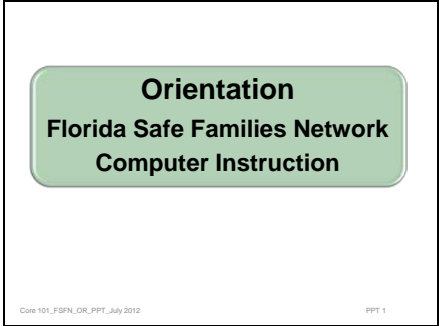
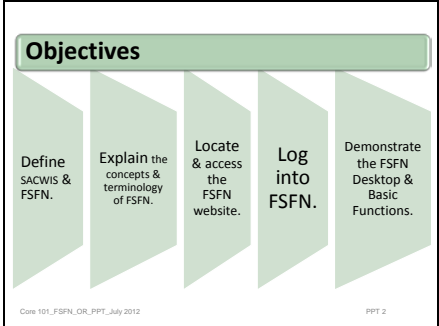


Orientation FSFN Power Point Slides

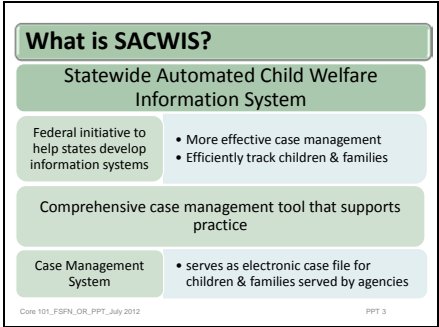
Slide 1



Slide 2



Slide 3



Slide 4

Florida's SACWIS

Florida Safe Families Network

- Time efficient case management tool
- Receives all child abuse intakes
- Maintains all investigative & case management documentation

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FSFN Supports data reporting to

AFCARS- Adoption & Foster Care Analysis Reporting System

Report of case level data on children in out-of-home care/adopted

66 data elements based on safety, permanency and well-being

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Slide 6

NCANDS – National Child Abuse & Neglect Data System

Source Disposition

Type of Maltreatment

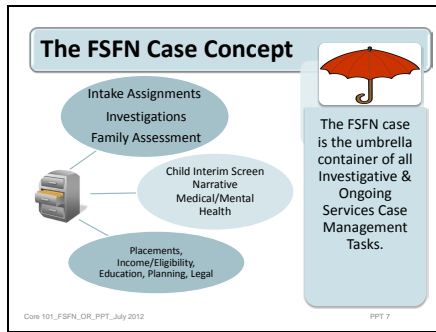
Victim/Perpetrator Characteristics

Child Deaths Size of Work Force

Report characteristics of children involved in maltreatment intakes.

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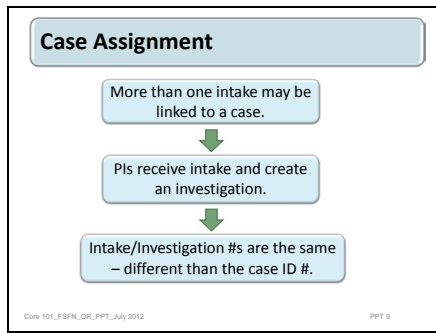
Slide 8

FSFN Terminology: Intakes

| | | | |
|-------|--|--|---|
| Child | Special Conditions | Service Referrals | Relinquished Infant; Request from Adoptive Parent; Rule Violation |
| | Caregiver Unavailable; Child on Child Sexual Abuse | Diversion, DJJ; ICPC, ICPC Priority | Supervision Reinstated |
| Adult | Foster Care Referral; Parent in Need of Assistance | Out of State Request; Reopen Closed Case for Administrative Purposes | |

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FSFN Terminology: Investigations

| | | | |
|------------------------------------|--|---|--|
| Child Investigations | In-Home: Child is being mistreated by caretaker in the home | Institutional: Child is in licensed setting, public school etc. and is being mistreated by an employee | |
| Special Condition Referrals | Request for Assistance Referral- no maltreatment, request for help | Child on Child Sexual Abuse Referral: sexual assault on a child, by a child | Foster Care Referral: issues in licensed setting |
| Adult Investigations | | | |

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FSFN Terminology (cont.)

