## Change History

<table>
<thead>
<tr>
<th>Release # Date</th>
<th>CR # or Incident #</th>
<th>Change Description</th>
<th>Author(s)</th>
<th>Section Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2013</td>
<td></td>
<td></td>
<td>FSFN Enhancement Team</td>
<td></td>
</tr>
<tr>
<td>08/07/2013</td>
<td></td>
<td>QA</td>
<td>FSFN Enhancement Team</td>
<td></td>
</tr>
<tr>
<td>08/18/2020</td>
<td>Q120-21 ENH</td>
<td>Sprint 3 Updates</td>
<td>Melissa Daniel</td>
<td>Screenshots – To complete a PDA header, To Identify Danger Threats to a Child</td>
</tr>
<tr>
<td>09/10/2020</td>
<td>Q120-21 ENH</td>
<td>Updates per OCW comment corrections for Sprint 3</td>
<td>Melissa Daniel</td>
<td>Present Danger Assessment (PDA) Overview</td>
</tr>
<tr>
<td>10/08/2020</td>
<td>Q120-21 ENH</td>
<td>Finalized and accepted changes for Q120-21 Enhancement</td>
<td>Melissa Daniel</td>
<td>Throughout</td>
</tr>
</tbody>
</table>
# Table of Contents

**About FSFN User Guide** ................................................................................................................. 4

- The Intended Audience .................................................................................................................. 4
- Prerequisite Knowledge .................................................................................................................. 4
- Related Resources .......................................................................................................................... 5

**Present Danger Assessment (PDA) Overview** .............................................................................. 6

- About The Present Danger Assessment Page ................................................................................ 6

**Create a Present Danger Assessment** .......................................................................................... 8

- About creating a PDA .................................................................................................................... 8
- **Key Tasks** ................................................................................................................................... 8
  - To create a PDA from the Desktop ............................................................................................... 8
  - To create a PDA from an Investigation ....................................................................................... 10
  - To create a PDA from the Case Book ......................................................................................... 11
  - To complete a PDA Header ......................................................................................................... 12
  - To Identify Danger Threats to a Child ......................................................................................... 13
  - To Add Safety Intervention Information ................................................................................... 13
  - To Save the PDA ........................................................................................................................ 15

**The Actions and Text List Box** .................................................................................................... 16

- About the Actions hyperlinks ........................................................................................................ 16
- **Key Tasks** .................................................................................................................................. 16
  - To Upload and View an Image Attached to the PDA page .......................................................... 16
- About the Text hyperlink ................................................................................................................ 17
  - To Launch and Print the PDA Template ..................................................................................... 17

**Access an Existing Present Danger Assessment** ......................................................................... 18

- About accessing the PDA page ..................................................................................................... 18
- **Key Tasks** .................................................................................................................................. 18
  - To Access an Existing PDA from Case Book ............................................................................ 18
  - To access an existing PDA from the Desktop ............................................................................ 19
  - To access an existing PDA from the Person Book .................................................................... 20
  - To access an existing PDA from a Search .................................................................................. 21
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:

- Child Protective Investigators
- Hotline Command Center Counselors
- Ongoing Case Managers
- Legal Workers
- Supervisors

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, please 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 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 are unfamiliar with how to navigate to these three 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: Person, Case, Provider/Organization, and Worker. This Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other type of searches may be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the Person Search page provides a method to search for a person and retrieve person data that pre-fills into the page in
which you are working. The Person Search page should not be confused with the Search page with the Person tab.

Related Resources
Visit the DCF FSFN Website (http://fsfn.dcf.state.fl.us) for online access to additional resources to support FSFN system 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)
Present Danger Assessment (PDA) Overview

This User Guide describes the Florida Safe Families Network (FSFN) system functionality of the Present Danger Assessment (PDA). The PDA supports the investigation of allegations that involve abuse, neglect, abandonment, or situations where there is a threat of harm to children.

The PDA represents one component of the Florida Safety Decision Making Methodology (FSDMM) used by Child Protection Investigators (CPIs) and Case Managers to guide decision-making relevant to child safety during initial child protection intervention and support a FSFN user more efficiently.

The functional design of the PDA page represents changes to FSFN resulting from the Child Protection Transformation and SACWIS Compliance Project. Enhancements to FSFN support the following program goals to facilitate the safety of children and families:

- Improve quality and consistency of decision making
- Eliminate redundant processes and re-work
- Gain efficiencies through enhanced technology

FSFN functionality associated with the PDA provides the following benefits for CPIs and Case Managers, including supervisors:

- Supports assessment and decision making regarding present danger and safety planning
- Decreases the user’s time required to document the analysis
- Allows more time in the field for evaluating family needs and ensuring services
- Provides users with the ability to complete the PDA as a field instrument, an upload the PDA in FSFN.
- Provides users with the ability to print the PDA when documented in FSFN

About The Present Danger Assessment Page

The PDA is one tool of the FSDMM practice model in FSFN that supports CPIs and Case Managers with the analysis of present danger to children in alleged abuse, neglect, and abandonment reports.

