Child Welfare Pre-Service Training

Removal and Placement FSFN
Computer Instruction

Trainer Guide

July 2013
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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The materials for the Child Welfare Pre-Service Training curriculum were formatted and edited by the Child Welfare Training Consortium at the University of South Florida.

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To The Trainer

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To The Trainer


Goals

Following the FSFN Removal and Placement Computer course, learners will be able to:

- Create documentation of a meeting.
- Create documentation of Diligent Search Activities.
- Create a removal episode for a child and complete associated tasks.
- Access on-line demonstrations and view person merge demonstration.

Knowledge Base Competencies

The following Case Management (CM) Knowledge Base Competencies (organized by domain) are addressed in Removal and Placement FSFN:

Professional and Legal Responsibilities, Documentation Requirements:

- K24. The importance of timely, accurate case documentation for agency accountability.
- K25. Multiple types, purposes, and uses of case documentation.

The following Protective Investigations (PI) Knowledge Base Competencies (organized by domain) are addressed in Removal and Placement FSFN:

Child Protection Foundations:

- K21. Knowledge of the types and purposes of information and required timeframes for documentation in the electronic investigative file (e.g., TANF, ICWA, etc.).

Planning and Teaming:

- K46. Knowledge of the role of the protective investigator to have primary responsibility for gathering, assessing, understanding, integrating, documenting, and communicating critical information throughout the investigation to all essential parties in order to ensure informed decision making.
Course Objectives

Module 1: Meetings/Diligent Search
- Demonstrate how to change a Case Name.
- Document meeting times, issues, and participants involved.
- Demonstrate how to Document Diligent Search activities.

Module 2: Out-of-Home Placement
- Create a new case participant and demonstrate how to update person management information.
- Name the requirements for creating Person Providers.
- Create a Unified Home Study.
- Create an Updated Safety Plan, an Out-of-Home Plan and a Visitation Plan.
- Create a General Referral form and a Case Transfer Staffing (ESI) form.

Module 3: Demos
- Demonstrate how to access demos.
Training Materials

Module 1: Meetings/Diligent Search
- PG1-4 Removal and Placement Scenario
- PG5 Changing Case Name
- PG6-7 Meetings
- PG8-9 Diligent Search for Parent
- PG10-11 Meetings - Permanency Planning

Module 2: Out-of-Home Placement
- PG1 Adding a Case Participant
- PG2 Adding a Service Role/Relationship
- PG3 Create Person Providers
- PG4 Updating Providers
- PG5 Document Removal of a Child
- PG6 Approving the Out-of-Home Placement
- PG7 Unified Home Study
- PG8-28 Buddy Unified Home Study
- PG29 Unified Home Study Approval
- PG30-31 Updating Safety Plan
- PG32-33 Out-of-Home Plan
- PG34 Visitation Plan
- PG35 Case Transfer/ESI Staffing
- PG36-42 Buddy Case Transfer (ESI) Staffing

Module 3: Demos
Visual Aids

PowerPoint Slides

- PPT1  Removal and Placement
- PPT2  Module 1 Objectives
- PPT3  Maintain Case Information
- PPT4  Meetings
- PPT5  Diligent Search
- PPT6  Minimum Requirements
- PPT7  Missing or Unidentified Parents
- PPT8  Module 2 Objectives
- PPT9-10 Service Roles
- PPT11 Participant Tab
- PPT12 Active Child
- PPT13 Out-of-Home Placement/Provider
- PPT14 Approved Providers
- PPT15-16 Out-of-Home Placement/Removal
- PPT17-18 Out-of-Home Placement/Primary Caregiver
- PPT19 Out-of-Home Placement/Provider
- PPT20 Placement Approvals
- PPT21 Unified Home Study
- PPT22 Effective Home Studies
- PPT23 Module 3 Objectives
- PPT24 Release 2a Demos
- PPT25 Release 2b Demos
- PPT26-28 Person Merge Quiz
Module 1: Meetings/Diligent Search

Objectives

- Display PPT1, Removal and Placement FSFN and PPT2, Module 1 Objectives and review.

Topic ~ Changing Case Name

Advise the class to read PG1-4, Removal and Placement Scenario.

(PG page inserted on the following page TG3-6)

- Display/Review PPT3, Maintain Case Information:
Refer class to **PG5, Changing Case Name.** *(PG page inserted on the following page TG7)*

- Click the **Cases** expando.
- Click the **Case Name** hyperlink for **FN1, Buddy (AD)** to navigate to the **Maintain Case** screen.

*A hyperlink is blue and turns red when hovering over it with a mouse.*

- The **Case** first name is the name **Buddy**.
- Change the first name to the Father's first name **Gerry**, using the same alpha designator.
- Click **Save** and **Close**.

*Use Alt + S for Save and Alt + C for Close - if the window cannot be expanded.*

- This returns you to the **Desktop** - the case still says **FN1, Buddy**.
- Click **Refresh** from the banner bar.
- Direct the class to open the cases expando and the case has changed to **FN1, Gerry**.
Module 1: Meetings & Diligent Search

Removal and Placement Scenario

Buddy

04/02/2009 7:03 pm: Intake received alleging that a 6-year-old child named Buddy had been brought to the emergency room by his grandmother, Mrs. Perline FN1. Her 23-year-old son had left Buddy at her home two days earlier and said he would be back in a few hours. She hasn't seen her son since. Mrs. FN1 said Buddy had been crying continuously since his father left him. She noticed bruises on his upper back when she bathed him. His arm and hand were swollen and beginning to look bruised as well. Buddy keeps pulling at his arm, crying, "It hurts, it hurts," and was not using it. X-rays taken at the hospital indicated a spiral fracture of the arm, and previous fractures of the upper arm and ribs.

04/02/2009: A prior investigation when Buddy was a newborn was reviewed. The mother was referred to numerous services for mental health issues, and placed under Non-Judicial In-Home Services. The mother complied with the case plan for 6 months, however, moved without notice shortly after.

04/02/2009 8:15 pm: Field visit to the hospital to interview the hospital social worker, Anita Williams, who advises that the grandmother appears to be very caring towards the child and is concerned for the child's safety. She advises you that she received a telephone call from CPT case coordinator, Marge Stewart, who has requested the medical records and stated that the CPT medical director would be contacting the ER physician for a medical consult. Ms. Williams also advises that the child appears to be malnourished and presents with some developmental delays. She advises that he was fretful, withdrawn and cautious when first brought to the ER, however, when his arm was casted he showed no distress or fight and almost appeared "depressed and apathetic." You are also able to interview the attending physician, Dr. Earl Brody who advises that injuries were strongly suggestive of abuse and that the child is low weight for his age, appears malnourished, and shows evidence of generalized developmental delay.

04/02/2009 8:30 pm: Interview with Mrs. Perline FN1, who is 48 years old and reports many health issues, and also cares for her disabled husband. Perline states Buddy visits her often, but feels that due to her and her husband's health problems, she is incapable of providing Buddy with long-term care. Her son, Gerry, has provided a home for Buddy since his wife left him a year earlier. His wife, Seashe FN2, is reportedly paranoid schizophrenic and emotionally unstable when she does not take her medication. According to Perline, the mother's whereabouts are unknown. Mrs. FN1 is unaware if there are any other family members who could assist with the care of Buddy, or who could help with locating the mother. Mrs. FN1 tells you that she thinks her son is pushing drugs; he disappears for long periods, often with Buddy. She worries that Buddy is being exposed to "bad elements" and is not getting the care he needs.
04/02/2009 8:30 pm: Buddy is observed following his arm being casted. Child is sleepy and does not respond to your attempts to interview. You decide to follow the grandmother to her residence to complete a home inspection and continue the investigation.

04/02/2009 9:00 pm: Field visit completed to the home of paternal grandparents, Perline and Henry FN1. Criminal background checks and a home inspection are completed on the grandparents. Neither of the grandparents has a criminal history and a home inspection is positive. The decision is made to temporarily place Buddy with his grandparents. Mrs. FN1 also advises you that Buddy's father bought over some medicine and told the grandparents that the child was recently tested at his school and was put on this medicine on a daily basis. She stated her son advised her that Buddy had been diagnosed with ADHD, but they were both concerned that he may have the same problems as his mother. This is considered a temporary placement as contact with the parents must be completed in order to assess their ability to care for Buddy and the grandparents have health issues which preclude them from being able to commit to raising Buddy on a permanent basis.

04/02/2009 9:30 pm: Field visit to the residence of the father, Gerry FN1, which is located in a "high crime" and "high drug" area. There is no response at the door when you knock.

04/03/2009 10:00 am: Telephone call received from the father, Gerry FN1, who is very angry. He states that when he came to get his child from his parents, they refused and told him that he needed to speak to an Investigator before they would let him take Buddy. He demanded to know what was going on. He denied harming the child and said that he has taken care of the child since his wife walked out. He said that he did not have to tell the PI or his parents where he has been and that he left the child in the care of his parents to assure his safety. The father is advised of the need to further investigate, including an interview with him before allowing him to take Buddy home. He is in agreement with allowing the child to remain in the care of the grandparents pending further investigation. He also agrees to meet you at your office this afternoon.

04/03/2009 1:00 pm: Office visit with the father, Gerry FN1, who is angry and upset. He denies abusing the child and states that he has no idea how Buddy got injured. Gerry stated that if you want to harass anyone for abusing his child, you should find his wife. Gerry expressed anger and frustration at the fact that he had to raise his son by himself. He stated that he does the best he can and that it is "an inconvenience" caring for a 6 year old. He stated that he lost his job and is having a hard time paying his bills, etc. He admitted to leaving the child in the home by himself for short periods of time because he "had no choice." He also stated that some of his friends have cared for the child in the past. Gerry admitted to leaving the child at various friends' homes and has had friends care for him in his home as well. He refused to provide this PI with any names and any details, stating that it was "none of your business." The allegations and the extent of the injuries are discussed with the father. He is advised that all of the child's injuries are indicative of abuse and that the child is also malnourished and appears to be developmentally delayed. The father states that the child does not like his cooking and that he is "just quiet." Gerry advises you that the school had him tested and placed him on a medication. He stated that he filled the prescription and made sure that his mother and father had the medicine when he dropped the child off at their home. Gerry refuses to provide any additional information and refuses a voluntary drug evaluation.
The father is advised that the child must temporarily remain in the care of the grandparents due to the seriousness of Buddy’s injuries, lack of information regarding who and what caused the injuries, his refusal to provide the names of the friends that cared for Buddy and to take part in a voluntary drug evaluation. All of these factors cause the child to be at risk and in order to control the risk to Buddy, he must be placed in a safe environment. The father agrees to allow Buddy to remain in the home of the paternal grandparents. You ask if there are any other relatives that could care for Buddy as his parents have said they cannot care for the child on a permanent basis. He provides you with the following information pertaining to Buddy’s maternal aunt:

Veronica FN2, Panhandle in Florida

04/03/2009 2:30 pm: Following a brief search the maternal aunt, Veronica FN2 is located. Contact is initiated via telephone. Per Veronica, Buddy’s mother, Siesha, was killed in a car accident approximately 6 months ago. Veronica stated that she has been trying to locate the father and the child to inform them of the accident and death since the incident. She is very interested in obtaining custody of the child and provides you with the following information.

Veronica (Alpha Designator) FN2
32 F. Pickens Road
Pensacola, Florida 32562
(805) 544-7012
DOB: 04/04/1981
SSN: 975-88-1597
Single African American Female

04/03/2009: An OTI is requested from Escambia County for the completion of the Unified Home Study on the aunt, Veronica FN2. The aunt’s information is also submitted for completion of the required background checks.

04/03/2009: Case is staffed with your supervisor and CLS attorney. It’s agreed that Buddy can stay at his grandparents’ home until the OTI for the maternal aunt is completed. If the home study or background check is unfavorable then Buddy will be placed in shelter care. A shelter hearing will be held following the results of the OTI. PI supervisor will contact an Escambia County supervisor to inquire if the OTI process can be expedited.

04/06/2009 10:00 am: CPT staffing held in conjunction with law enforcement. Recommendations of the staffing are for the child to remain with the grandparents until an OTI is completed on the maternal aunt. Once the child is placed, whether in relative care or shelter care, the father will be given a case plan to include: substance abuse evaluation, anger management, a psychosocial evaluation, and parenting classes.

04/06/2009 11:30 am: Field visit to the residence of the father, Gerry FN1. There is no answer to the knock on the door and you are able to see inside the residence through a window that has the blinds open. There is no furniture or any type of personal belongings present in the apartment. A neighbor advises you that “Gerry left” and provides you with the name and phone number of the person who owns the apartment building. Contact with Mr. Graham reveals that the father was months behind in his rent and that he “just up and left,” owing him a lot of money.
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents’ house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he “misses his mother, but he knows that she is sick and cannot take care of me.” Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams “Yes.” Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father’s recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Changing Case Names

Changing Case Name

Click the Cases expando

Click the Case Name Hyperlink for FN1, Buddy (AD) to navigate to the Maintain Case screen

In the Case first name section is the name Buddy (AD). Change the first name to the father’s first name Gerry (AD).

Click Save and Close

Open the cases expando and the case now says FN1, Gerry (AD)

Click Refresh from the banner bar
Topic ~ Meetings - CPT Staffing

- The **Meeting** page provides the ability to:
  - schedule a meeting
  - prepare notifications and notify intended participants
  - document meeting outcomes
  - cancel meetings
  - coordinate other meetings associated with a case, participant or provider
- Word documents are "linked" to each meeting, allowing you to document meeting activities and outcomes.
- Display **PPT4, Meetings** and discuss:

![Meeting page screenshot]

- Review the additional ways to create a meeting:
  - From the **Actions** hyperlink located next to the case or provider name and from the **Select Action** group box, click **Create Meeting**.
  - Click **Continue**.
  - In the **Participant** view, select the **Actions** hyperlink next to the **case participant name**.

**Refer class back to PG3, Removal and Placement Scenario, CPT Staffing. (PG page inserted on the following page TG10)**

Refer learners to PG6-7, Meetings. (PG page inserted on the following page TG11)

  - Click **Case Work** on the banner bar.
  - From the **Meeting** dropdown, select **Child Protection Team Staffing**.
  - From the **Cases** group box, select the **FN1, Gerry (AD)** case.
➢ From the **Case Participants** group box, select the **FN1, Buddy (AD).**

➢ Click **Create**.

*Meetings are also created by selecting the actions hyperlink next to the case name.*
The father is advised that the child must temporarily remain in the care of the grandparents due to the seriousness of Buddy’s injuries, lack of information regarding who and what caused the injuries, his refusal to provide the names of the friends that cared for Buddy and to take part in a voluntary drug evaluation. All of these factors cause the child to be at risk and in order to control the risk to Buddy, he must be placed in a safe environment. The father agrees to allow Buddy to remain in the home of the paternal grandparents. You ask if there are any other relatives that could care for Buddy as his parents have said they cannot care for the child on a permanent basis. He provides you with the following information pertaining to Buddy’s maternal aunt:

Veronica FN2, Panhandle in Florida

04/03/2009 2:30 pm: Following a brief search the maternal aunt, Veronica FN2 is located. Contact is initiated via telephone. Per Veronica, Buddy’s mother, Siesha, was killed in a car accident approximately 6 months ago. Veronica stated that she has been trying to locate the father and the child to inform them of the accident and death since the incident. She is very interested in obtaining custody of the child and provides you with the following information.

