

Item	Description
Name	Family Assessments by Timeframes - Listing
ID	201-Release 2a Requirement(s)- RCR-026
Audience	Management
Frequency	Scheduled; Weekly
Parameters/Prompts	District, Unit, Start Date, End Date
Sort	District, Agency, Unit, Case Worker, Case Name
Levels/Breaks	None
Purpose	This is a weekly report that helps monitor Family Assessments for timeliness of completion.
Selection Criteria	<p><u>NOTE:</u></p> <p>One report to fulfill REQ SR432. Note: The date of the Case Transfer Staffing will be captured within the Meetings module of the FSFN system. As the CM07 Meetings topic is scheduled to be implemented in Release 2b this report will only capture partial information with the Release of Release 2a. Until Release 2b, the report will capture the report data for Updated Family Assessments only, not Initial , as the Initial Family Assessment due date is based on the date of the Case Transfer staffing. The due date of the Update Family Assessment is based on the approval date of the previous Family Assessment, so the report will be able to capture report data for the Updated Family Assessments.</p> <p>Report period: Current Month.</p> <p>Note 1: Case Transfer Staffing Date: The date the Case Transfer Staffing is accepted by the Ongoing Services Unit.</p> <p>Note 2: Completion of Initial Family Assessments:</p> <p>a. For cases created via Child and Special Condition intake, to be completed on time, the Initial Family Assessment needs to be approved by the supervisor within 19 calendar days from the date of Case Transfer Staffing. The number of days for the completion of Family Assessment is calculated based on the difference between Case Transfer Staffing date and the date Family Assessment is approved by the supervisor.</p> <p>b. For cases created via Service Referral intake, to be completed on time, the Initial Family Assessment needs to be approved by the supervisor within 19 calendar days from the Service Referral Received date. The number of</p>

days for the completion of Family Assessment is calculated based on the difference between Service Referral received date and the date Family Assessment is approved by the supervisor.

c. For cases reopened via Child and Special Condition intake, to be completed on time, the Initial Family Assessment need to be approved by the supervisor within 19 calendar days from the date of Case Transfer Staffing. The number of days for the completion of Family Assessment is calculated based on the difference between Case Transfer Staffing date and the date Family Assessment is approved by the supervisor.

d. For cases that are reopened based on Service Referral Intake, the Initial Family Assessment needs to be approved by the supervisor within 19 calendar days from the case reopened date. The number of days for the completion of Family Assessment is calculated based on the difference between case reopened date and the date Family Assessment is approved by the supervisor.

Note 3: Completion of Updated Family Assessments: To be completed on time, the updated Family Assessment need to be approved by the supervisor within the "Update Due" date if one exists; else it is 180 calendar days from the Initial/Previous Updated Family Assessment approval date. The number of days for the completion of Family Assessment is calculated based on the difference between the updated Family Assessment Approval date and the date of previous approval.

Selection Criteria:

Select cases that meet the following criteria for the report period:

1. All active cases created/reopened via Child and Special Conditions intake, for which Case Transfer Staffing is accepted and Initial Family Assessment is not completed as of the report period start date for which Initial Family Assessments are either completed any time during the report period or completion date is null as of the report period end date.

2. All active cases created/reopened via Child and Special Conditions intake, for which Case Transfer Staffing is accepted any time during the report period for which Initial Family Assessments are either completed any time during the report period or completion date is null as of the report period end date.

3. All active cases created/reopened via Service Referral intake for which Initial Family Assessment is not completed as of the report period start date for which Initial Family Assessment was either completed any time during the report period or completion date is null as of the report period end date.

4. All active cases created/reopened via Service Referral intake any time during the report period for which Initial

Family Assessment was either completed any time during the report period or completion date is null as of the report period end date.

5. Select all active cases for which either Initial/Updated Family Assessment (whichever is the latest) was approved by the supervisor as of the report period start date for which Updated Family Assessment is either approved any time during the report period or no change in the approval date (Approval date as of the report period begin date = Approval date as of the report period end date).

6. All active cases for which either Initial/Updated Family assessment was approved by the supervisor any time during the report period for which Updated Family Assessment is either approved any time during the report period or no change in the approval date (Approval date as of the report period begin date = Approval date as of the report period end date).

