Prepared for State of Florida Department of Children and Families

The Florida Safe Families Network (FSFN) **Out of Home Placement** 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.

How Do I…

Access Placement Request

How Do I...?	Selections	Tips & Guidelines
Access the Placement Request page	• From the Desktop, click **Case Work** on the banner. • The **Create Case Work** page displays. • From the **Placement/Services** drop down, select ***Placement Request***. • From the **Cases** group box, select case name. • From the **Case Participants** group box, select one or more participant names. • Click **Create**. • The **Placement Request** page displays.	*Users access the Create Case Work page from Case Book by clicking the Create Case Work hyperlink.* *OR* *From the Participant Actions list box in Case Book by clicking the Placement Request hyperlink.* *Users document placements and services information through the Placement Request page.* *Only one active Placement Request page can exist per case participant.* *Fiscal users access the Placement Request page via the Financial Work page.*

Create a Placement Request

How Do I…?	Selections	Tips & Guidelines
Create a Placement Request	• On the **Placement Request** page in the **Children in Need of Placement** group box, enter a **Placement Needed Date**. The **Case Name** and **Request Date** are pre-filled. The **Status** pre-fills with the value of **Pending**. • Enter an **Estimated End Date**. • Select the **Placement for Sibling Group** checkbox, if appropriate. • Select the **Includes Special Needs Child** checkbox, if appropriate. • Note that the **Child, Age, Gender, Primary Language,** and **City** are system derived and pre-filled from Person Management. • In the **Provider** group box, click **Insert**. • Search for and select providers that meet the child's placement needs. • Click **Continue** and then select the child(ren) from the **Child to be Placed** group box. • Select the chosen provider(s) in the **Provider** checkbox and click **Add Matches**. • In the **Contact Information** group box, select **Requestor** checkbox. • If applicable, click the **Includes Special Needs Child** checkbox to enable the required **Special Needs Child Information** text box. • Click **Save.**	*See PM06: Bed Reservation topic paper for information regarding the Bed Reservation page and functionality.* *Selecting Reserve launches the Bed Reservation page for reviewing and saving.* *Selecting Place opens the Out of Home Placement Window for updating.* *Selecting Delete removes the selection.* *FSFN automatically populates the necessary rows within the Potential Matches Subject to Placement group box. A row displays for each child to provider relationship.*

Create Out of Home Placement from Placement Request

How Do I…?	Selections	Tips & Guidelines
Create an Out of Home Placement from Placement Request	• From Desktop, click the **Cases** expando. • Click the **Case Folder** icon. • Click the **Placements** icon. • Click the **Placement Request** hyperlink. • **Placement Request** page displays. From the **Potential Matches Subject to Placement** group box, select ***Accepted*** from the **Acceptance** drop down. • Click **Save.** • In the **Potential Matches Subject to Placement** group box, click the **Place** hyperlink. • The **Out of Home Placement** page displays. • Proceed to the "Completing Out of Home Placement" section of this guide that will provide specific direction on how to complete the **Out of Home Placement** page.	*Fiscal users with the appropriate security can create the Out of Home Placement Page from the Placement Request.* *If the child is either in an existing Out of Home Placement or has an "open" Family Support page, you will not be able to create an Out of Home Placement and upon clicking the Placement hyperlink, an applicable validation message will be displayed.*

Create an Out Home Placement from Case Book/Create Case Work

How Do I…?	Selections	Tips & Guidelines
Create an Out of Home Placement page from Case Book/Create Case Work.	• Access the Case Book page. • From the Participant Actions list box, select **Out of Home Placement**. • The **Create Case Items** page displays with **Out of Home Placement** and **Case** pre-selected. • Select the **Case Participant**. • Click **Create**. OR • From **Case Book** page, click **Create Case Work** hyperlink. • From the **Placement/Services** drop down, select ***Out of Home Placement***. • Select the **Case Participant**. • Click **Create**. • The **Out of Home Placement** page displays. OR • From Desktop, click **Case Work** on the banner. • The **Create Case Work** page displays. • From the **Placement/Services** drop down, select ***Out of Home Placement***. • From the **Cases** group box, select case name. • From the **Case Participants** group box, select participant name(s). • • Click **Create**. • The **Out of Home Placement** page displays.	*The Financial tab is only accessible to users with the appropriate security access.* *Only the Out of Home Placement, Living Arrangement, Private Adoption or Family Support page can exist for a participant across the FSFN application at a time.* *If the Create Case Work or Out of Home Placement hyperlink is selected on Case Book, the Cases group box will only contain the one FSFN Case and you will not be required to select the FSFN case.* *If the Out of Home Placement hyperlink is selected on Case Book, the Placement drop down will automatically be defaulted to Out of Home Placement, be disabled and grayed out, and you will not have to select Out of Home Placement*

