Texas Department of
Family and Protective Services

FSNA Family Sub Care and Family Reunification

Overview

Job Aid

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Family Strengths and Needs Assessment (FSNA) for Family Substitute Care (FSU) and Family Reunification (FRE) - Overview

Authorized staff must complete an **Family Strengths and Needs Assessment (FSNA)** for each household, as defined in the Structured Decision Making Procedure and Reference Manual.

This training addresses how IMPACT 2.0 supports you with this task in both the Family Substitute Care (FSU) and Family Reunification (FRE) stages.

Screenshots reflect the **FSU** stage but training will point out instructions and provide additional screenshots when there are differences in the stages.

Family Strengths and Needs Assessments List-Family Substitute Care Page and Family Strengths and Needs Assessments List-Family Reunification Page - Introduction

You may perform multiple **FSNAs** in both the **FSU** and **FRE** stages.

The **Family Strengths and Needs Assessments List-Family Substitute Care (FSU)** and the **Family Strengths and Needs Assessments List-Family Reunification** pages will display all **FSNAs** created in the stage in which you are working.

From both the **Family Strengths and Needs Assessments List-Family Substitute Care (FSU)** page and the **Family Strengths and Needs Assessments List-Family Reunification**, you can view or modify an existing assessment by selecting its corresponding "Assessment **"**hyperlink under **Type**.

FSNAs display in chronological order on the page. The assessments with the most recent created date default to the top. All columns on these list pages can be sorted.

The **Case Event List** report is available from the **Reports** dropdown in the **Reports** section on this page.

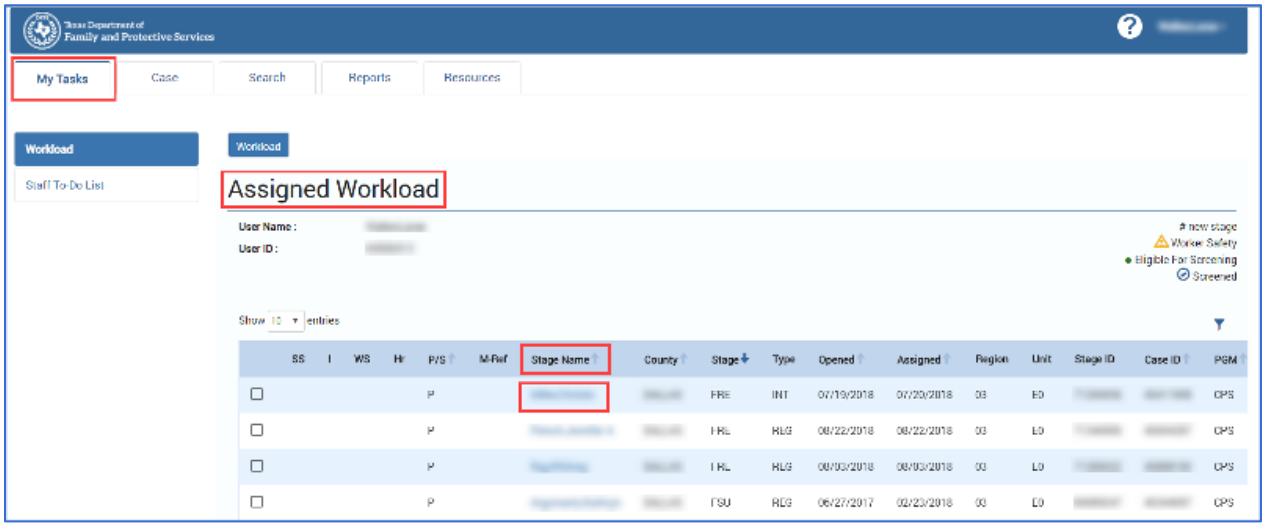
An important element on this page is the **Add** button which is selected to create a new **Family Strengths and Needs Assessment** for **FSU** or **FRE**.

Stages Impacted: FSU and FRE

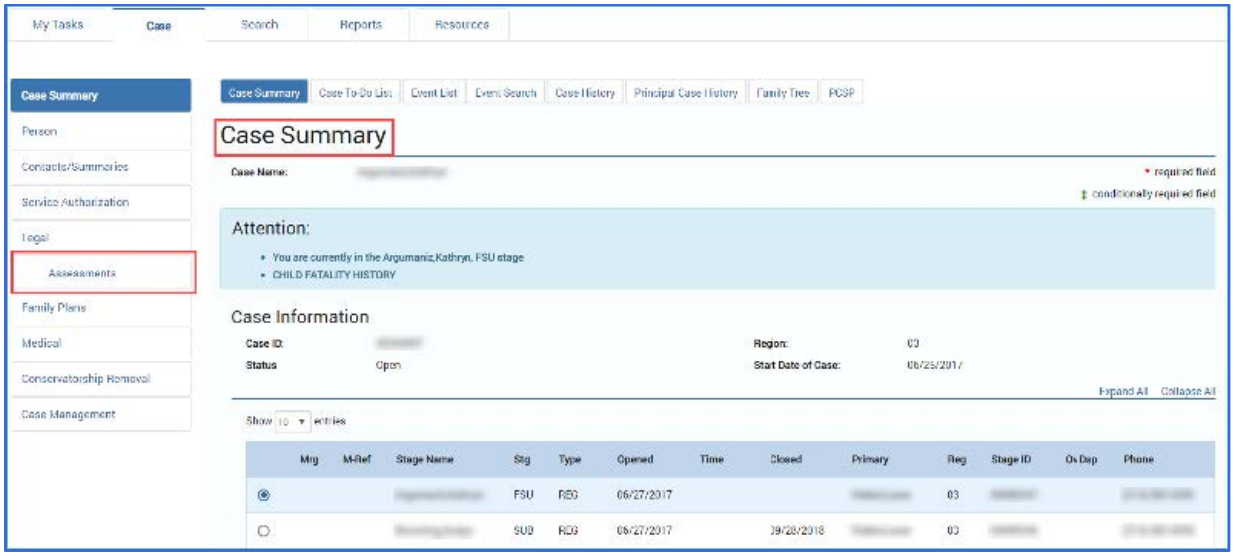
Family Strengths and Needs Assessments List-Family Substitute Care Page or the Family Strengths and Needs Assessments List-Family Reunification Page - How to Get There

To reach the **Family Strengths and Needs Assessment List- Family Substitute Care** page or the **Family Strengths and Needs Assessments List-Family Reunification** page, follow these steps:

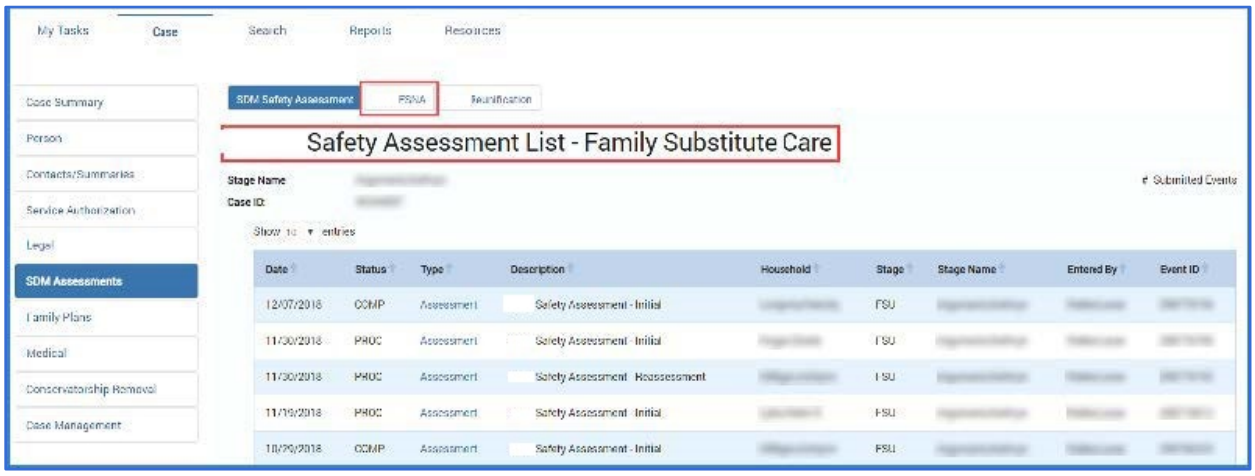
From your **Assigned Workload** page within the **My Tasks** tab, select the **Stage Name** hyperlink to the case.



