



REPORT UTILIZATION

JENNIFER MACDONALD

OFFICE OF CHILD AND FAMILY WELL-BEING

MAY 2022 STATEWIDE TRAINING

FSFN REPORTING AKA "BOE"

➤ Utilities

➤ Reporting

The screenshot shows a software interface with a menu bar at the top containing 'Create', 'Maintain', 'Utilities', and 'Help'. The 'Utilities' menu is open, displaying a list of options. A blue box highlights the 'Utilities' menu item in the top bar. Another blue box highlights the 'Reporting' option at the bottom of the 'Utilities' list. The user's name 'Jennifer W. Ma' is visible in the top left of the menu area. Other menu items include 'AFCARS', 'AFCARS/NYTD Footnotes', 'Approval Management', 'Assignment Management', 'Background Listing', 'Call Record Search', 'Case Transfer Request', 'Children Receiving Services', 'Command Center Queue', 'Counselor Productivity Report', 'Delete Person', 'Financial Activity', 'FPL Maintenance Page', 'Hotline', 'Interstate Compact System', 'Investigation/Special Conditions Referral Workload', 'Judicial Group Management', 'Legal Record Search', 'On-Call Schedule', 'Pending Provider Delete', 'Person Merge', 'Placement Correction', 'Provider Delete', 'Provider File Cabinet Search', 'Provider Merge', 'Receiving Unit List', 'Reorder Search', 'Search', 'Tasks Due Management', and 'Worker Transaction Search'. On the left side of the menu, there are expandable sections: 'Date Restricted' (checked), 'My Tasks Calen...', 'Cases', 'Providers', 'Workers', 'Approvals', and 'Intakes'.



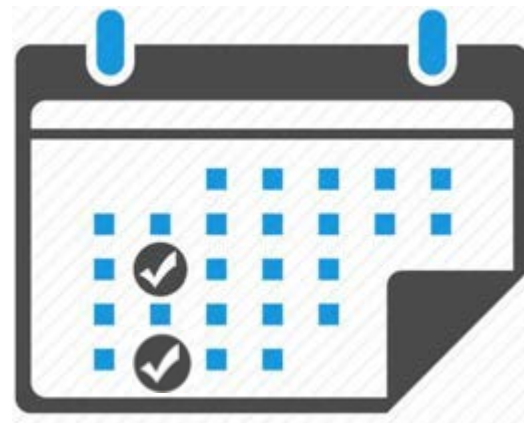


CHAPTER 3: TANF

SECTION 3-5: FSFN DOCUMENTATION

THE 'TANF ELIGIBILITY DETERMINATION DUE' REPORT IN FSFN MUST BE UTILIZED BI-WEEKLY, AT MINIMUM, TO IDENTIFY CASES WHICH REQUIRE THE COMPLETION OF A TANF ELIGIBILITY DETERMINATION.

- ❖ TANF determinations should not be completed for ICPC cases.
 - ❖ A Legal Record must be created and a Legal Action Initiated of 'Custody of Other State – Begin' with a Legal Custody Status as 'Custody of Other State' to prevent the case from appearing on the Report.



General Information

Case Participant: _____ Worker: _____ Last Updated By: _____ Date Updated: _____ Device Type: FSN

Legal Action Category: **Legal Action Initiated:**

Scheduled Date: AM PM **Completed Date:** AM PM **County:**

Result: Under Appeal Circuit: 2

Legal Action and Status

Tracking

Continuance Information

Requested By: Granted

Reason for Request:

Original Scheduled Date: **Actual Held Date:**

Next Scheduled Date:

Magistrate:

Judge:

Citizen Review Panel:

Applies To: Designated Tribal Agent:

Legal Case Status: Other Contact:

Legal Custody Status: **CLS Attorney:**

[Search](#)

FSFN LEGAL ACTION ENTRY IN LEGAL RECORD



WHEN IS A TANF REQUIRED?

