

Florida Department of Children & Families



Baker Act Submission User Manual



Baker Act Submission User Manual

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1. Document History

Version	Description	Author(s)	Last Updated
0.1	Created initial version	Tammy Anderson	01/05/2023
0.2	Review of initial version	Tammy Anderson	02/13/2023
0.3	Review and added comments	Leslie Gomez	02/27/2023
0.4	Update document	Tammy Anderson	03/01/2023
0.5	Reviewed and updated document	Victor Gaines	03/01/2023
0.6	Updates completed	Tammy Anderson	03/17/2023
0.7	Update screenshots due to new fields added. Added comment under screenshots that show test data.	Tammy Anderson	04/03/2023
1.0	Final Version	Tammy Anderson	04/03/2023
1.1	Update screenshots to reflect expanded SSN field. Removed (Last 4) references from SSN.	Tammy Anderson	04/23/2023
1.2	Add paragraph and screenshot for potentially duplicated data.	Tammy Anderson	05/04/2023

2. Glossary

Abbreviation \Term	Description
ALF	Assisted Living Facility
BARC	Baker Act Receiving Center
DCF	Department of Children and Families
DOB	Date of Birth
FMHI	Florida Mental Health Institute
HIPAA	Health Insurance Portability and Accountability Act
HQ	DCF Headquarters
OKTA	A third-party application that offers a secure cloud based single sign-on access management solution.
PDF	Portable Document Format
PLADS	Provider Licensing and Designation System
Facility	Receiving Facility
SAMH	Substance Abuse and Mental Health
SSN	Social Security Number
URL	Uniform Resource Locator also known as a web address

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3. Document Purpose

The purpose of this user manual is to help users navigate and utilize the Baker Act application. The Baker Act application will allow public and private receiving facilities to directly enter the initial details related to individuals received by their facilities and DCF near real-time data available.

4. Baker Act Roles

There are three categories of Baker Act users, Department of Children and Families (DCF), (Receiving) Facility and Baker Act Receiving Center (BARC), that can access the Baker Act application. Each role will have a different level of access.

4.1. DCF ReadOnly

DCF ReadOnly users will be able to view, download, or export any submission records in the application, but they will not be able to modify any records. They will also be able to see all users and facilities that are in the application but not modify any records.

4.2. DCF Admin

DCF Admins will be able to view, download, or export any submission records in the application, but they will not be able to modify any records. They are also responsible for creating new, modifying, activating, or inactivating users and facilities in the application.

Note: Users will have an Okta account created for authentication to get to the Baker Act application as well as user created in the Baker Act application with a role so that the user can perform functions based on the role that is assigned.

4.3. Facility ReadOnly

Facility ReadOnly users will be able to view, download, or export any submission records related to their receiving facility or facilities, but they will not be able to modify any records.

4.4. Facility Submitter

Facility Submitters will be able to view, create, update, or delete submission records related to their receiving facility or facilities. Facility Submitters will also be able to download or export any submission records related to their receiving facility or facilities.

4.5. Facility Admin

Facility Admins will be able to perform all the functions of a Facility Submitter, plus change the role of users who are related the same receiving facility or facilities as the admin.

4.6. BARC Submitter

BARC Submitters will be able to view, create, update, or delete submission records for any facility. BARC Submitters will also be able to download or export any submission records related to any receiving facility. They will also be able to see all users and facilities that are in the application but not modify any records that were created by a facility submitter or a facility admin.

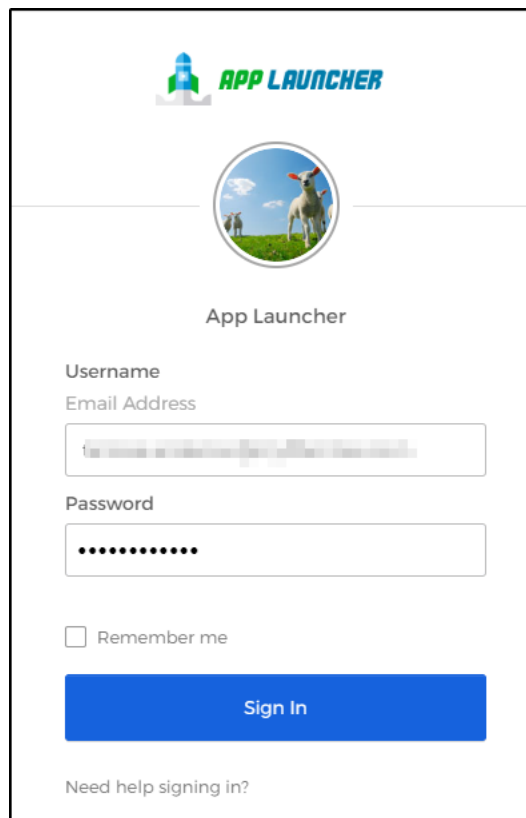
5. Creating User Accounts

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Request for Baker Act user accounts will be sent to the DCF Helpdesk at dcf.helpdesk@myflfamilies.com. For DCF employs, the request should include the access form. For non-DCF employees, the request should include certificates the from the Security Awareness Training and HIPAA Information and Action training courses -<http://www.myflfamilies.com/general-information/dcf-training>. Once all information has been received the Okta authentication and Baker Act application account will be created. An email will be sent with instructions on how to access the application.

6. Baker Act Sign In

Users will be provided with the URL to sign into the application into Baker Act application using an email and password combination.



The screenshot shows a web interface for the 'App Launcher'. At the top, there is a logo with a rocket and the text 'APP LAUNCHER'. Below the logo is a circular image of a white cow in a field. Underneath the image is the text 'App Launcher'. The sign-in form includes the following elements:

- Username label
- Email Address label
- A text input field for the email address.
- Password label
- A text input field for the password, currently filled with dots.
- A checkbox labeled 'Remember me'.
- A blue 'Sign In' button.
- A link labeled 'Need help signing in?' at the bottom.

7. Home Page

The home page links, and submissions statistics will appear will be differently for users, based on their Baker Act role.

7.1. DCF User Home Page



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DCF users will have links in the upper left of the page for Submissions, Users, Facilities and Reports. The home page will also show one set of at-a-glance totals for all submissions in the application. This will include:

- Completed Submissions
- Completed in the last 30 Days
- Incomplete Submissions
- Incomplete and more than 5 days past arrival

Baker Act Home Submissions Users Facilities Reports AL Ada Lovelace

Welcome, Ada Lovelace.

Your Dashboard

Entire System

28 Completed Submissions	26 Completed in the last 30 days	10 Incomplete Submissions	10 Incomplete and more than 5 days past arrival
-----------------------------	-------------------------------------	------------------------------	----------------------------------------------------

* By logging in to the Baker Act Application, I understand that I have been authorized by the Florida Department of Children and Families to view information that may be sensitive and/or confidential.

I understand that upon viewing/receiving this information it becomes my responsibility to provide continued protection of the information, to not disclose the information to any unauthorized person or persons, and to use the information in only the authorized manner agreed upon, and to destroy the information after the purpose for its collection has been fulfilled.

Furthermore, I understand that my violation of this agreement and/or unauthorized use of this application may result in a state or federal crime being committed, which could lead to fines and/or imprisonment for others and myself.

7.2. Facility Admin and Facility Submitter Home Page

The Facility Admin and Facility Submitter will have links in the upper left of the page for Submissions, My Facility and Reports. The home page will also show two sets of at-a-glance totals: one set of submission specific to the facility and the other set of submission specific to the user. The Home page will also show submissions that are in an Incomplete or Complete status that have been created by the user.



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Demo Facility (99999)

- 9 Completed Submissions
- 7 Completed in the last 30 days
- 3 Incomplete Submissions
- 3 Incomplete and more than 5 days past arrival

My Submissions

- 6 Completed Submissions
- 5 Completed in the last 30 days
- 1 Incomplete Submissions
- 1 Incomplete and more than 5 days past arrival

My Recent Submissions

Person	Facility	Submission Status	Submitted On	Created By User	Created on	Facility Arrival Date
RF Submit	Demo Facility	Incomplete		RF Submit	03/03/2023	03/15/2023
RF Submit	Demo Facility	Complete	03/03/2023	RF Submit	03/03/2023	03/03/2023
RF Submit	Demo Facility	Complete	03/10/2023	RF Submit	03/10/2023	03/09/2023

7.3. Facility ReadOnly Home Page

The Facility ReadOnly user will have links in the upper left of the page for Submissions and My Facility. The home page will also show one set of at-a-glance totals for their facility.

Your Dashboard

Welcome, RF Read.

Demo Facility (99999)

- 9 Completed Submissions
- 7 Completed in the last 30 days
- 3 Incomplete Submissions
- 3 Incomplete and more than 5 days past arrival

* By logging in to the Baker Act Application, I understand that I have been authorized by the Florida Department of Children and Families to view information that may be sensitive and/or confidential.

