



Florida Safe Families Network

Judicial Review Worksheet How Do I ... Guide

March 17, 2017

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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Create Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Create a Judicial Review Worksheet page from the FSFN Desktop</p>	<ul style="list-style-type: none"> • On FSFN Banner, click Case Work. OR • From Create menu, click Case Work. • The Create Case Work page opens. • In the Case Work Items group box, Assessment and Planning icon drop down, select Judicial Review Worksheet. • In the Cases group box, select the appropriate case. • Click Create. • The Case Plan Worksheet Selection pop-up page opens. • The list displays all associated Case Plan Worksheet pages. If there are no Case Plan Worksheet pages associated to the case, you receive a validation error message that at least one page must be created before creating a Judicial Review Worksheet page. • In the Case Plan Worksheet Selection group box, select the appropriate Case Plan Worksheet. • Click Continue. • The Judicial Review Worksheet page opens. Refer to Complete Judicial Review Worksheet page for next steps. • Click Save. 	<p><i>You must create at least one Case Plan Worksheet before creating a Judicial Review Worksheet.</i></p> <p><i>You can create a Judicial Review Worksheet page from your FSFN Desktop or Case Book. The case must have at least one FFA-Ongoing page or Progress Update page before you can create a Case Plan Worksheet page. You do not need to select case participants.</i></p> <p><i>When the Judicial Review Worksheet page is created, the system launches the Case Plan Worksheet Select page. The user selects a Case Plan Worksheet record from which the system pre-fills data on the new Judicial Review Worksheet page.</i></p> <p><i>If there are no Case Plan Worksheet pages associated to the case, you receive a validation error message that at least one page must be created before creating a Judicial Review Worksheet page.</i></p> <p><i>You can select any Case Plan Worksheet page from which to pre-fill the Judicial Review Worksheet page. Certain information from the selected Case Plan Worksheet page pre-fills the Judicial Review Worksheet page.</i></p>



Create Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Create a Judicial Review Worksheet page from the Case Book</p>	<ul style="list-style-type: none"> • On the Case Book, in the Case Actions List Box, click the Judicial Review Worksheet hyperlink. OR • On Case Book, click the Create Case Work hyperlink at the top of the center panel. • The Create Case Work page opens. • In the Case Work Items group box, Assessment and Planning icon drop down; select the Judicial Review Worksheet. • Click Create. • The Case Plan Worksheet Selection pop-up page appears. • In the Case Plan Worksheet Selection group box, select the appropriate Case Plan Worksheet. The information from the selected Case Plan Worksheet page pre-fills the Judicial Review Worksheet page. • Click Continue. • The Judicial Review Worksheet page opens. Refer to Complete Judicial Review Worksheet page for next steps. • Click Save. 	<p><i>You do not need to select a case or case participants. FSFN uses the same case from Case Book.</i></p> <p><i>You can select any Case Plan Worksheet page associated to the case. The information from the selected Case Plan Worksheet page pre-fills the Judicial Review Worksheet page.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
Complete a Judicial Review Worksheet page Participants Tab	<p>Participants Tab</p> <ul style="list-style-type: none"> • Review Case Participants in the Household Composition group box. You can insert or remove associated Case participants on the Judicial Review Worksheet. Refer to Add or Remove Participants section below for details. • In the Household Composition group box, Parent/Legal Guardian/Other Adult Household Members in a Caregiving Role sub-group box, you must select from the Compliance with Case Plan drop down. • Select the appropriate Compliance with the Case Plan measure for each participant. • Click Save. 	<p><i>You can select from any Case Plan Worksheet page from which to pre-fill the Judicial Review Worksheet page. The information from the selected Case Plan Worksheet page pre-fills the Judicial Review Worksheet page.</i></p>
Complete a Judicial Review Worksheet page Family Change Strategy/Resources Tab	<p>Family Change Strategy/Resources Tab</p> <ul style="list-style-type: none"> • The information in the Family Change Strategy group box pre-fills from the FFA – Ongoing or Progress Update associated with the Case Plan Worksheet that is associated with this Judicial Review Worksheet. To edit information contained in this group box, refer to Edit Family Change Strategy section below. • The Resources group box contains three enabled and required text box fields. <ul style="list-style-type: none"> ▪ Level of material and monetary support provided by the parents ▪ Assistance provided to the Foster Parents or Legal Guardians to address needs of the child(ren) ▪ Fees assessed and collected • The Diligent Search group box contains an optional text box. • Click Save. 	<p><i>Upon clicking Refresh, the Family Change Strategy/Resources tab will update to include the most current Danger Statement, Family Goals, Ideas and Potential Barriers information captured on the associated Case Plan Worksheet.</i></p> <p><i>The Diligent Search group box contains an optional text box used to report to the Court the status of any pending Diligent Search(es).</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Visitation/Family Time/Child Participation Tab</p>	<p>Visitation/Family Time/Child Participation tab</p> <ul style="list-style-type: none"> The information in the Family Time/Visitation Evaluation group box pre-fills from the Case Plan Worksheet that is associated with this Judicial Review Worksheet. To edit information contained in this group box, refer to Edit Family Time/Visitation section below. Select the applicable Child radio button. Evaluate Frequency of Family Time/Visitation. Select appropriate value from drop down list options: Consistent, Routine, Sporadic, Rare or Never. Evaluate Quality of Family Time/Visitation. Select appropriate value from drop down list options: Excellent, Adequate, Not Adequate or Adverse. Complete the narrative text box summarizing the Duration of the child/parent/sibling family time/visitation, if any, and agency recommendations for expansion or restriction of future visitation. Complete the narrative text box summarizing the Statement from current substitute caregiver regarding any material evidence concerning return of the child to the parent(s). Select next Child, if applicable and repeat steps above. Click Save. 	



