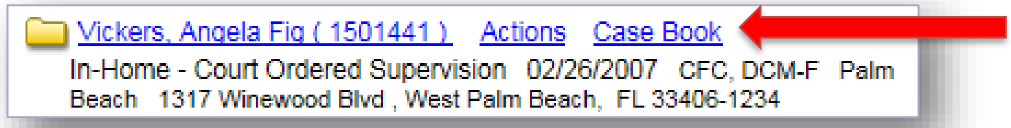
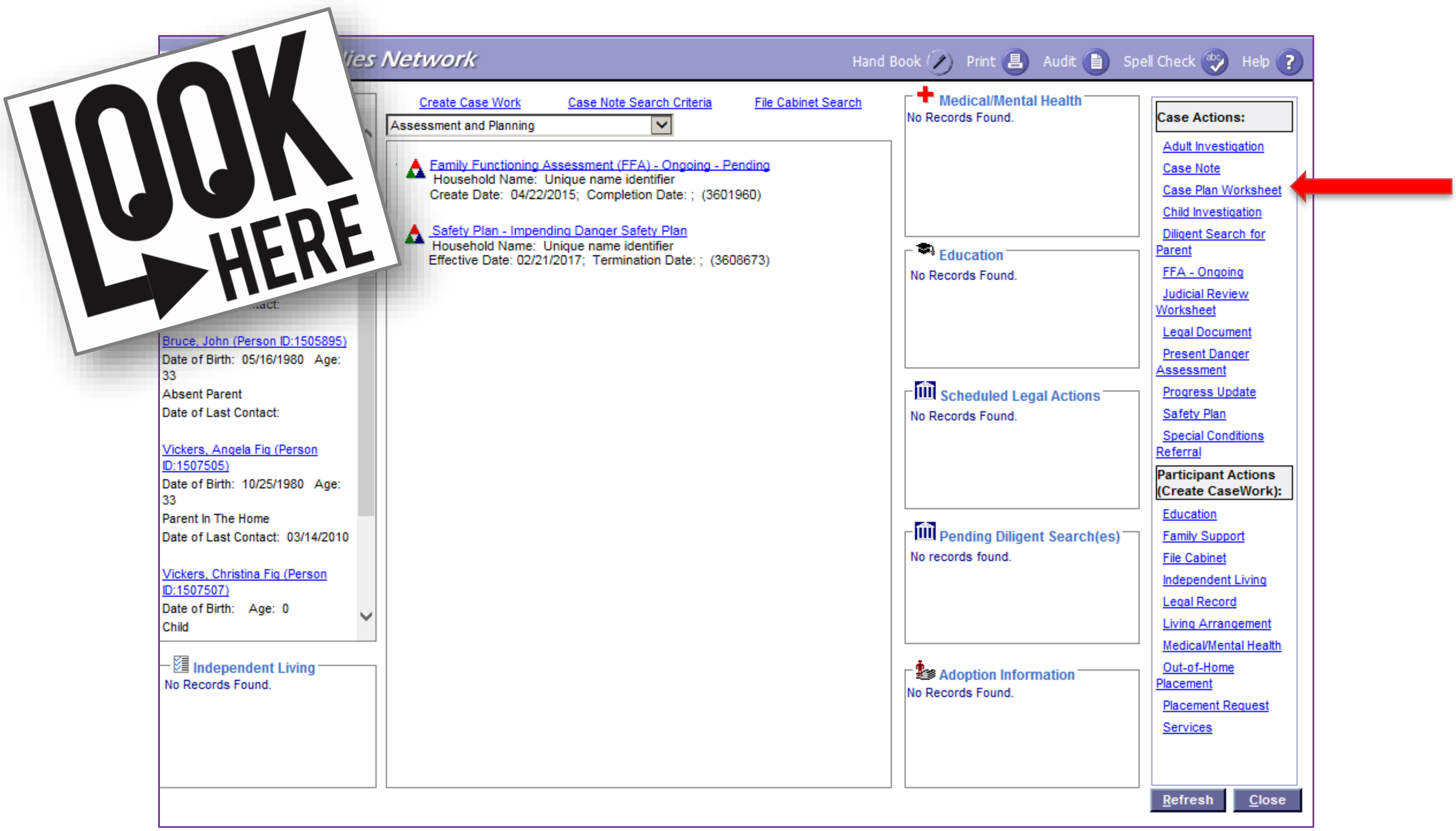
FSFN GUIDE TO CASE PLAN WORKSHEET

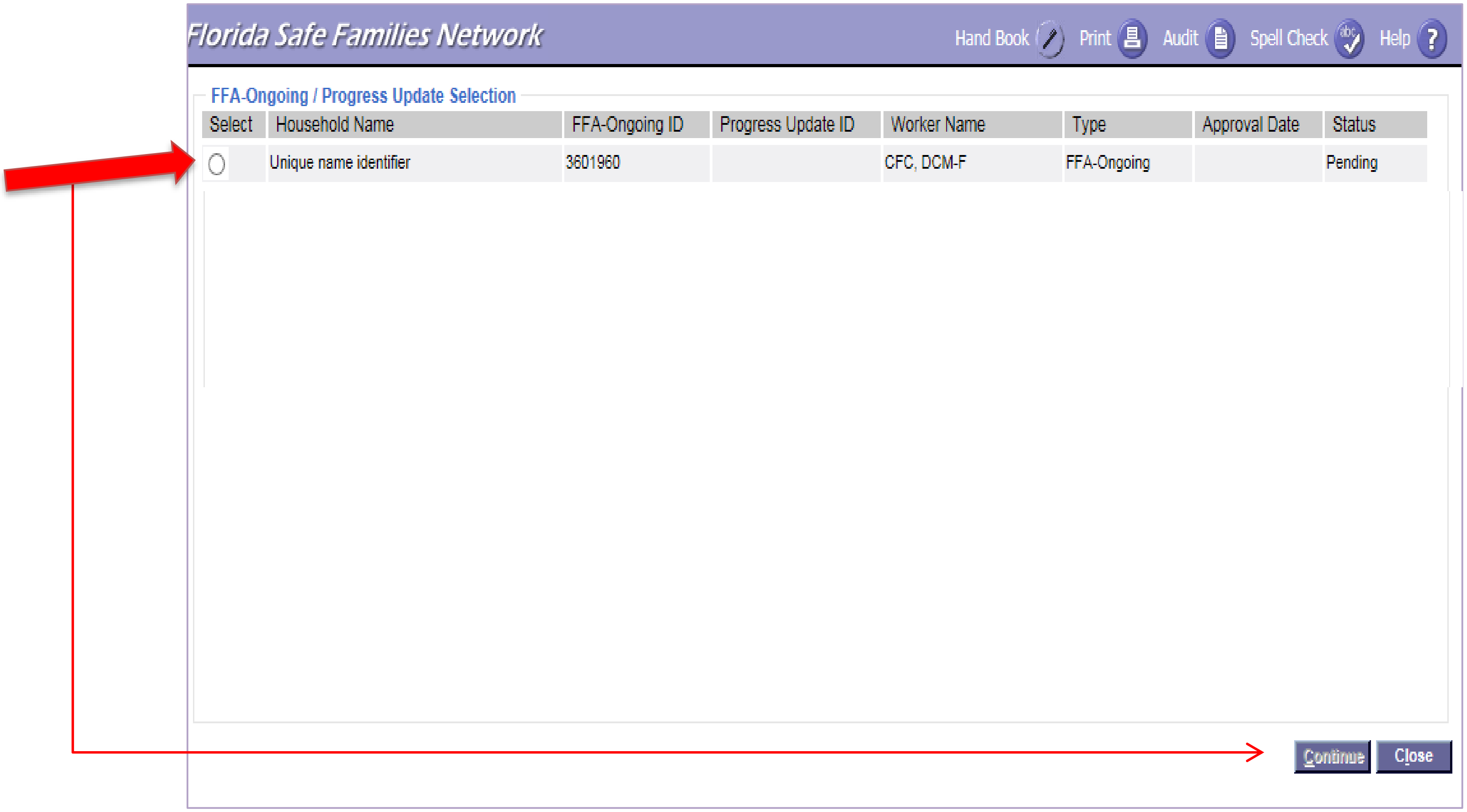
Step 1: After logging into FSFN, locate the desired case name and click on the **Case Book** hyperlink.



Step 2: Important: Since FSFN utilizes the information obtained from the FFA-O, in order to create a Case Plan Worksheet a FFA-O must be created. Information from the Medical and Education tabs will also populate over to the CP Worksheet. On the Case Book screen, locate and click on the **Case Plan Worksheet** hyperlink. **IMPORTANT: Always check for previously created work in the Assessment & Planning screen by selecting the dropdown option, prior to creating work.**

