

Investigation/Special Conditions Referral Workload Listing

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Change History

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1.1 Introduction

The Investigations/Special Conditions Referral Workload Listing is a tool for workers and supervisors to prioritize activities and view pieces of work associated to Child and Adult Investigations and Special Conditions Referrals. The hyperlinks for each piece of work will launch the piece of work in edit mode if the user has an assignment to the FSFN Case to which the Investigation or Special Conditions Referral is linked.

Enhanced sorting and filtering capabilities are available for Child Investigations and Special Conditions Referrals. This enhanced sorting and filtering does not apply to Adult Investigations.



Page – Investigation/Special Conditions Referral Workload Listing – (Child Investigation)

http://172.27.32.137:8007/ - Investigation/Special Conditions Referral Workload - Internet Explorer

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Search Criteria
 Unit(s): FSN Team Intake Screening Decision Date Range: Start Date: 00/00/0000 End Date: 00/00/0000
 Worker Name: All
 Investigation Type: Child Special Conditions Referrals Adult **Clear Fields**
Search

Filter Criteria
 Present Danger Threats: Present Danger Plan: Risk Assessment: Very High High Moderate All Children Out of Home:
 Safety Determination: Impending Danger Plan:
 Maltreatments: Abandonment Asphyxiation Bizarre Punishment
Apply Filter

Investigations/Special Conditions Referrals Returned

Intake/ Investigation ID	Screening Decision Date/ Time	Days Elapsed	Intake Type	Commencement Date/Time	FSFN Case Name	Youngest Age of Child Victim	Most Recent Present Danger Assessment (PDA)	Present Danger Plan
2014-208383	08/08/2014 3:12 PM	1334	Child Intake	08/08/2014 5:55 PM	GSLIMVDOO, REBEKAH	6		
2015-192731	07/19/2015 10:28 AM	989	Child Intake	07/19/2015 1:36 PM	IVMHYVITVI, MICHELLE LYNN	3	No Present Danger	
2016-258343	09/16/2016 9:33 AM	564	Child Intake	09/16/2016 3:26 PM	UOLIVH, ROSA A	5	Present Dangers Exist	
2016-320864	11/15/2016 12:19 PM	504	Child Intake	11/16/2016 10:30 AM	Kfzx-Xifa, Severiana	18	No Present Danger	
2017-089720	03/27/2017 8:38 AM	372	Child Intake	03/27/2017 10:30 AM	Eroozivzo, Alejandra	2	Present Dangers Exist	03/27/2017
2017-108032	04/11/2017 5:54 PM	357	Child Intake	04/11/2017 9:23 PM	NxWlmzow, Donna	1	Present Dangers Exist	
2017-349549	11/25/2017 12:42 PM	129	Child Intake	11/26/2017 9:45 AM	Olkva, Stephanie	2	No Present Danger	

Rows Returned: 74 **Close** 125%

1.1.1 Page Navigation

The Investigation/Special Conditions Referral Workload Listing page launches by selecting the Investigation/Special Conditions Referral Workload Listing menu item from the Utilities drop down on the Desktop. Once launched, the Investigation/Special Conditions Referral Workload Listing page displays three separate group boxes: Search Criteria, Filter Criteria, and Investigations/Special Conditions Referrals Returned. Search criteria and filters can be applied to narrow down or refine the Investigations/Special Conditions return results.

1.1.2 Page Overview

The Investigation/Special Conditions Referral Workload Listing page, when launched, defaults



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to either both Child and Special Conditions Referral check boxes or Adult check box being pre-selected with the other selection(s) being disabled. This is based on the Program Type associated with the profile under which the user is currently logged in, which can only be Child or Adult, but cannot be both.

