Florida Safe Families Network

Legal Document User Guide

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Change History

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About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN, but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Adult and Child Protective Investigators
- Financial Workers
- Hotline Criminal Investigation (CI) Unit
- Legal Workers
- Ongoing Case Managers
- Provider Management
- Security Officers/Administrators
- Substance Abuse Mental Health Professionals
- Supervisors
- Support and Data Entry Staff

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us).

- You must have a working understanding of the Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.
- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.
- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.
- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you unfamiliar with how to navigate to these three (3) pages, see the User Guides for Multi-Topic Basics, Case Book and Person Book.

- The Search page referred to within this user guide is the Search page with four (4) tabs: Case, Person, Provider/Origination, and Worker. This Search page is commonly called the Utility Search or Navigation Search. It is accessed primarily from the Desktop by clicking the Search icon on the Banner or Utilities menu. Other search types may be referred to as data retrieval searches. These searches use different search functionality than the Utility Search.

- The following reference data values have been modified and will be reflected in the FSFN application:

  "Voluntary Services – Start" will display as "Non-Judicial Case – Open"

  "Voluntary Services – End" will display as "Non-Judicial Case – Closed"

  The Legal pages impacted by the change in reference data values include:

  - Legal Page
  - Legal Action Copy Page
  - Legal Record Page
  - Multiple Legal Action Copy Page
  - Legal Record Search

- The following reference data values have also been modified and will be reflected in the FSFN application:

  "Voluntary" will display as "Non-Judicial"

  "Parent/Custodian (VPS Only)" will display as "Parent/Custodian (Non-Judicial)"

  The Legal pages impacted by the change in reference data values include:

  - Legal Page
  - Legal Record Page

Related Resources

Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for online access to additional resources that support FSFN end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

Security Information

FSFN restricts your ability to create, modify, and view specific information through the security profile associated with the Login Profile you used to access FSFN. Specific security is applied across all information. For example, if you do not have authorization to view restricted cases without an assignment, FSFN restricts your access.

About the Legal Document Page

The Legal Documentation functionality is used to produce 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.

Each case participant and professional contact's role in the case, as well as whether the document is applicable to him/her, can be detailed on the Legal Document page. The document can apply to more than one, or all, case participants. If the Legal Document applies to a case participant, the document name displays on the Legal Record page of the designated case participant(s).

Similar to other pages within FSFN, you can upload multiple Imaging pages associated with the Legal Document and view all attached images.

Create/Copy Legal Document Page

About Creating and Copying the Legal Document Page

You can create Legal Documents several different ways in FSFN. Legal Documents can be created from the Desktop and from Case Book. To create a Legal Document, you must first access the Legal Document History page. You should review the history. If a similar Legal Document exists for the FSFN Case, you can copy the existing information to create a new Legal Document.

