PLEASE NOTE

Access to FSFN person or case information must only occur when there is a legitimate business purpose. FSFN must not be used to access any of the following:

- Persons or cases in the news, or
- Persons or cases about which you are “curious”, or
- Persons or information about your own personal case, or
- Persons or cases of family members, or
- Persons or cases of friends, neighbors or acquaintances, or
- Any other persons or cases for which there is no legitimate business reason for you to access the information.

Please use common sense when accessing FSFN; if you have any questions about the appropriate use of FSFN, please contact your supervisor and/or your agency’s IT Support personnel.

The materials for the Child Welfare Pre-Service Training curriculum were produced by Florida International University for the State of Florida, Department of Children and Families, Office of Family Safety.

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Module 1: Creating an Investigation/Maintain Case/Person Management

Investigative Response Scenario - Introduction

FN1, Angela

A Child In-Home intake is received at the hotline on \textbf{08/26/2008 at 8:00am} regarding the FN1, Angela Family. The Intake is a 24 hour response priority and alleges that the mother, Angela, was under the influence of drugs while pregnant with her son, Fred. She and her paramour, John FN2, Fred’s father, use drugs and party late at night, leaving the children unsupervised for long periods of time. The reporter states that John FN2 is 28 years old, but does not have any other demographic information.

You are assigned to this intake as Primary Investigator. Before you make initial contact, you search for prior investigations and criminal history. There are no priors on the family. Angela FN1 has no criminal history. You make telephone contact with the reporter, who verifies the allegations in the narrative and states that both Angela and Fred tested positive for cocaine after Fred's birth. The reporter states that Fred does not show any signs of withdrawal and does not appear to have physical or developmental delays as a result of his drug exposure.

In-Home Investigation

On \textbf{08/26/2008 at 9:33am}, you respond to the address listed on the intake, 1317 Maple Street, MacClenny, FL 32063, to commence the investigation. There is no answer to your knock on the door. There is a bay window in the front of the house and the curtains are open. The home appears vacant as you cannot see any furniture or personal belongings through the window. You go next door and speak with Nelly Mathis. Ms. Mathis states that the FN1 family had moved a few blocks down to 1321 Sunset Blvd. Ms. Mathis states there were always a lot of people in and out of the home. She states she observed Christina playing in the street late at night while her parents were partying. Ms. Mathis reports that Christina often comes to her home when her parents are partying because she is scared.

On \textbf{08/26/2008 at 10:00 am}, you arrive at 1321 Sunset Blvd. and discover a County Deputy Sheriff’s car in the yard. Angela’s paramour, John FN2, is being arrested for dealing cocaine from the home. You speak with Deputy Bradley Friendly who tells you that they were responding to a tip that John FN2 was selling drugs from the home. An undercover officer was able to purchase a large amount of cocaine from the paramour. He gives you the Sheriff’s Office case number, 2008-95864. At \textbf{10:15am}, you introduce yourself to John FN2, explain the dependency rights and responsibilities bulletin, and briefly interview him as he sits in the back of the squad car. You receive the following demographic data:

\begin{itemize}
  \item John [Alpha Designator] FN2
  \item Black/Male
  \item DOB: 05/16/1980
  \item SSN: 878-78-8788
\end{itemize}

John FN2 confirms that he is Fred’s father but refuses to provide any further statement. Deputy Friendly reports that John is currently on probation and has a long history of drug related arrests. He tells you that John is facing Violation of Probation and Possession charges, and will remain incarcerated for an extended period of time.
Create the Investigative Shell

On the Banner Bar, Click on Case Work

Click on the Investigation dropdown box

Choose Child Investigation from the list

From the Cases box

Choose FN1, Fred with your Alpha designator

Click Create

Brings up the Intake Link

Click on the radio button next to the intake name and click Continue

Brings up the Investigation

Click in Hyperlink entitled “Commence”

Automatically takes you to case note to commence investigation; case categories are pre-filled, along with the investigation number. Complete contact date/time (commencement date/time) and case note info.

Click Save and Close

Return to Cases expando on the desktop

Click the Case Icon for FN1, Fred (AD)

An Investigation Icon appears
Linking Additional and Supplemental Intakes

- Additional Reports: Contain new information about one or more subjects of an existing report. An additional report includes:
  - A new alleged perpetrator in the same household;
  - A new victim;
  - A new subject in the same household;
  - A new maltreatment;
  - A new incident of the same maltreatment; or
  - New information that requires an immediate response.

- If any of the following apply, a new report must be entered:
  - The existing report is closed or more than 30 days old
  - The existing report has a disposition date
  - The new information involves a different household from the existing report
  - A child victim died due to alleged maltreatment during investigation of an open report and the initial report is not on maltreatment causing the death

- Supplemental Reports: Enhancements to a report that has already been received or is under investigation.
  - No new allegations or subjects are reported.
  - Report gives additional details.
  - The new information received must involve the same alleged perpetrator, same victim, same maltreatment(s), and same incident.
  - A supplemental report may be added even if there is a disposition date or findings for the existing report provided the initial report is not more than 60 days old.

- The following must not be treated as Additional or Supplemental Reports:
  - One report is institutional and the other is in a family setting;
  - One report has a child victim of maltreatment and the other report has an adult victim;
  - One report is a Special Conditions Report and the other is a report of maltreatment.

- Additional allegations of maltreatment discovered by the CPI during the course of an investigation do not need to be called to the Hotline as an additional report.
  - These allegations must be added by the CPI and noted in the investigation.
  - This includes the discovery of maltreatment after the commencement of a special condition referral excluding child on child sexual abuse reports.
  - If maltreatment is discovered by the CPI assessing a Child on Child Sexual Abuse report, these allegations must be provided to the Hotline to generate a new report.
  - Child on Child Sexual Abuse reports are only sequenced as supplemental with the same or similar allegations; or same incident.
Linking Additional and Supplemental Intake

**From the Desktop menu click the Cases expando**

**Click the Investigation/Referral hyperlink for the Investigation/Referral to link the Intake and the Investigation/Referral page displays.**

**From the Intake Link page, click next to the Intake name**

**The Child/Adult Investigation, or Special Conditions Referral, page displays.**

**Click Save and click Close to return to the desktop**

- Expand the Case the intake will be linked to
- Expand the Investigation/Referral Icon.

**From the Options dropdown on the Intake tab, select Link Additional/Supplemental Intakes.**

**Click Continue**
Changing Case Name

Adding a Relationship
Updating an Address

Policy Regarding Case Addresses:

- There are two places to update an address: Maintain Case Page and Person Management Page.
  - If everyone is residing in the same home:
    - The address is updated through the Maintain Case Page.
  - If the participants’ addresses are different and services are not involved: The participants living with the primary caregiver are updated on the Maintain Case Page. Other addresses are updated through the Person Management Page.
  - If services are involved:
    - Update the address in Person Management, unless the Case Manager agrees that the new address is the legal address.

According to federal law, there must be a case address where the courts send legal documents. This is either the primary caregiver’s address, or, in a removal situation, the removed from primary caregiver’s address.

All Addresses must have a zip code. Updates made later in the case may not be accepted if zip code is not entered at this time.
Updating an Address

Click the **Address** tab

Update Address
Select **Street in the Street/PO Box/Route box**. This brings up a pop-up screen. Update address as noted in the scenario.

Click **Save**

The Postal Code 1 pop-up box opens. If you are sure the address is correct, select: **Use entered address**.

Click **Continue**

Another pop-up box displays that the Case address has been modified. Click Yes.

Click **Update**

Another pop-up box displays a list of Participants residing at case address

Click each case participant name that is residing at that address

Click the Participants tab
Click **FN1, Angela (AD)**
Click the **Address** tab
Click **Close** to return to the Maintain Case page
Click **Close** to return to the desktop

Click **Save and Close**
Update Person Information

On the Maintain Case screen, Click the Participant tab

Click the hyperlink for FN2, John (AD) to display the Basic tab for demographic information.

Update all demographic information for FN2, John (AD)

Fill in all required fields (blue shaded spaces), AFCARS (red headings), and any other demographic information known.

Click the Additional tab

Click Insert and create an AKA for FN2, John (AD).

Click the AKA tab.

Click the Address tab & review contents

Click the Relationship tab.

This is pre-populated and is updated in Maintain Case.

Click the Disability/AFCARS tab.

PI’s must update this tab before the case is transferred to services.

Click Save & Close

Click hyperlink for FN1, Christina (AD) and proceed to the Basic tab. Update any additional information that has been received, including AFCARS.

Go to Additional tab. Update Child’s Mother in Red & Click red Search hyperlink

Displays Person Search Screen.

Input the mother’s name, using a wildcard for the first name.
Choose the mother’s name with correct Alpha Designator

Returns to the Maintain Case screen for FN1, Christina (AD).

Click Continue

Continue adding information to the remaining tabs.
Repeat the process, Updating Participant Information for FN1, Fred (AD) & FN1, Angela (AD).

Click Save and Close
Investigative Response Scenario: Part 2
FN1, Angela

After the Deputy leaves, you enter the home at 10:30am to interview Angela FN1. Ms. FN1, daughter Christina, and infant son Fred are all at home. You introduce yourself to Ms. FN1, who is crying and visibly upset due to John’s arrest. You explain her rights and responsibilities, and give her a pamphlet. She signs the required forms (HIPPA, TANF, ICWA, etc.), and then you review the allegations with her. Angela admits that she started using cocaine after she lost her job in December 2007, and has been using ever since. Ms. FN1 states that she meant to only use once to relieve stress, but then continued to use with her new boyfriend, John FN2. Ms. FN1 states that she was unable to stop after she found out that she was pregnant. She states that she stopped using when Fred was born and tested positive for cocaine. Ms. FN1 volunteers to take a drug test, and states that she has already called her mother to move in and help her. You do not observe any hazards in the home, and there is ample food and formula for the children.

You interview Christina at 11:15am in her room. She has a twin bed with clean bedding and ample clothing and toys. She is excited that her grandmother is coming to stay at their house. Christina is challenging to interview and seems unable to sit still. She states that she loves her mother and she is happy that John is gone. She says that she is scared of some of the people that come to the home to visit John. She states that she hopes her mother will play with her again now that her boyfriend is gone. She says the thing she likes most at home is when her mother cooks dinner for the family. She says she has been sad since her mom stopped cooking when John moved in with them. You observe Fred at 11:30am, sleeping in his crib. He is dressed appropriately and has no visible signs of abuse. Angela FN1 states that he has no health problems and is developing normally and does not appear to have any negative side effects from the drugs.

The grandmother, Shirley FN1, arrives at the home at 12:00pm with her suitcase and states that she is moving into the home to “help Angela get her life back together and provide a safe home for her children.” Shirley states that Angela was a good woman and mother before she got involved with John FN2, and that this was also when Angela started using drugs. She is confident that she can help Angela get her life back together. Shirley agrees to contact the hotline if Angela relapses. She provides her demographic information:

Shirley [Alpha Designator] FN1
Black/Female
DOB: 03/20/1959
SSN: 124-65-6589
As the visit concludes, Angela FN1 agrees to complete a drug screen and follow up with a drug evaluation. Angela states that she is committed to her children and is willing to protect them from John. She also states that if he is released from jail, she will not allow him back in the home. Ms. FN1 states that she is willing to sign an In-Home Services Agreement. In addition, she reports that Christina’s father, James FN3, lives in Tampa and has never been told of Christina’s birth. She provides the following information:

James (Alpha Designator) FN3  
565 South Street  
Tampa, Fl. 33511  
813-123-1234  
Black/Male  
SS# 121-25-3363  
DOB: 09/15/1981

Before you leave the home, you staff the case by contacting both your supervisor and the on-call CLS attorney. This consultation supports your decision to provide Non-judicial In-Home Services due to the mother’s protective capacities, her willingness to cooperate and the grandmother’s support.
TANF Eligibility

Click the Cases expando, Select FN1, Angela (AD) Case Icon, Click Investigative Icon

Click the Investigation icon for the FN1, Angela (AD) case
Click the blue hyperlink for the current investigation

From the Intakes tab, go to the options dropdown box

Select TANF
Click Go

Click the checkboxes next to each child in the Eligibility Applies to and US Citizen or Qualified Non-Citizen and Include columns for all household members

In the Household Information box

Q1. Is (are) the child(ren) currently residing in the State of Florida? Select Yes.
Q2. Was (were) the child(ren) living with a Parent or other Specified Relative at the time of the investigation or at the time of request for services? Select Yes
   Select Mother in the Relationship to Child dropdown. The mother’s name will auto populate from the additional tab of the youngest child’s person management screen.
Q3. Is the family currently receiving cash assistance under the Temporary Cash Assistance Program or the Relative Caregiver Program? If Yes, Eligible. If No, go to question 4 and select No.
Q4. Family Income: Income Information Obtained From: Select Self Declared
   • The Family Size pre-fills from number of check boxes selected in the Include column of the Household Information group box.
   • Enter "$0.00" in the Estimated Family Income as the mother is currently unemployed and Fred’s father did not have a legal source of income.
   • Click monthly

From the Options dropdown

• Select Request for TANF Eligibility Determination 5244
• Click Go
• Review the TANF Eligibility Form

Answer the questions in the Questions box

Click Close & Return to FSFN

Click Save and Close
Adding a Case Participant

From the Participant tab in the Participants group box, click Insert.

Click Search.

Click Create.

Click Save and Close.

Click Continue.

Click Save.

Click the Relationship tab.

Click the Address tab; then click Update.

Click Save & Close. Click Close again.

Click the Participants Tab.

Displays the Search Person page. Type “FN1” in the last name field and “S” in the first name field.

Change the wildcard name to the real first name Shirley (AD).

The Person Management page displays with the Basic tab open - enter all applicable information.

The Person Search Page with the grandmother’s name re-appears.

The Person Management screen now shows the Grandmother was added. Add primary caregiver or relative in the home to grandmother’s Service Role. If other family members do not have roles noted, update them now.

Click Insert and add grandmother’s relationship to the children. Relationship must be entered for every adult to every child.

From Update Address pop-up screen, select FN1, Shirley (AD).
Module 2: Commencement and Investigation Notes

Adding a Participant to an Investigation

Add a Participant to an Investigation

1. Click the **Cases** expando; Click **Case Icon**; Click **Investigative Icon**
2. Click the **blue hyperlink** for the current investigation
3. Click the **Participants tab**
4. Click **Insert**
5. Click **Continue**
6. Click **Save**
7. Click the **blue hyperlink** **Edit Role**
8. Click **Continue**
9. Click **Save**

A pop-up box displays the names of case participants that are not included in the investigation. Check boxes for **FN1, Shirley (AD) and FN3, James (AD)**.

The screen refreshes and the participants are now added to the investigation.

Choose **FN1, Shirley (AD) roles as Significant Other & Household Member.**

Choose **FN3, James (AD) role as Non-Household Member.**
Remove a Person from the Investigation

NOTE: There are only two reasons to remove a person from an investigation - if the person is:
1. Not a Responsible Caregiver; or
2. Not a member of the Household

Choose the blue hyperlink Remove next to FN3, James (AD)

A pop-up box appears asking: Are you sure you want to remove this person?
Click Yes.

Another pop-up box appears asking: Select the reason for removal
(Choose Not a Member of the Household)

Click Continue

The screen refreshes and FN3, James (AD) is no longer part of the investigation.

Click Save and Close
Commencement

From the desktop click Case Work, in the Banner Bar.

Complete the mandatory (blue shaded) sections of the note by entering the Begin Date 8/26/2008 and time 09:33 a.m. The Category and Type pre-fill. Select your Invs/Assessment number from the dropdown box.

Highlight all family member names, except FN3, James (AD) and Shirley (AD). Highlighting a person’s name in the participants’ box links the note to that person. Enter the following Narrative:

PI arrived at 1317 Maples Street, knocked on the door and there was no answer. There is a bay window in the front of the house and the curtains are open. The home appears vacant as there is no furniture or personal belongings visible through the window. PI contacted the next door neighbor, Nelly Mathis. Ms. Mathis stated that the FN1 family had moved a few blocks down to 1321 Sunset Blvd. Ms. Mathis stated that there were always a lot of people in and out of the home. She stated she observed Christina playing in the street late at night while her parents were partying. Ms. Mathis also stated that Christina often comes to her home while her parents are partying because she is scared.

While in the Narrative box, click Spell Check in the banner bar.

Click Add Face-to-Face Hyperlink (under the participant’s box)

Choose Attempted in the Face-to-Face Contact dropdown box

Choose Family Moved in the Reason Not Seen dropdown box

Scroll down to Other Contacts and click Insert

Enter Nelly Mathis under the name box and enter Neighbor in the affiliation and title boxes. Enter the date and time contact was made with the neighbor.

Click Save and Close
Face-to-Face Contact

From the Desktop click Case Work, in the Banner Bar

On the dropdown box under Investigation, choose Child Initial Face-to-Face Contact

In the Participants box, highlight all the subjects that apply

In the Case box on the right, find and click the FN1, Angela (AD) case.

All except FN3, James (AD)

Once selected, Click Create

- Complete the mandatory (blue shaded) sections
- Begin date: 08/26/2008
- Begin time: 10:00 a.m.
- The Category and Type pre-fill. Select your Invs/Assessment number from the dropdown box.
- Enter Narrative

Pl arrived at 1321 Sunset Blvd. and discovered a County Deputy Sheriff's car in the yard. Angela's paramour was being arrested for dealing cocaine from the home. Pl spoke with Deputy Bradley Friendly who stated that the police had responded to a tip that the paramour was selling drugs from the home. An undercover officer was able to purchase a large amount of cocaine from him. Deputy Friendly provided the Sheriff's Office case number, 2008-95864. At 10:15 am, Pl introduced self to the paramour, explained the decency rights and responsibilities bulletin, and briefly interviewed him as he sat in the back of the squad car. John FN2 provided the following demographic data: John [Alpha Designator] FN2, Black/Male, DOB: 05/16/1980; SSN: 878-78-8788. Mr. FN2 confirmed that he is Fred's biological father but refused to provide any further statement. Deputy Friendly reported that John is currently on probation and has a long history of drug related arrests. He stated that John will be charged with Violation of Probation and Possession of Cocaine and will remain incarcerated for an extended period of time.

After law enforcement left, Pl entered the home at 10:30 am to interview Angela FN1. Ms. FN1, daughter Christina and infant son, Fred were present in the home. Pl introduced self to Ms. FN1, who was crying and visibly upset due to John's arrest. Pl explained her rights and responsibilities and asked her to sign the bulletin. Ms. FN1 was given a copy of the pamphlet and signed the required forms (HIPPA, TANF, ICWA, etc.). Pl reviewed the allegations with Ms. FN1. She admitted to cocaine use which reportedly started when she lost her job in December 2007. She stated that she initially used to relieve stress for what was meant to be a one-time occurrence, but then continued to use with her new boyfriend John FN2. Ms. FN1 stated that she was unable to stop after she found out she was pregnant, and tested positive for cocaine at Fred's birth. She volunteered to take a drug test and said that she had already called her mother to move in and help her. Ms. FN1 appeared to have realistic expectations for the children and had provided for their basic needs. There was ample food and formula and the home was found to have no hazardous conditions.

Pl interviewed Christina at 11:15 am in her bedroom. She had a twin bed with clean bedding and ample clothing and toys. She was excited that her grandmother was moving in with them. Christina was challenging to interview and seemed unable to sit still. She said she loves her mother and was happy that John was gone. She said she was scared of some of the people who came to the home to visit John. She stated she hopes her mother will play with her again now that John is gone. She said the thing she liked most at home (continued on next page)
was when her mother would cook dinner for the family. According to Christina, she is sad because her mother stopped cooking when John moved in with them. Christina was dressed appropriately for the weather and her age. Her clothing fit her properly, and she had no physical indications of abuse/neglect. Her hair was neatly combed and styled in a pony tail.

PI observed Fred at 11:30am, asleep in his crib. He was dressed in clothes suitable for sleeping that fit him adequately. He showed no signs of physical abuse and, according to the mother, has no health problems and is developing normally, with no negative side effects from the prenatal drug exposure. Fred smelled of baby powder and according to the mother had been bathed prior to his nap.

The grandmother, Shirley FN1, arrived at the home at 12:00pm, with her suitcase and stated that she was moving in at her daughter’s request. She stated that she wanted to help Angela get her life back together and would support her during her drug treatment and help her provide a safe home for the children. Shirley stated that her daughter, Angela, was a good woman and mother before getting involved with John FN2. She stated that Angela did not use drugs until she started dating him. She was confident that with her help, Angela would be able to get her life back on track. Shirley agreed to contact the hotline if Angela relapsed and if John FN2 returned to the residence. She provided her demographic information: Shirley [Alpha Designator] FN1, Black/Female, DOB: 03/20/1959, SSN: 124-65-6589.