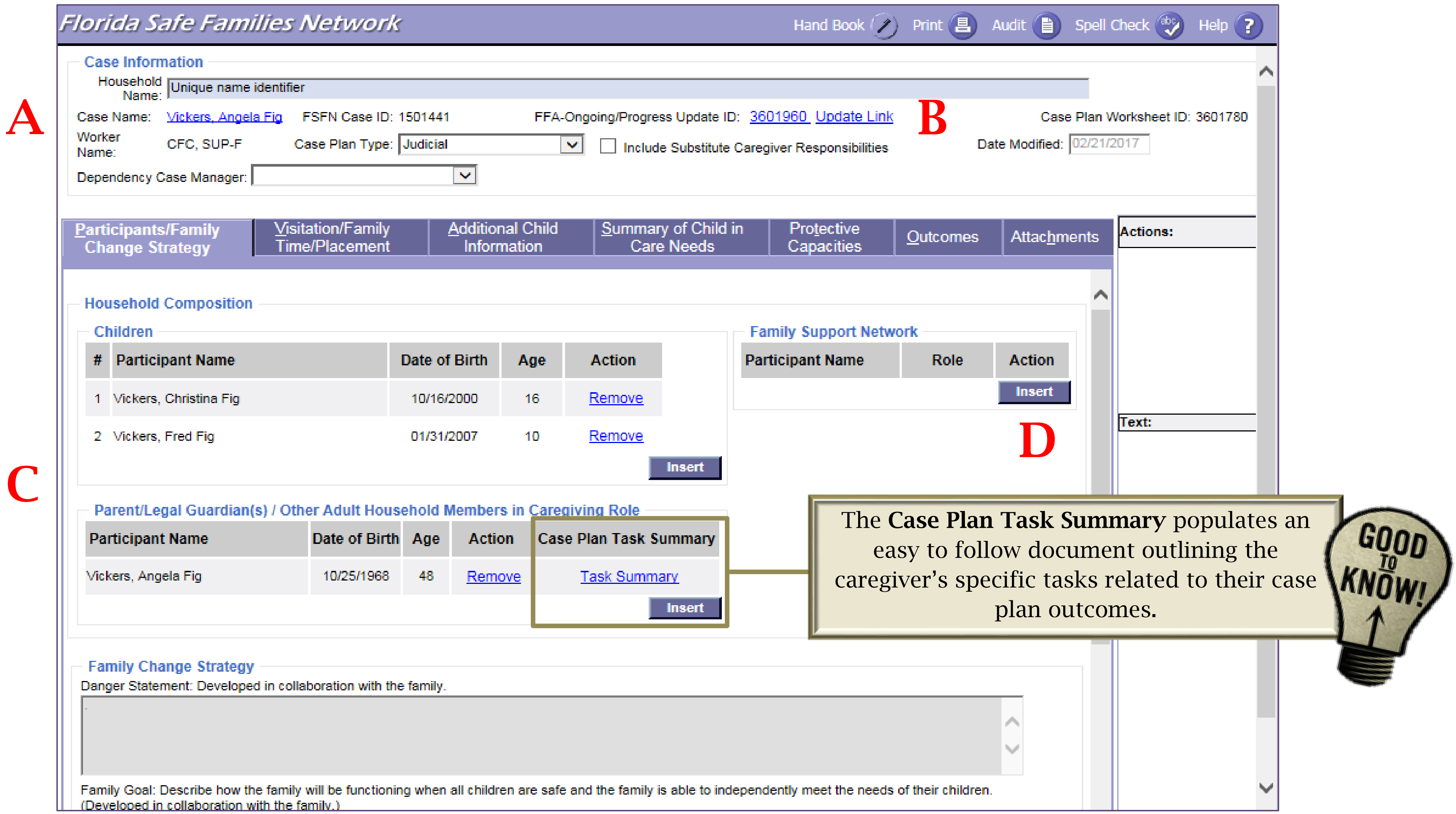


Step 3: Select the radial button pertaining to the desired FFA-Ongoing. Click on the Continue button.



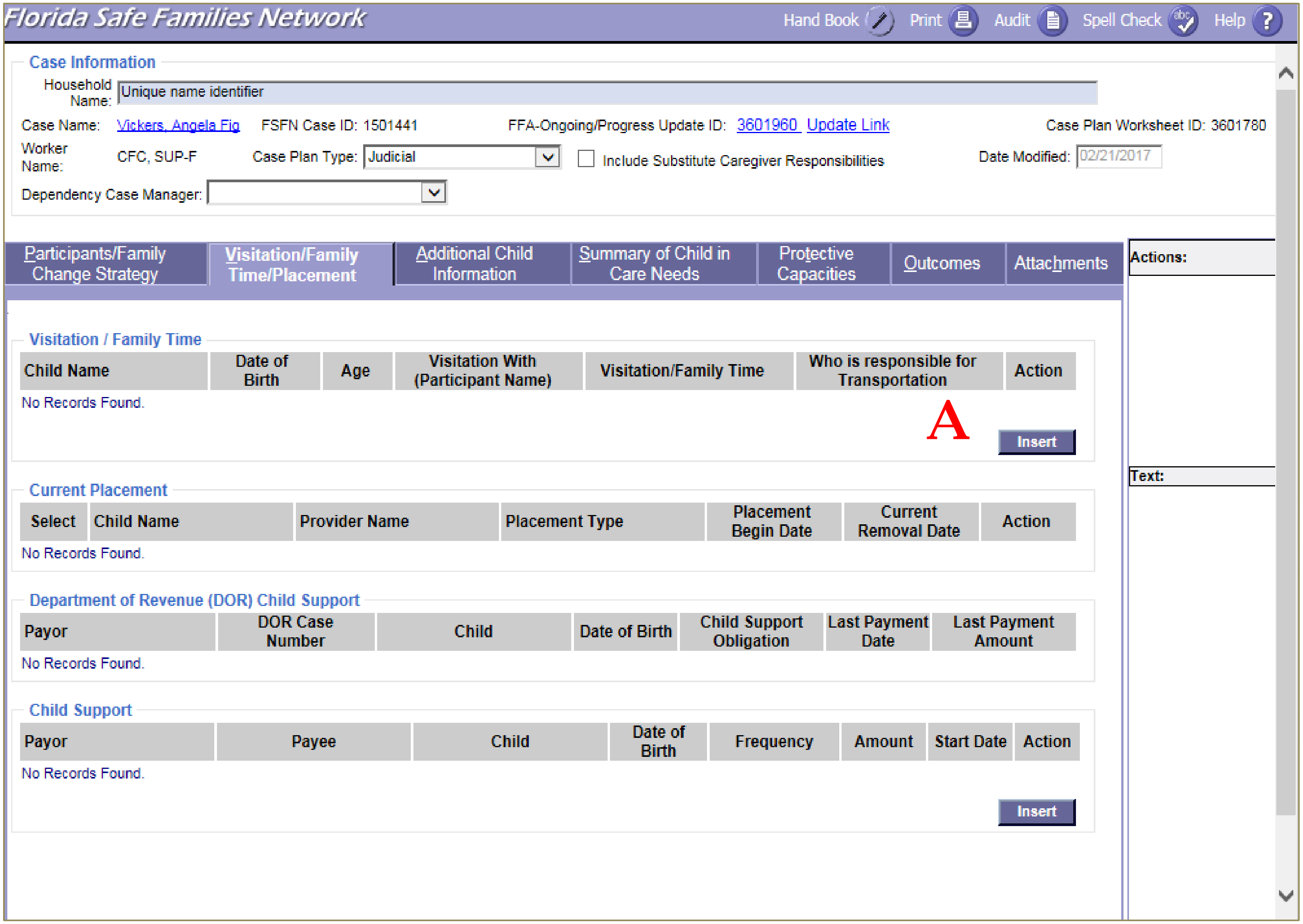
Step 4: Complete all sections of the **Participants/Family Change Strategy** tab.

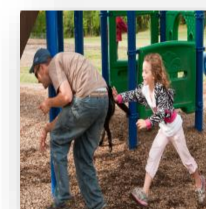
Section	What needs to be done in this area?
A	Type a unique household name identifier in the Household Name text section. Utilize the dropdown options to select the Case Plan Type (Judicial or Non-Judicial). Utilize the dropdown options to select the dependency case manager.
B	If updates or edits were made to the FFA and/or Progress Update and you would like it to reflect in the CP Worksheet, just click on the update Link to populate the updates/edits into the CP Worksheet.
C	Review to ensure all the <u>Children</u> and <u>Parent/Legal Guardian(s)</u> pertinent to this CP Worksheet are included. As needed, click on the Insert button to add additional individuals or the Remove hyperlink to eliminate individuals.
D	Click on the Insert button and include all the <u>Family Supports</u> pertinent to this CP Worksheet; to utilize this feature, the individuals must be inserted in the Maintain Case Screen under the Professional/Family Support Network Contacts tab.



Step 5: Complete all sections of the **Visitation/Family Time/Placement** tab.

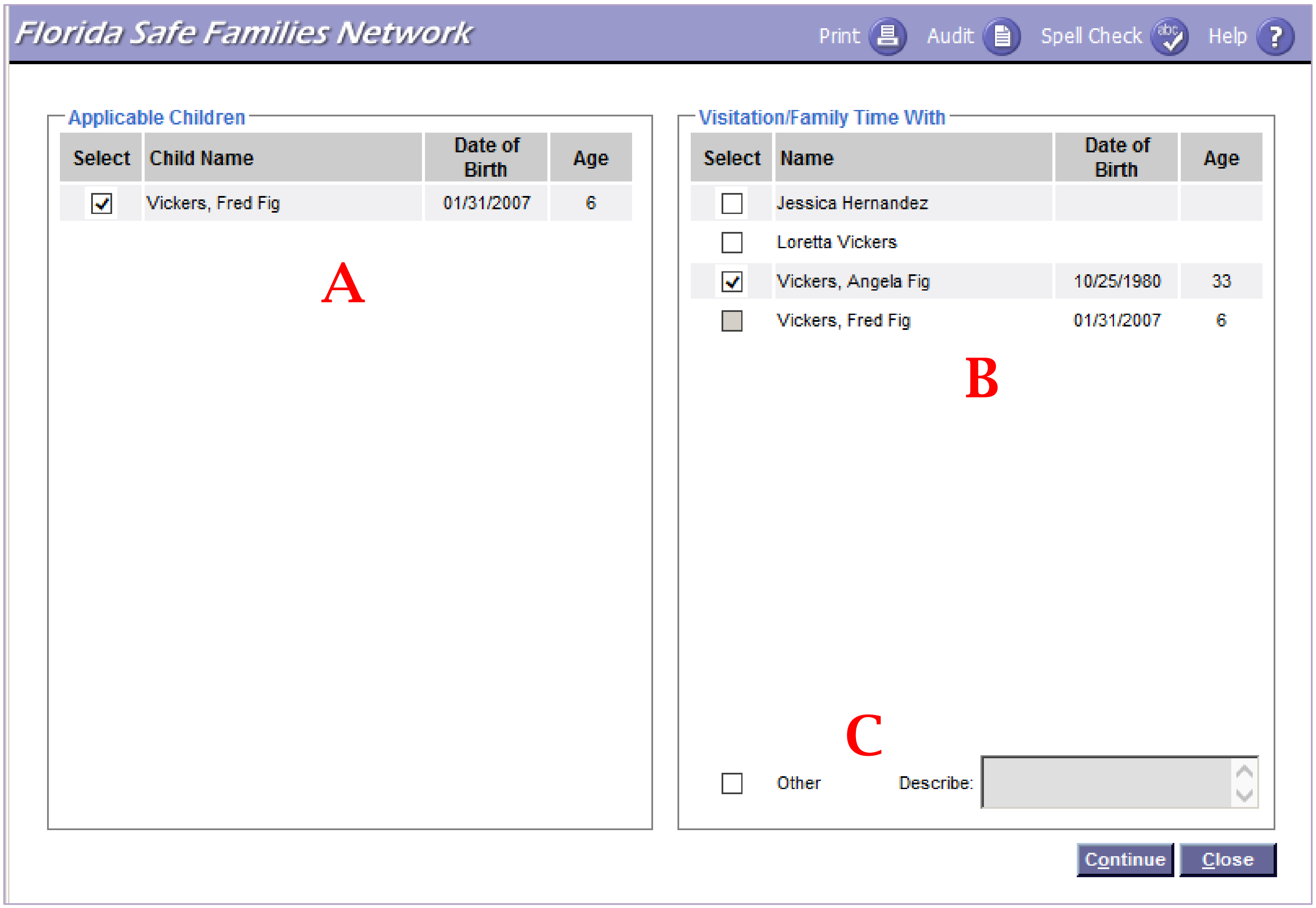
Section	What needs to be done in this area?
A	Click the Insert button to add information regarding Visitation (parent and/or sibling) or Family Time.





