

Florida Safe Families Network

Independent Living User Guide

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07/31/2013			Enhancement Team	
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About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Adult and Child Protective
 Investigators
- Financial Workers
- Hotline Command Center Counselors
- Legal Workers

- Ongoing Case Managers
- Provider Management
- Security Officers/Administrators
- Supervisors
- Support and Data Entry Staff

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, please read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN website (<u>http://fsfn.dcf.state.fl.us</u>).

- You must have a working understanding of Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.
- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.
- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.
- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.
- The Search page referred to within this user guide is the Search page with four tabs: Person, Case, Provider/Organization, and Worker. This Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other type of searches may

be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the Person Search page provides a method to search for a person and retrieve person data that pre-fills into the page in which you are working. The Person Search page should not be confused with the Search page with the Person tab.

Related Resources

Visit the DCF FSFN website (<u>http://fsfn.dcf.state.fl.us</u>) for online access to additional resources to support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

Security Information

FSFN restricts your ability to create, modify, and view specific information through the security profile associated with the Login Profile you used to access FSFN. Specific security is applied across all information. For example, if you do not have authorization to access restricted cases without an assignment, FSFN restricts your access.

The "Independent Living – View" security profile gives the user "view-only" access to the Independent Living page, while, the "Independent Living – All" security profile allows the user to perform Create, Edit, View, Insert and Update actions on the Independent Living page.

The Life Skills Assessment pop-up page has a Security Resource that allows the following actions, Create, Edit, View, Insert, and Update.

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Independent Living Overview

The Independent Living module supports the recording of academic and life skills progress for children in Foster Care between the ages of 13 and 17, and for eligible young adults formerly in Foster Care until age 23. The Independent Living page allows users to document the planning and preparation activities, as well as progress and participation of youth and young adults over the course of time on the same page in the system. This supports improved accountability for work and efforts made toward assisting youth in achieving independence as an adult and provide a complete history of their progress while involved in the Independent Living Program.

Key Tasks

To access the Independent Living page

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Favorites 🙀 😰 IBM Business Transformat 😰 IBM Standard Software Ins 🐑 IT Help Central 🔒 BCS Learning &	k KnowL. 🔹 🏭 IBM Links 🔹 🎍 Public Sector 👻 🗋 AppleSynchrifo 👔 IBM Home Page 😰 Join World Community Gr 👔 Suggested Sites 👻
Florida Safe Families Network	🗿 * 🔯 - Zage - Safety - Tgols - 🖗
orida Safe Families Network	Financial Work 💲 Case Work 😑 Provider Work 😨 Search 🔍 Refresh 🖨 Print 😩 Help 🍞 Logout.
And Andrean United Technology (Constrained on the second o	FSFN Messages and Links Citck here to show the Child Protection Transformation overview? ESFN Messages and Links Unit Messages and Links

- 1. From the **Desktop**, click **Create** on the FSFN menu bar.
- 2. Click Case Work.
- 3. From Create Case items, select *Independent Living Record* from the Youth/Young Adult menu.
- 4. From the **Cases** group box, select the case.
- 5. From the Case Participants group box, select the case participant.
- 6. Click Create.



Create Case Items	Cases	
Administration	BFOVV, lesha	
Adoption		
Assessment and Planning	V	
Child Placement Agreement	V	
Education	V	
Eligibility	×	
Family Assessment	×	
File Cabinet	✓ Case Participants	
Forms	Please select a Case>	
Investigation	▼	
Legal	×	
Medical/Mental Health	×	
Meeting	v	
MCR	✓	
Narrative	V	
Placement/Services	V	
Planning	V	
Special Conditions Referral	V	
Youth/Young Adult		

The Independent Living page displays.

Florida Safe Families Network			Hand Book 🕢 Print 昌 /	Audit (📄 Spe	ll Chec	k 🌍 Help
Case Information Participant Name: Smith. Ivy Lynn DOB: 01/01/1994 Has the Child Ever Been Adjudicated Delinquent? @Yes \no	Age: 19 Person Date of A	ID: 8965 djudicatio	741258 Case Name: Smith, ky Lynn	FS	SFN Case II	D: 1234	567890
Academic and Life Skills Progress	A <u>g</u> e 1	13-17	Ag <u>e</u> 18	-23			Actions:
Date of Independent Living Referral	Life Skills Asses	ssment	S				Upload Image
Date: MM/DD/YYYY Type: Delete	Completed Date	Age	Skill/Type				View Attached Imag
	MM/DD/YYYY	##.#	Knowledge of Community Resources Need Personal Appearance Strength Transportation Need	Edit	<u>Delete</u>		Create Young Adult Case Planning Worksheet
	MM/DD/YYYY	##.#	Þ	Edit	Delete		Open Young Adult Case Planning
_	MM/DD/YYYY	##.#	Career Planning Need	Edit	<u>Delete</u>		Worksheet
Insert					<u>I</u> nsert		Upen Young Adult Judicial Review Worksheet
Academic and Life Skills Progress Date: MM/DD/YYYY Type:	Education Level:		Term:				Tout
Attendance: Performance/Pro	ogress: 💌	Enrolled	d in College Prep Course: 🛛 🔻 Status:	1	Delete	v	IEXL.
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Date Taken/Waiver Granted: MM/DD/YYYY Reading:		▼ Mat	h: Science:		V		
Writing: Remediation Received	d:	T			<u>Delete</u>	w	
					<u>I</u> nsert		
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To upload an image to the Independent Living page

- 1. After first successful save of **Independent Living** page, click **Upload Image** hyperlink in **Actions List Box**.
- The Upload Image hyperlink only displays once the Independent Living page is saved successfully for the first time.
- You can upload multiple Images to a single Independent Living page.
- Each time the Upload Image hyperlink is clicked; a new Image is uploaded and attached to the Independent Living page.
- 2. On Imaging page, enter Date Document Scanned in Image Details group box.
- When an Image is uploaded to the Independent Living page, the Image Category field defaults to "Independent Living" and is disabled.
- 3. From **Image Type** drop down, select type.
- If "Other" is selected for Image Type, additional description is required.
- 4. Click **Browse**.
- 5. Locate and select file to upload from **Windows Explorer** page.
- Acceptable file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.
- File name must be less than 50 characters. File size restricted to 25 MB.
- 6. Click Open.
- 7. Selected file displays in File Name.
- 8. In **Comments** field, enter description (up to 500 characters).
- 9. Click Save.
- 10. Click Close.
- 11. Independent Living page displays, and View Attached Images hyperlink displays in Actions List Box.
- Important: Check information before saving. You cannot edit after save.

