

# FSFN Basic Functionality for Child Welfare Partners Participant Guide

*Presented by the Florida Department of Children and Families  
July 2017*



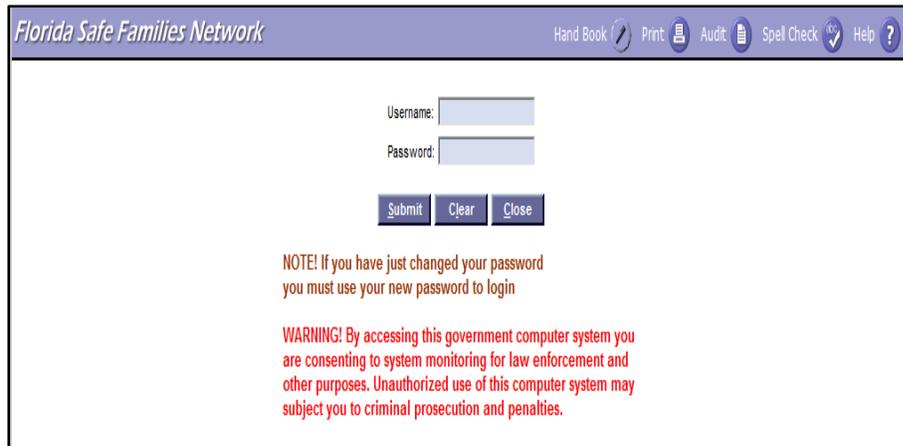
## Table of Contents

Logging In: .....	4
FSFN Desktop: .....	4
Help: .....	4
Search:.....	5
Utilizing Casebook: Left Side .....	8
Utilizing Casebook: Center .....	10
Adoption:.....	11
Assessment and Planning:.....	11
Assignments: .....	12
Case Notes:.....	12
Child Placement Agreement: .....	13
File Cabinet:.....	13
Intakes:.....	13
Investigation:.....	15
Legal: .....	16
Meetings: .....	16
Placements:.....	17
Utilizing Casebook: Right Side.....	17
Diligent Searches:.....	19
Additional Information at Florida’s Center for Child Welfare: .....	19

This Participant Guide was created to accompany the e-learning FSFN Basics for Child Welfare Partners. It is strongly recommended that this e-learning is completed before using this guide.

## Logging In: <http://fsfn.dcf.state.fl.us>

- Passwords must be changed every 90 days



The screenshot shows the login interface for the Florida Safe Families Network. At the top, there is a purple header with the text "Florida Safe Families Network" and several utility icons: "Hand Book", "Print", "Audit", "Spell Check", and "Help". Below the header, there are two input fields: "Username:" and "Password:". Underneath these fields are three buttons: "Submit", "Clear", and "Close". A note in orange text states: "NOTE! If you have just changed your password you must use your new password to login". Below the note, a red warning message reads: "WARNING! By accessing this government computer system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to criminal prosecution and penalties."

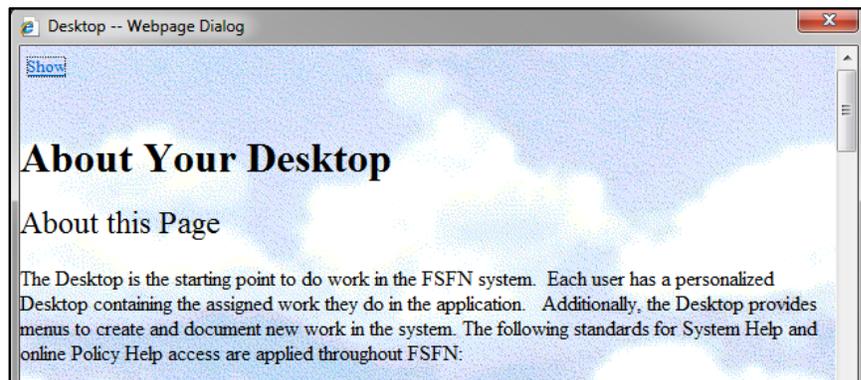
## FSFN Desktop:

Once you finish the login process you will be taken to the FSFN Desktop. Help and Search can be accessed from the top banner bar of the FSFN Desktop.



## Help:

The Help hyperlink launches a webpage dialog box with additional information regarding the page you are currently viewing.



## Search:

The Search hyperlink launches a dialog box with search criteria options.

There are four types of searches that can be performed:

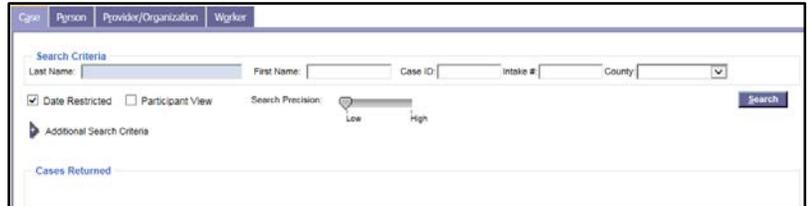
1. Case Search
2. Person Search
3. Provider Search
4. Worker Search

### Case Search:

This allows you to search for a case.

To use case search you, must have one of the following:

- Name of the case,
- Case ID number or,
- Investigation intake number.



### Person Search:

- This allows you to search for a person. The more information you include the more precise your search will be.



