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<p>Create a Safety Plan</p>	<ul style="list-style-type: none"> ▪ From the Desktop menu option, select Safety Plan ▪ Create > Case work > Safety Plan ▪ There are two tabs on the Safety Plan page: Safety Considerations Safety Actions 	<p>A Safety Plan is completed on the entire family. There is no termination process for the Safety Plan. There are four status values for Safety Plan: Pending – a plan is created and prior to supervisory approval. Ongoing – a plan is approved by the supervisor. Historical – a user creates a new plan when an ongoing plan exists. Not Approved – a user or supervisor selects ‘Not Approved’ during the approval process.</p>
<p>Safety Considerations Tab</p>	<ul style="list-style-type: none"> ▪ Page defaults to the Safety Considerations tab ▪ Enter a narrative describing the Safety Concerns in the required text field. ▪ Answer each of the four statements by selecting one of the following values: <ul style="list-style-type: none"> ▪ Yes ▪ No 	<p>In the Considerations groupbox, if ‘No’ is selected for any one of the four statements, upon saving the page, a pop-up message will be displayed for the user stating that the child may be unsafe and may require additional safety interventions including out of home placement. This does not prevent the supervisor from approving the Safety Plan.</p>
<p>Safety Actions Tab</p>	<ul style="list-style-type: none"> ▪ Select the Safety Actions tab ▪ Enter a narrative describing the Safety Actions in the two required text fields. ▪ Answer each of the two statements by selecting one of the following values: <ul style="list-style-type: none"> ▪ Yes ▪ No 	

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<p>Safety Actions Tab – Safety Resources groupbox</p>	<ul style="list-style-type: none"> ▪ Enter the Service Information in the Safety Resources groupbox. ▪ Select the Service Category from the dropdown. ▪ Enter the frequency of the Service in the Frequency text field. ▪ Select the type of Service from the Service type dropdown and enter the date the service begins in the corresponding Begin Date field. ▪ Click the <u>Search</u> hyperlink to search for the Service Provider if they are a known FSFN provider. ▪ If the Provider is not a known FSFN provider, you can enter the Provider in the Other Provider text field. ▪ Click the Insert button to document additional Services. ▪ Click Save when Safety Plan is completed. 	<p><i>Service Type and Begin Date are AFCARS fields. The Begin Date can be a future date.</i></p>
<p>Safety Plan Word Template</p>	<ul style="list-style-type: none"> ▪ From the Safety Actions tab, select Safety Plan from the Options dropdown and click the Go button. ▪ Print the Safety Plan Word document for required party's signatures. ▪ Click the Close and Return to FSFN button which will then save the document with the Safety Plan. 	<p><i>The Safety Plan document is generated from the completed Safety Plan fields and cannot be edited. If changes are necessary, they must be completed on the Safety Plan tabs. If changes are made, they must be Saved before relaunching the template. The 'Effective Date' is the date of Supervisory Approval.</i></p>

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Request Supervisory Review	<ul style="list-style-type: none"> ▪ Click on the Safety Considerations tab. ▪ From the Options drop down, select Approval and click the Go button. ▪ Verify the correct Supervisor for Safety Plan review is displayed. ▪ To change the Supervisor, select the <u>Search</u> hyperlink to search for and add the Supervisor. ▪ Click Continue. ▪ Click the Save and Close buttons. ▪ Refresh your screen to see the Safety Plan displayed under the Planning Icon. 	<p><i>FSFN sends an automated message to supervisor requesting review.</i> <i>Prior to Approval the plan status is Pending.</i> <i>After Approval the plan status is Ongoing.</i> <i>If a Safety Plan currently exists, that plan becomes Historical and the current plan becomes the Ongoing plan.</i> <i>The Safety Plan cannot be edited after Supervisory Approval.</i></p>
Create an Out of Home Plan	<ul style="list-style-type: none"> ▪ From the Desktop menu option, select Out of Home Plan ▪ Create > Case work > Out of Home Plan ▪ There are three tabs on the Out of Home Plan page: ▪ Placement Considerations ▪ Special Requirements ▪ Placement Safety 	<p><i>The Out of Home Plan must be created for each child who is removed from their home.</i> <i>The Out of Home Plan can be terminated with Supervisory Approval.</i> <i>There are five status values for Out of Home Plan:</i> Pending - a plan is created and prior to supervisory approval. Ongoing – a plan is approved by the supervisor. Historical – a user creates a new plan when an ongoing plan exists. Not Approved – a user or supervisor selects ‘Not Approved’ during the approval process. Terminated - a plan specifically terminated by the user selecting Terminate from the Options dropdown and entering a reason for termination.</p>
Placement Considerations Tab	<ul style="list-style-type: none"> ▪ Page defaults to the Placement Considerations tab. ▪ Answer each of the two statements by selecting one of the following values: ▪ Yes ▪ No ▪ Select the appropriate checkboxes in the Placement Setting group box. 	<p><i>If the checkbox ‘Child is an American Indian child as defined by the Indian Child Welfare Act’ is selected, the checkbox ‘Tribal Representative Notified’ and ‘Date Notified by Mail’ become enabled.</i> <i>The user will also get the pop-up message: ‘Proceed to Placement Provider Options group box on the Special Requirements tab and complete all questions’.</i></p>

