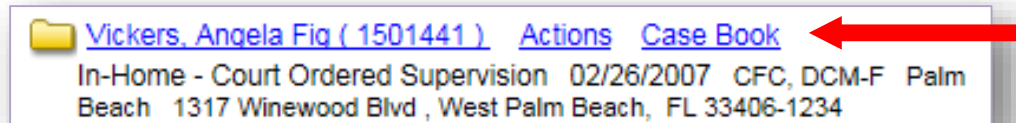


FSFN GUIDE TO PROGRESS UPDATE

Step 1: After logging into FSFN, locate the desired case name and click on the **Case Book** hyperlink.



Step 2: On the Case Book screen, locate and click on the **Progress Update** hyperlink. **Important: The Progress Update must be completed prior to creating the JR Worksheet.**

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Case Information
Vickers, Angela Fig (1501441)
In-Home - Court Ordered Supervision; 02/26/2007;
CFC, DCM-F; Palm Beach 1317 Winewood Blvd , West Palm Beach, FL 33406-1234

Active Participants
Cocina, Juan (Person ID:1505895)
Date of Birth: 05/16/1978 Age: 38
Paramour To Caregiver
Date of Last Contact:
Vickers, Angela Fig (Person ID:1507505)
Date of Birth: 10/25/1968 Age: 48
Parent In The Home
Date of Last Contact: 03/14/2010
Vickers, Christina Fig (Person ID:1507507)
Date of Birth: 10/16/2000 Age: 16
Child
Date of Last Contact:
Vickers, Fred Fig (Person ID:1507506)
Date of Birth: 01/31/2007 Age: 10
Child
Date of Last Contact: 03/14/2010

Independent Living
No Records Found.

Create Case Work **Case Note Search Criteria** **File Cabinet Search**
Assessment and Planning
Case Plan Worksheet - Judicial
Household Name: Unique name identifier
Date Last Modified: 02/21/2017; (3601780)
Family Functioning Assessment (FFA) - Ongoing - Pending
Household Name: Unique name identifier
Create Date: 04/22/2015; Completion Date: ; (3601960)
Safety Plan - Impending Danger Safety Plan
Household Name: Unique name identifier
Effective Date: 02/21/2017; Termination Date: ; (3608673)

Medical/Mental Health
No Records Found.

Education
No Records Found.

Scheduled Legal Actions
No Records Found.

Pending Diligent Search(es)
No records found.

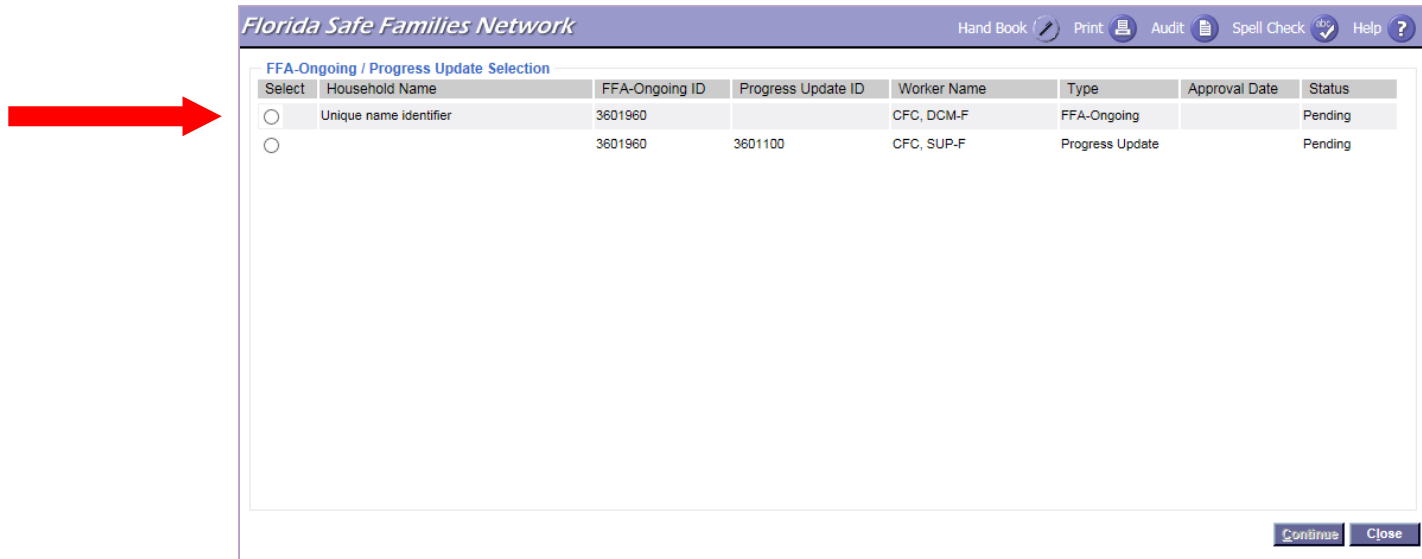
Adoption Information
No Records Found.

