Florida Safe Families Network

Legal Document
How Do I … Guide

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The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for additional resources.

How Do I…

Create a Legal Record		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Legal Record page from the Desktop	• From Desktop, click **Create**, and then select **Case Work**. • On **Create Case Work** page, from **Legal** drop down, select ***Legal Record***. • Select appropriate **Case**. • Select appropriate **Case Participants**. • Click **Create**. • Click **Yes**. • Click **Save**.	*If a Legal Record does not exist for a case participant, the Legal Record page is accessed from the Create Case Work page under the subject of Legal.* *A prompt is displayed which reads, 'A Legal Action must be created to save the Legal Record. Do you want to create a legal action now? <Yes> <No>.' Upon selecting Yes, the Legal page will launch automatically.* *In the event the user selects Yes and launches the Legal page, but decides he/she proceeded in error, as long as an initial Save has not been processed, the user can still cancel out by selecting the Close button.* *The user is able to cancel out by selecting No, which will return him/her to the Create Casework page.* *There can be one (and only one) Legal Record page for a case participant.* *If the Legal Record for a participant exists, the following error message will be displayed if a user attempts to create a new one: 'A Legal Record already exists for this child. Please access the child's Legal Record via the Outliner.'* *FSFN only checks in the case within which the user is working to verify that there is only one (1) Legal Record.*

Access an existing Legal Record for a Case Participant		
How Do I…?	**Selections**	**Tips & Guidelines**
Access an existing Legal Record for a Case Participant	• From Desktop Outliner, click **Legal** icon. • Click appropriate **Legal Record** hyperlink. OR • On **Case Book** or **Person Book** pages, from **Work Type** drop down above center group box, select ***Legal***. • In center group box, click appropriate **Legal Record** hyperlink.	*Clicking on the Legal Record hyperlink launches the Legal Record Page.*

Edit an existing Legal Page		
How Do I…?	**Selections**	**Tips & Guidelines**
Edit an existing Legal page	• From Desktop Outliner, **Case Book** page, or **Person Book** page, click **Legal Record**. • On **Legal Record** page, within **Legal Record** group box, click **Edi**t hyperlink next to Legal Record row.	*Clicking the Edit hyperlink will open the previously entered Legal page.* *Based on security, the page will either be view-only, limited access in edit mode, or complete access in edit mode.*

Delete an existing Legal Page

How Do I…?	Selections	Tips & Guidelines
Delete an existing Legal page	• On Outliner, click **Legal Record** icon. • On **Legal Record** page, within **Legal Record** group box, click **Delete** hyperlink next to Legal Record row.	*The ability to delete a Legal page is based on security, and for those users without the appropriate security profile, the Delete hyperlink will not be displayed.* *For users with the appropriate security, upon clicking the Delete hyperlink, the following prompt will be displayed, 'Are you sure you want to Delete the selected Legal page? <Yes> <No>.'* *Upon selecting Yes, the Legal page will be deleted.* *The last remaining Legal page can only be deleted when there are no Legal Documents associated with the Legal Record page.* *If there are no Legal Documents associated with the Legal Record page, the user will receive the following prompt: 'Deleting this Legal page will also delete the associated Legal Record page. Do you wish to continue? <Yes> <No>.' Clicking Yes will delete the Legal Record page.*

Launch Legal Documentation page

How Do I…?	Selections	Tips & Guidelines
Launch Legal Documentation page	• On **Legal Record** page, within **Legal Documents** group box, click **Legal Document Name** hyperlink.	