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Visitation/Family Time/Child Participation Tab, Child Participation group box</p>	<p>Visitation/Family Time/Child Participation tab, Child Participation group box</p> <ul style="list-style-type: none"> • The Child Participation group box contains enabled and required narrative text box fields for <u>each</u> child. • Select the applicable Child. When you select the child, the following questions present enabled and required: <ul style="list-style-type: none"> ▪ Was child notified of the hearing? • Select Yes or No <ul style="list-style-type: none"> ▪ Is child attending? • Select Yes or No <ul style="list-style-type: none"> ▪ If No is selected, a conditional text box is enabled and required. “If not attending, state reason.” • Plan for Participating text box is enabled and required for this page. • Select next Child, if applicable and repeat above. • Click Save. 	<p><i>Upon clicking the Refresh button on the JRW, the Visitation/ Family Time Evaluation group box will update to include the most current visitation information captured on the associated Case Plan Worksheet. If there are Visitation Plans on the current version of the Case Plan Worksheet that already pre-filled the JRW and have the evaluation information documented, this information will not be wiped out. Only if there are additional visitation plans, a visitation plan was removed completely from the associated Case Plan Worksheet or an existing visitation plan was modified, will the change update and reflect on the JRW.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page, Placement Tab</p>	<p>Placement Tab</p> <p>The Placement tab contains the following two group boxes</p> <ul style="list-style-type: none"> ▪ Current Placement ▪ Residential Group Care <ul style="list-style-type: none"> • The information in the Current Placement group box prefills from the Placement module in FSFN with information about each child's current placement. To edit information contained in this group box, refer to Edit Placement section below. Depending upon the child's placement (In-Home or Out-of-Home), the system dynamically presents specific fields required for completion. • Upon clicking the Refresh button on the JRW, Current Placement group box will update and refresh to display the current placement information for each applicable child. • For each child, there is a Summary Information hyperlink. • Click the Summary Information hyperlink. • The Placement Summary pop-up presents read-only information on the following: <ul style="list-style-type: none"> ▪ Total # of Placements (current removal episode) ▪ Length of Current Removal Episode ▪ Total # of Removal Episodes ▪ Total Length of Time in Removal (months) • Close Placement Summary pop-up. • Upon clicking the Refresh button on the JRW, the Placement Summary pop up will refresh to contain the current information. 	<p><i>Current Placement information includes the following: Child Name; Provider Name; Placement Category and Type; Placement Begin and Current Removal Date</i></p> <p>Note: Upon changing the Provider ID and refreshing the page, the Current Placement fields WILL BE wiped out and made Null.</p> <p>Note: If the Provider ID is same but the Placement Category and Type is different, the Current Placement will NOT be wiped out/ made null/</p> <p>Note: Upon refreshing the child's placement has ended and is no longer in a Placement, the Current Placement fields will NO LONGER DISPLAY.</p> <p><i>The Summary Information hyperlink presents a Placement Summary pop up with summary information related to the selected child participant's placement history and is used to critically evaluate placement stability and service needs.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Placement Tab, Current Placement group box, Out of Home</p>	<p>Placement Tab – Current Placement group box</p> <ul style="list-style-type: none"> • Select the child. Depending upon the child’s placement (In-Home or Out-of-Home), the system dynamically presents specific fields required for completion. <p>If the child is in an Out-of-Home placement, the following questions present with narrative text fields enabled and required:</p> <ul style="list-style-type: none"> ▪ What are the strengths of this placement? ▪ What, if any, are the problems with this placement? <p>Some fields on the page pre-fill from other areas of the application.</p> <p>In the Current Placement group box review the questions and respond as appropriate.</p> <ul style="list-style-type: none"> • Is the child in the least restrictive, most family-like setting consistent with the child’s best interest and special needs? • Select Yes or No, as appropriate. <ul style="list-style-type: none"> ▪ If No, the “Explain” narrative text box is enabled and required. • Is the placement in close proximity to the child’s home? • Select Yes or No, as appropriate. <ul style="list-style-type: none"> ▪ If No, the “Explain” narrative text box is enabled and required. • Placement takes into account proximity to the school in which the child was enrolled at the time of removal? • Select Yes or No, as appropriate. <ul style="list-style-type: none"> ▪ If No, the “Explain” narrative text box is enabled and required. 	<p><i>The Placement tab captures information regarding children with Out-of-Home placements. This tab contains placement information for all children listed in the Children group box on the Participants tab if the child is currently in an Out-of-Home Placement. The placement information will be system derived from the current open Out-of-Home Placement record.</i></p>



