

# Florida Safe Families Network (FSFN) CR-607 Adoption Incentives Training Support Materials

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*IBM services for the Florida Safe Families Network (FSFN) CR-607 Train-the-Trainer*



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## 1 TRAINING SCENERIO

On July 23, 2012, the Florida Abuse Hotline received a report alleging that Kelly Smith, age 6, was struck in the face by her father, David Smith, while trying to stop a physical altercation between her parents. Investigations revealed the following information: Kelly had suffered a broken bone a month earlier while being disciplined by her father; there was a second child in the home, 15 year-old David Smith, Jr.; David Jr. who was born with Down Syndrome and both parents were illegally selling and using prescription drugs.

The home was determined unsafe. The two children were removed that same day and placed in shelter with Allison and Kevin Walker, their maternal aunt and uncle. Parents David and Amanda Smith were arrested and incarcerated. After their release, the parents were unwilling to complete the drug counseling program and other case plan tasks ordered by the court. As a result of the continued diminishment of the parents' protective capacities, the children's permanency goal was changed from reunification to adoption.

At the following judicial review, the court ordered the Department to initiate Termination of Parental Rights proceedings. A petition was filed and TPR granted on June 25, 2015. The Walkers asked to adopt both Kelly and David Jr.

However, James and Lisa Smith, the paternal uncle and aunt contacted the assigned Adoption Staff and expressed a desire to adopt. The paternal uncle and aunt shared that they previously provided care to their niece and nephew when they lived in their area but had lost contact with the children once their parents' moved. The Adoption Staff made an OCS request so that agency in the area the paternal uncle and aunt resided would complete an adoption home study as to the family.

Because both the Walkers and Smiths family expressed an interest in adopting, their application to adopt had to review by the AARC Committee. On August 1, 2015, the AARC Committee provided a recommendation to the Department to approve the application of Allison and Kevin Walker to adopt Kelly and David Jr. which was the decision supported by the Department. The Smiths established a relationship with the Walkers and decided that they would not appeal the decision of the Department for the Walkers to adopt. The Adoption assistance agreements were executed for the two children on September 6, 2015. The adoptions were finalized on September 19, 2015.

On November 5, 2015, Ms. Walker contact Courtney Drake, the Post Adoption Specialist and advised them that the family had moved from Tallahassee, Florida to Orlando, Florida and needed assistance setting up counseling services for Kelly in Orlando. The Post Adoption Specialist, Courtney Drake made a request to the CBC in their new area to assist in establishing services in Orlando, Florida for the family. Valerie Brown, the Courtesy Post Adoption Specialist, contacted Ms. Walker and was able to

link her to a provider in Orlando, Florida who would offer services to Kelly. The Courtesy Post Adoption Specialist advised Ms. Walker of the Post Adoption Support group in their area and that there were other families who attended who are parents to a child with Downs Syndrome and this may be beneficial for them as they continue to parent David Jr. Ms. Walker declined participation in the Post Adoption Support Group but did state that she would keep an open mind regarding the group once they had the opportunity to get David Jr. in a routine. Ms. Brown shared that they would add the Walkers to their mailing list for notifications of future support groups.

On September 19 2016, Courtney Drake, the Post Adoption Specialist in Tallahassee, Florida called the Walkers for their one year Post Adoption Communication Contact. The number in file for the Walkers was disconnected so Ms. Drake was unable to leave a message for the Walkers. However, Ms. Drake was able to locate an email address for Ms. Walker and sent her an email requesting that she contact their office. Ms. Drake received a call from Ms. Walker the following day and she provided the family's updated phone numbers. The Post Adoption Specialist inquired of Ms. Walker as to how the family was doing and if there were any additional services that the family might be in need of at this time. Ms. Walker shared that her husband recently lost his job and that this has caused stress in the home. She believed that the family would benefit from family counseling. Ms. Drake shared that they would completed a Post Adoption Service Referral to Orlando, Florida so that the Post Adoption Specialist there would be able to refer the family to services. Ms. Walker stated that she would wait to hear from her local worker to initiate the new services.

## 2 TRAINING CONSIDERATIONS

### TECHNICAL ASSISTANCE:

1. **Create Case Work** – Demonstrate how to access the new Post Adoption Services value in both the Adoption and Narrative drop down, in addition to the new Meeting Types in the Meetings drop down.
2. **Post Adoption Services page** – Demonstrate how to create new and how to access existing post Adoption Services pages, in addition to:
  - a. How to document information on the newly created Post Adoption Services page; and
  - b. How to insert a row to document paid services;
  - c. Also, provide the information that upon “go live”, Post Adoption Services Service Types will provide both paid and unpaid service types.
    - i. NOTE: although there will be paid service types, if the service is paid through a means other than DCF dollars, user would enter it into FSFN using the unpaid service type.
3. **Services page** – Demonstrate the Services page, if created for a Post Adoption Service:
  - a. How to access Services page from the Post Adoption Services page;
  - b. Which fields pre-fill from the Services page;
  - c. The Post Adoption Services ID hyperlink on the Services page
4. **Maintain Service Type & Rate page** – Review how those with applicable security can create and maintain Post Adoption Service types.
5. **Case Book** – Demonstrate how to access existing Post Adoption Service page(s) from Case Book.
6. **Person Book** – Demonstrate how to access existing Post Adoption Services page from Person Book.
7. **Desktop Navigation** – Demonstrate how to access existing Post Adoption Service page(s) from the Desktop.
8. **Meetings** – Demonstrate how to access new Meeting Type values.
9. **Create Provider Work** – Demonstrate how to access the new value of AARC in the Administrative drop down (Meeting Type).
10. **Case Notes** – Demonstrate the enhancements made to the Case Note page:
  - a. New Category field;
  - b. New Case Note Types; and
  - c. Add non Face-to-Face hyperlink and it’s associated repeating group box.
11. **Case Note Search Criteria** – Review the availability of new values available for selection in the Category and Types fields.
12. **Case Note Search Results** – Review the added column for Category and note that the new Case Note Types will display when selected on the Case Note Search Criteria page.
13. **Adoption Information page** – Demonstrate and discuss the enhancements to this page including:
  - a. How the Expressed Intent group box functions;
  - b. Where the value of Life Book Activity exists (after Policy dictates the importance of documenting this information);

- c. The removal of the “Current Caregiver Plans on Adopting” checkbox.
- 14. **Recruitment Event page** – Demonstrate the enhancements made to the page, in addition to:
  - a. How to document information in the Expenditures repeating group box;
  - b. The removal of the Total Cost field;
  - c. The new Category of Event field and the values contained within it.
- 15. **Recruitment Activity page** – Demonstrate how the page was modified to display a Category column.
- 16. **Provider Search** – Demonstrate how the Provider/Organization tab provides the ability to search for Providers based on their Unified Home Studies and whether the UHS is approved and active or expired.
- 17. **Case Merge, Person Merge, and Case Split** – Discuss the background processing of what occurs in each of these processes when a Post Adoption Services page exists.
- 18. **Create New Case after Finalization** – Discuss the process of Creating New Case after Finalization:
  - a. How it interacts with documented Expressed Intent
  - b. Dispel current understanding that Case Split is different than Creating a New Case after Finalization and that it is NOT part of an adoption workflow in FSFN.
  - c. Demonstrate the use of Case Merge as a way to clean up duplicate Post Adoption cases in FSFN.
- 19. **Hover definitions** – Demonstrate where they exist and encourage their use for better understanding and consistency in documentation.
- 20. **Background Checks** – Demonstrate where/how to document local/state/fsfn/Adam Walsh background checks. NOTE: This task will first be guided by Policy and then a demonstration on how to complete this task in FSFN will be demonstrated.

