Department of

# Children's Services Storyboard Adding, or Ending FSS/FCIP Episodes

This storyboard provides instruction for adding, reassigning, or ending an FSS or FCIP Episode

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### Person Search

Perform a Person Search to determine whether the youth in focus has previously had involvement with DCS. Depending on whether the youth has previous involvement will determine how a worker is advised to enter an episode.

If the youth <u>does NOT exist</u> in TFACTS, the **FSS/FCIP Episode** may be added via the **Initial Action**.

If the youth <u>exists</u> in TFACTS, the **FSS/FCIP Episode** may be added via **Quick Action**.

## Adding FSS or FCIP Episode via Initial Action

Use the **Initial Action** option when the youth has no previous involvement with DCS. (The correct youth is not returned in a Person Search.)

From Workload screen, click Initial Action dropdown; select one of the following:

- Add FCIP Episode
- Add FSS Episode

Home Intake		Case	Resource	Financial		Administration
			Workload	Desktop	Calendar	Approvals
nitial Action: Select an action Select an action	▼ View Wo	: rkload View 🔻				Approvals (0) My Work (2) 1 0
Add Crisis Management Add Judicial Diversion Episode	▲ v	lewing for Ri				Reassign End
Add FSS Episode		Туре	T ID T Name	▼ Assignment Role		Т
Add Invoice	•	Ongoing Case				<1
Add Manual Receivable	+	Ongoing Case				<1
Add Offline Payment	•		items per page			1 - 2 of 2 items
					,	
Person Search Criteria						
Person I	ID:		OP			
	-		OK			

		OR		
SSN:				
		OR		
Reference Type:	×	Reference Number:		
		OR		
Last Name: Duck		First/Middle Name: Daisy		
Date of Birth:		Gender: 🔽 🗸	Race:	~
Advanced Search Criteria				
Search Clear Form				

If search results do not return the correct youth's name, click **Add Person.** 



On the **Basic** tab, complete Person Information and click **Save.** The Add FCIP Episode screen displays.

Basic		Demographics	Address	I'bbA	Background		Safety Hazard
Person Header							
Name:			Gender:		DOB:		
Person ID:	129803013		SSN:		Age:		
Person Links							
Education		Financial		Legal History		Military History	
Health		Person Charac	teristics			Merge History	
Person Information-							
Name Type: *	Reported 🗸						
Prefix:	~						
First Name: *	Daisy	Middle Name 1:		Middle Name 2:		Middle Name 3:	
Last Name: *	Duck	Suffix:	~	Populate Additional Name			
Gender: +	~	SSN:					
DOB: +		-					
Estimated Age:	Day(s)		Month(s)		Year(s)		
Birth City:		Birth County:		Birth State:	~	Birth Country:	
Tennessee Resident:	~	US Citizen:	~	Legal Alien Status:	~	If not U.S. Citizen, where?:	
Driver's License #:		Issue State:	~	Expiration:			
SSN Applied for:	~	SSN Applied for Date:					
SSA Validation Date:		Revalidate SSA: N	~	Stop SSA Validation: No	~		
SSA Validation:			SSA Validation Fa	led Reason:			SSA Validation Details
Safety Hazard Exists		IPA Exist	s 🗌	Environmental Hazard Exists		Absc	onder
Additional Names							
N	ame Type	Prefix	First Name	Middle Name(	s)	Last Name	Suffix
Add Additional Name							

### Add FCIP via Initial Action

- Enter **Begin Date\*** Use the calendar function or enter the date FCIP assignment/episode begins
- **Assign To\*** Type the Last Name of the Employee and choose the employee
- Click Save if correct. Click Cancel to leave this screen/discontinue entry of this FCIP episode

Add F	CIP Episo	de	
		Begin Date *	
		Assign To:*	
Save	Cancel		

#### Add FSS via Initial Action

- Begin Date Use the calendar function or enter the date FSS assignment / episode begins
- Origination Select one: Court, CPS, Resource Linkage, SS/JJ or Walk-in from the dropdown list.
- Intensity Level select one -options based on selection for Origination
- Referral Received Date Use the calendar function nor enter the date referral received
- Assign To\* Type the Last Name of the Employee and choose correct employee from list
- Assignment Role\* Select On-Going Non-Custodial Worker

Note: DCS workers should not choose Non-custodial Provider Worker.

Click Save or Cancel to discontinue entry of episode

Add FSS Episode		
Begin Date: *		
Origination: *	•	
Assign To:*	Assignment Role:*	
Save Cancel		

# Adding FSS or FCIP Episode via Quick Actions

If the youth is returned in a **Person Search**, go to youth's **Person Home Page** and click the **Quick Actions** dropdown. Choose **Add FSS Episode** or **Add FCIP Episode**.