I understand that upon viewing/receiving this information it becomes my responsibility to provide continued protection of the information, to not disclose the information to any unauthorized person or persons, and to use the information in only the authorized manner agreed upon, and to destroy the information after the purpose for its collection has been fulfilled.

Furthermore, I understand that my violation of this agreement and/or unauthorized use of this application may result in a state or federal crime being committed, which could lead to fines and/or imprisonment for others and myself.

8. Submissions

All users can view submissions, based on their role, by selecting the Submissions link at the top of the home page.



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8.1. Submission Page

Users can view All submissions or can sort submissions by Complete or Incomplete. All columns can be sorted except for SSN, which is obscured. To view, select the obscured SSN and it will be revealed.

Person	DOB	SSN	Arrival Date	Facility	Created On	Created By	Submitted On	Submitted By	Status
Karen Super	01/14/1988	****	04/01/2023	Demo Facility 99999	3 Apr 2023 08:30	RF Admin	04/03/2023	RF Admin	Complete
Marcus Smith	11/16/1988	****	03/09/2023	Demo Facility 99999	10 Mar 2023 12:25	RF Submit	03/10/2023	RF Submit	Complete
Grace Patterson	09/11/1922	****	04/02/2023	Demo Facility 99999	3 Apr 2023 08:57	RF Submit	04/03/2023	RF Submit	Complete
Taylor Lemon	05/01/1938	****	04/03/2023	Demo Facility 99999	3 Apr 2023 08:48	RF Admin	04/03/2023	RF Admin	Complete
Margo Jones	08/19/1987	****	03/15/2023	Demo Facility 99999	17 Mar 2023 12:24	RF Submit	03/17/2023	RF Submit	Complete

* Screenshot depicts created test data

Person	DOB	SSN	Arrival Date	Facility	Created On	Created By	Submitted On	Submitted By	Status
TEST TEST	01/01/1970	****	03/29/2023	Demo Facility 99999	6 Mar 2023 13:56	Barc Test			Incomplete
Carly Simon	09/19/2008	****	03/27/2023	Demo Facility 99999	3 Mar 2023 11:36	RF Admin			Incomplete
Shawn Maldonado	02/14/1972	****	03/15/2023	Demo Facility 99999	3 Mar 2023 11:48	RF Submit			Incomplete

* Screenshot depicts created test data

8.2. Advanced Search

The Advanced Search allows users to search and filter by specific criteria, including:

- a. Gender



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- b. Race
- c. Region
- d. Circuit
- e. Submitted On
- f. Created On

Baker Act Home Submissions My Facility RS RF Submit

[Submissions](#)

[Advanced Search](#) Search by person or facility name

Person	DOB	SSN	Arrival Date	Facility	Created On	Created By	Submitted On	Submitted By	Status
TEST TEST	01/01/1970	****	03/29/2023	Demo Facility 99999	6 Mar 2023 13:56	Barc Test			Incomplete
Karen Super	01/14/1988	****	04/01/2023	Demo Facility 99999	3 Apr 2023 08:30	RF Admin	04/03/2023	RF Admin	Complete
Marcus Smith	11/16/1988	****	03/09/2023	Demo Facility 99999	10 Mar 2023 12:25	RF Submit	03/10/2023	RF Submit	Complete
Carly Simon	09/19/2008	****	03/27/2023	Demo Facility 99999	3 Mar 2023 11:36	RF Admin			Incomplete

* Screenshot depicts created test data

Advanced Submission Search

No active filters

Region Circuit Facility Arrival Date

	First Name	Last Name	DOB	SSN	Gender	Race	County	Receiving Facil...	Site Id	Submitted On	Created On	Updated On	FMHI Number
1	Region: Suncoast (63 items)												
2	Circuit: 6 (63 items)												
3	Facility Arrival Date: 02/08/2023 (63 items)												
67	Region: Southeast (12 items)												
68	Circuit: 15 (12 items)												
69	Facility Arrival Date: 02/08/2023 (11 items)												
81	Facility Arrival Date: 02/09/2023 (1 items)												
82	View	Mary	Good	11/19/1919	2877			Schuster, Shields ...	SITE-00005846		02/09/2023 02:06...	02/09/2023 02:06...	
83	Region: Southern (8 items)												
84	Circuit: 11 (8 items)												
94	Region: Central (8 items)												

* Screenshot depicts created test data

9. Create a New Submission

The home page is where Facility Admins and Facility Submitters can start new submissions. From the Submission list page, new submissions can also be created.



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Welcome, Carolyn Wehner.

Your Dashboard

Wyman - Hackett (SITE-00009183)

- 27 Completed Submissions
- 27 Completed in the last 30 days
- 23 Incomplete Submissions
- 23 Incomplete and more than 5 days past arrival

My Submissions

- 0 Completed Submissions
- 0 Completed in the last 30 days
- 0 Incomplete Submissions
- 0 Incomplete and more than 5 days past arrival

< Back

Submissions

Advanced Search

Person	DOB	SSN	Arrival Date	Facility	Created On	Created By	Submitted On	Submitted By	Status
TEST TEST	01/01/1970	****	03/29/2023	Demo Facility 99999	6 Mar 2023 13:56	Barc Test			Incomplete
Karen Super	01/14/1988	****	04/01/2023	Demo Facility 99999	3 Apr 2023 08:30	RF Admin	04/03/2023	RF Admin	Complete
Marcus Smith	11/16/1988	****	03/09/2023	Demo Facility 99999	10 Mar 2023 12:25	RF Submit	03/10/2023	RF Submit	Complete
Carly Simon	09/19/2008	****	03/27/2023	Demo Facility 99999	3 Mar 2023 11:36	RF Admin			Incomplete

* Screenshot depicts created test data

To create a record in the database, the New Submission page requests some basic details. Every field is required. This includes:

- a. Receiving Facility – A drop down that will list all the facilities that is associated with the creator of the new submission.
 - i. BARC users will be able to select the facility by name or FMHI
- b. Facility Arrival Date - The date that person arrived at the facility.
- c. First Name
- d. Last Name
- e. Date of Birth
- f. SSN **OR**
- g. No SSN
 - i. This individual does not have a social security number that was issued by the Social Security Administration.
 - ii. The facility has attempted to retrieve the social security number and has been unsuccessful.

The user may choose the Cancel or the Next option after all necessary fields have been filled in. The record will be deleted if the Cancel button is clicked, and the user will be taken back to the previous page (home page or Submission list page). If you choose the Next option, the Submission Detail page will load. The Submission Detail page will display the data supplied from the New Submission page.



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New Submission

Receiving Facility *
Demo Facility - 99999 (FMHI) ✕ ▼

Facility Arrival Date *
03/28/2023 📅

First Name *
MartyTest

Last Name *
SmithTesst

Date of Birth *
09/23/1982 📅

SSN * No SSN ⓘ

New Submission

Receiving Facility *
Demo Facility - 99999 (FMHI) ✕ ▼

Facility Arrival Date *
03/28/2023 📅

First Name *
MartyTest

Last Name *
SmithTesst

Date of Birth *
09/23/1982 📅

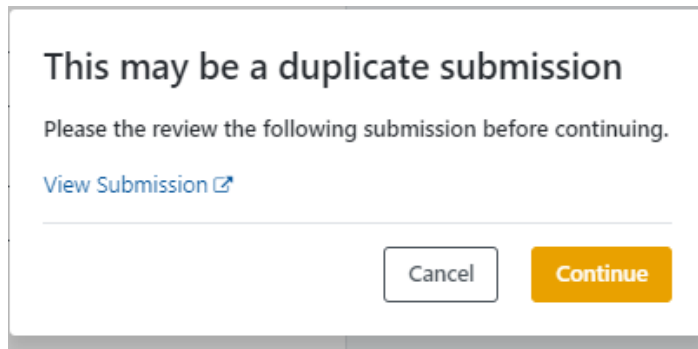
SSN No SSN ⓘ

Reason for not providing SSN *
Select a reason ▼
Select a reason
This individual does not have a social security number that was issued by the Social Security Administration.
The facility has attempted to retrieve the social security number and has been unsuccessful.

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9.1. Duplicated Baker Act Data

If a user attempts to create a new submission that has exact data as an existing submission the system will give a duplicate submission warning. The user will have the ability to review the other submission using the View Submission link inside the warning notification. If the new submission is a duplicate of an existing submission, the user will be able to cancel the current submission that had been started. If the new submission is not a duplicate of the existing submission, the system will allow the user the ability to continue creating the new submission.



10. Submission Detail

The Submission Detail will capture identifying information about the person, the reason for the exam, the location of the person prior to the exam or placement, and admission information. Any forms that were provided when the person was transported to the receiving facility must be uploaded and attached by the user.



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Submission Detail

Cancel Save Draft Submit

This online form must be completed in its entirety and attached to the forms listed below. Facilities must submit the required forms within **five (5)** working days of the individual's arrival at the facility or upon the facility's receipt of a court order for involuntary inpatient placement or involuntary outpatient placement.

