

SM10b: Living Arrangement

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Change History

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1.1. Introduction

The Living Arrangement page documents information pertaining to the living arrangement for a child that has not been removed from his/her home.

A single child (participant) can only have one out of home placement or living arrangement at a time, and the Out of Home Placement (see the SM10a: Out of Home Placement/Services topic paper) or Living Arrangement dates and times cannot overlap with one another. If an Out of Home Placement is made for a child, and the child is to be placed at another facility/foster home, or in another living arrangement, the original placement must be ended before the second placement or living arrangement being initiated.

The Living Arrangements page is launched by clicking Create > Case Work, selecting Living Arrangement from the Placement/Services drop down menu, and then choosing the family case and the participant within the family that the worker wants to place.

1.2. Pages

1.2.1. Page – Living Arrangement

Florida Safe Families Network
Hand Book Print Audit Spell Check Help

Child

Child: Jacob, Jessica Case Name: Jacob, Jessica

Living Arrangement

Living Arrangement Begin Date and Time: 00/00/0000 00:00 AM PM Living Arrangement Begin Date and Time: 00/00/0000 00:00 AM PM

Living Arrangement: ▼

Primary Caregiver: ▼ Secondary Caregiver: ▼

Comments:

Service Reasons

<input type="checkbox"/> Abandonment	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Medical Neglect
<input type="checkbox"/> Adoption Dissolution	<input type="checkbox"/> Drug Abuse (Child)	<input type="checkbox"/> Physical Abuse
<input type="checkbox"/> Alcohol Abuse (Child)	<input type="checkbox"/> Drug Abuse Parent	<input type="checkbox"/> Physical Neglect
<input type="checkbox"/> Alcohol Abuse (Parent)	<input type="checkbox"/> Emotional Abuse/Neglect	<input type="checkbox"/> Relinquishment
<input type="checkbox"/> Caretaker's Inability to Cope	<input type="checkbox"/> Inadequate Housing	<input type="checkbox"/> Request for Services
<input type="checkbox"/> Child's Behavior Problem	<input type="checkbox"/> Inadequate Supervision	<input type="checkbox"/> Sexual Abuse
<input type="checkbox"/> Child's Disability	<input type="checkbox"/> Incarceration of Parent(s)	<input type="checkbox"/> Transition to Independence
<input type="checkbox"/> Death of Parent(s)		

Continue
Close

1.2.1.1 Page Navigation and Overview

The Living Arrangement page is used to document information pertaining to the living arrangement for a child when the child has not been removed from the home. A single child (participant) can have only one out of home placement or living arrangement at a time and the Out of Home Placement or Living Arrangement dates cannot overlap one another.

If an Out of Home placement is made for a child, and the child is to be placed at another facility/foster home, or in another living arrangement, the original placement must be ended



before the second placement or living arrangement being initiated. Gaps in a child's living arrangement can be filled using the Living Arrangement page if the beginning and ending dates and times do not overlap with an existing Placement or Living Arrangement.

The Living Arrangements page is launched by clicking Create > Case Work, selecting Living Arrangement from the Placement/Services drop down menu, and then choosing the family case and the participant within the family that the worker wants to place.

The Living Arrangement page contains three group boxes, which are labeled, "Child," "Living Arrangement," and "Service Reasons." The Child and Case Name fields in the Child group box pre-fill based upon the information selected in the Create Casework page when the placement record is created. The user documents the type of Living Arrangement and the associated Begin and End Dates and Times along with the name(s) of the caregiver(s) with whom the child is living. The Service Reasons group box is used to document one or more reasons for which the child is receiving services. The Service Reasons values display in alphabetical order top to bottom, then left to right.



1.2.1.1. Page Information

Group Box	Child	
Fields	Child	First and last name of the child whose living arrangement is being documented; system derived from the Create Casework page; not user modifiable
	Case Name:	Name of the case associated with the person identified in the Child field; system derived from the Create Case Work page; not user modifiable
Group Box	Living Arrangement	
Fields	Living Arrangement Begin Date and Time	Date and Time when the living arrangement began; user entered date and time fields; will accept current date or past dates up to 125 years prior to today's date; will not accept future dates; required
	Living Arrangement End Date and Time	Date and Time when the living arrangement ended; user entered date and time fields; will accept current date or past dates but must be later than the Living Arrangement Begin Date and Time; disabled until a date and time has been entered in Living Arrangement Begin Date and Time; not required
	Living Arrangement	Type of Living Arrangement being documented; user selected drop down list; required
	Primary Caregiver	Identification of the primary caregiver of the child named in the Child field in the page header; user-selected drop down list; Conditionally required based on selection from the "Living Arrangement" field as follows: not required for "Assisted Living Facility (Age 18+)," "County Detention Facility (Age 18+)," "Dorm (Age 18+)," "Foster Family (Age 18+)," "Friend (Age 18+)," "Group Care (Age 18+)," "Homeless (Age 18+)," "Military (Age 18+)," "Non-relative Licensed (Age 18+),"



