Florida Safe Families Network

Independent Living
User Guide

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Prepared for
State of Florida Department of Children and Families

Change History

Date Modified	CR# or Incident #	Change Description	Author(s)	Section Modified
0.1 07/22/2013		Added a new popup page – Life Skill Assessment Modified Academic and Life Skills Progress Tab	Chirag Shah	
0.2 07/31/2013	Enhancement	QA	FSFN Enhancement Team	
Q2 12/15/2013	Enhancement	Independent Living Age 18-23 Tab EFC Program Eligibility Pop-Up PESS Program Eligibility Pop-Up	Kortney Rudd	
08/10/2018	Amd 19	Updates based on Amd 19	Stephen Candela	
08/10/2018	Amd 19	Peer Review	Patricia Atchley	Entire Document
08/30/2018	Amd 19	Updates based on Amd 19	Nicole Balanoff	Throughout

Table of Contents

About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of children, families, and adults of Florida.

The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Adult and Child Protective Investigators
- Financial Workers
- Hotline Command Center Counselors
- Legal Workers

- Ongoing Case Managers
- Provider Management
- Security Officers/Administrators
- Supervisors
- Support and Data Entry Staff

Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, please read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN website (http://fsfn.dcf.state.fl.us).

- You must have a working understanding of Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.

- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.

- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.

- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.

- The Search page referred to within this user guide is the Search page with four tabs: Person, Case, Provider/Organization, and Worker. This Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other type of searches may

be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the Person Search page provides a method to search for a person and retrieve person data that pre-fills into the page in which you are working. The Person Search page should not be confused with the Search page with the Person tab.

Related Resources

Visit the DCF FSFN website (http://fsfn.dcf.state.fl.us) for online access to additional resources to support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

Security Information

FSFN restricts your ability to create, modify, and view specific information through the security profile associated with the Login Profile you used to access FSFN. Specific security is applied across all information. For example, if you do not have authorization to access restricted cases without an assignment, FSFN restricts your access.

The "Independent Living – View" security profile gives the user "view-only" access to the Independent Living page, while, the "Independent Living – All" security profile allows the user to perform Create, Edit, View, Insert and Update actions on the Independent Living page.

The Life Skills Assessment pop-up page has a Security Resource that allows the following actions, Create, Edit, View, Insert, and Update.

Independent Living Overview

The Independent Living module supports the recording of academic and life skills progress for children in Foster Care between the ages of 13 and 17, and for eligible young adults formerly in Foster Care until age 23. The Independent Living page allows users to document the planning and preparation activities, as well as progress and participation of youth and young adults over the course of time on the same page in the system. This supports improved accountability for work and efforts made toward assisting youth in achieving independence as an adult and provide a complete history of their progress while involved in the Independent Living Program.

Key Tasks

To access the Independent Living page
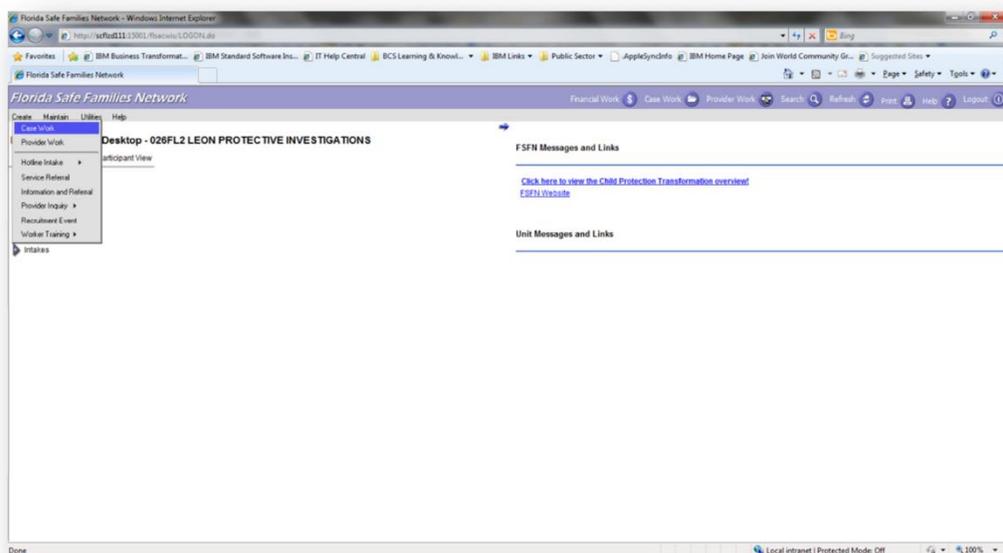
1. From the **Desktop**, click **Create** on the FSFN menu bar.
2. Click **Case Work**.
3. From **Create Case** items, select *Independent Living Record* from the **Youth/Young Adult** menu.
4. From the **Cases** group box, select the case.
5. From the **Case Participants** group box, select the case participant.
6. Click **Create.**

The Independent Living page displays.