Incomplete

General Information

Receiving Facility * Medical Record Number

Identifying Information

First Name * Middle Initial Last Name * Date of Birth *

SSN No SSN Reason for not providing SSN *

Gender * Race * Hispanic Origin Has served in US Military

Residence Information *

Residence County * Residence Zip Code OR Residence State (Non-FL) OR Homeless

Reason for exam (select at least one) *

Harm

Harm to self

Harm to others

Self neglect

Where was this adult (18 or older) prior to exam or placement?

Prior Location Type *

Facility Name Facility License Number

Address Line 1 Address Line 2

City State Zip Code County

Did this adult (18 or older) have contact prior to exam or placement?

Mobile Response Team (MRT)

Florida Assertive Community Treatment (FACT)

988 Suicide & Crisis Lifeline

Admission Information

Individual was admitted to the Baker Act receiving facility Date Person Arrived at the Facility *

Submission Attachments *

+ Add Attachment

File Name :	Document Type :	Professional Type :	LEO Agency :	Uploaded On :	Actions
No records to display					

Cancel Save Draft Submit



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10.1. General Information

- a. Receiving Facility – Prefilled from the New Submission page
- b. Medical Record Number – Optional field

General Information

Receiving Facility *	Medical Record Number
Demo Facility - 99999 (FMHI) x v	

10.2. Identifying Information

- a. First name - Prefilled from the New Submission page
- b. Middle Initial – Optional
- c. Last Name – Prefilled from the New Submission page
- d. Date of Birth – Prefilled from the New Submission page
- e. SSN – Prefilled from the New Submission page (or)
- f. No SSN – Prefilled from the New Submission page
- g. Gender – Drop down. Required
- h. Race – Drop down. Required
- i. Hispanic Origin
- j. Has served in US Military – Optional
- i. The question shown will be based on the Date of Birth and the Date Person Arrived at the Facility that was entered on the New Submission page.

Identifying Information

First Name *	Middle Initial	Last Name *	Date of Birth *
MartyTest		SmithTest	09/23/1982
SSN	No SSN <input checked="" type="checkbox"/>	Reason for not providing SSN *	
		This individual does not have a social security number that was issued by the Social Security Administ	
Gender *	Race *	Hispanic Origin	Has served in US Military
Select gender	Select race	<input type="checkbox"/>	<input type="checkbox"/>

10.3. Residential Information

If selecting Residence County, then either the Residence Zip Code or Homeless must be selected. If the person’s residence is not the Florida, select the Residence state from the drop down. Homeless can be selected without any other options.

- a. Residence County – Drop down
- b. Residence Zip Code
- c. Residence State (Non-FL) – Drop down
- d. Homeless



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Residence Information *

Residence County	Residence Zip Code	OR Residence State (Non-FL)	OR Homeless
<input type="text" value="Select county"/>	<input type="text"/>	<input type="text" value="Select state"/>	<input type="checkbox"/>

10.4. Reason for exam

At least one reason selection is required.

- a. Harm
 - i. Harm to self
 - ii. Harm to others
- b. Self neglect

Reason for exam (select at least one) *

- Harm
- Harm to self
- Harm to others
- Self neglect

10.5. Where was this adult (18 or older) prior to exam or placement?

The question shown will be based on the Date of Birth and the Date Person Arrived at the Facility that was entered on the New Submission page.

- a. Prior Location Type – Drop Down required.
 - i. The following selections in the drop down will have a secondary drop down to select the name and address of the location.

Where was this adult (18 or older) prior to exam or placement?

Prior Location Type *

Facility Name	Facility License Number		
<input type="text"/>	<input type="text"/>		
Address Line 1	Address Line 2		
<input type="text"/>	<input type="text"/>		
City	State	Zip Code	County
<input type="text"/>	<input type="text" value="Select state"/>	<input type="text"/>	<input type="text" value="Select county"/>



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- School
 - a. The secondary drop down will show school based on the county of residence. "All Counties" can be selected to show all schools regardless of county.

Where was this adult (18 or older) prior to exam or placement?

Prior Location Type * School *

All Counties

School Name

Address Line 1 Address Line 2

City State Zip Code County

ii. Assisted Living Facility (ALF)

Where was this adult (18 or older) prior to exam or placement?

Prior Location Type * Assisted Living Facility *

Facility Name Facility License Number

Address Line 1 Address Line 2

City State Zip Code County

iii. Nursing Home

Where was this adult (18 or older) prior to exam or placement?

Prior Location Type * Nursing Home *

Facility Name Facility License Number

Address Line 1 Address Line 2

City State Zip Code County

- b. If the person was in another location prior to the exam or placement, the name of the location and the address will be optional.



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10.6. Where was the child (under 18) prior to the exam or placement?

The question shown will be based on the Date of Birth and the Date Person Arrived at the Facility that was entered on the New Submission page.

- a. Prior Location Type – Drop Down required.
 - i. The following selections in the drop down will have a secondary drop down to select the name and address of the location.

Where was this child (under 18) prior to exam or placement?

Prior Location Type *

Select location

Facility Name Facility License Number

Address Line 1 Address Line 2

City State Zip Code County

- School
 - a. The secondary drop down will show school based on the county of residence. “All Counties” can be selected to show all schools regardless of county.

Where was this adult (18 or older) prior to exam or placement?

Prior Location Type *

School *

School

Select a school

All Counties

School Name

Address Line 1 Address Line 2

City State Zip Code County

- b. If the person was in another location prior to the exam or placement, the name of the location and the address will be optional.

10.7. Did this adult (18 or older) have contact prior to exam or placement?

This question is optional. The list shown below is based on the dates entered for Date of Birth and the Date Person Arrived at the Facility on the New Submission page.



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Did this adult (18 or older) have contact prior to exam or placement?

- Mobile Response Team (MRT)
- Florida Assertive Community Treatment (FACT)
- 988 Suicide & Crisis Lifeline

10.8. Did this child (under 18) have contact prior to exam or placement?

This question is optional. The list shown below is based on the dates entered for Date of Birth and the Date Person Arrived at the Facility on the New Submission page.

Did this child (under 18) have contact prior to exam or placement?

- Mobile Response Team (MRT)
- Community Action Treatment (CAT) Team
- 988 Suicide & Crisis Lifeline

10.9. Admission Information

1. Individual was admitted to the Baker Act receiving facility – Optional
 - a. If selected, the Date of Discharge will become visible.
2. Date Person Arrived at the Facility – Prefilled from the New Submission page
3. Date of Discharge – Optional
 - a. The date should be entered if the person left the receiving facility prior to completing submission form.

Admission Information

Individual was admitted to the Baker Act receiving facility



Date Person Arrived at the Facility *

08/15/2022



Date of Discharge

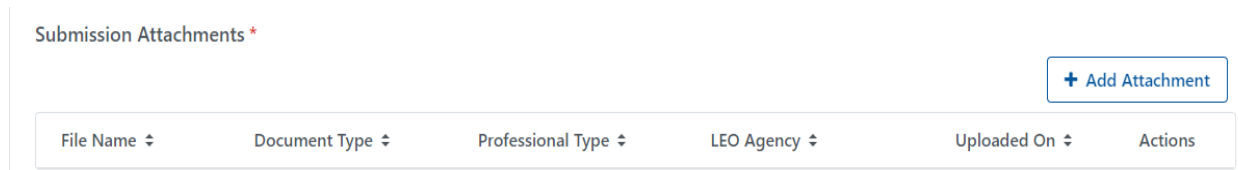
mm/dd/yyyy



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10.10. Submission Attachments

At least one Baker Act form is required to be attached to the Submission Detail. The Baker Act initiation form(s) (ex. CF - MH 3052b -Certificate of Professional Initiating Involuntary Examination) are provided when the person was transported to the receiving facility provided when the person was transported to the receiving facility



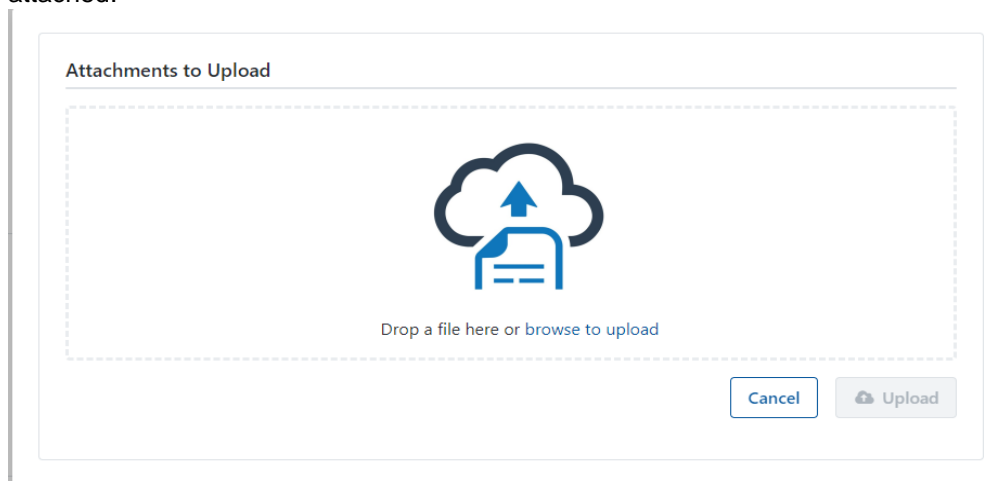
Submission Attachments *

+ Add Attachment

File Name	Document Type	Professional Type	LEO Agency	Uploaded On	Actions
-----------	---------------	-------------------	------------	-------------	---------

10.10.1. Add Attachment

Click the Add Attachment button and the Attachment to Upload pop up window will display. The Upload button will be disabled until a file has been selected to be attached.



