



# **CASE SPLIT AND CREATE CASE AFTER FINALIZATION**

## **USER GUIDE**

# CASE - USER GUIDE

## **FUNCTIONALITY ADDRESSED:**

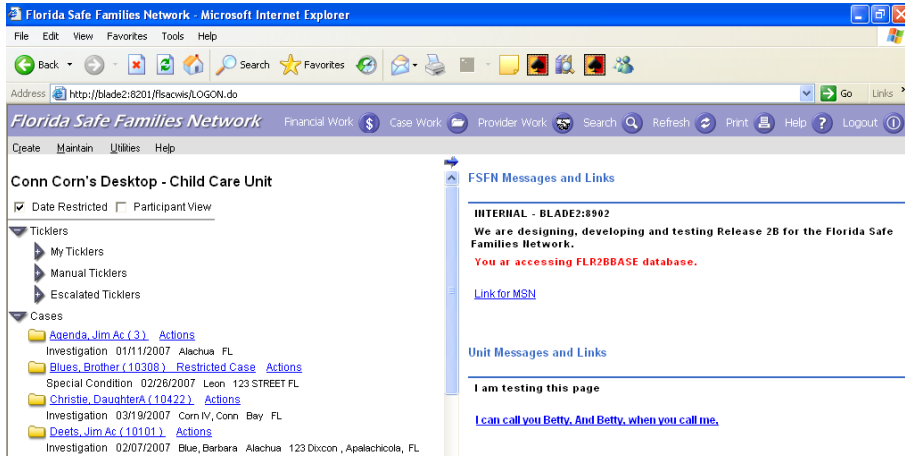
Maintain Case provides a centralized location to maintain the history of a family's involvement with the Department of Children and Families. Every piece of work created for a family is linked to one Family Case. Maintain Case provides the flexibility to maintain cases that pertain to children entering Florida from another state, pre and post adoptive cases, as well as many other familial situations.

## **LEARNING OBJECTIVES:**

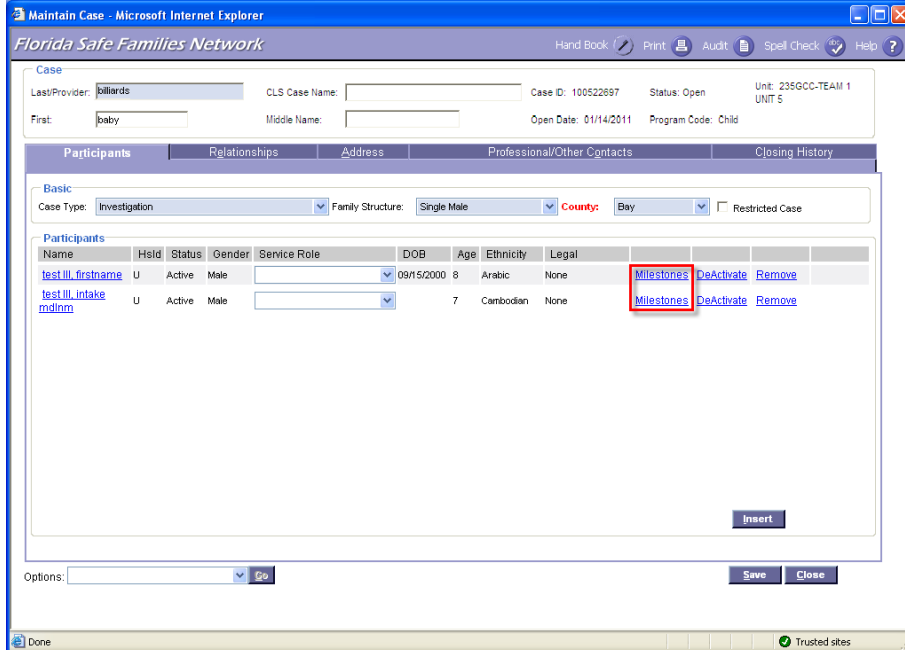
Upon completion of this course, the student will demonstrate the ability to:

- Launch the Milestones Event List.
- Launch the ICPC Parent Checklist and ICPC Priority Reg. 7 Checklist.
- View the Merge history for a case.
- Split a Case.
- Create a new case after adoption finalization.