To upload an image to the Independent Living page

1. After first successful save of **Independent Living** page, click **Upload Image** hyperlink in **Actions List Box**.

   > Note The Upload Image hyperlink only displays once the Independent Living page is saved successfully for the first time.
   > Note You can upload multiple Images to a single Independent Living page.
   > Note Each time the Upload Image hyperlink is clicked; a new Image is uploaded and attached to the Independent Living page.

2. On **Imaging** page, enter **Date Document Scanned** in **Image Details** group box.

   > Note When an Image is uploaded to the Independent Living page, the Image Category field defaults to "Independent Living" and is disabled.

3. From **Image Type** drop down, select type.

   > Note If "Other" is selected for Image Type, additional description is required.

4. Click **Browse**.
5. Locate and select file to upload from **Windows Explorer** page.

   > Note Acceptable file formats: .bmp, .jpg, .jpeg, .rtf, .doc, .xls, and .pdf.
   > Note File name must be less than 50 characters. File size restricted to 25 MB.

6. Click **Open**.
7. Selected file displays in **File Name**.
8. In **Comments** field, enter description (up to 500 characters).
9. Click **Save**.
10. Click **Close**.
11. **Independent Living** page displays, and **View Attached Images** hyperlink displays in **Actions List Box**.

   > Note Important: Check information before saving. You cannot edit after save.

To view an attached image from the Independent Living page

1. If images are attached, **View Attached Images** hyperlink displays in **Actions List Box**.
2. Click **View Attached Images** hyperlink.
3. All images or files attached to the **Independent Living** page display on **Image   History** page with a **View** hyperlink for each image or file.
4. Click applicable **View** hyperlink.
5. On **Imaging** page, click **View** hyperlink to open image or file.
6. Image or file displays in compatible application (e.g., Microsoft Word or Browser).

Note.   The View Attached Images hyperlink displays only after at least one (1) Imaging page has been created in association with the Independent Living page.

Note.   Imaging page cannot be edited from View Attached Images page.

Documenting Academic and Life Skills Progress Information

About the Independent Living – Academic and Life Skills Progress Tab

The Academic and Life Skills Progress tab provides both a current "snapshot," as well as a historic overview, of the case participant's Academic and Life Skills progress. This tab allows the user to document when the youth was referred for Independent Living services. It also allows the user to navigate to Life Skill Assessment pop up page where user can document when the Life Skills were assessed, and whether each individual skill was identified as either a 'Strength' or 'Need' at the time the Life Skills Assessment was conducted. On this tab, the user can document the date the youth/young adult's academic progress was assessed, to include information regarding educational level, attendance, and status. This tab also allows the user to document the date the youth/young adult took the FCAT, whether he/she passed, failed, or received a waiver for each component of the test, and whether or not the youth received remediation.* FCAT has been formally replaced with the Florida Standards Assessment (FSA).

Key Tasks

To document information on the Academic and Life Skills Progress tab

In the **Independent Living** group box:

1. Click the **Participant Name** hyperlink to access the **Person Management** page for the participant.

2. Click the **Additional** tab on the **Person Management** page.

3. In the **Reporting Information** group box, select the **Yes** or **No** radio button to the question, **"Has the Child Ever Been Adjudicated Delinquent?"**

4. If the response is "**Yes**," enter a date in the **Date of Adjudication** field.

5. Click **Save**.

6. Click **Close**.

To document a Referral Date

In the **Date of Independent Living Referral** group box:

1. Click **Insert**.
2. Enter the date of the student's referral to Independent Living services.
3. From the **Type** drop down, select whether the referral is an **Initial** or an **Updated** referral.

Note.   A Delete button is available to delete the entry before and after saving the Independent Living page.

To document Academic and Life Skills Progress

In the **Academic and Life Skills Progress** group box:

1. Click the **Insert**.
2. In the **Date** field, enter the date of the Life Skill assessment.
3. From the **Type** drop down, select the student's academic situation.

Note   A Delete button is available to delete the entry before and after saving the
Independent Living page.

