Florida Safe Families Network

Child Placement Agreement
How Do I … Guide

May 12, 2017

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.

How Do I…

Create a Child Placement Agreement

How Do I…?	Selections	Tips & Guidelines
Create a Child Placement Agreement from the Desktop	• From Banner Bar, select **Case Work.** • From **Child Placement Agreement** drop down, select Child Placement Agreement. • From **Cases** group box, select the Case Name. • From **Case Participants** group box, select the correct participant. • Click **Create**.	Upon initial creation of the new Child Placement Agreement page, the default is the 2nd tab of the page - Child Placement Agreement Details. Upon any subsequent launches following creation, the default is to the 1st tab - Current Child Placement Agreement Upon creation of the Child Placement Agreement from Create Case Work, if the participant, based on the documented Date of Birth, is 18 years of age AS OF the current date, even if they turned 18 on the current day, when comparing DOB to current system date, a soft edit validation prompt is thrown to ask if the user is sure they wish to continue. Upon clicking the Create button the validation prompt displays the following: The participant you selected is 18 years of age or older. Are you sure you wish to create the Child Placement Agreement? <Yes><No> Selecting Yes will take the user to the Child Placement Agreement page; Selecting No will leave the user on the Create Case Work page without launching the Child Placement Agreement page.
Create a Child Placement Agreement from Case Book	• From **Case Book** within **Participant Actions** group box, click **Child Placement Agreement** hyperlink. OR • From **Case Book** within center panel group box, click **Create Case Work** hyperlink. • From **Child Placement Agreement** drop down, select **Child Placement Agreement**. • Select appropriate **Case Participant.** • Click **Create**.	Upon initial creation of the new Child Placement Agreement page, the default is the 2nd tab of the page - Child Placement Agreement Details. Upon any subsequent launches following creation, the default is to the 1st tab - Current Child Placement Agreement

Access Child Placement Agreement

How Do I…?	Selections	Tips & Guidelines
Access Child Placement Agreement from the Desktop	• From Desktop, click **Cases** expando. • Navigate to the appropriate Case. • Click the **Case Folder** icon to expand Case Information. • Click the **Child Placement Agreement** icon. • Click the **Child Placement Agreement** hyperlink.	Upon accessing the Child Placement Agreement, displayed is the Child Information header group box that contains the following fields: Child's Name; Age; DOB; Current Placement; Case Name; and Status. Directly below the header group box includes the following tabs: Current Child Placement Agreements, Child Placement Agreement Details, Place Requirements, Caregiver Supports, and Reviews. The Child Placement Agreement icon will be displayed alphabetically when drilling down on the Case Folder. Upon drilling down on the Child Placement Agreement icon, whether in Case or Participant view, all existing Child Placement Agreement pages will be displayed as hyperlinks. Each hyperlink launches the Child Placement Agreement page in edit or view mode based on where the outliner was accessed from. This change applies to the Desktop Outliner (Case and Participant View) and Search Outliner (Case tab – Case or Participant View; Person tab; Provider tab; Worker tab). The Child Placement Agreement pages will display newest to oldest based on the very first Effective Date documented on the page; if more than one child has the same Effective Date, then it will display based on Last Name, First Name, Middle Name alphabetically. Upon initial creation of the Child Placement Agreement page the page defaults to the Child Placement Agreement Details tab (2nd tab); each time the page is subsequently launched it defaults to the Current Child Placement Agreement tab (1st tab).

Access Child Placement Agreement

How Do I…?	Selections	Tips & Guidelines
Access a Child Placement Agreement from Case Book	• From **Case Book,** within the center panel drop down select **Child Placement Agreement**, click the Child Placement Agreement hyperlink for the appropriate child.	Upon accessing the Child Placement Agreement, displayed is the Child Information header group box that contains the following fields: Child's Name; Age; DOB; Current Placement; Case Name; and Status. Directly below the header group box includes the following tabs: Current Child Placement Agreements, Child Placement Agreement Details, Place Requirements, Caregiver Supports, and Reviews. The Child Placement Agreement Icon will be displayed alphabetically when drilling down on the Case Folder. Upon drilling down on the Child Placement Agreement icon, whether in Case or Participant view, all existing Child Placement Agreement pages will be displayed as hyperlinks. Each hyperlink launches the Child Placement Agreement page in edit or view mode based on where the outliner was accessed from. This change applies to the Desktop Outliner (Case and Participant View) and Search Outliner (Case tab – Case or Participant View; Person tab; Provider tab; Worker tab). The Child Placement Agreement pages will display newest to oldest based on the very first Effective Date documented on the page; if more than one child has the same Effective Date, displays based on Last Name, First Name, Middle Name alphabetically.