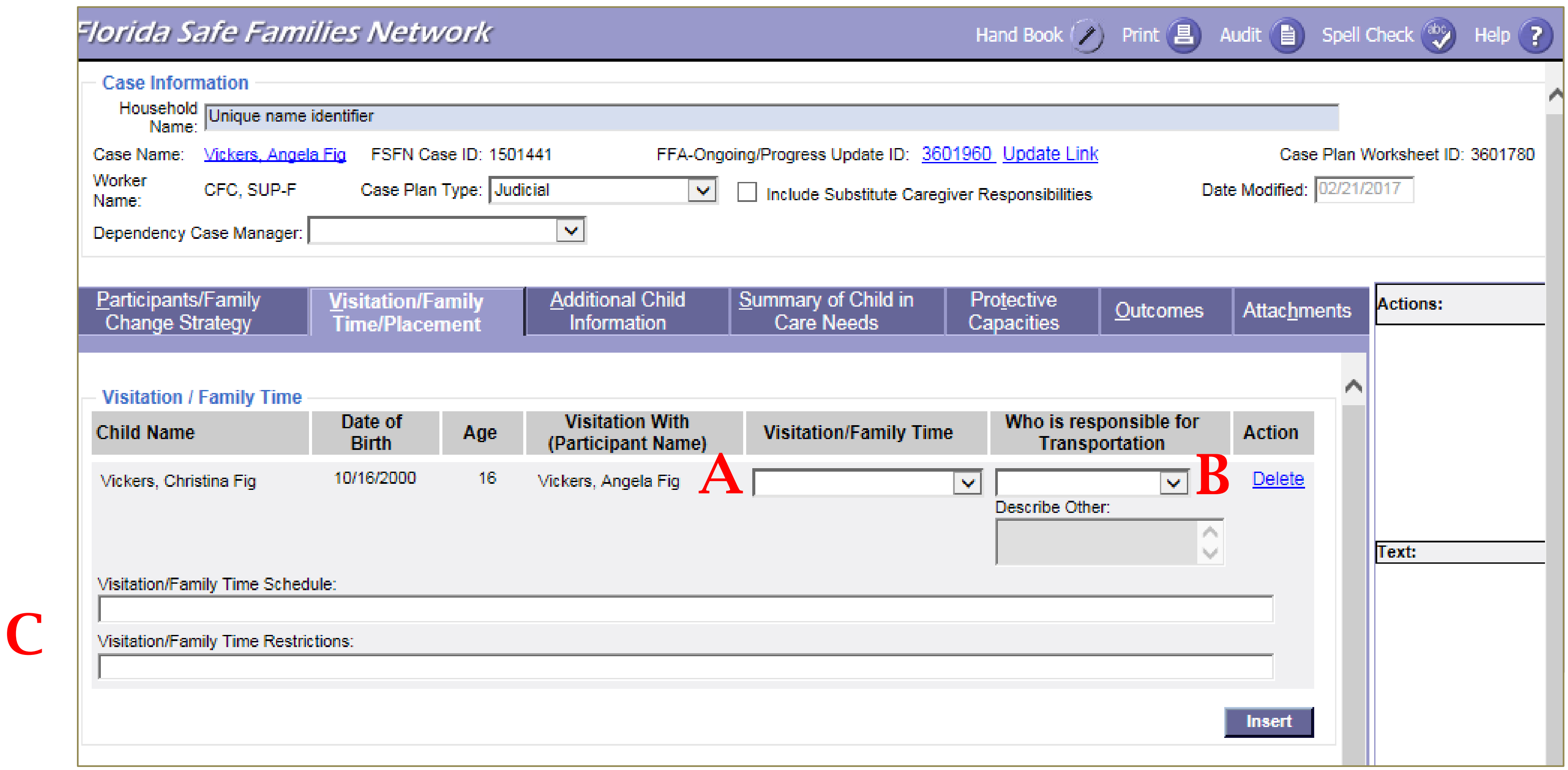
Step 6: After clicking the Insert button on the **Visitation/Family Time/Placement** tab, FSFN will populate another screen. On this screen complete the following sections, then press the Continue button.

Section	What needs to be done in this area?
A	Select all the children that the visitation information applies.
B	Select all the adults that the visitation information applies.
C	If there are additional individuals involved in visitation that are not built as Case Participants or Family Supports, select *Other* and insert the information in the *Describe* box.



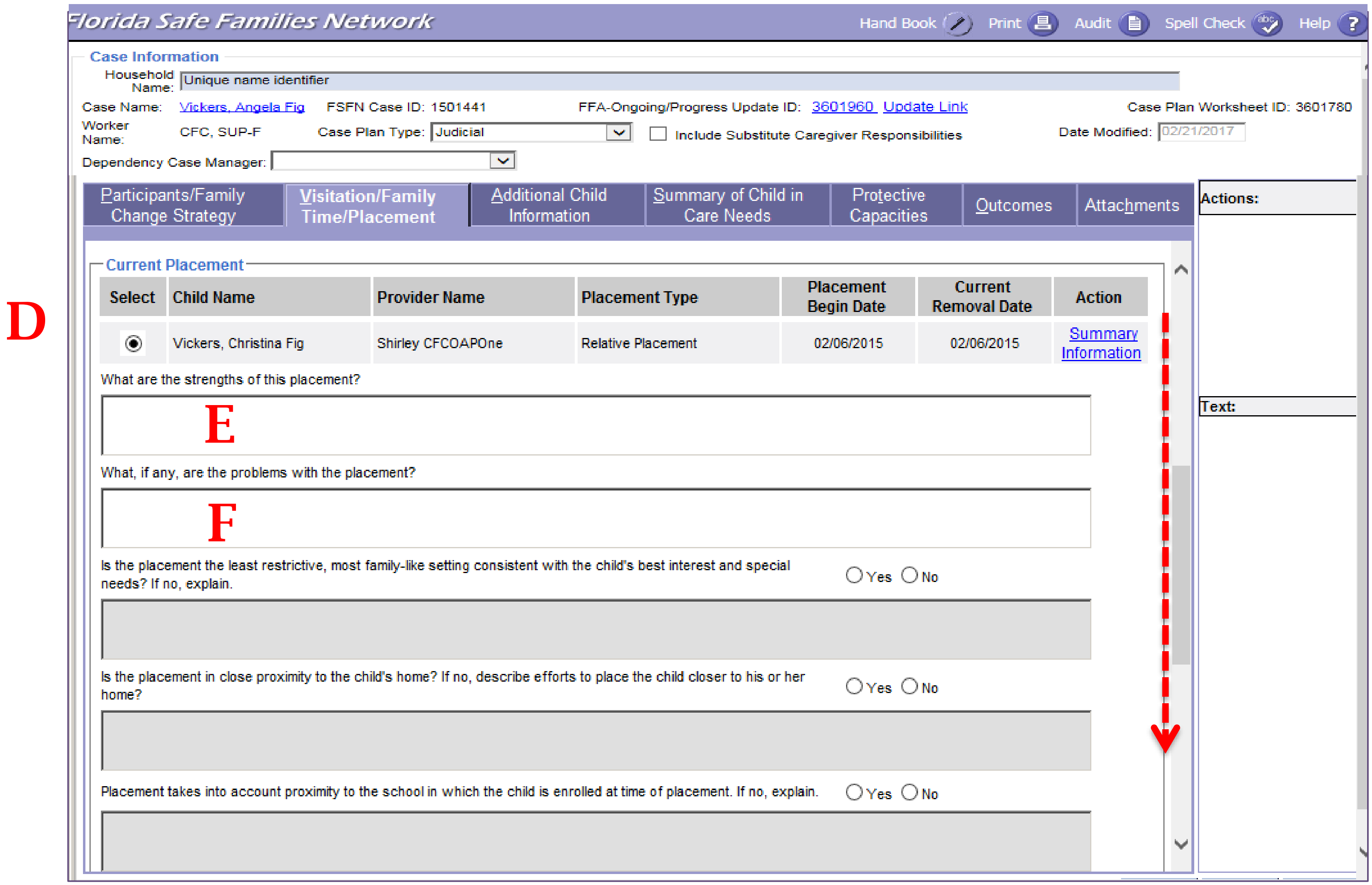
Step 7: FSFN will take you back to the **Visitation/Family Time/Placement** tab. On this screen complete the following sections, then click SAVE and continue to the next tab.

Section	What needs to be done in this area?
A	From the **Visitation/Family Time** dropdown options, select *Supervised*, *Unsupervised*, or *Court Ordered No Contact*.
B	From the **Who is responsible for Transportation** dropdown options, select either *Case Manager*, the actual person's name, or *Other*. If selecting *Other*, please use the Describe Other box to indicate whom is responsible for transportation (example: *Department or approved delegate*).
C	In the **Visitation/Family Time Schedule** and **Restrictions** section, type the frequency and duration of the visitation as it is outlined in the Court Order. Under Restrictions, type any restrictions to the visitations (persons not allowed/behaviors not allowed/etc.).



