

FSFN Page:	Maintain Case
Tab Name:	Participants
Field Name:	Case Type
	AES ONLY – Pre Adoption
	Aftercare Support Services
	Conversion
	Family Support
	ICPC
	ICPC Priority
	In-Home - Court Ordered Supervision
	In-Home – Voluntary
	Investigation
	OTI - Out of Town Inquiry
	Out-of-Home - Court Ordered
	Out-of-Home – Voluntary
	Post Adoption Services
	Road to Independence
	Service Referral
	Special Condition
	Transitional Support Services
	Young Adults Formerly in Foster Care Age 18-22
	Out-of-Home Non-Judicial
	In-Home Non-Judicial

FSFN Page:	Maintain Case
Tab Name:	Participants
Field Name:	Family Structure
	Married Couple
	Single Female



	Single Male
	Unable to Determine
	Unmarried Couple (Parents)

FSFN Page:	Maintain Case
Tab Name:	Participants
Field Name:	Service Role
	Absent Parent
	Adult – Victim
	Adult – Widow
	Adult – Widower
	Child
	Child Not Receiving Service
	Non-Custodial Parent
	Non-Relative In Home
	Non-Relative/Not In Home
	Other
	Paramour To Caregiver
	Parent In The Home
	Parent Not In The Home
	Primary Caregiver
	Relative In Home
	Relative Not In Home
	Secondary Caregiver
	Significant Other



FSFN Page:	Maintain Case
Tab Name:	Relationships
Field Name:	Relationship
	Adoptive Parent - Non-Finalized Adoption
	Approved Non-Relative Caregiver
	Approved Relative Caregiver
	Attorney
	Aunt
	Aunt-Maternal
	Aunt-Paternal
	Brother
	Brother-Half
	Brother-Step
	Cousin
	Cousin-Maternal
	Cousin-Paternal
	Daughter
	Daughter-Step
	DCF Employee – Not Institution
	Facility Staff
	Father
	Father-Adoptive
	Father-Birth
	Father - Legal
	Father-Prospective
	Father-Step
	FS Employee/Designee
	Granddaughter



Grandfather
Grandfather-Maternal
Grandfather-Paternal
Grandmother
Grandmother-Maternal
Grandmother-Paternal
Grandson
Guardian/Custodian-Not Parent
Husband
Licensed Family Shelter/Foster Parent
Mother
Mother-Adoptive
Mother-Birth
Mother-Step
Nephew
Nephew-Maternal
Nephew-Paternal
Niece
Niece-Maternal
Niece-Paternal
Other-Maternal Relative
Other-Non-Relative
Other-Paternal Relative
Other-Relative
Paramour-Parent/Caregiver
School Personnel/Teacher
Sister
Sister-Half
Sister-Step



	Sitter
	Son
	Son-Step
	Uncle
	Uncle-Maternal
	Uncle-Paternal
	Unknown
	Wife

FSFN Page:	Maintain Case
Tab Name:	Participant Status Pop-Up Page
Field Name:	Reason (Deactivate)
	Adoption Finalization
	Age Of Majority
	Case Closed
	Death
	Duplicate Person
	Guardianship Transfer
	Moved
	No Longer Involved With Family
	Not a Caregiver
	Not a Household Member
	Not Subject of Investigation
	Other
	Subsidized Guardianship
	TPR
	TPR Dissolved
	Transfer to Private Agency
	Whereabouts Unknown



FSFN Page:	Maintain Case
Tab Name:	Participant Status Pop-Up Page
Field Name:	Reason (Reactivate)
	Adjudication
	Adoption By Family of Origin
	Deactivated in Error
	Marriage
	Moved In With Family
	Other
	Re-involved With Family or Case
	Removal Denied
	Reunification

FSFN Page:	Maintain Case
Tab Name:	Professional/Family Support Network Contacts
Field Name:	Role
	Adoptive Parent
	Attorney
	Caregiver Current
	Caseworker
	Child Protection Team
	Daycare
	Department of Corrections
	DJJ
	Foster Parent
	Guardian Ad Litem
	Law Enforcement
	Legal Guardian of Young Adult



	Neighbor/Friend
	Other
	Probation/Parole
	Provider - Medical
	Provider – Other Services
	Relative (Non-Caregiver)
	School Official

FSFN Page:	Maintain Case
Options Dropdown:	Adoption Finalization Checklist
Checklist Title:	Adoption Finalization Checklist
	Complete disclosure process and have Full Disclosure Statement signed.
	Create new case for Child.
	Explain process to adoptive parents for requesting post adoption services.
	Life Book is completed and all pictures in record are provided to adoptive family.
	Provide Adoption Reunion Registry brochure to adoptive parents.
	Provide Tuition Waiver Letter to adoptive parents.
	Review new case to ensure all family and medical history for the child is transferred.

