



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.

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Create Medical Mental Health page

How Do I...?	Selections	Tips & Guidelines
<p>Create the Medical Mental Health page from the Desktop</p>	<ul style="list-style-type: none"> • From Desktop FSFN Banner, click Create Case Work. • Create Case Work page displays. • From Medical Mental Health drop down, select Medical Mental Health. • Select appropriate Case from list of cases. • Select appropriate Case Participant. • Click Create. • On Medical Mental Health page, document all required fields. • Enter all required and appropriate fields. • Click Save. • Click Close. 	<p><i>The Medical Mental Health page can be created and/or accessed using one (1) of five (5) ways:</i></p> <ul style="list-style-type: none"> ▪ <i>Create Case Work page which can be accessed from the Desktop or from the Case Book page;</i> ▪ <i>From the Case Book page by clicking the Medical Mental Health hyperlink in the Actions List Box;</i> ▪ <i>From the Person Book page by clicking the Medical/Mental Health hyperlink in the Actions List Box</i> ▪ <i>From the Title IV-E Adoption Eligibility page, if one exists for the case participant;</i> ▪ <i>From the Adoption TANF page, if one exists for the case participant.</i> <p><i>The worker who created the Medical Mental Health page or the supervisor of the worker who created the Medical Mental Health page can only update a Medical Mental Health page.</i></p> <p><i>A Medical Mental Health page cannot be edited from Utility Search.</i></p> <p><i>A Medical Mental Health page cannot be created for a closed case.</i></p>



Create Medical Mental Health page

Create the Medical Mental Health page from Case Book

- From **Case Book** page, click **Create Case Work** hyperlink from top of page.
- **Create Case Work** page displays.
- Select **Medical/Mental Health** from the **Medical/Mental Health** drop down.
- Select appropriate **Case Participant**.
- Click **Create**.
- Enter all required and appropriate fields.
- Click **Save**.
- Click **Close**.

OR

- From **Case Book** page, within **Participant Actions (Create CaseWork)** List Box, click **Medical Mental Health** hyperlink.
- On **Create Case Work** page, select appropriate **Case Participant**.
- Select **Create**.
- On **Medical Mental Health** page, document all applicable information on all tabs.
- Enter all required and appropriate fields.
- Click **Save**.
- Click **Close**.



Access Medical Mental Health page

How Do I...?	Selections	Tips & Guidelines
<p>Access the Medical Mental Health page from Desktop, Case Book, or Person Book</p>	<ul style="list-style-type: none"> • From Desktop, expand Cases expando. • Select appropriate case to drill down to Medical Mental Health icon. • Select appropriate Medical Mental Health hyperlink from list of existing Medical Mental Health records. • Page opens from hyperlink selected. User with appropriate security can modify information contained on page. • Enter all required and appropriate fields. • Click Save. • Click Close. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • From Case Book page associated to a case, within Medical Mental Health group box, click Medical Mental Health hyperlink. • Applicable Medical Mental Health page opens upon clicking hyperlink. User with appropriate security can modify information contained on page. • Enter all required and appropriate fields. • Click Save. • Click Close. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • From Person Book page, within Medical Mental Health group box, select Medical Mental Health hyperlink. • Applicable Medical Mental Health page opens upon selecting hyperlink. User with appropriate security can modify information contained on page. • Enter all required and appropriate fields. • Click Save. • Click Close. 	<p><i>The Medical Mental Health page can be accessed using one (1) of five (5) ways:</i></p> <ul style="list-style-type: none"> ▪ <i>Medical Mental Health hyperlink page from the Desktop;</i> ▪ <i>Medical Mental Health hyperlink in the Medical Mental Health group box from Case Book page;</i> ▪ <i>Medical Mental Health hyperlink in the Medical Mental Health group box from Person Book page;</i> ▪ <i>Referenced via hyperlink within Title IV-E Adoption Eligibility page;</i> ▪ <i>Referenced via hyperlink within Adoption TANF page.</i>



Complete Medical Mental Health page tabs

How Do I...?	Selections	Tips & Guidelines
Complete the Medical Profile tab	<p>To add Primary Care Providers Information to Medical Profile tab:</p> <ul style="list-style-type: none"> • In Primary Health Care Providers group box, enter all applicable information. • Click Save. <p>To add Basic Medical Information to Medical Profile tab:</p> <ul style="list-style-type: none"> • In Basic group box, document specific health problems and allergies. • Click Save. 	<p><i>The Medical Profile tab provides a current “snapshot” of the case participant’s medical status. The Primary Health Care Providers group box allows the user to view and update the participant’s current health care professionals, emergency contact, and the Medicaid number for the participant. The Basic group box provides the ability to document specific health problems and allergies. It also allows the user to indicate whether immunizations are up-to-date.</i></p>
Complete the Medications tab	<ul style="list-style-type: none"> • Click Medications tab. • View or Insert/Add medication information. • Insert button and Edit hyperlink allow user to insert a new, or edit an existing, medication record. <ul style="list-style-type: none"> – When user clicks Insert button, Add New Medications page displays. – When user clicks Edit hyperlink, Edit the Medications page displays. <p>Both pages are identical other than the page name.</p>	<p><i>The Medications tab is a brief summary of a case participant’s prescribed medication(s) information. To create these records, the user must click on the Insert button, which will prompt a pop-up page to enter all of the necessary data. The Medications tab pre-fills with the data entered in the pop-up.</i></p> <p><i>Each record provides a read-only summary of a participant’s prescribed medications, including the physician who prescribed the medication, name of the medication, if the medication is for psychotropic purposes, the date the medication was prescribed, and the date the medication was stopped (if applicable). If multiple medication records exist, a scroll bar appears to allow the user to peruse the records. Users may view and edit the full details of each record by clicking the Edit hyperlink.</i></p>