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

Refresh Close

Step 3: If it is the initial Progress Update, select the desired *FFA-Ongoing* and click the Continue button. If it is an updated Progress Update, select the previously created *Progress Update* and click the Continue button.



Florida Safe Families Network

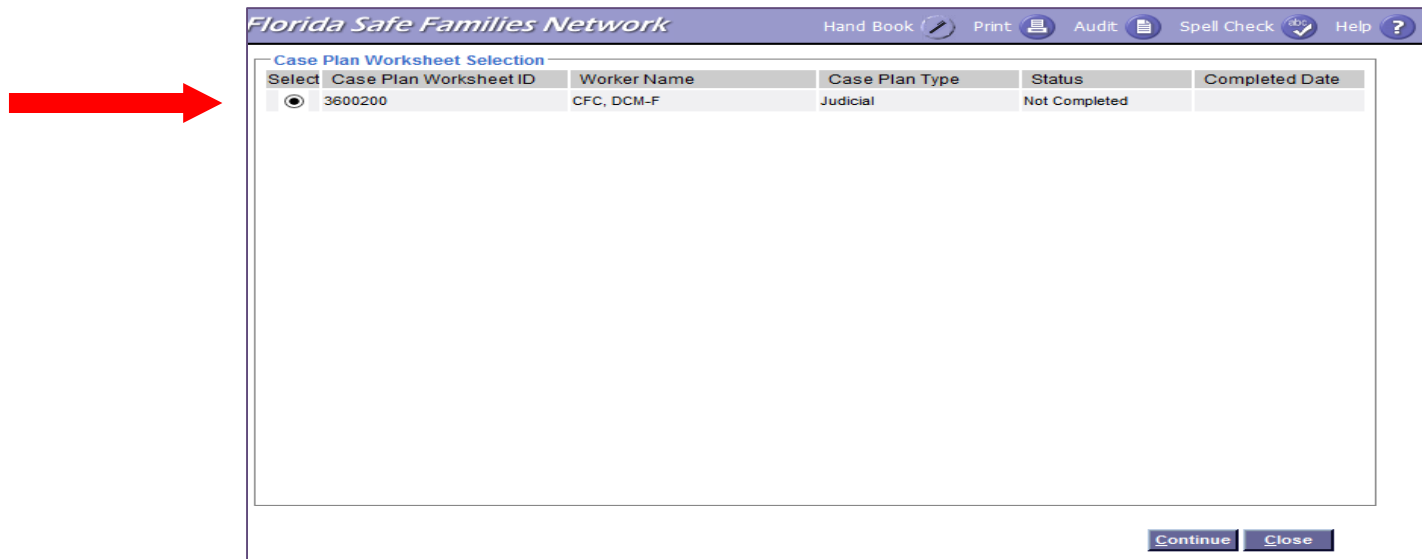
Hand Book Print Audit Spell Check Help

FFA-Ongoing / Progress Update Selection

Select	Household Name	FFA-Ongoing ID	Progress Update ID	Worker Name	Type	Approval Date	Status
☒	Unique name identifier	3601960		CFC, DCM-F	FFA-Ongoing		Pending
☐		3601960	3601100	CFC, SUP-F	Progress Update		Pending

Continue Close

Step 4: Select the desired *Case Plan Worksheet* and click the Continue button. **Also Important:** Since you will be assessing for the progress of the case plan tasks and domains, be sure to select the correct Case Plan Worksheet.



Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Case Plan Worksheet Selection

Select	Case Plan Worksheet ID	Worker Name	Case Plan Type	Status	Completed Date
☒	3600200	CFC, DCM-F	Judicial	Not Completed	

Continue Close

Step 5: Complete all three sections of the **Participants** tab.

Number	What needs to be done in this area?
1	Review to ensure all the <u>Children</u> pertinent to this Progress Update are included. As needed, click on the Insert button or Remove hyperlink to add/eliminate individuals.
2	Review to ensure all the <u>Parent/Legal Guardian(s)</u> pertinent to this Progress Update are included. As needed, click on the Insert button or Remove hyperlink to add/eliminate individuals.
3	Click on the Insert button and include all the <u>Family Supports</u> pertinent to this Progress Update; to utilize this feature, the individuals must be inserted in the Maintain Case Screen under the Professional/Family Support Network Contacts tab.

