent Living page for a case participant.*

Insert a Referral Date

How Do I…?	Selections	Tips & Guidelines
Insert a Referral Date	• On the **Academic and Life Skills Progress** tab, in the **Date of Independent Living Referral** group box, click **Insert**. • In the **Date** field, enter a date. • From the **Type** drop down, select ***Initial*** or ***Updated***.	*The Date of Independent Living Referral group box documents the dates the youth was referred to the Independent Living Program.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history. Use the inside scroll bar to display all information.* *The Delete hyperlink removes the row.*

Document Life Skills Assessments		
How Do I…?	**Selections**	**Tips & Guidelines**
Document Life Skills Assessment	• On the **Academic and Life Skills Progress** tab, in the **Life Skills Assessments** group box, click **Insert** or **Edit** hyperlink for an existing assessment. • From the **Life Skills Assessment** pop-up page, in the **Assessment Completed Date** field, enter the date. • From the **Age Assessment Completed** drop down, select ***Age***. • In the **Life Skills** group box, select all the appropriate check boxes. • Use the scroll bar on the right to see all skills available for selection. • In the **Description** field for each selected skill, enter a description if appropriate. • If **Other** is selected, the **Description** field is required. • From the **Type** drop down, select **Need** or **Strength** for each selected skill. • In the **Result** text field, enter the appropriate information. • Click **Save**. • Click **Close**. • Verify the data on **Academic and Life Skills Progress** tab**.** Expand the **Skill**/**Type** to display all skills.	*Life Skills Assessments allows users to document when an individual life skill was assessed and identifies it as a type (strength or need); the user can insert a row for each life skill assessed.* *The Life Skills Assessment pop-up allows the user to document a complete assessment on one page. The assessment date and approximate age of the case participant is entered once. The user then selects each life skill that was assessed, and from the Type drop down, selects either Need or Strength for each one. The user has the option to enter text in the Description text box, except for Other. The system requires text to be entered if Other is selected.* *Participant must be 18 years of age or older (Date of Birth) for the values 18, 18.5, 19, 19.5, 20, 20.5, 21, and 21.5 to display in the drop down.* Note: *The Life Skills Assessment pop-up can be accessed from the Life Skills Assessments group box by clicking the Insert button to create a new assessment, or by clicking the Edit hyperlink to access an existing assessment. An existing assessment can be deleted by clicking the Delete hyperlink, selecting "Yes" on the validation message displayed, and then clicking Save.* *The Delete hyperlink removes the row.*

Document Academic and Life Skills Progress		
How Do I…?	**Selections**	**Tips & Guidelines**
Document Academic and Life Skills Progress	• On the **Academic and Life Skills Progress** tab, in the **Academic and Life Skills Progress** group box, click **Insert**. • In the **Date** field, enter date. • Select from the **Type** drop down. • Select from the **Education Level** drop down. • Select from the **Attendance** drop down. • Select from the **Performance/Progress** drop down. • Select from the **Enrolled in college prep course** drop down. • Select from the **Status** drop down.	*In the Academic and Life Skills Progress group box, the user can document the date the youth/young adult's academic progress was assessed, to include information regarding educational level, attendance, and status.* *Note: The Insert button creates an additional set of fields. This documents the continuing progress for the participant and maintains a history.* *Use the inside scroll bar to display information.* *The Delete hyperlink removes the row.*

Document FCAT Data		
How Do I…?	**Selections**	**Tips & Guidelines**
Document FCAT Data	• On the **Academic and Life Skills Progress** tab, in the **FCAT** group box, click **Insert**. • In the **Date Taken/Waiver Granted** field, enter date. • Select from the **FCAT Reading, Math, Science, Writing** drop down. • Select from the **Remediation Received** drop down.	*Finally, the FCAT group box allows the user to document the date the youth/young adult took the FCAT, whether he/she passed, failed, or received a waiver for each component of the test, and whether or not the youth received remediation.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to display information. The Delete hyperlink will remove the row.*

Insert a Normalcy Plan Date

How Do I…?	Selections	Tips & Guidelines
Insert a Normalcy Plan Date	• On the **Age 13-17** tab, in the **Normalcy Plan Date** group box, click **Insert**. • In the **Date** field, enter a date. • From the **Type** drop down, select ***Initial*** or ***Updated***.	*The Normalcy Plan Date group box documents the creation of initial and updated plans for normalcy for youth in Foster Care ages 13 through 17.* *The dates recorded in this group box assist in tracking compliance with the requirement to update the youth's Normalcy Plan every ninety days.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history. Use the inside scroll bar to display all information.* *The Delete hyperlink removes the row.*