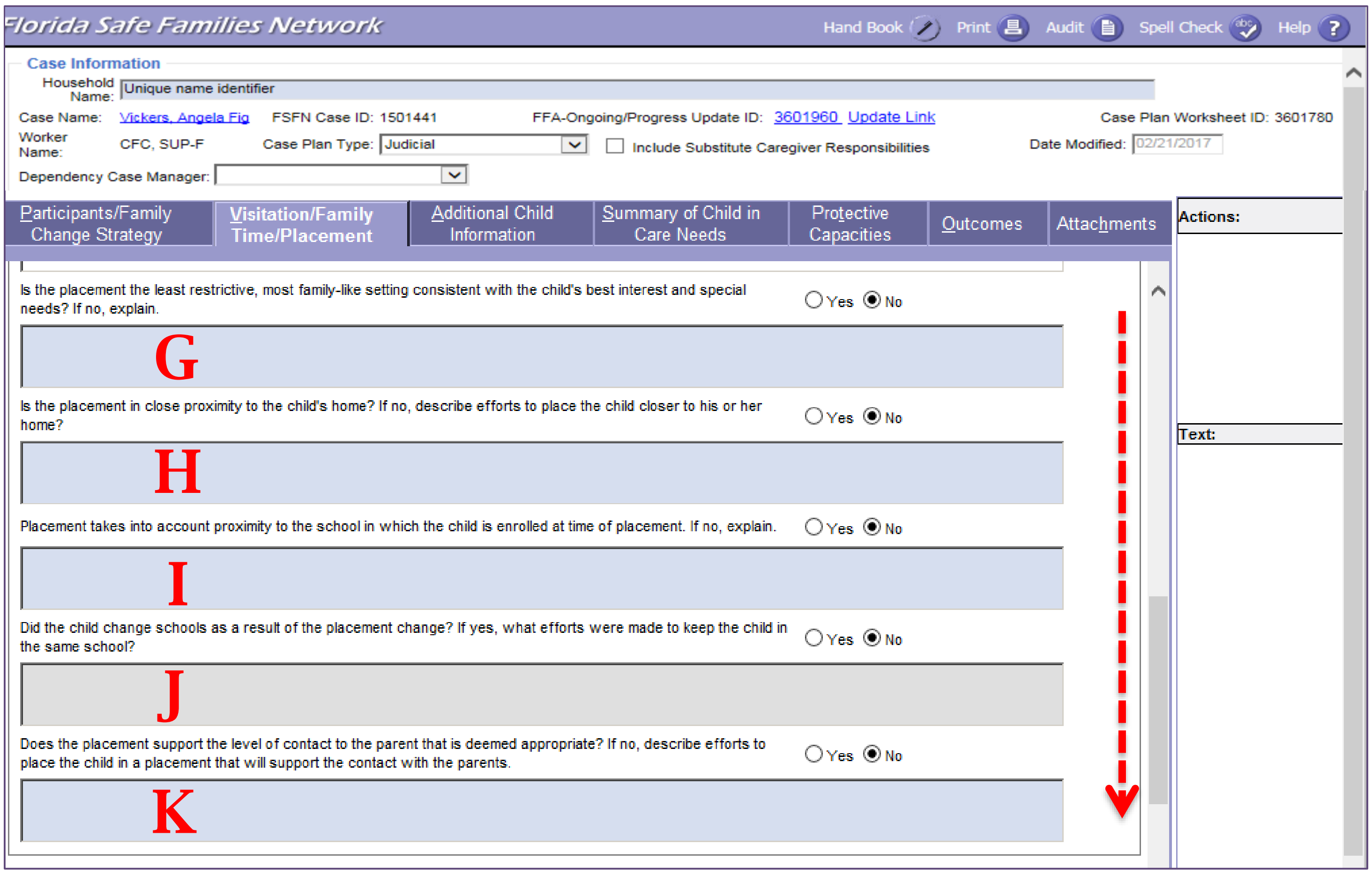
Step 7 Continued: Complete the **Visitation/Family Time/Placement** tab.

Section	What needs to be done in this area?
D	If the child is in an out-of-home placement, under **Current Placement**, select the radial button for the desired child.
E	Provide a statement concerning the strengths of the child's current placement.
F	Provide a statement concerning any issues with the child's current placement and the actions taken to remedy the issues.

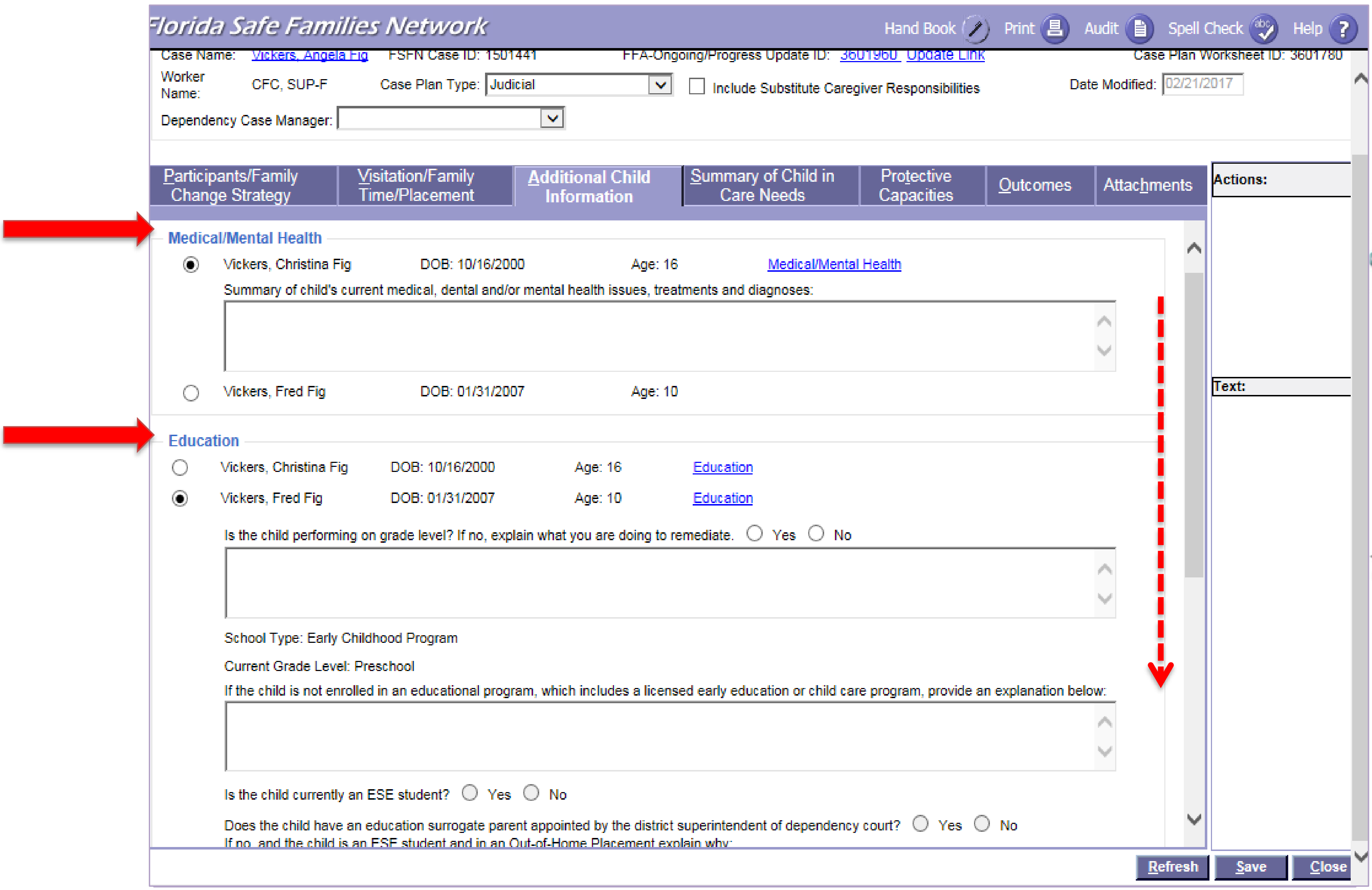


Step 7 Continued: Complete the **Visitation/Family Time/Placement** tab.