At the conclusion of the home visit, Angela FN1 agreed to complete a drug screen and follow up with a drug evaluation. She stated that she is committed to her children and will protect them from John. She agreed to Non-Judicial In-Home Services and reviewed and signed the agreement form. She also agreed to prevent John FN2 from having access to the children and agreed to contact authorities if he is released from jail and returns to the residence. Ms. FN1 provided Christina’s biological father’s demographic information: James [Alpha Designator] FN3, 565 South Street, Tampa, FL 33511, 813-123-1234, Black/Male, SSN: 121-25-3363, DOB: 09/15/1981.

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**Face-to-Face Narrative Continued**

Click **Add Face-to-Face Contacts** hyperlink

Choose **completed** in the face to face dropdown box next to Angela, Fred, Christina, John and Shirley.

Under Other Contacts, Click **Insert**

Enter Deputy Bradley Friendly. Complete all mandatory fields.

Click **Save and Close**
Create a Child Investigation Note

From the Desktop, Click the Cases Expando

Next to FN1, Angela (AD) case, click the actions hyperlink

Click Create Case Note

In the Narrative box enter:

Before leaving the home, PI staffed the case by contacting both the supervisor and the on-call CLS Attorney. This consultation supports the decision to provide Non-Judicial In-Home Services due to the mother’s protective capacities, her willingness to cooperate, and the grandmother’s support.

Click Contact Information Expando

In Other Contacts, Click Insert and enter a Supervisor and CLS Attorney

Click Save and Close
Viewing and Printing Notes:

Click the Actions hyperlink by FN1, Angela (AD) case

Click Continue

Reveals pop-up box

Click Case Note Criteria Search

In the Note Criteria header select the Invs/Assessment # from the Investigation/Assessment # drop down

Change the dates if needed

Select category Child Investigations

Select Add

Automatically selects all types (at this point any that do not need to be printed can be unselected.)

In the Case Participant Box, Select the participants whose notes are to be viewed.

Displays all case notes meeting that criterion.

Click Search

To View or Print a Single Note:
Click the View hyperlink and Print hyperlink

To View or Print all notes:
Scroll to the bottom of the page
Click the options box
Select View All
Click Go to display all notes in a Word document to view and/or print
Click Close when completed

To View the history for a Note:
Click the Case Note
Select View History from the option dropdown
Select Go to display the versioned history
Adding Maltreatments

From the desktop, click the **Cases expando**

Select the **FN1, Angela (AD) case**

Click the **Investigation Icon**

Click the **blue Child Investigation In-Home hyperlink**

Click the **Allegations/Findings tab**

Click **Insert** to display the **Add Allegation** pop-up page

Click **FN1, Fred (AD)**

To multi-select, press and hold Ctrl while selecting **FN1, Christina (AD)**

To multi-select, press and hold Ctrl while selecting appropriate maltreatments

Click **Environmental Hazards**

Click **Add Allegations**

Click **Save and Close**

At bottom of Investigation Screen > Click **Allegation Narrative Expando**

Enter **Field Allegation Narrative** in the blue shaded area.

---

John FN2 was arrested for dealing cocaine from the home. Law Enforcement indicated that a tip was received alleging that John FN2 was selling drugs from the home and an undercover officer responded and was able to purchase a large amount of cocaine from Mr. FN2. Sheriff's Office case number, 2008-95864.

---

Click **Save and Close**
Module 3: Creating the Initial Child Safety Assessment

Create an Initial In-Home Safety Assessment

<table>
<thead>
<tr>
<th>Create an Initial In-Home Safety Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click Case Icon by FN1, Angela (AD), then the Investigation icon, &amp; the Investigations hyperlink.</strong></td>
</tr>
<tr>
<td><strong>On the Intake tab, verify that the Investigation Sub-type is correct (In-Home).</strong></td>
</tr>
<tr>
<td><strong>Go to the Options dropdown box &amp; Select Create Initial In-Home Safety Assessment.</strong></td>
</tr>
<tr>
<td><strong>Answer each question by selecting the applicable value:</strong> Yes, No, Unknown</td>
</tr>
<tr>
<td>• Select Yes for safety factors 2, 5, 8, 9, 13, &amp; 14</td>
</tr>
<tr>
<td>• Ensure Yes is selected in response to #14 - signs of present danger - with a check for &quot;crack house or similar environment.&quot;</td>
</tr>
<tr>
<td>• Select No for all other safety factors in the Signs of Present Danger</td>
</tr>
<tr>
<td><strong>Enter a narrative describing the signs of present danger consistent with responses for the implications for Child Safety box. This must correspond with the yes, no, or unknown answers.</strong></td>
</tr>
</tbody>
</table>

The family was located and there are no indications that they will flee. John FN2 was arrested for selling cocaine from the home to an undercover detective. The mother allowed the children to be exposed to drugs and known drug users as she failed to stop the drug trafficking. Neither parent has a history of violent acts; however, John has multiple drug arrests. In addition, there is a threat of harm from the drug trafficking that has been occurring on a regular basis. The mother has met the immediate needs of the children and expresses love and concern for the children. She understands the needs of the children as associated with their ages. The mother admitted to using cocaine and that the drugs have negatively impacted her ability and desire to adequately care for the children. She no longer cooks dinner for the children and has a difficult time providing adequate supervision. There are no signs of physical or sexual abuse with either child. John FN2 is the father of Fred; however, is not the biological father of Christina. Christina’s father, James FN3, resides in Tampa and has had no interaction with the child. The fact that the children were residing in a “drug house” results in the neglect and threatened harm to be of a serious nature. Based on all of the above safety factors, the risk to the children is increased. The following steps were taken to increase the safety of the children: the mother agreed to Non-Judicial In-Home Services and drug treatment; the grandmother is moving into the home to help the mother and to provide adequate supervision to the children; and John FN2 has been removed from the home due to his incarceration.

| **Select the Child Vulnerability tab** |
| **Click the Expando to display Child Vulnerability questions. Answer each question for each participant listed, by selecting the applicable values:** Yes, No, Unknown |
|  • Select Yes for Question 17 & 20 for Fred only |
|  • Select No for all other factors |

**Enter a narrative describing the child’s vulnerability in the Implications for Child Safety Box.**

Fred is a newborn and nonverbal. He has limited community exposure as he does not attend daycare or school. Neither of the children has obvious signs of any emotional, developmental or medical condition and according to the mother have been healthy, requiring no unexpected medical intervention. Christina is verbal and attends school on a regular basis. Christina does verbally talk about her fears of the “people” who come to the home and was upset that her mother did not cook dinner for them anymore. Fred’s limited community exposure increases his vulnerability, and while Christina attends school, the drug trafficking in the home increases her vulnerability as well. In order to decrease the children’s vulnerability, the grandmother has agreed to move into the home to ensure that the children are adequately supervised and visible to other adults. In addition, John FN2 has been incarcerated and the known drug users are no longer visiting the home.
Create an Initial In-Home Safety Assessment

Answer each question by selecting the applicable value: Yes, No, Unknown
- Select No for questions 22, 23, 24, 32
- Select Unknown for questions 27 & 29

NOTE: If "Unknown" is selected as a response to a safety factor you must research that factor to determine a "yes" or a "no". Sometimes a safety factor cannot be answered even after research, but a safety factor can never remain unknown due to not being assessed.
- Select Yes for all others

Enter a narrative describing the child’s vulnerability consistent with the responses in the Implications for Child Safety Box.

There are no priors involving the family and neither of the children have been under services or previously removed. John FN2 is incarcerated and the mother has agreed to prevent him from returning to the home if he is released. The mother is providing the basic necessities for the children and appears to have the ability to continue to provide for the children. The mother expresses love and concern for the children and acknowledges that her drug use has interfered with her ability to adequately care the children. The mother has a quality relationship with the child's grandmother and has no history of abuse/neglect as a child. Angela understands the need to protect the children and to address her drug abuse so that she can effectively parent her children. The mother has agreed to allow the grandmother to live in the home so that she is able to attend drug treatment and provide appropriate supervision and care for the children. Based on these protective capacities, the risk to the children is controlled.

In this scenario, we are doing an In-Home safety plan to ensure child safety.
- Check Safety plan to ensure safety of child(ren)
- Check In-Home
- Check Family members moved into home
- Add date: 08/26/2008
- Add Explanation Narrative:

Shirley FN1, grandmother, moved into the home to supervise the children and assist Angela in getting into a drug treatment program.

Select the Overall Safety Assessment tab and enter a narrative describing the overall safety assessment based on the interaction of the factors identified through Signs of Present Danger, Child Vulnerability, & Protective Capacities

At the time of initial contact, the child safety implications were elevated due to these safety factors: John FN2 has multiple drug related arrests, was selling cocaine from the house, exposing the children to known drug users and using drugs in the presence of the children. The mother failed to protect the children from known drug users, used cocaine in the presence of the children and due to the drug abuse was incapable of providing the children with adequate supervision. This was evidenced by the fact that Christina was observed outside of the home at night unsupervised and stated that she was afraid of the people who came to visit John. The existing safety factors have been addressed with the following interventions: John FN2 has been incarcerated and the mother and grandmother will prevent him from accessing the home and the children; the mother has agreed to obtain treatment for her drug abuse problem and to Non-Judicial In-Home Services; the grandmother has moved into the home to provide adequate care and supervision for the children and to provide support for the mother.

Click Save and Close
Module 3: Creating the Initial Child Safety Assessment

**Background History**

From the Intakes tab of the **Child Investigation** page:

- Scroll down the **Options** dropdown list.
- Select **Background History**
- Click **Go**
- The **Background Summary** page displays

From the **Criminal Records** group box:

- Enter the date of the request for each participant listed (08/26/2008)

Enter the following narrative in the **Criminal History Implications for Child**:

- Based on the initial check by the CI Unit, Angela does not have any criminal history. Criminal history checks were submitted for John and Shirley on 08/26/2008. Results have not yet been returned. However, Law Enforcement did report that John has multiple drug arrests.

Select the **Prior Intakes/Service Records** tab

From the **Implications for Victim Safety** group box, enter the following narrative:

- There are no prior intakes or service records on this family. Therefore, there is no risk to the children based on prior reports.

Click **Save** and **Close**
Adding Notifications

Select the **Contacts/Notifications** tab

From the **Notifications** box, click **Insert** to add a new row

Enter the **Date** and **Time of Action**

Enter **Person Notified**

Enter **Affiliation** (not a required field)

Enter **Comments**, if appropriate (not a required field)

---

**Example:**

Officer Friendly arrested John FN2 for dealing cocaine out of the home. Report #2008-95864. Deputy Friendly stated that Mr. FN2 had multiple drug related arrests.

---

Click **Save**

Click **Delete** by the comment box for the new row. A pop-up box displays asking: **“Are you sure you want to delete this contact?”**

Click **Insert** again

Click **Yes**

Click **Save**
Additional Actions

From the Intakes tab of the Child Investigation page

Go to the Options dropdown box

• Select Additional Actions
• Click Go

Click Notify

• Check, “Complete the following records checks on all subjects of the report and household members.”

Check appropriate boxes

Enter description for the additional action(s) in narrative box.

Click Save and Close and Close again
Submit Initial Safety Assessment for Supervisory Review

From the Desktop, Click the Investigation icon

Click on Overall Safety Assessment tab

From the Options dropdown

Select Submit for Supervisory Review
Click Go

If you omit any steps a Validation Error displays. If this occurs:

Click the message and drag it so it is visible, but not blocking the desktop

Click each tab where there is a Validation Error and complete that work. Click Save.

Return to Overall Safety Assessment tab

From the Options dropdown list, Select Submit for Supervisory Review

Click Go
Print the Safety Assessment

From the Desktop/Outliner, Click the Initial In-Home Child Safety Assessment hyperlink

- Click the Options box and select Safety Assessment
- Click Go
- The safety assessment displays in a word document that can be printed
- Click Close and return to FSFN

On the Signs of Present Danger tab

Click Close

Return to Desktop > Click on Investigation hyperlink

- Click Options
- Create Updated Safety Assessment has replaced Create Initial Safety Assessment
- Click Close

On the Desktop

- Close the FN1, Angela (AD) case and reopen it

Click the Investigation icon

- Click the next Investigation icon
- This link takes you back to the Initial Safety Assessment
Module 4: Living Arrangements

Creating Living Arrangements

Investigative Response Scenario: Part 3

**FN1, Angela**

On **8/27/2008**: You complete the Initial In-Home Safety Assessment and contact the local CBC to have a Case Transfer/ESI staffing for Non-Judicial In-Home Services.

On **08/27/2008 at 1:00pm**: **Angela FN1 signs a Non-Judicial In-Home Services** agreement. She agrees to cooperate with the In-Home Services team and assures that the maternal grandmother has moved into the home to support her and supervise her children.

On **08/28/2008**: The Case Transfer/Early Services Intervention staffing is held with the Community Based Care agency and a Case Manager (CM) is assigned primary worker of the case. You provide the CM with Fred’s fathers’ address: John FN2 is incarcerated at the **Baker County Jail 171 Industrial Park MacClenny, FL 32063 904-623-1634**

On **8/28/2008**: Criminal history checks are returned. **Shirley FN1** does not have any criminal history. **John FN2** has had numerous arrests: 2000 Disorderly Intoxication; 2000 Marijuana Possession; 2001 Cocaine Possession; 2002 Grand Theft; 2003 Cocaine Sale; 2004 Cocaine Possession, and; 2006 Cocaine Sale. **Angela FN1’s** drug screen is received and shows positive for cocaine.
Creating Living Arrangements

Click **Case Work** on the Banner Bar

From the Placement Drop Down Box, Select **Living Arrangement**

Click **Create**

Enter **Begin Date** and **Time**

Choose the **Living Arrangement** that applies from the drop down box.

Choose the **Primary Caregiver**

Choose all **Service Reasons** that apply

Click **Save and Close**

Click the **Case Expando**, then the **Case Icon**

Click the **FN1, Angela (AD)** Case in the **Cases** box. Select **FN1, Fred (AD)** as case participant

The **Living Arrangements screen** is accessed.

When the family agreed to services OR when the child was reunified with the parent.

**Living w/one parent**

**FN1, Angela (AD)**

**Repeat for FN1, Christina (AD). After Christina is complete, Return to desktop**

There is now a **Placement/Services** icon, and a **Living Arrangement** for both children
Safety Planning

Fred's father, John FN2, was arrested for selling cocaine from the home to an undercover officer. Mr. FN2 is currently on probation and has an extensive history of drug related offenses. John and the mother, Angela, both admitted to using drugs in the home and to allowing known drug users to frequent the residence. The mother admitted to using cocaine during her pregnancy with Fred and tested positive for cocaine on 08/27/08. The mother admitted that her drug usage diminished her ability to provide the children with adequate supervision; however, she did meet the children's other basic needs. She expresses love and concern for the children and understands how her drug usage has negatively affected her children. The drug usage and trafficking from the home greatly increases the risk to the children. In addition, Christina was observed outside of the home late at night unsupervised and Fred is a non-verbal newborn with limited community visibility. To increase child safety, the mother has agreed to Non-Judicial In-Home Services, a drug evaluation and treatment, and allowed the grandmother to move into her residence to help her care for the children and to support her in her drug treatment. Also, John FN2 remains incarcerated and thus has no contact with the children. The mother and grandmother agree to not allow Mr. FN2 back into the home in the event that he is released from jail.

The mother has agreed to a drug evaluation and drug treatment to begin immediately. She agreed to Non-Judicial In-Home Services and signed the agreement form on 08/27/08, agreeing to cooperate with all services. In addition, the mother has stated that she will not permit John FN2 to return to the home or to have any access to the children. In the event that he is released from jail and returns to the residence, she will immediately contact authorities. The grandmother agreed to move into the residence immediately to support Angela with her drug treatment and provide supervision for the children. She has agreed to notify authorities in the event that Angela relapses or John FN2 returns to the home. Non-Judicial In-Home Services will be initiated immediately and the Case Manager will develop and monitor the case plan.
Safety Planning Continued

The mother has agreed to a drug evaluation and drug treatment in order to stop using drugs. John FN2 is no longer in the home and thus the presence of known drug users and exposure of the children to drugs is no longer an issue. The grandmother has moved into the residence to provide stability and support for the mother and children. In addition, she will assure that the children are adequately supervised and will notify authorities in the event that the mother relapses and/or John FN2 returns to the home. The Case Manager will continue to monitor the family and provide adequate support and interventions to meet the family’s needs.

Select Yes

From Service Category dropdown field

Select Supervision/Observation

In Frequency Field

Type "Bi-Weekly"

From Service Type dropdown field

Select Supervision/Observation-Other

In Begin Date field

Enter 08/27/2008

Click Search for Provider Field

Known provider names are in FSFN

Enter "CBC" in Provider/ Organization Name field

Clicking Search activates Provider Search Page

From Providers Returned group box, select any active provider available

Select appropriate provider

Click Save

On the menu bar at the top of the template page

Click Close and Return to FSFN

Click the Safety Considerations tab

Select Approval from the Options dropdown

Click Go

Select Approve

Click Continue and Save
Module 5: Out of Home Placement

Investigative Response Scenario: Part 4

FN1, Angela

On 9/02/2008: The PI receives a phone call from the grandmother, Shirley, stating that the mother, Angela, has not been home for three days and she fears that Angela is on a drug binge. Shirley reports that Angela attended her drug evaluation on 08/29/08 but never returned. Shirley states that she can no longer stay at Angela’s house and must move back into her own home. She is willing to take Christina with her but cannot care for Fred. The PI agrees to go to the home today at 4:00pm. The PI calls and updates the CM who agrees to meet at the home at 4:00pm.

On 09/02/2008 at 4:00pm: The CM arrives at the home and finds the PI helping Shirley pack the children’s belongings. They inform the CM that Angela has not been home for three days and that Shirley is sure that Angela has had a cocaine relapse. Shirley is afraid that the mother has gone back with John, who she thinks was released from jail. Shirley is willing to take the children but is not able to provide for them long term.

At 5:30pm: The CM and PI visit grandmother Shirley’s home to complete a home study for placement. The address is:

44 Sunny Lane,
MacClenny (Baker County), FL 32063

When completing the home study, Shirley states again that she is not able to provide for the newborn baby, Fred. The PI and Shirley decide to have Christina live with Shirley and place Fred in licensed care.

The children are removed from the mother’s home at 4:00pm. Christina is placed with Shirley at 5:30pm. Fred is placed in the home of a licensed provider, Ms. Nanny Seed, at 7:00pm.
Updated Child Safety Assessment

Open the FN1, Angela (AD) investigation → Intakes tab displays

From the Options dropdown, select Create Updated In-Home Safety Assessment, Click Go

The Updated Safety Assessment page displays with previously entered data

On the Signs of Present Danger tab

Change question #1 to Yes
Start a new paragraph under the original narrative, and type updated narrative

Update: There are changes to the implications for child safety based on present danger. On 08/29/08, Angela left the home to attend her drug assessment and failed to return to the home as scheduled. It is alleged that Angela has reunited with John FN2, who was recently released from jail. While the children are being supervised in the home by the grandmother, the mother’s prolonged and unplanned absence interferes with the grandmother’s ability to provide medical care for the children and increases the possibility that the mother will return under the influence of drugs. Based on these safety factors the risk to the children is significantly increased.

Click the Child Vulnerability tab
Start a new paragraph under the original narrative, and enter updated narrative

Update: The factors addressed in child vulnerability remain consistent with the initial assessment. The information provided at the time of initial safety assessment remains unchanged.

Click the Protective Capacities tab
Change question 24 to Yes and #’s 25, 27, & 31 to No
Start a new paragraph under the original narrative, and enter updated narrative

Update: There are changes to the implications for child safety based on protective capacities. Reportedly, Angela left the home on 08/29/08 and has failed to return and/or contact the grandmother as to her whereabouts. It is alleged that Angela has reunited with John FN2 upon his release from jail and may be actively using drugs. She has failed to return to assume her parental responsibilities and has failed to contact the grandmother who is supervising the children in the home, leaving the grandmother unable to provide medical care for the children. In addition, she has failed to contact the Case Manager and may be in non-compliance with her case plan as she may be abusing drugs and is not providing for her children.

Click Safety Actions tab
Click In-Home box, so it is unchecked
• The Safety Plan to Ensure Child Safety must remain unchecked.

Scroll down to Out-of-Home box and click check
A pop-up box appears with reminder to create an out-of-home placement.
Click Close.
Updated Child Safety Assessment

In the Emergency Removal drop down

Click Yes for FN1, Fred (AD)

In Date the shelter petition filed enter: 9/03/2008

Grounds for Removal: The child has been abused, neglected or abandoned or is suffering from or is in immediate danger of illness or injury.
Reasonable Efforts: Services have been provided and have not been effective.