Name	DOB	Gender	Age Range	SSN
Sandy, Jimmy	06/02/2003	Male	06/02/2003	
Sand, Uma JJ	11/05/1970	Female	11/05/1970	Duplicate SSN: 386-99-9993
Sand, Uma JJ	11/05/1970	Female	11/05/1970	Duplicate SSN: 386-99-9993

### Worker Search:

- This allows you to search for the contact information for a Case Manager, Child Protective Investigator, and any other Child Welfare Professional who has a FSFN profile.



Name	Worker ID	Employee ID	Position	Unit
Worker, Jane A Social (1501647)	1501647		Active	026FA4 WAKULLA PROTECTIVE INV
Unit Supervisor (850)222-2222			man@yahoo.com	026FL2 LEON PROTECTIVE INVEST
Worker, Jane A Social (1501647)	1501647		Active	026FL1 Leon
Unit Supervisor (850)222-2222			man@yahoo.com	026FL1 Leon

## Search Tips:

- Date Restricted: When checked, this box will restrict the amount of information the system displays based on date.
- Search Precision Slider: This allows you to control how precise the search will be. The search precision slider has two settings: Low and High. The lower the search precision, the more results that are returned based on the spelling of the information entered in the name fields.
- Wildcard Search: When you do not know the full name or do not know the correct spelling of the name, wildcard search can broaden the search. To do a wildcard search, type in at least the first letter in the name then place an asterisk (\*) at the end.

The screenshot shows a search interface with tabs for 'Case', 'Person', 'Provider/Organization', and 'Worker'. The 'Person' tab is selected. Under 'Search Criteria', the 'Last Name' field contains 'Cr\*' and the 'First Name' field is empty. The 'Date Restricted' checkbox is checked, and the 'Search Precision' slider is set to 'Low'. Below the search criteria, there is a section for 'Cases Returned' showing two results: 'Crankie, Angeline (3609028)' and 'Crawley, Marlene (3609016)'. Each result includes an 'Investigation Status' of 'Open' and a date of '06/07/2010'. The first result also includes a 'C/O' address: ', 3655 Lake Mary Blvd , Lake Mary, FL'. The second result includes a 'C/O' address: ', 2737 Monte Carlo Way , Tallahassee'.

## Accessing Case Information:

- Can access additional information through the search page.
- Start by searching for a client or case.
- Next, click the person/folder icon to the left of the case/person name.
- To see additional information, click on the Person Book or Case Book hyperlinks.

The screenshot shows a search interface with tabs for 'Case', 'Person', 'Provider/Organization', and 'Worker'. The 'Person' tab is selected. Under 'Search Criteria', the 'Last Name' field contains 'Sandy', 'First Name' contains 'Jimmy', and 'Middle Name' is empty. There are also fields for 'DOB Range' (Begin and End) and 'Age Range' (Begin). The 'Search Precision' slider is set to 'High'. Below the search criteria, there is a section for 'Persons Returned' showing one result: 'Sandy, Jimmy Person Book (3732962)1769 West Sessions St, Tallahassee Male, 05/02/2003'. The result includes a list of related people: 'Braun, Bruce', 'Braun, Byron', and 'Sandler-Braun, Melanie'. There are also links for 'Intakes' and 'Investigation'. The 'Intakes' section shows two entries: '2017-634281-01 Sandler-Braun, Melanie Child Intake Leon Screen In - Accepted for Services/Investigation Closed' and '2017-634280-01 Sandler-Braun, Melanie Child Intake Leon Screen In - Accepted for Services/Investigation Open'. The 'Investigation' section shows one entry: 'Child Investigation In-Home 2017-634281-01 Closed 05/14/2017 05/14/2017'. Below the investigation section, there is a section for 'Cases' showing one result: 'Sandler-Braun, Melanie ( 3630720 ) Actions Case Book'. The case includes details: 'In-Home - Court Ordered Supervision opened No Worker, Jane CC Social Acting Supervisor 05/07/2017'.

## Person Book:

- Contains additional information pertaining to the individual.

The screenshot shows the 'Person Book' for Sandy Jimmy (3732962). The interface includes a top navigation bar with 'Florida Safe Families Network' and utility links like 'Hand Book', 'Print', 'Audit', 'Spell Check', and 'Help'. The main content is divided into three columns:

- Person Information:** Sandy Jimmy (3732962), No Photo, Date of Birth: 05/02/2003, Age: 14, Race: None, Home Phone: (850)333-4567, Cell Phone: [redacted], Current Address: Primary Residence, 1789 West Sessions St Tallahassee, FL, 32303.
- Case Notes:** A list of case notes with details such as 'Case Telephone Contact' (05/13/2017 2:00 PM), 'Case Field Visit - Other' (05/12/2017 9:00 AM), and 'Child Investigation Home Visit - Child's Current Residence' (05/11/2017 4:00 PM).
- Medical/Mental Health:** Medical Mental Health (Case ID: 3630720), Psychotropic Medications: No, Clinically Diagnosed Disability: No, Date Last Updated: 05/14/2017.
- Education:** Education Record (Case ID: 3630720), School Name: Cool School, Current Grade: Fourth, Date Last Updated: 05/14/2017.
- Scheduled Legal Actions:** No Records Found.
- Adoption Information:** Adoption Information (Sandy Jimmy (Case ID: 3630720)), Date Last Updated: 06/13/2017.