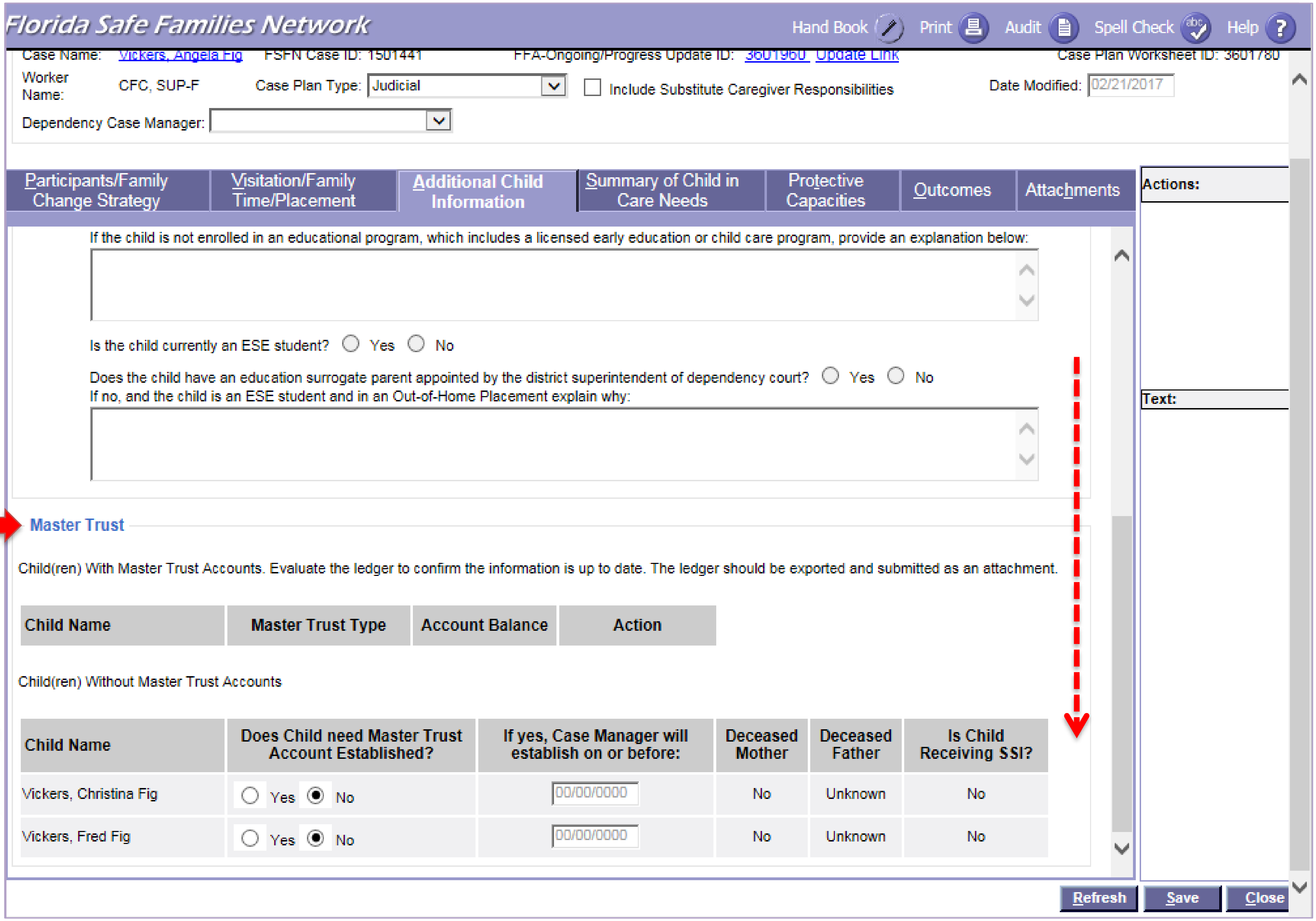
Section	What needs to be done in this area?
G	Select yes or no, concerning if the child is placed in the least restrictive and most family-like setting. If no is selected, provide an explanation.
H	Select yes or no, concerning if the child is placed in close proximity of the child's home (home the child resided in prior to the removal). If no is selected, provide an explanation.
I	Select yes or no, concerning if the child is placed in close proximity of the child's school. If no is selected, provide an explanation.
J	Select yes or no, concerning if the child changed schools as a result of a placement change school. If yes is selected, provide an explanation.
K	Select yes or no, concerning if the placement supports an appropriate level of contact with the parent(s). If no is selected, provide an explanation.



Step 8: On the **Additional Child Information** tab, select the radial button for each child and update the Medical/Mental Health section and Education section. If the child is between the ages of zero to school entry, the Rilya Wilson text section will appear; type information as it relates to childcare. In addition, complete the Master Trust section. Remember to select the radial button and update all three sections for each child on the case.

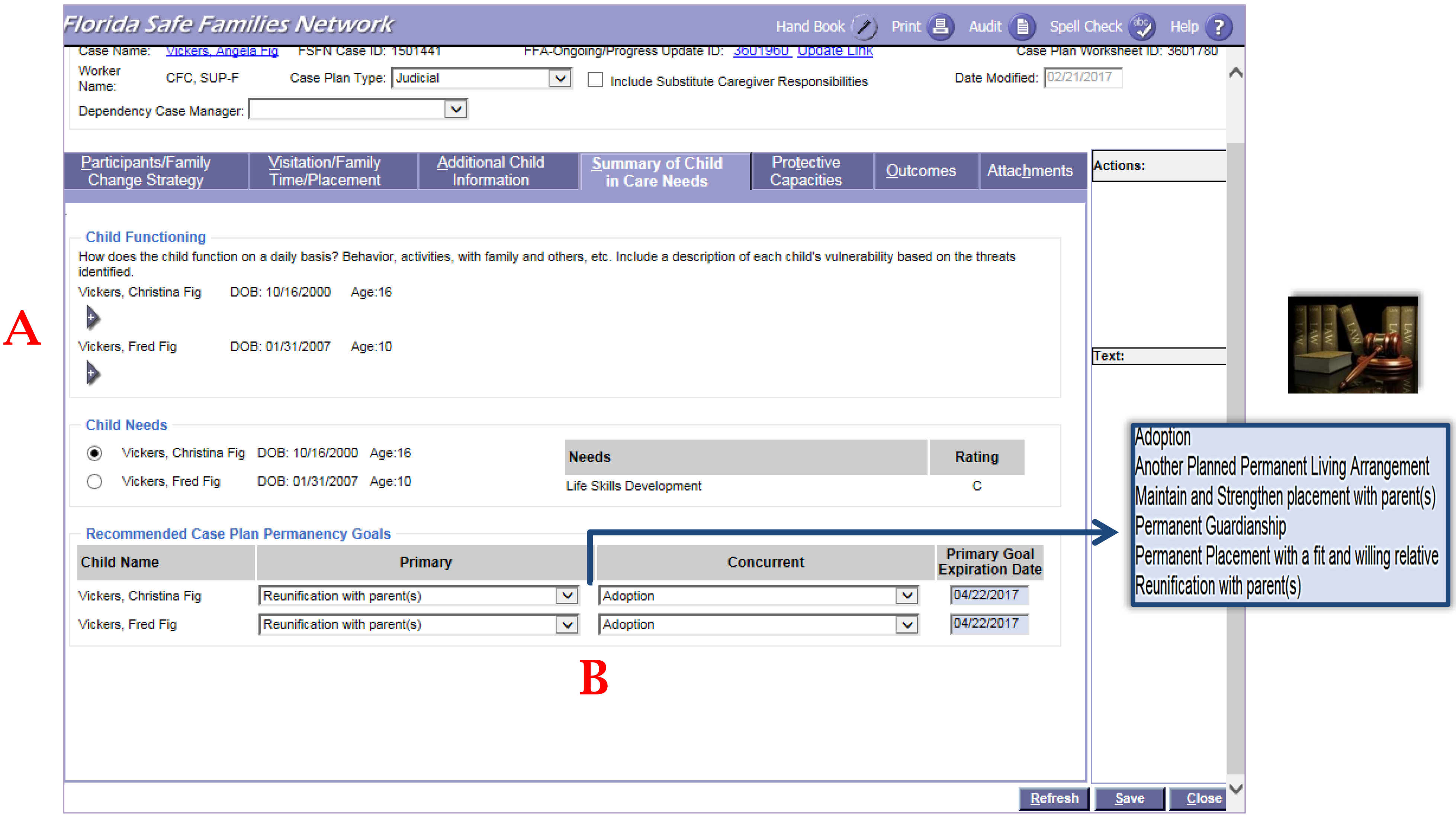


Step 8 Continued: Complete the Master Trust section.

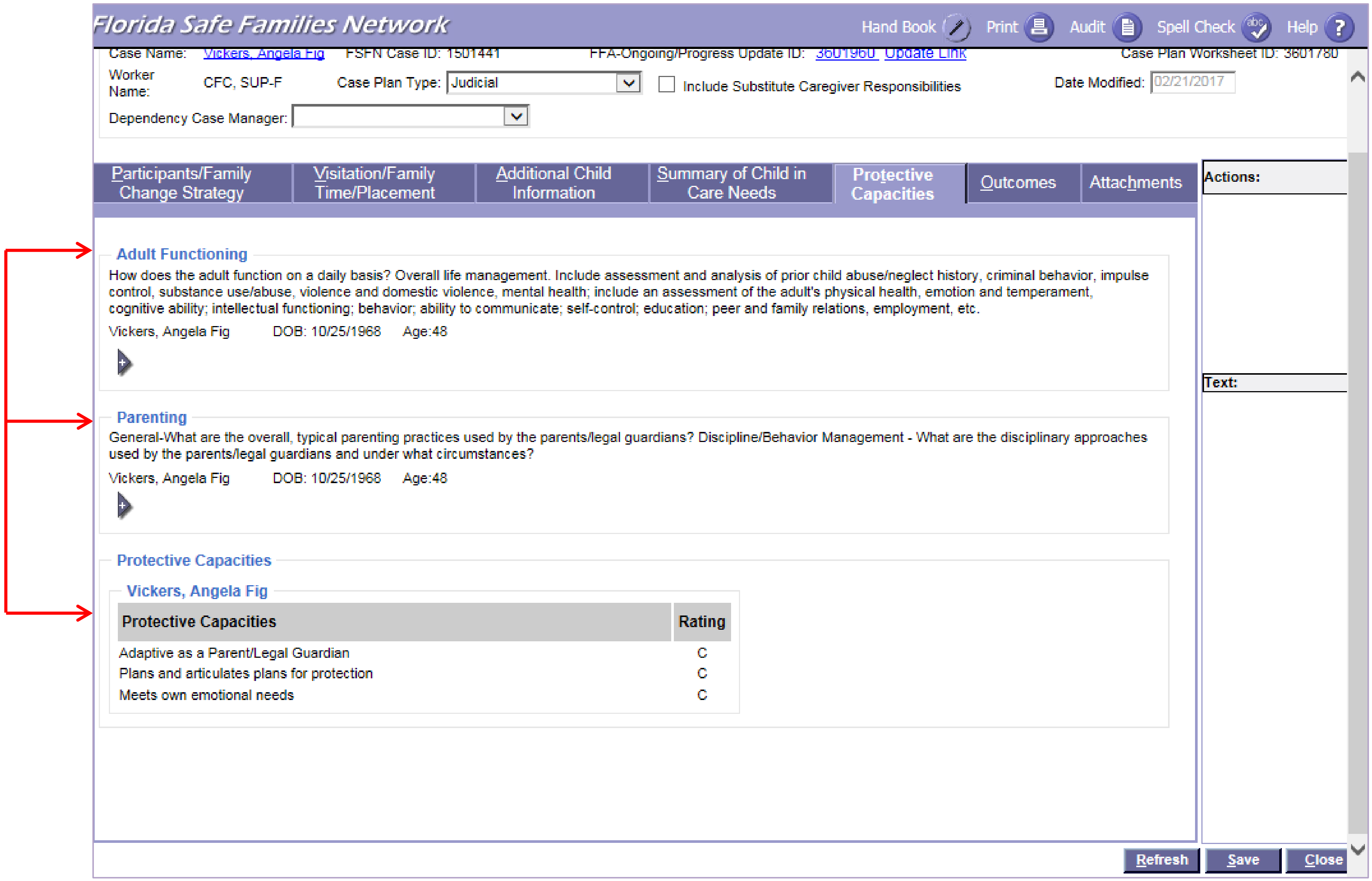


Step 9: On the **Summary of Child in Care Needs** tab, complete the *Child Needs* and *Recommended Case Plan Permanency Goals* for each child.