Case TANF Initial

1. New Living Arrangement episode.
2. Discharge from out-of-home Placement to Living Arrangement and an active TANF does not exist.
3. First occurrence in a Removal Episode in which the Placement has a Service Category of 'Relative' or 'Non-Relative' OR the Service Category is 'Foster Home' w/ a Placement Setting of 'Relative' and child is IV-E Ineligible.

Case TANF Redetermination

1. If the child is TANF eligible, every 12 months while the child is living with a parent/relative (Living Arrangement), non-licensed relative (Placement), or licensed relative (Placement) if the child is IV-E Ineligible.
2. If the child is TANF ineligible and Placement or Living Arrangement changes to a parent or relative Placement or Living Arrangement.

Adoption TANF

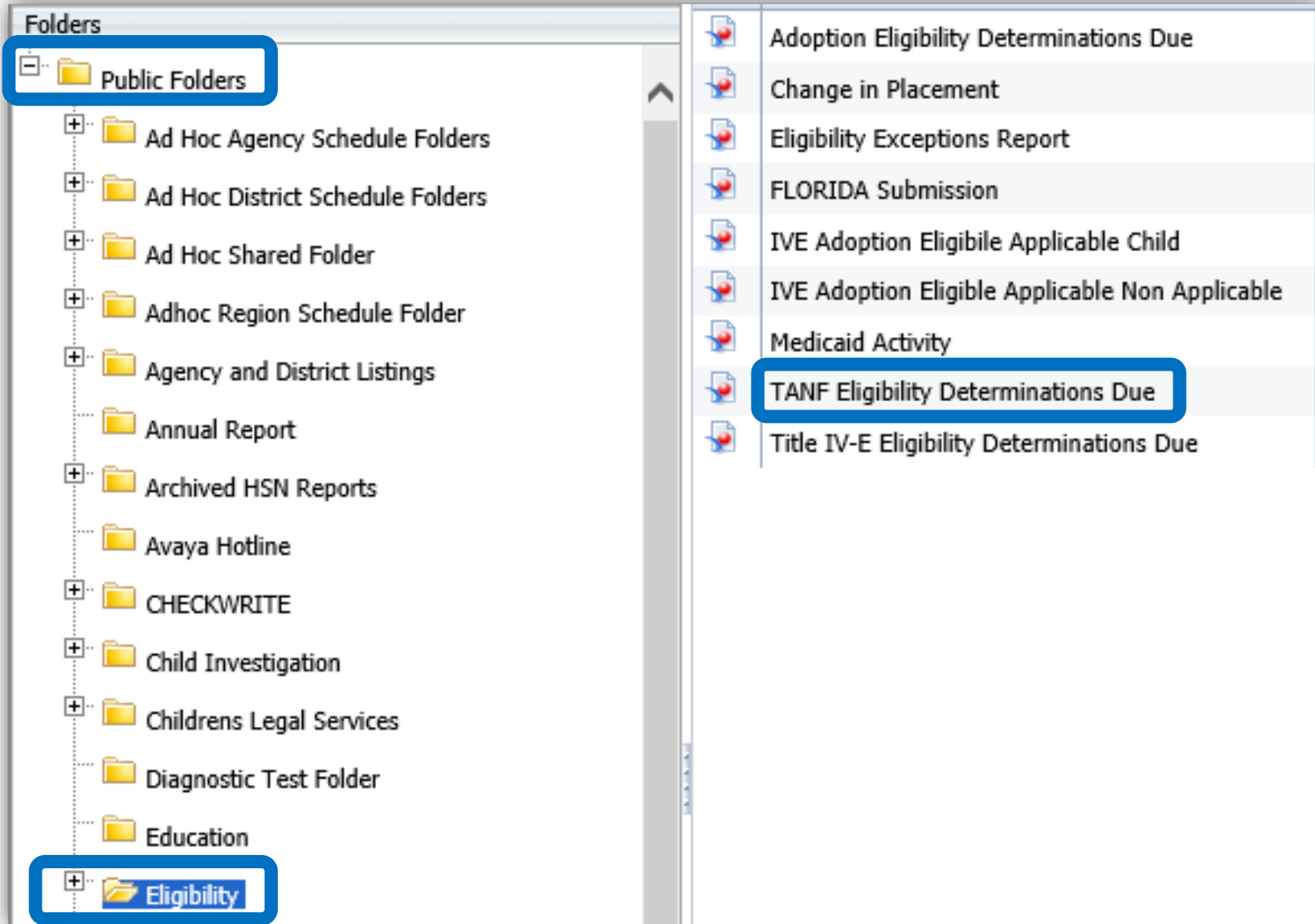
1. When Adoption Eligibility is approved as 'Ineligible'.
2. If the child is TANF eligible, every 12 months with an active 'Adoption' service.
3. Child relocates from Florida to another state or another state to Florida.
4. Child has an income (earned or unearned) change.