## Case Book:

- Contains information pertaining to the entire case.

The screenshot shows the 'Case Book' for Sandler-Braun, Melanie (3630720). The interface includes a top navigation bar with 'Florida Safe Families Network' and utility links like 'Case Note Search Criteria' and 'File Cabinet Search'. The main content is divided into three columns:

- Case Information:** Sandler-Braun, Melanie (3630720), In-Home - Court Ordered Supervision; 05/07/2017, Worker, Jane CC Social; Leon.
- Active Participants:** Braun, Bruce (Person ID: 3732964), Braun, Byron (Person ID: 3732963), Sandler-Braun, Melanie (Person ID: 3732961), Sandy Jimmy (Person ID: 3732962).
- Case Notes:** A list of case notes with details such as 'Case Telephone Contact' (05/13/2017 2:00 PM), 'Case Field Visit - Other' (05/12/2017 9:00 AM), and 'Child Investigation Home Visit - Child's Current Residence' (05/11/2017 4:00 PM).
- Medical/Mental Health:** Medical/Mental Health (Person ID: 3732962), Psychotropic Meds: No, Date of Last Medical Exam: ;, Date of Last Dental Exam: ;, Date Last Updated: 05/14/2017.
- Education:** Education (Person ID: 3732962), School Name: Cool School, Current Grade: Fourth, Date Last Updated: 05/14/2017.
- Scheduled Legal Actions:** No Records Found.
- Pending Diligent Search(es):** Diligent Search Purpose - Dependency, 06/13/2017, Date Last Updated: 06/13/2017.
- Adoption Information:** Adoption Information (Sandy Jimmy (Person ID: 3732962)), Date Last Updated: 06/13/2017.

## Utilizing Case Book: Left Side

The left side of Case Book includes:

- Case Information
- Active Participants
- Independent Living

**Case Information**  
[Sandler-Braun, Melanie \(3630720\)](#)  
 In-Home - Court Ordered Supervision; 05/07/2017;  
 Worker, Jane CC Social; Leon 1500 West Tennessee Street

**Active Participants**  
[Braun, Bruce \(Person ID:3732964\)](#)  
 Date of Birth: 04/18/1975 Age: 42  
 Primary Caregiver  
 Date of Last Contact: 05/11/2017  
[Braun, Byron \(Person ID:3732963\)](#)  
 Date of Birth: 01/30/2016 Age: 1  
 Child  
 Date of Last Contact: 05/11/2017  
[Sandler-Braun, Melanie \(Person ID:3732961\)](#)  
 Date of Birth: 08/15/1978 Age: 38  
 Parent In The Home  
 Date of Last Contact: 05/11/2017  
[Sandy, Jimmy \(Person ID:3732962\)](#)  
 Date of Birth: 05/02/2003 Age: 14  
 Child  
 Date of Last Contact: 05/11/2017

**Independent Living**  
[Sandy, Jimmy \(Person ID:3732962\)](#)  
 Date Last Updated: 06/04/2017

## Case Information:

- Contains a summary of information including:
  - the case type,
  - the date the case opened,
  - the case address

Case									
Last/Provider:	Sandler-Braun	CLS Case Name:		Case ID:	3630720	Status:	Open	Unit:	026FL2 LEON PROTECTIVE INVEST
First:	Melanie	Middle Name:		Open Date:	05/07/2017	Program Code:	Child		
Participants		Relationships		Address		Professional/Family Support Network Contacts		Closing History	
Basic									
Case Type:	In-Home - Court Ordered Supervision	Family Structure:	Married Couple	County:	Leon	<input type="checkbox"/> Restricted Case			
Participants									
Name	Hsid	Status	Gender	Service Role	DOB	Age	Ethnicity	Legal	
<a href="#">Braun, Bruce</a>	Y	Active	Male	Primary Caregiver	04/18/1975	42		None	<a href="#">Milestones</a>
<a href="#">Braun, Byron</a>	Y	Active	Male	Child	01/30/2016	1		None	<a href="#">Milestones</a>
<a href="#">Sandler-Braun, Melanie</a>	Y	Active	Female	Parent In The Home	08/15/1978	38		None	<a href="#">Milestones</a>
<a href="#">Sandy, Jimmy</a>	N	Active	Male	Child	05/02/2003	14		None	<a href="#">Milestones</a>

## Active Participants:

- Includes all active participants that are part of the case. To see additional information on one of the participants select the person's name. This hyperlink will take you to the person management screen which includes the following tabs:
  1. Basic tab – shows demographic information for the participant. Includes birthday, citizenship status, social security number, and racial/ethnic information.
  2. Additional tab - provides additional information like the parent's marital status at the time of the child birth, and may provide hyperlinks to the child's most recent photo and birth certificate.
  3. AKA Names tab – Includes historical names for the participant.
  4. Address tab - provides the most current address in FSFN for the participant. If they have lived multiple places, it will list all of the previous addresses that have been entered into FSFN.
  5. Relationship tab - provides the relationships for everyone related to the participant selected.
  6. AFCARS/Other Information tab - provides basic information about a child's status of being a teen parent and adoption history as well as medical/mental health diagnoses for the child and adult.
  7. Child/Adult Functioning and Parenting tab - Displays domain information specific to the participant from FFAs and Progress Updates that have been completed up to this point. This is a useful shortcut if you want to see a history of just one participant, or see documentation of how a participant has changed over time.