Section	What needs to be done in this area?
A	**Child Needs:** If on the FFA/Progress Update you selected the option of including the Child's Needs that were assessed as a C or D to be included in the Case Plan, these needs will appear in this section.
B	**Recommended Case Plan Permanency Goals:** From the dropdown options, select the appropriate case plan permanency goal, concurrent goal, and expiration date.



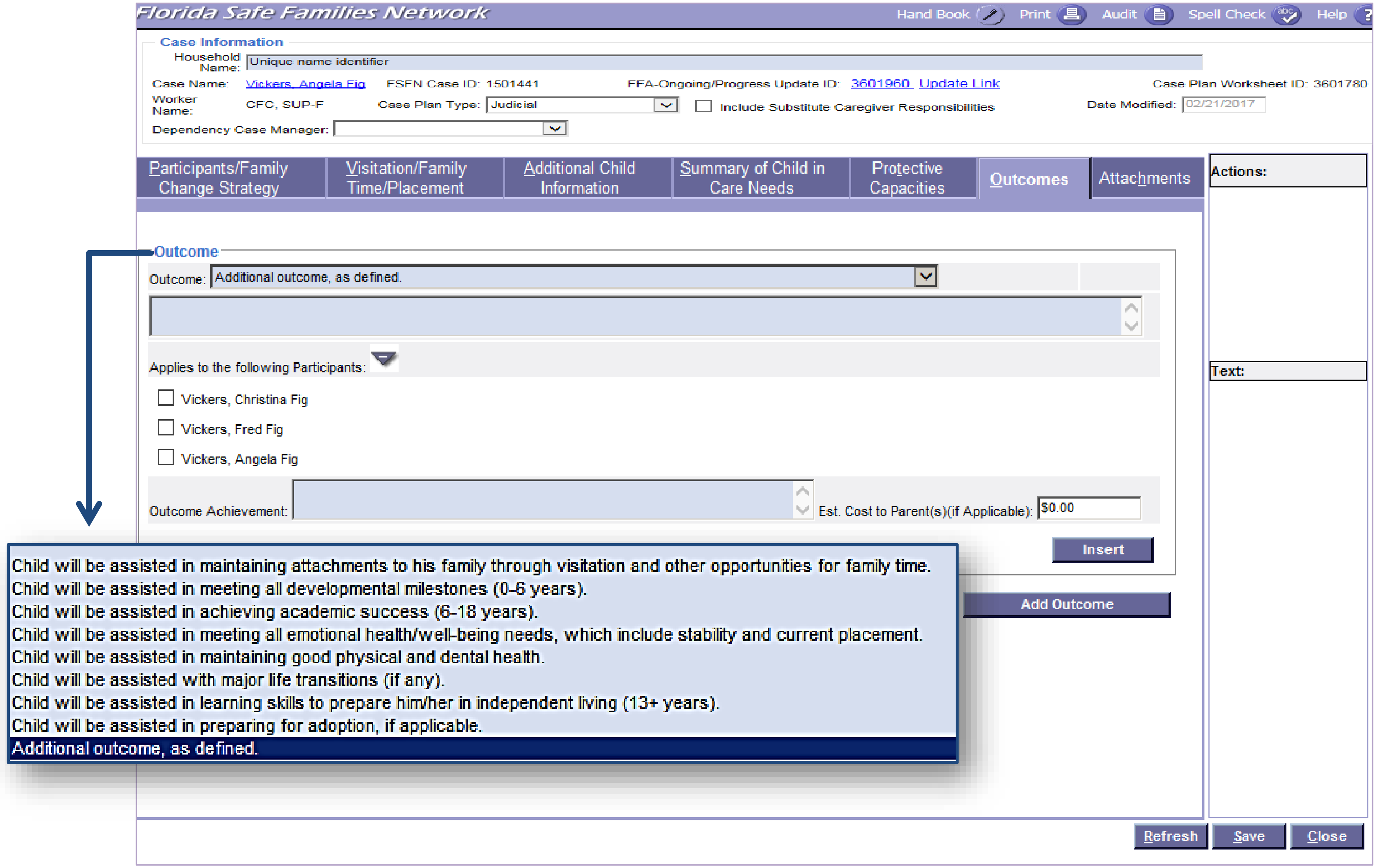
Step 10: On the **Protective Capacities** tab, ensure the Adult Functioning, Parenting, and Discipline Domain information copied over correctly from the FFA and/or Progress Update. If on the FFA/Progress Update you selected the option of including the CPCs that were assessed as a C or D to be included in the Case Plan, these Protective Capacities will appear in this section.



Step 11: On the **Outcomes** tab, click the *Add Outcome* button. Remember, you will have to click the *Add Outcome* button for each desired SMART Outcome.

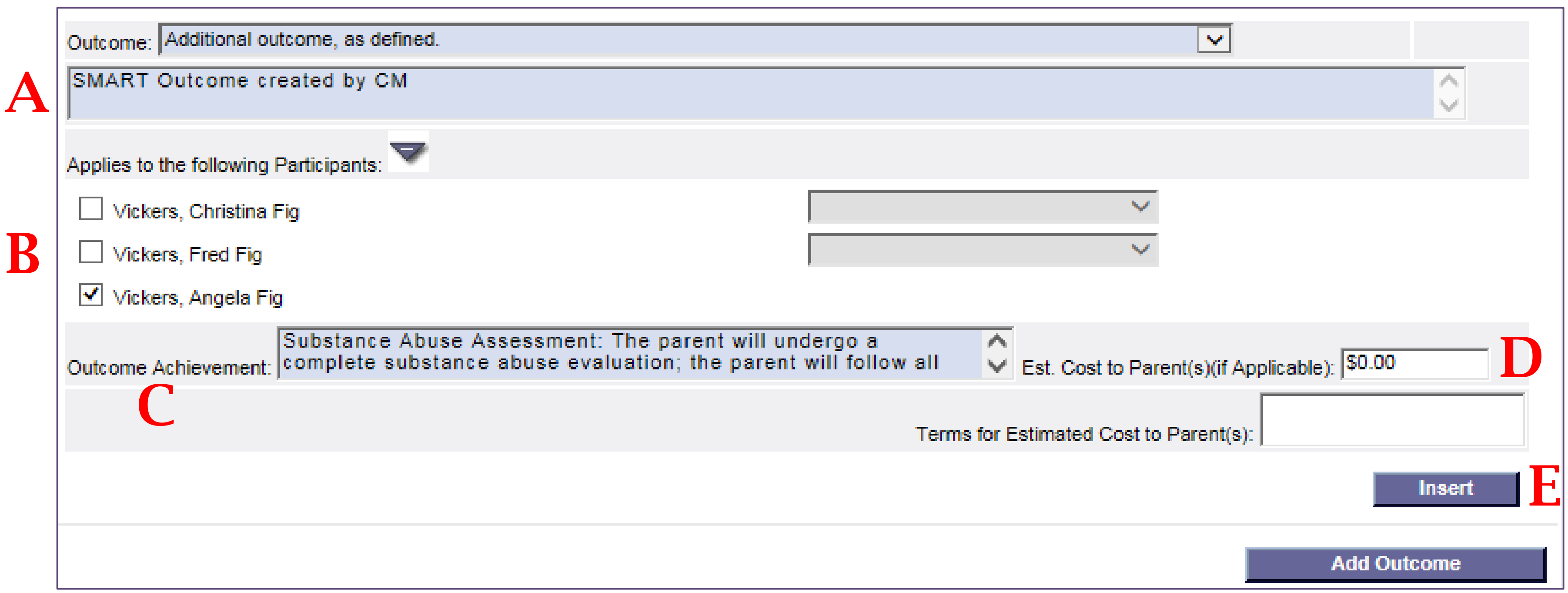
Important:
In Broward, please include all relevant tasks/services under one SMART Outcome per person.

Step 11 Continued: Using the Outcome dropdown options, select the most appropriate outcome. To note, it may be more advantageous to select the **Additional outcome, as defined** option to ensure the outcome meets the SMART criteria.



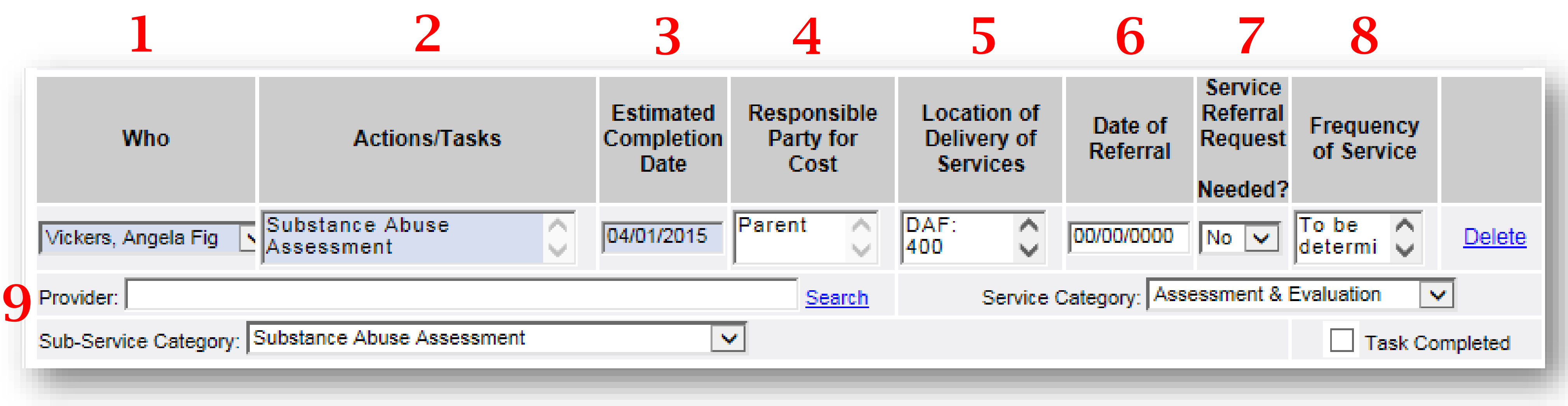
Step 11 Continued: Complete the following Outcome sections.