DESKTOP



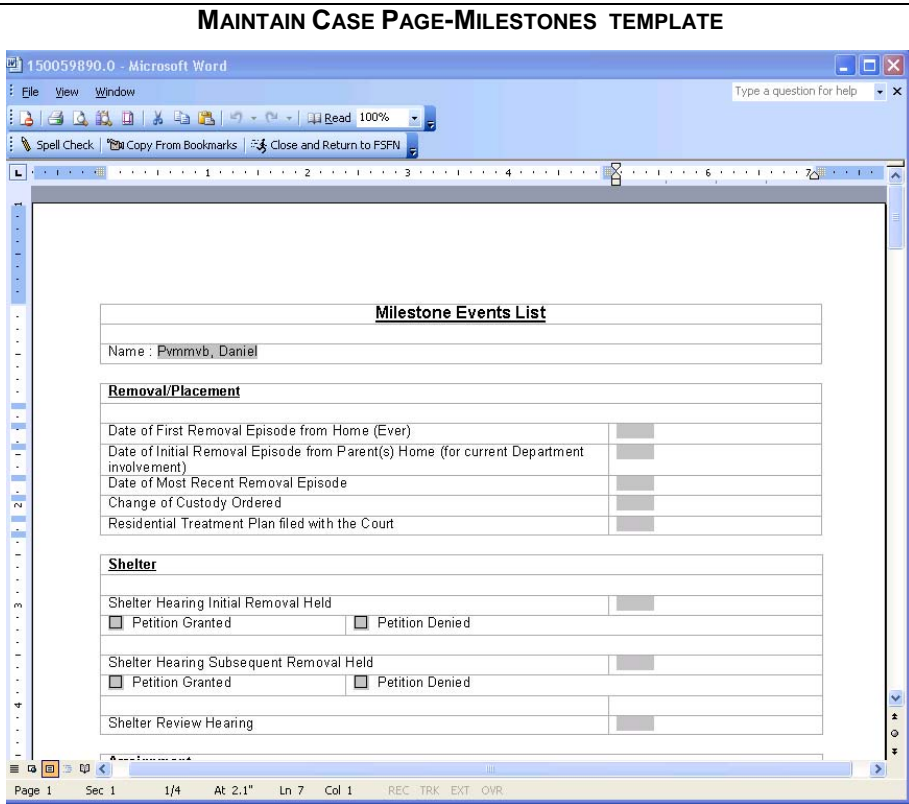
MAINTAIN CASE PAGE



1. Overview of **Maintain Case**

2. To access the **Maintain Case** page from the Desktop, drill down on the Cases expando > select the appropriate Maintain Case hyperlink.

3. Click the **Milestones** hyperlink for one of the child participants.



<p>4. Review the <b>Milestone Events List</b> page.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>5. Enter 07/01/2002 in the field labeled Date of First Removal Episode from Home (Ever).</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>6. Enter 10/01/2008 in the fields labeled Surrenders Signed – Father and Surrenders Signed – Mother.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>7. Enter 10/08/2008 in the field labeled Termination of Parental Rights Finalization.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>8. Enter 10/09/2008 in the field labeled Initial Health Check-Up Scheduled.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>9. Enter 10/09/2008 in the field labeled Initial Health Check-Up Conducted.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>10. Enter 10/16/2008 in the field labeled Next Health Check-Up Follow-Up Scheduled.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>11. Enter 10/16/2008 in the field labeled Health Check-Up Follow-Up Conducted.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
<p>12. Enter 10/09/2008 in the field labeled Dental Health Check-Up Scheduled.</p>	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

**MAINTAIN CASE PAGE- OPTIONS DROP DOWN**

The screenshot shows the 'Maintain Case' page in Microsoft Internet Explorer. The page title is 'Florida Safe Families Network'. The case information includes: Last/Provider: billiards, CLS Case Name: [blank], Case ID: 100522697, Status: Open, Unit: 235GCC-TEAM 1 UNIT 5. The 'Options' dropdown menu is open, showing the following items: Submit Case Closure Request, Detrik Intake, Split Case, Create New Case after Finalization, Text, ICPC Parent Checklist (highlighted with a red box), and ICPC Priority Reg. 7 Checklist (highlighted with a red box). The 'Go' button is visible below the dropdown.

**MAINTAIN CASE PAGE-CLOSING HISTORY TAB**

The screenshot shows the 'Maintain Case' page with the 'Closing History' tab selected. The 'Case History' section is empty. The 'Merged Cases' section is highlighted with a red box and contains the following table:

Open Date	Merged Date	Former Case Number	Reason

The 'Go' button is visible below the table.

