

The purpose of this job aid is to provide programmatic guidelines to assist in the proper documentation of information in FSFN, based on the requirements of Florida Statutes and Florida Administrative Code.

This job aid should be used in conjunction with the How Do I Guides, FSFN User Guide, FSFN Position Paper and FSFN Tip Sheets (<http://fsfn.dcf.state.fl.us>).

## PROGRAMMATIC GUIDELINE

The Placement functionality in FSFN allows the creation of a Living Arrangement, Out-of-Home Placement, or Service for a child participant in a case.

The responsibility for creating the initial Living Arrangement or Placement information in the system shall be based on the local services agreement between the Region and Community Based Care (CBC) Lead Agency.



## LIVING ARRANGEMENT:

- Policy regarding the definition of a Living Arrangement has not changed. A Living Arrangement describes a child's in-home setting. However, FSFN provides functionality to further document instances when the child is temporarily in a physical location other than his/her home (e.g., the child is arrested and is temporarily placed in juvenile detention).
- Please note that while the Living Arrangement documents the setting for a child receiving in-home services, the child's actual physical location is tracked through the child's Person Address record. Therefore, it is critical that the child's Person Address record be accurately maintained and reflects the child's physical location at any given point in time.
- Living arrangements are also used to further document program participation for young adults in Postsecondary Education Services and Support (PESS) and Aftercare Services.

FSFN Tab	Living Arrangement
<p>Living Arrangement - Living Arrangement Group Box</p>	<ul style="list-style-type: none"> <li>• Create a new Living Arrangement each time that the child's or young adult's Living Arrangement type or caregiver changes. <ul style="list-style-type: none"> <li>- Document the actual physical location for the child in the child's Person Address record.</li> <li>- If the child runs away from his/her in-home setting, create a new Living Arrangement type of Runaway. In this instance, updates to the child's Person Address are not required.</li> <li>- If the child absconds or is abducted from his/her in-home setting, create a new Living Arrangement of Absconded or Abducted, as applicable. In either of these instances, updates to the child's Person Address are not required.</li> </ul> </li> </ul>

FSFN Tab	Living Arrangement
Living Arrangement - Service Reasons Group Box	<ul style="list-style-type: none"> <li>Service Reasons in FSFN are documented through the Living Arrangement Record. <ul style="list-style-type: none"> <li>Select all Service Reasons applicable. These should be selected based on the specific maltreatment or threat of harm that led to the ongoing service needs determination.</li> </ul> </li> </ul>

## OUT-OF-HOME PLACEMENT:

- The Out-of-Home Placement screen documents the information related to a child's removal episode and subsequent placement(s), including any temporary absences from the child's placement(s), and Service Reasons in FSFN.
- The Out-of-Home Placement screen also documents the information related to a young adult's continued court ordered removal and a young adult's voluntary removal while in Extended Foster Care (EFC).
- Temporary Absences within a removal episode (such as DJJ commitment, runaway, or hospitalization) are documented as a type of placement.

FSFN Tab	Out-of-Home Placement
Removal/ Placement - Child Removal from Home Group Box	<ul style="list-style-type: none"> <li>The Removal from Home Reasons hyperlink allows you to document each maltreatment or threat of harm that led to the removal of the child from his/her caregiver. <ul style="list-style-type: none"> <li>Select all Removal from Home Reasons that are applicable <ul style="list-style-type: none"> <li>If the reason for the child's removal is prospective abuse or neglect due to a sibling's abuse or neglect, select both the sibling's reason for removal and the child's reason for removal due to threatened harm.</li> </ul> </li> </ul> </li> </ul>

FSFN Tab	Out-of-Home Placement
<p>Removal/ Placement - Placement Begin Group Box</p>	<ul style="list-style-type: none"> <li>• Select the appropriate Service Category for the child or young adult in EFC. Service Category refers to the substitute care setting where the child is placed. These placement settings include Florida specific categories. <ul style="list-style-type: none"> <li>- The Service Category for a young adult in EFC will default to Independent Living.</li> </ul> </li> <li>• Service Category is also used to document a child's temporary absence from his/her placement in the following circumstances: <ul style="list-style-type: none"> <li>- Runaway, DJJ commitment, or hospitalization.</li> <li>- In accordance with a court ordered visitation (summer visit to grandparents, etc.) of more than 14 days with a plan to return to placement.</li> </ul> </li> <li>• A temporary absence should not be entered as a placement in the following circumstances: <ul style="list-style-type: none"> <li>- Overnight visits in accordance with normalcy and substitute care/respite (CFOP 170-11).</li> <li>- Overnight visits with a parent in accordance with reunification and post placement supervision (CFOP 170-7, Chapter 12). *When one of the above occurs, a case Chronological Note Type of Visitation, describing the circumstances surrounding the temporary absence along with the physical address where the child is temporarily located, must be documented in the child's record.</li> </ul> </li> <li>• Service Type is used to allow further detail regarding the type of placement in which a child or young adult is residing. These Service Types are maintained by CBC Lead Agencies based on guidance provided by Office of Child Welfare.</li> <li>• Select the appropriate Placement Setting for the child or young adult in EFC: <ul style="list-style-type: none"> <li>- Placement Setting refers to the AFCARS placement types.</li> <li>- The Service Category for a young adult in EFC will default to Independent Living.</li> </ul> </li> </ul>