To view an attached image from the Independent Living page

- 1. If images are attached, View Attached Images hyperlink displays in Actions List Box.
- 2. Click View Attached Images hyperlink.
- **3.** All images or files attached to the **Independent Living** page display on **Image History** page with a **View** hyperlink for each image or file.
- 4. Click applicable View hyperlink.
- 5. On **Imaging** page, click **View** hyperlink to open image or file.
- 6. Image or file displays in compatible application (e.g., Microsoft Word or Browser).
- The View Attached Images hyperlink displays only after at least one (1) Imaging page has been created in association with the Independent Living page.
- Imaging page cannot be edited from View Attached Images page.

Documenting Academic and Life Skills Progress Information

About the Independent Living – Academic and Life Skills Progress Tab

The Academic and Life Skills Progress tab provides both a current "snapshot," as well as a historic overview, of the case participant's Academic and Life Skills progress. This tab allows the user to document when the youth was referred for Independent Living services. It also allows the user to navigate to Life Skill Assessment pop up page where user can document when the Life Skills were assessed, and whether each individual skill was identified as either a 'Strength' or 'Need' at the time the Life Skills Assessment was conducted. On this tab, the user can document the date the youth/young adult's academic progress was assessed, to include information regarding educational level, attendance, and status. This tab also allows the user to document the date the youth/young adult took the FCAT, whether he/she passed, failed, or received a waiver for each component of the test, and whether or not the youth received remediation.* FCAT has been formally replaced with the Florida Standards Assessment (FSA).

Key Tasks

To document information on the Academic and Life Skills Progress tab

In the Independent Living group box:

- 1. Click the **Participant Name** hyperlink to access the **Person Management** page for the participant.
- 2. Click the Additional tab on the Person Management page.
- 3. In the **Reporting Information** group box, select the **Yes** or **No** radio button to the question, "Has the Child Ever Been Adjudicated Delinquent?"
- 4. If the response is "Yes," enter a date in the Date of Adjudication field.

Basic	Additional	AKA <u>N</u> ames	Addr <u>e</u> ss	Relationship	Participant Informatio	on and Parenting
Person Information						
hild's Mother:		Search	Child's Father:		Search	
hild's Legal luardian (1):		Search	Child's Legal Guardian (2):		Search	
Child's Parental Inform	notion					
Iother's Current Status		•	Father's C	urrent Status:		•
lother's Marital Status at T	me of Child's Birth:		▼ Current R	elationship of Parents to Eac	h Other:	•
Person is on Active Du Reporting Information is the Child Ever Been Adj	endent of an Individual of the Armed Services	on Active Duty in the Am of the U.S. Yes C. No Date of	ned Services of the U.S. Adjudication: 07/03/201	0		
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Person is on Active Du Reporting Information as the Child Ever Been Adj ast Updated By: Pfmwdifi, litent Characteristica 1: Ab- litent Characteristica 2: litent Characteristica 3:	endent of an individual (hy in the Armed Services udicated Delinquent? Kishan Date Last (se	on Active Duty in the Am of the U.S. Yes C No Date of Updated: 08/04/2013	Adjudication: 07/03/200	ie.		
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5. Click Save.

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Case Information Participant Name: <u>Smith, Ivy Lynn</u> DOB: 01/01/1994 A Has the Child Ever Been Adjudicated Delinquent?	age: 19 Person I Date of Ac	D: 8965 djudicati	741258 Case Name: Smith, Ivy Lyr	in I	FSFN Case	ID: 123	4567890
Academic and Life Skills Progress	A <u>q</u> e 1	3-17	Age	18-23			Actions:
Date of Independent Living Referral	Life Skills Asses	sment	S				Upload Image
Date: MM/DD/YYYY Type: Delete	Completed Date	Age	Skill/Type				View Attached Images
	MM/DD/YYYY	##.#	 Knowledge of Community Resources Personal Appearance Transportation New New New New New New New New New New	ed Edit ngth ed	<u>Delete</u>		<u>Create Young Adult</u> <u>Case Planning</u> <u>Worksheet</u>
	MM/DD/YYYY	##.#	٥	Edi	t <u>Delete</u>		Open Young Adult Case Planning
	MM/DD/YYYY	##.#	Career Planning Ne	ed Edi	t <u>Delete</u>		Worksheet
Insert			Other Ne	ed	<u>I</u> nsert		Open Young Adult Judicial Review Worksheet
Academic and Life Skills Progress Date: MM/DD/YYYY Type:	F Education Level:		Term:				Text:
Attendance: Performance/Prog	gress: 💌	Enrolle	d in College Prep Course: 📃 🔻 Status:		Delete	v	
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FCAT		-					
Writing: Remediation Received:	:	V			Delete		
					<u>I</u> nsert		
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6. Click Close.

To document a Referral Date

In the Date of Independent Living Referral group box:

- 1. Click Insert.
- 2. Enter the date of the student's referral to Independent Living services.
- **3.** From the **Type** drop down, select whether the referral is an **Initial** or an **Updated** referral.
- A Delete button is available to delete the entry before and after saving the Independent Living page.

To document Academic and Life Skills Progress

In the Academic and Life Skills Progress group box:



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- 1. Click the **Insert**.
- 2. In the **Date** field, enter the date of the Life Skill assessment.
- 3. From the **Type** drop down, select the student's academic situation.
- A Delete button is available to delete the entry before and after saving the Independent Living page.