Access an Out Home Placement

How Do I…?	Selections	Tips & Guidelines
Access the Out Home Placement page from the Desktop	• From Desktop's **Cases Outliner**, click the **Case Folder** icon. • Click **Placements**. • Click the appropriate **Out of Home Placement** hyperlink. OR • From Desktop, click the **Financial Work**. • The **Financial Work** page displays. • From the **Placement/Services** drop down, select Maintain Out of Home Placement. • Click **Continue**.	*Users document placements and services information through the Out of Home Placement page.* *Fiscal users access this page by choosing the Place value in the Options drop down on the Placement Request page.* *Users also access the Out of Home Placement page by accessing Case Book or Person Book. To do so, the user should select Placement from the center group box drop down, which will display any existing Out of Home Placements.*

Create an Out Home Placement from Financial Work

How Do I…?	Selections	Tips & Guidelines
Create an Out of Home Placement from Financial Work	• From the Desktop, click **Financial Work** icon. • The **Create Financial Items** pop-up displays. • From the **Placement/Services** drop down, select ***Maintain Out of Home Placement*** or ***Create Out of Home Placement***, whichever is applicable. • Click **Continue**. • The **Out of Home Placement** page displays.	*When launched from Financial Work, the page will have a conditionally visible and enabled hyperlink to search for the case and child to be placed, since fiscal users will not have assignment to the case.* *If launched in create mode, when the Search hyperlink is selected, the Person Search page displays.* *If launched in maintain mode, when the Search hyperlink is selected, the Case Search page displays.*

Complete and Approve an Out of Home Placement

How Do I…?	Selections	Tips & Guidelines
Complete the Removal/Placement Tab	• The **Out of Home Placement** page defaults to the Removal/Placement tab. • Enter the **Removal Begin Date** and either tab or click in the **Time** field. • The **Removal Reasons** pop-up is automatically launched. Document the removal reasons. • Click **Continue**. • The **Child Removal From Home** drop down fields are now enabled. • Select the **Manner of Removal** from the drop down. • Select the **Caregiver Structure** from the drop down. • Select the **Primary Caregiver** from the drop down. • Select the **Secondary Caregiver** from the drop down, if applicable. • Enter the **Placement Begin Date** and **Time.** • Select a checkbox to indicate a **Placement Exception** or **This is an Adoption Placement.** • Select the **Fiscal Agency** from the drop down. • Select the **Service Category** from the drop down. • Select the **Service Type** from the drop down. • Select the **Placement Setting** from the drop down. • Complete the **Voluntary Licensed Care** information. • Complete the Extraordinary Needs group box by selecting 'Yes' or 'No' for each question, and completing the 'if no, why?' if applicable. • From the **Actions** panel, click the **Placement Exception Reasons** hyperlink. The **Placement Exceptions** pop up page displays.	*Right clicking on the date box displays a calendar for easy selection.* *When launched from Financial Work, the page will have a conditionally visible and enabled hyperlink to search for the case and child to be placed, since fiscal users will not have assignment to the case.* *For AFCARS reporting, the placement setting of the child is documented by selecting the appropriate value from the Placement Setting field in the Child Placement Information group box.* *If this page is accessed through the Placement Request page, then the Fiscal Agency, Service Category, and Service Type fields are pre-filled with the information identified through the provider/child matching process on the Placement Request page.* *The Removal End Date is system derived and prefills with the Placement Begin Date.* *The Removal Placement End Date and Time is only enabled for workers who belong to the fiscal agency of the placement service. If a worker that does not belong to the fiscal agency of the service launches the page, it will be in view only mode.*

