



Unified Home Study User Guide

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About FSFN User Guide

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

The Intended Audience

This user guide serves a wide audience of FSFN end users who include, but is not limited to

- Child Case Manager
- Child Case Supervisor
- Child Protective Investigators
- Command Center Counselors
- DCF Licensing Specialist
- Hotline Supervisor
- Provider Specialist

Prerequisite Knowledge

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

- You must have a working understanding of Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.
- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.
- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.
- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three (3) pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.
- The Search page referred to within this user guide is the Search page with four (4) tabs: Person, Case, Provider/Organization, and Worker. This Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other type of searches may be referred to as data retrieval searches. These searches use different search

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

Related Resources

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

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

Security

Users who have an open assignment to the person provider record and appropriate security access levels benefit from the enhancements made to the Unified Home Study module, including the following:

- Community Based Care Partners case workers and supervisory staff
- DCF Child Protective Investigators and supervisory staff
- Sheriff's Office Child Protective Investigators and supervisory staff

Unified Home Study (UHS) Overview

This User Guide describes the Florida Safe Families Network (FSFN) system functionality of the Unified Home Study (UHS). This tool is currently associated with the Provider module in FSFN and supports the Department of Children and Families' (DCF) documentation of the creation and maintenance of home studies created for Adoption Home, Foster Home, Interstate Compact for the Placement of Children (ICPC), and Relative/Non-relative placements.

The UHS represents one component of the Florida Safety Decision Making Methodology (FSDMM) used by Child Protection Investigators (CPIs) and Case Managers to guide decision-making relevant to child safety during initial child protection intervention and support a FSFN user more efficiently.

The functional design of the Unified Home Study page represents changes to FSFN resulting from the Child Protection Transformation and SACWIS Compliance Project. Enhancements to FSFN support the following program goals to facilitate the safety of children and families:

- Eliminate redundant processes and re-work
- Gain efficiencies through enhanced technology
- Improve quality and consistency of decision making

FSFN functionality associated with the UHS provides the following benefits for CPIs and Case Managers, including supervisors:

- Supports assessment and decision-making regarding present danger, safety planning, and out-of-home placement
- Decreases time required to document the analysis
- Allows more time in the field for evaluating family needs and ensuring services
- Provides users with the ability to print the UHS when documented in FSFN

About the Unified Home Study page

The Unified Home Study page allows users to document a comprehensive assessment of a residence, a family, and characteristics of specific FSFN participants referred to as Person Providers electronically. The vehicle associated with this assessment is the UHS. The UHS should not be used for Other Parent Home Assessments (OPHA).

Documenting the UHS is a standardized process of collecting, evaluating, and analyzing information that supports the goals of facilitating the safety of children when removed and placed out of the home.

Benefits of the UHS include the following:

- Provides the ability to document home studies directly into FSFN

- Provides a quick view of the home study information in one location
- Provides a better assessment of the Person Provider's financial dynamics to ensure that the services provided, whether directly from the Department or through contracted providers, are responsive and effective to the particular needs of the family
- Provides an integrated, systematic narrative observation of the prospective home for the placement of a child
- Provides comprehensive documentation of caregiver(s) family information to support analysis for safe placement for a child in a home

The Unified Home Study page and template progresses and develops over time. The UHS template builds around the value selected in the Purpose of the Home Study drop-down. The Home Study template pre-fills based on the type of Home Study selected on the page.

Create a Unified Home Study

About Creating a UHS

Users can create a Unified Home Study (UHS) from a Person Provider page.

Key Tasks

To create a UHS from the Person Provider page

1. On the **Person Provider** page within the **Actions** list box, click the **Unified Home Study** hyperlink. The **Unified Home Study** pop-up page displays.

The screenshot shows the Florida Safe Families Network (FSFN) interface. At the top, there's a navigation bar with links like Hand Book, Print, Audit, Spell Check, and Help. Below this is a 'Basic' section with fields for Number (910000300), Name (Test, PPI), Type (Foster Care), and Status (Active). The main content area has tabs for Home, Members, Characteristics, Services, Training, and Merge/Name History. The 'Home' tab is active, showing 'Home Information' with fields for Caregiver 1, Caregiver 2, Primary Language, and Marital Status. There are also fields for Provider Address, Mailing Address, and contact information. On the right, an 'Actions' list box contains several links, with 'Unified Home Study' highlighted by a red rectangle. At the bottom, there are 'Save' and 'Close' buttons.

2. Click **Create**. The **Unified Home Study** page displays in create mode.

FSFN

Print
Audit
Spell Check
Help

Provider
Provider ID: 100128052 Provider Name: Zyivf, Marisol

Forms Information

Date Created	Date Initiated	Purpose	Status	
01/03/2017	01/03/2017	Re-License	Pending	Copy
01/28/2016	01/01/2016	Re-License	Approved	Copy
03/24/2015	03/24/2015	Initial License for Foster Home	Pending	Copy
03/24/2015	03/24/2015	Initial License for Foster Home	Pending	Copy
02/06/2015	02/06/2015	Initial License for Foster Home	Approved	Copy

Create Close

Note If a previous Unified Home Study page exists, you can copy over information from an existing Unified Home Study page using the Copy hyperlink.

Note Not all information will copy over to the new Unified Home Study. Please refer to the Unified Home Study topic paper for a full list of what is and is not included when copying from an existing Unified Home Study.

Access a Unified Home Study

About the Unified Home Study

You can access a pending UHS in maintain mode or view a completed UHS for a Person Provider record.

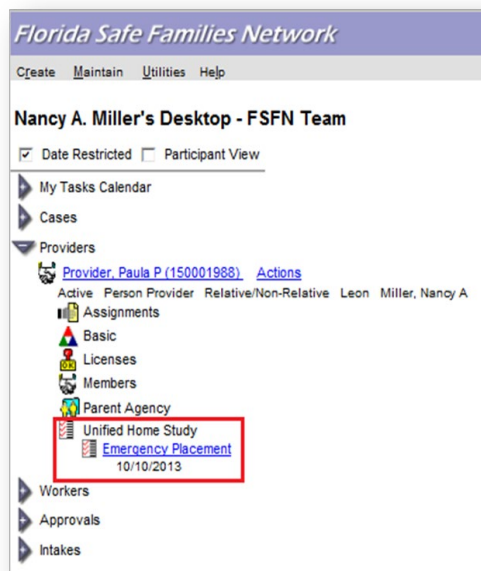
When accessed from the FSFN Desktop, the UHS opens in view mode if the UHS is complete and approved or maintain mode if the UHS is pending completion or supervisor approval.