If Child, the following columns will display within the Investigations/Special Conditions Referrals Returned group box: FSFN Case Name, Intake/Investigation ID, Screening Decision Date/Time, Days Elapsed, Intake Type, Commencement Date/Time, Most Recent Present Danger Assessment (PDA), Present Danger Plan, Family Functioning Assessment (FFA) – Investigation, Impending Danger Plan, Most Recent Supervisor Consultation, Completed 2nd Tier Consultation, Risk Assessment, Initial Safety Assessment Completed, Special Conditions Referral Assessment, All Children Out of Home, Primary Unit and Primary Investigator. The date range by which the user can filter the results is associated with the Intake Screening Decision Date and Time and not the Initial Intake Received Date and Time.

Any piece of work launched from this page is in edit mode if the user has an assignment to the FSFN Case to which the Investigation/Special Conditions Referral is linked. **Note:** The results are returned only if the "Worker Name" being searched (if applicable) is identified as the Primary or Secondary Investigator on the Intakes tab of the Investigation or Special Conditions Referral.

Finally, when the results are returned, the initial, system-derived sort is by Screening Decision Date and Time in ascending order (oldest to newest).

1.1.3 Page Information

Group Box	Search Criteria	
Fields	Unit(s)	User selected drop down; selection of a unit will filter the Worker Name results to show either only those workers assigned to the selected unit or all workers if no Unit was selected. Unit(s) will default to that of the Primary or Secondary Investigator for the role in which they are currently logged into FSFN.
	Worker Name	When logging in as a regular worker, this drop down will default to the worker logged in and be disabled. When logging in as a Supervisor, the workers contained in the Supervisor's Unit will display within the Worker Name drop down, including a value of "All", which is the default. If the Supervisor



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		<p>logged in is in a Parent Unit that has multiple Units under it, workers contained across the Supervisor's Units will display within the Worker Name drop down. The workers will not be filtered based on the Unit under which they fall within the Parent Unit.</p> <p>If a search is invoked and then the user changes the Worker Name drop down, if logged in as a Supervisor, the Date fields and Investigation Type check boxes will null out.</p>
	Intake Screening Decision Date Range	Screening Decision Start Date and End Date Range used to filter the results returned within the Investigations/Special Conditions Referrals Returned group box.
	Start Date	<p>Start Date is the date from which search results will be returned; the system bases Start Date and End Date on the Screening Decision Date, not the Intake Received Date. Start Date and End Date can be equal to one another; End Date cannot be prior to Begin Start Date; Begin Start Date and End Date cannot be in the future. If either date is entered, the other must be entered as well.</p> <p>Start Date values can be typed using mm/dd/yyyy format; alternatively, right-clicking the Start Date field launches a calendar from which to select the date.</p>
	End Date	<p>End Date is the date through which search results will be returned; the system bases Start Date and End Date on the Screening Decision Date, not the Intake Received Date. Start Date and End Date can be equal to one another; End Date cannot be prior to Start Date; Start Date and End Date cannot be in the future. If either date is entered, the other must be entered as well.</p> <p>End Date values can be typed using mm/dd/yyyy</p>



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		format; alternatively, right-clicking the End Date field launches a calendar from which to select the date.
	Investigation Type	Upon launching the Investigation/ Special Conditions Referral Workload Listing page, the system defaults to both Child and Special Conditions selected, with Adult disabled, if the user logged in is part of a “child” unit. This can be the sole search criterion, and while the system defaults to both Child and Special Conditions Referrals being checked when logged in under a child unit, the user can de-select one and only search for one or the other. However, the user cannot select the check box for the Adult Program or vice versa if logged in under a unit of the other Program. At least one check box must be selected to invoke the search.
Buttons	Clear Fields	Selecting the Clear Fields button will remove any dates entered.
	Search	Selecting the Search button invokes the Search, returning the results within the Investigations/Special Conditions Referrals Returned group box.
Group Box	Filter Criteria	User can select and apply one or more of the filters available in the Filter Criteria group box.
Fields	Present Danger Threats	User selected drop down. Values available for selection include: Present Dangers Exist, No Present Danger, Pending, No Assessment, All, and Null/Blank.
	Present Danger Plan	User selected drop down. Values available for selection include: Yes, Pending, No, All, and Null/Blank.
	Safety Determination	User selected drop down. Values available for selection include: Safe, Unsafe, No Determination, No Assessment, All, and Null/Blank.