Florida Safe Families Network

Hand Book / Print / Audit / Spell Check / Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: MM/DD/YYYY

Worker Name: CFC, DCM-F Intake/Investigation ID: Initial Intake Received Date: MM/DD/YYYY Progress Update ID:

Created from FFA - Ongoing / Progress Update ID: [3601960](#)

Case Plan Worksheet ID: [3601780](#)

Participants Family Assessment Areas Reason(s) for Ongoing Involvement Child Needs Protective Capacity Analysis and Family Change Strategy Safety Summary and Planning Outcomes Evaluation

Household Composition

Children

#	Participant Name	Date of Birth	Age	Action
1	Vickers, Christina Fig	10/16/2000	16	Remove
2	Vickers, Fred Fig	01/31/2007	10	Remove

1 [Insert](#)

Family Support Network

Participant Name	Role	Action
------------------	------	--------

3 [Insert](#)

Parent/Legal Guardian(s)/Other Adult Household Members In Caregiving Role

Participant Name	Date of Birth	Age	Action
Vickers, Angela Fig	10/25/1968	48	Remove

2 [Insert](#)

[Refresh](#) [Save](#) [Close](#)



Verify you have selected the correct FFA/Progress Update and CP Worksheet prior to saving by clicking on the hyperlink(s) to view the work.

Step 6: Complete the **Family Assessment Areas** tab by updating the Domains.

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help ?

Case Information

Household Name:

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: Created from: 3601960
FFA - Ongoing / Progress Update ID: 3601100
Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: Case Plan Worksheet ID: 3601780

Participants **Family Assessment Areas** Reason(s) for Ongoing Involvement Child Needs Protective Capacity Analysis and Family Change Strategy Safety Summary and Planning Outcomes Evaluation

Family Assessment Areas

What is the extent of the maltreatment? What surrounding circumstances accompany the alleged maltreatment, precipitating events, history?

EXTENT OF MALTREATMENT & SURROUNDING CIRCUMSTANCES DOMAINS: COMPLETED BY CPI

Additional Ongoing Information

Child Functioning

How does the child function on a daily basis?

[Vickers, Christina Fig \(1507507\)](#) [Medical/Mental Health](#) [Education](#)
DOB: 10/16/2000; Age: 16 Current School: howard middle school

CHILD FUNCTIONING DOMAIN

[Vickers, Fred Fig \(1507506\)](#) [Education](#)
DOB: 01/31/2007; Age: 10 Current School: LITTLE TOTS ACADEMY

Adult Functioning

How does the adult function on a daily basis?

[Vickers, Angela Fig \(1507505\)](#)

ADULT FUNCTIONING DOMAIN

Parenting

General - What are the overall, typical parenting practices used by the parents/legal guardians? Discipline/Behavior Management - What are the disciplinary approaches used by the parents/legal guardians, and under what circumstances?

[Vickers, Angela Fig\(1507505\)](#)

PARENTING & DISCIPLINE DOMAIN

Refresh Save Close

Need assistance updating the Domains? On the Case Book screen click on the participant hyperlink to view all the historical domain information saved in FSFN.



Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Case Information
[Vickers, Angela Fig \(1501441\)](#)
In-Home - Court Ordered Supervision; 02/26/2007;
CFC, DCM-F; Palm Beach 1317
Winewood Blvd, West Palm
Beach, FL 33408 1224

Active Participants
[Cocina, Juan \(Person ID:1505895\)](#)
Date of Birth: 05/16/1978 Age: 38
Paramour To Caregiver
Date of Last Contact:
[Vickers, Angela Fig \(Person ID:1507505\)](#)
Date of Birth: 10/25/1968 Age: 48
Parent In The Home
Date of Last Contact: 03/14/2010
[Vickers, Christina Fig \(Person ID:1507507\)](#)
Date of Birth: 10/16/2000 Age: 16
Child
Date of Last Contact:
[Vickers, Fred Fig \(Person ID:1507506\)](#)
Date of Birth: 01/31/2007 Age: 10
Child
Date of Last Contact: 03/14/2010

☒ **Independent Living**
No Records Found.

Create Case Work **Case Note Search Criteria** **File Cabinet Search**
Assessment and Planning
[Case Plan Worksheet - Judicial](#)
Household Name: Unique name identifier
Date Last Modified: 02/21/2017; (3601780)
[Family Functioning Assessment \(FFA\) - Ongoing - Pending](#)
Household Name: Unique name identifier
Create Date: 04/22/2015; Completion Date: ; (3601960)
[Safety Plan - Impending Danger Safety Plan](#)
Household Name: Unique name identifier
Effective Date: 02/22/2017; Termination Date: ; (3608679)

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](#)

Refresh Close

On the Person Management screen, click on the Child/Adult Functioning and Parenting tab to view the historical domain information. Click on the expando (triangle) to view the appropriate domain. If you clicked on a child's name only Child Functioning will show. If an adult hyperlink is clicked, then Adult Functioning and Parenting will show. All domain information from all created work products will be available to view (FFA-Investigation/FFA-O/Progress Update).

Florida Safe Families Network

Print Audit Spell Check Help

Basic	Additional	AKA Names	Address	Relationship	AFCARS/Other Participant Information	Child/Adult Functioning and Parenting
-------	------------	-----------	---------	--------------	--------------------------------------	---------------------------------------

Child Functioning

How does the child function on a daily basis? Include physical health, development; emotion and temperament; intellectual functioning; behavior; ability to communicate; self-control; educational performance; peer relations; behaviors that seem to provoke parent/caregiver reaction/behavior; activities with family and others. Include a description of each child's vulnerability based on threats identified.