## POLICY:

- 1. **Post Adoption Services page** –
  - a. Users need to be provided with a clear definition of which fiscal agency is responsible for documenting which section of the Post Adoption Services page and for what purpose the information is being collected.
  - b. Users need to be educated about Service Referred Service Types on the Post Adoption Services page and when to specify “paid” versus “unpaid”.
  - c. Guidance is necessary on which value to select when referring/requesting services from out-of-state.
- 2. **Meetings** –
  - a. Users need to know a clear definition for each new Meeting Type, along with scenarios of when it is appropriate to use each of them.
  - b. With an emphasis on the fact that the new value of Adoption Transition Staffing is only selected for Adoption Purposes and Transition Planning (Initial, Ongoing, or Closure) is the value to select for Independent Living.
- 3. **Case Notes** -
  - a. Identify new Case Note Types and instances when each new Case Note Type value is to be used:
    - i. Explicitly explain what Note to File – Interstate Compact is used for.

- b. Provide clear definitions of Attempted and Completed within the Non Face-to-Face Contact repeating group box and what constitutes policy driven compliance to HB7013.
  - c. The important practice of ensuring that Visits are documented in Case Notes and are identified as Supervised or Unsupervised, in addition to Reviewers/Supervisors being trained to look at this specific notation in the Case Note.
- 4. **Adoption Information page** – Users need to understand the policies surrounding documenting a Prospective Adoptive parent’s Expressed Intent:
  - a. When to document an Expressed Intent within the adoption workflow.
  - b. Whether a TPR needs to be signed before documenting an Expressed Intent.
  - c. How to work through situations where more than 1 family has expressed their intent to adopt the same child.
- 5. **Adoption Information, Life Book Activity** – Users must be educated about the importance of creating a Life Book for each child.
- 6. **Adoption Information page, Reasons for Withdrawing** drop down – Users need to be educated about the drop down value of AARC Recommendation:
  - a. What the acronym stands for.
  - b. Under what circumstances the value should be selected.
- 7. **Recruitment Event page** – Users need to be provided with a clear understanding of the terms:
  - a. Child Specific
  - b. Targeted Population
  - c. And why there is a need to provide at least one expenditure, even if the amount is “0”, before saving the Recruitment Event page.
- 8. **Unified Home Studies** – Users need to be encouraged to enter Unified Home Studies into FSFN:
  - a. Adoption workers need to be encouraged to enter homestudies into FSFN for Statewide reporting purposes.
  - b. Supervisors need to be encouraged to approve Unified Home Studies in a timely manner so as not to impede the accuracy of data collection, Statewide Reporting, and Provider Search results when searching by approved and active or expired homestudies.
  - c. CBCs need to understand that they do not receive credit for homestudies not entered into FSFN.
- 9. Users need to develop a clear understanding of the Hover text definitions and/or specific field level information that is being requested.
- 10. Background Checks – Users must be trained on where/how to document local/state/fsfn/Adam Walsh background checks. This task will be demonstrated in the Technical Assistance tasks; however, it must be defined by Policy first.
- 11. Case Managers need to be notified of the new Category Type of Court - DJJ:
  - a. Value to be used to identify cases that involve DJJ
  - b. Noted to currently, but erroneously, being documented under Court – Legal

### 3 Overview of Changes

PAGE	ENHANCEMENT
<b>Create Case Work, Figure 1, Page 9</b>	<ul style="list-style-type: none"> <li>→ Adoption drop down now includes Post Adoption Services value</li> <li>→ Meetings drop down displays new Meeting Types</li> <li>→ Narrative drop down displays Post Adoption Services value</li> </ul>
<b>Case Book, Figure 4, Page 11</b>	→ Provides access to existing Post Adoption Services page(s)
<b>Person Book, Figure 6, Page 12</b>	→ Provides access to existing Post Adoption Services page
<b>Desktop Navigation, Figure 8, Page 13</b>	→ Provides access to existing Post Adoption Services page(s)
<b>Post Adoption Services, Figure 9, Page 14</b>	→ New page in FSFN
<b>Services, Figure 10, Page 15</b>	→ Post Adoption Services ID link displays when a Service is created from a Post Adoption Services page
<b>Maintain Service Type &amp; Rate</b>	→ New Post Adoption Services Types added by those with applicable Security
<b>Meetings, Figure 13, Page 16</b>	→ New Meeting Types when accessing Meeting page through the Actions hyperlink located next to the FSFN Case Name hyperlink
<b>Create Provider Work, Figure 15, Page 17</b>	→ New AARC value in Administrative drop down (Meeting Type)
<b>Case Notes, Figure 16, Page 18</b>	→ New Add Non Face-to-Face Contact hyperlink and repeating group box to document contact details
<b>Case Note Search Criteria, Figure 17, Page 19</b>	→ Page modified to include the new Category and Types added to the Case Notes page
<b>Case Note Search Results Figure 18, Page 20</b>	→ Page modified to include the new Category and Types added to the Case Notes page
<b>Adoption Information Figure 19, Page 21 Figure 20, Page 22</b>	<ul style="list-style-type: none"> <li>→ General tab- Expressed Intent to Adopt group box</li> <li>→ Removal/Placement tab- removed Current Caregiver plans on Adopting checkbox</li> </ul>
<b>Recruitment Event Figure 22, Page 23</b>	<ul style="list-style-type: none"> <li>→ New functionality captures overall Category of Event, Type of Event, and individual expenditures associated with the recruitment event</li> <li>→ Total Cost field removed</li> </ul>
<b>Recruitment Activity, Figure 24, Page 24</b>	→ Page modified to display the Category
<b>Provider Search Figure 25, Page 25</b>	→ Provider/Organization tab provides the ability to search for Providers based on their Unified Home Studies and whether the UHS is approved and active or expired
<b>Case Merge</b>	→ Special background processing when a Post Adoption Services page exists
<b>Person Merge</b>	→ Special background processing when a Post Adoption Services page exists
<b>Case Split</b>	→ Special background processing when a Post Adoption Services page exists
<b>Create New Case after Finalization</b>	→ Special background processing when a Post Adoption Services page exists