Complete a Judicial Review Worksheet

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<p>Complete a Judicial Review Worksheet page Placement Tab, Current Placement group box, Out of Home</p>	<ul style="list-style-type: none"> • Did the child change schools as a result of a placement change? • Select Yes or No, as appropriate. <ul style="list-style-type: none"> ▪ If No, the “Explain” narrative text box is enabled and required. • Does the placement support the level of contact with the parents as is deemed appropriate? • Select Yes or No, as appropriate. <ul style="list-style-type: none"> ▪ If No, “Describe efforts to place the child in a placement that will support the contact with the parents” narrative text box is enabled and required. <p>If the child is a member of a sibling group and the child is placed in Out of Home care, the following questions present as enabled and required:</p> <ul style="list-style-type: none"> • The question, “Are all children placed with all other siblings in out of home care?” • Select Yes or No, as appropriate. <ul style="list-style-type: none"> ▪ If No, “Describe the plan to place siblings together or reason for separation” narrative text box is enabled and required. • Select next Child, if applicable and repeat above. • Click Save. 	<p><i>Some fields on the page pre-fill from other areas of the application. For example, if the child has been documented in the Case Plan Worksheet module to have had a school change as a result of the placement change, the system presents “Yes” in edit mode to that question on the Judicial Review Worksheet.</i></p>
<p>Complete a Judicial Review Worksheet page, Placement Tab, Residential Care group box</p>	<p>Placement Tab - Residential Care group box</p> <ul style="list-style-type: none"> ▪ In the Residential Care group box, select appropriate Child. Depending upon the child’s placement (In-Home or Out-of-Home) and age, the system dynamically presents specific fields required for completion. ▪ Is the child 11 years or older? (If the child is less than 11 years of age, the information 	<p><i>The information in the Residential Care group box is prefilled based on information from each child’s current placement. To edit information contained in this group box, refer to Edit Placement section below. Depending upon the child’s placement (In-Home or Out-of-Home), the system dynamically presents specific fields required for completion.</i></p> <p><i>System-derived using the same age as it appears in the Children group</i></p>