FFA-Ongoing ID: [3601960](#) Approval Date:

Child Functioning

CHILD FUNCTIONING DOMAIN FROM A PREVIOUS FFA-O

Progress Update ID: [3603507](#) Approval Date:

Child Functioning

CHILD FUNCTIONING DOMAIN FROM A PREVIOUS PROGRESS UPDATE

Progress Update ID: [3601100](#) Approval Date:

Child Functioning

CHILD FUNCTIONING DOMAIN FROM ANOTHER PROGRESS UPDATE

Adult Functioning

Parenting

Merge Save Close



Step 7: Review and update as needed the **Reason(s) for Ongoing Involvement** tab by selecting the appropriate Danger Threat(s).

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: MM/DD/YYYY Created from: FFA - Ongoing / Progress Update ID: [3601960](#)

Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: MM/DD/YYYY Progress Update ID: 3601100 Case Plan Worksheet ID: [3601780](#)

Participants **Family Assessment Areas** **Reason(s) for Ongoing Involvement** **Child Needs** **Protective Capacity Analysis and Family Change Strategy** **Safety Summary and Planning** **Outcomes Evaluation** **Actions:**

Reason(s) for Ongoing Involvement

Yes	No	
☐	☒	Parent's/Legal Guardian's or Caregiver's Intentional and willful act caused serious physical injury to the child, or the parent/legal guardian or caregiver intended to seriously injure the child.
☐	☒	Child has a serious illness or injury (indicative of child abuse) that is unexplained, or the Parent's/Legal Guardian's or Caregiver's explanations are inconsistent with the illness or injury.
☐	☒	The child's physical living conditions are hazardous and a child has already been seriously injured or will likely be seriously injured. The living conditions seriously endanger the child's physical health.
☐	☒	There are reports of serious harm and the child's whereabouts cannot be determined and/or there is a reason to believe that the family is about to flee to avoid agency intervention and/or the family refuses access to the child to assess for serious harm.
☐	☒	Parent/Legal Guardian or Caregiver is not meeting the child's essential medical needs AND the child has already been seriously harmed or will likely be seriously harmed.
☐	☒	Child shows serious emotional symptoms requiring intervention and/or lacks behavioral control and/or exhibits self-destructive behavior that the Parent/Legal Guardian or Caregiver are unwilling or unable to manage to keep the child safe.
☒	☐	Parent/Legal Guardian or Caregiver is violent, impulsive, cannot or will not control behavior or is acting dangerously in ways that have seriously harmed the child or will likely seriously harm to the child.
☐	☒	Parent/Legal Guardian or Caregiver is not meeting child's basic and essential needs for food, clothing, and/or supervision AND the child is/has already been seriously harmed or will likely be seriously harmed.
☐	☒	Parent/Legal Guardian or Caregiver is threatening to seriously harm the child and/or parent/legal guardian or caregiver is fearful he/she will seriously harm the child.

Supervisor Consultation

Approval

Text:

Progress Update

Refresh **Save** **Close**

Step 8: If necessary, update the **Danger Statement** section.

Danger Statement

WHY IS THE DEPARTMENT INVOLVED WITH THIS FAMILY? WHAT WILL IT TAKE FOR THE DEPARTMENT TO CLOSE SERVICES FOR THIS FAMILY?

Refresh **Save** **Close**

Step 9: Complete the **Child Needs** tab.

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSN Case ID: 1501441 Approval Date: MM/DD/YYYY Created from: 3601960

Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: MM/DD/YYYY Progress Update ID: 3601100 Case Plan Worksheet ID: 3601780

Participants | **Family Assessment Areas** | **Reason(s) for Ongoing Involvement** | **Child Needs** | **Protective Capacity Analysis and Family Change Strategy** | **Safety Summary and Planning** | **Outcomes Evaluation** | **Actions:**

Child Needs

Needs	Vickers, Christina Fig (10/16/2000)				Vickers, Fred Fig (01/31/2007)			
	A	B	C	D	A	B	C	D
Emotional/Trauma	☐	☒	☐	☐	☐	☐	☒	☐
Behaviorial (e.g. risk taking behavior, runaway, etc)	☐	☒	☐	☐	☐	☒	☐	☐
Development	☐	☐	☐	☐	☐	☐	☐	☐
Education	☐	☒	☐	☐	☐	☒	☐	☐
Physical Health/Disability	☐	☒	☐	☐	☐	☒	☐	☐
Family Relationships	☐	☒	☐	☐	☐	☒	☐	☐
Peer/Adult Relationships	☐	☒	☐	☐	☐	☒	☐	☐
Cultural Identity	☐	☒	☐	☐	☐	☒	☐	☐
Substance Awareness	☐	☒	☐	☐	☐	☒	☐	☐
Life Skills Development	☐	☐	☒	☐	☐	☐	☐	☐

Priority Needs

Important: Prior to clicking the next tab, press the **Refresh** button. This will update the FSN screen and may pop up new areas to complete.