## 4 TRAINING SCREENSHOTS

### CREATE CASE WORK page:

→Adoption drop down now includes Post Adoption Services value

→Meetings drop down displays new Meeting Types: Adoption Transition Staffing; Adoption Support Group; Full Disclosure Staffing; Permanency Roundtable

→Narrative drop down displays Post Adoption Services value: Post Adoption

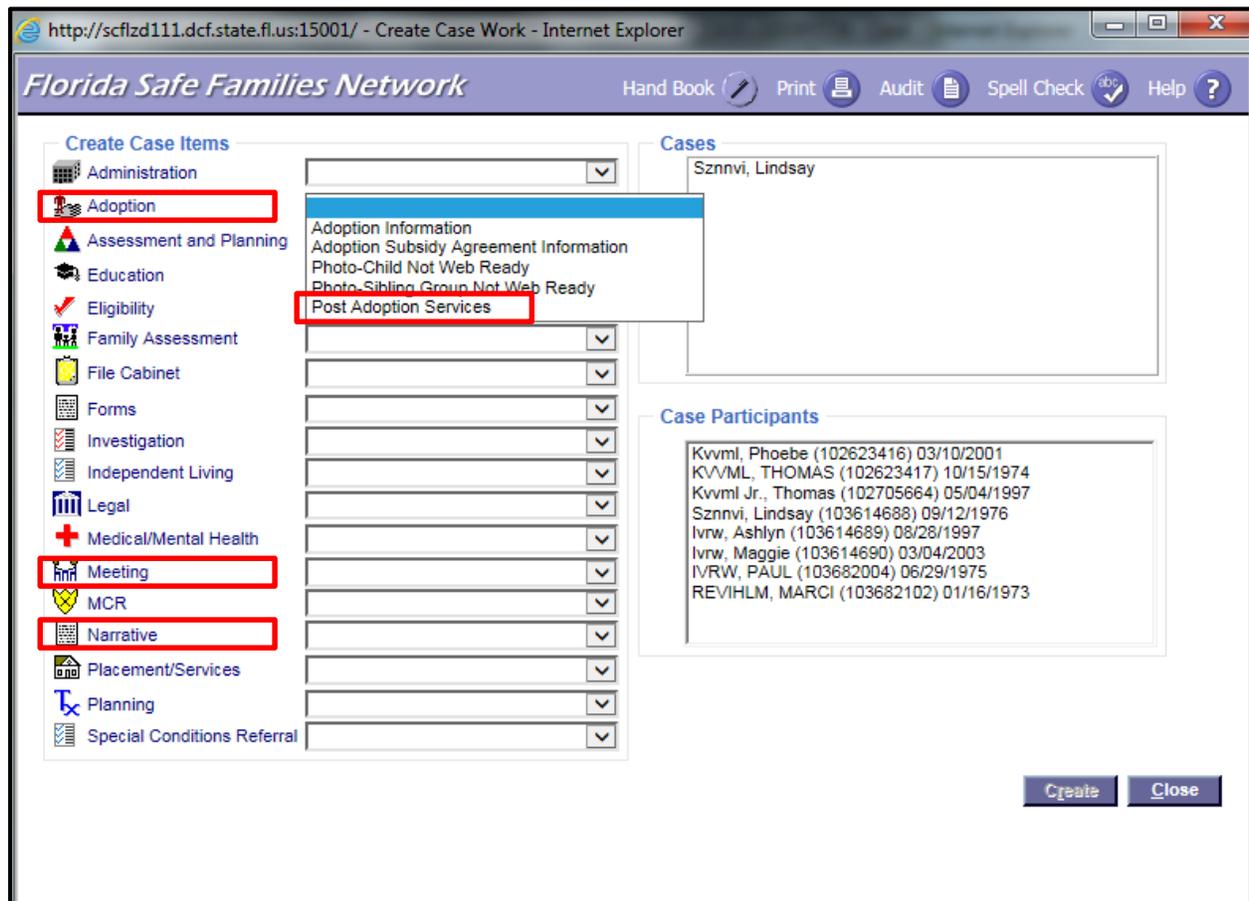


Figure 1 Create Case Work page

Validation Messages associated with the POST ADOPTION SERVICES page and CREATE CASE WORK pop-up:

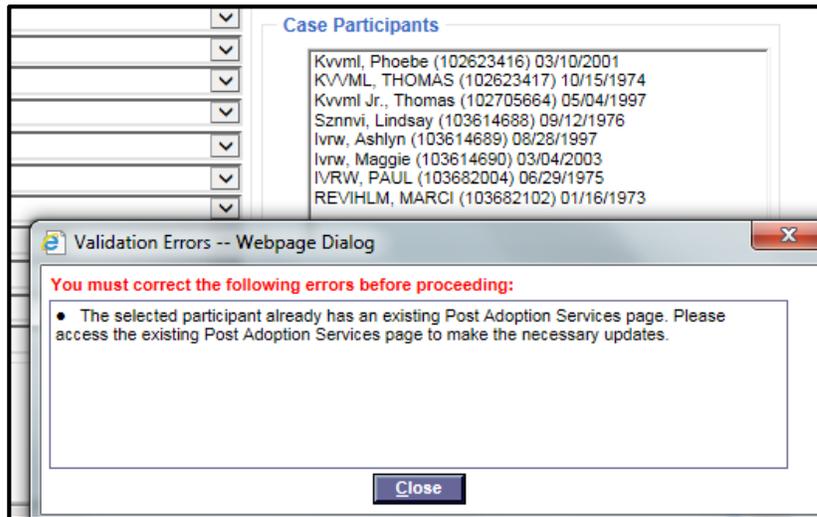


Figure 2 – Validation for existing Post Adoption Services page

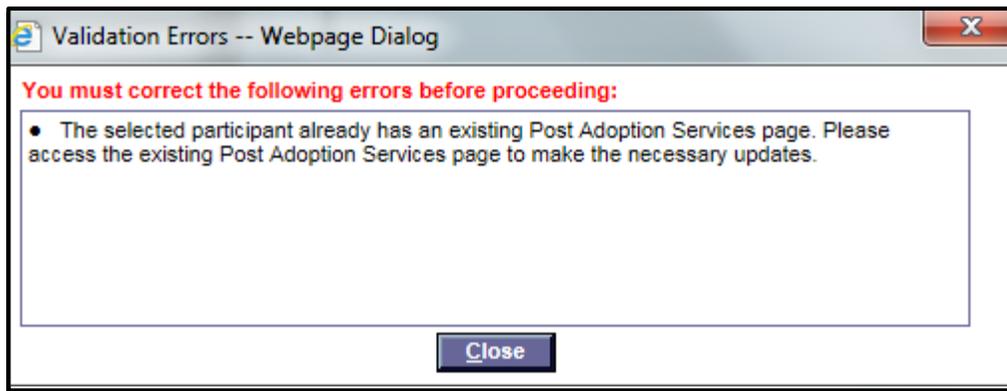


Figure 3 – Validation for participant >18 years of age

## CASE BOOK:

→ Provides access to existing Post Adoption Services page(s) by going to the Case Book hyperlink on the Desktop and then selecting the Adoption drop down on the Case Book page.



