



# Florida Safe Families Network

## Young Adult Case Plan & Judicial Review Worksheets How Do I ... Guide

December 15, 2013

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 companion to the User Guide that includes additional details. Visit the DCF FSFN website (<http://fsfn.dcf.state.fl.us>) for the User Guide and additional resources.

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## Create Young Adult Case Plan Worksheet

How Do I...?	Selections	Tips & Guidelines
Create a Young Adult Case Plan Worksheet from the Independent Living page	<ul style="list-style-type: none"> <li>In the <b>Actions List Box</b>, click the <b>Create Young Adult Case Planning Worksheet</b> hyperlink.</li> </ul>	<p><i>The young adult must be of age 18 or older before you can create a Young Adult Case Plan Worksheet page.</i></p>
Access a Young Adult Case Plan Worksheet from the Independent Living page	<ul style="list-style-type: none"> <li>In the <b>Actions List Box</b>, click the <b>Open Young Adult Case Planning Worksheet</b> hyperlink.</li> </ul>	
Access a Young Adult Case Plan Worksheet from the Search page	<ul style="list-style-type: none"> <li>On the FSFN Desktop, click <b>Search</b> on the banner. <i>OR</i></li> <li>On the Desktop, from the <b>Utilities</b> menu, click <b>Search</b>.</li> <li>From either the <b>Case</b> or <b>Person</b> tab, conduct a search to locate the appropriate case or person.</li> <li>After the search is conducted and the appropriate case or person is found, expand the case or person in the search results.</li> <li>Click the <b>Independent Living</b> icon.</li> <li>Click the appropriate <b>Independent Living</b> hyperlink.</li> <li>In the <b>Actions List Box</b>, click the <b>Open Young Adult Case Plan Worksheet</b> hyperlink.</li> <li><i>The Young Adult Case Plan Worksheet page displays in view-only mode.</i></li> </ul>	<p><i>For more information on searching for a case or person, see the Search User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>The Young Adult Case Plan Worksheet page is only accessible in view-only mode from the Search page, even if you have an assignment to the case.</i></p>



## Access the Case Information on the Young Adult Case Plan Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Access the Maintain Case page from the Young Adult Case Plan Worksheet</p>	<ul style="list-style-type: none"> <li>• In the <b>Case Information</b> group box, click the <b>Case Name</b> hyperlink.</li> <li>• The <b>Maintain Case</b> page displays for the case associated to the <b>Young Adult Case Plan Worksheet</b> page.</li> <li>• Modify the <b>Maintain Case</b> page as needed if it is in edit mode.</li> <li>• When you finish editing or viewing the <b>Maintain Case</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>• The <b>Young Adult Case Plan Worksheet</b> page displays.</li> <li>• At the bottom of the <b>Young Adult Case Plan Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>The Maintain Case page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Maintain Case page, see the Maintain Case User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Case Plan Worksheet page when information is updated on another page associated to the case. For example, if you updated the Case Name, the new Case Name displays after refreshing.</i></p>
<p>Access the Person Management page from the Young Adult Case Plan Worksheet</p>	<ul style="list-style-type: none"> <li>• In the <b>Case Information</b> group box, click the <b>Young Adult</b> hyperlink.</li> <li>• The <b>Person Management</b> page displays for the young adult.</li> <li>• Modify the <b>Person Management</b> page as needed if it is in edit mode.</li> <li>• When you finish editing or viewing the <b>Person Management</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>• The <b>Young Adult Case Plan Worksheet</b> page displays.</li> <li>• At the bottom of the <b>Young Adult Case Plan Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>The Person Management page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Person Management page, see the Person Management User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Case Plan Worksheet page when information is updated on another page associated to the case. For example, if you updated the Date of Birth for the young adult, the new Date of Birth displays after refreshing.</i></p>



## Complete the Case Plan - Supervised Living Arrangement Tab

How Do I...?	Selections	Tips & Guidelines
Complete the Living Arrangement questions	<ul style="list-style-type: none"> <li>On the <b>Supervised Living Arrangement</b> tab, complete the four narrative fields.</li> <li>How does the current supervised living arrangement provide the young adult with a level of supervision consistent with his or her individual education, health care needs, permanency plan, and independent living goals?</li> <li>How does the current supervised living arrangement offer, at a minimum, life skills instruction, counseling, education support, employment preparation and placement and development of support networks?</li> <li>Describe the strengths of the current living arrangement.</li> <li>Describe any problems with the current living arrangement, if any.</li> </ul>	<p><i>The text box fields are not pre-filled and can hold up to 3,200 characters.</i></p>

