



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Chad Poppell
Secretary

DATE: March 6, 2019

TO: Regional Managing Directors
Community-Based Care Lead Agency CEOs

THROUGH: Patricia Babcock, Deputy Secretary 

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare 

SUBJECT: FSFN Functionality: Statewide Visitation Provider

PURPOSE: The purpose of this memorandum is to provide implementation guidance for the FSFN Statewide Visitation Provider. This memo highlights the significant changes that will go into effect with this update effective March 1, 2019.

BACKGROUND: To prevent gaps in placement, the existing Statewide Visitation Provider was utilized to allow for court ordered visitation of more than 14 days with a plan to return to placement. The Statewide Visitation Provider will no longer be an available option: therefore, to document visitations, the person(s) shall be created as a FSFN Provider to document the actual visitation location.

A temporary absence should not be entered as a placement in the following circumstances:

- Overnight visits in accordance with normalcy and substitute care/respice (CFOP 170-11).
- Overnight visits with a parent in accordance with reunification and post placement supervision (CFOP 170-7, Chapter 12).

When one of the above occurs, a case Chronological Note Type of Visitation, describing the circumstances surrounding the temporary absence along with the physical address where the child is temporarily located, must be documented in the child's record.

ACTION REQUIRED: Please share this memorandum and attachments with all child welfare professionals who will be completing tasks associated with the functionality of creating placements in FSFN.

To appropriately identify the population who are currently in a Statewide Visitation placement, a listing of individuals shall be provided through DCF Regional Contract Managers to each Community-Based Care contract manager. Staff will be responsible for creating a person provider and documenting visitations for all active placements identified with a Statewide Visitation no later than March 15, 2019.

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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

FSFN Functionality: Statewide Visitation Provider

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CONTACT INFORMATION: If you have any questions or need clarification regarding this memorandum, please contact Vanessa Snoddy, Case Management & Well Being Manager, via email at Vanessa.Snoddy@myflfamilies.com or via phone at 850-717-4769.

Attachments:

FSFN Placement FAQs

Placement Job Aid

cc: Regional Family and Community Services Directors
Sheriff's Offices Conducting Child Protective Investigations
Grainne O'Sullivan, Director of Child Welfare Legal Services
Center for Child Welfare

The purpose of this job aid is to provide programmatic guidelines to assist in the proper documentation of information in FSFN, based on the requirements of Florida Statutes and Florida Administrative Code.

This job aid should be used in conjunction with the How Do I Guides, FSFN User Guide, FSFN Position Paper and FSFN Tip Sheets (<http://fsfn.dcf.state.fl.us>).

PROGRAMMATIC GUIDELINE

The Placement functionality in FSFN allows the creation of a Living Arrangement, Out-of-Home Placement, or Service for a child participant in a case.

The responsibility for creating the initial Living Arrangement or Placement information in the system shall be based on the local services agreement between the Region and Community Based Care (CBC) Lead Agency.



LIVING ARRANGEMENT:

- Policy regarding the definition of a Living Arrangement has not changed. A Living Arrangement describes a child’s in-home setting. However, FSFN provides functionality to further document instances when the child is temporarily in a physical location other than his/her home (e.g., the child is arrested and is temporarily placed in juvenile detention).
- Please note that while the Living Arrangement documents the setting for a child receiving in-home services, the child’s actual physical location is tracked through the child’s Person Address record. Therefore, it is critical that the child’s Person Address record be accurately maintained and reflects the child’s physical location at any given point in time.
- Living arrangements are also used to further document program participation for young adults in Postsecondary Education Services and Support (PESS) and Aftercare Services.

FSFN Tab	Living Arrangement
Living Arrangement - Living Arrangement Group Box	<ul style="list-style-type: none"> • Create a new Living Arrangement each time that the child’s or young adult’s Living Arrangement type or caregiver changes. <ul style="list-style-type: none"> - Document the actual physical location for the child in the child’s Person Address record. - If the child runs away from his/her in-home setting, create a new Living Arrangement type of Runaway. In this instance, updates to the child’s Person Address are not required. - If the child absconds or is abducted from his/her in-home setting, create a new Living Arrangement of Absconded or Abducted, as applicable. In either of these instances, updates to the child’s Person Address are not required.

