

RIFIS Family Service Plan
February 28, 2011

1. Open the target child/youth record in RIFIS and click on the “Plans” tab

Lucy Ball

RIFIS ID	57354	Family ID	999887777
Status	Active	PEP ID	112233
Last Name	Ball	DOB	7/1/2007
First Name	Lucy	SSN	777-77-7111

Demographics | FCCP Open/Close | Agency Intake

Family Relations | Natural Supports/Case Relations

Assessments & Forms | Diagnosis | Payers/Payment Sources

Plans | Activities | Progress Notes | Notes

Filter

2. Select Add Plan

File | Ticklers

- Add New Demographics Search
- Add Plan**
- Print

3. Enter details about the Plan Information in fields shown below and Save.

Lucy Ball

The Open Date is the date the worker first engages the family to develop the plan.

Plan Information | **Plan Details** | Plan Development | Needs | Planned Services

FCCP * | EB

Agency | Child and Family Services of Newport Details

Plan Type | Initial Family Service Plan

Worker | Initial Family Service Plan

Open Date * | Ongoing Family Service Plan

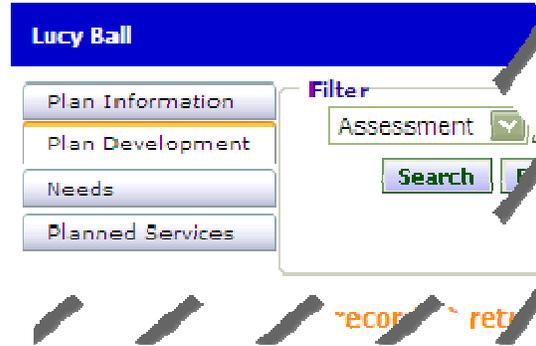
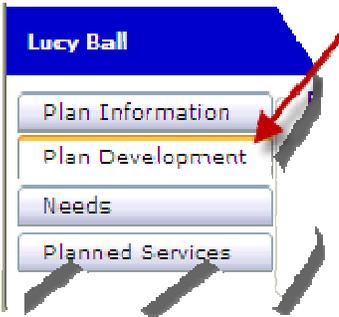
Plan Verification Date | Transitional Family Service Plan

Status | Draft

The "Plan Information" record you just created will appear in the Summary List shown below.

Open Date	Plan Verification Date	Plan Type	FCCP	Agency	FSCC	Plan Status
06/01/2010		Initial Family Service Plan	EB	Child and Family Services of Newport	Chase, Sheila	Draft

4. After saving the "Plan Information", click on "Plan Development" sub-tab. Go to the File menu and select Add Plan Development.



5. Enter details about the Plan Development in fields shown below and Save.

Plan Developme

Lucy Ball 4/27

Select "Initial" as the Review type to indicate the start of building the Family Service Plan.

Please Select Type:

The Review Date = the Open Plan Date (Plan tab) and indicates the date the worker first engages the family in developing the Family Service Plan.

Section 1

Review	<input type="text" value="Initial"/>	Worker	<input type="text" value="Chase, Sheila"/>
Review Date	<input type="text" value="06/01/2010"/>	Status	<input type="text" value="Draft"/>
Program	<input type="text" value="Child and Family Services of Newport"/> Details		

Family Service Plan

Family Plan Information:

Family Vision:

Must indicate the "Family Vision" and "yes or no" for who participated in developing Plan in order for the information to generate on the Family Service Plan Report.

Did Caregiver 1/Parent/Legal Guardian actively participate in developing the Family Service Plan?

Did Caregiver 2/Parent/Legal Guardian actively participate in developing the family service plan?

Did Youth actively participate in developing the family service plan?