Create a Subsidized Independent Living Evaluation

How Do I…?	Selections	Tips & Guidelines
Create a Subsidized Independent Living Evaluation	• On the **Age 13-17** tab, in the **Subsidized Independent Living Evaluation** group box, click **Insert**. • In the **Date of Evaluation** field, enter a date**.** • From the **Type** drop down, select ***Initial*** or ***Updated***. • From the **Outcome** drop down, select ***Approved-Need Follow-up Before Placement*** (Pre-placement plan required), ***Approved – Ready for Placement*** (Post- placement plan required), ***Not Approved – Need Follow-up Before Placement*** (Pre-approval plan required), or ***Not Approved – Youth Declined Services*** (No plan required) • In the **Date of Plan** field, enter a date**.**	*The Subsidized Independent Living Evaluation group box documents each date the youth was evaluated/re-evaluated for eligibility in the Subsidized Independent Living (SIL) program, what the outcome of the evaluation was, and, if required, the date the corresponding plan was created.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to display information.* *The Delete hyperlink removes the row.*

Document Subsidized Independent Living Participation		
How Do I…?	**Selections**	**Tips & Guidelines**
Document Subsidized Independent Living Participation	• On the **Age 13-17** tab, in the **Subsidized Independent Living Participation** group box, click **Insert**. • In the **Date Enrolled** field, enter a date. • From the **End Date** field, enter a date	*The Subsidized Independent Living (SIL) Participation group box is utilized to document the date(s) the youth was enrolled in Subsidized Independent Living services and the date(s) the youth's participation in Subsidized Independent Living services ended.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to view all information.* *The Delete hyperlink removes the row.*

Document Extended Foster Care Program Eligibility (EFC)

How Do I…?	Selections	Tips & Guidelines
To create an EFC Program Eligibility page	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Extended Foster Care (EFC) Program Eligibility Information** group box, click **Insert**. • In the **Extended Foster Care (EFC) Program Eligibility Information** group box, edit the **Date Applied** and **Effective/Enrolled Date** fields if needed. • In the **EFC Eligibility Questions** group box, answer questions 6 and 7. Answer question 9 if appropriate. Answers to all other questions are derived by the system using existing FSFN data. • Click the **Determine EFC Eligibility** button. • Click **Save** and **Close**.	*The Insert button is disabled if you do not have appropriate security or the last inserted EFC row is:* • *in pending status* • *on appeal* • *active (not terminated)* • *terminated with reason of deceased* *The Date Applied cannot be a future date or greater than the Effective/Enrolled Date.* *The Effective/Enrolled Date cannot be prior to young adult's 18th DOB or Date Applied.* *The questions must be answer according to the Effective/Enrolled Date if different from current date.* *The EFC Determination displays in the Extended Foster Care (EFC) Program Eligibility Information group box.* *The EFC Determination values are:* • *Pending (no determination, default)* • *Pending – Eligible (eligible, not finalized)* • *Pending – Ineligible (ineligible, not finalized)* • *Approved – Eligible (eligible, finalized)* • *Denied – Ineligible (ineligible, finalized)* • *Approved (Override) – Eligible (denied – ineligible was overridden with supervisory override)* • *On Appeal – (denied – ineligible is under appeal)*

Document Extended Foster Care Program Eligibility (EFC)

How Do I…?	Selections	Tips & Guidelines
To edit an existing EFC Program Eligibility page	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Extended Foster Care (EFC) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row. • Modify as appropriate. • Click **Save** and **Close**.	*If you have appropriate security, the Edit hyperlink is enabled if the EFC row is:* • *in pending status* • *on appeal* • *active (not terminated)* • *was Denied-Ineligible and is last row inserted*
To finalize an EFC Program Eligibility	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Extended Foster Care (EFC) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row. • After answer the appropriate questions, click the **Determine EFC Eligibility** button. • If you are ready to finalize the determination, select the **Check to Finalize EFC Eligibility Determination** check box. • Click **Save** and **Close**.	*The determination cannot be finalized if the Effective/Enrolled Date is a future date.* *The determination will be frozen after saving.* *The determination is Denied-Ineligible, you are required to complete the If ineligible, explain how notified of appeal process narrative and Date Notified of appeal process.*
To terminate an EFC Program Eligibility	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Extended Foster Care (EFC) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row. • In the **Terminate Reason** drop down, select the appropriate reason. • In the **Terminate Date**, enter a date. • Click **Save** and **Close**.	*The data will be frozen after saving.*

Document Postsecondary Education Services and Support (PESS)