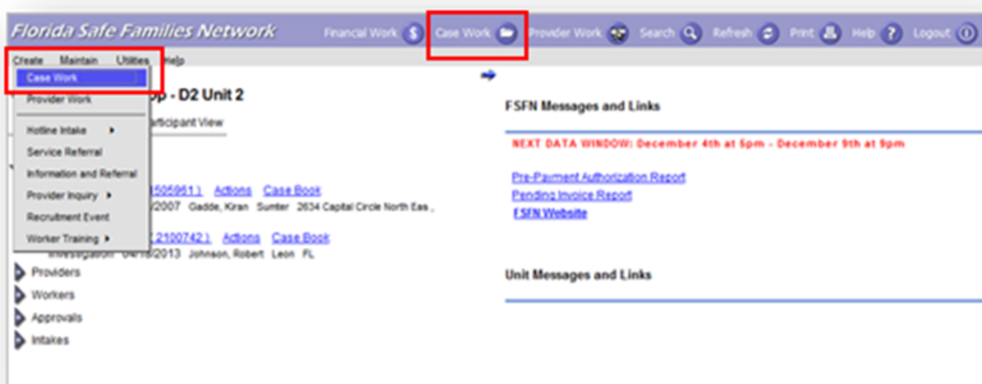
Key Tasks

To create/copy a Legal Document page from the FSFN Desktop

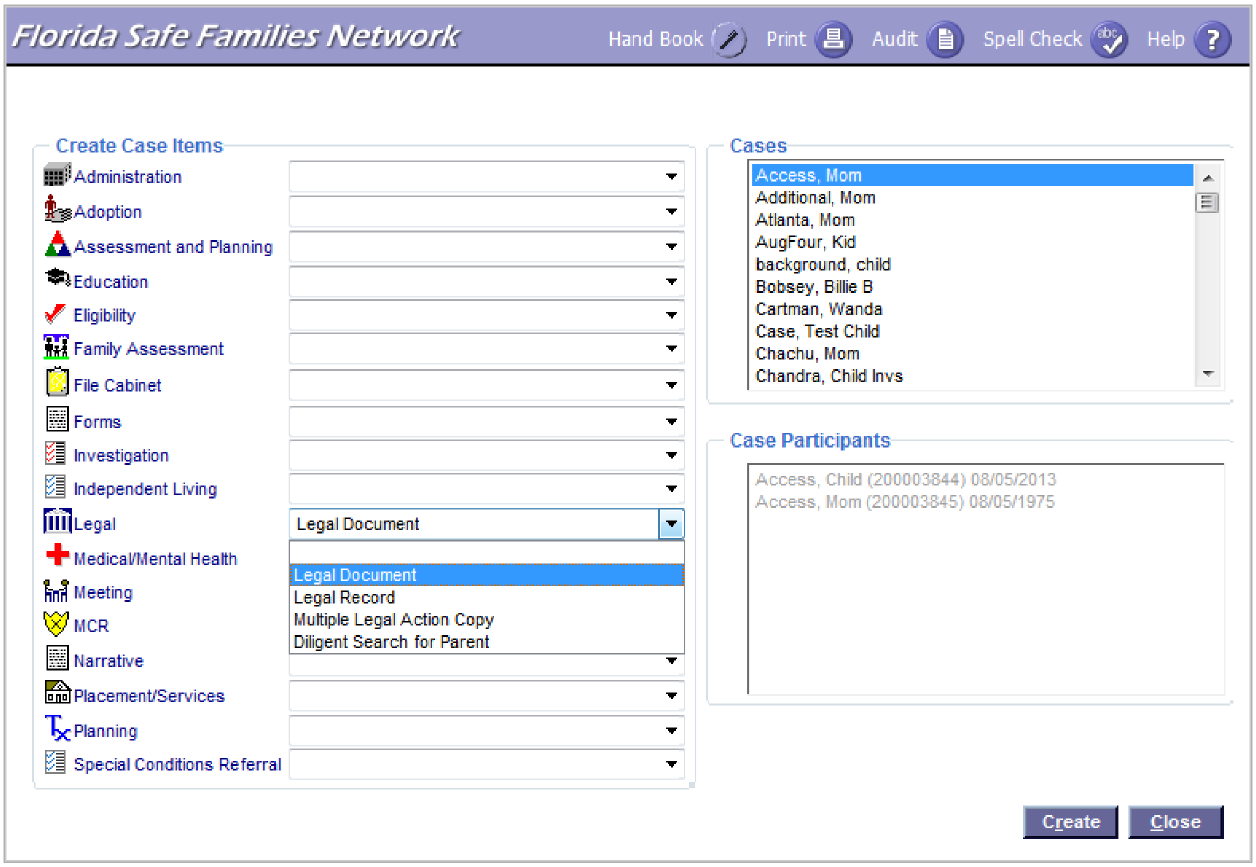
1. On the FSFN Banner, click **Case Work**.