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Case Information

Participant Name: Smith, Ivy Lynn   DOB: 01/01/1994   Age: 19   Person ID: 8965741258   Case Name: Smith, Ivy Lynn   FSFN Case ID: 1234567890

Has the Child Ever Been Adjudicated Delinquent? ◉ Yes ◯ No   Date of Adjudication   MM/DD/YYYY

Academic and Life Skills Progress	Age 13-17	Age 18-23

Actions:

Upload Image

View Attached Images

Create Young Adult Case Planning Worksheet

Open Young Adult Case Planning Worksheet

Open Young Adult Judicial Review Worksheet

Date of Independent Living Referral

Date: MM/DD/YYYY   Type: [▼]   Delete

Insert

Life Skills Assessments

Completed Date	Age	Skill/Type			
MM/DD/YYYY	##.#	▼ Knowledge of Community Resources	Need	Edit	Delete
		Personal Appearance	Strength		
		Transportation	Need		
MM/DD/YYYY	##.#	▷		Edit	Delete
MM/DD/YYYY	##.#	▼ Career Planning	Need	Edit	Delete
		Other	Need		

Insert

Text:

Academic and Life Skills Progress

Date: MM/DD/YYYY   Type: [▼]   Education Level: [▼]   Term: [   ]

Attendance: [▼] [▼]   Performance/Progress: [▼]   Enrolled in College Prep Course: [▼]   Status: [▼]   Delete

Insert

FCAT

Date Taken/Waiver Granted: MM/DD/YYYY   Reading: [▼]   Math: [▼]   Science: [▼]

Writing: [▼]   Remediation Received: [▼]   Delete

Insert

Save   Close

To document FCAT Data

In the **FCAT** group box:

1. Click **Insert**.
2. In the **Date Taken/Waiver Granted** field, enter the date the student took the FCAT or the date a waiver was granted.
3. For the following **FCAT** subjects, rate the student's performance,
    a. **Reading**
    b. **Math**
    c. **Science**
    d. **Writing**

   Note. FCAT has been formally replaced with the Florida Standards Assessments (FSA)
4. In the **Remediation Received** field, indicate whether the student needed remediation if failing one of the above subjects.

   Note. A Delete button is available to delete the entry before and after saving the Independent Living page.

5. Click **Save**.

Documenting the Life Skills Assessment

About the Independent Living – Life Skills Assessment Popup Page

The Life Skills Assessment pop-up page allows the user to document a complete assessment on one page. The assessment date and approximate age of the case participant is entered once. The user then selects each life skill that was assessed and selects either "Need" or "Strength" from the Type drop down for each one. The user has the option to enter text in the Description text box, except for "Other." The system requires text to be entered if "Other" is selected. Additionally, the user is required to enter information regarding the results of the assessment to include specific needs and assessment of the adequacy of the youth's preparation for adulthood and living independently.

Key Tasks

To access the Life Skills Assessment pop-up page to create new assessment

1. From the **Independent Living** page, click the **Academic and Life Skill** tab.
2. From the **Life Skills Assessments group box**, click **Insert**.

To access the Life Skills Assessment pop-up page to access an existing assessment

1. From the **Independent Living** page, click the **Academic and Life Skill** tab.
2. From the **Life Skills Assessments group box**, click the **Edit hyperlink**.

To document Information on the Life Skills Assessment pop-up page

1. In the **Assessment Completed Date** field, enter the date of the completed assessment.
2. From the **Age Assessment Completed** drop down field has been updated to include the additional age values in six month increments up to age 21.5 Page Information, enter the age of the student.

Note. The case participant must be of age 18 or older for the values 18 and above to display.

3. Select a check box for each **Life Skill** assessed.
4. Enter a description in the **Description** field, if needed.
5. From the **Type** drop down, select whether the skill is a student's **Need** or the student's **Strength**.
6. Enter a description in the **Result** text field.
7. Click **Save**.
8. Click **Close**.

   The data displays in the Life Skills Assessments group box on the Academic and Life Skills Progress tab.

9. Click **Save**.

Note   A Delete button is available to delete the entry before and after saving the Independent Living page.

Documenting the Age 13-17 Information

About the Age 13-17 Tab * This tab is no longer applicable

The Age 13-17 tab provides both a current "snapshot," and an historical overview, of the case participant's Subsidized Independent Living (SIL) Evaluation(s) and Participation, as well as, dates concerning related plans, including, Pre-Approval Plan, Pre- and Post-Placement Plan, and so on.

The Normalcy Plan Date group box allows the user to document the creation of initial and updated plans for t h e youth, ages 13 through 17, in Foster Care. The dates recorded in this repeating group box assist staff in tracking compliance with the requirement to update the youth's Normalcy Plan every 90 days.

The Subsidized Independent Living Evaluation group box documents each date the youth is evaluated or re-evaluated for eligibility in the SIL program, the outcome of the evaluation, and the date the corresponding plan was created, if required.

Finally, the Subsidized Independent Living (SIL) Participation group box documents the date(s) the youth enrolled in Subsidized Independent Living services and the date(s) the youth's participation in Subsidized Independent Living services ended.

