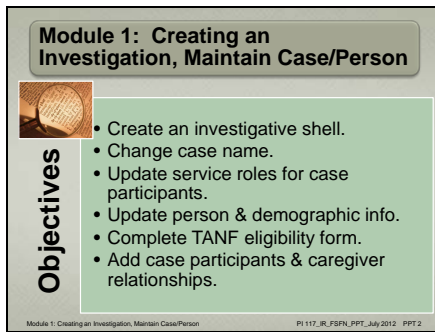


Investigative Response FSFN Power Point Slides

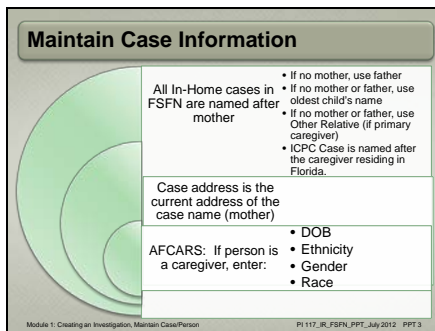
Slide 1



Slide 2



Slide 3



Slide 4

Maintain Case Screen: 5 tabs

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

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 4

Slide 5

Service Roles

Primary Caregiver	Secondary Caregiver	Relatives/Non-Relatives
<ul style="list-style-type: none">• Assumes day to day responsibility for child's care & supervision• Does not apply to babysitters	<ul style="list-style-type: none">• Assumes secondary day to day responsibility	<ul style="list-style-type: none">• Are primary caregivers during the period they provide the child's supervision or placement

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

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 5

Slide 6

Service Roles

Custodial Parent's role:

- as primary is not end dated simply due to a removal episode
- is only end dated upon TPR

A single parent must be a primary caregiver.

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 6

Slide 7

Participant Tab

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

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 7

Slide 8

Person Management Address

Change person address for **each** move made by child & caregiver

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

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 8

Slide 9

Person Management

Keep Person information up-to-date.

If case is open, must complete updates w/n 48 hrs. of learning new information.

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 9

Slide 10

Person Management: Demographics

Primary name

- is the legal name verified by B.C., SSN, or court document
- must match the name on the verification document

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

SSN – Primary must be used (when known) as ID in order to avoid eligibility errors

- Other ID's may be used in addition to SSN – Primary

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 10

Slide 11

Person Management: Demographics

DOB: the month, day, & year born

- May be declared or estimated
- Required for each person

If using Driver's License or Medicaid Number

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


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

Client defines race or ethnicity for themselves & their children

Module 1: Creating an Investigation, Maintain Case/Person PI 117_RL_FSN_PPT_July 2012 PPT 11

Slide 12

Module 2: Commencement & Investigative Notes



Objectives

- Add participants to investigation.
- Remove person from investigation.
- Document investigation commencement.
- Document investigative notes.
- Add maltreatment to investigation.

Module 2: Commencement & Investigative Notes PI 117_RL_FSN_PPT_July 2012 PPT 12

Slide 13

**Program Directive:
Commencement**

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

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

Module 2: Commencement & Investigative Notes PI 117_RL_FSN_PPT_July 2012 PPT 13

Slide 14

Narrative/Notes

Case Notes:

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

Module 2: Commencement & Investigative Notes PI 117_RL_FSN_PPT_July 2012 PPT 14

Slide 15

**Program Directives:
Maltreatments**

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

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

Maltreatments created by the Hotline cannot be deleted

Module 2: Commencement & Investigative Notes PI 117_RL_FSN_PPT_July 2012 PPT 15

Slide 16

**Program Directives:
Maltreatments**


Allegation narratives **MUST** include:

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

Module 2: Commencement & Investigative Notes PI 117_RL_FSN_PPT_July 2012 PPT 16

Slide 17

Module 3: Creating the Initial Child Safety Assessment




Objectives

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

Module 3: Creating the Initial Child Safety Assessment PI 117_RL_FSN_PPT_July 2012 PPT 17

Slide 18

FSFN Assessments: 4 Types



```
graph TD
    In-Home[In-Home Safety] <--> Assessments[Assessments]
    Institutional[Institutional Safety] <--> Assessments
    Child[Child on Child Sexual Abuse] <--> Assessments
    Assistance[Request for Assistance] <--> Assessments
```

Module 3: Creating the Initial Child Safety Assessment PI 117_RL_FSN_PPT_July 2012 PPT 18

Slide 19

Initial In-Home Safety Assessment

16 – Signs of Present Danger #1-16

5 – Child Vulnerability #17-21

- All factors must be considered for each child.

