

PLACEMENT JOB AID

The purpose of this Job Aid is to provide programmatic guidelines to assist you in the proper documentation of information in FSFN, based on the requirements of Florida Statutes and Florida Administrative Code. This Job Aid should be used in conjunction with the How Do I Guides, FSFN User Guide and FSFN Tip Sheets.

TAB	PROGRAMMATIC GUIDELINE
	<ul style="list-style-type: none"> The Placement functionality in FSFN allows you to create a Living Arrangement, Out of Home Placement or Service for a child participant in a Case. If the Case is staffed for transfer to ongoing services, the CPI has the responsibility to create the Living Arrangement or Placement information in the system, prior to and in preparation for, the transfer staffing. However, the responsibility for the documentation of this information can be negotiated at the transfer staffing, based on the local services agreement.
Living Arrangement	
	<ul style="list-style-type: none"> Policy regarding the definition of a Living Arrangement has not changed. A Living Arrangement describes a child’s in-home setting. However, FSFN provides functionality to further document instances when the child is temporarily in a physical location other than his/her home (e.g., the child is arrested and is temporarily placed in juvenile detention). Please note that while the Living Arrangement documents the setting for a child receiving in-home services, the child’s actual physical location is tracked through the child’s Person Address record. Therefore, it is critical that the child’s Person Address record be accurately maintained and reflects the child’s physical location at any given point in time.
Living Arrangement – Living Arrangement Group Box	<ul style="list-style-type: none"> Create a new Living Arrangement record each time that the child’s physical location changes. <ul style="list-style-type: none"> Document the actual physical location for the child in the child’s Person Address record. If the child runs away from his/her in-home setting, create a new Living Arrangement type of Runaway. In this instance, updates to the child’s Person Address are not required. If the child absconds or is abducted from his/her in-home setting, create a new Living Arrangement of Absconded or Abducted, as applicable. In either of these instances, updates to the child’s Person Address are not required.
Living Arrangement – Service Reasons Group Box	<ul style="list-style-type: none"> Service Reasons in FSFN are documented through the Living Arrangement or Out of Home Placement Record. <ul style="list-style-type: none"> Select all Service Reasons applicable. These should be selected based on the specific maltreatment or threat of harm that led to the ongoing service needs determination.

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Out of Home Placement	
	<ul style="list-style-type: none"> • The Out of Home Placement screen documents the information related to a child’s removal episode and subsequent placement(s), including any temporary absences from the child’s placement(s). • Policy regarding Removal Episodes and Placement requirements has not changed, with the exception of how a child’s temporary absences from his/her placement are documented. <ul style="list-style-type: none"> ○ Temporary Absences within a removal episode (such as respite or hospitalization) are documented as a type of placement.
Removal/ Placement Tab – Child Removal from Home Group Box	<ul style="list-style-type: none"> • The Removal from Home Reasons hyperlink allows you to document each maltreatment or threat of harm that led to the removal of the child from his/her caregiver. <ul style="list-style-type: none"> ○ Select all Removal from Home Reasons that are applicable ○ If the reason for the child’s removal is prospective abuse or neglect due to a sibling’s abuse or neglect, select both the sibling’s reason for removal and the child’s reason for removal due to threatened harm.
Removal/ Placement Tab – Placement Begin Group Box	<ul style="list-style-type: none"> • Select the appropriate Placement Type for the child. <ul style="list-style-type: none"> ○ Placement Type refers to the type substitute care setting where the child is placed. These types reflect the Florida-specific categories or types of placement settings. • Placement Type is also used to document a child’s temporary absence from his/her placement. <ul style="list-style-type: none"> ○ All temporary absences from a placement, regardless of the length of the absence, must be documented as another placement event. This is a federal requirement. Please note that this will not affect the placement stability measures, unless the temporary absence is of a particular type/setting (e.g., Hospitalization-Acute) and length. ○ A Chronological Note Type of Note to File – General, describing the circumstances surrounding the temporary absence must be documented in the child’s record. • Select the appropriate Placement Setting for the child: <ul style="list-style-type: none"> ○ Placement Setting refers to the AFCARS placement types. ○ Once you have selected the appropriate Placement Type, the Placement Setting will automatically filter to provide you with a setting suggestion that corresponds to the federally approved Placement value.
Provider Tab	<ul style="list-style-type: none"> • Search for and select the provider with whom the child has been placed.

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	<ul style="list-style-type: none"> ○ If the child is placed with a relative, you must document the relationship of the child to the relative with whom the child was placed. ○ All placement events must be linked to a Provider record in the system. If the child has been abducted, absconded or run away from his/her Placement, you must associate this temporary absence to the appropriate “statewide provider” in the system (Statewide Abducted Provider, Statewide Absconded Provider, and Statewide Runaway Provider). ○ The three statewide providers will be maintained by the Family Safety Program Office only.
Options – Approval	<ul style="list-style-type: none"> ● All placement, whether relative/non-relative or licensed, must be approved by the supervisor
Options – Placement Exception Reasons	<ul style="list-style-type: none"> ● The system will derive the Placement Exception Reasons if the licensed home is over capacity; the placement is out-of-state or is placed in a licensed home with more than 2 children under the age of two years. <ul style="list-style-type: none"> ○ If the child meets the ICWA requirements and is not placed in an ICWA placement, the case worker must document this as a placement exception.
Options – Removal/ Placement Ending	<ul style="list-style-type: none"> ● There are three valid reasons for ending a placement. These are documented through the Ending Purpose and End Reason drop-down boxes. ● Select the appropriate Ending Purpose as follow: <ul style="list-style-type: none"> ○ Administrative Change Within Removal Episode – Select this purpose only when ending a placement record that was entered in error. ○ Discharge from Removal Episode – Select this purpose when the placement ends as a result of the child achieving permanency and the removal episode is ended. ○ Placement change Within Removal Episode – Select this purpose when: <ul style="list-style-type: none"> ▪ the child is moved from one placement to another, ▪ when ending a placement record to document a temporary absence, ▪ when ending a temporary absence record and the child is returning to his/her placement. ● The placement End Reason is based on the Ending Purpose selected. The Ending Purpose filters to provide you with valid options for selection, based on the Ending Purpose. Select the appropriate End Reason. ● If you have chosen an Ending Purpose of Discharge from Removal Episode, you must document the Discharge Reason. The values in this drop-down box are

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	the valid AFCARS values for ending a removal episode. Florida's removal discharge reasons are mapped to these federally required values.
Service	
The Service casework allows you to document Independent Living and Respite Care services for a child case participant.	
Service Tab	<ul style="list-style-type: none"> • If documenting a respite service: <ul style="list-style-type: none"> ○ The Service Begin Date and Time is the date and time that the child is physically "placed" with the respite provider. ○ The Service End Date and Time is the date and time that the child returns to his/her living arrangement or out of home placement. • If documenting an Independent Living Service: <ul style="list-style-type: none"> ○ The Service Begin Date and Time is the date and time that the youth begins to receive the service. ○ The Service End Date and Time is the date and time that the youth stops receiving the independent living services.
Provider Tab	<ul style="list-style-type: none"> • Enter the provider responsible for providing the identified service.
Options - Approval	<ul style="list-style-type: none"> • All services require supervisory approval.