## Complete the Case Plan - Education Tab

How Do I...?	Selections	Tips & Guidelines
Access the Education page	<ul style="list-style-type: none"> <li>In the <b>Education</b> group box, click the <b>Education</b> hyperlink.</li> <li>The <b>Education</b> page displays for the young adult in the FSFN Case.</li> <li>Modify the <b>Education</b> page as needed if it is in edit mode.</li> <li>When you finish editing or viewing the <b>Education</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>The <b>Young Adult Case Plan Worksheet</b> page displays.</li> <li>At the bottom of the <b>Young Adult Case Plan Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>The Education page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Education page, see the Education User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Case Plan Worksheet page when information is updated on another page associated to the case. For example, if you updated the School Name, the new School Name displays after refreshing.</i></p>



Complete the Case Plan - Education Tab		
How Do I...?	Selections	Tips & Guidelines
Complete the Education questions	<ul style="list-style-type: none"> <li>On the <b>Education</b> tab, answer the two questions and complete the narrative fields.</li> <li>Is the young adult performing on education level?</li> <li>Is the young adult also in Post-Secondary Educational Services and Support (PESS)?.</li> </ul>	<p><i>The text box fields are not pre-filled and can hold up to 3,200 characters.</i></p>

Complete the Case Plan - Employment/Medical/Mental Health Tab		
How Do I...?	Selections	Tips & Guidelines
Access the Assets and Employment page	<ul style="list-style-type: none"> <li>In the <b>Employment</b> group box, click the <b>Employment</b> hyperlink.</li> <li>The <b>Assets and Employment</b> page with the <b>Assets/Liabilities</b> tab displays for the young adult in the FSFN Case.</li> <li>Click on the <b>Employment</b> tab.</li> <li>Modify the employment information as needed.</li> <li>When you finish editing or viewing the <b>Assets and Employment</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>The <b>Young Adult Case Plan Worksheet</b> page displays.</li> <li>At the bottom of the <b>Young Adult Case Plan Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>The Assets and Employment page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Assets and Employment page, see the Assets and Employment User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Case Plan Worksheet page when information is updated on another page associated to the case. For example, if you updated the Employer's address, the new address displays after refreshing.</i></p>



## Complete the Case Plan - Employment/Medical/Mental Health Tab

How Do I...?	Selections	Tips & Guidelines
Complete the Employment question	<ul style="list-style-type: none"> <li>On the <b>Employment/Medical/Mental Health</b> tab within the <b>Employment</b> tab, answer the question and complete the narrative field.</li> <li>Is the young adult participating in a program or activity designed to promote or eliminate barriers to employment?</li> </ul>	<p><i>The text box field is not pre-filled and can hold up to 3,200 characters.</i></p>
Access the Medical/Mental Health page	<ul style="list-style-type: none"> <li>In the <b>Medical/Mental Health</b> group box, click the <b>Medical/Mental Health</b> hyperlink.</li> <li>The <b>Medical/Mental Health</b> page with the <b>Medical Profile</b> tab displays for the young adult in the FSFN Case.</li> <li>Click on the <b>Disability Information</b> tab.</li> <li>Modify the medical/mental health conditions information as needed.</li> <li>When you finish editing or viewing the <b>Medical/Mental Health</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>The <b>Young Adult Case Plan Worksheet</b> page displays.</li> <li>At the bottom of the <b>Young Adult Case Plan Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>If the user does not have the applicable security to view Medical/Mental Health records, the entire Medical/Mental Health group does not display.</i></p> <p><i>The Medical/Mental Health page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Medical/Mental Health page, see the Medical/Mental Health User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Case Plan Worksheet page when information is updated on another page associated to the case. For example, if you updated the young adult's health condition, the new condition displays after refreshing.</i></p>
Complete the Medical/Mental Health question	<ul style="list-style-type: none"> <li>On the <b>Employment/Medical/Mental Health</b> tab within the <b>Medical/Mental Health</b> tab, answer the Yes/No question for each and complete the narrative field.</li> <li>Does condition exempt young adult from having to meet EFC Eligibility requirements?</li> <li>If you answer yes to any of the conditions, you must complete the narrative field.</li> </ul>	<p><i>The text box field is not pre-filled and can hold up to 3,200 characters.</i></p>