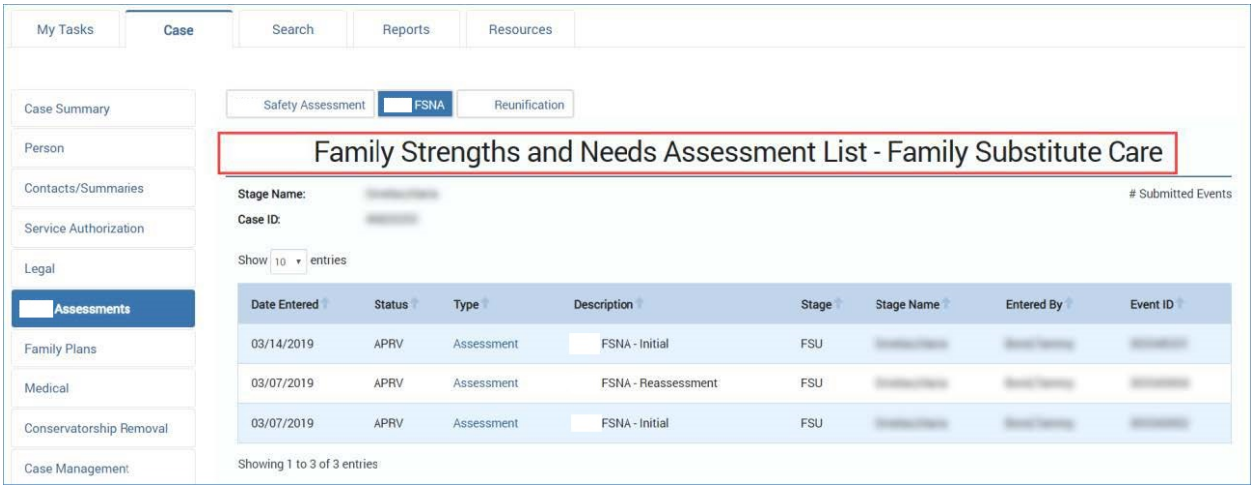
1. You will arrive at the **Case Summary** page.
2. Select **Assessments** from the secondary menu.



3. You will arrive at the **Safety Assessment List** page for the stage within which you are working.
4. Select **FSNA** from the tertiary menu.



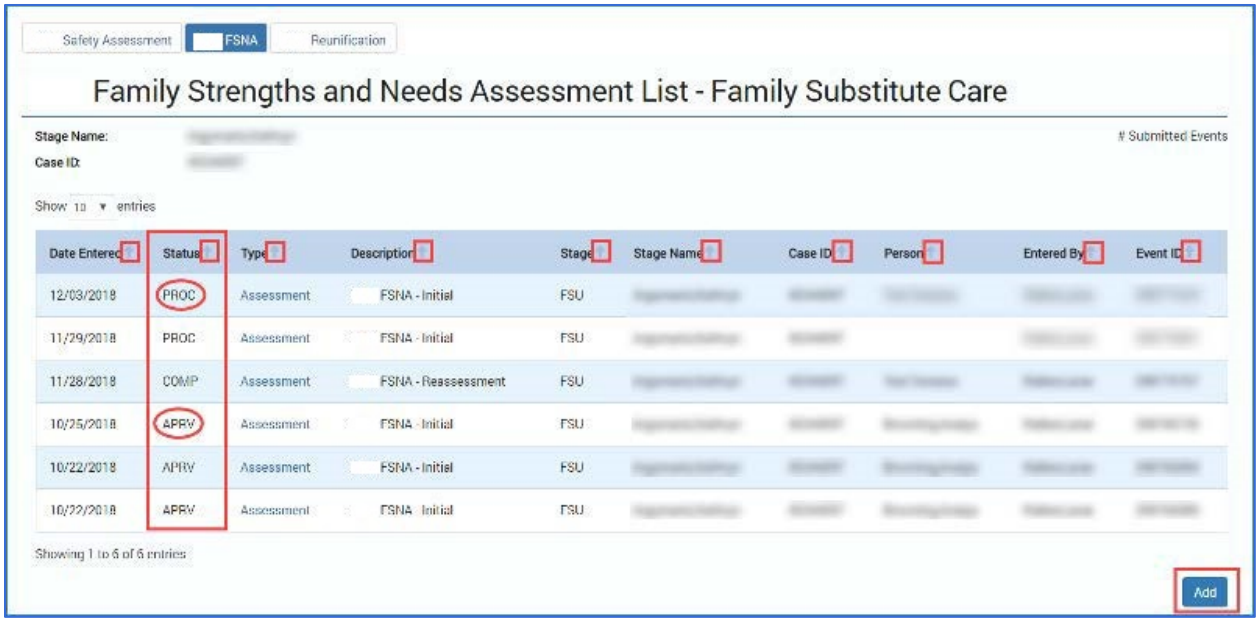
You will arrive at the **Family Strengths and Needs Assessment List-Family Substitute Care** page, or the **Family Strengths and Needs Assessment List-Family Reunification** page.



Using the Family Strengths and Needs Assessment List-Family Substitute Care Page or the Family Strengths and Needs Assessment List-Family Reunification Page to Create New FSNAs or View Existing FSNAs

To create a new FSNA or to view existing FSNA's, follow these steps:

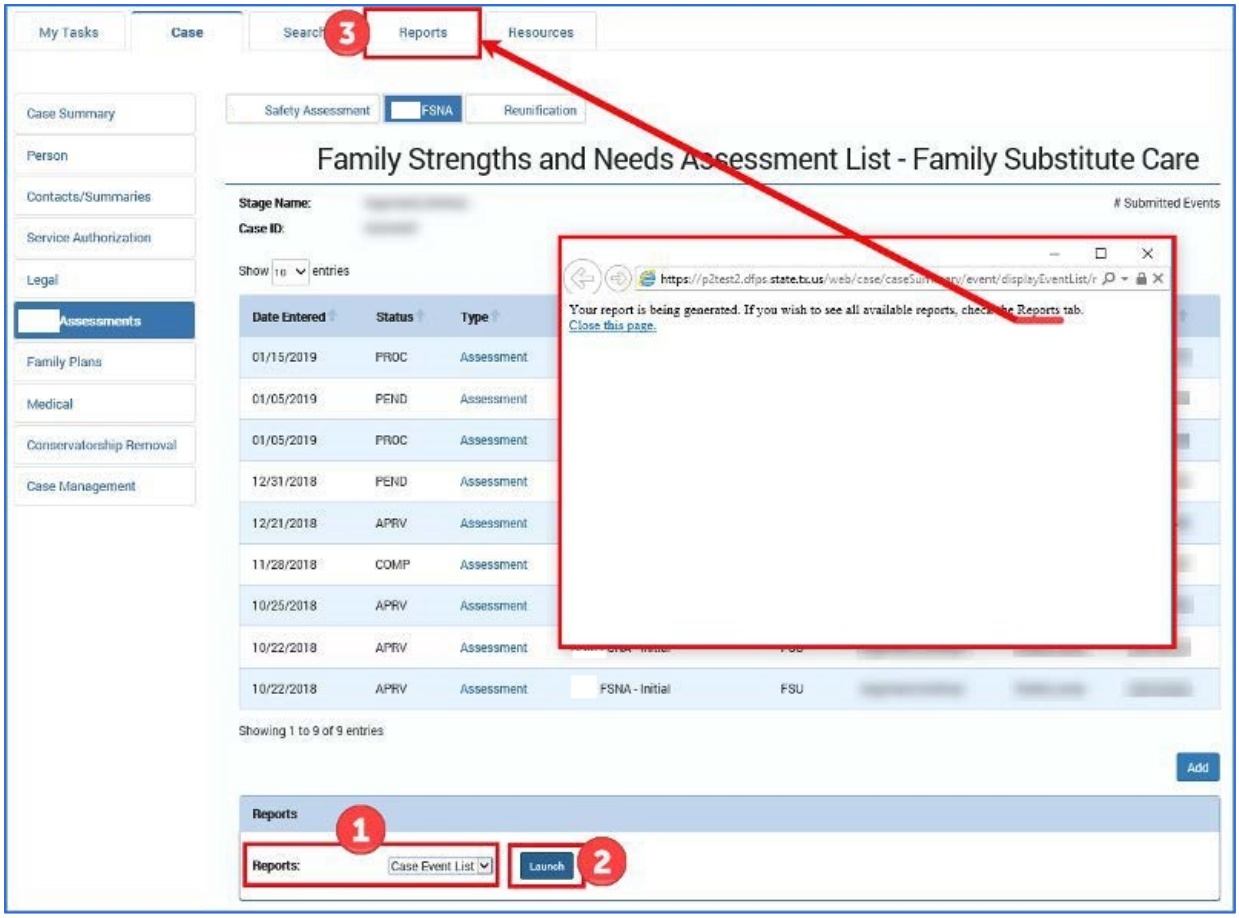
1. Locate the **Add** button used to create a new **FSNA** for **FSU** or **FRE**.
2. Recognize that existing assessments displayed on the **Family Strengths and Needs Assessment List-Family Substitute Care** page**,** or the **Family Strengths and Needs Assessment List-Family Reunification** page sort chronologically, with the most recently created assessment at the top of the list. You can sort them by selecting the arrows in the column headers.
3. Recognize that assessments with the **Status** of "In Process (PROC)" are editable and those in "Approved (APRV)" status are read-only.