Create Legal Action		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Legal Action	• On **Legal Record** page, click **Create Legal Action** button.	*When the Create Legal Action button is selected, the Legal Copy page opens. The user then has the option to copy an existing Legal page or create a new Legal page.* *If Default Template is selected and one already exists, the following error message will be displayed: 'A Default Template already exists for this Case. Please access the existing Default Template to make any necessary changes. <OK>'* *If a reference value other than Default Template is selected and a Default Template does not yet exist, the following message will be displayed: 'A Default Template does not yet exist. If you would like to create a Default Template now please select yes, otherwise select No to continue with the selected Legal Action Initiated. <Yes> <No>'*

Print Legal Action		
How Do I…?	**Selections**	**Tips & Guidelines**
Print Legal Action	• Click **Print** command button located at top right hand corner of FSFN.	*The Print command located at the top right hand corner of the application allows the user to print the Legal Action (Action & Status and Tracking tabs) page in its entirety, including anything captured within the scrolling area of the screen.*

Print Legal Record

How Do I…?	Selections	Tips & Guidelines
Print Legal Record	• Click **Print Record** button.	*Clicking the Print Record button prints the Legal Record in its entirety, including anything captured within the scrolling area of the screen.* *The Print command located at the top right hand corner of the application allows the user to print the Legal Records page in its entirety, including anything captured within the scrolling area of the screen.*

Access the Legal Copy page

How Do I…?	Selections	Tips & Guidelines
Access the Legal Copy page	• Page is accessed by creating a **Legal** page (via either Create Casework or Legal Record page).	*The Legal Action Copy page displays a list of all Legal Actions for case participants that are available to copy.* *The Legal Action Copy page only displays if Legal pages are available to copy.* *Legal actions can be copied as long as the case is open, regardless of whether the participant is deactivated or not. Once a case is closed, all Legal Action pages are view-only.* *The page consists of Case Information and Legal Action Selection group box.* *Clicking on the Copy hyperlink launches a new Legal page, copying over all documented information, except for the information captured in the Court Approved Permanency Goal group box, from the originating Legal page.*

Access the Legal page

How Do I…?	Selections	Tips & Guidelines
Access Legal page	• Initial **Legal** page for a case participant is accessed from **Create Case Work** > **Legal** > **Legal Record** > **Case Name** > **Case Participant** > **Create**. OR • When a Legal Record exists, **Legal** page is accessed by clicking **Create** on **Legal Action Copy** page. OR • On **Legal Record** page, click **Create Legal Action** button.	*The Legal page is used to document the various timeframes surrounding the initiation and completion of a legal action.* *After the initial creation of the Legal page, any future updates made to the Legal page will prompt the system to pre-fill the following fields: Last Updated By, Date Updated, and Device Type.* *Device Type displays the most recent Device Type used each time an update is made to the Legal page. Device Types are: Blackberry; Laptop; WinMobile; Digital Pen; or FSFN.* *All field labels on the Legal page, which can be accessed via the mobile tool, are displayed in black, bold font. These visual indicators allow users, such as Paralegals, to identify those Legal pages and associated fields either created and/or modified through mobile devices easily.*

Document information in Legal page		
How Do I…?	**Selections**	**Tips & Guidelines**
Document information on Legal page – General Information	General Information group box: • Select a value from **Legal Action Initiated** drop down. • Enter a date in **Scheduled Date** field, if applicable. • Select a value from **County** drop down. • Review value in **Circuit** field.	*The Case Participant field is system-derived based on the case participant selected via Create > Case Work > Legal > Legal Record.* *The Worker field is pre-filled with the full name of the worker who created this page; this is system-derived from the unique login ID of the user, and is not user modifiable.* *If Default Template is selected as the Legal Action Initiated and one already exists, the following error message will be displayed: 'A Default Template already exists for this Case. Please access the existing Default Template to make any necessary changes. <OK>'* *If a Legal Action Initiated value other than Default Template is selected and a Default Template does not yet exist, the following message will be displayed: 'A Default Template does not yet exist. If you would like to create a Default Template now please select yes, otherwise select No to continue with the selected Legal Action Initiated. <Yes> <No>'*