FSFN Tab	Living Arrangement
Living Arrangement - Service Reasons Group Box	<ul style="list-style-type: none"> • Service Reasons in FSFN are documented through the Living Arrangement Record. <ul style="list-style-type: none"> - Select all Service Reasons applicable. These should be selected based on the specific maltreatment or threat of harm that led to the ongoing service needs determination.

OUT-OF-HOME PLACEMENT:

- The Out-of-Home Placement screen documents the information related to a child’s removal episode and subsequent placement(s), including any temporary absences from the child’s placement(s), and Service Reasons in FSFN.
- The Out-of-Home Placement screen also documents the information related to a young adult’s continued court ordered removal and a young adult’s voluntary removal while in Extended Foster Care (EFC).
- Temporary Absences within a removal episode (such as DJJ commitment, runaway, or hospitalization) are documented as a type of placement.

FSFN Tab	Out-of-Home Placement
Removal/ Placement - Child Removal from Home Group Box	<ul style="list-style-type: none"> • The Removal from Home Reasons hyperlink allows you to document each maltreatment or threat of harm that led to the removal of the child from his/her caregiver. <ul style="list-style-type: none"> - Select all Removal from Home Reasons that are applicable <ul style="list-style-type: none"> ▪ If the reason for the child’s removal is prospective abuse or neglect due to a sibling’s abuse or neglect, select both the sibling’s reason for removal and the child’s reason for removal due to threatened harm.

FSFN Tab	Out-of-Home Placement
<p>Removal/ Placement - Placement Begin Group Box</p>	<ul style="list-style-type: none"> ● Select the appropriate Service Category for the child or young adult in EFC. Service Category refers to the substitute care setting where the child is placed. These placement settings include Florida specific categories. <ul style="list-style-type: none"> - The Service Category for a young adult in EFC will default to Independent Living. ● Service Category is also used to document a child’s temporary absence from his/her placement in the following circumstances: <ul style="list-style-type: none"> - Runaway, DJJ commitment, or hospitalization. - In accordance with a court ordered visitation (summer visit to grandparents, etc.) of more than 14 days with a plan to return to placement. ● A temporary absence should not be entered as a placement in the following circumstances: <ul style="list-style-type: none"> - Overnight visits in accordance with normalcy and substitute care/respite (CFOP 170-11). - Overnight visits with a parent in accordance with reunification and post placement supervision (CFOP 170-7, Chapter 12). *When one of the above occurs, a case Chronological Note Type of Visitation, describing the circumstances surrounding the temporary absence along with the physical address where the child is temporarily located, must be documented in the child’s record. ● Service Type is used to allow further detail regarding the type of placement in which a child or young adult is residing. These Service Types are maintained by CBC Lead Agencies based on guidance provided by Office of Child Welfare. ● Select the appropriate Placement Setting for the child or young adult in EFC: <ul style="list-style-type: none"> - Placement Setting refers to the AFCARS placement types. - The Service Category for a young adult in EFC will default to Independent Living.

FSFN Tab	Out-of-Home Placement
Provider	<ul style="list-style-type: none"> • Search for and select the provider with whom the child has been placed. <ul style="list-style-type: none"> - If the child is placed with a relative, you must document the relationship of the child to the relative with whom the child was placed. - All placement events must be linked to a Provider record in the system. If the child has been abducted, absconded, or run away from his/her placement, you must associate this temporary absence to the appropriate “Statewide Provider” in the system (Statewide Abducted Provider, Statewide Absconded Provider, and Statewide Runaway Provider). - The three statewide providers will be maintained by the Office of Child Welfare only.
Options - Approval	<ul style="list-style-type: none"> • All relative/non-relative placements must have an approved home study including a home study that was denied but ordered by the court against agency recommendations.
Options - Placement Exception Reasons	<ul style="list-style-type: none"> • The system will derive the Placement Exception Reasons if the licensed home is over capacity, the placement is out-of-state, or the placement is in a licensed home with more than two children under the age of two years old. <ul style="list-style-type: none"> - If the child meets the ICWA requirements and is not in a ICWA placement, the Child Welfare Professional must document this as a placement exception.