Generate the Case Event List Report from the Family Strengths and Needs Assessments List-Family Substitute Care Page or the Family Strengths and Needs Assessments List-Family Reunification Page

To generate a **Case Event List** report from the **Family Strengths and Needs Assessment List- Family Substitute Care** page or the **Family Strengths and Needs Assessment List- Family Reunification page**, follow these steps:

1. From the **Reports** dropdown, select the **Case Event List** report.
2. Select the **Launch** button.
3. A pop-up message displays instructing you to go to the **Reports** tab to view the report.


My Tasks
Case
Search
3
Reports
Resources
Case Summary
Person
Contacts/Summaries
Service Authorization
Legal
Assessments
Family Plans
Medical
Conservatorship Removal
Case Management
Safety Assessment
FSNA
Reunification
Family Strengths and Needs Assessment List - Family Substitute Care
Stage Name:
Case ID:
Submitted Events
Show 10 entries
Date Entered
Status
Type
01/15/2019 PROC Assessment
01/05/2019 PEND Assessment
01/05/2019 PROC Assessment
12/31/2018 PEND Assessment
12/21/2018 APRV Assessment
11/28/2018 COMP Assessment
10/25/2018 APRV Assessment
10/22/2018 APRV Assessment
10/22/2018 APRV Assessment FSNA - Initial FSU
Showing 1 to 9 of 9 entries
Add
Your report is being generated. If you wish to see all available reports, check the Reports tab.
Close this page.
Reports
1
Reports:
Case Event List
Launch
2

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FSNA Forms for FSU and FRE

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Family Strengths and Needs Assessment Forms for FSU and FRE

A printable version of the **FSNA** for both the **FSU** and **FRE** stages is available from the **Forms** section of the **Family Strengths and Needs Assessment-Family Substitute Care** page or **Family Strengths and Needs Assessment-Family Reunification** page.

This form can be viewed and/or printed after the assessment is saved for the first time.

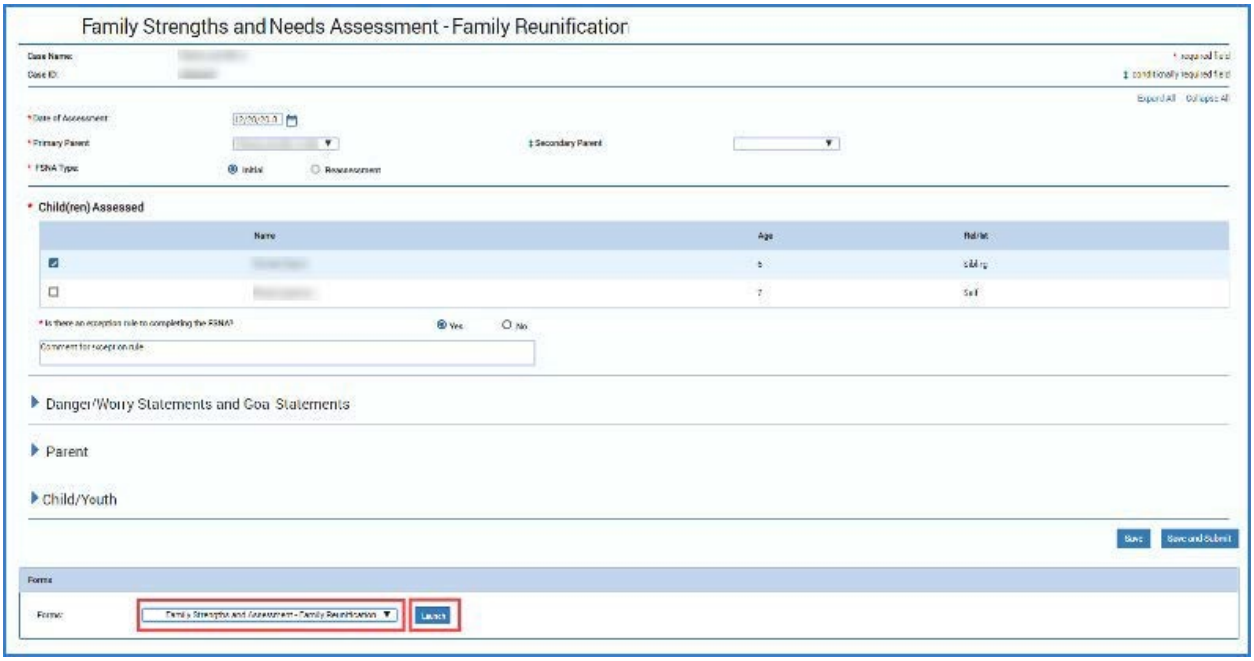
In the event an exception exists, the form will display the information that was entered supporting the exception.

Stages Impacted: FSU and FRE

Locate and Launch the FSNA Forms

To launch the FSNA form directly from the **Family Strengths and Needs Assessment-Family Substitute Care** page or **Family Strengths and Needs Assessment-Family Reunification** page, follow these steps:

1. Locate the **Forms** dropdown within your opened **FSNA**.
2. Select the "Family Strengths and Needs Assessment" form from the **Forms** dropdown.
3. Locate and select the **Launch** button.


Family Strengths and Needs Assessment - Family Reunification
Child(ren) Assessed
Danger/Worry Statements and Goal Statements
Parent
Child/Youth
Forms
Launch

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FSNA Family Sub Care and Family Reunification

Family Reunification Page

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Family Strengths and Needs Assessment Family Substitute Care Page or Family Strengths and Needs Assessments List-Family Reunification Page - Introduction

Once you have selected the **Add** button from the **Family Strengths and Needs Assessments List-Family Substitute Care page** or the **Family Strengths and Needs Assessments List-Family Reunification** page, a new **FSNA** for **FSU** or **FRE** opens.

Here you enter the required information to complete the assessment. This includes selecting the **Primary Parent** and, if applicable, **Secondary Parent**, along with the child(ren) to be included in the **FSNA**.

In the **FSU** stage an **FSNA** is required for every **Family Plan of Service (FPOS)** and **FPOS Evaluation** unless the parent cannot be located or refuses to participate with CPS. If this exception exists, you must select the "Yes" radio button to the question **"Is there an exception for the FSNA?**" and complete the exception fields. Once this is done, you can select the **Save and Submit** button without completing the assessment.

In the **FRE** stage an **FSNA** is required for every **FPOS** and **FPOS Evaluation-Family Reunification**. You will see the same question **"Is there an exception for the FSNA?**" with the "Yes" and "No" radio buttons and conditionally required fields.

In either the **FSU** or **FRE** stage, IMPACT 2.0 will determine and display the **FSNA Type** of assessment. If no assessment has been completed on the **Primary Parent** or **Secondary Parent**, the system displays the **FSNA Type** as "Initial". Otherwise, the system displays "Reassessment".