		“Own Housing (Age 18+),” “Renting Housing (Age 18+),” and “State Correctional Facility (Age 18+),” but required for all other Living Arrangement types
	Secondary Caregiver	Identification of the secondary caregiver of the child named in the Child field in the page header; user-selected drop down list; cannot be a duplicate value of Primary Caregiver; enabled and required if the Living Arrangement field indicates that there is more than one caregiver
	Comments	User entered text field; 1000 character limit; not required
Group Box:	Service Reasons	
Fields:		
	Abandonment	User selected check box; not required; defaults to not checked
	Adoption Dissolution	User selected check box; not required; defaults to not checked
	Alcohol Abuse (Child)	User selected check box; not required; defaults to not checked
	Alcohol Abuse (Parent)	User selected check box; not required; defaults to not checked
	Caregiver's Inability to Cope	User selected check box; not required; defaults to not checked
	Child's Behavior Problem	User selected check box; not required; defaults to not checked
	Child's Disability	User selected check box; not required; defaults to not checked
	Death of Parent(s)	User selected check box; not required; defaults to not checked
	Domestic Violence	User selected check box; not required; defaults to not checked
	Drug Abuse (Child)	User selected check box; not required; defaults to not checked



	Drug Abuse (Parent)	User selected check box; not required; defaults to not checked
	Emotional Abuse / Neglect	User selected check box; not required; defaults to not checked
	Inadequate Housing	User selected check box; not required; defaults to not checked
	Inadequate Supervision	User selected check box; not required; defaults to not checked
	Incarceration of Parent(s)	User selected check box; not required; defaults to not checked
	Medical Neglect	User selected check box; not required; defaults to not checked
	Physical Abuse	User selected check box; not required; defaults to not checked
	Physical Neglect	User selected check box; not required; defaults to not checked
	Relinquishment	User selected check box; not required; defaults to not checked
	Request for Services	User selected check box; not required; defaults to not checked
	Sexual Abuse	User selected check box; not required; defaults to not checked
Buttons	Save	Standard Save processing
	Close	Standard Close processing



1.2.1.2. Background Processing

- If, at the time that the user attempts to create a Living Arrangement from the Create Casework window, the child for which the Living Arrangement being created is currently placed in an Out of Home Placement or has an open Living Arrangement with a Begin Date and Time but no End Date and Time, an edit message is displayed stating, "This child is currently placed in an Out of Home Placement or has a documented Living Arrangement. Would you like to continue to create a Historical Living Arrangement? Select "Yes" to continue or "No" to cancel."
- The Living Arrangement End Date and Time cannot be earlier than the Living Arrangement Begin Date and Time.

1.2.1.3. Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.
- Perform a check to see if the Living Arrangement Begin Date and Time falls between the Begin Date and Time and the End Date and Time of another Out of Home Placement for the child. If so, display error message: "The Living Arrangement cannot overlap an existing Out of Home Placement or Living Arrangement for the child."
- Perform a check to see if the Living Arrangement Begin Date and Time falls between the Begin Date and Time and the End Date and Time of another Living Arrangement for the child. If so, display error message: "The Living Arrangement cannot overlap an existing Out of Home Placement or Living Arrangement for the child."
- Perform a check to see if the Living Arrangement End Date and Time falls between the Begin Date and Time and the End Date and Time of another Out of Home Placement for the child. If so, display error message: "The Living Arrangement cannot overlap an existing Out of Home Placement or Living Arrangement for the child."
- Perform a check to see if the Living Arrangement End Date and Time falls between the Begin Date and Time and the End Date and Time of another Living Arrangement for the child. If so, display error message: "The Living Arrangement cannot overlap an existing Out of Home Placement or Living Arrangement for the child."
- The application will provide the user with an edit if Living Arrangement of any values of "runaway", "abducted", or "absconded" are saved on the window. This message will be generated to remind the worker to follow the established procedures for MCTS. "This child has had a Living Arrangement value of XXXXXXXX saved. Please now complete the Missing Child response window." Per A.I. 567.



