

FASP Rules

Timeframes		
CID Trigger Dates	Earliest of Following Dates: <ul style="list-style-type: none"> • Application for Services • CPS Indication • Placement • Court Order 	CID triggers are unchanged.
Initial	Due: 7 days after date of indication if CPS, or 30 days after CID	May be Launched: Anytime after FSS opened. Note: slight change in due date for indicated case.
Comprehensive	Due: 90 days after CID	May be Launched: 30 days or less before due date
Reassessment	Due: 6 months after CID, and then 6 months after due date of preceding Reassessment FASP.	May be Launched: 60 days or less before due date
Plan Amendment	Due: within 30 days of a status change not recorded within a FASP.	May Be Launched: Anytime outside of launch window of next FASP providing there is no open FASP (see PA edits below).
Launch Rules		
Who May Launch	Role in Case except CM	Also anyone with ‘maintain’ access to a worker’s caseload
Launch Edits Initial Comprehensive Reassessment	<ul style="list-style-type: none"> • At least one person with PPG and PC. • Relationship Matrix Complete • Primary Caretaker Identified • Any person with DOD in Stage Composition must be end-dated. • Must be a CID • Cannot be a FASP or PA in “pending approval” status for 7 days or less. 	<ul style="list-style-type: none"> • Relationship Matrix not required in CCR. • Edit on PC lifted if checkbox stating no primary caretaker has been checked. • Edit on CID is lifted for Initial FASP if there is an open investigation stage and an approved 7-Day Safety Assessment.
Plan Amendment Launch Edits	<ul style="list-style-type: none"> • Must be one approved FASP, unless CCR • Cannot be launched if a FASP or Plan Amendment is currently open. • Cannot be launched if within launch window (see above) of Comprehensive or Reassessment FASP, unless worker checks that they are closing FSS. 	<ul style="list-style-type: none"> • Work should be done in open FASP/PA. • Launch window rule still applies if the Comprehensive or Reassess FASP remains in Not Launched status beyond its due date. • One FASP may have multiple Plan Amendments.

<p>Dropping into Template Format</p> <p>Only one FASP can be open (in process or pending approval) at a time.</p>	<ul style="list-style-type: none"> • In-process FASPS will be dropped into template form upon the launch of a new FASP. Because of launch date rules, this will only happen to overdue FASPs. • A FASP that has been pending approval for more than 7 days will be dropped into “Template Format” upon the launch of a subsequent Comprehensive or Reassessment FASP. • Launch of a Plan Amendment will not drop a FASP into Template. 	<p>The system will warn workers attempting a launch of a FASP to the existence of the in-process FASP.</p> <p>System message: “One or more preceding FASPs is not approved. Information carried forward from the last approved FASP may be outdated. In process or pending FASPs will be marked to Template Format. Not Launched FASPs will be marked missed.”</p>
<p>Marking a FASP “Missed”</p>	<p>Not Launched FASPs will be marked missed upon launch of new FASP.</p>	<p>See above warning message</p>
<p>FASP Add-a-Component</p>	<p>The following components may be added to an in-process or pending FASP:</p> <ul style="list-style-type: none"> • CPS Safety • RAP • Foster Care Issues – all • FCI – Life Skills • FCI – Discharges • Non-LDSS Custody - Relative/Resource Placement 	<p>If the FASP is pending approval, components may only be added by the case planner, and invalidates approval To Do.</p> <p>Any worker may add component to an in-process FASP.</p> <p>Added component is marked ‘Added’ in the FASP report.</p>
<p>Submission Rules</p>		
<p>Who Can Submit</p>	<p>Case Planner Only</p>	<p>Also anyone with ‘maintain’ access to CP’s caseload</p>
<p>Submission Edits</p>	<p>Edit for completion of all required FASP components based on age, PPG, and Program Choice(s) at the time of submission.</p>	<p>Components that are not considered ready for FASP submission are listed in ‘Check FASP Detail’ pop-up window.</p>
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<p>Approval</p>		
<p>Who Approves</p>	<ul style="list-style-type: none"> • Case Manager • If CM is also acting as CP, need approval by CM supervisor. 	<p>Also anyone with ‘maintain’ access to CM’s caseload</p>
<p>FASP Alerts and Warnings</p>	<ul style="list-style-type: none"> • Coming Due • Overdue • Existence of in-process FASP 	<p></p>