PROGRESS UPDATE

1) Select Case Book next to your case name.
2) On the right side panel under Case Action select Progress Update to create a new Progress Update.
   ➢ Once saved the Progress Update can be located under assessment and planning, the drop down menu in the center column of case book.
3) A new box opens. Select the radio button for the last completed document (this will either be the FFA ongoing if this is your first Progress Update or it will be the last completed Progress Update) and select continue.
4) A new box opens. Select the radio button to the Case Plan Worksheet and select continue.
5) Under the Participant, ensure that all the children and parents are included that are a part of the Progress Update.
   ➢ Under Family Support Network, include all parties that provide support to the family. When clicking on insert, a box will populate were you can select who you want to add as a family support. These individuals are inserted in your maintain case page under Professional/Family Support Network Contacts.
6) Under Family Assessment Areas, Update Child Functioning, Adult Functioning and Parenting domains with new information that you have gathered during your information collection. Delete any irrelevant information since the last assessment.
7) Under Reason for Ongoing Involvement, ensure your impending danger threats are still accurate and update danger statement only if there are new concerns.
   ➢ If you note that changes are needed in this section, consult with your supervisor.
8) Under Child Needs, select the appropriate radio buttons that applies to each child. These need to be updated based on any increase or decrease in that area.
   ➢ Refresh to ensure updated grading scale is accurately displayed on this tab.
9) Update information under priority needs section by selecting the radio button to reflect whether or not this will be included in case plan.
10) Under Protective Capacity Analysis and Family Change Strategy, select the appropriate protective capacities for each parent. These need to be updated based on enhancement or diminishment.
   ➢ Refresh to ensure updated grading scale is accurately displayed on this tab.
11) Update information under priority needs section by selecting the radio button to reflect whether or not this will be included in case plan.
12) In the Family Change Strategy section, the family goal, ideas and potential barriers are fluid and can be changed during the course of the case and based on the family’s desires.
13) In the Motivation for Change section, select the appropriate radio button that applies to that caregiver.
14) Under Safety Summary and Planning tab, the in home safety analysis and planning questions need to be evaluated and updated.

15) Under the Outcome Tab select the radio button for the first outcome, scroll down and complete the Overall Outcome Progress and the explanation of progress assessment or why it was not evaluated.

➢ **Scroll back to the top and select the radio button for the next outcome. Repeat as necessary for each additional outcome.**

16) Under the Changes in case plan goals, outcomes, actions and/or support select the appropriate radio button

17) Complete Barriers to Achieving Desired Case Plan Outcomes

18) To launch the Progress Update, select the blue hyperlink under text.

19) Once Progress Update is completed go back to Casebook.