How Do I…?	Selections	Tips & Guidelines
To create an PESS Program Eligibility page	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click **Insert**. • In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, edit the **Date Applied** and **Effective/Enrolled Date** fields if needed. • In the **PESS Eligibility Questions** group box, answer questions 6, 7, 8, 9, 10, 12 and 13. Answers to all other questions are derived by the system using existing FSFN data. • Click the **Determine PESS Eligibility** button. • Click **Save** and **Close**.	*The Insert button is disabled if you do not have appropriate security or the last inserted PESS row is:* • *in pending status* • *on appeal* • *active (not terminated)* • *terminated with reason of deceased* *The Date Applied cannot be a future date or greater than the Effective/Enrolled Date.* *The Effective/Enrolled Date cannot be prior to young adult's 18th DOB or Date Applied.* *The questions must be answer according to the Effective/Enrolled Date if different from current date.* *The PESS Determination displays in the Postsecondary Education Services and Support (PESS) Program Eligibility Information group box.* *The PESS Determination values are:* • *Pending (no determination, default)* • *Pending – Eligible (eligible, not finalized)* • *Pending – Ineligible (ineligible, not finalized)* • *Approved – Eligible (eligible, finalized)* • *Denied – Ineligible (ineligible, finalized)* • *Approved (Override) – Eligible (denied – ineligible was overridden with supervisory override)* • *On Appeal – (denied – ineligible is under appeal)*

Document Postsecondary Education Services and Support (PESS)		
How Do I…?	**Selections**	**Tips & Guidelines**
To edit an PESS Program Eligibility page	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row. • Modify as appropriate. • Click **Save** and **Close**.	*If you have appropriate security, the Edit hyperlink is enabled if the PESS row is:* • *in pending status* • *on appeal* • *active (not terminated)* • *was Denied-Ineligible and is last row inserted*
To finalize an PESS Program Eligibility	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row. • After answer the appropriate questions, click the **Determine PESS Eligibility** button. • If you are ready to finalize the determination, select the **Check to Finalize PESS Eligibility Determination** check box. • Click **Save** and **Close**.	*The determination cannot be finalized if the Effective/Enrolled Date is a future date.* *The determination will be frozen after saving.* *The Renewal Date defaults to 12 months less one day beyond Effective/Enrolled Date or one day before young adult's 22nd DOB, whichever is lesser. You can edit the date but not beyond 12 months or the 22nd DOB.* *The determination is Denied-Ineligible, you are required to complete the If ineligible, explain how notified of appeal process narrative and Date Notified of appeal process.*

Document Postsecondary Education Services and Support (PESS)

How Do I…?	Selections	Tips & Guidelines
To renew a PESS Program Eligibility	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Renewal** hyperlink in the appropriate row. • The **Terminate Reason** defaults to ***Renewal***. • In the **Terminate Date**, enter a date. • Click **Save** and **Close**. • A new **PESS Program Eligibility** page displays with **Type** value of ***Renewal*** and the **Applied Date and Effective/Enrolled Date** default to the terminated date from the previous record. • Complete the page and finalize the determination as you would when creating a new record.	*The data will be frozen after saving.* *The Effective/Enrolled Date defaults to the terminated date from the previous record and is not editable. This prevents gaps in service for renewals.*
To terminate an PESS Program Eligibility	• From the **Independent Living** page, click the **Age 18-23** tab. • In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row. • In the **Terminate Reason** drop down, select the appropriate reason. • In the **Terminate Date**, enter a date. • Click **Save** and **Close**.	*The data will be frozen after saving.*

Document Road to Independence/Transitional Support Services

How Do I…?	Selections	Tips & Guidelines
Document Road to Independence/Transitional Support Services	• On the **Age 18-23** tab, in the **Road to Independence/Transition al Support Services** group box, click **Insert**. • In the **Date Applied** field, enter a date**.** • In the **Program Type** drop down, select the type of program: the Road to Independence or Transitional Support Services. • The selected **Program Type** determines the **Type** options. • **Status** indicates the status of the application. • **Status Date** documents date status of the application. • **Date Enrolled/Effective**: **Date** field the young adult is enrolled in the program or when services become effective. • **Needs Assessment Completed**: **Date** field when assessment was completed. • **Original Requested Amount**: Dollar amount originally requested for the youth in the program; based on most recent RTI/Transitional Service Type entered. • **Authorized Amount**: Dollar amount awarded to youth. • **Duration**: Options are 30, 60, or 90. • **Termination Date**: Date program/service is terminated. • **Termination Reason:** Options drop down selection of termination of program/services. Options are determined by Program	*The Road to Independence/Transitional Support Services provides supporting fields to document status of request for services.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to display information.* *If Road-to-Independence is selected, the options are Initial, Change in Subsidy, Reinstatement, or Renewal. Effective 1/15/2014, only Change in Subsidy and Renewal are available.* *If Transitional Support Services is selected, the options are Initial, Reapplication, or Change in Subsidy. Effective 1/15/2014, only Change in Subsidy is available.* *Effective 1/15/2014, insert is only enabled if there is an active RTI or TSS row. RTI rows can be modified or inserted until 10/1/2018. TSS rows can be modified or inserted until 4/1/2014.* *The Delete hyperlink removes the row.*

