Module One

Objectives
- Deactivate a case participant from a case.
- Add case participants and their relationship to the caregiver.
- Update service roles for participants.
- Update addresses.
- Update person information/demographics.
- Document a living arrangement for the child.
- Update the Safety Plan.

Maintain Case Information

All FSFN CASES are named after mother
- If no mother: use father
- If no mother or father: use oldest child’s name

Case address current address of case name (mother)

AFCARS: If person is caregiver enter DOB, ethnicity, gender, & race
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Maintain Case Screen

- Participant: used to add, deactivate or remove a case participant
- Relationship: defines relationship of one case participant to another
- Address: maintains primary address for case
- Professional/Other Contacts: maintain & update contact names/phone numbers
- Closing History: view closed & merged case history
- Open Date: date case is first created by the hotline
- Restricted Case: high profile case or case where any employee is involved in an investigation & viewing is restricted.

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Participant Tab

- Anyone assigned can deactivate a participant from a case
- End dates the person
- Participant can be reactivated
- All cases must have an active child
- Only a supervisor can remove a person from a case
- 24 hour waiting period before person is removed

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Service Roles

- Primary Caregiver: person who assumes day to day responsibility for the child’s care & supervision; does NOT apply to babysitters
- Secondary Caregivers: assumes secondary day to day responsibility for the child
- Relatives/Non-Relative caregivers: Primary Caregivers during the period they provide the child’s supervision or placement
- Case can have many active Primary Caregivers at one time
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Service Roles

Custodial parent’s role as primary caregiver is:
- not end dated simply due to a removal episode
- only end dated upon Termination of Parental Rights

A single parent must be a primary caregiver

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Person Management Address

Change the person address
- for each move made by a child & his/her caregiver

Estimate address begin & end dates if they cannot be verified
- use 01/01/YYYY format when year is known, or if month & year are known, use MM/01/YYYY

When the phone/email "type" is emergency contact or neighbor
- worker must enter person’s name to whom number belongs in comments section along with relationship

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Person Management

Person information must be kept up-to-date.

If case is open, updates must be completed within 48 hrs. of information being known to worker assigned to case
Person Management Demographics

Primary name:
- must be legal name verified by B.C., SSN, or court document.
- must match name used on document to verify name in question

Search is required prior to changing "Unknown" name.

SSN - Primary must be used (when known) as ID in order to avoid eligibility errors; other ID’s may be used in addition to SSN = Primary

Person Management Demographics

DOB: month, day, year person was born; declared, or estimated; required for each person

If using Drivers License or Medicaid #, enter the first two letter standard postal abbreviation of the state that generated the ID

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

The client defines his/her race or ethnicity and that of his/her children

Placements

• Living Arrangements: child is living with a parent or permanency is achieved with a relative/non-relative with the permanency.

• Out-of-Home Placement: child has been removed from the home and place.
**Module Two**

Objectives:

- Create a family assessment.
- Create the child assessment.
- Create the adult assessment.
- Document case notes.

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**Family Assessment**

- Initial family assessment w/in 15 working days after ESI staffing.
- You must complete ongoing family assessment at least every 6 months until services terminate.
- Family assessment involves you & the family: joint effort to identify & analyze family strengths, contributing factors & underlying conditions that jeopardize child safety & maltreatment risk.

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**Case Header Group Box**

- Case Name
- Assessment Date
- Status
- Pending
- Approved
- Changes based on case approval
- Created by
- Purpose
- Initial
- Updated
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**Participants Group Box**
- **Names**: Pre-fills with names of all case participants.
- **DOB**: Birth date pre-fills from Person Management.
- **Gender**: Pre-fills from Person Management.
- **Service Role**: Pre-fills participant's Service Role from Maintain Case.
- **Child/Adult**: Each participant row has Child/Adult hyperlink; hyperlink launches Assessment pop-up page.
- **Date (Date the intake was received)**
- **Intake Number**
- **Intake Name**
- **Intake Type**
- **Screening Decision**
- **Case ID**
- **Finding (Overall Investigation Finding)**
- **Investigative Sub Type**
- **Worker Safety Concerns**

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**Prior Intakes/Investigations**
- There are two group boxes on this tab:
  - Prior Intakes
  - Prior Investigations/Referrals
- Displays the prior intakes & investigations/referrals for each participant in Family Assessment.
- Each record has View hyperlink.

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**Prior Intake Group Box**
- **Date (Date the intake was received)**
- **Intake Number**
- **Intake Name**
- **Intake Type**
- **Screening Decision**
- **Case ID**
- **Finding (Overall Investigation Finding)**
- **Investigative Sub Type**
- **Worker Safety Concerns**
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Prior Investigations /Referrals

- Intake ID
- Case Name
- Case ID
- Intake Type
- Investigative Sub Type
- Finding
- Status
- Date Closed

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Family Tab

- Third tab on Family Assessment page
- Information about family's strengths and needs
- Two group boxes
  - Factors
  - Agency Involvement Factors

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Family Tab Factors

- 4 required radio buttons
  - Reason for Agency Involvement
  - Cultural
  - Environmental Factors
  - Input/Involvement
- Each contains statements/questions specific to the subject area for the factor
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**Safety Tab**
- Addresses the imminent safety and future risk in family specific areas
- Two radio button factors on the Safety tab:
  - Safety
  - Emerging Dangers
- The Safety Factors group box consists of two questions:
  - Required narrative field
- Yes or No responses are required for each question.

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**Header Case Group**
Remains constant when tabs are selected.
- Name & service role are pre-filled
- Meets independent living criteria; pre-filled if child is 13 or older & in licensed care
- Completed checkbox performs validations check when saving

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**Child Assessment**

- **Permanency**
  - Placement & Permanency
  - Well-being
  - Vulnerability
  - Fragility
  - Behavior Adjustment
  - Health
  - Behavioral Health
  - Education
  - Social
Module Three

Objectives

• Describe the FSFN Initial Case Plan.
• Identify Strengths & Needs in a family to develop Case Plan tasks.
• Determine Case Plan Goal.

Case Plan

• The Case Plan is a document prepared by the department with input from all parties... which follows the child from the provision of services through any dependency, foster care, or termination of parental rights proceeding or related activity or process. F.S. 39.01(11)
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Case Plan Tasks Information

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-filled Case &amp; Worker Names</td>
<td>FSFN Task ID: unique system generated identifier</td>
</tr>
<tr>
<td>Pending – not approved by supervisor</td>
<td>Case plan Status – pre-filled</td>
</tr>
<tr>
<td>Approved – approved by supervisor</td>
<td>Date supervisor approved</td>
</tr>
<tr>
<td>Expiration date – date task expires</td>
<td>Completed – used to validate information</td>
</tr>
</tbody>
</table>
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Strengths

- Carried forward from Family Assessment
- Narrative text field used to document pertinent family information
- User provides analysis of family strengths and how they will be used
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Attachments

- Medical/Mental Health
- Visitation Plan
- Education
- Master Trust
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