OR

1. From the **Create** menu, click **Case Work**.



2. The **Create Case Work** page displays.
3. From the **Legal** drop down, select ***Legal Document***.
4. In the **Cases** group box, select the appropriate case.
5. Click **Create**.



6. The **Legal Document History** page displays.

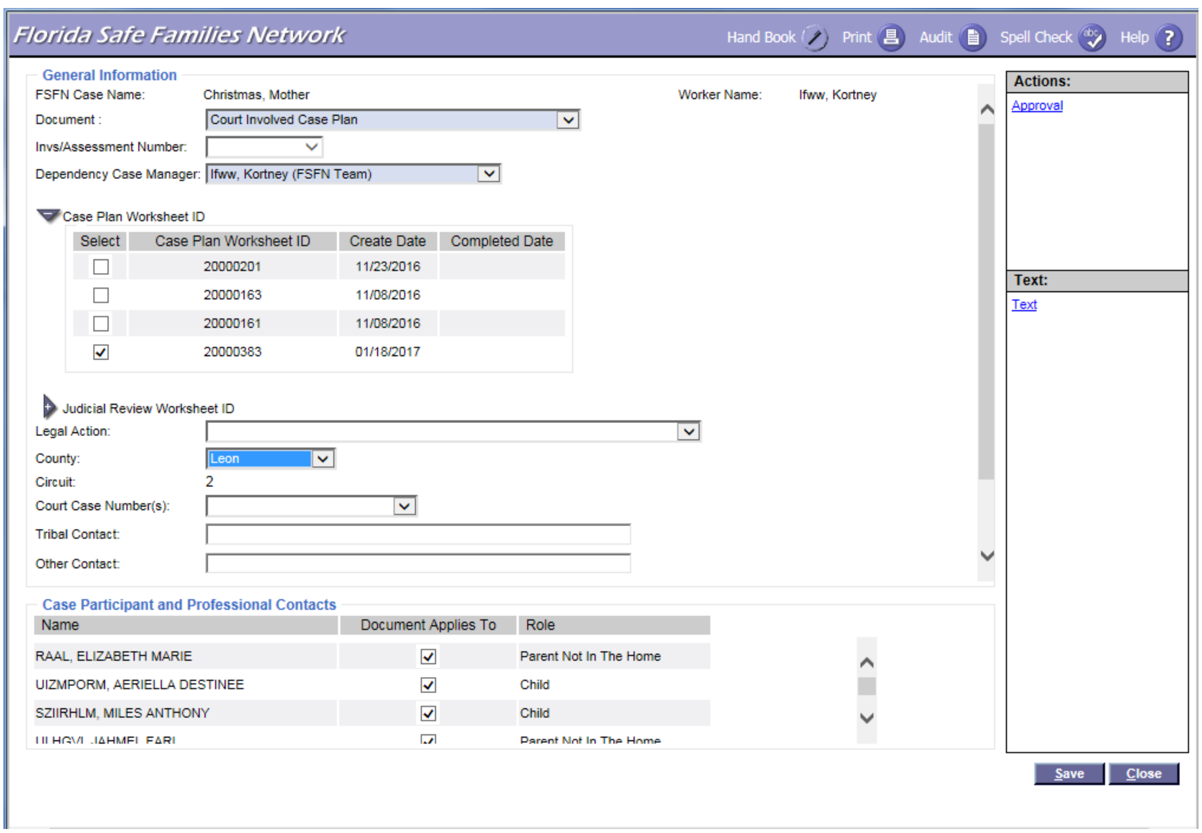
Note Clicking the Create button on the Legal Document History page opens a blank Legal Document page, where you can enter information pertaining to the new Legal Document.

Note If there are no previous Legal Documents created for the case, the Legal Document History page displays with no rows existing in the Legal Documents group box.

Note Clicking the Copy hyperlink next to the selected Legal Document copies the Legal Documentation page for the new Legal Document.

7. Click the **Copy** hyperlink on the row of the appropriate document if you want to copy an existing one or click **Create** to create a new legal document.