Present dangers are immediate, significant, and clearly observable family conditions (or threats to child safety) that are actively occurring and are likely to result in severe harm to a child.

FSFN organizes the information collected from the assessment so that you can analyze the information and come to a safety decision with regard to the alleged victim(s).

Unless otherwise noted, the fields on the PDA function in the same manner regardless of whether the PDA was created from an Investigation or external to the Investigation.
This document identifies and details the FSFN changes supporting this FSDMM tool.
Create a Present Danger Assessment

About creating a PDA
You can create a new PDA from the Child Investigations page, from the Create Case Work page, and from the Case Book.

FSFN includes an edit that does not allow you to create and save a new PDA if another Pending (not complete) PDA of the same kind exists.

There can be more than one pending PDA, if one PDA is at the Investigation level and one is external to the Investigation. For example, a Pending PDA at the Case level can exist at the same time as a Pending PDA at the Investigation level.

Multiple completed PDAs can exist for a single Investigation or FSFN Case.

Key Tasks

To create a PDA from the Desktop
1. On the FSFN Banner, click the Case Work icon.
   OR
1. From the Create drop down, click Case Work.
2. The Create Case Work page displays.
3. From the Assessment and Planning drop down, select PDA.
4. In the Cases group box, select the appropriate case.
5. Click Create.
6. The **PDA** page displays in edit mode.
To create a PDA from an Investigation

1. From the FSFN Outliner, click the Cases expando.
2. Under the Cases expando, click the applicable Case Folder icon.
3. Under the Case Folder icon, click the applicable Investigation icon.
4. Under the Investigation icon, click the appropriate Investigation hyperlink to display the Investigation page.
5. On the Investigation page, click the Present Danger Assessment hyperlink from the Actions group box.

6. The PDA page displays in edit mode.
To create a PDA from the Case Book

1. At the top of the Case Book page, click the Create Case Work hyperlink.
2. The Create Case Work page displays.
3. From the Assessment and Planning drop down, select PDA.
4. In the Cases group box, select the appropriate case.
5. Click Create.

6. The PDA page displays in edit mode.

Note: You may also create a PDA from the Case Book by selecting the Present Danger Assessment hyperlink from the Case Actions group box. This will display the PDA page in edit mode.
To complete a PDA Header

1. On the PDA page, enter a date in the Assessment Date field.

**Note** The Assessment Date can be a past date or the current date, but cannot be a future date.

**Note** The Case Name field will be pre-filled for you as a hyperlink and will launch the Maintain Case page in edit mode if it is accessed from the Desktop, the Case Book page, or the Person Book page. Additionally, the FSFN Case ID, Worker Name, and Intake/Investigation ID fields will also be pre-filled.
To Identify Danger Threats to a Child

1. On the PDA page, select at least one Danger Threat check box.

   IDENTIFICATION OF THREATS OF DANGER TO A CHILD

<table>
<thead>
<tr>
<th>Danger Threats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

2. If selecting the Yes check box for the Other: Explain danger threat, you are required to enter a narrative in the text box.
   a. Only use this category in extremely rare situations.

3. Continue to the Safety Intervention group box.

You are able to identify danger threats to a child, if necessary, on the PDA page. Present dangers are immediate, significant, and observable family conditions, or threats to a child’s safety that are actively occurring and likely to result in severe harm to a child. Danger Threat selections entered on a previously completed PDA page pre-fill when you create a new PDA. The pre-filled Danger Threats fields on the new PDA are modifiable.

**Note** You are required to select one of the Yes or No Danger Threat options in order to complete the page.

To Add Safety Intervention Information

1. On the PDA page, verify that the radio button is selected.

   **Note** FSFN enables only one radio button based on selections in the Danger Threats group box; this radio button is not user modifiable.

   **Note** Safety Intervention radio button 1 is system derived based on the selections made...
within the **Danger Threats** group box;

- If you select "No" to ALL Danger Threats, this radio button is automatically selected, disabled, and not user modifiable.

**Note** **Safety Invention** radio button 2 is system derived based on the selections made within the **Danger Threats** group box;

- If you select "Yes" to ANY Danger Threat, this radio button is automatically selected, disabled, and not user modifiable.

