



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** May 12, 2017

**TO:** Regional Managing Directors  
Sheriff's Offices Conducting Child Protective Investigations  
Community-Based Care Lead Agency CEOs  
Florida Abuse Hotline Chiefs of Operations and Program Development

**THROUGH:** David L. Fairbanks, Deputy Secretary 

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare   
Vicki Abrams, Assistant Secretary for Operations 

**SUBJECT:** Go-Live for FSFN Enhancements – Child Placement Agreement and Data Availability and Revised CFOP 170-11, Chapter 4 – Child Placement Agreements for Care Precautions and Behavior Management Plans

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**PURPOSE:** The purpose of this memorandum is to announce the approval of the Florida Safe Families Network (FSFN) enhancements scheduled to be implemented on May 12, 2017. The enhancements will focus on the Child Placement Agreement and data availability functionality for case management. The FSFN system will be unavailable Friday, May 12, from 10:00 p.m. until 11:30 p.m. to implement these changes. The Build Notes are attached to this memo.

**BACKGROUND:** In preparation for the May 12, 2017, deployment of the new FSFN functionality, there has been a continuous effort to assess and achieve people readiness, system readiness and the implementation of a support plan. On May 9, 2017, the Department and its partners reached a final "ready" state for all three categories, and the release was approved for go-live. The following is a status on our readiness assessment:

**PEOPLE READINESS:** **Ready!** - All Regions report that staff, Sheriff's Offices and community-based care lead agencies (CBCs) are ready.

**SYSTEM READINESS:** **Ready!** - FSFN User Acceptance Testing was completed, and the build implementation plan has been approved.

**POST-DEPLOYMENT SUPPORT READINESS:** **Ready!** - Post-deployment support will include daily calls for the two weeks following deployment to evaluate and respond to any issues. The support team will include members from the Office of Child Welfare Policy and Practice team, Office of Information Technology Services team, IBM team, regional points of contact, and community-based care lead agency (CBC) points of contact. Updated policy and system documentation aligned with the enhancements are available at the following link:

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

MEMO: Go-Live for FSFN Enhancements – Child Placement Agreement and Data Availability and Revised CFOP 170-11, Chapter 4 – Child Placement Agreements for Care Precautions and Behavior Management Plans  
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In addition, CFOP 170-11, Chapter 4 – Child Placement Agreements for Care Precautions and Behavior Management Plans has had some minor revisions to better align with FSFN functionality.

**TRAINING INFORMATION:** Train-the-trainer sessions for the Child Placement Agreement were completed on April 13, 2017. The FSFN Sandbox was updated with the Child Placement Agreement on April 17, 2017. A recorded Webinar will be presented for Reporting Power Users after the enhancement goes live on May 12, 2017.

A preliminary Implementation Webinar for the Child Placement Agreement was held on April 14, 2017. The purpose of this webinar was to provide direct support to the full CBC community as each CBC works on its strategy to implement the new operating procedure, CFOP 170-11, Chapter 4. The webinar was recorded for those who were not able to attend. The following is the link to the webinar: <http://centervideo.forest.usf.edu/video/center/cfopimplement/start.html>.

A subsequent informational conference call with the Office of Child Welfare was scheduled for April 27, and another is scheduled for May 12, 2017 at 2:00 PM. The conference call number is 1-888-670-3525, and the Participant Code is 2167020897. If you have any questions about the call, please contact Linda Radigan via email at [linda.radigan@myflfamilies.com](mailto:linda.radigan@myflfamilies.com).

**ACTION REQUESTED:** Please continue to execute all readiness plans to ensure our workforce remains ready for go-live on May 12, 2017.

**CONTACT INFORMATION:** If you have any questions regarding local readiness efforts or the new FSFN functionality, please contact your regional champion or Eddie Warren, FSFN Specialist, Office of Child Welfare, at (850) 491-5873 or via email at [Eddie.Warren@myflfamilies.com](mailto:Eddie.Warren@myflfamilies.com). If you have questions about the new Child Placement Agreement, please contact Linda Radigan, Case Practice Specialist, Office of Child Welfare, at (850) 717-4679 or via email at [Linda.Radigan@myflfamilies.com](mailto:Linda.Radigan@myflfamilies.com).

**Regional Champions:**

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Northeast Region – Dan Sprague - [Daniel.Sprague@myflfamilies.com](mailto:Daniel.Sprague@myflfamilies.com)

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**Attachments:**

CFOP 170-11, Chapter 4 – Child Placement Agreements for Care Precautions and Behavior Management Plans

FSFN May 12, 2017 Build Notes

Child Placement Agreement and Data Availability Enhancements Flyer

Child Placement Agreement FSFN Consultant Network Tip Sheet

cc: Regional Family and Community Services Directors  
Center for Child Welfare

CF OPERATING PROCEDURE  
No. 170-11

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, May 12, 2017

Child Welfare

PLACEMENT

This operating procedure describes requirements related to the appropriate placement of children who need out of home care.

This operating procedure applies to child protective investigators, case managers, and placement, Licensure, adoption and independent living specialists.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

JOSHONDA GUERRIER  
Assistant Secretary for  
Child Welfare

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

Chapter 4 entitled "Child Placement Agreements for Care Precautions and Behavior Management Plans" has been revised to better align with FSFN functionality.

## Chapter 4

CHILD PLACEMENT AGREEMENTS FOR  
CARE PRECAUTIONS AND BEHAVIOR MANAGEMENT PLANS

4-1. Purpose. This chapter establishes requirements for Child Placement Agreements (Agreement). The child welfare professional will create an Agreement when children that need out-of-home care may pose a *significant* threat to the safety of other children or themselves. The child welfare professional will attempt to keep siblings together and place children with relatives when possible. Child welfare professionals will provide caregivers with guidance and support.

4-2. Scope. This chapter applies to all child protective investigators, case managers and placement staff involved with the placement and care of children in out-of-home care.