Attachments to Upload

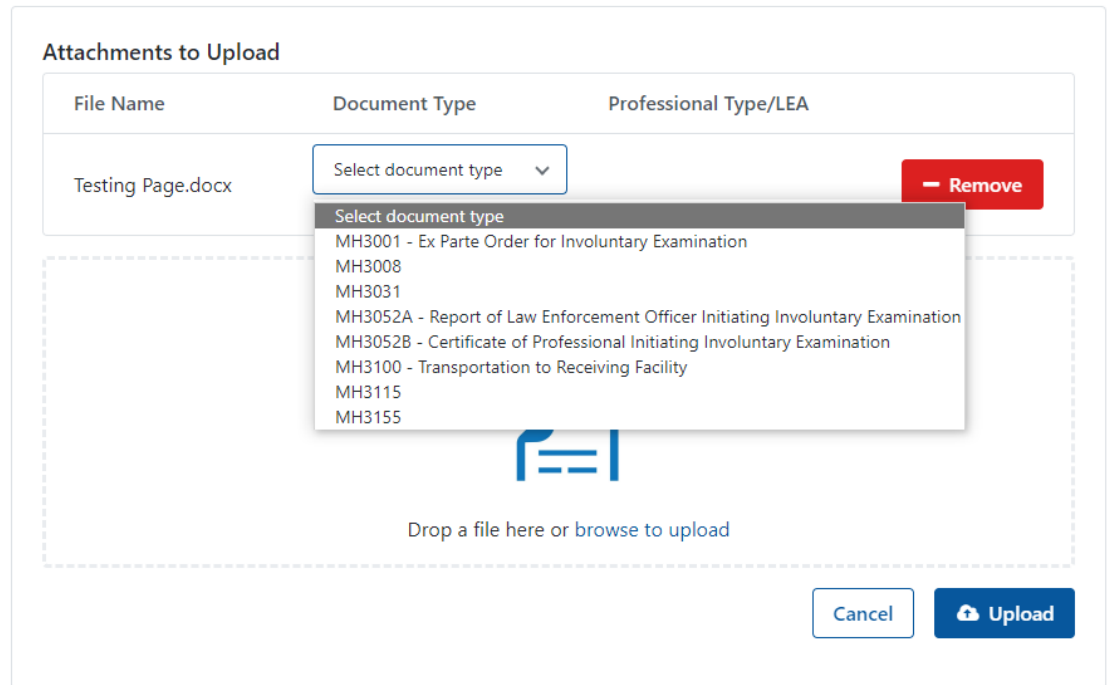
Drop a file here or [browse to upload](#)

Cancel Upload

Note: The initiation Baker Act form(s) would need to be scanned into an area that the user can access to upload the PDF or Word document to the Baker Act application.

One or more files can be dragged and dropped inside the dotted line, or the “browse to upload” link can be selected to open the computer’s file explorer to locate the file(s) to be attached to the Submission Detail. A Select document type drop down and a Remove button will appear next to each file. The Upload button at the bottom will be enabled.

Baker Act Submission User Manual



File Name	Document Type	Professional Type/LEA
Testing Page.docx	Select document type	

Select document type

- MH3001 - Ex Parte Order for Involuntary Examination
- MH3008
- MH3031
- MH3052A - Report of Law Enforcement Officer Initiating Involuntary Examination
- MH3052B - Certificate of Professional Initiating Involuntary Examination
- MH3100 - Transportation to Receiving Facility
- MH3115
- MH3155

Drop a file here or browse to upload

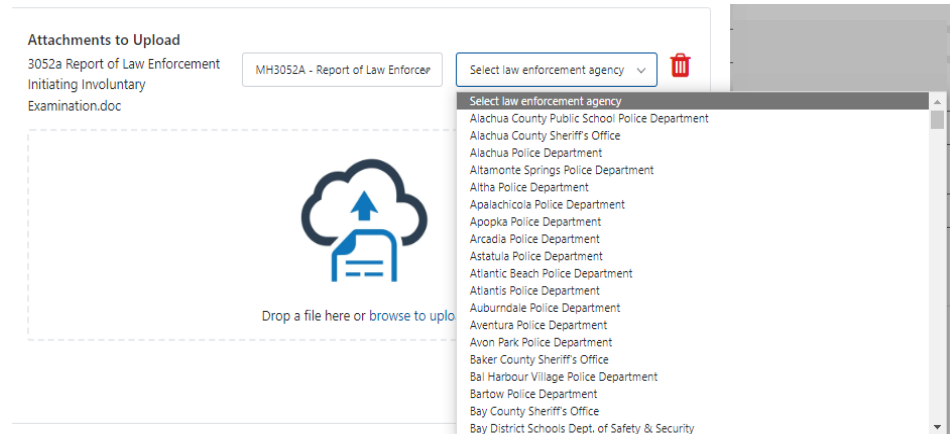
Cancel Upload

Select the document type based on the form number on the bottom of the initiation or transportation form.

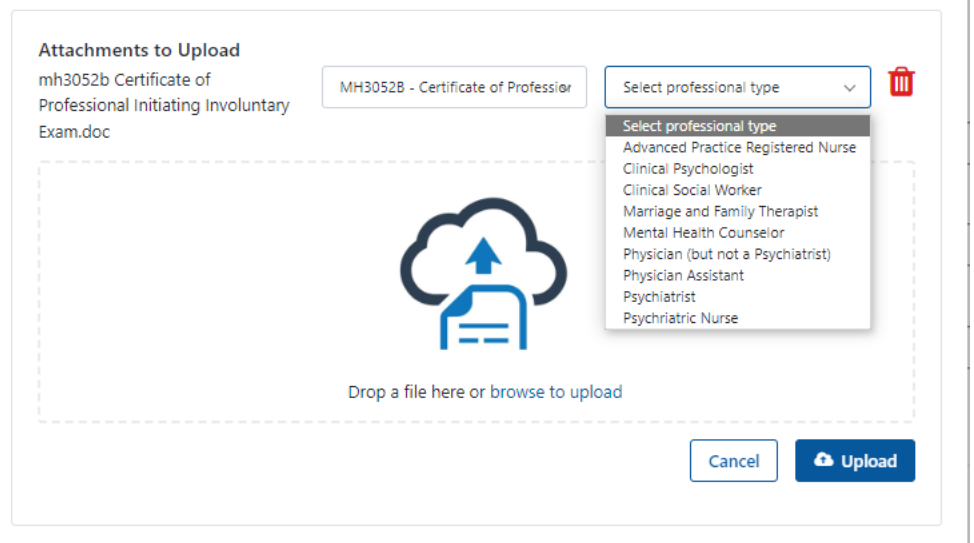
By authority of s. 394.463(2), Florida Statutes [65E-5.280, F.A.C.] Page 1 of 1
CF-MH 3052A, Jul 2020 (obsoletes previous editions)
(Mandatory Form – Format required by Department and may not be altered)

1. If MH3052A is selected, a second drop down will appear to select the law enforcement agency that should be listed on the initiating Baker Act form. The law enforcement agency drop down has predictive typing enable to allow the user to start typing the agency to avoid scrolling.

Baker Act Submission User Manual



2. If MH3052B is selected, a second drop down will appear to select the professional type for the person who completed the initiating Baker Act form.



The Delete (trashcan) icon can be selected if the file attached is determined to be incorrect. The document will immediately be removed from the Attachments to Upload pop-up window.

More than one document can be attached before uploading. If the document(s) appear correct, click the Upload button and they will be displayed in the Submission Attachments grid.



Baker Act Submission User Manual

10.11. Attachment Grid

The submission grid will allow any user to view the download a copy of the attached file.

Submission Attachments *

[+ Add Attachment](#)

File Name ↕	Document Type ↕	Professional Type ↕	LEO Agency ↕	Uploaded On ↕	Actions
Testing Page.docx	MH3052A - Report of Law Enforcement Officer Initiating Involuntary Examination		Avon Park Police Department	10 Feb 2023 05:55 PM	<div style="display: flex; gap: 10px;"> 🗑 Delete ✎ Edit </div>
Testing Page.docx	MH3052B - Certificate of Professional Initiating Involuntary Examination	Mental Health Counselor		10 Feb 2023 05:55 PM	<div style="display: flex; gap: 10px;"> 🗑 Delete ✎ Edit </div>
Testing Page.docx	MH3100 - Transportation to Receiving Facility			10 Feb 2023 05:55 PM	<div style="display: flex; gap: 10px;"> 🗑 Delete ✎ Edit </div>

1 to 3 of 3 items

10.11.1. Edit an Attachment

If the file's document type is incorrect, click the Edit button. The Edit Attachment pop up will display. The Document Type and the Agency Type (3052A) Professional (for 3052B), if applicable, can be changed. Clicking the Save button will update the grid with the new type.

