

# **SM08f: Safety Plan**

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**March 17, 2017**

**Change History**

<b>Release # or Date</b>	<b>Change Description</b>	<b>Author(s)</b>	<b>Section Modified</b>
R3b	New Safety Plan	FSN Implementation Team	
08/03/2013	QA and styles update	FSFN Enhancement Team	Each Section
11/1/2013	Q1 CR's	Kelley Harmon	1.2.1.2 1.2.1.4
02/19/2016	Final Review Supported Platform	Sridevi Viswanath	Entire Document
10/24/2016	Updated content with content from Child Investigation topic paper	Jishil Johnson	1.2.1.4
10/31/2016	Peer reviewed content	Leah Dienger	Entire Document
01/31/2017	Updated Page per CR641.20 CR641.01,CR641.03,641.18,641.14A, 641.15, 641.13, and 641.12	Kathleen Watson	1.2.1.1 Page Overview 1.2.1.2 Page Information 1.2.1.3 Background Processing
01/31/2017	Peer Review	Kortney Rudd	Entire Document
02/01/2017	Peer Review	Leah Dienger	Entire Document



## Table of Contents

1.1.	INTRODUCTION.....	4
1.2.	PAGES .....	5
1.2.1.	<i>Page - Safety Plan</i> .....	5
1.2.1.1.	Page Overview .....	5
1.2.1.2.	Page Information.....	8
1.2.1.3.	Background Processing.....	20
1.2.1.4.	Save Processing .....	21
1.2.1.5.	Security .....	24
1.2.2.	<i>Pop Up - Safety Plan Action Page</i> .....	25
1.2.2.1.	Page Overview .....	25
1.2.2.2.	Page Information.....	25
1.2.2.3.	Background Processing.....	26
1.2.2.4.	Save Processing .....	27
1.2.2.5.	Security .....	27
1.3.	INVENTORIES.....	28
1.3.1.	<i>Table Descriptions</i> .....	28
1.3.2.	<i>Reference Data</i> .....	28
1.3.3.	<i>Automated Messages</i> .....	29
1.3.4.	<i>Checklists</i> .....	29
1.3.5.	<i>Task Due</i> .....	29
1.3.6.	<i>Notifications</i> .....	29
1.3.7.	<i>Templates</i> .....	30
1.3.8.	<i>Reports</i> .....	30
1.3.9.	<i>Triggers</i> .....	30
1.3.10.	<i>Batch Programs</i> .....	30
1.4.	REQUIREMENTS.....	31



### **1.1. Introduction**

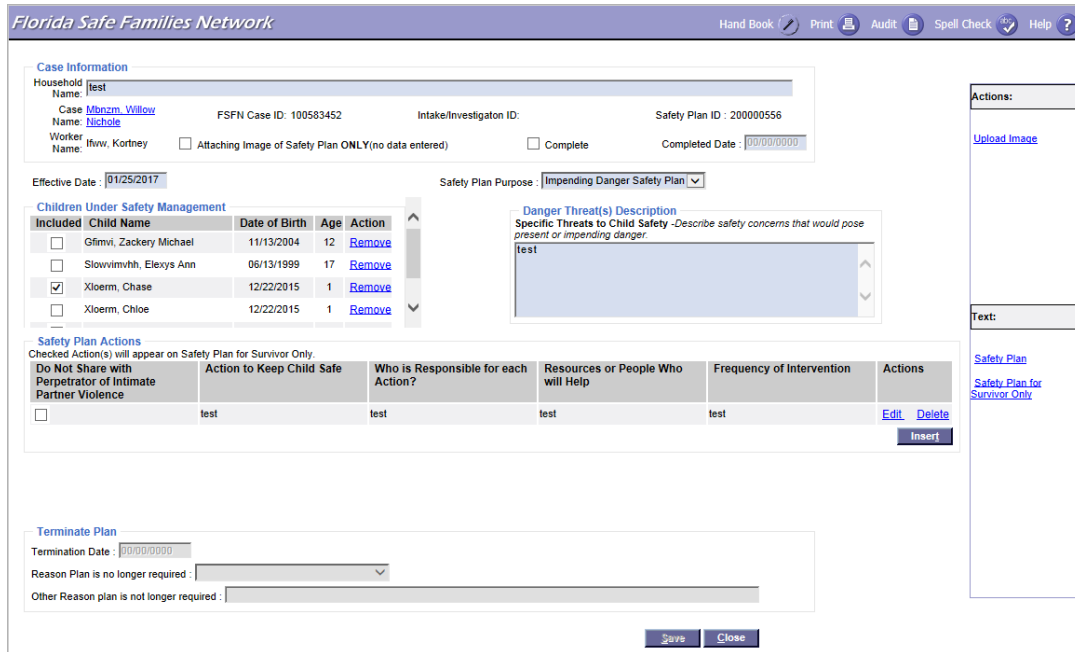
The Safety Plan module supports the documentation of the safety considerations, the safety actions being taken, and the availability of the identified safety resources.

Safety Plan records can be viewed by authorized users and can be created and updated by users who have a current assignment to the case and the security user group to create/edit the Safety Plan record.

Historical Safety Plans and Out-of-Home Plans created and that have not been terminated before will continue to be available to users. However, once terminated and saved, historical Safety Plan and Out-of-Home Plan pages, will become frozen and disabled.

## 1.2. Pages

### 1.2.1. Page - Safety Plan



**Florida Safe Families Network** Hand Book Print Audit Spell Check Help

**Case Information**

Household Name: test  
 Case Name: Mbrzm, Willow  
 Name: Nichole  
 Worker Name: Hrw, Kortney  
 FSFN Case ID: 100583452  
 Intake/Investigator ID:  
 Safety Plan ID: 20000556  
 Attaching image of Safety Plan ONLY (no data entered)  Complete  
 Completed Date: 00/00/0000

Effective Date: 01/25/2017  
 Safety Plan Purpose: Impending Danger Safety Plan

**Children Under Safety Management**

Included	Child Name	Date of Birth	Age	Action
<input type="checkbox"/>	Glmvi, Zackery Michael	11/13/2004	12	<a href="#">Remove</a>
<input type="checkbox"/>	Slowvimvh, Elexys Ann	08/13/1999	17	<a href="#">Remove</a>
<input checked="" type="checkbox"/>	Xloerm, Chase	12/22/2015	1	<a href="#">Remove</a>
<input type="checkbox"/>	Xloerm, Chloe	12/22/2015	1	<a href="#">Remove</a>

**Danger Threat(s) Description**  
 Specific Threats to Child Safety - Describe safety concerns that would pose present or impending danger.  
 test

**Safety Plan Actions**  
 Checked Action(s) will appear on Safety Plan for Survivor Only

Do Not Share with Perpetrator of Intimate Partner Violence	Action to Keep Child Safe	Who is Responsible for each Action?	Resources or People Who will Help	Frequency of Intervention	Actions
<input type="checkbox"/>	test	test	test	test	<a href="#">Edit</a> <a href="#">Delete</a>

[Insert](#)

**Terminate Plan**

Termination Date: 00/00/0000  
 Reason Plan is no longer required:   
 Other Reason plan is no longer required:   
[Save](#) [Close](#)

**Actions:**  
[Upload Image](#)  
**Text:**  
[Safety Plan](#)  
[Safety Plan for Survivor Only](#)

#### 1.2.1.1. Page Overview

##### Navigation

The Safety Plan page can be created at the case level or from within a Child In-Home or Other Investigation. Multiple Safety Plans can be created from an Investigation if each one is for a different child or one is at the family level. However, there are edits in place that will not allow more than one “active” Safety Plan per child or more than one “active” Safety Plan at the family level.