## Complete the Case Plan - Outcomes Tab

How Do I...?	Selections	Tips & Guidelines
Add an Outcome	<ul style="list-style-type: none"> <li>On the <b>Outcome</b> tab, click the <b>Add Outcome</b> button.</li> <li>FSFN adds an <b>Outcome</b> group box.</li> <li>In the <b>Outcome</b> field, enter a description of the identified outcome. The field is required. (up to 200 characters)</li> <li>In the <b>Outcome Achievement</b> field, enter a description of what constitutes the achievement of the identified outcome. The field is required. (up to 200 characters)</li> <li>In the <b>Est. Cost to Young Adult(s) (if applicable)</b> field, enter an amount if appropriate. The field is not required.</li> </ul>	<p><i>The Est. Cost to Young Adult (if applicable) field should reflect the total estimated cost for the young adult to achieve the entire outcome. For example, if the cost is \$2 per session and there are 10 sessions, the total estimated cost is \$20. If there are two Action/Tasks, this is a total of the young adult contribution on both Action/Tasks.</i></p>
Delete an Outcome	<ul style="list-style-type: none"> <li>On the Outcome tab, click the appropriate Delete hyperlink associated to the Outcome row you wish to delete.</li> </ul>	<p><i>When you click a Delete hyperlink, FSFN generates a validation message asking if you want to continue with the deletion. Any associated Actions/Tasks are deleted too. If "Yes," the row no longer displays. Upon successfully saving the Young Adult Case Plan Worksheet page, the row is deleted from the database.</i></p>
Add an Action/Task	<ul style="list-style-type: none"> <li>On the <b>Outcome</b> tab, in the <b>Outcome</b> group box, click <b>Add Action/Task</b>.</li> <li>From the <b>Who</b> drop down, select the appropriate person that is responsible for completing the action/task.</li> <li>In the <b>Actions/Tasks</b> field, enter a description of the action/task associated to the identified outcome. The field is required. (up to 200 characters)</li> <li>In the <b>Estimated Completion Date</b>, enter the appropriate date. The date can be any date (past, current, or future).</li> <li>In the <b>Responsible Party for Cost</b> field, enter who is responsible for the cost if appropriate. The field is required if a service referral request is needed. (up to 80 characters)</li> <li>In the <b>Location of Delivery of Services</b></li> </ul>	<p><i>The Who drop down contains the names of the young adult, all persons captured on the Contacts tab of the Maintain Case page (Professional Contacts and Family Support Network), as well as a static value of Case Manager.</i></p>



## Complete the Case Plan - Outcomes Tab

How Do I...?	Selections	Tips & Guidelines
	<p>field, enter where the services is going to be delivered. The field is required if a service referral request is needed. (up to 80 characters)</p> <ul style="list-style-type: none"> <li>In the <b>Date of Referral</b>, enter the appropriate date. The date cannot be a future date and is required if a service referral request is needed.</li> <li>From the <b>Service Referral Request Needed?</b> drop down, select <b>Yes</b> or <b>No</b>.</li> <li>In the <b>Frequency of Service</b> field, enter the frequency by which the service needs to occur. The field is required if a service referral request is needed. (up to 80 characters)</li> <li>If the provider is in FSFN, you can click the <b>Search</b> hyperlink to search the appropriate provider and the Provider Name displays in the field. Otherwise, you can enter a provider name directly into the field. The field is not required. (up to 80 characters)</li> <li>From the <b>Services Category</b> drop down, select the appropriate service category. The field is required if a service referral request is needed.</li> <li>From the <b>Sub-Services Category</b> drop down, select the appropriate sub-service category. The field is required if a service referral request is needed.</li> <li>When the action/task is completed, select the <b>Task Completed</b> check box.</li> </ul>	





