



Florida Safe Families Network

Safety Plan How Do I ... Guide March 17, 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.

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Create a Safety Plan

How Do I...?	Selections	Tips & Guidelines
<p>Create a Case Level Safety Plan from the Desktop</p>	<ul style="list-style-type: none"> • From Desktop, click Create, and then select Case Work. • Select applicable Case. • From Assessment and Planning drop down, select Safety Plan. • Click Create. • The Safety Plan Selection page displays. • The user has the ability to pre-fill from an existing Safety Plan by selecting the appropriate radio button and clicking Continue. <p>OR</p> <ul style="list-style-type: none"> • Click the Create button to newly create a Safety Plan. 	<p><i>The new Safety Plan page can be created at the case level or from within a Child In-Home or Other Investigation.</i></p> <p><i>FSFN will no longer restrict the ability to create more than one "individual" active Safety Plan nor restrict the ability to create more than one "family" active Safety Plan.</i></p> <p><i>Household Name field will be displayed on the Safety Plan Outliner on the Desktop in Case or Participant view.</i></p> <p><i>The users will have the ability to select a Safety Plan to pre-fill from OR create one from scratch; the system will no longer automatically pre-fill from the most recent.</i></p> <p>The column labeled "Do Not Share with Perpetrator of Intimate Partner Violence" will contain a check box for each row displayed in the Safety Plan Actions group box, allowing for multi-selection OR no selection at all - This will apply to only newly created Safety Plans.</p>



Create a Safety Plan

How Do I...?	Selections	Tips & Guidelines
<p>Create a Case Level Safety Plan from Case Book</p>	<ul style="list-style-type: none"> • Access Case Book. • Click Create Case Work hyperlink above center group box. • From Assessment and Planning drop down, select Safety Plan. • Click Create. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • From Case Book, within Actions and Text List Box, click Safety Plan hyperlink. • The Safety Plan Selection page displays. • The user has the ability to pre-fill from an existing Safety Plan by selecting the appropriate radio button and clicking Continue. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click the Create button to newly create a Safety Plan 	<p>Household Name field will be displayed on the Safety Plan Outliner on the Case Book</p> <p><i>The users will have the ability to select a Safety Plan to pre-fill from OR create one from scratch; the system will no longer automatically pre-fill from the most recent.</i></p> <p><i>The column labeled "Do Not Share with Perpetrator of Intimate Partner Violence" will contain a check box for each row displayed in the Safety Plan Actions group box, allowing for multi-selection OR no selection at all - This will apply to only newly created Safety Plans.</i></p>
<p>Create an Investigation Level Safety Plan</p>	<ul style="list-style-type: none"> • From a Child In-Home or Other Investigation page, within Actions and Text List Box, click Safety Plan hyperlink • The Safety Plan Selection page displays. • The user has the ability to pre-fill from an existing Safety Plan by selecting the appropriate radio button and clicking Continue. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click the Create button to newly create a Safety Plan 	<p><i>The users will have the ability to select a Safety Plan to pre-fill from OR create one from scratch; the system will no longer automatically pre-fill from the most recent.</i></p> <p><i>The column labeled "Do Not Share with Perpetrator of Intimate Partner Violence" will contain a check box for each row displayed in the Safety Plan Actions group box, allowing for multi-selection OR no selection at all - This will apply to only newly created Safety Plans.</i></p>



Access an Existing Safety Plan		
How Do I...?	Selections	Tips & Guidelines
Access an existing Safety Plan from the Desktop	<ul style="list-style-type: none"> • From Desktop, click Cases expando. • Select appropriate Case. • Click Case Folder icon. • Click Assessment and Planning icon. • Select appropriate Safety Plan. 	
Access an existing Safety Plan from Case Book	<ul style="list-style-type: none"> • Access Case Book. • From Case Book, select Assessments and Planning from center group box. • Select appropriate Safety Plan. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • From Case Book, within Actions and Text List Box, click Safety Plan hyperlink. 	

