



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 and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for additional resources.

How Do I...

Create the Supervisor Consultation Page.....	2
Access the Supervisor Consultation Page from a Child Investigation.....	6
Access the Supervisor Consultation Page from Case Book.....	6
Access the Supervisor Consultation Page from Person Book.....	7



Create the Supervisor Consultation Page

How Do I...?	Selections	Tips & Guidelines
<p>Create a new Supervisor Consultation from an Investigation</p>	<ul style="list-style-type: none"> Log into FSFN Desktop. Click Cases expando. Click Case Book hyperlink. Select Investigations/ Special Conditions Referral from center group box drop down. Click applicable Child Investigation hyperlink. In Actions and Text List Box, click Supervisor Consultation. Supervisor Consultation page displays. Enter data in all required fields, selecting "No" for Follow-Up Consultation Required radio button. Click Save. 	<p><i>The Supervisor Consultation pop-up page is available for creation from all Child Investigation pages, regardless of the Investigative Sub Type. This includes In-Home, Institutional, and Other. If the purpose of the Supervisor Consultation page is to identify a Rapid Safety Feedback or capture the details regarding an Immediate Child Safety Action, then those with applicable security must complete fields contained within the Rapid Safety Feedback group box.</i></p> <p><i>The Supervisor Consultation page can be created multiple times throughout the life of a Child Investigation, up to the point at which the Child Investigation is submitted for approval for closure and becomes frozen. Each time the user selects the Supervisor Consultation hyperlink within the Actions and Text List Box of the Child Investigation page, a new Supervisor Consultation page is created.</i></p> <p><i>Upon successfully saving the Supervisor Consultation page all fields become disabled.</i></p>



Create the Supervisor Consultation Page

How Do I...?	Selections	Tips & Guidelines
<p>Document a follow-up supervisor consultation is required for a Child Investigation</p>	<ul style="list-style-type: none"> • Log into FSFN Desktop. • Click Cases expando. • Click Case Book hyperlink. • Select Investigations/ Special Conditions Referral from center group box drop down. • Click applicable Child Investigation hyperlink. • In Actions and Text List Box, click Supervisor Consultation hyperlink. • Supervisor Consultation page displays. • Enter data in all required fields, selecting "Yes" for Follow-Up Consultation Required radio button. • Enter applicable follow-up date and time. • Click Save. 	<p><i>If a follow-up is required and Date/Time is documented, upon successfully saving the Supervisor Consultation page, a Task Due is displayed on the Desktop of the Primary Investigator identified on the Intakes tab of the Investigation page. If the purpose of the Supervisor Consultation page is to identify a Rapid Safety Feedback or capture the details regarding an Immediate Child Safety Action, then those with applicable security must complete fields contained within the Rapid Safety Feedback group box.</i></p> <p><i>Once a subsequent Supervisor Consultation page is created for the specific Child Investigation, the Task Due is removed from the worker's Desktop.</i></p>



Create the Supervisor Consultation Page

How Do I...?	Selections	Tips & Guidelines
<p>Create a new Supervisor Consultation from an FFA-Ongoing or Progress Update</p>	<ul style="list-style-type: none"> • Log into FSFN Desktop. • Click Cases expando. • Click Case Book hyperlink. • Select Assessment and Planning from center group box drop down. • Click applicable FFA-Ongoing or Progress Update hyperlink. • In Actions and Text List Box, click Supervisor Consultation hyperlink. • Supervisor Consultation page displays. • Enter data in all required fields, selecting “No” for Follow-Up Consultation Required radio button. • Click Save. 	<p><i>The Supervisor Consultation pop-up page is available for creation from all FFA-Ongoing and Progress Update pages. If the purpose of the Supervisor Consultation page is to identify a Rapid Safety Feedback or capture the details regarding an Immediate Child Safety Action, then those with applicable security must complete fields contained within the Rapid Safety Feedback group box.</i></p> <p><i>The Supervisor Consultation page can be created multiple times for an FFA-Ongoing or Progress Update, even beyond the submission for approval and the page becoming frozen. The Supervisor Consultation hyperlink within the Actions and Text List Box is available until the FSFN Case is approved for closure. Each time the user selects the Supervisor Consultation hyperlink within the Actions and Text List Box of the FFA-Ongoing or Progress Update page, a new Supervisor Consultation page is created.</i></p> <p><i>Upon successfully saving the Supervisor Consultation page all fields become disabled.</i></p>
<p>Document a follow-up supervisor consultation is required for an FFA-Ongoing or Progress Update</p>	<ul style="list-style-type: none"> • Log into FSFN Desktop. • Click Cases expando. • Click Case Book hyperlink. • Select Assessment and Planning from center group box drop down. • Click applicable FFA-Ongoing or Progress Update hyperlink. • In Actions and Text List Box, click Supervisor Consultation hyperlink. • Supervisor Consultation page displays. • Enter data in all required fields, selecting “Yes” for Follow-Up Consultation Required radio button. • Enter applicable follow-up date and time. • Click Save. 	<p><i>If a follow-up is required and Date/Time is documented, upon successfully saving the Supervisor Consultation page, a Task Due is displayed on the Desktop of the current Primary Worker assigned to the FSFN Case.</i></p> <p><i>Once a subsequent Supervisor Consultation page is created for the specific FFA-Ongoing or Progress Update or the FFA-Ongoing or Progress Update is approved by the Supervisor, the Task Due is removed from the worker’s Desktop.</i></p>