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	Impending Danger Plan	User selected drop down. Values available for selection include: Yes, Pending, No, All, and Null/Blank.
	Risk Assessment	User selected drop down. Values available for selection include: Very High, High, Moderate, Low, Unable to Assess, Pending, and No Assessment.
	All Children Out of Home	User selected drop down. Values available for selection include: Yes, No, All, and Null/Blank. Yes=results where the ALL Children Out of Home column reflects Yes; No=results where the All Children Out of Home column reflects No; All=results where the All Children Out of Home column reflects either Yes or No; Null=filter does not apply.
	Maltreatments	Displays all maltreatments listed on the Child Investigation. This column does not need to display and can be hidden, but needs to provide the data available to enable to creation of a filter to filter based on maltreatments contained within the Investigation. The types of Maltreatments include all those available when adding maltreatments to the Child Investigation page. User has the ability to select multiple maltreatments and this list box will default to none of the values selected.
Group Box	Investigations/Special Conditions Referrals Returned	
Fields	Results group box	Search Results for Child Investigations/Special Conditions Referrals are displayed within the group box as defined below only for users logged into "child" units. Results include only "open" Investigations and Special Conditions Referrals and are returned only if the "Worker Name" being searched (if applicable) is identified as the Primary or Secondary Investigator on the Intakes tab of the Investigation or Special Conditions Referral.



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		By default, Search Results are initially sorted by Screening Decision Date and Time – oldest to newest. If more than one Investigation has the same exact Screening Decision Date and Time, the second filter is Intake/Investigation ID - newest to oldest. If the user then clicks a column header for a sortable column (indicated by hyperlink header text), Search Results are grouped by the values displayed within the selected column, and the default sort of Screening Decision Date and Time becomes a sub-sort within each grouping of values for the selected column. Continuing in this manner, each time the user clicks a column header for a sortable column, each subsequent sort makes the previous sort a sub-sort. The sort functionality works like Microsoft Excel.
	FSFN Case Name	Displays the FSFN Case Name with which the Child Investigation/Special Conditions Referral is associated. If sorted, alphabetical order by Last Name, First Name, Middle Name. The Case Name displays as a hyperlink and is reflected as Last Name, First Name Middle Name, which launches the Maintain Case page.
	Youngest Age of Child Victim	Column displays the age in plain black text. The Youngest Age of Child Victim is determined by looking at all participants in the associated Child Investigation or SC Referral with a Role of Victim and determining out of all the Victims, what is the youngest age. Therefore, if a SC Referral, which doesn't always have a Victim, this column will be blank; Age is determined by first looking at the victim's Date of Birth documented on Person Management and comparing it to the current system date. If Date of Birth is not documented FSFN will look for Estimated Age documented on Person Management. If no Date of Birth or Estimated Age is documented for a Victim then FSFN will consider the victim as 0.



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		The header is a hyperlink to sort youngest to oldest upon clicking the header the first time; reverse sort is not available.
	Intake/Investigation ID	Displays the Intake/Investigation ID without the sequenced identifier and is a non-duplicated count. If sorted, newest to oldest. The Intake/Investigation ID displays as a hyperlink, which launches the Child Investigation or Special Conditions Referral page.
	Screening Decision Date/Time	Displays the Screening Decision Date/Time of the Initial Intake linked to the Child Investigation or Special Conditions Referral. System- driven initial sort, in ascending order (oldest to newest). The Screening Decision Date/Time displays as a hyperlink, which launches the Initial Intake page, which is frozen.
	Days Elapsed	Displays the calendar days elapsed since Screening Decision Date; if sorted, displays greatest to smallest number of days elapsed; if more than 1 with the same number of days elapsed, 2nd sort is oldest to newest by Intake/ Investigation ID (lowest to highest number).
	Intake Type	Displays the Intake Type - Child Intake or Special Conditions Intake. If sorted, Child Intakes, then Special Conditions Intakes; second sort by Intake/Investigation ID newest to oldest.
	Commencement Date/Time	Displays the Commencement Date/Time of the Initial Intake linked to the Child Investigation or Special Conditions Referral. If sorted, newest to oldest based on date/time; if multiple same date/time, second sort by Intake/Investigation ID newest to oldest.
	Most Recent Present Danger Assessment (PDA)	Displays a hyperlink to the PDA, if created. Please note this column will be null if the PDA does not exist for the In-Home or Other Child Investigation, if it is an Institutional Child Investigation, or if it is a



