

# **SAFETY PLANNING**

# **USER GUIDE**

# SAFETY PLANNING

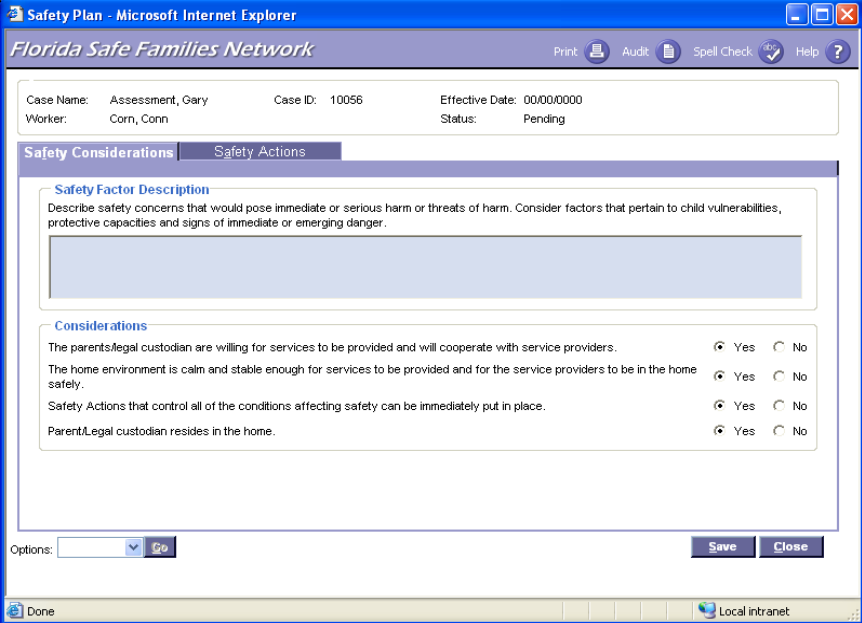
## FUNCTIONALITY ADDRESSED:

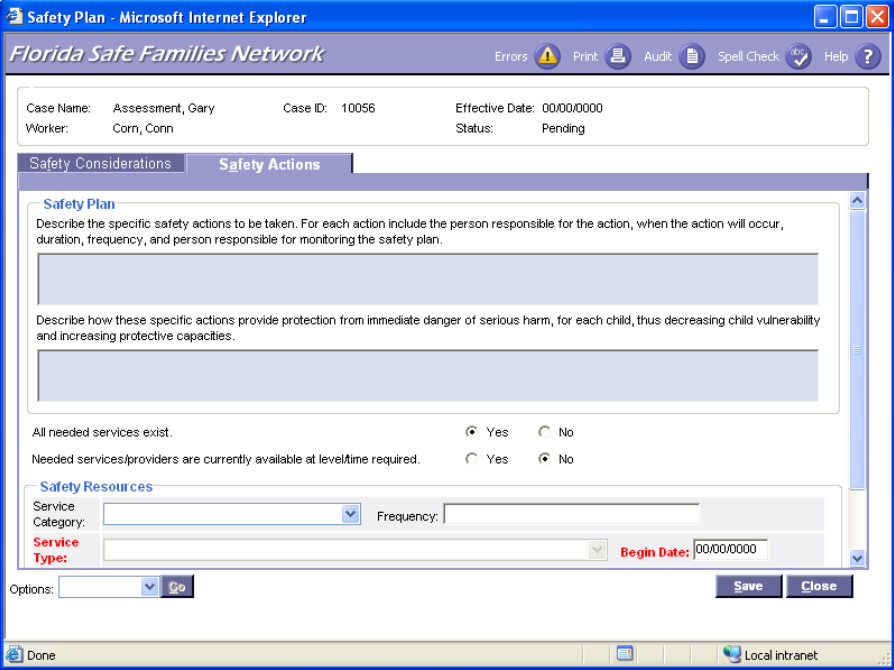
- This guide outlines the steps to perform key tasks related to documenting a Safety Plan within the FSFN application.

## LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- Create a Safety Plan.
- Document Safety Considerations.
- Document Safety Actions.
- Associate a Provider with a needed Service.
- Create and document an Out of Home Plan.
- Terminate an Out of Home Plan.