GAP TANF

1. Initiated upon request for eligibility identification for GAA when a child is IV-E Foster Care Ineligible. Effective From date must match Effective Date/Date of Agreement on GAA.
2. If the child is TANF eligible, every 12 months with an active 'Guardianship' service.
3. Child relocates from Florida to another state or another state to Florida.
4. Child has an income (earned or unearned) change.



REPORT: TANF ELIGIBILITY DETERMINATIONS DUE



✓ Right Click
✓ Select 'View'



Report identifies Due Date:
30 calendar days for 'Initial' Case TANFs.
10 calendar days for all others.

Report identifies
which requirement
the child meets.

TANF Eligibility Determinations Due

Region	Agency	Primary Worker's Unit	Primary Worker	Child ID	Child Name	Case ID	Case Name	Effective From	Effective To	Due Date	Provider Mailing Address	Email Address	Type	Reason
													TANF-Pending	TANF Pending
													Initial	Initial Determination Due
													Redetermination	Expired
													Redetermination	Placement Change
													Adoption TANF	TANF Pending
													Adoption-Initial	Initial Determination Due
													Adoption-Redetermination	Expired
													Adoption-Redetermination	Address State Change
													Adoption-Redetermination	Income Change
													GAP TANF	TANF Pending
													GAP-Initial	Initial Determination Due
													GAP-Redetermination	Expired
													GAP-Redetermination	Address State Change
													GAP-Redetermination	Income Change

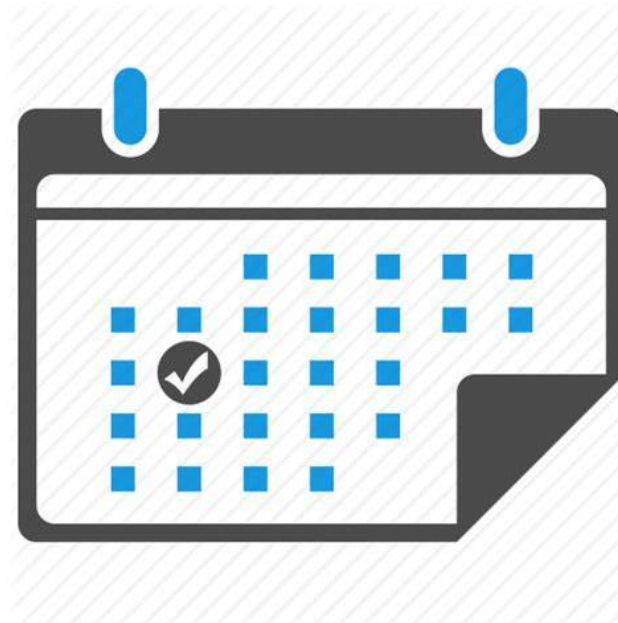
The 'Listing' tab is a compiled list of all the other tabs.





CHAPTER 4: TITLE IV-E FOSTER CARE SECTION 4-8: FSFN DOCUMENTATION

THE 'TITLE IV-E ELIGIBILITY DETERMINATIONS DUE' REPORT IN FSFN MUST BE UTILIZED ON A MONTHLY BASIS, AT MINIMUM, TO IDENTIFY 'INITIAL' AND 'REDETERMINATIONS' THAT ARE UPCOMING AS DUE.



WHEN IS A TITLE IV-E REQUIRED?