Document a Safety Plan Page		
How Do I...?	Selections	Tips & Guidelines
Document a Safety Plan	<ul style="list-style-type: none"> • FSFN will pre-fill Case Information based on Maintain Case table. • Enter an Effective Date. • From Safety Plan Purpose drop down, select a Safety Plan Purpose. • Within Children Under Safety Management group box, click Insert. • Children Under Safety Management pop-up page displays. • Select appropriate child participant(s). • Click Continue. • Select appropriate Included check box. • Within Danger Threat(s) Description group box, document Specific Threats to Child Safety in provided text box. • Within Safety Plan Actions group box, click Insert. • Safety Plan Actions pop-up page displays. • Document fields on Safety Plan Actions pop-up page. • Select Completed check box. • Click Continue. • Click Save. • Click Close. 	<p><i>Some of the Case Information is system derived from the Maintain Case table associated with the Case that was selected when the Safety Plan page was created or the Case to which the Investigation is associated.</i></p> <p><i>If a Safety Plan was created from the Investigation page within the Actions and Text List Box, then the Intake/Investigation ID will be associated to the Safety Plan and will display.</i></p> <p><i>The Effective Date cannot be a future date.</i></p> <p><i>If created from the Actions and Text List Box on the Case Book or the Create Case Work page (Assessments and Planning), then no ID will display.</i></p> <p><i>At least one (1) Child Under Safety Management must be included.</i></p> <p><i>Select the Complete check box to indicate that the Safety Plan has been completed and all applicable Safety Actions are documented. Upon selecting the Complete check box and clicking Save, the system validates the applicable required fields have been documented.</i></p> <p><i>Upon successfully saving, the Safety Plan page becomes disabled, except for the Terminate Plan group box fields. Default is null; when the Safety Plan page is created, if a previous Safety Plan page exists, the Complete check box will not pre-fill</i></p> <p><i>A new edit will be added that limits the number of active safety plans to a total maximum of 2 at any given time regardless of the Purpose or Type per case, not across FSFN.</i></p>

Complete the Safety Plan Action Page Pop Up

How Do I...?	Selections	Tips & Guidelines
<p>Complete the Safety Plan Action pop-up page</p>	<ul style="list-style-type: none"> • On Safety Plan page, within Safety Plan Actions group box, select Insert. • Safety Plan Actions pop-up page displays. • Enter text into Action to Keep Child Safe text box. • Enter text into Who is Responsible for Each Action text box. • Enter text into Resources or People Who will Help text box. • Enter text into Frequency of Intervention text box. • Click Continue. • Click Save. 	<p><i>At least one (1) Safety Plan Action pop-up page is required before the Safety Plan page can be Completed unless the Attaching Image of Safety Plan ONLY check box is selected.</i></p> <p><i>All of the fields on the Safety Plan Action pop-up page must be completed in order to add a Safety Plan Action to the Safety Plan.</i></p>
<p>Edit the Safety Plan Action pop-up page</p>	<ul style="list-style-type: none"> • On Safety Plan page, within Safety Plan Actions group box, select Edit hyperlink from Actions column. • Edit applicable fields on Safety Plan Actions pop-up page. • Click Continue. • Click Save. 	



Attach an Image to the Safety Plan

How Do I...?	Selections	Tips & Guidelines
<p>Attach an image to a Safety Plan</p>	<ul style="list-style-type: none"> • FSFN will pre-fill Case Information based on Maintain Case table. • Enter an Effective Date. • From Safety Plan Purpose drop down, select a Safety Plan Purpose. • Click Save. • From Actions List Box, click Upload Image. • Browse for appropriate image. • Upload image. • Click Save. 	<p><i>The Upload Image hyperlink will only display after the Safety Plan page has been successfully saved for the first time.</i></p> <p><i>It will only display if the Safety Plan page is in edit mode. Once the Safety Plan page is Completed, the Upload Image hyperlink will no longer be displayed. Each time the hyperlink is clicked, a new Imaging page will be created.</i></p> <p><i>The Image Category and Image Type will default to Safety Plan on the Imaging pop-up page.</i></p> <p><i>If the child is part of a Family Safety Plan where the Purpose = Present Danger Plan and the child has an Individual Safety Plan where the Purpose = Impending Danger Plan, then the child has the maximum of 2 overall Safety Plans for either purpose/type, and cannot create anymore for the child.</i></p> <p><i>Finally, the same applies if the child is part of 2 Family Safety Plans where the Purpose = Impending Danger Plan, then the child has the maximum of 2 overall Safety Plans for either purpose/type, and cannot create anymore for the child.</i></p>

