



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 companion to the User Guide that includes additional details. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for the User Guide and additional resources.

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## Create a Present Danger Assessment

How Do I...?	Selections	Tips & Guidelines
<p>Create a Present Danger Assessment from the Desktop</p>	<ul style="list-style-type: none"> <li>• From the FSFN Banner, click the <b>Case Work</b> icon. <i>OR</i></li> <li>• From the <b>Create</b> menu, click <b>Case Work</b>.</li> <li>• The <b>Create Case Work</b> page displays.</li> <li>• From the <b>Assessment and Planning</b> drop down, select <b>PDA</b>.</li> <li>• In the <b>Cases</b> group box, select the appropriate case.</li> <li>• Click <b>Create</b>.</li> <li>• The <b>PDA</b> page displays in edit mode.</li> </ul>	<p><i>When creating a Present Danger Assessment, if there is an existing “completed” PDA, the Danger Threats pre-fills from the most recent “completed” PDA.</i></p>
<p>Create a Present Danger Assessment from the Case Book</p>	<ul style="list-style-type: none"> <li>• At the top of the <b>Case Book</b> page, click the <b>Create Case Work</b> hyperlink.</li> <li>• The <b>Create Case Work</b> page displays.</li> <li>• From the <b>Assessment and Planning</b> drop down, select <b>PDA</b>.</li> <li>• In the <b>Cases</b> group box, select the appropriate case.</li> <li>• Click <b>Create</b>.</li> <li>• The <b>PDA</b> page displays in edit mode.</li> </ul>	
<p>Create a Present Danger Assessment from Investigations</p>	<ul style="list-style-type: none"> <li>• On the FSFN outlier, click the <b>Cases</b> expando.</li> <li>• Under the <b>Cases</b> expando, click the <b>Investigation</b> icon.</li> <li>• Under the <b>Investigation</b> icon, click the appropriate <b>Investigation</b> hyperlink to display the <b>Investigation</b> page.</li> <li>• On the <b>Investigation</b> page, click the <b>Present Danger Assessment</b> hyperlink from the <b>Actions</b> group box.</li> <li>• The <b>PDA</b> page displays in edit mode.</li> </ul>	<p><i>Only one “Family-level” Present Danger Assessment can be open at a single point in time within a FSFN Case.</i></p> <p><i>Additionally, only one “Investigation-level” PDA can be open at a single point in time within a FSFN Case.</i></p>



## Access an Existing Present Danger Assessment

How Do I...?	Selections	Tips & Guidelines
<p>Access an Existing Present Danger Assessment from Desktop</p>	<ul style="list-style-type: none"> <li>• On the FSFN outline, click the <b>Cases</b> expando.</li> <li>• Under the <b>Cases</b> expando, select the <b>Case Folder</b> icon.</li> <li>• Under the <b>Case Folder</b> icon, select the <b>Assessment and Planning</b> icon.</li> <li>• Under the <b>Assessment and Planning</b> icon, select the applicable <b>PDA</b> from the previously competed <b>PDA</b>s.</li> <li>• The <b>PDA</b> page launches and displays in view only mode.</li> </ul>	
<p>Access an Existing Present Danger Assessment from the Case Book</p>	<ul style="list-style-type: none"> <li>• Access the <b>Case Book</b>.</li> <li>• From the <b>Work</b> drop down in the center group box of the <b>Case Book</b> page, select <b>Assessment and Planning</b>.</li> <li>• Under the <b>Assessment and Planning</b> icon, select the applicable <b>PDA</b> from the previously competed <b>PDA</b>s.</li> <li>• The <b>PDA</b> page launches and displays in view-only mode.</li> </ul>	<p><i>In any instances where an existing PDA is accessed, it can either be "Pending" or "Completed." If the PDA is "Pending" and launched from the Desktop, or launched from the Case Book or the Person Book (which has been launched from the Desktop), the PDA launches in edit mode, not view mode.</i></p>
<p>Access an Existing Present Danger Assessment from the Case Book if created from an Investigation</p>	<ul style="list-style-type: none"> <li>• Access the <b>Case Book</b>.</li> <li>• From the <b>Work</b> drop down in the center group box of the <b>Case Book</b> page, select <b>Investigations/Special Conditions Referral</b>.</li> <li>• Under the <b>Assessment and Planning</b> icon, select the applicable <b>PDA</b> from the previously competed <b>PDA</b>s.</li> <li>• The <b>PDA</b> page launches and displays in view-only mode.</li> </ul>	<p><i>In any instances where an existing PDA is accessed, it can either be "Pending" or "Completed" If the PDA is "Pending" and launched from the Desktop, or launched from the Case Book or the Person Book (which has been launched from the Desktop), the PDA launches in edit mode, not view mode.</i></p>
<p>Access an Existing Present Danger Assessment from the Person Book</p>	<ul style="list-style-type: none"> <li>• From the Desktop, select the <b>Participant View</b> check box.</li> <li>• On the FSFN outline, click the <b>Cases</b> expando.</li> <li>• Click <b>Case Folder</b> to view Participants.</li> <li>• Click the <b>Person Book</b> hyperlink.</li> </ul>	<p><i>In any instances where an existing PDA is accessed, it can either be "Pending" or "Completed" If it is "Pending" and launched from the Desktop, or launched from the Case Book or the Person Book, (which has been launched from the Desktop) it launches in Edit mode not View mode.</i></p>