Refresh **Save** **Close**

For any Child Need assessed as a C or D, please complete the **Priority Needs** section.

Priority Needs

Assess all needs with a C or D rating to determine the parent's ability to independently meet the needs of the child.

If the parent is meeting the need, describe their actions. If the parent needs support or assistance to meet the needs of the child, the need will be addressed in the Case Plan.

Refresh **Save** **Close**

Step 10: Complete the Protective Capacity Analysis and Family Change Strategy tab.

Assess each caregiver's behavioral, cognitive, and emotional the caregiver protective capacities (CPC).

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name:

Case Name: [Vickers, Angela Fig](#) FSN Case ID: 1501441 Approval Date: Created from FFA - Ongoing / Progress Update ID: [3601960](#)

Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: Progress Update ID: 3601100 Case Plan Worksheet ID: [3601780](#)

Participants	Family Assessment Areas	Reason(s) for Ongoing Involvement	Child Needs	Protective Capacity Analysis and Family Change Strategy	Safety Summary and Planning	Outcomes Evaluation	Actions:																																																																																				
Protective Capacities <table border="1"><thead><tr><th></th><th colspan="4">Vickers, Angela Fig (10/25/1968)</th><th></th></tr><tr><th>Behavioral</th><th>A</th><th>B</th><th>C</th><th>D</th><th></th></tr></thead><tbody><tr><td>Controls Impulses</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Takes Action</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Sets aside own needs for child</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Demonstrates adequate skills</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Adaptive as a Parent/Legal Guardian</td><td>☐</td><td>☐</td><td>☒</td><td>☐</td><td></td></tr><tr><td>History of Protecting</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><th>Cognitive</th><th></th><th></th><th></th><th></th><th></th></tr><tr><td>Is self aware</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Is intellectually able</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Recognizes threats</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Recognizes child's needs</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr><tr><td>Understands protective role</td><td>☐</td><td>☒</td><td>☐</td><td>☐</td><td></td></tr></tbody></table>								Vickers, Angela Fig (10/25/1968)					Behavioral	A	B	C	D		Controls Impulses	☐	☒	☐	☐		Takes Action	☐	☒	☐	☐		Sets aside own needs for child	☐	☒	☐	☐		Demonstrates adequate skills	☐	☒	☐	☐		Adaptive as a Parent/Legal Guardian	☐	☐	☒	☐		History of Protecting	☐	☒	☐	☐		Cognitive						Is self aware	☐	☒	☐	☐		Is intellectually able	☐	☒	☐	☐		Recognizes threats	☐	☒	☐	☐		Recognizes child's needs	☐	☒	☐	☐		Understands protective role	☐	☒	☐	☐		Supervisor Consultation Approval Text: Progress Update
	Vickers, Angela Fig (10/25/1968)																																																																																										
Behavioral	A	B	C	D																																																																																							
Controls Impulses	☐	☒	☐	☐																																																																																							
Takes Action	☐	☒	☐	☐																																																																																							
Sets aside own needs for child	☐	☒	☐	☐																																																																																							
Demonstrates adequate skills	☐	☒	☐	☐																																																																																							
Adaptive as a Parent/Legal Guardian	☐	☐	☒	☐																																																																																							
History of Protecting	☐	☒	☐	☐																																																																																							
Cognitive																																																																																											
Is self aware	☐	☒	☐	☐																																																																																							
Is intellectually able	☐	☒	☐	☐																																																																																							
Recognizes threats	☐	☒	☐	☐																																																																																							
Recognizes child's needs	☐	☒	☐	☐																																																																																							
Understands protective role	☐	☒	☐	☐																																																																																							
Refresh Save Close																																																																																											

Important:

Prior to clicking the next tab, press the **Refresh** button. This will update the FSN screen and may pop up new areas to complete.

Step 10 Continued: Continue completing the **Protective Capacity Analysis and Family Change Strategy** tab.