Attach an Image of Safety Plan Only		
How Do I...?	Selections	Tips & Guidelines
Attach an image to a Safety Plan	<ul style="list-style-type: none"> • Document required fields to save Safety Plan initially. • Click Save. • Upload an Image to Safety Plan using Upload Image hyperlink. • Select Attaching Image of Safety Plan ONLY (no data entered) check box. • Select Completed check box. • Click Save. • Click Close. 	<p><i>If the Attaching Image of Safety Plan ONLY (no data entered) check box is selected, only the following fields are required: Effective Date, Safety Plan Purpose, and Safety Plan Type. If Type selected is Individual(s), at least one (1) child must be selected within the Children Under Safety Management group box. If the Complete check box is selected, FSFN validates that at least one (1) Image has been uploaded when the page is saved.</i></p> <p><i>If an Imaging page is associated with the Safety Plan page but the associated file was deleted, the validation will fail. A file must be attached to at least one (1) Imaging page to satisfy the edit.</i></p> <p><i>If the validation fails, the following validation message is displayed:</i></p> <ul style="list-style-type: none"> ▪ <i>When the “Attaching Image of Safety Plan ONLY (no data entered)” check box is selected, at least one Imaging page with attached file is required. <OK></i>

Launching Safety Plan Templates

How Do I...?	Selections	Tips & Guidelines
<p>Launch the Safety Plan template</p>	<ul style="list-style-type: none"> • The column “Do Not Share with Perpetrator of Intimate Partner Violence” displays a check box in the Safety Plan Actions group box allowing multi-selection OR no selection at all. • Click Save. • Click the Safety Plan hyperlink that launches the Safety Plan template using Microsoft Word. • Click Save. • Click Close. 	<p><i>The Safety Plan hyperlink only displays once the Safety Plan page has been successfully saved for the first time.</i></p> <ul style="list-style-type: none"> ▪ <i>The rows where the check box has been checked in the “Do Not Share with Perpetrator of Intimate Partner Violence” will not display on the template.</i>
<p>Launch the Safety Plan Survivor Only template</p>	<ul style="list-style-type: none"> • The column “Do Not Share with Perpetrator of Intimate Partner Violence” displays a check box in the Safety Plan Actions group box allowing multi-selection OR no selection at all. • Click Save. • Click the Safety Plan for Survivor Only hyperlink that launches the Safety Plan template using Microsoft Word. • Click Save. • Click Close. 	<p><i>The Safety Plan for Survivor Only hyperlink only displays once the Safety Plan page has been successfully saved for the first time.</i></p> <p><i>Each inserted row in the Safety Plan Actions group box will display on the Safety Plan for Survivor Only template whether the box has been selected or not selected.</i></p>



Terminate a Safety Plan		
How Do I...?	Selections	Tips & Guidelines
Terminate a Safety Plan	<ul style="list-style-type: none"> • Create a Safety Plan. • Select Complete check box. • Click Save. • Within Terminate Plan group box, enter a date in Termination Date field. • Select a reason from Reason Plan is no longer required drop down. • If applicable, select a reason from Other Reason plan is no longer required drop down. • Click Save. • Click Close. 	<p><i>The Termination Date field is conditionally enabled, but not required when the Complete check box is selected and the Safety Plan page is successfully saved. It must be greater than or equal to the Effective Date, but cannot be a future date. When a Termination Date is entered, the Reason Plan is no longer required drop down becomes enabled and required; otherwise the drop down is disabled.</i></p> <p><i>Upon clicking Save, if the Termination Date is entered but the Reason Plan is no longer required is not selected, the following validation message is displayed:</i></p> <ul style="list-style-type: none"> ▪ <i>Please enter data in the required fields. <OK></i> <p><i>Upon clicking Save, if the Reason Plan is no longer required is "Other" and the Other Reason Plan is no longer required is not documented, the following validation message is displayed:</i></p> <ul style="list-style-type: none"> ▪ <i>Please enter data in the required fields. <OK></i> <p><i>Once the Terminate Plan fields have been documented, and the Safety Plan page is successfully saved, the Terminate Plan fields will become frozen and disabled.</i></p>