2. Enter text describing if the parent, legal guardian, or caregiver has a current or historical capacity, ability, and willingness to protect the child.
To Save the PDA

1. Click Save.
   a. The PDA page saves with a Pending status.
   OR
1. Select the Complete check box in the PDA Header.

   **Note** If you select the Complete check box and do not complete all required fields, and have not attached an Imaging page and documented the applicable Safety Intervention, FSFN does not allow the PDA page to save successfully and generates a standard validation error message.

   **Note** Failing to selecting the Complete check box prior to saving the PDA page results in no trigger in FSFN to process the validation edits; if the Complete check box were not selected, the page saves with a Pending status.

2. Click Save.
3. Click Yes or No to the validation message Upon completing the Present Danger Assessment all fields will become frozen. Are you sure you wish to continue?

   **Note** If you click Yes, FSFN closes the validation message, saves the PDA, and returns you to the PDA page that is now permanently frozen. If you select No, FSFN closes the validation message and returns you to the PDA page, which remains enabled.

4. Click Close.

   **Note** If the PDA page launches from the Investigation page, the PDA page permanently freezes once the supervisor approves the Investigation for closure.

   **Note** The PDA becomes permanently frozen and the supervisor cannot clear the Complete check box once the supervisor approves the FSFN case for closure. Re-opening the FSFN case allows the user to clear and modify the Complete check box as needed.
The Actions and Text List Box

About the Actions hyperlinks
If you have appropriate access to an existing PDA page, you are able to upload an attachment utilizing the Upload Image hyperlink in the Actions and Text list box. The Upload Image hyperlink displays after first saving the PDA page. The Upload Image hyperlink launches the Imaging page where the Imaging Type defaults to PDA.

The View Attached Images hyperlink displays in the Actions and Text list box after the user attaches the first image. Selecting the View Attached Images hyperlink launches the View Image History pop-up page displaying a hyperlink to view each of the Imaging pages associated with the PDA.

Key Tasks

To Upload and View an Image Attached to the PDA page
1. Access the PDA page.
2. In the Actions and Text list box, click the Upload Image hyperlink.
3. The Imaging page displays.

Note: The View Image History hyperlink launches the View Image History pop-up. All attached images are available to view.
If you have appropriate security permissions, you may delete an attached PDA image on the Imaging page. If you delete the image, FSFN displays the user name and the date/time of the image deletion on the Imaging page.

By deleting the image, it does not count as an attached document in the PDA save validation process.

About the Text hyperlink
You can print a blank PDA in Microsoft Word by selecting the Present Danger Assessment hyperlink in the Actions and Text list box prior to documenting information on the PDA page. Only the data in the header pre-fills in the template at this point.

If you complete additional information on the PDA page, the template pre-fills with the additional data and you can print the PDA with more data.

To Launch and Print the PDA Template
1. Access the PDA page.
2. In the Actions and Text list box, click the Present Danger Assessment hyperlink.
3. The PDA template displays.
Access an Existing Present Danger Assessment

About accessing the PDA page

A user can access existing PDAs from the Case Book, the Person Book, or from the Desktop, including Search. This includes Pending and Completed PDAs.

Key Tasks

To Access an Existing PDA from Case Book

1. Access Case Book.
2. From the Work drop down, select Assessment and Planning.
3. Select applicable PDA from the previously competed PDAs.
4. The PDA page launches and displays in view-only mode.
**To access an existing PDA from the Desktop**

1. On the Outliner, click the **Cases** expando.
2. Under the **Cases** expando, select the **Case Folder** icon.
3. Under the **Case Folder** icon, click the **Assessment and Planning** icon.
4. Under the **Assessment and Planning** icon, select the applicable **PDA** from the previously competed PDAs.
5. The **PDA** page launches and displays in view-only mode.
To access an existing PDA from the Person Book

1. On the Desktop, select the **Participant View** check box.
2. On the Outliner, click the **Cases** expando.
3. Under the **Cases** expando, click the **Case Folder** icon to view Participants.
4. Under the **Case Folder** icon, click the **Person Book** hyperlink.
5. From the **Work** drop down, select **Assessment and Planning**.
6. Under the **Assessment and Planning** icon, select the applicable **PDA** from the previously competed PDAs.
7. The **PDA** page launches and displays in view-only mode.
To access an existing PDA from a Search

1. From the Banner, click the Search icon.
   OR
1. From the Utilities menu, select Search.

2. Conduct a Case Search.

3. Under the Outliner, click the Case Folder icon to display case information.

4. Under the Case Folder icon, click the Assessment and Planning icon.

5. Under the Assessment and Planning icon, select the applicable PDA from the previously competed PDAs.

6. The PDA page launches and displays in view-only mode.