Participants	Family Assessment Areas	Reason(s) for Ongoing Involvement	Child Needs	Protective Capacity Analysis and Family Change Strategy	Safety Summary and Planning	Outcomes Evaluation	Actions:																																			
Priority Needs Assess all diminished protective capacities to determine the priority needs to be included in the Case Plan. Vickers, Angela Fig <table border="1"><thead><tr><th>Protective Capacities</th><th>Rating</th><th>Include in Case Plan?</th></tr></thead><tbody><tr><td>Takes Action</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Sets aside own needs for child</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Adaptive as a Parent/Legal Guardian</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Is intellectually able</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Recognizes threats</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Recognizes child's needs</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Understands protective role</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Is resilient</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Is tolerant</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Is stable</td><td>C</td><td>☐ Yes ☒ No</td></tr><tr><td>Expresses love, empathy, sensitivity to the child</td><td>C</td><td>☐ Yes ☒ No</td></tr></tbody></table> If a diminished Protective Capacity will not be addressed in the Case Plan, describe the assessment process to reach this conclusion.							Protective Capacities	Rating	Include in Case Plan?	Takes Action	C	☐ Yes ☒ No	Sets aside own needs for child	C	☐ Yes ☒ No	Adaptive as a Parent/Legal Guardian	C	☐ Yes ☒ No	Is intellectually able	C	☐ Yes ☒ No	Recognizes threats	C	☐ Yes ☒ No	Recognizes child's needs	C	☐ Yes ☒ No	Understands protective role	C	☐ Yes ☒ No	Is resilient	C	☐ Yes ☒ No	Is tolerant	C	☐ Yes ☒ No	Is stable	C	☐ Yes ☒ No	Expresses love, empathy, sensitivity to the child	C	☐ Yes ☒ No
Protective Capacities	Rating	Include in Case Plan?																																								
Takes Action	C	☐ Yes ☒ No																																								
Sets aside own needs for child	C	☐ Yes ☒ No																																								
Adaptive as a Parent/Legal Guardian	C	☐ Yes ☒ No																																								
Is intellectually able	C	☐ Yes ☒ No																																								
Recognizes threats	C	☐ Yes ☒ No																																								
Recognizes child's needs	C	☐ Yes ☒ No																																								
Understands protective role	C	☐ Yes ☒ No																																								
Is resilient	C	☐ Yes ☒ No																																								
Is tolerant	C	☐ Yes ☒ No																																								
Is stable	C	☐ Yes ☒ No																																								
Expresses love, empathy, sensitivity to the child	C	☐ Yes ☒ No																																								

Refresh

Save

Close

Text:

Step 10 Continued: Continue completing the **Protective Capacity Analysis and Family Change Strategy** tab: If necessary, edit the *Family Change Strategy*. Lastly, assess each parent's, with diminished CPCs, *Motivation for Change*.

Participants	Family Assessment Areas	Reason(s) for Ongoing Involvement	Child Needs	Protective Capacity Analysis and Family Change Strategy	Safety Summary and Planning	Outcomes Evaluation	Actions:														
If a diminished Protective Capacity will not be addressed in the Case Plan, describe the assessment process to reach this conclusion.																					
Family Change Strategy Family Goal: Describe how the family will be functioning when all children are safe and the family is able to independently meet the needs of their children. (Developed in collaboration with the family.) FAMILY GOAL Ideas: Describe ideas parent/legal guardian, worker, child or other network members have for moving toward the Family Goal. IDEAS Potential Barriers: Describe things that could get in the way of change from the family's perspective and/or the family team's perspective. POTENTIAL BARRIERS																					
Motivation for Change For each person who must take action in this area, show his/her motivation for change <table border="1"> <thead> <tr> <th>Participant Name</th> <th>Pre-Contemplation</th> <th>Contemplation</th> <th>Preparation</th> <th>Action</th> <th>Maintenance</th> <th>Relapse</th> </tr> </thead> <tbody> <tr> <td>Vickers, Angela Fig</td> <td>☐</td> <td>☐</td> <td>☒</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>								Participant Name	Pre-Contemplation	Contemplation	Preparation	Action	Maintenance	Relapse	Vickers, Angela Fig	☐	☐	☒	☐	☐	☐
Participant Name	Pre-Contemplation	Contemplation	Preparation	Action	Maintenance	Relapse															
Vickers, Angela Fig	☐	☐	☒	☐	☐	☐															

[Refresh](#) [Save](#) [Close](#)








Step 11: Complete the Safety Summary and Planning tab.

Number	What needs to be done in this area?
1	If the current safety plan is controlling for the danger threat(s), select the first radial option. If a safety plan is no longer needed to control for the danger threat(s), select the third radial option.
2	Complete this section justifying your decision.

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Case Information

Household Name:

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: Created from FFA - Ongoing / Progress Update ID: [3601960](#)

Worker Name: CFC, SUP-F Intake/ Investigation ID: Initial Intake Received Date: Progress Update ID: 3601100 Case Plan Worksheet ID: [3601780](#)

Participants	Family Assessment Areas	Reason(s) for Ongoing Involvement	Child Needs	Protective Capacity Analysis and Family Change Strategy	Safety Summary and Planning	Outcomes Evaluation	Actions:
Current Safety Plan Assessment for Sufficiency You have a child in home, please evaluate. ☒ Safety plan is sufficient, no need for changes to the plan at this time. ☐ Safety plan is not sufficient, not controlling for child safety or no longer applicable; change in safety plan is needed. ☒ Safety plan is no longer needed. Based upon the determination selected above, describe the assessment process to reach this conclusion.						Supervisor Consultation Approval Text: Progress Update	

Refresh Save Close

1

2

Step 11 Continued: Complete the Safety Summary and Planning tab.