Person Home Page				
Curr	Person: Du DOB/Age: 04/27/2009 (14 Yrs) Select an action Add Crisis Management Add Emergency Add External Assessment Add ECTB Episodo	11 <sup>2</sup> KSON, TN 38305 <sup>2</sup> tte (Meritan Inc) (Level 3		
Person Links	Add Foster Care Request Add FSS Episode			
TFACTS His Person Asso	Add Health Service Confirmation Add IPA Add Judicial Diversion Episode	onthly Summary ssignment History	<u>Documents</u> <u>Packets</u>	
Quick Actions:	Add Life Skills Assessment Add Outgoing ICPC Instance Select an action	v 7		

### Add FSS via Quick Actions

- Begin Date\* Use the calendar function or type FSS assignment/episode Begin Date
- Origination Select one: Court, CPS, Resource Linkage, SS/JJ or Walk-in from the dropdown list
- Intensity Level-- select one -options based on selection for Origination
- **Referral Received Date**-Date referral received.
- Assign To\* Type the Last Name of the employee and choose the employee.
- Assignment Role Select On-going Non-Custodial Worker
  - Note: DCS workers should not choose Non-custodial Provider Worker.
- Save if correct. Cancel to leave this screen/discontinue entry of this FSS episode.

Person Homepage		help
Person Header		
Name: Fr Person ID: 21	Gender: <b>Female</b> SSN: X)	DOB: 09/22/2008 Age: 14 Yrs
Add FSS Episode		
Begin Date: * Origination: * Intensity Level: * Referral Received Date: *	●	
Assign To:*	Assignment Role:*	
Save Cancel		
HOME   HELP & TRAINING   PRIVACY & SECURITY	T	/case/add_fss.jsp cm16_s01_add_fss STG32 version 4.006.19 (06-08-2023 12:57 PM)

Electronic Case File now displays FSS Episode starting on 08/17/2023.

r data has been saved.								☐ close confirmation
Person Home Page								
Person: Presi								
Address:								
Contact:								
Current Location: (Same as Ab	ove)							
Person Links								
TFACTS History Person Association	TFACTS History         Monthly Summary           Person Association         nt History							
Quick Actions: Select an action	×							
Electronic Case File	+more	4		Aug	ust 2023			•
select 08/17/2023 FSS Episode		Su	Mo	Tu	We	Th	Fr	Sa
select 08/17/2023 External Assessmen	t Action Step - EPSD&T Medical from 08/17/2023 to	30	31	1	2	3	4	5
09/16/2023 - An EP	SDT medical screening needs to be requested for Elvis.	6	1	8	16	10	11	12

### Add FCIP via Quick Actions

- Begin Date\* Use the calendar function or type the assignment/episode Begin Date
- Assign To\* Type the Last Name of the employee and choose the employee
- Save if correct. Cancel to leave this screen/discontinue entry of this FCIP episode

Add FCIP Episode	
Begin Date *	
Assign To:*	
Save	

Electronic Case File now displays FCIP episode starting on 08/17/2023

n Home Page									
Person:									
DOB/Age:									
Address:									
Contact:									
Current Location: (Same as	Above)								
erson Links									
TFACTS History	Monthly Summary		<b>Documents</b>						
Person Association	Assignment History		Packets						
Quick Actions: Coloct an action	*								
Galek Actions. Select an action									
Electronic Case File		+more	4		Aug	just 2023			×
select 08/17/2023 FCIP Episode			Su	Мо	Tu	We	Th	Fr	Sa
coloct 08/17/2022 ESS Epicodo			30	31	1	2	3	4	5
SEIEL VO/ 1//2VZ 3 1.3.3 1.0.5UUE									

### **Reassigning FSS or FCIP Episodes**

From the worker's **Workload**, click to highlight the **row** for the youth to be reassigned.

**Note:** Multiple episodes may be reassigned at the same time to the new Worker, if applicable; the re- assignment date must be after the date of assignment to current worker.

- To select multiple episodes that are not listed sequentially, hold **CTRL** key and click each row to select
- To select multiple episodes that are listed sequentially, hold **Shift** and click first and last row in the sequence to select all rows between

Home	Intake		Case	Res	ource	Financial		Administration				
				Workload		Desktop			endar		Approvals	
												help
initial Action: Select an action	¥	Workload	View *							Approvals (0)	My Work (2)	! 0
Riley,		Viewing	j for Ril€								Reassign	ind
Currentees		Туре	e T	ID T	Name	т	Assignment Ro	le			Т	
Supervises		<ul> <li>Ong</li> </ul>	oing Case	152	Pre		SS Custody Wo	orker				<1
		Ong	oing Case		Presle		Family Crisis In	ntervention Work	ker			<1
		<u>Se</u> Rei	<u>lect</u> cordings	Case Status: Open Case Status Date: 08/17/2023				Organizati	on: Northwest Region			
		E	3									
			1 • • 10 • it	ems per page							1 - 2 of 2 ite	ems