**Note** The Safety Plan Type field with its associated Individual(s) and Family radio buttons will no longer display on the Safety Plan Page. This change will apply to all newly created Safety Plans from the implementation date of March 17, 2017.

**Note** The edit in FSFN will be updated to no longer restrict the user’s ability to create more than one “family” active Safety Plan. This change will apply to all newly created Safety Plans from the implementation date of March 17, 2017.

**Note** The edit in FSFN will be updated to no longer restrict the user’s ability to create more than one “Individual” active Safety Plan. This change will apply to all newly created Safety Plans from the implementation date of March 17, 2017.

**Note** Another edit has been added with the implementation date of March 17, 2017 that

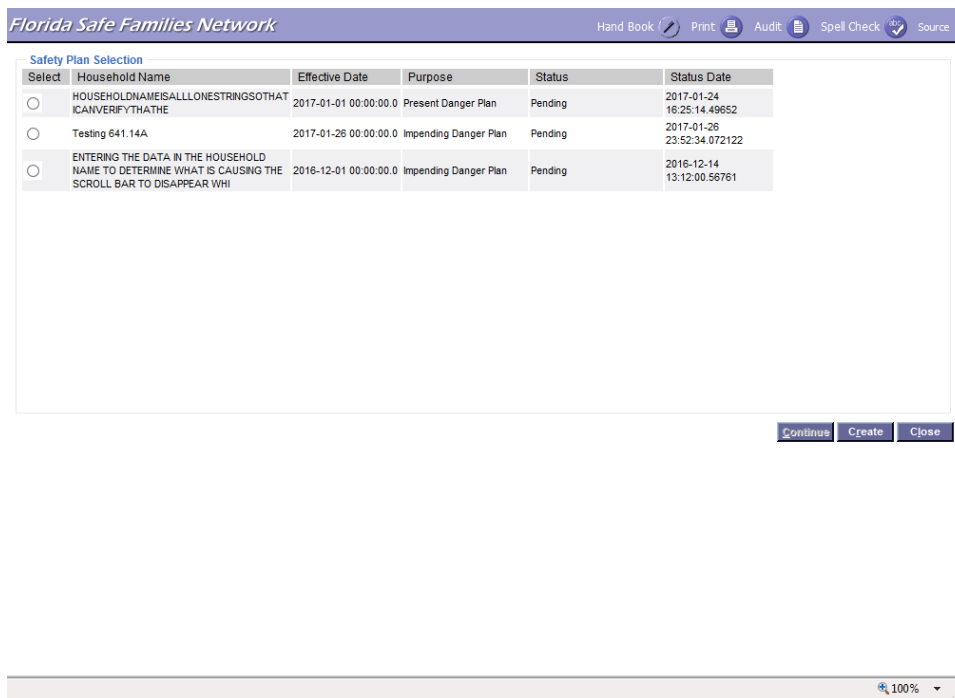


limits the number of active safety plans to a total maximum of 2 at any given time, regardless of the Safety Plan Purpose. The maximum limit applies per case, not all cases across FSFN.

The case level Safety Plan can be created by either selecting Create Case Work from the menu bar or by selecting the Case Work command button from the banner bar, selecting Safety Plan from the Assessment and Planning drop down field on the Create Case Work page, selecting the Case Name in the Cases group box, and then clicking the Create button.

The Investigation Safety Plan can be created from within a Child In-Home or Other Investigation by selecting the Safety Plan hyperlink from the Actions and Text (Notifications and Templates) List Box.

The Safety Plan Selection pop-up page provides the user with the ability to select the appropriate Safety Plan to pre-fill into the associated new Safety Plan. The user has the ability to select one to pre-fill from OR create one from scratch. Therefore, each time a Safety Plan is created, the Safety Plan Selection pop-up page displays and the user will select the appropriate Safety Plan from which they would like the new Safety Plan to pre-fill or create it from scratch.



Page Summary



The Safety Plan module supports the documentation of the safety considerations, the safety actions being taken, and the availability of the identified safety resources to manage the identified safety threats.

The historical Safety Plan and Out-of-Home Plan pages in FSFN are replaced with the new Safety Plan page described in this document.

Please note that anywhere the term “Notifications and Templates” is referenced, notifications is a technical term that is similar to templates, the key difference being that notifications pre-fill everything from the FSFN system, do not have any user entered fields, and are not saved to the FSFN database. Therefore, regardless of when the template is launched it will pull in all the most current, up-to-date information from FSFN.

A historical case level Safety Plan can be opened by accessing the appropriate case on the Cases Outliner, clicking on the Case Folder icon, clicking on the Assessment and Planning icon, and then clicking on the appropriate Safety Plan hyperlink. Additionally, existing Safety Plans can be accessed via the Case Book and Person Book pages by selecting Investigation/Special Conditions Referral or Assessment and Planning from the Work drop down and selecting the applicable Safety Plan hyperlink. A new Safety Plan can be created from the Case Book page by clicking the Safety Plan hyperlink from the Actions and Text (Notifications and Templates) List Box.

If a historical “Completed” Safety Plan exists within the FSFN Case when a new Safety Plan is created, the historical Safety Plan will appear and be available for selection in the Safety Plan Selection pop up. If selected, then the historical “Completed” Safety Plan will be used to pre-fill the new Safety Plan upon creation of the new plan. Please note that if any Safety Plan was scanned in and attached to the Safety Plan page via the Imaging page, only the minimal data captured on the most recent Safety Plan page will pre-fill the newly created Safety Plan page.

The user must complete the Danger Threat(s) Description text box and insert at least one Safety Plan Action or upload a manually completed Safety Plan instead of completing the data on the page upon selecting the “Complete” check box and attempting to save the Safety Plan page. If uploading a manually completed Safety Plan the user must select the check box “Attaching Image of Safety Plan ONLY (no data entered)” to upload the Safety Plan and not complete the data. Upon attempting to “Complete” the Safety Plan, the system will verify that an Image is attached if the check box has been selected. If an Imaging page has been created but the attached file has been deleted, the system will not recognize the Imaging page as an attachment. An Imaging page must have an attached file to satisfy the validation.