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Case Information Participant Name: Smith. Ivy Lynn DOB: 01/01/1994 Has the Child Ever Been Adjudicated Delinquent? @Yes ONo	Age: 19 Person ID: 8965741258 Date of Adjudication MM/DD/////Y	Case Name: <u>Smith, wy Lynn</u> F	SFN Case ID: 123	4567890
<u>A</u> cademic and Life Skills Progress	A <u>q</u> e 13-17	A <u>ge</u> 18-23		Actions:
- Date of Independent Living Referral	Life Skills Assessments			Upload Image
Date: MM/DD/YYYY Type: Delete	Completed Date Age Skill/Type			View Attached Images
	MM/DD/YYYY ##.# V Knowledge of (Personal Appea Transportation	Community Resources Need Edit arance Strength Need	<u>Delete</u>	<u>Create Young Adult</u> <u>Case Planning</u> <u>Worksheet</u>
	MM/DD/YYYY ##.#	Edit	Delete	Open Young Adult Case Planning
•	MM/DD/YYYY ##.# Career Planning Other	Need Edit	Delete	Worksheet Open Young Adult
Insert			Insert	Judicial Review Worksheet
Date: MM/DD/YYYY Type:	Education Level:	Term:		Text:
Attendance: Performance/Pro	gress: Enrolled in College Prep Cou	rse: 💌 Status:	v Delete v	
			Insert	
SCAT.				
Date Taken/Waiver Granted: MM/DD/YYYY Reading: Writing: Remediation Received	Math:	Science:	Delete	
			Insert	
				<u>S</u> ave <u>C</u> lose

To document FCAT Data

In the FCAT group box:



- 1. Click Insert.
- 2. In the **Date Taken/Waiver Granted** field, enter the date the student took the FCAT or the date a waiver was granted.
- 3. For the following FCAT subjects, rate the student's performance,
 - a. Reading
 - b. Math
 - c. Science
 - d. Writing
- FCAT has been formally replaced with the Florida Standards Assessments (FSA)
 In the **Remediation Received** field, indicate whether the student needed remediation if

failing one of the above subjects.

A Delete button is available to delete the entry before and after saving the Independent Living page.

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Case Information Participant Name: Smith, ky Lynn DOB: 01/01/1994 Has the Child Ever Been Adjudicated Delinquent? • Yes • No	Age: 19 Person I Date of Ac	D: 8965 djudicati	741258 Cas	e Name: 🖇	Smith, Ivy Lynn	FS	FN Case	ID: 123	34567890
Academic and Life Skills Dreasons	100 1	2 47			Acc 10 0	2			Actions:
	Ager	3-17			A <u>ye</u> 10-2.	3			Upload Image
Date of Independent Living Referral	Life Skills Asses	sment	S						Minus Attached Imperi
Date: MM/DD/YYYY Type: Delete	Completed Date	Age	Skill/Type						View Attached images
	MM/DD/YYYY	##.#	 Knowledge of Comm Personal Appearance Transportation 	unity Reso	urces Need Strength Need	Edit	<u>Delete</u>		Create Young Adult Case Planning Worksheet
	MM/DD/YYYYY	##.#	Þ			Edit	Delete		Open Young Adult Case Planning
	MM/DD/YYYY	##.#	Career Planning		Need	Edit	Delete		Worksheet
▼ Insert			Other		Need		Insert	V	Open Young Adult Judicial Review Worksheet
Academic and Life Skills Progress									
Date: MM/DD/YYYY Type:	Education Level:		T	Term:					Text:
Attendance: Performance/Pro	ogress: 🔍	Enrolle	d in College Prep Course:	_	▼ Status:		Delete		1040
							<u>I</u> nsert		
FCAT									
Date Taken/Waiver Granted: MM/DD/YYYY Reading:		Mat	h:	▼ Sc	ience:	_	V		
Writing: Remediation Receive	d:	V					Delete	V	
							<u>I</u> nsert		
									<u>S</u> ave <u>C</u> lose

5. Click Save.

Note.

Documenting the Life Skills Assessment

About the Independent Living – Life Skills Assessment Popup Page

The Life Skills Assessment pop-up page allows the user to document a complete assessment on one page. The assessment date and approximate age of the case participant is entered once. The user then selects each life skill that was assessed and selects either "Need" or "Strength" from the Type drop down for each one. The user has the option to enter text in the Description text box, except for "Other." The system requires text to be entered if "Other" is selected. Additionally, the user is required to enter information regarding the results of the assessment to include specific needs and assessment of the adequacy of the youth's preparation for adulthood and living independently.

Key Tasks

To access the Life Skills Assessment pop-up page to create new assessment

- 1. From the Independent Living page, click the Academic and Life Skill tab.
- 2. From the Life Skills Assessments group box, click Insert.

To access the Life Skills Assessment pop-up page to access an existing assessment

- 1. From the Independent Living page, click the Academic and Life Skill tab.
- 2. From the Life Skills Assessments group box, click the Edit hyperlink.

Life Skills Skill Description	Type	_	
Career Planning	1980	Ŧ	
7 Daily Living	Need	•	
Z Education Planning	Need	-	
Emergency and Safety Skills		*	Ξ
Food Management			
7 Health	Strength	•	
Housekeeping		Ŧ	- 24
Housing		Ŧ	
Interpersonal Skills	Strength	•	
Job Maintenance Skills		*	
Job Seeking Skills		Ŧ	
Knowledge of Community Resources		Ŧ	
T Loopi Guile	r	-	*



To document Information on the Life Skills Assessment pop-up page

- 1. In the Assessment Completed Date field, enter the date of the completed assessment.
- From the Age Assessment Completed drop down field has been updated to include the additional age values in six month increments up to age 21.5 Page Information, enter the age of the student.
- The case participant must be of age 18 or older for the values 18 and above to display.
- 3. Select a check box for each Life Skill assessed.
- 4. Enter a description in the **Description** field, if needed.
- 5. From the **Type** drop down, select whether the skill is a student's **Need** or the student's **Strength**.
- 6. Enter a description in the **Result** text field.
- 7. Click Save.
- 8. Click Close.

The data displays in the Life Skills Assessments group box on the Academic and Life Skills Progress tab.

