

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.

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

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- 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.

My Tasks Case	Search	Report	s Resourc						
Case Summary	SDM Sefety A	ssessment	FSNA Reu	16 cation					
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Service Authorization	Case ID:								
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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.

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Medical	03/07/2019	APRV	Assessment	FSNA - Reassessment	FSU	Contraction of	devictments.	-
Conservatorship Removal	03/07/2019	APRV	Assessment	FSNA - Initial	FSU	110000-0000	Section 1	-
Case Management	Showing 1 to 3 of 3 e	entries						

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.
- 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.

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ow 10 🔹 entrie Date Entered	Status	Тур	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
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11/29/2018	PROC	Assessment	FSNA - Initial	FSU	Ingenetic States	-			
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10/25/2018	APRV	Assessment	ESNA Initial	FSU	inger son i tall og	-	-	-	-
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10/22/2018	APRV	Assessment	FSNA Initial	FSU	Augurant Autor	-	Receiption 1	-	-

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.

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Assessments	Date Entered	Status	Туре	Your report is being generated. If you wish to see all available reports, check he Reports tab. Close this page.
mily Plans	01/15/2019	PROC	Assessment.	
adical	01/05/2019	PEND	Assessment	
nservatorship Removal	01/05/2019	PROC	Assessment	
se Management	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
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FSNA Family Sub Care and Family Reunification

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.

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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 <u>FSU</u> 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 <u>FRE</u> 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.

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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**.

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	Danger/Wony	Statements and Goal Stateme	ents		
	Parent				
	Child/Youth				

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.

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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.

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Family Str	engths and Needs Assessment	 Family Substitute Care 		
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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.

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Parent					

FSNA Exceptions - FRE only

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

- 1. For <u>FRE</u>, 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.

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	Danger/Worry Sta	tements and Goal Otatements				
	Parent					
	Child/Youth					

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.
- 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.

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	 Goal Statements 						

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?

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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.

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	Family Stre	ngths and Need	is Assessment - F	amily Substitute Ca	re		
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	10						
	Danger/Worry Staten	ients and Goal States	ments				
	Parent						
	Child/Youth						

Parent

- Parenting Role
- Parent Relationships
- Personal Functioning
- Other

Parenting Role			
Resource Management/Basic Describe: Struggles the parent is having with me Wax in which the parent is able to sur-	Needs	Strengths/No Needs Identified	Needs Identified
Primary Parent	ana ann an ann an ann a' ann ann a' ann ann	0	0
Secondary Parent		0	0
2. * Parenting Skills Describe: • Struggles the parent is having with par • Wax in which the parent's behaviors a	enting knowledge and/or skill and the impact this is having on the child and of multise size a non-f match for the child's cask's policy hain support the child's learning must and development		
Primary Parent		0	0
Secondary Parent		0	0

Child/Youth

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

Child/Youth _Reveals thild according to the current level of functioning.		
▼Individual Characteristics		
1. Physical Health/Physical Disability Describe for each onlife The hard the condition of the child, and	Strengths/No Needs Identified	Needs Identified
If routine interventions are needed, describe the intervention.	0	0
2. * Child Development		
Description for each child: • Physical and CoopNet DaveSopment, and • If reterventions are needed, describe the intervention.		<u>_</u>
	U	0
3. * Education Describe for each child can it applies; • Academic achievement and attendance; and • If interventions are extended, describe the intervention.		
t Child has an educational plan O Yes O No	0	0
4. • Emotional Behavioral Health Describe for each oilté Emotional arc an bhlit • Emotoral ara bhaviorant health ant • If marantembra ar eaded, dagstabh hair farearaton.		
	0	0
Pelationships Vouth 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.

Parenting Bole			
1. * Resource Managemen	t/Basic Needs	Strengths/No Needs Identified	Needs Identified
Describe: Struggles the parent is havin Ways in which the parent is -	g with meeting basic needs or managing financial resou- able to successfully meet the family's and child's basic n	mes and the impact on the child; and eeds.	
Primary Parent	10000000	0	0
2. * Parenting Skills			
Describe: • Struggles the parent is havin • Ways in which the parent's b	g with parenting knowledge and/or skill and the impact t ehaviors and routines are a good match for the child's ne	this is having on the child: and eeds and/or help support the child's learning, growth, and development.	
Primary Parent		0	0

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.

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FSNA - Save and Submit vs. Save

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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.

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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 <u>**FSU**</u>, if the exception rule is selected and the required text is entered, the **FSNA** can be submitted for approval without completing the entire assessment.