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Single African American Female

04/03/2009: An OTI is requested from Escambia County for the completion of the Unified Home Study on the aunt, Veronica FN2. The aunt’s information is also submitted for completion of the required background checks.

04/03/2009: Case is staffed with your supervisor and CLS attorney. It’s agreed that Buddy can stay at his grandparents’ home until the OTI for the maternal aunt is completed. If the home study or background check is unfavorable then Buddy will be placed in shelter care. A Shelter hearing will be held following the results of the OTI. PI supervisor will contact an Escambia County supervisor to inquire if the OTI process can be expedited.

04/06/2009 10:00 am: CPT staffing held in conjunction with law enforcement. Recommendations of the staffing are for the child to remain with the grandparents until an OTI is completed on the maternal aunt. Once the child is placed, whether in relative care or shelter care, the father will be given a case plan to include: substance abuse evaluation, anger management, a psychosocial evaluation, and parenting classes.

04/06/2009 11:30 am: Field visit to the residence of the father, Gerry FNI. There is no answer to the knock on the door and you are able to see inside the residence through a window that has the blinds open. There is no furniture or any type of personal belongings present in the apartment. A neighbor advises you that “Gerry left” and provides you with the name and phone number of the person who owns the apartment building. Contact with Mr. Graham reveals that the father was months behind in his rent and that he “just up and left,” owing him a lot of money.
Meetings

Click Casework on the banner bar

From the Meeting dropdown
Select: Child Protection Team Staffing

From the Cases group box
Select: FN1, Gerry (AD) case

From the Case Participants group box
Select: FN1, Buddy (AD)

Enter Scheduled Date: 04/06/2009
Enter Start Time: 10:00 am
Enter End Time: 11:00 am
Enter Location: Child Protection Team Office

Click Create

Click Insert

Click the Delete hyperlink next to the inserted section
Pop-up box appears "Are you sure you want to delete this session?"
Click Yes

In the Meeting Issues/Statements box, enter:
Severity of Buddy's injuries, dependency actions and pending criminal charges.

In the Meeting Request Details group box

Click the Person hyperlink
Enter Last Name: Smith
Click Search
Select: first Smith available
Click Continue

Click the Case Participant hyperlink
Pop-up box appears with a list of all case participants.
Link is used when a participant requests a meeting.
Only one case participant may be selected

Click Close
Meetings (cont.)

Click the **Meeting Participants** tab

Select Notice Type: **Schedule**

In the **FSFN Participants** group box:

Click **Attended**, for your FSFN User Name and the Smith you added as the meeting requestor.

This is used to add non-case participants to the participant list.

Click **Close** to return to the Case Participants.

In the **FSFN Participants** group box, click **Insert**

This is used to add case participants to the meeting participants. Click the participants name and click continue to add case participants to the meeting participants.

Click **Close** to return to the Case Participants.

In the **Other Participants** group box, enter:

- Dr. David Hightower – CPT Medical Director
- Sarah McCarthy – CPT Case Coordinator
- Dr. James Madison – CPT Psychologist
- Detective H.K. Tucker: Monroe County Sheriff's Office

Select **Text and Go**

Enter the following narrative:

Meeting was held at the Child Protection Team Office. Dr. Hightower reiterated the serious nature of Buddy’s injuries and that the injuries were inflicted. Dr. Madison recommended that the father participate in a psychosocial evaluation, anger management classes, substance abuse evaluation and parenting classes. Detective Tucker advised that Buddy’s father, Gerry FN1, would be charged with aggravated child abuse. All parties agreed that placing Buddy with his aunt was the best possible option, pending a positive home study and background screening. Dr. Madison recommended that Buddy receive counseling, due to the loss of his mother, the extensive abuse he has endured, and being exposed to a possible volatile, drug house, environment.

Click **Close and Return to FSFN or (X)**

On the **Meeting Participants** tab, click **Notify** for all FSFN Participants

From the **Options** dropdown

Select **Notify**

Click **Go**
• Review the **Meeting** Page:
  • Comprised of two tabs and three group boxes.
  • Tabs: **Document** and **Meeting Participants**.
  • The header information displays across all tabs.
  • The **Document** tab contains the following group boxes:
    • Session Details
    • Issues/Statements
    • Request Details

*If Meeting Type is Permanency Staffing or Other Meeting, additional fields are visible in the Meeting Session Details group box.*

*If Meeting Type is Case Transfer Staffing (ESI), a Case Transfer Staffing Acceptance group box is available.*

• Review the Meeting header information:
  • The following information pre-fills with information from Create Case Work or Create Provider Work page:
    • Type
    • Subject
    • Subject Participants

*If a meeting is created from the Actions hyperlink next to the Case or Provider Name or Actions the Participant view, the Type field is blank.*

*Use the Type dropdown to select appropriate meeting.*

*If the meeting type is Case Transfer Staffing (ESI), a Case Accepted checkbox becomes available.*

• The Meeting Lead field:
  • Pre-fills with name of the person creating the meeting.
  • The Subject Participant only pre-fills if a specific participant is selected when creating the meeting; otherwise it is blank.

• Two additional checkboxes:
  • **Cancel Meeting**: indicates a meeting has been cancelled. Selecting this checkbox disables the Meeting page.
  • **Meeting Completed** checkbox: The meeting page becomes disabled when the page is saved.
• Review the **Meeting Session Details** group box:
  - Provides specific date, time and location information
  - In the **Scheduled Date** field, enter 04/06/2009.
  - In the **Start Time** field, enter 10:00 AM.
  - In the **End Time** field, enter 11:00 AM.
  - In the **Location** field, enter Child Protection Team Office.
  - Click **Insert**.

  **If a meeting is cancelled and rescheduled you must check the box “Check here if session was cancelled” and insert the new meeting time in the next section.**
  - Click the **Delete** hyperlink next to the inserted section.
  - A pop-up box appears “Are you sure you want to delete this session?” Click **Yes**.
  - In the **Meeting Issues/Statements** box, enter:
    
    | Severity of Buddy’s injuries, dependency actions, and pending criminal charges. |

  - Review **Meeting Request Details** group box. There are two options to document the meeting requestor. Only one option may be used.
  - **Option 1:** In the **Meeting Request Details** group box, click the **Person** hyperlink.
  - In the **Last Name** field, type Smith and click **Search**.
  - Select the first Smith available and click **Continue**.

  **If you are requesting the meeting, search for your name.**
  - **Option 2:** Click the **Case Participant** hyperlink.

  A pop-up box appears listing all case participants. This link is used when a participant requests a meeting. Only one case participant may be selected.
  - Click **Close**.
  - Click the **Meeting Participants** tab.
  - From the **Notice Type** select **Schedule**.

  There are 3 Notice types; each generates a unique Word document. These are the available options:

  - **Schedule** – Notice of Meeting
  - **Reschedule** – Note of Rescheduling
  - **Cancel** – Notice of Meeting Cancellation
In the FSFN Participants group box, click **Attended**, for your name (FSFN User Name) and for the Smith you added as the meeting requestor.

In the Participants group box, click **Person Search**.

**This is used to add non-case participants to the participant list.**

- Click **Close** to return to the Case Participants.
- In the Participants group box, click **Insert**.

**This is used to add Case Participants to the meeting participants. Click the box next to the case participants name and click continue to add case participants to the meeting participants.**

- Click **Close** to return to the Case Participants.
- In the Other Participants group box, enter the following:
  - Dr. David Hightower - CPT Medical Director
  - Sarah McCarthy - CPT Case Coordinator
  - Dr. James Madison - CPT Psychologist
  - Detective H.K. Tucker - Monroe County Sheriff’s Office

- From the Options dropdown, select **Text** and **Go**.
- Enter this narrative:

Meeting was held at the Child Protection Team Office. Dr. Hightower reiterated the serious nature of Buddy’s injuries and that the injuries were inflicted. Dr. Madison recommended that the father participate in a psychosocial evaluation, anger management classes, substance abuse evaluation and parenting classes. Detective Tucker advised that Buddy’s father, Gerry FN1, would be charged with aggravated child abuse. All parties agreed that placing Buddy with his aunt was the best possible option, pending a positive home study and background screening. Dr. Madison recommended that Buddy receive counseling, due to the loss of his mother, the extensive abuse he has endured, and being exposed to a possible volatile, drug house, environment.
- Click **Close and Return to FSFN or (X)**.
- On the **Meeting Participants** tab, click **Notified** for all FSFN Participants.
- From the Options dropdown, select **Notify** and **Go**.
- Click **Close and Return to FSFN or (X)**.
- In the header group box, click **Meeting Completed**.
- Click **Save** and **Close**.
- Refresh the **Desktop** and click the **Meeting** icon.
- A Meeting hyperlink displays with the current date and status of the meeting held.

*The meeting becomes frozen after “Meeting Completed” or “Cancel Meeting” is selected and saved.*
Topic ~ Diligent Search for a Parent

- The **Diligent Search for Parent** page is in the Legal Module and is used to document the aspects of a diligent search for a parent including:
  - Purpose
  - Children Associated
  - Subject of the Search
  - Activities conducted
  - Date the activity is conducted
  - Person or agency contacted
  - Who conducted the activity
  - Result of the activity
  - Overall outcome of the diligent search

- This diligent search page is intended to be used for the Diligent Search for Parent process, **not** the Diligent Efforts to Locate Relatives.

**Reiterate the policy requirements for the diligent search process. Ask class to reflect back to the activity “Search is On” for additional reference.**

**PPT5-7, which were discussed in the classroom training are included again to allow for further review.**

**PIs and CMs must enter diligent search information in the Legal Module.**
Refer class back to PG4, Removal and Placement Scenario and PG8-9, Diligent Search for Parent. *(PG page inserted on the following page TG19-21)*

- Click **Case Work** on the banner bar.
- From the **Legal** dropdown, select **Diligent Search for Parent**.
- From the **Cases** group box, select the **FN1, Gerry (AD)** case.
- Click **Create**.

*The Diligent Search for Parent page displays.*
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents’ house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he “misses his mother, but he knows that she is sick and cannot take care of me.” Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams “Yes.” Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father’s recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Diligent Search for a Parent

Click Casework on the banner bar

From the Legal dropdown
Select: Diligent Search for Parent

From the Cases group box
Select: FN1, Gerry (AD) case
Displays Diligent Search for Parent page
Select: Dependency next to Purpose
Select Children Associated: FN1, Buddy (AD)

In the Diligent Search for Parent box, Click Insert
A new diligent search row displays
Select Subject of the Search: FN1, Gerry (AD)
Enter Date: 04/06/2009
Enter Activity: Relative
Enter: Person/Agency Contacted: FN1, Henry and Perline (AD)
Enter Conducted By: Your name
Select Result: Oral Response/No Records
Enter Response Date: 04/06/2009

Click the Delete hyperlink next to the inserted section
Validate message appears “Are you sure you want to delete this inserted entry?”
Clicking Yes: Deletes the associated Diligent Search for Parent row
Clicking No: Leaves the inserted row

Click No
Diligent Search for a Parent (cont.)

In the Diligent Search Outcome box, select the Parent Located checkbox. This Makes Conducted By field mandatory.

Enter Date: 04/06/2009

In the Additional Comments field in the Additional Comments group box, enter:

Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

A pop-up box appears, “Please make sure that you have opened the Affidavit of Diligent Search template before selecting the outcome, otherwise the template may not have the latest changes and/or will be unavailable for future viewing. Click “Return” to go back, uncheck outcome, save and launch template. Click “Ignore” to save the page now.

Click Save

Click Return

Click Save

Click Close

Refresh the Desktop

Click on the FN1, Gerry (AD) Case Expando

Click the Legal icon

Diligent Search hyperlinks are displayed with current date and purpose of the search.
➢ Review **General Information** group box.

*Case Name, Case ID, Worker, and Date Entered fields are system derived.*

➢ Select **Dependency Purpose**.

*Purpose field defaults to Dependency.*

➢ Select FN1, Buddy from the **Children Associated** group box.

*The Children Associated group box allows for multi-selection and only displays participants under the age of 18. At least one child must be selected in order to document and save the diligent search outcome.*

- Review the **Diligent Search for Parent** group box:
  - Initially has no records; records must be added by clicking **Insert**.
  - All fields are user entered.
  - The Diligent Search for Parent page can be:
    - created multiple times for the same case to document multiple diligent searches, as they occur throughout the life of the case.
    - updated and saved multiple times, up to the point the outcome is documented and saved.
  - After saving the outcome, the Diligent Search for Parent page is frozen.

➢ In the **Diligent Search for Parent** group box, click **Insert**.

*Displays a new diligent search row.*

➢ Select the **FN1, Gerry (AD)** from the **Subject of the Search** drop down.
The Subject of the Search dropdown field is required. 
Selected value is displayed. 
All case participant names, including a value of Other, are displayed in the Subject of the Search drop down. 
If Other is selected, the associated text field to the right is enabled and required.

- Enter 04/06/2009 in the Date field.
- Select Relative from the Activity dropdown.
- Enter FN1, Henry (AD) and FN1, Perline (AD) in the Person/Agency Contacted field.
- Enter Your Name in the Conducted By field.
- Select Oral Response/No Records from the Result field.
- Enter 04/06/2009 in the Response Date field.
- Click the Delete hyperlink.

A validation message displays, ‘Are you sure you want to delete this inserted entry?’ ‘Yes’ ‘No’

Clicking ‘Yes’ deletes the associated Diligent Search for Parent row. 
Clicking ‘No’ leaves the inserted row.

- Click No.

- Review the Diligent Search Outcome group box.
  - Consists of the following fields:
    - Parent Located
    - Date
    - Further Search Excused by Court Order
    - Date
  - If the Parent Located checkbox is selected, the Conducted By field must be filled out.
  - If the Further Search Excused by Court Order checkbox is selected, all fields within the Diligent Search for Parent group box must be filled out.
  - The one exception is the blank text field, which is only required if ‘Other’ is selected from the Subject of the Search dropdown.
  - Upon selecting save, if the Parent Located or Further Search Excused by Court Order checkbox is selected and Date entered, at least one participant must be selected from within the Children Associated group box.
Practice Activity:

- Have learners create another Diligent search entry using the 04/06/2009 2:00 pm note on PG4, Removal and Placement Scenario, pertaining to the Sheriff’s Office Check. *(PG page inserted on the following page TG6)*

  ➢ Once learners have completed the activity have them select the Parent Located checkbox.

  **Upon selecting Parent Located, the Conducted By field is required.**

  ➢ Enter 04/06/2009 in the Date field.

  **If Further Search Excused by Court Order is selected as the Outcome, ALL fields in the Diligent Search for Parent group box are required, except the Other text field, which is required if Other is selected from the Subject of the Search dropdown field.**

  **Only one of the two checkboxes is selected at a time.**

  **The associated Date field becomes required upon selecting the checkbox.**

  ➢ In the Additional Comments field in the Additional Comments group box, enter:

    Continued diligent search on the father reveals his recent arrest on 04/05/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

  ➢ Click Save

  **A pop-up box appears, “Please make sure that you have opened the Affidavit of Diligent Search template before selecting the outcome, otherwise the template may not have the latest changes and/or will be unavailable for future viewing. Click “Return” to go back, uncheck outcome, save and launch template. Click “Ignore” to save the page now.”**

  ➢ Click Return
  ➢ Uncheck the outcome and save.
  ➢ From the options dropdown box, select the Affidavit of Diligent Search.
  ➢ Click Go.
  ➢ Once the template is launched and viewed, click close and return to
FSFN.