4-3. Explanation of Terms. For the purposes of this chapter, the following definitions shall apply:

a. "Qualified Assessor" means a clinical professional with specific training and expertise to assess the child's symptoms or behaviors and make recommendations. Recommendations may include interventions, treatment, care, supervision or other specialized services. The CBC Lead Agency may determine that a child's treatment provider is a Qualified Assessor.

b. "Behaviors that are a Significant Threat to Others" include aggressive behaviors such as physically attacking others, fire setting, wounding or killing animals, or active destruction of property on purpose and with severity. The behaviors include a child with a communicable disease, whether or not he/she is symptomatic, who displays behaviors that increase the risk of transmission (e.g., biting, spitting, or the exchange of blood or semen). "Significant threat" means that the disease is life threatening and cannot be cured like other types of more common communicable diseases.

c. "Child Placement Agreement" means that a caregiver and child welfare professional have agreed upon specific care expectations for a child in out-of-home care whose behaviors or circumstances require additional supervision or safeguards. A child welfare professional creates an Agreement to define Care Precautions or a Behavior Management Plan.

d. "Exceptions" means that standard requirements in this operating procedure for Behavior Management Plans are waived or modified based on information received from a Qualified Assessor.

e. "Human Trafficking – Commercial Sexual Exploitation of a Child (CSEC)" per Sections [409.1754](#), [409.1678](#) and [39.524](#), Florida Statutes (F.S.), is the use of any person under the age of 18 for sexual purposes in exchange for anything of value, including money, goods or services, or the promise of anything of value, including money, goods or services.

f. "Juvenile Sexual Abuse" as defined in s. [39.01\(7\)](#), F.S., means any sexual behavior by a child, which occurs without consent, without equality, or as a result of coercion.

(1) "Consent" means an agreement, including all of the following:

(a) Understanding what is proposed based on age, maturity, developmental level, functioning, and experience.

(b) Knowledge of societal standards for what is being proposed.

(c) Awareness of potential consequences and alternatives.

(d) Assumption that agreement or disagreement will be accepted equally.

(e) Voluntary decision.

(f) Mental competence.

(2) "Equality" means two participants operating with the same level of power in a relationship, being neither controlled nor coerced by the other.

(3) "Coercion" means the exploitation of authority or the use of bribes, threats of force, or intimidation to gain cooperation or compliance.

(4) Juvenile sexual abuse behavior includes:

(a) Noncontact behavior(s) such as making obscene phone calls, exhibitionism, voyeurism, and the showing or taking of lewd photographs.

(b) Direct sexual contact such as frottage, fondling, digital penetration, rape, fellatio, sodomy, and various other sexually aggressive acts.

g. "Problematic Sexual Behavior" means age-inappropriate knowledge about sex and sexual behaviors. This includes a poor knowledge of boundaries, modesty or privacy as to a child's personal physical space. A child may act in a flirtatious or promiscuous way that is not age-appropriate or be preoccupied with sexual themes. Problematic sexual behaviors make adults and children feel uncomfortable in the child's presence. Generally, these behaviors are the result of sexual abuse or the child's premature exposure to adult sexual behavior, and the child's subsequent re-enactment of what they experienced or witnessed. The term "sexually reactive" is often used instead of "problematic sexual behavior."

h. "Prevention Rules" state the expected behaviors of all children and adults in the home to promote the children(s)' safety.

i. "Sexual Abuse" as defined in [CFOP 170-4](#) is sexual contact with a child by the parent(s), legal guardian(s) or caregiver(s), or other persons responsible for the child's welfare.

(1) "Sexual Battery" is conduct involving the oral, anal or vaginal penetration by, or union with, the sexual organ of a child; the forcing or allowing a child to perform oral, anal or vaginal penetration on another person; or the anal or vaginal penetration of another person by any object. This includes digital penetration, oral sex (cunnilingus, fellatio), coitus, and copulation. Section [794.011\(1\)\(h\)](#), F.S., and Section [39.01\(69\)\(a-c\)](#), F.S.

(2) "Sexual Molestation" is the intentional touching of the genitals or intimate parts, including the breasts, genital area, groin, inner thighs, and buttocks, or the clothing covering them, of either the child or the perpetrator, except that this does not include:

(a) Any act which may reasonably be construed to be a normal caregiver responsibility, interaction with, or affection for a child; or,

(b) Any act intended for a valid medical purpose. Section [39.01\(69\)\(d\)](#), F.S.

(3) "Sexual Exploitation" is any other sexual act intentionally perpetrated in the presence of a child, if such exposure or sexual act is for the purpose of sexual arousal or gratification, aggression, degradation, or other similar purpose. (Note that when sexual exploitation has occurred for commercial purposes, it is considered "Human Trafficking.")

j. "Severe Self-Harm Behavior" means that a mental health professional has determined that a child's behaviors may result in significant self-injury. Severe self-harm behaviors include suicide attempts, punching or hitting self to evince pain or injury, self-cutting, sticking objects in skin, eating disorders, runaway behavior or self-inflicted burns.

4-4. Full Disclosure to Caregivers. Child welfare professionals will provide caregivers with comprehensive information about children being placed per requirements in Rule [65C-28.004](#), Florida Administrative Code (F.A.C.). The child welfare professional responsible for any placement changes will provide all known information about the child to the new caregiver(s). This includes the following:

a. If the child is a known victim of sexual abuse or human trafficking, when, where, how often, who the perpetrator was and relationship to child, and the specific circumstances involved.

b. If the child has known problem sexual behaviors, engages in juvenile sexual abuse, other significant behaviors that are a significant threat to other children or severe self-harm, when, where, how often, and the specific circumstances involved.

c. Any assessments by a qualified assessor that have been done or that will need to be done.

d. Any specific interventions and/or treatment that the child needs on an ongoing basis.

e. Any specialized education or training that is recommended for the caregiver.

f. Any current treatment including psychotropic medications and progress related to treatment goals.

g. Any court-ordered restrictions on the child's placement including restricted access to specific family members or other persons.

h. What worked or did not work in past placement(s).

i. Should a new incident of self-harming behavior, or physical or sexual assault of another child occurs, the caregiver(s) must provide immediate intervention to ensure the safety of all children in the placement and notify the child welfare professional within 24 hours of the incident.

4-5. Requirements for All Agreements.

a. When a child is placed during a child protection investigation, the CPI is responsible for the following:

(1) Gathering information about the child's behaviors or conditions that would require an Agreement.

(2) Making the child's physical placement and establishing the Agreement with the caregiver(s) per requirements in this chapter.

(3) The Department or Sheriff responsible for investigations and the CBC Lead Agency may establish local protocols related to the CPI's responsibilities in paragraphs (1) and (2) above.

b. The CBC Lead Agency will determine which agencies in the local system of care are responsible for Child Placement Agreement activities. The options include Supervising Agencies (defined in Rule [65C-30.001](#), F.A.C.), Case Management Organizations or the CBC Lead Agency. Responsibilities include the following:

(1) Identifying qualified assessors.