Number	What needs to be done in this area?
3	If the current safety plan is <u>NOT</u> controlling for the danger threat(s), select the second radial option. Continue completing the safety analysis questions to determine the if the safety plan will be sufficient with the child remaining in or out of the home.

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Case Information

Household Name:

Case Name: [Vickers, Angela Fig](#) FSN Case ID: 1501441 Approval Date: Created from: [3601960](#)

Worker Name: CFC, SUP-F Intake/ Investigation ID: Initial Intake Received Date: Progress Update ID: 3601100 Case Plan Worksheet ID: [3601780](#)

Participants **Family Assessment Areas** **Reason(s) for Ongoing Involvement** **Child Needs** **Protective Capacity Analysis and Family Change Strategy** **Safety Summary and Planning** **Outcomes Evaluation** **Actions:**

Current Safety Plan Assessment for Sufficiency

You have a child in home, please evaluate.

☐ Safety plan is sufficient, no need for changes to the plan at this time.

☒ Safety plan is not sufficient, not controlling for child safety or no longer applicable; change in safety plan is needed.

☐ Safety plan is no longer needed.

In-Home Safety Analysis and Planning

You have a child in home, but indicated Safety Plan is not sufficient. Please evaluate if child remains in home with an In-Home Safety Plan.

☐ Yes ☐ No The Parent/Legal Guardians are willing for an In-Home Safety Plan to be developed and implemented and have demonstrated that they will cooperate with all identified safety service providers.

☐ Yes ☐ No The home environment is calm and consistent enough for an In-Home Safety Plan to be implemented and for safety service providers to be in the home safely.

☐ Yes ☐ No Safety services are available at a sufficient level and to the degree necessary in order to manage the way in which impending danger is manifested in the home.

☐ Yes ☐ No An In-Home Safety Plan and the use of In-Home safety services can sufficiently manage impending danger without the results of scheduled professional evaluations.

☐ Yes ☐ No The Parent/Legal Guardians have a physical location in which to implement an In-Home Safety Plan.

Text:

[Supervisor Consultation](#)

[Approval](#)

[Progress Update](#)

Refresh **Save** **Close**

3



Step 11 Continued: Complete the Safety Summary and Planning tab.

Number	What needs to be done in this area?
4	Depending on the Safety Analysis, FSFN will populate either an In-Home or Out-of-Home safety plan text section. Please provide a summary as to how the safety analysis was utilized to arrive to the decision. Be sure to include the Conditions for Return, if an Out-of-Home safety plan is being utilized.
5	Provide a further explanation for how the safety analysis process was used to reach to the conclusion of in-home versus out-of-home.

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Case Information

Household Name:

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: Created from: 3601960
FFA - Ongoing / Progress Update ID: 3601960

Worker Name: CFC, SUP-F Intake/ Investigation ID: Initial Intake Received Date: Progress Update ID: 3601100 Case Plan Worksheet ID: 3601780

Participants	Family Assessment Areas	Reason(s) for Ongoing Involvement	Child Needs	Protective Capacity Analysis and Family Change Strategy	Safety Summary and Planning	Outcomes Evaluation	Actions:
If "Yes" to all of IN-HOME SAFETY ANALYSIS AND PLANNING above - an In-Home Safety Plan shall be executed which would allow a child to remain in home with the use of In-Home safety services in order to manage the way in which impending danger is manifested in the home while treatment and safety management services can be determined and initiated. -A Safety Plan must be implemented, monitored, and actively managed by the Agency. In-Home Safety Plan is determined. Summarize the conditions that have changed since last safety analysis to support child remaining in home with an In-Home Safety Plan. If "No" to any of the criteria for IN-HOME SAFETY ANALYSIS AND PLANNING above - Out-of-Home Safety Plan is the only protective intervention possible for one or more children (whether family designated arrangement or removal/placement). Summarize reason for Out-of-Home Safety Plan or Removal/Placement (if applicable), and Conditions for Return. Conditions for return should indicate what must change for an In-Home Safety Plan to be executed which would allow a child to return home with the use of in-home safety services in order to manage the way in which impending danger is manifested in the home while treatment and safety management services are implemented. Based upon the determination selected above, describe the assessment process to reach this conclusion.						Supervisor Consultation Approval Text: Progress Update	

Refresh Save Close

4

5

Step 12: Complete the **Outcomes Evaluation** tab. If multiple SMART outcomes were created for the case, be sure to select and complete each outcome separately. **The progress update is assessing the specific Actions/Tasks that are outlined under the SMART Outcome.*

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSN Case ID: 1501441 Approval Date: MM/DD/YYYY Created from: 3601960

Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: MM/DD/YYYY Progress Update ID: 3601100 Case Plan Worksheet ID: 3601780