When accessed from the Search outline, the UHS only opens in the view mode whether the status is pending or completed.

Key Tasks

To access a UHS from the Desktop

1. From the Desktop, click the **Providers** expando.
2. Under the **Providers** expando, click the **Provider** icon.
3. Under the **Provider** icon, click the **Unified Home Study** icon.
4. Under the **Unified Home Study** icon, click the applicable **Unified Home Study** icon from a previously created UHS.
5. The **Unified Home Study page** opens in view mode if the UHS is complete and approved or maintain mode if the UHS is pending completion or supervisor approval.



To access a UHS from the Person Provider page

1. On the Desktop, click the **Providers** expando.
2. Click the **Provider** hyperlink.
3. The **Person Provider** page launches, defaulting to the **Home** tab.
4. In the **Actions** list box, click the **Unified Home Study** hyperlink. The **New Unified Home Study** pop-up page displays.
5. The UHS opens in view mode if the UHS is complete and approved or maintain mode if the UHS is pending completion or supervisor approval.

Florida Safe Families Network

Hand Book / Print / Audit / Spell Check / Help

Basic

Number: 150001987 Name: Provider, Paula P Type: Relative/Non-Relative Status: Active

Home Members Characteristics Services Training Merge/Name History

Home Information

Caregiver 1: Provider, Paula P Primary Language: English

Caregiver 2: Marital Status: Single Female

Provider Address: 120 TWENTYTH ST, Tallahassee, FL 32399

Mailing Address:

Home: Work: Ext: Cell: Fax:

Email: Contact Phone: Ext:

Alternate Contact Information

Name: Phone: Description:

Tax ID Number

☐ FEIN ☐ SSN ☒ N/A

Schools/Child Care Facilities

School

Vendor ID

Fiscal Agency Vendor ID

Operational Hou

Actions:

- [Delink Provider](#)
- [Parent Agency History](#)
- [Provider Repayment Method](#)
- [Background Screening](#)
- [License/Relicense Checklist](#)
- [Unified Home Study](#)

Parent Agency: Provider, Paula P

Save Close

To access an existing UHS from Provider/Organization Search

1. From the FSFN Banner or the **Utilities** menu, click **Search**.
2. Conduct a **Provider/Organization** search.
3. From the **Providers Returned** group box, click the **Provider** icon.
4. Under the **Provider** icon, click the **Unified Home Study** icon.
5. Under the **Unified Home Study** icon, click the applicable **Unified Home Study** icon from a previously completed UHS. The UHS opens in view mode.

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

Case Person **Provider/Organization** Worker

Search Criteria

Provider/Organization Name: Provider First Name: Paula Person/Organization: Person

Fiscal Agency: Service Category: Service Type:

☐ Service Match Provider ID: SSN: FEIN: Parent Agency ID: ☐ Search Providers of Parent Agency

☐ By Availability Age: Gender: Provider Type: Phone #:

Street: Unit Designator: Building: PO Box:

Route: City: State:

County: Non-Florida County: ZIP Code: Country:

☒ Date Restricted Search Precision: Low High

Record 1 to 2 of 2

Providers Returned

Provider, Paula P (150001987) Actions

Active Person Provider Provider, Paula P (Caregiver 1) Relative/Non-Relative Leon Miller, Nancy A

Assignments

Basic

Licenses

Members

Parent Agency

Unified Home Study

Emergency Placement 10/14/2013

Close

Note You can access the UHS on the Person Provider page from Search. (See the Key Task, *To access a UHS from the Person Provider page.*)

Unified Home Study Page

About the Unified Home Study page

The activities on the Unified Home Study page streamline various functionalities to assess a family and the family's home for the suitability of placing a child. The streamlined tasks include:

- Accessing prior DCF involvement by caregivers, household members, or non-household members, identified as part of the Person Provider Inquiry or Person Provider record
- Requesting background checks as needed on non-household members
- Attaching multiple images to the UHS
- "Copying over" data documented in FSFN from a pre-existing Unified Home Study page to a new Unified Home Study page

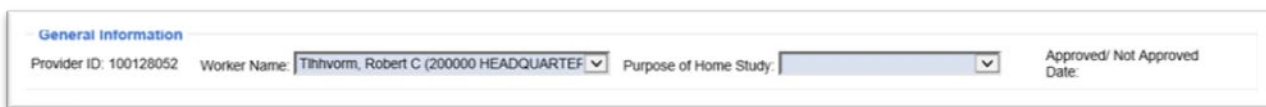
The Unified Home Study page, if created from the Person Provider Inquiry page, is accessible on the Person Provider page once the worker accepts the provider application and creates the Person Provider Inquiry record.

The UHS is also available from the Person Provider expando on the Desktop. (See the *Access a Unified Home Study* section.)

Key Tasks

To create/complete a new UHS

1. From the Desktop, launch the **Person Provider** page.
2. From the **Person Provider** page, click the **Unified Home Study** hyperlink. The **Unified Home Study** page launches, defaulting to the **Demographics** tab.
3. In the **General Information** group box, select the Worker Name drop-down to retrieve a Counselor Name if you are not the worker completing the UHS.
4. From the **Purpose of Home Study** drop-down, select the type of home study.



The screenshot shows the 'General Information' section of the Unified Home Study page. It includes a 'Provider ID' field with the value '100128052', a 'Worker Name' drop-down menu currently showing 'Tilthvorn, Robert C (200000 HEADQUARTER)', a 'Purpose of Home Study' drop-down menu, and an 'Approved/ Not Approved Date' field.

Note

The Approval Date are discussed later in the user guide.

5. Click the **Demographics** tab.

Demographics tab

About the Demographics tab

The Demographics tab of the Unified Home Study page captures the primary caregiver(s), other household members, Case(s) Associated, and non-household members involved with the family.

The Provider Notes section provides easy access to all Provider Notes created on or after the initiated date of the home evaluation for the Provider.

Finally, it provides a quick view of the children currently placed with the Person Provider or previously placed with the Person Provider within the last year (from the initiated date).

On the Demographics tab, the values for the Relationship to Caregiver (if any) field are consistent with those captured in the Relationship to Caregiver drop-down on the Provider tab of the Out-of-Home Placement page.