Click the appropriate boxes for Grounds for Removal and Reasonable Efforts

Review the Grounds for Expedited TPR questions and check any that apply

For this scenario, none
Repeat steps above for FN1, Christina (AD)

Check the Overall Safety Assessment tab

Add a new paragraph after the initial narrative

Update: The mother reportedly left the home to attend her drug assessment. She failed to return as scheduled and failed to contact the grandmother who is caring for her children. Angela has allegedly reunited with John FN2 who was recently released from jail, and they continue to abuse drugs. This has significant implications for the children’s safety as the mother is failing to comply with her parental obligations, and the grandmother is unable to provide medical care. The risk to the children has increased because: the parents may return to the home under the influence of drugs; the father’s criminal record; and; the mother’s failure to comply with the safety plan. The children have been sheltered, thus controlling the risk to the children.

Click Save

From the Options dropdown list, select Submit for Supervisory Review
Click Go

Click Close and Close again to return to the desktop

Refresh and Review Investigation icons
Create Person Providers

From the Menu Bar, Click Create, Click Provider Inquiry, Click Person

Enter Relative Caregiver’s Last & First Names FN1, Shirley (AD)

Click Search

Click Select next to grandmother’s name.

To change the provider’s address:
- In Participants section > Click FN1, Shirley (AD) hyperlink.
- Click the Address Tab, Click Edit for the Current address, and end date the current address.
- Click Insert to add a new address, enter the grandmother’s new address and phone number
- Click Save - Pop-up box displays
- Select User Entered Address
- Click Continue
- Click Close and Close again

Click Add Participants

In the Participants section, Click Continue

Brings up the Person Provider Inquiry box

Under Member Tab from Role drop down box

Give grandmother a role of Caregiver 1
If there is another caregiver, repeat and assign role of Caregiver 2.

Click the Basic tab

Select Marital Status and Primary Language

**if not designated when the Person Record was created

Select the Inquiry Type: Relative/Non-relative

Primary Referral Source: Relative or Non-Relative Caregiver

In the Worker group box, Click Accept

Select a Reason: Meets Requirement

Click Save and Close
Updating Providers

From the Desktop, Click Providers Expando

Click Provider Name

In Basic group box at top, select:

In the Services Tab, complete:

Click Edit Other Services

Click Yes

Click Insert, select:

In Status, select:

Click Save and Close

Click Close

Locations your Relative Caregiver’s name
Opens basic provider information window
Type: Relative/Non-Relative
Status: Active
Lcns. Type: Approved
Total Bed Capacity: 13
Clients by Gender box: Populates
Keep Preferred Age: 0-17
Services Specific box: Your fiscal agency
Pop-Up appears, “This action will save your provider information. Do you want to continue?”
Edit Other Services box opens
Category: Relative
Type: Relative Placement
Active
Total Capacity: 13
There are no changes necessary in Training tab or Merge History tab
Document Removal of a Child

End date FN1, Fred & Christina’s (AD) Living Arrangement

Cases Expand > Case Icon > Placement Icon > Living Arrangement Hyperlink Upon completion - refresh and note there is now an end date to the Living Arrangement in the Outliner.

Click Case Work on the banner. From the Placement drop-down select Out-of-Home Placement

Click the FN1, Angela (AD) case name
Click one of the children to be placed: FN1, Christina (AD)
Click Create

Enter Removal Date

09/02/2008
Press tab key to open up Removal From Home Reasons

Select one or more Removal From Home Reasons

Must be at least one of the reasons in red.

Click Continue and enter the Removal Time

04:01 pm
Must be after Living Arrangement end-time

From the Manner drop-down, select a Manner of Removal

Court Ordered

From Primary Caregiver (removed from)

Select: FN1, Angela (AD)

Select Caregiver Structure

Unmarried Couple or Single Female

Select Secondary Caregiver removed from

If there are two parents [FN2, John (AD)] (for Fred)

- Placement Begin date and time: 09/02/2008 05:30 pm
- Select your fiscal agency
- Service Category: Relative
- Service Type: Relative Placement
- Placement Setting: Foster Family Home (Relative)
- Answer the questions in the Extraordinary Needs group box.

In the Child Placement Information group box

Click the Provider Tab and Click Search

Select the Relationship of Child to Caregiver

Maternal Granddaughter

Click Save and Close
Placement Approvals

- From the Desktop, Click **Cases**, Click **Placement/Services** icon
  - Click the **Out-of-Home Placement** hyperlink
  - Click the **Options** drop-down box

- Click **Go**
  - Review information in the Approval Box
  - Click **Approve**

- A message box appears asking **Would you like the address of the provider to update the child’s current primary address?**
  - Click **Yes**
  - Click **Close**

- Create an **Out-of-Home Placement**
  - For Fred using the scenario information

- Click **Search**
  - For Nanny Seed (Foster home)
  - When complete, return to desktop, refresh placement, and the new out-of-home placement is on the desktop.
Documenting Photographs, Fingerprints, Birth Certificates and AFCARS

From the Desktop, Click the FN1, Angela (AD) case — Opens Maintain Case page

On Participants tab
Click FN1, Christina (AD)

In Person Information section:
• Add a father for Christine: FN3, James (AD)

In the Armed Service Information section:
• Click the first box: Person is the Legal Dependent of an Individual on Active Duty in the Armed Services in the U.S.

In Identification Records box
Enter 03/15/2007 for Birth Verification, Fingerprint Obtained and Photo Obtained – Most Recent.

In the School Information box
• Check Currently Enrolled in School
In Highest Grade Level Completed
• Select Four
In Disability box:
• Select No
Update Photographs, Fingerprints and AFCARS for Fred.

Click Save and Close — Returns to the Maintain Case Page
Out-of-Home Plan

From the Desktop, select Create on the menu bar, then Case Work from the drop-down menu.


Click Create

Is the child an only child?

The placement involves the separation of siblings

Select checkbox “Child can function within a family setting and Relatives/Non-Relatives are suitable and available”

Click the Special Requirements tab

Click the Placement Safety tab

Do the placement providers need to acquire any special skills or knowledge to meet the needs of the child and handle the behaviors of this child in a safe manner?

Select FN1, Angela (AD) from the list of cases in the Case Group box.

Select FN1, Christina (AD) from the Case Participants group box.

The Out-of-Home Plan page displays, with 3 tabs:
- Placement Considerations (default tab)
- Special Requirements
- Placement Safety

Select No

Select Yes

This tab addresses two specific requirements regarding placement of a child:
- Indian Child Welfare Act (ICWA)
- Proximity to child’s school

This tab addresses safety issues for the placement provider and contains three group boxes:
- Placement Provider Knowledge/Skills Options
- Other Residents in the Placement Setting
- Plan for Safety

Select No. If Yes is selected, the Describe text field becomes mandatory.
Out-of-Home Plan (continued)

In the **Describe** field, enter:

The grandmother has been very involved with the family for many years and had been living in the mother’s home to help care for the children.

**Other Residents in the Placement Setting Box**
- Select **No** for all questions

**Click Save**

**Click Special Requirements tab**
- From the **Options** dropdown, select **Out-of-Home Plan**
- Click **Go**

**Click Save**

**Click Placement Considerations tab**
- Select **Approval** from the **Options** dropdown
- Click **Go**

**Select Approve**
- Click **Continue**

**Click Save and Close**

From the **Options** dropdown box, select **Terminate**; Click **Go**
- The **Options** dropdown has 2 options: **Approval** and **Terminate**

From the **Reason Plan is No Longer Required** dropdown field, select **Provider/Relative/Guardian Requested Change**.
- Review the options available.
- The field is updated with the selected option.

From the **Options** dropdown, select **Approval** and Click **Go**
- A termination must be routed to your supervisor for approval.

At the desktop, Click the **Out-of-Home Plan hyperlink**.

**Click Close**

Select **No** to Save Work dialog box.

**Click Close Again**
Visitation Plan

From the Desktop, Select **Create** on the menu bar, then **Case Work** from the dropdown menu.

From the **Planning** dropdown, Select **Visitation Plan**.

Click **Create**. From the **Options** dropdown, Select **Visitation Plan**. Click **Go**

Select **FN1, Angela (AD)** from the list of cases in the **Case** Group box.

A Family Visitation Plan Word document is generated. Case name and Worker name pre-fills. The majority of information is user entered. Use the Tab key or the mouse to navigate around the document.

Click **Parent Checkbox**
Enter **Effective Date**: 09/03/2008.
Enter **Name(s) of children**: FN1, Christina & Fred (AD)

Review the document and add information in various sections:
- **Maximum Level of Supervision Required for Adult**
- **Rationale for Level of Supervision**
- **Location, Time, Frequency**
- **Parents Responsibilities**
- **Agency Responsibilities**
- **Transportation**
- **Description of Sibling Visitation**
- **Comments**

On the Menu bar at the top of the template page, Click **Close and Return to FSFN**

Click **Save and Close**

Refresh the desktop to view the Visitation Plan hyperlink
Module 6: Medical/Mental Health Documentation

Investigative Response Scenario: Part 5

FN1, Angela

At the shelter hearing on 09/03/2008: The court found probable cause for removal from the mother’s home and approved the recommended placements for the children. The visitation plan was also approved. Christina’s father, James FN3 appeared at the shelter hearing and requested placement of Christina. The court ordered a home study and approved placement with Mr. FN3 upon receipt of a positive home study. The Case Manager initiated an Out of Town Inquiry (OTI) for a home study to be completed in Hillsborough County.

The Case Manager and Supervisor decide that Reunification with the mother is the appropriate permanency goal.

On 09/03/2008: The foster parent took Fred to Dr. David Jones, pediatrician, at the Jefferson Pediatric Clinic. Fred was found to be healthy with no apparent problems. All of his immunizations were up to date and the Case Manager received his records.

On 9/03/2008: The grandmother took Christina to their pediatrician, also Doctor David Jones at the Jefferson Pediatric Clinic; phone 904-444-4444. While Christina is in good physical health, Dr. Jones diagnosed her as having ADHD and prescribed Concerta 10mg to be taken every morning and provided the grandmother with a prescription for 2 refills.

Photographs and fingerprints were taken of both children (footprint for Fred).
Create a Medical/Mental Health Profile & History

From the Desktop, Select Create > Case Work menu option OR
Click Case Work banner
The Create Case Work page displays
Select: Medical Profile
Select: FN1, Angela (AD) from Cases
Select: FN1, Christina (AD) from Case Participants
Click Create
Christina’s Medical/Mental Health Screen displays

Medical Profile Tab

Provided a current “snapshot” of the Case participant’s medical status, as well as information about the child’s health care providers.

Use the Primary Health Care Providers group box to:
View & update participant’s current health care professionals, emergency contact & the child’s Medicaid number.

Use the Basic group box to:
Document specific health problems & allergies.
Document that immunizations are up to date & if a record is on file.

Update Christina’s Medical Profile in the Primary Health Care Providers group box
In the Basic group box, document
Specific health problems and allergies
Indicate immunizations are up to date and document the date (required)

Click Save

Medications Tab

To Add Medications

Select the Medications Tab
Click Insert in the Summary of Medications box
Complete the Required Fields
Click Save and Close
Create a Medical/Mental Health Profile & History

**Mental Health Profile Tab**

- Provides a current “snapshot” of the child’s and caregiver’s mental health status and documents important information about a child’s current mental health treatment.

- Allows you to view and update inpatient and outpatient information, date of last CBHA evaluation, and other mental health concerns.

- Records substance abuse information. Also used to record psychological/psychiatric referral information.

**To View or Update Mental Health Profile**

- On the Medical/Mental Health Screen
  - Select the Mental Health Profile tab

  **Complete the** Treatment Information group box field

  **Click Axis 1 expando**

  - Axis 1 group box displays
    - Select choices from the dropdown fields

  **Click Axis 2 expando**

  - Axis 2 group box displays
    - Select choices from the dropdown fields

  **In the Caregiver(s) Information at Time of Intake**

  - Select the appropriate information

  **Click Save**
Creating a Medical/Mental Health Profile & History

Continued

Medical History Tab
Documents Medical History

From the Medical/Mental Health page -> select Medical History tab

Click Insert and the Treatment History group box displays

The Providers Search pop-up displays
- Enter: Jones, David
- Click Search

The Providers Returned group box displays
- Scroll down to view all search results
- Click Close

If the Provider does not appear:

- Enter the provider’s name (Dr. David Jones) in the Other Provider box
- In the Provider Type box, enter Pediatrician

More than one Medical History Treatment Record can be documented by clicking Insert.

Click Save

To View/Update Existing Medical/Mental Health Record

From the Desktop Outline, open the Cases expando

- Click the Case Name folder icon
- Drill down by clicking the Medical/Mental Health tab

Select the desired hyperlink and the Medical Profile tab of the Medical/Mental Health page

Update the appropriate fields on each of the four tabs

Click Save and Close
Repeat these steps to update Fred’s Medical/Mental Health Profile
Module 7: Completing an Investigation

Update Background History

- Expand the Case folder icon
- Click the Case Folder icon for FN1, Angela (AD)
- Click the Investigation Icon, Click the Investigation hyperlink
- On the Intake tab:
  - Scroll down to the Options dropdown list
  - Select Background History
  - Click Go
  - The Background History page displays
- From the Criminal Records Group Box
- Enter new information received since initial assessment (PG 27)

After reviewing the criminal records for each participant, summarize the Implications for Child Safety

Update Basic Tab

- From the Investigation Hyperlink
- Select the Basic tab
- From the Living Arrangement at Time of Incident group box
  - Select Living Arrangement of the Children from dropdown box
  - Unmarried two parent household with one biological/adoptive parent and one co-habiting parent
- From the Family Characteristics at Time of Incident group box
  - Select at least one Family Characteristic from dropdown list
  - Drug abuse by Caregiver – no alcohol abuse apparent/significant
- Click Save and Close
Completing the Allegations & Findings Screen

The finding of substance misuse is closed verified, based upon drug screen results and statements by household members, neighbors, and law enforcement. The Inadequate Supervision and Environmental Hazards maltreatments are closed as Not Substantiated based upon the fact that John FN2 sold a large amount of cocaine to an undercover officer in the home. It is unknown if John FN2’s drug dealing has detrimentally affected the children. Angela admitted that she has been using cocaine ever since she lost her job in December, and that she was unable to stop using after she found out she was pregnant with Fred. Fred tested positive for cocaine at the time of his birth. Neighbors reported a lot of people coming and going from the residence at all hours of the day and night. Christina was observed outside of the home late at night with no adult supervision on several occasions. Christina stated that she did not like some of the people who visited the home and said that she and Fred were afraid of them. The grandmother stated that Angela started using drugs when she started dating John. She also stated that once John was released from jail, Angela left the children in her care and she has not seen or heard from her since. Law enforcement stated that John was arrested for selling cocaine to an undercover police officer. Angela’s drug test following initial contact was positive for cocaine, as was her drug test when she delivered Fred.

In-Home Services were initially placed in the home after John’s arrest. The grandmother moved into the home and a safety plan was implemented. All parties agreed to prevent John FN2 from having any access to the children. Angela acknowledged that she needed to stay away from John and begin drug treatment. Upon John’s release from jail; however, Angela disappeared and the children were sheltered. The implications for child safety remain controlled as long as the children remain sheltered and the parents comply with reunification services.
Add Final Roles & Update Person Information

Scroll down to the Final Roles drop down.
- Select Parent/Caregiver for FN1, Shirley (AD)
- Select Parent/Not in Home for FN2, John (AD) (unless he was added as a caregiver responsible).

Recommended Disposition & Results

Click the Recommended Disposition tab on the top of the Child Investigation Page

From the Recommended group box:
- Intervention Services are needed
- Placement Outside the Home is required
- Judicial Action is required
- Case Management Services
- Day Care Services – Child
- Substance Abuse Services

Scroll down; Repeat for FN1, Christina (AD)

Type Recommended Disposition Implications for Child Safety in box

Case has been staffed and accepted by Community Based Care agency on 08/27/2008 for Non-Judicial In-Home Services to assist the mother with creating a safe and stable home for the children. Referrals have been given to the mother for a substance abuse evaluation and further treatment recommendations. The children were removed on 09/02/2008, due to the mother leaving the children with the grandmother, with no notice/consent and failing to make provisions for the children.

Click Spell Check, then go to Results tab

From the Determination drop down box

Select Closing Services

Click expandos to view topics in Investigative Summary (IS)

Click the last expando Final Supervisory Review for final approval

Do not submit for approval until checklist is completed

Click Save
View Closure Checklist and Submit for Approval

View Closure Checklist

From the Intake Tab > Scroll down to the Options Box

Select tasks

Click Save

Click Close

- Select Closure Checklist
- Select Go

- Disposition
- Initial Assessment
- Notes
- Notifications

- This pre-populates today’s date & user name
- Reflects the date the task was checked off: not when the task was completed

Submit for Approval

Select Approval from the Options box. Select Go

Pop-up box displays asking “Want to save changes?” Select Yes

Click Approval

Your unit supervisor appears in the Supervisor Approval box

To submit to another supervisor

Click the Other link. Search for the appropriate supervisor

Select Continue
Closing a Case/Investigation

Printing the Investigation

Closing a Case/Investigation

From the Desktop
Select FN1, Angela (AD) case

Verify that Case Name, Participant, Relationship & Address tabs are updated and correct.

Click the Closing History tab

- From the Options dropdown
- Select Submit Case Closure Request
- Click Go
- The Case Closure page displays

In the Closing Information group box:
- Click the Request for Closure checkbox
- Select Investigation Completed - no action needed from the Reason Dropdown field
- Click the Check here if closing checklist is not applicable

Enter text in required Closure Summary Narrative field

Investigation closed, no further action.

DO NOT CLICK SAVE. CLICK CLOSE.

Click No for pop-up box “Do you want to save your changes”

Printing the Investigation

Select Investigations Summary with Reporter from the Options Box
Select Go

Brings up a word document that can be printed and closed.

Click Close
## INDEPENDENT PRACTICE

### FN1, Clyde Intake

#### FAMILY INFORMATION

- **Name - Family**: FN1, Clyde Troy
- **Address - Street**: 1865 Riverdale Lane
- **Unit Designator**: 
- **City**: Jacksonville
- **State**: FL
- **Zip Code**: 32209

#### Response Time 24 hour

- **Name - Worker**: AUTO POPULATES
- **Name - Supervisor**: AUTO POPULATES

#### Law Enforcement Notified

- **Yes**: No

#### Interpreter Needed

- **Yes**: No

#### Directions to House:

Hwy. 259 South; turn right at traffic light onto Over Street; left on Riverdale.

