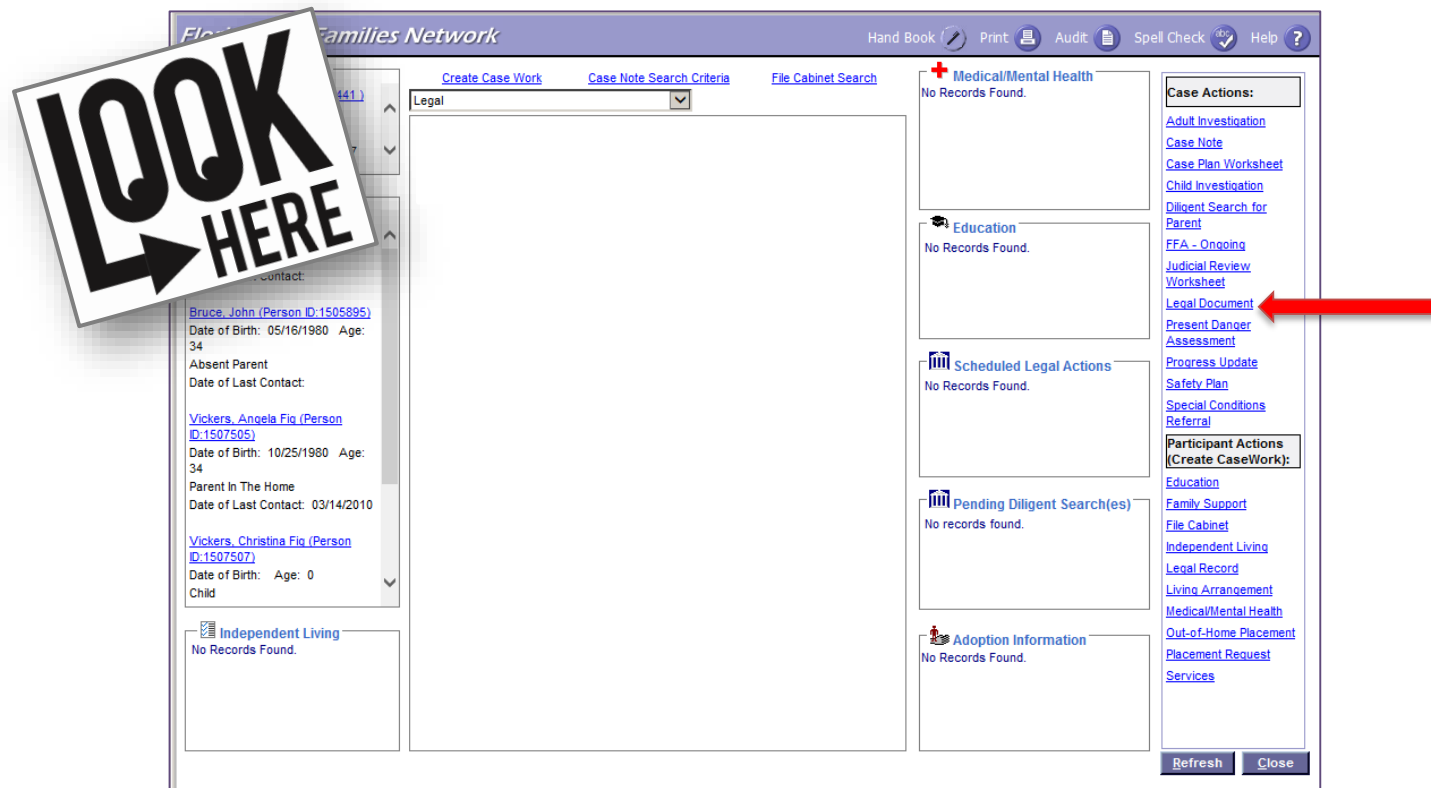
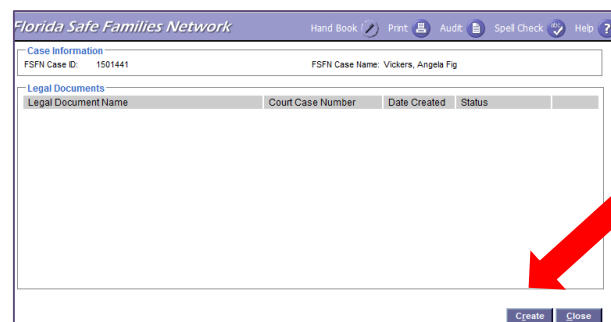


