Florida Safe Families Network

Unified Home Study How Do I … Guide

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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.

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Create a Unified Home Study (UHS)

How Do I…?	Selections	Tips & Guidelines
Create a Unified Home Study from the Person Provider Inquiry page	• From FSFN Desktop, click **Intakes** expando. • Click **My Intakes**. • Click applicable **Person Provider Inquiry** hyperlink. • **Person Provider Inquiry** page displays. • Within **Actions** list box, click **Unified Home Study** hyperlink. • **Unified Home Study** page displays in create mode.	*A user can create a UHS from the Person Provider Inquiry page and the Person Provider page.*
Create a Unified Home Study from the Person Provider page	• From Desktop, click **Providers** expando. • Click **Provider** icon. • Click **Unified Home Study** icon. • Click applicable **Unified Home Study** icon from a previously created Unified Home Study. • **Unified Home Study** page opens in view mode if Unified Home Study is complete and approved, or maintain mode if UHS is pending completion or supervisor approval.	*If a previous UHS page exists, you can copy over information from an existing Unified Home Study page using the Copy hyperlink.*

Access a Unified Home Study		
Access a Unified Home Study from the Desktop	• From Desktop, click **Providers** expando. • Click **Provider** icon. • Click **Unified Home Study** icon. • Click applicable **Unified Home Study** icon from a previously created UHS. • **Unified Home Study** page opens in view mode if the UHS is complete and approved, or maintain mode if the UHS is pending completion or supervisor approval.	*When accessed from the Desktop, the UHS opens in view mode if the UHS is complete and approved, or maintain mode if the UHS is pending completion or supervisor approval.*
Access a Unified Home Study from the Search page	• From FSFN Banner or **Utilities** menu, click **Search**. • Conduct a **Provider/Organization** search. • From **Providers Returned** group box, click **Provider** icon. • Click **Unified Home Study** icon. • Click the **Unified Home Study** hyperlink from a previously competed UHS. UHS opens in view mode.	*When accessed from the Search outliner, the UHS only opens in the view mode regardless, if the status is pending or completed.*

Complete the Demographics Tab

How Do I…?	Selections	Tips & Guidelines
Complete the Demographics tab of the Unified Home Study	• Open UHS from **Person Provider Inquiry** page or **Person Provider** page. Page opens on **Demographics** tab. • If the purpose of the UHS is to assess a Person Provider for placement of a specific child(ren), click **Search** hyperlink in **Case Information** group box. This launches **Case Search** page. • Search for and retrieve your case. Child(ren) from searched case pre-fill **Children Associated** group box. • Select the check box of the child(ren) to associate them to this UHS. • Select a value from **Relationship to Caregiver (if any)** drop down if the purpose of the UHS is a Relative Placement • From **Intake/Investigation ID** drop down, select an Intake/Investigation ID, if applicable. • Within **Contact Identifying Information** group box, enter data for Caregiver 1 not automatically pre-filled by FSFN • If there is a Caregiver 2 in the UHS, repeat previous step.	*The Demographics tab of the Unified Home Study page captures the primary caregiver(s), additional household members, and non-household members involved with the family.* *If captured on the UHS, the Relationship to Caregiver value on the Out-of-Home Placement page pre-fills from the UHS when the particular child is in an Out-of-Home Placement with this specific Provider.* *The Provider Notes group box displays all notes linked to the Provider Record created on or after the Initiated Date captured in the Home Evaluation group box.* *The Other Household Members group box captures other household members identified on the Person Provider Inquiry page or Person Provider page.* *The All Children Currently Placed OR Exited within 1 Year from Home Evaluation Date Initiated group box displays all children that are currently in an Out-of-Home Placement with this Provider, or who exited their placement with this Provider within one year from the Home Evaluation Date Initiated.* *The **Date Initiated** field in the **Home Evaluation** group box pre-fills with the current date. If initiated on an earlier date, the date is editable on the UHS.*
Add Non-Household Members to the UHS	• Within **Non-Household Members** group box, click **Insert**. • **Participant Select (Non-Household Members)** pop-up page displays. • Select the check box next to the participant to add them to the **Non-Household Members** group box. • Click **Continue**. You return to the **Demographics** tab and the participant displays in the **Non-Household Members** group box.	*FSFN displays all non-household members, not already included in the Non-Household Members group box. Each member listed has a check box on the Participant Select pop-up (Non-Household Members) page.*

View Prior Intakes and Investigations/Referrals		
How Do I…?	**Selections**	**Tips & Guidelines**
View Prior Intakes and Investigations/Referrals	• Click **Prior Intakes and Investigations/Referrals** tab. • If prior intakes display in **Prior Intakes** group box, click **View** hyperlink in **Actions** column at end of the completed row. Associated **Intake** page opens in view mode. • If prior investigations or referrals display in **Investigations/Referrals** group box, click **View** hyperlink in **Actions** column at end of completed row. Associated **Investigation/Special Conditions Referral** page opens in view mode.	*Prior Intakes and Prior Investigations/Referrals have their own group box on the UHS page to address "'Screened Out" Intakes that have no connection to an investigation.* *Prior to FSFN, workers documented Investigations in Home Safe Network (HSn) separately from Intakes. The Prior Investigations/Referrals field provides a link to access the HSn repository and populates the information into a Microsoft Word document.*

