Creating a New Case for Young Adults in Extended Foster Care

December 12, 2013

Explanation: This will provide a brief overview of how to create a new case for a young adult remaining in or re-entering one of the Independent Living Programs.

Benefit:

- Information is automatically moved from the original dependency case to the new case and can be edited, thereby reducing data-entry time.
- Allows for continuity of care as historical information concerning education, health, placement, etc. is transferred to the new case

Who is impacted:

- Case Managers and Supervisors
- FSFN users
- Young Adults in Independent Living Programs

Policy / Decision surrounding practice:

When a young adult enrolls in an Independent Living Program, the case worker will create a new case for the young adult by splitting the original dependency case. A new "split case" should be created whether or not there are other child victims in the original dependency case. The "split case" functionality is available on the "Options" dropdown menu on the Maintain Case page. This feature allows a new case to be created while preserving the young adult's case history in the new case. Information that is case-specific to the original case remains accessible to the case worker through the new case, such as the Family Assessment, Investigation, Narratives, and legal documents. The following "child specific" information will be moved automatically from the original dependency case to the young adult's new case:

- Alerts
- Financials (including Medicaid Eligibility, TANF Eligibility, Trust Accounts)
- Independent Living Record
- Medical/Mental Health
- Education
- Living arrangement
- File cabinet
  A full list of the child-specific information that automatically moves from Case A to Case B upon split can be found on page 23 of this document:
http://centerforchildwelfare.fmhi.usf.edu/kb/FSFN/MaintainCaseTopicPaper051014.pdf

Resources: System documentation (topic paper, user guide, How-Do-I Guide) and e-learning to support the new functionality will soon be posted on the Center for Child Welfare website:
    http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml

CONTACT INFO: If you believe the new FSFN functionality is not working as it should, please contact the DCF helpdesk at (850) 487-9400 or dcf_helpdesk@dcf.state.fl.us.