Document the Provider Tab	• Select the **Provider** tab. • In the **Provider Information** group box, click the **Search** hyperlink. • The **Provider Search page** displays. • Enter Provider data in **Search Criteria** group box. Click **Search.** • All applicable search results are displayed in the **Providers Returned** group box. Select the radio button next to the appropriate Provider and click **Continue.** • You will find that the Provider's information is pre-filled into the appropriate fields on the **Provider** tab in the **Provider Information** group box. • In the **Relationship to Child to Relative Caregiver** drop down, select appropriate relationship. • Click **Save.**	*If the Out of Home Placement is associated with a Placement Request, then the name of the provider whose information is detailed on this tab is system derived from the related Placement Request page.* *There are three levels of approval associated with the Out of Home Placement page, when it is a paid placement. The first level of approval is at the worker level (Level 1). The second level of approval is at the worker's supervisory level (Level 2). Once approved by the supervisory worker (Level 2), he/she re-launches the Approval History pop-up page, selects to re-route the approval, and selects the appropriate fiscal worker (Level 3) to send to the Out of Home placement.*

Create Placement Activity from Out of Home Placement		
How Do I…?	Selections	Tips & Guidelines
Removal/Placement Ending	• Access the **Out of Home Placement** page. • Once a placement has been approved, select ***Removal/Placement Ending*** from the **Actions** panel. • Document the **Placement Ending** fields. • From the **Options** drop down, select ***Approval***. • On the **Approval** History pop-up page, select the **Approve** radio button. • Click **Continue** and then click **Close**.	*This Removal/Placement Ending page is only enabled for workers who belong to the Fiscal Agency of the placement service.*

Placement Correction History	• From user Desktop, select **Utilities**. • Click **Placement Correction**. • Click the **Search** hyperlink. • The **Person Search** page displays. • Enter search criteria to search for the child. • From the Results, click the appropriate person icon and then click the **Cases** expando. • Select the radio button next to the appropriate Placement Correction approval. • Click **Continue**. • Select an **Edit** hyperlink next to a pending placement. • The pending placement correction record opens on the **Placement History** page. • Modify the placement. • Click **Save**. OR • Access the **Placement Correction History** page. • Click **Create**. • The **Placement History** page displays. • Click **Insert** to add a new placement. • The **Placement Correction Detail** page displays. • Add the new placement information. • Click **Save**. • Click **Close**.	*Based on the user's FSFN security profile, the Placement Correction History page displays all placement correction records for the child.* *The page will be launched in "edit" or "view only" mode.* *Clicking the View Current Placements hyperlink opens the Placement History page, which displays a list of all of the child's placement history across cases.* *Upon approval of a new paid placement, the Payment and Overpayment hyperlinks display.*

Access Financial Activity from Out of Home Placement

How Do I…?	Selections	Tips & Guidelines
Out of Home Placement Financial Tab	• From Desktop, select **Financial Work**. • From the **Placement/Services** drop down, select ***Create Out of Home Placement*** or ***Maintain Out of Home Placement***. • Click **Continue**. • The **Out of Home Placement** page displays and it is disabled. • Select the **Search** hyperlink to launch Person Search or Case Search. • If Case Search is launched, enter search criteria. • Click **Search**. • From the results, select the appropriate case icon. • Drill down on the case folder. • Click the **Placement/Services** icon. • Click the radio button next to the placement record. • Click **Continue**. OR • If Person Search is launched, enter search criteria. • Click **Search**. • Select the **Person** icon. • Drill down to the **Case Folder** icon. • Select **Placement** icon. • Select the radio button next to the placement. • Click **Continue**. • The **Out of Home Placement** page displays the person's information. • Select the **Financial** tab to view/update.	

Payment Request	• Access the **Placement History** page. • Select the **Payment** hyperlink next to the placement. • The **Payment Request** page displays. • Document the Payment Request. • Click **Save**. • Click **Close**.	*Existing Payment Requests can be accessed from either the Desktop outliner (if an assignment to the case exists) or the Financial Work page.* *Upon approval of the modification of a paid placement, the Payment and Overpayment hyperlinks display. The user must launch the Payment Request/ Overpayment Request page to generate the appropriate payment.* *If the placement dates have been extended then the user launches the Payment hyperlink, and conversely if the placement period has been shortened then the user launches the Overpayment hyperlink. When launched from placement correction, the Payment Request page is pre-populated with all Provider, Case Participant, and Service information from the Placement Correction record.*
Overpayment Request	• Access the **Placement History** page. • Select the **Overpayment** hyperlink next to the placement. • The **Overpayment Request** page displays. • Document the page. • Click **Save**. • Click **Close**.	*Existing Overpayment Requests can be accessed from either the Desktop outliner (if an assignment to the case exists) or the Financial Work page.* *If the placement period has been shortened the user launches the Overpayment hyperlink.* *When launched from placement correction, the Overpayment Request page is pre-populated with all Provider, Case Participant, and Service information from the Placement Correction record.*