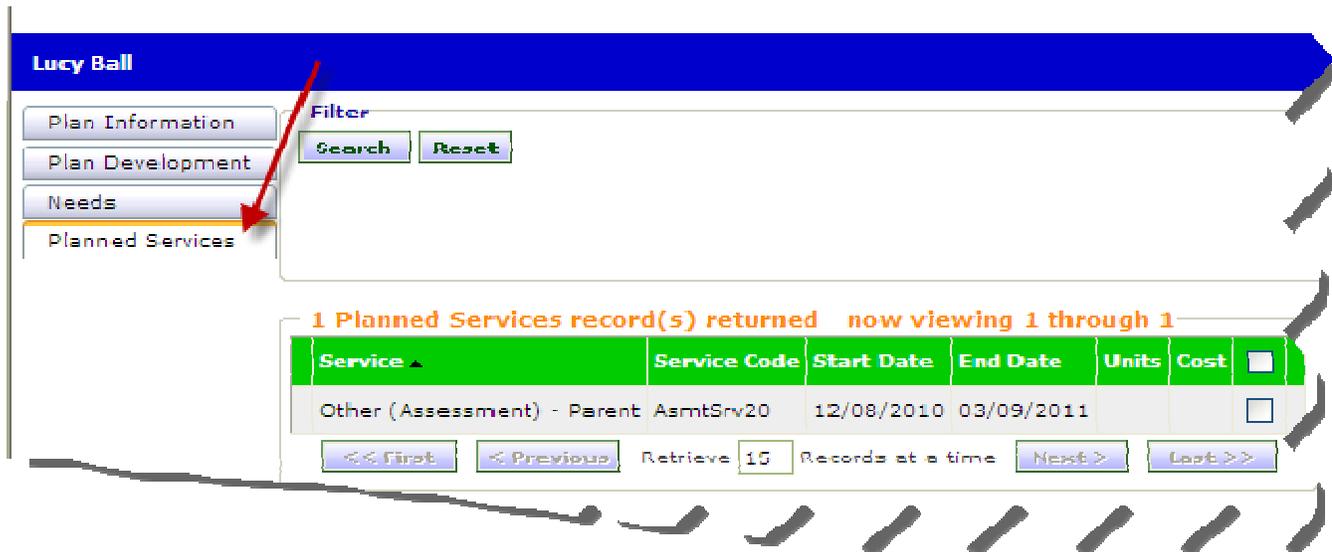
Did Other Participant(s) actively participate in developing the family service plan?



6. Enter details about the Needs/Goals, Strengths, Objectives, Action Steps and Save.

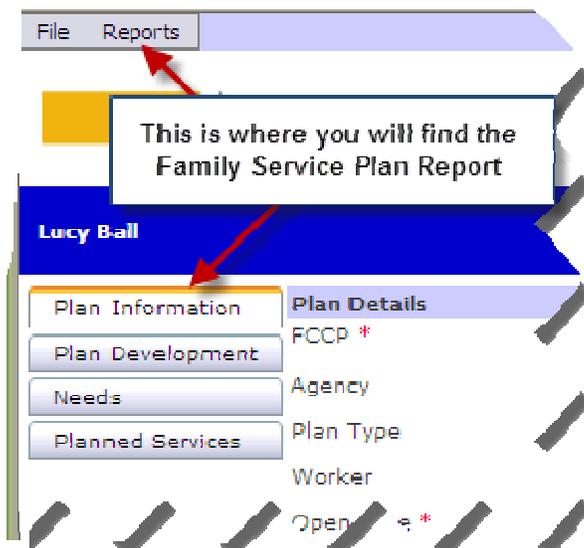


7. Enter details about the Planned Services and Save.



After completing these steps:

- **Run** the Family Service Plan Report , **Print** and have participants **Sign**
- Make **Copy** for the Family and Agency Record



You should only have ONE Plan Development record marked as an “initial” in the summary list matching up under your Initial Plan Information record as shown below:

The screenshot shows a web application interface for a user named 'Lucy Ball'. On the left, there is a navigation menu with buttons for 'Plan Information', 'Plan Development', 'Needs', and 'Planned Services'. The 'Plan Development' button is highlighted. To the right, there is a 'Filter' section with a dropdown menu set to 'Assessment' and an 'Add' button. Below the filter are 'Search' and 'Reset' buttons. A red arrow points to the 'Assessment' dropdown. Below the filter, a message states '1 Plan Development record(s) returned - now viewing 1'. A table displays the following data:

Assessment	Review	Review Date	Worker
Family Service Plan	Initial	06/01/2010	Chase, She

At the bottom of the table, there are navigation buttons: '<< First', '< Previous', 'Retrieve 15 Records at a time', and 'Next >'.