FSFN GUIDE TO PRINTING THE CASE PLAN WORKSHEET

Step 1: To populate and print the [Judicial Case Plan Worksheet](#). Return to the Case Book screen, locate and click on the **Legal Document** hyperlink from the Case Actions section. If you already created a Legal Document, access it by using the Legal dropdown option on the Case Book screen.



Step 2: On the Legal Documents screen, locate and click on the **CREATE** button.



Step 3: Complete the following sections.

Section	What needs to be done in this area?
A	Under General Information dropdown: Select <i>Court Involved Case Plan</i> . From the dropdown, select the dependency case manager.
B	Under Case Plan Worksheet ID: Select the desired, previously created CP Worksheet.
C	Under County: Select the appropriate county.
D	Under Case Participant and Professional Contacts: Select all the individuals that this CP Worksheet applies.
E	Select the <i>Text</i> hyperlink to populate and print the CP Worksheet. <i>WARNING! Once approved by the judiciary, send the legal document for approval to lock the information; this will prevent information from being overridden by subsequent worksheets created.</i>

A

B

C

D

E

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Hand Book | Print | Audit | Spell Check | Help

General Information

FSFN Case Name: Vickers, Angela Fig Worker Name: CFC, DCM-F

Document: **Court Involved Case Plan**

Invs/Assessment Number:

Dependency Case Manager:

Case Plan Worksheet ID

Select	Case Plan Worksheet ID	Create Date	Completed Date
☒	3601780	04/22/2015	

Judicial Review Worksheet ID

Legal Action:

County: **Palm Beach**

Circuit: 15

Court Case Number(s):

Tribal Contact:

Other Contact:

Magistrate:

Judge:

Citizen Review Panel:

Case Participant and Professional Contacts

Name	Document Applies To	Role
Cocina, Juan	☒	Paramour To Caregiver
Vickers, Angela Fig	☒	Parent In The Home
Vickers, Fred Fig	☒	Child
Vickers, Christina Fin	☒	Child

Actions:

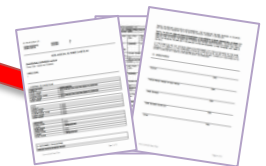
[Approval](#)

 **E**

Text:

[Text](#)