Key Tasks

To access the Age 13-17 tab

1. From the **Independent Living** page, click the **Age 13-17** tab.

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Case Information

Participant Name: <u>Smith, Ivy Lynn</u>   DOB: 01/01/1994 Age: 19   Person ID: 8965741258   Case Name: <u>Smith, Ivy Lynn</u>   FSFN Case ID: 1234567890

Has the Child Ever Been Adjudicated Delinquent? ⦿ Yes ○ No   Date of Adjudication   MM/DD/YYYY

| Academic and Life Skills Progress | Age 13-17 | Age 18-23 |

Actions:

Upload Image

View Attached Images

Create Young Adult Case Planning Worksheet

Open Young Adult Case Planning Worksheet

Open Young Adult Judicial Review Worksheet

Normalcy Plan Date

Date: MM/DD/YYYY   Type: [▼]   Delete

Insert

Text:

Subsidized Independent Living Evaluation

Date of Evaluation: MM/DD/YYYY   Type: [▼]   Outcome: [▼]   Date of Plan: MM/DD/YYYY   Delete

Insert

Subsidized Independent Living Participation

Date Enrolled: MM/DD/YYYY   End Date: MM/DD/YYYY   Delete

Insert

Save   Close

To insert a Normalcy Plan Date

1. From the **Normalcy Plan Date** group box, click **Insert**.
   a. Enter a date in the **Date** field
   b. From the **Type** drop down, select *Initial* or *Updated*.

Note.   A Delete button is available to delete the entry before and after saving the Independent Living page.

Note.   This section is no longer applicable

To create a Subsidized Independent Living Evaluation

1. In **Subsidized Independent Living Evaluation** group box, click **Insert**.
2. Enter a date in the **Date Evaluation** field.
3. From the **Type** drop down, select *Initial* or *Updated.*
4. From the **Outcome** drop down, select the outcome of the Subsidized Independent Living Evaluation.

5. In the **Date of Plan** field, enter the creation date of the plan.

    Note: A Delete button is available to delete the entry before and after saving the
    Independent Living page.

    Note: This section is no longer applicable

To document Subsidized Independent Living Participation

1. In the **Subsidized Independent Living Participation** group box, click **Insert**.
2. In the **Date Enrolled** field, enter the date the youth enrolled in Subsidized Independent
    Living services.

    Note: A Delete button is available to delete the entry before and after saving the
    Independent Living page.

3. Click the **Save**.

Note: This section is no longer applicable

Documenting the Age 18 - 23 Information

About the Age 18-23 Tab

The Age 18-23 tab provides both a current "snapshot," and a historical overview, of the provision of Extended Foster Care (EFC) and Postsecondary Education Services and Support (PESS).

The tab captures dates of the young adult's program applications and requests, as well as, the statuses of those and the corresponding outcome and status dates. Should the young adult appeal any decision made during the course of his/her efforts to obtain or maintain eligibility for service provision, important dates and decisions made during the Appeal process are captured on this tab, within the Appeal group box.

From this tab, the Extended Foster Care (EFC) Program Eligibility pop-up page and the Postsecondary Education Services and Support (PESS) Program Eligibility pop-up page are accessible. Each page documents questions specific to each program's eligibility. Program eligibility is system determined using a combination of system generated responses and worker responses to the questions.

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Case Information

Participant Name:	Brown, Jack	DOB: 01/01/2000 Age: 18 Person ID: 910001801	Case Name: BFOVV, Iesha FSFN Case ID: 3029628

Has the Child Ever Been Adjudicated Delinquent? ○ Yes ◉ No Date of Adjudication: 00/00/0000

Academic and Life Skills Progress	Age 13-17	Age 18-23

Actions:

Upload Image
Open Young Adult Case Planning Worksheet

Young Adult Program Eligibility Information

Extended Program Eligibility Determination	Date Applied	Type	Effective/ Enrolled	Termination Date	Termination Reason	Actions
Approved (Override) - Eligible	09/11/2018	Initial	09/11/2018			Edit

[Insert]

Postsecondary Education Services and Support (PESS) Program Eligibility Information

PESS Determination	Date Applied	Type	Effective/ Enrolled	Renewal Due Date	Termination Date	Termination Reason	Actions

[Insert]

Text:

Aftercare Services

[Insert]

Road-To-Independence/Transitional Support Services

Text:

Appeal

[Save] [Close]

Key Tasks

To access the Age 18-23 tab

1. From the **Independent Living** page, select the **Age 18-23** tab.

To document Aftercare Services

1.   In the **Aftercare Services** group box, click **Insert**.

2.   Enter a date in the **Date** field.

3.   From the **Type** drop down, select *Cash Assistance Application,* or *Independence,* or   *Request for Service.*

4.   From the **Status** drop down, select the status of the application for services.

5.   Enter a date in the **Status Date** field.

6.   Enter dollar amounts in the **Original Requested Amount** and **Authorized Amount** fields, if required.

Note.   A Delete button is available to delete the entry before and after saving the Independent Living page.