11 – Protective Capacities #22-32

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

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 19

Slide 20

Program Directives: Protective Capacities

PI must document

- Strengths/concerns based upon their observations
- Collateral sources
- Total # of prior intakes & services
- Patterns illustrated across intakes
- Common victims
- Target children of the intakes (if applicable)

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

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 20

Slide 21

Program Policy: Safety Actions

When safety factors call for action	If safety factors indicate no action is needed	Explanations are required for each action taken
PI must document actions taken	Must document "no action"	Must document the date & specific details

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 21

Slide 22

Program Policy: Safety Actions

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

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

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 22

Slide 23

Background History

Criminal Records	• Summary & Implication for Victim Safety
Prior Intakes/Service Referrals	• Summary & Implication for Victim Safety

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 23

Slide 24

Program Directives: Background History: Criminal Records

Must document all requests/submissions for criminal records checks (including any problems or delays) from: <ul style="list-style-type: none">• DJJ• FDLE (FCIC, Public Access Data)• DOC• Local law enforcement	Receipt of sealed or expunged criminal information from FCIC <ul style="list-style-type: none">• Cannot be documented in FSN• Must be secured in a sealed envelope & placed in paper file
---	--

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 24

Slide 25

Program Directives: Background History: Criminal Records

Criminal history info obtained from **NCIC**

- may NOT be recorded in case notes
- cannot be replicated in FSFN
- must be secured in sealed envelope in paper file

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

Module 3: Creating the Initial Child Safety Assessment PI 117_RL_FSN_PPT_July 2012 PPT 25

Slide 26

Prior Intakes/Service Records

View Only information	<ul style="list-style-type: none">• Involving persons included in current investigation
Prior Intakes	<ul style="list-style-type: none">• Pre-populated with connected case information at time of intake
Prior Investigations/Referrals	<ul style="list-style-type: none">• Continues to populate as case participants are added
Prior Intakes & Referrals	<ul style="list-style-type: none">• Options dropdown list does NOT continue to populate

Module 3: Creating the Initial Child Safety Assessment PI 117_RL_FSN_PPT_July 2012 PPT 26

Slide 27

Contact/Notifications

Review – Investigative Response

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

Module 3: Creating the Initial Child Safety Assessment PI 117_RL_FSN_PPT_July 2012 PPT 27

Slide 28

**Program Policies:
Additional Actions**

Located in the options box

Must record necessary actions to complete assessment and ensure child safety

If further actions are necessary:
your supervisor must enter completion date in the narrative box

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 28

Slide 29

Program Directives: Submit Initial In-Home Safety Assessment

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

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

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

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 29

Slide 30

**Program Directives:
Onsite Investigation**

Onsite Investigations

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

Module 3: Creating the Initial Child Safety Assessment PI 117_IR_FSN_PPT_July 2012 PPT 30

Slide 31

**Program Policy:
Supervisory Review**

Supervisor must provide explanation if documentation is insufficient

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

Module 3: Creating the Initial Child Safety Assessment PI 117_RL_FSN_PPT_July 2012 PPT 31

Slide 32

Module 4: Living Arrangements



Objectives

- Create living arrangements.
- Create safety plan.