Access the Supervisor Consultation Page from a Child Investigation		
How Do I...?	Selections	Tips & Guidelines
Access an existing Supervisor Consultation from a Child Investigation	<ul style="list-style-type: none"> • Log into FSFN Desktop. • Click Cases expando. • Click Case Book hyperlink. • Select Investigations/ Special Conditions Referrals from center group box drop down. • Click applicable Child Investigation hyperlink. • All Supervisor Consultation pages created for selected Child Investigation display within Supervisor Consultation Summary group box. • Click applicable View hyperlink. • Existing Supervisor Consultation page displays. • Click Close. 	<p><i>When existing Supervisor Consultation pages are accessed, the pages are displayed as disabled.</i></p>

Access the Supervisor Consultation Page from Case Book		
How Do I...?	Selections	Tips & Guidelines
Access an existing Supervisor Consultation for a Child Investigation from Case Book	<ul style="list-style-type: none"> • Log into FSFN Desktop. • Click Cases expando. • Click Case Book hyperlink. • Select Investigations/ Special Conditions Referrals from center group box drop down. • Click applicable Supervisor Consultation hyperlink. • Existing Supervisor Consultation page displays. • Click Close. 	<p><i>When existing Supervisor Consultation pages are accessed, the pages are displayed as disabled.</i></p> <p><i>The Supervisor Consultation page can also be accessed from the Desktop by drilling down on the applicable Case Folder icon > Child Investigation icon > specific Child Investigation icon > and clicking the applicable Supervisor Consultation hyperlink.</i></p>



Access the Supervisor Consultation Page from Case Book		
How Do I...?	Selections	Tips & Guidelines
Access an existing Supervisor Consultation from an FFA-Ongoing or Progress Update from Case Book	<ul style="list-style-type: none"> Log into FSFN Desktop. Click Cases expando. Click Case Book hyperlink. Select Assessment and Planning from center group box drop down. Click applicable Supervisor Consultation hyperlink. Existing Supervisor Consultation page displays. Click Close. 	<p><i>When existing Supervisor Consultation pages are accessed, the pages are displayed as disabled.</i></p> <p><i>The Supervisor Consultation page can also be accessed from the Desktop by drilling down on the applicable Case Folder icon > Assessment and Planning icon > specific FFA-Ongoing or Progress Update icon > and clicking the applicable Supervisor Consultation hyperlink.</i></p>

Access the Supervisor Consultation Page from Person Book		
How Do I...?	Selections	Tips & Guidelines
Access an existing Supervisor Consultation for a Child Investigation from Person Book	<ul style="list-style-type: none"> Log into FSFN Desktop. Select Participant View check box. Click Cases expando. Click applicable Case Folder icon. Click applicable Person Book hyperlink. Select Investigations/ Special Conditions Referrals from center group box drop down. Click applicable Supervisor Consultation hyperlink. Existing Supervisor Consultation page displays. Click Close. 	<p><i>When existing Supervisor Consultation pages are accessed, the pages are displayed as disabled.</i></p> <p><i>The Supervisor Consultation page can also be accessed in Participant View from the Desktop by drilling down on the applicable Person icon > Child Investigation icon > specific Child Investigation icon > and clicking the applicable Supervisor Consultation hyperlink.</i></p>



Access the Supervisor Consultation Page from Person Book

How Do I...?	Selections	Tips & Guidelines
<p>Access an existing Supervisor Consultation from an FFA- Ongoing or Progress Update from Person Book</p>	<ul style="list-style-type: none"> • Log into FSFN Desktop. • Select Participant View check box. • Click Cases expando. • Click applicable Case Folder icon. • Click applicable Person Book hyperlink. • Select Assessment and Planning from center group box drop down. • Click applicable Supervisor Consultation hyperlink. • Existing Supervisor Consultation page displays. • Click Close. 	<p><i>When existing Supervisor Consultation pages are accessed, the pages are displayed as disabled.</i></p> <p><i>The Supervisor Consultation page can also be accessed in Participant View from the Desktop by drilling down on the applicable Person icon > Assessment and Planning icon > specific FFA-Ongoing or Progress Update icon > and clicking the applicable Supervisor Consultation hyperlink.</i></p>