**1.2.1.2. Page Information**

<b>Group Box:</b>	Case Information	<p>Contains basic case and safety plan information. User will indicate if attaching the Safety Plan and also document once the Safety Plan is complete.</p> <p>User will select the "Attaching Image of Safety Plan ONLY" check box if they are only attaching an image of a manually completed safety plan instead of documenting the details within FSFN. Note: the fields on the Safety Plan page will remain optional.</p>
	Household Name	<p>Household Name is a user entered field that is displayed in the Child Information group box. The field is 100 characters in length, and displays all 100 characters on the screen whether entered in lower, upper case or a combination of the 2.</p> <p>This is a required field. This field is enabled and required up to the point that the Safety Plan is terminated and only then does it become disabled.</p>
<b>Hyperlink:</b>	Case Name	<p>Hyperlink will launch the Maintain Case page. Format: Last Name Suffix, First Name Middle Name. System derived from Maintain Case table associated with Case that was selected when Safety Plan page was created or Case to which the Investigation is associated.</p> <p>When hyperlink is selected, Maintain Case page will be launched. Based on whether the Safety Plan page was accessed through the Desktop or Search will determine if Maintain Case is launched in Edit mode or View mode, respectively.</p> <p>When a change has been made to the Safety Plan page, the system will require the user to save the Safety Plan page prior to launching the Maintain Case page when the Case Name hyperlink is selected.</p>
<b>Fields:</b>	FSFN Case ID	<p>Displays the unique system generated 10 digit identification number for the Case associated with the Safety Plan. Numeric Display, Format:</p>





		#####, Display: plain black text. System derived from Maintain Case table associated with Case that was selected when Safety Plan page was created or Case to which the Investigation is associated.
	Intake / Investigation ID	Displays the unique system generated 10 digit identification number for the Intake/Investigation associated with the Safety Plan if the plan was created from an Investigation page. Numeric Display, Format: 10 digit: #####-#####, Display: plain black text. If Safety Plan page was created from the Investigation page from the Actions and Text list box then the Intake/Investigation ID will be associated to the Safety Plan and will display. If created from the Actions and Text list box on the Case Book or the Create Case Work page (Assessments and Planning), then no ID will display.
	Safety Plan ID	Displays the unique system generated identification number for the Safety Plan. Numeric Display, Format: numerical. Display: plain black text. System will generate unique numerical ID after the Safety Plan page has been initially saved; otherwise, no number will display.
	Worker Name	Displays the name of the user that created the Safety Plan page. Text Display Format: Last Name, First Name Middle Name Display: plain black text. System derived from Person Management table associated with the user that created the Safety Plan page.
	Attaching Image of Safety Plan ONLY (no data entered)	Indicates if user is attaching Image of a manually completed Safety Plan and will not be completing data on the Safety Plan page. Check box Display "ONLY" in bold black font Display "(no data entered)" in italic black font Enabled; not required; user selected; defaults to not selected



		When page is created regardless if an existing, previous Safety Plan exists the system will not pre-fill this check box. If checked, the ONLY required fields are the following: Effective Date, and Safety Plan Purpose.. If Type selected is "Individual(s)" at least one child MUST be selected within the Children Under Safety Management group box. If the "Complete" check box is selected the system validates that at least one Image has been uploaded when the page is saved.
	Complete	Complete check box to indicate that the Safety Plan has been completed and all applicable Safety Actions documented. Upon selecting the "Complete" check box and clicking Save the system validates the applicable required fields have been documented. Upon successfully saving, the Safety Plan page becomes disabled, except for the Terminate Plan group box fields. Default is null; When the Safety Plan page is created, if a previous Safety Plan page exists, the "Complete" check box will not pre-fill.
	Completed Date	Date the Safety Plan is complete. Date (MM/DD/YYYY) System derived based on the current system date when the "Complete" check box is selected and the Safety Plan page is successfully saved; disabled. When the Safety Plan page is created, if a previous Safety Plan page exists, the "Completed Date" will not pre-fill.
No Group Box	Effective Date	Date the Safety Plan is effective. Date (MM/DD/YYYY) Enabled; required; user entered date field; can be current or past date but not a future date.  When Safety Plan page is created, the system checks if a previous Safety Plan has been created for the case either from an Investigation or at the case level. If so, system pre-fills with data from the most recent Safety Plan and field is user modifiable. If there is not an existing



		Safety Plan, system will not pre-fill.
	Safety Plan Type	<p>The Safety Plan Type of Individual or Family selection will only display for Safety Plans created prior to the implementation date of March 17, 2017.</p> <p>For pre-existing Safety Plans, the Safety Plan Type continues to display and indicates if Safety Plan is for entire family or for individuals selected in the Children Under Safety Management group box.</p> <p>Radio Buttons-Values:          -Individual(s)          -Family</p> <p>For pre-existing plans, this field is enabled; required; user selected; no default</p> <p>When Individual(s) is selected, check boxes in Children Under Safety Management group box are enabled and at least one check box is required to be selected. When Family is selected, check boxes in Children Under Safety Management group box are disabled.</p>
	Safety Plan Purpose	<p>Drop down List- Values:          -Present Danger Plan          -Impending Danger Safety Plan</p> <p>Enabled; required; user selected</p> <p>When the Safety Plan page is created, system will check if a previous Safety Plan has been created for the case either from an Investigation or at the case level. If so, system will pre-fill with data from the Safety Plan selected on the Safety Plan Selection pop up and fields will be user modifiable. If there is not an existing Safety Plan selected in the pop up, the system will not pre-fill.</p>
<b>Group Box:</b>	Children Under Safety Management	<p>Group box contains information on the children in the case. The selected check boxes indicate which children are included in this Safety Plan. This group box contains a repeating table that pre-fills will rows that contain the name, date of birth, and age of case participants that are under the age of 18 when created at the case level;</p>



		when created from an Investigation this group box pre-fills with participants that are under the age of 18 which are included as Investigation Participants. The selected check boxes indicate which children are included in this Safety Plan, At least one child selected is required in order to initially save the Safety Plan page.
<b>Fields:</b>	Included	Include column. Table Column Heading. Column includes check boxes that indicate if child is included in this Safety Plan. If Safety Plan Type is Individual(s), user must check at select at least one check box in order to initially save the Safety Plan page.
	Child Name	Child name column. Table Column Heading. Column includes names of Case Participants or Investigation Participants (whichever is applicable) that are under the age of 18.
	Date of Birth	Date of Birth column. Table Column Heading. Column includes date of birth of Case Participants or Investigation Participants (whichever is applicable) that are under the age of 18. System derived from Person Management (Person table).
	Age	Age column. Table Column Heading. Column includes age of Case Participants or Investigation Participants (whichever is applicable) that are under the age of 18. If a Date of Birth is not documented for the participant on Person Management, but an Estimated Age is captured, this column will reflect the Estimate Age.
	Action	Action column. Table Column Heading. Column includes a Remove hyperlink, which allows the user to remove any participants that are not applicable, such as adolescent mothers.
	Include Check Box	Check box. If Safety Plan Type is Individual(s), check box is enabled and user selected; defaults to not select. When page is created regardless if an existing, previous Safety Plan exists the