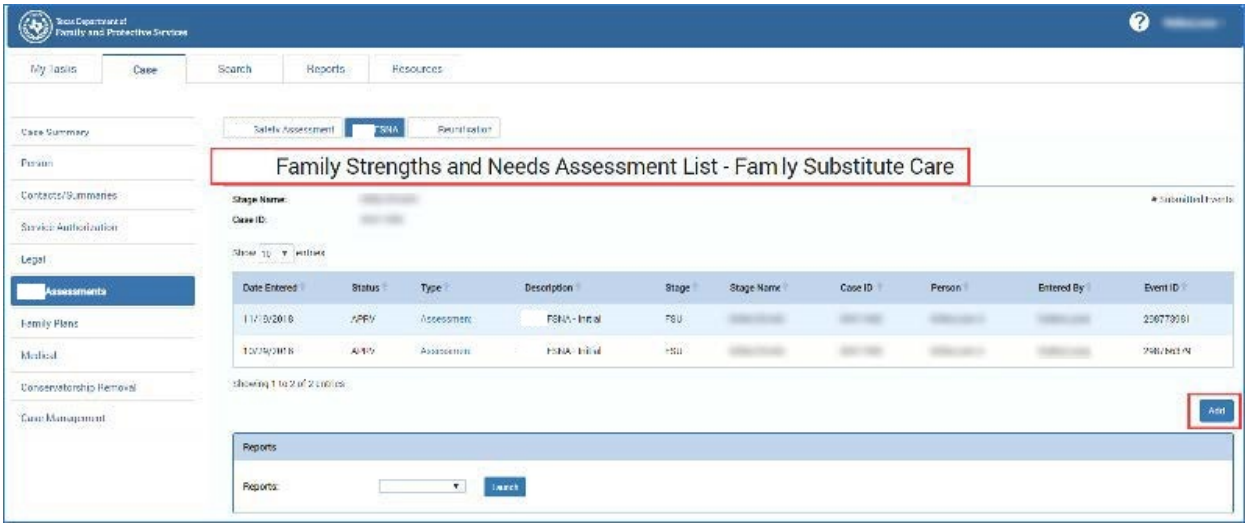
Stages Impacted: FSU and FRE

Create and Complete a New FSNA - How to Get There

Once you select the **Add** button on the **Family Strengths and Needs Assessment List-FSU** page or **Family Strengths and Needs Assessment List-FRE** page to create a new FSNA, you will need to complete the assessment unless an exception exists. To create and complete a new FSNA, follow these steps:

Select the **Add** button the **Family Strengths and Needs Assessment List-FSU** page or the **Family Strengths and Needs Assessment List-FRE** page to create a new FSNA.

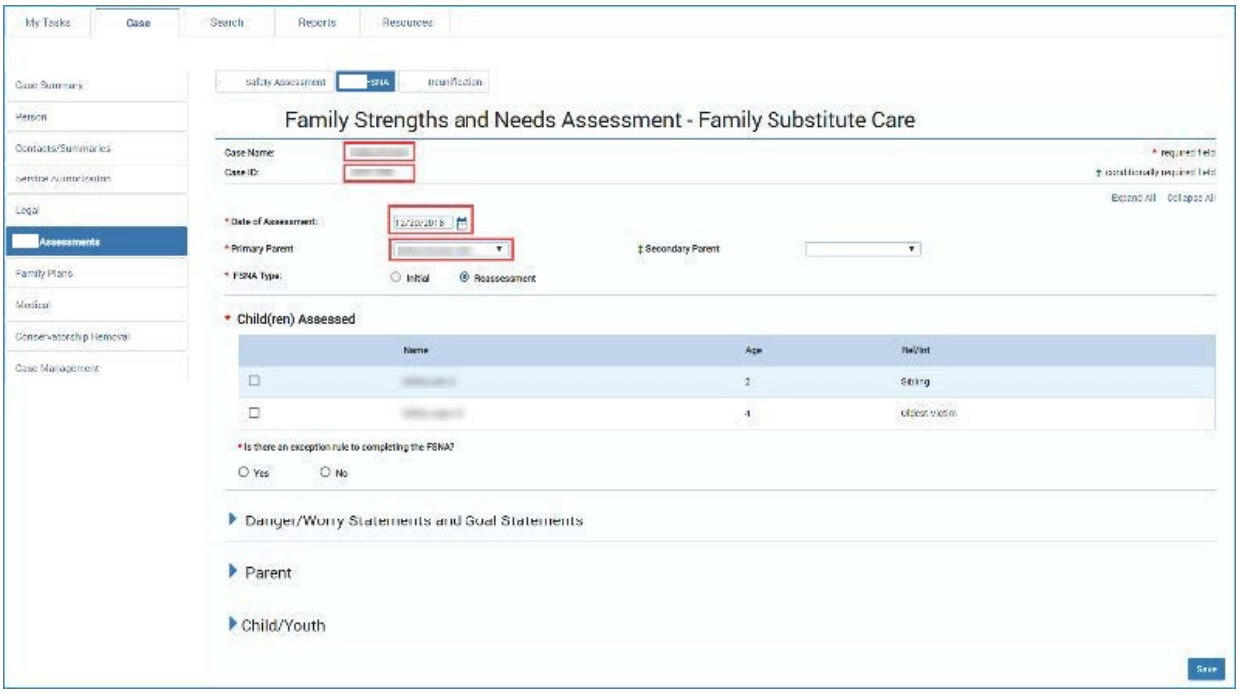
Once you select the **Add** button and have created a new FSNA, you will need to complete the assessment unless an exception exists.



Completing a New FSNA

After selecting the **Add** button and opening a new FSNA, follow these steps to complete the assessment:

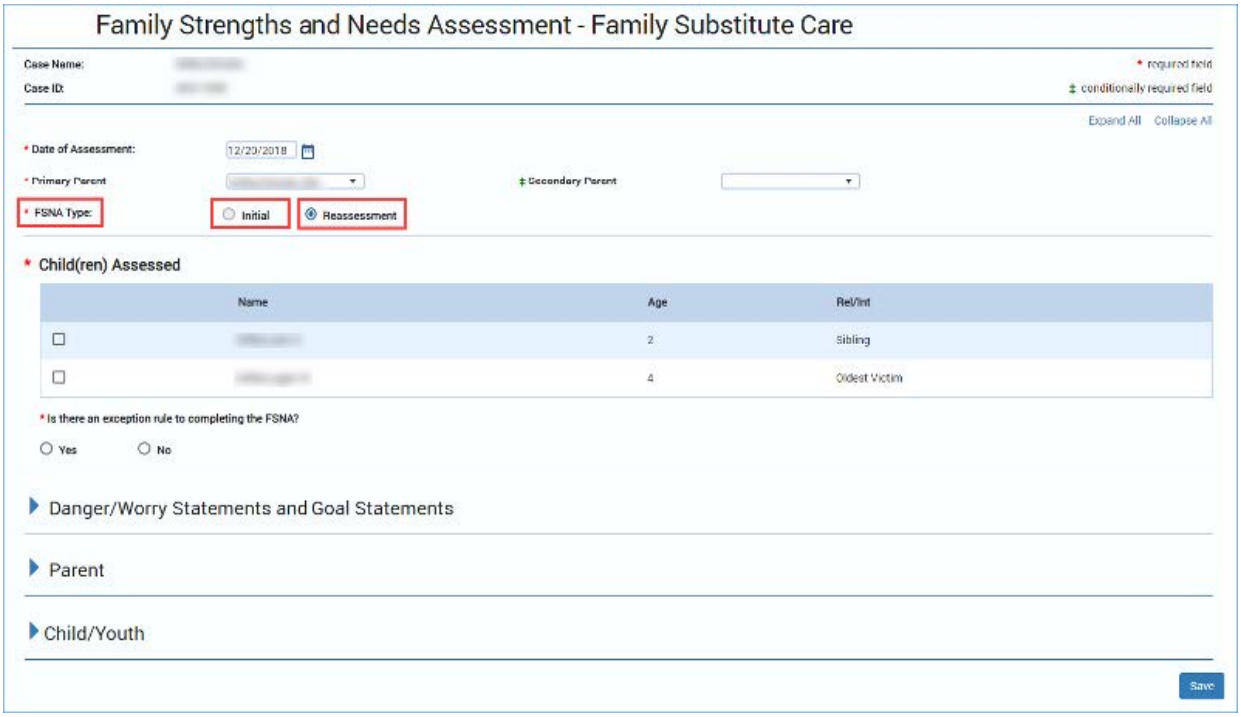
1. Recognize that the **Case Name** and **Case ID** are prefilled.
2. Enter the **Date of Assessment** or select using the **Date Selector** icon.
3. Select the **Primary Parent** and, if applicable, **Secondary Parent**.



FSNA Type Section

The **FSNA Type** is prefilled using the following criteria:

- IMPACT 2.0 will determine and display the **FSNA Type** as "Initial" if neither primary parent nor secondary parent has been associated as **Primary Parent** or **Secondary Parent** in another **FSNA** in the current stage.
- IMPACT 2.0 will determine and display the **FSNA Type** as "Reassessment" if the primary parent or secondary parent has already been associated as a **Primary Parent** or **Secondary Parent** in another **FSNA** in the current stage.