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		<p>Special Conditions Referral, which does not document the PDA. If more than one PDA exists, the most recent PDA based on Create Date and Time will be launched upon selecting the hyperlink. If the most recent Present Danger Assessment associated with the Child Investigation is Pending, the hyperlink text will display "Pending." If the most recent Present Danger Assessment is Completed, the hyperlink text will display the Danger Threat selected from the PDA within the Safety Intervention group box: either "Present Dangers Exist" or "No Present Danger."</p> <p>The Most Recent Present Danger Assessment (PDA) column is sortable. Clicking the header text, which is a hyperlink, sorts the results by Most Recent Present Danger Assessment in the following order: Present Dangers Exist, No Present Danger, Pending, blank.</p>
	<p>Present Danger Plan</p>	<p>Displays a hyperlink that launches the most recent Safety Plan with the type of "Present Danger" linked to the Investigation. If a Safety Plan for the purpose of "Present Danger" has not been created from that particular Investigation, the column will be blank. If a "case level" Present Danger Safety Plan exists, but one has NOT been created from that particular Investigation, the column will also be blank. If more than one Present Danger Safety Plan has been created from the Investigation, the hyperlink launches the most recent Safety Plan based on Effective Date of the Plan. If multiple Present Danger Safety Plans exist with the same Effective Date, the logic will look at the Create Date/ Time stamp. If the most recent Present Danger Safety Plan is Pending, the hyperlink text will display "Pending." If the most recent Present Danger Safety Plan is completed but NOT terminated, the hyperlink text will display the Effective Date of the</p>



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		<p>Plan. If the most recent Present Danger Safety Plan is completed AND terminated, the column will once again be blank because there isn't a "current" Plan that is Pending or Completed.</p> <p>The Present Danger Plan column is sortable. Clicking the header text, which is a hyperlink, sorts the results by Present Danger Plan in the following order: Oldest to Newest by Effective Date, Pending, blank.</p>
	<p>Family Functioning Assessment (FFA) - Investigation</p>	<p>Displays a link to the FFA - Investigation, if created. Please note this column will be null if the FFA - Investigation does not exist for the In-Home or Other Child Investigation, if it is an Institutional Child Investigation, or if it is a Special Conditions Referral, which does not document the FFA - Investigation.</p> <p>When an FFA – Investigation has been created for the Investigation, the hyperlink text displayed is based upon the Safety Determination for the Assessment. “No Determination” is displayed if the FFA - Investigation was created and saved, but no determinations have been selected; “Safe” is displayed if one or more children associated with the assessment have the Safety Determination of “Safe” and no children have an “Unsafe” Safety Determination. “Unsafe” is displayed based on a hierarchical approach; that is, if there is at least one child with the Safety Determination of “Unsafe”, the hyperlink will display “Unsafe.”</p> <p>The Family Functioning Assessment (FFA) column is sortable. Clicking the header text, which is a hyperlink, sorts the results by Family Functioning Assessment, and in the following order: Unsafe, Safe, No Determination, blank</p>
	<p>Impending Danger Plan</p>	<p>Displays a hyperlink that launches the most recent</p>