Florida Safe Families Network

Print
Audit
Spell Check
Help

General Information

Provider ID: 100128052
Worker Name: Tlthvorm, Robert C. (200000 HEADQUARTER)
Purpose of Home Study: Adoption
Approved/ Not Approved Date:

Demographics

Prior Intakes and Investigations/Referrals

Background Check Information

Financial Security Resources and Child Care Arrangement

Narrative Family Assessment

Attachments to the Unified Home Study

Actions:
[Approval](#)
[Upload Images](#)

Text:
[Unified Home Study](#)

Case Information

Case(s) Associated

Case ID	Case Name	Investigation ID	Action
<div>Insert</div>			

Children Associated

Names (Person ID)	DOB	Age	Relationship to Caregiver(if any)	Court Case Number
-------------------	-----	-----	-----------------------------------	-------------------

Contact/Identifying Information

Zyivf, Marisol

Gsvm, Ronald

Date of Birth: 03/01/1973

Date of Birth: 03/27/1970

Save

Close

Key Tasks

To complete the Demographics tab

1. If the purpose of the UHS is to assess a Person Provider for placement of a specific child(ren), Select the Insert Button in the Cases Associated Group Box. This launches the case search page. Search for and retrieve your case. The case pre-fills into the case associated group box and the child(ren) from the searched case pre-fill the **Children Associated** group box.

Note At least one case must be associated to the Unified Home Study to successfully submit a background check request.

2. Select the check box of the child(ren) to associate them to this UHS.
3. If the purpose of the UHS is a Relative Placement, select a value from the **Relationship to Caregiver (if any)** drop-down.
4. Search and select the Case(s) Associated group box, if applicable
5. Select the Children Associated in the Children Associated group box, and select the appropriate Court Case Number, if applicable.
6. Enter data for Caregiver 1 in the **Contact Identifying Information** group box not automatically pre-filled by FSFN
7. If there is a Caregiver 2 in the UHS, repeat the previous step for this role.

Florida Safe Families Network

Print Audit Spell Check Help ?

General Information

Provider ID: 100128052 Worker Name: Tithvorn, Robert C (200000 HEADQUARTER) Purpose of Home Study: Adoption Approved/ Not Approved Date:

Demographics Prior Intakes and Investigations/Referrals Background Check Information Financial Security Resources and Child Care Arrangement Narrative Family Assessment Attachments to the Unified Home Study

Contact/Identifying Information

Zyliv, Marisol
 Date of Birth: 03/01/1973
 Viewed SSN Verification: ☒ Yes ☐ No
 Address: 9113 HD 852gs XG
 City: Miami
 County, State & Zip Code: Miami-Dade, FL 33196-4107
 Home Phone:
 Cell Phone: (305)776-3392
 Work Phone:
 Fax:
 Email Address: rthen@yahoo.com
 Primary Language: Spanish/English Bilingual
 Race: White
 Ethnicity: Hispanic/Latino
 FL Residence Length: 2 Years - 8 Months

Other States of Residence and Approximate Dates Lived There

State	From	To	Action
Insert			

Gsvm, Ronald
 Date of Birth: 03/27/1970
 Viewed SSN Verification: ☒ Yes ☐ No
 Address: 9113 HD 852gs XG
 City: Miami
 County, State & Zip Code: Miami-Dade, FL 33196-4107
 Home Phone:
 Cell Phone: (305)776-3532
 Work Phone:
 Fax:
 Email Address: rthen@yahoo.com
 Primary Language: Spanish/English Bilingual
 Race: White
 Ethnicity: Hispanic/Latino
 FL Residence Length: 2 Years - 8 Months

Other States of Residence and Approximate Dates Lived There

State	From	To	Action
Insert			

Save Close

8. Within the **Home Evaluation** group box, the **Date Initiated** field pre-fills with the current date. If initiated on an earlier date, the date is editable on the UHS.

Florida Safe Families Network Print Audit Spell Check Help

General Information
 Provider ID: 100128052 Worker Name: Tlthvorn, Robert C (200000 HEADQUARTEF) Purpose of Home Study: Adoption Approved/ Not Approved Date:

Demographics **Prior Intakes and Investigations/Referrals** **Background Check Information** **Financial Security Resources and Child Care Arrangement** **Narrative Family Assessment** **Attachments to the Unified Home Study** **Actions:**
[Approval](#)
[Upload Images](#)

Home Evaluation
 Date Initiated: 10/24/2017 Date Completed: 00/00/0000

Provider Notes

PNID	Begin Date	Date Entered	Note Category	Note Type	Worker Creating Note	Worker Making Contact

[Insert](#)

Other Household Members
This includes biological children

Name of Member(s)	Person ID	Role	SSN Verified	Race/Ethnicity	Gender	Primary Language
Gsvm, Sarah Victoria	104252063	Daughter	<input type="radio"/> Yes <input type="radio"/> No	Unknown/Multi-Ethnicity	F	Spanish/English Bilingual
Gsvm, Jonathan	104252057	Son	<input type="radio"/> Yes <input type="radio"/> No	Unknown/Multi-Ethnicity	M	Spanish/English Bilingual
Wrza, Christopher Louie	104252093	Son	<input type="radio"/> Yes <input type="radio"/> No	Unknown/Hispanic/Latino	M	Spanish/English Bilingual

[All Children Currently Placed OR Exited within 1 Year from Home Evaluation Date Initiated](#)

[Save](#) [Close](#)

Note

The Provider Notes group box displays all notes linked to the Provider Record created on or after the Initiated Date captured in the Home Evaluation group box. Select the Insert button to insert and create new Provider Notes directly from the UHS. The user must still save the page to commit the new Provider Notes to the database. If the user is creating the UHS from the Person Provider Inquiry Page, then the insert button will be disabled.

Note

The Other Household Members group box captures other household members identified on the Person Provider Inquiry page or Person Provider page. Clicking the Other Household Member Name hyperlink will open that member's Person Management Page.

Note

The All Children Currently Placed OR Exited within 1 Year from Home Evaluation Date Initiated group box displays all children that are currently in an

Out-of-Home Placement with this Provider, or who exited their placement with this Provider within one year from the Home Evaluation Date Initiated.

