



Florida Safe Families Network

Progress Update How Do I ... Guide

March 17, 2017

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 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...

Creating a new Progress Update	2
Completing the Progress Update.....	4
Accessing an existing Progress Update.....	12
Actions and List Box	13



Creating a new Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Create A New Progress Update From The Desktop</p>	<ul style="list-style-type: none"> • From the Create menu, click Case Work. • The Create Case Work page displays. • From the Assessment and Planning drop down, select Progress Update. • Click Create. • The FFA-Ongoing/Progress Update Selection pop-up page displays. • From the FFA-Ongoing/Progress Update Selection group box, select a radio button for the FFA-Ongoing or Progress Update that is either "Pending" or "Approved". • The Case Plan Worksheet Selection pop-up page displays. • Click Continue. • The Progress Update page displays. 	<p><i>The Progress Update aids users in their ongoing efforts in evaluating family strengths and protective capacities, which continues the assessment completed during the FFA-Ongoing.</i></p> <p><i>Before creating a new Progress Update page, an FFA - Ongoing or Progress Update must be created. The FFA-Ongoing/Progress Update Selection pop-up page allows the user to select the appropriate FFA-Ongoing or Progress Update that is either "Pending" or "Approved".</i></p> <p><i>On clicking Continue, FSFN launches the Case Plan Worksheet Select pop-up page that displays any Case Plan Worksheet pages that have been created in association with the selected FFA – Ongoing or Progress Update.</i></p> <p><i>If there is no Case Plan Worksheet, FSFN creates the Progress Update with the selected FFA – Ongoing or Progress Update, pre-filling the corresponding fields in the new Progress Update and does not pre-fill Outcomes on the Outcomes Evaluation tab.</i></p>