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<b>SAFETY PLANNING</b>	<ul style="list-style-type: none"> <li>Click <i>Create &gt; Casework</i> from the Utilities menu.</li> </ul>	<p>The Create Casework page can also be accessed by selecting the Create Casework command button on the banner.</p>
<b>CREATE CASEWORK PAGE OPENS</b>	<ul style="list-style-type: none"> <li>Select Safety Plan from the Planning icon dropdown.</li> <li>Select the appropriate Case from the Cases group box.</li> <li>Select the Create button.</li> </ul>	<p>The Safety Plan is at the case level; therefore, the Case Participants group box will be grayed out and disabled.</p> <p>If an 'Ongoing' Safety Plan already exists for the selected case, a pop-up message will be displayed informing the user that an ongoing plan already exists, and if a new one is created, the ongoing plan will become historical. If the user selects "Yes" on the edit message prompt, the ongoing plan will be copied to the new plan, which will then be user-editable.</p> <p>If a 'Pending' Safety Plan already exists for the selected case, a pop-up message will be displayed informing the user that a pending Safety Plan already exists and must be accessed from the desktop.</p>
<b>SAFETY PLAN WINDOW</b> <b>SAFETY CONSIDERATIONS TAB</b>	 <p>The screenshot shows a web browser window titled "Safety Plan - Microsoft Internet Explorer" displaying the "Florida Safe Families Network" interface. The page has a blue header with navigation icons (Print, Audit, Spell Check, Help). Below the header, case information is displayed: Case Name: Assessment, Gary; Case ID: 10056; Effective Date: 00/00/0000; Worker: Corn, Conn; Status: Pending. Two tabs are visible: "Safety Considerations" (selected) and "Safety Actions". The "Safety Considerations" tab contains a "Safety Factor Description" section with a text area and a "Considerations" section with four items, each with "Yes" and "No" radio buttons. At the bottom, there are "Options:" dropdown, "Go" button, "Save" button, and "Close" button. The browser status bar shows "Done" and "Local intranet".</p>	

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p><b>SAFETY PLAN WINDOW</b> <b>SAFETY CONSIDERATIONS TAB</b></p>	<ul style="list-style-type: none"> <li>Enter information in the text field, within the Safety Factor Description group box, with the qualifier 'Describe safety concerns that would pose immediate or serious harm or threats of harm. Consider factors that pertain to child vulnerabilities, protective capacities and signs of immediate or emerging danger.'</li> <li>Select the appropriate 'Yes' or 'No' radio button for safety considerations.</li> </ul>	<p>The default tab of the Safety Plan page is the Safety Considerations tab.</p> <p>The radio buttons, within the Considerations group box, default to 'Yes'.</p> <p>If the user answers 'No' to any of the four statements in the Considerations group box, a pop-up message will be displayed for the user informing him/her that the child may be unsafe and may require additional safety interventions including out of home placement.</p> <p>This does not prevent the user or supervisor from approving the Safety Plan.</p>
<p><b>SAFETY PLAN WINDOW</b> <b>SAFETY ACTIONS TAB</b></p>		
<p><b>SAFETY PLAN WINDOW</b> <b>SAFETY ACTIONS TAB</b></p>	<ul style="list-style-type: none"> <li>Enter information in the text field, within the Safety Plan group box, with the qualifier 'Describe the specific safety actions to be taken.'</li> </ul>	<p>The two text fields, within the Safety Plan group box, are for the user to justify why the child can safely remain in the home while receiving services, what actions are being taken, and also which person(s) have responsibility.</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p><b>SAFETY PLAN WINDOW</b> <b>SAFETY ACTIONS TAB (CONTINUED)</b></p>	<ul style="list-style-type: none"> <li>▪ For each action include the person responsible for the action, when the action will occur, duration, frequency, and person responsible for monitoring the Safety plan.</li> <li>▪ Enter information in the text field, within the Safety Plan group box, with the qualifier 'Describe how these specific actions provide protection from immediate danger of serious harm, for each child, thus decreasing child vulnerability and increasing protective capacities'.</li> <li>▪ Select the appropriate 'Yes' or 'No' radio buttons indicating if all needed services exist, and if the needed services/providers are currently available at the level/time required.</li> <li>▪ Select the Insert button, within the Safety Resources group box, to document needed services.</li> <li>▪ Select the Search hyperlink to launch the Provider Search page.</li> <li>▪ Search for and select the associated provider.</li> <li>▪ If the Provider is not returned, and does not already exist in the FSFN database, enter the name of the provider in the 'Other Provider' text field.</li> </ul> <p>Please refer to the <b>Search User Guide</b>.</p> <ul style="list-style-type: none"> <li>▪ Once all fields have been completed, select the Safety Considerations tab, and select Approval from the Options dropdown to submit the Safety Plan for approval to the supervisor. (See <b>Approval User Guide</b>.)</li> </ul>	<p>The radio buttons, for the two statements that fall between the Safety Plan and Safety Resources group boxes, default to 'Yes'.</p> <p>If the user answers 'No' to either of the two statements that fall between the Safety Plan and Safety Resources group boxes, a pop-up message will be displayed for the user informing him/her that the child may be unsafe and may require additional safety interventions including out of home placement. However, this does not prevent the user or supervisor from approving the Safety Plan.</p> <p>The user can select the Insert button more than once to document multiple needed services, with the ability to associate a provider with each service.</p> <p>If the user inserts more rows than needed, within the Safety Resources group box, he/she can select the associated Delete hyperlink to remove the row.</p> <p>The Approval process is with the Safety Plan page. Until the Safety Plan is approved, the Effective Date will not be populated and the Status will remain 'Pending'. Once approved, the Status will update to 'Ongoing'. If made historical, through the creation of a new Safety Plan for the same case, the Status will update to 'Historical'.</p> <p>Safety Plans <b>cannot</b> be terminated.</p> <p>The Safety Plan template is launched from the Safety Actions tab.</p>