- Click **Save**.

**⚠️** Once the Outcome and associated date are documented and the page saved, the Diligent Search for Parent page is frozen.

- Click **Close**.
- Refresh the **Desktop**.
- Click the **FN1, Gerry (AD) Expando**.
- Click the **Legal** icon.

**⚠️** Diligent Search hyperlinks are displayed with the current date and purpose of the search.
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigation is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time, and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents’ house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he “misses his mother, but he knows that she is sick and cannot take care of me.” Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams “Yes.” Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father’s recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Topic ~ Meetings-Permanency Planning

Refer class back to PG4, Removal and Placement Scenario.

Refer participants to PG10-11, Meetings - Permanency Planning.

*(PG page inserted on the following page TG29-31)*

- Click Case Work on the banner bar.
- From the Meeting dropdown, select Permanency Planning.
- From the Cases group box, select the FN1, Gerry (AD) case.
- From the Case Participants group box, select FN1, Buddy (AD), click Create.
- In the Scheduled Date field, enter 04/06/2009.
- In the Start Time field, enter 03:00 PM.
- In the End Time field, enter 03:30 PM.
- In the Location field, enter DCF Office.
- In the Meeting Issues/Statements box, enter:

  **Permanency Planning for Expedited TPR.**

- In the Meeting Request Details group box, click the Person hyperlink.
- In the Last Name field, type Smith, click Search.
- Select the first Smith available, click Continue.
- Click the Meeting Participants tab.
- From the Notice Type, select Schedule.
- In the FSFN Participants group box, click Person Search.
- In the Last Name field, again type Smith, click Search.
- Select a different Smith available, click Continue.
- From the Options dropdown, select Text and Go.
- Enter this narrative:

  Case staffed with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father's pending incarceration, the deceased mother and the egregious nature of the child's injuries. CLS agrees to draft the TPR petition.
- Click **Close and Return to FSFN or (X)**.
- On the **Meeting Participants** tab, click the **Notified** checkbox for all Participants. If the **Attended** check boxes are not already checked, check those also.
- From the Options dropdown, select **Notify** and **Go**.
- Click **Close and Return to FSFN**.
- In the header group box, click **Meeting Completed**.
- Click **Save** and **Close**.
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents’ house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he “misses his mother, but he knows that she is sick and cannot take care of me.” Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams “Yes!” Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father’s recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Meetings – Permanency Planning (cont.)

From the Options dropdown
Select: Text
Select: Go

In the Meeting Issues/Statements box, enter:

Case staffed with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

Click Close and Return to FSFN

On the Meeting Participants tab, Click Notified for all participants
If Attended check boxes are not already checked, check them also

From the Options dropdown
Select: Notify
Select: Go

Click Close and Return to FSFN

In the header group box, Click Meeting Completed

Click Save
Click Close
Module 2: Placement Out-of-Home

Objectives

- Display PPT8, Module 2 Objectives and review.

Topic ~ Adding a Case Participant

Refer the class to PG1-4, Module 1: Removal and Placement Scenario and PG2, Adding a Case Participant. (PG page inserted on the following page TG3-7)

- Advise class that the maternal aunt, Veronica, will be added to the case from the Maintain Case Screen on the Participant tab.
  - From the Participant tab in the Participants group box, click Insert to display the Search Person page.
  - Type FN2 in the last name field and V* in the first name field.
  - Click Search and a pop-up appears stating there is "no matching data found".
  - Click Close on pop up box.
  - Change the wildcard name to the real first name Veronica (AD).

If the person is already in FSFN, click Select next to that person’s name in the Persons Returned group box, and click Continue. In this case we know Veronica does not exist.

- Click Create to display the Person Management page with the Basic tab open.
- On the Basic tab, enter all applicable information.
- Click the Address tab, enter all applicable information.
- Click Save and Close.
- The Person Search Page with the aunt’s name re-appears.
- Click **Continue**.
- The **Person Management** screen now shows that the aunt has been added.
- Click **Save** and **Close**.
Module 1: Meetings & Diligent Search

Removal and Placement Scenario

Buddy

04/02/2009 7:03 pm: Intake received alleging that a 6-year-old child named Buddy had been brought to the emergency room by his grandmother, Mrs. Perline FN1. Her 23-year-old son had left Buddy at her home two days earlier and said he would be back in a few hours. She hasn’t seen her son since. Mrs. FN1 said Buddy had been crying continuously since his father left him. She noticed bruises on his upper back when she bathed him. His arm and hand were swollen and beginning to look bruised as well. Buddy keeps pulling at his arm, crying, “It hurts, it hurts,” and was not using it. X-rays taken at the hospital indicated a spiral fracture of the arm, and previous fractures of the upper arm and ribs.

04/02/2009: A prior investigation when Buddy was a newborn was reviewed. The mother was referred to numerous services for mental health issues, and placed under Non-Judicial In-Home Services. The mother complied with the case plan for 6 months, however, moved without notice shortly after.

04/02/2009 8:15 pm: Field visit to the hospital to interview the hospital social worker, Anita Williams, who advises that the grandmother appears to be very caring towards the child and is concerned for the child’s safety. She advises you that she received a telephone call from CPT case coordinator, Marge Stewart, who has requested the medical records and stated that the CPT medical director would be contacting the ER physician for a medical consult. Ms. Williams also advises that the child appears to be malnourished and presents with some developmental delays. She advises that he was fearful, withdrawn and cautious when first brought to the ER; however, when his arm was casted he showed no distress or fight and almost appeared “depressed and apathetic.” You are also able to interview the attending physician, Dr. Earl Brody, who advises that injuries were strongly suggestive of abuse and that the child is low weight for his age, appears malnourished, and shows evidence of generalized developmental delay.

04/02/2009 8:30 pm: Interview with Mrs. Perline FN1, who is 48 years old and reports many health issues, and also cares for her disabled husband. Perline states Buddy visits her often, but feels that due to her and her husband’s health problems, she is incapable of providing Buddy with long-term care. Her son, Gerry, has provided a home for Buddy since his wife left him a year earlier. His wife, Kesha FN2, is reportedly paranoid schizophrenic and emotionally unstable when she does not take her medication. According to Perline, the mother’s whereabouts are unknown. Mrs. FN1 is unaware if there are any other family members who could assist with the care of Buddy, or who could help with locating the mother. Mrs. FN1 tells you that she thinks her son is pushing drugs; he disappears for long periods, often with Buddy. She worries that Buddy is being exposed to “bad elements” and is not getting the care he needs.
04/02/2009 8:30 pm: Buddy is observed following his arm being casted. Child is sleepy and does not respond to your attempts to interview. You decide to follow the grandmother to her residence to complete a home inspection and continue the investigation.

04/02/2009 9:00 pm: Field visit completed to the home of paternal grandparents, Perline and Henry FN1. Criminal background checks and a home inspection are completed on the grandparents. Neither of the grandparents has a criminal history and a home inspection is positive. The decision is made to temporarily place Buddy with his grandparents. Mrs. FN1 also advises you that Buddy's father bought over some medicine and told the grandparents that the child was recently tested at his school and was put on this medicine on a daily basis. She stated her son advised her that Buddy had been diagnosed with ADHD, but they were both concerned that he may have the 'same problems as his mother.' This is considered a temporary placement as contact with the parents must be completed in order to assess their ability to care for Buddy and the grandparents have health issues which preclude them from being able to commit to raising Buddy on a permanent basis.

04/02/2009 9:30 pm: Field visit to the residence of the father, Gerry FN1, which is located in a "high crime" and "high drug" area. There is no response at the door when you knock.

04/03/2009 10:00 am: Telephone call received from the father, Gerry FN1, who is very angry. He states that when he came to get his child from his parents, they refused and told him that he needed to speak to an Investigator before they would let him take Buddy. He demanded to know what was going on. He denied harming the child and said that he has taken care of the child since his wife walked out. He said that he did not have to tell the PI or his parents where he has been and that he left the child in the care of his parents to assure his safety. The father is advised of the need to further investigate, including an interview with him before allowing him to take Buddy home. He is in agreement with allowing the child to remain in the care of the grandparents pending further investigation. He also agrees to meet you at your office this afternoon.

04/03/2009 1:00 pm: Office visit with the father, Gerry FN1, who is angry and upset. He denies abusing the child and states that he has no idea how Buddy got injured. Gerry stated that he does not want to harass anyone for abusing his child; you should find his wife. Gerry expressed anger and frustration at the fact that he had to raise his son by himself. He stated that he does the best he can and that it is "an inconvenience" caring for a 6 year old. He stated that he lost his job and is having a hard time paying his bills, etc. He admitted to leaving the child in the home by himself for short periods of time because he "had no choice." He also stated that some of his friends have cared for the child in the past. Gerry admitted to leaving the child at various friends' homes and has had friends care for him in his home as well. He refused to provide the PI with any names and any details, stating that it was "none of your business." The allegations and the extent of the injuries are discussed with the father. He is advised that all of the child's injuries are indicative of abuse and that the child is also malnourished and appears to be developmentally delayed. The father states that the child does not like his cooking and that he is "just quiet." Gerry advises you that the school had him tested and placed him on a medication. He stated that he filled the prescription and made sure that his mother and father had the medicine when he dropped the child off at their home. Gerry refuses to provide any additional information and refuses a voluntary drug evaluation.
The father is advised that the child must temporarily remain in the care of the grandparents due to the seriousness of Buddy’s injuries, lack of information regarding who and what caused the injuries, his refusal to provide the names of the friends that cared for Buddy and to take part in a voluntary drug evaluation. All of these factors cause the child to be at risk and in order to control the risk to Buddy; he must be placed in a safe environment. The father agrees to allow Buddy to remain in the home of the paternal grandparents. You ask if there are any other relatives that could care for Buddy as his parents have said they cannot care for the child on a permanent basis. He provides you with the following information pertaining to Buddy’s maternal aunt:

Veronica FN2, Panhandle in Florida

04/03/2009 2:30 pm: Following a brief search the maternal aunt, Veronica FN2 is located. Contact is initiated via telephone. Per Veronica, Buddy’s mother, Siesha, was killed in a car accident approximately 6 months ago. Veronica stated that she has been trying to locate the father and the child to inform them of the accident and death since the incident. She is very interested in obtaining custody of the child and provides you with the following information.

Veronica (Alpha Designator) FN2
32 F. Pickens Road
Pensacola, Florida 32562
(805)-544-7012
DOB: 04/04/1981
SSN: 975-88-1597
Single African American Female

04/03/2009: An OTI is requested from Escambia County for the completion of the Unified Home Study on the aunt, Veronica FN2. The aunt’s information is also submitted for completion of the required background checks.

04/03/2009: Case is staffed with your supervisor and CLS attorney. It’s agreed that Buddy can stay at his grandparents’ home until the OTI for the maternal aunt is completed. If the home study or background check is unfavorable then Buddy will be placed in shelter care. A shelter hearing will be held following the results of the OTI. PI supervisor will contact an Escambia County supervisor to inquire if the OTI process can be expedited.

04/06/2009 10:00 am: CPT staffing held in conjunction with law enforcement. Recommendations of the staffing are for the child to remain with the grandparents until an OTI is completed on the maternal aunt. Once the child is placed, whether in relative care or shelter care, the father will be given a case plan to include: substance abuse evaluation, anger management, a psychosocial evaluation, and parenting classes.

04/06/2009 11:30 am: Field visit to the residence of the father, Gerry FN1. There is no answer to the knock on the door and you are able to see inside the residence through a window that has the blinds open. There is no furniture or any type of personal belongings present in the apartment. A neighbor advises you that “Gerry left” and provides you with the name and phone number of the person who owns the apartment building. Contact with Mr. Graham reveals that the father was months behind in his rent and that he “just up and left,” owing him a lot of money.
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents’ house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he “misses his mother, but he knows that she is sick and cannot take care of me.” Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams “Yes.” Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father’s recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Module 2: Placement-Out of Home

Adding a Case Participant

From the Maintain Case Screen on the Participant tab in the Participants group box:

- Click Insert

  Display the Search Person page
  Insert Last Name: FN2 (AD)
  Insert First Name: V
  Click Search – Pop-up box stating there is "no matching data found"
  Click Close

- Change the wildcard name to Veronica (AD)

  Click Create

  Displays the Person Management page with the Basic tab open

- On the Basic tab

  Enter all applicable information

- On the Address tab

  Enter all applicable information

- Click Save and Close

  Person Search Page with the aunt’s name reappears
  Click Continue

  Person Management screen now shows the addition of the aunt

- Click Save and Close
Topic ~ Adding Service Roles/Relationship

- **Return** to the **Maintain Case** screen by clicking the **Case Name** hyperlink.

- **Display/Review** PPT9-10, **Service Roles**.

- **Direct** the class to add a service role from the service role drop down menu.

- To update a person’s demographic information, click their name, which is in a **blue hyperlink**.

- Advise the class that updating demographic information is done as a class later.

- **Display** PPT11, **Participant Tab** and discuss:

  **Add primary caregiver** to **Service Role** of the aunt. If other family members do not have roles noted, update them now.

  **Click Save.**

  Refer class to PG2, **Adding a Service Role/Relationship.** (PG page inserted on the following page TG9)
Adding a Service Role/Relationship

Adding A Service Role

Click the Case Name hyperlink to return to the Maintain Case screen
Add Service Role: Primary Caregiver for FN2, Veronica (AD)
Update other family members who may not have roles
Click Save

Adding A Relationship

Click Relationship tab
Click Insert
Another subject box appears
Choose FN2, Veronica (AD) from dropdown box
Choose relationship for Veronica to Buddy: Aunt-Maternal
Choose Buddy from blue subject box
Click Save and Close
Topic ~ Adding a Relationship

Refer class to PG2, Adding a Service Role/Relationship. *(PG page inserted on the following page TG11)*

All adults and siblings must have a relationship to each other.

➤ Click the Relationship tab.
➤ Click Insert and another subject box appears.
➤ Choose FN2, Veronica (AD) from the dropdown box.
➤ Choose a relationship for Veronica to Buddy (Aunt-Maternal).
➤ Choose Buddy from the next blue subject box.
➤ Click Save and Close.
Adding a Service Role/Relationship

**Adding A Service Role**

- Click the Case Name hyperlink to return to the Maintain Case screen
- Add Service Role: **Primary Caregiver for FN2, Veronica (AD)**
  Update other family members who may not have roles

- Click Save

**Adding A Relationship**

- Click Relationship tab
- Click Insert
  - Another subject box appears
  - Choose **FN2, Veronica (AD)** from dropdown box
  - Choose relationship for Veronica to **Buddy**: Aunt-Maternal
  - Choose **Buddy** from blue subject box

- Click Save and Close
Topic ~ Create Person Providers

- Display/review PPT12, Active Child.

- Refer class back to PG4, Module 1: Removal and Placement Scenario.  

  (PG page inserted on the following page TG14)

- Display/Review PPT13, Out-of-Home Placement/Provider.

- Display/Review PPT14, Approved Providers.
- Advise learners that prior to placing a child, they must research the system.
- The aunt will now be created as a provider, so she can be a relative placement.

