Module 1: Ongoing Case Notes

Objectives

- Identify the process of creating case notes.
- Describe how to view and print notes.
- Demonstrate how to update Identification Records and AFCARS information.
- Create TANF for Ongoing Services

Narrative/Notes

- Completed on any case activity
- Cannot be deleted once saved; can be edited
- Any worker can enter notes on any case
- Handwritten notes maintained in paper files
Slide 4

Create TANF for Ongoing Services

TANF eligibility must be conducted every 12 months as long as the case is open for services.

Keep the completed and signed TANF form in the child’s case record for reviews, audits, program monitoring or other references.

Slide 5

Module 2: Missing Child Record

Objectives

• Document a Missing Child Record.
• Document a placement change when a child goes missing.

Slide 6

When a child goes missing, you must:

- Report the child missing to Law Enforcement, immediately if the child is 11 years old or younger and in high risk, or up to 4 hours if the child is 12 years and older.
- Notify all caregivers, parents, relatives, CPS, service providers, schools/daycare, etc.
- Complete an Incident Report and fax/deliver to all appropriate parties.
- Complete the FSFN Missing Child Report following the local agency protocol.
- Notify DLS that the child is missing.
- Document all efforts to locate the child in FSFN as Narratives.
Slide 7

Module 3: Relative Placement

Objectives

• Add a Case Participant.
• Explain the need for a Relative Unified Home Study.
• Update an Out-of-Home and Visitation Plan.
• Document a placement change for a child.

Slide 8

Out-of-Home Relative Placement/Provider

Placement

• Substitute care setting where a child resides during a removal episode.
• The worker making the placement must add the relative or non-relative as a placement provider.

Slide 9

Updating an Out-of-Home Plan

When do you update an Out-of-Home Plan?

Every time the child moves to a new placement (licensed or unlicensed).
Updating a Visitation Plan

must be a collaborative effort between the PI and the CM.

assures safe and timely contacts between the separated child and his or her family; including separated siblings.

The Visitation Plan...

The Visitation Plan...

Module 3: Relative Placement

Module 4: Judicial Review Social Study/Case Plan Update

Objectives

- Create an Ongoing/Updated Family Assessment.
- Describe how to create the Judicial Review/Task Evaluation.
- Create the Judicial Review/Goal Evaluation.
- Launch, edit and print the Judicial Review template.

Module 4: Judicial Review Social Study/Case Plan Update

- Must be updated minimum every 6 months
- More frequently if family circumstances significantly change
- Six month family assessment must include:
  - Summary of casework activities for past 6 months
  - Changes in family conditions or circumstances
  - Factors affecting family strengths/protective capacities
  - Identified risks to child
  - Signs of emerging danger
  - Achieved and pending case plan goals
  - Services needed to meet case plan goals
Slide 13

Judicial Review/Task Evaluation

- Outcomes
- Resources/Barriers
- Family Instruction
- Recommendation
- Attachments

Slide 14

Outcome Tab

- Measures and Documents Progress
- Reason for Agency Involvement
- General Desired Outcome

Slide 15

Resource/Barriers Tab

- Resources
- Barriers
- Documents Resource Availability and Barriers to achieving desired outcomes
Slide 16

**Family Interaction Tab**

- Visitation Plan Outcomes
  - 2 narrative fields
  - First - required
- Household Barriers
  - Question
  - Yes requires text field

Slide 17

**Recommendation Tab**

- Reasonable Efforts
  - 2 enabled text fields – not required
- Recommendations
  - 3 columns – first 2 pre-populated
  - Overall compliance - dropdown
- Recommendation to Court
  - Narrative to edit recommendations to the court – not required

Slide 18

**Attachments**

- Medical Mental Health
- Visitation Plan
- Education
- Master Trust
Slide 19

**Judicial Review Goal Evaluation**

- Basic
- Recommendations
- Placement
- Independent Living
- Permanency Plan

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**Legal**

- Parent/Guardian
- Child’s participation at hearing

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**JR/Goal Evaluation Permanency Plan**

- Last Judicial Review
- Last Permanency Hearing
- Last Permanency Staffing
- Date by which next Permanency Hearing is due
- Concurrent court approved permanency goal

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**Permanency Considerations made at 12 months**

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Slide 22

**JR/Goal Evaluation Recommendations**

Documents family compliance and progress

- Rilya Wilson Act Compliance

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Slide 23

**Module 5: Medical/Mental Health Documentation**

**Objectives**

- Explain documentation requirements for medical profile.
- Document children’s medications.
- Document mental health profile.