		system will not pre-fill the participants selected in the Children Under Safety Management group box.
	Child Name	Name of Child. Text Display Format: Last Name, First Name Middle Name Display: plain black text System derived from Person Management table associated with the Case Participant or Investigation Participant (whichever is applicable).
	Date of Birth	Date of birth of child. Date Display Format: MM/DD/YYYY Display: plain black text System derived from Person Management table associated with the Case Participant or Investigation Participant (whichever is applicable).
	Age	Age of Child. Numeric Display Format: ## Display: plain black text System derived using the date of birth from Person Management table associated with the Case Participant or Investigation Participant (whichever is applicable). If Date of Birth is not documented but Estimated Age exists, will display the documented Estimated Age. If Date of Birth exists, calculated based on current date.
<b>Hyperlink</b>	Remove	Allows the user to remove participants that are not applicable. Hyperlink displays when Safety Plan page is launched in Edit mode and the Safety Plan is not "Completed." Upon clicking the Remove hyperlink the system generates a validation message asking if they wish to continue with removing the selected child. If yes, the child is removed the group box. Upon successfully saving the Safety Plan page, after having removed the row from the group box, the row is removed from the database.



<b>Buttons:</b>	Insert	Allows the user to insert additional FSFN Case Participants under the age of 18. Upon clicking, the system launches the Participant Select pop-up page and works in the following manner: if the Safety Plan page is created from the Child Investigation page, the Participant Select pop-up page lists all active Investigation Participants under the age of 18 that are not already included in the Children Under Safety Management Group Box. If the Safety Plan page is created at the Case level (not from a Child Investigation page), the Participant Select pop-up page lists all active Case Participants under the age of 18 that are not already included in the Children Under Safety Management Group Box. Each participant displays with an associated check box for multi-selection. Disabled once the Safety Plan page is "Completed."
<b>Group Box:</b>	Danger Threat(s) Description	Group box contains a text field that user can enter information relative to the safety concerns that involve the family or specific individuals.
<b>Fields:</b>	Specific Threats to Child Safety Describe safety concerns that would pose present or impending danger.	Text field that user can enter information relative to the safety concerns that involve the family or specific individuals. Text box-alphanumeric; 5k characters Display "Specific Threats to Child Safety – " in bold black font Display "Describe safety concerns that would pose present or impending danger." in italic black font. If "Attaching Image of Safety Plan ONLY" check box is selected, text box is user entered, enabled, but not required; otherwise, it is enabled and required. When page is created, system will check if a previous Safety Plan has been created for the case either from an Investigation or at the case level. If so, system will pre-fill with data from the most recent Safety Plan and fields will be user modifiable. If there is not an existing Safety Plan, system will not pre-fill.
<b>Group Box:</b>	Safety Plan Actions	Includes a list of Safety Plan Actions that are



		<p>inserted. Each row listed in the group box contains information from the Safety Plan Action pop-up page. The Insert button, within the group box, launches the Safety Plan Action pop-up page and allows the user to describe the actions, who is responsible, resources or other people who will help and frequency of intervention.</p> <p>Upon returning from a new page, a new row is inserted in the group box. If the “Attaching Image of Safety Plan ONLY” check box is selected, no rows are required in the table, but still optional. Otherwise, at least one row is required to be inserted. When the Safety Plan page is created, the system checks if a previous Safety Plan has been created for the case either from an Investigation or at the case level. If so, system pre-fills with data from the most recent Safety Plan and fields are user modifiable upon selecting the Edit hyperlink. This includes creating replicates of the Safety Plan Actions pop-up pages, which displays as rows within this group box. The user can edit or delete these pop-up pages as needed. If there is not an existing Safety Plan, system does not pre-fill any rows. In addition, if there are more records captured than the real estate available within the group box, a scroll bar appears to the right of the repeating group.</p> <p>"Checked Action(s) will appear on Safety Plan for Survivor Only" will display in plain black text directly below the Safety Plan Actions label. This language will only be available for newly created Safety Plans after the implementation date of March 17, 2017.</p>
<p><b>Fields:</b></p>	<p>Do Not Share with Perpetrator of Intimate Partner Violence</p>	<p>The field will contain a check box for each row displayed in the Safety Plan Actions group box, allowing for multi-selection OR no selection at all.</p> <p>This field is will only be available for newly created Safety Plans after the implementation date of March 17, 2017.</p>
	<p>Actions to Keep Child Safe</p>	<p>Table Column Heading. Column displays data from the Safety Plan pop-up page.</p>



	Who Is Responsible for each Action?	Table Column Heading. Column displays data from the Safety Plan pop-up page.
	Resources or People Who Will Help	Table Column Heading. Column displays data from the Safety Plan pop-up page.
	Frequency of Intervention	Table Column Heading. Column displays data from the Safety Plan pop-up page.
<b>Hyperlink:</b>	Actions	Table Column Heading. Displays an Edit/ View and Delete hyperlink for each row.
<b>Fields:</b>	Actions to Keep Child Safe	Information from the Actions to Keep Child Safe text box from the Safety Plan Action pop-up page. Text Display; 50 characters Display: plain black text System derived from Safety Plan Action pop-up page associated with the row.
	Who Is Responsible for each Action?	Information from the Who Is Responsible for each Task? text box from the Safety Plan Action pop-up page. Text Display; 50 characters Display: plain black text System derived from Safety Plan Action pop-up page associated with the row.
	Resources or People Who Will Help	Information from the Resources or People Who Will Help text box from the Safety Plan Action pop-up page. Text Display; 50 characters Display: plain black text System derived from Safety Plan Action pop-up page associated with the row.
	Frequency of Intervention	Information from the Frequency of Intervention text box from the Safety Plan Action pop-up page. Text Display; 50 characters Display: plain black text System derived from Safety Plan Action pop-up





		page associated with the row.
<b>Hyperlinks:</b>	Edit/ View	<p>Launches the Safety Plan Action pop-up page. Displays as an Edit hyperlink, and launches the Safety Plan Action pop-up page associated with the row in Edit mode IF Safety Plan was created/ accessed from the Desktop or Case Book or Person Book, which was launched from the Desktop AND the Safety Plan page is not "Completed".</p> <p>Displays as a View hyperlink, and launches the Safety Plan Action pop-up page associated with the row in View mode IF Safety Plan was accessed from Search or Case Book or Person Book, which was launched from Search OR the Safety Plan page is "Completed."</p>
	Delete	<p>Deletes the Safety Plan Action pop-up page associated with the row. Only displays if the Safety Plan page is launched in Edit mode. Delete hyperlink is not displayed if Safety Plan page was accessed from Search or Case Book or Person Book, which was launched from Search OR the Safety Plan page is "Completed".</p> <p>At least one row must be inserted in order to "Complete" the Safety Plan page.</p>
<b>Button:</b>	Insert	<p>Button will launch a new Safety Plan Action pop-up page. Upon returning from new page, a new row is inserted in the group box. If the "Attaching Image of Safety Plan ONLY" check box is selected, Insert button is enabled, but no rows are required in the table and are optional. Disabled if the Safety Plan page was accessed from Search or Case Book or Person Book, which was launched from Search OR the Safety Plan page is "Completed."</p>
<b>Group Box:</b>	Terminate Plan	<p>Contains information regarding when the Safety Plan is going to be terminated and the reason it is no longer required. User will complete fields within this group box when the safety plan is to be terminated.</p> <p>Once the Terminate Plan fields have been</p>