Participants Family Assessment Areas Reason(s) for Ongoing Involvement Child Needs Protective Capacity Analysis and Family Change Strategy Safety Summary and Planning **Outcomes Evaluation Actions:**

Outcome Evaluation

Select Outcome

☒ Additional outcome, as defined. SMART OUTCOME

Applies to the following Participants: Vickers, Angela Fig

Outcome Achievement: SMART OUTCOME WILL ACHIEVE THE FOLLOWING... Est. Cost to Parent(s) (if applicable): 0.00

Who	Actions/Tasks	Estimated Completion Date	Task Completed	Responsible Party for Cost	Location of Delivery of Services	Date of Referral	Service Referral Request Needed?	Frequency of Service
Vickers, Angela Fig	MEDICATION MANAGEMENT	10/27/2014	No			01/14/2014	No	
	Provider:			Service Category:		Service Sub-Category:		
Vickers, Angela Fig	PSYCHOLOGICAL EVALUATION	10/27/2014	No			12/17/2013	No	
	Provider:			Service Category:		Service Sub-Category:		
Vickers, Angela Fig	INDIVIDUAL THERAPY	10/27/2014	No			11/27/2013	No	
	Provider:			Service Category:		Service Sub-Category:		

Overall Outcome Progress

Refresh Save Close

Step 12 Continued: Continue completing the **Outcomes Evaluation** tab.

- A.** Select the desired *Overall Outcome Progress* radial button and provide an explanation in the section below. **The progress update is assessing the specific Actions/Tasks that are outlined in the SMART Outcome (previous page).*
- B.** Lastly, select the desired radial option and provide an explanation for *Barriers to Achieving Desired Case Plan Outcomes*.

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: MM/DD/YYYY Created from: 3601960

Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: MM/DD/YYYY Progress Update ID: 3601100 Case Plan Worksheet ID: 3601780

Participants | Family Assessment Areas | Reason(s) for Ongoing Involvement | Child Needs | Protective Capacity Analysis and Family Change Strategy | Safety Summary and Planning | **Outcomes Evaluation** | Actions:

Provider: Service Category: Service Sub-Category:

Overall Outcome Progress

☐ Excellent ☐ Adequate ☐ Not Adequate ☐ No Progress ☐ Not Evaluated

Explanation of Progress Assessment or why it was not Evaluated.

Changes in case plan goals, outcomes, actions and/or supports

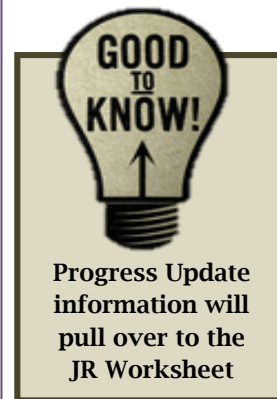
☐ No changes needed
☐ Changes in case plan needed
☐ Case closure recommended

Barriers To Achieving Desired Case Plan Outcomes

Text:

[Supervisor Consultation](#)
[Approval](#)
[Progress Update](#)

Refresh Save Close



Step 13: Under the Text Section, click on the **Progress Update** hyperlink to populate/print the Progress Update.

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Approval Date: MM/DD/YYYY Created from: 3601960

Worker Name: CFC, SUP-F Intake/Investigation ID: Initial Intake Received Date: MM/DD/YYYY FFA - Ongoing / Progress Update ID: Case Plan Worksheet ID: 3601780

Progress Update ID: 3601100

Participants	Family Assessment Areas	Reason(s) for Ongoing Involvement	Child Needs	Protective Capacity Analysis and Family Change Strategy	Safety Summary and Planning	Outcomes Evaluation
Provider: Service Category: Service Sub-Category: Overall Outcome Progress ☐ Excellent ☐ Adequate ☐ Not Adequate ☐ No Progress ☐ Not Evaluated Explanation of Progress Assessment or why it was not Evaluated. Changes in case plan goals, outcomes, actions and/or supports ☐ No changes needed ☐ Changes in case plan needed ☐ Case closure recommended Barriers To Achieving Desired Case Plan Outcomes						

Refresh Save Close

Actions:

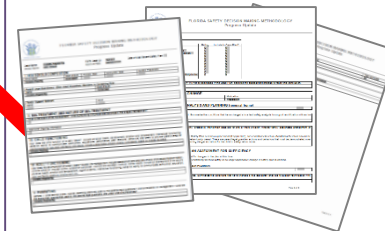
[Supervisor Consultation](#)

[Approval](#)

Text:

[Progress Update](#)

Supervisor's Corner:
After reviewing and providing a supervisor consultation, approve the Progress Update.



Progress Updates must be completed every 90 days or at a critical juncture (removal of a child from the home, birth/death of a sibling, changing household composition, recommending unsupervised visitation, recommending reunification, recommending case closure, or when case is dismissed by court). Progress Updates must also be completed when any changes are made to the CP Worksheet.

Still need more assistance? [Click here](#) for an informative webinar.