Access Child Placement Agreement

How Do I…?	Selections	Tips & Guidelines
Access the Current Placement Agreement Tab from Casebook	• From Casebook page, select Child Placement Agreement from the drop down menu. • Select the appropriate Child Placement Agreement for the case participant.	Upon the initial creation of the Child Placement Agreement page, the page is subsequently launched each time it defaults to the first tab labeled Current Child Placement Agreement; the Current Child Placement Agreement tab contains the following fields in a single row first: Purpose; Type; Effective date; and Provider Name; these will display for the most recently inserted record based on the effective date documented on the Child Placement Agreement Details tab; directly beneath the 4 fields will be the following group boxes: Reasons for Agreement group box will be displayed and contain information based on the most recent Effective Date row inserted - this will be the Reasons pop-up associated with the most recent Effective Date row on the Child Placement Agreement Details tab; the Reasons for Agreement will be displayed as the Category selected in bold text with a colon (following each sub-category separated by a semi-colon) directly following all Reasons selected will be the narrative text field information entered without the label of the text field; Within the Placement Requirements group box, each selected Placement Requirement will display where the Begin Date falls on or before the Effective Date of the most recent row documented within the Agreement Details group box on the Child Placement Agreement Details tab and does NOT have an End Date; Within the Placement Requirements description group box the most recent narrative will be displayed based on the most recent Effective Date that falls on or before the Effective Date associated with the most recent Assessment Details record; Within the Caregiver Supports group box the most recent narrative based on the Effective Date that falls on or before the Effective Date of the most recent Assessment Detail record displays.

Complete a Child Placement Agreement Details Tab		
How Do I…?	**Selections**	**Tips & Guidelines**
Complete a Child Placement Agreement Details Tab	• Select the **Child Placement Agreement Details** tab. • Insert a new row if needed by clicking on the **Insert** button • Select the **Purpose, Type**, and **Provider** in the Agreement Details box. • Click **Save**.	Upon initial creation of the Child Placement Agreement page, the first row is automatically populated. At least 1 row must be documented in order to save the Child Placement Agreement page. The repeating group contains the following columns: Purpose; Type; Effective Date; Reason(s); Provider; Agreement; Signed Agreement and Actions. Upon accessing the Child Placement Agreement Details Tab, the user will be able to easily access and view the details of each agreement made. The user will also be able to determine the behaviors of the child demonstrated at the inception of the Child Placement Agreement, and analyze the changes that have occurred since that time. Upon clicking the Launch Document hyperlink, the Child Placement Agreement notification launches in Word Document format. The document launches as a notification. Upon clicking the Add Reasons hyperlink, the associated Reasons for Agreement pop-up page displays. The Add Reasons pop-up page pre-fills from the previous Add Reasons pop-up page and is user modifiable. In order to successfully save the Reasons Agreement Needed pop-up page, at least one category with an associated sub-category MUST be selected, and the associated narrative documented. Only once a Reason Agreement Needed Category is selected will its' associated sub-categories be enabled and the selection of at least 1 will be required. In addition, if the "Other" sub-category is selected the associated text field will then become enabled and required. Upon successfully saving and returning to the Child Placement Agreement page, the Add Reasons hyperlink changes to display as View Reasons and remains a hyperlink. When the View Reasons hyperlink is selected, the pop-up page is launched in Edit mode up until the overall Child Placement Agreement page is terminated. Upon termination of the Child Placement

Complete a Child Placement Agreement Details Tab

How Do I…?	Selections	Tips & Guidelines
Complete a Child Placement Agreement Details Tab (Cont.)		Agreement, the View Reasons hyperlink launches the pop-up page in View only mode. The associated pop-up page becomes disabled and grayed out. Upon clicking the Upload Document hyperlink within the Agreement Signed column, the Imaging pop-up page displays. The Imaging pop-up page, only when launched from the Child Placement Agreement page, contains an additional field labeled Date Document Signed displayed directly to the right of the Date Document Scanned field. The Date Document Signed field will be enabled and required. The Image Category will default to Child Placement Agreement and the Image Type will default to either Behavior Management Plan or Care Precautions based on the Type selected for the associated Assessment Details row. Once the imaging page is created and saved, it is accessible from the Desktop/ CB/ PB within the File Cabinet. The Agreement Termination is captured on the Child Placement Agreement Details tab. It is documented at such time that neither a Behavior Management Plan nor Care Precautions are needed nor can agreement be terminated. At such time the user selects the Reason Plan is no longer required. When the Reason Plan is no longer required, it is enabled but not required upon successfully saving the Child Placement Agreement page for the first time. The Termination Date is conditionally enabled and required upon selecting the Reason Plan when it is no longer required. The "Describe the change....." narrative text field is conditionally enabled and required upon selecting the Reason Plan when it is no longer required. Once all edits are satisfied and user proceeds with terminating the Agreement, a validation prompt will display: Upon terminating all fields will become frozen. Do you want to proceed with terminating? <Yes> <No>. Selecting 'Yes' will result in the Agreement becoming frozen. Hover definitions are included for the various identified fields.