Document information in Legal page

How Do I…?	Selections	Tips & Guidelines
Document information on Legal page – Legal Action and Status tab	Legal Action and Status tab: • In **Magistrate** field, select a name from **Magistrate** drop down. • In **Judge** field, select a name from **Judge** drop down. • In **Citizen Review Panel** field, select name from **Citizen Review Panel** drop down, if applicable. • In **Designated Tribal Agent** field, enter name of designated tribal agent, if applicable. • In **Other Contact** field, enter information about other contact, if applicable. • Select values from **Applies to** drop down, if applicable. • Select a value from **Legal Case Status** drop down, if applicable. • Select a value from **Legal Custody Status** drop down, if applicable. • In **Number** field, enter a Court Case Number. • Select a value from **Court** drop down. • Click **Insert** hyperlink. • Click **Delete** hyperlink.	*The Legal Action and Status tab is used to capture the details surrounding the Legal Action Initiated, such as if there was a Continuance and the surrounding details, the name of the Judge, the Court Case Number(s), etc.* *If a Magistrate is selected, the Citizen Review Panel drop down will become disabled. Likewise, if a Citizen Review Panel is selected, the Magistrate drop down will become disabled.* *Only those Judicial Group values with both an individual record and overall page Status of Active will be displayed in the drop down list.* *Upon initial creation of a Legal Action, the Magistrate, Judge, Designated Tribal Agent, and Citizen Review Panel fields will pre-fill from the Default Template if one exists. Any subsequent changes made to the Initial Default Template will not dynamically update these fields.* *The Other Contact field will be disabled when the Legal Action Initiated is Default Template.* *FSFN will first attempt to pre-fill the CLS Attorney field with the currently assigned Lead Attorney based on the Assignment Role.* *If more than one Lead Attorney is currently assigned to the FSFN Case, FSFN will pre-fill the CLS Attorney field with the most recently assigned.* *If a current Lead Attorney Assignment Role does not exist, then FSFN will attempt to pre-fill the CLS Attorney with what is captured on the Default Template. If a Default Template does not exist, the CLS Attorney field will be null. Any subsequent changes made to the initial Default Template will not dynamically update this field.*

Document information in Legal page

How Do I…?	Selections	Tips & Guidelines
Document information in Legal page – Legal Action and Status tab	• In **UCN (Uniform Case Number)** group box, click **Insert**. • **County** field is a system-derived numeric field based on selected County. • In **Year** field, enter value for year. • In **Letter** field, enter two (2) letter designator associated with UCN. • Enter a value in **Court Case Number** field. • Click **Delete** hyperlink. • From **Result** drop down, select ***Continuance*** reference value, if applicable. • Select a value from **Requested by** drop down, if applicable. • Select a value from **Reason for Request** drop down, if applicable. • Enter a value in **Original Scheduled Date** field. • Enter a value in **Actual Held Date** field. • Enter a value in **Next Scheduled Date** field, if applicable. • Select **Granted** check box, if applicable (if request for Continuance is granted). • Click **Save**. • Click **Close**.	*If the worker name that pre-fills in the CLS Attorney field is not accurate, the Search hyperlink displayed to the right of the CLS Attorney name will launch the Worker Search page. The user will then be able to search for and select the applicable CLS Attorney name.* *If no worker name pre-fills the CLS Attorney field, the Search hyperlink displayed to the right of the CLS Attorney field will launch the Worker Search page. The user will then be able to search for and select the applicable CLS Attorney name.* *Legal Case Status field is conditionally required if a Legal Custody Status is selected and vice-versa. These two (2) fields will be disabled when the Legal Action Initiated is Default Template.* *Clicking on the Insert button in the Court Case Numbers group box or the UNC(s) group box inserts new rows, within the associated group box.* *Note: Clicking the Insert button makes all the fields with the associated group box required.* *The Continuance Information group box is enabled when the Result is either Continuance or Due Date Extended.* *The Requested by drop down, Reason for request is conditionally enabled and required when the Result is Continuance or Due Date Extended.* *The Requested by, Reason for Request, Granted, Original Scheduled Date, Actual Held Date, and Next Scheduled Date fields will be disabled when the Legal Action Initiated is Default Template.*