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		<p>Safety Plan linked to the Investigation with the type of "Impending Danger." If a Safety Plan for the Purpose of "Impending Danger" has not been created from that particular Investigation, the column will be blank. If a "case level" Impending Danger Safety Plan exists, but one has NOT been created from that particular Investigation, this column will also be blank. If more than one Impending Danger Safety Plan is created from the Investigation, the hyperlink will launch the most recent Impending Danger Plan based on Effective Date of the Plan. If multiple Present Danger Safety Plans exist with the same Effective Date, the logic will look at the Create Date/ Time stamp. If the most recent Impending Danger Safety Plan is Pending, the hyperlink text will display "Pending." If the most recent Impending Danger Safety Plan is completed but NOT terminated, the hyperlink text will display the Effective Date. If the most recent Impending Danger Safety Plan is completed AND terminated, the column will once again be blank because there isn't a "current" Plan that is Pending or Completed.</p> <p>The Impending Danger Plan column is sortable. Clicking the header text, which is a hyperlink, sorts the results by Impending Danger Plan in the following order: Oldest to Newest by Effective Date, Pending, blank.</p>
	<p>Most Recent Supervisor Consultation</p>	<p>**Only applicable to Child Investigations (In-Home, Institutional and Other)** Displays a hyperlink to the most recent Supervisor Consultation page, if created, and displays the Date/Time of Consultation This column will NOT include any 2nd Tier Consultations or Rapid Safety Feedback Types. Please note this column will be null if NO Supervisor Consultations have been created yet. If sorted, those without a Supervisor Consultation first, then those with a Supervisor Consultation; in both</p>



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		<p>groupings the 2nd sort is oldest to newest by Intake/ Investigation ID.</p> <p>Launches the Supervisor Consultation page, if applicable. Please note that Supervisor Consultation page launches in view only mode based on the manner in which the page functions.</p>
	Most Recent 2 nd Tier Consultation	<p>**Only applicable to Child Investigations (In-Home, Institutional and Other) ** Displays a hyperlink that launches the Supervisor Consultation page for the most recently completed Supervisor Consultation with the type of "2nd Tier Consultation." If no 2nd Tier Consultation has been completed for the associated Child Investigation, this column will be blank and not contain any details. If multiple 2nd Tier Consultations have been completed for the associated Investigation, a hyperlink will launch the most recent 2nd Tier Consultation based on Consultation Date/ Time. The hyperlink will display the Consultation Date and Time captured on the Supervisor Consultation page.</p> <p>The Most Recent 2nd Tier Consultation column is sortable. Clicking the header text, which is a hyperlink, sorts the results by Most Recent 2nd Tier Consultation in the following order: oldest to newest based on the Consultation Date and Time, blank.</p>
	Risk Assessment	<p>Displays a link to the Risk Assessment page, if created. Please note this column will be null if the Risk Assessment does not exist for the In-Home Child Investigation, or if it is an "Other" or "Institutional" Child Investigation, or if it is a Special Conditions Referral, which do not document the Risk Assessment; if the Risk Assessment has been created, but not completed, a hyperlink will display and reflect "Pending" which will launch the Risk Assessment page in Edit mode, if applicable; if the Risk Assessment has been "completed" a</p>



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		hyperlink will display and reflect the "<Final Risk Level>" which will launch the Risk Assessment page in view only mode
	Most Recent Rapid Safety Feedback	Displays the Consultation Date and Time as a hyperlink. Clicking the hyperlink will launch the Supervisor Consultation page. This column only displays a Date and Time hyperlink if at least one Rapid Safety Feedback Consultation has been completed for the associated Investigation. If multiple Rapid Safety Feedback Consultations have been completed for the associated Investigation, the hyperlink will launch the most recent and display the Consultation Date and Time of the most recent based on the Consultation Date and Time of the Supervisor Consultation page. If at least one Rapid Safety Feedback Consultation has not been completed for the associated Investigation this column will be blank. The Date and Time displayed as the hyperlink will be the Consultation Date and Time captured on the Supervisor Consultation page.
	Total # of Priors	Displays the total number of prior investigations. The total number of prior investigations will be determined by looking at all participants, based on Person ID, included in that Investigation and then looking at the number of Investigations collectively that the participants were involved. A "prior" Investigation is any Child Investigation, Adult Investigation or Special Conditions Referral that was created "prior to" approving the current Investigation for closure. The total number displays as plain black text. The column header is displayed as a hyperlink. Upon clicking the hyperlink, the results will display highest to lowest and is not able to be sorted in reverse.
	Initial Safety Assessment Completed	Displays a hyperlink to the Initial Safety Assessment, if created, and displays "No" if created,



