



# Florida Safe Families Network

## Investigation/Special Conditions

### Referral Workload

#### How Do I ... Guide

September 30, 2016

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.

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### How Do I...

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**Access the Investigation/Special Conditions Referral Workload Listing (Child)**

<b>How Do I...?</b>	<b>Selections</b>	<b>Tips &amp; Guidelines</b>
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## Access the Investigation/Special Conditions Referral Workload Listing (Child)

How Do I...?	Selections	Tips & Guidelines
<p>Access the Investigation/Special Conditions Referral Workload</p>	<ul style="list-style-type: none"> <li>• From the Desktop, select Utilities, <b>Investigation/Special Conditions Referral Workload</b>.</li> </ul> <p>The Investigation/Special Conditions Referral Workload page displays.</p> <ul style="list-style-type: none"> <li>• In the Search Criteria group box, the Unit(s) drop down defaults to the Unit the worker is currently logged in under if not a Parent Unit. If a Parent Unit, this drop down defaults to All.</li> <li>• In the Search Criteria group box, the Worker Name drop down defaults to the worker logged in and will be disabled.</li> <li>• Enter the Intake Screening Decision Date Range Start Date/End Date.</li> <li>• Select the appropriate check box for the Investigation Type: Child and Special Conditions Referrals. Defaults to both selected.</li> <li>• Click <b>Search</b>.</li> </ul> <p>Investigation/Special Conditions Referrals Returned group box results are displayed.</p> <ul style="list-style-type: none"> <li>• The following columns are displayed as hyperlinks or plain black text, if created: Intake/Investigation ID; Screening Decision Date/Time; Days Elapsed; Intake Type; Commencement Date/Time; FSFN Case Name; Most Recent Present Danger Assessment (PDA); Present Danger Plan; Family Functioning Assessment (FFA) – Investigation; Impending Danger Plan; Most Recent Supervisor Consultation; Most Recent 2<sup>nd</sup> Tier Consultation; Risk Assessment; Initial Safety Assessment Completed; Special Conditions Referral Assessment; All Children Out of Home; Primary Unit; and Primary Investigator.</li> <li>• Click Close.</li> </ul>	<p><i>The Unit(s) and Worker Name drop downs are disabled unless the user is a supervisor; if a supervisor, the drop downs will become enabled providing the supervisor with the ability to view Investigations in any unit associated to the unit they are logged in under. For example if the unit the supervisor is logged in under is a parent unit to 5 other units, all 6 units will display in the drop down. In addition, the Unit(s) and Worker Name drop downs go down a 2<sup>nd</sup> sub-level so if one of the 1<sup>st</sup> level sub-units has its' own sub-units, those will display as well.</i></p>

## Access the Investigation/Special Conditions Referral Workload Listing (Adult)

How Do I...?	Selections	Tips & Guidelines
<p>Access the Investigation/Special Conditions Referral Workload</p>	<ul style="list-style-type: none"> <li>• From the Desktop, select Utilities, <b>Investigation/Special Conditions Referral Workload</b>.</li> <li>• The Investigation/Special Conditions Referral Workload page displays.</li> <li>• In the Search Criteria group box, the Unit(s) drop down defaults to the Unit the worker is currently logged in under if not a Parent Unit. If a Parent Unit, this drop down defaults to All.</li> <li>• In the Search Criteria group box, the Worker Name drop down defaults to the worker logged in and will be disabled.</li> <li>• Enter the Intake Screening Decision Date Range Start Date/End Date.</li> <li>• Select the appropriate check box for the Investigation Type: Adult.</li> <li>• Click <b>Search</b>.</li> <li>• Investigation/Special Conditions Referrals Returned group box results are displayed.</li> <li>• The following columns are displayed as hyperlinks or plain black text, if created: FSFN Case Name; Intake/Investigation ID; Screening Decision Date/Time; Days Elapsed; Commencement Date/Time; Initial Safety Assessment Submitted; Initial Safety Assessment Reviewed; and Primary Investigator.</li> <li>• Click Close.</li> </ul>	<p><i>The Unit(s) and Worker Name drop downs are disabled unless the user is a supervisor; if a supervisor, the drop downs will become enabled providing the supervisor with the ability to view Investigations in any unit associated to the unit they are logged in under. For example if the unit the supervisor is logged in under is a parent unit to 5 other units, all 6 units will display in the drop down. In addition, the Unit(s) and Worker Name drop downs go down a 2<sup>nd</sup> sub-level so if one of the 1<sup>st</sup> level sub-units has its' own sub-units, those will display as well.</i></p>