Document information in Legal page		
How Do I…?	**Selections**	**Tips & Guidelines**
Document information in Legal page – Tracking tab	Tracking tab: • In **Legal Action Request Received** field, enter date, if applicable. • In **Follow-up Information Submitted** field, enter date, if applicable. • In **Legal Staffing** field, enter date, if applicable. • In **Filed with Court** field, enter date, if applicable. • In **Hearing Date** field, enter date, if applicable. • In **Report/Plan Due** field, enter date, if applicable. • In **Report/Plan Received** field, enter date, if applicable. • In **Report/Plan filed** field, enter date, if applicable. • Select **CLS Draft Order Required** check box, if applicable. • In **Date Draft Order Submitted** field, enter date, if applicable. • In **Ordered Entered** field, enter date, if applicable. • In **Magistrates Report** field, enter date, if applicable. • In **Citizen Review Panel Report** field, enter date, if applicable. • Select a value from **New Goal** drop down, if applicable. • Review **Effective Date** field. • Select a value from **Outcome** drop down, if applicable. • Review **Prior Goal** field, if applicable. • Enter text in **Additional Comments** field, if applicable. • Click **Save**. • Click **Close**.	*The Tracking tab captures all the dates associated with the Legal Action, all the dates associated with reports or orders, as well as the Court Approved Permanency Goal.* *The Report/Plan Due field, within the Report/Order Dates group box, remains disabled at all times, until the point at which FSFN is able to calculate the Report/Plan Due date and pre-fill it. This is not a user entered field.* *The Date Draft Order Submitted field is conditionally enabled when the CLS Draft Order Required check box is selected, and is therefore not required.* *The New Goal field is conditionally required if an Outcome is selected.* *Effective Date pre-fills from the Hearing Date field, is user modifiable, and conditionally required if either an Outcome or New Goal is selected.* *The Outcome drop down is required if a New Goal is selected.* *If a value other than 'Initial' is selected, the New Goal field becomes required.* *If there is no goal established for a child, select the value, 'No Court Approved Goal'.* *The Prior Goal field pre-fills from the most recent Primary New Goal for the case participant, is disabled, and not user modifiable.*

Access the Legal Document History page		
How Do I…?	**Selections**	**Tips & Guidelines**
Access the Legal Document History page	• From Desktop, click **Create**, and then select **Create Case Work** option. • On **Create Case Work** page, select ***Legal Document*** from **Legal** drop down.	*Once Legal Document is selected from the Legal drop down, on the Create Case Work page, the Legal Document History page is automatically displayed regardless of whether there are any previous Legal Documents for the case.*

Create and Copy the Legal Document History page		
How Do I…?	**Selections**	**Tips & Guidelines**
Create and Copy Legal Document History page	• Click **Create** or **Copy** hyperlink, whichever is applicable.	*Clicking the Create button on the Legal Document History page opens a blank Legal Document page, where the user can enter information pertaining to the new Legal Document.* *If there are no previous Legal Documents created for the case, the Legal Document History page will be displayed with no rows existing in the Legal Documents group box.* *Clicking the Copy hyperlink next to the selected Legal Document will copy over the Legal Documentation page for the new Legal Document.*