Edit Attachment

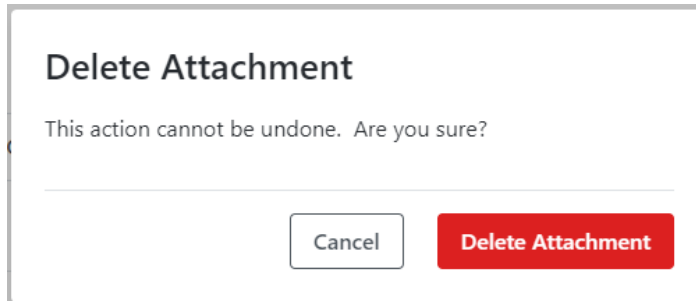
File Name	Document Type *	Professional Type *
Testing Page.docx	<input type="text" value="MH3052B - Certificate of Professional"/>	<input type="text" value="Mental Health Counselor"/>
Cancel Save		

10.11.2. Delete an Attachment

If the file is determined to be incorrect and should be removed, the Delete button can be selected. The Delete Attachment confirmation will pop up will appear. Select the Cancel button will close the pop up. Selecting the Delete Attachment button will remove the file from the Submission Attachments grid.



Baker Act Submission User Manual



10.12. Finalizing the Submission

It is necessary to complete all fields marked with an asterisk before submitting a Submission Detail. Drafts of the Submission Detail can be saved.



This online form must be completed in its entirety and attached to the forms listed below. Facilities must submit the required forms within **five (5)** working days of the individual's arrival at the facility or upon the facility's receipt of a court order for involuntary inpatient placement or involuntary outpatient placement.

Incomplete

The Submission Detail can be submitted if all required fields have been filled out, and the submission status will change from Incomplete to Complete.



This online form must be completed in its entirety and attached to the forms listed below. Facilities must submit the required forms within **five (5)** working days of the individual's arrival at the facility or upon the facility's receipt of a court order for involuntary inpatient placement or involuntary outpatient placement.

Complete

The date, who submitted the Submission Detail, and who made the most recent update to the page will all be displayed at the bottom of a completed Submission Detail. When the Submission Detail is submitted for the first time, the Submitted and Updated fields will be identical.

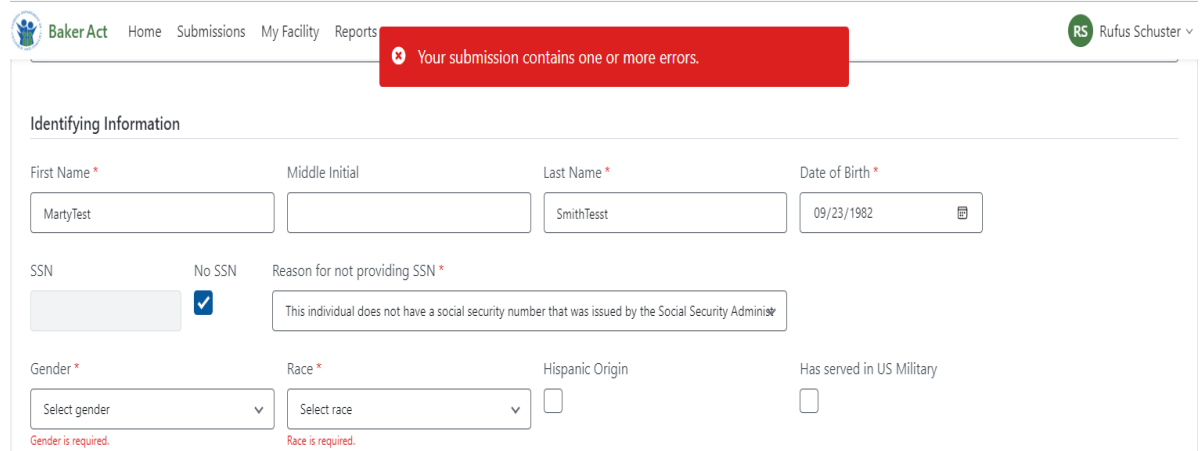
Submitted On	Submitted By	Updated On	Updated By
12/27/2022 03:30 PM	Betty Hills	01/18/2023 04:25 PM	Paulette Kovalis

10.13. Editing

Within the facility or facilities associated with their role, a submitter user can edit a Submission Detail that is either in an Incomplete or Complete status.

The Submission Detail will display an error message and indicate which required field must be completed before it can be updated (completed submission) or submitted (incomplete submission) if data is removed from a required field.

Baker Act Submission User Manual



The screenshot shows the Baker Act submission interface. At the top, there is a navigation bar with 'Baker Act', 'Home', 'Submissions', 'My Facility', and 'Reports'. A red error message banner reads: 'Your submission contains one or more errors.' Below this is the 'Identifying Information' section with the following fields:

- First Name *: MartyTest
- Middle Initial: (empty)
- Last Name *: SmithTest
- Date of Birth *: 09/23/1982
- SSN: (empty)
- No SSN:
- Reason for not providing SSN *: This individual does not have a social security number that was issued by the Social Security Adminis*
- Gender *: Select gender (dropdown)
- Race *: Select race (dropdown)
- Hispanic Origin:
- Has served in US Military:

Red error messages are visible below the Gender and Race fields: 'Gender is required.' and 'Race is required.'

* Screenshot depicts created test data

10.14. Deleting

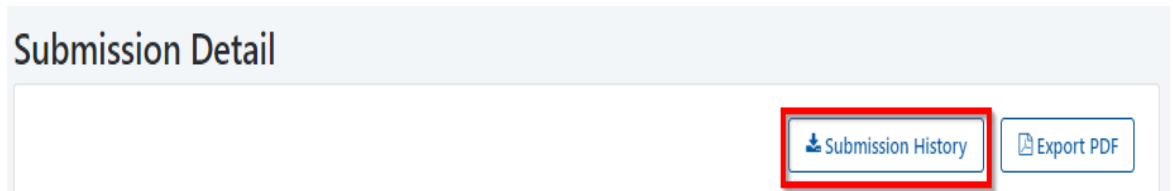
Within the facility or facilities that are associated with their role, users with the submitter role can delete a Submission Detail that is either in an Incomplete or Complete status. A Submission Detail cannot be retrieved if it is deleted.

10.15. Exporting a PDF

A PDF of a Submission Detail that is either Complete or Incomplete can be exported by any user with access to the Baker Act application.

10.16. Submission History

Users with DCF Admin role can review the history of a submission detail that is in an Incomplete or a Complete status. When you click the Submission History button, a spreadsheet in Excel will be exported with the history of all submission changes and who made them.



11. User Management

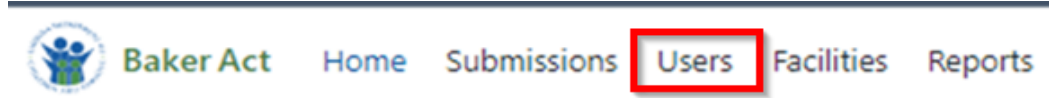
Based on their role, any user can view user detail information. DCF users can view all users in the application. Facility users can only see users that are associated with their facility. BARC users can only see users by facility. The DCF Admin is the only role in the application that can create, modify or inactivate a user. The Facility Admin can only change the role of a user within their facility.



Baker Act Submission User Manual

11.1.DCF User Search

Selecting the Users link at the top of the page will allow DCF users to search all existing users of the Baker Act application.



The User grid can be filtered to display All users, only Active users, or only Inactive users. Each column inside the grid can be sorted except for Facility. Individual users can be searched by first or last name, email, or role.

Users + Add User

Email	First Name	Last Name	Facility	Role	Status
Joe36@example.com	Joe	Feil		DCF Admin	Inactive
Angel_Collins28@example.com	Angel	Collins		DCF Readonly	Active
Freda38@example.com	Freda	Bins		DCF Admin	Active
Nicolas_Powlowski@example.com	Nicolas	Powlowski	Demo Facility Bins, Jaskolski and Ernser	Facility User	Active
Megan_Hilpert@example.com	Megan	Hilpert	Bins, Jaskolski and Ernser	Facility User	Active

* Screenshot depicts created test data

11.2. Facility User Search

Selecting the My Facility link at the top of the page will allow facility users to see basic information about the users within the same facility or facilities.



Facility users can select the Facility Users tab, on the My Facility page, to view basic information about the users within the facility.

