2024-2025 FSFN Quarter 2 FFPSA Enhancement Summary

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| Legal Documentation: |
| 1. The Legal Documentation page has been modified to include a date field labeled ‘Start Date’, which displays to the right of the Document Name field. This date field will be required to save the page. |
| 1. The new date field will not be displayed for pre-existing pages which are approved. |
| 1. This new field will be displayed for pre-existing pages which are pending or do not include the approval process. When a user accesses the page and attempts to save, this field will be required to save the page. |
| Case Plan Worksheet: |
| 1. A User Modifiable “Start Date” has been added to the FSFN Case Plan Worksheet which is required to save the page. An ‘End Date’ field has also been added but will not be required to save the page. |
| 1. The Start and End dates must be a current or past date but cannot be a future date; and must be equal to or greater than the Start Date. |
| 1. For all pre-existing Case Plan Worksheet pages, these 2 new fields will be displayed, and Start Date will be required when the user attempts to save. |
| 1. The ability to upload an image directly to the Case Plan Worksheet has been added. When documents are uploaded to the Case Plan Worksheet page, the View Attached Images hyperlink will also display, along with Upload Image, and users can view all attached images. |
| 1. A new Image Category of Case Plan Worksheet and Image Type of Supporting Documentation has been added to the Imaging Page. |
| 1. The new Category and Type will not be available for selection when uploading through Create Case Work. |
| 1. When the Case Plan Worksheet is saved with the Start Date, the Danger Statement is will now be required. |
| 1. Three checkboxes for each Outcome have been inserted on the Outcomes tab. |
| 1. Mental Health EBP 2. Substance Abuse prevention and treatment services EBP 3. In-home parent skill-based programs EBP. |
| Family Support Page: |
| 1. The Family Support page has been modified when selecting the Completed checkbox and attempting to save, the following applies: |
| * No longer validates that every field is documented on the Family Support page. * Modify the completion logic so that it validates that only the fields in the Status Begin group box are documented. * There must be at least one Needs Assessment with Type = Initial documented. If there is not, the following validation message should display: At least one Needs Assessment with Type = Initial must be documented. Please make the necessary updates to complete the Family Support page. * Upon successfully saving, with the Complete checkbox selected, the fields in the Status Begin group box, as well as the Needs Assessment(s) associated, will be frozen, disabled and grayed out. |
| 1. On the Family Support page, current logic is as follows: |
| * Date at which the Family Support Status ended; user entered date field; will accept current date or past dates but must be later than the Begin Date and later than or equal to the most recent Assessment Date; conditionally enabled, but not required, once a Begin Date is entered and successfully saved. * Modify the above, such that End Date is conditionally enabled once Complete checkbox is selected and successfully saved but leaving the other logic in place. |
| 1. The ability to de-select the Completed checkbox has been removed. Users will now have to create a new Family Support page. |
| 1. The Case Closure logic has been modified to no longer verify that the Family Support page is flagged as completed, but rather that it looks to make sure the End Date is documented. |
| 1. The ability to identify a Family Support page as ‘Voided’ has been added which freezes the page. |
| 1. Upon selecting the Submit Void Family Support hyperlink, a prompt displays that states the following: This will submit the Family Support for void processing. Are you sure you wish to continue? A Yes and No button will be displayed. Upon selecting Yes, the page will refresh, and the Submit Void Family Support hyperlink will be replaced with a Complete Void Family Support hyperlink. 2. Upon selecting the Complete Void Family Support hyperlink, a prompt will display that states the following: This will void out the Family Support. Are you sure you wish to continue? A Yes and No button will be displayed. Upon selecting Yes, the Family Support will be voided, and a field labeled Void Date will be displayed and capture the current date when the completion was processed. All fields on the Family Support page will be disabled and grayed out, not user modifiable. 3. The same person who submitted the void cannot complete the void. In addition, the person who is attempting to complete the void must have a Role/Job Class of Acting Supervisor or above. |