Initial

1. Every Removal Episode regardless of out-of-home Placement type.

Redetermination (Eligible Children/Young Adults Only)

2. To document finding of Best Interest within 180 calendar days. (*User entered*)
 - This is required for Voluntary removals.
 - If not documented by the 181st day, FSFN will generate a Redetermination with Question 2 as 'No' and an eligibility status of Ineligible.
3. To document finding of Reasonable Efforts to Finalize Permanency Plan at least every 12 months. (*User entered*)
 - This is required for Court Ordered removals regardless of Placement type or Reimbursability status.
 - If not documented by 14th month, FSFN will generate a Redetermination with Question 4 as 'No' and an eligibility status of Not Reimbursable as of 13th month.
4. Change in SSI benefits - beginning or ending. (*User entered*)
5. Placement change between Reimbursable and Not Reimbursable placement settings. (*Currently user entered. FSFN automated in June 2022*)
6. Placement in a Non-Specified Setting CCI longer than 14 days. (*Currently user entered. FSFN automated in June 2022*)
7. Suitability assessment not completed prior to or within 30 days from the start of the QRTP placement. (*Currently user entered. FSFN automation planned*)
8. Court has not reviewed the QRTP placement prior to or within 60 days from the start of placement. (*Currently user entered. FSFN automation planned*)
9. QRTP placement continues 30 days after not approved/recommended. (*Currently user entered. FSFN automation planned*)



REPORT: TITLE IV-E ELIGIBILITY DETERMINATIONS DUE

The screenshot shows a file explorer interface. On the left, under the 'Folders' pane, the 'Public Folders' folder is highlighted with a blue box. Below it, the 'Eligibility' folder is also highlighted with a blue box. The main pane displays a list of reports, with 'Title IV-E Eligibility Determinations Due' highlighted in blue. Other reports in the list include 'Adoption Eligibility Determinations Due', 'Change in Placement', 'Eligibility Exceptions Report', 'FLORIDA Submission', 'IVE Adoption Eligible Applicable Child', 'IVE Adoption Eligible Applicable Non Applicable', 'Medicaid Activity', and 'TANF Eligibility Determinations Due'.

✓ Right Click
✓ Select 'View Latest Instance'



'Initial' = 30 days
'Redetermination' = 364 days

Title IV-E Eligibility Determinations Due

Child Name	Child ID	Child SSN	Eligibility ID	Case Name	Case ID	Primary Worker	Primary Worker Unit	Determination Type	Date Due
								Initial	06/26/2021
								Redetermination	02/25/2021

Type is identified as either 'Initial' or 'Redetermination'.





CHAPTER 4: TITLE IV-E FOSTER CARE

SECTION 4-8: FSFN DOCUMENTATION

ONGOING TITLE IV-E ELIGIBILITY DETERMINATIONS

FSFN
Automated

Report
Requested

- (1) WHEN A CHILD IS PLACED IN A FFPSA NON-SPECIFIED SETTING CCI PLACEMENTS AS OF THE 15TH DAY OF A CHILD'S PLACEMENT, A REDETERMINATION MUST BE COMPLETED TO REFLECT AN 'ELIGIBLE, NOT REIMBURSABLE' ELIGIBILITY STATUS.
- (2) AS OF THE 1ST DAY OF A CHILD PLACED IN A QRTP WHEN THE 30-DAY ASSESSMENT (SUITABILITY) BY A QUALIFIED INDIVIDUAL WAS NOT COMPLETED WITHIN 30 CALENDAR DAYS OF THE START OF THE PLACEMENT, A REDETERMINATION MUST BE COMPLETED TO REFLECT AN 'ELIGIBLE, NOT REIMBURSABLE' ELIGIBILITY STATUS.
- (3) AS OF THE 61ST DAY OF A CHILD PLACED IN A QRTP WHEN THE COURT HAS NOT APPROVED THE PLACEMENT WITHIN 60 CALENDAR DAYS, A REDETERMINATION MUST BE COMPLETED TO REFLECT AN 'ELIGIBLE, NOT REIMBURSABLE' ELIGIBILITY STATUS.
- (4) AS OF THE 31ST DAY OF A CHILD PLACED IN A QRTP AFTER THE 30-DAY ASSESSMENT DETERMINES THE PLACEMENT IS NOT APPROPRIATE, COURT DISAPPROVES THE PLACEMENT, OR A DETERMINATION, MADE BY THE MULTI-DISCIPLINARY TEAM, THE CHILD IS TO BE REUNIFIED OR PLACED WITH RELATIVE, LEGAL GUARDIAN, ADOPTIVE PARENT, OR FOSTER FAMILY HOME, A REDETERMINATION MUST BE COMPLETED TO REFLECT AN 'ELIGIBLE, NOT REIMBURSABLE' ELIGIBILITY STATUS.