To document an Appeal

Note.   If the youth appeals a decision made against the request for IL service, document the appeal information in the Appeal group box.

1.   Click **Insert.**

2.   Enter a date in the **Date Requested** field.

3.   Select an option from the **Appeal Reason** drop down field.

4.   Select an option from the **Final Decision** drop down field.

5.   Enter a date in the **Final Decision Date** field, if applicable.

6.   If it is a second appeal to the district court, click the Yes radio button and enter description in the narrative box.

Note.   A Delete button is available to delete the entry before and after saving the Independent Living page.

Extended Foster Care Program Eligibility

About Independent Living Extended Foster Care Program Eligibility Pop-up

The Extended Foster Care (EFC) Program Eligibility Pop-up page allows the user to document the young adult's application and eligibility determination. The pop-up page is created and access from the Independent Living – Age 18-23 tab, within the Extended Foster Care (EFC) Program Eligibility Information group box.

The page contains eligibility type, status, override information, termination reasons and appeal information. The EFC questions to determine program eligibility for EFC are also delineated. The page documents questions specific to the EFC program eligibility requirements. Program eligibility is system derived using a combination of system generated responses and user responses to the questions.

> **Note**: The system uses the young adult's placement, education, medical/mental health, and employment records within FSFN to generated answers to the question. It is important to review these records for accuracy, so eligibility is determined correctly.

There are three types of EFC Program Eligibility:
- Initial (first time young adult applies)
- Redetermination (if previously denied ineligible)
- Re-entry (if previously terminated and re-entering the program)

FSFN determines eligibility according to the Effective/Enrolled Date. If the young adult is not 18 or older, the Effective/Enrolled Date defaults to the young adult's 18th birthday. This allows a user to test the young adult's eligibility for the program before they are 18 using answers to questions with presumed to be the conditions on their 18th birthday. The eligibility determination cannot be finalized prior to the Effective/Enrolled Date. On or after the Effective/Enrolled Date, the user can finalize the determination based on actual conditions.

Before the eligibility is finalized, the system determines a pending eligibility determination based on the answers to the questions. The determination is either Pending – Eligible or Pending – Ineligible.

On or after the Effective/Enrolled Date, the user can select the Check to Finalize EFC Eligibility Determination check box and then click the Determine EFC Eligibility button. After the page is saved, the determination is either Approved - Eligible or Denied – Ineligible. The data used to determine the finalized eligibility (Effective/Enrolled Date and answers to the questions) becomes disabled, not modifiable.

If the final determination is Approved – Eligible, the Termination Reason, associated Date, Redetermination Reason and associated Date remain editable. The user can return to the page and select either a Termination Reason or a Redetermination Reason when appropriate.

If the final determination is Denied – Ineligible, the narrative to describe how the young adult was notified of the appeal process and the date become enabled and required. If the young adult is appealing, the user can check the On Appeal check box to indicate the determination is being appealed.

If needed, the system derived determination of Denied – Ineligible can be overridden by a

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supervisor. A supervisor can select the Supervisory Eligibility Override check box and enter the reason why. After the page is saved, the determination becomes Approved (override) – Eligible.

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Young Adult Program Eligibility Information

Young Adult Name: Test, Dos   Person ID: 910002278   Case Name: BFOVV, Iesha   FSFN Case ID: 3029628

DOB: 01/01/1999   Age: 19   Type : Initial   Date Applied: 09/28/2018   Effective/ Enrolled Date: 09/28/2018

Extended Program Eligibility Determination: Pending

☐ On Appeal   Date notified of appeal process: 00/00/0000   ☐ Supervisor Eligibility Override

If Ineligible, explain how notified of appeal process: Reason for Override:

| Termination Reason: | ▢ | Termination Date: 00/00/0000 | Date Last Updated: |
| Redetermination Reason: | ▢ | Redetermination Date: 00/00/0000 | Last Updated By: |

Young Adult Eligibility Questions

The questions should be answered based on the effective date entered above. For example, if the young adult is not currently participating in a program to promote employment, but will be as of the effective date, then answer yes to question 6. This allows for presumptive eligibility determination. Final determination can only be processed on or after the effective date.