- 2 Placement Types**
 - Living Arrangement – In-Home cases
 - Judicial and Non-Judicial
 - Out-of-Home – approved and/or licensed out-of-home care
- Providers:**
 - Organizations/Individuals that offer placement, treatment services, child based services
- Participants**
 - Any person active or inactive in the investigation or case
- Narrative**
 - Narrative - includes all types of notes
 - child/adult investigation
 - special conditions
 - case
 - legal
 - independent living
 - Provider Narratives are entered as provider work and display under the provider's expando
- Worker**
 - People cleared to access case specific information and are responsible for case management, investigation and other related services.

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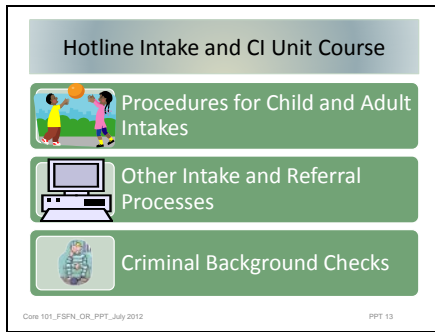
FSFN Website

- Located on the Department's intranet
- <http://fsfn.dcf.state.fl.us>
- USF Website <http://cwta.fmhi.usf.edu/public/cdown.cfm>

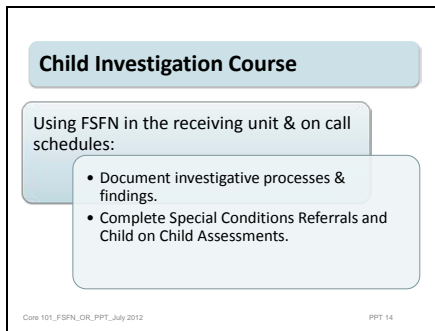


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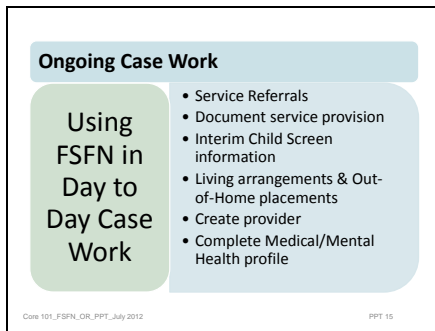
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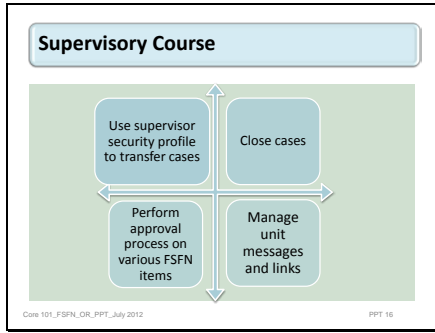
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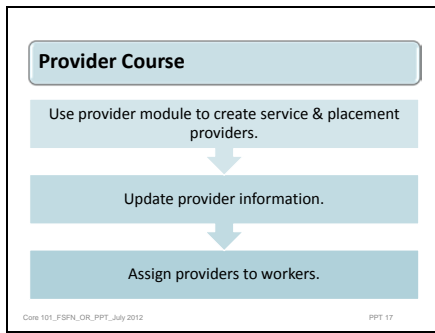
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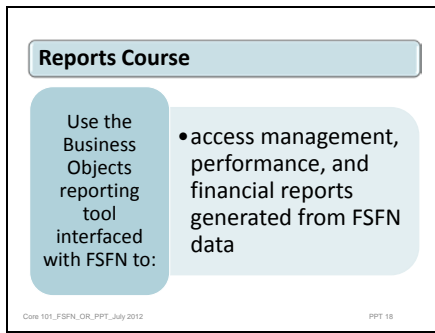
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Slide 17



Slide 18



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FSFN On-line Security

- User Groups**
 - Sets ability to view, create, update, delete & execute specific work approvals
 - Made up of one or more security profiles
- Security Profiles**
 - Sets access to pages, reports, ad hoc views
 - Allows access to specific FSFN modules
- Job Classes**
 - Defines if job classes can make case/provider assignments
 - Defines worker's approval authority
- Worker Assignments**
 - Defines case/provider data you can update
 - Assignment to a unit/user group - minimum requirement to system access
 - Access to any cases – for legitimate business purposes

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Case Ownership

Controls Access

- Security restrictions are tied with your case or provider assignments.
- Only workers actively assigned to a case (or supervisors/acting supervisors w/Primary role) can update a provider/case.