*The aunt is already in the system as a participant, but not as a provider.*

Refer class to PG3, Create Person Providers. *(PG page inserted on the following page TG15)*

- From the Menu Bar, click Create.
- Select Provider Inquiry.
- Select Person.
- Enter the Last and First Names of the Relative Caregiver.
- FN2, Veronica(AD)
- Click Search.
- Click the Select hyperlink next to the aunt’s name.
- Click Add Participants.
- In the Participants section, click Continue and the Person Provider Inquiry Box displays.
- Under the Member tab, from the Role drop down box give the aunt a role of Caregiver 1.
- If there is another Relative Caregiver, repeat the search, assign role of Caregiver 2.
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

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04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Create Person Providers

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

- Enter: Relative Caregiver’s Last & First Names (FN2, Veronica (AD))

- Click Search

- 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 out a role of Caregiver 1

- Click the Basic tab

- Select Marital Status: Single Female

- Select: Primary Language (if not designated)

Select the Inquiry Type

- Relative/Non-Relative

Select Referral Source

- Relative/Non-Relative

In the Worker group box > Accept

- Supervisor approves

- Select a Reason

- Meets Requirement

Click Save and Close
Although there is a role of relative, a placement provider must have at least one person with the role of Caregiver 1.

- Click the Basic tab, select Marital Status (Single Female) and Primary Language if not designated when the Person Record was created.
- Select Inquiry Type: Relative/Non-Relative
- Primary Referral Source: Relative or Non-Relative Caregiver
- In the Worker group box: Accept
- Select a Reason: Meets Requirement
- Click Save and Close.

**Topic ~ Updating Providers**

*Note that providers must be updated/edited prior to documenting the removal of the child to ensure that the Fiscal Agency, Service Category, and Service Type for the Provider matches the search criteria of the provider they are trying to locate. If this information does not match the provider cannot be attached to the child’s placement record.*

Refer class to PG4, Updating Providers. (PG page inserted on the following page TG18)

- From the Desktop, click the Providers expando. Find your Relative Caregiver’s name and click the Provider name hyperlink to open the basic provider information window.
- In the Basic group box at the top select:
  - Type: Relative/Non-Relative (Default)
  - Status: Active (Default)
  - Lcns. Type: Approved

**Review the Members tab as no changes are necessary.**

*If there are other household members (including children) in the home that is not the caregiver, they must be inserted into the Home Members group box. This group box populates into the Unified Home Study.*

**Review the Characteristics tab as no changes are necessary. Note that this tab is used to document preferences for licensed...**
placements.

- In the Services tab have learners complete the following:
  - Total bed Capacity: **13**
  - Clients by Gender box: automatically populates
  - Keep Preferred Age 0-17
  - Service Specifics box: **select your fiscal agency**

- Click the **Edit Other Services** hyperlink. A pop-up box says, **“This action will save your provider information. Do you want to continue?”** Click **Yes** and the Edit Other Services box opens.

- Click **Insert** from the dropdown boxes, select Relative in **Category** and Relative Placement in **Type**.
- In Status, select **Active** and in Total Capacity, enter **13**.

  **Must be the same number entered on the Services tab.**

- Click **Save** and **Close**.
  - In the **Training** tab, no changes are necessary.
  - In the **MergeHistory** tab, no changes are necessary.
- **Click Close.**
Updating Person Providers

From the Desktop > Click Providers expando

Click Provider Name hyperlink

In Basic group box at top, select:

In the Services tab, complete:

Click Edit Other Services Hyperlink

Click Yes

Click Insert

In Status

Click Save and Close

Click Close
Topic ~ Document Removal of a Child

- Advise class that the placement has been created, so the removal must be documented.

- Display/Review PPT17-18, Out-of-Home Placement/Primary Caregiver.

- Display/Review PPT19, Out-of-Home Placement/Provider.
Refer class to PG5, Document Removal of a Child. (PG page inserted on the following page TG21)

- Click Case Work on the banner.
- Select Out-of-Home Placement from the Placement drop-down.
- Click FN1, Gerry (AD) in the case name box.
- Click Buddy in the Case Participants box.
- Click Create; enter Removal Date - 04/07/2009.
- Press the tab key to open the Removal from Home Reasons.
- Select one or more of the Removal from Home Reasons.
Document Removal of a Child

Click Case Work on banner
   Select Out-of-Home Placement from Placement drop down

Click FN1, Gerry (AD)
   Case Name
   Select child: Buddy (AD) in Case Participants box

Click Create
   Enter Removal Date: 04/07/2009

Press the tab key to display
   Removal from Home Reasons
   Must select at least one of the reasons in red (AFCARS)

Click Continue, Displays
   Removal Time box
   Enter Time of Removal: 01:25 pm

From the Manner drop-down
   Select Manner of Removal: Court Ordered

Select: Father
   Select Caregiver Structure: Single Male
   Select: Secondary Caregiver removed from (if applicable)
   Select Placement Begin Date and Time: 04/07/2009 01:30 pm
   Select: your Fiscal Agency
   Select Service Category: Relative
   Select Service Type: Relative Placement
   Select Placement Setting: Foster Family Home-Relative

Click Provider tab,
   Click Search
   Enter: FN2, Veronica (AD)
   Click Search

Select aunt’s provider record,
   Click Continue
   Select Maternal Nephew
   for Relationship of Child to Caregiver

Click Save and Close
Note that at least one of the reasons in red (AFCARS) must be selected.

- Click Continue, displaying the Removal Time box.
- Enter the Time of Removal: 01:25 pm.
- From the Manner drop-down, select a Manner of Removal: Court Ordered.
- From Primary Caregiver (removed from), select a Person: Father.
- Select Caregiver Structure: Single male.
- Select a Secondary Caregiver removed from (if there are two parents).
- Select Placement Begin Date and Time and enter date: 04/07/2009 01:30 pm.

When documenting a placement change, placement begin time must be after the ending time of the former placement.

- Select your Fiscal Agency.
- Select Relative for the Service Category.
- Select Relative Placement for Service Type.
- Select the Placement Setting: Foster Family Home – Relative.
Voluntary Licensed Care group Box

- Voluntary Licensed Placements are documented in this group box.
- Remind learners of the voluntary placement classroom discussion regarding 65C-28.007 and ensure the following points are covered:
  - A signed “Voluntary Placement Agreement” must be in place between the agency and the parents or guardians.
  - Court involvement must occur by the 180th day for federal reimbursement to be possible.
  - Voluntary licensed care placements must
    - be for a period of no longer than three (3) months without court approval.
    - not involve maltreatment of the child.
    - be a placement of last resort, after Non-judicial In-Home Services and relative/non-relative resources have been ruled out.

Extraordinary Needs Group Box

- If the child whose removal is being documented qualifies as a child with extraordinary needs, it is documented in this group box.
- Florida Statute 409.1676: “Child with extraordinary needs is a dependent child who has serious behavioral problems or who is determined to be without the options of either reunification with family or adoption.”
- 409.1676 further states: “It is the intent...to provide comprehensive residential group care services, including residential care, case management, and other services, to children in the child protection system who have extraordinary needs.”
- Click the Provider tab, click Search.
- Enter at least the Last and First Name (FN2, Veronica) of the Relative Provider, click Search. (Ensure the Fiscal Agency; Service type and Service category are correct.)

If the Fiscal Agency, Service type or Service category is not correct on the search page you must return to the removal/placement page and make corrections.

- Select the Aunt, click Continue.
- Select the Relationship of Child to Caregiver: Maternal Nephew.
- Click Save and Close.

Only Fiscal workers and Fiscal Supervisors have access to the Financial tab.
Topic ~ Placement Approvals

- Display/Review PPT20, Placement Approvals.

You must log-in as the supervisor and complete each learner's approval. Learners cannot complete placement changes or adoption factors without the completion of the approval.

- The system derives the Placement Exception Reasons if the licensed home is:
  - over capacity
  - out-of-state
  - a home with more than 2 children under the age of two years

Advise learners if the child meets ICWA requirements and is not placed in an ICWA placement, a placement exception must be documented.

Refer class to PG6, Approving the Out-of-Home Placement. (PG page inserted on the following page TG26)

- From the Desktop>Cases>Placement/Services icon
- Click the Out-of-Home Placement hyperlink.
- Click the Options dropdown box, select Approval.
- Click Go.
- Review information in the Approval box, click Approve.
- Click Continue and Save.

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.
You can perform the approval while class is completing the next practice activity by logging in as a supervisor > Click Approval Expando> Class list displays > Click Approve.

*Never Click Not Approve.*

For Licensed (paid) placements you need a supervisory and fiscal profile. Licensed placements require three approvals (investigator, supervisor, and fiscal).
Approving the Out-of-Home Placement

From the Desktop>Cases>Placement/Services icon

Click Out-of-Home Placement hyperlink

Click the Options dropdown box

Select Approval

Click Go

Click Continue and Save

Click Yes to "Would you like the address of the provider to update the child's current primary address?"

Click Yes

Click Close
Topic ~ Unified Home Study

- The **Unified Home Study** provides an electronic format and template for developing and documenting a thorough and comprehensive family home study for **Person Providers**.
- The format is intended to be applied to **multiple types of home studies** (relative, non-relative, licensed, adoptive, ICPC) and can be expanded over time.
- Historical versions of home studies can be retained in the system.
- An exception to the Unified Home study process is the home study completed prior to the reunification of a child with a parent during a removal episode.
- Display **PPT21, Unified Home Study**.

While discussing the PPT, advise class that home studies must comply with specific requirements established by statute and code, e.g., background screening and reference, but also have commonalities that are consistent regardless of the type of home study being completed.

- Display **PPT22, Effective Home Studies**.
Refer class to PG7, Unified Home Study. *(PG page inserted on the following page TG29)*

The Unified Home Study times out every 15 minutes. It is recommended that you save every 10 minutes. To return to your home study, go through the provider icon and not through the UHS icon.

- Click the Provider expando.
- Click the blue hyperlink for **FN2, Veronica (AD)** to open the Person Provider page.
- From the Options dropdown box, on the Home tab, select **Unified Home Study**.
- Click Go to display the Unified Home Study History page.
- Click **Create**.
- Click the Search hyperlink in the Case Information group box to launch the case search page.
Unified Home Study

**From the Provider expando, Select FN2, Veronica (AD)**
- Opens Person Provider page

**From Options on the home tab**
- Select: Unified Home Study

**Click Go**
- The New Unified Home Study box opens.

**Click Create**

**In the Case Information group box, Click Search next to the Case ID**
- Case Search Screen displays

**Maximize the FSFN desktop and write down the Case ID for the placement.**

**Return to the search screen and enter the Case ID**
- Click Search

**In the Children Associated group box, select the child being placed.**

**Click the case and Click Continue.**

**In the Home Study Information group box**
- Click Save

**From the Options dropdown box**
- Select: Unified Home Study
- Click Go.

**Close the Template when completed.**
- Click Save

**Unified Home Study Template launches. Use content provided on PG19-39 to complete.**

**Click Close**
➢ Enter either your case **Last Name** or the **Case ID number** and click **Search**

➢ In the **Cases Returned** group box, select your case and click **Continue**.

➢ This returns your case to the Unified Home Study Page.

➢ In the **Children Associated** group box, select the children applicable to the Unified Home Study.

➢ In the Home Study Information group box, click **Search** next to the **Person Conducting the Home Study** to launch the worker search page.

➢ Enter either the **Last Name** of the worker conducting the Home Study or the **Worker ID number**.

➢ Click **Search**.

➢ In the **Workers Returned** group box, select your worker and click **Continue**.

➢ This returns your worker to the Unified Home Study Page.

➢ Enter **04/06/2009** for the **Date Home Study Conducted**.

➢ From the **Type** dropdown box, select **Relative/Non-Relative**.

➢ From the **Outcome** dropdown box, select **Approved - Meets Requirements**.

➢ Additional comments regarding the home study are added in the **Additional Comments** text box.

➢ Click **Save**.

➢ From the Options dropdown box, under text, select **Unified Home Study**.

➢ Click **Go** to launch the Unified Home Study Template.

➢ Complete the Unified Home Study using the template **PG8-28** *(PG page inserted on the following page TG31-49)*, provided for content.

➢ Click **Close and Return to FSFN**.

➢ On the **Unified Home Study** page, click **Save**.
### Buddy Unified Home Study

Relative Caregiver Home Study Pre-fills

<table>
<thead>
<tr>
<th>Relative/Non-Relative</th>
<th>Counselor Name: Pre-fills</th>
<th>Children to be placed: Buddy FN1</th>
<th>Investigation Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Home Study</td>
<td></td>
<td>Child’s relationship to caregiver (if any): Nephew</td>
<td>Court Case No.</td>
</tr>
<tr>
<td>Completed: Pre-fills</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please note: If any of above fields are not applicable, please leave blank)

- Initial Home Study
- Addendum to Home Study
- Relicensing Home Study

#### Section 1:

A. Please note that caregiver Social Security numbers are NOT to be included on this home study; document number elsewhere.

<table>
<thead>
<tr>
<th>Identifying Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caregiver 1: Veronica FN2</td>
</tr>
<tr>
<td>DOB: 04/04/1981</td>
</tr>
<tr>
<td>Viewed Social Security Verification: Yes □ No □</td>
</tr>
<tr>
<td>Address: 32 Fl. Pickens Road</td>
</tr>
<tr>
<td>City: Pensacola Beach</td>
</tr>
<tr>
<td>State &amp; Zip Code: FL 32562</td>
</tr>
<tr>
<td>County: Escambia</td>
</tr>
<tr>
<td>Home Phone: (850)544-7012</td>
</tr>
<tr>
<td>Cell: (850)223-4385</td>
</tr>
<tr>
<td>Home E-mail Address: <a href="mailto:verfl@hotmail.com">verfl@hotmail.com</a></td>
</tr>
<tr>
<td>Fax: ( ) -</td>
</tr>
<tr>
<td>Alternate Contact (Name and number):</td>
</tr>
<tr>
<td>Employer: Washington Mutual Bank</td>
</tr>
<tr>
<td>Work Phone: (850)545-6800 Ext. 4479</td>
</tr>
<tr>
<td>Work Schedule: Leave home: 8:30AM Return home: 5:00PM</td>
</tr>
<tr>
<td>Marital Status: Single</td>
</tr>
<tr>
<td>Language Spoken: English</td>
</tr>
<tr>
<td>Race: Black</td>
</tr>
<tr>
<td>Ethnicity/Culture: Black/African American</td>
</tr>
<tr>
<td>FL Residence Length: 28 years</td>
</tr>
<tr>
<td>All other states of residence and length: N/A</td>
</tr>
<tr>
<td>Information Shared With Applicants</td>
</tr>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Affidavit of Good Moral Character</td>
</tr>
<tr>
<td>Consent to Release Information</td>
</tr>
<tr>
<td>Florida Adoption Reunion Registry</td>
</tr>
<tr>
<td>Florida Adoption Assistance Program</td>
</tr>
<tr>
<td>Information Packet Sent – Adoptive Home</td>
</tr>
<tr>
<td>Information Packet Sent – Foster Home</td>
</tr>
<tr>
<td>Information regarding services available from the local agency (referrals)</td>
</tr>
<tr>
<td>Medicaid Eligible Relative/Non-Relative</td>
</tr>
<tr>
<td>Receipt of Rights and Responsibilities (Dependency Process)</td>
</tr>
<tr>
<td>Receipt of Grievance Brochure</td>
</tr>
<tr>
<td>Relative Caregiver Program information</td>
</tr>
<tr>
<td>Sudden Infant Death Syndrome (Recommendations on safe infant sleeping practices; attached)</td>
</tr>
<tr>
<td>Support System Available in Community</td>
</tr>
<tr>
<td>Tax Information for Adoptive Parents</td>
</tr>
<tr>
<td>Temporary Assistance to Needy Families (TANF) Information</td>
</tr>
<tr>
<td>Tuition Waiver</td>
</tr>
<tr>
<td>Water Addendum (attached)</td>
</tr>
</tbody>
</table>

C. Documents and information to be provided to applicants as applicable to type of placement, and date provided
### D. 
Other Household Members – Do NOT document Social Security Numbers on this home study, record elsewhere in FSFN

<table>
<thead>
<tr>
<th>Name of Member</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Caregiver</td>
<td></td>
</tr>
<tr>
<td>Date of Birth/Age</td>
<td></td>
</tr>
<tr>
<td>Social Security # Verification</td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td></td>
</tr>
<tr>
<td>Ethnicity/Culture</td>
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</tr>
<tr>
<td>Primary Language Spoken</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td></td>
</tr>
<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Place of Birth</td>
<td></td>
</tr>
<tr>
<td>FL Residence Length</td>
<td></td>
</tr>
</tbody>
</table>

### E. 
Children Currently in the Home Who Were Placed by the Department or Other Agency

| First Name/Last Initial Only |  |
| Date of Birth/Age |  |
| Type of Placement |  |
| Date Placed in Home |  |
| Race |  |
| Ethnicity/Culture |  |
| Primary Language Spoken |  |
| Special Needs or Concerns |  |
| Placement Considerations |  |
### F. All Minor and Adult children of Primary Caregiver(s) Who Do Not Currently Reside in Home

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Relationship to Caregiver</th>
<th>Address</th>
<th>Telephone</th>
<th>Frequent Visitor? Check appropriate box, if yes, must be background screened</th>
</tr>
</thead>
</table>

**G.** Persons approved to provide back-up and respite for the family. This should include at least a minimum of names and contact information for those persons. Molly Brown has been a close friend all of Veronica’s adult life. She is willing to provide back-up care for Buddy. Molly Brown - 4519 Beach Blvd, Pensacola Beach FL 32562; (850) 724-5690.