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Slide 24

**Medical/Mental Health Profile**

Medical Profile  | Medications  | Mental Health Profile  | Medical History
Module 5: Medical/Mental Health Documentation

### Slide 25
**Medical/Mental Health**

- **View and update**
  - Child’s medical history

- **Document**
  - Current Health Care Providers
  - Medication information
  - Basic health problems

### Slide 26
**Medical Profile**

- "Snapshot" of medical status
- Information about health care providers

  - Primary Health Care Providers
    - View and update providers, emergency contact and Medicaid number

  - Basic Group Box
    - Specific health problems/allergies
    - Immunization status

### Slide 27
**Medical/Mental Health Profile**

- **Take possession of psychotropic medication**
  - In original container
  - Current prescription
  - Advised by physician, must seek court approval

- **Parents/Legal Custodians**
  - Must be informed drug is being given

- **Official Record**
  - Reason parental authorization not obtained
  - Why psychotropic medication is necessary for child's well-being
Slide 28

**Medications Tab**

Prescribing physician

• Medication name

What medication is for

• Date prescribed and stopped

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Slide 29

**Mental Health Profile Tab**

Snapshot

• Mental Health Status

Treatment

• View and update
• Date of CBHA

Substance Abuse

• Substance Abuse Information
• Referral Information

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Slide 30

**Module 6: Parental Reunification**

Objectives

• Explain documentation requirements for a Parental Reunification Readiness Assessment and Home Study.
Reunification is achieved when…

Collaboration occurs with all involved persons to assess the child’s safety and the readiness of the parents and child to live together on a full time basis.

Risk factors are reduced to a level of safety for the child.

Parents and children have successfully spent extended periods of time together without further maltreatment.

Parents and child indicate verbally and by their actions that they are ready for reunification.

The family has established a strong support system.

A positive Parental Reunification Readiness Assessment and Home Study has been completed and approved.

Module 7: Case Closure

Objectives

• Demonstrate how to end an out-of-home placement and create a living arrangement.
• Explain how to submit a case for case closure.

FSFN Case Closure

Prior to submitting a case for closure ALL pieces of work must be closed/end dated with appropriate approvals completed.

Submit the case for closure with supervisory approval.

Allow time for the FSFN Case Closure batch to occur and for the closure status to be accepted by the system.
Slide 34

Module 8: Independent Living

Objectives

• Learn how to create an Independent Living Program Referral.
• Learn how to create an Independent Living Record.

Slide 35

Independent Living Eligibility

The Independent Living Program is for youth 13-23 years of age, who have been placed in the care, custody, and control of the Agency.

- Pre independent living: 13-15 years of age in the custody of the agency
- Life Skills Services: 15-18 years of age in the custody of the agency.
- Subsidized independent living services: 16 years old and up to the 18th birthday living in licensed out-of-home care with case plan goal of APPLA.
- Aftercare support: Youth 18-23 years of age in FC, a minimum of 6 months prior to reaching 18th birthday but requires services prior to reaching 23 years of age. Must be enrolled in school full time, a Florida resident and citizen.

Slide 36

Module 9: Interstate Compact for the Placement of Children

Objectives

• Create an ICPC Checklist from Florida to another State.
• Create an ICPC Checklist: Outgoing from Florida to another State.
• Create the ICPC 100 A and 100 B forms in FSFN.
FSFN ICPC (Interstate Compact on the Placement of Children)

Ensure all FSFN ICPC documentation is complete with signatures on all forms.

Once the 100 A and the 100 B forms are created/saved, they are located in the Forms Icon on the desktop.

The Regulation 7 and the ICPC Parent/Relative/Foster Care Checklist is accessed on the Maintain Case Page.