FSFN Tab	Out-of-Home Placement
<p>Options - Removal/ Placement Ending</p>	<ul style="list-style-type: none"> • There are three valid reasons for ending a placement. These are documented through the Ending Purpose and End Reason drop-down boxes. <ul style="list-style-type: none"> - Select the appropriate Ending Purpose as follows: <ul style="list-style-type: none"> ▪ Administrative Change Within Removal Episode – Select this purpose only when ending a placement record that was entered in error. ▪ Discharge from Removal Episode – Select this purpose when the placement ends because of the child achieving permanency and the removal episode has ended. ▪ Placement change Within Removal Episode – Select this purpose when: <ul style="list-style-type: none"> • The child is moved from one placement to another. • Ending a placement record to document a temporary absence in accordance with the guidance provided above. • Ending a temporary absence record and the child is returning to his/her placement. - The placement End Reason is based on the Ending Purpose selected. The Ending Purpose filters to provide you with valid options for selection, based on the Ending Purpose. Select the appropriate End Reason. - If you have chosen an Ending Purpose of Discharge from Removal Episode, you must document the Discharge Reason. The values in this drop-down box are the valid AFCARS values for ending a removal episode. Florida’s removal discharge reasons are mapped to these federally required values.

SERVICE:

The Service casework allows you to document the Independent Living (PESS & Aftercare) and Respite Care services for a child case participant.

FSFN Tab	Service
Service	<ul style="list-style-type: none"> • If documenting a Respite Service: <ul style="list-style-type: none"> - The Service Begin Date and Time is the date and time that the child is physically “placed” with the respite provider. - The Service End Date and Time is the date and time that the child returns to his/her living arrangement or out-of-home placement. • If documenting an Independent Living Service: <ul style="list-style-type: none"> - The Service Begin Date and Time is the date and time that the youth begins to receive the service. - The Service End Date and Time is the date and time that the youth stops receiving the independent living services.
Provider	<ul style="list-style-type: none"> • Enter the provider responsible for providing the identified service.
Options - Approval	<ul style="list-style-type: none"> • All services require supervisory approval.

FSFN PLACEMENT FAQs (FREQUENTLY ASKED QUESTIONS)

02/21/2019

Subject	Question	DCF Response	Date
Baker Act	Regarding documenting children that are Baker Acted, how should this be reflected in Placements?	"Hospitalization/CSU/Baker Act: Choose End Reason of "Hospitalization". to end prior placement. Enter Placement under Service Category of Hospitalization – Mental and Placement Setting of Institution.	21-Feb-19
Baker Act	<p>In a case where a child is Baker Acted from a therapeutic placement and the CBC agency will be paying the placement while the child is not there:</p> <ul style="list-style-type: none"> • How do you document both so that the foster parent can still get paid? • What about a runaway? • In other words, how does a Provider continue to receive payments when the child has a temporary absence from the placement? 	<p>The circumstances described are called "temporary absences". See the Temporary Absences subject area.</p> <p>Such temporary absences may include hospitalization, placement in a detention facility, or Baker Act.</p> <p>The Out-of-Home Placement will be updated to reflect the location of the child (this will be an unpaid service). <i>To continue to pay</i> the foster parent, a paid Ongoing Service (e.g., Foster Home Bed Hold) must be created. When the Out-of-Home Placement is returned to the paid Placement, the paid Service will be closed.</p>	13-Mar-09
Child In Care Annual Review	<p>On the Child In Care Annual Review, some of the information in FSFN is not always current.</p> <p>Is there a time standard for entering the information in FSFN after a removal or change has occurred?</p>	<p>The requirement for entering information into FSFN is 48 hours, apart from other time frames established in Florida Administrative Code for documenting certain specific actions such as the Missing Children Record. Another example is the time frame for documenting a child visit in FSFN, which is two working days. Time frames for various actions are scattered throughout Code but are typically 48 hours.</p> <p>Regarding documenting a removal or a placement change, in addition to documenting the event in a timely manner, the intent is that the Department and its contractors always know when a child enters the system and where a child is placed and supposed to be residing.</p> <p>Because in a removal episode there will be a hearing within 24 hours and other legal, case, eligibility and financial actions going into motion that are based on time frames, it is critical that this information is entered almost immediately. Removal and placement information should, therefore, be entered as quickly as possible, but certainly no more than 48 hours should ever elapse.</p>	7-Jul-08