FSNA Children Assessed Section

To complete the **Children Assessed** section, follow these steps:

1. Select **Children Assessed** using the checkboxes.
    a. Children 17 years and younger who are principals in the stage to be assessed are displayed with the oldest child first.
    b. At least one child must be selected.
    c. If a minor (17 and younger) is selected as the Primary (or Secondary) Parent, then they do not display in the **Children Assessed** section.

FSNA Exceptions - *FSU only*

To claim an exception, follow these steps:

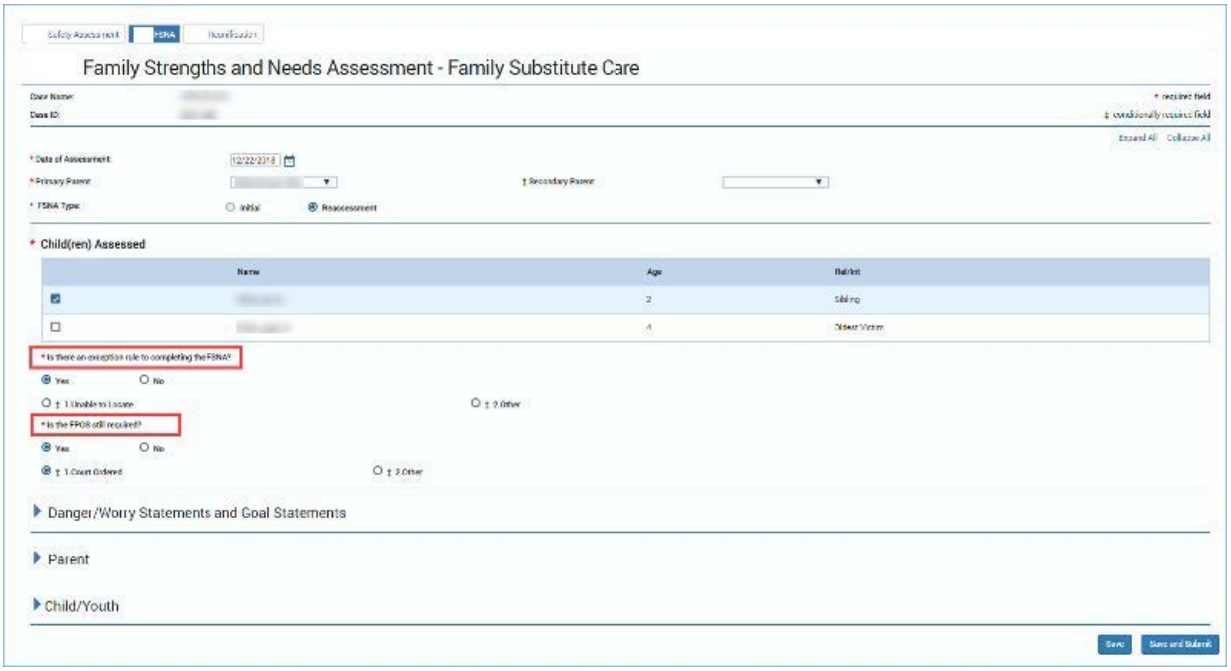
For **FSU** , answer the exception-related questions:

"Is there an exception rule to completing the FSNA?"

- If "No", complete the assessment.
- If "Yes", select either the **Unable to Locate** or **Other** radio button. If **Other** is selected, complete the required textbox.

"Is the FPOS still required?"

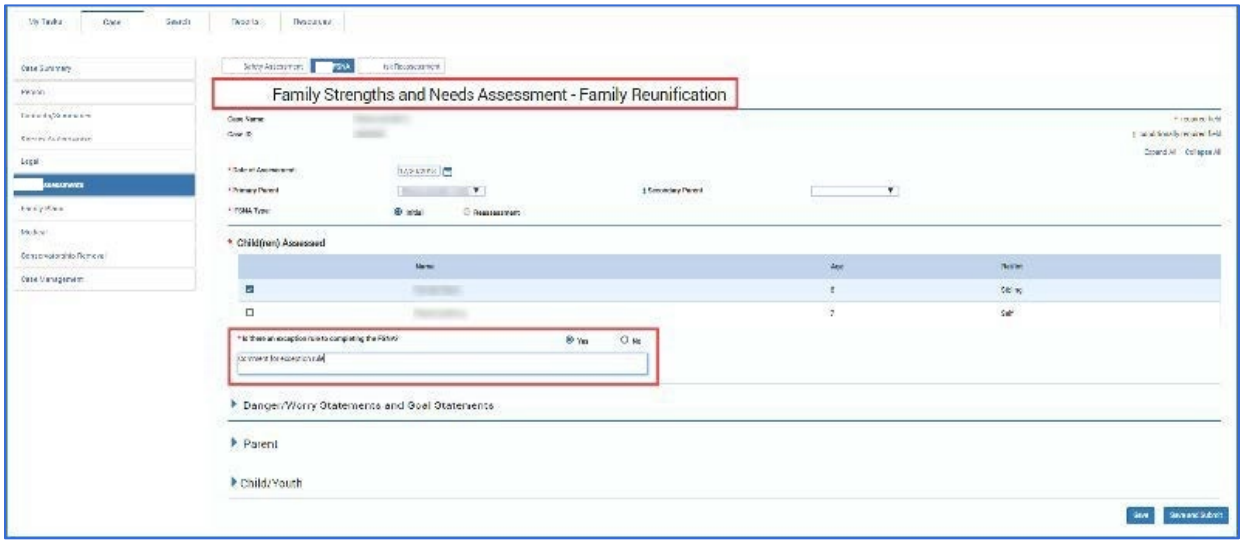
- If" No", you are not required to complete the **FPOS** and you can select the **Save and Submit** button without completing any other fields.
- If "Yes", select either the **Court Ordered** or **Other** radio button. If **Other** is selected and you complete the required textbox, you can select the **Save and Submit** button without completing any other fields.



FSNA Exceptions - *FRE only*

Exceptions are very different for FSNAs in the FRE stage. Follow these steps regarding exceptions for FRE:

1. For **FRE**, select the "Yes" or "No" radio button to the question **"Is there an exception to completing the FSNA?"**
2. If "No", complete the assessment.
3. If you select the "Yes" button, you must complete the required textbox and then you can select the **Save and Submit** button without completing any other fields.



FSNA Danger/Worry Statements and Goal Statements Section

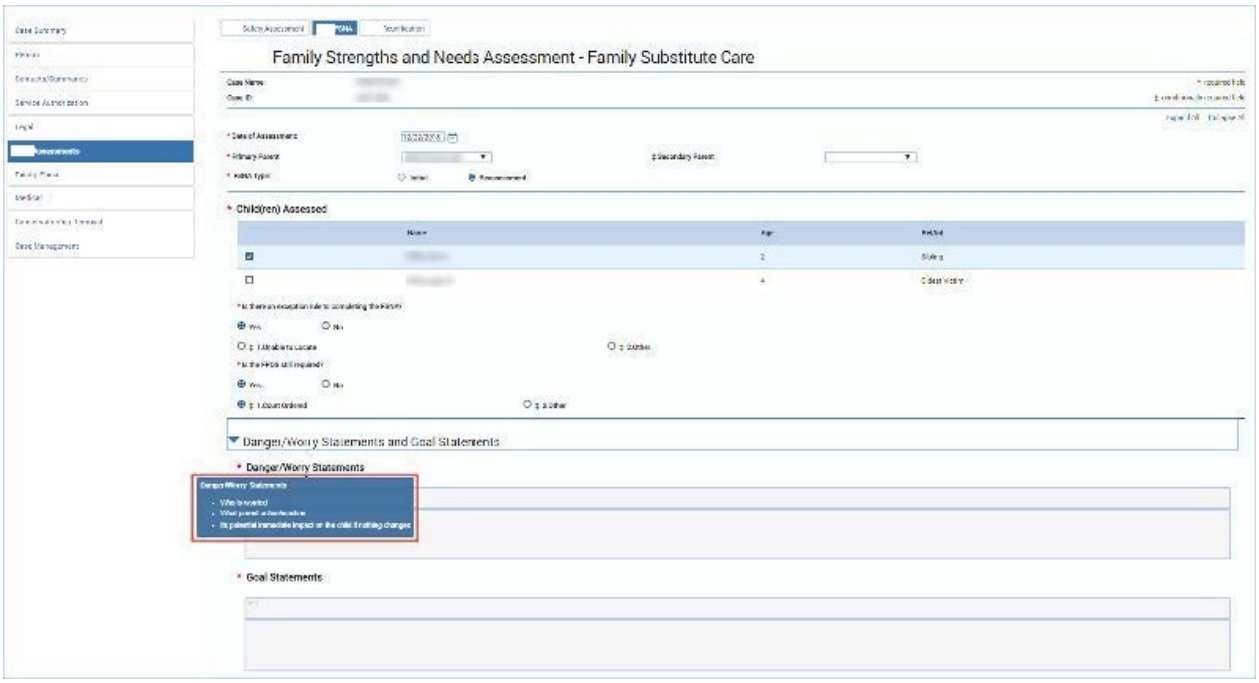
To complete the **Danger/Worry Statements and Goal Statements** section, follow these steps:

1. Locate and expand the **Danger/Worry Statements and Goal Statements** section.
2. Hover over the words **Danger/Worry Statements** and **Goal Statements.** Each of these labels incorporate a "hover-help" feature. Help text will be available when hovering over the labels.
3. Complete each item in the section.