The screenshot displays a web-based form for participant management. At the top, there are seven tabs: Basic, Additional, AKA Names, Address, Relationship, AFCARS/Other Participant Information, and Child/Adult Functioning and Parenting. The 'Basic' tab is currently selected. The form contains the following fields and sections:

- Name:** ID: 3732964, Last Name: Braun, Suffix: (dropdown), First Name: Bruce, Middle Name: (text box).
- Basic:** Citizenship: (dropdown), Non-Citizen ID: (text box), If qualified non-citizen, indicate documentation supporting the status (e.g., I-551): (text box), Country: (dropdown), Entry Date: 00/00/0000, Status: (dropdown), Status Date: 00/00/0000, Gender: Male, Birth Date: 04/18/1975, Estimated Age: 42, SSN Number?: (dropdown), SSN: (text box), Date Applied For: (text box), Type of Birth Verification: (dropdown), Birth Place: (text box), County: (dropdown), Sibling Group Id: (text box), Death Date: 00/00/0000, Death Time: 00:00, AM/PM (radio buttons), Cause of Death: (dropdown).
- Identification:** ID Type: (text box), ID Number: (text box), State: (text box), and an Insert button.

## Independent Living:

- Completed for children in out-of-home care who are thirteen and older.
- Contains information on life skills assessments, normalcy plans, and eligibility for programs such as Extended Foster Care and Postsecondary Educational Support Services.

Academic and Life Skills Progress		Age 13-17	Age 18-23								
<b>Date of Independent Living Referral</b> Date: <input type="text" value="05/25/2017"/> Type: <input type="text" value="Initial"/>		<b>Life Skills Assessments</b>									
		<table border="1"> <thead> <tr> <th>Completed Date</th> <th>Age</th> <th>Skill/Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>06/01/2017</td> <td>13.0</td> <td></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Completed Date	Age	Skill/Type		06/01/2017	13.0		<a href="#">View</a>	
Completed Date	Age	Skill/Type									
06/01/2017	13.0		<a href="#">View</a>								
<input type="button" value="Insert"/>		<input type="button" value="Insert"/>									

## Utilizing Casebook: Center

- Drop down menu provides access to pertinent case information.

**Florida Safe Families Network**

**Case Information**

[Sandler-Braun, Melanie \(3630720\)](#)

In-Home - Court Ordered Supervision: 05/07/2017;  
Worker, Jane CC Social, Leon 1600 West Tennessee Street

**Active Participants**

[Braun, Bruce \(Person ID: 3732964\)](#)  
Date of Birth: 04/18/1975 Age: 42  
Primary Caregiver  
Date of Last Contact: 05/11/2017

[Braun, Byron \(Person ID: 3732963\)](#)  
Date of Birth: 01/30/2016 Age: 1  
Child  
Date of Last Contact: 05/11/2017

[Sandler-Braun, Melanie \(Person ID: 3732961\)](#)  
Date of Birth: 08/15/1978 Age: 38  
Parent In The Home  
Date of Last Contact: 05/11/2017

[Sandy, Jimmy \(Person ID: 3732962\)](#)  
Date of Birth: 05/02/2003 Age: 14  
Child  
Date of Last Contact: 05/11/2017

**Independent Living**  
[Sandy, Jimmy \(Person ID: 3732962\)](#)  
Date Last Updated: 06/04/2017

**Case Note Search Criteria** [File Cabinet Search](#)

Case Notes ▼ ←

**Case Telephone Contact** 05/13/2017 2:00 PM  
Date Entered: 05/14/2017 4:58 PM [View History](#)  
Called the school and talked with teacher and teacher faxed grades

**Case Field Visit - Other** 05/12/2017 9:00 AM  
Date Entered: 05/14/2017 4:57 PM [View History](#)  
Attended Case Transfer Staffing

**Child Investigation Home Visit - Child's Current Residence** 05/11/2017 4:00 PM  
Date Entered: 05/14/2017 3:54 PM [View History](#)  
Completed face to face, discussed next steps, etc....

**Child Investigation Field Visit** 05/09/2017 2:00 PM  
Date Entered: 05/14/2017 3:55 PM [View History](#)  
Made contact with teachers to discuss James behavior, picked up copy of school report and IEP

**Child Investigation Telephone Contact** 05/09/2017 9:00 AM  
Date Entered: 05/14/2017 4:03 PM [View History](#)  
Spoke with collaterals, family friend, grandparents, etc

**Child Investigation Commencement (Initial)** 05/08/2017 9:00 AM  
Date Entered: 05/14/2017 3:52 PM [View History](#)  
Commencement at the home, all family members were present, interviewed children separately...