		documented and Safety Plan page successfully saved, the Terminate Plan fields will become frozen, disabled.
<b>Fields:</b>	Termination Date	Date the Safety Plan is terminated. Date (MM/DD/YYYY) Conditionally enabled, but not required when the Complete check box is selected and Safety Plan page successfully saved. Must be greater than or equal to the Effective Date, but cannot be a future date. When Termination Date is entered, "Reason Plan is no longer required" drop down becomes enabled and required, otherwise disabled.
	Reason Plan is no longer required	Reason Safety Plan is no longer required. Drop down List See values in Reference Data. Conditionally enabled and required when Termination Date is entered; user entered; no default.
	Other Reason Plan is no longer required	Additional information for "other" reason plan was terminated. Text box-alphanumeric; 250 characters. Conditionally enabled and required when "Other" is selected from "Reason Plan is no longer required" drop down; user entered; no default.
<b>List Box:</b>	Actions	List of actions and text for the Safety Plan page. User can click a hyperlink to perform specific actions. Approval hyperlink is not available as this page does not require approval.
<b>Hyperlink:</b>	Upload Image	Hyperlink will launch the Imaging pop-up page for the user to upload the applicable Image. Hyperlink will only display after Safety Plan page has been successfully saved for the first time. Hyperlink will only display if Safety Plan page is in Edit mode. Once the Safety Plan page is "Completed," the Upload Image hyperlink will no longer be displayed. Each time the hyperlink is selected, a new Imaging page will be created. The Image Category and Image Type will be defaulted to Safety Plan on the Imaging pop-up page.



	View Attached Images	Hyperlink will launch the Image History pop-up page that lists the Images that have been uploaded for the Safety Plan. Hyperlink will only display if at least one Image has been uploaded to this Safety Plan page; the hyperlink continues to display once the Safety Plan page is "Completed" or "Terminated."
<b>Group Box:</b>	Text	List of notifications or templates that can be produced for the Safety Plan page. User can click a hyperlink to produce specific notifications and/or templates.
<b>Hyperlink</b>	Safety Plan	Hyperlink will launch the Safety Plan template using Microsoft Word. Hyperlink will only display after the Safety Plan page has been successfully saved for the first time. The hyperlink will launch the Safety Plan notification and pre-fill with the most recent information captured on the associated Safety Plan page.  The pre-filling will NOT include Safety Plan Actions when the check box is selected.
	Safety Plan for Survivor Only	Hyperlink will launch the Safety Plan for Survivor Only template using Microsoft Word. Hyperlink will only display after the Safety Plan page has been successfully saved for the first time. The hyperlink will launch the Safety Plan for Survivor Only template and pre-fill with the most recent information captured on the associated Safety Plan page.  The pre-filling will include all Safety Plan Actions displaying ALL actions whether the check box is selected or not selected.
<b>Buttons:</b>	Save	Button will save the Safety Plan page and any Safety Plan Action pop-up pages and returns user to originating launch point. Standard Save processing will apply and includes Safety Plan page and all Safety Plan Action pop-up pages.



	Close	Button returns user to originating launch point without saving data if save wasn't first initiated. Standard Close processing will apply. If any data has been modified on the Safety Plan page or any Safety Plan Action pop-up pages, the system prompts the user if they wish to close the page without saving the information.
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### 1.2.1.3. Background Processing

- Refer to the background processing associated with each of the fields displayed within the table above.
- When user clicks the Delete hyperlink within the Safety Plan Actions group box for a specific Safety Plan Action row, the following validation message will be displayed:
  - Are you sure you wish to delete the selected Safety Plan Action? <Yes> <No>. If <Yes> is selected, system will delete associated Safety Plan Action record and row. If <No>, the user is returned to the Safety Plan page. In order for the deletion of the row to be saved to the FSFN database the user must subsequently save the Safety Plan page after having deleted the Safety Plan Action row.
- Upon selecting the Close button, if any changes have been made to the Safety Plan page without subsequently saving, the following validation message will be displayed:
  - Do you wish to close without saving the page? If so, all changes not saved will be lost, including any Safety Actions inserted. <Yes><No>. If <Yes> the page will be closed and all changes documented without having saved will be lost. If <No> the user will be returned to the Safety Plan page in order to save the page.
- If the Safety Plan Type is initially “Individuals” and is subsequently changed to “Family,” upon changing the Safety Plan Type any selected check boxes within the Children Under Safety Management group box will be automatically de-selected and check boxes disabled.
- Upon successfully saving the Safety Plan page after having selected the “Complete” check box the Remove hyperlink(s) within the Children Under Safety Management group box, Insert buttons within the Children Under Safety Management and Safety Plan Actions group boxes, Delete hyperlink(s) within the Safety Plan Actions group box and Upload Image hyperlink within the Actions List Box will no longer be displayed.
- Upon submitting the Child Investigation for approval for closure, if there is at least one child who is indicated as being “Unsafe” on the associated FFA – Investigation, the system will verify that an “Open” Individual “Impending Danger Safety Plan” has been created for the specific child(ren) marked as “Unsafe.”
  - If an “Open” Individual “Impending Danger Safety Plan” does not exist, but the child is “Unsafe” the following validation message will be displayed: “Any child indicated as being “Unsafe” must have an “Open” Individual “Impending Danger Safety Plan.” <OK>

- Upon submitting the Child Investigation for approval for closure the system will validate that there is NOT a “Pending” or “Open” “Present Danger Plan” either Individual or Family associated with the Child Investigation ID.
  - If an “Open” “Present Danger Plan” exists, associated with the Child Investigation ID, upon submitting the Child Investigation for approval for closure the following validation message will be displayed: “All Present Danger Plans must be terminated before submitting the Child Investigation for approval for closure.” <OK>
- Upon attempting to submit the Child Investigation for approval, the Closure Edits will view a Family Safety Plan as if having ALL of the children selected, as opposed to looking for individually selected checks in boxes for any child with an Unsafe safety determination.