Florida Safe Families Network

Print
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Help

General Information

Provider ID: 100128052
Worker Name: Tihworm, Robert C (200000 HEADQUARTEF)
Purpose of Home Study: Adoption
Approved/ Not Approved Date:

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Attachments to the Unified Home Study
Gsvm, Sarah Victoria	104252063	Daughter	<input type="radio"/> Yes <input type="radio"/> No	Unknown/Multi-Ethnicity	F
Gsvm, Jonathan	104252057	Son	<input type="radio"/> Yes <input type="radio"/> No	Unknown/Multi-Ethnicity	M
Wrza, Christopher Louie	104252093	Son	<input type="radio"/> Yes <input type="radio"/> No	Unknown/Hispanic/Latino	M

All Children Currently Placed OR Exited within 1 Year from Home Evaluation Date Initiated

Other Children Placed in the Home (by the Department or Other Agency)

Last Name/First Name	Date of Birth	Age	Placement Type	Placement Begin Date	Placement End Date	Race	Ethnicity	Gender	Primary Language	Client Characteristics
SLWTVH, JORDAN	06/26/2003	14	Foster Home - Therapeutic 12-17	10/08/2015		Black/African American	Hispanic/Latino	M	English	N
Wihvgg, Mytravis	02/21/2006	11	Foster Home - Traditional 6-12	08/30/2016		Black/African American	African American/Black	M	English	N

Non-Household Members

Name	Person ID	Date of Birth	Role	Frequent Visitor	Action
<div>Insert</div>					

Actions:

Approval
Upload Images

Text:
Unified Home Study

Save

Close

Note

Member name in the Non-Household Members group box, when selected, opens that members Person Management Page. User is required to save before the any information is saved from the database.

Note

The Frequent Members group box contains a Yes/ No radio button that is required to save the page.

Participant Select Pop-up (Non-Household Members) Page

About the Participant Select pop-up (Non-Household Members) page

The Participant Select pop-up (Non-Household Members) page displays the non-household members associated with the Person Provider Inquiry or Person Provider page. Refer to DCF Child Welfare Practice Manual for definitions and application of Non-Household members.

The Participant Select pop-up (Non-Household Members) page launches from the Unified Home Study page on the Demographics tab, when clicking the Insert button in the Non-Household Members group box.

FSFN displays all non-household members, not already included in the Non-Household Members group box. Each member listed has a check box on the Participant Select pop-up (Non-Household Members) page. You select one or more check boxes, click Continue, return to the Unified Home Study page where the members display in the Non-Household Members group box.

Key Tasks

To add Non-Household Members to the UHS

1. From the **Non-Household Members** group box, click **Insert**. The **Participant Select (Non-Household Members)** pop-up page displays.
2. Select the check box next to the participant to add them to the **Non-Household Members** group box.

Select	Participant Name	Person ID	Date Of Birth	Age
<input type="checkbox"/>	Ziyvf, Manolo	104792959	10/23/1947	70
<input type="checkbox"/>	Ziyvf, Elena	104792975	08/13/1951	66
<input type="checkbox"/>	TLMAZOVA, LINKA	10955321	03/28/1975	42

3. Click **Continue**. You return to the **Demographics** tab and the participant displays in the **Non-Household Members** group box.

4. Click the **Prior Intakes and Investigations/Referrals** tab.

Prior Intakes and Investigations/ Referrals Tab

About the Prior Intakes and Investigations/Referrals tab

The Prior Intakes and Investigations/Referrals tab documents prior historical Intakes and Investigations/Referrals involving persons included in the current UHS. Each time this tab is selected on the Unified Home Study, the page refreshes and updates to the latest information for participants.

Prior Intakes and Prior Investigations/Referrals have their own group box on the Unified Home Study page to address those intakes that have no connection to an investigation. “Screened Out” Intakes do not have an association to an investigation.

Prior to FSFN, workers documented Investigations in Home Safe Network (HSn) separately from Intakes. The Prior Investigations/Referrals field provides a link to access the HSn repository and populates the information into a Microsoft Word document. Users will see history information for Caregiver 1 and 2, Other Household Members, and Non-Household Members included on the Demographics tab.

Key Tasks

To view Prior Intakes and Investigations/Referrals

1. If prior intakes display in the **Prior Intakes** group box, click the **View** hyperlink in the **Actions** column at the end of the completed row. The associated **Intake** page opens in view mode.
2. If prior investigations or referrals display in the **Investigations/Referrals** group box, click the **View** hyperlink in the **Actions** column at the end of the completed row. The associated **Investigation/Special Conditions Referral** page opens in view mode.

Unified Home Study -- Webpage Dialog

Florida Safe Families Network
Print
Audit
Spell Check
Help

General Information

Provider ID: 100128052
Worker Name: Tihhvorm, Robert C (200000 HEADQUARTEF)
Purpose of Home Study: Adoption
Approved/ Not Approved Date:

Demographics
Prior Intakes and Investigations/Referrals
Background Check Information
Financial Security Resources and Child Care Arrangement
Narrative Family Assessment
Attachments to the Unified Home Study

Actions:
Approval
Upload Images

Prior Intakes

Date	Intake Number	Intake Name	Intake Type	Referral Type	Screening Decision	Case ID	Finding	Investigative Sub Type
<div> <div> </div> <div> </div> </div>								

Prior Investigations/Referrals

Intake Number	Case Name	Case ID	Intake Type	Referral Type	Investigative Sub Type	Finding	Status
<div> <div> </div> <div> </div> </div>							

Text:
Unified Home Study

Save
Close

Background Check Information Tab

About the Background Check Information tab

Participants documented as Caregiver 1, Caregiver 2, any person captured as a household member, as well as any non-household members that are 12 years or older pre-fill the Criminal Background Check Request group box on the Background Check Information tab.

The Insert button allows you to add members who do not automatically pre-fill into the Criminal Background Check Request group box and request background checks for those persons. Revisions made to provider records update information in the UHS once the page is refreshed/re-launched.

Once a background check is completed, a View hyperlink displays for each member in the Completed Background Checks group box. The information is available to view for 72 hours, at which point the information is purged and no longer available or displayed.

The Last Background Check column reflects the completion date of the last background check completed system wide.

The Delete hyperlink no longer displays after inserting a person on the Background Check Information tab and submitting the request. You can only delete a person inserted manually up until the point at which you select the check box for the first time and submit the request. The Delete hyperlink will not return after the request is complete.

The Background Screening pop-up page launches when you click the View hyperlink on the Background Check Information tab.