- (2) Establishing the process for granting exceptions.
- (3) Establishing local protocols for children being placed with respite care providers.
- (4) Developing and reviewing Agreement(s).
- (5) Monitoring and modifying all Agreements during ongoing services.
- (6) Establishing local protocols for termination of Child Placement Agreements.

c. A child welfare professional must create a Child Placement Agreement for children who need Care Precautions or Behavior Management Plans.

d. The child welfare professional will establish a Child Placement Agreement at the time of placement when there are allegations or as soon as it is known that a child has any of the following:

- (1) Problematic Sexual Behavior.
- (2) Victim of Sexual Abuse.
- (3) Victim of Human Trafficking (CSEC).
- (4) Juvenile Sexual Abuse.
- (5) Behavior(s) that are a Significant Threat to Others.

e. The CBC Lead Agency will determine whether an Agreement is necessary when:

(1) A child is placed in a facility that is licensed for the specialized treatment, behavior management and protections for other children associated with juvenile sexual abuse, child sexual abuse victims, or children's mental health treatment.

(2) A child has severe self-harm behaviors that are addressed through on-going treatment with a mental health professional and the child's treatment provider does not recommend the need for Care Precautions or a Behavior Management Plan in the child's placement setting.

(3) When a child in care is receiving Behavioral Health Overlay Services (BHOS), the treatment team that develops the "resident specific plan" will make a recommendation to the CBC Lead Agency as to whether an Agreement is needed.

f. The child welfare professional responsible will develop the Agreement in collaboration with the caregiver(s). The child welfare professional should include all persons who will be in a caretaking role, including any respite providers. As appropriate, the child will be included in the development of the plan to provide input as to what house rules will make him/her feel safe and/or help him/her with expressing feelings. Other providers or persons who know the child may be invited to participate in the development of the Agreement.

g. The Agreement does not duplicate or replace the need for the Partnership Plan with licensed caregivers per requirements in Rule [65C-30.011\(7\)](#), F.A.C.

h. The Agreement does not duplicate or replace the need for a Safety Plan when the child is unsafe per requirements in Section [39.301\(9\)\(a\)6a](#).

i. The child welfare professional responsible must discuss Prevention Rules with caregivers. These rules are required in all Agreements for Care Precautions or Behavior Management Plans. The

child welfare professional must explain to caregiver(s) that their assistance is necessary to identify circumstances and actions that happen before, or seem to trigger, any child's self-harming or inappropriate behaviors. This information will help to inform ways that household members can help to prevent such behaviors from occurring. Caregivers are expected to discuss and enforce the rules as appropriate on an on-going basis with all children and adults in the home. The Prevention Rules are as follows:

(1) Caregivers will understand and be able to explain what kind of touch is "okay" and that permission should be sought before touching another person or their things. House rules will provide ongoing and positive reinforcement of the need for personal boundaries.

(2) Caregivers will limit access to bedrooms by establishing and enforcing ground rules on who is allowed to visit whose bedroom and under what conditions. Family members and persons frequenting the home will respect personal space, such as knocking before entering a room.

(3) Caregivers will encourage, model, and support open communication and honesty among family members. This includes encouraging children to express their feelings and any concerns as to privacy or safety.

(4) Caregivers will be responsible for making sure that children only have access to age and developmentally appropriate material (magazines, pictures, internet, or video).

(5) Only one child should be in the bathroom at a time. The bathroom door should be closed for privacy when taking a bath, showering, or using the toilet. All family members bathe, shower, and toilet separately unless a child needs assistance from an adult due to age or disability.

(6) Caregivers will establish a dress code that outlines the type of clothing that is acceptable and under what circumstances.

j. At a minimum, the Child Placement Agreement will document the placement requirements to be followed for a child who needs Care Precautions or a Behavior Management Plan per paragraphs 4-6 or 4-7 of this operating procedure, including any exceptions.

(1) All Agreements will be reviewed by the Supervisor before caregiver signatures are obtained.

(2) The requirements in the Agreement must be accepted by at least one of the primary persons responsible for the child's care at the time the Agreement is created. A verbal agreement may be obtained when:

(a) A child is placed on an emergency basis.

(b) The need for an Agreement is known after a child is in a placement. An Agreement will be established to prevent the need for a placement change whenever it is safe to do so.

k. The child welfare professional will obtain signatures on the Agreement within five business days.

(1) At a minimum, the Agreement will be signed by the investigator or case manager, the child if participating in the development of the agreement, the caregiver(s) and other persons in a caregiving role.

(2) If the child remains in the placement for less than five days, signatures are not required.

(3) Signatures to a current Agreement should be added when there are any subsequent respite care provider(s) or trial placement provider(s).

l. A copy of the Child Placement Agreement must be provided to the caregiver(s) and the signed copy will be uploaded to the Child Placement Agreement Page in FSFN.

m. The child welfare professional will terminate an Agreement based on the requirements in this chapter. The child welfare professional will document the effective termination date, reason and notification to the placement provider.

#### 4-6. Child Placement Agreement Care Precautions.

a. The child welfare professional responsible for the child's placement shall establish Care Precautions in the following situations:

(1) Child exhibits Problematic Sexual Behaviors.

(2) Child is an alleged or known victim of Sexual Abuse.

(3) Child is victim of Human Trafficking (CSEC) and child does not display any Juvenile Sexual Behaviors, Behaviors that are a Significant Threat to Others, or Severe Self-Harm.

(4) Child is known to have exhibited Juvenile Sexual Behaviors or Behaviors that are a Significant Threat to others when:

(a) Behaviors occurred more than a year ago, or,

(b) Child has been in treatment, has had a Behavior Management Plan and, based on child's progress, child's treatment provider recommends stepping down the level of restrictions.

b. An Agreement with Care Precautions will not be established when the relative/non-relative caregiver(s) have extensive knowledge about the child as the result of providing care in the past and there are not any concerns for the child's safety in the home.

c. At the discretion of the CBC Lead Agency, Care Precautions may be required in cases involving severe self-harm or other types of behaviors that may result in harm to other children.

d. A child placed with Care Precautions shall be placed in a private bedroom until the child is known to the caregivers unless:

(1) The child is placed with siblings and there are no concerns for the safety of anyone in the sibling group.

(2) A separate bedroom is not possible and the caregiver(s) agree to careful and frequent monitoring of sleeping arrangements in order to inform ongoing supervision needs.

(3) The child has a treatment provider who indicates a private bedroom is not necessary.

e. Other precautions will be established as necessary based on what is known about the child and any relevant professional recommendations available.

f. Care Precautions will be followed until the supervision and care needs of the child are better known and understood.

g. When a child in care discloses sexual abuse by a perpetrator who does not reside in the current placement setting, and the child has not demonstrated any behaviors that require an Agreement, Care Precautions are not required.

#### 4-7. Child Placement Agreement – Behavior Management Plan.

a. A Behavior Management Plan must be established per Rule [65C-30.011\(2\)](#), F.A.C., for children who have demonstrated any of the following behaviors within the past twelve months:

- (1) Juvenile Sexual Abuse.
- (2) Behaviors that are a Significant Threat to Others.

b. At the time of initial placement or when the behaviors occur during out-of-home care, the child welfare professional will take the following actions.