Module 4: Living Arrangements PI 117_RL_FSN_PPT_July 2012 PPT 32

Slide 33

Placements versus Living Arrangements

Living Arrangements	Out-of-Home Placement
<ul style="list-style-type: none">• Child is living with a parent, or• Permanency is achieved with relative/non-relative• Permanent Guardianship status	<ul style="list-style-type: none">• Child has been removed from home & placed

Module 4: Living Arrangements PI 117_RL_FSN_PPT_July 2012 PPT 33

Slide 34

Living Arrangement/Service Reason

You can enter additional reasons as needed

Select all services reasons that apply

You must justify Service Reason additions or changes in case notes

Module 4: Living Arrangements PI 117_IR_FSN_PPT_July 2012 PPT 34

Slide 35

Module 5: Placements/Out-of-Home

Objectives

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

Module 5: Placements/Out-of-Home PI 117_IR_FSN_PPT_July 2012 PPT 35

Slide 36

Active Child

Defined as a child who has either:

A Living Arrangement An Out-of-Home Placement

Must be included in one of the categories, or they do not show up as active children.

Module 5: Placements/Out-of-Home PI 117_IR_FSN_PPT_July 2012 PPT 36

Slide 37

Out-of-Home Placement/Provider

Placement	<ul style="list-style-type: none">Substitute care setting is where a child resides during a removal episode.
When a child is placed with an approved relative or non-relative	<ul style="list-style-type: none">The worker making the placement must add relative or non-relative as a placement provider.

Module 5: Placements/Out-of-Home PI 117_RL_FSN_PPT_July 2012 PPT 37

Slide 38

Approved Providers

You are required to create an approved provider when you make a relative or non-relative placement.	Only add approved providers as case participants.
Foster parents are NOT on the case participant list in FSN! <ul style="list-style-type: none">(unless they are the subject of an intake)	

Module 5: Placements/Out-of-Home PI 117_RL_FSN_PPT_July 2012 PPT 38

Slide 39

Out-of-Home Placement/Removal

Removal Date for Physical Removals	<ul style="list-style-type: none">Date the child is removed from the custodial/legal parent & placed in out-of-home care
Removal Date for Constructive Removals	<ul style="list-style-type: none">Date the court approves the shelter petition
Caregiver Removed From	<ul style="list-style-type: none">Person from whom the child was legally removedIf child was abandoned, "unknown, unknown"

Module 5: Placements/Out-of-Home PI 117_RL_FSN_PPT_July 2012 PPT 39

Slide 40

Out-of-Home Placement/Removal

Manner of Removal

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

Placement Type

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

Module 5: Placements/Out-of-Home PI 117_IR_FSN_PPT_July 2012 PPT 40

Slide 41

Out-of-Home Placement/Primary Caregiver

Primary Caregiver

- Person who assumed day-to-day responsibility for the child's care & supervision
- Does **NOT** apply to babysitters

Relative/ Non-Relative

- Primary Caregivers during the period they provide supervision or placement for the child

The Case must identify at least one Primary Caregiver.

Module 5: Placements/Out-of-Home PI 117_IR_FSN_PPT_July 2012 PPT 41

Slide 42

Out-of-Home Placement/Primary Caregiver

Custodial Parent Role as Primary Caregiver is:

- **NOT** end dated simply due to a removal episode
- Only end dated upon Termination of Parental Rights

Secondary Caregivers

- Assume secondary day to day responsibility for child
- Single parent must be primary caregiver
- Does **NOT** apply to babysitters

Caregiver Structure

- Type of family structure in place at the time child is removed

Module 5: Placements/Out-of-Home PI 117_IR_FSN_PPT_July 2012 PPT 42

Slide 43

Out-of-Home Placement/Provider

A child in a case **must** have a documented address for their current physical location.

- keep up-to-date in Person Management record

Module 5: Placements/Out-of-Home PI 117_RL_FSN_PPT_July 2012 PPT 43

Slide 44

Placement Approvals


ALL placements & placement changes must go through the FSN Supervisory Approval Process.

Pending approvals appear on the Supervisor's desktop.

Module 5: Placements/Out-of-Home PI 117_RL_FSN_PPT_July 2012 PPT 44

Slide 45

Module 6: Medical/Mental Health Documentation

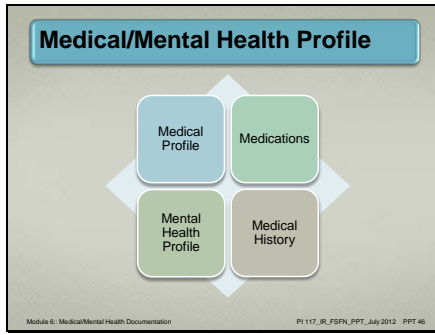


Objectives

- Create a medical profile.
- Document children's medications.
- Create mental health profile.
- Document medical history.