Question	Answer
1. Based on the Effective Date, the young adult's age is:	19 yrs 270 days
2. Did the young adult age out while in the custody of the Department?	No
3. Is the young adult enrolled in a secondary education program leading to a high school diploma or equivalent credential?	No
4. Is the young adult enrolled in a postsecondary or vocational institution?	No
5. Is the young adult working at least 80 hours per month?	No
6. Is the young adult participating in a program or activity designed to promote or eliminate barriers to employment? Assets and Employment	No
7. Does the young adult have a clinical disability from a licensed clinical professional that is documented on the young adult's Medical/Mental Health page within this FSFN case? Medical/Mental Health	Yes
8. Is the young adult unable to participate in any of the activities listed in questions 3-6 full-time due to a documented physical, intellectual, emotional or psychiatric condition?	○ Yes ○ No
9. If yes to #8, does the documentation exists from a licensed clinical professional that the additional year is necessary or helpful to the young adult's progress toward Independent Living. (only for young adult of age 21-22 age)	○ Yes ○ No
10. Has the Young Adult signed the EFC Agreement?	○ Yes ○ No ○ N/A
11. Was an EFC Voluntary Placement Agreement signed by the Young Adult?	○ Yes ○ No

Determine EFC Eligibility   ☐ Check to Finalize EFC Eligibility Determination

Save   Close

Key Tasks

To create an EFC Program Eligibility page

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Young Adult Program Eligibility Information** group box, click **Insert**.

Note The Insert button is disabled if you do not have appropriate security or the last inserted EFC row is:

- in pending status
- on appeal
- active (not terminated)

The Young Adult Program Eligibility pop-up page displays.

3. In the **Young Adult Program Eligibility Information** group box, edit the **Date Applied** and **Effective/Enrolled Date** fields if needed.

Note. The Date Applied cannot be a future date or greater than the Effective/Enrolled Date.

Note. The Effective/Enrolled Date cannot be prior to young adult's 18th DOB or Date Applied.

4. In the **Young Adult Eligibility Questions** group box, answer Question 10. Answer question 9 and 11 if appropriate. Answers to all the other questions are system derived using existing data in FSFN.

Note. The questions must be answer according to the Effective/Enrolled Date if different from current date.

Note. Question 8 is conditionally enabled and selection of Yes or No is required only if Question 7 is Yes. If Question 7 is No, Question 8 is disabled, grayed out and has no default.

Note. Question 11 is conditionally enabled and selection of Yes or No is required if Question 10 is N/A. If Question 10 is Yes or No, Question 11 is disabled, grayed out and has no default.

Note. A hyperlink to the Assets & Employment page follows Question 6. The Assets & Employment page will be launched in Edit mode if the EFC page is in in Edit mode and the user has the security to document Assets & Employment. The same is true with View mode.

Note. A hyperlink to the Medical / Mental Health page is located to the right of Question 7 if the answer to Question 7 is Yes. The Medical / Mental Health page will be launched in Edit mode if the Young Adult Program Eligibility page is in Edit mode and the user has the security to document Medical / Mental Health. The same is true with View mode.

5. Click the **Determine EFC Eligibility** button.

The Extended Program Eligibility Determination displays in the Young Adult Program Eligibility Information group box.

Note. The Extended Program Eligibility Determination values are:
- Pending (no determination, default)
- Pending – Eligible (eligible, not finalized)
- Pending – Ineligible (ineligible, not finalized)

- Approved – Eligible (eligible, finalized)
- Denied – Ineligible (ineligible, finalized)
- Approved (Override) – Eligible (denied – ineligible was overridden with supervisory override)
- On Appeal – (denied – ineligible is under appeal)

6. Click **Save** and **Close**.

To edit an existing Young Adult Program Eligibility page

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Young Adult Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

Note. If you have appropriate security, the Edit hyperlink is enabled if the EFC row is:

- in pending status
- on appeal
- active (not terminated)
- is Denied-Ineligible and is last row inserted

The Young Adult Program Eligibility pop-up page displays.

3. Modify as appropriate.

4. Click **Save** and **Close**.

To finalize a Young Adult Program Eligibility

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Young Adult Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

3. After answer the appropriate questions, click the **Determine EFC Eligibility** button.

4. If you are ready to finalize the determination, select the **Check to Finalize EFC Eligibility Determination** check box.

Note. The determination cannot be finalized if the Effective/Enrolled Date is a future date.

Note. The determination will be frozen after saving.

5. Click **Save** and **Close**.

Note. If the determination is Denied-Ineligible, the user will receive the following prompt: "The program eligibility was denied. Please either indicate how the young adult was notified of the appeal process OR document the supervisor override of the EFC Eligibility Determination".

To terminate a Young Adult Program Eligibility

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Young Adult Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

3. In the **Terminate Reasons** drop down, select the appropriate reason.

4. In the **Terminate Date**, enter a date.

   Note.   The data will be frozen after saving.

5. Click **Save** and **Close**.

Postsecondary Education Services and Support Program Eligibility

About Independent Living Postsecondary Education Services and Support Program Eligibility Pop-up

The Postsecondary Education Services and Support (PESS) Program Eligibility Pop-up page allows the user to document the young adult's application and eligibility determination. The pop-up page is created and access from the Independent Living – Age 18-23 tab, within the Postsecondary Education Services and Support (PESS) Program Eligibility Information group box.