FSFN AUTOMATION – COMING JUNE 2022!

FSFN ENHANCEMENT: NON-SPECIFIED SETTING PLACEMENTS THAT EXCEED 14-DAY LIMIT

- Every night, FSFN will look at all 'Reimbursable' children, ages 0-17, in OOH placement that began 20 days prior and determine if the placement is a Non-Specified Setting based on the licensure of the Provider ID.
- FSFN will assess if Q6A would result in a 'No' and Q6B would result in a 'Yes'.
- If so, a redetermination row will be generated on the IV-E Foster Care Eligibility page with an 'Effective From' date as of the 15th day.
 - Days while on runaway, visitation, or hospitalization count towards 14-day calculation.
 - Consecutive placements with the same provider do not restart the clock.



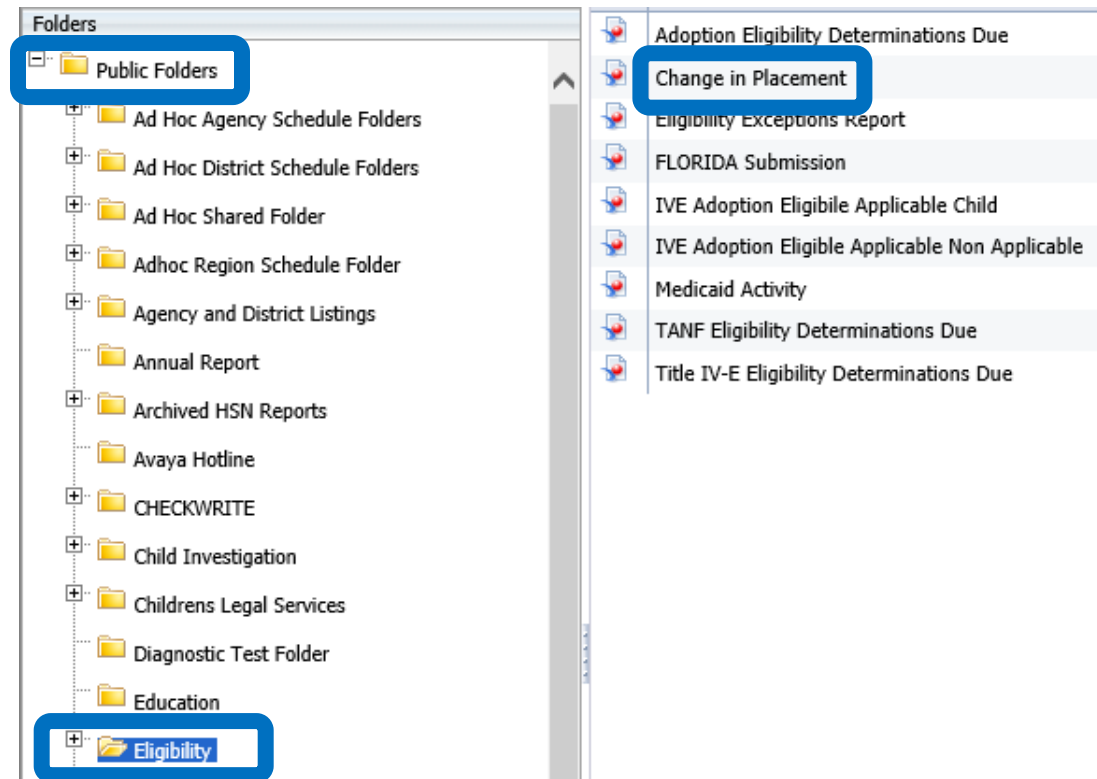


FSFN AUTOMATION – COMING JUNE 2022!