Key Tasks

To request background checks for Household and Non-Household Members

1. In the **Criminal Background Check Request** group box, indicate whether the request type is for a planned placement or an emergency placement by selecting a radio button for the appropriate request type.
2. To submit a background check request for a household member or non-household member, select a check box next to the member's name.
3. Within the Fingerprint **Results Received** column, select the **Yes** or **No** radio button.
4. If selecting **Yes** to **Fingerprint Results Received**, enter a date in the **Date Received** field.
5. If selecting **No** to **Fingerprint Results Received**, select a value from the **Status** drop-down.
6. From the **Criminal Background Check Request** group box, click the **Delete** hyperlink if you manually entered a new row in error.
7. Click the **Request Background Check** button to submit the request.

- Note** At least one case must be associated with the Unified Home Study in order to successfully submit the background check request. If the user clicks the Request Background Check button without an associated case documented on the Demographics tab, the following validation message displays: 'At least one Case must be associated in order to submit a background check request.'
- Note** Once a Background Check request has been submitted, any Case(s) associated with the Home Study can no longer be deleted or changed. The Delete hyperlink no longer displays and the Case ID no longer displays as a hyperlink to search or make changes.
8. Within the **Criminal Background Checks Completed** group box, click the **View** hyperlink in the **Action** column if the results of the background check displays.
- Note** The View hyperlink launches the Background Screening pop-up page to access the background check information.
- Note** Certain pieces of data that are necessary for processing for background checks are not required for submitting the request. The system will verify the data is captured and only once the validations are met will the request be submitted to the Background Check Listing queue.

General Information

Provider ID: 100169965
Worker Name: Tihvorn, Robert C (200000 HEADQUARTER)
Purpose of Home Study: Addendum - Non-Adoption
Pending

Demographics

Prior Intakes and Investigations/Referrals

Background Check Information

Financial Security Resources and Child Care Arrangement

Narrative Family Assessment

Outcome/ Attachments to the Unified Home Study

Actions:
[Approval](#)
[Upload Image](#)

Criminal Background Check Request

Request Type: ☐ Planned Placement ☐ Emergency Placement

Back-ground Check?	Name	Age	Last Background Check	Local Effective Date	Fingerprint Result Received	Date Received	Fingerprint Status	Action
<input type="checkbox"/>	Zywfo-Tszuuzi, Laila	19	11/01/2014 4:25 PM		<input type="radio"/> Yes <input checked="" type="radio"/> No	00/00/0000	Child Not Placed	

Insert
Request Background Check

Criminal Background Checks Completed

Criminal Records have been checked by the caregiver(s), all adults and other persons living in the home as required. This may also include background checks for other individuals (Visitors, other individuals who may have supervised contact with the child(ren)):

Name	Action

Additional background checks not listed above (include name of check, (e.g. driving record, civil court) name of individual's screened and date of results):

Clearance Issues (Analysis of Background Check Results and All

[Unified Home Study](#)
[Prior Maltreatments and Findings/Referrals](#)

Save
Close

9. Click the **Financial Security Resources and Child Care Arrangement** tab.

Financial Security Resources and Child Care Arrangement Tab

About the Financial Security Resources and Child Care Arrangement tab

The Financial Security Resources and Child Care Arrangement tab documents the financial profiles for Caregiver 1 and Caregiver 2, if applicable, and whether the caregivers have any financial barriers to providing for the child(ren).

If there is only a Caregiver 1 in the UHS, the fields in the Caregiver 2 section are disabled.

Key Tasks

To document Financial and Child Care Information in the UHS

The screenshot displays the 'Unified Home Study -- Webpage Dialog' window. The title bar indicates the application name. The main header features the 'Florida Safe Families Network' logo and navigation links: Print, Audit, Spell Check, and Help. Below the header, the 'General Information' section contains fields for Provider ID (100135955), Worker Name (Tihivorm, Robert C (200000 HEADQUARTER)), Purpose of Home Study (Adoption), and Approved/Not Approved Date. The main content area is divided into several tabs: Demographics, Prior Intakes and Investigations/Referrals, Background Check Information, Financial Security Resources and Child Care Arrangement (selected), Narrative Family Assessment, and Attachments to the Unified Home Study. The 'Financial Security Resources and Child Care Arrangement' tab is active, showing a 'Finance Breakdown' section with an 'Employment Information' table. This table has columns for Member Name, Employer Name, Net Monthly Salary, and Action. Below the table is an 'Insert' button. The 'Additional Monthly Support or Income' section contains a table with columns for a dropdown menu, a text field, and a 'Delete' button. There are five rows in this table, and an 'Insert' button is at the bottom. The 'Household Information' section is partially visible at the bottom, showing a 'Monthly Expenses' table with columns for Expense Type, If Other, Specify, Expense Amount, and Action. On the right side of the dialog, there is an 'Actions' panel with links for Approval and Upload Images, and a 'Text' field with a link for Unified Home Study. At the bottom right, there are 'Save' and 'Close' buttons.

Unified Home Study -- Webpage Dialog

Florida Safe Families Network Print Audit Spell Check Help

General Information

Provider ID: 100135955 Worker Name: Tihvorn, Robert C (200000 HEADQUARTER) Purpose of Home Study: Adoption Approved/ Not Approved Date:

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Attachments to the Unified Home Study	Actions:	
<p>Zbwvolggy, Mary</p> <p>1a. Current Employer: <input type="text"/></p> <p>2a. Employer's Address: <input type="text"/></p> <p>3a. Length of Current Employment: Years: <input type="text"/> Months: <input type="text"/></p> <p>4a. Hours and Shifts Worked: <input type="text"/></p> <p>5a. Net Monthly Salary (after taxes) (if paid weekly or bi-weekly, calculate into monthly amount) \$0.00</p> <p>6a. Additional Monthly Support or Income:</p> <p>Social Security Benefits: \$0.00</p> <p>Retirement Benefits: \$0.00</p> <p>Temporary Cash Assistance: \$0.00</p> <p>Disability Benefits: \$0.00</p> <p>Adoption Subsidy: \$0.00</p> <p>Other: \$0.00</p> <p>Total Monthly Support or Income: \$0.00</p>						<p>Household:</p> <p>7. Combined Monthly Income: \$0.00</p> <p>8. Monthly Expenses:</p> <p>Housing: \$0.00</p> <p>Utilities: \$0.00</p> <p>Transportation: \$0.00</p> <p>Food/Supplies: \$0.00</p> <p>Medical: \$0.00</p> <p>Child Care: \$0.00</p> <p>Car Payment: \$0.00</p> <p>Car Insurance: \$0.00</p> <p>Total Monthly Expenses: \$0.00</p> <p>Net Monthly Income: \$0.00</p>	<p>Approval</p> <p>Upload Images</p> <p>Text:</p> <p>Unified Home Study</p>

[Family Situation](#)

Save Close

1. If applicable, Select the Insert Button in the Employment Information group box to open the Employment Details pop-up page.