8. The **Legal Documentation** page displays.



Note Clicking the Copy hyperlink on the Legal Document History page pre-fills information from the selected legal document.

9. From the **Document** drop down, select the appropriate document name.

10. From the **Invs/Assessment Number** field, select the appropriate number, if applicable.

Note The Invs/Assessment Number is required when Predisposition Study Report (new) is selected from the Document drop down. All Investigation numbers associated with the FSFN case appear in the drop down.

11. From the Dependency Case Manager drop down, select the appropriate Dependency Case Manager.
12. Expand **Case Plan Worksheet ID** and/or **Judicial Review Worksheet ID** and select the appropriate IDs, if applicable.

Note You can select multiple Case Plan Worksheet IDs or Judicial Review Worksheet IDs.

13. From the **Legal Action** drop down, select the appropriate action.
14. From the **County** drop down, select the appropriate county.
15. From the **Court Case Number(s)** field, select the number, if applicable.

Note The Court Case Number(s) field will only appear if it is in FSFN.

16. In the **Tribal Contact** field, enter the Tribal Agent, if applicable.
17. In the **Other Contact** field, enter the contact, if applicable.
18. In the **Magistrate** field, enter the Magistrate's name, if applicable.
19. In the **Judge** field, enter the Judge's name, if applicable.
20. In the **Citizen Review Panel** field, enter the appropriate information, if applicable**.**
21. In the **Case Participant and Professional Contacts** group box, select the appropriate **Document Applies To** check boxes for as many case participants as applicable.
22. Click **Save**.

Note You can enter up to 60 characters in the Tribal Contact, Other Contact, Magistrate, Judge, and Citizen Review Panel fields.

23. Click **Save**.
24. Click the **Approval** hyperlink in the Actions group box to launch the Approval History page. Upon Approval, the Legal Document becomes frozen and grayed out.

Note Since the Case Plan Worksheet and Judicial Review Worksheet are living documents that are updated throughout the life of the Case, the frozen Legal Document provides a point in time view of the Case Plan Worksheet and Judicial Review Worksheet.

25. Click the **Upload Image** hyperlink in the Actions group box to launch the Imaging page to upload an Image.
26. Click the **Text** hyperlink in the Text: group box to launch the associated template.

Note If ANY updates have been made to the Legal Documentation page regardless of the Document value selected, a validation prompt will be displayed indicating that the page must be saved before the template can be launched.

To create/copy a Legal Document page from Case Book

1. From the Desktop, click the **Cases** expando.
2. Click the **Case Book** hyperlink.
3. From the **Case Book** page's **Case Actions** List Box, click the **Legal Document** hyperlink.

OR

3. From the **Case Book** page, click the **Create Case Work** hyperlink.
4. From the **Legal** drop down, select ***Legal Document***.
5. Click **Create**.
6. The **Legal Document History** page displays.
7. Follow steps, beginning with step 6, in previous section to complete the **Legal Documentation** page.

Access a Legal Document Page

About Accessing the Legal Document Page

Legal Document pages can be accessed and viewed several ways in FSFN. The Desktop is one way to access the Legal Document page.

A legal document can also be accessed by selecting the Legal option from the Work drop down on the Case Book page, or the Person Book page, and clicking the applicable Legal Documentation hyperlink. Users may also access a legal document via the Search page.

Key Tasks

To access a Legal Document page from the FSFN Desktop

1. From the Desktop, click the **Cases** expando.
2. Click the **Case Folder** icon.
3. Click the **Legal** icon.
4. Click the appropriate **Legal Documentation** hyperlink.
5. The **Legal Document** page displays.
6. Click **Close**.

To access a Legal Document page from the Case Book or Person Book

1. On the Desktop, select the **Participant View** check box.
2. Expand **Cases**.
3. Click the **Case Book** hyperlink or **Person Book** hyperlink.
4. The **Case Book** or **Person Book** page displays.
5. From the **Work** drop down, select ***Legal***.
6. Click the applicable **Legal Documentation** hyperlink.
7. The **Legal Document** page displays.