### A. Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Gender</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1, Barbara, Jean</td>
<td>AP</td>
<td>Female</td>
<td>01/22/1983</td>
</tr>
<tr>
<td>Est. Age 25</td>
<td>Ethnicity</td>
<td>Race</td>
<td>White</td>
</tr>
<tr>
<td>Name</td>
<td>ID Number</td>
<td>Role</td>
<td>Gender</td>
</tr>
<tr>
<td>FN1, Clyde Troy</td>
<td>374096811</td>
<td>AP</td>
<td>Female</td>
</tr>
<tr>
<td>Est. Age 17 months</td>
<td>Ethnicity</td>
<td>Race</td>
<td>White</td>
</tr>
<tr>
<td>Name</td>
<td>ID Number</td>
<td>Role</td>
<td>Gender</td>
</tr>
<tr>
<td>FN1, Jean Ann</td>
<td>384958059</td>
<td>V</td>
<td>Female</td>
</tr>
<tr>
<td>Est. Age 4</td>
<td>Ethnicity</td>
<td>Race</td>
<td>White</td>
</tr>
<tr>
<td>Name</td>
<td>ID Number</td>
<td>Role</td>
<td>Gender</td>
</tr>
<tr>
<td>FN2, Gwen Stacy</td>
<td>567943675</td>
<td>V</td>
<td>Female</td>
</tr>
<tr>
<td>Est. Age 8</td>
<td>Ethnicity</td>
<td>Race</td>
<td>White</td>
</tr>
<tr>
<td>Name</td>
<td>ID Number</td>
<td>Role</td>
<td>Gender</td>
</tr>
<tr>
<td>FN2, Leroy</td>
<td>567943675</td>
<td>AP</td>
<td>Male</td>
</tr>
<tr>
<td>Est. Age 28</td>
<td>Ethnicity</td>
<td>Race</td>
<td>White</td>
</tr>
</tbody>
</table>

**AP** = Alleged Perpetrator  
**PC** = Parent/Caregiver  
**JS** = Alleged Juvenile Sexual Offender  
**CH** = Child In Home  
**IN** = Intake Name  
**IC** = Identified Child  
**HM** = Household Member  
**SO** = Significant Other  
**RN** = Referral Name/SC Referral Name  
**NM** = Non-Household Member  
**V** = Victim
### B. Address and Phone Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1, Barbara Jean</td>
<td>Primary Residence</td>
<td>1865 Riverdale Lane</td>
<td>(904) 555-0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacksonville, FL 32209</td>
<td></td>
</tr>
<tr>
<td>FN1, Clyde Troy</td>
<td>Primary Residence</td>
<td>1865 Riverdale Lane</td>
<td>(904) 555-0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacksonville, FL 32209</td>
<td></td>
</tr>
<tr>
<td>FN1, Jean Ann</td>
<td>Primary Residence</td>
<td>1865 Riverdale Lane</td>
<td>(904) 555-0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacksonville, FL 32209</td>
<td></td>
</tr>
<tr>
<td>FN2, Gwen Stacy</td>
<td>Primary Residence</td>
<td>1865 Riverdale Lane</td>
<td>(904) 555-0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacksonville, FL 32209</td>
<td></td>
</tr>
<tr>
<td>FN2, Leroy</td>
<td>Primary Residence</td>
<td>1865 Riverdale Lane</td>
<td>(904) 555-0100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacksonville, FL 32209</td>
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### C. Relationships

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<thead>
<tr>
<th>Subject</th>
<th>Relationship</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>FN1, Barbara Troy</td>
<td>Mother-Biological</td>
<td>FN1, Clyde Troy</td>
</tr>
<tr>
<td>FN1, Barbara Ann</td>
<td>Mother-Biological</td>
<td>FN1, Jean</td>
</tr>
<tr>
<td>FN1, Barbara Stacy</td>
<td>Mother-Biological</td>
<td>FN1, Gwen</td>
</tr>
<tr>
<td>FN2, Leroy</td>
<td>Paramour-Parent/Caregiver</td>
<td>Clyde Troy</td>
</tr>
<tr>
<td>FN2, Leroy</td>
<td>Paramour-Parent/Caregiver</td>
<td>FN1, Jean Ann</td>
</tr>
<tr>
<td>FN2, Leroy</td>
<td>Paramour-Parent/Caregiver</td>
<td>FN1, Gwen Stacy</td>
</tr>
</tbody>
</table>

### D. Alleged Maltreatment

<table>
<thead>
<tr>
<th>Alleged Victim</th>
<th>Maltreatment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1, Jean Ann</td>
<td>Inadequate Supervision</td>
</tr>
<tr>
<td>FN1, Jean Ann</td>
<td>Substance Misuse</td>
</tr>
<tr>
<td>FN2, Gwen Stacy</td>
<td>Inadequate Supervision</td>
</tr>
<tr>
<td>FN2, Gwen Stacy</td>
<td>Substance Misuse</td>
</tr>
<tr>
<td>FN1, Clyde Troy</td>
<td>Inadequate Supervision</td>
</tr>
<tr>
<td>FN1, Clyde Troy</td>
<td>Substance Misuse</td>
</tr>
</tbody>
</table>
E. Location of Incident

<table>
<thead>
<tr>
<th>Address-Street</th>
<th>Apt.</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>163 Rivesdale Lane</td>
<td></td>
<td>Jacksonville</td>
<td>FL</td>
<td>32209</td>
</tr>
<tr>
<td>Telephone Number – Home</td>
<td>Telephone Number – Work</td>
<td>Telephone Number – Cell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(904) 555-0100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Narrative for Worker Safety Concerns

A. Allegation Narrative

The other day the children were left home alone for several hours from around 3:30pm until Barbara and Leroy (Gwen’s father) returned home drunk sometime after 4:00 am yesterday morning. The 3 children were hungry and have been wearing the same clothes for 3 days. This is not the first time this has happened.

There are three large dogs in the back yard. Leroy is also known to carry a gun.

III. Agency Response

A. Probationary Worker Recommendation

<table>
<thead>
<tr>
<th>Decision</th>
<th>Date/Time Decision Made</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

B. Worker/Supervisor Decision

<table>
<thead>
<tr>
<th>Decision</th>
<th>Date/Time Decision Made</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AUTO POPULATES</td>
<td>Screen In - Accepted for</td>
</tr>
</tbody>
</table>

IV. CI Unit Documentation

<table>
<thead>
<tr>
<th>First Call Attempted Date/Time</th>
<th>Completed Call Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/15/2008 12:00 PM</td>
<td>AUTO POPULATES</td>
</tr>
</tbody>
</table>

Call Log

<table>
<thead>
<tr>
<th>Called Out By</th>
<th>Called To</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO POPULATES</td>
<td>AUTO POPULATES</td>
</tr>
</tbody>
</table>
A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the central abuse hotline is subject to the penalty provisions of s. 39.205

**REPORTER NARRATIVE**

| Name - Worker | Delray, William |
| Reporter Name | Jacobs, John |
| Reporter Type | Neighbor/Friend |
| Reporter Requests Contact | Yes |
| Report Method | Phone |
| Home Phone | (904)555-9068 |
| Work Phone | (904)555-9068 |
| Other Phone | |

Neighbor lives next door, this is not the first time he has seen the children left unsupervised. The mother’s boyfriend’s name is Leroy; however, no other demographic information is known by the reporter.

Jackie Kennedy who lives down the street has also witnessed these incidences. She resides at 1892 Riverdale Lane.

**Summary** - FCIC 2005 DUI DJJ. NONE DOC. NONE Sexual Predator. NONE

**PRIOR INTAKES AND SERVICE RECORDS**

<table>
<thead>
<tr>
<th>Intake Name</th>
<th>Intake Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1, Jean Ann</td>
<td>2005-611935-01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and Time Intake Received</th>
<th>Intake Type</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/2005 2:00PM</td>
<td>Child Intake - Initial</td>
<td>Duval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name – Worker</th>
<th>Name – Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELRAY, WILLIAM</td>
<td>LAUDERDALE, MAY</td>
</tr>
</tbody>
</table>

**Prior Intakes and Service Records**

<table>
<thead>
<tr>
<th>Date</th>
<th>Intake Number</th>
<th>Intake Name</th>
<th>Intake Type</th>
<th>Screening Decision</th>
<th>Case ID</th>
<th>Finding</th>
<th>Investigative Sub-Type</th>
<th>Worker Safety Concerns</th>
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</thead>
<tbody>
<tr>
<td>10/25/005</td>
<td>2005-611935-01</td>
<td>FN1, Jean Ann</td>
<td>Child Intake</td>
<td>Screen In – Accepted for Services/Investigation</td>
<td>6486 354</td>
<td>Verified</td>
<td>In-Home</td>
<td>N</td>
</tr>
</tbody>
</table>
FN1, Jean Ann Prior Intake

INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

Case Name
FN1, Jean Ann
Intake Number
2005-611935-01
Investigative Sub-Type
In-Home
County
Duval
Date/Time Intake Received
Protective Investigator
Date/Time Investigation Closed
Protective Investigator Supervisor

I. Allegation Narrative (s)

<table>
<thead>
<tr>
<th>Sequence type</th>
<th>Date/Time Received</th>
<th>Response Priority</th>
</tr>
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<tbody>
<tr>
<td>Initial</td>
<td>10/25/2005 9:00AM</td>
<td>Immediate</td>
</tr>
</tbody>
</table>

Reporter Name
Hill, E.W.
Reporter Type
Law Enforcement
Report Method
Phone
Reporter Requests
Contact
Yes
Home Phone
None Provided
Other Phone
None Provided
Work Phone
(904) 555-7255

Law enforcement was contacted by neighbor Tanya Williams (904) 555-1298.
LE # 05-5004895

Source Information
Tanya's sister Josephine Williams (904) 555-3674 also witnessed the incident.

Narrative
On 10/25/2005 at 8:15 am, Jean was found wandering around in her apartment complex. When she was returned to her home, the apartment door was found wide open and her mother, Barbara FN1, was found passed out in her bedroom. Ms. FN1’s other child, Gwen, is currently at school.

II. Victim(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Age</th>
<th>Gender</th>
<th>Race</th>
<th>Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN1, Jean Ann</td>
<td>12/14/2003</td>
<td>22 months</td>
<td>Female</td>
<td>White</td>
<td>No</td>
</tr>
<tr>
<td>Maltratment</td>
<td>Findings</td>
<td>Verified</td>
<td>Incident</td>
<td>Date</td>
<td>10/25/2005</td>
</tr>
<tr>
<td>Inadequate</td>
<td>Supervision</td>
<td>Required</td>
<td>Judicial Action Required</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Intervention Services are Needed</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>DOB</td>
<td>Age</td>
<td>Gender</td>
<td>Race</td>
<td>Disabilities</td>
</tr>
<tr>
<td>FN1, Jean Ann</td>
<td>12/14/2003</td>
<td>22 months</td>
<td>Female</td>
<td>White</td>
<td>No</td>
</tr>
<tr>
<td>Maltratment</td>
<td>Findings</td>
<td>Verified</td>
<td>Incident</td>
<td>Date</td>
<td>10/25/2005</td>
</tr>
<tr>
<td>Substance Misuse</td>
<td>Responsible</td>
<td>FN1, Barbara</td>
<td>F1, Barbara</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Intervention Services are Needed</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Investigative Summary
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Module 7: Completing an Investigation

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Age</th>
<th>Gender</th>
<th>Race</th>
<th>Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN2, Gwen Stacy</td>
<td>01/01/2000</td>
<td>5</td>
<td>Female</td>
<td>White</td>
<td>No</td>
</tr>
</tbody>
</table>

Maltreatment
Inadequate Supervision
Findings Verified
Incident Date 10/25/2005
Caregiver Responsible FN1, Barbara
Fatality No

Intervention Services are Needed Yes
Placement Outside the Home is Required No
Judicial Action Required No

Name
FN2, Gwen Stacy
DOB 01/01/2000
Age 5
Gender Female
Race White
Disabilities No

Maltreatment
Substance Misuse
Findings Verified
Incident Date 10/25/2005
Caregiver Responsible FN1, Barbara
Fatality No

Intervention Services are Needed Yes
Placement Outside the Home is Required No
Judicial Action Required No

### Other Participant(s)

Name
FN1, Barbara Jean
DOB 01/22/1983
Age 22
Gender Female
Race White
Role AP

### Implication for Child Safety

#### A. Signs of Present Danger Implications

Barbara FN1 and Jean were interviewed/observed in the home and Gwen was interviewed at school. Ms. FN1 was cooperative with the investigation and there is no reason to believe she will flee with the children. No hazards were observed in the home and there was ample food, clothing, and shelter for the family. There are no other adults or children living in the home. Ms. FN1 was arrested in 2003 on a DUI charge that was later dropped. Ms. FN1 was found to be intoxicated at the time of the report. Ms. FN1 admits to having a drinking problem and stated she would get help because she loves her children very much and does not want to lose them. There is no indication of physical or sexual abuse in this case and the actual injury to the children was not serious or severe. The mother's alcohol problem decreases her ability to adequately supervise her children, as Jean was found walking around the apartment complex unsupervised. Ms. FN1's mother only lives a few miles away and can provide assistance with the children. These signs of danger greatly increase the risk to the children.

#### B. Child Vulnerability Implications

Jean is 22 months and Gwen is 5. Jean was difficult to understand when she spoke. Gwen did not appear to have any speech difficulties. The children do not display any behaviors indicative of abuse or neglect. Jean does not attend daycare; however, while the mother is at work she is watched by a neighbor. Gwen goes to school daily and is in Kindergarten. Based on both children being age 5 or under and Jean having little community visibility, the risk to the children is elevated.

#### C. Protective Capabilities Implication

There are no prior reports on this family. The mother has provided for the children's basic needs however, admits to having a drinking problem. The mother stated that she has been dealing with a lot of stress lately. The mother was observed speaking to the children in a constructive manner. The mother stated that Gwen's father left her about three years ago and Jean's father left her while she was pregnant. The mother has been using alcohol as her problem solving mechanism. The mother denied a childhood history of abuse/neglect. The maternal grandmother has been involved and supports the family. The mother admitted that she needed help and stated that she is willing to follow through with all services because she knows it will be the best thing for her children. Based on these protective capacities and the mother's willingness to participate in services the risk to the children is lowered.
D. Criminal History Summary and Implications for Child Safety
   The mother has one arrest for DUI in 2006. This charge was later dropped. This does
   increase the risk to the children as it demonstrates a pattern of alcohol abuse and poor
decision-making.

E. Prior Reports and Service Records Implications for Child Safety
   There are no prior reports on this family. This does not impact child safety.

V. Overall Safety Assessment
   At the time of initial contact the overall risk to the children was high. Jean was
   observed walking around her apartment complex unsupervised and the mother was
   found to be intoxicated when Jean was returned home. The mother admits to having a
   drinking problem and states that it has gotten worse recently due to stress. The
   mother is willing to participate in services.

   At the time of closure the overall risk to the children is low. The mother has agreed to
   Non-Judicial In-Home Services to include outpatient alcohol treatment, AA meetings,
   and parenting classes. The case has been transferred to the Community Based Care
   Agency and the mother is fully participating and cooperative with all service requests.

VI. Summary/Findings Implications
   The maltreatments of inadequate supervision and substance misuse are both closed
   with verified findings. Based on the witness statements as well as Law Enforcement's
   observations that Jean was observed walking around the apartment complex
   unsupervised and Barbara FN1 was found passed out and intoxicated when Jean was
   returned home. There is no evidence that Jean was harmed as a result of Ms. FN1's
   intoxication; however, Ms. FN1's actions greatly increase the risk to her children. Ms.
   FN1 has agreed to Non-Judicial In-Home Services.

VII. Recommended Disposition
   This case has been transferred to the Community Based Care agency for continuation
   of Non-Judicial In-Home Services. The mother has been cooperative with services
   thus far. Ms. FN1 is currently enrolled in outpatient alcohol treatment, AA meetings,
   and parenting classes. The maternal grandmother is also providing support to the
   mother and children. At this time, due to the mother's cooperation with services,
   removal of the children is not necessary.

VIII. Signature
   Thomas Wilson
   SIGNATURE - Protective Investigator  12/14/2005 Date Signed

   Diane Alvarez
   SIGNATURE - Protective Investigator Supervisor  12/15/2005 Date Signed
Investigative Response Scenario: Notes Two

FN1, Barbara

A Child In-Home intake is received at the hotline on 04/15/2008 at 11:00 am regarding the FN1 Barbara Family. The Intake is a 24 hour response priority and alleges that the mother, Barbara FN1, and boyfriend, Leroy FN2, left the children home alone unsupervised for a long period of time: 3:30 pm to 4:00 am. It is alleged that the mother, Barbara FN1, and boyfriend Leroy FN2, drink heavily. It is reported that the children are hungry and have been seen wearing the same clothes for three days. The reporter indicated that this is not the first time this has happened. You are assigned to this intake as Primary Investigator. Before you make initial contact, you search for prior investigations and criminal history. There is one prior on the family. In October, 2005, an intake was received alleging that 22 month old Jean FN1 was found wandering around her apartment complex unsupervised. Barbara FN1 was found intoxicated and passed out in the bedroom. The investigation was closed with verified findings of inadequate supervision and substance misuse (alcohol exposure). Non-Judicial In-Home Services were put in place which included outpatient substance abuse counseling, AA classes, and parenting classes. Criminal history received on 04/15/08 for the mother, Barbara FN1, includes one arrest for in 2003 on a DUI charge which was later dropped. You make telephone contact with the reporter, who verifies the allegations in the narrative and states that this is the third time that they were aware the children were left home alone. The reporter states that the man living in the home is named Leroy FN2, and he thought he was the father of the oldest child Gwen FN2.

In Home Investigation

On 04/15/2008 at 2:45 pm: You and law enforcement escort respond to the address listed on the intake, 1865 Riverdale Lane, Jacksonville, FL 32209, to commence the investigation. When you knock on the door, Gwen FN2, age 8, answers the door. Gwen states that her father is passed out on the couch again, and her mother has not been home since yesterday. With much coaxing, Gwen was able to wake her father.

2:55 pm: You introduce yourself and explain the dependency rights and responsibilities bulletin, and conduct an initial interview with Leroy FN2. He provides the following demographic data:

- Leroy FN2
- White/Male
- DOB: 01/21/1980
- SSN: 878-78-8788

You explain Leroy FN2’s rights and responsibilities, and give him a pamphlet. After Mr. FN2 signs the required forms (HIPPA, TANF, ICWA, etc.), you review the allegations. There are numerous empty beer cans and three empty beer cases scattered on the living room floor. Leroy FN2 had a strong odor of alcohol, and is slurring his speech. He states the children’s mother, Barbara FN1, and he went out the other night to celebrate their engagement, and he felt that Gwen (age 8) is old enough to watch the other children. He states that Gwen is his child, but that he didn’t know who fathered the other two children.
Leroy and Barbara broke up when Gwen was 2, and he came back when Gwen was 6. Leroy denies drinking heavily or often, and states he only drinks socially. He indicates that he does not know where Barbara is. They had a fight and he has not seen her since. The refrigerator is observed to have only some condiment containers and beer. No food is observed in the freezer. The pantry is observed to have a can of peaches and 3 cans of vegetables. Leroy states that Barbara is responsible for the laundry, and that is why the children had to wear the same clothes for three days.

04/15/2008 3:15 pm: You interview Gwen (8-year old) in her room. Gwen shares a room with her sister Jean. You observed bunk beds with soiled sheets. Soiled clothing is observed covering the floor. There were few toys observed in the room. Gwen states that she often has to take care of Clyde, age 17 months and Jean age 4 years, because her parents are either passed out from drinking too much, or they often go out all night and don’t come home until the next day. Gwen states that they are left home alone almost every weekend. She states that she gets afraid when her father drinks, because he will yell at them, and sometimes hit them. She states that her father hit Clyde yesterday because he was crying, and now Clyde has a black eye. Gwen states that when her parents left home the other day, the only things in the refrigerator were some hotdogs and juice. Gwen states that she cooked the hotdogs for her brother and sister, but the food was gone by the morning. Gwen was wearing stained jeans and a t-shirt, and reports her mother has not done the laundry in a couple of weeks.

3:30 pm: You observe 17 month old child, Clyde in his room. Clyde has a toddler bed, which is observed to have no sheets on it. Clyde’s room also has soiled clothing on the floor and few toys. Clyde spoke but was difficult to understand. You observe Clyde to have purple bruising around his left eye about one-half inch wide on the temple side of the left eye. When you ask Clyde what happened Clyde said, “da-da.” Clyde is also wearing stained jeans and a t-shirt.

3:40 pm: You attempt to speak with Jean, age 4. Jean would not sit still, and ran around the house kicking the beer cans on the floor. Jean is dressed in a stained dress and had dirt and food stains on her face.

3:45 pm: You ask Leroy FN2 about the bruising to Clyde’s eye, and at first he states that Clyde is very clumsy. He then states that he really hadn’t noticed the bruising, and does not know how Clyde could have gotten a black eye. You inform Leroy that Clyde would have to be seen at the Child Protection Team (CPT). Leroy denies any history of childhood abuse. Jacksonville Sheriff’s office (JSO) initiates criminal investigation. You also request call outs, arrest records, and address checks. You contact your supervisor, and CPT and an appointment is set for 4:30 p.m. You conduct background checks on Leroy. He has two arrests. (2000 disorderly Intoxication Conduct, and 2005 domestic violence).
04/15/2008 4:00 pm: Jacksonville Sheriff’s Office (JSO) Deputy, D.C. Hendrix begins criminal investigation. Leroy FN2 admits hitting Clyde in the face because he would not stop crying. Officer Hendrix tells you that he will go with you and the family to the CPT appointment.

4:20 pm: You contact Children’s Legal Services attorney Robert Hill to staff the case. You prepare the Legal Staffing form in preparation for staffing:

4:30 pm: Clyde, is examined by Dr. Marcus Johnson of the Child Protection Team. Clyde’s injuries are determined to be “diagnostic of abuse.” Clyde is also observed to have linear bruising on his back. Leroy FN2 admits the bruising was due to him hitting Clyde with a belt. Officer Hendrix read Leroy his rights and arrests him for Child Abuse and Child Neglect. Leroy advises you that the children should stay with their maternal grandmother, Theresa FN1, and her phone number is (904) 555-5789. Leroy states that to his knowledge the children are not allergic to anything nor, are they taking any medications. You complete the emergency intake form. Leroy signs a consent for treatment for Gwen. You advise Leroy that the children are being removed for physical abuse and neglect and there is a shelter hearing on 04/16/2008 at 9:30 a.m. in the J1 courtroom at 500 E. Bay Street, Jacksonville, Fl 32202. You speak with the children and advise them that they are not going back home because it is not safe for them to be left alone, and for their parents to be drinking alcohol excessively. The children are reassured that this is not their fault.