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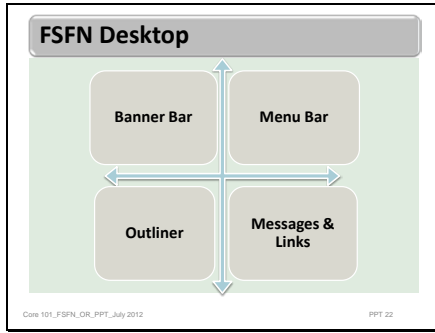
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Logging into FSFN: Password & Security

- Minimum 6 alpha/numeric characters
- Expires in 45 days
- Cannot repeat previous passwords
- Lockout occurs after 3 unsuccessful attempts
- Helpdesk unlocks accounts/resets passwords
(800)352-4771 or (850)487-9400

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| Ticklers | |
|---|---|
| <p>Electronic notification of Case/Provider deadlines</p> <ul style="list-style-type: none"> • Triggered by various FSFN business functions | <p>Prompts you to complete tasks</p> <ul style="list-style-type: none"> • Displays case name, tickler, tickler type, & due date • EX: reminder to complete the investigation tickler appears 15 days prior to the due date (day 45) |
| <p>When pre-defined Escalation Dates are reached</p> <ul style="list-style-type: none"> • a copy appears on your supervisor’s desktop; and • later on the second level supervisor’s desktop | <p>FSFN removes tickler when action is completed</p> |

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FSFN Automated Messages

Workers receive automated messages via email at different milestones.

- New case assignments, reassignment & closures
- Placement end dates
- New investigations in open cases
- Notifications of work submitted for supervisory review
- Triggered by saving a piece of work that is flagged to send a pre-defined message to another user

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Primary Outliner Expandos

| | |
|------------------|--|
| Cases | View, update assigned cases & tasks View all cases managed by worker/sup. T code: restricted (report on an employee) |
| Providers | Work related to assigned providers Assigned to workers as they create relative placements/other providers |
| Workers | Supervisors only View assigned workers, cases & providers |
| Approvals | View/access work in the approval process or approved w/n the past 48 hrs |
| Intakes | View intakes: Hotline or Service Referrals and those not yet called out/lined to case |

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Messages & Links

Notifications: From FSN Project, DCF Headquarters, Helpdesk

- System downtime
- New application functionality
- Policy/program changes
- Missing AFCARS
- Necessary or helpful information: i.e. training bulletins

Unit Messages and Links (Unit specific)

- Generated by supervisor
- Unit-wide messages & announcements
- Deadlines
- Assignments
- Meetings
- Links to sites

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FSFN Search

| | |
|--|---|
| CASE: Case ID, Intake/Investigation number, or Case Name | PERSON: Person Demographics (date of birth, social security, age range, gender, etc.) |
| 4 ways to search in FSFN | |
| PROVIDER: Provider name & the county they reside in or provide service | WORKER: Access cases/providers assigned to a specific worker |

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Searching by Case Name

All cases (except ICPC) conform to a standardized naming convention order:

- Birth/adoptive mother's name
- If no mother: name after birth/adoptive father
- If no mother or father: name after relative involved as primary caregiver at time of case initiation
- If no parents or relatives: name after oldest child
- An ICPC case: name after caregiver residing in Florida

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Types of Searches

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Variable Precision vs. *Wildcard

| Variable Precision | *Wildcard |
|---|---|
| <ul style="list-style-type: none">• Enter name as close as possible.• Adjust search precision slider from low to high.• Setting the search precision high displays only the results that are exact matches. | <ul style="list-style-type: none">• Enter only the letters that are known and end by adding a wildcard* (asterisk).• Asterisk must be the last character.• FSN returns all names that have letters in common. |

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| Other Case Types | | | |
|---------------------------|---------------------------|--|----------------------------|
| ICPC | Judicial In-Home Services | Investigation | OTI Out-of-Town Inquiry |
| Out-of-Home Court Ordered | Out-of-Home Voluntary | Post Adoption Services/ Subsidy Only | Services Referral |
| | Special Condition | Young Adults Formerly in Foster Care Age 18-22 | |

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| Search Activity | | |
|----------------------------------|------------------------------------|---|
| Search for | | |
| Meredith Gray • Person & Case | Elvis Presley • Worker & Person | Betty Boop • Provider (Betty is a foster parent) |

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