**Medical/Mental Health**  
[Sandy, Jimmy \(Person ID: 3732962\)](#)  
Psychotropic Meds: No;  
Date of Last Medical Exam: ;  
Date of Last Dental Exam: ;  
Date Last Updated: 05/14/2017

**Education**  
[Sandy, Jimmy \(Person ID: 3732962\)](#)  
School Name: Cool School; Current Grade: Fourth  
Date Last Updated: 05/14/2017

**Scheduled Legal Actions**  
No Records Found.

**Pending Diligent Search(es)**  
[Diligent Search Purpose - Dependency 06/13/2017](#)  
Date Last Updated: 06/13/2017

**Adoption Information**  
[Sandy, Jimmy \(Person ID: 3732962\)](#)  
Date Last Updated: 06/13/2017

Adoption  
Assessment and Planning  
Assignments  
**Case Notes**  
Child Placement Agreement  
Eligibility  
File Cabinet  
Intakes  
Investigations/Special Conditions Referrals  
Legal  
Meetings  
Placements  
Service Request Authorization  
Services

## Adoption:

- To view this information, select Adoption on the drop down menu.
- Profile completed for children whose goal is termination of parental rights or whose parental rights have already been terminated.
- Lists each participant who has a goal of adoption, and identifies birth parents, recruitment efforts, etc.

[Case Note Search Criteria](#)

Adoption ▼

---

 [Sandy, Jimmy\(Person ID: 3732962\)](#)

Date Last Updated: 06/13/2017

General	Birth Family	Background	Removal/Placement	Matches	Available Status
<b>General Appearance</b> Gender: Male      DOB: 05/02/2003 Race:      Ethnicity:			<b>Family/Medical History on File</b> <input checked="" type="checkbox"/> Birth Mother <input checked="" type="checkbox"/> Birth and Delivery Records <input checked="" type="checkbox"/> Birth Father <input type="checkbox"/> N/A Child Being TPR'd from Adoptive Parent(s)		
<b>Adoption Information</b> <input type="checkbox"/> Life Book Available <input checked="" type="checkbox"/> Birth Certificate in File <input checked="" type="checkbox"/> Social Security Card in File <input type="checkbox"/> Adoption Reunion Registry Brochure - Birth Parents <input type="checkbox"/> Adoption Reunion Registry Brochure - Adoptive Parents Child has been Previously Adopted: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unable to Determine At Legal Risk: <input type="text" value="TPR Under Appeal"/> Child Placed By: <input type="text" value="CBC Lead Subcontractor"/> Child Placed From: <input type="text" value="In State"/> Adoption Placement Type: <input type="text" value="Relative"/>			<b>Relationship of Adoptive Parent to Child:</b> <input type="checkbox"/> Foster Parent <input checked="" type="checkbox"/> Other Relative <input type="checkbox"/> Other Non-Relative <input type="checkbox"/> Step Parent Were efforts made to place the child without provision of subsidy or medical assistance? <input type="radio"/> Yes <input checked="" type="radio"/> No List efforts made: <input type="text"/> Were the prospective parent(s) willing to adopt without subsidy? <input type="radio"/> Yes <input type="radio"/> No		

## Assessment and Planning:

- Contains Safety Plans, Family Functioning Assessments, Risk Assessments, and Progress Updates that have been completed.
- Click the hyperlink next to the icon to see the assessment.

[Case Note Search Criteria](#)    [File Cabinet Search](#)

Assessment and Planning ▼

---

 [Judicial Review Worksheet](#)  
Household Name: Sandler-Braun  
Date Last Modified: 06/04/2017; (3604000)

 [Progress Update - Pending](#)  
Household Name: Sandler-braun  
Create Date: 06/04/2017; Completion Date: ; (3604020)

 [Supervisor Consultation - Initial](#)  
In Person; 06/02/2017 9:00 AM

 [Case Plan Worksheet - Judicial](#)  
Household Name: Sandler-Braun  
Date Last Modified: 05/14/2017; (3605220)

 [Family Functioning Assessment \(FFA\) - Ongoing - Approved](#)  
Household Name: Sandler-braun  
Create Date: 05/14/2017; Completion Date: 05/14/2017; (3605660)

 [Supervisor Consultation - Initial](#)  
In Person; 05/12/2017 11:00 AM

 [Risk Assessment - Completed](#)  
Investigation ID : 2017-634281; Completed Date : 05/14/2017; Scored Risk Level : High; Final Risk Level : High

 [Safety Plan - Impending Danger Safety Plan](#)  
Household Name: Sandler-Braun  
2017-634281; Effective Date: 05/10/2017; Termination Date: ; (3609360)

 [Family Functioning Assessment \(FFA\) - Investigation \(3605700\)](#)  
2017-634281; 05/14/2017

 [Present Danger Assessment \(PDA\) \(3606840\)](#)  
2017-634281; 05/14/2017

## Assignments:

- Displays the professionals who are assigned to the case.
- “Primary” assignment is the main worker on the case.



The screenshot shows the 'Assignments' section of a case management system. At the top right, there are two links: 'Case Note Search Criteria' and 'File Cabinet Search'. Below these is a dropdown menu labeled 'Assignments'. The main content area lists two assignments for 'Worker, Jane CC Social'. Each entry includes a document icon, a link to 'Actions', and details about the assignment: 'Child Investigations ; Secondary ; 05/14/2017 2:07 PM ; 026FL2 LEON PROTECTIVE INVEST' and 'Child Investigations ; Primary ; 05/07/2017 5:42 PM ; 026FL2 LEON PROTECTIVE INVEST'.

## Case Notes:

- Displays the notes that have been entered regarding the case.
- View notes within a specific time frame by clicking on “Case Note Search Criteria”.



