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
- Service Referrals
- Special Conditions Referrals
- Additional & Supplemental Intakes
Slide 4

**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**

- Child on Child Sexual Abuse Assessment • must complete w/in 7 days of Hotline Intake receipt
- Case plan or plan for closure • 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

INVESTIGATIVE RESPONSE REQUIRED

Sequence number added

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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

NO INVESTIGATIVE RESPONSE REQUIRED

Sequence number added
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Module 2: The FSFN Safety Plan

Objectives

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

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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

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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