Complete the Case Plan - Outcomes Tab		
How Do I...?	Selections	Tips & Guidelines
Add the Provider Information in the Action/Task	<ul style="list-style-type: none"> <li>In the <b>Outcome – Action/Task</b> group box, click the <b>Search</b> hyperlink.</li> <li>Search for the provider.</li> <li>If the provider is found in FSFN, the provider information (name, address, telephone, and email) pre-fills in the appropriate fields.</li> <li>If the provider is not found, you can select the <b>Provider NOT in FSFN</b> check box and enter the provider information in the appropriate fields.</li> </ul>	<p><i>For more information on searching for a provider, see the Search User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>Provider must be searched first. If provider is not found, then check box is enabled and provider information can be entered.</i></p>
Delete an Action/Task	<ul style="list-style-type: none"> <li>On the <b>Outcome</b> tab, click the appropriate <b>Delete</b> hyperlink associated to the Action/Task row you wish to delete.</li> </ul>	<p><i>When you click a Delete hyperlink, FSFN generates a validation message asking if you want to continue with the deletion. If “Yes,” the row no longer displays. Upon successfully saving the Young Adult Case Plan Worksheet page, the row is deleted from the database.</i></p>

Complete the Case Plan - Attachments Tab		
How Do I...?	Selections	Tips & Guidelines
Document the Attachments	<ul style="list-style-type: none"> <li>On the <b>Attachments</b> tab, you must select either the <b>Attached</b> or <b>Not Attached</b> radio button for the Education and Independent Living documents.</li> <li>If you select <b>Not Attached</b>, you are required to document the reason why.</li> <li>There are optional documents listed. Select the appropriate check box if you plan to attach the optional document.</li> <li>If you select the <b>Other</b> check box, you are required to enter a description of the document.</li> </ul>	



## Create the Young Adult Court Involved Case Plan – Legal Document

How Do I...?	Selections	Tips & Guidelines
Create the Young Adult Court Involved Case Plan – Legal Document	<ul style="list-style-type: none"> <li>From the <b>Young Adult Case Planning Worksheet</b> page, in the <b>Actions List Box</b>, click the <b>Create New Young Adult Court Involved Case Plan (Legal Doc)</b> hyperlink.</li> <li>On the <b>Legal Document</b> page, complete the appropriate fields, and click the <b>Text</b> hyperlink in the <b>Text List Box</b>.</li> </ul>	<p><i>For more information on legal documents, see the Legal Document User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p>

## Create Young Adult Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
Create a Young Adult Judicial Review Worksheet from the Independent Living page	<ul style="list-style-type: none"> <li>From the <b>Independent Living</b> page, in the <b>Actions List Box</b>, click the <b>Open Young Adult Case Planning Worksheet</b> hyperlink.</li> <li>From the <b>Young Adult Case Planning Worksheet</b> page, in the <b>Actions List Box</b>, click the <b>Create Young Adult Judicial Review Worksheet</b> hyperlink.</li> </ul>	<p><i>The young adult must be of age 18 or older before you can create a Young Adult Judicial Review Worksheet page.</i></p>
Access a Young Adult Judicial Review Worksheet from the Independent Living page	<ul style="list-style-type: none"> <li>In the <b>Actions List Box</b>, click the <b>Open Young Adult Judicial Review Worksheet</b> hyperlink.</li> </ul>	



## Create Young Adult Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Access a Young Adult Judicial Review Worksheet from the Search page</p>	<ul style="list-style-type: none"> <li>• On the FSFN Desktop, click <b>Search</b> on the banner.</li> <li style="text-align: center;"><i>OR</i></li> <li>• On the Desktop, from the <b>Utilities</b> menu, click <b>Search</b>.</li> <li>• From either the <b>Case</b> or <b>Person</b> tab, conduct a search to locate the appropriate case or person.</li> <li>• After the search is conducted and the appropriate case or person is found, expand the case or person in the search results.</li> <li>• Click the <b>Independent Living</b> icon.</li> <li>• Click the appropriate <b>Independent Living</b> hyperlink.</li> <li>• In the <b>Actions List Box</b>, click the <b>Open Young Adult Judicial Review Worksheet</b> hyperlink.</li> <li>• <i>The <b>Young Adult Judicial Review Worksheet</b> page displays in view-only mode.</i></li> </ul>	<p><i>For more information on searching for a case or person, see the Search User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>The <b>Young Adult Judicial Review Worksheet</b> page is only accessible in view-only mode from the Search page, even if you have an assignment to the case.</i></p>