5:30 pm: You telephone the maternal grandmother, Theresa FN1 and she is willing to care for the children. She provides her demographic information:

Theresa FN1

White/Female

DOB: 05/16/1958

SSN: 867-39-2084

Address: 568 Elm Street, Jacksonville, Fl 32209

You contact the Crime Intelligence Unit at the hotline to request a background check on Theresa FN1. Theresa’s background checks are clear.

5:55 pm: You arrive at maternal grandmother, Theresa FN1’s home and a home study is conducted. Theresa FN1 has a 3 bedroom 2 bath home in a quiet neighborhood. She also has beds for all the children and plenty of food in the home. Theresa needs a referral for daycare for Clyde but otherwise can meet all the needs of the children. Theresa will ensure that Jean attends her daycare center, Tot’s Daycare and will ensure that Gwen attends her 3rd grade class in elementary school at Rocky Road Elementary. The home study is favorable and the children were placed with Theresa. Theresa FN1 agrees to supervise the visits between the parents and children. You advise Theresa of the shelter hearing on 04/16/2008 at 9:30 a.m. in the J1 courtroom at 500 E Bay Street, Jacksonville, Fl 32202. You take photographs and fingerprints of the children. You inform Theresa FN1 about the TANF funded TCA Program and the Relative Caregiver Program (RCP).
You provide Theresa FN1 with copies of the emergency intakes along with the Child Resource Records including copies of the Department’s consent for treatment forms and the medical consent forms.

**On 04/16/2008, 9:00 am:** Initial Safety Assessment is completed and the case meets the qualifying criteria for *second party review*. The local CBC is contacted to have an ESI staffing.
Investigative Response Scenario Two Updates

FN1, Barbara

On 04/16/2008, 9:30 am: You attend the shelter hearing. The court finds probable cause for removal from the mother’s home and approves the recommended placement for the children at the maternal grandmother’s home. Supervised visits with the children are approved. Gwen’s father, Leroy FN2, appears at the shelter hearing as well as his first appearance in the criminal charges. He is assigned counsel. A review of shelter hearing/arraignement is scheduled for 04/28/2008 at 11:00 a.m. Leroy FN2’s bail is set for $25,000.

On 04/16/2008, 2:30 pm: You complete the FSFN safety plan, out-of-home plan, and family visitation plan.

On 4/17/2008: Case Transfer/Services Intervention is held with the Community Based Care agency and a Case Manager (CM) is assigned primary worker of the case. You provide the CM with the address of Gwen’s father, Leroy FN2, who remains incarcerated at the Duval County Jail 423 Sinclair Court. Jacksonville, FL 32209 904-5413-6744

On 4/17/2008: Maternal grandmother, Theresa FN1, takes Troy, Jean, and Gwen to their pediatrician, Jacksonville Clinic; Dr. Mark Mercer, 5420 Lockville Blvd. Jacksonville, Florida 32299. The physician reports that all three children are healthy and reports no problems. All immunizations are up to date.

4/18/2008, 11:00 am: Barbara FN1 comes to your office unannounced. Ms. FN1 states that she spoke with her mother and was told that her children were removed and Leroy was in jail. You advise Ms. FN1 of her rights and responsibilities and provide her with a pamphlet. You inform her that her children are in a court ordered out-of-home placement with their grandmother. Ms. FN1 signs the required forms (HIPPA, TANF, ICWA, etc.). You review the allegations with Ms. FN1. Ms. FN1 states that Leroy and she got back together about a year ago after being apart for about six years. She admits they went out and left Gwen in charge of the other children and admits that this was not the first time this has happened. Ms. FN1 also admits that Leroy and she have been drinking more heavily recently. She states that after the last Department intervention she was clean and had a stable job at 7-11 and then when Leroy came back, she began to drink again. She states she lost her job at 7-11 last week because she kept missing work due to her drinking. You inquire about the injuries to Clyde and Ms. FN1 begins to cry. She states that when Leroy gets drunk he gets mean. She says he is a good father as long as he is not drunk. She states that, in January, Leroy was drunk and yelling at Clyde and then slapped Clyde in the face because he was whining about being hungry. Ms. FN1 states that she intervened and started to yell at Leroy for hitting Clyde and in turn Leroy punched her in the face, which resulted in a black eye that she had for a week. Ms. FN1 states that after this intervention she stopped intervening when Mr. FN2 would hit the children. She denies that Gwen or Jean ever had any injuries but says she would often come home from her night shift to new injuries on Clyde. You advise Ms. FN1 of the shelter review hearing on 04/28/2008, 11:00 a.m. at 300 East Bay Street, Jacksonville, Fl 32202 in Courtroom III.
4/19/2008, 1:30 pm: You attend a multidisciplinary staffing to review the risks in the case and the safety plan. Decision was that the current safety plan is sufficient at this time. If/when Leroy FN2 is released from jail, another staffing will be scheduled prior to his release.

4/28/2008, 11:00 am: You attend the shelter review/arraignment hearing in front of Judge Day. Ms. FN1 and Mr. FN2 are present. They are assigned counsel. Judge Day reaffirms there is probable cause for removal and that reasonable efforts were made to prevent removal. A visitation plan is established.

On 05/08/08: You update the Safety Assessment and submit to your supervisor. It is approved, and you complete all the steps to close the investigation.
Case Manager Notes Prior to Investigation Closure

PIs document information gathered by the CM in the Updated Safety Assessment until the investigation is closed. The following notes were documented by the CM following the Case Transfer Staffing and prior to closure of the investigation.

On 4/17/2008, 3:50 pm: You conduct home visit (Theresa FN1’s home) to introduce yourself to the maternal grandmother and children. You interview all three children and the grandmother. All three children are clean and wearing non soiled clothes.

Gwen had just returned from school. She is open and talkative when you conversed with her. She said that she has not seen her mother in two days and that she is afraid for her because she drinks too much. She says that she is afraid of her father (Leroy FN2) and that she is glad he is in jail for hitting Clyde. She states, “When he gets angry, he hits us.” Gwen is in the third grade, and she says she really likes school. She states that she “loves her grandmother very much.”

You interview Jean. She was smiling, but appeared a bit shy. She said she likes her school (Tot’s Daycare). When asked about her mother, she states, “I miss mommy.” She ran out of the bedroom and hugged her grandmother.

You sit on the floor with Clyde, age 17 months, while he is playing with his trucks. When you ask Clyde about his mother, he said, “love mama.” Clyde exhibits physical characteristics normal for a 17-month old. He is friendly and appears to love his sister, Gwen, who came over to check Clyde’s diaper and to give him a big hug. Gwen continuously checked on Clyde during the visit.

You check the children’s bedrooms. All three children have their own bed. Clyde has a room of his own and a toddler bed with railings. Jean and Gwen share a bedroom and sleep in bunk beds; Gwen is on the top bed. All beds had clean sheets, and the house was found neat and orderly with no hazards. The kitchen cabinets are stocked with food.

You interview Theresa FN1. The grandmother reports that her daughter (Barbara FN1) called this morning and stated that she has been staying at her friend’s (Missy Meck) house. Theresa said that Barbara was returning home today. Theresa says that Barbara has an alcohol problem and that she really needs help.

Theresa FN1 took Clyde, Jean, and Gwen to their pediatrician, Jacksonville Clinic; Dr. Mark Mercer, 5420 Lockville Blvd. Jacksonville, Florida 32299. The physician reports that all three children are healthy and reports no problems. All immunizations are up to date.

You provide Theresa with a daycare referral for Clyde, so she could enroll him in daycare. She stated she will enroll him on 04/18/08 in Tot’s Daycare where Jean attends. Reminded her that the shelter review/arraignment was scheduled for 04/28/08 at 11:00 am.
Barbara was raised by her mother Theresa FN1 and her father died when she was 2 years old in a work related car accident. Her father was a taxi cab driver. She was an only child. Barbara says she was never hit when she was growing up. She reports her mother was very good to her and that she is a very good grandmother to Gwen, Jean and Clyde.

Barbara feels stuck in life and wants help. She wants to quit drinking and get a job and provide a good life for her children.

You discuss available services. The following referrals are made and discussed with Barbara:

- Jacksonville Substance Abuse Treatment Center - Substance abuse evaluation - Follow the recommendations.
- Jacksonville Mental Health Facility - Psychosocial evaluation - Follow all recommendations.
- Alcoholics Anonymous - Provided pamphlet of AA meetings and suggests that she obtain a sponsor through AA.

You inform Barbara that she has a shelter review/arraignment hearing scheduled for 04/28/08 at 11:00 am, and you provide her with a copy of the notification form.

On 4/18/2008, 9:30 am: You conduct a face-to-face visit with Leroy FN2 at the Duval County Jail. Leroy FN2 is reserved and quiet during interview. Leroy does not believe that he has a problem with alcohol. He did not want to discuss anything that took place 04/15/08. You inform him that the shelter review/arraignment hearing is scheduled for 04/28/08 at 11:00 am. He states, “What does it matter if I go; the kids are Barbara’s problem, not mine.”

On 4/18/09, 10:25 am: PI Denise Newman informs you that she met with Children’s Legal Services, and she reviewed and signed the petition for dependency. The petition alleges Substance Misuse, Inadequate Supervision, and Environmental Hazards, against the mother, Barbara FN1. The allegations against Leroy FN2 are Physical abuse, Inadequate Supervision, Substance Misuse, and Environmental Hazards.

On 4/19/2008, 1:30 pm: You attend a multidisciplinary staffing to review the risks in the case and the safety plan. Decision is that the current safety plan is sufficient at this time. If/when Leroy FN2 is released from jail, another staffing will be scheduled prior to his release.
On 04/19/08, 5:10 pm: You conduct a home visit and meet the mother (Barbara FN1) in her home at 1865 Riverdale Lane, Jacksonville Fl 32209. Barbara provides the following demographic data:

Barbara FN1
White/Female
DOB: 01/22/1983
SSN: 555-13-1455
Telephone: 904 525-4596

Family Assessment:

You interview Barbara and determine:

Barbara admits to having a substance abuse problem with alcohol and wishes to get help. She is currently in an unhealthy relationship with Leroy FN2 (Gwen’s father). Leroy left Barbara for another woman when Gwen was still a baby. He came back into Barbara’s life when Gwen was 6 yrs. old. Leroy can get violent at times, and she has seen him hit the children. She states that she did not return home with him after celebrating their engagement the other night because they got into a fight at the bar. She was afraid that if she went home with him, she would have been beaten. She went to her friend’s house Missy Meck and stayed there (2240 NE Sawyer St., Jacksonville, FL 32209). She states, “I am glad Leroy is in jail. I do not ever want to see him again.”

Jean and Clyde both have different fathers. Jean’s father’s first name is James, but Barbara does not know his last name. She was only with him for a week. Barbara does not know who Clyde’s father is, as she was very intoxicated the night she got pregnant. She was raped by a man at a bar. She was afraid and did not file charges. She said she never knew his name.

Barbara’s mother, Theresa FN1, is very supportive of her and the three children and they have a good relationship most of the time. Theresa FN1, her mother, does not want Leroy in Barbara’s life or the children’s life.

Barbara has limited job skills. She worked at 7-11 as a cashier but was let go because she was often late for work (related to drinking). Barbara has a car and receives money for gas, food, and clothing for the children from her mother Theresa FN1.

Barbara admits to getting sick a lot because she is not taking care of herself properly, i.e., not eating, feeling stressed, drinking alcohol. She feeds her children whatever is easy, box cereal, canned soup, packaged foods. Barbara often relies on Gwen to care of Jean and Clyde. Barbara says she loves all three of her children and wants them to be happy.
On **04/24/2008, 11:00 am**: You conduct a field visit to Tot’s Daycare to observe Jean and Clyde and to speak to their daycare staff. Mrs. Ranch states that it is a pleasure to have Jean and Clyde in the daycare. There are no behavior problems or concerns. You observe Jean and Clyde interacting and playing with the other children in daycare. They are laughing and appeared happy.

On **04/24/2008, 11:50 am**: You conduct a field visit to Gwen’s school, Rocky Road Elementary. You meet with Gwen’s Teacher Rachel Levi. She states that Gwen is doing great academically and that she currently has all A’s. She reports no behavior problems with Gwen. You observe Gwen in the lunch room eating with her fellow students. Her interpersonal skills with the other students appear on target with her age. You observe her talking and laughing during lunch with her peers.

On **04/28/2008, 11:00 am**: Shelter review/arraignment hearing is held. The mother consents to the allegations on the petition. Leroy’s attorney, consents to the allegations for his client, Leroy FN2. Barbara FN1 has been cooperative with the agency, and she is willing to receive services. The following is addressed: Referral completed, and the mother is to submit to substance abuse evaluation and follow all recommendations; referral completed and mother is to submit to a psychosocial evaluation and follow all recommendations; visits with the children will be arranged at least twice a month, and they are to be supervised by Theresa FN1. Daycare referral was completed for Clyde, and the grandmother enrolled him in daycare this 04/28/08. The court appointed a GAL to the case for the children (Sherry Scamps). Disposition hearing is scheduled for May 9, 2008 at 9:15 a.m. in room 220.

On **04/29/2008, 3:10 pm**: Completed the Family Assessment in FSFN. Submitted the family assessment to the Case Manager Supervisor.

On **05/1/2008, 2:40 pm**: Received the results of Barbara FN1’s psychosocial evaluation that she completed on 04/29/08 at 9 a.m. with Lorraine Phillips from the Jacksonville Mental Health Facility. The following are recommended for Barbara FN1:

- Submit to a substance abuse evaluation
- 8 week parenting classes - once a week
- 24 weeks individual therapy - twice a week

Received results of Barbara FN1’s substance abuse evaluation that she completed on 04/30/08 at 10:30 a.m. with Mark Alpern from the Substance Abuse Treatment Center. The following were recommended for Barbara FN1:

- Outpatient substance abuse treatment 3 times a week for 16 weeks
- Attend support group such as Alcoholic Anonymous(AA)
- Obtain a sponsor through the support group

Referrals were completed for Barbara to enroll in all recommended services.
The tasks and services that are agreed to for Leroy FN2 (Father to Gwen) are as follows:

- Complete a psychosocial (mental health assessment) and follow all recommendations.
- Attend parenting classes and submit a copy of his certificate of completion to the Case Manager.
- Complete a substance abuse treatment evaluation and follow all recommendations.

**On 05/04/08, 10:00 am:** Barbara enrolled in all recommended services.

**On 05/05/2008, 3:15 pm:** You conduct home visit to see the children at Theresa FN1’s (grandmother) house. You also observe a supervised visitation with the mother, Barbara FN1 and children. All three children appear happy and healthy and are wearing clean clothes. Barbara asks to have regularly scheduled supervised visits every day with the children after school/daycare from 3:00 pm to 5:00 pm. The grandmother agrees to supervise the visitation.

**On 05/06/08, 9:10 am:** You speak with GAL, Sherry Scamps. She observed interaction between the mother and the children during a supervised visit at the grandmother’s house. She explains that the grandmother is providing a safe, nurturing environment for the children and loves them dearly. She says the mom is really trying to stay sober, but she sees that it is difficult for her and that it is going to take time and support. GAL stated that she will submit her report to the court for the disposition hearing scheduled for 05/09/08.

**On 05/06/2008, 9:30 am:** All parties sign the case plan, and you file it with Children’s Legal Services.
Module 8: Creating Additional Types of Assessments

FN1, Stephen Chronological Notes Report (Institutional)

Chronological Notes Report

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Note Information

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<td>Type: Field Visit</td>
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Contact Information

Inv/Assessment Number: AUTO POPULATES

Subjects Contacted

Other Subjects

Pauley, S.T.; Miami-Dade School Police; Detective; 01/27/2009 11:45 AM

Narrative

PI met with Detective Pauley from the Miami Dade County School Police in his office at the school. He provided PI with the case number, P08974. He advised PI that he had completed the investigation and found no evidence of abuse. He stated that his case will be closed with no findings and no charges will be pursued. PI obtained copy of LE report and school incident report for case record.

PI 117_IR_FSFN_PG_July 2012
Module 8: Creating Additional Types of Assessments
Narrative
PI interviewed Don Pruitt (child) outside his school classroom. Don stated that he witnessed the incident in question. He advised that he was in the classroom when Stephen got into trouble with the teacher for kicking another child. He stated that Ms. FN2 called Stephen to her desk and told him to "keep to himself." He stated that Ms. FN2 put her hand on Stephen’s shoulder; however, at no time did she hit Stephen. Don stated that he feels very safe in the school and in Ms. FN2’s class.

Case Name: FN1, STEPHEN  Case ID: AUTO POPULATES
Note ID: AUTO POPULATES Revision ID: 1  Date Entered: AUTO POPULATES
Worker Creating Note: AUTO POPULATES  Worker Making Contact: AUTO POPULATES

Note Information
Contact Begin date: 01/27/2009 10:50 AM  Contact End date:  
Category: Child Investigation  Type: Field Visit  
Worker Activity Code: No Request for Action: N
Safety: N  Safety Resolved: N  Safety date:  Safety Resolution:  
FSFN: N  FSFN Resolved: N  FSFN date:  FSFN Resolution:  
Admin: N  Admin: N  Admin date:  Admin Resolution:

Contact Information
In/assessment Number: AUTO POPULATES
Subjects Contacted  
Subjects Not Contacted  
Other Subjects  
Narrative
PI met with Danielle Boynon outside her school classroom. Danielle stated that she was kicked by Stephen, and she told Ms. FN2 what had occurred. She advised that Ms. FN2 called Stephen to her desk and told him to "keep his hands and feet to himself," but never hit Stephen. She advised that Stephen returned to his seat with no further incident. Danielle advised that Ms. FN2 is a "great teacher," and she has never seen Ms. FN2 hit any child. She stated that she feels safe in the school and in Ms. FN2’s class.
Module 8: Creating Additional Types of Assessments

**Note Information**

- **Case Name:** FN1, STEPHEN
- **Case ID:** AUTO POPULATES
- **Note ID:** AUTO POPULATES Revision ID: 1
- **Date Entered:** AUTO POPULATES
- **Worker Creating Note:** AUTO POPULATES
- **Worker Making Contact:** AUTO POPULATES

**Contact Information**

- **Contact Begin date:** 01/27/2009 10:15 AM
- **Contact End date:**
- **Category:** Child Investigation
- **Type:** Field Visit
- **Worker Activity Code:** No Request for Action: N
- **Safety:** N Safety Resolved: N
- **Safety date:** Safety Resolution:
- **FSFN:** N FSFN Resolved: N
- **FSFN date:** FSFN Resolution:
- **Admin:** N Admin Resolved: N
- **Admin date:** Admin Resolution:

**Subjects Contacted**

- Martinez, Cynthia; Barry Lentin Center; Teacher; 01/27/2009 10:15 AM

**Subjects Not Contacted**

**Other Subjects**

- Ms. Martinez, fellow teacher, in the teachers’ lounge. She advised that her classroom is next door to Ms. FN2’s. She stated on 01/26/2009, during 5th period, Stephen came to her and told her that he was sorry, and he was crying. Ms. Martinez asked Stephen what was wrong, and he told her that he thought Ms. FN2 had hit him; however, she didn’t and he was sorry. She asked how he could “think” he was hit; either you are or you aren’t. Stephen then advised her that he wasn’t telling the truth and that Ms. FN2 did not hit him, and he was sorry. Ms. Martinez assured him that everything would be okay. Ms. Martinez advised that she is unaware of any incidents involving Ms. FN2 or any type of abuse.