To access a Legal Document page from the Search page

1. From the Desktop, click the **Search** hyperlink.
2. On the **Case** tab, perform a case search.
3. Click the **Case Folder** icon.
4. Click the **Legal** icon.

5. Click the appropriate **Legal Documentation** hyperlink.
6. The **Legal Document** page displays.

To access a Legal Document page from the Create Young Adult Case Planning Worksheet

1. From the Desktop, click the **Create** menu, and then select **Case Work**.
2. The **Create Case Work** page displays.
3. From the Independent Living drop down, select Independent *Legal Record*.
4. Select the appropriate **Case**.
5. Select the appropriate **Case Participants**.
6. Click **Create**.
7. Click the **Age 18-23** tab.
8. From the **Actions and Text Box**, click the **Create Young Adult Case Planning Worksheet** hyperlink or the **Open Young Adult Case Planning Worksheet** hyperlink.

To access a Legal Document page from the Create Young Adult Court Involved Case Plan (Legal Doc)

1. From the Desktop, click the **Create** menu, and then select **Case Work**.
2. The **Create Case Work** page displays.
3. From the Independent Living drop down, select Independent *Legal Record*.
4. Select the appropriate **Case**.
5. Select the appropriate **Case Participants**.
6. Click **Create**.
7. Click the **Age 18-23** tab.
8. From the **Actions and Text Box**, click the **Create Young Adult Case Planning Worksheet** hyperlink or the **Open Young Adult Case Planning Worksheet** hyperlink.

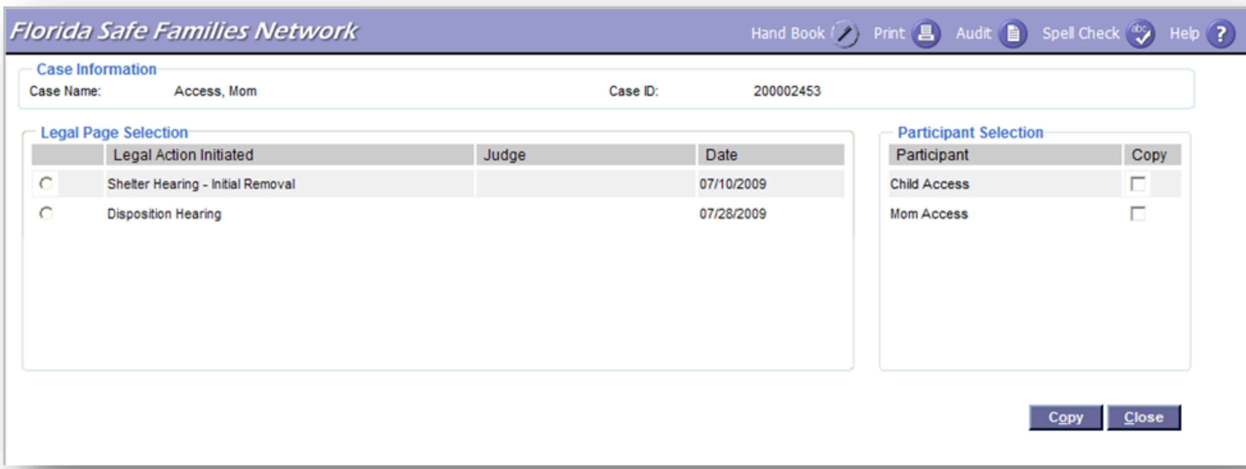
To access a Legal Document page from the Create Young Adult Judicial Review Worksheet

1. From the Desktop, click the **Create** menu, and then select **Case Work**.
2. The **Create Case Work** page displays
3. From the Independent Living drop down, select Independent *Legal Record*.
4. Select the appropriate **Case**.
5. Select the appropriate **Case Participants**.