FSNA Danger/Worry Statements - Hover-Help Text

Here is the help text for **Danger/Worry Statements**:

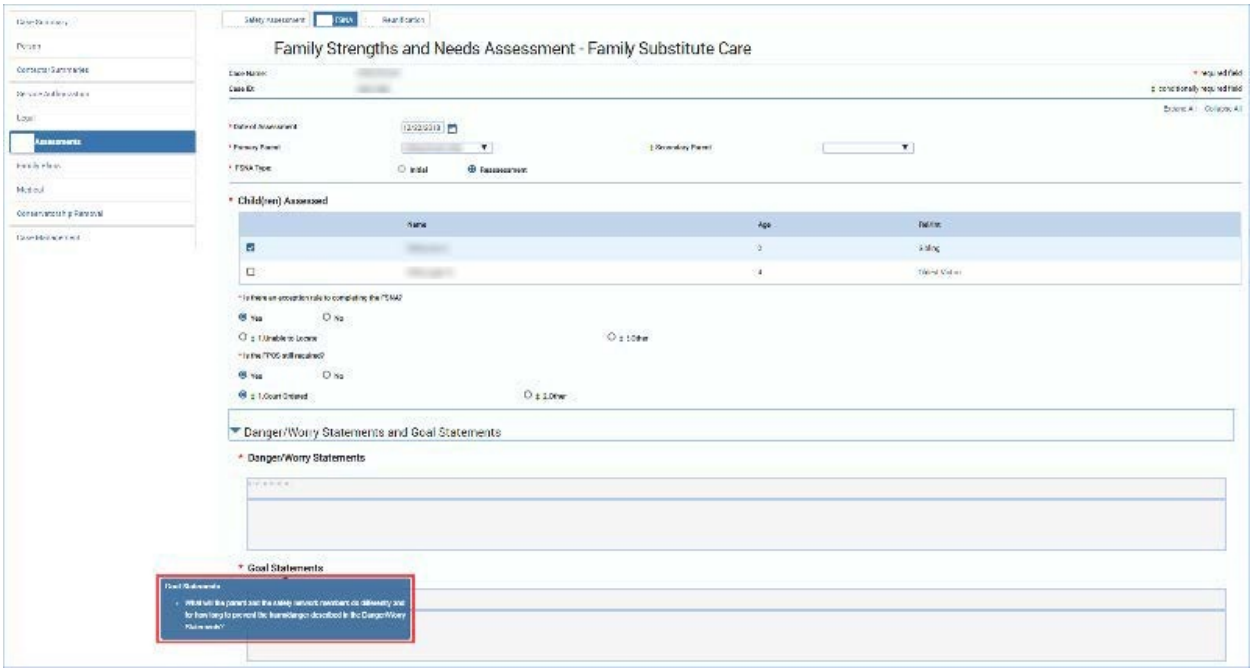
- Who is worried?
- What parent action/inaction?
- Its potential immediate impact on the child if nothing changes.



FSNA Goal Statements - Hover-Help Text

Here is the help text for **Goal Statements**:

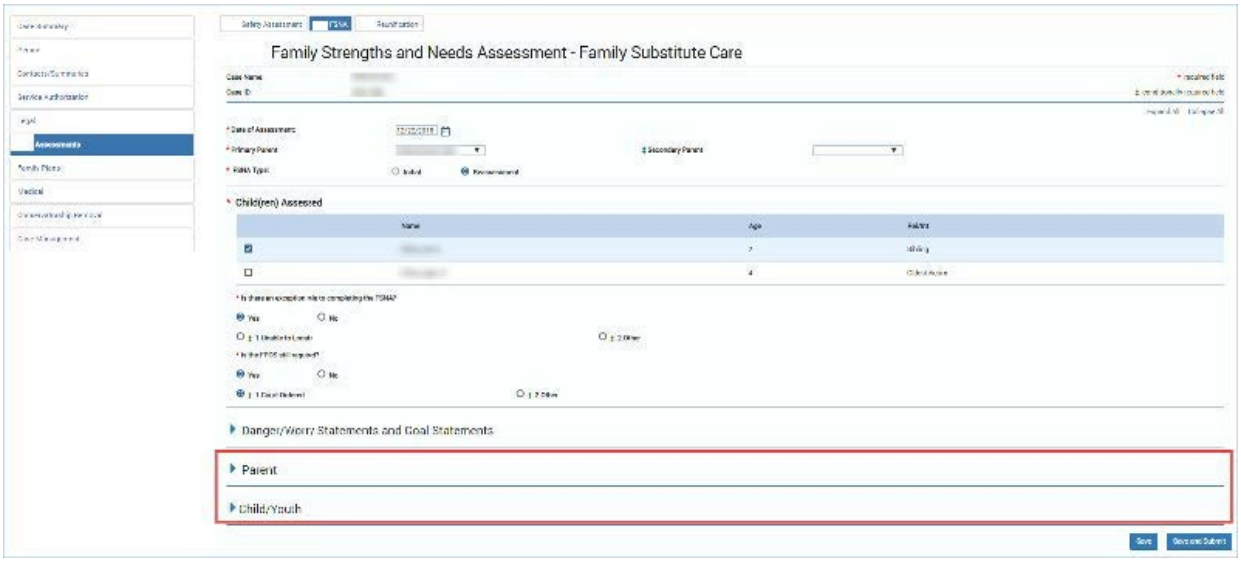
- What will the parent and the safety network members do differently and for how long to prevent the harm/danger described in the Danger/Worry Statements?



FSNA Domains

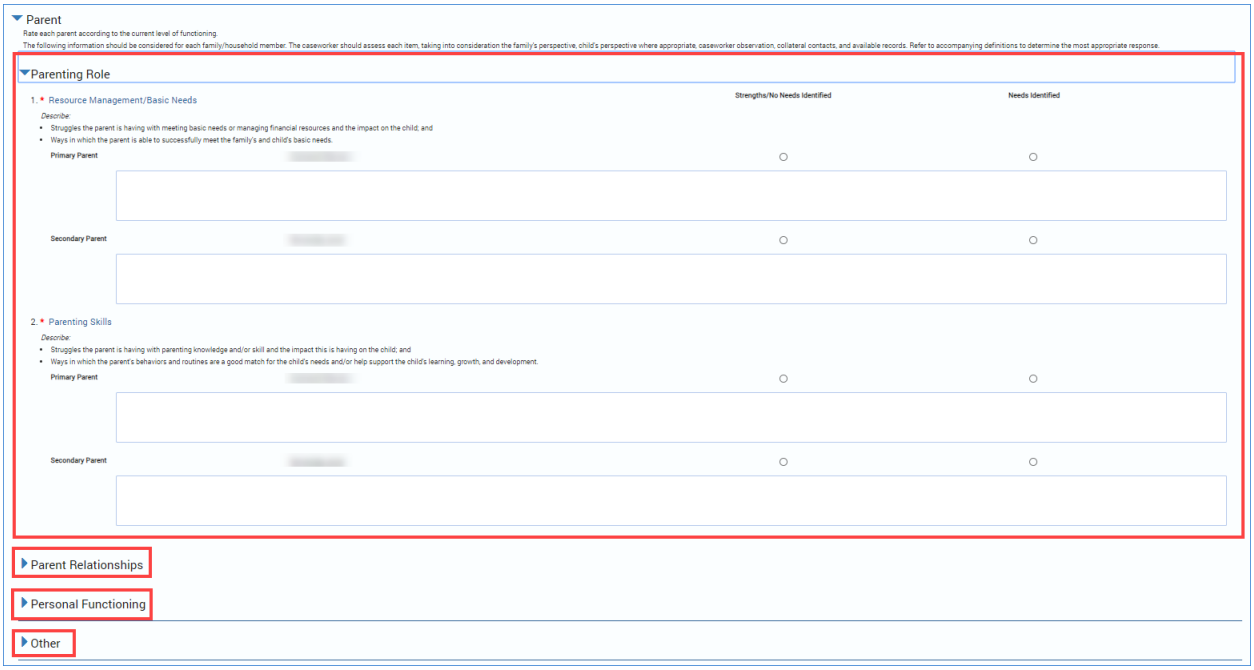
To complete each Strengths and Needs Domain, follow these steps:

1. Expand each Strengths and Needs Domain.
2. Complete the item(s) within each Domain.



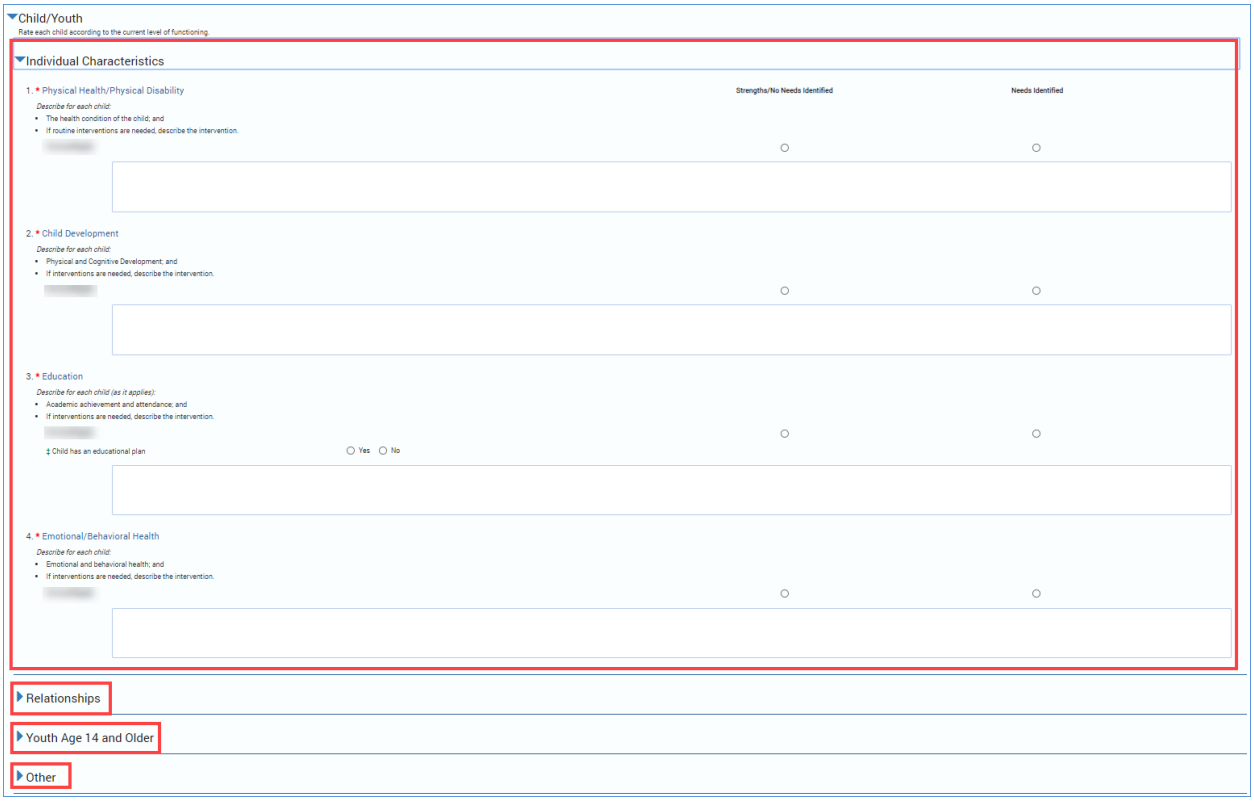
Parent

- **Parenting Role**
- **Parent Relationships**
- **Personal Functioning**
- **Other**



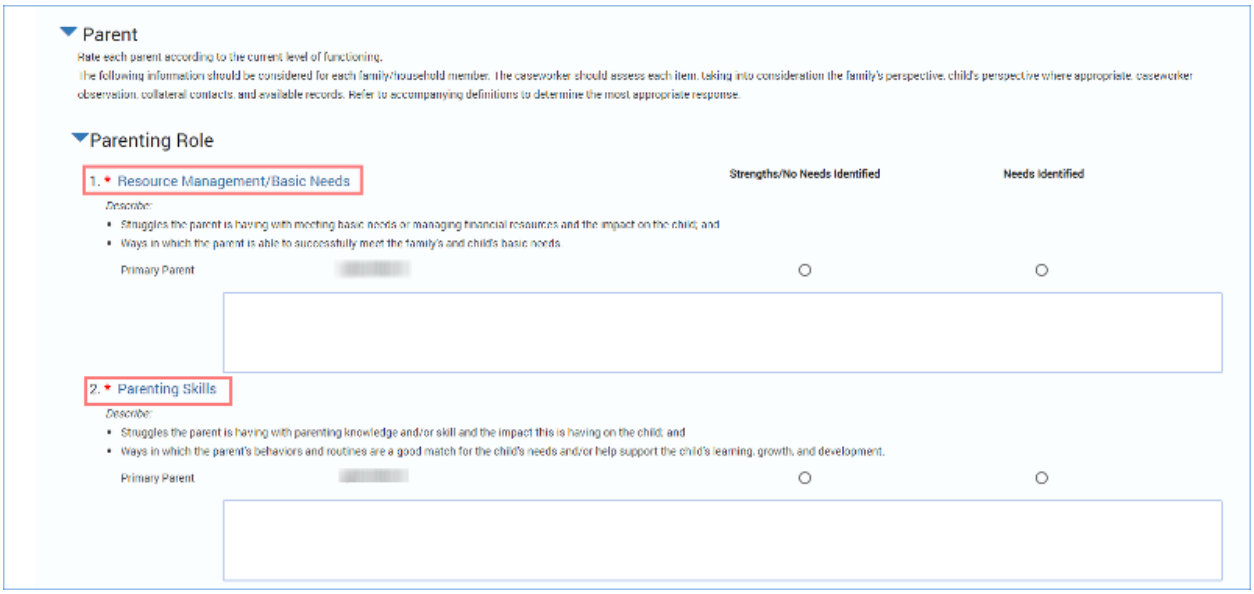
Child/Youth

- **Individual Characteristics**
- **Relationships**
- **Youth Age 14 and Older**
- **Other**



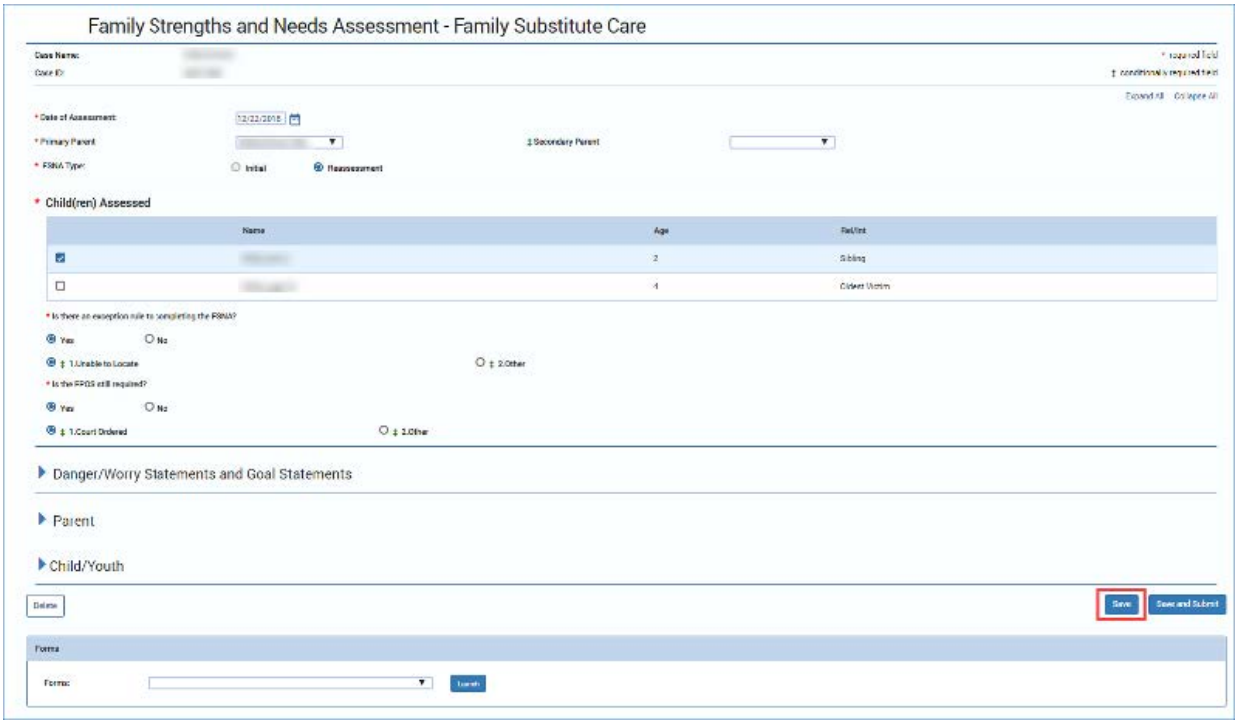
FSNA Domain Hyperlinks to TX FSNA Manual