Results of Background Checks for (#) Zero other persons live in this household. “Other Persons” in this household are located immediately following the Signature page.

### Section II. A. Background check for: (name of individual being screened): CAREGIVER #1

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Date Requested</th>
<th>Date Received</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse/Neglect Check – This checklist item records that the Abuse/Neglect Check in Florida Safe Families Network (FSFN) has been completed.</td>
<td>04/03/2009</td>
<td>04/03/2009</td>
<td></td>
</tr>
<tr>
<td>Abuse/Neglect Check - Other States - This checklist item records that the Abuse/Neglect Check Other States has been completed. (Include checks for all other states in which the individual has previously resided)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk of Courts – This checklist item records the case number for the Preliminary Criminal Background check was conducted with the Clerk of Courts regarding the potential placement (check for any Injunctions and/or Orders of Protection)</td>
<td>04/05/2009</td>
<td>04/06/2009</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check - Dept. of Motor Vehicles - This checklist item records the date that the Criminal Background check was conducted with Dept. of Motor Vehicles regarding the potential placement.</td>
<td>04/05/2009</td>
<td>04/06/2009</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check - Dept. of Corrections - This checklist item records the date that the Criminal Background check was conducted with Dept. of Corrections regarding the potential placement.</td>
<td>04/05/2009</td>
<td>04/06/2009</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check - Federal - This checklist item records the date that the Criminal Background check was conducted with Federal authorities regarding the potential placement.</td>
<td>04/05/2009</td>
<td>04/06/2009</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check - State - This checklist item records the date that the Preliminary Criminal Background check was conducted with State authorities regarding the potential placement.</td>
<td>04/05/2009</td>
<td>04/06/2009</td>
<td></td>
</tr>
<tr>
<td>Checklist Items</td>
<td>Date Requested</td>
<td>Date Received</td>
<td>N/A</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Criminal Background Check – Local (County)</strong> - This checklist item records the date that the Preliminary Criminal Background check was conducted with local (county) authorities regarding the potential placement. Be sure to check with the county authorities for any injunctions, Orders of Protection, 911 calls, or police calls to service/call-outs to the home, even if no police report was filed (address any patterns of calls, regardless of outcome).</td>
<td>04/05/2009</td>
<td>04/09/2009</td>
<td></td>
</tr>
<tr>
<td><strong>Criminal Background Check – Local (City)</strong> - This checklist item records the date that the Preliminary Criminal Background check was conducted with local (city) authorities regarding the potential placement. Be sure to check with the city authorities for any injunctions, Orders of Protection, 911 calls, or police calls to service/call-outs to the home; even if no police report was filed (address any patterns of calls, regardless of outcome).</td>
<td>04/05/2009</td>
<td>04/09/2009</td>
<td></td>
</tr>
<tr>
<td><strong>Fingerprints Submitted</strong> - This checklist item records the date that the Fingerprints have been submitted to the Background Screening Unit regarding the potential placement.</td>
<td>04/05/2009</td>
<td>04/25/2009</td>
<td></td>
</tr>
<tr>
<td><strong>Juvenile Justice Check</strong> - This checklist item records the date that the Juvenile Justice Check for ages 12 - 26 was completed.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Sexual Offender Registry</strong> – This checklist item records the date that the Sexual Offender Registry check was completed.</td>
<td>04/05/2009</td>
<td>04/06/2009</td>
<td></td>
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<tr>
<td>Background check for: (name of individual being screened): CAREGIVER #2 (Name)</td>
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<td>Checklist Items</td>
<td>Date Requested</td>
<td>Date Received</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Abuse/Neglect Check</strong> – This checklist item records that the Abuse/Neglect Check in Florida Safe Families Network (FSFN) has been completed.</td>
<td></td>
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<tr>
<td><strong>Abuse/Neglect Check - Other States</strong> - This checklist item records that the Abuse/Neglect Check Other States has been completed. (Include checks for all other states in which the individual has previously resided)</td>
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</tr>
<tr>
<td><strong>Clerk of Courts</strong> – This checklist item records the date that the Preliminary Criminal Background check was conducted with the Clerk of Courts regarding the potential placement (check for any injunctions and/or Orders of Protection).</td>
<td></td>
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</tr>
<tr>
<td><strong>Criminal Background Check - Dept. of Motor Vehicles</strong> - This checklist item records the date that the Criminal Background check was conducted with Dept. of Motor Vehicles regarding the potential placement.</td>
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Core 121_RP_FSFN_PG_July 2013 (Core 119 RP_FSFN)
Module 2: Placement-Out of Home
<table>
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<th>Checklist Items</th>
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<td>Criminal Background Check - Dept. of Corrections</td>
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<tr>
<td>Criminal Background Check - Federal</td>
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<td>Criminal Background Check - State</td>
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<tr>
<td>Criminal Background Check - Local (County)</td>
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<tr>
<td>Criminal Background Check - Local (City)</td>
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<tr>
<td>Fingerprint Submitted</td>
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<tr>
<td>Juvenile Justice Check</td>
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<td>-</td>
</tr>
<tr>
<td>Sexual Offender Registry</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Background check for: (name of individual being screened): OTHER PERSON (Name):</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Abuse/Neglect Check</td>
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<tr>
<td>Checklist Items</td>
<td>Date Requested</td>
<td>Date Received</td>
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<td>records the date that the Criminal Background check was conducted with Dept.</td>
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<tr>
<td>of Motor Vehicles regarding the potential placement.</td>
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<tr>
<td><strong>Criminal Background Check - Dept. of Corrections</strong> - This checklist item</td>
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<tr>
<td>records the date that the Criminal Background check was conducted with Dept.</td>
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<tr>
<td>of Corrections regarding the potential placement.</td>
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<tr>
<td><strong>Criminal Background Check - Federal</strong> - This checklist item records the</td>
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<td>date that the Criminal Background check was conducted with federal</td>
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<tr>
<td>authorities regarding the potential placement.</td>
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<tr>
<td><strong>Criminal Background Check - State</strong> - This checklist item records the date</td>
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<tr>
<td>that the Preliminary Criminal Background check was conducted with state</td>
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<tr>
<td>authorities regarding the potential placement.</td>
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<tr>
<td><strong>Criminal Background Check – Local (County)</strong> - This checklist item records</td>
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<tr>
<td>the date that the Preliminary Criminal Background check was conducted with</td>
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<tr>
<td>local (county) authorities regarding the potential placement. Be sure to</td>
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<tr>
<td>check with the county authorities for any Injunctions, Orders of Protection,</td>
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<tr>
<td>911 calls, or police calls to service/call-outs to the home, even if no</td>
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<tr>
<td>police report was filed (address any patterns of calls, regardless of</td>
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<td>outcome).</td>
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<tr>
<td><strong>Criminal Background Check – Local (City)</strong> - This checklist item records</td>
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<tr>
<td>the date that the Preliminary Criminal Background check was conducted with</td>
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<tr>
<td>local (city) authorities regarding the potential placement. Be sure to check</td>
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<tr>
<td>with the city authorities for any Injunctions, Orders of Protection, 911</td>
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<tr>
<td>calls, or police calls to service/call-outs to the home, even if no police</td>
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<tr>
<td>report was filed (address any patterns of calls, regardless of outcome).</td>
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<tr>
<td><strong>Fingerprints Submitted</strong> - This checklist item records the date that the</td>
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<td></td>
</tr>
<tr>
<td>Fingerprints have been submitted to the Background Screening Unit regarding</td>
<td></td>
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<tr>
<td>the potential placement.</td>
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<tr>
<td><strong>Juvenile Justice Check</strong> - This checklist item records the date that the</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Juvenile Justice Check for ages 12 - 26 was completed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Offender Registry</strong> - This checklist item records the date that the</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Sexual Offender Registry check was completed.</td>
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</tr>
</tbody>
</table>

Pages for additional “Other Persons” are being added
<table>
<thead>
<tr>
<th>Criminal History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do any household members or frequent visitors age 12+ have a criminal history?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Offending Persons: ___ ___</td>
</tr>
<tr>
<td>If a criminal history exists, do the charges result in immediate home study disqualification?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Have any household members or frequent visitors age 12+ been listed on the Florida Safe Families Network?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Offending Persons: ___ ___</td>
</tr>
</tbody>
</table>
Section III:
This section is intended to be a descriptive narrative assessment of the overall functioning of the family and their capacity to provide a safe and appropriate placement for children. To assist in your interview with the family, sample questions are provided at the end of this document.

MOTIVATION (Describe the motivation to foster, adopt or be approved as a relative/non-relative caregiver. If this is for placement of a specific child, describe any prior knowledge/relationship that exists between the child and caregiver. If a two-parent household, address both caregivers’ mutual desire to care for the child.)

1. INTEREST
Veronica FN2 has been involved with the care of Buddy since his birth. She assisted her sister with Buddy’s care due to her sister’s mental health issues. She advised that she provided respite for the child when the sister required hospitalization and that her sister and Buddy often stayed with her in her home. She was very upset when the mother left the child in the care of the father, advising that she never thought that the father wanted the child or cared for the child. Buddy appeared very happy when told that he was going to live with his aunt. He appeared to have a bond with the aunt and felt comfortable. Veronica would like to provide Buddy with a permanent placement through adoption. She advised that this is the only family member that she has left and wants to provide him the best care possible.

A. CAREGIVER HISTORY (Describe/discuss each caregiver separately including childhood history. Discuss issues including significant losses, life milestones and any experiences with substance abuse, and/or domestic violence, whether past or current, either as a child or adult. Address treatment received and/or needed.)

2. FAMILY ASSESSMENT
Veronica related a happy childhood. She was raised by her mother and father in the home in which she currently resides. She advised that Siesha was her only sister and that she had a “normal” childhood. She stated that her parents used time out and withdrawing privileges to discourage negative behavior. Both she and her sister were involved in church and extracurricular activities. Veronica advised that her father was employed as an electrician and that her mother was a “stay at home” mother. She stated that they had minimal extended family in the area, but had a few relatives in the Atlanta area. She advised that they have since died. Her father died suddenly of a heart attack and left her mother to raise two teenage daughters. Finances were tight, but they did fine. However, this is when Siesha’s behavior became an issue and when she was diagnosed with a mental health issue. She advised that Siesha took her medication without any problems and that she and her sister both did fairly well at school. Veronica advised that she chose to attend college and graduated with a degree in finance. Her sister, however, became involved with Gerry, Buddy’s father, and her behavior deteriorated. She thinks that Gerry got her involved with drugs and this is why her medication did not work. Veronica advised that her mother passed away from heart problems right before Siesha’s accident and that it was a difficult time for both she and Siesha. Veronica denied any substance abuse, domestic violence and past abuse.
B. CAREGIVER FUNCTIONING (Describe/discuss each caregiver separately including mental, emotional, physical, responses to stress, and adaptive behaviors. Identify the family’s willingness to share information.)

Veronica advised that she has been working at Washington Mutual Bank since her graduation from college. She advised that she has no health problems and that she tries to stay active. She advised that she goes to a gym, walks and occasionally rides horses. She understands the need to stay in shape and healthy and stated that she goes to the doctor for a yearly check due to her family’s heart problems. She advised that her job can be fairly stressful, but her workouts act as a stress release. She indicated that Siesha’s mental health problems were the only issues within her family that she was aware of and that her parents had never suffered from any type of mental or emotional problems.

C. EDUCATION AND EMPLOYMENT (Describe/Discuss the level of education [including literacy], employment history and job skills.)

Veronica graduated from the University of Georgia with a four year degree in Finance. She returned home after graduation and was immediately employed via Washington Mutual. She started out as a teller and has been promoted twice to the position of Regional Manager. She has an annual salary of $65,000 per year and has health benefits and retirement.

D. MARRIAGE/PARTNERS (Describe each caregiver’s current and previous marriages and significant relationships. Discuss methods of conflict resolution; include reasons for dissolutions/divorces and address children involved. Document all marriage and divorce)

Veronica advised that she has never been married. She was involved with a man during her college years; however, following graduation they both returned to their respective family homes and a long-term relationship did not last. She advised that she dates sporadically, but has a large pool of male and female friends that she has known since her youth, as she grew up in this house and this neighborhood. Many of the friends are married and have children, and she enjoys spending time with these family units. Veronica advised that should she meet the “right” man, marriage is something that she very much wants. She advised that she would like to have a relationship like her mother and father. She stated that they were “best friends” and that they loved each other deeply.
**E. FAMILY LIFE (Describe relationship between household members and extended family and friends. Identify the family's formal and informal support systems, including current and anticipated childcare arrangements. Describe the family's cultural and religious beliefs and their willingness to accommodate children of different faiths, beliefs, ethnicities and/or cultures. Describe feelings about children and parents involved in the child welfare system.**

Veronica resides in her home alone. However, she advised that she has a large pool of married and unmarried friends who spend a lot of time together. All of her extended family is deceased; however, she has many support systems throughout the neighborhood. Veronica benefits from residing in the neighborhood in which she was raised and is very familiar with most of the small town's population. Veronica attends the local Baptist Church and is very active. She advised that she believes that it would be extremely important for Buddy to attend church and church activities. She advised that she has already talked to the church administration regarding having Buddy attend their after school program. She advised that he would be picked up at the local elementary school and transported to the church until she could pick him up after work. She advised that the church also offers a summer camp and that Buddy could attend that as well. She is very close to her neighbor, Ms. Matty Cline, who was her mother's good friend. Ms. Cline offers her a lot of assistance and has offered her baby-sitting services as well.