Complete a Judicial Review Worksheet

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	<p>does not present.)</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">▪ Has the child been in licensed family foster care for consecutive 6 months or longer? ▪ Has the child's placement changed more than once while in licensed family foster care? 	<p><i>box on the Participants tab; disabled; not user-modifiable.</i></p> <p><i>System-derived looking at current removal episode – Yes if the child has been in a placement for at least six months which were not relative or non-relative placements. There can be more than one placement within the six months as there may have been a change of licensed provider; disabled; not user-modifiable.</i></p> <p><i>System-derived based on most recent removal episode and if there was more than one (at least two) placement changes from one family foster care to another.</i></p> <p><i>Upon clicking Refresh, responses to the first 3 questions will refresh to be populated based on current information. If responses to these 3 questions were originally Yes and Question 4 response was originally Yes and none of these 3 questions has subsequently changed to No, the related data will remain. If, upon refreshing the Judicial Review Worksheet, the response to at least one of the three questions has changed to No, the fields related to the original Yes responses will be disabled and grayed out, with any previously entered information nulled out.</i></p> <p>Note: <i>If placement changed within 24 hours it doesn't count as a change; if the placement was changed but with the same provider, not a change; etc. Use AFCARS logic to determine; disabled; not user-modifiable.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page, Placement Tab, Residential Care group box</p>	<ul style="list-style-type: none"> ▪ Does the child have extraordinary needs as described in s. 409.16767(2) (a) Florida Statutes? ▪ Select/Update Yes or No, if applicable. ▪ If Yes to the four questions above, has the child been assessed for placement in licensed residential group care? ▪ Select Yes or No, as appropriate. <ul style="list-style-type: none"> ○ If No, the “Explain” narrative text box is enabled and required ○ If Yes, “Did the assessment recommend residential group care?” narrative text box is enabled and required. ▪ Select Yes or No, as appropriate. <ul style="list-style-type: none"> ○ If Yes, “If Yes, is the child in residential group care?” narrative text box is enabled and required. ○ If No, the “Explain” narrative text box is enabled and required. ▪ Select next Child and repeat above. ▪ Click Save. 	<p><i>Enabled; required; user-selected; the selection of one is required.</i></p> <p><i>Upon creation of the Judicial Review Worksheet page, the radio button is pre-selected from the corresponding field on the current Out-Of-Home Placement page - Removal/Placement tab - Extraordinary Needs group box. If the field is null on the current Out-of-Home Placement, default to null.</i></p> <p><i>This data will not refresh if a correction is made to the current Out-of-Home Placement.</i></p> <p><i>Conditionally enabled if and required if Yes is selected to all four questions directly above; if enabled, the selection of Yes or No is required.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Additional Child Information Tab, Medical/Mental Health group box</p>	<p>Additional Child Information Tab – Medical/Mental Health group box</p> <ul style="list-style-type: none"> Select appropriate Child. <p>Depending upon the child's age, the system will dynamically present specific fields enabled and required for completion. For example, if a child is less than 13 years or older, the system will not present the Independent Living and Education and Career Path group boxes for completion.</p> <ul style="list-style-type: none"> Summary of child's medical, dental and/or mental health issues, treatments and diagnosis narrative text box is enabled and required Select next Child and repeat above. Click Save. 	<p><i>To edit Medical/ Mental Health information select the hyperlink for Medical/Mental Health for the specific child whose information requires updates.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Additional Child Information Tab, Education group box</p>	<p>Additional Child Information Tab – Education group box</p> <ul style="list-style-type: none"> The Education group box contains some information pre-filled from other areas of the FSFN application such as the Education module, Medical/Mental Health module. Within the Education group box, the following question is enabled and required: “Is child performing at grade level?” Select Yes or No, as appropriate. If No, the “Explain” narrative text box is enabled and required. The question “If the child is not enrolled in an education program, which includes a licensed early education or child care program, provide an explanation below”; <ul style="list-style-type: none"> The text box provides the user the ability to document why a child is not enrolled in either an educational, licensed early education, or child care program, in order to remain complaint with F.S. 39.604(3) Rilya Wilson Act. Is the child currently an ESE student? Does the child have an education surrogate parent appointed by the district superintendent or dependency court? <ul style="list-style-type: none"> If No, and the child is an ESE student and in an Out-of-Home Placement, the associated narrative text box is enabled and required. Select next Child and repeat above. Click Save. 	<p><i>To edit information that is presented on the Judicial Review Worksheet, or other Education information, select the hyperlink for Education for the specific child whose information requires updates.</i></p> <p><i>System-derived from the Education Information tab>Exceptional Student Education / Individualized Education Plan group box on the Education Page for the associated Case, for the child whose radio button is clicked; not user modifiable.</i></p> <p><i>The text box will pre-fill from the CPW and be user modifiable. This field only pre-fills upon creation of the JRW and does not update from the CPW upon clicking Refresh.</i></p> <p><i>Upon Refresh, the current response is replaced based on the logic identified above if a change was made.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Additional Child Information Tab, Master Trust group box</p>	<p>Additional Child Information Tab – Master Trust group box – Children With Master Trust Accounts section</p> <ul style="list-style-type: none"> Click the View Master Trust Account hyperlink to access the associated Master Trust Account page – Ledger tab in view-only mode. <p>Additional Child Information Tab – Master Trust group box – Children Without Master Trust Accounts section</p> <ul style="list-style-type: none"> Within the Master Trust group box, the following question is enabled and required, “Does Child Need Master Trust Account Established?” Select Yes or No, as appropriate. If Yes, the “Case Manager Will Establish on or before?” date field is enabled and required. Select next Child and repeat above. Click Save. 	<p><i>This group box contains information of any Master Trust Account for any of the children listed in the Children group box on the Participants tab; children with at least one Master Trust Account will display under the Child(ren) With Master Trust Accounts section; if any of the children do not have a Master Trust Account established, they will be displayed under the Child(ren) Without Master Trust Accounts section.</i></p> <p><i>For each child displayed within the “Children Without Master Trust Accounts” section, an indicator displays if the Mother or Father is deceased. This is system-generated by obtaining the Person ID of the Mother and/or Father from the Child’s Person Management Page (Additional tab-Person Information group box), then checking if a date is entered in the Death date field in the Mother’s and/or Father’s Person Management Page- Basic tab-Basic group box.</i></p> <p><i>If there is a Date, display “Yes.” If there is not a Date, display “No.” If no person is listed as Mother and/or Father for the child, display “Unknown.”</i></p> <p><i>In addition, for each child displayed in the “Children Without Master Trust Accounts” section, an indicator is displayed if the child is receiving SSI. This is system-derived based if the Assets and Employment page for the child, within that particular FSFN case, is income identified of SSI; if so, displays Yes, if not, display No.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page Additional Child Information Tab, Independent Living group box</p>	<p>Additional Child Information Tab – Independent Living group box</p> <ul style="list-style-type: none"> Independent Living group box contains information documented in other areas of the FSFN application, such as the Independent Living Module. To edit information, click the hyperlink to the Independent Living module, record edits and save. When returning to the Judicial Review Worksheet, click Refresh and the updated information presents. Select next child and repeat above. Click Save. 	<p><i>Depending upon the child's age, the system will dynamically present specific fields enabled and required for completion. For example, if a child is less than 13 years or older, the system will not present the Independent Living and Education and Career Path group boxes for completion.</i></p>
<p>Complete a Judicial Review Worksheet page Additional Child Information Tab, Education and Career Path group box</p>	<p>Additional Child Information Tab – Education and Career Path group box</p> <ul style="list-style-type: none"> Education and Career Path group box presents information for children 13 years of age or older to include the child's name, date of birth and age. Select a Child. The statement, “For a child 13 years or older in licensed foster care, he/she has chosen one or more of the following post-secondary goals” is presented as well as four radio buttons that are enabled for selection. At least one radio button must be selected to indicate the child's education or career path. <ul style="list-style-type: none"> Select the applicable radio button. “Describe the youth's progress and any obstacles the youth is facing in achieving their education and career path goals” narrative text box is enabled and <u>not</u> required. “If this is a Judicial Review hearing that is being held within the month that begins the 6 month period before the youth's 18th birthday when placed in licensed foster care, has a plan that outlines the youth's transition to adulthood been submitted to the court?” narrative text box is enabled and <u>not</u> required. Select next Child and repeat above. Click Save. 	<p><i>Depending upon the child's age, the system will dynamically present specific fields enabled and required for completion. For example, if a child is less than 13 years or older, the system will not present the Independent Living and Education and Career Path group boxes for completion.</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page 17+ Requirements Tab</p>	<p>17+ Requirements Tab</p> <p>The 17+ Requirements tab presents information for children 17 years of age or older to include the child's name, date of birth and age.</p> <ul style="list-style-type: none"> Select a Child. For each statement presented, at least one radio button must be selected to indicate the case manager's assurance to the Court related to the statutory requirements associated with preparing the child for independence. In the Child Has Been Provided With: group box, select the Yes or No radio button to reflect if the child has been given the applicable documents. If No is selected, provide the explanation in the Explain narrative box. In the Case Manager Has Ensured That The Child: group box, select the Yes or No radio button to reflect if the case manager has completed the applicable tasks. If No is selected, provide the explanation in the Explain narrative box. Click Save. Click Close. 	<p><i>If no child in the Household Composition group box on the Participants tab is at least 17 years of age, the tab will display with a static text, "No child meets criteria."</i></p>