Creating a new Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Create A New Progress Update From The Case Book (Create Case Work)</p>	<ul style="list-style-type: none"> • From Case Book, click the Create Case Work hyperlink. • The Create Case Work page displays. • From the Assessment and Planning drop down, select Progress Update. • Click Create. • The FFA-Ongoing/Progress Update Selection pop-up page displays. • From the FFA-Ongoing/Progress Update Selection group box, select a radio button for the FFA-Ongoing or Progress Update that is either “Pending” or “Approved”. • The Case Plan Worksheet Selection pop-up page displays. • Click Continue. • The Progress Update page displays. 	<p><i>The FSFN Case Name displays in the Cases group box if you access the Create Case Work page from the Case Book.</i></p> <p><i>The Case Plan Worksheet Selection pop-up page displays only those Case Plan Worksheet pages created in association with the selected FFA – Ongoing or Progress Update based on the FFA – Ongoing ID or Progress Update ID.</i></p>
<p>Create A New Progress Update From The Case Book (Case Actions)</p>	<ul style="list-style-type: none"> • From Case Book, click the Progress Update hyperlink. • The FFA-Ongoing/Progress Update Selection pop-up page displays. • From the FFA-Ongoing/Progress Update Selection group box, select a radio button for the FFA-Ongoing or Progress Update that is either “Pending” or “Approved”. • The Case Plan Worksheet Selection pop-up page displays. • Click Continue. • The Progress Update page displays 	<p><i>The Case Plan Worksheet Selection pop-up page displays only those Case Plan Worksheet pages created in association with the selected FFA – Ongoing or Progress Update based on the FFA – Ongoing ID or Progress Update ID.</i></p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Review The Case Information – Header</p>	<ul style="list-style-type: none"> On the Progress Update page, review the pre-filled case information. 	<p><i>The Progress Update page is created in association with and pre-fills from an existing FFA – Ongoing or Progress Update page.</i></p> <p><i>Upon creating the Progress Update will pre-fill with what has been documented on the selected FFA-Ongoing or Progress Update up to the point at which the Progress Update is created.</i></p> <p>The Progress update page includes a field labeled “Household Name” in the Case Information group box which is required upon save.. If FFA- Ongoing or Progress Update is approved and frozen, this field will be disabled and grayed out.</p> <p><i>Upon clicking the Refresh button on the Progress Update, the Progress Update will automatically update all the applicable tabs, to pull in the most current information documented on the FFA - Ongoing or Progress Update that was selected when creating the current Progress Update.</i></p> <p><i>This includes the following fields: Family Assessment Areas; FFA-Investigation, FFA-Ongoing and Progress Update; Reason(s) for Ongoing Involvement; Danger Statement; Child Needs; Priority Needs; Protective Capacities; Priority Needs; Family Change Strategy (Family Goal; Ideas; Potential Barriers); Motivation for Change and Safety Summary and Planning.</i></p> <p><i>If there were modifications to the existing Outcomes and/ or Tasks, or new Outcomes and/ or Tasks were added, they will be reflected on the Progress Update. Therefore, if an Outcome or Task has been removed, it will no longer display following Refresh on the Progress Update.</i></p> <p><i>If no change was made to an Outcome and/ or Task, it will remain current on the Progress Update.</i></p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Complete The Participants Tab</p>	<ul style="list-style-type: none"> • In the Household Composition group box, delete or add participant as necessary: <ul style="list-style-type: none"> ○ Children group box, either delete or add children (there must be at least one child participant in the Progress Update) ○ Family Support Network group box, either delete or add family support participants ○ Parent/Legal Guardian(s) / Other Adult Household Members in Caregiving Role group box, either delete or add other family participants (there must be at least one caregiver participant in the Progress Update) 	<p><i>The following fields provide hyperlinks to other pages:</i></p> <ul style="list-style-type: none"> • <i>Case Name launches the Maintain Case page</i> • <i>Created from FFA - Ongoing/Progress Update ID launches the associated FFA-Ongoing or Progress Update page</i> • <i>Case Plan Worksheet ID launches the Case Plan Worksheet page</i>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Complete The Participant Selection Pop-Up</p>	<ul style="list-style-type: none"> • Click Insert in the Children group box. • The Participant pop-up page displays. • All active FSFN case participants under the age of 18 that are not already included in the Children group box display. • Select a participant, if needed. • Click Continue. • Click Insert in the Family Support Network group box. • The Participant pop-up page displays. • All participants in the Professions/Family Support Network Contacts tab/Family Support Network Contacts group box on the associated Maintain Case page, not already included in the Family Support Network group box display. • Select a participant if needed. • Click Continue. • Click Insert in the Parent/Legal Guardian(s)/Other Adult Household Members in Caregiving Role group box. • The Participant pop-up page displays. • All active FSFN case participants, regardless of age, not already included in the Children or Parent/ Legal Guardian(s)/Other Adult Household Members in Caregiving Role group boxes display. 	<p><i>If the participant does not display in the Participant pop-up page, the user can launch the Maintain Case page, add the needed participant, click Refresh on the Progress Update page, and the participant displays in the appropriate group box</i></p> <p><i>Clicking the Refresh button on a Progress Update will automatically update the Outcome Evaluation tab with the most current information documented on the associated Case Plan Worksheet that was selected upon creating the Progress Update.