#### 1.2.1.4. Save Processing

- Standard save processing will apply.
- Save processing is initiated by clicking on the Save button.
- Upon clicking Save and the “Complete” check box is selected, the Safety Plan will freeze, and users will receive the following message: Clicking Save will freeze the Safety Plan, are you sure you wish to continue? <Yes> <No>
  - If the user clicks “Yes” the system will run validations to ensure that required fields have been documented, and if applicable, display the applicable validation messages noted below.
  - If the user selects “No”, the system will close the validation message and return the user to the Safety Plan page, which remains enabled and not saved.
- Upon creating the Safety Plan page and initially clicking Save, the following fields must be documented regardless if the “Attaching Image of Safety Plan ONLY (no data entered)” is selected or not:
  - Safety Plan Type and Safety Plan Purpose
  - If Safety Plan Type is “Individual” at least one child must be selected
- Upon clicking Save, if at least one child has not been selected from within the Children Under Safety Management group box and the Safety Plan Type is Individual(s) the following validation message is displayed:
  - Safety Plan Type of Individual(s) requires at least one child to be selected from within the Children Under Safety Management group box. <OK>
- Upon clicking Save if the child or children selected within the Children Under Safety Management group box already have an existing “open” (not terminated) Safety Plan, the following validation message will be displayed:
  - The child(ren) already has/have an “open” Safety Plan, please access the existing Safety Plan and make the applicable updates or terminate the existing Safety Plan, whichever is applicable. <OK>

- Please note this edit is only looking at the “new” Safety Plan pages and not the old (pre R2) Safety Plan and Out of Home Plan pages.
- Upon clicking Save if the Safety Plan is being documented at the Family Level and the FSFN Case already has an “open” (not terminated) Safety Plan, the following validation message will be displayed:
  - The family already has an “open” Safety Plan, please access the existing Safety Plan and make the applicable updates or terminate the existing Safety Plan, whichever is applicable. <OK>
  - Please note this edit is only looking at the “new” Safety Plan pages and not the old Safety Plan and Out of Home Plan pages.
- Upon selecting the “Complete” check box and clicking Save, and the user selects Yes to the first validation prompt identified above about the freezing of the page, the system will run the applicable validations to ensure all applicable fields have been documented.
- Upon select the “Complete” check box and clicking Save, the Effective Date MUST be entered and cannot be a future date. If the Effective Date is greater than the current date the following validation message will be displayed:
  - The Effective Date cannot be a future date. <OK>
- Upon selecting the “Complete” check box and clicking Save if the “Effective Date” or “Specific Threats to Child Safety” text field is not documented the following validation message is displayed:
  - Please enter data in the required fields. <OK>
- Upon selecting the “Complete” check box and clicking Save if at least one Safety Plan Action row has not been inserted and the “Attaching Image of Safety Plan ONLY” check box is NOT selected, the following validation message is displayed:
  - At least one Safety Plan Action is required. <OK>
- Upon selecting the “Complete” check box and clicking Save if the “Attaching Image of Safety Plan ONLY” check box IS selected, the system will validate that at least one Imaging page has been associated with the Safety Plan page and has an attached file.
  - If an Imaging page is associated with the Safety Plan page but the associated file was deleted, the validation will fail. A file must be attached to at least one Imaging page to satisfy the edit.
  - If the validation fails, the following validation message is displayed:
    - When the “Attaching Image of Safety Plan ONLY (no data entered)” check box is selected, at least one Imaging page with attached file is required. <OK>
- Upon selecting the “Complete” check box and clicking Save if all validations identified have been met, the following validation message is displayed:
- Upon completing the Safety Plan, the Safety Plan page will become frozen and no longer editable. Do you wish to continue? <Yes> <No>. If <Yes> the Safety Plan page will become



frozen and disabled and the Termination Date field within the Terminate Plan group box will become enabled but not required. The Image History page will remain accessible to view any attached Imaging pages. If <No> the user will be returned to the Safety Plan page and save will not have been processed. In addition, the Complete check box will be de-selected and the Completed Date field will not be populated. Upon selecting save after having entered a Termination Date, if the “Attaching Image of Safety Plan ONLY” check box is selected and no image is uploaded, the following validation message displays:

- When the “Attaching Image of Safety Plan ONLY” is selected, at least one image is required to be attached.” <OK>
- Please note that if an Imaging page was created BUT the attached Image/File was deleted and therefore is not attached any longer the system will treat this as an Image not existing and display the validation message. There must be at least one Imaging page associated with the Safety Plan page whereby the attached Image/File has NOT been deleted.
- Upon clicking Save if the Termination Date is entered but the Reason Plan is no longer required is not selected the following validation message is displayed:
  - Please enter data in the required fields. <OK>
- Upon clicking Save if the Reason Plan is no longer required is “Other” and the Other Reason Plan is no longer required is not documented the following validation message is displayed:
  - Please enter data in the required fields. <OK>
- Upon clicking Save if the Termination Date entered is prior to the Effective Date the following validation message will be displayed:
  - The Termination Date cannot be prior to the Effective Date. Please enter the applicable Termination Date. <OK>
- Upon clicking Save, if the Terminate Plan group box fields are all documented, the Terminate Plan group box fields will become disabled.
- Upon selecting Save if all required fields have not been documented the following validation message will be displayed:
  - Please enter data in the required fields [field name]. <OK>
- Upon selecting Save if there is a Safety Plan Action Pop-Up Page with a documented Begin Date that is prior to the Effective Date the following validation message displays:
  - The Begin Date for any Safety Plan Action cannot be prior to the overall Safety Plan Effective Date. <OK>
- If changes have been made to the Safety Plan, upon clicking the Case Name hyperlink, the system will prompt the user to save the Safety Plan Page before launching the Maintain Case Page with the following validation message;
  - Changes have been made to the Safety Plan Page, you must save the page before launching the Maintain Case Page <OK>
  - If the user clicks OK they are returned to the Safety Plan Page to save the page.



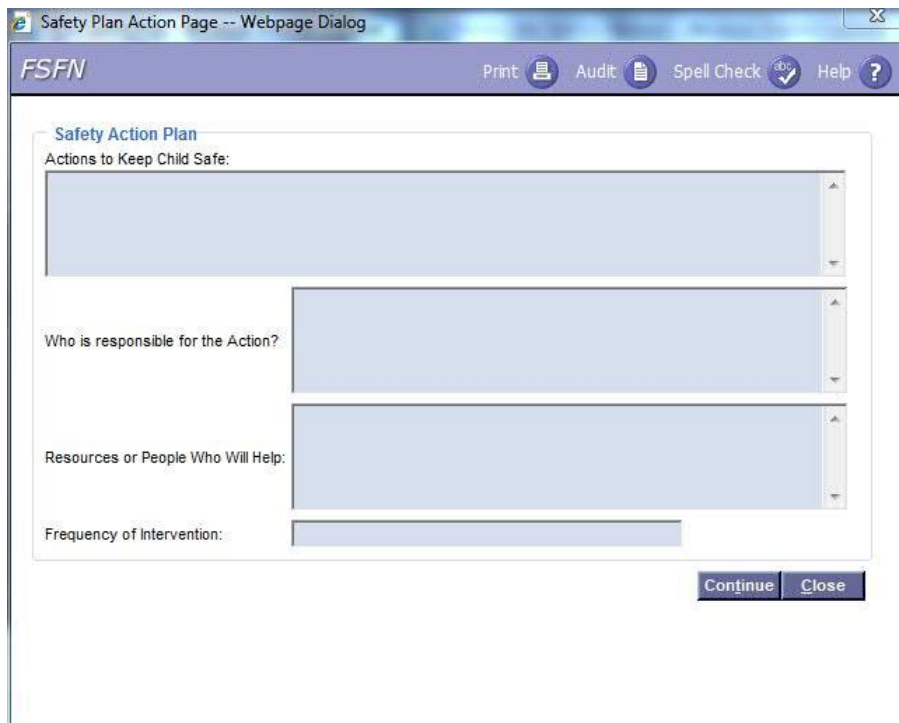
Once the Safety Plan page has been saved, and the Case Name hyperlink is selected, the Maintain Case Page will launch.