The screenshot shows the 'Case Notes' section of a case management system. At the top right, there are two links: 'Case Note Search Criteria' and 'File Cabinet Search'. Below these is a dropdown menu labeled 'Case Notes'. The main content area lists several case notes, each with a document icon, a title, a date, and a 'Date Entered' field with a 'View History' link. The notes include: 'Case Telephone Contact' (05/13/2017 2:00 PM), 'Case Field Visit - Other' (05/12/2017 9:00 AM), 'Child Investigation Home Visit - Child's Current Residence' (05/11/2017 4:00 PM), 'Child Investigation Field Visit' (05/09/2017 2:00 PM), 'Child Investigation Telephone Contact' (05/09/2017 9:00 AM), and 'Child Investigation Commencement (Initial)' (05/08/2017 9:00 AM). Each note also includes a brief description of the event.

### Child Placement Agreement:

- Displays Child Placement Agreement.
- The hyperlink next to the icon will display the Child Placement Agreement template.

[Case Note Search Criteria](#)   [File Cabinet Search](#)

Child Placement Agreement

---

 [Child Placement Agreement - Care Precautions](#)  
Sandy, Jimmy  
Most Recent Effective Date: 06/04/2017 ; Terminate Date:

**Child Information**  
Child's Name: [Sandy Jimmy \(3732962\)](#) Age: 14 DOB: 05/02/2003 Current Placement: [Relative - Relative Placement](#) Case Name: [Sandler-Braun Melanie \(3630720\)](#) Status: Active

Current Child Placement Agreement	Child Placement Agreement Details	Placement Requirements	Caregiver Supports	Reviews
Purpose: Update to Agreement   Type: Care Precautions   Effective Date: 06/04/2017   Provider Name: Jones, Nana (3619340)				
<a href="#">Reason(s) for Agreement</a> Behaviors that are a Significant Threat to Others: Physically Assaultive Severe Self-Harm: Punching or hitting to evince pain/injury Information on issues here				
<a href="#">Placement Requirements</a> Must be the youngest child in the home. Child must have adult supervision on all outings.				
<a href="#">Placement Requirements Description</a> information				
<a href="#">Caregiver Supports</a> caregiver supports				

### File Cabinet:

- Contains documents that have been scanned and uploaded.

[Case Note Search Criteria](#)   [File Cabinet Search](#)

File Cabinet

---

 [Education - Grades](#)  
schoolreport.docx; 05/14/2017; Sandy, Jimmy

### Intakes:

- Displays reports made to the Abuse Hotline.
- Click on the displayed hyperlink to obtain additional information about the report.

[Case Note Search Criteria](#)   [File Cabinet Search](#)

Intakes

---

 [2017-634281-01 Sandler-Braun, Melanie 05/02/2017 Child Intake In-Home Screen In - Accepted for Services/Investigation Closed Leon](#)

 [2017-634280-01 Sandler-Braun, Melanie 05/02/2017 Child Intake In-Home Screen In - Accepted for Services/Investigation Open Leon](#)



Intake Information

Intake Name : Sandler-Braun, Melanie Worker : Worker, Jane CC Social County : Leon R/T : 24 Hours Special Handling :   
Date/Time Intake Received : 05/02/2017 07:00 AM PM Call Record Number : Intake Number : 2017-634281-01 Type : Child Intake - Initial  
Background Check Required : Not Required Reason : Other Secondary County : Sub Type : Initial

Participants	Relationship	Allegations	Victim/Child Location	Prior Intakes and Investigations/Referrals	Decision
--------------	--------------	-------------	-----------------------	--	----------

Intake Participants

Names	Person ID	Gender	DOB	Estimated Age	Race	Ethnicity	Roles	3-Hits	Duplicate	24 Access
Sandler-Braun, Melanie	3732961	Female	08/15/1978	38			HM-IN-PC		No	No
Sandler, James	3732962	Male	11/03/2006	10			CH-HM-V		No	No
Braun, Byron	3732963	Male	01/30/2016	1			CH-HM-V		No	No
Braun, Bruce	3732964	Male	04/18/1975	42			AP-HM-PC		No	No

[Add/Edit](#) [Address Copy](#)

Reporter

Reporter Information 

Options:  [Go](#)

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

## Investigation:

- Displays current and prior investigations involving participants of the case and work that was completed during the course of the investigation.
- To view additional information about the investigation, click on the Child Investigation hyperlink.

[Case Note Search Criteria](#)     [File Cabinet Search](#)

Investigations/Special Conditions Referrals ▼

[Child Investigation](#)   In-Home   Closed   05/14/2017   2017-634281-01  
[05/02/2017 7:00 PM](#)   Leon   Worker, Jane CC Social   026FL2 LEON  
**PROTECTIVE INVEST**
←

Sandy, Jimmy: Unsafe  
Braun, Byron: Unsafe  
Verified

[Safety Plan \(Intake/Investigation ID: 2017-634281\)](#)

[Family Functioning Assessment \(FFA\) - Investigation \(Intake/Investigation ID: 2017-634281\)](#)

[Present Danger Assessment \(PDA\) \(Intake/Investigation ID: 2017-634281\)](#)

[Supervisor Consultation - Initial](#)  
 In Person; 05/10/2017 11:00 AM

[Child Investigation](#)  
 Home Visit - Child's Current Residence   05/11/2017   Worker, Jane CC Social  
 Participants: Braun, Bruce Braun, Byron Sandler-Braun, Melanie Sandy, Jimmy

