



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.

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Create a Risk Assessment

How Do I...?	Selections	Tips & Guidelines
Create a Risk Assessment	<ul style="list-style-type: none">• From the FSFN Outliner, click the Case expand icon.• Under the Cases expando, click the applicable Case Folder icon.• Under the Case Folder icon, click the appropriate Investigation hyperlink to display the Investigation page.• Under the Investigation, click the appropriate Investigation hyperlink to display the Investigation page.• On the Investigation page, click the Risk Assessment hyperlink from the Actions group box.• The Risk Assessment page displays in Create mode.	<p><i>When creating a Risk Assessment, there can only be one Risk Assessment for one Investigation.</i></p>



Access an Existing Risk Assessment		
How Do I...?	Selections	Tips & Guidelines
Access an existing Risk Assessment from Case Book	<ul style="list-style-type: none"> From the FSFN Outliner, click the Cases expand icon. Click the Case Book hyperlink. In the center panel drop down, select Assessment and Planning. The Risk Assessment will be displayed. 	
Access an existing Risk Assessment from Case Book	<ul style="list-style-type: none"> From the FSFN Outliner, click the Cases expand icon. Click the Case Book hyperlink. In the center panel drop down, select Investigations/Special Conditions Referrals. The Risk Assessment will be displayed and indented under the applicable Investigations/Special Conditions Referrals for which it was created. 	
Access an existing Risk Assessment from the Person Book	<ul style="list-style-type: none"> From the Desktop, select the Participant View check box. Expand the Outliner, click the Cases expand icon. Click the Person Book hyperlink for the appropriate case participant. In the center panel drop down, select Assessment Planning. The Risk Assessment, whereby the person, whose Person Book page is being accessed, is included as a participant on the Risk Assessment page will be displayed. 	<p><i>This is captured in the Participants group box on the Risk Assessment page and populates with all participants documented in the associated investigation.</i></p>



Access an Existing Risk Assessment

How Do I...?	Selections	Tips & Guidelines
<p>Access an existing Risk Assessment from Person Book</p>	<ul style="list-style-type: none"> • From the Desktop, select the Participant View check box. • Expand the Outliner, click the Cases expand icon. • Click the Person Book hyperlink for the appropriate case participant. • In the center panel drop down, select Investigations/Special Conditions Referral. • The Risk Assessment will be displayed and indented under the applicable Investigations/Special Conditions Referral for which it was created. 	<p><i>Please note that if the Child Investigation page is displayed on Person Book then the associated Risk Assessments will be displayed.</i></p>
<p>To access an existing Risk Assessment from the Desktop</p>	<ul style="list-style-type: none"> • From the FSFN Outliner, click the Cases expand icon. • Under the Cases expand, click the applicable Case Folder icon. • Under the Case Folder icon, click the Assessment and Planning icon or Investigation icon. • Select the appropriate Risk Assessment hyperlink. • Any Risk Assessment pages displayed will also be displayed in Participant View, under the applicable participant, if they are identified on the Risk Assessment page within the Participants group box. 	<p><i>This same outliner will be employed on the Search page when drilling down on anywhere the Assessment and Planning and Investigations are accessed from: Case tab, Person tab, Provider tab and Worker tab.</i></p>



Access an Existing Risk Assessment

How Do I...?	Selections	Tips & Guidelines
Access an existing Risk Assessment from Search	<ul style="list-style-type: none">• From the Banner, click the Search icon. OR• From the Utilities menu, select Search.• Conduct a Case Search.• Under the Outliner, click the Case Folder icon to display case information.• Under the Assessment and Planning icon, select the applicable Risk Assessment.OR• Under the Investigation icon, select the Investigation and then select the Risk Assessment.• The Risk Assessment page launches and displays in view-only mode.	



Complete the Risk Assessment Header

How Do I...?	Selections	Tips & Guidelines
Enter an Assessment Date	<ul style="list-style-type: none"> On the Risk Assessment page, enter a date in the Assessment Date field. 	<p><i>The Assessment Date can be a past date or the current date, but cannot be a future date.</i></p> <p><i>The Case Name filed 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.</i></p> <p><i>The FSFN Case ID, Worker Name, and Investigation ID fields will also be pre-filled.</i></p>



Identify Potential Risks to a Child

How Do I...?	Selections	Tips & Guidelines
Identify Potential Risks to a Child	<ul style="list-style-type: none"> On the Risk Assessment page, each index (abuse and neglect) is completed regardless of the type of allegation(s) reported or investigated. Answer the questions N1 – N10 and A1 – A10, using the hover definitions. 	<p><i>Hover definitions have been provided by the Department of Children and Families to allow the user to hover over each question to view an abbreviated definition when answering each risk question.</i></p> <p><i>The Investigator must make every effort throughout the investigation to obtain the information needed to answer each assessment question through review of written historical case material, interviews with all family members and collateral contacts.</i></p>