My Facility

Altenwerth - Skiles SITE-00001962

Facility Profile:

First Name	Last Name	Email	Role	Last Login
Allan	Kub	AllanS1@example.com	RF Admin	02/09/2023 10:42 AM
Jenna	Brown	Jenna.Brown@example.com	RF Readonly	
Dustin	Mills	Dustin56@example.com	RF Readonly	
Anna	Douglas	Anna_Douglas@example.com	RF Submitter	02/10/2023 08:41 AM
Jackie	Harris	Jackie95@example.com	RF Submitter	

1 to 5 of 5 items



Baker Act Submission User Manual

* Screenshot depicts created test data

11.3. BARC Search

Selecting the Facilities link at the top of the page will allow BARC users to view basic information about the users within each facility.



The Facility grid can be filtered to display All facilities, only Active facilities or only Inactive facilities. BARC users can select the facility and the Facility Users tab to view basic information about the users within the facility.

Facilities						
All	Active	Inactive	Q Search by facility name, site id, or FMHI number			
Facility Name	Site Id	FMHI Number	City	Region	Circuit	Status
Altenwerth - Skiles TEST	12346		Friesenmouth	Southeast	15	Active
Bins, Jaskolski and Ernsler	SITE-00004784		New Shannon	Northwest	1	Active
Demo Facility	12345		Nowhere	Central	10	Active
Hoeger Group	SITE-00006222		West Denabury	Central	5	Inactive

Altenwerth - Skiles TEST					
Facility Profile	First Name	Last Name	Email	Role	Last Login
Facility Users	Allan	Kub	Allan51@example.com	RF Admin	02/09/2023 10:42 AM
	Jenna	Brown	Jenna.Brown@example.com	RF Readonly	
	Dustin	Mills	Dustin56@example.com	RF Readonly	
	Anna	Douglas	Anna_Douglas@example.com	RF Submitter	02/10/2023 11:15 AM
	Jackie	Harris	Jackie95@example.com	RF Submitter	

1 to 5 of 5 items

* Screenshot depicts created test data

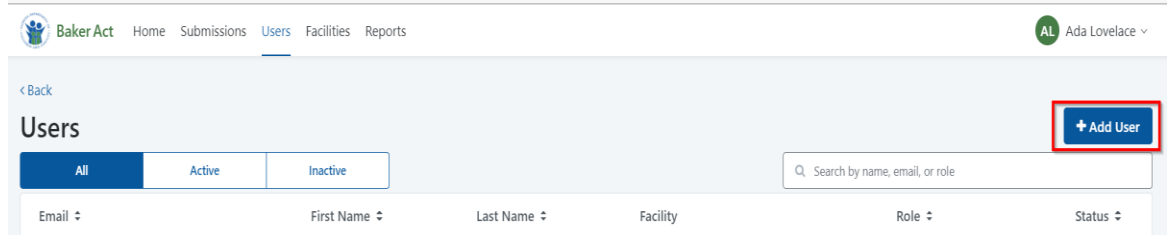
11.4.DCF User Management

DCF Admins will have the ability to add, modify, and inactivate users in the Baker Act application.

11.4.1. Adding a New User

Baker Act Submission User Manual

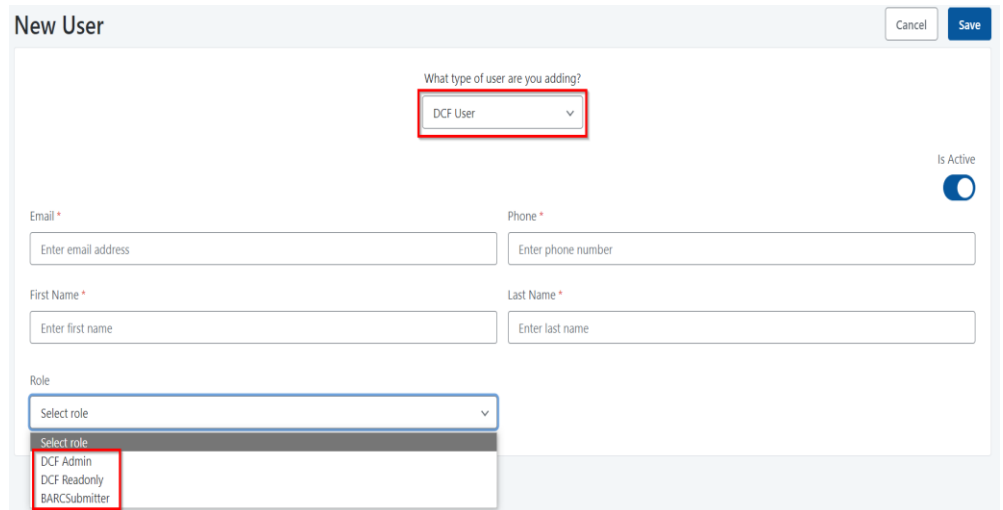
After all documentation has been received to create a new user, the DCF Admin will select the Add User button and based on the user account, the DCF admin will create a DCF or a Facility user.



The screenshot shows the 'Users' management page in the Baker Act system. At the top, there are navigation tabs for Home, Submissions, Users, Facilities, and Reports. A user profile for 'Ada Lovelace' is visible in the top right. The main heading is 'Users', with a '< Back' link and an '+ Add User' button highlighted with a red box. Below the heading are filter tabs for 'All', 'Active', and 'Inactive'. A search bar is present with the placeholder text 'Search by name, email, or role'. At the bottom, there are columns for 'Email', 'First Name', 'Last Name', 'Facility', 'Role', and 'Status', each with a dropdown arrow.

11.4.1.1. DCF User

- a. What type of user are you adding? – Drop down. Required
 - i. DCF User
- b. Email – Required
- c. Phone – Required
- d. First Name – Required
- e. Last Name – Required
- f. Role
 - i. DCF Admin
 - ii. DCF ReadOnly
 - iii. BARC Submitter

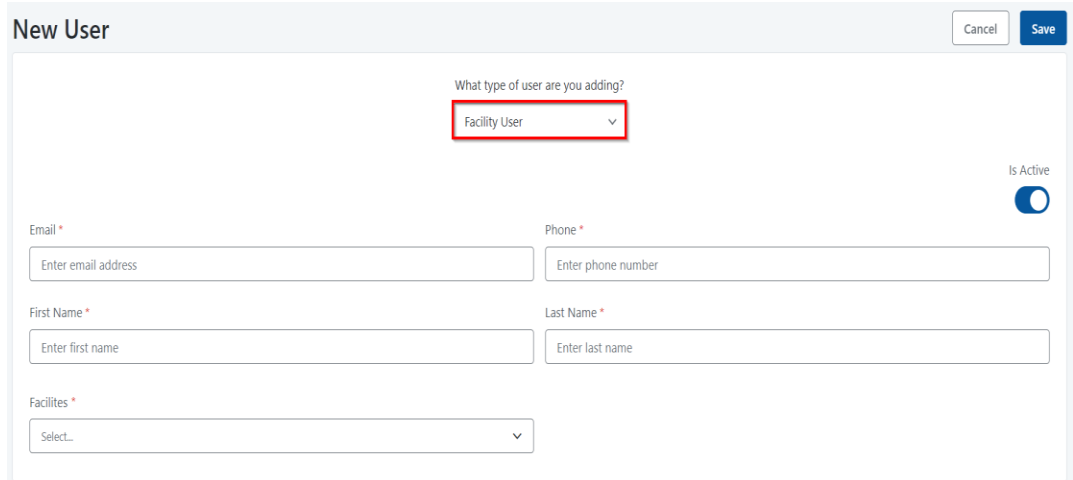


The screenshot shows the 'New User' form. At the top right are 'Cancel' and 'Save' buttons. The main heading is 'New User'. Below it is a dropdown menu labeled 'What type of user are you adding?' with 'DCF User' selected and highlighted with a red box. To the right of this dropdown is a toggle switch for 'Is Active'. Below these are input fields for 'Email *' (with placeholder 'Enter email address'), 'Phone *' (with placeholder 'Enter phone number'), 'First Name *' (with placeholder 'Enter first name'), and 'Last Name *' (with placeholder 'Enter last name'). At the bottom is a 'Role' dropdown menu with 'Select role' selected. The dropdown is open, showing options: 'DCF Admin' (highlighted with a red box), 'DCF ReadOnly', and 'BARC Submitter'.