Employment Details -- Webpage Dialog

Florida Safe Families Network Print Audit Spell Check Help

Employment Details

Member Name:

Employer Name:

Employer's Address:

Length of Current Employment: Years: Months:

Hours and Shifts Worked:

Net Monthly Salary (after taxes):
(if paid weekly or bi-weekly,
calculate into monthly amount)

Save Close

2. Within the Employment Details pop-up page fill out the required information and select the save button. Upon returning to the Financial Security Resources and Child Care Arrangement the page will refresh and information from the Employment Details Pop-up page will fill into the Employment Information group box.
3. If applicable, select the Insert button in the Additional Monthly Support or Income group box to populate a new row into the table. Fill out the required information.
4. If applicable, select the insert button in the Monthly Expenses group box to populate a new row into the table. Fill out the required information.
5. Fill out the required information in the Family Situation group box.

Narrative Family Assessment Tab

About the Narrative Family Assessment tab

The Narrative Family Assessment tab captures the evaluation of the caregiver(s), the home, and the educational environment, as it relates to the placement, and to the stability of the family environment.

Key Tasks

To assess the Caregiver's ability to provide a Safe and Nurturing Environment

1. In the **Assess Caregiver(s)** group box, answer questions 1 – 15 .

Unified Home Study -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

General Information

Provider ID: 100128052 Worker Name: Tihworm, Robert C (200000 HEADQUARTER) Purpose of Home Study: Approved/ Not Approved Date:

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
<p>The purpose of this section is to assess the caregiver(s) ability to provide a safe and nurturing environment in accordance with Florida Statute and Administrative Code, and Department of Children and Families Operating Procedures.</p> <p>Assess Caregiver(s)</p> <p>1. Explain any experiences with child abuse or neglect; alcohol and/or substance abuse treatment; or domestic violence. Describe whether the history, if any, involved either of the parent(s) of the child being placed or the child. Explain how experiences may positively or negatively impact the ability of the caregiver(s) to care for and protect the child(ren). *Reference any other household members (if applicable)*</p> <p>2. Explain any caregiver health or mental health conditions that may interfere with the ability of the caregiver(s) to care for the child. Explain how the caregiver will address any challenges. (For example, the caregiver takes medications that may result in drowsiness, causing restrictions in the caregiver's ability for driving a vehicle; or the caregiver has significant individual needs that might affect the safety of the child such as severe depression, lack of impulse control, medical needs, other current caregiving demands, etc.) *Reference any other household members (if applicable)*</p> <p>3. Explain how the caregiver(s) will participate in a team supporting the child's safety, permanency and well-being by: a) Sharing necessary information with others on the team maintaining the confidentiality of the child and caregiver as required by law, regulation and professional ethics. b) Participating in planning activities, court hearings, staffings and other key meetings. *Reference any other household members (if applicable)*</p>					<p>Approval</p> <p>Text:</p> <p>Unified Home Study</p>	

<p>4. Explain how the caregiver(s) are willing and able to make a loving commitment to the child(ren)'s safety and well being. This may include but is not limited to the following:</p> <ul style="list-style-type: none"> a) Providing appropriate supervision and positive methods of discipline. b) Encouraging the child in his/her strengths, and respecting the child's individual likes and dislikes. c) Providing opportunities to develop the child's interests and skills. d) Maintaining awareness of the impact of trauma on behavior. e) Involving the child in family and community activities. f) Providing transportation to school, child care, extracurricular activities, etc. g) Ensuring the child's safety by employing appropriate physical safety measures, including in the household, for transportation, and with pets. <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>5. Explain how the caregiver(s) are willing and able to:</p> <ul style="list-style-type: none"> a) Respect and honor any child's culture, religion and ethnicity. b) Adapt to and support any child's individual situation, including sexual orientation and family relationships. <p>If the caregiving family's religion, culture, or other factors will impair their ability to meet the needs of any child, please explain what the family's limitations are, and how limitations could impact any child placed in their home.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>6. Explain how the caregiver(s) are willing and able to commit to maintaining any child they accept in their home until such time as it is in the child's best interest to leave the home.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>7. Explain how the caregiver(s) will address challenges in caring for the child(ren) to be placed, including available supports and resources.</p> <ul style="list-style-type: none"> a) These challenges may include, but are not limited to, behaviors that are a significant threat to others, juvenile sexual abuse, problematic sexual behavior, severe self-harm behavior, etc. b) The caregiver is caring for the other children or adults which results in significant demands on their time. c) The caregiver is caring for family members with mental health or medical conditions that might result in harm to the child. <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>8. Explain how the caregiver(s) are willing and able to participate in transition planning for the child(ren).</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>9. Explain how the caregiver(s) are willing and able to assist the biological caregivers in improving their ability to care for and protect their children and to provide continuity for the child after reunification.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>10. Explain how the caregiver(s) are willing and able to assist the child(ren) in family time/visitation and other forms of communication including Post Adoptions Communication Plans when appropriate.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>11. Explain how the caregiver(s) will:</p> <p>Maintain records and ensure that these records are made available to other partners that are important to the child welfare system and to the child and family, that are important to any child's well being including child resource records, medical records, school records and all psychotropic medication records.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>12. Explain how the caregiver(s) are willing and able to advocate for children in their care as needed with the child welfare system, the court, and community agencies, including schools, child care, health and mental health providers, and employers.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>13. Explain the willingness and ability of the caregiver(s) to participate fully in any child's medical, educational, psychological, special or physical needs and dental care. This includes providing transportation, attending appointments and communicating with professionals.</p> <p>*Reference any other household members (if applicable)*</p>	<p>Text:</p> <p>Unified Home Study</p>
<p>14. Explain how the caregiver(s) are willing and able to support the child(ren)'s school success by:</p> <ul style="list-style-type: none"> a) Participating in school activities and meetings, including disciplinary and/or IEP (Individualized Education Plan) meetings. b) Assisting with school assignments, supporting tutoring programs, meeting with teachers and working with an educational surrogate if one has been appointed and encouraging the child's participation in extra-curricular activities. c) For any child who has a disability, or is suspected of having a disability, to attend Educational Surrogate Parent training, if needed or recommended by the court, and thereafter advocate for the child(ren) in the school system. d) Maintaining the children in the school of origin, if it is in the child(ren)'s best interest to do so. 	<p>Text:</p> <p>Unified Home Study</p>

15. Is the family willing and able to provide placement for any siblings?
☐ Yes
☐ No
☐ Undecided

This section is intended to be a descriptive narrative assessment to further describe the overall functioning of the family and their capacity to provide (or to continue to provide) a safe and appropriate placement for children.