Complete a Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Complete a Judicial Review Worksheet page, Review Summary Tab</p>	<p>Review Summary Tab</p> <p>Review Summary group box contains information regarding the participant’s court history. The Child Name, Date of Last Judicial Review, Date of Last Permanency Staffing, and Date by which next Permanency Hearing due pre-fills from information recorded in the Legal Module within that particular FSFN case.</p> <ul style="list-style-type: none"> ▪ The question, “Is this also a Permanency Review?” is enabled and required. <ul style="list-style-type: none"> • Select Yes or No, as appropriate. • Enter Date of Current Judicial Review Hearing • Answer the question: “If requested, were relatives notified of the hearing?” • Select Yes or No, as appropriate. • Enter Date of Entry of Order Accepting Case Plan. • Complete the enabled and required narrative text field for each of the three topics presented: <ul style="list-style-type: none"> ▪ Significant Changes Since Last Case Plan or Judicial Review/Permanency Hearing, including any changes to removal household ▪ If significant progress has not been made toward achieving the permanency goal, identify efforts that will be made to implement a concurrent permanency goal ▪ Summary Recommendations to the Court <ul style="list-style-type: none"> ▪ Click Save. 	



Document Attachments to the Judicial Review Court Report Document

How Do I...?	Selections	Tips & Guidelines
<p>Document Attachments to Case Plans</p>	<p>On the Attachments tab, you must select either the Attached or Not Attached radio button for the Medical/Mental Health Records, Education, Independent Living, and Master Trust documents.</p> <p>If you select Not Attached, you are required to document the reason why.</p> <ul style="list-style-type: none"> • Click Save. 	<p><i>There are optional documents listed. Select the appropriate check box if you plan to attach the optional document to the court report.</i></p> <p><i>If you select the Other check box, you are required to enter a description of the document.</i></p>



Create Legal Documentation page-Launch Judicial Review Court Document

How Do I...?	Selections	Tips & Guidelines
<p>Create Legal Documentation page and Launch a Judicial Review Court Report document from the FSFN Desktop</p>	<ul style="list-style-type: none"> • Click the Case Work banner button. Click the Legal drop down and select Legal Document. Select the applicable FSFN case and click Create. • The Legal Document History page opens. • Determine if any presented legal document from the list should be copied as the starting point for a new legal document. • Click the Copy hyperlink next to the appropriate document from which the user wants to copy forward to create a new Legal Documentation page. • If there is no existing legal document from which to copy forward, click the Create button. • The Legal Documentation page opens. 	<p><i>The Legal Documentation functionality produces a legal document on behalf of a case or case participant(s). Legal documents are vitally important records about a case or case participant. The Legal Documentation page captures information regarding the document being produced, the associated legal action, Case Plan Worksheets, Judicial Review Worksheets, County and Circuit, Court Number with which the document is associated, the Designated Tribal Agent (if applicable), any Other Contact, as well as the names of the Magistrate and Judge, and whether a Citizen Review panel is associated.</i></p> <ul style="list-style-type: none"> • <i>Clicking the Copy hyperlink on the Legal Document History page pre-fills the information from the selected legal document. When performing "copy" functionality, only the fields on the Legal Documentation page itself copy over. The information captured on the associated template or Imaging page(s) do not copy over.</i> <p><i>The user is able to generate specific legal documents, select the associated participants, tie an ID to the document (if applicable) for pre-filling purposes, and print the document for Court submission.</i></p> <p><i>Furthermore, for those legal documents not generated out of FSFN, the user will be able to upload and attach applicable legal document images.</i></p>



Create Legal Documentation page-Launch Judicial Review Court Document

How Do I...?	Selections	Tips & Guidelines
<p>Create and Launch a Judicial Review Court Report document from Case Book</p>	<ul style="list-style-type: none"> • From Case Book, in the center banner, click the Create Case Work hyperlink to launch the Create Case Work page. Click the Legal drop down and select Legal Document. Click the Create button. OR • From Case Book, in the Case Actions panel, click the Legal Document hyperlink. • The Legal Document History page opens. • Determine if any presented legal document from the list should be copied as the starting point for a new legal document. • Select the Copy hyperlink next to the appropriate document from which the user wants to copy forward. • If there is no existing legal document from which to copy forward, click the Create button. • The Legal Documentation page opens. 	<p><i>You do not need to select a case or case participants. FSFN uses the same case from Case Book.</i></p>