## SAFETY PLANNING - OUT OF HOME PLAN

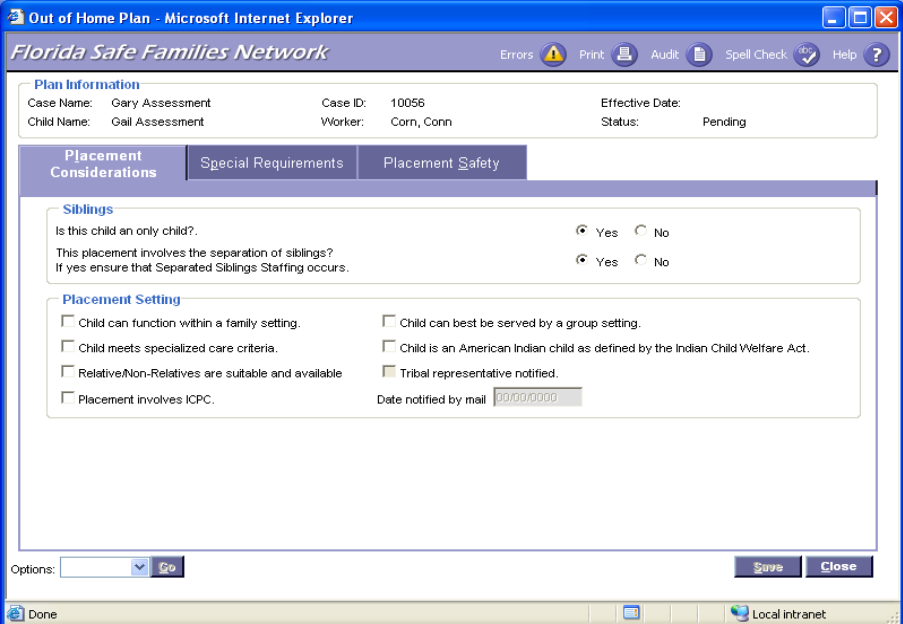
### FUNCTIONALITY ADDRESSED:

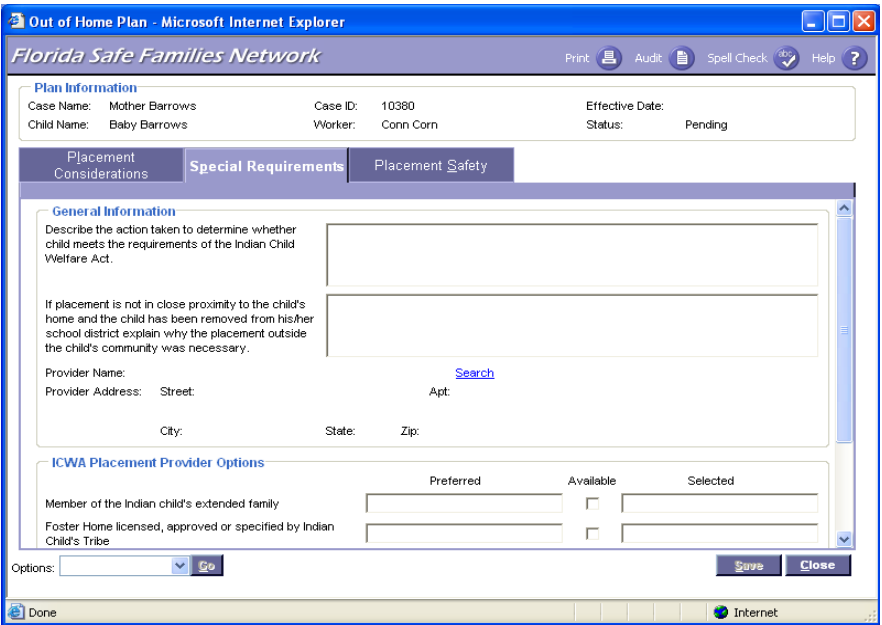
- This guide outlines the steps to perform key tasks related to documenting an Out of Home Plan within the FSFN application.

### LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- Create an Out of Home Plan
- Document Placement Considerations
- Document Special Requirements
- Associate the Provider with whom the child is or will be placed
- Document Placement Study

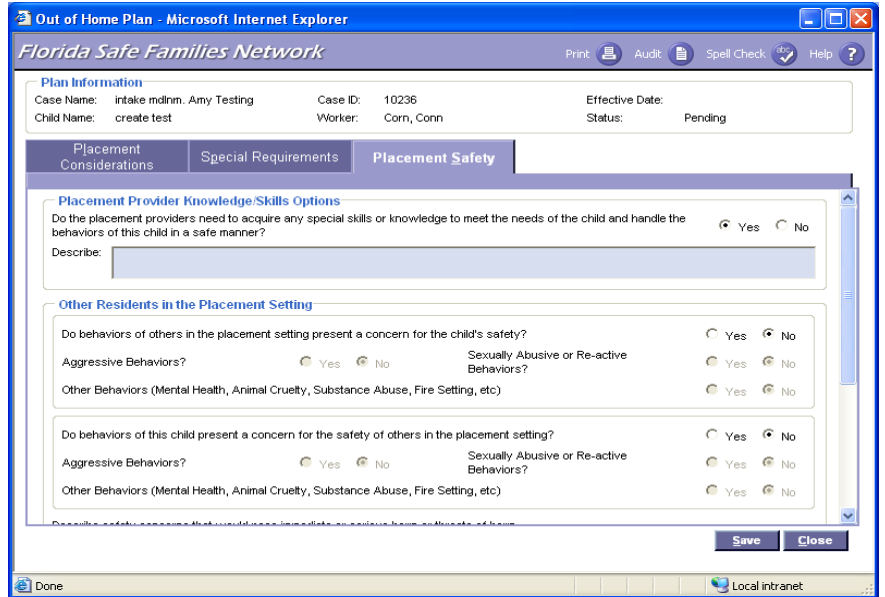
FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<b>SAFETY PLANNING</b>	<ul style="list-style-type: none"> <li>Click <i>Create &gt; Casework</i> from the Utilities menu.</li> </ul>	<p>The Create Casework page can also be accessed by selecting the Create Casework command button on the banner.</p>
<b>CREATE CASEWORK PAGE OPENS</b>	<ul style="list-style-type: none"> <li>Select Out-of-Home Plan from the Planning icon dropdown.</li> <li>Select the appropriate Case from the Cases group box.</li> <li>Select the appropriate Case Participant from the Case Participants group box.</li> <li>Select the Create button.</li> </ul>	<p>The Out of Home Plan is at the participant level; therefore, a case participant must be selected in order to create the Out of Home plan page.</p> <p>If an 'Ongoing' Out of Home Plan already exists for the selected case participant, a pop-up message will be displayed informing the user that an ongoing plan already exists.</p> <p>If a new Out of Home Plan is created, the ongoing plan will become historical. If the user selects "Yes" on the edit message prompt, the ongoing plan will be copied to the new plan, which will then be user-editable.</p> <p>If a 'Pending' Out of Home Plan already exists for the selected case participant, a pop-up message will be displayed informing the user that a pending Out of Home Plan already exists and must be accessed from the desktop.</p>
<b>OUT OF HOME PLAN PAGE OPENS PLACEMENT CONSIDERATIONS TAB</b>		 <p>The screenshot shows the 'Florida Safe Families Network' web application in Microsoft Internet Explorer. The page title is 'Out of Home Plan - Microsoft Internet Explorer'. The main content area is titled 'Florida Safe Families Network' and contains a 'Plan Information' section with the following details: Case Name: Gary Assessment, Case ID: 10056, Child Name: Gail Assessment, Worker: Corn, Conn, Effective Date: [blank], and Status: Pending. Below this is a navigation bar with three tabs: 'Placement Considerations' (selected), 'Special Requirements', and 'Placement Safety'. The 'Placement Considerations' section includes a 'Siblings' section with two questions: 'Is this child an only child?' and 'This placement involves the separation of siblings?'. Both have radio buttons for 'Yes' and 'No'. The 'Placement Setting' section contains several checkboxes: 'Child can function within a family setting.', 'Child meets specialized care criteria.', 'Relative/Non-Relatives are suitable and available.', 'Placement involves ICPC.', 'Child can best be served by a group setting.', 'Child is an American Indian child as defined by the Indian Child Welfare Act.', and 'Tribal representative notified.'. There is also a 'Date notified by mail' field with the value '00/00/0000'. At the bottom of the page, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p><b>OUT OF HOME PLAN PAGE OPENS PLACEMENT CONSIDERATIONS TAB</b></p>	<ul style="list-style-type: none"> <li>▪ Select the appropriate 'Yes' or 'No' radio buttons indicating if the child is an only child, and if the placement involves the separation of siblings.</li> <li>▪ Select the Safety Actions tab.</li> <li>▪ Select any checkboxes that apply, regarding the Placement Setting.</li> <li>▪ Enter the Date Notified by Mail, if the 'Tribal Representative Notified' checkbox is selected.</li> <li>▪ Select the Special Requirements tab.</li> </ul>	<p>The default tab of the Out of Home Plan page is the Placement Considerations tab.</p> <p>The radio buttons, within the Siblings group box, default to 'Yes'.</p> <p>If the 'Child is an American Indian child as defined by the Indian Child Welfare Act' checkbox is selected, the 'Tribal Representative Notified' checkbox will be enabled.</p> <p>In addition, if the 'Child is an American Indian child as defined by the Indian Child Welfare Act' checkbox is selected, a pop-up edit message will be displayed for the user informing him/her to complete the ICWA Placement Provider options on the Special Requirements Tab.</p> <p>If the 'Tribal Representative Notified' checkbox is selected, the 'Date Notified by Mail' date field will become enabled and required.</p>
<p><b>OUT OF HOME PLAN WINDOW SPECIAL REQUIREMENTS TAB</b></p>		