Complete a Child Placement Agreement Requirement Tab

How Do I…?	Selections	Tips & Guidelines
Complete a Placement Requirement Tab	• Select the **Placement Requirement** tab • Click the **Insert** button to insert a row • Click on the dropdown arrow to make a selection in each group box: Placement Limitations, Bedroom Restrictions, Supervision During Awake Hours, Social Media and Electronic Devices, and Other Restrictions. • Enter Information in the “Provide additional information necessary to implement the identified placement requirements” group box. • Click **Save**	Upon initial creation of the Placement Requirements tab, it requires that at least 1 row be inserted and saved in 1 of the following group boxes: Placement Limitations; Bedroom Restrictions; Supervision During Awake Hours; Social Media and Electronic Devices; or Other Restrictions. Each group box contains an Insert button which inserts a new row within that particular group box. In addition, the Placement Requirements tab requires that at least 1 record be inserted within the "Provide additional information necessary...." group box. Within each of the Placement Requirements group boxes, when the Insert button is selected a repeating group is displayed with the following columns: Placement Requirement; Begin Date; End Date; and Actions. When a row is inserted the Placement Requirement is selected and the Begin Date is required. The End Date field is only required at such time that the Child Placement Agreement is going to be terminated. The Actions column contains a delete hyperlink that is available to the user upon inserting the new row, but is no longer displayed after successfully saving the Child Placement Agreement page. Once the inserted row is saved, the Delete hyperlink is only displayed for users with Supervisory Functions associated to their Security User Group who have the ability to Edit the Child Placement Agreement page.

Complete a Caregiver Supports Tab		
How Do I…?	**Selections**	**Tips & Guidelines**
Complete a Caregiver Support Tab	• Select the **Caregiver Supports** tab. • Insert a new row if needed by clicking on the **Insert** button • Enter the Effective Date and information in the narrative text fields. • Enter the Emergency Contact information in the narrative text field • Click Save	Upon creation of the Caregiver support tab, it requires that at least 1 record be inserted and saved. When inserted, the Effective Date and narrative field are both required in order to save. In addition, the Emergency Contact narrative is required to save. The narrative text field accepts 10k characters; the Effective Date field accepts current or past dates but not future dates; right clicking on the date field will provide a pop-up calendar function; the Delete hyperlink will appear up to the point that the record is inserted prior to saving. Upon successfully saving, the Delete hyperlink will display for those with Supervisory Functions associated with their Security User Group who have the ability to edit the Child Placement Agreement page. Upon clicking the Delete hyperlink, a prompt will be displayed asking the following: "Are you sure you want to delete the selected record?" with a Yes and No radio button selection.

Complete a Reviews Tab		
How Do I…?	**Selections**	**Tips & Guidelines**
Complete a Reviews Tab	• Select the **Reviews** tab. • Insert a new row if needed by clicking on the **Insert** button • Enter or select the required information in the Summary of Reviews group box and the narrative text field. • Click Save	The Reviews tab contains 1 group box, Summary of Reviews and an associated narrative text field; There is no requirement for a Supervisor Review record to be inserted in order to save the page. However, once a row is inserted there are fields that will be required in order to save. The following columns exist in the repeating table within Summary of Reviews: Select; Review Date; Review Type; Reviewer Name; Exception Required; Review Documentation; and Action. The associated narrative text field only displays upon inserting the 1st row within the repeating table and then from that point forward only one narrative shows in the UI, but it dynamically changes based on the selected radio button for that particular record. The selection of a Review Type is required to save after inserting a row; Reviewer Name displays a Worker Search hyperlink if the Review Type is Supervisor; clicking on Worker Search hyperlink launches the Worker Search page and upon selecting a worker and returning to the Child Placement Agreement the hyperlink displays as Last Name, First Name Middle Name with Worker ID in ( ) and can still be selected in the event the wrong worker was initially selected; otherwise it displays a user entered text field which accepts 100 characters; When the Review Type is Staffing or Qualified Assessor, a user entered narrative text field is displayed as required in the Reviewer Name column and accepts 100 characters. Exception Required is a drop down that is conditionally enabled and required ONLY when the Review Type is Supervisor; otherwise it is disabled and grayed out; when the Review Type is Supervisor Review the Exception Required? The drop down is enabled and required containing the following values: Required and Received; and Not Required. For each row inserted in the Summary of Reviews group box, an Upload Document hyperlink is displayed within the Review Documentation column; clicking the Upload Document hyperlink launches the standard Imaging page to upload and attach the appropriate document. Category defaults to Child Placement Agreement and is disabled and

Complete a Reviews Tab		
How Do I…?	**Selections**	**Tips & Guidelines**
		grayed out; Type defaults to whatever the Type is: Behavior Management Plan or Care Precaution and is disabled and grayed out; Once the appropriate document has been uploaded and saved the hyperlink changes to display as View Attached Document; The Actions column displays a Delete hyperlink which appears until the inserted row has been successfully saved; after saving the Delete hyperlink is only displayed for those with Supervisory Functions security who have security for the Child Placement Agreement page.