Create Legal Documentation page-Launch Judicial Review Court Document

How Do I...?	Selections	Tips & Guidelines
<p>Complete Legal Documentation page and Launch a Judicial Review Court Report document</p>	<p>Complete the Legal Documentation page</p> <ul style="list-style-type: none"> From the Document drop down, select the appropriate document name. From the Invs/Assessment Number field, select the appropriate number if applicable. From the Dependency Case Manager drop down, select the name of the primary Case Manager. This is required if you are creating either the Court Involved Case Plan or Judicial Review. Expand Judicial Review Worksheet ID and select the appropriate IDs if applicable. From the Legal Action drop down, select the appropriate action. From the County drop down, select the appropriate county. From the Court Case Number(s) field, select the number, if applicable. In the Tribal Contact field, enter the Tribal Agent, if applicable. In the Other Contact field, enter the contact, if applicable. In the Magistrate field, enter the Magistrate's name, if applicable. In the Judge field, enter the Judge's name, if applicable. In the Citizen Review Panel field, enter the appropriate information, if applicable. In the Case Participant and Professional Contacts group box, select the appropriate Document Applies To check boxes for as many case participants as applicable. In Text Panel on the right, click the Text hyperlink to launch the document. Upon selecting Court Involved Case Plan, Judicial Review or Simplified Judicial Review from the Document drop down, the Approval hyperlink displays within the Actions and Text list boxes. Click Save. 	<p><i>When generating the Court Involved Case Plan or the Judicial Review Court Report or the Simplified Judicial Review template, background processes employed that are based on the selections made on the Legal Documentation page will determine what information populates the templates.</i></p> <p><i>The Court Involved Case Plan template will pre-fill with information contained in the Legal Documentation and Case Plan Worksheet pages.</i></p> <p><i>The Judicial Review and Simplified Judicial Review Court Report templates will pre-fill from Legal Documentation, Judicial Review Worksheet, and Progress Update pages. It is required to associate at least one Judicial Review Worksheet ID upon creating the Judicial Review or Simplified Judicial Review templates.</i></p> <p><i>The user can select multiple Judicial Review Worksheet IDs that are captured as check boxes displayed within the Judicial Review Worksheet ID expando as there may be more than one household being reported to the Court on the single legal document.</i></p> <p><i>Based on the selected Judicial Review Worksheet ID(s), the system will be able to identify the Case Plan Worksheet ID selected when creating the Judicial Review Worksheet page, therefore identifying the most recent Progress Update page created for the same Case Plan Worksheet ID. The lineage will result in the Judicial Review Court Report templates pre-filling with the applicable Outcome Evaluation(s).</i></p> <p><i>After successfully submitting Judicial Review or Simplified Judicial Review for approval, the system forces the Supervisor to launch the applicable template upon clicking the Approval hyperlink.</i></p>



Access a Judicial Review Worksheet Page		
How Do I...?	Selections	Tips & Guidelines
		<p>Upon clicking the <i>Text</i> hyperlink after selecting the <i>Court Involved Case Plan, Judicial Review or Simplified Judicial Review</i> (for additional documents, refer to <i>Functional Specifications and Topic Paper</i>), the system launches the applicable template respective to the selected document.</p>
<p>Access a Judicial Review Worksheet page from the FSFN Desktop</p>	<ul style="list-style-type: none"> On the FSFN Outliner, click the Cases expando. Click the Case Folder icon, then the Assessment and Planning icon. Click the appropriate Judicial Review Worksheet hyperlink. The Judicial Review Worksheet page opens in edit mode. Refer to Complete Judicial Review Worksheet and Legal Documentation sections for next steps. 	<p><i>The Judicial Review Worksheets display with other assessment and planning work. The worksheets display, sorted by newest to oldest, of create date. Under the Judicial Review Worksheet hyperlink, the Case Plan Worksheet ID hyperlink is available to launch the worksheet in edit mode.</i></p> <p><i>By system default, only Judicial Review Worksheets that have been updated within the last 24 months display on the Desktop. You must clear the Date Restricted check box on the Desktop to display Judicial Review Worksheets that have not been updated within 24 months.</i></p>
<p>Access a Judicial Review Worksheet page from the Case Book</p>	<ul style="list-style-type: none"> On Case Book, from the Work Type drop down above the center group box, select Assessment and Planning. In the center group box, click the appropriate Judicial Review Worksheet hyperlink. The Judicial Review Worksheet page displays in edit mode. Refer to Complete Judicial Review Worksheet and Legal Documentation sections for next steps. 	<p><i>The Judicial Review Worksheets display with other assessment and planning work. The worksheets display sorted by newest to oldest of create date.</i></p> <p><i>By system default, only Judicial Review Worksheets updated within the last 24 months display on the Desktop.</i></p> <p><i>In order to view Judicial Review Worksheets that have not been updated within the last 24 months, they must be accessed from the Desktop when the Date Restricted check box is unchecked. They are not accessible from Case Book.</i></p>