13. Enter 10/09/2008 in the field labeled Dental Health Check-Up Conducted.

14. Click **Close and Return to FSFN**.

15. From the Options dropdown select **ICPC Parent Checklist** and click the **Go** button.

16. Click **Close and Return to FSFN**.

17. From the Options dropdown select **ICPC Priority Reg. 7 Checklist** and click the **Go** button.

18. Click **Close and Return to FSFN**.

19. Click the **Closing History** tab.

20. Review the **Merged Cases** group box.

Maintain Case - Microsoft Internet Explorer  
 Florida Safe Families Network  
 Case: Last/Provider: billiards, CLS Case Name: , Case ID: 100522697, Status: Open, Unit: 235GCC-TEAM 1 UNIT 5  
 First: baby, Middle Name: , Open Date: 01/14/2011, Program Code: Child  
 Participants | Relationships | Address | Professional/Other Contacts | Closing History  
 Basic  
 Case Type: Investigation, Family Structure: Single Male, County: Bay, Restricted Case:   
 Participants  

Name	Hold	Status	Gender	Service Role	DOB	Age	Ethnicity	Legal	Milestones	DeActivate	Remove
test.ill_firstname	U	Active	Male		09/15/2000	8	Arabic	None			
test.ill_intake_mdnm	U	Active	Male			7	Cambodian	None			

 Actions  
 Submit Case Closure Request  
 Detrik Intake  
**Split Case**  
 Create New Case after Finalization  
 Text  
 ICPC Parent Checklist  
 ICPC Priority Reg. 7 Checklist  
 Options: [dropdown] [Go] [Save] [Close]

SPLIT CASE PARTICIPANT SELECTION

Split Case Participant Selection -- Web Page Dialog  
 FSFN  
 Case Participants  

Select	Participant Name	DOB
<input checked="" type="checkbox"/>	baby billiards	10/09/2005
<input checked="" type="checkbox"/>	mother billiards	10/02/1970
<input checked="" type="checkbox"/>	sister billiards	02/10/2001

 Explanation for Case Split  
 [Text Area]  
 Continue Close

21. Click the **Participants** tab.

22. From the Options dropdown select **Split Case** and click the **Go** button.

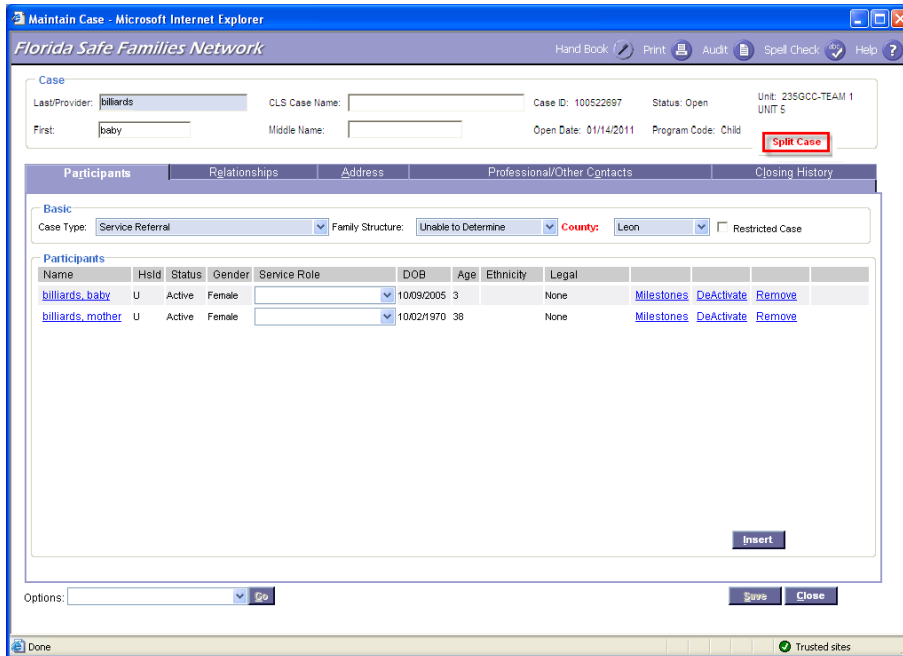
23. Uncheck all but two participants, thereby splitting off two participants from the existing case.