Figure 4 – Accessing Case Book via Desktop

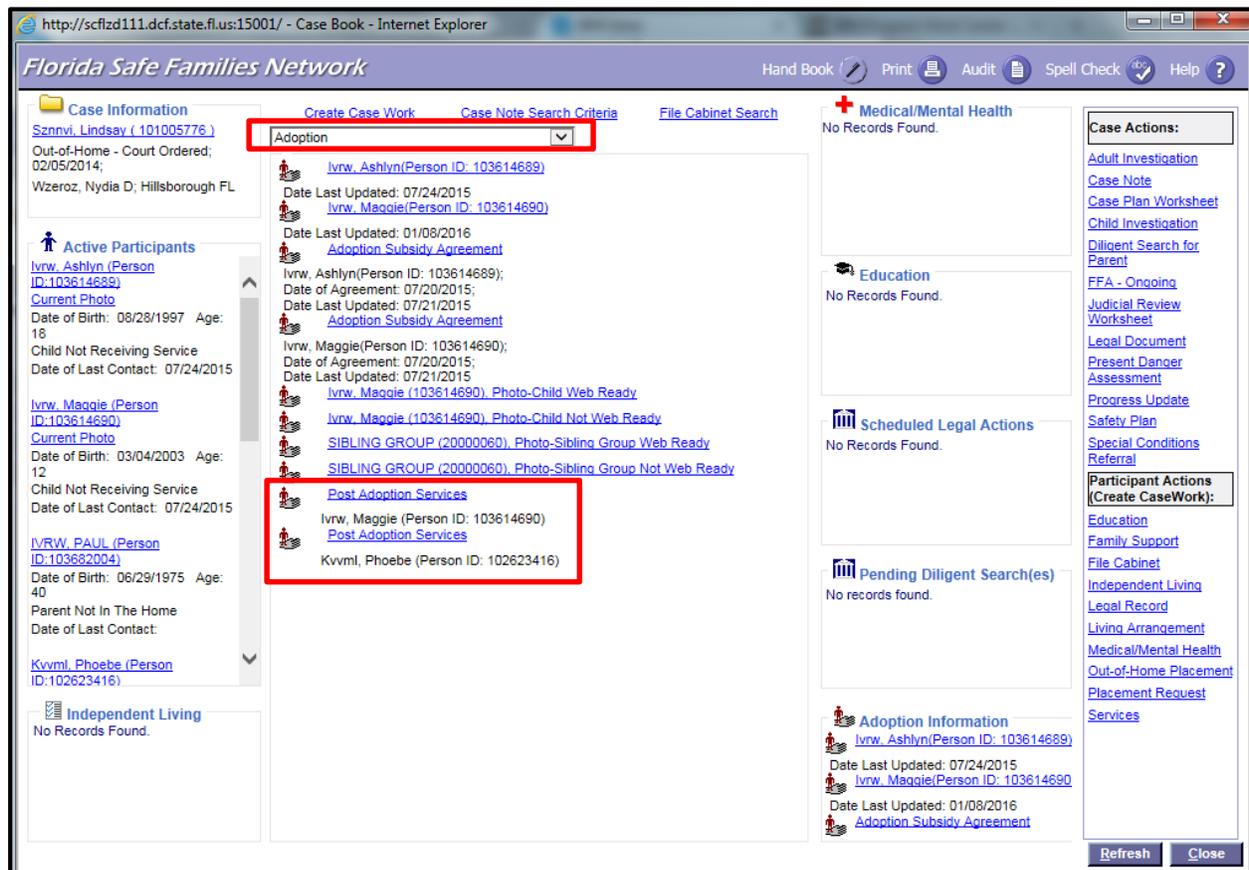


Figure 5 – Case Book, Adoption drop down

## PERSON BOOK:

→ Provides access to existing Post Adoption Services page by checking the Participant View checkbox, accessing the applicable Case folder, and clicking on the Person Book hyperlink. On the Person Book page, select Adoption from the Center drop down pane.