Subject	Question	DCF Response	Date
Closed case reopens	<p>If a case has been closed out in FSFN as with Guardianship to a relative/nonrelative (parental rights terminated), but later reopens due to a breakdown, how should this be reflected in FSFN?</p> <p>If you give it a new removal (which is what has occurred), you get an error because the TPR date is prior to the removal.</p>	<p>This would be considered a reinstatement of services unless the breakdown results in the removal of the child from the relative/nonrelative with whom permanent guardianship had previously been achieved. If a removal occurs, the out-of-home placement shall be created.</p>	21 Feb 19
FSFN approval	<p>What do I need to know about the FSFN approval process to help me with my casework?</p>	<ol style="list-style-type: none"> 1. Placements always require approval. Living Arrangements do not. 2. If the placement or the placement ending has not been approved, a new placement CANNOT be done. 3. Placement corrections also require approval. 4. One unapproved placement in the history will stop other placements from occurring. 5. Until the case closure status is accepted, the approval options are grayed out. 	12 Mar 08
ICPC	<p>Do ICPC kids require a Living Arrangement in FSFN?</p>	<p>That would depend on whether the child is on out-of-home or in-home status.</p> <p>All children who enter Florida under the responsibility of another state through an ICPC request for supervision are documented as being in a Living Arrangement.</p> <p>Children under Florida’s jurisdiction that are placed out of state with a parent are documented as being in a Living Arrangement.</p> <p>For children in a removal episode under Florida’s jurisdiction who are placed out-of-state, an out-of-home placement shall be documented.</p> <p>Policy regarding the definition of a Living Arrangement has not changed. A Living Arrangement describes a child’s in-home setting. However, FSFN provides functionality to further document instances when the child is temporarily in a physical location other than his/her home (e.g., the child is arrested and is temporarily placed in juvenile detention).</p> <p>Please note that while the Living Arrangement documents the setting for a child receiving in-home services, the child’s actual physical location is tracked through the child’s Person Address record. Therefore, it is critical that the child’s Person Address record be accurately maintained and reflects the child’s physical location at any given point in time.</p>	21 Feb 19

Subject	Question	DCF Response	Date
Legal address	What is the permanent legal address of a child in out-of-home care?	<p>For a child in shelter status, the answer is the parent's address (from whence removed).</p> <p>For a child whose parental rights have been terminated, the child's current physical residence.</p> <p>For a child in the temporary custody of the Department or placed with a relative, circumstances may vary; however, in most cases, the permanent address will remain the address of the parent or legal custodian from whom the child was removed unless parental rights have been terminated. This is also a consideration in the child remaining in a placement setting within close proximity to his or her school and community at the time of removal.</p>	10-Jul-08
Length of absence	What is the policy on length of absence from a Living Arrangement that constitutes a change [in placement]?	<p>A Living Arrangement specifically refers to the child's physical location, the current place bodily occupied by a child, when a child is in an in-home supervision case and not in a removal episode/placement.</p> <p>If the Department is responsible for the in-home supervision of a child to ensure that child's safety, FSFN must reflect the child's current physical location if the absence from the home is one that is clearly expected to extend beyond a brief visit such as an overnight with a friend or school mate, in keeping with normalcy for children in care, or a very brief visit to the home of a relative.</p> <p>This applies to the same type of brief absence that might occur with a child in licensed care, i.e., an overnight or "sleep-over" that has been cleared with the child welfare professional responsible for the case.</p> <p>More extended absences from the supervised home must be cleared with the child welfare professional and, in some cases, with the court and the Living Arrangement changed to reflect the child's new location. It is important to also update the child's address on the Person Management Screen/Address Tab.</p>	15-Feb-08 Updated 6-Apr-09
Parents and placements	<p>How do we determine how to document a child removed from one parent and placed with the other parent?</p> <ul style="list-style-type: none"> • Is it a Living Arrangement, Service, or Out-of-Home placement? • Also, how do you document a child in a closed permanent guardianship with a relative and the parent petitions the court to have the child placed back with him/her? 	<p>In instances where a child is physically removed from the parent with primary residence and released to the other parent, this will be documented as a change in Living Arrangement.</p> <p>For children in a closed case, where permanency has been achieved with a relative/non-relative (permanent guardianship), and the removal parent petitions the court to be reunified with the child:</p> <ul style="list-style-type: none"> • If the court grants the parent's request to re-open the case and consider reunification, the case will be reopened and a new Case Plan with a permanency goal of reunification will be documented. The child will continue in a Living Arrangement with the relative. • In the event that the court eventually returns the child to his/her parent, a removal episode with the relative WILL NOT be documented. Rather, a change in Living Arrangement from the relative to the parent will be documented. 	13 Dec 18