**F. CHILD ASSESSMENT AND EXPECTATIONS (Respond in terms of the family's own children, or other children already residing in the home [not children to be placed as a result of this home study]. Discuss each child separately, including developmental history/issue, personality, health, education level, special needs and behavioral challenges.)**

Veronica has no children.

**G. PARENTING PRACTICES (Describe/discuss each caregiver separately including capacity, skills and experiences. If caregiver has not parented a child, discuss caregiver's child caring experiences and any qualities that would contribute to successful parenting practices.)**

Veronica advised that she has assisted her sister with Buddy's care since his birth. She feels comfortable with her parenting skills. She stated that she parents Buddy consistent with how she was raised. She believes in the use of time out and withdrawal of privileges when children misbehave and does not believe in using physical punishment. In addition to helping her sister with the care of Buddy, she also participated in a babysitting program during her college years. She was willing to attend a parenting class in an effort to learn more, recognizing that child rearing is a very difficult task.
H. DISCIPLINE (Describe/discuss each caregiver separately with regard to disciplinary beliefs and practices, including their own childhood disciplinary experiences. Discuss forms of discipline for each child in the home and plans for any prospective child placed.)

Veronica advised that her parents believed in time out and the withdrawal of privileges in order to discourage negative behavior. She advised that she does not believe in striking children. She also advised that she believes in chore charts and an allowance system to reward responsibility and good behavior. She believes that all of these practices would be helpful in caring for Buddy.

I. PHYSICAL ENVIRONMENT (Discuss the physical environment, including a description of the home, address the interior, exterior, number of rooms, bathrooms, etc., and sleeping arrangements. What changes, if any, need to be made in order to accommodate children? Assess the overall safety of the physical environment; for additional specific questions, please refer to Section V. For foster parent licensure, attach a floor plan, and address radon and sanitation inspections, if applicable).

Veronica resides in a four bedroom/two and a half bathroom home. The home was her parents’ house and the home in which she was raised. She has completed a great deal of renovations to the property due to the home’s age. The home is 35 years of age, but built on a strong foundation. She had the outside redone within the past year and has a wrap-around porch, which she also had redone. The outside of the home is clean and charming. The inside of the home has also been updated. She advised that she totally re-did the kitchen to modernize it and also had all of the electrical work updated to assure that it was within code compliance. Buddy would have his own room, which is quite large and also his own bathroom. In addition, the home has a sun porch on the back, which she would like to convert to a play room for Buddy. The home presented with no hazardous conditions and was clean and organized.

J. AGENCY INVOLVEMENT AND INTERVENTIONS (Describe/discuss acceptance of agency supervision. Discuss capacity to protect child from all unauthorized contacts. Assess ability and willingness to participate in the judicial process and to comply with all court orders. The case plan [including concurrent planning] and agency directives).

Veronica is open to any type of assistance that the agency can offer. She advised that she understands the need to protect Buddy and assure his safety. She also advised that she understands the importance of Buddy maintaining contact with his father and grandparents. She will abide by any court orders that are presented and understands the long term implications of raising Buddy. She advised that she will also seek support from her church, neighbors and family friends.
### K. CHILDREN PREVIOUSLY ADOPTED OR PERMANENTLY PLACED

(Describe/discuss the adjustment and integration of children previously adopted by or permanently placed with the family, discuss any failed placements in terms of the cause, resolution, and any differences or changes that will be made in future placements as a result of lessons learned.)

Veronica has no other children, either adopted or placed.

### L. READINESS FOR ADOPTIVE/FOSTER PARENTING/PLACEMENT

(Describe/discuss each caregiver’s acceptance of removal and placement in out of home care and willingness to support reunification efforts if applicable, including visitation and contact between the child, parents, siblings, relatives and others; identify the strengths of the family to assess whether or not they can provide a secure, safe, nurturing/loving environment for the child. Describe the caregiver’s willingness to accept the child’s potential resistance to placement and any possible behavioral or other challenges. For adoption cases, discuss the family’s willingness to help support and preserve connections significant to the child.)

Veronica states that she loves Buddy, and she appears to be ready for the placement. She is willing to take on the additional responsibility and is very familiar with the child. She has spent a great deal of time with the child and has actively participated in his upbringing. She is very protective of the child and understands that he will have many questions regarding his parents and that she will support him to the best of her ability, but will also seek external help if necessary. She advised that she has many friends who are married and are raising children and that this will also be a natural form of support. Veronica will make sure that the paternal grandmother and grandfather have continued contact with Buddy, and she understands the importance of extended family. She will comply with all court orders in relation to contact with the child’s father and understands the need to assure Buddy’s safety under any circumstances. She also advised that she understands that Buddy will have to be told of the death of his mother and that she feels comfortable telling him about the incident. She was advised that Buddy may also need further assistance via grief counseling and will assure that the child is provided with any counseling that he may require. She stated that she has many pictures of her sister and her parents and that she will help Buddy complete a “Life Book” so that he can remember his mother and all of his relatives. She will also work with the paternal grandparents to assure that his paternal relatives are also part of his life and memories.

### M. REFERENCES/VERIFICATIONS AND BACKGROUND SCREENING

(Describe/discuss results of criminal, abuse/neglect, delinquency history, local law, NCIC and FDLE checks. Address any placement implications as a result of this information. Also include references received from employers, the school and/or daycare the children in the household attend, neighbors, etc.)

All background checks completed on Veronica were clear. She had no arrests. References from her employer, friends, school, etc. are pending and will be documented when received.
Section IV. The purpose of this section is to ensure that the family has (or can access) adequate resources to support their family and any additional children.

<table>
<thead>
<tr>
<th>DETERMINATION OF FINANCIAL SECURITY, RESOURCES AND CHILD-CARE ARRANGEMENTS</th>
<th>Caregiver 1 Name:</th>
<th>Caregiver 2 Name:</th>
<th>Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Employer's Address</td>
<td>16 Flamingo Drive Pensacola Beach, FL 32562</td>
<td></td>
<td>9. Expenses</td>
</tr>
<tr>
<td>3. Length of Current Employment</td>
<td>6 years</td>
<td></td>
<td>• Housing $250</td>
</tr>
<tr>
<td>4. Hours and Shifts Worked</td>
<td>9:00 to 4:30</td>
<td></td>
<td>• Utilities $100</td>
</tr>
<tr>
<td>5. Gross Salary</td>
<td>$2708.00</td>
<td></td>
<td>• Transportation $100</td>
</tr>
<tr>
<td></td>
<td>□ weekly □ biweekly □ monthly</td>
<td>□ weekly □ biweekly □ monthly</td>
<td>• Food/Supplies $200</td>
</tr>
<tr>
<td>6. Medicaid Eligible?</td>
<td></td>
<td></td>
<td>• Medical $50</td>
</tr>
<tr>
<td>7. Additional Support or Income</td>
<td>$ No</td>
<td>$ No</td>
<td>• Child Care $200</td>
</tr>
<tr>
<td>• Social Security Benefits</td>
<td>$ No</td>
<td>$ No</td>
<td>• Car Payment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Car Insurance $100</td>
</tr>
<tr>
<td>• Retirement Benefits</td>
<td>$ No</td>
<td>$ No</td>
<td>• Other Bills (list)</td>
</tr>
<tr>
<td>• WAGES (Temporary Case Assistance)</td>
<td>$ No</td>
<td>$ No</td>
<td>Household Insurance $200</td>
</tr>
<tr>
<td>• Disability Benefits</td>
<td>$ No</td>
<td>$ No</td>
<td>$</td>
</tr>
<tr>
<td>• Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$2708</td>
<td></td>
<td>Total Monthly Expenses $1200.00</td>
</tr>
</tbody>
</table>
### Conclusions

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Does the family have sufficient funds to support their current expenses?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>11. Will child care or after-school care be needed?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Explain: Veronica’s income allows for the addition of the child without causing hardship. She owns her home with only a minimum payment for a home improvement loan that she took out to update the property.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. What new expenses are anticipated for the child(ren) to be placed in the home? Food, clothing, supplies, after care</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13. Will the family be able to provide sufficient care for children to be placed in the home without causing financial hardship for the family?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>14. Does the family want to be referred to Economic Self-Sufficiency Service for consideration of the relative caregiver payment?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>15. What services will the family need in order to help ensure placement stability? (List all)</td>
<td>Veronica appears to have a bond with the child and a stable income. She appears to be well equipped to handle the responsibility for Buddy’s care. She has a large informal support system in place.</td>
<td></td>
</tr>
</tbody>
</table>
Section V. The purpose of this section is to assess the family's commitment and ability to care for the child in the prospective home environment. For Caregiver #1 (Name):

<table>
<thead>
<tr>
<th>Ask each caregiver the following:</th>
<th>Yes/No</th>
<th>Provide an explanation:</th>
<th>Yes/No</th>
<th>Provide an explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How long are you willing to provide care for the child(ren) being placed in your home?</td>
<td>Yes</td>
<td>Permanently</td>
<td>Yes</td>
<td>Veronica plans on adopting Buddy.</td>
</tr>
<tr>
<td>2. Are you willing to provide care until permanency is achieved (permanency could take twelve (12) months or more)?</td>
<td>Yes</td>
<td>Veronica plans on adopting Buddy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do you have a strong desire to care for children?</td>
<td>Yes</td>
<td>Veronica is very close to Buddy and appears very maternal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Do you have an understanding of reason(s) for out-of-home placement?</td>
<td>Yes</td>
<td>Veronica understands that the child's mother died and the father is surrendering parental rights. In addition, the grandparents are unable to care for Buddy due to health problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do you have an understanding of child-specific care needs?</td>
<td>Yes</td>
<td>She has assisted her sister with Buddy's care since his birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Do you have family and/or other sources of support?</td>
<td>Yes</td>
<td>Veronica has a large group of friends, neighbors and fellow church members for support.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Do you possess a willingness to follow through with referrals and services if needed?</td>
<td>Yes</td>
<td>Veronica is willing to seek additional assistance via professional services if required. She will make sure that Buddy attends grief counseling if necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are you in good health? Are you under a doctor's care for any medical conditions? What prescribed medications do you take? List all.</td>
<td>Yes</td>
<td>Veronica has a physical every year; eats healthy and exercises.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes/No</td>
<td>Note</td>
<td></td>
<td></td>
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<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Do you have a life free of substance or chemical dependency?</td>
<td>Yes</td>
<td>Veronica denies substance or chemical dependency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Do you have a history of mental illness? Are you currently a client of a mental health provider or clinic?</td>
<td>No</td>
<td>Veronica denies any history of mental illness and receives no services via a mental health provider or clinic.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Do you have a history of domestic violence, fighting, or battery?</td>
<td>No</td>
<td>Veronica denied any history of domestic violence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Do you have a childhood free of abuse/neglect?</td>
<td>Yes</td>
<td>Veronica's recall of her childhood was abuse/neglect free.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Are you willing to assist with reunification efforts (including visits)?</td>
<td>N/A</td>
<td>The goal is adoption.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Are you willing to raise child(ren) if reunification cannot be accomplished?</td>
<td>Yes</td>
<td>The goal is adoption.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Are you willing to participate in case plan and attend court hearings?</td>
<td>Yes</td>
<td>Will attend hearings and participate as necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Are you committed to following through with any court restrictions on parental visitation?</td>
<td>Yes</td>
<td>Will abide by any court orders that are issued.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Are you committed to support sibling visitation, if applicable?</td>
<td>N/A</td>
<td>No siblings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Do you have pets? Are they well taken care of and are there appropriate safety precautions in place for the child(ren) being placed in your home?</td>
<td>N/A</td>
<td>No pets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Are pet vaccinations up-to-date? (Check veterinarian certificate.)</td>
<td>N/A</td>
<td>No pets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Will the child(ren) be required to change schools if placed with you? What is your plan?</td>
<td>Yes</td>
<td>Child will be enrolled in the local elementary school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. What type of transportation is available to you?</td>
<td>Personal Car</td>
<td>Child will ride bus and after school van on school days.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. If applicable, do you have car seats for each child as required?</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Information:</td>
<td>Yes/No</td>
<td>Provide a complete explanation:</td>
<td></td>
<td></td>
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<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is the home adequately furnished?</td>
<td>Yes</td>
<td>All rooms were well furnished.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Will the caregiver(s) provide each child with adequate and appropriate sleeping</td>
<td>Yes</td>
<td>Buddy will have his own room with a double bed,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>arrangements? (Discuss co-sleeping restriction.)</td>
<td></td>
<td>closet and his own bathroom.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the child being placed a victim or a perpetrator of sexual abuse? If so, is it</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>an appropriate safety plan in place?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are there any visible hazardous conditions, including level of cleanliness, which</td>
<td>No</td>
<td>Home was very clean with no hazardous conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>would be dangerous to the child’s health and safety?</td>
<td></td>
<td>present.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are there appropriate, child-proof locks on all doors?</td>
<td>Yes</td>
<td>Home has deadbolts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are medicines, alcohol, cleaning agents out of reach of children?</td>
<td>Yes</td>
<td>Veronica has placed all cleaning supplies in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>locked storage in garage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are there guns? If so, are the gun(s) and ammunition in separate locked cabinets?</td>
<td>Yes</td>
<td>Veronica signed the Acknowledgement of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>firearms safety requirements form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is there a pool? If so, are there appropriate safety measures (i.e., locks</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unreachable to children, fences, gates, etc.)? (Discuss water addendum)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Are there smoke/fire alarms? Is there an appropriate evacuation plan?</td>
<td>Yes</td>
<td>Home has smoke and fire alarms in each room. All</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>were operable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are there any restrictions for children residing in this home (i.e., Section 8,</td>
<td>No</td>
<td>This is a private residence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUD, apartment restrictions, home owner association)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. If a “non-relative,” are caregivers willing to become a licensed foster home? (This</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>is not a requirement)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Caregivers are required to complete a health screening for the child(ren) within 72</td>
<td>N/A</td>
<td>Child already received while in the care of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hours of placement; are they willing to do so?</td>
<td></td>
<td>grandparents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Caregivers are required to complete fingerprinting within 5 days of placement;</td>
<td>Yes</td>
<td>Appointment is required: 04052009.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>will they comply?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. For a parental (non-reunification), relative, or non-relative placement, is the</td>
<td>Yes</td>
<td>Child is very excited about living with his aunt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>child open to being placed with this caregiver?</td>
<td></td>
<td>Veronica. He has known his aunt since his birth and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>has been raised by her and his mother until the past</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>year. He looks forward to returning to her home.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FOR PERSON CONDUCTING HOMESTUDY TO COMPLETE WITH REGARD TO EACH CAREGIVER:

<table>
<thead>
<tr>
<th>Caregiver #1: Veronica</th>
<th>Yes/No</th>
<th>Provide an explanation:</th>
<th>Yes/No</th>
<th>Caregiver #2: Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Understands and is able to meet the child’s need for protection.</td>
<td>Yes</td>
<td>Will abide by all court orders. Understands that Buddy’s safety is paramount.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Understands the child’s need for care and permanency</td>
<td>Yes</td>
<td>Plans on adopting the child.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Has been counseled on dependency proceedings.</td>
<td>Yes</td>
<td>Was provided all necessary information and court hearing dates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Will provide adequate and nurturing care.</td>
<td>Yes</td>
<td>Veronica is very bonded to the child and will provide excellent care.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Has an adequate and safe home.</td>
<td>Yes</td>
<td>Home is safe and adequate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Has a history free of perpetrating child abuse and/or a criminal record.</td>
<td>Yes</td>
<td>No history.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Is financially able to care for the child.</td>
<td>Yes</td>
<td>Finances support life style and can accommodate child.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Can provide long-term permanency if needed.</td>
<td>Yes</td>
<td>Plans on adopting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To the best of my knowledge, I have given (agency name) truthful information on all questions asked of me.