Access a Judicial Review Worksheet Page

How Do I...?	Selections	Tips & Guidelines
<p>Access a Judicial Review Worksheet page from the Person Book</p>	<ul style="list-style-type: none"> On the Person Book, from the Work Type drop down above the center group box, select Assessment and Planning. In the center group box, click the appropriate Judicial Review Worksheet (Case ID) hyperlink. The Judicial Review Worksheet page opens in edit mode if it has not been completed and the Person Book was accessed from your Desktop Case Outliner. Refer to Complete Judicial Review Worksheet and Legal Documentation sections for next steps. 	<p><i>The Judicial Review Worksheets display with other assessment and planning work. The worksheets display, sorted by newest to oldest of create date.</i></p> <p><i>By system default, only Judicial Review Worksheets that have been updated within the last 24 months display on the Desktop.</i></p> <p><i>In order to view Judicial Review Worksheets that have not been updated within the last 24 months, they must be accessed from the Desktop when the Date Restricted check box is unchecked. They are not accessible from Case Book.</i></p>
<p>Access a Judicial Review Worksheet page from the Search page</p>	<ul style="list-style-type: none"> On the FSFN Desktop, click Search on the banner. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> On the Desktop, from the Utilities menu, click Search. From either the Case or Person tab, conduct a search to locate the appropriate case or person. After the search is conducted and the appropriate case or person is found, expand the case or person in the search results. <p style="margin-left: 20px;">If conducting a person search, you must expand the applicable Case Folder icon.</p> <ul style="list-style-type: none"> Click the Assessment and Planning icon. Click the appropriate Judicial Review Worksheet hyperlink. The Judicial Review Worksheet page opens in read-only mode. The Judicial Review Worksheet page is only accessible in read-only mode from the Search page, even if you have an assignment to the case. 	<p><i>You can also assess the Judicial Review Worksheet page through Case Book or Person Book hyperlinks on the Search page.</i></p> <p><i>The Judicial Review Worksheet pages display with other assessment and planning work. They display sorted by newest to oldest of create date.</i></p> <p><i>By default, only Judicial Review Worksheets that have been updated within the last 24 months display on the Search page. In order to view Judicial Review Worksheets that have not been updated within the last 24 months, the Date Restricted check box must be unchecked on the Search page. However, Judicial Review Worksheets that have not been updated within the last 24 months are not accessible from Case Book or Person Book.</i></p> <p><i>For more information on searching for a case or person, see the Search User Guide on the DCF FSFN website (http://fsfn.dcf.state.fl.us).</i></p>



Access the Maintain Case page from Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
Access the Maintain Case page from Judicial Review Worksheet	<ul style="list-style-type: none"> In the Case Information group box, click the Case Name hyperlink. The Maintain Case page displays for the case associated to the Judicial Review Worksheet page. Modify the Maintain Case page as needed if it is in edit mode. Click Save. When you finish editing or viewing the Maintain Case page, click Close. The Judicial Review Worksheet page opens. At the top of the Judicial Review Worksheet page, click the Refresh button. 	<p><i>The Maintain Case page opens in edit mode if you accessed the Judicial Review Worksheet page from your FSFN Desktop under the Cases Outliner, Case Book, or Person Book; otherwise, it displays in view-only mode.</i></p> <p><i>From the Maintain Case page, you can access other pages. For example, if you need to update the Date of Birth for one of the children, click the Person Name hyperlink on the Maintain Case page and access the Person Management page.</i></p> <p><i>It is important to Refresh the Judicial Review Worksheet page when information is updated on another page associated to the case. For example, if you updated the Date of Birth for one of the children, the new Date of Birth displays after refreshing.</i></p>

Access the Case Plan Worksheet page from Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
Access the Case Plan Worksheet page from Judicial Review Worksheet	<ul style="list-style-type: none"> In the Case Information group box, click the Case Plan Worksheet ID hyperlink. The Case Plan Worksheet page that was selected when the Judicial Review Worksheet page was created displays. Modify the Case Plan Worksheet page as needed if it is in edit mode. Click Save. When you finish editing or viewing the Case Plan Worksheet page, click Close. The Judicial Review Worksheet page opens. 	<p><i>The Case Plan Worksheet page opens in edit mode if it is in pending status and if you accessed the Judicial Review Worksheet page from your FSFN Desktop under the Cases Outliner, Case Book, or Person Book; otherwise, it displays in view-only mode.</i></p> <p>Note: <i>If an update is made to the Case Plan Worksheet page and the Refresh button is clicked, the fields pre-filled on the Judicial Review Worksheet from the associated Case Plan Worksheet page will reflect the update.</i></p>



Edit a Judicial Review Worksheet - Add/Insert or Delete/Remove Participants

How Do I...?	Selections	Tips & Guidelines
<p>Add a Case Participant and Family Support Network Participant to the Judicial Review Worksheet</p>	<ul style="list-style-type: none"> Access the Judicial Review Worksheet page from the Desktop, Case Book (launched from the Desktop) or Person Book (launched from the Desktop). Review the Children group box, Parents/Legal Guardians/Other Adult Household Members in Caregiving Role group box and the Family Support Network group box in the Household Composition group box. In the selected sub-group box listed above, click Insert as needed. The Participant Select pop-up page opens. In the Participant Selection group box, select the appropriate check box(es) for the participants you want to add to the Judicial Review Worksheet page. Click Continue. The Judicial Review Worksheet page opens and the selected participants are added to edited group box. 	<p><i>To make any additions, removals or changes to the Case Participants that are reflected on the Judicial Review Social Study Report, you must access and edit the pending Judicial Review Worksheet.</i></p> <p><i>When adding participants to the Family Support Network group box, only those participants documented on the Maintain Case page as Family Support Network Contacts, not already included on the Judicial Review Worksheet page, will be displayed for selection on the Participant Select pop-up page.</i></p>



Edit a Judicial Review Worksheet - Add/Insert or Delete/Remove Participants

How Do I...?	Selections	Tips & Guidelines
<p>Remove a Case Participant and Family Support Network Participant from the Judicial Review Worksheet</p>	<ul style="list-style-type: none"> Access the Judicial Review Worksheet page from the Desktop, Case Book (launched from the Desktop) or Person Book (launched from the Desktop). Review the Children group box, Parents/Legal Guardians/Other Adult Household Members in Caregiving Role group box and the Family Support Network group box in the Household Composition group box. In the selected sub-group box listed above, click Remove as needed. The validation prompt displays "Are you sure you want to delete this participant?" Click Yes. The Judicial Review Worksheet page displays and the selected participant is removed from the edited group box. 	<p><i>Within the Family Change Strategy group box, there are four narratives that cover the Danger Statement, Family Goal, Ideas, and Potential Barriers information from the FFA – Ongoing or Progress Update, whichever was selected when creating the Case Plan Worksheet that was selected when creating the current Judicial Review Worksheet.</i></p> <p><i>You cannot edit the narratives directly on the Judicial Review Worksheet page. If the associated FFA – Ongoing or Progress Update is pending, you can edit the narratives on the associated page. The narratives will update on the Judicial Review Worksheet when the Refresh button is clicked.</i></p>