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Special Requirements Tab	<ul style="list-style-type: none"> ▪ Select the Special Requirements tab. ▪ Complete the two text fields in the General Information group box. ▪ If Child meets ICWA requirements, click the <u>Search</u> hyperlink to locate Provider. ▪ If Child meets ICWA requirements, complete the ICWA Placement Provider Options group box. 	

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Placement Safety Tab	<ul style="list-style-type: none"> ▪ In the 'Placement Provider Knowledge/Skills Options' group box, answer the one question by selecting one of the following values: <ul style="list-style-type: none"> ▪ Yes ▪ No ▪ Enter text in the text field. ▪ In the 'Other Residents in the Placement Setting' group box answer the questions by selecting one of the following values: <ul style="list-style-type: none"> ▪ Yes ▪ No ▪ Enter text in the required text field. ▪ In the 'Plan for Safety' group box enter text in the text field. ▪ Select all appropriate checkboxes to indicate if additional steps should be taken by the provider. ▪ Click the Save button. 	<p><i>This tab addresses safety issues for the placement provider.</i></p>
Out of Home Plan Word Template	<ul style="list-style-type: none"> ▪ From the Special Requirements tab, click the Options dropdown. ▪ Select Out of Home Plan and click the Go button. ▪ Print the Safety Plan Word document for required party's signatures. ▪ Click the Close and Return to FSFN button which will then save the document with the Safety Plan. 	<p><i>The Out of Home Plan document is generated from the completed Out of Home Plan fields and cannot be edited. If changes are necessary, they must be completed on the Out of Home Plan tabs. If changes are made, they must be Saved before relaunching the template</i> <i>The 'Effective Date' is the date of Supervisory Approval.</i></p>

How Do I...?	Selections	Tips & Guidelines
Request Supervisory Review	<ul style="list-style-type: none"> ▪ Click on the Placement Considerations tab. ▪ From the Options drop down, select Approval and click the Go button. ▪ Verify the correct Supervisor for Safety Plan review is displayed. ▪ To change the Supervisor, select the <u>Search</u> hyperlink to search for and add the Supervisor. ▪ Click Continue. ▪ Click the Save and Close buttons. ▪ Refresh your screen to see the Out of Home Plan displayed under the Planning Icon. 	<p><i>FSFN sends an automated message to supervisor requesting review.</i> <i>Prior to Approval the plan status is Pending.</i> <i>After Approval the plan status is Ongoing.</i> <i>If an Out of Home Plan currently exists, that plan becomes Historical and the current plan becomes the Ongoing plan.</i> <i>The Out Home Plan cannot be edited after Supervisory Approval.</i></p>
To Terminate an Out of Home Plan	<ul style="list-style-type: none"> ▪ Select the Out of Home Plan. ▪ From the Placement Considerations tab, select Terminate from the Options dropdown and click Go. ▪ The Terminate Plan window opens. ▪ Select termination reason from the 'Reason Plan is no longer Required' dropdown. ▪ Click Save. 	<p><i>If 'Other' is selected from the dropdown, the text field 'Other Reason Plan is no longer required' becomes enabled and required.</i></p>
Request Supervisory Review	<ul style="list-style-type: none"> ▪ From the Options drop down, select Approval and click the Go button. ▪ Verify the correct Supervisor for Safety Plan review is displayed. ▪ To change the Supervisor, select the <u>Search</u> hyperlink to search for and add the Supervisor. ▪ Click Continue. ▪ Click the Save and Close buttons. ▪ Refresh your screen to see the Out of Home Plan displayed under the Planning Icon. 	<p><i>The Out of Home Plan is NOT terminated until the Supervisor approves the termination.</i> <i>When the Supervisor receives the termination request for Out of Home Plan, any of the three actions can occur:</i> <i>Supervisor can Approve the termination;</i> <i>Supervisor can Reroute to another supervisor; or</i> <i>Supervisor can Recall/Return if they do not agree with the termination request.</i></p>