## Access the Case Information on the Young Adult Judicial Review Worksheet

How Do I...?	Selections	Tips & Guidelines
<p>Access the Maintain Case page from the Young Adult Judicial Review Worksheet</p>	<ul style="list-style-type: none"> <li>• In the <b>Case Information</b> group box, click the <b>Case Name</b> hyperlink.</li> <li>• The <b>Maintain Case</b> page displays for the case associated to the <b>Young Adult Judicial Review Worksheet</b> page.</li> <li>• Modify the <b>Maintain Case</b> page as needed if it is in edit mode.</li> <li>• When you finish editing or viewing the <b>Maintain Case</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>• The <b>Young Adult Judicial Review Worksheet</b> page displays.</li> <li>• At the bottom of the <b>Young Adult Judicial Review Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>The Maintain Case page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Maintain Case page, see the Maintain Case User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Judicial Review Worksheet page when information is updated on another page associated to the case. For example, if you updated the Case Name, the new Case Name displays after refreshing.</i></p>
<p>Access the Person Management page from the Young Adult Judicial Review Worksheet</p>	<ul style="list-style-type: none"> <li>• In the <b>Case Information</b> group box, click the <b>Young Adult</b> hyperlink.</li> <li>• The <b>Person Management</b> page displays for the young adult.</li> <li>• Modify the <b>Person Management</b> page as needed if it is in edit mode.</li> <li>• When you finish editing or viewing the <b>Person Management</b> page, click <b>Save</b> and <b>Close</b>.</li> <li>• The <b>Young Adult Case Plan Worksheet</b> page displays.</li> <li>• At the bottom of the <b>Young Adult Case Plan Worksheet</b> page, click the <b>Refresh</b> button.</li> </ul>	<p><i>The Person Management page displays in edit mode if you accessed the Independent Living page from your FSFN Desktop under the Cases Outliner, or Case Book; otherwise, it is view-only.</i></p> <p><i>For more information on the Person Management page, see the Person Management User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p> <p><i>It is important to refresh the Young Adult Case Plan Worksheet page when information is updated on another page associated to the case. For example, if you updated the Date of Birth for the young adult, the new Date of Birth displays after refreshing.</i></p>



## Complete the Judicial Review - Supervised Living Arrangement Tab

How Do I...?	Selections	Tips & Guidelines
Complete the Living Arrangement questions	<ul style="list-style-type: none"> <li>On the <b>Supervised Living Arrangement</b> tab, click the <b>Update questions from Case Plan Worksheet</b> button.</li> </ul> <p style="text-align: center; margin: 5px 0;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Update the text in the narrative fields.</li> <li>How does the current supervised living arrangement provide the young adult with a level of supervision consistent with his or her individual education, health care needs, permanency plan, and independent living goals?</li> <li>How does the current supervised living arrangement offer, at a minimum, life skills instruction, counseling, education support, employment preparation and placement and development of support networks?</li> <li>Describe the strengths of the current living arrangement.</li> <li>Describe any problems with the current living arrangement, if any.</li> </ul>	<p><i>The text box fields are not pre-filled and can hold up to 3,200 characters.</i></p>

## Complete the Judicial Review - Resources/Participation Tab

How Do I...?	Selections	Tips & Guidelines
Complete the Resources questions	<ul style="list-style-type: none"> <li>On the <b>Resources/Participation</b> tab, complete the two narrative fields in the <b>Resources</b> group box.</li> <li>Describe the assistance provided to the young adult to address his or her needs.</li> <li>Describe the assistance to the Foster Parents or Legal guardians to address the needs of the young adult.</li> </ul>	<p><i>The text box fields are not pre-filled and can hold up to 3,200 characters.</i></p>



## Complete the Judicial Review – Resources/Participation Tab

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Participation in Court Hearing questions</p>	<ul style="list-style-type: none"> <li>On the <b>Resources/Participation</b> tab, complete the questions and narrative fields in the <b>Participation in Court Hearing</b> group box.</li> <li>Was the young adult notified of the hearing? Select Yes/No radio button.</li> <li>Is the young adult planning to attend the hearing? Select Yes/No radio button.</li> <li>If not attending, state reason:</li> <li>Plan for participation in the hearing.</li> </ul>	<p><i>The text box fields are not pre-filled and can hold up to 3,200 characters.</i></p>
<p>Complete the Participation in Drafting Judicial Review questions</p>	<ul style="list-style-type: none"> <li>On the <b>Resources/Participation</b> tab, complete the dates, question, and narrative field in the <b>Participation in Drafting Judicial Review</b> group box.</li> <li>Date the young adult was informed of the name to draft document. Enter the date of notification.</li> <li>Did young adult indicate interest in drafting this document? Select Yes/No radio button.</li> <li>If Yes, the date the young adult provided input into this document. Enter the date feedback was provided.</li> <li>Describe how the young adult participated or why they did not.</li> </ul>	<p><i>The text box fields are not pre-filled and can hold up to 3,200 characters.</i></p>