Edit a Judicial Review Worksheet - Medical/Mental Health Information

How Do I...?	Selections	Tips & Guidelines
<p>Edit Medical/Mental Health Information</p>	<ul style="list-style-type: none"> • On the Additional Child Information tab, review information in the Medical/Mental Health group box. • In the Medical/Mental Health group box, click the Medical/Mental Health hyperlink. • The Medical/Mental Health page displays for the child. • Modify the Medical/Mental Health page as needed if it is in edit mode. • Click Save. • When you finish editing or viewing the Medical/Mental Health page, click Close. • The Judicial Review Worksheet page - Additional Child Information tab displays. • In the Medical/Mental Health group box, select the radio button for the specific child to view the summary of the child's current medical/mental health status. • In the Summary of child's current medical, dental and/or mental health issues, treatments and diagnoses field, enter appropriate information. The field is required and is 2,000 characters. 	<p><i>Medical/Mental Health information displays for children listed on the Participants tab.</i></p> <p><i>The Medical/Mental Health hyperlink only displays if the child has a Medical/Mental Health Record in the associated FSFN Case.</i></p> <p><i>You must have appropriate security to view Medical/Mental Health information. If you do not have the security, FSFN generates a security validation error if you click the Medical/Mental Health hyperlink.</i></p> <p><i>If there is more than one child row, you can only select one radio button at a time. The information changes depending on the radio button you select.</i></p>



Edit a Judicial Review Worksheet - Education Information

How Do I...?	Selections	Tips & Guidelines
Edit Education Information	<ul style="list-style-type: none"> On the Additional Child Information tab, review information in the Education group box. In the Education group box, click the Education hyperlink. The Education page opens for the child. Modify the Education page as needed if it is in edit mode. Click Save. When you finish editing or viewing the Education page, click Close. The Judicial Review Worksheet page - Additional Child Information tab displays. At the top of the Judicial Review Worksheet page, click the Refresh button. In the Education group box, select the radio button for the specific child to view the summary of the child's education status. For the question "Is the child performing on grade level?" <ul style="list-style-type: none"> If No, the explain narrative text field is enabled and required if "No" is selected. Enter appropriate information in the narrative field, if applicable. The question "If the child is not enrolled in an education program, which includes a licensed early education or child care program, provide an explanation below" <ul style="list-style-type: none"> The text box provides the user the ability to document why a child is not enrolled in either an educational, licensed early education, or child care program, in order to remain compliant with F.S. 39.604(3), Rilya Wilson Act. 	<p><i>Education information displays for children listed on the Participants tab.</i></p> <p><i>The Education hyperlink only displays if the child has an Education Record in the associated FSFN case.</i></p> <p><i>It is important to refresh the Judicial Review Worksheet page when information is updated on another page associated to the case.</i></p> <p><i>If there is more than one child row, you can only select one radio button at a time. The information changes depending on the radio button you select.</i></p> <p><i>FSFN displays additional education information for the child. The School Type and Current Grade Level are derived from the most recent Maintain Education History page for the child.</i></p> <p><i>From the Education page for the child, FSFN displays if the child is an ESE student and if they have an appointed education surrogate parent. If the child is in an Out-of-Home Placement, an ESE student, and do not have an appointed education surrogate parent, you are required to provide an explanation in the associated text field.</i></p> <p><i>The text box will pre-fill from the CPW and be user modifiable. This field only pre-fills upon creation of the JRW and does not update from the CPW upon clicking Refresh.</i></p>



Edit a Judicial Review Worksheet - Independent Living Information

How Do I...?	Selections	Tips & Guidelines
<p>Edit Independent Living Information</p>	<ul style="list-style-type: none"> • On the Additional Child Information tab, review the information in the Independent Living group box. • In the Independent Living group box, click the Independent Living hyperlink. • The Independent Living page opens for the child. • Modify the Independent Living page as needed if it is in edit mode. The Independent Living Record is displayed in edit mode if the Judicial Review Worksheet page was launched from the Desktop, Case Book (launched from the Desktop) or Person Book (launched from the Desktop). • Click Save. • When you finish editing or viewing the Independent Living page, click Close. • The Judicial Review Worksheet page - Additional Child Information tab displays. • At the top of the Judicial Review Worksheet page, click the Refresh button. 	<p><i>The Independent Living hyperlink and Initial date of referral only displays if the child has an Independent Living Record in the associated FSFN Case.</i></p> <p><i>The Independent Living information is only relevant for children of age 13 or above. If there are no children of age 13 or above, the entire group box does not display.</i></p> <p><i>The Independent Living page opens in edit mode if you accessed the Judicial Review Worksheet page from your FSFN Desktop under the Cases Outliner, Case Book (launched from the Desktop) or Person Book (launched from the Desktop); otherwise, it is view-only.</i></p> <p><i>It is important to refresh the Judicial Review Worksheet page when information is updated on another page associated to the case.</i></p>