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p><b>SPECIAL REQUIREMENTS TAB</b></p>	<ul style="list-style-type: none"> <li>▪ Enter information in the text field, within the General Information group box, with the qualifier 'Describe the action taken to determine whether child meets the requirements of the Indian Child Welfare Act'.</li> <li>▪ Enter information in the text field, within the General Information group box, with the qualifier 'If placement is not in close proximity to the child's home, and the child has been removed from his/her school district explain why the placement outside the child's community was necessary'.</li> <li>▪ Select the Search hyperlink to launch the Provider Search page.</li> <li>▪ Search for and select the provider with whom the child is or will be placed.</li> <li>▪ If the Provider is not returned, and does not already exist in the FSFN database, this field will remain blank.</li> </ul> <p>For more information on the Provider Search page, please refer to the Search User Guide.</p> <ul style="list-style-type: none"> <li>▪ If the Child is an American Indian child as defined by the Indian Child Welfare Act, enter the necessary information in the ICWA Placement Provider Options group box.</li> </ul>	<p>The two text fields, within the General Information group box, are for the user to indicate the necessary steps have been taken to determine whether the child meets the requirements of the Indian Child Welfare Act, as well as, justify why the child was or will be placed outside the child's community, if the placement is not in close proximity to the child's home, and the child has been removed from his/her school district.</p> <p>Within the ICWA Placement Provider Options group box, the user will document the Preferred Provider for each of the placement provider options, the Selected Provider for each of the placement provider options, and if the provider is available.</p> <p>The Out of Home Plan template is launched from the Special Requirements tab.</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
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**OUT OF HOME PLAN WINDOW  
PLACEMENT SAFETY TAB**