| Family Support Plan Worksheet: |
| 1. On the FSFN Family Support Worksheet a ‘Start Date’ field has been added that is required in order to save the page. An ‘End Date’ field has also been added that is enabled but not required. |
| 1. The “Start Date” and “End Date” fields must be a current or past date but cannot be a future date. The “End Date” must be equal to or greater than the “Start Date”. |
| 1. For all pre-existing Family Support Plan Worksheet pages, these 2 new fields will be displayed, and Start Date will be required when the user attempts to save the page. |
| 1. In addition, modify the Family Support Plan Worksheet such that upon attempting to save with the Start Date, the Prevention Strategy text field is required. |
| 1. The ability to upload an image directly to the Family Support Plan Worksheet has been added. When documents are uploaded to the Family Support Plan Worksheet page, the View Attached Images hyperlink will also display, along with Upload Image, and users can view all attached images. |
| 1. A new Image Category of Family Support Plan Worksheet and Image Type of Supporting Documentation have been added to the Imaging Page. |
| 1. The new Category and will not be available for selection when uploading through Create Case Work. |
| 1. Three checkboxes for each Outcome have been inserted on the Outcomes tab. |
| 1. Mental Health EBP 2. Substance Abuse prevention and treatment services EBP 3. In-home parent skill-based programs |
| File Cabinet: |
| 1. The File Cabinet Search page has been updated to include the 2 new Categories, Case Plan Worksheet and Family Support Worksheet, and added the Type of Supporting Documentation under each Category. |
| 1. Upon uploading an image to the Case Plan Worksheet or Family Support Worksheet, the image should display under the File Cabinet icon, as well as under the Assessment and Planning icon. |
| Living Arrangement: |
| 1. A Completed checkbox has been added to the Living Arrangement page.  Upon selecting the Completed checkbox, the following fields must be documented: Living Arrangement Begin Date and Time; Living Arrangement Category; Living Arrangement; Primary Caregiver; at least one Service Reason should be selected; and if the Living Arrangement = Living with Married Couple - Relative or Living with Married Couple - Non-Relative, the Secondary Caregiver must be selected. If any of these validations aren’t met, a validation message displays that states the following: Please document the < field name > to complete the Living Arrangement. |
| 1. Once Complete checkbox is selected and successfully saved, all fields, except Comments and End Date and Time, are frozen. |
| 1. End Date and Time is conditionally enabled once the Living Arrangement is completed.  The user will not be able to de-select the Completed checkbox, even if they have the Security Role of a Supervisor. The Living Arrangement will have to be voided out and a new one created. Once the End Date and Time are documented and successfully saved, the page will be frozen. |
| 1. A data hammer will be applied for pre-existing Living Arrangement pages: |
| 1. If the End Date and End Time is documented, the Completed checkbox will display, and the entire Living Arrangement page will be disabled and grayed out in its' entirety. |
| 1. If the End Date and Time are not documented, the Completed checkbox should display and the Living Arrangement page will be enabled, except for the End Date and Time which are conditionally enabled only once the Complete checkbox is selected and successfully saved. |
| 1. The Submit Void Living Arrangement hyperlink will be displayed and work just like new Living Arrangements. |
| 1. Added the ability to identify a Living Arrangement page as ‘Voided’ which freezes the page. |
| 1. The Submit Void Living Arrangement hyperlink is conditionally displayed once the Completed checkbox is selected and successfully saved. |
| 1. Upon selecting the Void hyperlink, a prompt displays that states the following: “This will submit the Living Arrangement for void processing. Are you sure you wish to continue? “. The Submit Void Living Arrangement hyperlink will be replaced with a Complete Void Living Arrangement hyperlink. |
| 1. Upon selecting the Completed hyperlink, a prompt will display that states the following: “This will void out the Living Arrangement. Are you sure you wish to continue?”. Upon selecting Yes, the Living Arrangement will be voided, and a field labeled Void Date will be displayed and capture the current date when the completion was processed. |
| 1. The same person who submitted the void cannot complete the void. In addition, the person who is attempting to complete the void must have a Role/Job Class of Acting Supervisor or above. |