(1) The child welfare professional responsible will seek immediate consultation with a qualified assessor to determine the following actions.

- (a) The safety and supervision necessary to allow a child to remain with siblings.
- (b) The safety and supervision necessary to allow a child to remain in the current placement setting.

(2) If a qualified assessor is not available or able to provide an immediate assessment and recommendation, all of the following actions are required and must be agreed to by the caregiver(s) responsible.

(a) The child must be the youngest child living in the home unless the following conditions are met:

1. The child is part of a sibling group and the safety of the sibling group can be maintained in the same setting.

2. The placement setting is a licensed home that the lead agency determines can provide the necessary supervision.

3. There has been full disclosure to a relative/non-relative about the behaviors of the child that are a concern, and the relative/non-relative and child welfare professional believe that the safety of the other children in the home can be provided by the caregiver(s) through reasonable supervision measures. The Agreement established with the caregiver will note how the caregiver will achieve supervision and safety needs of children in the home.

(b) A physically or sexually aggressive child must not be placed in a bedroom with a more vulnerable child.

1. The child's bedroom must have an alarm or other alerting device for the door when there are concerns for the safety of the child or other children in the home during the times when caregivers are sleeping.

2. The child must receive sight and sound supervision during the child's awake hours.

3. Any court-ordered placement restrictions, including contacts, must be followed and documented in the Child Placement Agreement. The Agreement will identify any persons

not included in the child's visitation/family time plan with whom the child is not allowed to contact or reside with.

(3) An assessment by a qualified assessor must be received within 45 days of a child's placement, and the requirements in the Agreement must be modified as necessary.

c. The Behavior Management Plan will document strategies and actions that the caregiver will use to prevent, intervene, and follow-up when the child's behaviors present difficulties or are a threat to self or others. These strategies or actions may include:

(1) Changes to the use of space, routines, and house rules;

(2) Positive reinforcement, de-escalation techniques, and therapeutic activities;

(3) Actions and assistance that will be provided to support the caregiver; or,

(4) The caregiver's agreement to assist in the identification of any triggers or antecedents that appear to be associated with the child's self-harming behavior or inappropriate behaviors towards other children.

d. The caregiver must have access at all times to a case manager, supervisor, or provider agency if the caregiver needs assistance.

4-8. Case Plans for Children with a Behavior Management Plan or Care Precautions. In accordance with Rule [65C-28.004](#), F.A.C., the case manager will provide referrals for formal assessments, eligibility determinations, and needed supports and services. The child's case plan, when appropriate, will include outcomes for the specific treatment or specialized service that the child needs.

4-9. New Incident of Harm While in Placement. If an incident of severe self-harming behavior, or physical or sexual assault of another child occurs, the caregiver will provide immediate intervention and notification as indicated in paragraph 4-4i of this operating procedure. The case manager will seek an evaluation or recommendations from the child's treatment provider within three business days of such event to determine the need for developing or updating a Behavior Management Plan.

4-10. Monitoring of Child Behaviors during Routine Contacts. During routine contacts, the case manager will review a child's behavior(s) and the interventions used by the caregiver in the ongoing care of the child. Information will be gathered from separate interviews with the child, the caregiver(s), and staff to determine:

a. Input as to how the requirements in the Agreement are working or not working.

b. The implementation of any new house rules, interventions, or treatment.

c. Any new incidents of physical or sexual violence or harm to other children in the home.

d. Whether additional support is needed to maintain conditions in the home that provide safety and well-being and manage a child's behavior.

4-11. Updating Child Placement Agreements.

a. When a new child is placed in the home, a review of any current Agreements will be conducted to determine if any changes are necessary.

b. A new Child Placement Agreement will be established when a child with an Agreement is moved to a new placement setting.

c. Based on recommendations from a qualified assessor or new information learned, an Agreement may be modified to change the requirements.

d. A new respite care or trial placement provider will be added to an existing Agreement. Any care requirements specific only to the new provider may be added to the current Agreement.

e. When an Agreement is modified, documentation will be provided in the Agreement to explain the reason.

f. The following are possible outcomes when a child welfare professional updates an Agreement.

(1) The Agreement type is changed.

(2) The placement requirements are changed.

(3) The child no longer needs an Agreement and it is terminated. This includes situations when the child is placed in a new setting where an Agreement is not necessary per paragraph 4-5e of this operating procedure.

g. When an agreement is modified, new signatures will be obtained to document the caregiver(s)' agreement.

#### 4-12. Supervisory Oversight.

a. The supervisor of the child welfare professional responsible for the Agreement will review all initial and updated Child Placement Agreements, including a decision to terminate an agreement.

b. As part of the review process, the supervisor is responsible for:

(1) Determining that the child is in the least restrictive setting. This includes remaining safely with siblings and/or relative/non-relative caregivers.

(2) Preventing placement disruptions unless it is clearly necessary given the unique circumstances of the child, caregiver, or placement setting.

(3) Determining that the requirements for Care Precautions or Behavior Management Plans are met.

(4) Granting and documenting any exceptions to requirements as part of the review process. Exceptions will be granted based on verbal or written information received from a qualified assessor.

#### 4-13. FSFN Documentation.

a. The agreement details section on the Child Placement Agreement Page will be completed any time a Child Placement Agreement needs to be created or modified.

b. The child welfare professional will document any professional recommendations received verbally on the Child Placement Agreement Page within two business days.

c. Copies of any written professional assessments or treatment recommendations received will be scanned into the Child Placement Agreement Page on the Reviews Tab.

d. The child welfare professional will document a caregiver's verbal agreement at the time of placement on the Child Placement Agreement Details tab in the Agreement Comments.

e. The supervisor will document his/her review on the Reviews Tab of the Child Placement Agreement Page.

f. The signed Child Placement Agreement will be uploaded into the Child Placement Agreement Page on the Child Placement Agreement Details Tab.

g. The child welfare professional will document the effective termination date and reason on the Child Placement Agreement Page on the Child Placement Agreement Details Tab. A Child Placement Agreement Page should only be terminated in FSFN when there is no longer a need for a Child Placement Agreement.

h. The following FSFN resource is located on the [Center for Child Welfare](#) FSFN "How Do I Guide" page: "[Child Placement Agreement User Guide](#)."