The page contains eligibility type, status, renewal date, override information, termination reasons and appeal information. The PESS questions to determine program eligibility for PESS are also delineated. The page documents questions specific to the PESS program eligibility requirements. Program eligibility is system derived using a combination of system generated responses and user responses to the questions.

Note: The system uses the young adult's placement, education, medical/mental health, and employment records within FSFN to generated answers to the question. It is important to review these records for accuracy, so eligibility is determined correctly.

There are four types of PESS Program Eligibility:
- Initial (first time young adult applies)

- Redetermination (if previously denied ineligible)

- Re-entry (if previously terminated and re-entering the program)

- Renewal (redetermination of eligibility to continue program)

FSFN determines eligibility according to the Effective/Enrolled Date. If the young adult is not 18 or older, the Effective/Enrolled Date defaults to the young adult's 18th birthday. This allows a user to test the young adult's eligibility for the program before they are 18 using answers to questions with presumed to be the conditions on their 18th birthday. The eligibility determination cannot be finalized prior to the Effective/Enrolled Date. On or after the Effective/Enrolled Date, the user can finalize the determination based on actual conditions.

Before the eligibility is finalized, the system determines a pending eligibility determination based on the answers to the questions. The determination is either Pending – Eligible or Pending – Ineligible.

On or after the Effective/Enrolled Date, the user can select the Check to Finalize PESS Eligibility Determination check box and then click the Determine PESS Eligibility button. After the page is saved, the determination is either Approved - Eligible or Denied – Ineligible. The data used to determine the finalized eligibility (Effective/Enrolled Date and answers to the questions) becomes disabled, not modifiable.

If the final determination is Approved – Eligible, the Termination Reason and Date remain editable. The user can return to the page and terminated the eligibility when appropriate.

If the final determination is Denied – Ineligible, the narrative to describe how the young adult was notified of the appeal process and the date become enabled and required. If the young adult is appealing, the user can check the On Appeal check box to indicate the determination is being appealed.

If needed, the system derived determination of Denied – Ineligible can be overridden by a supervisor. A supervisor can select the Supervisory Eligibility Override check box and enter the reason why. After the page is saved, the determination becomes Approved (override) – Eligible.

The Renewal Due Date is determined when the finalized determination is Approved – Eligible. The Renewal Due Date is defaulted to one year (minus one day) from Effective/Enrolled Date or young adult's 22nd Date of Birth (minus one day), whichever is less. The Renewal Due Date is modifiable but cannot be less than or greater than Effective/Enrolled Date.

The user can click the renewal hyperlink on the active PESS row to terminate the current PESS eligibility and begin the redetermination of eligibility for the next period.

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Postsecondary Educational Services and Support (PESS) Program Eligibility Information

Young Adult Name: Smith, Ivy Lynn   Person ID: 8965741258   Case Name: Smith, Ivy Lynn   FSFN Case ID: 1234567890

DOB: 01/01/1994 Age: 19   Type: Initial   Date Applied: MM/DD/YYYY   Effective/Enrolled Date: MM/DD/YYYY   Renewal Due Date: MM/DD/YYYY

PESS Determination:
Pending - Eligible

☐ On Appeal   ☐ Supervisor Eligibility Override   Reason for Override: disabled; conditionally required when over ride is Yes; 200 characters ▲▼

If Ineligible, explain how notified of appeal process:
disabled; conditionally required if Denied-Ineligible; 200 characters ▲▼

Termination Reason: ▼   Termination Date: MM/DD/YYYY

Date notified of appeal process: MM/DD/YYYY   Date Last Updated: MM/DD/YYYY   Last Updated By: Worker, First

PESS Eligibility Questions

The questions should be answered based on the effective date entered above. For example, if the young adult has not signed an agreement allowing access to school records, but will be as of the effective date, then answer yes to question 7. This allows for presumptive eligibility determination. Finalized determination can only be processed on or after the effective date.