## Complete the Judicial Review - Outcomes Evaluation Tab

How Do I...?	Selections	Tips & Guidelines
Evaluate an Outcome	<ul style="list-style-type: none"> <li>On the <b>Outcome</b> tab, within each outcome, select the appropriate <b>Outcome Progress</b> radio button.</li> <li>In the <b>Explanation of progress assessment</b> text box, enter narrative, up to 1,000 characters.</li> </ul>	<ul style="list-style-type: none"> <li>There can be multiple Outcome Statements, select the radio button next to the Outcome Statement that the user wishes to modify.</li> </ul>
Evaluate the Progress Toward Achieving Case Plan Goals	<ul style="list-style-type: none"> <li>On the <b>Outcome</b> tab, in the <b>Progress Toward Achieving Case Plan Goals</b>, select the appropriate evaluation radio button.</li> <li>In the <b>Explanation of progress assessment for all outcomes (overall assessment)</b> text box, enter narrative, up to 3,200 characters.</li> </ul>	
Enter information into the Changes in case plan goals, outcomes, actions and/or support	<ul style="list-style-type: none"> <li>On the <b>Outcome</b> tab, in the <b>Changes in case plan goals, outcomes, actions and/or support</b> group box, select the appropriate evaluation radio button.</li> <li>In the <b>Barriers to achieving desired Case Plan Outcomes</b> text box, enter narrative, up to 3,200 characters.</li> </ul>	

## Complete the Judicial Review - Review Summary Tab

How Do I...?	Selections	Tips & Guidelines



## Complete the Judicial Review - Review Summary Tab

<b>How Do I...?</b>	<b>Selections</b>	<b>Tips &amp; Guidelines</b>
Enter Information into the Review Summary	<ul style="list-style-type: none"> <li>The Date Adjudicated Dependent, Date of Last Judicial Review, Date Next Permanency Hearing is Due fields are pre-filled when the Young Adult Judicial Review Worksheet is created and updated when the page is launched and refreshed.</li> <li>Is this also a Permanency Review radio button is selected by the user Yes/No.</li> <li>Date of Current Judicial Review Hearing and Date of entry of Order Accepting Case Plan for Extended Foster Care fields are entered by the user MM/DD/YYYY.</li> <li>The three text box fields allow the user to document information regarding the young adult. The text box fields are enabled with up to 3,200 characters.</li> <li>Significant changes since last Judicial/Permanency Review</li> <li>Summary of services provided to young adult</li> <li>Summary of young adult's progress toward meeting case plan goals</li> </ul>	

## Complete the Judicial Review - Attachments Tab

<b>How Do I...?</b>	<b>Selections</b>	<b>Tips &amp; Guidelines</b>





## Complete the Judicial Review - Attachments Tab

How Do I...?	Selections	Tips & Guidelines
Document the Attachments	<ul style="list-style-type: none"> <li>On the <b>Attachments</b> tab, you must select either the <b>Attached</b> or <b>Not Attached</b> radio button for the Education and Independent Living documents.</li> <li>If you select <b>Not Attached</b>, you are required to document the reason why.</li> <li>There are optional documents listed. Select the appropriate check box if you plan to attach the optional document.</li> <li>If you select the <b>Other</b> check box, you are required to enter a description of the document.</li> </ul>	

## Create the Young Adult Judicial Review - Legal Document

How Do I...?	Selections	Tips & Guidelines
Create the Young Adult Judicial Review- Legal Document	<ul style="list-style-type: none"> <li>From the <b>Young Adult Judicial Review Worksheet</b> page, in the <b>Actions List Box</b>, click the <b>Create New Young Adult Judicial Review (Legal Doc)</b> hyperlink.</li> <li>On the <b>Legal Document</b> page, complete the appropriate fields, and click the <b>Text</b> hyperlink in the <b>Text List Box</b>.</li> </ul>	<p><i>For more information on legal documents, see the Legal Document User Guide on the DCF FSFN Website (<a href="http://fsfn.dcf.state.fl.us">http://fsfn.dcf.state.fl.us</a>).</i></p>