#### **General**

- Behavior Management Plan and Care Precautions are two different types of Agreements; refer to the [CFOP 170-11 Ch. 4.](#)
- Out of Home Placement page will have the question “Is a Child Placement Agreement needed?”
  - The Child Placement Agreement can be accessed via the hyperlink on the header of the Out of Home page.
- The Agreement can be created/updated if the user has an assignment to the case or via Case Book through the Children Receiving Services page.
- There can only be one active Child Placement Agreement per child at a time.
- Signed Agreement must be uploaded to the Child Placement Agreement Details tab and not directly to the file cabinet.
- The Qualified Assessor must complete their review within 45 days of establishing the Behavior Management Plan.
- Signatures on the Child Placement agreement must be obtained within 5 business days of the verbal agreement.
- If the child is in a placement less than 5 days (respite, visitation, and emergency placement), signatures are not required but the provider/caregiver should verbally agree to the requirements at time of placement.
- ONLY Supervisor can delete actions once the Child Placement Agreement page is saved.

#### **Child Placement Agreement Details**

- If the Agreement is based on a verbal approval from the caregiver, the effective date on the Child Placement Agreement Details tab should reflect the date of the verbal agreement.
- If the Out of Home placement page is not completed in FSFN when the Agreement is created, provider drop down can be left blank.
- A handwritten Agreement can be created in the field on the Field Version of the Child Placement Agreement.
- If a Field Version is created, the information must be entered in the Child Placement Agreement page of FSFN.
- Required signatures can be obtained on the Field Version or the FSFN generated Child Placement Agreement.
- A new line should be inserted on the Child Placement Agreement Details tab when changes are necessary (ex. Change in placement, Visitation, Respite or New incident).
- Problematic Sexual Behaviors should be added to the Reason for Agreement page under “Sexual Abuse” as the category and “Other” as the type then type “Problematic Sexual Behaviors.”
- Every Purpose line on the Child Placement Agreement Details tab has an agreement comments box. This field should be used for documenting information at the time the Child Placement agreement was created.
- The Agreement should only be terminated when the child no longer needs a Child Placement Agreement.

#### **Placement Requirements**

- Ensure all drop downs under Placement Requirements are completed that apply to the child.
- Placement requirement(s) should be end-date if they are no longer necessary.

#### **Review(s)**

- If an exception is required, the Supervisor must insert the review.
- When entering a review from a Qualified Assessor or Staffing, the name must be inserted under reviewer name.
- There is no review/approval hyperlink for supervisor.
  - Supervisor will not be automatically notified.
  - Supervisors are required to review all Agreements created and document their review within the Child Placement Agreement Page.



# Child Placement Agreement and Data Availability Enhancements

What is changing?	<ul style="list-style-type: none"><li>• <u>New</u> Child Placement Agreement to support the creation and management of care precautions and behavior management plans for children in out-of-home care.</li><li>• <u>New</u> Case Assessment Details universe to make data related to the Child Welfare Practice Model readily available to the CBCs for reporting and analysis.</li></ul>
Who will experience the changes?	<ul style="list-style-type: none"><li>• Child Protective Investigators &amp; Supervisors</li><li>• Case Managers, Placement/Intake Staff, Licensing Staff &amp; Supervisors</li><li>• Reporting Power Users</li></ul>
When will the changes occur?	May 12, 2017
What is the training approach?	<ul style="list-style-type: none"><li>• Child Placement Agreement – Train-the-trainer sessions were completed. CBCs will design local training to support their implementation plan for CFOP 170-11, Chapter 4.</li><li>• Data Availability – A Webinar will be presented after the enhancement Go-Live on May 12, 2017.</li></ul>
Who do I contact with questions?	Contact your Regional Champion for questions and details about readiness activities.
Who is my Regional Champion?	<ul style="list-style-type: none"><li>• Kelly Faircloth, Northwest Region</li><li>• Daniel Sprague, Northeast Region</li><li>• Alger Studstill, Central Region</li><li>• Kyle Teague, Suncoast Region</li><li>• Tausha Schreiber, Southeast Region</li><li>• Thomas Davis, Southern Region</li></ul>

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Build/ CR#	Release Note Description	Functional Module
<p><b>CR-529 Child Placement Agreement</b></p>	<p>The users will now see a new page in FSFN labeled Child Placement Agreement, which is used to document children who require either a Behavior Management Plan or Care Precautions. The changes outlined below are all related to the new page.</p> <p><b>529.01</b> – The users will now see a new drop down on the Create Case Work page labeled "Child Placement Agreement". This page is a participant specific piece of work.</p> <p><b>529.03</b> – The users will see that if attempting to create the Child Placement Agreement page for a participant who is 18 years of age or older they will receive a validation prompt to ensure they are intending to create the Child Placement Agreement for that participant.</p> <p><b>529.04</b> – The users will see that only one “active” Child Placement Agreement can exist for a person across the FSFN system.</p> <p><b>529.05</b> – The users will see that they can create the Child Placement Agreement from Case Book by clicking the Child Placement Agreement in the Participant Actions list box.</p> <p><b>529.06</b> – The users will see that they can access existing Child Placement Agreement pages from the center panel of Case Book.</p> <p><b>529.07</b> – The users will see that they can access existing Child Placement Agreement pages from the center panel of Person Book.</p> <p><b>529.08</b> – The users will see a new icon displayed for Child Placement Agreement pages when drilling down on the Case Folder icon whether accessing it from the Desktop or Search.</p> <p><b>529.09 and 529.09a (table)</b> – The users will see that upon creating the Child Placement Agreement page it defaults to the 2<sup>nd</sup> tab. However, each time the page is subsequently launched it defaults to the first tab. The Child Placement Agreement will include demographic details about the child and provide hyperlinks to both the Person Management and Maintain Case pages. In addition, the Child Placement Agreement</p>	<p>(SM23) Child Placement Agreement and BOE</p>

page provides direct access to the child's current Out of Home Placement. Finally users will see that the Child Placement Agreement page is comprised of 5 tabs: Current Child Placement Agreement; Child Placement Agreement Details; Placement Requirements; Caregiver Supports and Reviews.

**529.12** – The users will see that the Child Placement Agreement Details tab has two group boxes: Agreement Details and Agreement Termination.

**529.13** – The users will see that the Agreement Details group box on the Child Placement Agreement Details tab provides the ability to insert multiple records. Each record will have an associated radio button which drives the narrative that displays in the associated comments text field. In addition, the following fields are documented for each inserted record: Purpose; Type; Effective Date; Reason(s) (hyperlink to launch the associated Add Reasons pop-up page); Provider; Child Placement Agreement Notification (word document); Signed Agreement (attachment of an imaging page). Finally, there is an associated Actions column which provides the ability to delete a record inserted in error. Once a record is saved for the first time, only users with Supervisory Functions will have the ability to delete records inserted in error within the Agreement Details group box.