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Case Information Participant Name: Smith, ky Lynn DOB: 01/01/1994 as the Child Ever Been Adjudicated Delinquent? @ Yes	Age: 19 Person Date of Ac	D: 8965 djudicati	41258 Case Name: <u>Smith, Ivy Lynn</u> n MM/DD/YYYY	FS	FN Case ID	D: 123	34567890
Academic and Life Skills Progress	A <u>q</u> e 1	3-17	A <u>ge</u> 18-2:	3			Actions:
Date of Independent Living Referral	Life Skills Asses	sment	3				Upload Image
Date: MM/DD/YYYY Type: Delete	Completed Date	Age	Skill/Type				View Attached Imag
	MM/DD/YYYYY	##.#	Knowledge of Community Resources Need Personal Appearance Strength Transportation Need	Edit	<u>Delete</u>		Create Young Adult Case Planning Worksheet
	MM/DD/YYYY	##.#	Þ	Edit	Delete		Open Young Adult Case Planning
	MM/DD/YYYY	##.#	Career Planning Need	Edit	Delete		Worksheet
Academic and Life Skills Progress			Utiter Need		<u>I</u> nsert		Open Young Adult Judicial Review Worksheet
Date: MM/DD/YYYY Type:	Education Level:		Term:				Text:
Attendance: Performance/Pr	ogress:	Enrolled	in College Prep Course: 💽 💌 Status:	T	Delete	T	Text
FCAT					<u>I</u> nsert		
Date Taken/Waiver Granted: MM/DD/YYYY Reading:		Mat	Science:		T		
Writing: Remediation Receive	d:	T			<u>Delete</u>	-	
							Save Clos

9. Click Save.

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(FSFN)	User Guide

A Delete button is available to delete the entry before and after saving the Independent Living page.

Documenting the Age 13-17 Information

About the Age 13-17 Tab * This tab is no longer applicable

The Age 13-17 tab provides both a current "snapshot," and an historical overview, of the case participant's Subsidized Independent Living (SIL) Evaluation(s) and Participation, as well as, dates concerning related plans, including, Pre-Approval Plan, Pre- and Post-Placement Plan, and so on.

The Normalcy Plan Date group box allows the user to document the creation of initial and updated plans for t h e youth, ages 13 through 17, in Foster Care. The dates recorded in this repeating group box assist staff in tracking compliance with the requirement to update the youth's Normalcy Plan every 90 days.

The Subsidized Independent Living Evaluation group box documents each date the youth is evaluated or re-evaluated for eligibility in the SIL program, the outcome of the evaluation, and the date the corresponding plan was created, if required.

Finally, the Subsidized Independent Living (SIL) Participation group box documents the date(s) the youth enrolled in Subsidized Independent Living services and the date(s) the youth's participation in Subsidized Independent Living services ended.

Key Tasks

To access the Age 13-17 tab

1. From the Independent Living page, click the Age 13-17 tab.

Florida Safe Families Network FSFN)			Indep	endent Living User Guide
Florida Safe Families Network	Hand	Book 🕗 Print 昌 Audit 📋	Spell Check	k 🌍 Help ?
Case Information Participant Name: <u>Smith, ky Lynn</u> DOB: 01/01/1994 Age: 19	Person ID: 8965741258	Case Name: Smith, Ivy Lynn FSFI	Case ID: 1234	567890
Has the Child Ever Been Adjudicated Delinquent?	Date of Adjudication MM/DD/////]		
Academic and Life Skills Progress	Age 13-17	A <u>ge</u> 18-23		Actions:
Normalcy Plan Date				Upload Image
Date: MM/DD/YYYY Type:				View Attached Images
				<u>Create Young Adult</u> <u>Case Planning</u> <u>Worksheet</u>
				Open Young Adult Case Planning Worksheet
▼ Insert				<u>Open Young Adult</u> <u>Judicial Review</u> <u>Worksheet</u>
Subsidized Independent Living Evaluation				
Date of Evaluation: MM/DD/YYYY Type: Outcome:		Date of Plan: MM/DD/YYYY	Delete	Text:
		li I	nsert	
Subsidized Independent Living Participation Date Enrolled: MM/DD/YYYY End Date: MM/DD/YYYY Delete	r			
Insert				
				<u>Save</u> <u>Close</u>

To insert a Normalcy Plan Date

- 1. From the **Normalcy Plan Date** group box, click **Insert**.
 - a. Enter a date in the Date field
 - b. From the Type drop down, select Initial or Updated.
- A Delete button is available to delete the entry before and after saving the Independent Living page.
- Note. This section is no longer applicable

To create a Subsidized Independent Living Evaluation

- 1. In Subsidized Independent Living Evaluation group box, click Insert.
- 2. Enter a date in the **Date Evaluation** field.
- 3. From the Type drop down, select Initial or Updated.
- 4. From the **Outcome** drop down, select the outcome of the Subsidized Independent Living Evaluation.

- 5. In the **Date of Plan** field, enter the creation date of the plan.
- A Delete button is available to delete the entry before and after saving the Independent Living page.
- This section is no longer applicable

To document Subsidized Independent Living Participation

- 1. In the Subsidized Independent Living Participation group box, click Insert.
- 2. In the **Date Enrolled** field, enter the date the youth enrolled in Subsidized Independent Living services.
- A Delete button is available to delete the entry before and after saving the Independent Living page.
- 3. Click the Save.

articipant Additional, Child F	Person ID: 200003520 Case Name:	Additional, Mom	Case ID: 200002250	
as the Child Ever Been Adjudicated Delinquent? 💮 Ye	es C No Date of Adjudicatio	n: 07/03/2008		
Academic and Life Skills Progress	A	ge 13-17	Ag <u>e</u> 18-23	
Normalcy Plan Date Date: 08/01/2013 Type: Initial + <u>Delete</u> Insert				
Subsidized Independent Living Evaluation Date of Evaluation: 08/01/2015 Type: Initial VOU	come: Approved - Need Follow-u	p Before Placement (Pre-Plac	ement Plan Required)	
			Insert	
Subsidized Independent Living Participation Date Enrolled. 08/01/2015 End Date : 00:00:00000	Delete		Insert	
Subsidized Independent Living Participation Date Enrolled: 08/01/2011 End Date : 00/00/00000	<u>Pelete</u> Insert		insert	



Documenting the Age 18 - 23 Information

About the Age 18-23 Tab

The Age 18-23 tab provides both a current "snapshot," and a historical overview, of the provision of Extended Foster Care (EFC) and Postsecondary Education Services and Support (PESS).

The tab captures dates of the young adult's program applications and requests, as well as, the statuses of those and the corresponding outcome and status dates. Should the young adult appeal any decision made during the course of his/her efforts to obtain or maintain eligibility for service provision, important dates and decisions made during the Appeal process are captured on this tab, within the Appeal group box.