6. Click **Create**.
7. Click the **Age 18-23** tab.
8. From the **Actions and Text Box**, click the **Create Young Adult Case Planning Worksheet** hyperlink or the **Open Young Adult Case Planning Worksheet** hyperlink.
9. Click **Save**.
10. From the **Actions and Text Box**, click the **Create Young Adult Judicial Review Worksheet** hyperlink.

To access the Multiple Legal Action Copy page

1. From the **Case Book** page, click **Create Case Work**.
2. From the **Legal** drop down, select ***Multiple Legal Action Copy***.
3. Click **Create**.
4. The **Multiple Legal Action Copy** page displays.



Note 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.

Diligent Search for Parent

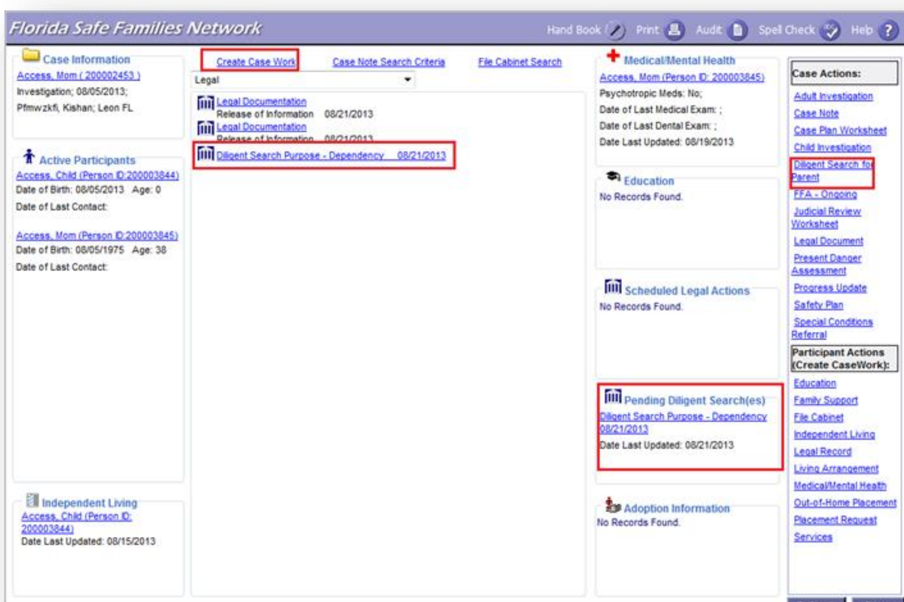
About Diligent Search for Parent

The Diligent Search for Parent page is used to document the efforts 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. The intention of the Diligent Search for Parent page is to document the diligent search for a parent process, not the diligent efforts to locate relatives.

Key Tasks

To access the Diligent Search for Parent page

1. From the **Case Book** page, click **Create Case Work**.
2. From the **Legal** drop down, select ***Diligent Search for Parent***.
3. Click **Create**.



Note Access the Diligent Search for Parent page using the Diligent Search for Parent hyperlink in the Case Actions list box to create a new diligent search or the Pending Diligent Searches for Parent hyperlink for a pending diligent search.

To document information on the Diligent Search for Parent page

1. Select a **Purpose** radio button.
2. From the **Children Associated** field, select one or multiple case participants.
3. From the **Subjects of the Search** drop down, select a participant.
4. In the **Date** field, enter a date.
5. Select an activity from the **Activities** drop down.
6. Enter text in the **Person/Agency Contacted** field.
7. Enter a value in the **Conducted By** field.
8. Select a value from the **Result** field.
9. Select the **Parent Located** or **Further Search Excused by Court** check box, whichever is applicable.
10. Enter a value in the **Date** field for the **Parent Located** or **Further Search Excused by Court**, whichever is applicable.
11. Within the **Additional Comments** group box, enter text in the **Additional Comments** field.
12. Click **Save**.
13. Click **Close**.