



Florida Safe Families Network

Family Functioning Assessment - Ongoing How Do I ... Guide

July 13, 2018

The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for additional resources.

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Access the Family Functioning Assessment - Ongoing

How Do I...?	Selections	Tips & Guidelines
Create a new FFA—Ongoing from the Desktop	<ul style="list-style-type: none">• On the FSFN Banner Bar click Case Work Or• From the Create menu select > Case Work Or• The Create Case Items group box displays.• From Assessment and Planning Dropdown select FFA-Ongoing.• From the Cases group box select your case name.• Click Create.• The FFA-Ongoing page displays.	



Access the Family Functioning Assessment – Ongoing

How Do I...?	Selections	Tips & Guidelines
<p>Access an existing FFA—Ongoing from the Desktop</p>	<ul style="list-style-type: none"> Log into FSFN Desktop Click Case folder for your case. Expand Assessment and Planning icon. Click the FFA-Ongoing Hyperlink. The existing FFA-Ongoing displays on the Participants tab. 	<p><i>There are several ways to access the FFA-Ongoing in FSFN. This assessment can be accessed via the Desktop, Case Book Page or Person Book Page.</i></p> <p><i>You can create an FFA-Ongoing independent of an Investigation and create several updates to the FFA-Ongoing. There will only ever be one FFA-Investigation, so in the case that a new Investigation is created for a family with an on-going case, information from the new investigation is used to update an FFA-Ongoing.</i></p> <p><i>The FFA-Ongoing and Investigation Field IDs display as hyperlinks which launch the FFA-Investigation page associated with the investigation ID, and the FFA Ongoing in view-only mode.</i></p> <p><i>The FFA-Ongoing page has been updated to include a field labeled "Household Name" which is required upon save. This will include a validation message and will apply to all pre-existing pages. If FFA-O or PU is approved and frozen, this field will be disabled and grayed out.</i></p> <p><i>The FFA - Ongoing Selection pop-up page has been modified to include a column labeled "Household Name" which displays the Household Name currently captured on the FFA - Ongoing when accessing the selection pop-up page via any of the following workflows: creating an FFA - Ongoing; creating a Progress Update; creating the Case Plan Worksheet; or updating the "link" on the Case Plan Worksheet</i></p>

Access the Family Functioning Assessment - Ongoing

How Do I...?	Selections	Tips & Guidelines
<p>Access FFA-Ongoing from Case Book</p>	<ul style="list-style-type: none"> Access Case Book From the Work drop down at the top of the page select Assessments and Planning. Click FFA-Ongoing hyperlink in the center group box The FFA-Ongoing page displays. 	<p><i>The FFA-Ongoing and Investigation Field IDs display as hyperlinks which launch the FFA-Investigation page associated with the investigation ID, and the FFA Ongoing in view only mode.</i></p> <p><i>The FFA-Ongoing page has been updated to include a field labeled "Household Name" which is required upon save. This will include a validation message and will apply to all pre-existing pages. If FFA-O or PU is approved and frozen, this field will be disabled and grayed out.</i></p> <p><i>The FFA - Ongoing Selection pop-up page has been modified to include a column labeled "Household Name" which displays the Household Name currently captured on the FFA - Ongoing page when accessing the selection pop-up page via any of the following workflows: creating an FFA - Ongoing; creating a Progress Update; creating the Case Plan Worksheet; or updating the "link" on the Case Plan Worksheet</i></p>
<p>Access FFA-Ongoing from Person Book</p>	<ul style="list-style-type: none"> Access Person Book. From the Work drop down at the top of the page select Assessments and Planning. Click FFA-Ongoing hyperlink in the center group box. The FFA-Ongoing page displays. 	<p><i>The FFA-Ongoing and Investigation Field IDs display as hyperlinks which launch the FFA-Investigation page associated with the investigation ID, and the FFA Ongoing in view only mode.</i></p> <p><i>The FFA-Ongoing page has been updated to include a field labeled "Household Name" which is required upon save. This will include a validation message and will apply to all pre-existing pages. If FFA-O or PU is approved and frozen, this field will be disabled and grayed out.</i></p> <p><i>The FFA - Ongoing Selection pop-up page has been modified to include a column labeled "Household Name" which displays the Household Name currently captured on the FFA - Ongoing when accessing the selection pop-up page via any of the following workflows: creating an FFA - Ongoing; creating a Progress Update; creating the Case Plan Worksheet; or updating the "link" on the Case Plan Worksheet</i></p>