Identify if a Child Placement Agreement is needed from Out of Home Placement		
How Do I…?	Selections	Tips & Guidelines
Identify if a Child Placement Agreement is needed	• Access the **Out of Home Placement** page • Select the **Yes** radio button next to the "**Is a Child placement Agreement needed?"** question.	*This question is displayed directly beneath the Placement Setting drop down across all Out of Home Placement pages and is required in order to save all the Pending and new Out of Home Placement pages.* *The question will be disabled and grayed out for the Out of Home Placement pages which are approved and frozen.*

Access a Child Placement Agreement from Out of Home Placement

How Do I…?	Selections	Tips & Guidelines
Access a Child Placement Agreement	• Access the **Out of Home Placement** page • Click on **Behavior Management** OR **Care Precautions** hyperlink • The child's current Child placement Agreement page is displayed.	*Upon successfully saving the Out of Home Placement page, the Behavior Management Plan OR Care Precautions hyperlink will be displayed based on the type of Child Placement Agreement the child currently has. The hyperlink will be displayed in the header group box directly to the right of the child/s name, age and date of birth.* *How the Child Placement Agreement page launches is based on the current user's security and how the Out of Placement page was accessed. Therefore, if the user accesses an Out of Home Placement page that has already been approved and frozen which means the OHP page launches in View mode, then the associated CPA page will launch in View mode. Only if the OHP is launched and in a Pending Status, which means it is in Edit mode, will the associated CPA page launch in Edit mode.*

Create a Service from Case Book/Create Case Work

How Do I…?	Selections	Tips & Guidelines
Create a Service from Case Book/Create Case Work	• From Desktop, click **Case Work** on the banner. • From the **Placement/Services** drop down, select ***Services***. • From the **Cases** group box, select Case Name. • From the **Case Participants** group box, select participant name(s). • Click **Create**. • The **Services** page displays. • On the **Services** tab, update the **Service Begin** group box. • On the **Provider** tab, search for and select a provider. • On the **Financial** tab, complete the rate information. • Select the Parent Agency Override checkbox, if applicable. • If split payment, document the **Split Payment** group box. • Document **Multiple Rate Categories**, if applicable. • Click **Save**. • Click **Close**.	*Users also access the Create Case Work page from Case Book by clicking the Create Case Work hyperlink.* *OR* *From the Participant Actions list box in Case Book by clicking the Services hyperlink.* *The user can select the Override Parent Agency Rule checkbox when the Parent Agency relationship does not apply specifically to the service.* • ***Note:*** *The checkbox is only enabled for selection when the "service type" override parent agency checkbox is selected on the Service Type page.* *Multiple Rate Categories is enabled if the "Multiple" checkbox on the Service Type page is checked.*

Create a Service from Financial Work		
How Do I…?	Selections	Tips & Guidelines
Create a Service from Financial Work	• From the Desktop, click the **Financial Work** icon. • The **Financial Work** page displays. • From the **Placement/Services** drop down, select ***Create*** or ***Maintain Service***. • Click **Continue**. • The **Services** page displays. • From the **Services** page, click the **Search** hyperlink. • Use **Person Search** to select the appropriate record to be viewed/ updated. • The user is returned to the **Services** page with the person's information pre-filled.	*The Services page documents services provided to the family that do not necessarily require the child's removal from the home.* *Users also access the Out of Home Placement page by accessing Case Book or Person Book. To do so, the user should select Services from the center group box drop down, which will display any existing Service Categories and Service Types.*