24. Enter the following in the **Explanation for Case Split** text field: Participants should be in a separate case.

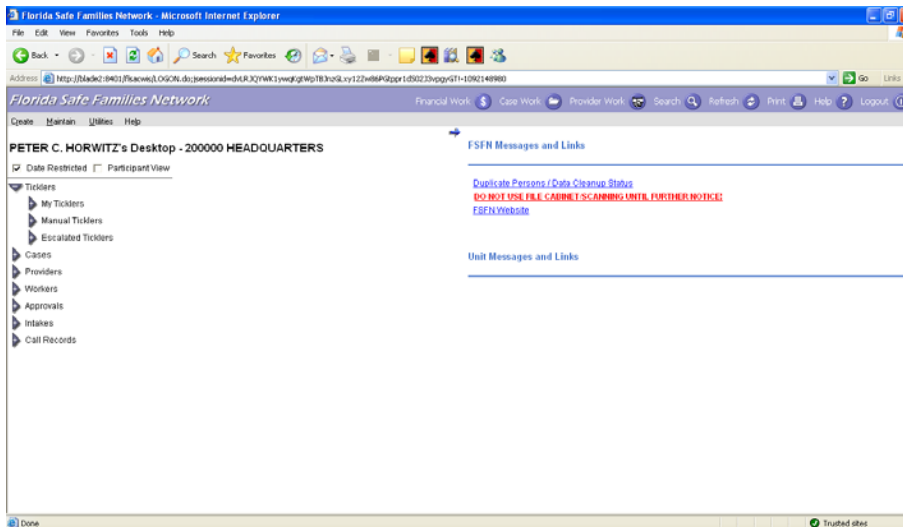
25. Click the **Continue** button.

26. Click the **Save** button.

MAINTAIN CASE PAGE



DESKTOP



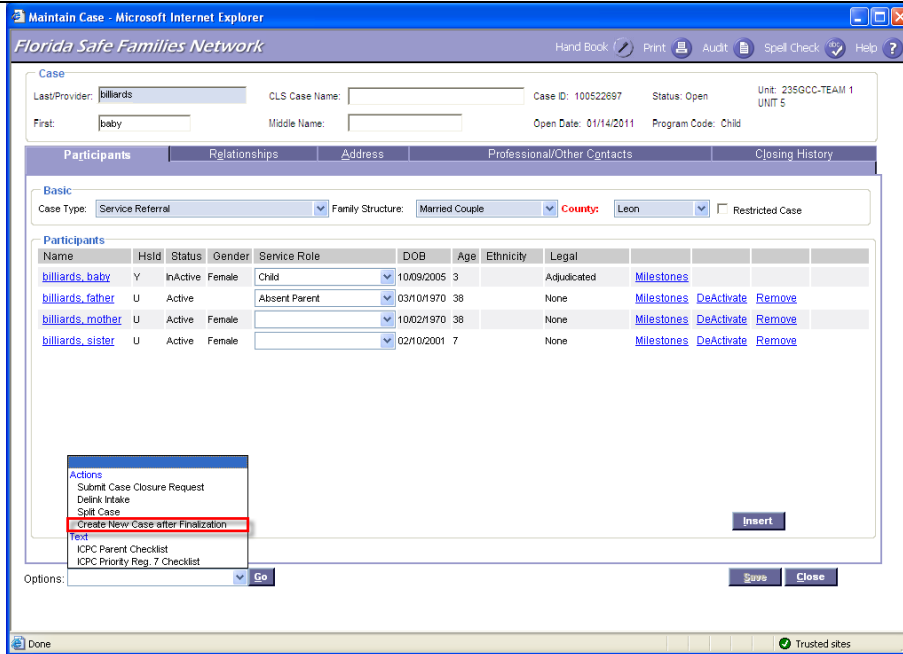
**DO NOT DO THIS STEP UNTIL YOU COMPLETE THE FOLLOWING:**

- a. Complete a Non-Voided Non-Waived Title IV-E Foster Care Eligibility Determination
- b. Create a Non-Terminated Adoption Subsidy Agreement Information page.
- c. Create a Non-Voided, Non-Terminated IV-E Adoption Eligibility record that has been approved and the status has been returned from the FLORIDA System.
- d. If a TANF exists for the child, it must be approved.

- e. End Date child's current placement for the reason of Adoption Finalization.
- b. Deactivate the child for reason of Adoption Finalization.