**Note Information**

- **Case Name:** FN1, STEPHEN
- **Case ID:** AUTO POPULATES
- **Note ID:** AUTO POPULATES Revision ID: 1
- **Date Entered:** AUTO POPULATES
- **Worker Creating Note:** AUTO POPULATES
- **Worker Making Contact:** AUTO POPULATES

**Contact Information**

- **Contact Begin date:** 01/27/2009 09:20 AM
- **Contact End date:**
- **Category:** Child Investigation
- **Type:** Initial Face-to-Face
- **Worker Activity Code:** No Request For Action: N
- **Safety:** N Safety Resolved: N
- **Safety date:** Safety Resolution:
- **FSFN:** N FSFN Resolved: N
- **FSFN date:** FSFN Resolution:
- **Admin:** N Resolved: N
- **Admin date:** Admin Resolution:
PI met with Ms. Shaketha FN2 (ap-teacher), in the teachers' lounge at the school. She stated that Stephen had kicked another child named Danielle on the leg. Ms. FN2 called Stephen to her desk and asked him why he kicked Danielle, to which Stephen had no response. She told Stephen that he needed to keep to himself and not interfere with other students. At no time did she ever hurt, kick, or punch Stephen. There is no possible way for the child to have thought she hit him. Ms. FN2 stated that she would never place a hand on a child and that she is well aware of the school's disciplinary practices. She stated that Stephen came to her yesterday and apologized to her; however, she did not want to talk to the child at the time as she knew Law Enforcement and DCF were in the process of investigating these allegations, and she did not want anyone to think that she was trying to get Stephen to recant his statement. She denied any abuse and was cooperative with the investigation. Ms. FN2 reported that Stephen is typically a good student, and she doesn’t have many behavioral issues with Stephen. She stated that the incident in which Stephen kicked Danielle was an isolated incident. However, she did say that Stephen has become more talkative during class and would often disrupt other students when they were completing individual class work.
PI met with Principal Marks, who stated that Ms. FN2 has been in her school for three years, with no prior allegations. She was named "rookie teacher of the year" this year and has proven to be an excellent teacher. She receives excellent feedback from students and parents. Ms. Marks advised that the school will cooperate with the investigation and provided PI with all documentation regarding practices and policies consistent with child protection. Ms. Marks further advised that the school police had been in contact with her and were investigating as well. Ms. Marks also stated that she will assure the child’s safety by transferring him to another classroom pending the outcome of the investigation.

Case Name: FN1, STEPHEN  
Case ID: AUTO POPULATES  
Note ID: AUTO POPULATES Revision ID: 1  
Date Entered: AUTO POPULATES  
Worker Creating Note: AUTO POPULATES  
Worker Making Contact: AUTO POPULATES

Note Information
Contact Begin date: 01/26/2009 05:30 PM  
Contact End date:  
Category: Child Investigation  
Type: Commencement-Initial  
Worker Activity Code:  
No Request For Action: N  
Safety: N  
Safety Resolved:  
Safety date:  
Safety Resolution:  
FSFN: N  
FSFN Resolved:  
FSFN date:  
FSFN Resolution:  
Admin: N  
Admin Resolved:  
Admin date:  
Admin Resolution:

Contact Information
Inv/assessment Number: AUTO POPULATES

Subjects Contacted
FN1, STEPHEN; 01/26/2009 05:30 PM
FN1, Claire; Mother of Victim; 01/26/2009 05:30 PM

Subjects Not Contacted

Other Subjects

Narrative
PI interviewed Claire FN1, Stephen’s mother, (African American Female, DOB 07/19/1979, SSN 335-89-6852) in the living room of her home. Ms. FN1 reported that Stephen had brought home a progress report that stated that he required constant supervision, was not staying on task, and was disruptive. She stated that when she asked Stephen about this, he told her that Ms. FN2 hit him in the leg because he had accidentally kicked another child in the class. Ms. FN1 stated that when Stephen came home from school today he told her that Ms. FN2 had not hit him and that he had just imagined the incident. Ms. FN1 stated that she told Stephen that he had made a very serious allegation and that he needed to make sure something really happened before telling someone it did. Ms. FN1 stated that she has never had any previous problems with Stephen’s school or his teacher. She said that she was actually pretty shocked when Stephen initially told her Ms. FN2 hit him, because Stephen had been doing so well in her class and seemed to like Ms. FN2.
PI interviewed Stephen in his bedroom. The child was verbal and dressed as a typical 12 year old child, in school shirt, khakis, and sneakers. All fit him appropriately and were clean. He advised that he has no medical conditions that he or his family are aware of and is reportedly developing normally. He advised that he goes to the local health clinic when he needs medical attention. Stephen stated that gets along well with his teachers and the other students in his class. Stephen showed the PI his legs, torso, and arms and he presented with no marks, bruises or any indications of physical abuse. PI observed his room which presented as somewhat disorganized, but clean. He stated that he did not have time to make his bed this morning and that he needed to “clean up a little.” He had a closet filled with clothes and a variety of additional shoes. In addition, he had several electronic game systems and athletic equipment present. Stephen denied being hit by his teacher. He stated that he had “imagined” it but he had made a “mistake” and that the truth was that he was never hit. He stated that he had kicked Danielle on the leg playing around and that she told Ms. FN2. He stated that Ms. FN2 called him to her desk and told him to “keep to himself.” At no time did she hit him or cause him any pain. PI asked him why he had stated earlier that he was hit by a teacher. Stephen stated that his leg was hurting from a previous injury and that he “imagined” that Ms. FN2 had hit him, but he was positive that she did not.
### Module 8: Creating Additional Types of Assessments

#### Case Name: FN1, STEPHEN  Case ID: AUTO POPULATES
Note ID: AUTO POPULATES  Date Entered: AUTO POPULATES
Worker Creating Note: AUTO POPULATES  Worker Making Contact: AUTO POPULATES

#### Note Information
- **Contact Begin date:** 01/26/2009 04:30 PM  **Contact End date:**
- **Category:** Child Investigation  **Type:** Telephone Contact
- **Worker Activity Code:** No Request For Action: N
- **Safety:** N  Safety Resolved: N  **Safety date:**  **Safety Resolution:**
- **FSFN:** N  FSFN Resolved: N  **FSFN date:**  **FSFN Resolution:**
- **Admin:** N  Admin Resolved: N  **Admin date:**  **Admin Resolution:**

#### Contact Information
- **Inv/Assessment Number:** AUTO POPULATES

#### Subjects Contacted

#### Subjects Not Contacted

#### Other Subjects

#### Narrative
PI made telephone contact with the reporter; the reporter stated that Stephen is now denying that his teacher hit him.

#### Case Name: FN1, STEPHEN  Case ID: AUTO POPULATES
Note ID: AUTO POPULATES  Date Entered: AUTO POPULATES
Worker Creating Note: AUTO POPULATES  Worker Making Contact: AUTO POPULATES

#### Note Information
- **Contact Begin date:** 01/26/2009 04:15 PM  **Contact End date:**
- **Category:** Child Investigation  **Type:** Note to File- General
- **Worker Activity Code:** No Request For Action: N
- **Safety:** N  Safety Resolved: N  **Safety date:**  **Safety Resolution:** N
- **FSFN:** N  FSFN Resolved: N  **FSFN date:**  **FSFN Resolution:** N
- **Admin:** N  Admin Resolved: N  **Admin date:**  **Admin Resolution:** N

#### Contact Information
- **Inv/Assessment Number:** AUTO POPULATES

#### Subjects Contacted

#### Subjects Not Contacted

#### Other Subjects

#### Narrative
PI sent a copy of the intake to Miami-Dade Police, SAO, and Bureau of Professional Practices Services.
Add a Case Participant to an Institutional Case

- Click the Case hyperlink for Barry Lentin Center
  
  Search Person page displays
  
  Click Search
  
  Click Create
  
  Click Save and Close
  
  Click Continue
  
  Add Significant Other to the Service Role of the mother
  
  Click Save
  
  Click the Relationship tab
  
  Click Save and Close and Close again

- From the Maintain Case screen on the Participant Tab, in the Participants group box, Click Insert
  
  Type FN1 in the last name field and Claire in the first name field
  
  The Person Management page displays with the Basic tab open – enter all applicable information
  
  The Person Search Page with the mother’s name reappears
  
  The Person Management screen shows the mother was added

  Click Insert and add mother’s relationship to the child
Create an Institutional Safety Assessment

Click the Case Icon by Barry Lentin Center, then the Investigation icon

Click the Investigations Hyperlink

On the Intake tab, verify that the Investigation Sub-type is correct

On the Child Factors tab, Click the Expando to display Child Factors questions. Answer questions by selecting the applicable value: Yes, No, Unknown
- Select No for All safety factors
- Enter a narrative describing the Child Factors consistent with responses for the Implications for Child Safety box. This must correspond with the yes, no, or unknown answers.

Stephen FN1 is 12 years old and was able to clearly verbalize his thoughts and any information that was requested. He has not been targeted by any other child/employee for any type of assault and his safety does not appear to be jeopardized. He has no serious medical conditions that he or his family are aware of and is reportedly developing normally, resulting in no increased vulnerability. His family takes him to the local health clinic in the event that he requires medical treatment. Stephen is getting along with the teachers and other students at the school and has displayed no major discipline problems. His latest progress report did note that he requires constant supervision to stay on task. There are no prior intakes involving any of the case participants and Stephen is not in the custody of the department. The child has no marks, bruises or any indications of physical abuse present. The PI checked Stephen’s legs and observed no type of bruising or any other type of injury. He was dressed as a typical pre-teen, with a school shirt, khaki pants and sneakers. All fit appropriately and were clean. He also had a hooded sweatshirt tied around his waist.

Answer each question by selecting the applicable values: Yes, No, Unknown
- Select: Yes for Question 15
- Select: No for all other factors
- Enter: A narrative in the Implications for Child Safety box.

PI completed a field visit to Barry Lentin Center. PI obtained a copy of the policy handbook indicating that school employees cannot utilize corporal punishment on school grounds. PI found adequate arrangements for care and supervision of the children that are currently attending the school. Disciplinary, control policies and practices were in place to assure child safety. The AP denied the allegations and has no history of harming this or any other child that has been under her supervision. The school was clean, orderly and PI observed no hazardous safety conditions. The child is visible to other teachers, students and staff throughout the school day. The school has prior reports; however, none of the reports indicate that any of the children in attendance are at risk and none of the reports involved a child death. Based on these factors, the child’s safety appears controlled. In addition, the child will be relocated to another classroom pending the outcome of the school/law enforcement investigation.
Create an Institutional Safety Assessment

Select the Safety Action tab
- Check No Safety Actions Needed
- Enter date: 02/12/2009

Select the Overall Safety Assessment tab
- Enter a narrative describing the overall safety assessment based upon the interaction of the factors identified through Child Factors and Facility Factors

The child, AP, and collaterals were interviewed. Stephen denied being struck by his teacher, and the teacher denied striking the child. The child is visible to other teachers, students, and staff during the school day, is 12 years old, and has the verbal capacity to self report. Stephen has no serious medical conditions and is reportedly developing normally, resulting in no increased vulnerability. Stephen gets along well with fellow students and teachers and presents no major disciplinary problems in the school environment. There are no prior intakes involving any of the case participants. Stephen had no marks, bruises, or any indications of physical abuse present on his legs or any other area of his body. He was dressed as a typical pre-teen, with a school shirt, khaki pants, and sneakers. All fit appropriately and were clean. He also had a hooded sweatshirt tied around his waist. All school practices are consistent with child safety and the school was clean and organized and presented as a safe environment. The overall risk to Stephen is minimal, as there was no evidence of abuse. He is 12 and able to self protect, and the school environment appeared safe. The school has relocated him to a different classroom pending the completion of their investigation.

Click Save and Close.
Background History

From the Desktop, Expand the Barry Lentin Center Case

Expand the Investigation icon and click the Investigation hyperlink

From the Intakes tab of the Child Investigation page:
Scroll down the Options dropdown list.
Select Background History
Click Go
The Background Summary page displays

From the Criminal Records group box
Enter the date of the request for each participant listed
(08/26/2008)

Enter the following Narrative in the Criminal History Implications for Child:

Based on the check by the CI Unit, there are no criminal records for Ms. FN2 or Stephen. Therefore, there are no safety implications for Stephen or other children at the school based on criminal records.

Select the Prior Intakes/Service Records tab
From the Implications for Victim Safety group box, enter a narrative.

The school has prior reports; however, none of the reports indicate that any of the children in attendance are at risk and none of the previous reports involved a child death. There are no prior intakes on any of the current case participants. Therefore, there is no risk to the child based on prior reports.

Click Save and Close and Close again.
Submit Initial Safety Assessment for Supervisory Review

From the Desktop, Click the **Investigation** icon

Click the **Overall Safety Assessment** tab

From the **Options** dropdown

Select **Submit for Supervisory Review**

Click **Go**

If you omit any steps a Validation Error displays. If this occurs:

Click the message and drag it so it is visible, but not blocking the desktop

Click each tab where there is a **Validation Error** and complete that work. Click **Save**.

Return to **Overall Safety Assessment** tab

From the **Options** dropdown list, Select **Submit for Supervisory Review**

Click **Go**
Completing the Allegations & Findings Screen

Select Allegations/Findings tab  
Select a finding from Findings drop down list: No Indicator for Physical Injury

Expand the Allegation Narrative

You can read the hotline allegations while typing the summary

Type the following summary in the Summary/Findings Implications for Child Safety text box:

Based on the interviews with the child, AP and collaterals there were no indicators of Physical Injury. Stephen denied being struck by his teacher and the teacher denied striking the child. Stephen presented with no physical indications of abuse on his legs or anywhere else on this body. The child is visible to other teachers, students and staff during the school day and is 12 years old with the verbal capacity to self report. Stephen has no serious medical conditions and is reportedly developing normally, resulting in no increased vulnerability. Stephen gets along well with fellow students and teachers and presents no major disciplinary problems in the school environment. There are no prior intakes involving the child or the alleged perpetrator and the facility has disciplinary policies/practices in place that are consistent with child safety. The facility poses no threat of harm to this or other children at the current time. There was no need for any type of service provision as the child and family expressed no needs/concerns. Law enforcement and school officials closed their investigation with no findings. PI obtained copy of the incident report and final report from law enforcement. Both are contained in the file. The overall risk to Stephen is minimal as there was no evidence of abuse, he is 12 and able to self protect, and the school environment appears safe.
Add Final Roles & Update Person Information

Recommended Disposition & Results

- Click the Participants Tab
- Scroll down to the Final Roles drop down.
  - Select Non-Household Member or Significant Other for FN2, Shaketha (AD)

Select the Recommended Disposition tab on the top of the Child Investigation Page

Select the applicable Participant expando (Stephen)

From the Recommended group box:
  - Intervention Services are not needed

Type Recommended Disposition Implications for Child Safety in box

It is recommended that this case be closed with no findings as there is no evidence of abuse, the school environment appears safe, and the school has relocated Stephen to a different classroom pending the completion of their investigation. No further services are recommended and if the school deems it appropriate Stephen may return to Ms. FN2’s class. The teacher, principal, and other students interviewed as collateral contacts reported that Ms. FN2 has never harmed a child in her class and the students reported that they feel safe in Ms. FN2’s class. The principal reported that there are nothing but good reviews regarding Ms. FN2 from parents, other teachers, and the children. There is no evidence to indicate that MS. FN2 would pose a threat to Stephen or any other child under her supervision.

- Click Spell Check, then go to Results tab
- From the Determination drop down box
  - Select Closing No Services

Click the expandos to view topics that are in Investigative Summary (IS)

Click the last expando Final Supervisory Review for final approval

Click Save
Submit for Approval

Select Approval from the Options box
Select Go

Pop-up box displays asking “Want to save changes?”
Select Yes

Click Approval

Your unit supervisor appears in the Supervisor Approval box

To submit to another supervisor

Click Other
Search for the appropriate supervisor

Select Continue
Close a Case/Investigations
Print the Investigation

**Close a Case/Investigation**

- From the **Desktop**
  - Select Barry Lentin Center case hyperlink
  - Verify that **Case Name, Participant, Relationship, & Address tabs** are updated and correct

- From the **Options** dropdown
  - Select **Submit Case Closure Request**
  - Click **Go**
  - The **Case Closure** page displays

- In the **Closing Information** group box:
  - Click **Request for Closure**
  - Select **Investigation Completed-no action** needed from the Reason Dropdown field
  - Click **Check here if closing checklist is not applicable**

- Enter text in required **Closure Summary Narrative** field

- **Investigation closed no further action**

- Click **Save**
- Click **Close**

**Print the Investigation**

- Click the **Barry Lentin Center Investigation** hyperlink

- Select **Investigations Summary with Reporter** from the **Options Box**
  - Select **Go**

- Brings up a word document that can be printed and closed.

- Click **Close**
FN1, Andrea Chronological Notes Report (Child on Child)

Chronological Notes Report

<table>
<thead>
<tr>
<th>Case Name: FN1, Andrea</th>
<th>Case ID: AUTO POPULATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note ID: AUTO POPULATES</td>
<td>Date Entered: AUTO POPULATES</td>
</tr>
<tr>
<td>Worker Creating Note: AUTO POPULATES</td>
<td>Worker Making Contact: AUTO POPULATES</td>
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Note Information

<table>
<thead>
<tr>
<th>Contact Begin date: 03/10/2009 09:30 AM</th>
<th>Contact End date:</th>
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</thead>
<tbody>
<tr>
<td>Category: Special Conditions</td>
<td>Type: Note to File-General</td>
</tr>
<tr>
<td>Worker Activity Code:</td>
<td>No Request For Action: N</td>
</tr>
<tr>
<td>Safety: N Safety Resolved: N Safety date: Safety Resolution:</td>
<td></td>
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<tr>
<td>FSFN: N FSFN Resolved: N FSFN date: FSFN Resolution:</td>
<td></td>
</tr>
<tr>
<td>Admin: N Admin Resolved: N Admin date: Admin Resolution:</td>
<td></td>
</tr>
</tbody>
</table>

Contact Information

Inv/Assessment Number: AUTO POPULATES

Subjects Contacted

FN2, Ceci; Biological mother; 03/10/2009 09:30 AM

Subjects Not Contacted

Other Subjects

FN2, Marita; Maternal Grandmother; 03/10/2009 09:30 AM
FN2, Jorge; Maternal Grandfather; 03/10/2009 09:30 AM
Aida Brown; Therapist; 03/10/2009 09:30 AM
Lila Morrow; School Counselor; 03/10/2009 09:30 AM

Narrative

A staffing was held at Barkwood Elementary school involving the child’s previous therapist, school counselor, grandparents, and the mother by phone. All agreed to initiate counseling services for Manny to further explore any issues that may have resurfaced with the child. According to the child’s therapist, no sexual issues surfaced during the initial therapy sessions, and the school officials were unaware of any previous incidences of inappropriate sexual behavior by the child.

Case Name: FN1, Andrea | Case ID: AUTO POPULATES |
<table>
<thead>
<tr>
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</table>

Note Information
PI and Officer Bobbins, CSPD, interviewed Ms. FN2, grandmother of Manny, in the living room at her home. She reported that Manny has lived with her and her husband for the last 15 months and that he was placed there by the State due to domestic violence between his mother and father. She stated there were also allegations that Manny’s father had sexually abused him but Manny had denied those allegations. Ms. FN2 reported that Manny’s mother had completed her case plan, but they discussed it and thought it would be best not to change Manny’s school because he was doing well in school and had made many friends. Mrs. FN2 stated that Manny’s case was closed a few months ago and that Manny has not had contact with his father since the initial allegations. She advised that she cares for Andrea FN1 and Jimmy FN3 after school while their mothers are working. Ms. FN2 advised that Manny is usually outside playing and that on this occasion, it was raining, so he was inside. She stated that all the children were upstairs in Manny’s bedroom and that she heard the music and laughing. She checked on the children on several occasions and did not see anything inappropriate. The children never mentioned anything to her when they left the home, and they seemed to be happy when their mothers picked them up. Ms. FN2 stated that she has not had any major problems with Manny. She stated that he misses his mother; however, they phone each other often. He is doing well in school and has many friends. She admitted that his one friend is several years older and seems to be “smart mouthed.” Ms. FN2 has talked to Manny about him and asked that he not bring this friend to the house. However, she is aware that Manny sees him at school and on the playground, etc. Ms. FN2 denied any type of sexual acting out by Manny and agreed to take Manny back to counseling to allow him to discuss any issues/concerns that he may have.
PI and Officer Bobbins, CSPD interviewed Mr. FN2, maternal grandfather, in the living room. Mr. FN2 has limited English speaking abilities. He denied that Manny would ever harm anyone. He told PI that he and his wife take care of children because they love children. Ms. FN2 stated he spends a lot of his time in the garage tinkering with machines, helping fix them for the neighbors. He advised that the only information he knew regarding the incident is what his wife had told him.

PI and Officer Bobbins, CSPD interviewed Manny in his bedroom. Manny denied making anyone do anything. He told the PI that he did not think that he did anything wrong and that he was just playing with the kids. He stated that Jimmi and Andrea were playing the truth or dare game and that he just suggested that they kiss. He did not think that they would do it and did not see anything bad about it. He stated that they started dancing to some music and that he told them that it looked like they were “humping.” He stated that the children never took their clothes off and never laid on the floor. Manny denied ever asking Jimmi or Andrea to take their clothes off. He admitted that he should not have used the word “hump” and that he knew that it was not a nice word, especially around younger children. Manny said he was sorry and denied any type of abuse. Manny further denied touching the children in any inappropriate way.