From this tab, the Extended Foster Care (EFC) Program Eligibility pop-up page and the Postsecondary Education Services and Support (PESS) Program Eligibility pop-up page are accessible. Each page documents questions specific to each program's eligibility. Program eligibility is system determined using a combination of system generated responses and worker responses to the questions.

Florida Safe Families Network	Independent Living
(FSFN)	User Guide

ase Information									
icipant Brown, Jack		DOB: 01/01/200	00 Age: 18	Person II	: 910001801 Case	BFOVV, le	sha	FSFN C	ase 3029628
the Child Ever Reen Adjudia	ated Delinguent		Data	of Adjudication:	Name			ID.	
the Child Ever Been Adjudic	aleu Deiniquent	Yes	No Dale	or Aujudication.	0/00/0000				
Academic and Life Sk	ills Progress		Age 13-1	17		A <u>ge</u> 18-23			Actions:
									Upload Image
oung Adult Program Eli	gibility Inform	ation					_	~	Open Young Adult Case Planning Worksheet
Extended Program	Date Applied	Туре	Effective/ Enrolled	Termination Date	Terminatio	n Reason	Actions		, i i i i i i i i i i i i i i i i i i i
proved (Override) - Eligible	09/11/2018	Initial	09/11/2018				Edit		
							Insert		
Ostsecondary Education	n Services and	I Support (PE Effecti	SS) Program I	Eligibility Informa	tion				
Determination Applie	d Type	Enroll	ed Due Da	te Date	Terminatio	on Reason	Actions		
									Text:
							Incost		
							Insert		
Aftercare Services									
							Insert		
Road-To-Independence/1	ransitional Su	pport Service	s						
									Text:
Appeal									
								\checkmark	

Key Tasks

To access the Age 18-23 tab

1. From the Independent Living page, select the Age 18-23 tab.



To document Aftercare Services

- 1. In the Aftercare Services group box, click Insert.
- 2. Enter a date in the **Date** field.
- 3. From the **Type** drop down, select **Cash Assistance Application**, or **Independence**, or **Request for Service**.
- 4. From the **Status** drop down, select the status of the application for services.
- 5. Enter a date in the **Status Date** field.
- 6. Enter dollar amounts in the **Original Requested Amount** and **Authorized Amount** fields, if required.
- A Delete button is available to delete the entry before and after saving the Independent Living page.

To document an Appeal

- If the youth appeals a decision made against the request for IL service, document the appeal information in the Appeal group box.
 - 1. Click Insert.
 - 2. Enter a date in the **Date Requested** field.
 - 3. Select an option from the **Appeal Reason** drop down field.
 - 4. Select an option from the **Final Decision** drop down field.
 - 5. Enter a date in the **Final Decision Date** field, if applicable.
 - 6. If it is a second appeal to the district court, click the Yes radio button and enter description in the narrative box.
- A Delete button is available to delete the entry before and after saving the Independent Living page.

Extended Foster Care Program Eligibility

About Independent Living Extended Foster Care Program Eligibility Pop-up

The Extended Foster Care (EFC) Program Eligibility Pop-up page allows the user to document the young adult's application and eligibility determination. The pop-up page is created and access from the Independent Living – Age 18-23 tab, within the Extended Foster Care (EFC) Program Eligibility Information group box.

The page contains eligibility type, status, override information, termination reasons and appeal information. The EFC questions to determine program eligibility for EFC are also delineated. The page documents questions specific to the EFC program eligibility requirements. Program eligibility is system derived using a combination of system generated responses and user responses to the questions.

Note: The system uses the young adult's placement, education, medical/mental health, and employment records within FSFN to generated answers to the question. It is important to review these records for accuracy, so eligibility is determined correctly.

There are three types of EFC Program Eligibility:

- Initial (first time young adult applies)
- Redetermination (if previously denied ineligible)
- Re-entry (if previously terminated and re-entering the program)

FSFN determines eligibility according to the Effective/Enrolled Date. If the young adult is not 18 or older, the Effective/Enrolled Date defaults to the young adult's 18th birthday. This allows a user to test the young adult's eligibility for the program before they are 18 using answers to questions with presumed to be the conditions on their 18th birthday. The eligibility determination cannot be finalized prior to the Effective/Enrolled Date. On or after the Effective/Enrolled Date, the user can finalize the determination based on actual conditions.

Before the eligibility is finalized, the system determines a pending eligibility determination based on the answers to the questions. The determination is either Pending – Eligible or Pending – Ineligible.

On or after the Effective/Enrolled Date, the user can select the Check to Finalize EFC Eligibility Determination check box and then click the Determine EFC Eligibility button. After the page is saved, the determination is either Approved - Eligible or Denied – Ineligible. The data used to determine the finalized eligibility (Effective/Enrolled Date and answers to the questions) becomes disabled, not modifiable.

If the final determination is Approved – Eligible, the Termination Reason, associated Date, Redetermination Reason and associated Date remain editable. The user can return to the page and select either a Termination Reason or a Redetermination Reason when appropriate.

If the final determination is Denied – Ineligible, the narrative to describe how the young adult was notified of the appeal process and the date become enabled and required. If the young adult is appealing, the user can check the On Appeal check box to indicate the determination is being appealed.

If needed, the system derived determination of Denied – Ineligible can be overridden by a



Florida Safe Families Network (FSFN)

supervisor. A supervisor can select the Supervisory Eligibility Override check box and enter the reason why. After the page is saved, the determination becomes Approved (override) – Eligible.

