Module 1: FSFN Intakes

Objectives

- Identify the different types of FSFN Intakes.
- Search for FSFN intakes.

FSFN Intake Types

- Child Intakes: In-home or Institutional
- Special Conditions Referrals
- Service Referrals
- Additional & Supplemental Intakes
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Institutional Intakes

Must commence w/in timeframe established by abuse hotline.

Must notify each parent/legal guardian of intake receipt & investigation results & findings.

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Special Condition Intakes: 4 Types

- Child on Child Sexual Abuse
- Caregiver Unavailable
- Foster Care Referral
- Parent in Need of Assistance

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Child on Child Special Condition Referrals

- Must complete w/in 7 days of Hotline Intake receipt
- Develop w/in 30 days of intake receipt
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Service Referral Child Intake

Documents
administrative
services request

Can be created by CBC staff and CPI Specialist

Create an ICPC case
• for incoming home study or
• supervision request or
• to open previously closed service case

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Additional Intakes

New information about subjects of an existing intake;
a new alleged perpetrator, maltreatment, incident,
victim, subject or information requiring immediate attention

Can be created for Child Intake if investigation has open status and call is received within 30 days of original intake receipt

Sequence number added
INVESTIGATIVE RESPONSE REQUIRED

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Supplemental Intakes

No new allegations of subjects; enhancements to intake already being investigated; improves information already reported

Can be created if an investigation has open status and call is received within 60 days of original intake receipt

Sequence number added
NO INVESTIGATIVE RESPONSE REQUIRED
**Module 2: The FSFN Safety Plan**

**Objectives**

- Create a FSFN Safety Plan.
- Obtain supervisory approval of a Safety Plan.

**Safety Plan Status**

- **Pending**: a plan was created & requires supervisory approval
- **Ongoing**: a plan has been approved by a supervisor
- **Historical**: status of ongoing plan when a new plan is created
- **Not Approved**: User/supervisor selects “Not Approved” during approval process

**Safety Considerations**

- Four fields, each with Yes/No radio button
  - Parents cooperative & willing to receive services
  - Safety actions can be immediately taken that will control all safety conditions
  - Home environment is calm & stable enough for service provision & service providers can be in the home safely
  - Parent/legal custodian resides in the home
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Specific Safety Actions (must include)

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>When it Will Occur</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Responsible</td>
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How actions provide protection from immediate danger or serious harm

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Safety Resources

<table>
<thead>
<tr>
<th>Type of Service Needed</th>
<th>Frequency</th>
<th>Begin Date</th>
<th>Provider Information</th>
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