#### **1.2.1.5. Security**

- Please refer to the Child Investigation Functional Specification Document which outlines the Security Resources, Security Profiles, and Security User Groups specific to creating the Safety Plan from the Investigation page.
- New Security Resources will be added for the Safety Plan for Create, Read, and Update.
- The new Security Resources, Create and Update, for the Safety Plan will be associated to a new Security Profile labeled “Florida Safety Decision Making Methodology (FSDMM) Safety Plan – All.”
- The new Security Resource, Read, for the Safety Plan will be associated to a new Security Profile labeled “Florida Safety Decision Making Methodology (FSDMM) Safety Plan – View.”
- The existing Security User Groups: DCF Program Specialist, Child Case Manager and Child Case Supervisor will be given the new Security Profile “FSDMM Safety Plan - All”. This will provide all FSFN workers currently able to create Safety Plans with the ability to create the new Safety Plan, as well as continue to update and complete the pre-existing Safety Plans and Out of Home Plans.
- The existing Security User Groups: All others except Law Enforcement – non-DCF, Rev Max Enhanced, NYTD Access, DCF-IS and Training Administrator, as well as those identified within the Child Investigation Functional Specification Document, will be given the new Security Profile “FSDMM Safety Plan – View”. This will provide all other workers with current “view” capability of the pre-existing Safety Plan and Out of Home Plan pages with the ability to view the “new” Safety Plan page.
- All the identified Security User Groups with Create and Update functionality for the Safety Plan must also have the ability to upload Imaging pages to the Safety Plan page.



## 1.2.2. Pop Up - Safety Plan Action Page



### 1.2.2.1. Page Overview

The Safety Plan Action pop-up page can be accessed from the Safety Plan Actions group box by clicking the Insert button to create a new Safety Plan Action or by clicking the Edit or View hyperlink, whichever is applicable, to access an existing Safety Plan Action. An existing Safety Plan Action can be deleted by clicking the Delete hyperlink, when applicable.

The Safety Plan Action pop-Up page allows the user to document specific information regarding the tasks that will be completed to keep the child(ren) safe. The user will document who is responsible for each action, what resources or people will help with the action, and the frequency of intervention.

At least one Safety Plan Action pop-up page is required before the Safety Plan page can be “Completed” unless the “Attaching Image of Safety Plan ONLY” check box is selected.

### 1.2.2.2. Page Information

<b>Group Box:</b>	Safety Plan Action	Contains the actions, whom is responsible, resources or other people who will help, and frequency of intervention.
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<b>Fields:</b>	Actions to Keep Child Safe	Document information relative to the actions that are planned to keep the child(ren) safe. Text box-alphanumeric; 5k characters. Enabled; required; user entered.
	Who Is Responsible for the Action?	Document information relative to who is responsible for the actions to keep the child or children safe. Text box-alphanumeric; 1,200 characters. Enabled; required; user entered.
	Resources or People Who Will Help	Document information relative to resources or people who will help with the identified Safety Plan Action. Text box-alphanumeric; 1,200 characters. Enabled; required; user entered.
	Frequency of Intervention	Document information relative to the frequency of the identified Safety Plan Action. (e.g., once a month, twice a week). Text box-alphanumeric; 250 characters. Enabled; required; user entered.
<b>Buttons:</b>	Continue	Button returns user to the Safety Plan page and data will be saved when the Safety Plan page is saved. Edits will be run upon selecting the Continue button validating that all required fields have been documented and the edits/background processing identified for each field is met.
	Close	Button returns user to the Safety Plan page without saving the data entered. Standard Close processing will apply. If any data has been modified, the system prompts the user if they wish to close the page without saving the information.

**1.2.2.3. Background Processing**

- Refer to the background processing associated with each of the fields displayed within the table above.
- Upon clicking Continue, if all required fields have not been documented the following validation message will be displayed:
  - Please enter data in the required fields. <OK>
- Upon clicking Close the following validation message will be displayed:



- Do you wish to close without saving? <Yes><No> If <Yes> the user will be returned to the Safety Plan page and a row will not be populated within the Safety Plan Actions group box. If <No> the user will be returned to the Safety Plan Action pop-up page in order to click Continue instead of Close.

#### **1.2.2.4. Save Processing**

- N/A

#### **1.2.2.5. Security**

- N/A



**1.3. Inventories**

**1.3.1. Table Descriptions**

None

**1.3.2. Reference Data**

Reference Values		
<b>FSFN Page:</b>	Safety Plan	
<b>Tab Name:</b>	N/A	
<b>Field Name:</b>	Purpose of Safety Plan	
	Values	Status
	Present Danger Plan	New
	Impending Danger Safety Plan	New



Reference Values		
<b>FSFN Page:</b>	Safety Plan	
<b>Tab Name:</b>	N/A	
<b>Field Name:</b>	Reason Safety Plan is no longer required.	
	Values	Status
	Case Closed	New
	Case Closed - Court Order	New
	Child Marriage Before Age 18	New
	Child Reached Age 18	New
	Circumstances Changed	New
	Death of Child	New
	Impending Danger Threats Rectified	New
	Other	New
	Present Danger Threats Rectified	New
	Present Danger to Impending Danger	New
	Termination of Parental Rights	New

**1.3.3. Automated Messages**

None

**1.3.4. Checklists**

None

**1.3.5. Task Due**

None

**1.3.6. Notifications**

None



**1.3.7. Templates**

None

**1.3.8. Reports**

None

**1.3.9. Triggers**

None

**1.3.10. Batch Programs**

None

#### 1.4. Requirements

REQ Number	Requirement Description
REQT1.37	The system must replace the current Safety Plan page with the "Safety Plan - Final" document, as well as the business rules associated with each field.
REQT1.38	The system must provide the fields necessary to document the Safety Plan Sufficiency Evaluation within the application as defined within the "Safety Plan Sufficiency Evaluation - Final" document, as well as the business rules associated with each field.  Please note that during design sessions the group determined that the Safety Plan Sufficiency Evaluation page was no longer needed and was covered with the design of the other assessment pages, including the Safety Plan. Therefore, this requirement is obsolete.
REQT1.53	The system must provide the CPI the ability to create the Safety Plan and associate it to the Investigation.
REQT1.53.1	The system must provide the ability for the user to print the Safety Plan and populate directly from the page.
REQT1.53.2	The system must provide a "Complete" check box, that once selected and page saved, will freeze the Safety Plan page.
REQT1.53.3	The system must provide the ability to create the Safety Plan at the "family" level and at the "person" level.
REQT1.53.4	The system must include an edit that will not allow a user to create a new "family" level Safety Plan page if another "open" (not "complete") "family" level Safety Plan exists.
REQT1.53.5	The system must include an edit that will not allow a user to create a new "person" level Safety Plan page if another "open" (not "complete") "person" level Safety Plan exists for the same participant.
REQT1.53.6	The system must provide the user with the ability to select either "In-Home" or "Out-of-Home" on the Safety Plan page.  Please note that during subsequent design review meetings it was determined that the Safety Plan Purpose values should be Present Danger Plan and Impending Danger Safety Plan instead of In-Home and Out-of-Home. Therefore, this requirement has changed and is met by the current design.