Documenting information in Legal Document page		
How Do I…?	**Selections**	**Tips & Guidelines**
Document Information on Legal Document page	• From **Document** drop down, select a document name. • Select appropriate **Inves/Assessment Number**, if applicable. • Select appropriate **Dependency Case Manager**, if applicable. • Select appropriate **Case Plan Worksheet ID** and/or **Judicial Review Worksheet ID**, if applicable. • Select a value from **County** drop down. • Select a **Court Case Number**, if applicable. • In **Tribal Contact** field, enter name of Tribal Agent. • In **Other Contact** field, enter name of Other Contact. • In **Magistrate** field, enter name of Magistrate. • In **Judge** field, enter name of judge. • Enter text in **Citizen Review Panel**. • Click **Text** hyperlink. • Review **Case Participant and Professional Contacts** group box. • Select **Document Applies To** check box for as many case participants as applicable. • Click **Save**. • Click **Close**.	*Selecting the Copy hyperlink on the Legal Document History page makes the information pre-fill from the selected legal document.* *The Inves/Assessment Number is required when Predisposition Study Report (new) is selected from the Document drop down.* *The Dependency Case Manager drop-down field is required when Court Involved Case Plan or Judicial Review is selected from the Document drop down. The selected value from this field will pre-fill the legal document being created. Available values in this drop down are dynamically updated based on active assignments to the associated case.* *You can select multiple Case Plan Worksheet IDs or Judicial Review Worksheet IDs.* *The following user entered text fields are 60 characters in length: Tribal Contact, Other Contact, Magistrate, Judge, and Citizen Review Panel.* *When clicking the Text hyperlink, if ANY updates have been made to the page regardless of the Document value type selected, a validation prompt will be displayed, informing the user that the page must be saved before the template can be launched.*

Access Multiple Legal Action Copy page		
How Do I…?	**Selections**	**Tips & Guidelines**
Access Multiple Legal Action Copy page	• Click **Create Casework** > **Legal** > **Multiple Legal Action Copy** > **Case Name** > **Create**.	*This page allows the user to copy an existing legal page (that is available to copy) to multiple case participants at one time, thereby minimizing the workload.*

Copy existing Legal Page to multiple Case Participants at one time		
How Do I…?	**Selections**	**Tips & Guidelines**
Copy existing Legal page to multiple case participants at one time	• Select radio button next to **Legal page** to copy over. • Select **Copy** check boxes next to Participants to whom user wishes to copy Legal page. • Click **Copy** button. • Click **Close**.	*Selecting the Legal page to copy over will automatically disable the check box for the case participant with which the selected legal page is associated.* *On selecting the Copy button, FSFN will copy all fields except for the information captured in the Court Approved Permanency Goal group box.* *The* Copy *check box defaults to deselected.*

Access Diligent Search for Parent page		
How Do I…?	**Selections**	**Tips & Guidelines**
Access Diligent Search for Parent page	• Click **Create Casework** > **Legal** > **Diligent Search for Parent**. OR • From **Case Book** page in **Pending Diligent Searches for Parent** group box.	*The Diligent Search for Parent page is used to document the aspects surrounding a diligent search for a parent including the Purpose, Children Associated, Subject of the Search, Activities conducted, Date the activity is conducted, person or agency contacted, who conducted the activity, the result of the activity, and the overall outcome of the diligent search. This diligent search page is intended to be used for the Diligent Search for Parent process, not the Diligent Efforts to Locate Relatives.*

Document information in Diligent Search page		
How Do I…?	**Selections**	**Tips & Guidelines**
Document information on Diligent Search for Parent page	• Select a value from **Purpose** drop down. • Select multiple case participants from **Children Associated** field. • Review **Diligent Search for Parent** group box. • Select a participant from **Subjects of the Search** drop down. • In **Date** field, enter a date. • Select an activity from **Activities** drop down. • Enter text in **Person/Agency Contacted** field. • Enter value in **Conducted By** field. • Select value from **Result** field. • Select **Parent Located** or **Further Search Excused by Court** check box, whichever is applicable. • Enter value in **Date** field for **Parent Located** or **Further Search Excused by Court**, whichever is applicable. • Within **Additional Comments** group box, enter text in **Additional Comments** field. • Click **Save**. • Click **Close**.	*The additional information regarding diligent search entered is displayed in the Additional Comments field.*

Access the Judicial Access page

How Do I…?	Selections	Tips & Guidelines
Access the Judicial Access page	• Access **Judicial Access** page via **Search** > **Case** tab. • Once search results are returned, click **Action** hyperlink > **Launch Judicial Access**.	*All information accessed from the Judicial Access page displays in view-only format.*

Access the Judicial Group Management Page

How Do I…?	Selections	Tips & Guidelines
Access the Judicial Group Management page	• From Desktop, click **Utilities**, and then select **Judicial Group Management**.	