Exclusions:

- Cases involving children with a Legal Case Status of “Jurisdiction of Other State” only.
- Children over 18 years of age.
- Cases involving children with Legal Case Status of “Permanently Committed” ONLY.
- Cases involving children with the goal of Adoption as “achieved” only.
- Cases for which all Case Participants<18 with the Service Role of Child or Null have an active Prevention Status(active = End Date is Null)

Note:

1. If a case involves two children one with the a Legal Case Status of “Permanently Committed” then the case needs to be considered for the universe of this Report.
2. If a case involves two children and if two of them have a Legal Case Status of “Permanently Committed” then that case is excluded from the universe of this Report.

- Children with the goal of “Adoption”- achieved.

Note:

1. If a case involves two children one with the goal of “Adoption”- achieved” and the other without the above then the case need to be considered for the universe of this Report.
2. If a case involves two children and if two of them have the goal of “Adoption”- achieved” then that case is excluded from the universe of this Report
3. If a case involves two children, one with an open Family Support status and the other without, then the case needs to be considered for the universe of this Report.

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**Family Assessments by Timeframes
Listing**

**Report Run Date 02/07/2007
Page 1 of 10**

Timeframes			
Listing	N/A	N/A	Display the Text.
Report period MM/DD/YYYY [prompt1] and [prompt2] MM/DD/YYYY	N/A	N/A	Display MM/DD/YYYY format for the begin and end date.
Report Run Date: [report run date]	N/A	N/A	Display the Report run date in MM/DD/YYYY
Page [page#] of [total pages]	N/A	N/A	Display the page # and Total Pages
Page Footer	N/A	N/A	Display the Text.
Detail Lines			
District			The District associated with the "Primary Worker" assigned to the case.
Agency			The Agency associated with the Primary Worker assigned to the case.
County			The County associated with the Primary Worker assigned to the case.
Unit			The Unit associated with the Primary Worker assigned to the case.
Primary Worker	PERSON	PERSON.NM_LST, NM_FRST	The Last Name and the First Name of the primary worker.
Case Name			The Name of the Case.
Case ID			The unique FSFN identifier of the Case.
Family Assessment Type	Page- Family Assessment	Field- "Purpose"	Type of Family Assessment. 1. Initial 2. Updated
Category	Case Transfer Staffing Date: Page- Meeting	Field- "Date Accepted"	Family Assessment Type = "Initial", 1. For cases created/reopened via Child and Special Conditions intake, display text, "Case Transfer Staffing Date". 2. For cases created via Service Referral Intake, display text, "Service Referral Received Date".

			<p>3. For Cases reopened via Service Referral, display text, "Case Reopen Date".</p> <p>Family Assessment Type = "Updated"</p> <p>1. Display text," Previous Approval Date".</p>
Date	Page-Approval History	Approval History group box- Field-Date	Display the Date in MM/DD/YYYY format for Case Transfer Staffing Date/ Previous Approval Date/ Case Reopened Date/ Service Referral Received Date.
Family Assessment Due	Page- Family Assessment	Tickler due date	The Date the Family Assessment is due in MM/DD/YYYY format.
Date Family Assessment submitted			Display the date the Family Assessment is submitted to the supervisor for approval in MM/DD/YY format.
Date approved by the supervisor			Display the Date the Family Assessment is approved by the supervisor in MM/DD/YYYY format.
Status	Calculated field	N/A	<p>The Status of the Family Assessment.</p> <ol style="list-style-type: none"> 1. Completed On Time. 2. Completed late. 3. Not Completed – Not Overdue. 4. Not Completed - Overdue.

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Case
 Case Name: Murphy, Catherine Status: Pending Purpose: Initial
 Assessment Date: 11/03/2007 Created By: Corn IV, Conn

Participants Prior Intakes/Investigations Family Safety Summary

Participants

Names	DOB	Gender	Marital Status	Service Role	Child/Adult
Murphy, Carl		M		Absent Parent	Adult
Chris, Murphy	02/14/2000	M		Child	Child
Murphy, Catherine	05/15/1970	F		Primary Caregiver	Adult
Murphy, Courtney	02/15/2004	F		Relative Not In Home	Child, Adult

Options:

Done Local Intranet

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Case

Case Name: Murphy, Catherine Status: Pending Purpose: Updated

Assessment Date: 11/03/2007 Created By: Corn IV, Conn

Participants Prior Intakes/Investigations Family Safety **Summary**

Summary of casework activities since last assessment that address: Any changes that have occurred in family conditions or circumstances, all factors criteria affecting family strength or capacities, identified risks to the child, signs of emerging danger, Case Plan goals that have been met and are remaining, and services that are needed to meet Case plan goals.

Testing

Supervisor Comments:

Tickler Due Date: 05/03/2009

Options: Approval

Done Local Intranet