REQ Number	Requirement Description
REQT1.53.7	The system must pre-fill an updated/newly created Safety Plan page from the most recent, previously completed Safety Plan page. Note: This will only occur if the most recently completed Safety Plan was documented within FSFN and not documented in the field and attached to the Safety Plan page.
REQT1.53.8	The system must provide the ability for the user to complete the Safety Plan in FSFN or in the field and attach the document to the Safety Plan page.
REQT1.54	The system must provide the ability for the Case Manager and CPI to create a Safety Plan Sufficiency Evaluation, but it does not pre-fill with any data from the Safety Plan and can be associated with the Investigation. Please note that during design sessions the group determined that the Safety Plan Sufficiency Evaluation page was no longer needed and was covered with the design of the other assessment pages, including the Safety Plan. Therefore, this requirement is obsolete.
REQT1.54.1	The system must provide the ability for the user to print the Safety Plan Sufficiency Evaluation and populate directly from the page. Please note that during design sessions the group determined that the Safety Plan Sufficiency Evaluation page was no longer needed and was covered with the design of the other assessment pages, including the Safety Plan. Therefore, this requirement is obsolete.
REQT1.54.2	The system must provide the ability for the Safety Plan Sufficiency Evaluation to be associated with the Safety Plan/Investigation. Please note that during design sessions the group determined that the Safety Plan Sufficiency Evaluation page was no longer needed and was covered with the design of the other assessment pages, including the Safety Plan. Therefore, this requirement is obsolete.
REQT1.54.3	The system must provide a "Complete" check box, that once selected and page saved, will freeze the Safety Plan Sufficiency Evaluation page. Please note that during design sessions the group determined that the Safety Plan Sufficiency Evaluation page was no longer needed and was covered with the design of the other assessment pages, including the Safety Plan. Therefore, this requirement is obsolete.





REQ Number	Requirement Description
REQT1.54.4	<p>The system must include an edit that will not allow a user to create a new Safety Plan Sufficiency Evaluation page if another "open" (not "complete") Safety Plan Sufficiency Evaluation exists.</p> <p>Please note that during design sessions the group determined that the Safety Plan Sufficiency Evaluation page was no longer needed and was covered with the design of the other assessment pages, including the Safety Plan. Therefore, this requirement is obsolete.</p>
REQT1.55	<p>The system must provide the ability for the Case Manager to create an Updated Safety Plan, which will pre-fill from the most recently created Safety Plan, but it does not pre-fill from the previous Safety Plan.</p> <p>Please note that there is one Safety Plan page that can be created multiple times for the same Investigation or FSFN Case and will always pre-fill from the most recently created Safety Plan. Therefore, this requirement is met by the current design.</p>
REQT1.55.1	<p>The system must provide the ability for the user to print the Updated Safety Plan and populate directly from the page.</p> <p>Please note that there is one Safety Plan page that can be created multiple times for the same Investigation or FSFN Case and will always pre-fill from the most recently created Safety Plan. Therefore, this requirement is met by the current design.</p>
REQT1.55.2	<p>The system must provide the ability for the Updated Safety Plan to be associated with the original Safety Plan/Investigation.</p> <p>Please note that there is one Safety Plan page that can be created multiple times for the same Investigation or FSFN Case and will always pre-fill from the most recently created Safety Plan. Therefore, this requirement is met by the current design.</p>
REQT1.55.3	<p>The system must provide a "Complete" check box, that once selected and page saved, will freeze the Updated Safety Plan page.</p> <p>Please note that there is one Safety Plan page that can be created multiple times for the same Investigation or FSFN Case and will always pre-fill from the most recently created Safety Plan. Therefore, this requirement is met by the current design. Please refer to the requirement above regarding the Complete check box.</p>



REQ Number	Requirement Description
REQT1.55.4	<p>The system must include an edit that will not allow a user to create a new Updated Safety Plan page if another "open" (not "complete") Updated Safety Plan exists either at the "family" level, if applicable, or at the "person" level, if applicable.</p> <p>Please note that there is one Safety Plan page that can be created multiple times for the same Investigation or FSFN Case and will always pre-fill from the most recently created Safety Plan. Therefore, this requirement is met by the current design.</p>
REQT1.88	<p>The system must provide users the ability to attach a document to the following pages: PDA, FFA - Investigation, RA, Safety Plan, Safety Plan Sufficiency Evaluation, FFA - Ongoing (includes Progress Update), Case Plan Worksheet, Judicial Review Worksheet, Risk Reassessment and Risk Reunification Assessment.</p> <p>Please note that while this requirement is addressed within this functional specification, a CR will be created to specifically break this requirement down into its respective functional mapping. This requirement will be mentioned in each related functional specification.</p>

REQT1.89      The system must require that any page that is begun must be completed unless otherwise noted/special processing identified within these requirements, which includes the following pages: PDA, FFA - Investigation, RA, Safety Plan, Safety Plan Sufficiency Evaluation, FFA - Ongoing (includes Progress Update), Case Plan Worksheet, Judicial Review Worksheet, Risk Reassessment and Risk Reunification Assessment. Note: This is specific to when the user selects the "Complete" check box or submits for approval (FFA-Ongoing) and attempts to save. The required fields will be identified during design.

Please note that while this requirement is addressed within this functional specification, a CR will be created to specifically break this requirement down into its respective functional mapping. This requirement will be mentioned in each related functional specification

REQT2.23.11      The system shall provide the ability to add attachments and for documents be linked to specific work in the system and accessible from the piece of work on the Safety Plan page.

Example: Assessment saved to File Cabinet, and saved document is identified and can be accessed from the assessment module

REQT2.24.6      The system must provide for the Addition of File Cabinet Upload capability on the Safety Plan page.

REQT2.24.11      The system must provide the ability to add an attachment to the noted work on the Safety Plan page.



REQ Number	Requirement Description
REQT2.24.14	The system shall add File Cabinet Upload capability to allow user to easily retrieve attachments that have been uploaded on Safety Plan page