Slide 1

Ongoing Assessment/Permanency FSFN

Slide 2

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

Slide 3

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 file
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 of age younger or tohigh risk until up to 4 hours if the child is 12 years of age or older.
- Notify all caregivers, parents, relatives, GAL, 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 CLS that the child is missing.
- Document all efforts to locate the child in FSFN as narratives.
Module 3: Relative Placement

Objectives

- Add a Case Participant.
- Explain the need for a Relative Unified Home Study.
- Document a placement change for a child.

Out-of-Home Relative Placement/Provider

Placement

- Substitute care setting where a child resides during a removal episode.

When a child is placed with an approved relative or non-relative

- The worker making the placement must add the relative or non-relative as a placement provider.

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).
Slide 10

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.

Slide 11

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.

Slide 12

Ongoing/Updated Family Assessment

• 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 16

Family Interaction Tab

- Visitations 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

Slide 20

JR/Goal Evaluation Basic Tab

Legal

Parent/Guardian

Child's participation at hearing

Slide 21

JR/Goal Evaluation Permanency Plan

Current Permanency Information

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

Permanency Considerations made at 12 months

Slide 22

JR/Goal Evaluation Recommendations

Documents family compliance and progress

• Rilya Wilson Act Compliance

Slide 23

Module 5: Medical/Mental Health Documentation

Objectives

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

Slide 24

Medical/Mental Health Profile

Medical Profile  Medications  Mental Health Profile  Medical History
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

Slide 29

Mental Health Profile Tab

Snapshot
  • Mental Health Status

Treatment
  • View and update
  • Date of CBHA

Substance Abuse
  • Substance Abuse Information
  • Referral Information

Slide 30

Module 6: Parental Reunification

Objectives
  • Explain documentation requirements for a Parental Reunification Readiness Assessment and Home Study.
**Slide 31**

**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 Unification Readiness Assessment and Home Study has been completed and approved.

**Slide 32**

**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.

**Slide 33**

**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.
Module 8: Independent Living

Objectives

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

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 supported to independence: 18-23 years of age in FS a cohabitation of 6 months prior to the reaching 23 years of age. Must be enrolled in school full time, a Florida resident and citizen.

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.
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.