FSFN Tab	Out-of-Home Placement
Provider	<ul style="list-style-type: none"> <li>• Search for and select the provider with whom the child has been placed.               <ul style="list-style-type: none"> <li>- If the child is placed with a relative, you must document the relationship of the child to the relative with whom the child was placed.</li> <li>- All placement events must be linked to a Provider record in the system. If the child has been abducted, absconded, or run away from his/her placement, you must associate this temporary absence to the appropriate “Statewide Provider” in the system (Statewide Abducted Provider, Statewide Absconded Provider, and Statewide Runaway Provider).</li> <li>- The three statewide providers will be maintained by the Office of Child Welfare only.</li> </ul> </li> </ul>
Options - Approval	<ul style="list-style-type: none"> <li>• All relative/non-relative placements must have an approved home study including a home study that was denied but ordered by the court against agency recommendations.</li> </ul>
Options - Placement Exception Reasons	<ul style="list-style-type: none"> <li>• The system will derive the Placement Exception Reasons if the licensed home is over capacity, the placement is out-of-state, or the placement is in a licensed home with more than two children under the age of two years old.               <ul style="list-style-type: none"> <li>- If the child meets the ICWA requirements and is not in a ICWA placement, the Child Welfare Professional must document this as a placement exception.</li> </ul> </li> </ul>

FSFN Tab	Out-of-Home Placement
Options - Removal/ Placement Ending	<ul style="list-style-type: none"> <li>• There are three valid reasons for ending a placement. These are documented through the Ending Purpose and End Reason drop-down boxes.               <ul style="list-style-type: none"> <li>- Select the appropriate Ending Purpose as follows:                   <ul style="list-style-type: none"> <li>▪ Administrative Change Within Removal Episode – Select this purpose only when ending a placement record that was entered in error.</li> <li>▪ Discharge from Removal Episode – Select this purpose when the placement ends because of the child achieving permanency and the removal episode has ended.</li> <li>▪ Placement change Within Removal Episode – Select this purpose when:                       <ul style="list-style-type: none"> <li>• The child is moved from one placement to another.</li> <li>• Ending a placement record to document a temporary absence in accordance with the guidance provided above.</li> <li>• Ending a temporary absence record and the child is returning to his/her placement.</li> </ul> </li> </ul> </li> <li>- The placement End Reason is based on the Ending Purpose selected. The Ending Purpose filters to provide you with valid options for selection, based on the Ending Purpose. Select the appropriate End Reason.</li> <li>- If you have chosen an Ending Purpose of Discharge from Removal Episode, you must document the Discharge Reason. The values in this drop-down box are the valid AFCARS values for ending a removal episode. Florida’s removal discharge reasons are mapped to these federally required values.</li> </ul> </li> </ul>

## SERVICE:

The Service casework allows you to document the Independent Living (PESS & Aftercare) and Respite Care services for a child case participant.

FSFN Tab	Service
Service	<ul style="list-style-type: none"><li>• If documenting a Respite Service:<ul style="list-style-type: none"><li>- The Service Begin Date and Time is the date and time that the child is physically “placed” with the respite provider.</li><li>- The Service End Date and Time is the date and time that the child returns to his/her living arrangement or out-of-home placement.</li></ul></li><li>• If documenting an Independent Living Service:<ul style="list-style-type: none"><li>- The Service Begin Date and Time is the date and time that the youth begins to receive the service.</li><li>- The Service End Date and Time is the date and time that the youth stops receiving the independent living services.</li></ul></li></ul>
Provider	<ul style="list-style-type: none"><li>• Enter the provider responsible for providing the identified service.</li></ul>
Options - Approval	<ul style="list-style-type: none"><li>• All services require supervisory approval.</li></ul>