FSFN ENHANCEMENT : PLACEMENT CHANGES

Current Functionality: Automation occurs for placement changes between a licensed setting and non-licensed setting and vice versa.

New Functionality: Automation will occur for every OOH placement entry regardless of any other factor.



IV-E FOSTER CARE ANALYSIS AND MAXIMIZATION

Quarter	IV-E FC Eligibility Rate
12/2019	53.35790481%
03/2020	62.68003946%
06/2020	62.96136413%
09/2020	63.37481014%
12/2020	64.02802497%
03/2021	63.49807813%
06/2021	63.09672387%
09/2021	61.95649342%
12/2021	59.53866958%

- Eligibility Exceptions (FSFN BOE)
- Exceptions report (distributed typically every Monday)
 - Unknown Placement
 - Needs Determination (Initial)
 - Needs Re-Determination
- Eligibility Questions – Initial
 - Distributed weekly (typically every Monday)
- Eligibility Questions – Redetermination
 - NEW - Distribution pending



REPORT: ELIGIBILITY EXCEPTIONS REPORT

The screenshot shows a file explorer interface with two main panes. The left pane, titled 'Folders', displays a tree view of folders. The 'Public Folders' folder is highlighted with a blue box. Below it, the 'Eligibility' folder is also highlighted with a blue box. The right pane displays a list of files. The file 'Eligibility Exceptions Report' is highlighted with a blue box. The list of files includes: Adoption Eligibility Determinations Due, Change in Placement, Eligibility Exceptions Report, FLORIDA Submission, IVE Adoption Eligible Applicable Child, IVE Adoption Eligible Applicable Non Applicable, Medicaid Activity, TANF Eligibility Determinations Due, and Title IV-E Eligibility Determinations Due.

✓ Right Click
✓ Select 'View'



ELIGIBILITY EXCEPTIONS (FSFN BOE)

Under 18 Eligibility Exceptions

Agency	Unit	Primary Worker Name	Case ID	Case Name	Child ID	Child Name	Medicaid Submission Status	Most Recent Sub To Florida Date	Most Recent Receipt From Florida Date	Title IV-E			TANF Eligibility		Adoption Eligibility			TANF Adoption Eligibility		
										Effective Date	Completion Date	FSFN Eligibility Status	Effective Date	Eligibility Status	Effective Date	Approved Date	FSFN Eligibility Status	Effective Date	Approved Date	Eligibility Status

Out of Home Placement Information				In Home Service			Living Arrangement			Exception	
Date Removed	Placement Begin Date	Service Category	Service Type	Service Begin Date	Service Category	Service Type	Type	Begin Date	Primary Care Giver	Exception Type	Exception Message
										3	OOH Adoption Placement - No approved Adoption Eligibility
										4	IV-E Adoption Ineligible - No approved Adoption TANF
										6	Paid Placement - No completed Title IV-E Eligibility
										8	Placement provider license change
										9	Medicaid in Submitted greater than 6 days
										10	Medicaid in Initiated greater than 1 day



ELIGIBILITY EXCEPTIONS (FSFN BOE)

EFC Eligibility Exceptions												
Agency	Unit Name	Primary Worker Name	Case ID	Case Name	Child ID	Child Name	Title IV-E			Independent Living	Exception	
							IV-E Effective Date	IV-E Completion Date	IV-E Florida Elig Status	EFC Program Eligibility Effective Date	Exception Type	Exception Message
											18	Young Adult - No Current IV-E FC EFC
											19	Young Adult - No Current Young Adult Program Eligibility



EXCEPTIONS (DISTRIBUTED MONDAYS)



04-03-2022 - Exceptions for Quarter Ending 2021-12-31.xlsx
87 KB

Looks at the placement and/or eligibility status as of the last day of each month in the quarter