</i></p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Complete The Family Assessment Areas Tab</p>	<ul style="list-style-type: none"> • Click the Family Assessment Areas tab. • The Family Assessment Areas group box pre-fills from the corresponding field on the selected FFA-Ongoing or Progress Update page. • Use the Additional Ongoing Information text field to document any updated information regarding the extent of maltreatment and surrounding circumstances, if applicable. • The Child Functioning group box pre-fills from the corresponding field from the selected FFA-Ongoing or Progress Update page. • In the Child Functioning group box, click the Child's Name hyperlink. <ul style="list-style-type: none"> ○ The Person Management page associated with the child displays. • Click the Medical/Mental Health hyperlink. • The Medical/Mental Health page associated with the child displays. • The Medical/Mental Health hyperlink displays only if the participant has an associated Medical/Mental Health page in the associated FSFN Case and the user has the applicable security to view Medical/Mental Health pages. • If the user does not have security, Medical/Mental Health displays, but not as a hyperlink. • Click the Education hyperlink. • The Education page associated with the case child displays. • The Education hyperlink does not display if the child does not have an existing Education record in that particular FSFN Case 	<p><i>The text boxes on this tab pre-fill from the corresponding fields on the selected FFA-Ongoing or Progress Update page.</i></p> <p><i>The Child Functioning, Adult Functioning and Parenting domain narratives will no longer pre-fill from the FFA - Investigation, FFA - Ongoing or Progress Update over to the FFA - Ongoing.</i></p> <p><i>The Child Functioning, Adult Functioning, and Parenting domain narratives will no longer pre-fill from the FFA - Ongoing over to the Progress Update</i></p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
	<ul style="list-style-type: none"> • In the How does the adult function on a daily basis? group box, click the Adult's Name hyperlink. <ul style="list-style-type: none"> ○ The Person Management page associated with the adult displays. • Review/modify the information in the How does the adult function on a daily basis? text box. • In the Parenting group box, click the Parents/Legal Guardians Name hyperlink. <ul style="list-style-type: none"> ○ The Person Management page associated with the Parent/Legal Guardian displays. • Review/modify the information in the General – What are the overall, typical, parenting practices used by the parents/legal guardians? text box. 	
<p>Complete The Reason(S) For Ongoing Involvement Tab</p>	<ul style="list-style-type: none"> • Click the Reason(s) for Ongoing Involvement tab. • Each question captures the danger threats and whether they exist or not based on the assessment of the family. Indicate if Danger Threat is “Yes” or “No”. • The Danger Statement text box captures the danger statement of the overall evaluation and assessment of the danger threats collectively, which is developed in collaboration with the family. 	<p><i>The Reasons for Ongoing Involvement and the Danger Statement text box pre-fill from an existing FFA-Ongoing or Progress Update, the user can modify the information.</i></p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Complete The Child Needs Tab</p>	<ul style="list-style-type: none"> • Click the Child Needs tab. • The Child Needs tab captures the child's needs, whether the parent(s)/caregiver(s) are meeting the needs, and any additional relevant information to how well the needs are being met. • Select or modify the Child Needs if necessary. A rating is required for each applicable Child Need. • If any change is made within the Child Needs group box, the system will require the page to be refreshed in order to ensure the applicable Priority Needs are reflected within the Priority Needs group box. 	<p>Upon creation of the Progress Update page the Child Needs Rating radio buttons (A/B/C/D) pre-fill from the corresponding Child Needs Rating on the selected FFA-Ongoing or Progress Update page.</p> <p>The ratings are:</p> <ul style="list-style-type: none"> • A = EXCELLENT - Child demonstrates exceptional ability in this area • B = ACCEPTABLE - Child demonstrates average ability in this area • C = SOME ATTENTION NEEDED - Child demonstrates some need for increased support in this area • D = INTENSIVE SUPPORT NEEDED - Child demonstrates need for intensive support in this area.
<p>Complete The Protective Capacity Analysis And Family Change Strategy Tab</p>	<ul style="list-style-type: none"> • Click the Protective Capacity Analysis and Family Change Strategy tab. • Select or modify the Protective Capacity Analysis and Family Change Strategy, if necessary. A rating is required for each applicable Protective Capacity. • If any change is made within the Protective Capacities group box, the system will require the page to be refreshed in order to ensure the applicable Priority Needs are reflected within the Priority Needs group box. • Enter the applicable Family Change Strategy narratives. • Document the applicable Motivation for Change for those adults with at least one C or D rating for a protective capacity based on the case manager's assessment. 	<p>Upon creation of the Progress Update page, Protective Capacities radio button (A/B/C/D) pre-fill from the corresponding Protective Capacities Rating on the selected FFA-Ongoing or Progress Update page.</p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Complete The Safety Summary And Planning Tab</p>	<ul style="list-style-type: none"> • Click the Safety Summary and Planning tab. • In the In-Home Safety Analysis and Planning group box, click Yes or No for each item. • If Yes to all of the In-Home Safety Analysis and Planning questions, an In-Home Safety Plan must be implemented (Please refer to the Safety Plan How Do I Guide). • Enter a narrative describing the safety analysis to support reunification with and In-Home Safety Plan. • If No to any of the In-Home Safety Analysis and Planning questions, the Out-Of-Home placement will continue. • Enter a narrative in the text box summarizing conditions for return. • Select a Safety Analysis and Planning statement along with the associated Yes/No radio button. Click Save. Click Close. 	<p><i>The 5 Safety Analysis and Planning statements will always be displayed in the "In-Home Safety Analysis and Planning" group box with a required Yes/No radio button selection. The 5 Statements are as follows:</i></p> <p><i>The Parent/Legal Guardians are willing for an In-Home Safety Plan to be developed and implemented and have demonstrated that they will cooperate with all identified safety service providers.</i></p> <p><i>The home environment is calm and consistent enough for an In-Home Safety Plan to be implemented and for safety service providers to be in the home safely.</i></p> <p><i>Safety services are available at a sufficient level and to the degree necessary in order to manage the way in which impending danger is manifested in the home.</i></p> <p><i>An In-Home Safety Plan and the use of In-Home safety services can sufficiently manage impending danger without the results of scheduled professional evaluations.</i></p> <p><i>The Parent/Legal Guardians have a physical location in which to implement an In-Home Safety Plan.</i></p> <p><i>The Current Safety Plan Assessment for Sufficiency group box will always be displayed</i></p> <p><i>Note: The Progress Update Safety Summary and Planning tab will no longer display the Most Recent Safety Plan hyperlink.</i></p>