Young Adult Name: Test. Dos	Person ID: 910002278	Case Name: BFOVV. lesha	SFN Case ID: 3029628
DOP: 01/01/1000 Ago: 10 Type	Initial Data Applied:	09/28/2018 Effective/ Enrolled Date	09/28/2018
DOB. 01/01/1999 Age. 19 Type	. Initial Date Applieu.	Elective/Elifolied Date	00/20/2010
On Appeal Date notified of	appeal process: 00/00/0000	Supervisor Eligibility Override	
If Ineligible, explain how notified of appeal	process:	Reason for Override:	
	\bigcirc		\bigcirc
Termination Reason:	\checkmark	Termination Date: 00/00/0000	Date Last Updated:
Redetermination Reason:	\checkmark	Redetermination Date: 00/00/0000	Last Updated By:
Question	יכ עמוכ.		Answer
 Based on the Effective Date, the young ac 	dult's age is:		19 yrs 270 days
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c 	dult's age is: ustody of the Department?		19 yrs 270 days No
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary 	dult's age is: ustody of the Department? education program leading to a h	gh school diploma or equivalent credential?	19 yrs 270 days No No
 Based on the Effective Date, the young ac Did the young adult age out while in the c Is the young adult enrolled in a secondary Is the young adult enrolled in a postsecon 	dult's age is: ustody of the Department? education program leading to a h dary or vocational institution?	gh school diploma or equivalent credential?	19 yrs 270 days No No No
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary Is the young adult enrolled in a postsecon Is the young adult working at least 80 hour 	dult's age is: ustody of the Department? education program leading to a h dary or vocational institution? rs per month?	gh school diploma or equivalent credential?	19 yrs 270 days No No No No
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary Is the young adult enrolled in a postsecon Is the young adult working at least 80 hou Is the young adult participating in a progra Employment 	Jult's age is: ustody of the Department? education program leading to a h dary or vocational institution? rs per month? im or activity designed to promote	gh school diploma or equivalent credential? or eliminate barriers to employment? Assets a	19 yrs 270 days No No No No No No
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary 4. Is the young adult enrolled in a postsecon Is the young adult working at least 80 hou Is the young adult participating in a progra Employment Does the young adult have a clinical disat Medical/Mental Health page within this FSFI 	Jult's age is: ustody of the Department? education program leading to a h dary or vocational institution? rs per month? um or activity designed to promote bility from a licensed clinical profes v case? <u>Medical/Mental Health</u>	gh school diploma or equivalent credential? or eliminate barriers to employment? Assets al sional that is documented on the young adult's	nd Yes
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary 4. Is the young adult enrolled in a postsecon Is the young adult vorking at least 80 hou Is the young adult participating in a progre Employment Does the young adult have a clinical disat Medical/Mental Health page within this FSFI Is the young adult unable to participate in intellectual, emotional or psychiatric conditio 	Jult's age is: ustody of the Department? education program leading to a h dary or vocational institution? rs per month? im or activity designed to promote bility from a licensed clinical profes v case? <u>Medical/Mental Health</u> any of the activities listed in quest n?	gh school diploma or equivalent credential? or eliminate barriers to employment? Assets al sional that is documented on the young adult's ons 3-6 full-time due to a documented physical,	19 yrs 270 days No No No No No Yes Yes
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary 4. Is the young adult enrolled in a postsecon Is the young adult working at least 80 hou Is the young adult participating in a progra Employment To pose the young adult have a clinical disat Medical/Mental Health page within this FSFI Is the young adult unable to participate in intellectual, emotional or psychiatric conditio If yes to #8, does the documentation exist the young adult's progress toward Independ 	Jult's age is: ustody of the Department? education program leading to a h dary or vocational institution? rs per month? um or activity designed to promote bility from a licensed clinical profes v case? <u>Medicat/Mental Health</u> any of the activities listed in quest n? s from a licensed clinical professio ent Living. (only for young adult of	gh school diploma or equivalent credential? or eliminate barriers to employment? Assets an sional that is documented on the young adult's ons 3-6 full-time due to a documented physical, nal that the additional year is necessary or helpf age 21-22 age)	19 yrs 270 days No No No No No Yes Yes Yes Yes Yes
 Based on the Effective Date, the young at 2. Did the young adult age out while in the c Is the young adult enrolled in a secondary 4. Is the young adult enrolled in a postsecon Is the young adult working at least 80 hou Is the young adult participating in a progra Employment To bes the young adult have a clinical disat Medical/Mental Health page within this FSFI Is the young adult unable to participate in intellectual, emotional or psychiatric conditio If yes to #8, does the documentation exist the young adult's progress toward Independ Has the Young Adult signed the EFC Ag 	Jult's age is: ustody of the Department? education program leading to a h dary or vocational institution? rs per month? um or activity designed to promote bility from a licensed clinical profes v case? <u>Medicat/Mental Health</u> any of the activities listed in quest n? s from a licensed clinical professic ent Living. (only for young adult of reement?	gh school diploma or equivalent credential? or eliminate barriers to employment? Assets an sional that is documented on the young adult's ons 3-6 full-time due to a documented physical, nal that the additional year is necessary or helpf age 21-22 age)	19 yrs 270 days No No No No No No Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes

Key Tasks

To create an EFC Program Eligibility page

- 1. From the Independent Living page, click the Age 18-23 tab.
- 2. In the **Young Adult Program Eligibility Information** group box, click **Insert**.
- The Insert button is disabled if you do not have appropriate security or the last inserted EFC row is:



- in pending status
- on appeal
- active (not terminated)

The Young Adult Program Eligibility pop-up page displays.

- 3. In the Young Adult Program Eligibility Information group box, edit the Date Applied and Effective/Enrolled Date fields if needed.
- The Date Applied cannot be a future date or greater than the Effective/Enrolled Date.
- The Effective/Enrolled Date cannot be prior to young adult's 18th DOB or Date Applied.
- 4. In the **Young Adult Eligibility Questions** group box, answer Question 10. Answer question 9 and 11 if appropriate. Answers to all the other questions are system derived using existing data in FSFN.
- The questions must be answer according to the Effective/Enrolled Date if different from current date.
- Question 8 is conditionally enabled and selection of Yes or No is required only if Question 7 is Yes. If Question 7 is No, Question 8 is disabled, grayed out and has no default.
- Question 11 is conditionally enabled and selection of Yes or No is required if Question 10 is N/A. If Question 10 is Yes or No, Question 11 is disabled, grayed out and has no default.
- A hyperlink to the Assets & Employment page follows Question 6. The Assets & Employment page will be launched in Edit mode if the EFC page is in in Edit mode and the user has the security to document Assets & Employment. The same is true with View mode.
- A hyperlink to the Medical / Mental Health page is located to the right of Question 7 if the answer to Question 7 is Yes. The Medical / Mental Health page will be launched in Edit mode if the Young Adult Program Eligibility page is in Edit mode and the user has the security to document Medical / Mental Health. The same is true with View mode.
- 5. Click the **Determine EFC Eligibility** button.