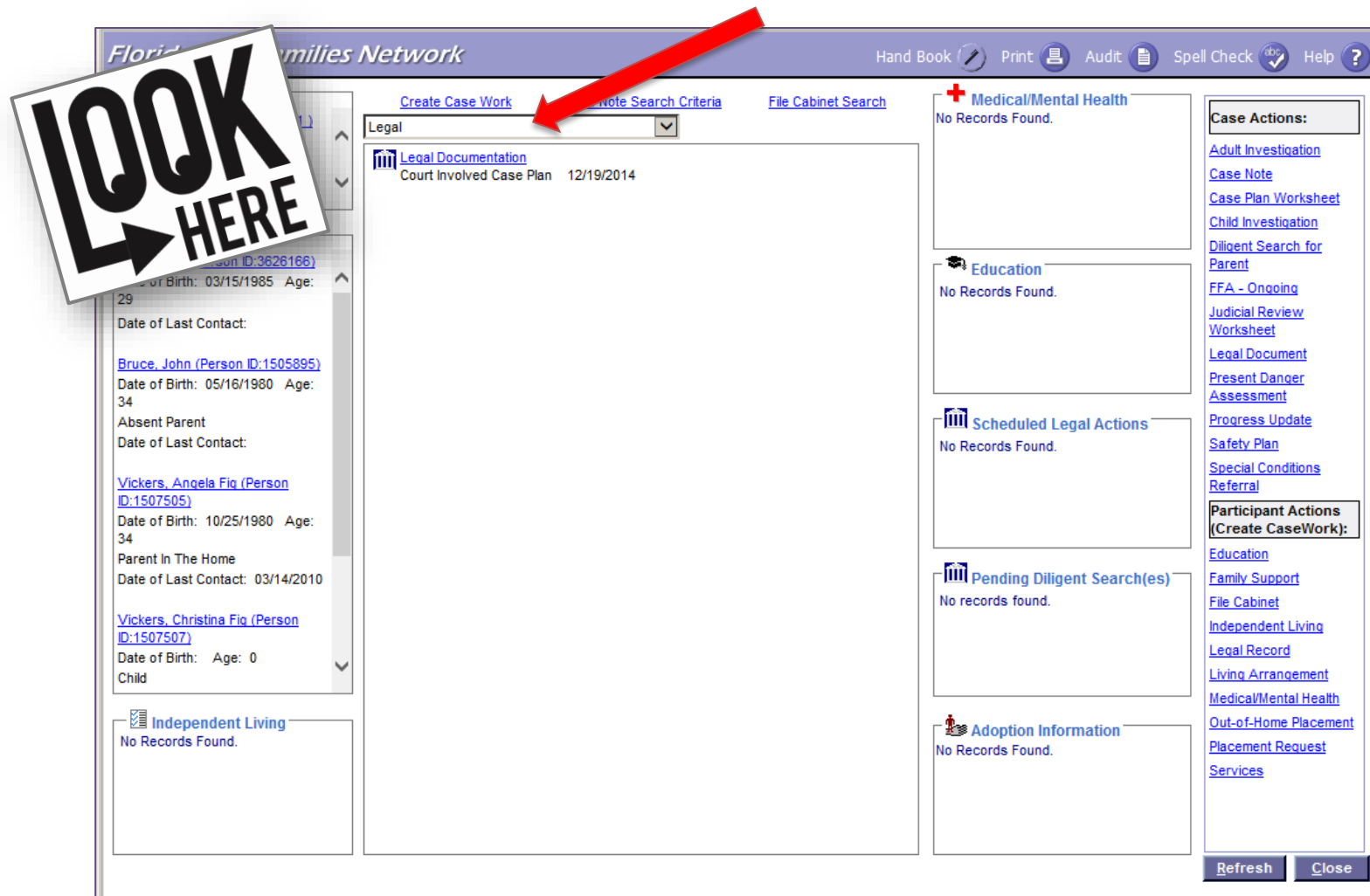
Save **Close**



WARNING

Only **APPROVE** once accepted by the judiciary and to lock the information!

Step 4: The Judicial CP Worksheet can be readily accessed later by using the **Legal** dropdown option on the Case Book screen.



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[Create Case Work](#) | [Note Search Criteria](#) | [File Cabinet Search](#)

Legal (dropdown menu)

Legal Documentation
Court Involved Case Plan 12/19/2014

Medical/Mental Health
No Records Found.

Education
No Records Found.

Scheduled Legal Actions
No Records Found.

Pending Diligent Search(es)
No records found.

Adoption Information
No Records Found.

Case Actions:

- [Adult Investigation](#)
- [Case Note](#)
- [Case Plan Worksheet](#)
- [Child Investigation](#)
- [Diligent Search for Parent](#)
- [FFA - Ongoing](#)
- [Judicial Review Worksheet](#)
- [Legal Document](#)
- [Present Danger Assessment](#)
- [Progress Update](#)
- [Safety Plan](#)
- [Special Conditions Referral](#)

Participant Actions (Create CaseWork):

- [Education](#)
- [Family Support](#)
- [File Cabinet](#)
- [Independent Living](#)
- [Legal Record](#)
- [Living Arrangement](#)
- [Medical/Mental Health](#)
- [Out-of-Home Placement](#)
- [Placement Request](#)
- [Services](#)

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