## Access an Existing Present Danger Assessment

How Do I...?	Selections	Tips & Guidelines
Access an Existing Present Danger Assessment from the Person Book, Continued	<ul style="list-style-type: none"> <li>From the <b>Work</b> drop down, select <b>Assessment and Planning</b>.</li> <li>From previous PDAs, select applicable PDA.</li> <li>The <b>PDA</b> page launches and displays in view-only mode.</li> </ul>	
Access an Existing Present Danger Assessment from Search	<ul style="list-style-type: none"> <li>From the <b>Banner</b>, click the <b>Search</b> icon.</li> <li>OR</li> <li>From the <b>Utilities</b> menu, select <b>Search</b>.</li> <li>Conduct a Case Search.</li> <li>From the Search Results, click the <b>Case Folder</b> icon to display case information.</li> <li>Under the <b>Case Folder</b> icon, click the <b>Assessment and Planning</b> icon.</li> <li>Under the <b>Assessment and Planning</b> icon, select the applicable PDA from the previously completed PDAs.</li> <li>The <b>PDA</b> page launches and displays in view-only mode.</li> </ul>	<p><i>The PDA can be accessed from Search through the Investigation icon of a returned person or case entry, or by accessing the related the Case Book or the Person Book of a Search for a FSFN Case or case participant.</i></p>

## Complete the Present Danger Assessment Header

How Do I...?	Selections	Tips & Guidelines
Pre-fill the Case Information	<ul style="list-style-type: none"> <li>Create a new <b>PDA</b> page through one of the create methods.</li> <li><b>Case Information</b> pre-fills from the Case/Investigation information in FSFN for which the PDA was created.</li> </ul>	<p><i>When the user creates the PDA page, the following fields in the PDA Header pre-fill:</i></p> <ul style="list-style-type: none"> <li>Case Name</li> <li>FSFN Case ID</li> <li>Worker Name</li> <li>Intake / Investigation ID</li> </ul> <p><i>If the Investigation moves to another FSFN Case (Move Investigation functionality) after the creation of the PDA at the Investigation level, FSFN updates the Case Name and the FSFN Case ID information to the new case.</i></p>



## Complete the Present Danger Assessment Header

How Do I...?	Selections	Tips & Guidelines
Enter an Assessment Date	<ul style="list-style-type: none"> <li>On the <b>PDA</b> page, enter a date in the <b>Assessment Date</b> field.</li> </ul>	<p><i>The Assessment Date can be a date in the past or the current date, but cannot be a future date</i></p>

## Identify Danger Threats to a Child

How Do I...?	Selections	Tips & Guidelines
Select Danger Threats	<ul style="list-style-type: none"> <li>On the <b>PDA</b> page, select <b>Yes</b> or <b>No</b> to each of the 11 <b>Danger Threat</b> radio buttons.</li> <li>If selecting the <b>Yes</b> check box for the <b>Other: Explain</b> danger threat, the user is required to enter a narrative in the text box. <ul style="list-style-type: none"> <li>Only use this category in extremely rare situations.</li> </ul> </li> <li>Continue to the <b>Safety Intervention</b> group box.</li> </ul>	<p><i>The user is able to identify danger threats to a child, if necessary, on the PDA page. Present dangers are immediate, significant, and observable family conditions, or threats to a child's safety that are actively occurring and likely to result in severe harm to a child.</i></p> <p><i>Danger Threat selections entered on a previously completed PDA page pre-fill when the user creates a new PDA. The pre-filled Danger Threats fields on the new PDA are user modifiable.</i></p>