Note: *Each numbered* ***FSNA*** *domain in blue type is a hyperlink that will connect you to the appropriate section in the TX FSNA Manual.*



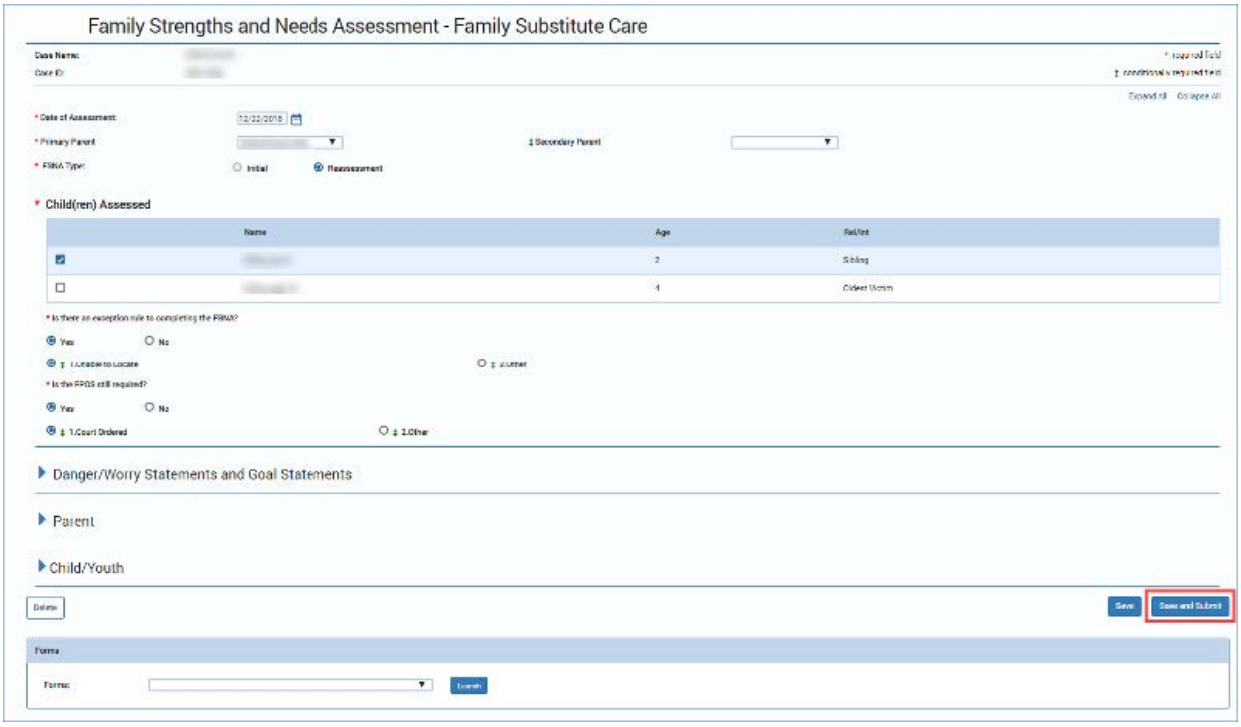
FSNA - Save vs. Save and Submit

Select the **Save** button to save the assessment and be able to edit it later. The saved assessment can be opened by selecting the "Assessment" hyperlink under **Type** on the **FSNA** list page.



FSNA - Save and Submit vs. Save

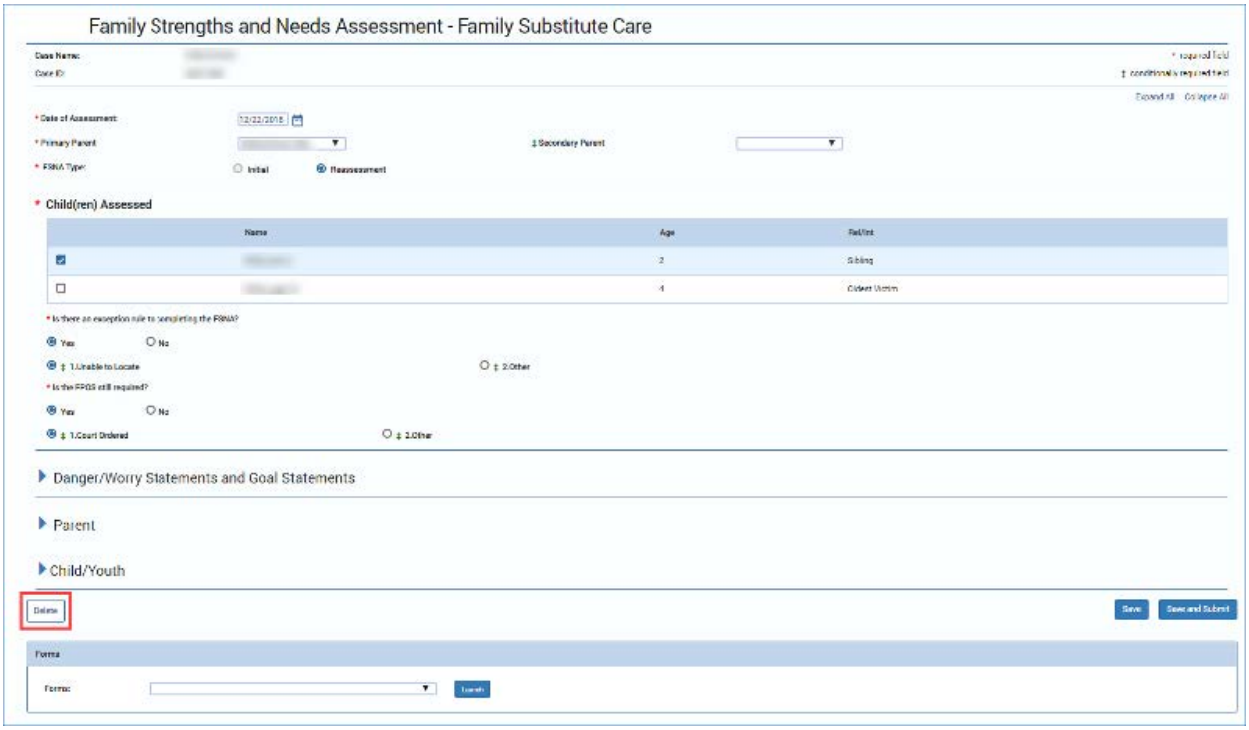
Select the **Save and Submit** button to initiate the approval process.



FSNA - Delete an Assessment

The **Delete** button is available only for an assessment in a status of "In Process (PROC)".

The **Delete** button will not display after the **Save and Submit** button is selected and the assessment is in "Pending (PEND)" or "Approved (APRV)" status.



FSNA - Important Notes

Note: *Many of the fields within the* ***Family Plan of Service (FPOS)*** *prefill from your responses in the* ***FSNA****. Many of these responses cannot be edited in the* ***FPOS*** *or an* ***FPOS Evaluation****. This elevates the importance of entering well-written text in the domains.*

Note: *For* ***FSU****, if the exception rule is selected and the required text is entered, the* ***FSNA*** *can be submitted for approval without completing the entire assessment.*