**529.14** – The users will see that upon clicking Add Reasons hyperlink, the Add Reasons pop-up page is displayed. The Add Reasons pop-up page provides users with the ability to document one or more reasons that an agreement is needed and also document an associated narrative providing any necessary, additional details. Furthermore, the users will see that at least one Category with associated Sub-Category (unless Human Trafficking) and narrative must be documented in order to successfully save the Child Placement Agreement page.

**529.15** – The users will see that upon clicking the Launch Document hyperlink the Child Placement Agreement notification launches in Word Document format and is displayed in Portrait layout. In addition, users will see that only the applicable information, based on date logic, will be populated in the template. The date logic is such that only the Placement Requirements which do NOT have an End Date OR the End Date is in the future AND whose Begin Date is equal or prior to the Effective Date of the row for which

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the Notification was launched will populate into the document. In addition, only the Placement Requirements Description narrative and Caregiver Supports narrative whose Effective Date is equal or prior to the Effective Date AND the most recent of that grouping, of the row for which the Notification was launched, will populate into the document. These two sections will only ever populate with one narrative.

**529.16** – The users will see that upon clicking the Upload Document hyperlink within the Agreement Signed column, the Imaging pop-up page displays and provides the ability to attach an image of the signed agreement. Once an imaging page is successfully saved, the Upload Document hyperlink dynamically changes to display as the Date Agreement Signed which was entered on the Imaging pop-up page. Furthermore, the imaging page is accessible from not only the Child Placement Agreement page but also from Case Book, Person Book and the Desktop (including Search) from within the File Cabinet.

**529.16a** - The users will see that the new question added to the Out of Home Placement page, asking if a Child Placement Agreement is required, is accessible from BOE.

**529.17** – The users will see that the Agreement Termination is captured on the Child Placement Agreement Details tab. In addition, only once the Agreement is being terminated will the following apply:

1. Overall, upon successfully saving the termination fields all fields on the Child Placement Agreement page become disabled and grayed out.
2. Child Placement Agreement Details Tab: View Reasons hyperlinks remain to access the Reasons for Agreement pop-up page; Launch Document hyperlink remains to launch the Child Placement Agreement template; Date hyperlink in the Signed Agreement column remains to provide access to the associated Imaging page; Delete hyperlink no longer displays.
3. Placement Requirements Tab: All existing Placement Requirement rows must have an End Date documented; the Delete hyperlink no longer displays.

	<p>4. Caregiver Supports Tab: Delete hyperlink no longer displays.</p> <p>5. There must be at least 1 Supervisor Review record inserted in order to save when terminating the Child Placement Agreement page.</p> <p>6. The hyperlink will only display on the Person Provider record if the Child Placement Agreement is "active" (not terminated). If a CPA either doesn't exist OR it has been terminated the Person Provider record will reflect "No" as plain black text.</p> <p>7. The hyperlink will only display on the Out of Home Placement page if the Child Placement Agreement is "active" (not terminated).</p> <p><b>529.18 and 529.18a</b> – The users will see that the Placement Requirements tab requires that at least 1 row be inserted and saved in 1 of the following group boxes: Placement Limitations; Bedroom Restrictions; Supervision During Awake Hours; Social Media and Electronic Devices; or Other Restrictions. In addition, the Placement Requirements tab requires that at least 1 record be inserted within the "Provide additional information necessary...." group box. When inserting a record within the Placement Requirements group box, the following fields can be documented: Placement Requirement; Begin Date and End Date. Finally, there is an associated Actions column which provides the ability to delete a record inserted an error. Once a record is saved for the first time, only users with Supervisory Functions will have the ability to delete records inserted in error within the Placement Requirements group box.</p> <p><b>529.19</b> – The users will see that the Caregiver Supports tab requires that at least 1 record be inserted and saved. When inserted the Effective Date and narrative field are both required in order to save. In addition, the Emergency Contact narrative is required to save. Finally, there is an associated Actions column which provides the ability to delete a record inserted an error. Once a record is saved for the first time, only users with Supervisory Functions will have the ability to delete records inserted in error within the Caregiver Supports group box.</p> <p><b>529.20</b> – The users will see that the Reviews tab contains 1 group box, Summary of Reviews, and an associated narrative text field which is driven based on the radio button</p>	
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selected within the Summary of Reviews group box. The narrative text field only displays once at least one record has been inserted within the Summary of Reviews group box. In addition, the following fields are documented for each inserted record: Review Date; Review Type; Reviewer Name; Exception Required and Review Documentation. Finally, there is an associated Actions column which provides the ability to delete a record inserted in error. Once a record is saved for the first time, only users with Supervisory Functions will have the ability to delete records inserted in error within the Summary of Reviews group box.

**529.21** - The users will see that the Review Date will accept a current or past date but not a future date. If the Review Type is Supervisor a Worker Search hyperlink display which launches the Worker Search page. A Worker must be searched and selected in order to save. If the Review Type is Staffing or Qualified Assessor Review, the user must enter the reviewer's name in the associated text field. In addition, Exception Required is conditionally enabled and required ONLY when the Review Type is Supervisor; otherwise it is disabled and grayed out. For each row inserted in the Summary of Reviews group box, an Upload Document hyperlink is displayed within the Review Documentation column which launches the standard Imaging page to upload and attach the appropriate document. When adding an image the Category defaults to Child Placement Agreement and is disabled and grayed out and the Type defaults to whatever Review Type is selected.

**529.22** – The users will see that following the initial creation of the Child Placement Agreement page, each time the page is subsequently launched it will default to the first tab labeled Current Child Placement Agreement. The Current Child Placement Agreement tab will contain the following fields in a single row first: Purpose; Type; Effective date; and Provider Name. These will display for the most recently inserted record based on the effective date documented on the Child Placement Agreement Details tab where the Purpose is NOT Respite/ Visitation. Directly beneath the 4 fields will be the following group boxes: Reasons for Agreement group box will be displayed and contain information based on the most recent Effective Date row inserted - this will be the Reasons pop-up associated with the most recent Effective Date row on the Child Placement Agreement Details tab. Directly following all Reasons selected will be the narrative text field information entered without the label of the text field. Within the Placement Requirements group box, each selected Placement Requirement will display

where the Begin Date falls on or before the Effective Date of the most recent row documented within the Agreement Details group box on the Child Placement Agreement Details tab and does NOT have an End Date. Within the Placement Requirements description group box the most recent narrative will be displayed based on the most recent Effective Date that falls on or before the Effective Date associated with the most recent Assessment Details record. Within the Caregiver Supports group box the most recent narrative based on the Effective Date that falls on or before the Effective Date of the most recent Assessment Detail record displays.