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**Case Information**

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**Note Information**

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<td>Category: Special Conditions</td>
<td>Type: Initial Face-to-Face</td>
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<td>Worker Activity Code:</td>
<td>No Request For Action: N</td>
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<tr>
<td>Admin date:</td>
<td>Admin Resolution: N</td>
</tr>
</tbody>
</table>

**Contact Information**

Inv/Assessment Number: AUTO POPULATES

**Subjects Contacted**

FN1, Andrea; Alleged Victim; 03/05/2009 06:20 PM

**Subjects Not Contacted**

**Other Subjects**

FN1, Angela; Mother of Andrea; 03/05/2009 06:00 PM
Narrative
PI completed interviews with Andrea FN1 and her mother, Angela FN1, in their home located at 1234 RAMBLEWOOD DR Coral Springs, FL. Also present was Officer Bobbins, CSPD.

PI and Officer Bobbins interviewed Ms. FN1 who advised that the FN2 family has been helpful, and she has never had any concerns regarding Manny or the family. She advised that she discussed the situation with Andrea and Andrea thought it was all play. She had no concerns about the child’s safety and did not feel that Andrea felt exploited in any way. She advised the PI that she has located other after school child care arrangements temporarily, but plans on using the FN2 family for after school care once things settle down. Ms. FN1 stated that she has no concern for the safety of her child while in the care of the FN2 family. Ms. FN1 was offered a referral for counseling for Andrea; however, she declined the need for services and stated that she did not feel that Andrea needed to speak to anyone about the incident. She again reiterated that Andrea thought that they were playing and that she had discussed with Andrea the fact that this type of play is inappropriate.

PI and Officer Bobbins, CSPD interviewed Andrea in her bedroom. She appeared shy and embarrassed. PI established rapport with Andrea and qualified her to assure that she was capable of answering the questions. She was aware of the difference between the truth and a lie. She knew her colors, how to count, and could answer age appropriate questions. Andrea stated that they were playing the truth and dare game and explained that it was when someone dares you to do something. She stated that Manny dared her and Jimmi to kiss. She said that they kissed, but there was no other touching and that this was the only time that they had played the game. Andrea talked about the hump dance and her story was consistent with Jimmi’s. She showed PI the same dance and denied taking off her clothing and/or doing anything but dancing. Andrea denied that Manny or anyone else asked her to keep a secret about anything that had occurred.
Module 8: Creating Additional Types of Assessments

Contact Information
Inv/Assessment Number: AUTO POPULATES

Subjects Contacted
FN3, Jimmi; Alleged Victim; 03/05/2009 05:15 PM

Subjects Not Contacted
FN3, Maria; Mother of Jimmi; 03/05/2009 05:30 PM

Narrative
PI completed interviews with Jimmi FN3 and his mother, Maria FN3, in their home located at 1232 RAMBLEWOOD DR Coral Springs, FL. Also present was Officer Bobbins of CSPD.

Officer Bobbins and PI interviewed Ms. FN3 in the living room of her home. Ms. FN3 denied any concerns regarding the care her child receives while in the FN2 home. She was appreciative of the fact that the FN2 family assists her with after school care. Ms. FN3 stated that she had discussed the situation with Jimmi and did not feel that Jimmi felt exploited in any way. She stated Jimmi thought that they were just playing a game and that she had no concerns for his safety. She stated that she located other child care arrangements until things “settle down.” However, stated that she would entrust Jimmi’s care to Mr. and Mrs. FN2 in the future. Ms. FN3 was offered a referral for counseling for Jimmi; however, she declined the need for services and stated that she did not feel that Jimmi needed to speak to anyone about the incident. Ms. FN3 stated that Jimmi thought the incident was funny and stated that she had advised him about the inappropriateness of this type of play.

Officer Bobbins and PI interviewed Jimmi in his bedroom. He stated that he goes to the FN2 home every day after school until his mother returns from work. He stated that Manny is not always home. Sometimes Manny goes to other friends’ houses, plays outside, etc. Jimmi said he likes Manny and that Manny is fun. He expressed no fear of Manny and told the PI that Manny is his friend. Jimmi stated that they were playing a game and that Manny told him to kiss Andrea. He giggled, saying it was “gross to kiss a girl,” but he wanted to play the game right. Then he said that Manny put on music and told them to “hump dance.” The PI asked him to show him the dance. Jimmi stood up and gyrated his hips and buttocks. He denied being asked to take off his clothes and giggled at the idea. Jimmi denied that anyone had ever touched him in his private area. He understood where and what his private areas are and the need to keep them covered and to prevent anyone from touching them. Jimmi denied that Manny or anyone else asked him to keep a secret about anything that occurred.
Module 8: Creating Additional Types of Assessments

Contact Information
Inv/assessment Number: AUTO POPULATES

Subjects Contacted

Subjects Not Contacted

Other Subjects
Reporter, 03/05/2009 12:15 PM

Narrative
PI contacted the reporter who reiterated the information that was provided to the hotline. Reporter provided no additional information.

Note Information

Case Name: FN1, Andrea      Case ID: AUTO POPULATES
Note ID: AUTO POPULATES      Date Entered: AUTO POPULATES
Worker Creating Note:       Worker Making Contact:
AUTO POPULATES
AUTO POPULATES

Contact Information
Inv/assessment Number: AUTO POPULATES

Subjects Contacted

Subjects Not Contacted

Other Subjects
Det. Patterson; CSPD; Juvenile Detective; 03/05/2009 12:00 PM

Narrative
PI notified SAO and LE of referral. Coral Springs Police to complete joint investigation. Detective Patterson advised the PI to contact road patrol for initial response.
Add a Participant to a Child on Child Case

1. Click the hyperlink for *FN1, Andrea (AD)*
2. Search Person page displays.
3. Click *Search*
4. Click *Create*
5. Click *Save and Close*
6. Click *Continue*
7. Click *Save*
8. Click *Relationship* tab
   - Click *Insert* and add mother’s relationship to the child
9. Click *Save* and *Close* and *Close* again
Create a Child on Child Assessment

Click **Case Icon** by **FN1, Andrea (AD)**

Click the **Special Conditions** icon

Go to the **Referral Information** tab. Verify that the **Investigation Sub-type** is correct

From the **Options** dropdown box, select **Child-on-Child Sexual Abuse Assessment**

Click the **Expand**s to display **C.O.C. Factors 1-9** questions

- Select **Yes** for factors 1-2 and **No** for factors 3-9.
- Enter a narrative describing the C.O.C. Factors 1-9 consistent with responses in the **Offense Characteristics Narrative** box. This must correspond with the yes, no, or unknown answers.

Jimmi and Andrea are not related to each other or to Manny, and are 4-5 years younger than Manny. They have been playing together since Manny was placed with his grandmother 15 months ago. Manny’s grandparents watch the two younger children daily after school until their mothers return from work. The children reported no use of coercion or violence. The children basically said that they were playing being married. Neither of the children reported any type of violence and did not feel threatened by Manny in any way. They stated that Manny never told them not to tell and did not make them feel that what they were doing was wrong. There were no other victims involved and none of the children have a history of non-sexual aggravated assault. The statements made by the children indicate that this is the first time that they played this game; indicating that multiple incidents did not occur. They openly discussed the game that they played and did not appear to be uncomfortable discussing the game or how it is played.

Answer each question by selecting the applicable values: **Yes**, **No**, **Unknown**

- Select **Yes** for Questions 13, 14, & 15
- Select **No** for all other factors
- Enter a narrative describing the C.O.C. Factors 10-13 consistent with the responses in the **Child Maltreatment History** box.

Manny was previously adjudicated dependent and placed in the care of his grandparents due to maltreatment by his parents. There were allegations that the father had sexually molested Manny, but no evidence was found to substantiate the allegations. The father was also physically abusive to Manny's mother and Manny witnessed several episodes of domestic violence. There was no history of the child being physically abused or neglected. The child was adjudicated dependent based on the domestic violence and placed with the grandparents. The father has moved out of the area and has no contact with the child or the mother. The mother and child substantially complied with the case plan and services were terminated. Manny did receive individual counseling as part of the case plan.
Create a Child on Child Assessment

Enter a narrative describing the C.O.C. Factors 14-16 consistent with the responses in the Social and Interpersonal Skills and Relationships.

Manny maintains contact with his mother, and resides with his grandparents. His mother successfully completed her case plan; however, the family agreed that the child would continue to reside with the grandparents as he is doing well in school and has made a lot of friends. The mother cannot relocate to the area due to employment issues and if he would return to live with her it would mean a change in school. The family is trying to avoid another change in the child’s school and residence. The child has no contact with his biological father who relocated to another state. The family went through an unstable period when the father became abusive and the mother sought help and protection for herself and the child. The child appears to have social skills that are consistent with his age range and according to his grandparents has many age appropriate peers and is involved with age appropriate activities.

Select the C.O.C. Factors 17-26 tab

Answer each question by selecting the applicable values: Yes, No, Unknown
- Select Yes for Questions 23
- Select No for all other factors
- Enter a narrative describing the C.O.C. Factors 17-18 consistent with the responses in the Sexual Knowledge and Experience Narrative box.

None of the children communicated knowledge of advanced sexual practices. The two younger children thought that they were playing a game and did not seem to associate the requested actions with anything other than playing husband and wife. There was no evidence that any of the children had been exposed to pornography. No pornographic materials were located in either of the homes and questioning did not reveal any evidence of exposure to inappropriate materials. Neither of the homes has a computer available to the children. Manny did acknowledge that he has access to a computer on school grounds, but stated that children using the computers are closely monitored.

Enter a narrative describing the C.O.C. Factors 19-21 consistent with the responses in the Academic and Cognitive Functioning Narrative box:

Manny attends Barkwood Elementary school. He is a B-C student and presents no behavioral issues according to school contacts. He possesses the ability to be empathetic and has several pets (hamsters) which he cares for. The grandparents advise that he expresses concern when they do not feel well and that he gets along well with his friends. Manny denied coercing the other children and did not blame the younger children in any way.
Create a Child on Child Assessment

Enter a narrative describing the C.O.C. Factors 22-26 consistent with the responses in the Mental Health Issues Narrative box.

Based on the agency’s previous record with the child, Manny had no history of impulse control problems, depression, suicide and/or substance abuse. There was a level of anxiety experienced by Manny when he initially went to live with his grandparents, as he was worried about his mother living alone. Manny received counseling to deal with the anxiety, and the counseling was terminated by the therapist based on the progress made by the child.

Select the Treatment Needs tab:
- Check Treatment Needs Determined
- Check Other
- In Description enter See Narrative
- Enter a narrative in the Treatment Needs Narrative box

A staffing was held involving the child’s previous therapist, school counselors, grandparents and the mother by phone. All agreed to initiate counseling services for Manny to further explore any issues that may have surfaced with the child. According to the child’s therapist, no sexual issues surfaced during the initial therapy sessions, and the school officials were unaware of any previous incidences of inappropriate sexual behavior by the child.

Select the Assessment Outcome tab:
- Check Report closed. Services were offered to the victim of the alleged juvenile sexual offender, but were rejected by the caregiver.
- Check the boxes next to the names of the victim.

Select the Service/Compliance tab:
- Check Family is compliant with identified service needs
- Enter a narrative in the Service/Compliance Narrative box

Family is compliant with identified service needs. Manny is attending counseling sessions on a weekly basis. The caregivers of Jimmi and Andrea have located an alternative child care arrangement for the children, at least temporarily. The children continue to interact, but under supervision.

In the case header box on the top of the page, check the Completed box.
- Click Save and Close

On the Special Conditions Referral Page:
- Click the Narrative/Outcome Tab
- Enter a narrative in the Special Conditions Response Summary box (on following page)
Create a Child on Child Assessment

All children and caregivers were interviewed in their homes. Officer Bobbins, Coral Springs police, was present and assisted with the interviews. CSPD case #09-2222. All the children denied any inappropriate sexual behavior. Jimmi and Andrea thought they were just playing a game. Manny denied telling the children to take their clothes off or touching them in any way. The mothers of Andrea and Jimmi reported no concerns with the FN2 family. Manny’s grandmother reported checking on the children numerous times and denied seeing anything inappropriate. Manny was removed from his mother and father over a year ago and placed with his grandparents due to domestic violence between his mother and father. It was also alleged in that case that Manny’s father had sexually abused him; however, Manny denied those claims. Ms. FN1 and Ms. FN3 were offered counseling for Andrea and Jimmi. Both mothers denied the need for counseling for the children. They both felt that this was an innocent incident with no threats/coercion involved. Manny has returned to seeing his previous therapist, to evaluate if there was any other abuse in the home of his mother and father and to reevaluate his anxiety. The case is closed with services offered to the victim’s family but rejected. Coral Springs Police closed their case with no further investigation required.
**FN, Rosemarie Chronological Notes Report (RFA)**

<table>
<thead>
<tr>
<th>Case Name: <strong>FN, ROSEMARIE</strong></th>
<th>Case ID: AUTO POPULATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note ID: AUTO POPULATES</td>
<td>Date Entered: AUTO POPULATES</td>
</tr>
<tr>
<td>Worker Creating Note:</td>
<td>Worker Making Contact:</td>
</tr>
<tr>
<td>AUTO POPULATES</td>
<td>AUTO POPULATES</td>
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**Note Information**

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<th>Contact Begin date: 02/12/2009; 11:30 AM</th>
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<tbody>
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<td>Category: Special Conditions</td>
<td>Type: Telephone Contact</td>
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<tr>
<td>Worker Activity Code:</td>
<td>No Request For Action: N</td>
</tr>
<tr>
<td>Safety: N</td>
<td>Safety date: Safety Resolution:</td>
</tr>
<tr>
<td>Safety Resolved: N</td>
<td>FSFN date: FSFN Resolution:</td>
</tr>
<tr>
<td>Admin: N</td>
<td>Admin date: Admin Resolution:</td>
</tr>
<tr>
<td>Admin Resolved: N</td>
<td></td>
</tr>
</tbody>
</table>

**Inv/Assessment Number:** AUTO POPULATES

**Subjects Contacted**

**Subjects Not Contacted**

**Other Subjects**

**Narrative**

Ms. Lewis, social worker at the shelter, contacted PI via phone and advised that she had a meeting with Rosemarie, Ms. Black, and Mr. And Mrs. FN. She stated that Mr. and Mrs. FN agreed to allow Rosemarie to stay with Ms. Black and to provide $300.00 of Rosemarie's SSI check, per month, to Ms. Black to help care for Rosemarie. Ms. Black agreed that Mr. and Mrs. FN could come to check on Rosemarie at her home any time and that she would report back to Mr. and Mrs. FN if Rosemarie ran away or was getting into any trouble. Rosemarie agreed to stay at Ms. Black's home and agreed to enroll in GED classes. Additionally, if Rosemarie returns to the shelter, she will be offered help in locating employment. PI advised the social worker that a referral would be made for additional services through the local CINS/FINS program.

**Case Name:** **FN, ROSEMARIE**

<table>
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</tbody>
</table>

**Note Information**

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*PI 117_IR_FSFN_PG_July 2012*

*Module 8: Creating Additional Types of Assessments*
Module 8: Creating Additional Types of Assessments

PI 117_IR_FSFN_PG_July 2012

Contact Information

Inv/Assessment Number: AUTO POPULATES

Subjects Contacted
Subjects Not Contacted
Other Subjects

Narrative
PI met with Ms. Lewis, social worker at the shelter. She advised that the family has been in the facility since November. She advised that the parents were actively working with staff and other agencies in an attempt to find employment and ultimately housing. She advised that she is aware of the problems that they have been having with Rosemarie and that she had counseled the family on several occasions. She advised that the parents are willing to complete their parental obligations, but that the daughter will not stay in the shelter. She advised that Rosemarie told them she did not like it there and that she would rather stay with her “friend.”
<table>
<thead>
<tr>
<th>Case Name: FN, ROSEMARIE</th>
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<tbody>
<tr>
<td>Note ID: AUTO POPULATES Revision ID: 1</td>
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<tr>
<td>Worker Creating Note: AUTO POPULATES</td>
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</table>

**Note Information**

- **Contact Begin date:** 02/11/2009 01:00 PM
- **Category:** Special Conditions
- **Worker Activity Code:**
- **Safety:** N
- **FSFN:** N
- **Admin:** N
- **Type:** Initial Face-to-Face
- **No Request For Action:** N
- **Safety Resolved:** N
- **FSFN Resolved:** N
- **Admin Resolved:** N
- **Safety date:**
- **Safety Resolution:**
- **FSFN date:**
- **FSFN Resolution:**
- **Admin date:**
- **Admin Resolution:**

**Contact Information**

Inv/assessment Number: AUTO POPULATES

**Subjects Contacted**

FN, ROSEMARIE; 02/11/2009 01:00 PM

**Subjects Not Contacted**

**Other Subjects**

**Narrative**

PI returned to the residence to interview Rosemarie. The child was present and was agreeable to talk with the PI. PI discussed the referral and the process, advising Rosemarie that the agency wanted to help the family. Rosemarie presented as a developmentally normal 17 year old girl. She was slim; however, appeared to be of average height and weight. Her hair was braided, and she was dressed in jeans, a t-shirt, and flip flops. She presented with no marks or bruises indicative of abuse; however, did have a self made tattoo on the back of her right hand in the shape of a rose. Her left eye was cloudy in appearance, and the retina was not clearly visible. Rosemarie stated that she was happy living with Ms. Black, as all her friends lived in the area. She told PI that she had dropped out of school and had no desire to go back and/or get a job. She wanted her SSI check from her parents and thought that it was her right to spend the money as she saw fit. She advised that there was no way that she was going to live in a shelter and that the people who were there “freaked” her out. She advised that her parents have always taken care of her and that they both lost their jobs recently. They had lived in a rental apartment, but got evicted when they were unable to pay the rent. She advised PI that all she wanted was for the “state” to “make her parents give her the money.” She advised PI that she had nothing else to say, other than she would not return to the shelter and that if “you make me, I’ll just run” and left the residence.
PI 117_IR_FSFN_PG_July 2012
Module 8: Creating Additional Types of Assessments

Case Name: FN, ROSEMARIE
Case ID: AUTO POPULATES

Note ID: AUTO POPULATES Revision ID: 1
Date Entered: AUTO POPULATES
Worker Creating Note: AUTO POPULATES
Worker Making Contact: AUTO POPULATES

Note Information

Contact Begin date: 02/11/2009 01:00 PM
Contact End date:
Category: Special Conditions
Type: Initial Face-to-Face
Worker Activity Code:
No Request For Action: N
Safety: N
Safety Resolved: N
Safety date: Safety Resolution:
FSFN: N
FSFN Resolved: N
FSFN date: FSFN Resolution:
Admin: N
Admin Resolved: N
Admin date: Admin Resolution:

Contact Information
Inv/assessment Number: AUTO POPULATES

Subjects Contacted
FN, ROSEMARIE: 02/11/2009 01:00 PM

Subjects Not Contacted

Other Subjects

Narrative
PI returned to the residence to interview Rosemarie. The child was present and was agreeable to talk with the PI. PI discussed the referral and the process, advising Rosemarie that the agency wanted to help the family. Rosemarie presented as a developmentally normal 17 year old girl. She was slim; however, appeared to be of average height and weight. Her hair was braided, and she was dressed in jeans, a t-shirt, and flip flops. She presented with no marks or bruises indicative of abuse; however, did have a self made tattoo on the back of her right hand in the shape of a rose. Her left eye was cloudy in appearance, and the retina was not clearly visible. Rosemarie stated that she was happy living with Ms. Black, as all her friends lived in the area. She told PI that she had dropped out of school and had no desire to go back and/or get a job. She wanted her SSI check from her parents and thought that it was her right to spend the money as she saw fit. She advised that there was no way that she was going to live in a shelter and that the people who were there “freaked” her out. She advised that her parents have always taken care of her and that they both lost their jobs recently. They had lived in a rental apartment, but got evicted when they were unable to pay the rent. She advised PI that all she wanted was for the “state” to “make her parents give her the money.” She advised PI that she had nothing else to say, other than she would not return to the shelter and that if “you make me, I’ll just run” and left the residence.
Case Name: FN, ROSEMARIE  
Case ID: AUTO POPULATES

Note ID: AUTO POPULATES Revision ID:1  
Date Entered: AUTO POPULATES

Worker Creating Note: AUTO POPULATES  
Worker Making Contact: AUTO POPULATES

Note Information

Contact Begin date: 02/11/2009 11:20 AM  
Contact End date:  
Category: Special Conditions  
Type: Commencement (Initial)

Worker Activity Code:  
No Request For Action: N

Safety: N  
Safety Resolved: N  
Safety date:  
Safety Resolution:  
FSFN: N  
FSFN Resolved: N  
FSFN date:  
FSFN Resolution:  
Admin: N  
Admin Resolved: N  
Admin date:  
Admin Resolution:  

Contact Information
Inv/assessment Number: AUTO POPULATES

Subjects Contacted

Subjects Not Contacted
FN, ROSEMARIE; Attempted; NOT at Home; 02/11/2009

Other Subjects

Narrative
PI completed a visit to the current location of the child, Rosemarie. She was not home at the time of the PI's visit. PI interviewed Leslie Black who advised that she is the current caretaker of the child. She advised that the child showed up at her residence in November and stated that she had run away from home. She advised that she has had contact with the child's parents and advised that she feels bad for the family. She stated that the parents are currently residing in the homeless shelter in Broward County and that they try to take care of Rosemarie, but she will not cooperate. She stated that the parents know where the child is located and that they came to pick Rosemarie up in December for a doctor appointment. They took her back to the shelter with them; however, three days later, Rosemarie showed back up at her home. She stated that the child is blind in her left eye and that she receives a SSI check which is mailed to her parents. She stated that the parents provide her with no money for the care of the child and that she has a limited income. She stated that both parents lost their jobs and that she was unsure if they had any family who could help. She stated that Rosemarie should be back later that day and that PI should return then to talk to her. PI observed the residence to be clean with no hazardous conditions. The furniture appeared old and worn, but there was ample seating and bedding arrangements. In addition, there was food present in the kitchen. Most of the food was boxed and canned; however, there was fresh milk, eggs, and bread in the refrigerator. The freezer contained some frozen chicken and boxed meals.
### Case Information

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<thead>
<tr>
<th>Case Name: FN, ROSEMARIE</th>
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### Note Information

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<th>Contact Begin date: 02/11/2009 10:20 AM</th>
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<td>Admin: N</td>
<td>Admin Resolved: N</td>
</tr>
</tbody>
</table>

### Contact Information

Inv/assessment Number: AUTO POPULATES

### Subjects Contacted

### Subjects Not Contacted

### Other Subjects

### Narrative

PI contacted the reporter who reiterated the information that had been provided to the Hotline. There was no updated information. Situation remains the same.
Create a Request for Assistance Assessment

Create a Request for Assistance Assessment

Click Case by FN1, Rosemarie (AD)
Click the Special Conditions Referral Icon

On the Referral Information tab, verify that the investigation Sub-Type is correct

Click Go

On the Services Tab, enter a narrative in the Request for Assistance Referral Narrative box

Rosemarie is blind in her left eye. In November, Rosemarie ran away from her parents and appeared in the yard of a woman she did not know. She has been staying with the woman since then, but the woman’s funds are diminishing and she cannot continue to provide for Rosemarie. The parents came on 12/28/08 and took Rosemarie to an eye appointment and then three days later Rosemarie ran away again and returned to the woman’s home.

