**Statewide Automated Child Welfare Information System (SACWIS) Data Entry Accuracy and Timeliness**

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| Effective Date: 1/1/24 | Aligns With: 39.521, F.S., CFOP 170-1 Chapter 5 and 65C-30 | Operating Guideline: QM-OG17 |
| Supersedes: Policy titled “Chronological Note Timeliness” dated 8/1/15 | Applicable to: All FIP staff | Pages: 1 of 2 |

**Policy:**

This policy describes the expectations regarding the entry of data into the Statewide Automated Child Welfare Information System (SACWIS), which is currently Florida Safe Families Network (FSFN).

**Scope:**

This policy applies to all Family Integrity Program staff that enters case related data into FSFN.

**Procedure:**

* All case activities, including contacts and attempted contacts with a child, the child’s parent or caregiver and collaterals must be entered in FSFN no later than 48 hours after the actual contact or other event.
* The Case Manager Supervisor shall review their Case Manager’s case notes to ensure timeliness of case note documentation. This should occur after each child home visit, or at a minimum of quarterly, during supervisory reviews.
* Additionally, the Supervisor shall ensure that documentation of a completed home study is within the statewide child welfare information system pursuant to 39.521, F.S., CFOP 170-1 Chapter 5 and 65C-28.012(2)
* All case management staff have been provided with a copy of FIP’s home visit policy and has been made aware of the expectation that all chronological notes need to be entered within a 48 hour timeframe. All new staff entering the agency will receive a copy of this policy upon new hiring orientation.
* All decisions made regarding case closure or redirection, along with the rationale for the decisions reached, will be clearly documented in the case record.
* All decisions made regarding services and compliance will be clearly documented in the case record.
* Other contacts with clients, including telephone conversations and in person and virtual visits will be clearly documented in the case record.
* Documentation should be accomplished within 48 hours of the activity and should include:
	+ Who was present
	+ Where the meeting/contact occurred
	+ Type of contact
	+ What was discussed
	+ Date of meeting/contact (day, month and year)
* Documentation will be placed in FSFN. A family’s case record is defined as a combination of Florida System of Record and physical case file record maintained at the agency.
* Pertaining to Supervisory Review, the following must be documented quarterly in each child’s chronological notes utilizing the Review, Supervisor note type:
	+ Date of Supervision and individuals present
	+ Topics discussed including progress and barriers to permanency as it relates to the Family Plan
	+ Tasks and who is responsible
	+ Follow-up on tasks from previous supervision.
	+ The Case Manager Supervisor must note in the Child Welfare Information System that a “supervisory review” has occurred.
	+ Discussion of monitoring of oversight of safety plan management.
	+ Discussion surrounding what should be changed in order to meet conditions for return.
	+ Child needs.
	+ Evaluation and scaling of protective capacities.