## Save the Present Danger Assessment

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Present Danger Assessment</p>	<ul style="list-style-type: none"> <li>• On the <b>PDA</b> page, click <b>Save</b>.</li> <li>• The <b>PDA</b> page saves with a Pending status. OR</li> <li>• In the <b>PDA</b> Header, select the <b>Completed</b> check box.</li> <li>• On the <b>PDA</b> page, click <b>Save</b>.</li> <li>• Select <b>Yes</b> or <b>No</b> to the validation message, "Upon completing the Present Danger Assessment all fields will become frozen. Are you sure you wish to continue?"</li> <li>• Click <b>Close</b>.</li> </ul>	<p><i>FSFN functionality allows the user's Acting or Unit Supervisor to clear the Complete check box in order for the user to make any necessary updates to a PDA. The Supervisor must click Save to enable the fields after clearing the check box. A user must complete a Pending PDA of the same type (Child Investigation or Case Level) before the Supervisor can clear the check box. If the Pending PDA was not completed, FSFN generates an error message indicating the existence of a Pending PDA.</i></p> <p><i>If the PDA page was launched from the Investigation page, the page permanently freezes once the supervisor approves the Investigation for closure.</i></p> <p><i>For Case-level PDA pages, the PDA becomes permanently frozen and the supervisor cannot clear the Complete check box once the supervisor approves the FSFN case for closure. Re-opening the FSFN case allows the user to clear and modify the Complete check box as needed.</i></p>



Attach and View Images		
How Do I...?	Selections	Tips & Guidelines
Upload an Image	<ul style="list-style-type: none"> <li>• Access the <b>PDA</b> page.</li> <li>• In the <b>Actions and Text</b> list box, click the <b>Upload Image</b> hyperlink.</li> <li>• The <b>Imaging</b> page displays.</li> </ul>	<p><i>The Upload Image hyperlink only displays after the PDA is saved for the first time. The View Attached Images hyperlink launches the Image History pop-up. The View Attached Images link is only displayed when at least one image is attached to the PDA page. All attached images are available to view.</i></p> <p><i>You can upload multiple Images to a single Present Danger Assessment page.</i></p> <p><i>Each time the Upload Image hyperlink is clicked, a new Image is uploaded and attached to the Present Danger Assessment page.</i></p> <p><i>When an Image is uploaded to the Present Danger Assessment page, both the Image Category and Image Type fields default to "Present Danger Assessment" and both fields are disabled.</i></p> <p><i>Acceptable file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.</i></p> <p><i>File name must be less than 50 characters. File size is restricted to 25 MB.</i></p> <p><b>Important:</b> <i>Check information before saving. You cannot edit after save.</i></p>



Attach and View Images		
How Do I...?	Selections	Tips & Guidelines
View an Attached Image	<ul style="list-style-type: none"> <li>• Access <b>Present Danger Assessment</b> page.</li> <li>• If images are attached, <b>View Attached Images</b> hyperlink displays in <b>Actions List Box</b>.</li> <li>• In the <b>Actions List</b> Box, click <b>View Attached Images</b> hyperlink.</li> <li>• All images or files attached to <b>Present Danger Assessment</b> page display on <b>Image History</b> page with a <b>View</b> hyperlink for each image or file.</li> <li>• On the <b>Image History</b> page, click applicable <b>View</b> hyperlink.</li> <li>• On the <b>Imaging</b> page, click <b>View</b> hyperlink to open the image or file.</li> <li>• The image or file displays in a compatible application (e.g., Microsoft Word or Browser).</li> </ul>	<p><i>The View Attached Images hyperlink displays only after at least one (1) Imaging page has been created in association with the Present Danger Assessment page.</i></p> <p><i>The Imaging page cannot be edited from the Image History page.</i></p>

Launch and Print the Present Danger Assessment Template		
How Do I...?	Selections	Tips & Guidelines
Launch and Print the Present Danger Assessment	<ul style="list-style-type: none"> <li>• Access the <b>PDA</b> page.</li> <li>• In the <b>Actions and Text</b> list box, click the <b>Present Danger Assessment</b> hyperlink.</li> <li>• The <b>PDA</b> template displays.</li> <li>• Click <b>Print</b>.</li> </ul>	