Save the Risk Assessment

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Risk Assessment</p>	<ul style="list-style-type: none"> • Click Save – the Risk Assessment saves with a Pending status. • Select the Complete check box in the Risk Assessment Header. • Click Save. • Click Yes or No to the validation message upon completing the Risk Assessment all fields will become frozen. Are you sure you wish to continue? • Click Close. 	<p><i>If you select the Complete check box and do not complete all required fields, and have not attached an Imaging page and document each questions, FSFN does not allow the Risk Assessment to save successfully and generates a standard validation error message.</i></p> <p><i>Failing to complete the Complete check box prior to saving the Risk Assessment page results in no trigger in FSFN to process the validation edits; if the Complete check box is not selected, the page saves with a Pending status.</i></p> <p><i>If the Risk Assessment page launches from the Risk Assessment page, the Risk Assessment page permanently freezes once the supervisor approves the Investigation for closure.</i></p> <p><i>The Risk Assessment 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.</i></p>



Scored Risk Level		
How Do I...?	Selections	Tips & Guidelines
Scored Risk Level	<ul style="list-style-type: none"> Once the user has documented the responses in full for all Neglect statements (N1-N10), the Total Neglect Score is automatically calculated by the system but is only displayed on the Risk Assessment page. Once the user has documented the responses in full for all Abuse statements (A1-A10), the Total Abuse Score is automatically calculated by the system but is only displayed on the Risk Assessment page. Scored Risk Assessment Level assigns the family's scored level based on the highest score on either the neglect or abuse index, using the appropriate chart from: Low, Moderate, High and Very High. The Total Neglect and Total Abuse Score can be located under the N10 and A10 statements. The Scored Risk Level is located in the Risk Assessment Header. 	<p><i>System derived from the risk level determined by the system based on the N and A selections and applicable scores, displaying whichever level is higher.</i></p> <p><i>If a change is made to statements N1-N10 or A1-A10, the system will automatically update the calculations, and if the Total Abuse or Total Neglect Scores were displayed the system will automatically update the scores(s) accordingly.</i></p> <p><i>This is a dynamic change and will happen immediately, "live" on the page.</i></p> <p><i>If the Scored Risk Level is Very High, the Final Risk Level, which is captured on the associated Risk Level Override page, will automatically be coded as Very High and will automatically populate this field as Very High without requiring the user to access the Risk Level Override pop-up page.</i></p>



Risk Level Override Pop-up Page

How Do I...?	Selections	Tips & Guidelines
<p>Risk Level Override Pop-up Page</p>	<ul style="list-style-type: none"> • Access the Risk Assessment Page. • In the Actions and Text list box, click the Risk Assessment Override hyperlink. • The Risk Level Override pop-up page displays. • The Risk Level Override captures all scoring information once all applicable N1-N10 and A1-A10 responses have been made. It provides the total Neglect and Abuse Scores, the overall Scored Risk Level, and provides for the documentation of policy overrides and a discretionary override, if applicable. • The Policy Override group box contains additional questions/statements to determine if the scored risk level should be higher than what was calculated based on the criteria identified in items 1-4. • Discretionary Override group box allows the user to perform a discretionary override in the event the current Final Risk Level should be higher based on the worker's professional judgment. • The Final Risk Level is system derived based on the hierarchy identified within the group boxes above. • Selecting the Save button the user will be able to save the pop-up page immediately. 	<p><i>If a change is made to either: the statements N1-N10 or A1-A10 which results in a change to the Scored Risk Level OR information on the Risk Level Override pop-up page which results in a change to the Scored Risk Level or Final Risk Level, the system will automatically update the Scored Risk Level and/or Final Risk Level fields captured in the Case Information header group box.</i></p>



Launch and Print the Risk Assessment Template

How Do I...?	Selections	Tips & Guidelines
Launch and Print the Risk Assessment	<ul style="list-style-type: none">• Access the Risk Assessment page.• In the Actions and Text list box, click the Risk Assessment hyperlink.• The Risk Assessment template displays.• Click Print.	<p><i>The user can print a blank Risk Assessment with the header pre-filled prior to documenting any information on the Risk Assessment page.</i></p> <p><i>The user can document all fields and then launch the template output which will pre-fill all information from the FSFN Risk Assessment page.</i></p>



Investigations/Special Conditions Referral Workload

How Do I...?	Selections	Tips & Guidelines
View Investigations/Special Conditions Referral Workload	<ul style="list-style-type: none">• From the Utilities menu, select “Investigations/Special Conditions Referral Workload” from the drop down.• The Investigations/Special Conditions Referral Workload will capture an additional column for Risk Assessment.	<p><i>This will provide workers and supervisors a quick glance to determine if the Risk Assessment has been created yet or not, and if created, whether it is Pending or Completed.</i></p> <p><i>If completed the worker and supervisors will quickly see the Final Risk Level.</i></p>