Search within Judicial Group Management page

How Do I…?	Selections	Tips & Guidelines
Search within Judicial Group Management page	• From **Type** drop down, select a Judicial Group type. • From **County** drop down, select a County associated with Judicial Group type. • Click **Search** button.	*All returned Judicial Group Type and County combinations display in the Management Judicial Groups group box.*

Create a Judicial Group		
How Do I…?	**Selections**	**Tips & Guidelines**
Create a Judicial Group	• On **Judicial Group Management** page, click **Create**. • In **Last Name** field, enter a valid Last Name. • In **First Name** field, enter a valid First Name. • Select a valid Status from **Status** drop down. • From **Street/PO Box/Route** drop down, select ***Street***. • Select a value from **FL City** drop down. • Select a County from **County** drop down. • Select a state from **State** drop down. • In **Zip** field, enter a zip code. • In **Home** field, enter a home phone number. • Click **Insert**. • Select a County from **County** drop down. • From **Judicial Group** drop down, select a Judicial Group. • From **Status** drop down, select ***Active***. • Click **Save**. • Click **Close**.	*Only one 'Active' County can exist for a Judicial Group member. Judicial Group members may be associated with the same Judicial Group, but must have different associated Counties.* *Upon save, the County and Judicial Group fields for all entries made in the Judicial Group section become disabled.*

Edit a Judicial Group		
How Do I…?	**Selections**	**Tips & Guidelines**
Edit a Judicial Group	• Conduct a Judicial Group search from **Judicial Group Management** page. • Click **Edit** hyperlink that displays by an existing Judicial Group member. • Edit some of previously entered data. • Click **Save**. • Click **Close**.	*Last Name, First Name, Suffix, Middle Name, and Status are system-derived fields, but are editable.* *Address information is system-derived.*

Deactivate a Judicial Group		
How Do I…?	**Selections**	**Tips & Guidelines**
Deactivate a Judicial Group	• Conduct a Judicial Group search from **Judicial Group Management** page. • Click **Edit** hyperlink that displays by an existing Judicial Group member. • From **Status** drop down field at top of page or beside specified Judicial Group, select ***Inactive***.	

Search within the Legal Record Search page		
How Do I…?	**Selections**	**Tips & Guidelines**
Search within the Legal Record Search page	• From Desktop, click **Utilities**, and then select **Legal Record Search**. • Select a name from **Worker Name** drop down. • Click **Search** hyperlink beside **Lead Attorney**. • On **Worker Search** page, conduct a valid search for **Lead Attorney** name. Select appropriate name, if applicable. • Click **Search** hyperlink beside **Participant Name**. • On **Person Search** page, conduct a valid search for **Participant Name**. Select appropriate name, if applicable. • Click **Search** hyperlink beside **Case Name**. • On **Case Search** page, conduct a valid search for **Case Name**. Select appropriate name, if applicable. • From **Legal Action Initiated** drop down, select a Legal Action Initiated, if applicable. • Select **CLS Draft Order Required But Not Submitted** check box, if applicable. • Click **Additional Search Criteria** expando. • Enter a **Court Case Number**, if applicable. • From **County** drop down, select a County, if applicable. • Click **Search** button. • Click **Clear Fields** button. • Click **Close**.	*At least one search criterion other than the Worker Name must be selected in order to complete a successful search.* *If the worker logged into FSFN is not a supervisor, the Worker Name will default to the worker's name and will be disabled. If the worker logged in is a supervisor, the drop down will contain a value of 'All' in addition to all workers under the supervisor.* *The Lead Attorney Search hyperlink launches the Worker Search page.* *The Participant Name hyperlink launches the Person Search page.* *The Case Name hyperlink launches the Case Search page.* *When entering date ranges for the Legal Action Scheduled Date Between and/or Legal Action Completed Date Between fields, both date fields must contain valid date information. If the same date is entered into both fields, FSFN will return results equal to that specific date.* *Clicking the FSFN Case Name hyperlink that displays in the Legal Records Returned group box launches the Maintain Case page in edit mode for the selected Case.* *Clicking the Assigned Worker hyperlink that displays in the Legal Records Returned group box launches a new memo page using the default e-mail server.* *Clicking the Legal Record hyperlink that displays in the Legal Records Returned group box launches the Legal Record page in edit mode for the selected Legal Record.*