11.4.1.2. Facility User

- a. What type of user are you adding? – Drop down. Required
 - i. Facility User
- b. Email – Required
- c. Phone – Required
- d. First Name – Required
- e. Last Name – Required
- f. Facilities – Drop down. Required

Baker Act Submission User Manual



New User

Cancel Save

What type of user are you adding?
Facility User

Is Active

Email *
Enter email address

Phone *
Enter phone number

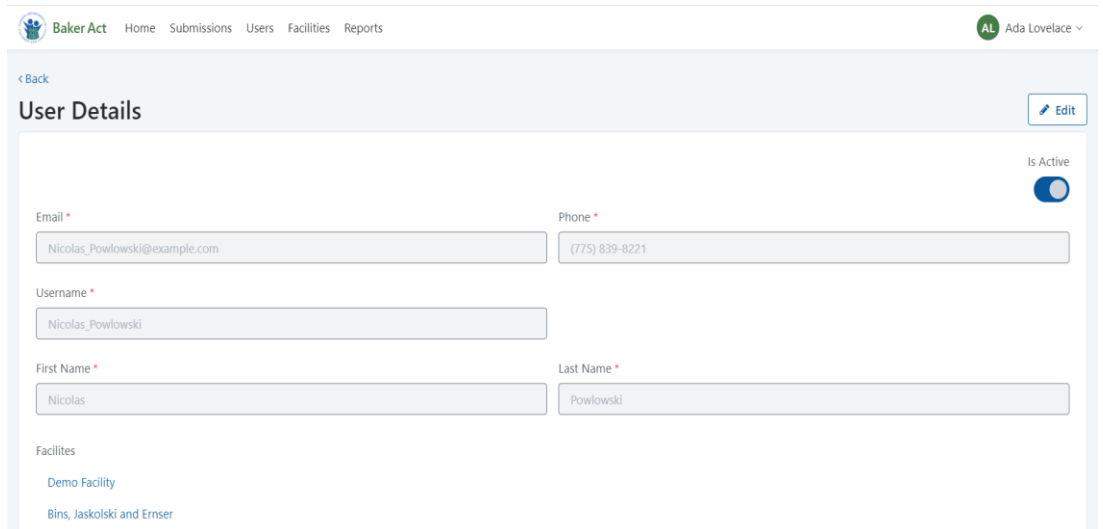
First Name *
Enter first name

Last Name *
Enter last name

Facilities *
Select...

11.4.2. Editing a User

The DCF Admin is the only role that can edit user details. A DCF Admin can't edit their own role or inactivate their own account. The Baker Act application should have always at least one DCF Admin.



Baker Act Home Submissions Users Facilities Reports AL Ada Lovelace

< Back

User Details Edit

Is Active

Email *
Nicolas.Powlowski@example.com

Phone *
(775) 839-8221

Username *
Nicolas.Powlowski

First Name *
Nicolas

Last Name *
Powlowski

Facilities
Demo Facility
Bins, Jaskolski and Ernser

11.4.3. Inactivating a User

The DCF administrator will use the Is Active toggle to locate the user record from the User List. The user's role in the Baker Act application will be inactive when the toggle changes from blue to grey.

Note: To disable the user's access into the application will require the Facility Admin to send an email to the DCF helpdesk at dcf.helpdesk@myflfamilies.com.



Baker Act Submission User Manual

User Details
Cancel Save

Email *

Phone *

Nicolas_Powlowski@example.com

(775) 839-8221

Username *

Nicolas_Powlowski

First Name *

Last Name *

Nicolas

Powlowski

Facilities

Demo Facility

Bins, Jaskolski and Emser

x v

Is Active

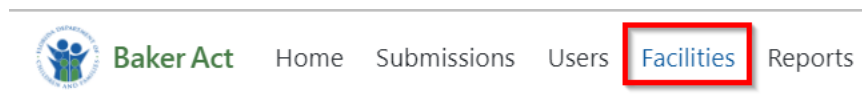
* Screenshot depicts created test data

12. Facility Management

All users can view facility details based on their role. DCF and BARC users can view details about all facilities in the application. Facility users can only see the facilities that are associated to their user account. The DCF Admin is the only role in the application that can create, modify or inactivate a facility.

12.1.DCF Facility Search

Selecting the Facilities link at the top of the page will allow DCF users to search all existing facilities in the Baker Act application.



The Facility grid can be filtered to display All facilities, only Active facilities or only Inactive facilities. Each column inside the grid can be sorted except for Facility. A facility can be searched by facility name, site id or FMHI number.

Facilities							+ Add Facility
All	Active	Inactive	Q Search by facility name, site id, or FMHI number				
Facility Name	Site Id	FMHI Number	City	Region	Circuit	Status	
Altenwerth - Skiles TEST	12346	919	Friesenmouth	Southeast	15	Active	
Bins, Jaskolski and Emser	SITE-00004784	453	New Shannon	Northwest	1	Active	
Demo Facility	12345	647	Nowhere	Central	10	Active	
Hoeger Group	SITE-00006222	333	West Denabury	Central	5	Inactive	
Jacobs LLC TEST	SITE-00006655	199	Josiebury	Suncoast	6	Inactive	

Baker Act Submission User Manual

Selecting the facility name link will allow the user to see the facility's profile information and the users associated to the facility.

Altenwerth - Skiles TEST

Facility Profile

Facility Users

Is Active

Facility Name * Address Line 1 *

Site Id * FMHI Number Address Line 2

Phone * City *

Region * State *

Circuit * Zip Code *

Altenwerth - Skiles TEST

Facility Profile

Facility Users

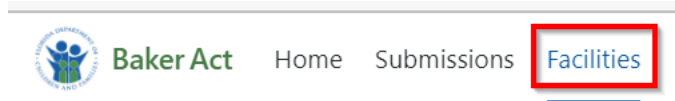
First Name	Last Name	Email	Role	Last Login
Allan	Kub	Allan51@example.com	RF Admin	02/09/2023 10:42 AM
Jenna	Brown	Jenna.Brown@example.com	RF Readonly	
Dustin	Mills	Dustin56@example.com	RF Readonly	
Anna	Douglas	Anna_Douglas@example.com	RF Submitter	02/10/2023 03:47 PM
Jackie	Harris	Jackie95@example.com	RF Submitter	

1 to 5 of 5 items

* Screenshot depicts created test data

12.2. BARC Facility Search

Selecting the Facilities link at the top of the page will allow BARC users to search all existing facilities in the Baker Act application. BARC users will have the same view as DCF ReadOnly users.

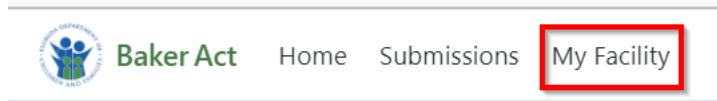


12.3. My Facility View

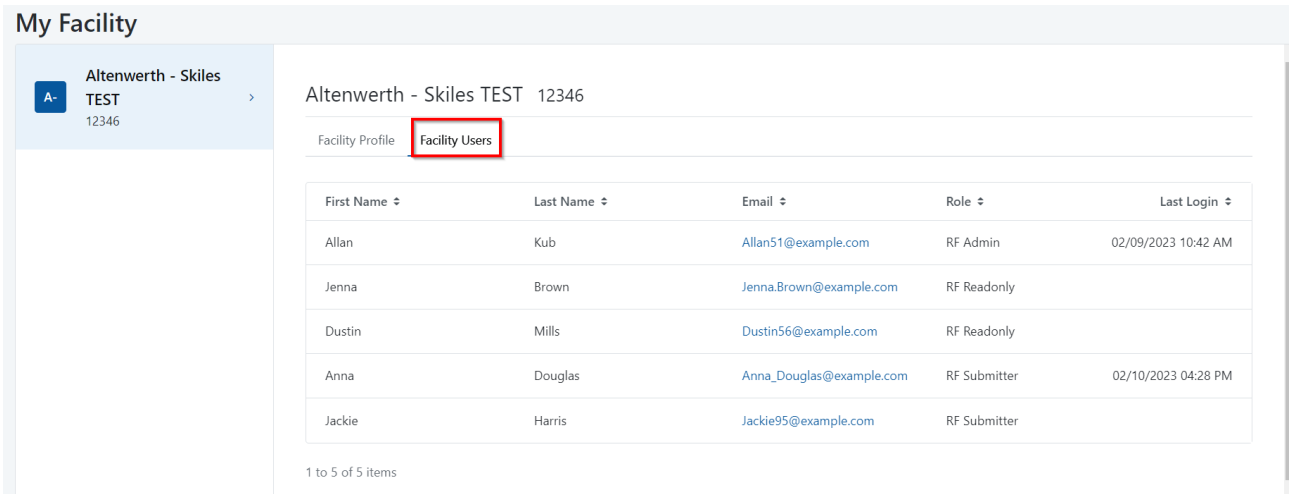
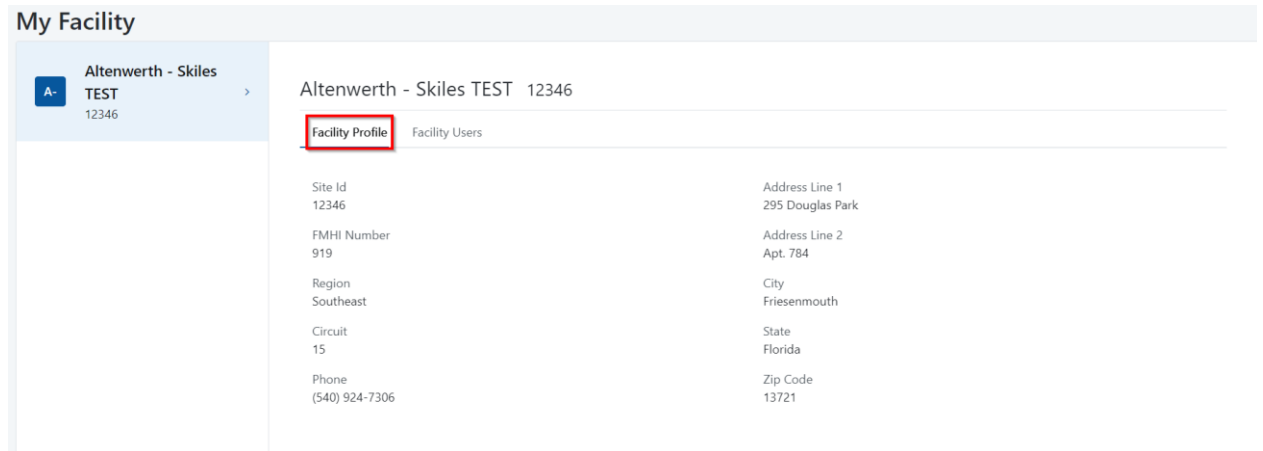
Facility users can view the facility details of any facility connected to their user account by clicking the My Facility link at the top of the page.