The Extended Program Eligibility Determination displays in the Young Adult Program Eligibility Information group box.

The Extended Program Eligibility Determination values are:

- Pending (no determination, default)
- Pending Eligible (eligible, not finalized)
- Pending Ineligible (ineligible, not finalized)



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- Approved Eligible (eligible, finalized)
- Denied Ineligible (ineligible, finalized)
- Approved (Override) Eligible (denied ineligible was overridden with supervisory override)
- On Appeal (denied ineligible is under appeal)
- 6. Click **Save** and **Close**.

To edit an existing Young Adult Program Eligibility page

- 1. From the Independent Living page, click the Age 18-23 tab.
- 2. In the **Young Adult Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

Note.

If you have appropriate security, the Edit hyperlink is enabled if the EFC row is:

- in pending status
- on appeal
- active (not terminated)
- is Denied-Ineligible and is last row inserted

The Young Adult Program Eligibility pop-up page displays.

- 3. Modify as appropriate.
- 4. Click **Save** and **Close**.

To finalize a Young Adult Program Eligibility

- 1. From the Independent Living page, click the Age 18-23 tab.
- 2. In the **Young Adult Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.
- 3. After answer the appropriate questions, click the **Determine EFC Eligibility** button.
- 4. If you are ready to finalize the determination, select the **Check to Finalize EFC Eligibility Determination** check box.
- The determination cannot be finalized if the Effective/Enrolled Date is a future date.
- The determination will be frozen after saving.
- 5. Click **Save** and **Close**.
- If the determination is Denied-Ineligible, the user will receive the following prompt: "The program eligibility was denied. Please either indicate how the young adult was notified of the appeal process OR document the supervisor override of the EFC Eligibility Determination".

To terminate a Young Adult Program Eligibility

- 1. From the **Independent Living** page, click the **Age 18-23** tab.
- 2. In the **Young Adult Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.
- 3. In the **Terminate Reasons** drop down, select the appropriate reason.
- 4. In the Terminate Date, enter a date.

The data will be frozen after saving.

5. Click **Save** and **Close**.

Note.



Postsecondary Education Services and Support Program Eligibility

About Independent Living Postsecondary Education Services and Support Program Eligibility Pop-up

The Postsecondary Education Services and Support (PESS) Program Eligibility Pop-up page allows the user to document the young adult's application and eligibility determination. The pop-up page is created and access from the Independent Living – Age 18-23 tab, within the Postsecondary Education Services and Support (PESS) Program Eligibility Information group box.

The page contains eligibility type, status, renewal date, override information, termination reasons and appeal information. The PESS questions to determine program eligibility for PESS are also delineated. The page documents questions specific to the PESS program eligibility requirements. Program eligibility is system derived using a combination of system generated responses and user responses to the questions.

Note: The system uses the young adult's placement, education, medical/mental health, and employment records within FSFN to generated answers to the question. It is important to review these records for accuracy, so eligibility is determined correctly.

There are four types of PESS Program Eligibility:

- Initial (first time young adult applies)
- Redetermination (if previously denied ineligible)
- Re-entry (if previously terminated and re-entering the program)
- Renewal (redetermination of eligibility to continue program)

FSFN determines eligibility according to the Effective/Enrolled Date. If the young adult is not 18 or older, the Effective/Enrolled Date defaults to the young adult's 18th birthday. This allows a user to test the young adult's eligibility for the program before they are 18 using answers to questions with presumed to be the conditions on their 18th birthday. The eligibility determination cannot be finalized prior to the Effective/Enrolled Date. On or after the Effective/Enrolled Date, the user can finalize the determination based on actual conditions.

Before the eligibility is finalized, the system determines a pending eligibility determination based on the answers to the questions. The determination is either Pending – Eligible or Pending – Ineligible.

On or after the Effective/Enrolled Date, the user can select the Check to Finalize PESS Eligibility Determination check box and then click the Determine PESS Eligibility button. After the page is saved, the determination is either Approved - Eligible or Denied – Ineligible. The data used to determine the finalized eligibility (Effective/Enrolled Date and answers to the questions) becomes disabled, not modifiable.

If the final determination is Approved – Eligible, the Termination Reason and Date remain editable. The user can return to the page and terminated the eligibility when appropriate.



If the final determination is Denied – Ineligible, the narrative to describe how the young adult was notified of the appeal process and the date become enabled and required. If the young adult is appealing, the user can check the On Appeal check box to indicate the determination is being appealed.

If needed, the system derived determination of Denied – Ineligible can be overridden by a supervisor. A supervisor can select the Supervisory Eligibility Override check box and enter the reason why. After the page is saved, the determination becomes Approved (override) – Eligible.

The Renewal Due Date is determined when the finalized determination is Approved – Eligible. The Renewal Due Date is defaulted to one year (minus one day) from Effective/Enrolled Date or young adult's 22nd Date of Birth (minus one day), whichever is less. The Renewal Due Date is modifiable but cannot be less than or greater than Effective/Enrolled Date.

The user can click the renewal hyperlink on the active PESS row to terminate the current PESS eligibility and begin the redetermination of eligibility for the next period.