**529.24** – The users will see that on the Person Provider Page - Members tab - Children in Placement group box – there is a new column labeled Child Placement Agreement which displays directly to the LEFT of the Characteristics column. If the child currently placed with the Person Provider has an "active" Behavior Management Plan the hyperlink will show as Behavior Management Plan. If the child currently placed with the Person Provider has an "active" Care Precautions the hyperlink will say Care Precautions; and if the child currently placed with the Person Provider is not currently on an "active" Child Placement Agreement the column will reflect No in plain black text.

**529.25** – The users will see that on the Out of Home Placement Page - upon successfully saving the OHP for the first time, a hyperlink will display in the header group box directly to the right of the child's name, age and date of birth, which displays as Behavior Management Plan or Care Precautions based on the Type of Child Placement Agreement the child "currently" has.

**529.26** – The users will see that on the Out of Home Placement page - directly beneath the Placement Setting drop down, a new question displays labeled "Is a Child Placement Agreement needed?" with an associated Yes/ No radio button selection. This question is required in order to save the Out of Home Placement page. This question will display across all Out of Home Placement pages, including those which are approved and frozen.

**529.28** – The users will see the following security changes:

1. A new Security Resource labeled Child Placement Agreement which will contain the Actions for Create; Edit; Insert; Update; View; and Open the Child Placement Agreement

	<p>template.</p> <ol style="list-style-type: none"><li>2. A new Security Resource labeled Child Placement Agreement Reasons which will contains the Actions for Edit; Update and View.</li><li>3. A new Security Profile labeled Child Placement Agreement - All that will include the 2 new Resources with all Actions selected.</li><li>4. A new Security Profile labeled Child Placement Agreement - View that will include only the following Resources and Actions: Child Placement Agreement Resource with only View and Open the Child Placement Agreement template; and Child Placement Agreement Reasons with only View.</li><li>5. The new Security Profile for "All" will be added to the following Security User Groups: CPI - FSDMM; CPI Supervisor - Spec FSDMM; CPI Specialist L2 Enhanced - FSDMM; Child Case Manager Support - FSDMM; Child Case Supervisor Specialist - FSDMM; Provider Specialist; Provider Supervisor; DCF Licensing Specialist; and SuperUser.</li><li>6. The new Security Profile for "View" will be added to all remaining Security User Groups.</li><li>7. The delete functionality across the Child Placement Agreement page is a new Action tied to the existing Resource for Supervisory Functions.</li></ol> <p><b>529.32</b> - The users will see a new ETL to move the Child Placement Agreement data from the OLTP to the Data Warehouse.</p> <p><b>529.33</b> – The users will see a new Class within the existing Service Management Universe labeled Child Placement Agreement. This class will include all the pertinent dimensions related to the fields captured on the Child Placement Agreement page. In addition, the Placement Class will include a dimension labeled Requires Placement Agreement (Yes/No) and a dimension named Determination Agreement Required Begin Date which is the Placement Begin Date for that associated OHP record.</p>	
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	<p><b>529.36</b> – The users will see hover definitions for the following fields:</p> <ol style="list-style-type: none"> <li>1. On the Child Placement Agreement - Details Tab when the user hovers over the Effective Date field for any of the inserted rows: Enter the date when the caregiver verbally agreed to the requirements in the Agreement. The date may be earlier than the child’s Placement Begin Date.</li> <li>2. On the Child Placement Agreement – Details Tab when the user hovers over the Type drop down for any of the inserted rows: Behavior Management Plan – Established for children who have demonstrated any of the following behaviors within the past twelve months: 1) Juvenile Sexual Abuse. 2) Behaviors that are a Significant Threat to Others. Care Precautions – Establish for: 1) Victim of Sexual Abuse or CSEC and no threat to others. 2) Problematic Sexual Behavior. 3) Past history (more than 1 year ago) Juvenile Sexual Behaviors or Behaviors that are a Significant Threat to Others. 4) Step-down from Behavior Management Plan.</li> <li>3. On the Child Placement Agreement – Details Tab when the user hovers over the Add Reason(s) or View Reason(s) hyperlink for any of the inserted rows: Child Behaviors or Circumstances: Provide a clear description of the current need for an agreement. For example, describe child current behaviors, change in placement, other changed circumstances in home, etc.</li> <li>4. On the Child Placement Agreement – Placement Requirements Tab when the user hovers over the group box label “Provide additional information necessary to implement the identified placement requirements”: Provide additional information to explain: 1) Placement limitations with siblings. 2) Contact restrictions beyond those listed in visitation plan. 3) Other placement requirements exist. 4) Any further guidance necessary for the caregiver to implement any of the placement requirements.</li> </ol>	
<p><b>CR-594 Case Management Assessment</b></p>	<p>The users will now see a new a new Universe in BOE labeled Case Management Assessment Details. The changes outlined below are all related to the new Universe.</p> <p><b>594.02</b> - The users will see that the new Universe utilizes the existing Security of the user logged in (Statewide, Region or Agency level) and pull back all information for any</p>	<p>Case Management Assessment Details Universe in BOE</p>