MOTIVATION

Describe the motivation to foster, adopt or be approved as a relative/non-relative caregiver. Give details of participation in pre-service training. If this is for placement of a specific child, describe any prior knowledge/relationship that exists between the child and caregiver. If a two-parent household, address both caregivers' mutual desire to care for the child.

EDUCATION AND EMPLOYMENT

Briefly describe/discuss education and employment history as it relates to placement and stability.

FAMILY LIFE

Describe/discuss relationships between household members and extended family and friends. Identify the family's formal and informal support systems, including current and anticipated child care arrangements. Describe the family's cultural and religious beliefs and their willingness to accommodate children of different faiths, beliefs, ethnicities, and/or cultures. Describe attitudes towards children and parents involved in the child welfare system.

Discuss each child separately, including developmental history/issues, personality, health, education level, special needs and behavioral challenges. In addition, describe/discuss the adjustment and integration of children previously adopted by or placed with the family. Discuss with all family members any failed placements in terms of the cause, resolution, and any differences or changes that will be made as a result of lessons learned.

CHILD(REN) TO BE PLACED INTERVIEW(S)

Discuss and assess the child(ren)'s understanding or feeling about being placed in the home. Document any concerns or needs that they would want the potential caregiver(s) to know about them.

REFERENCES AND REVIEWS

Please document the references received from relatives, non-relatives, professionals and services providers regarding the family's ability to meet the needs of a child(ren) placed in the home.

CHILD HISTORY

Describe each child living in the home separately, including developmental history/issues, personality, health, education level, special needs and behavioral challenges. In addition, describe/discuss the adjustment and integration of children previously adopted by or placed with the family. Discuss with all family members any failed placements in terms of the cause, resolution, and any differences or changes that will be made as a result of lessons learned.

PHYSICAL ENVIRONMENT

Discuss the physical environment, including a description of the home and how the environment relates to the safety of the child(ren), including any pets and vehicles; address the interior, exterior, number of rooms, bathrooms, etc., sleeping arrangements, and accommodations for child(ren)'s personal belongings. Are there any changes needed in order to accommodate the child(ren)?

FAMILY SUPPORTS AND RESOURCES

Describe if the applicant(s) have a well-developed support system comprised of extended family, friends and community organizations that affirms the applicant's decision to provide care for a child placed in their home. If there were an unforeseen emergency, whom would they identify as using for respite, or additionally, for long term planning? What is their willingness to engage in recommended services such as therapy and support group, etc.

Text:

Unified Home Study

Text:

Unified Home Study

Text:

Unified Home Study

Save

Close

2. In the **Motivation** group box, enter text to describe the caregiver's motivation to foster, adopt, or become a relative/non-relative caregiver.
3. In the **Education and Employment** group box, briefly describe the caregiver's education and employment history as it relates to placement and stability.
4. In the **Family Life** group box, describe relationships between household members, extended family, and friends.
5. In the **Physical Environment** group box, discuss the physical environment, including a description of the home: the interior, exterior, number of rooms, sleeping arrangements, and accommodations for the child(ren)'s personal belongings.
6. In the **Child(ren) to be Placed in Interview(s)** group box, discuss and assess the child(ren)'s understanding or feeling about being placed in the home. Document any concerns or needs that they would want the potential caregiver(s) to know about them.
7. In the **References and Reviews** group box, please document the references received from relatives, non-relatives, professionals, and services providers regarding the family's ability to meet the needs of a child(ren) placed in the home.
8. In the **Child History** group box, describe each child living in the home separately, including developmental history/issues, personality, health, education level, special needs, and behavioral challenges. In addition, describe/discuss the adjustment and integration of children previously adopted by or placed with the family. Discuss with all family members any failed placements in terms of the cause, resolution, and any differences or changes that will be made as a result of lessons learned.
9. In the **Physical Environment** group box, discuss the physical environment, including a description of the home and how the environment relates to the safety of the child(ren), including any pets and vehicles; address the interior, exterior, number of rooms, bathrooms, etc., sleeping arrangements, and accommodations for child(ren)'s personal belongings. Are there any changes needed in order to accommodate the child(ren)?
10. In the **Family Supports and Resources** group box, describe if the applicant(s) have a well-developed support system comprised of extended family, friends and community organizations that affirms the applicant's decision to provide care for a child placed in their home. If there were an unforeseen emergency, whom would they identify as using for respite, or additionally, for long term planning? What is their willingness to engage in recommended services such as therapy and support group, etc.

Outcome/ Attachments to the Unified Home Study Tab

About the Outcome/ Attachments to the Unified Home Study tab

The Outcome/ Attachments to the Unified Home Study tab documents the recommendation, outcome, and attachments created externally to the UHS and/or FSFN system. You select the Attached radio button if there is an attachment. Selecting Not Attached enables the Reason narrative text field, making this a required field.

Key Tasks

To document the Recommendation

1. On the **Outcome/Attachments to the Unified Home Study** tab, select a value from the **Recommendations** drop-down and enter text in the **Recommendation Comments** text box.

Note If the Recommendation drop-down reason selected is 'Denied – Criminal Disqualifier', 'Denied – Abuse or Neglect Disqualifier', 'Application Withdrawn' or 'Duplicate Created in Error', the only field required to initially Save the page is the Recommendation comments text box.

To document the Outcome

1. On the **Outcome/Attachments to the Unified Home Study** tab, select a value from the **Outcome** drop-down and enter text in the **Outcome Comments** text box.