- When accessing “prior” End Dated Living Arrangement records the existing check boxes, which are being removed/hidden, are displayed.
 - Note: If the End Date is removed, the identified check boxes are no longer displayed for selection.
- Perform a check to see if the Living Arrangement Begin Date and Time falls between the Begin Date and End Date of the Family Support Status for the child. If so, display the following error message: "The Living Arrangement cannot overlap an existing Family Support Status for the child."
- As the Family Support Status Begin will not document a begin/end time, the system should allow a Living Arrangement Begin Date to equal the End Date of a Family Support Status.
- Likewise, the system should allow a Living Arrangement End Date to equal the Begin Date of a Family Support Status.

1.2.1.4. CRUD Matrix

Table Name	Create	Read	Update	Delete
CASE		X		
PERSON		X		
CODE_DESC_LRG		X		
LIVING_ARRANGMENTS	X	X	X	



1.3. Inventories

1.3.1. Table Descriptions

Table Name	Description
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON, except Intake Report (Report and Referral). Address detail consists of home, business and any other address that is identified as required for FSFN processing.
CASE_PART	This table maintains information pertaining to the PERSONs involved in a CASE, or a collateral person about whom DCF/Sheriff's Office/Community-Based Care or a county agency needs to keep information for assessment or other purposes.
LIVING ARRANGEMENTS	This table stores information pertaining to the documentation of living arrangements.
PAN_TEXT_EVENT	This table stores identifying information pertaining to a PROVIDER NOTE including category, type, timestamps, work units associated, and billable designation. This table does not contain PROVIDER NOTE text.
PERSON	This PERSON table maintains information that identifies an individual known to DCF/Sheriff's Office/Community-Based Care or the county child welfare division such as name, date of birth, social security number, race, sex, etc. A PERSON can be a WORKER, REPORT PART, REFERRAL PART, CASE PART.



1.3.2. Reference Data

1.3.2.1. Drop Downs

FSFN Page: Living Arrangement

Tab Name: N/A

Field Name: Living Arrangement

Table Name: CODE_DESC_LRG

Group Id: LVNGARRN

FSFN Page: Living Arrangement

Tab Name: N/A

Field Name: Primary Caregiver

Table Name: CASE_PART

Values: (list of case participants)

FSFN Page: Living Arrangement

Tab Name: N/A

Field Name: Secondary Caregiver

Table Name: CASE_PART

Values: (list of case participants)

1.3.3. Automated Messages

- None

1.3.4. Checklists

- None

1.3.5. Task Due

<Child Visit Due>

Category: Out of Home Placement/Living Arrangement

Type: Child Visit Due

Summary Description: Task Due displayed indicating that a child visit is due

Creation Date: Created once a child is placed in a Removal Episode or in a Living Arrangement and is assigned to the most recent Primary Worker; subsequent Tasks Due are created once the "Completed" Face-to-Face Contact is documented

Due Date: 30 calendar days from the Removal Begin Date or Living Arrangement Begin Date for the child; then every 30 days thereafter using the Contact Begin Date documented on the Case Note that satisfied the previous "Child Visit Due" for the 30 day



calculation. The first Task Due appears immediately when the child is placed in a Removal Episode or Living Arrangement and the subsequent Task Due appear on the Primary Worker's Desktop immediately once the Case Note is created with a "Completed" Face-to-Face Contact documented, which satisfies the previous Child Visit Due - Task Due.

Deletion: Regardless of the Case Note Type, once a Case Note has a "Completed" Face-to-Face Contact documented or when the Removal is discharged or Living Arrangement end dated.

Launches the following page: N/A (the completion of the Task is the creation of the piece of work)

The Task Due displays as follows in plain black text instead of a hyperlink:

Child Visit Due Task Due Date Investigation ID/ Case ID Case Name Profile Name

1.3.6. Notifications

- None

1.3.7. Text Templates

- None

1.3.8. Reports

All reports' designs are documented in the RP01 Reports Topic Paper. Please refer to the SM section of that topic paper for information on the reports (if any) related to this topic. Please note that not all topics have associated reports

1.3.9. Triggers

- None

1.3.10. Batch Programs

- None