Complete Medical Mental Health page tabs

<p>Complete the Mental Health Profile tab</p>	<ul style="list-style-type: none"> • Click Mental Health Profile tab. • In Treatment Information group box, select check boxes for each statement that is applicable. • In Substance Abuse group box, select check box next to applicable drug, and select frequency (Daily, Weekly, or Occasional) from corresponding drop down. • Select Psychologist/Psychiatrist Referral Made check box, if applicable, and enter provider name. <ul style="list-style-type: none"> – Axis I and Axis II expandos are not user enterable. • Click Save. • Click Close. 	<p><i>The Mental Health Profile tab provides a current “snapshot” of the case participant’s mental health status. The Treatment Information group box allows the user to view and update the participant’s inpatient/outpatient information, date of last CBHA evaluation, and other mental health concerns.</i></p> <p><i>The Substance Use group box provides substance abuse information about the participant, if a psychological/psychiatric referral has been made, to whom the referral was made, and the status of that referral. There is also space provided to document other mental health concerns or comments the worker might have. The Last Updated By and Date Updated fields are read-only and are pre-filled by FSFN. They are derived based on the last modification to the Mental Health information.</i></p>
<p>Complete the Medical History tab</p>	<ul style="list-style-type: none"> • Click Medical History tab. • Click Insert. • In Treatment History group box, select condition type from drop down. • Enter Service dates. • Click FSFN Provider Search hyperlink. • Search for a treatment provider. • Click Save. • Click Close. 	<p><i>The Medical History tab documents specific medical services received by case participants. To create these records, the user must click on the Insert button, which opens a new blank record on the Medical History tab.</i></p> <p><i>Each record provides details of a participant’s treatments with a particular provider, including service dates, provider name, FSFN Provider, Other Provider, Provider Type, Type of Service, Procedure(s), and Diagnosis(es). If multiple treatment records exist, a scroll bar appears to allow the user to peruse the records. Users may edit all treatment records directly on the Medical History tab.</i></p> <p><i>To enter a provider, the user clicks the Search hyperlink to access the Provider Organization Search page. The Other Provider field documents non-FSN providers.</i></p>



Complete Medical Mental Health page tabs

<p>Complete the Disability Information tab</p>	<ul style="list-style-type: none"> • Click Disability Information tab. • In Disability Information group box, select Yes or No from drop down if there is a clinically diagnosed disability. • Select check box next to applicable diagnosed disability. • In Medical/Mental Health Conditions group box, select Yes or No from drop down to reflect if child is clinically diagnosed. • Click Insert. • Enter following: <ul style="list-style-type: none"> – Diagnosed Condition Category – Diagnosed Condition Type – Begin Date – End Date • In Caregiver's Information at the Time of Intake group box, select Yes or No from drop down for each field. • Click Save. • Click Close. 	<p><i>The Disability Information tab contains specific information regarding the case participant's disability. Data captured in the Disability Information group box on the AFCARS/Other Participant Information tab on the Person Management page displays on the tab in view-only mode. The tab includes the Caregiver(s) information at time of Intake group box, which is currently located on the Mental Health Profile tab. Data in the group box is modifiable.</i></p> <p><i>The Disability Information tab includes a Medical/Mental Health Conditions group box, which supports the documentation of specific clinically diagnosed medical and mental health conditions. The data captured is required for AFCARS reporting.</i></p> <p><i>The 18+ Other is selectable as the Diagnosed Condition Category if the case participant is age 18 or older. If 18+ is selected, you must enter a description in the Diagnosed Condition Type narrative. The 18+ information is not required data elements for AFCARS reporting.</i></p>
<p>Access the CBHA Referral and Authorization Template</p>	<ul style="list-style-type: none"> • On Medical Mental Health page, within Text List Box, click CBHA Referral and Authorization hyperlink. • CBHA Referral and Authorization template launches. • Click Close and Return to FSFN. 	<p><i>In the Text List Box, there are two Text hyperlinks, CBHA Referral and Authorization and Consent to Medical Treatment.</i></p> <p><i>The CBHA Referral hyperlink launches the CBHA Referral and Authorization template.</i></p> <p><i>The Consent to Medical Treatment launches the Consent to Medical Treatment template.</i></p> <p><i>There are no Actions hyperlinks for the Medical/ Mental Health page.</i></p>
<p>Access the Consent to Medical Treatment Template</p>	<ul style="list-style-type: none"> • On Medical Mental Health page, within Text List Box, click Consent to Medical Treatment hyperlink. • Consent to Medical Treatment template launches. • Click Close and Return to FSFN. 	