Module 6: Medical/Mental Health Documentation PI 117_RL_FSN_PPT_July 2012 PPT 45

Slide 46



Slide 47

The slide is titled "Medical/Mental Health Page" in a blue header box. Below the title, there are two main sections in rounded boxes. The first section is light blue and contains the text "View & update child's medical history." The second section is light brown and contains the text "Document medical/mental health info." followed by a bulleted list: "• Current health care providers", "• Medication information", and "• Basic health problems (e.g., allergies, dietary concerns)". At the bottom of the slide, there is small text: "Module 6: Medical/Mental Health Documentation" on the left and "PI 117_IR_FSN_PPT_July 2012 PPT 47" on the right.

Slide 48

The slide is titled "Medical Profile" in a blue header box. Below the title, there are four main sections in rounded boxes. The first is light blue: "Current snapshot of participant's medical status". The second is light green: "Info about child's health care providers". The third is light green: "Primary Health Care Providers group box" with a bulleted list: "• View & update participant's health care, professionals, emergency contact & child's Medicaid number." The fourth is light brown: "Basic group box" with a bulleted list: "• Document health problems, allergies," and "• Immunization dates & records." At the bottom of the slide, there is small text: "Module 6: Medical/Mental Health Documentation" on the left and "PI 117_IR_FSN_PPT_July 2012 PPT 48" on the right.

Slide 49

Medical/Mental Health Profile

Psychotropic Medications 39.407

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

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

Module 6: Medical/Mental Health Documentation PI 117_R_FSN_PPT_July 2012 PPT 49

Slide 50

Medical/Mental Health Profile

Psychotropic Medications 39.407

Must inform parents or legal guardian that the drug is being administered.

↓

The child's official record must include:

Why parent's authorization was not obtained	Why psychotropic medication is necessary for the child's well-being
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Module 6: Medical/Mental Health Documentation PI 117_R_FSN_PPT_July 2012 PPT 50

Slide 51

Medication Tab

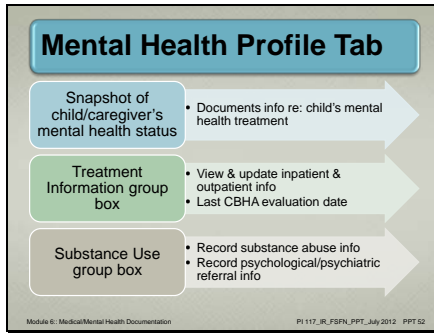
Prescribing physician

Medication name

- For psychotropic purposes
- Date prescribed
- Date stopped

Module 6: Medical/Mental Health Documentation PI 117_R_FSN_PPT_July 2012 PPT 51

Slide 52

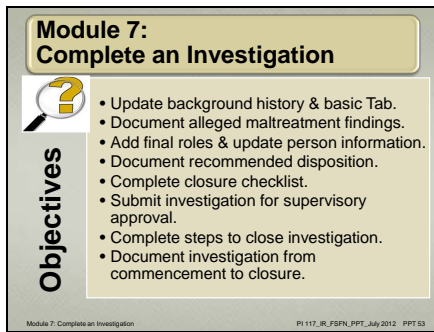


Mental Health Profile Tab

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

Module 6: Medical/Mental Health Documentation PI 117_IR_FSN_PPT_July 2012 PPT 52

Slide 53



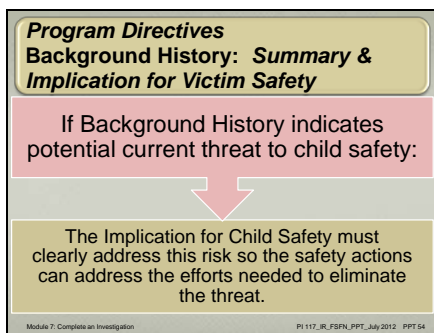
**Module 7:
Complete an Investigation**

Objectives

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

Module 7: Complete an Investigation PI 117_IR_FSN_PPT_July 2012 PPT 53

Slide 54



Program Directives
Background History: Summary & Implication for Victim Safety

If Background History indicates potential current threat to child safety:

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

Module 7: Complete an Investigation PI 117_IR_FSN_PPT_July 2012 PPT 54

Slide 55

**Program Directives
Allegations/Findings of Maltreatment**

Must complete for each child/victim for each maltreatment allegation:

w/n 45 days from intake receipt	for original & any additional added allegations
---------------------------------	---

↓

Findings are based on the degree that credible evidence supports or refutes maltreatments

↓

Must record the credible evidence source in the narrative

Module 7: Complete an Investigation PI 117_RL_FSNR_PPT_July 2012 PPT 55

Slide 56

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

Each maltreatment recorded must have a finding of:

Verified	Not Substantiated	No Indicators
----------	-------------------	---------------

↓

Verified findings determine final role for adult subjects as "Caregiver Responsible"

↓

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

Module 7: Complete an Investigation PI 117_RL_FSNR_PPT_July 2012 PPT 56

Slide 57

Program Directives Incident Date

Incident Date

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

Module 7: Complete an Investigation PI 117_RL_FSNR_PPT_July 2012 PPT 57

Slide 58

Program Directives Incident Date

If maltreatments have findings of "Verified" that have occurred continuously over time (e.g., Neglect)

- Enter date the allegation was made (that resulted in the intake being taken); or
- The date the PI added the maltreatment

If a date is not provided in the intake for the alleged maltreatment

- Enter date the allegation was made (that resulted in the intake being taken)

Module 7: Complete an Investigation PI 117_RL_FSNR_PPT_July 2012 PPT 58

Slide 59

Program Directives Final Supervisor Review

Must

Complete within 3 days of PI's submission	Document if the child safety assessment & maltreatment findings support the Investigative Summary	Explain what areas have insufficient documentation: <ul style="list-style-type: none">• the investigation is NOT ready for closure
---	---	---

Module 7: Complete an Investigation PI 117_RL_FSNR_PPT_July 2012 PPT 59

Slide 60

Program Directives Investigative Summary

Must complete within 45 days of intake receipt and submitted to your supervisor, along with paper file

Must be completed on each child

Investigation must be closed by your Supervisor w/in 60 days of intake receipt, regardless of judicial case status

Module 7: Complete an Investigation PI 117_RL_FSNR_PPT_July 2012 PPT 60

Slide 61

**Program Directives
Investigative Summary**

Must be based on analysis of:

- Safety factors
- Family strengths
- Prior intakes
- Services
- Background history for all intake subjects
- Maltreatment findings

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

Module 7: Complete an Investigation PI 117_IR_FSNR_PPT_July 2012 PPT 61

Slide 62

Case Closure Page

Document case closure information

Initiate all case closure activities


System reasons denying case closure:

- Click on expando
- Displays Closure Denial Message box

Module 7: Complete an Investigation PI 117_IR_FSNR_PPT_July 2012 PPT 62

Slide 63

Module 8: Creating Additional Types of Assessments



Objectives

- Create an Institutional Safety Assessment.
- Create a Child on Child Sexual Abuse Assessment.
- Create a Request for Assistance Assessment.

Module 8: Creating Additional Types of Assessments PI 117_IR_FSNR_PPT_July 2012 PPT 63

Slide 64

Institutional Safety Assessment

8 - Child Factors •#1-8

8 - Facility Factors •#9-16

Module 8: Creating Additional Types of Assessments PI 117_RL_FSN_PPT_July 2012 PPT 64

Slide 65

Child on Child Assessment

9 - Offense Characteristics •#1-9

4 - Child Maltreatment History •#10-13

3 - Social and Interpersonal Skills •#14-16

10 - Alleged Offender Factors •#17-26

Module 8: Creating Additional Types of Assessments PI 117_RL_FSN_PPT_July 2012 PPT 65

Slide 66

Request for Assistance

Services

Removal Information

Module 8: Creating Additional Types of Assessments PI 117_RL_FSN_PPT_July 2012 PPT 66