Question	Answer
1. Based on Effective Date, the young adult is age is	19 yrs 159 days
2. Did the young adult "Age Out" of a licensed foster care, correctional facility, or hospital placement? Or was young adult on runaway from one of these placements when they "Aged Out?"	Yes
3. Was the young adult in licensed care at least 6 months during their lifetime (prior to turning 18)?	Yes
4. Was the young adult discharged to guardianship on or after their 16th birthday after spending at least 6 of the 12 months prior to discharge in licensed care?	Yes
5. Was the young adult adopted on or after their 16th birthday after spending at least 6 of the 12 months prior to discharge in licensed care?	Yes
6. Has the young adult earned a standard high school diploma or its equivalent?	Yes
7. Has the young adult signed an agreement to allow the department or CBC lead agency access to school records?	⦿ Yes ○ No
8. Has the young adult submitted an up to date and complete Free Application for Federal Student Aid (FAFSA)?	⦿ Yes ○ No
9. Is the young adult admitted for full-time enrollment to a Florida Bright Futures eligible institution (as defined in s. 1009.533, F.S.)?	⦿ Yes ○ No
10. Is the young adult admitted for part-time enrollment to a Florida Bright Futures eligible institution (as defined in s. 1009.533, F.S.)?	⦿ Yes ○ No
11. Does the young adult have a clinical disability from a licensed clinical professional that is documented on the young adult's Medical/Mental Health page within this FSFN case?	No
12. If yes to #11, does the disability limit the young adult to less than full-time enrollment?	⦿ Yes ○ No
13. Is the young adult faced with a challenge or a circumstance, which has been approved by their academic advisor that prevents full-time enrollment?	⦿ Yes ○ No

Determine PESS Eligibility   ☐ Check to Finalize PESS Eligibility Determination

Save   Close

Key Tasks

To create a PESS Program Eligibility page

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click **Insert**.

    Note   The Insert button is disabled if you do not have appropriate security or the last inserted PESS row is:

    - in pending status
    - on appeal
    - active (not terminated)
    - terminated with reason of deceased

    The PESS Program Eligibility pop-up page displays.

3. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, edit the **Date Applied** and **Effective/Enrolled Date** fields if needed.

    Note   The Date Applied cannot be a future date or greater than the Effective/Enrolled Date.

    Note   The Effective/Enrolled Date cannot be prior to young adult's 18th DOB or Date Applied.

4. In the **PESS Eligibility Questions** group box, answer questions 6, 7, 8, 9, 10, 12 and 13. Answers to all the other questions are system derived using existing data in FSFN.

    Note   The questions must be answer according to the Effective/Enrolled Date if different from current date.

5. Click the **Determine PESS Eligibility** button.

    The PESS Determination displays in the Postsecondary Education Services and Support (PESS) Program Eligibility Information group box.

    Note   The PESS Determination values are:

    - Pending (no determination, default)
    - Pending – Eligible (eligible, not finalized)
    - Pending – Ineligible (ineligible, not finalized)
    - Approved – Eligible (eligible, finalized)
    - Denied – Ineligible (ineligible, finalized)
    - Approved (Override) – Eligible (denied – ineligible was overridden with supervisory override)
    - On Appeal – (denied – ineligible is under appeal)

6. Click **Save** and **Close**.

To edit an existing PESS Program Eligibility page

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

   Note: If you have appropriate security, the Edit hyperlink is enabled if the PESS row is:

   - in pending status
   - on appeal
   - active (not terminated)
   - was Denied-Ineligible and is last row inserted

   The PESS Program Eligibility pop-up page displays.

3. Modify as appropriate.

4. Click **Save** and **Close**.

To finalize a PESS Program Eligibility

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

3. After answer the appropriate questions, click the **Determine PESS Eligibility** button.

4. If you are ready to finalize the determination, select the **Check to Finalize PESS Eligibility Determination** check box.

   Note The determination cannot be finalized if the Effective/Enrolled Date is a future date.

   Note The determination will be frozen after saving.

   Note The Renewal Date defaults to 12 months less one day beyond Effective/Enrolled Date or one day before young adult's 22nd DOB, whichever is lesser. You can edit the date but not beyond 12 months or the 22nd DOB.

5. Click **Save** and **Close**.

   Note The determination is Denied-Ineligible, you are required to complete the **If ineligible, explain how notified of appeal process** narrative and **Date Notified of appeal process**.

To renew a PESS Program Eligibility

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Renewal** hyperlink in the appropriate row.

3. The **Terminate Reason** defaults to *Renewal*.

4. In the **Terminate Date**, enter a date.

Note.   The data will be frozen after saving.

5. Click **Save** and **Close**.

6. A new **PESS Program Eligibility** page displays with **Type** value of *Renewal* and the **Applied Date** and **Effective/Enrolled Date** to the terminated date from the previous record.

Note.   The Effective/Enrolled Date defaults to the terminated date from the previous record and is not editable. This prevents gaps in service for renewals.

7. Complete the page and finalize the determination as you would when creating a new record.

To terminate a PESS Program Eligibility

1. From the **Independent Living** page, click the **Age 18-23** tab.

2. In the **Postsecondary Education Services and Support (PESS) Program Eligibility Information** group box, click the **Edit** hyperlink in the appropriate row.

3. In the **Terminate Reason** drop down, select the appropriate reason.

4. In the **Terminate Date**, enter a date.

Note.   The data will be frozen after saving.

5. Click **Save** and **Close**.