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		<p>but not completed; if created and completed, displays the Completed Date as a hyperlink. Only applicable to Institutional Child Investigations.</p> <p>Launches the Initial Safety Assessment, if applicable. Therefore, if the Initial Safety Assessment has been created but not completed, and therefore No displays, "No" will be displayed as a hyperlink to launch the Initial Safety Assessment page and will launch in Edit mode since not completed. If the Initial Safety Assessment has been created and completed, the Completed Date will be displayed as a hyperlink and launch in view only mode because it is frozen.</p> <p>The column should always display "null" if the Child Institutional Investigation page is the "old" format and has the Supervisor Review and 2nd Part Review tabs. The column should only pre-fill as designed for "new" Child Investigation pages.</p>
	<p>Special Conditions Referral Assessment</p>	<p>Displays a hyperlink that launches either the Child on Child Safety Assessment or Special Conditions Referral Assessment, whichever is applicable, for a Special Conditions Referral. If the Assessment hasn't been created yet, OR the row is not for a Special Conditions Referral, this column will be blank. Once the Assessment is created, but prior to completion, the hyperlink will display as "Pending." Once completed, the hyperlink will display as the Completed Date. In the event the Completed check box is selected, but subsequently de-selected, the hyperlink will dynamically update to switch back from the Completed Date to display "Pending."</p>
	<p>All Children Out of Home</p>	<p>Displays Yes, No, All, or Null/Blank return results looking at children in the Investigation with an Initial Role of child (CH) in home and/or Victim (V) children in the investigation and whether they are currently placed out of home or not. The column displays in plain black text and is not sortable.</p>



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	Primary Unit	Displays the Unit Name associated with the Primary Investigator identified on the Intakes tab of the Investigation page. Plain text display.
	Primary Investigator	Displays the Primary Investigator captured on the Intakes tab of the Child Investigation/Special Conditions Referral page. If sorted, alpha by last name, first name, middle name. The Primary Investigator displays as a hyperlink and reflected as Last Name, First Name Middle Name, which launches a new email message using the mail server the user logged in is pointing to. Sortable column with hyperlink.
	Rows Returned	Displays the number of rows returned within the search results group box. Plain text display.
Buttons	Close	Returns the user to the Desktop.

1.1.4 Background Processing

Refer to the background processing associated with each of the fields displayed within the Page Information table in the previous section.

1.1.5 Save Processing

N/A

1.1.6 Security

Any worker with the Investigation/Special Conditions Referral Workload security resource will have access to launch the Investigation/Special Conditions Referral Workload Listing page, which will pull in any Investigations/Special Conditions Referrals that meet the identified search criteria and to which “Worker Name” identified is either the Primary or Secondary Investigator identified on the Intakes tab of the Investigation or Special Conditions Referral. This includes Case Managers who have assignments and work on Special Conditions Referrals – Foster Care Referrals.

In addition, only if the worker accessing the Investigation/Special Conditions Referral Workload Listing page has an active assignment to the associated FSFN Case and has the applicable security, will the piece of work be launched in Edit mode.



1.2 Investigation/Special Conditions Referral Workload Listing - (Adult Investigations)

Investigation/Special Conditions Referral Workload - Internet Explorer provided by IBM Corporation

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Search Criteria

Worker Name: viswanath, sridevi Intake Screening Decision Date Range: Start Date: 01/01/2016 End Date: 02/17/2016

Investigation Type: Child Special Conditions Referrals Adult [Clear Fields](#) [Search](#)

Investigations/Special Conditions Referrals Returned

FSN Case Name	Intake/Investigation ID	Screening Decision Date/Time	Days Elapsed	Commencement Date/Time	Initial Safety Assessment Submitted	Initial Safety Assessment Reviewed	Primary Investigator
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1.2.1 Page Navigation

The Investigation/Special Conditions Referral Workload Listing page launches by selecting the Investigation/Special Conditions Referral Workload menu item from the Utilities drop down on the Desktop.