Completing the Progress Update

How Do I...?	Selections	Tips & Guidelines
<p>Complete The Outcomes Evaluation Tab</p>	<ul style="list-style-type: none"> • Click the Outcomes Evaluation tab. • Select or modify the Outcome in the Outcome Evaluation group box as necessary by selecting the radio button associated with the individual outcome to update. • Update the Overall Outcome Progress by selecting the appropriate radio button: Excellent; Adequate; Not Adequate; No Progress; and Not Evaluated. • Select the appropriate radio button in the Changes in case Plan goals, outcomes, actions and/or supports group box. 	<p><i>Select the radio button to modify the Outcome.</i></p>



Accessing an existing Progress Update

<p>Access An Existing Progress Update From The Desktop</p>	<ul style="list-style-type: none"> • Click the Case Folder icon for appropriate case. • Expand the Assessment and Planning icon. • Click the Progress Update hyperlink. • The Progress Update page displays. • Modify the Progress Update as needed. • Click Save. 	<p><i>A user can access an existing Progress Update page from the Desktop, Case Book, or from Person Book, including Search. This includes "Pending" or "Approved" Progress Updates.</i></p>
<p>Access An Existing Progress Update From The Case Book</p>	<ul style="list-style-type: none"> • Access the Case Book. • From Work drop down, select Assessments and Planning. • In the Center group box, click Progress Update hyperlink • The Progress Update page displays. • Modify the Progress Update as needed. • Click Save. 	<p><i>If a Progress Update does not exist for the FSFN case, a Progress Update hyperlink does not display in the Center group box.</i></p>
<p>Access An Existing Progress Update From The Person Book</p>	<ul style="list-style-type: none"> • Access the Person Book. • From Work drop down, select Assessments and Planning. • In Center group box, click Progress Update hyperlink. • The Progress Update page displays. • Modify the Progress Update as needed. • Click Save. 	<p><i>If a Progress Update does not exist for the FSFN case, a Progress Update hyperlink does not display in the Center group box.</i></p>



Actions and List Box

<p>To access the Supervisory Consultation</p>	<ul style="list-style-type: none"> • In the Actions and Text group box, click the Supervisor Consultation hyperlink. • The Supervisor Consultation pop-up page displays. • Create a Supervisor Consultation for the Progress Update. 	<p><i>The Supervisor Consultation captures Supervisor Consultations throughout the life of the Progress Update page.</i></p> <p><i>The Supervisor Consultation also provides the ability for Investigations and Cases to be identified as Rapid Safety Feedback.</i></p>
<p>To approve a Progress Update</p>	<ul style="list-style-type: none"> • In the Actions and Text group box, click the Approval hyperlink. • The Approval History pop-up page displays. • Standard approval functionality applies. 	<p><i>The user submits the Progress Update page to his or her supervisor, or an alternate supervisor, using existing approval functionality.</i></p> <p><i>Once approved by the supervisor, the Progress Update page is disabled (closed and frozen).</i></p> <p><i>An additional edit is required to be enforced upon attempting to approve the Progress Update page. When a Rapid Safety Feedback Consultation has been documented for the Progress Update and there is not a subsequent immediate Child Safety Action Follow-Up consultation documented, a validation message will display "Please ensure the necessary Supervisor Consultation has been completed before you can submit the Progress Update for Approval."</i></p>
<p>To access a Progress Update template</p>	<ul style="list-style-type: none"> • In the Actions and Text group box, click the Progress Update hyperlink. • The Progress Update template displays the most current saved data captured on the Progress Update page. 	<p><i>The most recently captured data from the Progress Update page displays on the Progress Update template</i></p>