Review the Case Information Header on the FFA-Ongoing

How Do I...?	Selections	Tips & Guidelines
Review the Case Information – Header	<ul style="list-style-type: none"> On the FFA-Ongoing page, review the pre-filled case information. 	<p><i>The FFA-Ongoing page includes a field labeled “Household Name” in the Case Information group box which is required upon Save. If FFA- Ongoing or Progress Update is approved and frozen, this field will be disabled and grayed out.</i></p> <p><i>Upon clicking the Refresh button on the FFA-Ongoing, the FFA-Ongoing will automatically update all the applicable tabs</i></p> <p><i>Case Name hyperlink launches the Maintain Case page</i></p>

Complete the Participants Tab on the FFA-Ongoing

How Do I...?	Selections	Tips & Guidelines
Complete the Participants Tab	<ul style="list-style-type: none"> In the Household Composition group box, delete or add participant as necessary: <ul style="list-style-type: none"> Children group box, either delete or add children (there must be at least one child participant in the Progress Update) Family Support Network group box, either delete or add family support participants Parent/Legal Guardian(s) / Other Adult Household Members in Caregiving Role group box, either delete or add other family participants 	

Complete the Participant Selection Pop-Up

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Participant Selection Pop-Up</p>	<ul style="list-style-type: none"> Click Insert in the Children group box. The Participant pop-up page displays. All active FSFN case participants under the age of 18 that are not already included in the Children group box display. Select a participant, if needed. Click Continue. Click Insert in the Family Support Network group box. The Participant pop-up page displays. All participants in the Professions/Family Support Network Contacts tab/Family Support Network Contacts group box on the associated Maintain Case page, not already included in the Family Support Network group box display. Select a participant if needed. Click Continue. Click Insert in the Parent/Legal Guardian(s)/Other Adult Household Members in Caregiving Role group box. The Participant pop-up page displays. All active FSFN case participants, regardless of age, not already included in the Children or Parent/ Legal Guardian(s)/Other Adult Household Members in Caregiving Role group boxes display. 	<p><i>If the participant does not display in the Participant pop-up page, the user can launch the Maintain Case page, add the needed participant, click Refresh on the FFA - Ongoing page, and the participant displays in the appropriate group box</i></p> <p><i>To delete a Family Support Network Contact from the Maintain Case page, the user must delete the contact from the associated FFA-Ongoing, Case Plan Worksheet, Judicial Review Worksheet, Progress Update and/or Young Adult Case Plan Worksheet. After the contact is deleted from the associated pieces of work, the user can delete the contact from the Maintain Case page.</i></p>

Complete the Family Assessment Areas Tab on the FFA-Ongoing

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Family Assessment Areas Tab Strategy Tab</p>	<ul style="list-style-type: none"> Select the second tab of the FFA-Ongoing; the Family Assessment Areas tab displays. Hold your cursor over the tab for informational text. The Family Assessment Areas group box narrative in the Extent of Maltreatment, Surrounding Circumstances, and History text field prefills from the FFA - Investigation. Enter a narrative in the Additional Ongoing Information text field, if applicable. In the Child Functioning group box(s), Click the Child's Name hyperlink to launch the Person Management page for the child. If you have the appropriate security the Person Management page for the child will display in edit mode. The Medical/Mental Health hyperlink will display if the Medical/Mental Health page has been created for the child. Click the Medical/Mental Health hyperlink to launch the Medical/Mental Health page for the child. If you have the appropriate security the Medical/Mental Health page launches in edit mode. The Education hyperlink will display if an Education page has been created for the child. Click the Education hyperlink to launch the Education page for the child. Click the Education hyperlink to launch the Education page. The Education page launches in edit mode. Enter a narrative in the text field associated with each child. In the Adult Functioning group box(s), click the Name hyperlink to launch the Person Management page for the participant. If you have the appropriate security the Person Management page for the participant will display in edit mode. In the Adult Functioning group box(s), enter a narrative in the text field associated with each adult. In the Parenting group box(s), click the 	<p><i>The Family Assessment Areas tab provides the user with the ability to document information regarding the extent of maltreatment and circumstances surrounding the maltreatment, as well as Child Functioning, Adult Functioning and Parenting. If you have the appropriate security, you can easily and quickly access participant's Person Management records and children's Medical/Mental Health and Education records.</i></p> <p><i>Clicking the Help button on the Banner Bar provides additional instructions for what information should be entered in each domain.</i></p> <p>Note: <i>The Child Functioning, Adult Functioning and Parenting domain narratives will NOT be pre-filled from the FFA-Investigation, FFA-Ongoing or Progress Update over to the FFA-Ongoing.</i></p>