In the Recommended Services box
Check the box next to Special Services – CINS/FINS
Type a narrative in the Recommended Services-Explanation box

The FN family is currently residing in a homeless shelter and receiving services from the shelter social worker. In addition, the mother and father have been referred to services throughout the county to assist them locate training and employment, housing and medical assistance. The shelter is also working with the family in reference to Rosemarie who continues to run from the shelter and refuses to reside there, even temporarily. On 02/12/08, the Social Worker held a meeting with Rosemarie, Ms. Black, and Mr. and Mrs. FN. Mr. and Mrs. FN agreed to allow Rosemarie to stay with Ms. Black and to provide $300.00 of Rosemarie’s SSI check, per month to Ms. Black to help care for Rosemarie. Ms. Black agreed that Mr. and Mrs. FN could come to check on Rosemarie at her home any time and that she would report back to Mr. and Mrs. FN if Rosemarie ran away or was getting into any trouble. Rosemarie agreed to stay at Ms. Black’s home and agreed to enroll in GED classes. If Rosemarie returns to the shelter, she will also be offered help in locating employment. It appears that the family is receiving all appropriate services at this time. PI advised the social worker that a referral would be made for additional services through the local CINS/FINS program.

Review the Removal Information Tab
(This does not apply to this case.)

Click Save. Click Close

On the Special Conditions Referral Page
Click the Narrative/Outcome tab; Enter a narrative in the Special Conditions Response Summary box

The family is currently residing in the homeless shelter and is receiving all available services. They are working with the social worker in an attempt to gain employment, housing and independence. They are willing to provide for Rosemarie, but Rosemarie refuses to reside in the shelter. She states that she does not feel comfortable at the shelter and thus continues to run away to a location where she is close to her friends. Her parents have attempted to return her to the shelter; however, she simply leaves again. They are willing to continue to provide for the child, but cannot prevent her from leaving the shelter. Mr. and Mrs. FN agreed to allow Rosemarie to stay with Ms. Black and to provide $300.00 of Rosemarie’s SSI check to Ms. Black to help care for Rosemarie. The social worker at the shelter is providing the parents with all applicable services and is also willing to provide services to the child in the event that she returns and stays at the shelter. The family and social worker were provided with the information regarding the local CINS/FINS program for additional support and services. There are no other services necessary as the family is receiving the necessary support and there is no evidence that the child is being abused/neglected.

Click Save
PowerPoint Slides

Slide 1

Investigative Response
FSFN

Slide 2

Module 1: Creating an Investigation, Maintain Case/Person

Objectives

- Create an investigative shell.
- Change case name.
- Update service roles for case participants.
- Update person & demographic info.
- Complete TANF eligibility form.
- Add case participants & caregiver relationships.

Slide 3

Maintain Case Information

All In-Home cases in FSFN are named after mother

- If no mother, use father
- If no mother or father, use oldest child’s name
- If no mother or father, use Other Relative (if primary caregiver)
- ICPC Case is named after the caregiver residing in Florida

Case address is the current address of the case name (mother)

AFCARS: if person is a caregiver, enter:
- DOB
- Ethnicity
- Gender
- Race
Maintain Case Screen: 5 tabs

- Participant: Add, deactivate or remove case participant
- Relationship: Defines case participant relationships
- Address: To maintain case primary address
- Professional/Other Contacts: Maintain & update contact names/phone numbers
- Closing History: View closed and/or merged case history

Service Roles

<table>
<thead>
<tr>
<th>Primary Caregiver</th>
<th>Secondary Caregiver</th>
<th>Relatives/Non-Relatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assumes day to day responsibility for child’s care &amp; supervision</td>
<td>• Assumes secondary day to day responsibility</td>
<td>• Are primary caregivers during the period they provide the child’s supervision or placement</td>
</tr>
<tr>
<td>• Does not apply to babysitters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cases can have more than one active Primary Caregivers at one time.

Custodial Parent’s role:
- as primary is not end dated simply due to a removal episode
- is only end dated upon TPR

A single parent must be a primary caregiver.
Slide 7

**Participant Tab**

- Anyone can deactivate participant from case
- End dates a person from case
- Can reactivate at any time
- All cases must have an active child
- Only a supervisor can remove a person from case
  - 24 hour waiting period

Slide 8

**Person Management Address**

Change person address for each move made by child & caregiver

- Estimate address begin & end dates if you cannot verify
  - 01/01/YYYY: when year is known
  - MM/01/YYYY: if month and year are known
- When phone/email "type" is emergency contact or neighbor
  - Include person’s name in comments section along with relationship

Slide 9

**Person Management**

Keep Person information up-to-date.

If case is open, must complete updates w/in 48 hrs. of learning new information.
Person Management: Demographics

- Primary name
  - Is the legal name verified by B/C, SSN, or court document
  - Must match the name on the verification document

- Search is required prior to changing "Unknown-Unknown" name if the person is already in the system must use the person merge functionality.

- SSN - Primary must be used (when known) as ID in order to avoid eligibility errors.
  - Other ID's may be used in addition to SSN - Primary

DOB: the month, day, year born

- May be declared or estimated
- Required for each person

If using Driver's License or Medicaid Number

- Enter the first two letter standard postal abbreviation of the state that generated the ID.

If DOB not declared: estimate with 01/01/YYYY

Client defines race or ethnicity for themselves & their children

Module 2: Commencement & Investigative Notes

Objectives

- Add participants to investigation.
- Remove person from investigation.
- Document investigation commencement.
- Document investigative notes.
- Add maltreatment to investigation.
Program Directive: Commencement

Date & time PI attempted/achieved face-to-face contact w/child victim by visiting site where they were reportedly located 65C-30.001(29)

Must be recorded in FSFN w/in 24 hours of intake receipt by Hotline

Narrative/Notes

Case Notes:
- Must complete notes on any case related activity
- Cannot delete once saved (but can edit)
- Any worker can enter notes into cases – even when not assigned
- All handwritten case notes must be kept in paper file

Program Directives: Maltreatments

PI must add new maltreatments as discovered during investigation. If a maltreatment was alleged to have occurred in another state, it must be reported to that state.

Must complete allegations/findings screen for any child victim added to investigation - including field allegation narrative

Maltreatments created by the Hotline cannot be deleted
Program Directives: Maltreatments

- Who was involved?
- Specify child/victims & adult subjects
- What occurred between victim & adult subject?
- When incident occurred & over what time span?
- Where did it happen?
- How did it happen?

Module 3: Creating the Initial Child Safety Assessment

- Create Initial In-Home Safety Assessment.
- Submit safety assessment for supervisory review.
- Print the safety assessment.

FSFN Assessments: 4 Types

- In-Home Safety
- Request for Assistance
- Institutional Safety
- Child on Child Sexual Abuse
Slide 19

**Initial In-Home Safety Assessment**

16 – Signs of Present Danger #1-16

5 – Child Vulnerability #17-21

• All factors must be considered for each child.

11 – Protective Capacities #22-32

• Document any & all applicable factors for Parent/Caregiver & implications for child safety.

Slide 20

**Program Directives: Protective Capacities**

• Strengths/concerns based upon their observations

• Collateral sources

• Total # of prior intakes & services

• Patterns illustrated across intakes

• Common victims

• Target children of the intakes (if applicable)

PI must document

Must be completed on all adult subjects of intake regardless of findings.

Slide 21

**Program Policy: Safety Actions**

When safety factors call for action

If safety factors indicate no action is needed

Explanations are required for each action taken

PI must document actions taken

Must document "no action"

Must document the date & specific details
Slide 22

**Program Policy: Safety Actions**

If grounds for expedited TPR exist, must make at least one choice

Child removals require adding all biological & legal parents as Case Participants

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Slide 23

**Background History**

- Criminal Records
  - Summary & Implication for Victim Safety

- Prior Intakes/Service Referrals
  - Summary & Implication for Victim Safety

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Slide 24

**Program Directives: Background History: Criminal Records**

- Must document all requests/submissions for criminal records checks (including any problems or delays) from:
  - DJJ
  - FDLE (FCIC, Public Access Data)
  - DOC
  - Local law enforcement

- Receipt of sealed or expunged criminal information from FCIC
  - Cannot be documented in FSFN
  - Must be secured in a sealed envelope & placed in paper file
**Slide 25**

*Program Directives: Background History: Criminal Records*

Criminal history info obtained from NCIC
- may NOT be recorded in case notes
- cannot be replicated in FSFN
- must be secured in sealed envelope in paper file

Must document all information analyses along with any child safety implications, & if these records indicate a current threat.

**Slide 26**

*Prior Intakes/Service Records*

<table>
<thead>
<tr>
<th>View Only Information</th>
<th>Involving persons included in current investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Intakes</td>
<td>Pre-populated with connected case information at time of intake</td>
</tr>
<tr>
<td>Prior Investigations/Referrals</td>
<td>Continues to populate as case participants are added</td>
</tr>
<tr>
<td>Prior Intakes &amp; Referrals</td>
<td>Options dropdown list does NOT continue to populate</td>
</tr>
</tbody>
</table>

**Slide 27**

*Contact/Notifications*

**Review – Investigative Response**

- Intakes must be referred to Law Enforcement & the State Attorney if they allege:
  - aggravated child abuse, sexual abuse, institutional abuse
  - maltreatment involving criminal conduct
  - Intakes requiring CPT referral - 39.303(2) (a-h).
Slide 28

**Program Policies: Additional Actions**

- Located in the options box.
- Must record necessary actions to complete assessment and ensure child safety.
- If further actions are necessary, your supervisor must enter completion date in the narrative box.

Slide 29

**Program Directives: Submit Initial In-Home Safety Assessment**

You must document an overall safety assessment summary based on the safety factors and:

- How they interrelate
- Safety actions taken
- Information still to be gathered

You must submit complete paper record w/initial In-Home Safety Assessment w/in 48 hours of seeing first victim.

Slide 30

**Program Directives: Onsite Investigation**

- F.A.C. 29.003(11) describes criteria
- Requires supervisory approval
- Decision must be approved in writing & documented in FSFN
Slide 31

Program Policy: Supervisory Review

Supervisor must provide explanation if documentation is insufficient

Supervisory Review is sent to you w/in 24 hours of completion & will document needed actions

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Slide 32

Module 4: Living Arrangements

Objectives

• Create living arrangements.
• Create safety plan.

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Slide 33

Placements versus Living Arrangements

Living Arrangements
• Child is living with a parent, or
• Permanency is achieved with relative/non-relative
• Permanent Guardianship status

Out-of-Home Placement
• Child has been removed from home & placed
Slide 34

**Living Arrangement/Service Reason**
- You can enter additional reasons as needed
- Select all services reasons that apply
- You must justify Service Reason additions or changes in case notes

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Slide 35

**Module 5: Placements/Out-of-Home**

**Objectives**
- Create updated In-Home Safety Assessment.
- Create Person Providers.
- Update Person Providers.
- Document child removal.
- Document photos, fingerprints, birth certificates, & AFCARS.
- Create Visitation Plan.

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Slide 36

**Active Child**
- Defined as a child who has either:
  - A Living Arrangement
  - An Out-of-Home Placement

Must be included in one of the categories, or they do not show up as active children.
Out-of-Home Placement/Provider

- Substitute care setting is where a child resides during a removal episode.
- When a child is placed with an approved relative or non-relative:
  - The worker making the placement must add relative or non-relative as a placement provider.

Approved Providers

You are required to create an approved provider when you make a relative or non-relative placement.

Only add approved providers as case participants.

Foster parents are NOT on the case participant list in FSFN!
- (unless they are the subject of an intake)

Out-of-Home Placement/Removal

- Removal Date for Physical Removals: Date the child is removed from the custodial/legal parent & placed in out-of-home care
- Removal Date for Constructive Removals: Date the court approves the shelter petition
- Caregiver Removed From: Person from whom the child was legally removed
  - If child was abandoned, "unknown, unknown"
Out-of-Home Placement/Removal

Manner of Removal
• Documents if Voluntary, Court Ordered, or Temporary Physical Custody
• Remains the original voluntary date (historical data), even if subsequent court order is issued

Placement Type
• Determines placement setting (foster, shelter, group, relative, or non-relative home)

Out-of-Home Placement/Primary Caregiver

Primary Caregiver
• Person who assumed day-to-day responsibility for the child’s care & supervision
• Does NOT apply to babysitters

Relative/Non-Relative
• Primary Caregivers during the period they provide supervision or placement for the child

The Case must identify at least one Primary Caregiver.

Out-of-Home Placement/Primary Caregiver

Custodial Parent Role as Primary Caregiver is:
• NOT end dated simply due to a removal episode
• Only end dated upon Termination of Parental Rights

Secondary Caregivers
• Assume secondary day to day responsibility for child
• Single parent must be primary caregiver
• Does NOT apply to babysitters

Caregiver Structure
• Type of family structure in place at the time child is removed

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PowerPoint Slides
Slide 43

Out-of-Home Placement/Provider

A child in a case must have a documented address for their current physical location. • keep up-to-date in Person Management record

Slide 44

Placement Approvals

ALL placements & placement changes must go through the FSFN Supervisory Approval Process. Pending approvals appear on the Supervisor’s desktop.

Slide 45

Module 6: Medical/Mental Health Documentation

Objectives

• Create a medical profile. • Document children’s medications. • Create mental health profile. • Document medical history.
Module 6:: Medical/Mental Health Documentation

Slide 46

Medical/Mental Health Profile

Medical Profile

Meds

Mental Health Profile

Medical History

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Slide 47

Medical/Mental Health Page

View & update child's medical history.

Document medical/mental health info.

- Current health care providers
- Medication information
- Basic health problems (e.g., allergies, dietary concerns)

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Slide 48

Medical Profile

Current snapshot of participant's medical status

Info about child's health care providers

Primary Health Care Providers group box

- View & update participant's health care, professionals, emergency contact & child's Medicaid number.

Basic group box

- Document health problems, allergies,
- Immunization dates & records.
Medical/Mental Health Profile

Psychotropic Medications 39.407

Can take possession of psychotropic medication & continue to provide to child until the shelter hearing if:

- It's in the original container
- It's a current prescription for the child
- Advised by licensed physician, must request court authorization to continue medication

The child’s official record must include:

- Why parent's authorization was not obtained
- Why psychotropic medication is necessary for the child’s well-being
- Must inform parents or legal guardian that the drug is being administered.

Medication Tab

Prescribing physician

Medication name

- For psychotropic purposes
- Date prescribed
- Date stopped
**Mental Health Profile Tab**

- Snapshot of child/caregiver’s mental health status
  - Documents info re: child’s mental health treatment
- Treatment information group box
  - View & update inpatient & outpatient info
  - Last CBHA evaluation date
- Substance Use group box
  - Record substance abuse info
  - Record psychological/psychiatric referral info

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**Module 7: Complete an Investigation**

**Objectives**

- Update background history & basic Tab.
- Document alleged maltreatment findings.
- Add final roles & update person information.
- Document alleged maltreatment findings.
- Complete closure checklist.
- Submit investigation for supervisory approval.
- Complete steps to close investigation.
- Document investigation from commencement to closure.

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**Program Directives**

**Background History: Summary & Implication for Victim Safety**

- If Background History indicates potential current threat to child safety:

  The Implication for Child Safety must clearly address this risk so the safety actions can address the efforts needed to eliminate the threat.
Slide 55

**Program Directives**

**Allegations/Findings of Maltreatment**

- Must complete for each child/victim for each maltreatment allegation:
  - w/in 45 days from intake receipt for original & any additional added allegations
- Findings are based on the degree that credible evidence supports or refutes maltreatments
- Must record the credible evidence source in the narrative

Slide 56

**Program Directives: Allegations/Findings of Maltreatment Summary**

Each maltreatment recorded must have a finding of:
- Verified
- Not Substantiated
- No Indicators

Verified findings determine final role for adult subjects as “Caregiver Responsible”

Document evidence analyses & updates in Summary/Findings Implications for child safety

Slide 57

**Program Directives Incident Date**

- **Incident Date**
  - Refers to the most recent date the specific maltreatment occurred or may have occurred for each victim
  - Can be estimated/approximated
  - Most recent date the specific maltreatment is known or estimated to have occurred (prior to entering the finding)
Slide 58

**Program Directives Incident Date**

- If maltreatments have findings of “Verified” that have occurred continuously over time (e.g., Neglect):
  - Enter date the allegation was made (that resulted in the intake being taken); or
  - The date the PI added the maltreatment.

- If a date is not provided in the intake for the alleged maltreatment:
  - Enter date the allegation was made (that resulted in the intake being taken).

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Slide 59

**Program Directives Final Supervisor Review**

**Must**

- Complete within 3 days of PI’s submission.
- Document if the child safety assessment & maltreatment findings support the Investigative Summary.
- Explain what areas have insufficient documentation:
  - the investigation is NOT ready for closure.

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Slide 60

**Program Directives Investigative Summary**

- Must complete within 45 days of intake receipt and submitted to your supervisor, along with paper file.
- Must be completed on each child.
- Investigation must be closed by your Supervisor within 60 days of intake receipt, regardless of judicial case status.
Program Directives
Investigative Summary

Must be based on analysis of:
• Safety factors
• Family strengths
• Prior intakes
• Services
• Background history for all intake subjects
• Maltreatment findings

When there are no findings of maltreatment but supportive services are recommended, select appropriate service

Case Closure Page

Document case closure information
Initiate all case closure activities

System reasons denying case closure:
• Click on expando
• Displays Closure Denial Message box

Module 8: Creating Additional Types of Assessments

Objectives
• Create an Institutional Safety Assessment.
• Create a Child on Child Sexual Abuse Assessment.
• Create a Request for Assistance Assessment.
Slide 64

Institutional Safety Assessment

8 - Child Factors • #1-8

8 - Facility Factors • #9-16

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Slide 65

Child on Child Assessment

9 - Offense Characteristics • #1-9

4 - Child Maltreatment History • #10-13

3 - Social and Interpersonal Skills • #14-16

10 - Alleged Offender Factors • #17-26

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Slide 66

Request for Assistance

Services

Removal Information

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