Request Background Checks

How Do I…?	Selections	Tips & Guidelines
Request Background Requests for Household and Non-household Members	• Click **Background Check Information** tab. • In **Criminal Background Check Request** group box, indicate whether the request type is for a planned placement or an emergency placement by selecting a radio button for the appropriate request type. • To submit a background check request for a household member or non-household member, select a check box next to the member's name. • Within **Fingerprint Results Received** column, select **Yes** or **No** radio button. • If selecting **Yes** to **Fingerprint Results Received**, enter a date in **Date Received** field. • If selecting **No** to **Fingerprint Results Received**, select a value from **Status** drop down. • Within **Criminal Background Check Request** group box, click **Delete** hyperlink if you manually entered a new row in error. • Click **Request Background Check** button to submit request. • Within **Action** column of **Criminal Background Checks Completed** group box, click **View** hyperlink if results of background check displays.	*Participants documented as Caregiver 1, Caregiver 2, any person captured as a household member, as well as, any non-household members that are 12 years or older pre-fill the Criminal Background Check Request group box on the Background Check Information tab.* *Upon selecting the Request Background Check button, certain pieces of data that are necessary for processing background checks are not required when submitting the request. The system will verify the data is captured and only once the validations are met will the request be submitted to the Background Check Listing queue.* *When the Request Type is Emergency Placement, additional validations for the Emergency Placement Background Checks will verify the data is captured and only once the validations are met will the Emergency Placement certification prompt be displayed.* *Once a background check is completed, a View hyperlink displays for each member in the Completed Background Checks group box. The information is available to view for 72 hours, at which point the information is purged and no longer available or displayed.* *The View hyperlink within the Action column of the Criminal Background Checks Completed group box launches the Background Screening pop-up page to access the background check information.*

Document Financial and Child Care Information		
How Do I…?	**Selections**	**Tips & Guidelines**
Document Financial and Child Care Information in the Unified Home Study	• Click **Financial Security**, **Resources**, **and Child Care Arrangement** tab. • Expand **Finance Breakdown** for Caregiver 1. • Enter data in fields 1a. – 8. • Enter data in **Other Bills (list)** group box. • Click **Save**. FSFN automatically calculates **Total Monthly Support or Income**, **Combined Monthly Income**, **Total Monthly Expenses**, and **Net Monthly Income** fields. • In **Family Situation** group box, answer questions 1 – 7. • Enter text in **Narrative** text field as required.	*Repeat Steps 1 – 4 if there is a Caregiver 2 in the Person Provider Inquiry or Person Provider record.*

Assess the Caregiver(s)

How Do I…?	Selections	Tips & Guidelines
Assess the Caregiver's ability to provide a Safe and Nurturing Environment	• Click **Narrative Family Assessment** tab. • In **Assess Caregiver(s)** group box, answer questions 1 – 14. • In **Motivation** group box, enter text to describe caregiver's motivation to foster, adopt, or act as a relative/non-relative caregiver. • In **Education and Employment** group box, briefly describe caregiver's education and employment history as it relates to placement and stability. • In **Family Life** group box, describe relationships between household members, extended family, and friends. • In **Physical Environment** group box, discuss physical environment, including a description of home: interior, exterior, number of rooms, sleeping arrangements, and accommodations for child(ren)'s personal belongings.	*The Narrative Family Assessment tab captures the evaluation of the caregiver(s), the home, and the educational environment, as it relates to the placement, and to the stability of the family environment.*

Document Attachments

How Do I…?	Selections	Tips & Guidelines
Document the Attachments to the Unified Home Study	• Click **Attachments to the Unified Home Study** tab. • Select either **Attached** or **Not Attached** radio button for listed documents. • If you select **Not Attached**, you are required to document reason why.	*The Attachments to the Unified Home Study tab documents the attachments created externally to the UHS and/ or FSFN system.*

Upload and View an Image

How Do I…?	Selections	Tips & Guidelines
Upload and View an Image attached to the Unified Home Study page	• In **Actions and Text** list box, click **Upload Image** hyperlink. • **Imaging** page displays.	*The View Attached Images hyperlink displays after uploading the first image to the Unified Home Study page.* *The View Image History hyperlink launches the View Image History pop-up page. All attached images are available to view.*

Launch and Print the Unified Home Study Template

How Do I…?	Selections	Tips & Guidelines
Launch and print the Unified Home Study Template	• In **Text** list box, click **Unified Home Study** hyperlink. • **Unified Home Study** template displays.	*FSFN generates a Unified Home Study template based on the type of UHS created (for example, creating an Adoption Home Study as opposed to creating a Re-License Home Study) and does not include data that is unrelated to that specific type of UHS. This eliminates the number of pages that need to be printed.*

Complete a Unified Home Study

How Do I…?	Selections	Tips & Guidelines
Complete the Unified Home Study	• In **General Information** group box, select an appropriate conclusion from **Outcome** drop down. • Launch **Unified Home Study** template. • Within **Actions** list box, click **Approval** hyperlink. **Approval History** page displays. • Select **Approve** radio button. • Click **Continue**. • Click **Close** on **Unified Home Study** page.	*After selecting the outcome of the UHS, you must launch the Unified Home Study template before submitting it for supervisory approval.* *The Completed Date of the UHS pre-fills with the system date of the supervisor's approval.* *Upon final approval, the Unified Home Study page becomes disabled and non-modifiable.*