	<p>Name hyperlink to launch the Person Management page for the participant. If you have the appropriate security the Person Management page for the participant will display in edit mode.</p> <ul style="list-style-type: none"> • Enter a narrative in the text field associated with each parent. • Select Refresh to refresh the entire Family Functioning Assessment. • Click Save. To leave the work in progress click Close. 	
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Complete the Reasons for Ongoing Involvement Tab on the FFA-Ongoing		
How Do I...?	Selections	Tips & Guidelines
<p>Complete the Reasons for Ongoing Involvement Tab</p>	<ul style="list-style-type: none"> • Select the third tab of the FFA-Ongoing to access the Reason for Ongoing Involvement tab. • In the Reasons for Ongoing Involvement group box select Yes or No radio button for each statement. (Refer to the hover text, reprinted in this Guide, for clarification.) • The Danger Statement text box prefills from the corresponding field on the FFA-Ongoing or Progress Update page, if applicable. Modify as needed. • If the FFA-Ongoing has been created from an FFA – Investigation or independent of an Investigation, FFA – Ongoing or Progress Update, enter a Danger Statement developed in collaboration with the family in the Danger Statement text box. • Hover Text: Danger statement of overall evaluation and assessment of the danger threats collectively, which is developed in collaboration with the family. • Click Save. To leave the work in progress click Close. 	<p><i>The Ongoing Involvement tab provides a place for all the information gathered and documented regarding the family and core issues of the case. This includes nature of maltreatment, child functioning, adult functioning and parenting. This tab is used to identify the potential danger threats and includes an overall danger statement. When the FFA-Ongoing Page is created from an Investigation or an initial FFA-Ongoing, EACH Danger Threat Yes/No radio button pre-selects from the corresponding Danger Threat on the FFA-Investigation Page associated to the selected Investigation Page.</i></p>

Complete the Child Needs Tab on the FFA-Ongoing

How Do I...?	Selections	Tips & Guidelines
To complete the Child Needs Tab	<ul style="list-style-type: none"> Select the fourth tab in the FFA-Ongoing to access the Child Needs tab. In the Child Needs group box, click the appropriate radio button for each item listed for each child. In the Priority Needs group box indicate if the need should be included in the Case Plan by selecting the Yes or No radio button associated with each C and/or D need displayed. In the Priority Needs group box enter text regarding the parent's ability or assistance needed to meet the child's needs. Refer to the hover text to accurately scale the needs and write your narrative. Click Save. To leave the work in progress click Close. 	<p><i>The Child Needs tab captures the needs of the child(ren) on your case, how a parent is meeting those needs, and additional information about needs that are being met. The Child Needs Tab is a tool you can use to rate how well a child's needs are being met. Categories are measured with the following scale:</i></p> <p><i>A= EXCELLENT</i></p> <p><i>Child demonstrates exceptional ability in this area</i></p> <p><i>B=ACCEPTABLE</i></p> <p><i>Child demonstrates average ability in this area</i></p> <p><i>C=SOME ATTENTION NEEDED</i></p> <p><i>Child demonstrates some need for increased support in this area</i></p> <p><i>D=INTENSIVE SUPPORT NEEDED</i></p> <p><i>Child demonstrates need for intensive support in this area.you will identify a rating for child needs and then specify for each of the needs, which were rated either C or D, if the parent is meeting the need. For those needs that the user identifies as not being met by the parent, the system will automatically include those needs in the Case Plan. Furthermore, the user can document the actions the parent is taking in order satisfy those needs as having been met.</i></p> <p><i>Clicking the Help button on the Banner Bar provides detailed information for scaling Child Needs.</i></p>