Document Aftercare Support Services

How Do I…?	Selections	Tips & Guidelines
Document Aftercare Support Services	• On the **Age 18-23** tab, in the **Aftercare Support Services** group box, click **Insert**. • In the **Date** field, enter a date to document request for services. • From the **Type** drop down, select ***Cash Assistance Application*** or ***Request for Service***. • From the **Status** drop down, select an option. • In the **Status Date** field, enter a date. • In **Original Requested Amount**, enter an original dollar amount requested by the young adult for Cash Assistance. • In the **Authorized Amount**, enter a dollar amount awarded to the young adult.	*The Aftercare Support Services group box provides documentation for requests made.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to display information.* *The Delete hyperlink removes the row.*

Document in the Appeal Group Box

How Do I…?	Selections	Tips & Guidelines
Document in the Appeal Group Box	• On the **Age 18-23** tab, in the **Appeal** group box, click **Insert**. • In the **Date Requested** field, enter a date. • From the **Appeal Reason** drop down, select a reason for filing the appeal. • From the **Final Decision** drop down, select a status/determination for the appeal: ***Appeal Denied***, ***Appeal Upheld***, ***Continuance***, ***Pending***, ***Reset,*** or ***Withdrawn***. • In the **Final Decision Date** field, enter a date. • If it is a second appeal to the district court, click the ***Yes*** radio button and enter description in the narrative box.	*The Appeal group box provides documentation for dates, appeal reason, and final decision.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to display information.* *The Delete hyperlink removes the row.*

Upload Image (file) to the IL page

How Do I…?	Selections	Tips & Guidelines
Upload an Image	• After first successful save of **Independent Living** page, click **Upload Image** hyperlink in **Actions List Box**. • On **Imaging** page, enter **Date Document Scanned** in **Image Details** group box. • From **Image Type** drop down, select type. • Click **Browse**. • Locate and select file to upload from **Windows Explorer** page. • Click **Open**. • Selected file displays in **File Name**. • In **Comments** field, enter description (up to 500 characters). • Click **Save**. • Click **Close**. • **Independent Living** page displays and **View Attached Images** hyperlink displays in **Actions List Box**.	*The Upload Image hyperlink only displays once the Independent Living page is saved successfully for the first time.* *You can upload multiple Images to a single Independent Living page.* *Each time the Upload Image hyperlink is clicked; a new Image is uploaded and attached to the Independent Living page.* *When an Image is uploaded to the Independent Living page, the Image Category field defaults to "Independent Living" and is disabled.* *If "Other" is selected for Image Type, additional description is required.* *Acceptable file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.* *File name must be less than 50 characters. File size restricted to 25 MB.* ***Important**: Check information before saving. You cannot edit after save.*

View an Attached Image (file) from the IL page

How Do I…?	Selections	Tips & Guidelines
View Attached Image	• If images are attached, **View Attached Images** hyperlink displays in **Actions List Box**. • Click **View Attached Images** hyperlink. • All images or files attached to the **Independent Living** page display on **Image History** page with a **View** hyperlink for each image or file. • Click applicable **View** hyperlink. • On **Imaging** page, click **View** hyperlink to open image or file. • Image or file displays in compatible application (e.g., Microsoft Word or Browser).	*The View Attached Images hyperlink displays only after at least one (1) Imaging page has been created in association with the Independent Living page.* *Imaging page cannot be edited from View Attached Images page.*

Create an Independent Living Referral Form

How Do I…?	Selections	Tips & Guidelines
Create an Independent Living Referral Form	• On the Desktop, select Case > Create Case Work. • From the **Forms** drop down, select ***Independent Living Referral***. • Select the Case and Case Participant. • Click the **Create** button. • From the **Forms** page, select from the **Options** drop down, ***Independent Living Referral***. • Click the **Go** button. • A Word document is generated. • Click **Close** and return to FSFN. • Click **Save**. • Click **Close**. • Refresh the Desktop.	*An Independent Living Program Referral form can also be created.* *Once created and saved, the document be found on the Desktop by clicking the Forms icon.*

Create an Independent Living Referral Form		
How Do I…?	**Selections**	**Tips & Guidelines**
Insert the Date of Independent Living Referral	• In the **Date of Independent Living Referral** group box, click **Insert** • Enter today's date. • From the **Type** drop down, select ***Initial*** or ***Updated***.	*The Date of Independent Living Referral group box allows the user to document the youth's referral for Independent Living services.* *Note: The Insert button creates an additional set of fields. This can be used to document continuing progress for the participant and maintain a history.* *Use the inside scroll bar to display information.* *The Delete hyperlink removes the row.*