Subject	Question	DCF Response	Date
Parents and placements	In a case where the children were removed from the bio-mother and placed with the stepfather (never physically removed from the home), would this be a 'Constructive Removal' or 'Living Arrangement'?	<p>If children are removed from the mother's custody and placed with a non-relative, (e.g., the step-father, not biological or legal father), this is counted as a removal episode and a placement. The location of the placement is not an issue. The fact that the children were removed from their custodian (the bio-mother) and placed with a non-relative (the stepfather) is what is important. Please note that all placement requirements will need to be met in this instance (e.g., background check, home study, etc.).</p> <p>If the same situation occurs, but instead it involves a mother and biological or legal father living together, the best approach would be to get a Chapter 39 injunction on the mother and leave the children with the father. Even if a shelter hearing is held, this would not count as a removal episode and placement under the federal requirements, as the feds do not count this as a removal, so long as the children are with a custodial parent.</p>	11-Dec-07
Placement changes	Will the number of Placement Changes be reflected on reports or will FSN be counting differently than what we are used to?	The placement stability and AFCARS extract exclude these temporary absences from the report. Meaning, if the placement change is a specific type (e.g. respite, runaway, hospitalization, etc.) and is for a certain length of time, they are excluded as a placement change.	27-Nov-07
Placement correction	If there is only one placement, or if the error is on the active removal/placement, we are unable to use the placement correction screen. What is the procedure to add initial removal reasons in these instances?	The out-of-home placement would have to be ended using the reason of "Made in Error" and re-entered with all the correct data.	21 -Feb-19
Placement dates	There is a gap between Placement End Date and the Begin Date of the new placement (24 hours).	The Placement Begin Group Box on the Removal/Placement Tab of the Out-of-Home Page has fields to document Placement Begin date/time and Placement End date/time.	11-Feb-07
Placement types/ foster home relative	Under what circumstances should the placement type "Foster Home Relative" be used?	A "Foster Home - Relative" is a licensed foster family home that has been licensed as a child-specific placement for a family that is related to the child or children. Sometimes relatives of children who enter care prefer to become licensed rather than go the route of simple relative caregiver as there may be a need for increased supports and services for the child such as the Guardianship Assistance Program. Sometimes these homes are licensed to accept children other than the ones related to them, sometimes not.	21 Feb 19
Relative/ non- relative placement	Are relative/non-relative placements considered out-of-home placements or Living Arrangements?	There has been no change in the definition of relative/non-relative placements as a type of out-of-home placement. A relative/non- relative placement is changed to a Living Arrangement ONLY in family-made arrangements or when supervision is reinstated for services on a case previously closed to Permanent Guardianship and the child remains with the guardian.	21 Feb 19