Create a Young Adult Case Plan Worksheet		
How Do I…?	**Selections**	**Tips & Guidelines**
Create/Open a Young Adult Case Plan Worksheet	• From the **Independent Living** page, click the **Create Young Adult Case Plan Worksheet** or **Open Young Adult Case Planning Worksheet** hyperlink in **Actions and Text List Box**. • Enter appropriate information on each of five tabs for the young adult. • Click **Save**.	*The Young Adult Case Plan Worksheet page can only be created and accessed directly from the Independent Living page.* *The Young Adult Case Plan Worksheet page does not display under the Assessment and Planning work type.* *The hyperlink will not appear on the Independent Living page until the Independent Living page has been initially saved and the participant is 18 or older.* *The Young Adult Case Plan Worksheet page is pre-filled with data from supporting pages such as Education and Assets/Employment.*

Create a New Young Adult Court Involved Case Plan (Legal Doc)		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Young Adult Court Involved Case Plan (Legal Doc)	• From the **Independent Living** page, click the **Open Young Adult Case Plan Worksheet** hyperlink in **Actions and Text List Box.** • On the **Young Adult Case Plan Worksheet,** click **Create Young Adult Court Involved Case Plan (Legal Doc)** hyperlink in **Actions and Text Box**. • Enter appropriate information and click **Text** hyperlink to open the template. • After reviewing information, click **Save**.	*The Young Adult Court Involved Case Plan (Legal Doc) hyperlink is accessed from the Young Adult Case Plan Worksheet, the document type Young Adult Court Involved Case Plan is pre-filled, disabled, and not user modifiable.* *The hyperlink will not appear on the Independent Living page until the Independent Living page has been initially saved and the participant is age 18 or older.*

Create a Young Adult Judicial Review Worksheet		
How Do I…?	**Selections**	**Tips & Guidelines**
Create/Open a Young Adult Judicial Review Worksheet	• From the **Independent Living** page, click the **Create Young Adult Judicial Review Worksheet** or **Open Young Adult Judicial Review Worksheet** hyperlink in **Actions and Text List Box**. • Enter appropriate information on each of five tabs for the young adult. • Click **Save**.	*If the Create new Young Adult Judicial Review (Legal Doc) hyperlink is used from the Young Adult Judicial Review Worksheet, the document type Young Adult Judicial Review is pre-filled, disabled, and not user modifiable.* *The hyperlink will not appear on the Independent Living page until the Independent Living page has been initially saved and the participant is age 18 or older and the Young Adult Case Plan Worksheet has been created and saved.* *The Young Adult Judicial Review Worksheet page is pre-filled with data from the Young Adult Case Plan Worksheet page and other supporting pages such as Living Arrangement and Legal Actions.*

Create a New Young Adult Judicial Review (Legal Doc)		
How Do I…?	**Selections**	**Tips & Guidelines**
Create Young Adult Judicial Review (Legal Doc)	• From the **Independent Living** page, click the **Open Young Adult Judicial Review Worksheet** hyperlink in **Actions and Text List Box.** • On the **Young Adult Judicial Review Worksheet,** click **Create Young Adult Judicial Review (Legal Doc)** hyperlink in **Actions and Text Box**. • Enter appropriate information and click **Text** hyperlink to open the template. • After reviewing information, click **Save**.	*The Young Adult Court Judicial Review (Legal Doc) hyperlink is accessed from the Young Adult Judicial Review Worksheet, the document type Young Adult Judicial Review is pre-filled, disabled, and not user modifiable.* *The hyperlink will not appear on the Independent Living page until the Independent Living page has been initially saved and the participant is age 18 or older.*