



Texas Department of
Family and Protective Services

FSNA Family Preservation/FBSS

Overview

Job Aid

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Family Strengths and Needs Assessment (FSNA) for Family-Based Safety Services (FBSS) - Overview

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

Family Strengths and Needs List Page for FBSS - Introduction

You may perform multiple FSNA's in the **Family Preservation (FPR)** stage.

The **Family Strengths and Needs Assessment List-FBSS** page displays all the FSNA's created in **FPR** stage.

From the **Family Strengths and Needs Assessment List-FBSS** page you can view or modify an existing assessment by selecting its "Assessment" hyperlink under **Type**.

FSNA's display in chronological order on the page. The assessments with the most recent created dates default to the top. All columns on the **Family Strengths and Needs Assessment List-FBSS** page can be sorted.

The **Case Event List** report is available through 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**.

Stages Impacted: FPR

Family Strengths and Needs Assessment List Page-FBSS - How to Get There



To reach the **Family Strengths and Needs Assessment List page-FBSS**, 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 - FBSS** page.
4. Select **FSNA** from the tertiary menu.

You will arrive at the **Family Strengths and Needs Assessment List - FBSS** page.

Using the Family Strengths and Needs Assessment List Page-FBSS to Create New FSNA's or View Existing FSNA's

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

1. Locate the **Add** button to create a new **FSNA**.
2. Recognize that existing assessments displayed on the **Family Strengths and Needs Assessment List-FBSS** page sort chronologically, with the newest assessments 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 "Completed" (COMP) or "Approved" (APRV) status are read-only.

Generate the Case Event List Report from the Family Strengths and Needs Assessment List-FBSS Page

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

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



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FSNA Form

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Family Strengths and Needs Assessment Form - Introduction

A printable version of the **FSNA** is available from the **Forms** dropdown on the **Family Strengths and Needs Assessment -FBSS** 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: FPR

Launch the FSNA Form

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

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



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FSNA FBSS Page

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Family Strengths and Needs Assessment-FBSS

Page - Introduction

Once you select the **Add** button on the **Family Strengths and Needs Assessment List-FBSS** page, a new assessment opens.

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

A very important tip for you to know is selecting the **Save and Complete** button finalizes and freezes the document.

An **FSNA** is required for every **Family Plan of Service (FPOS)** and **FPOS Evaluation** unless an exception exists. Any exceptions must be approved by a supervisor. If there is an exception, you will be required to select the **An Exception Exists** checkbox and complete the exception fields. Once this is done, you can select the **Save and Submit** button.

IMPACT 2.0 will determine and display the **FSNA Type**. If no assessment has been completed on the Primary Caregiver or Secondary Caregiver, the system displays the **FSNA Type** as "Initial". Otherwise, the system displays "Reassessment."

Stages Impacted: FPR

Create and Complete a New FSNA - How to Get There

Once you select the **Add** button on the **Family Strengths and Needs Assessment List-FBSS** 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-FBSS** page to create a new FSNA.

Completing a New FSNA

After selecting the **Add** button and opening a new FSNA complete an 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 one using the **Date** selector icon.
3. Select the **Primary Caregiver** and, if applicable, **Secondary Caregiver**.

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 caregiver or secondary caregiver has been associated as **Primary Caregiver** or **Secondary Caregiver** in another **FSNA** in the current stage.
- IMPACT 2.0 will determine and display the **FSNA Type** as "Reassessment" if the primary caregiver or secondary caregiver has already been associated as a **Primary Caregiver** or **Secondary Caregiver** in another **FSNA** in the current stage.

FSNA - Child (ren) Assessed Section

To complete the **Child (ren) Assessed** section, follow these steps:

1. Select **Child (ren) Assessed** using the checkboxes.
2. Only children 17 years and younger who are principals in the stage to be assessed are displayed.
3. You must select at least one child.

FSNA - Exceptions

To claim an exception, in which no assessment is required, follow these steps:

1. If an exception exists and no assessment is required, select the **An Exception Exists** checkbox. This enables a dropdown selection of:
 - a. Caregivers unable to be located.
 - b. Court Ordered Services are being pursued.
 - c. Other. (This selection requires additional text.)
2. When an exception exists, supervisory approval is required. Therefore, the **Save and Submit** button displays for you to select. This is the only time that the **Save and Submit** button displays.

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.

Caregiver

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

Child/Youth

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

Caregiver Priority Strengths and Needs

Child Priority Strengths and Needs

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 Complete

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

FSNA - Save and Complete vs. Save

Select the **Save and Complete** button to finalize any assessment on which no exception has been selected. This will freeze the document.

FSNA - Delete an Assessment

The **Delete** button is available in assessments in a status of "In Process (PROC)" or "Pending (PEND)".

The **Delete** button will not display when the status is "Complete (COMP)" or "Approved (APRV)".

FSNA - Important Notes



Note:

- *Many of the fields within the **FPOS** prefill from your responses in the **FSNA**. Many of these responses cannot be edited in the **FPOS**. This elevates the importance of entering well-written text in the domains.*
- *Selecting the **Save and Complete** button finalizes the assessment and no further changes can be made.*
- *If there is an exception to completing the **FSNA**, the assessment requires approval. When the exception is applied, the **Save and Submit** button displays to initiate the approval.*