Section	What needs to be done in this area?
A	**SMART Outcome:** Type the Specific, Measurable, Attainable, Reasonable, and Timely outcome desired for the individual. WARNING! This section is character limited so be concise.
B	Expand the triangle icon to select the individual to whom this SMART Outcome applies.
C	**Outcome Achievement:** Type the Specific, Measurable, Attainable, Reasonable, and Timely outcome desired for the family. **You may use the same language typed in Section A: SMART Outcome.**
D	If applicable, insert the estimated cost to the parent.
E	Click the INSERT button to further specify the tasks associated with the outcome. Remember, click INSERT for each task/service the individual is required to complete.



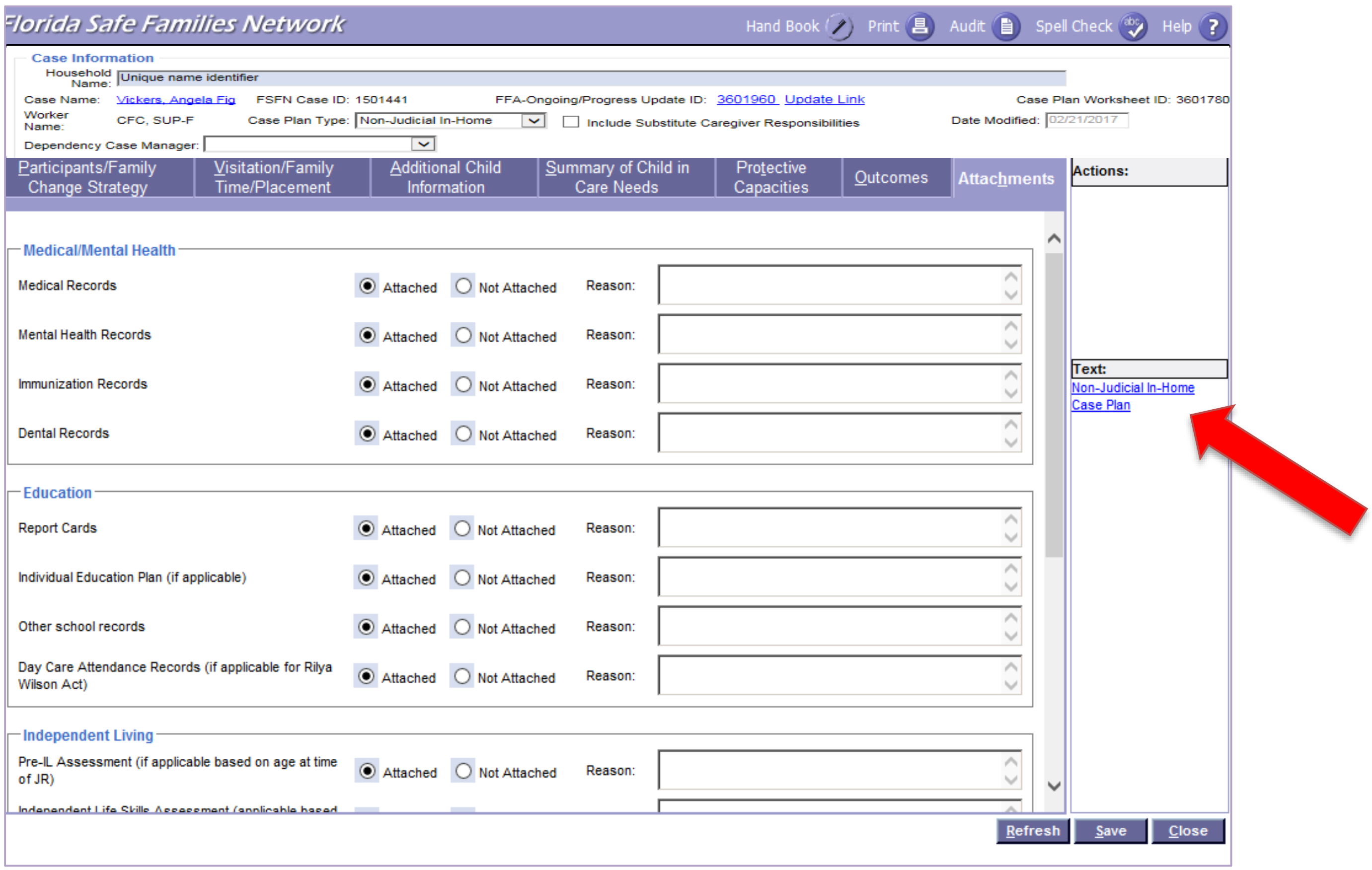
Step 11 Continued: Once you have clicked on INSERT (*Number 5 from previous page*), new sections will appear. Please complete the following Outcome sections. Important: if there are multiple tasks associated with the SMART Outcome, you must click the INSERT button to add them.

Number	What needs to be done in this area?
1	**Who:** Select the individual to which this task pertains.
2	**Actions/Tasks:** Type the specific actions or tasks that are required in order to achieve the SMART Outcome.
3	**Estimated Completion Date:** Insert the estimated goal date for task achievement.
4	**Responsible Party for Cost:** Type the name of the individual or entity that is responsible for payment.
5	**Location of Delivery of Services:** Identify the provider.
6	**Date of Referral:** Insert the date the referral for the task was made.
7	**Service Referral Request Needed:** Select the appropriate answer concerning if a referral was made for the task.
8	**Frequency of Service:** Frequency of the service; i.e.: daily, weekly, monthly, to be determined by the provider, or executed randomly.
9	**Provider:** Utilize the Search hyperlink to insert the provider information. IMPORTANT: Although you may type in the Provider text section, it is character limited and may produce errors if the character limit exceeds the limit.

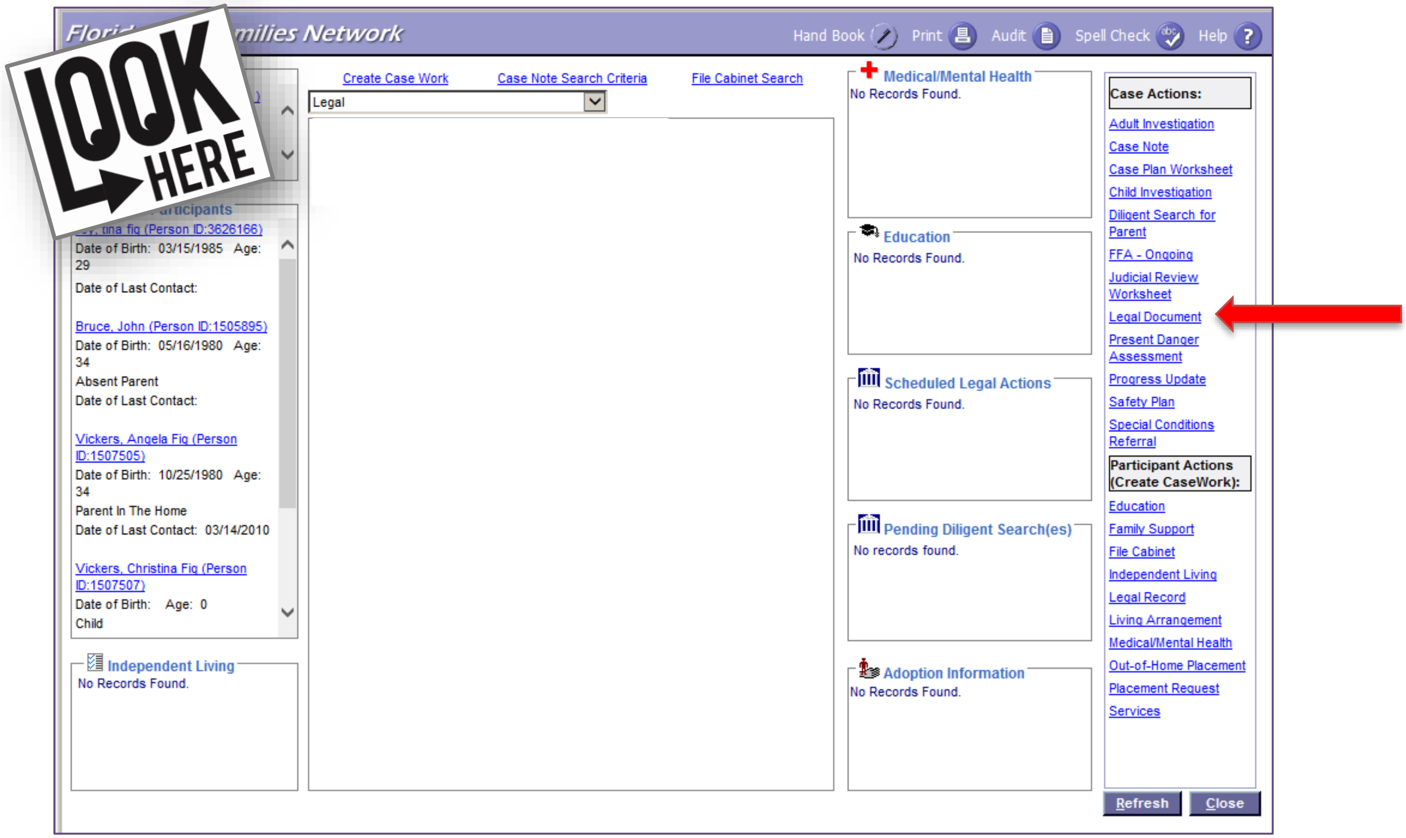


Step 12: On the **Attachments** tab, select whether the named attachment is <u>attached</u> or <u>not attached</u> to the CP Worksheet; if the document is not attached, an explanation must be provided in the *Reason* section. Click the SAVE button.