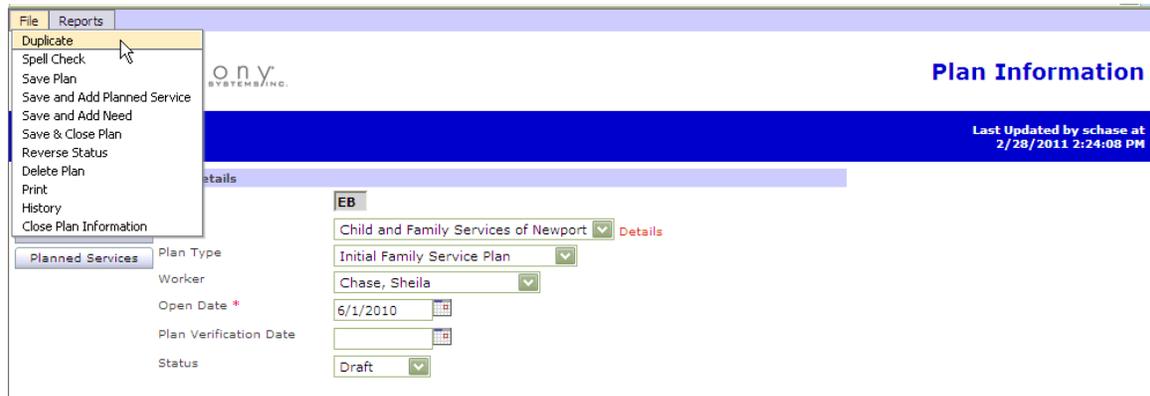
When the status of the Initial Family Service Plan is ready to be marked complete by a Supervisor, the FSCC must open it and change the status from draft to pending. Communicating in supervision is a good “safety net” as well. Do not solely rely on RIFIS.

Part of the Supervisor’s review will be confirming that the family has signed the completed plan.

In order to preserve the original Initial Family Service Plan that the family signed and agreed to, you will need to “duplicate” this version and create an Ongoing Family Service Plan.

Steps are as follows:

1. Open target child/youth record
2. Click on Plan tab
3. Select the Initial Family Service Plan from the Plan Information Summary List by clicking on the row
4. Go to File and select Duplicate



You will see the following message:



After clicking “OK”, the page will open to the duplicated copy of the FSP and within that Plan Information page, you need to do the following*

5. Change the Plan Type to “Ongoing Family Service Plan”
6. Make sure Open Date = the date you met with the family and they agreed to modifications to the plan
7. Status will automatically appear as “draft” (leave it so you are able to work within this duplicated record)

Lucy Ball

Plan Information | **Plan Details** | Plan Development | Needs | Planned Services

FCCP * **EB**

Agency **Child and Family Services of Newport** Details

Plan Type **Initial Family Service Plan**

Worker **Initial Family Service Plan**

Open Date * **Ongoing Family Service Plan**

Plan Verification Date **Transitional Family Service Plan**

Status **Draft**

As you continue to meet with the family to review the Plan you will need to duplicate the previous Plan record stamped with the date and type of review (ongoing or transitional). Every time you duplicate a plan, be sure that the previous plan you are duplicating has been verified by a Supervisor.

When the family you are working with is ready for a Transitional Family Service Plan, you will open the target child/youth's previous (most current) Ongoing Family Service Plan record (there can be multiple) and follow the instructions for duplicating the plan. Your "Plan Information" summary list will look as shown below:

3 Plans record(s) returned - now viewing 1 through 3

Open Date	Plan Verification Date	Plan Type	FCCP	Agency	FSCC	Plan Status
06/01/2010	08/10/2010	Initial Family Service Plan	EB	Child and Family Services of Newport	Chase, Sheila	Complete
08/10/2010		Ongoing Family Service Plan	EB	Child and Family Services of Newport	McCombe, Michelle	Pending
03/01/2011		Transitional Family Service Plan	EB	Child and Family Services of Newport	McCombe, Michelle	Draft

<< First < Previous Retrieve 15 Records at a time Next > Last >>

REMEMBER: Any time you are making significant changes to the family's Plan and need them to sign a new copy, you will need to duplicate and could have multiple "Ongoing" plans with different dates showing when Goal/Needs were complete and/or modifications were made.