1.2.2 Page Overview

The Investigation/Special Conditions Referral Workload Listing page, when launched, defaults to either both Child and Special Conditions Referral check boxes or Adult check box being pre-selected with the other selection(s) being disabled. This is based on the Program Type associated



with the profile under which the user is currently logged in, which can only be Child or Adult, but cannot be both. If Adult, the following columns will display within the Investigations/Special Conditions Referrals Returned group box: 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. The date range by which the user can filter the results is associated with the Intake Screening Decision Date and Time and not the Initial Intake Received Date and Time. Finally, when the results are returned the initial, system-derived sort is by Screening Decision Date and Time in ascending order (oldest to newest).

Any piece of work launched from this page is in edit mode if the user has an assignment to the FSFN Case to which the Investigation/Special Conditions Referral is linked. **Note:** The results are returned only if the "Worker Name" being searched (if applicable) is identified as the Primary or Secondary Investigator on the Intakes tab of the Investigation or Special Conditions Referral.

1.2.3 Page Information

Group Box	Search Criteria	
Fields	Worker Name	<p>When logging in as a regular worker this drop down will default to the worker logged in and be disabled.</p> <p>When logging in as a Supervisor, the workers contained in their Unit will display within the Worker Name drop down, including a value of "All", which is the default. If the Supervisor logged in is in a Parent Unit, which has multiple Units under it, the workers contained across the Supervisor's Units will display within the Worker Name drop down. The workers will not be filtered based on the Unit under which they fall within the Parent Unit.</p> <p>If a search is invoked and then the user changes the Worker Name drop down, if logged in as a Supervisor, the Date fields will null out. Drop down.</p>
	Intake Screening Decision Date Range	Screening Decision Start Date and End Date Range used to filter the results returned within the Investigations/Special Conditions Referrals Returned group box.



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	Start Date	Start Date and End Date can be equal to one another; End Date cannot be prior to Begin Date; Begin and End Dates cannot be in the future; System is looking at the Screening Decision Date not the Intake Received Date. If either date is entered, the other must be entered as well. User-entered date field.
	End Date	Start Date and End Date can be equal to one another; End Date cannot be prior to Begin Date; Begin and End Dates cannot be in the future; System is looking at the Screening Decision Date not the Intake Received Date. If either date is entered, the other must be entered as well. User-entered date field.
	Investigation Type	Upon launching the Investigation/ Special Conditions Referral Workload Listing, the system defaults to Adult and is disabled and grayed out, with Child and Special Conditions Referral not selected but also disabled, if the user logged in is part of an "adult" unit. This can be the sole search criterion. Check boxes.
Button	Clear Fields	Selecting the Clear Fields button will remove any dates entered.
	Search	Selecting the Search button invokes the Search, returning the results within the Investigations/Special Conditions Referrals Returned group box.
Group Box	Investigations/Special Conditions Referrals Returned	
	Results group box	Search Results are displayed within the group box and initially sorted by Screening Decision Date and Time - newest to oldest. If more than one Investigation has the same exact Screening Decision Date and Time, second filter is Intake/Investigation ID newest to oldest. After results are returned, if user selects a sortable column, it resets the sort order and then any subsequently selected sort is a sub-sort to the first user invoked sort. The sort is reset back to the system driven sort once a