Printed Name 
Prospective Caregiver #1 
Date 

Printed Name 
Prospective Caregiver #2 
Date 

Signature (Required) 
Prospective Caregiver #1 
Date 

Signature (Required) 
Prospective Caregiver #2 
Date 

A. APPROVAL/DENIAL AND RECOMMENDATIONS

Family Name:

Based upon all materials submitted, interviews held, observations made during training, review of all references and background clearances, it is the recommendation of (AGENCY NAME) that the following course of action be taken on this placement/license:

1. License for Foster Home  
   Approve ☐  Denied ☐

2. Adoptive Home  
   Approve ☐  Denied ☐

3. Parental Placement (NOT a Reunification)  
   Approve ☐  Denied ☐

4. Relative Placement  
   Approve ☐  Denied ☐

5. Non-Relative Placement  
   Approve ☐  Denied ☐

6. ICPC ONLY (Preliminary/Step 1)  
   Approve ☐  Denied ☐

7. ICPC ONLY (Final/Step 2)  
   Approve ☐  Denied ☐

8. ☐ Approval/Denial is postponed pending the family’s decision whether to proceed with an improvement plan to overcome the following conditions and utilize the identified services.

State reasons for denial or non-approval. The reasons must be documented in the home study (address concerns.) Be specific as to the conditions needing improvement and the services directed at each of these conditions. Include a date and a process for evaluation of the improvement plan.

B. SIGNATURE PAGE

Core 121_RP_FSFN_PG_July 2013 (Core 119 RP_FSFN)  
Module 2: Placement-Out of Home
SIGNATURES ARE REQUIRED OF THE PERSONS COMPLETING AND APPROVING THE HOMESTUDY

<table>
<thead>
<tr>
<th>Signature (Required)</th>
<th>Date</th>
<th>Signature (Required)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Protective Investigator</td>
<td></td>
<td>Child Protective Investigator Supervisor</td>
<td></td>
</tr>
<tr>
<td>Signature (Required)</td>
<td>Date</td>
<td>Signature (Required)</td>
<td>Date</td>
</tr>
<tr>
<td>Case Manager</td>
<td></td>
<td>Case Manager Supervisor</td>
<td></td>
</tr>
</tbody>
</table>

AGENCY SIGNATURES (Each agency will determine which of the following signatures are required for each type of placement):

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist</td>
<td></td>
<td>Licensure</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td></td>
<td>Executive Director</td>
<td></td>
</tr>
</tbody>
</table>
Refer to PG29 for Unified Home Study Approval (PG page inserted on the following page TG61)

- From the Options dropdown box, select Approve and Go.
- Select Approve and Continue.
- Click Save and click Close twice to return to the Desktop.
- Refresh the case and a new icon appears for the Unified Home Study

The Unified Home Study requires 1st and 2nd level of Approval.
Unified Home Study Approval

From the Options dropdown box, select Approval.

Click Go.

Click Approve.

Click Continue.

Click Save.

Click Close twice to return to the Desktop.

Refresh the case and a new icon appears for the Unified Home Study.
Topic ~ Updating the Safety Plan

- Ask the class why this case needs an updated safety plan? What must be included in the safety plan?
  - The safety plan needs to be updated as there has been a removal since the initial safety plan.
  - Must Include: services to be offered, supervision level, reasons for removal, etc.

Direct class to review PG4, Module 1: Removal and Placement scenario. *(PG page inserted on the following page TG65)*

Refer class to PG30-31, Updating Safety Plan. *(PG page inserted on the following page TG66-67)*

- From the Desktop, select Create on the menu bar.
- Select Case Work from the dropdown menu.
- From the Planning dropdown, select Safety Plan.
- Select FN1, Gerry (AD) from the list of cases in the Case group box.
- Click Create and a pop-up box appears; “If this plan is created the current ongoing plan will become historical. Are you sure you want to continue?”
- Click Yes.

The information entered on the previous safety plan populates into the new safety plan. Only information that has changed must be updated.

- In the Safety Factor Description group box, begin a new paragraph after the existing narrative and enter:
Update: The investigation revealed that the child’s mother was killed in an auto accident approximately 6 months ago. The father was incarcerated on felony drug and weapon charges and remains incarcerated. An aunt who has assisted her sister, Buddy’s mother, in raising Buddy for most of his life was located and been approved to care for Buddy long term. The father has voluntarily relinquished his rights to Buddy, paving the way for the aunt to adopt him. Buddy is very excited about going to live with his aunt and has settled in nicely. He is attending school, after care and is involved in sports. The aunt has arranged for him to be in special classes which will assist him in dealing with his developmental delays. Buddy’s arm appears to be healing appropriately and he will have the cast removed shortly. Buddy has no contact with his father; however, continues to have contact with his paternal grandparents.

- In the Considerations group box, select Yes to statements 1, 2, 3, select No to statement 4.
- Click the Safety Actions tab.
- Begin a new paragraph after the existing narrative and enter this information in the first required field:

Update: Buddy was placed with the maternal aunt and is receiving all necessary services. The aunt is complying with all court orders and the case plan. The mother is deceased and the father remains incarcerated on felony drug and weapon charges. He voluntarily relinquished his parental rights to Buddy and the aunt is in the process of adopting Buddy. The assigned Case Manager continues supervision services and is completing the adoption process.

- Begin a new paragraph after the existing narrative and enter this information in the second required field:

Update: Buddy is in the custody of his maternal aunt. The mother is deceased and the father has voluntarily relinquished his parental rights. The aunt is in the process of adopting Buddy and has provided for all of his needs. She has complied with all court orders and case plan tasks. The child is adjusting well and is receiving all necessary services in the aunt’s home.

- Select Yes for “All needed services exist.”
- Select Yes for “Needed services/providers are currently available at level/time required.”
- Click Save.
A pop up box appears; “If you answered No to any of the four questions on the safety considerations tab, the child may be unsafe and require additional intervention including Out-of-Home placement.”

- Click Close.
- From the Options dropdown, select Safety Plan.
- Click Go.
- Review the Safety Plan document.
- 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.
- Click Save.
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents' house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he "misses his mother, but he knows that she is sick and cannot take care of me." Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams "Yes." Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father's arrest and the mother's death. CLS agrees that the case is appropriate for expedited TPR based on the father's pending incarceration, the deceased mother and the egregious nature of the child's injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father's recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child is "better off with Veronica." Father signs the voluntary surrender paperwork.
Updating Safety Plan

From Desktop, select Create on menu bar
Select Case Work from dropdown menu

From the Planning dropdown, select Safety Plan
Select FN1, Gerry (AD) from list of cases in Case group box
Pop-up appears, "If this plan is created the current ongoing plan will become historical. Are you sure you want to continue?"
Click Yes

In Safety Factor Description group box, begin a new paragraph after existing narrative and enter:

Update: The investigation revealed that the child’s mother was killed in an auto accident approximately 6 months ago. The father was incarcerated on felony drug and weapon charges and remains incarcerated. An aunt who has assisted her sister, Buddy’s mother, in raising Buddy for most of his life was located and been approved to care for Buddy long term. The father has voluntarily relinquished his rights to Buddy, paving the way for adoption by the aunt. Buddy is very excited about going to live with his aunt and has settled in nicely. He is attending school, after care and is involved in sports. The aunt has arranged for him to be in special classes which will assist him in dealing with his developmental delays. Buddy’s arm appears to be healing appropriately and he will have the cast removed shortly. Buddy has no contact with his father, however continues to have contact with his paternal grandparents.

In Considerations group box
Select: Yes to statements 1, 2 and 3
Select: No to statement 4

Select Safety Actions tab
Begin a new paragraph after the existing narrative and enter this information in the first required field:

Update: Buddy was placed with the maternal aunt and is receiving all necessary services. The aunt is complying with all court orders and the case plan. The mother is deceased and the father remains incarcerated on felony drug and weapon charges. He voluntarily relinquished his parental rights to Buddy and the aunt is in the process of adopting Buddy. The assigned Case Manager continues supervision services and is completing the adoption process.
Upating Safety Planning (Cont.)

Begin a new paragraph after the existing narrative and enter this information in the second required field:

Update: Buddy is in the custody of his maternal aunt. The mother is deceased and the father has voluntarily relinquished his parental rights. The aunt is in the process of adopting Buddy and has provided for all of his needs. She has complied with all court orders and case plan tasks. The child is adjusting well and is receiving all necessary services in the aunt's home.

Select Yes
- All needed services exist

Select Yes
- Needed service/providers are currently available at level/time required
- Pop-up box appears, “If you answered No to any of the 4 questions on the safety considerations tab, the child may be unsafe and require additional intervention including out-of-home placement.”

Click Save

Click Close

From the Options dropdown
- Select: Safety Plan
  - Click Go

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 Options dropdown
  - Click Go
  - Select: Approve

Click Continue

Click Save
Topic ~ Out-of-Home Plan

An Out-of-Home Plan is completed on every child each time they are moved to a new placement.

Direct class to review PG4, Removal and Placement scenario. *(PG page inserted on the following page TG70)*

Refer class to PG32-33, Out-of-Home Plan. *(PG page inserted on the following page TG71-72)*

- From the Desktop, select Create on the menu bar.
- Select Case Work from the dropdown menu.
- From the Planning dropdown, select Out-of-Home Plan.
- To create an Out-of-Home Plan, you must select the Out-of-Home Plan item from the Planning dropdown.
- Select FN1, Gerry (AD) from the list of cases in the Case group box.
- Select FN1, Buddy (AD) from the Case Participants group box.
- Click Create to display the Out-of-Home Plan page. This page has three tabs:
  - Placement Considerations (default)
  - Special Requirements
  - Placement Safety
- Review the Plan Information group box visible on all tabs, containing pre-filled case information.
- Review the Siblings group box on the Placement Considerations tab. The box contains Yes/No responses concerning the siblings.
  - Select Yes to the question “Is the child an only child?”
  - This grays out the question “The placement involves the separation of siblings?”
- Review the Placement Setting group box containing 7 checkboxes regarding information about the placement setting.

If the child is an American Indian Child and the checkbox is activated, a dialog box “Proceed to ICWA Placement Provider Options” group box displays on the bottom of the Special Requirements tab. All questions must be completed. This also enables Tribal Representative Notified and Date Notified by Mail.
checkboxes.

- Relatives are suitable and available.
- Click the **Special Requirements** tab and review. This tab pertains to ICWA and addresses two requirements regarding placement of a child:
  - **Indian Child Welfare Act (ICWA)**
  - **Proximity to child’s school (McKinney-Vento Act)**
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN2 does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

04/06/2009 12:45 pm: Contact with the grandparents reveals that Gerry has not returned to their residence and has not seen the child in three days. Attempts to reach him by cell phone are futile as the number has been disconnected. The grandparents advise that the child is doing well, but taking care of the child full-time is affecting their health. The grandparents are advised that the father provided the name of a maternal aunt and that a home study and background check have been completed with positive results. The grandparents are informed of the date, time and location of the shelter hearing and that the aunt will also be present for the hearing. They are further advised that if the judge agrees, the child will be placed in the temporary custody of the aunt.

04/06/2009 01:00 pm: Field visit to FN1 home to interview Buddy. Buddy is interviewed in his room at his grandparents’ house. He is feeling better; however, still will not tell you what happened to his arm or ribs. He would not talk about his father and stated that he “misses his mother, but he knows that she is sick and cannot take care of me.” Buddy is asked if he remembers his aunt, Veronica, and his face lights up and he is smiling from ear to ear. He is asked if he would like to live with his aunt and he starts jumping up and down and screams “Yes.” Buddy is informed that his aunt will be here tomorrow to pick him up if the judge agrees.

04/06/2009 2:00 pm: Continued diligent search on the father reveals his recent arrest on 4/5/09 for drug trafficking. He was arrested by the Monroe County Sheriff’s office and is currently incarcerated. He is being charged with several felonies involving drug and weapons charges. Subsequently he will remain incarcerated for an extended period of time.

04/06/2009 3:00 pm: A brief staffing is held with the supervisor and CLS to discuss expedited TPR, based on the father’s arrest and the mother’s death. CLS agrees that the case is appropriate for expedited TPR based on the father’s pending incarceration, the deceased mother and the egregious nature of the child’s injuries. CLS agrees to draft the TPR petition.

04/07/2009 1:30 pm: A shelter hearing is held. The maternal aunt, paternal grandparents and Buddy are present. The Judge approves the Unified Home Study and places the child with the maternal aunt. The court is informed of the father’s recent arrest and pending charges, that the mother is deceased, and the plan to proceed with expedited TPR. The court approves the plan and schedules a TPR advisory hearing for 04/28/2009 at 1:30 pm. The aunt has indicated that she is willing to adopt the child in the event that parental rights are terminated.

04/28/2009 1:30 pm: TPR Advisory Hearing is held and the father, Gerry FN1 agrees to the termination of parental rights. He acknowledges that he may end up incarcerated for a long period of time and that the child “is better off with Veronica.” Father signs the voluntary surrender paperwork.
Out-of-Home Plan

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

From the Planning drop-down, select Out-of-Home Plan.

Click Create

Select FN1, Gerry (AD) from the list of cases in the Case Group box.
Select FN1, Buddy (AD) from the Case Participants group box.

Click Yes to "Is the child an only child?"

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

Click the Special Requirements tab. This tab only applies to ICWA.

Click the Placement Safety tab, ensure No is selected for the first question, "Do the 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?"

Veronica FNZ has been involved with the care of Buddy since his birth. She assisted her sister with Buddy’s care due to her sister’s mental health issues. She advised that she provided respite for the child when her sister required hospitalization and that her sister and Buddy often stayed with her in her home. Buddy appeared very happy when told that he was going to live with his aunt. He appeared to have a bond with the aunt and felt comfortable.

Assure No is selected for all questions in the Other Residents in the Placement Setting box

Click Save
• There are two group boxes on this tab. Review the tab.
  • **General Information**
  • Two user entered text fields:
    • Action taken to determine if the child meets ICWA requirements
    • An explanation must be provided if the child is placed outside of
      his/her community.
  • Also contains a **Search** hyperlink for Provider information.
  • **ICWA Placement Provider Options:**
    • Contains six statements in accordance with ICWA
      • Child must be placed in the least intrusive/restrictive setting available
      • Setting must meet the child’s needs
      • Begin with the least to the most intrusive settings
      • There is an **Available** column with checkboxes and a **Selected**
        column to add information.

  ➢ Click the **Placement Safety** tab.
    • Addresses safety issues for the placement provider.
    • Contains three group boxes:
      • **Placement Provider Knowledge/Skills Options**
      • **Other Residents in the Placement Setting**
      • **Plan for Safety**
    • Review the **Placement Provider Knowledge/Skills Options** group box.
      There is one narrative statement with a Yes/No radio button.
    • This field documents if special skills are needed by the provider for the child.