Subject	Question	DCF Response	Date
Relative/ non- relative placement	Policy in FL - A relative does not have to be licensed for placement as does a non-relative?	A relative/non-relative placement is not required to be licensed. However, under Florida requirements, a relative/non-relative must be approved for placement based on the results of a home study, a check of prior abuse reports, and criminal histories. Florida will be pursuing Level 1 licensing as an option for relatives, non-relatives, and fictive kin in April 2019.	21-Feb-19
Relative/ non- relative placement	<p>If an approved relative/non-relative placement for a child becomes licensed as a foster home, the placement <i>type</i> must be changed, forcing a change in placement in FSFN when, in fact, the child has not moved or changed his/her placement.</p> <p>What can be done to be sure these cases do not negatively impact placement stability and accurately reflect that the child has not changed placement?</p>	<p>This will not impact the placement stability numbers. When counting placements, logic was incorporated into the system to check the ID_BSNS (Provider ID).</p> <p>So, in the scenario described, the system would see that the child was with the same provider as the previous placement and would only be counted as one placement.</p> <p>In addition, the algorithm for the report upon which the placement stability count is based does not count a change in placement if the placement type changes, but the address remains the same.</p> <p>NOTE: A new provider record for the approved relative/non-relative <i>should not be created</i> once they are licensed. Their provider record must simply be updated to reflect their new licensed status.</p>	7-Jul-08
Respite care	If a child goes to Respite Care less than 30 days, does the child's placement need to be ended and the respite placement entered as an out-of-home placement?	No. A case Chronological Note Type of Visitation, describing the circumstances surrounding the temporary absence along with the physical address where the child is temporarily located must be documented in the child's record. A Service is used to generate payment to the Respite Care provider, if applicable. A foster care maintenance payment may not be made to the foster home and Respite Care provider for the same period.	21 Feb 19
Runaways	How will runaways/episodes be recorded for in-home cases?	If the child is in a Living Arrangement and runs away, this will be recorded as a Living Arrangement type of "Runaway".	8-Mar-07

Subject	Question	DCF Response	Date
Runaways	When a child is in a removal episode and runs away, what is the procedure for documenting this change in placement?	<p>Please refer to the Placement Job Aid on the FSFN Website under the Training Section. For any child in a removal episode, a runaway event is treated as a change in placement.</p> <p>Do not create a Living Arrangement for a child in a removal episode who runs away from his/her placement.</p> <p>Follow the following procedure:</p> <ul style="list-style-type: none"> • End the current placement with an "Ending Purpose" of "Placement Change within Removal Episode" • Select the "End Reason" of "Runaway-Not Closing Case" • Create a new placement event with a type of "Runaway" • Link the placement to the "Statewide Runaway Provider" in FSFN <p>When the child returns, just reverse the process - end the runaway placement episode with the same Ending Purpose and End Reason.</p>	12-Mar-08
Temporary absences	<p>Children in a removal episode that become runaways and/or go to a DJJ facility, or in a hospital.</p> <p>How do these children get documented in the system?</p>	<p>Input these children in the "Out-of-Home (Removal/Placement Tab)" and then use the statewide provider of runaway and/or the actual detention facility, whichever is appropriate in the Provider tab. (Do not put the children in a Living Arrangement).</p> <p>The statewide visitation category should not be utilized</p>	21-Feb-19
Temporary absences	How are these specific types of temporary absences documented in the system?	<p>Temporary absences are defined as the following situations and should be documented as a placement change with an "Ending Purpose" of "Placement Change Within Removal Episode" for all and the following specific "End Reason" for each:</p> <ol style="list-style-type: none"> 1. Hospitalization/CSU/Baker Act: Choose End Reason of "Hospitalization" 2. DJJ/Detention: Choose End Reason of "Incarceration/Detention" 3. In accordance with a court order (visit with grandparents, etc.) more than 14 days with a plan to return to placement: "Child requested Change" or "Parent/Relative/Guardian Requested Change" <p>To document visitations, the person(s) shall be created as a FSFN Provider to document the actual visitation location.</p>	21-Feb-19