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		new search is invoked. Only "open" Investigations and Special Conditions Referrals are returned. The result columns displayed are derived based on whether the user is searching Child Investigations/Special Conditions Referrals or Adult Investigations, which is determined based on the unit under which the user is logged in. Note: The results are returned only if the "Worker Name" being searched (if applicable) is identified as the Primary or Secondary Investigator on the Intakes tab of the Investigation or Special Conditions Referral.
	FSFN Case Name	Displays the FSFN Case Name with which the Adult Investigation is associated. If sorted, alphabetical order by Last Name, First Name, Middle Name. The Case Name displays as a hyperlink and is reflected as Last Name, First Name Middle Name, which launches the Maintain Case page. Sortable column.
	Intake/Investigation ID	Displays the Intake/Investigation ID without the sequenced identifier and is a non-duplicated count. If sorted, newest to oldest. The Intake/Investigation ID displays as a hyperlink and launches the Adult Investigation page. Sortable column with hyperlink.
	Screening Decision Date/Time	Displays the Screening Decision Date/Time of the Initial Intake linked to the Adult Investigation. System-driven initial sort, in ascending order (oldest to newest). Screening Decision Date/Time displays as a hyperlink, which launches the Initial Intake page, which is frozen. Sortable column with hyperlink.
	Days Elapsed	Displays the calendar days elapsed since Screening Decision Date; if sorted, displays greatest to smallest number of days elapsed; if more than 1 with the same number of days elapsed, 2nd sort is oldest to newest by Intake/ Investigation ID (lowest to highest number).



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	Commencement Date/Time	Displays the Commencement Date/Time of the Initial Intake linked to the Adult Investigation. If sorted, newest to oldest based on date/time; if multiple same date/time, second sort by Intake/Investigation ID, newest to oldest. Sortable column.
	Initial Safety Assessment Submitted	<p>Displays a hyperlink to the Initial Safety Assessment, if created, and displays the Date/Time stamp that the Initial Safety Assessment was submitted for Supervisory Review, if applicable; if created but not submitted for Supervisory Review, will display "No." Please note this column will be null if the Initial Safety Assessment has not been created yet. If sorted, "No" first, then those submitted; second sort by Intake/Investigation ID newest to oldest.</p> <p>Launches the Initial Safety Assessment, if applicable. Therefore, if the Initial Safety Assessment has been created but not submitted, and therefore "No" displays. "No" will display as a hyperlink to launch the Initial Safety Assessment page. Please note that if the Initial Safety Assessment has been submitted, even if launched in Edit mode, the tabs would be disabled just as if the Initial Safety Assessment had been launched from the Desktop. Employs the same logic as currently in FSFN to determine if the fields are enabled or disabled when launched in Edit mode. Sortable column with hyperlink.</p>
	Initial Safety Assessment Reviewed	Displays the Supervisor Review Status of the Safety Assessment, if created, and displays the Date/Time stamp if Safety Assessment has been reviewed by the Supervisor; if created but not reviewed by the Supervisor yet, displays "No." Please note this column will be null if the Initial Safety Assessment has not been created yet. If sorted, "No" first, then those reviewed; second sort by Intake/Investigation ID newest to oldest. Sortable column.
	Primary Investigator	Displays the Primary Investigator captured on the



		Intakes tab of the Adult Investigation page. If sorted, alpha by last name, first name, middle name. The Primary Investigator displays as a hyperlink and reflected as Last Name, First Name Middle Name, which launches a new email message using the mail server the user logged in is pointing to. Sortable column with hyperlink.
	Rows Returned	Displays the number of rows returned within the search results group box. Plain Text display.
Buttons	Close	Returns the user to the Desktop.

1.2.4 Background Processing

Refer to the background processing associated with each of the fields displayed within the Page Information table in the previous section.

1.2.5 Save Processing

N/A

1.2.6 Security

Any worker with the Investigation/Special Conditions Referral Workload security resource will have access to launch the Investigation/Special Conditions Referral Workload Listing page, which will pull in any Investigations/Special Conditions Referrals that meet the identified search criteria and to which “Worker Name” identified is either the Primary or Secondary Investigator identified on the Intakes tab of the Investigation or Special Conditions Referral. This includes Case Managers who have assignments and work on Special Conditions Referrals – Foster Care Referrals. In addition, only if the worker accessing the Investigation/Special Conditions Referral Workload Listing page has an active assignment to the associated FSFN Case and has the applicable security, will the piece of work be launched in Edit mode.