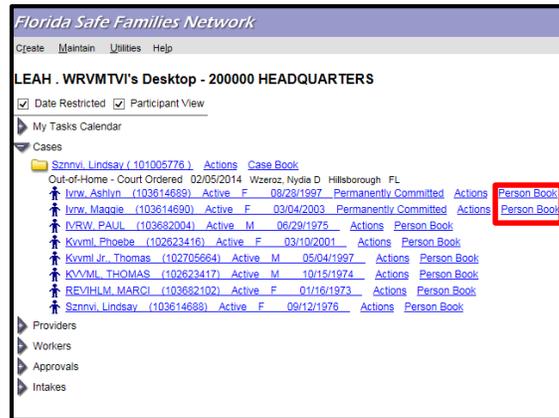


Figure 6 – Access Person Book via Desktop

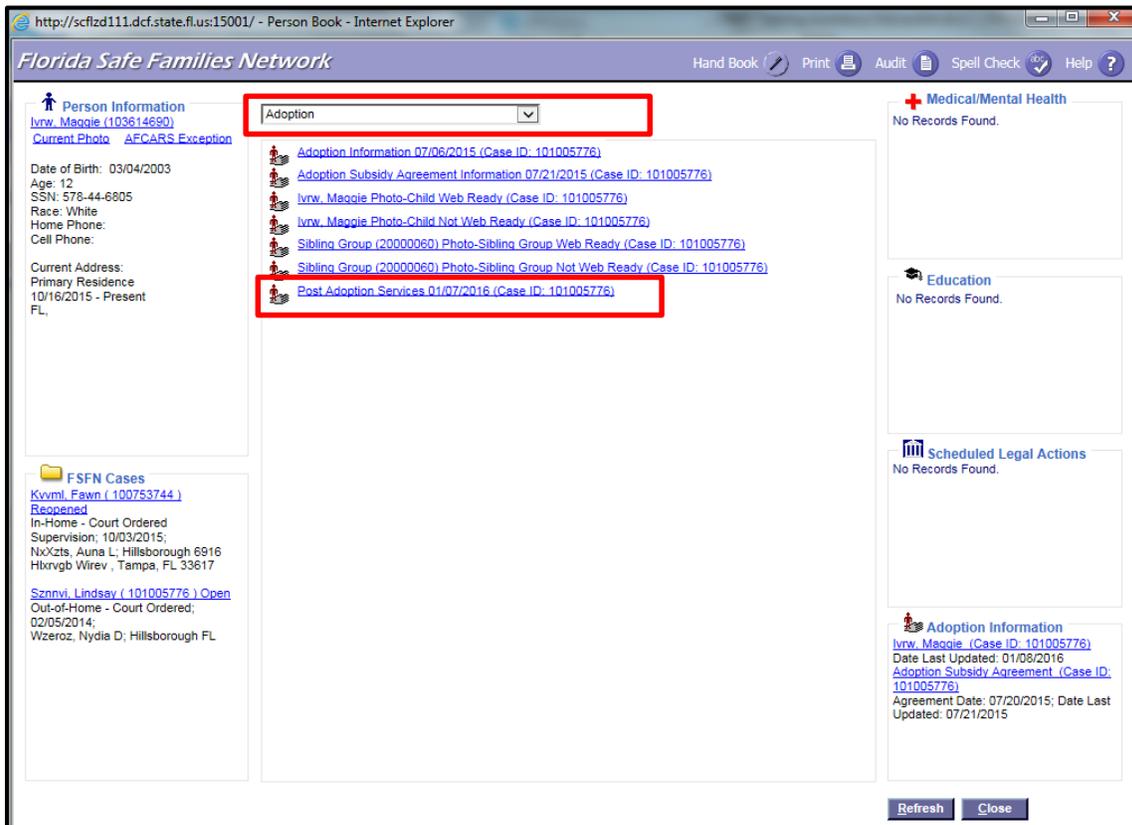


Figure 7 – Person Book, Adoption drop down

## DESKTOP NAVIGATION:

→ Provides access to existing Post Adoption Services page(s) through expanding the Case folder and then expanding the Adoption icon.

→ NOTE: the Post Adoption Services link appears whether Desktop is in Participant View or in Case View.

*Florida Safe Families Network*

Create Maintain Utilities Help

### LEAH . WRVMTVI's Desktop - 20000 HEADQUARTERS

Date Restricted  Participant View

My Tasks Calendar

Cases

- Sznvi, Lindsay ( 101005776 ) [Actions](#) [Case Book](#)
  - Out-of-Home - Court Ordered 02/05/2014 Wzeroz, Nydia D Hillsborough FL
  - Related People
  - Adoption
    - [Adoption Information 07/06/2015 Ivrv, Ashlyn](#)
    - [Adoption Information 07/06/2015 Ivrv, Maggie](#)
    - [Adoption Subsidy Agreement Information 07/21/2015 Ivrv, Ashlyn](#)
    - [Adoption Subsidy Agreement Information 07/21/2015 Ivrv, Maggie](#)
    - [Sibling Group \(20000060\), Photo-Sibling Group Not Web Ready](#)
    - [Sibling Group \(20000060\), Photo-Sibling Group Web Ready](#)
    - [Ivrv, Maggie \(103614690\), Photo-Child Not Web Ready](#)
    - [Ivrv, Maggie \(103614690\), Photo-Child Web Ready](#)
    - [Post Adoption Services 01/07/2016 Ivrv, Maggie](#)
    - [Post Adoption Services 01/11/2016 KvvmI, Phoebe](#)
- Assignment
- Eligibility
- File Cabinet
- Income/Eligibility
- Investigation
- Legal
- Medical/Mental Health
- Meeting
- Narrative
- Non-Placement Services
- Payment System-Disbursed
- Placements
- Planning

Figure 8 – Desktop Navigation

## POST ADOPTION SERVICES page

This is a new page in FSFN to allow the ability to document Services requested by families, as well as identify Services offered to the family and ultimately create the Service provided to the family, if accepted. A new page can be created through Create Case Work. Existing pages can be accessed via Case Book, Person Book, or Desktop Navigation.

The screenshot displays the Florida Safe Families Network interface. At the top, there is a navigation bar with 'Hand Book', 'Print', 'Audit', 'Spell Check', and 'Help' options. The main content area is divided into several sections:

- General Information:** Displays Case ID (101005776), Person ID (103614690), Participant Name (Ivrw, Maggie), Post Adoption Services ID (200000060), Date of Birth (03/04/2003), Age (12), SSN (578-44-6805), Medicaid Number (8631013447), and Fiscal Agency Providing Subsidy (Eckerd Community-Hillsborough).
- Services Requested By Family:** A table with columns: Date Requested, Fiscal Agency Receiving Contact, Fiscal Agency Providing Service, Service Type, Action, Created By, Send Notification, and Referred for Service?. A single entry is shown for 'Family Counseling (Non-Paid)' on 01/06/2016, created by WRVMTVI, LEAH(42245).
- Service Request details:** Includes a form for 'Was this service referred to the family?' (Yes/No), 'Reason Not Referred' (dropdown), and 'Date Referred' (01/07/2016).
- Services Referred:** A table with columns: Fiscal Agency Providing Service, Service Begin Date, Service Type, Status, Action, and Created By. Two entries are shown: 'Family Counseling (Non-Paid)' and 'Substance Abuse Evaluation (Paid)', both accepted and created by WRVMTVI, LEAH(42245).

Buttons for 'Insert', 'Save', and 'Close' are visible at the bottom of the form.

Figure 9 – New Post Adoption Services page

## SERVICES page:

→When created from the Post Adoption Services page, the Services Begin Date, the Service Category, the Fiscal Agency, and the Service Type will pre-fill from the associated Post Adoption Services page. Select the Create Service hyperlink in the Services Referred repeating group box in order to create a new Service.

→When the Services page is created from a Post Adoption Services page, a Post Adoption Services ID will appear to link the two pages together.

The screenshot shows a web application interface for the Florida Safe Families Network. The page title is "Services -- Webpage Dialog". The main header displays "Florida Safe Families Network" and includes utility icons for Print, Audit, and Spell Check. The page content is organized into several sections:

- Child Information:** Child: Ivrrw, Maggie (ID: 103614690 Age: 12 DOB: 03/04/2003 )
- Case Information:** Case Name: Sznrvl, Lindsay (ID: 101005776)
- Post Adoption Services ID:** 200000060 (This field is highlighted with a red box in the original image)
- Service Details:**
  - Service Begin:** Service Begin Date: 01/07/2016, Service End Date: 00/00/0000, Estimated End Date: 01/08/2016
  - Provider:** Fiscal Agency: Childrens Home Society (dropdown), Service Type: Substance Abuse Eevaluation (Paid) (dropdown)
- Actions:** Approval (hyperlink)
- Text:** Text (hyperlink)

At the bottom of the form, there are "Save" and "Close" buttons.

Figure 10 – Services page, Post Adoption Services ID hyperlink

## MEETINGS page

→ New Meeting Types are available when accessing the Meeting page through the Actions hyperlink located next to the FSFN Case Name hyperlink.

→ New Meeting Types include: Full Disclosure Staffing, Adoption Transition Staffing, Adoption Support Group, and Permanency Roundtable.