Subject	Question	DCF Response	Date
TPR	<p>In FSFN there are two legal statuses for children whose parental rights were terminated.</p> <p>One is TPR Obtained and the other is TPR Granted (All):</p> <ul style="list-style-type: none"> • What is the difference? • When do you use one over the other for legal status? 	<p>The way it was originally conceived and expressed in design is that there is a need to capture when only ONE parent is "TPR'ed" (or had their legal rights to a child terminated) as opposed to the termination of the parental rights of ALL those who have legally established parental rights to a given child.</p> <p>A child may have more than two parents with legal rights that must be severed or terminated before they can become legally free for adoption. For example, a birth mother, a proved or acknowledged and legally recognized legal father (mother was legally married to at the time of the child's birth), an actual birth father, etc. There may be a legal, but not a birth father in the event of a child being born into a legal marriage, but not the birth child of the husband, which adds a birth or a putative father. Until all these parents' legal ties are severed, the child is not truly free for adoption.</p>	16-Sep-08
TPR	<p>Parental rights to the children have been terminated (children are TPR'ed); however, they are now placed with the same birth parent whose parental rights were previously terminated.</p> <p>This placement is being documented in FSFN as a Living Arrangement, but is the TPR'ed parent documented as a "parent" or a "non-relative" in FSFN?</p>	<p>The first part of this question for consideration is if the children have been legally adopted and, therefore, have an adoptive parent or parents who are, in fact, the legal parents.</p> <p>If so, these parents must be in FSFN as the children's parents. They are considered the legal parents.</p> <p>If the children have never been adopted and are TPR'ed but have no legal parents, then enter the TPR'ed birth parent as the parent. Documenting the placement as a Living Arrangement is correct.</p>	14-Oct-08
UHS	<p>On the Unified Home Study there is a section for background checks.</p> <p>The question on DJJ checks says indicates that a DJJ check has been done on anyone ages 12-26? We aren't understanding why age 26?</p>	<p>This requirement is found for relative and non-relative home studies in Section 65C-28.011(2)(b)(2)(b), FAC, and requires delinquency records checks on all household members and frequent visitors age 12-26 via DJJ.</p> <p>The basis for age 26 is the required retention of juvenile records by DJJ for a special class of offenders known as "serious or habitual delinquent" youth until those individuals become age 26.</p> <p>Again, the implication is that this is a serious group of offenders. Please refer to s. 985.04(7)(b), F.S. and s. 943.0515, F.S.; s. 943.0515, F.S., covers retention of criminal history records of minors.</p>	17-Dec-08

Subject	Question	DCF Response	Date
UHS	If a private agency is completing home studies for the purpose of licensing foster homes intended for the placement of dependent children, but has no contractual relationship with the Department or any of its contracted agencies, can they have access to FSFN? If not, does their home study have to be completed in the Unified Home Study function in FSFN?	<p>Lead agencies have responsibility for recruiting, training, studying, and recommending for licensure family homes intended for the placement of dependent children, whether directly or through a sub-contracted agency.</p> <p>As such, these agencies have full access to FSFN and will be utilizing the Unified Home Study format. The ability to create work, including the Unified Home Study in FSFN, will not be extended to agencies with no contractual relationship to the Department.</p> <p>Studies for licensed foster homes must be documented via the Unified Home Study in FSFN. The Unified Home Study is the intended format for completing and documenting all relative, non-relative, foster and adoptive home studies for placement of dependent children.</p>	20-Jan-09
Voluntary placement	Does a Removal Episode also apply to a Voluntary Placement?	Yes. Both voluntary and involuntary placements are counted and documented per federal requirements as removal episodes.	29-Sep-08
Temporary absence from placement	When should a temporary absence not be entered as a placement?	<p>A temporary absence <u>should not be entered</u> as a placement in the following circumstances:</p> <ol style="list-style-type: none"> 1. Overnight visits in accordance with normalcy and substitute care/respite (CFOP 170-11). 2. Overnight visits with a parent in accordance with reunification and post placement supervision (CFOP 170-7, Chapter 12). <p>Note: A case Chronological Note Type of Visitation, describing the circumstances surrounding the temporary absence along with the physical address where the child is temporarily located must be documented in the child's record.</p>	21-Feb-19