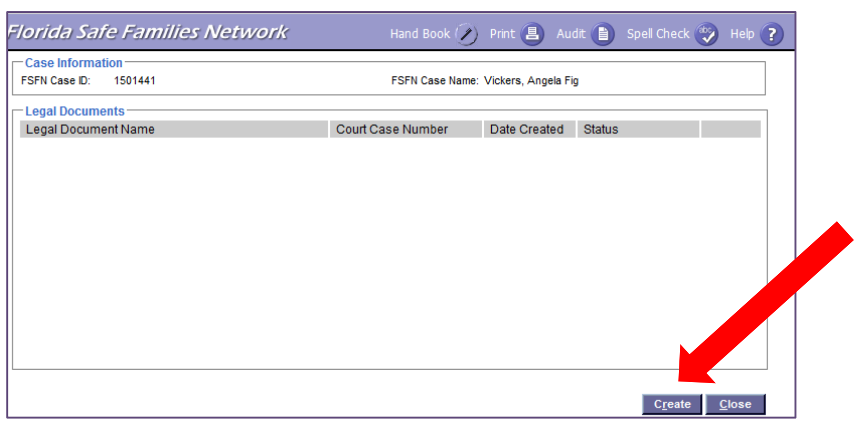
Step 13: If the CP Worksheet is a *Non-Judicial Case Plan Worksheet (In-Home or Out-of-Home),* click the hyperlink to populate and print the CP Worksheet. Have the family sign the CP Worksheet and upload the document into the filing cabinet.



Step 14: 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.

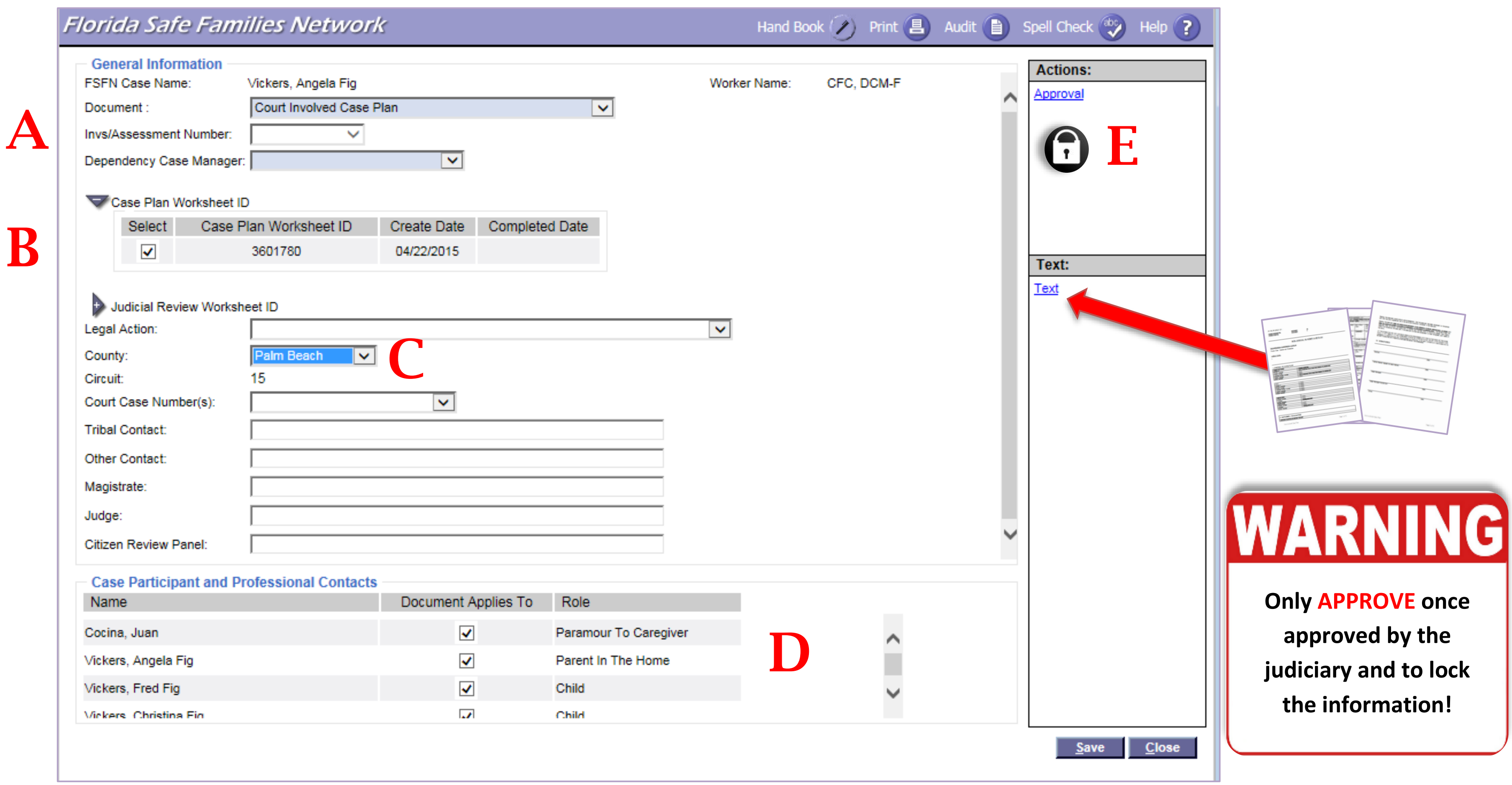


Step 15: On the Legal Documents screen, locate and click on the **CREATE** button.

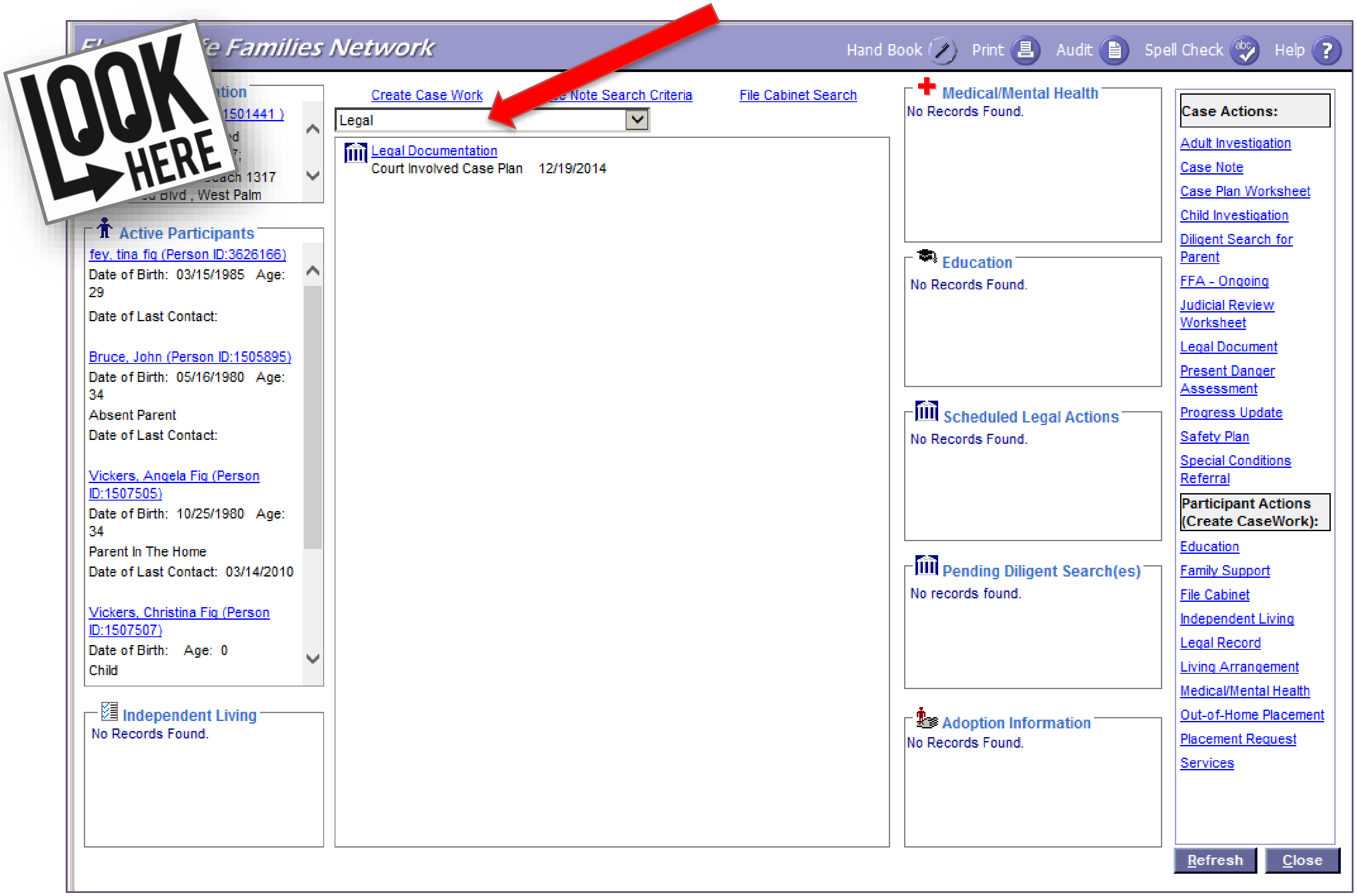


Step 16: Complete the following sections.

Section	What needs to be done in this area?
A	Under General Information dropdown: Select ***Court Involved Case Plan***. 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 *Text* hyperlink to populate and print the CP Worksheet. *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.*



Step 17: The Judicial CP Worksheet can be readily accessed later by using the **Legal** dropdown option on the Case Book screen.



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