Figure 11 – Actions hyperlink to Create Case Note



Figure 12 Create Case Note

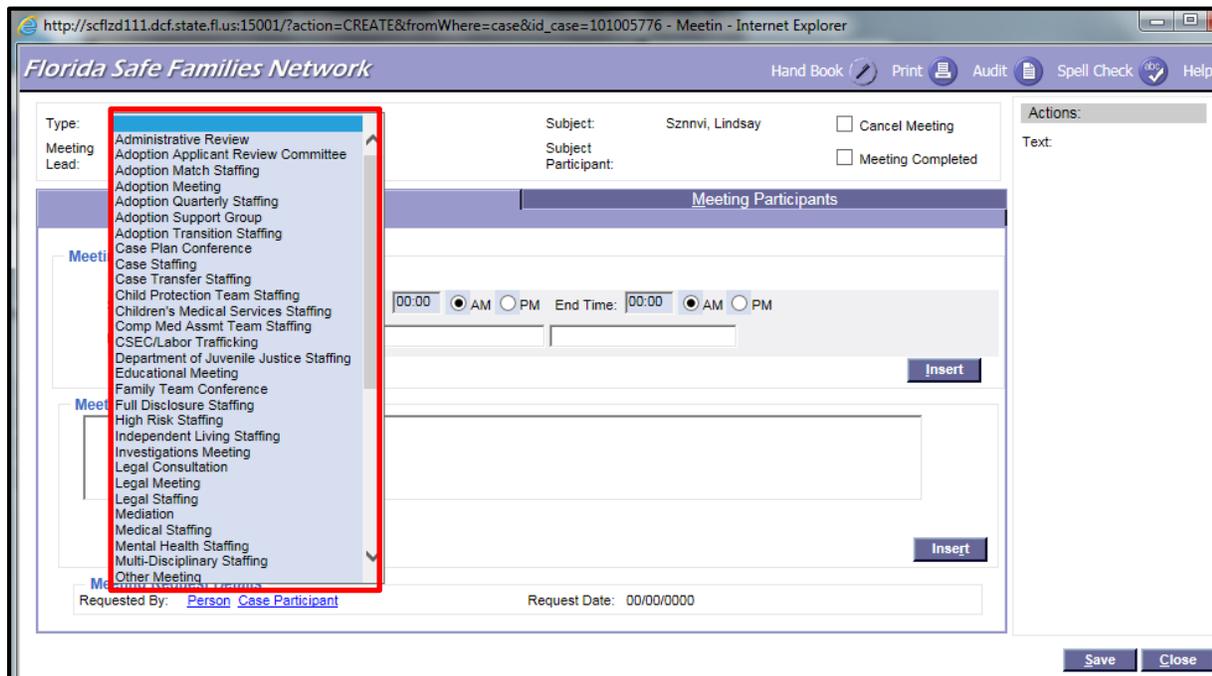
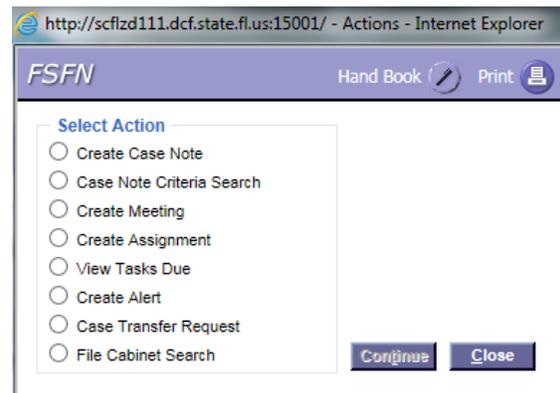


Figure 13 –New Meeting Types

## CREATE PROVIDER WORK

→An additional value of 'Adoption Applicant Review Committee (non child-specific)' within the Administrative drop down is now available for creating the Provider Meeting page.

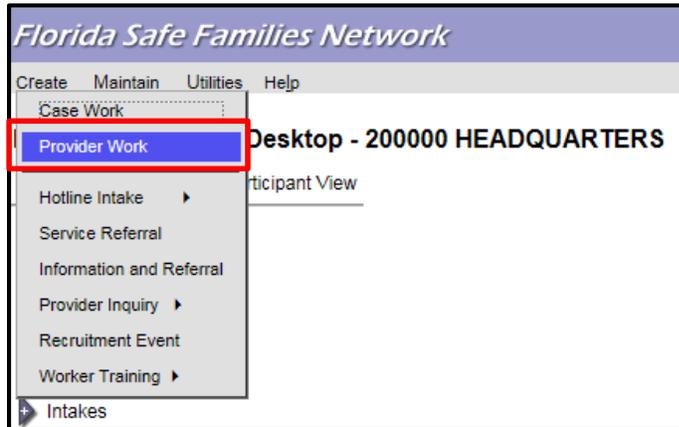


Figure 14 – Create Provider Work command

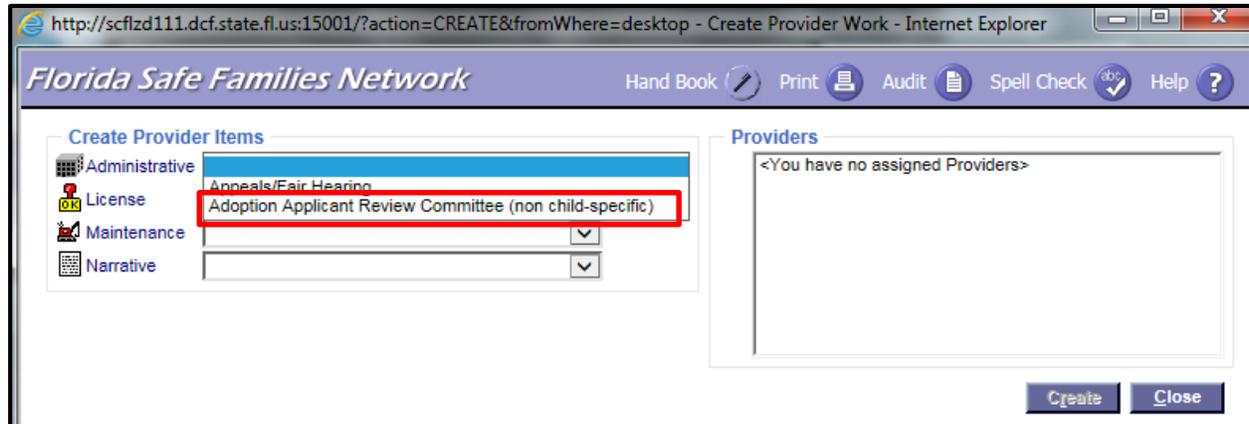


Figure 15 – New AARC value in Administrative drop down

## CASE NOTES

→ New 'Add Non Face-to-Face Contact' hyperlink and associated repeating group box is now available to document non face-to-face contact details.

→ New Category drop down on the Case Notes page is now available with values added for selection.

→ New Type values exist within the existing Types drop down that dynamically display based upon the Category chosen.