**PLACEMENT SAFETY TAB**

- Select the **Placement Safety** tab.
- Select the appropriate 'Yes/No' radio button for the question 'Do the placement providers need to acquire any special skills or knowledge to meet the needs of the child and handle the behaviors of the child in a safe manner?'
- Enter information in the 'Describe' text field, within the Placement Provider Knowledge/Skills Options group box, associated with the question above.
- Select the appropriate 'Yes/No' radio buttons for each of the statements/questions, within the 'Other Residents in the Placement Setting' group box.
- Enter information in the text field, within the 'Other Residents in the Placement Setting' group box, with the qualifier 'Describe safety concerns that would pose immediate or serious harm or threats of harm'.
- Enter information in the text field, within the 'Plan for Safety' group box, with the qualifier 'Describe

The radio button for the question, 'Do the placement providers need to acquire any special skills or knowledge to meet the needs of the child and handle the behaviors of the child in a safe manner?' defaults to 'No'.

The 'Describe' text field becomes required if the 'Yes' radio button is selected for 'Do the placement providers need to acquire any special skills or knowledge to meet the needs of the child and handle the behaviors of the child in a safe manner?'

The radio buttons, for each of the statements/questions, both primary and subset, within the 'Other Residents in the Placement Setting' group box, default to 'No'.

If the 'Yes' radio button is selected for the primary questions, within the 'Other Residents in the Placement Setting' group box, the subset of questions will become enabled.

If the 'Yes' radio button is selected for any of the questions, both primary and subset, the associated text field with the qualifier 'Describe safety

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p><b>PLACEMENT SAFETY TAB CONTINUED</b></p>	<p>the specific safety actions to be taken. For each action include the person responsible for the action, when the action will occur, duration, frequency, and person responsible for monitoring the safety plan’.</p> <ul style="list-style-type: none"> <li>▪ Select any of the six checkboxes that apply, within the ‘Plan for Safety’ group box, which indicate what will be provided or will occur to ensure safety.</li> <li>▪ Once all fields have been completed, select the Placement Considerations tab, and select Approval from the Options dropdown to submit the Out of Home Plan for approval to the supervisor.</li> </ul> <p>For more information on the approval process, please see the <b>Approval User Guide</b>.</p>	<p>concerns that would pose immediate or serious harm or threats of harm,’ becomes required.</p> <p>The Approval process is associated with the Out of Home Plan page.</p> <p>Until the Out of Home Plan is approved, the Effective Date will not be populated and the Status will remain ‘Pending’.</p> <p>Once approved, the Status will update to ‘Ongoing’.</p> <p>If terminated, the Status will update to ‘Terminated’.</p> <p>If made historical, through the creation of a new Out of Home Plan for the same case participants, the Status will update to ‘Historical’.</p>

## **SAFETY PLANNING: TERMINATE PLAN**

### **FUNCTIONALITY ADDRESSED:**

- This guide outlines the steps to perform key tasks related to documenting an Out of Home Plan within the FSFN application.

### **LEARNING OBJECTIVES:**

Upon completion of this course, the student will demonstrate the ability to:

- Terminate an Out of Home Plan

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
SAFETY PLANNING DESKTOP MENU	<ul style="list-style-type: none"> <li>Click 'Cases' Case Folder icon &gt; Planning icon &gt; select the hyperlink for the appropriate 'Ongoing' Out of Home Plan.</li> </ul>	Select an Out of Home Plan that has already been approved and has a Status of 'Ongoing.'
OUT OF HOME PLAN PAGE	<ul style="list-style-type: none"> <li>Select 'Terminate Plan' from the Options dropdown.</li> </ul>	The 'Terminate Plan' selection is only available for the Options dropdown if the Status of the plan is 'Ongoing'
TERMINATE PLAN PAGE	<ul style="list-style-type: none"> <li>Select the appropriate reason why the plan is no longer required.</li> <li>Select Approval from the Options dropdown to submit the termination of the Out of Home Plan to the supervisor.</li> </ul> <p>For more information on the Approval Process, please see the <b>Approval User Guide</b>.</p>	<p>If 'Other' is selected as the reason the plan is no longer required, the 'Other Reason Plan is no Longer Required' text field becomes enabled and required.</p> <p>The Approval process is associated with the Terminate Plan page. Until the termination of the plan is approved, the Status will remain 'Ongoing.' Once approved, the Status will update to 'Terminated.'</p>
TERMINATE PLAN PAGE	