    ![Warning]

    **System default is No.**
    **If Special Skills are required, select Yes, making the Describe text field mandatory.**

  ➢ Make sure **No** is selected for the first question, “**Do the 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?**”

  ➢ In the **Describe** field, enter:

Veronica FN2 has been involved with the care of Buddy since his birth. She assisted her sister with Buddy’s care due to her sister’s mental health issues. She advised that she provided respite for the child when the sister required hospitalization and that her sister and Buddy often stayed with her in her home. Buddy appeared very happy when told that he was going to live with his aunt. He appeared to have a bond with the aunt and felt comfortable.
• Review the Other Residents in the Placement Setting group box. There are two questions with Yes/No radio buttons:
  • Behavioral issues in the placement setting that cause concern for the child’s safety
  • Behavioral issues of the child being placed that cause a safety concern for others in the placement

➢ Assure No is selected for all questions in the Other Residents in the Placement Setting box.

**System default is No. If Yes is selected, additional questions with Yes/No responses must be completed and a narrative field for more detailed information must be provided.**

• Review the Plan for Safety group box (use the inside scroll bar) containing a series of checkboxes to indicate if additional steps must be taken by the provider.

**Advise learners that this plan for safety addresses the safety of the child and the other children in the out-of-home placement when necessary. Examples may include a child that is a victim or alleged aggressor of sexual abuse, children with violent tendencies, and aggressive children.**

There is a narrative text field to describe the specific safety actions to be taken. This box does not pertain to this scenario; however, must be reviewed.

**Page Up and Down keys with word templates:** When a page is frozen and the template has user-entered fields, the page up and page down keys act as a tab across user-entered fields. The other forms of scrolling through the template work normally.

**FSFN Word templates and the right mouse click:** When a template in FSFN is open and a separate Word session is open, the right mouse button is disabled in the separate Word session. You must close the template and the Word session. Open the Word session and the right mouse button is enabled. The Word application uses the same macros in each document and some features are disabled.

**Changing data elements and then launching templates:** When changes or additions are made to an online page, you must Save the changes before launching the template. All updated information displays on the launched template.

➢ Click Save.
➢ Click the Special Requirements tab.
➢ Select Out-of-Home Plan from the Options, click Go.

**Changes cannot be made to this document. You must return to the appropriate tab, make the necessary changes, save the work and then generate a new Out-of-Home Plan document.**
- Click Close and Return to FSFN.
- Click Save.
- Click the Placement Considerations tab.
- Select Approval from the Options dropdown.
- Click Go.
- Select Approve.
- Click Continue.
- Click Save.
- Click Close.
- Refresh the screen and point out the new hyperlink.

**An Out-of-Home Plan cannot be terminated unless supervisory approval for termination is granted.**

- When the supervisor receives the request for termination, there are three possible actions:
  - Approve the termination request.
  - Reroute the termination request to another supervisor for approval.
  - Recall/return if they are in disagreement with the request for termination.

**Not Approve is not an option.**

- Supervisor can select Actions to add comments, allowing for the selection of an alternate reason for terminating the existing Out-of-Home Plan and resubmit the request for termination via the standard approval process.
- Once an Out-of-Home Plan is approved it is frozen and cannot be edited.
- If the supervisor decides termination is not appropriate and must continue or the reason for termination was selected in error, the plan is recalled/returned.
- If the supervisor decides that information in the current Out-of-Home Plan needs to be updated, the supervisor must approve the termination request and you must create a new Out-of-Home Plan as the existing plan is frozen.
- Supervisors are able to document comments regarding reasons for recall/return via the comments page accessed through the Actions hyperlink next to the approval on the Desktop.
From the Desktop, click the Out-of-Home Plan hyperlink.

Select Terminate from the Options dropdown, click Go. This displays two options:
- Approval
- Terminate

Review the Terminate Plan page comprised of the Plan Termination group box, containing one dropdown selection: Reason Plan is no Longer Required.

- Also contains a narrative text field that is enabled based on the selection from the Reason Plan is no Longer Required dropdown.

From the Reason Plan is no Longer Required dropdown field, select Provider/Relative/Guardian Requested Change.

Review the options available and advise learners that the field is updated with the selected option. Point out the Other Reason Plan is no Longer Required narrative field. This field is only required if Other is selected from the Reason Plan is no Longer Required dropdown.

- Select Approval from the Options dropdown.
- Click Go.

Stress that a termination must be routed to the supervisor for approval.

- Review the Approval screen.
- Click the Close twice and No to Save work dialog box.
Topic ~ Visitation Plan

- Refer class back to PG4, Removal and Placement Scenario. *(PG page inserted on the following page TG79)*
- Advise class that the Safety Plan and the Out-of-Home Placement were completed as the child was removed from the home. A Visitation Plan is now required for the father.

Refer class to PG34, Visitation Plan. *(PG page inserted on the following page TG80)*

- From the Desktop, select Create on the menu bar.
- Select Case Work from the dropdown menu.
- Select Visitation Plan from the Planning dropdown.
- Select FN1, Gerry (AD) from the list of cases in the Case group box.

Point out the Case Participant group box. A Visitation Plan is done at the family level. All participants in the case are grayed out in the Case Participants group box.

- Click Create.
- Review the Visitation Plan page.

The General Information group box includes Case, Category and Document information. This information pre-fills from existing fields in FSFN. There is also a checkbox for Expire.

- From the Options dropdown, select Visitation Plan.
- Click Go to generate a Family Visitation Plan Word document.

Case name and the name of the Worker pre-fill with the user entering the remaining information.

Use the Tab key or mouse to navigate around the document.

- Complete the following steps:
  - Click the checkbox for Parent.
  - Enter 04/07/2009 for Effective Date.
➢ Enter **Buddy** for name(s) of child(ren).

➢ Review the document and add information in these 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**.

➢ Click **Close**.

➢ **Refresh** the **Desktop** to view the **Visitation Plan hyperlink**.

*Remind class that the Visitation Plan must be printed and signed by all parties and included in the case file.*
04/06/2009 11:45 am: Telephone call from your supervisor, advising that Escambia County just called and the home study was positive and Ms. FN does not have any criminal history. Another investigator is starting the shelter paperwork and the hearing is set for 1:30 pm tomorrow. Your supervisor states they have contacted the maternal aunt and she will come to the hearing tomorrow and take the child back with her, if approved.

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Visitation Plan

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Module 2: Placement Out-of-Home
Topic ~ Case Transfer/ESI Staffing

Refer class to PG35, Case Transfer/ESI Staffing. *(PG page inserted on the following page TG82)*

- Click Case Work on the banner bar.
- Select Case Transfer Staffing (ESI) from the Forms drop-down box.
- Click FN1, Gerry (AD) in the Cases group box.
- Click Create. The Forms pop-up window appears.
- From the Options dropdown box, select Case Transfer Staffing (ESI) under Text.
- Click Go.

Refer learners to PG36-42, Buddy Case Transfer (ESI) Staffing, for the content to complete the text in the form. *(PG page inserted on the following page TG83-89)*
Case Transfer/ESI Staffing

Click **Case Work** on banner bar

Select **Case Transfer Staffing (ESI)** from the **Forms** dropdown box

Click on **FN1, Gerry** in the cases group box

**Click Create**

Forms pop-up window appears

From **Options** dropdown box

Select: **Case Transfer Staffing (ESI)** under **Text**

**Click Go**

Use PG47-53 for content to complete the text in the form
## Buddy Case Transfer (ESI) Staffing

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### I. Staffing Checklist

1. **Case Work or documents completed/provided for staffing meeting**

<table>
<thead>
<tr>
<th>Yes □ No</th>
<th>All case participants have been recorded in FSFN</th>
</tr>
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<tbody>
<tr>
<td>Yes □ No</td>
<td>Case notes and last home visit have been recorded in FSFN</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Relationships have been assigned in FSFN</td>
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<tr>
<td>Yes □ No</td>
<td>Birth Certificate(s)</td>
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<tr>
<td>Yes □ No</td>
<td>CBHA Referral</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Child Fingerprints</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Child Medical Consents Signed</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Child Photo(s)</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Child Safety Assessment</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>CPI has informed caregiver of EPSDT/Well-Child Check &amp; 72 hour deadline</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>CPI has requested that caregiver apply for Medicaid</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>CPT Exam (if applicable)</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Criminal Checks Results</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Current Visitation Schedule for Parents/Siblings</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Custody Letter</td>
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<tr>
<td>Yes □ No</td>
<td>Dependency Petition</td>
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<table>
<thead>
<tr>
<th>Yes □ No</th>
<th>Documentation of Diligent Search Request</th>
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<tr>
<td>Yes □ No</td>
<td>Drug Screen</td>
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<tr>
<td>Yes □ No</td>
<td>Caregiver Fingerprints</td>
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<tr>
<td>Yes □ No</td>
<td>HIPAA Form</td>
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<tr>
<td>Yes □ No</td>
<td>Indian Child Welfare Act Verification of Eligibility</td>
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<tr>
<td>Yes □ No</td>
<td>Placement(s) has been recorded in FSFN</td>
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<tr>
<td>Yes □ No</td>
<td>Medical Records/Immunizations Records</td>
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<tr>
<td>Yes □ No</td>
<td>Priors</td>
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<tr>
<td>Yes □ No</td>
<td>Referral for Services made prior to Case Transfer Staffing</td>
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<tr>
<td>Yes □ No</td>
<td>Relative/Non Relative</td>
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<tr>
<td>Yes □ No</td>
<td>Revenue Maximization/TANF packet (SIGNED)</td>
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<td>Yes □ No</td>
<td>Shelter Petition</td>
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<tr>
<td>Yes □ No</td>
<td>Shelter Order (SIGNED)</td>
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<tr>
<td>Yes □ No</td>
<td>UCCJEAE and Witness List</td>
</tr>
<tr>
<td>Yes □ No</td>
<td>Other (Specify in Comments)</td>
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Document Comments:

Acronym Key

FSFN- Florida Safe Families Network  
CBHA- Comprehensive Behavioral Health Assessment  
CPI- Child Protective Investigator  
CPT- Child Protection Team  

EPSDT- Early Periodic Screening, Diagnosis and Treatment  
HIPAA- Health Insurance Portability and Accountability Act  
TANF- Temporary Assistance for Needy Families  
UCCJEA- Uniform Child Custody Jurisdiction and Enforcement Act
### II. Participants Demographics

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Suffix</th>
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<tr>
<td>FN2</td>
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<th>Zip Code</th>
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<td>Absent Parent</td>
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<tr>
<td>F</td>
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</table>

### III. Participants Health Needs

1. Does the Participant have any medical needs?
   - Yes
   - No

2. Does the Participant have any mental health problems?
   - Yes
   - No

3. Is the Participant taking any prescribed medications?
   - Yes
   - No

4. Is the Participant covered by Medicaid/Medicare?
   - Yes
   - No

---

Core 121_RP_FSFN_PG_July 2013 (Core 119 RP_FSFN)  
Module 2: Placement-Out of Home
### II. Participants Demographics

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<td>FN1</td>
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<td>30 Ocean Way</td>
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<td>Parent in the Home</td>
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<tbody>
<tr>
<td>M</td>
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### III. Participants Health Needs

- Yes
- No

1. Does the Participant have any medical needs?
2. Does the Participant have any mental health problems?
3. Is the Participant taking any prescribed medications?
4. Is the Participant covered by Medicaid/Medicare?
II. Participants Demographics

<table>
<thead>
<tr>
<th>Last Name</th>
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<td>Henry</td>
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<table>
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<tr>
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<th>State</th>
<th>Zip Code</th>
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<tr>
<td>14 N. Hibiscus</td>
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<td>443-96-5702</td>
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<th>Service Role Relative in Home</th>
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<table>
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<td>03/01/1961</td>
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<td>(305) 246-9712</td>
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<th>Estimated Age</th>
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<table>
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<th>Special Education</th>
<th>Legal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Participants Health Needs

- Yes| No 1. Does the Participant have any medical needs?
- Yes| No 2. Does the Participant have any mental health problems?
- Yes| No 3. Is the Participant taking any prescribed medications?
- Yes| No 4. Is the Participant covered by Medicaid/Medicare?
### IV. Staffing Decision

**Family Strengths/Supports**
The paternal grandparents have been a good support system for Buddy. Buddy's maternal aunt Veronica, who he is placed with, has multiple friends who support her and she is actively involved in her church.

**Case Planning Needs/Task for Family**
Buddy's behavior is withdrawn and is in need of a mental health evaluation. A reunification case plan will not be offered for the father.

1. **Is this case appropriate for concurrent case planning?**
   - [ ] Yes
   - [x] No
   **Comment:**
The case has been staffed and approved for expedited TPR. A TPR advisory hearing has been scheduled for 04/28/2009 @ 1:30pm.

2. **Does this case meet the criteria for expedited Termination of Parental Rights?**
   - [x] Yes
   - [ ] No
   **Comment:**
   Due to the mother being deceased, the father facing multiple criminal charges that could imprison him for 20 years, and the severity and nature of Buddy's inflicted injuries; the case has been staffed and approved for expedited TPR.

3. **Are there any special placement needs?**
   - [ ] Yes
   - [x] No
   **Comment:**
   Buddy is placed with his maternal aunt and has no special needs.
VI. Staffing Outcome

☐ Case Accepted
☐ Not Accepted

If Not Accepted, Why?

☐ Next Staffing Scheduled Date ______

Follow-up Actions Needed (Who, What, When)
At least monthly contact with the courtesy Case Manager in Escambia County until the case is closed.

Signatures

<table>
<thead>
<tr>
<th>Receiving Caseworker</th>
<th>Date</th>
<th>Referring Investigator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving Supervisor</td>
<td>Date</td>
<td>Referring Supervisor</td>
<td>Date</td>
</tr>
<tr>
<td>Participant</td>
<td>Date</td>
<td>Participant</td>
<td>Date</td>
</tr>
<tr>
<td>Participant</td>
<td>Date</td>
<td>Participant</td>
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</tr>
<tr>
<td>Participant</td>
<td>Date</td>
<td>Participant</td>
<td>Date</td>
</tr>
</tbody>
</table>
Module 3: FSFN Demos

Objectives

- Display PPT23, Module 3 Objectives and review.

FSFN Demos are accessed through the FSFN website:

http://fsfn.dcf.state.fl.us/

- Display PPT24, Release 2a Demos and PPT25, Release 2b Demos and review.

In lieu of displaying the PPTs, you may display the FSFN Demos pages on the screen.

- Advise learners that these demos are used to learn about functionality and to refresh their memory.
**Topic ~ Person Merge**

*All users have the ability to conduct a person merge. However, for data integrity reasons, supervisors usually complete this functionality. Advise your class of your circuit/region policy on person merge.*

- Refer learners to the FSFN 2b Demos page.
- Have learners view the Person Merge/Delete Demo individually or as a class on the overhead.
- Following the demo, display PPT26-28, Person Merge Quiz and review.

---

**Person Merge Quiz**

- **Can you search an Unknown Person?**
  - No. You must use the Unknown, Unknown's Person ID.

- **Can you later search for a removed person's ID?**
  - Yes. The result displays under the Kept Person.

**Person Merge Quiz (cont.)**

- **What data from the Person Merge page is automatically stored?**
  - Social security number not selected: pre-merge SSN
  - All person ID’s & types for the removed person
  - First, Last, and Middle names not selected: stored as AKA
  - Person ID of the removed person: pre-merge person ID