<b>Details BOE</b>	<p>children for which their Lead Agency has a Case or Participant level assignment (currently or historically), regardless of Assignment Type.</p> <p><b>594.03</b> – The users will see a Class labeled Investigation which will include the pertinent dimensions.</p> <p><b>594.04</b> – The users will see a sub-class within the Investigation Class labeled Investigation Participant which will include the pertinent dimensions.</p> <p><b>594.05</b> – The users will see a sub-class within the Investigation Class labeled Maltreatments which will include the pertinent dimensions.</p> <p><b>594.06</b> – The users will see modifications to the Supervisor Consultation Class to include key dimensions and worker details.</p> <p><b>594.06a</b> – The users will see the existing ETL for the Supervisor Consultation updated to include the additional fields related to Story ID: 594.06.</p> <p><b>594.09</b> – The users will see a new Class labeled Present Danger Assessment which will include the pertinent dimensions.</p> <p><b>594.10</b> – The users will see modifications to the Present Danger Assessment Class to include key dimensions and worker details.</p> <p><b>594.10a</b> – The users will see the existing ETL for Danger Threats updated to include the additional fields related to Story ID: 594.10.</p> <p><b>594.18</b> – The users will see a sub-class within the Investigation Class labeled Family Functioning Assessment - Investigation which will include the pertinent dimensions.</p> <p><b>594.22</b> – The users will see modifications to the Safety Summary and Planning Class to include key dimensions and worker details.</p> <p><b>594.22a</b> – The users will see the existing ETL for Safety Summary and Planning</p>	
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	<p>updated to include the additional fields related to Story ID: 594.22.</p> <p><b>594.26</b> – The users will see a Class labeled Safety Plan which will include the pertinent dimensions.</p> <p><b>594.26a</b> – The users will see the existing ETL for Safety Plan updated to include the new "Do Not Share with Perpetrator of Intimate Partner Violence" Flag (this is a checkbox in the UI)</p> <p><b>594.30</b> – The users will see a sub-class within the Investigation Class labeled Risk Assessment which will include the pertinent dimensions.</p> <p><b>594.31</b> – The users will see a sub-class within the Risk Assessment Class labeled Participants which will include the pertinent dimensions.</p> <p><b>594.32</b> – The users will see a sub-class within the Risk Assessment Class labeled Neglect which will include the pertinent dimensions.</p> <p><b>594.33</b> – The users will see a sub-class within the Risk Assessment Class labeled Abuse which will include the pertinent dimensions.</p> <p><b>594.34</b> – The users will see a sub-class within the Risk Assessment Class labeled Risk Level Override which will include the pertinent dimensions.</p> <p><b>594.36</b> – The users will see a new Class labeled FFA – Ongoing which will include the pertinent dimensions.</p> <p><b>594.36a</b> – The users will see the existing ETL for FFA – Ongoing updated to include the additional fields related to Story ID: 594.36.</p> <p><b>594.58</b> – The users will see a Class labeled Organization which will include the pertinent dimensions.</p> <p><b>594.59</b> – The users will see a Class labeled Case Plan Worksheet which will include the</p>	
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	<p>pertinent dimensions.</p> <p><b>594.81</b> – The users will see a Class labeled Judicial Review Worksheet which will include the pertinent dimensions.</p> <p><b>594.98</b> – The users will see a Class labeled Legal Documentation which will include the pertinent dimensions.</p> <p><b>594.98a</b> – The users will see a column in the Data Warehouse to capture the Dependency Case Manager on both the Case Plan Worksheet and Legal Documentation.</p> <p><b>594.101</b> – The users will see a Class labeled Child Needs which will include the pertinent dimensions and will be pulled from the Data Mart.</p> <p><b>594.102</b> – The users will see a Class labeled Protective Capacity Analysis which will include the pertinent dimensions.</p> <p><b>594.103</b> – The users will see a Class labeled Safety Summary and Planning which will include the pertinent dimensions.</p> <p><b>594.110</b> – The users will see an ETL to copy the Danger Threat data related to Story ID: 594.100 from the Data Warehouse to the Data Mart.</p> <p><b>594.111</b> – The users will see the existing ETL for Child Needs updated to copy the data from the Data Warehouse to the Data Mart, related to Story ID: 594.101.</p> <p><b>594.112</b> – The users will see the sub-class labeled within the Risk Assessment sub-class labeled Participants modified to be its own Class.</p> <p><b>594.113</b> – The users will see an ETL to copy the Protective Capacity Analysis data related to Story ID: 594.102 from the Data Warehouse to the Data Mart.</p> <p><b>594.114</b> – The users will see an ETL to copy the Safety Summary and Planning data</p>	
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	<p>related to Story ID: 594.103 from the Data Warehouse to the Data Mart.</p> <p><b>594.115</b> – The users will see an ETL to copy the Participants data related to Story ID: 594.112 from the Data Warehouse to the Data Mart.</p> <p><b>594.117</b> – The users will see modifications to the Child Needs; Protective Capacity Analysis and Progress Update Classes to capture Case and Worker dimensions.</p> <p><b>594.118</b> – The users will see worker information correctly captured in the database for the FFA – Ongoing and Progress Update, which is related to Story IDs 594.103 and 594.114.</p> <p><b>594.120</b> - Update the existing Report Period measures to include the following:</p> <ol style="list-style-type: none"> <li>1. Current Month Begin Date</li> <li>2. Current Month End Date</li> <li>3. Current Quarter Begin Date</li> <li>4. Current Quarter End Date</li> </ol>	
<p><b>CR-602 NCANDS</b></p>	<p><b>602.100</b> – The users will see a modification to NCANDS for the following:</p> <ol style="list-style-type: none"> <li>1. Element 52 will continue looking for value 10, but will also look for the 2 new values for Intimate Partner Violence Threatens Child and Household Family Violence Threatens Child in the hierarchy prior to looking at the Family Characteristics.</li> <li>2. Federal Maltreatment Code (mapping table Section 2.2.4) will be updated to include the new values as follows: Substance Exposed Newborn; Intimate Partner Violence Threatens Child; Household Violence Threatens Child; and Failure to Thrive/ Malnutrition/ Dehydration. These specifically impact NCANDS Fields 26; 28; 30; 32. These fields will be modified to map the new values as follows: Substance Exposed Newborn maps to NCANDS Value 2 (Neglect or deprivation of necessities); Intimate Partner Violence Threatens Child maps to NCANDS Value 8 (Other); Household Violence Threatens Child maps to NCANDS Value 8 (Other); and Failure to Thrive/ Malnutrition/ Dehydration maps to NCANDS Value 2 (Neglect or deprivation of necessities).</li> </ol> <p>Element 9 will be modified to look at the Determination drop down on the Results tab of the Child Investigation page - value selected is "Closing - False Report" instead of the</p>	<p>NCANDS Extract</p>

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	<p>"Referred to Law Enforcement or State Attorney for False Report" check box. It will also have a hierarchical approach such that it first looks for the check box and then if null, look at the Closing Determination. This is to ensure that it accounts for the pre-existing FSFN pages that have already been approved and closed, as well as new pages.</p>	
<p><b>CR-609 Case Management Assessment Details BOE</b></p>	<p><b>609.01</b> – The users will see a new Class labeled Progress Update which will include the pertinent dimensions.</p> <p><b>609.19</b> – The users will see a sub-class within the Progress Update Class labeled Outcome Evaluations which will include the pertinent dimensions.</p> <p><b>609.19a</b> – The users will see a new column in the Data Warehouse for PROGRESS_UPD_OUTCOME.ID_CASE_PLAN_WKS_OUTCOME and will also include an ETL to move the data from OLTP to Data Warehouse.</p> <p><b>609.21</b> – The users will see a new class of measures labeled Report Period Date.</p> <p><b>609.22</b> – The users will see a new Universe Detail Document.</p> <p><b>609.23</b> – The users will see a new Data Dictionary and ERD for the DataMart/ Data Warehouse.</p> <p><b>609.24</b> – The users will see an update to the existing Data Dictionary and ERD (Entity Relational Diagram) for the OLTP.</p>	<p>Case Management Assessment Details Universe in BOE</p>