To document the Attachments

1. On the **Attachments** tab, select either the **Attached** or **Not Attached** radio button for the listed documents.
2. If you select **Not Attached**, you are required to document the reason why.

http://10.5.35.23:14001/?action=EDIT&fromWhere=desktop&HOME_STUDY_ID_HOME_STUDY=310000745&HOME_ - Internet Explorer

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Provider ID: 100122444 Worker Name: Tihworm, Robert C (200000 HEADQUARTER) Purpose of Home Study: Emergency Placement Approved/ Not Approved Date:

Demographics	Prior Intakes and Investigations/Referrals	Background Check Information	Financial Security Resources and Child Care Arrangement	Narrative Family Assessment	Outcome/ Attachments to the Unified Home Study	Actions:
Recommendation Recommendation: <input type="text"/> <input type="text"/>					Outcome Outcome: <input type="text"/> <input type="text"/>	Approval Upload Images
Attachments						Text: Unified Home Study
Adoption - Child Study <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						Text: Unified Home Study
Adoption Subsidy Acknowledgement Form <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Affidavit of Firearm Safety <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Affidavit of Good Moral Character <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Consent to Release Information <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Florida Adoption Reunion Registry <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Florida Adoption Assistance Program <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Information Packet Sent - Adoptive Home <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Information Packet Sent - Foster Home <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Information regarding services available from the local agency (referrals) <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Medicaid Eligible Relative/Non-Relative <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Personal Reference for Foster Care Application <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Receipt of Rights and Responsibilities (Dependency Process) <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Receipt of Grievance Brochure <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Relative Caregiver Program Information <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Sudden Infant Death Syndrome (Recommendations on safe infant sleeping practices; attached) <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Support System Available in Community <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Tax Information for Adoptive Parents <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Tax Information for Adoptive Parents <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Temporary Assistance to Needy Families (TANF Information) <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Tuition Waiver <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						
Water Addendum <input type="radio"/> Attached <input type="radio"/> Not Attached Reason: <input type="text"/>						

Save Close

125%

Actions and Text List Box

About the Actions hyperlinks

The Upload Image hyperlink in the Actions and Text list box launches the Imaging page, where the Imaging Type defaults to Home Study.

The View Attached Images hyperlink displays in the Actions and Text list box after you have attached the first image. Clicking the View Attached Images hyperlink launches the View Image History pop-up page displaying a hyperlink to view each of the Imaging pages associated with the UHS.

Key Tasks

To upload and view an Image attached to the Unified Home Study page

1. Access the **Unified Home Study** page.
2. In the **Actions and Text** list box, click the **Upload Image** hyperlink.
3. The **Imaging** page displays.

The screenshot shows the FSFN Imaging page. At the top is a purple header bar with the FSFN logo and navigation links: Print, Audit, Spell Check, and Help. Below the header, the page is divided into two main sections: Participant Details and Image Details. The Participant Details section includes fields for Case (MIRANDA A. JFRIRXL), Case ID (100745442), Worker (Nancy A. Miller), and Date Uploaded. To the right of these fields is a box labeled 'Participants'. The Image Details section includes fields for Date Document scanned (00/00/0000), Image Category (a dropdown menu with 'Home Study' selected and highlighted by a red rectangle), Image Type (a dropdown menu), File Name (a text field with a 'Browse...' button), and Comments (a text area). At the bottom right of the form are 'Save' and 'Close' buttons.

Note

The View Attached Images hyperlink displays after uploading the first image to the Unified Home Study page. The View Image History hyperlink launches the View Image History pop-up page. All attached images are available for viewing.

About the Text hyperlink

The Unified Home Study template displays as a hyperlink within the Text section of the Actions and Text list box. FSFN launches the Unified Home Study template after the user clicks the Unified Home Study hyperlink.

FSFN generates a Unified Home Study template based on the type of UHS created (for example, creating an Adoption Home Study as opposed to creating a Re-License Home Study) and does not include data that is unrelated to that specific type of UHS. This eliminates the number of pages that need to be printed.

Key Tasks

To launch and print the UHS Template

1. Access the **Unified Home Study** page.
2. In the **Text** list box, click the **Unified Home Study** hyperlink.

Florida Safe Families Network

Hand Book Print Audit Spell Check Help

General Information

Provider ID: 100128052 Worker Name: Purpose of Home Study: Initial License for Foster Home Approval Date:

Demographics Prior Intakes and Investigations/Referrals Background Check Information Financial Security Resources and Child Care Arrangement Narrative Family Assessment Attachments to the Unified Home Study

Case Information

Case(s) Associated

Case ID: 100056335 Search Case Name: BDXZ YWCA

Intake/Investigation ID: 2007-490471

Children Associated

Names	DOB	Age	Relationship to Caregiver(if any)
<input checked="" type="checkbox"/> Qismhim, Addison	05/16/2003 12:00 AM	14	Brother

Contact/Identifying Information

Zyivf, Marisol

Date of Birth: 03/01/1973 12:00 AM

Viewed SSN Verification: ☒ Yes ☐ No

Address: 9113 HD 852gs XG

Gsvm, Ronald

Date of Birth: 03/27/1970 12:00 AM

Viewed SSN Verification: ☒ Yes ☐ No

Address: 9113 HD 852gs XG

Actions:

Approval

Upload Images

View Attached Images

Text:

Unified Home Study

Save Close

3. The **Unified Home Study** template displays.

Completing the Unified Home Study

About Completing the UHS

You must launch the Unified Home Study template before submitting it for supervisory approval.

The Completed Date of the UHS pre-fills with the system date of the supervisor's approval. Upon final approval, the Unified Home Study page becomes disabled and non-modifiable.

Key Tasks

To complete the UHS

- 1 Launch the **Unified Home Study** template.
- 2 Click the **Approval** hyperlink in the **Actions** list box. The **Approval History** page displays.
- 3 Select the **Approve** radio button.
- 4 Click **Continue**.
- 5 Click **Close** on the Unified Home Study page.

The screenshot displays the Florida Safe Families Network (FSFN) web application interface. The top navigation bar includes links for Hand Book, Print, Audit, Spell Check, and Help. The main content area is titled "General Information" and contains the following fields:

Provider ID: 100128052	Worker Name: ZOXRBMVTH, NZIRV N	Purpose of Home Study: Initial License for Foster Home	Approval Date: 09/13/2016
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