Create a Service from Post Adoption Services page		
How Do I…?	Selections	Tips & Guidelines
Create a Service from a Post Adoption Services page	• From the **Post Adoption Services** page, click the **Create Service** hyperlink. • The **Services** page displays with required information pre-filled from the associated Post Adoption Services page.	*The Create Service hyperlink displays on the Post Adoption Services page once the following have occurred:* • *The Fiscal Agency Providing Service, Service Begin Date, and Service Type have been selected and entered; and* • *the Status is Accepted; and* • *the Post Adoption Services page is successfully saved.* *The Fiscal Agency, Service Category, Service Type, and Service Begin Date field is pre-filled from the Post Adoption Services page from which the Services page was created.* *If Services page is created from a Post Adoption Services page, the unique, system generated Post Adoption Services ID will display on both pages to serve as a link between the two. The link will display on the Services page once it's created and successfully saved the first time.* *Users also access the Out of Home Placement page by accessing Case Book or Person Book. To do so, the user should select Services from the center group box drop down, which will display any existing Service Categories and Service Types.*

Create a Service from Payment Activity

How Do I…?	Selections	Tips & Guidelines
Create a Service from Payment Activity	• Access the **Out of Home Placement** page of the participant for whom you wish to create the payment activity. • Select the **Payment Activity** hyperlink from the **Actions** panel. • The **Payment Activity** page displays. • From the Service Details group box, select the ***Service Category***. • Select the Service Type. • Enter the **Units** amount and **Rate per Unit**. • Enter the **Provider invoice/POS Number;** optional. • Enter **Provider invoice/POS Date**; optional. • Enter the **Amount.** • Select the **Daily** or **Monthly** radio button to note the rate. • Enter the **Service Begin Date** and the **Service End Date**. • Click **Insert**. • Enter the payment request details. • Click **Calculate**. • Click the **Services** expando to review the associated services. • Click **Save**. • Click **Close**.	*The Payment Activity page is conditionally visible for an approved placement to fiscal workers.* *The user can change the provider information by selecting the Provider hyperlink to launch the Provider Search page.* *The Service End Date must be greater than Service Begin Date and within the same month and year.* *The approval hyperlink approves all pending payments as a package.* *The user can select the Edit hyperlink to open the Services page in edit mode; Copy to create a copy of the service with all the same information except it is not approved; and Remove to delete the service. The Edit and Remove conditionally visible until the service is approved.*

Create Adoption Subsidy Agreement Information

How Do I…?	Selections	Tips & Guidelines
Access the Adoption Subsidy Agreement Information page	• From the Desktop, click **Case Work** on the banner. • The **Create Case Work** page displays. • From the **Adoption** drop down, select ***Adoption Subsidy Agreement Information***. • From the **Cases** group box, select the appropriate case. • From the **Case Participants** group box, select the appropriate case participant. • Click **Create**. The **Adoption Subsidy Agreement Information** page displays.	*An Adoption Subsidy Agreement Information page cannot be created unless an open, approved removal/ placement exists for the participant, the most recent Adoption Subsidy Agreement Information page has been terminated, or the child has a pending Private Adoption record.* *Once created, the user accesses the Adoption Subsidy Agreement Information page from the Cases outliner by clicking the appropriate Case icon, clicking the Adoption icon, and then selecting the Adoption Subsidy Agreement Information hyperlink.* *When initially activated, the Case Participant and the Agreement Type fields on the Adoption Subsidy Agreement Information page pre-fill with information specified on the* *Create Case Work page.*

Create a Foster Care Rate Setting		
How Do I…?	Selections	Tips & Guidelines
Access the Foster Care Rate Setting page	• From the Desktop, click **Case Work** on the banner. • From the **Placement/Services** drop down, select ***Foster Care Rate Setting***. • From the **Cases** group box, select case name. • From the **Case Participants** group box, select the participant. • Click **Create**. • The **Foster Care Rate Setting** page displays. OR • From Desktop, click the **Financial Work** icon. • The **Financial Work** page displays. • From the **Placement/Services** drop down, select ***Maintain Foster Care Rate Setting***. • Click **Continue**. • From the **Foster Care Rate Setting** page, search for the record to be viewed/updated by clicking the search hyperlink and retrieving the appropriate record using Person Search.	*The child must be in a fully approved and qualifying Out Of Home Placement type before moving on to the Foster Care Rate Setting page.* *The Foster Care Rate Setting page records the review of supplemental points that reflects the degree of difficulty in providing care for a child.*