Complete the Protective Capacity Analysis and Family Change Strategy Tab on the FFA-Ongoing

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Protective Capacity Analysis and Family Change Strategy tab</p>	<ul style="list-style-type: none"> • Select the fifth tab in the FFA-Ongoing to access the Protective Capacity Analysis and Family Change Strategy tab. • In the Protective Capacities group box click the appropriate radio button for each Protective Capacity for each Caregiver. If the FFA-Ongoing was associated with the FFA-Investigation, the Protective Capacities for each parent will reflect B, D, or blank based on what the Investigator selected. • In the Priority Needs group box enter a narrative in the Priority Needs text field. Additional Yes/No radio buttons will display allowing the user to document if the need is included in the Case Plan (only if C/D's radio buttons have been selected). • In the Family Change Strategy group box, 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 in the Family Goal text box. • In the Family Change Strategy group box, enter a narrative in the Ideas text box. • In the Family Change Strategy group box, enter a narrative in the Potential Barriers text box. • In the Motivation for Change group box, rate each Participant in the caregiver role by clicking the appropriate radio button. The Motivation for Change group box will not appear if all Protective Capacities are A/B. • Click Save. To leave the work in progress click Close. 	<p><i>The Protective Capacity Analysis and Family Change Strategy tab provides the user the ability to analyze the protective capacities for the participants in a caregiving role. If the FFA – Ongoing was created and pre-filled from an identified FFA – Investigation, FFA – Ongoing or Progress Update, the user will can analyze the previously identified protective capacities and, based on their assessment of the family, make the necessary updates. Once the protective capacities have been identified, those which have been rated a C or D are classified as priority needs and the user is able to identify which will be included in the Case Plan.</i></p>

Complete the Safety Summary and Planning Tab on the FFA-Ongoing

How Do I...?	Selections	Tips & Guidelines
Complete Safety Summary and Planning Tab	<ul style="list-style-type: none"> Select the sixth tab in the FFA-Ongoing to access the Safety Summary and Planning tab. In the In-Home Safety Analysis and Planning group box, click Yes or No for each item. If Yes to all the In-Home Safety Analysis and Planning questions, a Safety Plan must be implemented (Please refer to the Safety Plan How Do I Guide). Enter a narrative describing the safety analysis to support reunification with and In-Home Safety Plan. If No to any of the In-Home Safety Analysis and Planning questions, the Out-Of-Home placement will continue. Enter a narrative in the text box summarizing conditions for return. Select a Safety Analysis and Planning statement along with the associated Yes/No radio button. Click Save. Click Close. 	<p><i>The 5 Safety Analysis and Planning statements will always be displayed in the “In-Home Safety Analysis and Planning” group box with a required Yes/No radio button selection. The 5 Statements are as follows:</i></p> <ul style="list-style-type: none"> <i>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.</i> <i>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.</i> <i>Safety services are available at a sufficient level and to the degree necessary to manage the way in which impending danger is manifested in the home.</i> <i>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.</i> <i>The Parent/Legal Guardians have a physical location in which to implement an In-Home Safety Plan.</i> <p><i>The Current Safety Plan Assessment for Sufficiency group box will always be displayed</i></p> <p><i>The FFA - Ongoing Safety Summary and Planning tab will no longer display the Most Recent Safety Plan hyperlink.</i></p>

Complete the Supervisor Consultation Pop-Up Page

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Supervisor Consultation Pop-Up Page</p>	<ul style="list-style-type: none"> • In the Actions Group Box, click on the Supervisor Consultation hyperlink. • In the Supervisor Consultation group box, provide responses via drop downs, user entered fields, and text boxes. • For those with appropriate Security, complete all fields in the Rapid Safety Feedback group box in addition to required fields in the Supervisor Consultation group box. 	<p><i>When a Rapid Safety Feedback Review/ Consultation is performed there may be an immediate child safety action that is required and Immediate Child Safety Action Follow-Up to be performed. The Supervisor Consultation module provides Practice Experts with functionality to identify Rapid Safety Feedback, as well as capture the details regarding the Immediate Child Safety Action Follow-Up.</i></p>