

How do I...

CREATE VISITATION PLAN2
VISITATION PLAN WORD TEMPLATE2
EXPIRE VISITATION PLAN.....2

How Do I...?	Selections	Tips & Guidelines
Create Visitation Plan	<ul style="list-style-type: none"> ▪ From the Desktop, click Create > Case Work > Planning. ▪ Select Visitation Plan from the Planning dropdown. ▪ Select the family from the Cases group box. ▪ Click the Create button. ▪ The Visitation Plan window displays. ▪ From the Options dropdown select Visitation Plan and click Go. ▪ The Visitation Plan template opens as a Word document. 	<p><i>The Visitation Plan is created for the family. The Visitation Plan will include parents, siblings and grandparents (if applicable).</i></p>
Visitation Plan Word Template	<ul style="list-style-type: none"> ▪ Enter fields on the Word template to complete the Visitation Plan. ▪ Print the Visitation Plan template for required signatures. ▪ Click the Close and Return to FSFN button. ▪ Click the Save button. ▪ Click Close. ▪ Refresh case and expand Planning Icon to see Visitation Plan hyperlink display. 	<p><i>Case name and Worker name are pre-populated. All other fields are user entered. Use the Tab key to navigate through the template. The Visitation Plan can be modified by the user.</i></p>
Expire Visitation Plan	<ul style="list-style-type: none"> ▪ Click the Visitation Plan hyperlink from the Case on the Desktop. ▪ The Visitation Plan window displays. ▪ Click the 'Expire' checkbox to end the current Visitation Plan. ▪ Click Save. ▪ Click Close to return to the Desktop or select Visitation Plan from the Options dropdown to create a new Visitation Plan. 	<p><i>An Expired Visitation Plan will display as Historical on the Desktop.</i></p>