[Child Investigation](#)  
 Field Visit   05/09/2017   Worker, Jane CC Social  
 Participants: Sandy, Jimmy

[Child Investigation](#)  
 Telephone Contact   05/09/2017   Worker, Jane CC Social

[Child Investigation](#)  
 Commencement (Initial)   05/08/2017   Worker, Jane CC Social

[Risk Assessment - Completed](#)  
 Investigation ID : 2017-634281;  
 Completed Date : 05/14/2017; Scored Risk Level : High; Final Risk Level : High

**Case Information**

Case Name: [Sandler-Braun, Melanie](#)     Case ID: 3630720     Investigation Status: Closed     Status Date: 05/14/2017     Intake Number: 2017-634281-01     Initial Face-to-Face Contact: 05/11/2017 4:00 PM

Investigative Sub Type: In-Home   R/T: 24 Hours     Date: 05/07/2017     Initial HCC Decision Date: 05/07/2017     Time: 06:16     AM     PM     Special Handling:

County: Leon

---

[Intakes](#)   [Basics](#)   [Participants](#)   [Allegations/Findings](#)   [Contacts/Notifications](#)   [Prior Intakes and Investigation/Referrals](#)   [Results](#)

**Intake Information**

Intake Number	Sequence Type	HCC Decision Date/Time	Inv. Sub Type	Response Priority	Commencement
<a href="#">2017-634281-01</a>	Initial	05/07/2017 6:16 PM	In-Home	24 Hours	<a href="#">05/08/2017 9:00 AM</a>

**Supervisor Consultation Summary**

Date/Time of Consultation	Type of Consultation	Follow-Up Required	Follow-Up Date/Time	Rapid Safety Feedback	Immediate Child Safety Action Follow-up	Actions
05/10/2017 11:00 AM	Initial	N		No	No	<a href="#">View</a>

**Unit and Investigators**

Assigned Unit: 026FL2 LEON PROTECTIVE INVEST  
 Primary Investigator: Worker, Jane CC Social  
 Secondary Investigator: Worker, Jane CC Social

**Actions:**

[FFA - Investigation TANF](#)

[Supervisor Consultation](#)

[Risk Assessment](#)

[Approval](#)

**Text:**

[Investigation Summary](#)

[Investigation Summary with Reporter](#)

[Investigation Participant Profile](#)

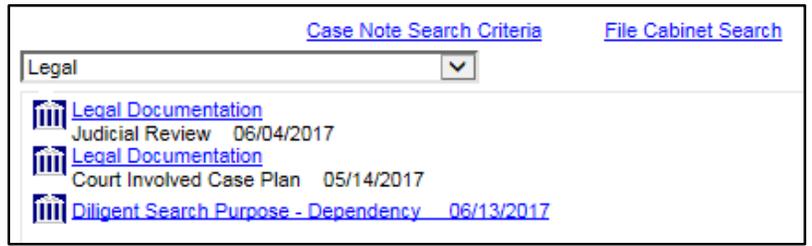
[Investigation Participant Profile with Reporter](#)

[Closure Letter](#)

[CPT EXCEPTION Ret](#)

**Legal:**

- Contains legal documents including court involved Case Plans and Judicial Reviews.



**Meetings:**

- Provide date and location of meetings and a summary of what was discussed.
- Second tab provides list of meeting participants.



A screenshot of a meeting details form. At the top, there are fields for "Type" (Case Transfer Staffing), "Subject" (Sandler-Braun, Melanie), and "Meeting Lead" (Worker, Jane CC Social). There are also checkboxes for "Cancel Meeting", "Meeting Completed", and "Case Accepted". Below this is a tabbed interface with "Document" and "Meeting Participants" tabs. The "Meeting Session Details" section includes a checkbox for "Check here if session cancelled", "Scheduled Date" (05/31/2017), "Start Time" (09:00 AM), "End Time" (09:45 AM), and "Location" (Tharpe). The "Meeting Issues/Statements" section contains the text "Discussion of transfer of case." The "Meeting Request Details" section has "Requested By:" and "Request Date: 00/00/0000". The "Case Transfer Staffing Acceptance" section has "Date Accepted: 05/31/2017" and "Time Accepted: 01:00 AM".

## Placements:

- Contains information on all in-home and out-of-home placements.

		<a href="#">Case Note Search Criteria</a>	<a href="#">File Cabinet Search</a>
Placements <input type="button" value="v"/>			
	<a href="#">Relative, Relative Placement</a>		
	06/04/2017	Jones, Nana Sandy, Jimmy	Approved Removal
	<a href="#">Living Arrangement</a>		
	05/08/2017	06/04/2017	Living with Married Couple - Relative Braun, Byron
	<a href="#">Living Arrangement</a>		
	05/08/2017	06/04/2017	Living with Married Couple - Relative Sandy, Jimmy

## Utilizing Casebook: Right Side

- Medical/Mental Health (restricted access)
- Education
- Scheduled Legal Actions
- Diligent Searches
- Adoption Information