Placement Unknown

Needs Determination

Needs Re-Determination

Indicates a placement is missing for the last night for at least one of the months in the QTR

Indicates the 'Initial' IV-E determination is not completed

Indicates the placement as of the last day of at least one of the months in the QTR is in the licensed OOH category but the child is not Reimbursable and not receiving SSI



EXCEPTIONS (DISTRIBUTED MONDAYS)

	Needs Re-Determination
IV-E not	Indicates the placement as of the last day of at least one of the months in the QTR is a licensed but the child is not Reimbursable and not receiving SSI

NEEDS TO BE ADDRESSED:

- Reasonable Efforts finding not documented / request order
- Placement change (not reimbursable licensed setting to reimbursable licensed setting)
- Improper Service Type setup or usage
- Provider licensed by a Non-DCF entity has not been requested

NO ACTION:

- ❖ Reasonable Efforts finding not obtained
- ❖ 14-Day Non-Specified CCA placement setting limit exceeded
- ❖ Safety Requirements (background screening) Non-Compliance
- ❖ Provider licensed by a Non-DCF entity has been requested or Medicaid paid placement



ELIGIBILITY QUESTIONS – IV-E FOSTER CARE INITIAL DETERMINATION

ID_CASE	DOB	Age	DT	NM	ID_ELIG	DT_EFF	DTSYS	ELIG	FL	1-	2A-	2B-	3A-	3B-	3C-	4-RE	5A-	5B-VPA	6A-	6B-	7B-	8-	9 and 10-	AFDC
			RMVL	FISCAL					VERIFICATION	Under	SSN	Citizen	CTW	RE	P&C	within	VPA	180 Best	Specified	Deprivation	Income	Assets	Receiving	Criteria
			AGENCY							18/21						60	Signed	Interest	Relative				SSI	Met

Utilize to identify why an eligibility status is 'Ineligible' or 'Not Reimbursable' and assess trends.



ELIGIBILITY QUESTIONS – IV-E FOSTER CARE REDETERMINATIONS (REPORT #1319)

Region	Circuit	Agency	County	Person ID	Last Name	First Name	Date of Birth	Case Name	Case ID	Eligibility ID	Eligibility Redetermination	Effective Date	Date Completed	Entry Date	Eligibility Status Change Description	Question 1	Question 3	Question 4	Question 4 Date	Question 5	SSI Begin Date	Question 6A	Question 6B
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Question 7	Question 7-A1	Question 7-A2	Question 7-A3	Question 7-B1	Question 7-B2	Question 7-B3	Question 7-C1	Question 7-C2	Placement as of Effective Date							
									From Date	To Date	Placement Name	Reimbursable	Licensed	Licensed Effective	Licensed End	Service Type

Utilize to identify why an eligibility status is 'Ineligible' or 'Not Reimbursable' and assess trends.

- ✓ Best Interest or Reasonable Efforts to Finalize Permanency finding not obtained
- ✓ SSI recipient
- ✓ 14-day Non-Specified Setting limit exceeded
- ✓ QRTP criteria not met
- ✓ Placement licensure/reimbursability (Service Type, Safety Requirements, Licensure)



ELIGIBILITY QUESTIONS – IV-E FOSTER CARE REDETERMINATIONS (REPORT #1319)

Placement as of Effective Date								
From Date	To Date	Placement Name	Reimbursable	Licensed	Licensed Effective	Licensed End	Service Type	Provider ID



End Date w/ Provider	Current (or Most Recent) Placement														
	Begin Date	End Date	Discharge Date	Provider ID	Service Category	Level I - Child Specific	Level II - Non-Child Specific Standard	Level II - Non-Child Specific Enhanced	Level III - Safe Foster Home / Human Trafficking	Level IV - Therapeutic Foster Care	Level V - Medical Foster Home	Child Caring Agency (CCA)	Child Placing Agency (CPA)	Non-DCF License	License Subtype

Utilize to identify if a child's placement change should result in an eligibility change.





QUESTIONS?