27. Overview of the Create New Case after Finalization process.

28. From the desktop, launch the Maintain Case page, of a FSFN



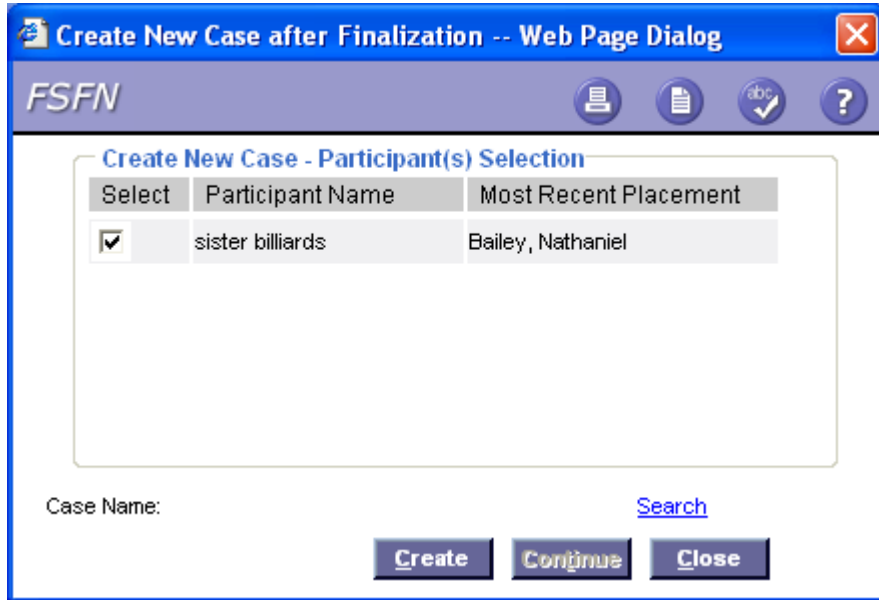
MAINTAIN CASE PAGE

Case, for which there is a child that meets the identified criteria.

29. From the Options dropdown, select **Create New Case after Finalization** and select the **Go** button.



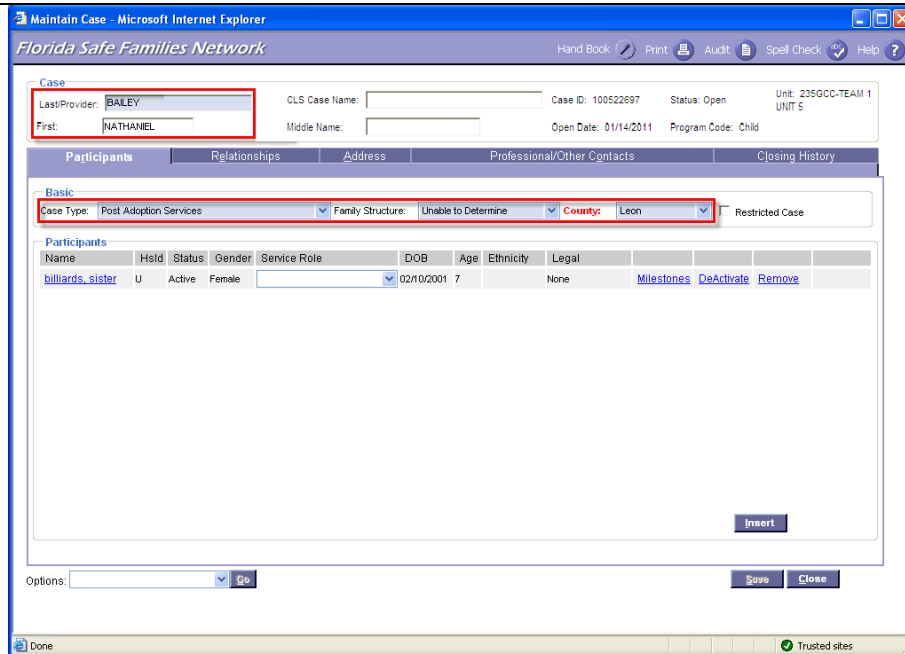
CREATE NEW CASE AFTER FINALIZATION



30. Select the checkbox(es) for the applicable child(ren).

31. Click the **Create** button.

32. Click the **Save** button.



33. Click the **Close** button.

34. Refresh the desktop and drill down on the Cases expando.