# Florida Safe Families Network

## Unified Home Study
## User Guide

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MyFLFamilies.com

## Change History

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| 03/08/2022 | Q3 21-22 FDLE | Finalized and accepted changes for Q3 21-22 FDLE | Melissa Daniel | Throughout |

## Table of Contents

# 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
- Sherriff'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.



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

**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 outliner, 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.
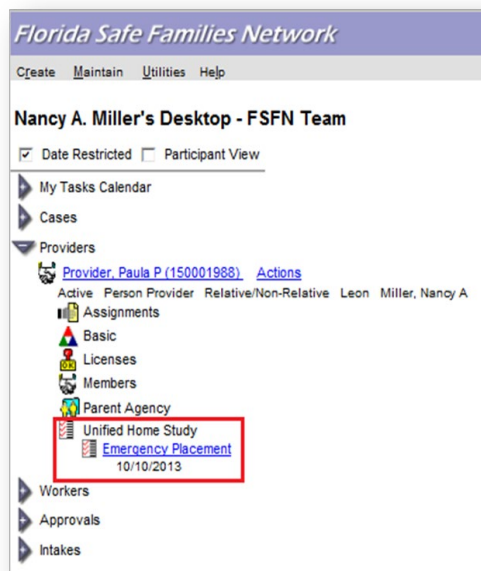
## *To access a UHS from the Person Provider page*

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.

## *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 competed UHS. The UHS opens in view mode.



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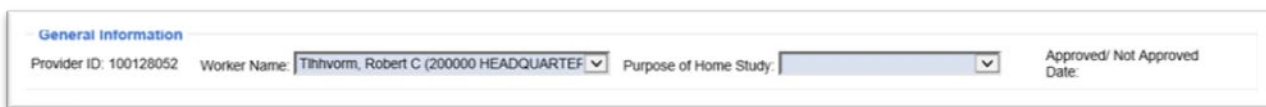
The Unified Home Study page, if created from the Person Provider Inquiry page, is accessible on the Person Provider page once the worker accepts the provider application and creates the Person Provider Inquiry record.

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.



**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.

## 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.

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.



> **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.



**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.



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: Tilhhvorm, 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

### Prior Intakes

| Date | Intake Number | Intake Name | Intake Type | Referral Type | Screening Decision | Case ID | Finding | Investigative Sub Type |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

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Unified Home Study

### Prior Investigations/Referrals

| Intake Number | Case Name | Case ID | Intake Type | Referral Type | Investigative Sub Type | Finding | Status |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

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.



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*

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

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 .

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:
   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.
   **Reference any other household members (if applicable)***

5. Explain how the caregiver(s) are willing and able to:
   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.

   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.
   **Reference any other household members (if applicable)***

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.
   **Reference any other household members (if applicable)***

7. Explain how the caregiver(s) will address challenges in caring for the child(ren) to be placed, including available supports and resources.
   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.
   **Reference any other household members (if applicable)***

8. Explain how the caregiver(s) are willing and able to participate in transition planning for the child(ren).
   **Reference any other household members (if applicable)***

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.
   **Reference any other household members (if applicable)***

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.
    **Reference any other household members (if applicable)***

11. Explain how the caregiver(s) will:
    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 chil's well being including child resource records, medical records, school records and all psychotropic medication records.
    **Reference any other household members (if applicable)***

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.
    **Reference any other household members (if applicable)***

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.
    **Reference any other household members (if applicable)***

14. Explain how the caregiver(s) are willing and able to support the child(ren)'s school success by:
    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.

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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.

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**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.

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**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](#)

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.

# Florida Safe Families Network (FSFN)



## Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

### General Information

Provider ID: 100122444  Worker Name: Tlhhvorm, 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:**

Approval

Upload Images

### Recommendation

Recommendation: [          ⌄]

### Outcome

Outcome: [          ⌄]

**Text:**

Unified Home Study

### Attachments

| | | | Reason: |
|---|---|---|---|
| Adoption - Child Study | ○ Attached | ○ Not Attached | |
| Adoption Subsidy Acknowledgement Form | ○ Attached | ○ Not Attached | |
| Affidavit of Firearm Safety | ○ Attached | ○ Not Attached | |
| Affidavit of Good Moral Character | ○ Attached | ○ Not Attached | |
| Consent to Release Information | ○ Attached | ○ Not Attached | |
| Florida Adoption Reunion Registry | ○ Attached | ○ Not Attached | |
| Florida Adoption Assistance Program | ○ Attached | ○ Not Attached | |

| | | | Reason: |
|---|---|---|---|
| Information Packet Sent - Adoptive Home | ○ Attached | ○ Not Attached | |
| Information Packet Sent - Foster Home | ○ Attached | ○ Not Attached | |
| Information regarding services available from the local agency (referrals) | ○ Attached | ○ Not Attached | |
| Medicaid Eligible Relative/Non-Relative | ○ Attached | ○ Not Attached | |
| Personal Reference for Foster Care Application | ○ Attached | ○ Not Attached | |
| Receipt of Rights and Responsibilities (Dependency Process) | ○ Attached | ○ Not Attached | |
| Receipt of Grievance Brochure | ○ Attached | ○ Not Attached | |
| Relative Caregiver Program Information | ○ Attached | ○ Not Attached | |
| Sudden Infant Death Syndrome (Recommendations on safe infant sleeping practices; attached) | ○ Attached | ○ Not Attached | |
| Support System Available in Community | ○ Attached | ○ Not Attached | |
| Tax Information for Adoptive Parents | ○ Attached | ○ Not Attached | |

**Text:**

Unified Home Study

| | | | Reason: |
|---|---|---|---|
| Tax Information for Adoptive Parents | ○ Attached | ○ Not Attached | |
| Temporary Assistance to Needy Families (TANF Information) | ○ Attached | ○ Not Attached | |
| Tuition Waiver | ○ Attached | ○ Not Attached | |
| Water Addendum | ○ Attached | ○ Not Attached | |

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.



| 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.



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.