 <b>Medical/Mental Health</b> <a href="#">Sandy, Jimmy (Person ID: 3732962)</a> Psychotropic Meds: No; Date of Last Medical Exam: ; Date of Last Dental Exam: ; Date Last Updated: 05/14/2017
 <b>Education</b> <a href="#">Sandy, Jimmy (Person ID: 3732962)</a> School Name: Cool School; Current Grade: Fourth Date Last Updated: 05/14/2017
 <b>Scheduled Legal Actions</b> No Records Found.
 <b>Pending Diligent Search(es)</b> <a href="#">Diligent Search Purpose - Dependency</a> <a href="#">06/13/2017</a> Date Last Updated: 06/13/2017
 <b>Adoption Information</b> <a href="#">Sandy, Jimmy(Person ID: 3732962)</a> Date Last Updated: 06/13/2017

**Education:**

- Provides information regarding IEP status and history of educational settings

**Participant**  
 Participant Name : [Sandy, Jimmy](#)    DOB: 05/02/2003    School District/County : Leon  
 Last Updated By: Worker, Jane CC Social    Date Last Updated: 05/14/2017

**Education Information**    **Education History**

**Exceptional Student Education (ESE)/Individualized Education Plan**

Is the child an Exceptional Student Education (ESE) student?     Yes     No     Copy of Individualized Education Plan in Record

Does the child have an Individualized Education Plan?     Yes     No    Is the IEP a Transitional Individualized Education Plan (TIEP) for a young adult?     Yes     No

Date of the most recent Individualized Education Plan:    04/20/2017    Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?     Yes     No

Date Current Individualized Education Plan Expires:    04/20/2018

**Exceptional Student Program(s)**

ESE Program*	If Other, specify	Start Date*	End Date	Action
Emotional/Behavioral Disability(E/BD)		04/01/2017	09/00/0000	

[Insert](#)

**Diploma and Certificate Information**

[Save](#)    [Close](#)

**Education Information**    **Education History**

**Education History**

School Name:	Cool School	School Phone Number:	(850)222-4567	<a href="#">Edit</a> <a href="#">Notify</a>
School Address:	1111 Awesomesauce Lane Tallahassee, FL			
Program:	School Type:	Public School	School District/County:	Leon
School Start Date:	08/20/2016	Program Type:	General Education	Grade Level:
Number of Hours Currently Enrolled:	0	School End Date:		Fourth
Reason for Change:		Total Credits Earned To Date:	0	Completion Status:
	Contact Person:		Contact Phone Number:	

[Insert](#)

[Save](#)    [Close](#)

**Scheduled Legal Actions:**

- Provides information on the Court Hearings that have occurred.
- Use the scroll bar for multiple legal actions.
- Hyperlinks provide legal records, which display the dates and types of all court hearings that have occurred on the case.

 **Scheduled Legal Actions**

[Judicial Review - Permanency Hearing](#)  
 10/24/2017 3:00 PM; SBKKLORGV, KENSINGTON R (Person ID: 105546827); Date Last Updated: 05/18/2017 11:19 AM

## Diligent Searches:

- Documents the efforts made towards completing a diligent search to locate a parent.
- Hyperlinks provide information regarding the diligent search efforts including information sources checked, results, and if the parent has been located.

General Information			
Case Name:	Sandler-Braun, Melanie	Case ID:	3630720
Date Entered:	06/13/2017	Worker:	Worker, Jane CC Social
Purpose:	<input checked="" type="radio"/> Dependency <input type="radio"/> TPR		
Children Associated			
<input type="checkbox"/> Jimmy Sandy			
<input checked="" type="checkbox"/> Byron Braun			
Diligent Search for Parent			
Subject of the Search	Date	Activity	
Bruce Braun	06/07/2017	Computer Search	
Person/Agency Contacted:	Conducted By:	Result:	Response date:
.....	.....	Computer Search/No information	06/07/2017
<input type="button" value="Insert"/>			
Diligent Search Outcome			
<input type="checkbox"/> Parent Located	Date:	00/00/0000	
<input type="checkbox"/> Further Search Excused by Court Order	Date:	00/00/0000	

## Additional Information at Florida's Center for Child Welfare:

Florida's Center for CHILD WELFARE  
Information and Training Resources for Child Welfare Professionals

Home Field Tips Policy Services Legislative Changes Training FSFN Results-Oriented Accountability Circuits/Regions Courts Publications FAQ Contacts

2017 CHILD PROTECTION SUMMIT  
AUGUST 29-31, 2017  
JW MARRIOTT, GRANDE LAKES ORLANDO  
FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

Statewide Events Calendar Current and Past Newsletters

This Week

- Live Webinar: Understanding Tourette Syndrome in Children, Thursday, July 20, 2017, 12:00 pm - 1:00 pm (Eastern), 11:00 am - 12:00 pm (Central) (click for more info...)
- Conference: Florida Coalition of Children (FCC) 2017 Annual Conference, July 24-26, 2017, Boca Raton, FL

Upcoming

- Center Mobile App! Stay tuned for more information to come about our mobile app!
- Conference: 2017 DCF Child Protection Summit, August 29-31, 2017, JW Marriott Grande Lakes Orlando (click for more info...)

Download on the App Store  
GET IT ON Google Play  
QPI  
Florida's Just in Time Training  
Ask A Question  
Web Resources  
Interagency Agreements  
Click Here for the Florida Abuse Hotline 1-800-962-2873

- How Do I Guides: Provides step-by-step instructions on how to complete specific tasks within FSFN.
- User Guides: Provide detailed FSFN functionality information with screenshots.

<http://centerforchildwelfare.fmhi.usf.edu/FSFNAll.shtml#HowdoI>