• Click the **Reassign** button

- Enter Assignment Begin Date
- Enter Reassign To
- Click Save

Riley, Heather C		viewing for Kiney, freaction of		Reassign	End
Supervises		Туре	Required Information × ment Role	T	
		Ongoing Case	To reassign the selected assignment(s) please select a date and employee below. stody Worker		<1
		Ongoing Case	Assignment Begin Date:		<1
		Select Recordings	Reassign To:* Organization: Northwest Region		
		8	Save		
	(F		items per page	1 - 2 of 2 it	tems

# Ending an FSS or FCIP Episode

From the **Workload** screen, click the **arrow** to select the youth whose FSS or FCIP episode is to be ended

• Click the **Person Overview** icon

Home	Intake	Case		Resource	Financial	Administration		
			Wor	kload	Desktop	Calendar	Approvals	
							help	
Your data has been save	ed.						<u>         close confirmation         </u>	
nitial Action:	¥						0	
Bov .	Vi	ewing for Bov						
Supervises		Туре	T	ID <b>T</b>	Name T	Assignment Role	T	
Supervises	4	Ongoing Case		137	UUUN, DAFFY	On-Going Non-Custodial Work	er <1	
		Select Recordings		Case Status: Ope Case Status Date	n : 08/15/2019	Organization: TN Valley Region		

• Click Quick Actions drop-down and select End FSS Episode or End FCIP Episode

Person Home Page			
	Select an action	13)	
	Add Afterc		
	Add CANS		
	Hold CFTM		
Curr	Schedule CFTM		
	Add Collateral Contact		
Person Links	Add Consultation		
TEACTS His	Add Emergency	Monthly Summany	Decumente
Person As	Add External Assessment	Assignment History	Packets
<u>r croon / c.</u>	End FCIP Episode	<u>rissignment mistery</u>	
•	Add Foster Care Request		
	Add FSS Episode	•	
Quick Actions:	Select an action	Y	

### The **End Episode** screen displays

- Enter, or select from date picker, the episode End Date
- Click Save

Person Homepage									
Non-Custody Episode Header									
Type: FSS	Begin Date: 08/01/2019								
End FSS Episode									
End Date: *									
Save Cancel									

• Go to **Assignment History** to confirm worker assignment ended.

rson Home Page									
Person: Presle									
DOB/Age:									
Address:									
Contact:									
Current Location: (Same									
Person Links									
Person Links									
TFACTS History	Monthly Summary		Documents						
Person Association	ssignment History		Packets						
Quick Actions: Select an action	•								
Electronic Case File		+more	4		Aug	ust 2023			Þ
select 08/17/2023 FCIP Episode			Su	Мо	Tu	We	Th	Fr	Sa
select 08/17/2023 FSS Episode			30	31	1	2	3	4	5
			6	7	8	9	10	11	12

• Assignment History page shows the assignment has an End date.

erson Homepage										I TIZIK I
Person Header	Dere									
Name: Person ID:	Pres 12			SSN:		Age:				
Assignment History										
Employee Name	т	Supervisor	Т	Supervisor Job	Assignment Role	т	Begin Date* 🔻	End Date	Child/Youth	T
Ri		W		Info Resource Specialist 3	SS Custody Worker		08/17/2023	08/17/2023	F	
Mc		Mi		Program Manager	Child Welfare Benefits Counselor		08/17/2023		F	
Ri		w		Info Resource Specialist 3	Family Crisis Intervention Worker		08/17/2023	08/17/2023	F	
Ri		W		Info Resource Specialist 3	On-Going Non-Custodial Worker		08/17/2023	08/17/2023	F	
Ri		w		Info Resource Specialist 3	SS Custody Worker		08/17/2023		F	
	10 *	items per page							1 - 5 of	5 items
Add Delete										
Apply Save Cancel										

• If no other services are being provided to any Members of the Ongoing/Family Case, proceed to the **Case Overview** screen and add **Case Closure**.

				help
Case Overview	Case Header			
Case Recording	Case ID: 152	Case Name: Pres	Case Status: Open	organization: Northwest Region
ASFA Review	- Case Overview			
Forms/Notices	cuse overview			
Checklist	Case Actions		Case Address	
	View Case Information		,	
Investigations Linked	View Case Status History			
Immediate Protection Agreement	Linked/Associated Cases			
Child Care Assistance Program Referral	<u>Case Summary</u>			
Court	Hazards			
Removal Records		Hazard Type		Person/Address
Placement Referral	No current Hazards have been id	entified		
Individual Program Plan	- Assignment Information			
Classification	Assignment information			Assignment History
PreDisposition Report				Assignment History
Delinguency Information	Organization	Supervisor Name	Assignment Role	Child/Youth Name
Special Caution Alert		R		
<u>opedar edución Alere</u>	DCS Central Office	W	SS Custody Worker	Pre
Non-Custody				
Incident Reports				
ICPC/IC1	Case Alerts			
IL Program Eligibility and Service Referral	Alert Message 🔺			T
Relative Caregiver				
Transitional Survey		items per page		No items to display
Adoption				
Case Closure	Class			
	ciose			

You have completed this storyboard.