Florida Safe Families Network	Print	8	Audit 📋	Spell Check 🌍 Help 🥐
Postsecondary Educational Services and Support (PESS) Pr	rogram Eligibility Info	rmation		
Young Adult Name: Smith, kry Lynn Person ID: 89	65741258 Cas	e Name: S	Smith, Ivy Lynn	FSFN Case ID: 1234567890
DOB: 01/01/1994 Age: 19 Type: Initial App	Date MM/DD/YYYYY	Effe Enrolled	ctive/ MM/DD/ Date:	NYYYY Renewal MM/DD/YYYY Due Date:
PESS Determination: Pending - Eligible				
Re On Appeal Supervisor Eligibility Override C	ason for disabled; cond Override:	litionally r	equired when o	ver ride is Yes; 200 characters
If Ineligible, explain how notified of appeal process:				
disabled; conditionally required if Denied- Ineligible; 200 characters	mination Reason:			Termination MM/DD/YYYY Date:
Date notified of appeal process: MM/DD/YYYY	Date Last	t Updated	MM/DD/YYYY	Last Updated By: Worker, First
PESS Eligibility Questions				
The questions should be answered based on the effective date ente allowing access to school records, but will be as of the effective da detarmination. Finalized detarmination can only be processed on or a	ered above. For example ite, then answer yes to a after the affective date.	e, if the yo question 7	ung adult has n 7. This allows fo	ot signed an agreement or presumptive eligibility
1. Decelor Sile in Die, imposent Sile gabe				the third of the second s
Did the young adult "Age Out" of a losneed feater care, corrections adult on runaway from one of these placements when they "Aged Ou	si facility, or hospital plac d?"	ernent? O	r was young	¥as
3. Was the young adult in licensed care at least 6 months during their I	lifetime (prior to turning 1	18)?		Yes
4. Was the young adult discharged to guardianship on or after their 16 months prior to discharge in licensed care?	8th birthday after spendi	ng at leas	t 6 of the 12	Yes
5. Was the young adult adopted on or after their 16th birinday after sp discharge in licensed care?	rending at least 6 of the	12 month	s prior to	Yes
6. Has the young adult earned a standard high school diploma or its eq	quivalent?			Yes
7. Has the young adult signed an agreement to allow the department o	or CBC lead agency acce	ess to sct	iool records?	
8. Has the young adult submitted an up to date and complete Free App	lication for Federal Stud	ent Aid (F	AFSA)?	
 Is the young-edult admitted for full-time-scralineat to a Florida Bright 1009:853, FS.39 	. Futuros oligible institutio	n (ee det	ined in a.	@1,720 (C)40
10. Is the young adult admitted for part-time enrolment to a Fierlda Brig 1009.533, F.S. j?	ri Futuras elgibio institu	allon (au d	lofined in a.	@Yes ONo
11. Does the young adult have a clinical disability from a licensed clinic adult's Medical/Mental Health page within this FSFN case?	cal professional that is d	ocumente	d on the young	No
12. If yes to #11, does the disability limit the young adult to less than fu	ull-time enrollment?			€ Yes ()No
13. Is the young adult faced with a challenge or a circumstance, which that prevents full-time enrollment?	h has been approved by	/ their aca	idemic advisor	●Yes ◯No
Determine PESS Eligibility	o Finalize PESS Eligibility	Determin	ation	
				<u>S</u> ave <u>C</u> lose



Key Tasks

To create a PESS Program Eligibility page

- 1. From the **Independent Living** page, click the **Age 18-23** tab.
- 2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click **Insert**.
- The Insert button is disabled if you do not have appropriate security or the last inserted PESS row is:
 - □ in pending status
 - on appeal
 - □ active (not terminated)
 - □ terminated with reason of deceased

The PESS Program Eligibility pop-up page displays.

- 3. In the Postsecondary Education Services and Support (PESS) Program Eligibility Information group box, edit the Date Applied and Effective/Enrolled Date fields if needed.
- The Date Applied cannot be a future date or greater than the Effective/Enrolled Date.
- The Effective/Enrolled Date cannot be prior to young adult's 18th DOB or Date Applied.
- 4. In the **PESS Eligibility Questions** group box, answer questions 6, 7, 8, 9, 10, 12 and 13. Answers to all the other questions are system derived using existing data in FSFN.
- The questions must be answer according to the Effective/Enrolled Date if different from current date.
- 5. Click the **Determine PESS Eligibility** button.

The PESS Determination displays in the Postsecondary Education Services and Support (PESS) Program Eligibility Information group box.

The PESS Determination values are:

- □ Pending (no determination, default)
- Pending Eligible (eligible, not finalized)
- Pending Ineligible (ineligible, not finalized)
- Approved Eligible (eligible, finalized)
- Denied Ineligible (ineligible, finalized)
- Approved (Override) Eligible (denied ineligible was overridden with supervisory override)
- On Appeal (denied ineligible is under appeal)
- 6. Click **Save** and **Close**.



To edit an existing PESS Program Eligibility page

- 1. From the Independent Living page, click the Age 18-23 tab.
- 2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

Note: If you have appropriate security, the Edit hyperlink is enabled if the PESS row is:

- in pending status
- on appeal
- active (not terminated)
- was Denied-Ineligible and is last row inserted

The PESS Program Eligibility pop-up page displays.

- 3. Modify as appropriate.
- 4. Click Save and Close.

To finalize a PESS Program Eligibility

- 1. From the Independent Living page, click the Age 18-23 tab.
- 2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.
- 3. After answer the appropriate questions, click the **Determine PESS Eligibility** button.
- 4. If you are ready to finalize the determination, select the **Check to Finalize PESS Eligibility Determination** check box.
- The determination cannot be finalized if the Effective/Enrolled Date is a future date.
- The determination will be frozen after saving.
- The Renewal Date defaults to 12 months less one day beyond Effective/Enrolled Date or one day before young adult's 22nd DOB, whichever is lesser. You can edit the date but not beyond 12 months or the 22nd DOB.
- 5. Click **Save** and **Close**.
- The determination is Denied-Ineligible, you are required to complete the **If ineligible, explain how notified of appeal process** narrative and **Date Notified of appeal process**.

To renew a PESS Program Eligibility

1. From the Independent Living page, click the Age 18-23 tab.



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- 2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Renewal** hyperlink in the appropriate row.
- 3. The Terminate Reason defaults to Renewal.
- 4. In the **Terminate Date**, enter a date.
- The data will be frozen after saving.
- 5. Click **Save** and **Close**.
- A new PESS Program Eligibility page displays with Type value of *Renewal* and the Applied Date and Effective/Enrolled Date to the terminated date from the previous record.
- The Effective/Enrolled Date defaults to the terminated date from the previous record and is not editable. This prevents gaps in service for renewals.
- 7. Complete the page and finalize the determination as you would when creating a new record.

To terminate a PESS Program Eligibility

- 1. From the Independent Living page, click the Age 18-23 tab.
- 2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.
- 3. In the **Terminate Reason** drop down, select the appropriate reason.
- 4. In the Terminate Date, enter a date.

The data will be frozen after saving.

5. Click **Save** and **Close**.