**Case Note**  
 Case Name: [Sznnyi, Lindsay](#) Worker Creating Note: WRVMTV1, LEAH Date Entered: 01/11/2016 10:23 PM  
 Case Note ID: 300001121 Version Number: 1  
 Worker Making Contact: WRVMTV1, LEAH [Search](#)  Other

**Note Information**  
 Contact Begin Date: 01/02/2016 02:00 AM  PM  
 Contact End Date: 00/00/0000 00:00 AM  PM  
 Category: **Post Adoption**  
 Invs/Assessment Number:

**Participants**

Participants	Person ID	Date of Birth	Applies To
Ivrv, Ashlyn	103614689	08/28/1997	<input checked="" type="checkbox"/>
Ivrv, Maggie	103614690	03/04/2003	<input checked="" type="checkbox"/>
IVRW, PAUL	103682004	06/29/1975	<input checked="" type="checkbox"/>

[Add Face-to-Face Contacts](#)  
[Add Non Face-to-Face Contacts](#)

**Type**

- 1 Year Post Communication - Telephone Contact
- 1 Year Post Communication - Email
- 1 Year Post Communication - Other Correspondence
- Adoption Reunion Registry Inquiry
- Adoption Subsidy Increase Request
- Adoption Subsidy Issue
- Adoption Tax Credit Inquiry
- Birth Certificate Inquiry

**Narrative**  
 Attempted to make contact with the family via email addresses on file.

**Contact Information**

Name	Face-to-Face Contact	Reason Not Seen	Different Date	Contact Date/Time
Ivrv, Ashlyn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ivrv, Maggie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/03/2016 09:45 AM
IVRW, PAUL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Non Face-to-Face Contact Information**

Name	Non Face-to-Face Contact	Reason Not Completed	Different Date	Contact Date/Time	
Ivrv, Ashlyn	Attempted	Invalid Email Address	<input type="checkbox"/>		<a href="#">Delete</a>
Ivrv, Maggie	Completed		<input checked="" type="checkbox"/>	01/03/2016 09:45 AM	<a href="#">Delete</a>
IVRW, PAUL	Attempted	Sent Email	<input type="checkbox"/>		<a href="#">Delete</a>

**Other Contacts**

Name	Affiliation	Title	Contact Date/Time

[Save](#) [Close](#)

Figure 16 – Case Notes page

## CASE NOTE SEARCH CRITERIA and CASE NOTE SEARCH RESULTS

→The new values in the Category drop down of the Case Note page can now be selected on the Case Note Search Criteria page.

→The new values in the Type drop down of the Case Note page can now be selected on the Case Note Search Criteria page.

→A new Category column displays on the Case Note Search Results page, in addition to the new Types on the Case Notes Search Criteria page will display on the Case Note Search Results.

The screenshot displays the 'Florida Safe Families Network' interface. At the top, there is a navigation bar with 'Hand Book', 'Print', 'Audit', 'Spell Check', and 'Help' options. Below this, the 'Note Criteria' section contains search parameters: Case Name: Sznvi, Lindsay; Case ID: 101005776; Start Date: 11/21/2015; End Date: 01/20/2016; Invs/Assessment Number: (empty dropdown); and Creator: (empty field). A 'Search' button is located to the right of the Creator field.

The 'Category and Type Criteria' section is divided into two main areas. On the left, there is a list of 'Categories' including 'Commercial Sexual Exploitation of Child(CSEC)', 'Federal Funding Reviews', 'Independent Living', 'Legal', 'Out of County Services', 'Post Adoption', 'Special Conditions', and 'Substance Abuse Mental Health (SAMH)'. The 'Post Adoption' category is highlighted with a red box. Below the categories is a list of 'Types' including 'Post Adoption - 1 Year Post Communication - Telephone', 'Post Adoption - 1 Year Post Communication - Email', 'Post Adoption - 1 Year Post Communication - Other Con...', 'Post Adoption - Adoption Reunion Registry Inquiry', and 'Post Adoption - Adoption Subsidy Increase Request'. The first type is highlighted with a red box.

In the center, there are four buttons: 'Add>', 'Add All>>', '< Remove', and '<< Remove All'. To the right of these buttons is a 'Selected Categories' box containing 'Post Adoption'. Below this is a 'Case Participants' list containing 'Ivrw, Maggie', 'Ivrw, Ashlyn', 'IVRW, PAUL', 'Kvtml Jr., Thomas', and 'Kvtml, Phoebe'. At the bottom right, there are 'Search' and 'Close' buttons.

Figure 17 – Case Note Search Criteria page

http://scfzfd111.dcf.state.fl.us:15001/ - Case Note Search Results - Internet Explorer

**Florida Safe Families Network**      Hand Book    Print    Audit    Spell Check    Help

**Note Criteria**

Case Name: Sznrv, Lindsay      Case ID: 101005776      Inv/Assessment Number:

Start Date: 11/21/2015      End Date: 01/20/2016

Records 1 to 1

Worker Creating Note: [WRVMTVI, LEAH (200000 HEADQUARTERS)]

**Notes**

CNID	Begin Date	Date Entered	Category	Type	Worker Creating Note	Unit	Worker Making Contact	Unit		
300001121	01/02/2016	01/11/2016	Post Adoption	1 Year Post Communication - Email	WRVMTVI, LEAH	200000 HEADQUARTERS	WRVMTVI, LEAH	200000 HEADQUARTERS	<a href="#">Print</a>	<a href="#">View</a>

Options: [ ] [Go]      [New Search](#)    [Close](#)

Figure 18 – Case Note Search Results page

## ADOPTION INFORMATION page

→The General tab now includes 'Expressed Intent to Adopt' repeating group box.

→The Adoption Information group box has been re-aligned to provide minimal scrolling.

→The Removal/Placement tab has removed the 'Caregiver Plans on Adopting' checkbox

The screenshot displays the 'Florida Safe Families Network' web application. At the top, the child's name is 'Maggie Ivry', status is 'Available', and the date adoption activities begin is '07/06/2015'. The 'General' tab is selected, showing fields for 'General Appearance' (Gender: Female, Race: White, DOB: 03/04/2003, Ethnicity: Other) and 'Family/Medical History on File' (Birth Mother, Birth and Delivery Records, Birth Father, N/A Child Being TPR'd from Adoptive Parent(s)).

The 'Adoption Information' section is highlighted with a red box and contains the following fields:

- Life Book Available
- Birth Certificate in File
- Social Security Card in File
- Adoption Reunion Registry Brochure - Birth Parents
- Adoption Reunion Registry Brochure - Adoptive Parents
- Child has been Previously Adopted:**  Yes  No  Unable to Determine
- At Legal Risk:** N/A
- Child Placed By:** CBC Lead Subcontractor
- Child Placed From:** In State
- Adoption Placement Type:** No Identified Family
- Relationship of Adoptive Parent to Child:**
  - Foster Parent
  - Other Relative
  - Other Non-Relative
  - Step Parent
- Were efforts made to place the child without provision of subsidy or medical assistance?  Yes  No
- List efforts made: NA
- Were the prospective parent(s) willing to adopt without subsidy?  Yes  No

The 'Expressed Intent to Adopt' section is also highlighted with a red box and contains a table with the following data:

Prospective Parent(s) Expressed Intent to Adopt	Date of Expressed Intent	Provider ID	Provider Name	Expressed Intent Withdrawn	Reason
<input type="radio"/> Yes <input checked="" type="radio"/> N/A	00/00/0000			00/00/0000	

At the bottom of the page, there are 'Options', 'Go', 'Save', and 'Close' buttons.