Baker Act Submission User Manual



The My Facility link will allow a facility user to see the facility's profile information and the users associated with the facility.



* Screenshot depicts created test data

12.4.DCF Facility Management

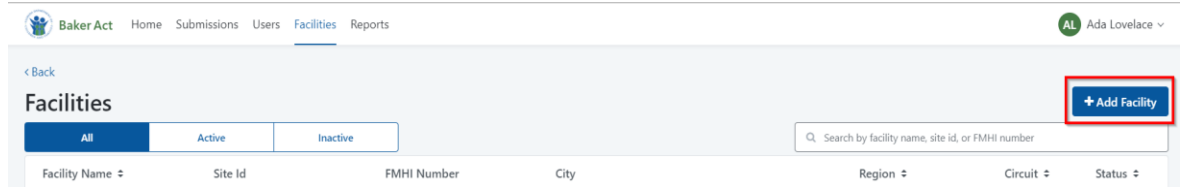
DCF Admins will have the ability to add, modify, and inactivate facilities in the Baker Act application.

12.4.1. Adding a New Facility

After all documentation has been received to create a new facility, the DCF Admin will select the Add Facility button.



Baker Act Submission User Manual



- a. Facility Name – Required
- b. Site Id - Required
 - i. Site Id provided if facility details come from PLADS
- c. FMHI – Optional
- d. Phone – Required
- e. Region – Drop down. Required
- f. Circuit – Drop down. Required
 - i. Circuit filtered based on Region selection
- g. Address Line 1 – Required
- h. Address Line 2 – Optional
- i. City – Required
- j. State – Drop down. Required
- k. Zip Code – Required

New Facility

Facility Profile

Is Active

Cancel Save

Facility Name * Address Line 1 *

Site Id * FMHI Number Address Line 2

Phone * City *

Region * State *

Circuit * Zip Code *

12.4.2. Editing a Facility

The DCF Admin is the only role that can edit a facility profile.

Baker Act Submission User Manual

Bins, Jaskolski and Ernser

Facility Profile

Facility Users

Is Active Edit

Facility Name * Bins, Jaskolski and Ernser Address Line 1 * 10488 Anne Terrace

Site Id * SITE-00004784 FMHI Number 453 Address Line 2 Apt. 008

Phone * (955) 959-3658 City * New Shannon

Region * Northwest State * Florida

Circuit * 1 Zip Code * 17931

12.4.3. Inactivating a Facility

The DCF admin will locate the facility record from the Facility List and use the toggle for Is Active. When the toggle changes from blue to grey, the facility will be inactive in the Baker Act application.

Note: Any user associated to the inactive facility will no longer be able to see any submissions related to the facility. If a user was associated with another active facility, they would still be able to see the submissions related to the active facility. If the user is not related to any other facility, the user will still be able to access the Baker Act application until an email was sent to the DCF helpdesk at dcf.helpdesk@myflfamilies.com requesting the user account to be disabled.

Altenwerth - Skiles TEST

Facility Profile

Facility Users

Is Active Cancel Save

Facility Name * Altenwerth - Skiles TEST Address Line 1 * 295 Douglas Park

Site Id * 12346 FMHI Number 919 Address Line 2 Apt. 784

Phone * (540) 924-7306 City * Friesenmouth

Region * Southeast State * Florida

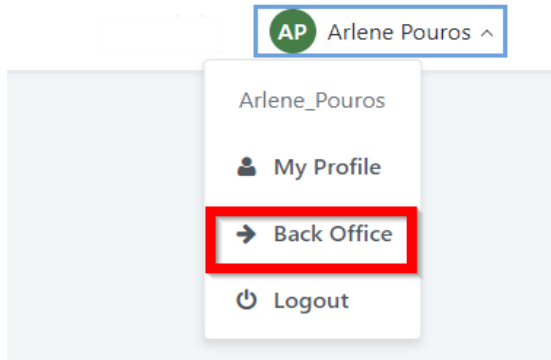
Circuit * 15 Zip Code * 13721

13. Back Office

The Back Office page allow the DCF Admin access to configure and manage lookup tables and perform bulk uploads as needed. The Back Office link is in the user dropdown under the admin's name in the upper right of the screen.



Baker Act Submission User Manual



Baker Act Back Office **Configure Lookups** Manage Users Bulk Upload

Assisted Living Facilities [New Record +](#)

AHCA Number (File Number) ↓	Facility Type ↓	Facility Name ↓	Facility Phone ↓
11968002	Assisted Living Facility	1 KIND HOME INC	(305) 285-1012
11968637	Assisted Living Facility	A & C GOD BLESS ASSISTED LIVING FACILITY	(321) 557-7219
11969912	Assisted Living Facility	A & C LIVING FAITH HOME LLC	(321) 557-7219
11968530	Assisted Living Facility	A & J ALF OF FLORIDA INC II	(321) 802-3279
11966997	Assisted Living Facility	A & L HEALTH CARE CORP NO. 2	(954) 213-7039
11965541	Assisted Living Facility	A & L HEALTHCARE CORP.	(954) 213-7039
11968042	Assisted Living Facility	A COMFORT LIVING INC	(786) 534-8708
11969280	Assisted Living Facility	A COMPASSIONATE CARE ASSISTED LIVING RESIDENCE LLC	(561) 422-8120
11966113	Assisted Living Facility	A COUNTRY PLACE ASSISTED LIVING FACILITY	(813) 891-0549
11968858	Assisted Living Facility	A GENTLE HAND ALF AT LANTANA	(561) 508-7994

1 to 10 of 3058 items < 1 2 3 4 ... 306 >

Baker Act Back Office **Manage Users** Bulk Upload

User List [Add User +](#)

Name ↓	Username ↓	Email ↓	Mobile Phone ↓	Creation Date ↓	Last Login ↓	Is Active ↓
Abraham Kemmer	Abraham81	Abraham_Kemmer65@gmail.com	(055) 558-7364	16 Dec 2022 06:54	21 Dec 2022 09:44	✓
Ada Lovelace	dcfadmin	Ada.Lovelace@test.com	1111111111	7 Nov 2022 14:05	4 Jan 2023 15:25	✓
Administrator	admin			4 Oct 2022 09:25	28 Dec 2022 15:46	✓
Alberta Schuster	Alberta32	Alberta.Schuster12@yahoo.com	(629) 857-2707	16 Dec 2022 06:54	28 Dec 2022 13:52	✓
Alfonso Kilback	Alfonso.Kilback	Alfonso35@hotmail.com	(931) 446-2381	16 Dec 2022 06:54	27 Dec 2022 10:46	✓
Alice Yundt	Alice95	Alice18@yahoo.com	(144) 330-9974	16 Dec 2022 06:54	27 Dec 2022 09:28	✓
Amanda Regis	Amanda.Regis@myflfamilies.com	Amanda.Regis@myflfamilies.com		16 Dec 2022 10:49	27 Dec 2022 16:06	✓
Amos Jones	Amos.Jones12	Amos.Jones90@hotmail.com	(619) 294-6069	16 Dec 2022 06:54	22 Dec 2022 15:03	✓
Ana Langworth	Ana.Langworth	Ana48@yahoo.com	(119) 854-3855	16 Dec 2022 06:54	1 Jan 1900 00:00	✓
Andrea McKenzie	andrea.mckenzie@example.com	andrea.mckenzie@example.com	1-555-252-1464	1 Sep 2022 15:12	1 Jan 1900 00:00	

1 to 10 of 320 items < 1 2 3 4 ... 32 >

* Screenshot depicts created test data

Baker Act Submission User Manual

Back Office users can also do bulk uploads of facilities, users, and submissions. Bulk upload screens will have a template that can be downloaded to make sure that the correct data fields are capture.