Figure 19 – Adoption Information page, General tab

http://scflzd111.dcf.state.fl.us:15001/7ARE\_REG\_ID\_ARE=1124083&ARE\_REG\_ID\_CASE=101005776&action - Internet Explorer

**Florida Safe Families Network**

Child's Name: Maggie Ivrv      Status: Available      Date Adoption Activities Begin: 07/06/2015

General    Birth Family    Background    **Removal/Placement**    Matches    Available Status

**Removal/Placement History**

First Removal/Placement Date: 05/12/2014      Reason(s) for Removal(s):  
 Most Recent Removal Date: 05/12/2014      NA  
 Total Number of Placements: 4

**Type of Current Placement**

Provider:        (highlighted in red)  
 Type:       Date Entered: 00/00/0000

Address

**Placement Preferences**

Child desires continued contact with one or more Birth Family members       Child desires continued contact with one or more Siblings  
 NA

Options:       Go      Save      Close

Figure 20 – Adoption Information page, Removal/Placement tab

## RECRUITMENT EVENT Page

→The Recruitment Page now captures an overall Category of Event, Type of Event, and individual expenditures associated with the Recruitment Event.

→The previously existing Total Cost field has been removed.



Figure 21 – Create Recruitment Event command

A screenshot of the Florida Safe Families Network web application in Internet Explorer. The browser address bar shows "http://scfzd111.dcf.state.fl.us:15001/?action=CREATE&fromWhere=desktop - Recruitment Event - Internet Explorer". The page title is "Florida Safe Families Network". The form contains several sections: "Event" with fields for "Event ID: 200000461", "Recruiter: LEAH WRVMTVI", and "Agency: Central Office - Child Welfare"; "Event Information" with "Date of Entry: 01/20/2016", "Category of Event" (dropdown), "Type of Event" (dropdown), "Length of Event" (dropdown), "Target Area" (dropdown), and "Date of Event: 00/00/0000"; "Event Summary" with "Resource Hours: 0000.00" and "Participants" (dropdown); "Expenditures" section with a table header: "Type of Expenditure", "Description", "Amount", "Action", and an "Insert" button; "Recruitment Comments" section with a text area; and "Recruitment Participants" section with "Options" (dropdown) and "Go" button. "Save" and "Close" buttons are at the bottom right.

Figure 22 – Recruitment Event page

## RECRUITMENT ACTIVITY Page

→The Recruitment Activity Page has been modified to display the Category captured from the Recruitment Event page.



Figure 23 – Maintain Recruitment Activity command

Event Date	Category	Type	Worker Name	Agency Name	Target Area
01/12/2016	Mentoring/ Volunteering	Civic/Community Fair	GINA - HXSVMALDRXS	Central Office - Child Welfare	Broward
01/10/2016	Adoption General	Adoption Informational Meeting	LEAH - WRVMTVI	Central Office - Child Welfare	Leon
01/10/2016	Adoption Child Specific	Adoption Support Group	LEAH - WRVMTVI	Central Office - Child Welfare	Leon
12/20/2015	Foster Parent Targeted Population		Robert Gslimglm	Central Office - Child Welfare	Franklin
12/17/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Baker
12/17/2015	Foster Parent - Other	Church Event	Robert Gslimglm	Central Office - Child Welfare	Baker
12/17/2015	Adoption - Other		Robert Gslimglm	Central Office - Child Welfare	Alachua
12/17/2015	Other		Robert Gslimglm	Central Office - Child Welfare	Baker
12/17/2015	Other		Robert Gslimglm	Central Office - Child Welfare	Bay
12/17/2015	Adoption - Other	Civic/Community Fair	Robert Gslimglm	Central Office - Child Welfare	Bradford
12/17/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Brevard
12/17/2015	Adoption General		Robert Gslimglm	Central Office - Child Welfare	Alachua
12/16/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Alachua
12/16/2015	Other		Robert Gslimglm	Central Office - Child Welfare	Bay
12/16/2015	Adoption - Other		Robert Gslimglm	Central Office - Child Welfare	Baker
12/15/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Alachua
12/15/2015	Foster Parent General		Robert Gslimglm	Central Office - Child Welfare	Leon
12/03/2015		Community Meeting	YOHANA A. IVHGL	Children's Network of SW Flori	Collier
11/28/2015		Church Event	YOHANA A. IVHGL	Children's Network of SW Flori	Lee
11/23/2015		Orientation	Carla S. Ybohrnz	Eckerd Community Alternatives	Pasco
11/20/2015		Community Meeting	YOHANA A. IVHGL	Children's Network of SW Flori	Lee
11/19/2015		Community Meeting	YOHANA A. IVHGL	Children's Network of SW Flori	Lee
11/15/2015		Church Event	YOHANA A. IVHGL	Children's Network of SW Flori	Charlotte

Figure 24 – Recruitment Activity page

## PROVIDER SEARCH page

→The Provider/Organization Search tab now provides the ability to search for Providers based on their Unified Home Studies and whether the UHS is approved and active or expired

The screenshot shows the Florida Safe Families Network web application. The browser address bar displays the URL: <http://scfzid111.dcf.state.fl.us:15001/?action=OPEN&fromWhere=desktop>. The page title is "Florida Safe Families Network". The navigation tabs include "Case", "Person", "Provider/Organization" (selected), and "Worker".

The "Search Criteria" section contains the following fields:

- Provider/Organization Name: [Text Input]
- First Name: [Text Input]
- Person/Organization: [Both] (Dropdown)
- Fiscal Agency: [Dropdown]
- Service Category: [Dropdown]
- Service Type: [Dropdown]
- Service Match
- Provider ID: [Text Input]
- SSN: [Text Input]
- FEIN: [Text Input]
- Parent Agency ID: [Text Input]
- Search Providers of Parent Agency
- By Availability
- Age: [Text Input]
- Gender: [Dropdown]
- Provider Type: [Dropdown]
- Phone #: [Text Input]
- Street: [Text Input]
- Unit Designator: [Dropdown]
- Building: [Text Input]
- PO Box: [Text Input]
- Route: [Dropdown]
- City: [Dropdown]
- State: [Dropdown]
- County: [Dropdown]
- Non-Florida County: [Text Input]
- ZIP Code: [Text Input]
- Country: [Dropdown]

The "Unified Home Studies" section is highlighted with a red box and includes:

- Date Restricted
- Search Precision: [Slider from Low to High]
- Purpose of Home Study: [Dropdown]
- Outcome: [Dropdown]
- Expired

The "Providers Returned" section is currently empty.

Figure 25 – Provider/Organization Search page