Adoption Transparency User Manual

Overview:

The Adoption Transparency tool is an online application for gathering adoption cost information for finalized adoptions completed by adoption entities. Pursuant to [Chapter 63.097, Florida Statutes], information must be submitted no later than the 15th day of the month following the preceding quarter. Information on finalized adoptions completed by Community Based Care Lead Agencies is obtained from DCF's Child Welfare Information System (CCWIS) and updated in the dashboard.

Reporting quarters are as follows:

- **Quarter 1** - January through March
- **Quarter 2** - April through June
- **Quarter 3** - July through September
- **Quarter 4** - October through December

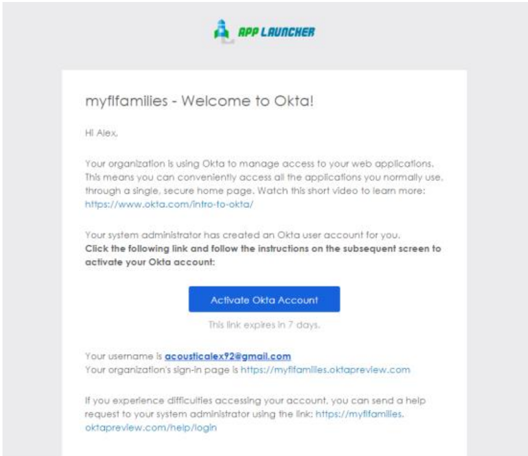
Creating a new Lead Account (new entity):

By default, the first account created for any given provider-entity will automatically become a lead account. The lead account role can be transferred to other accounts after creation.

Lead accounts are intended for provider-entity leads. The provider entity lead will have the ability to enter required adoption data, review previously submitted data by their entity within the current quarter and deactivate other user accounts created for their entity. Lead accounts will also be prompted on a quarterly basis, via email, to attest to having provided all required data for their entity at the end of each quarter as stipulated by Florida.

1. Starting from the Adoption Transparency home page, select/click on "**Create a New Account**" button.
2. Complete the Personal Information section of account creation form.
3. Select "**Create New Adoption Entity**" from the Name of Adoption Entity dropdown menu and fill out the Adoption Entity Information section of the account creation form.

4. Select/click on “**Create Account**” button. You will see the following message:

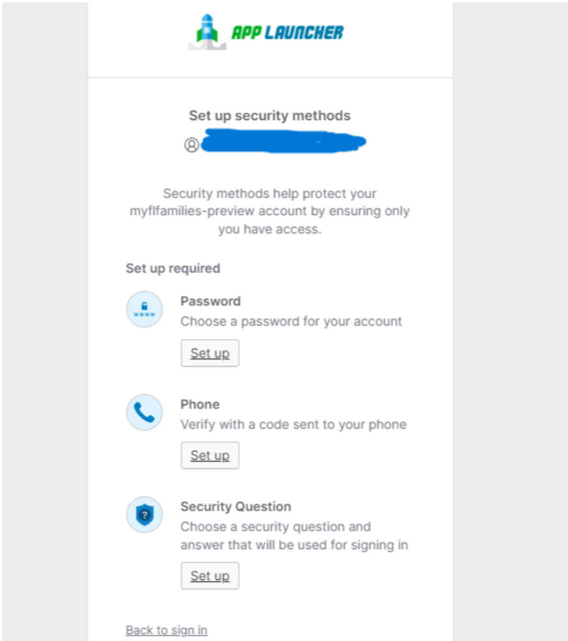


5. Activate account by selecting/clicking “**Activate Okta Account**” button on the email sent to the email address used for account registration (please check both your inbox and junk folders).
6. Complete Okta activation by setting password, phone number and one security question.

Creating a new User Account (registered entity):

User accounts are intended for additional data providers within a registered entity for the purpose of providing adoption cost information as required by Florida Statute.

1. Starting from the Adoption Transparency home page, select/click on “**Create a New Account**” button.
2. Complete the Personal Information section of account creation form.
3. Select entity from the Name of Adoption Entity dropdown menu.
4. Select/click on “**Create Account**” button. You will see the following message:
5. Activate account by selecting/clicking “**Activate Okta Account**” button on the email sent to the email address used for account registration (please check both your inbox and junk folders).
6. Complete Okta activation by setting password and one security question.
7. **Please note: the user will only see their submitted/saved data entries.**



Signing in to application:

1. Create and activate account.
2. Select “**Sign In**” button on Adoption Transparency home page.
3. Okta will prompt you to authenticate by entering code sent to user email address.

Saving/submitting/editing/deleting data:

1. Sign in to account.
2. Select “**Data Collection**” menu on Adoption Transparency home page.
3. If submitting data for the first time, complete the data collection form.
4. If data has previously been submitted/saved, select/click on “**Add New Child**” button to bring up data collection form.
5. At any time, the user may select “**Save**”, “**Save.Add New Child**”, “**Submit**”, and “**Cancel**” while completing data collection form.

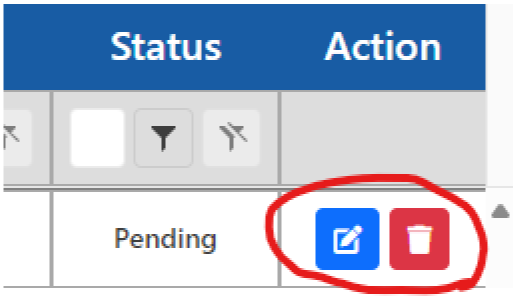
    Save: save information entered in data collection form. Entry status will display as “pending" on grid.

    Save.Add New Child: saves information entered in data collection form and brings up new data collection form to add a new child adoption information. Saved entry will display status as “pending" on grid.

    Submit: user must complete all required fields on data collection form in order to submit. Entry status will display as “submitted” on grid.

    Cancel: returns user to either Home Screen (if no data has been saved/submitted), or grid view (if data has been saved/submitted).

6. Additionally, the user can edit and delete saved or submitted entries. To edit or delete an entry, select the Edit or Delete button under the "**Action**" column on the grid.

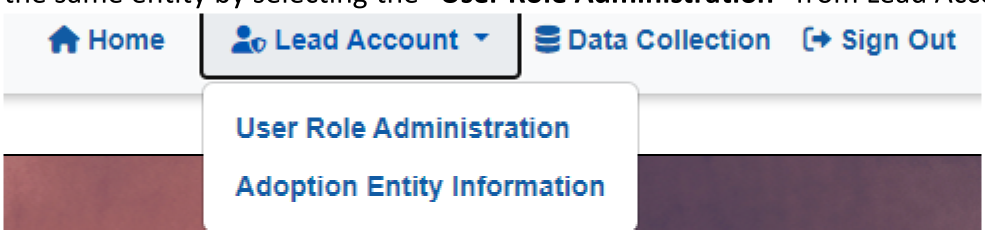


7. **Please note: the Lead Account will be able to view all data entries submitted for their adoption-entity.**

Lead Account/User Role Administration:

Transfer Lead Account Role

1. The Lead Account status can be transferred to another existing account registered to the same entity by selecting the "**User Role Administration**" from Lead Account menu.



2. Once selected, select the account from the dropdown menu and click "**Transfer Role"** button to transfer Lead Account privileges.

Activate/Deactivate User

1. Select "**User Role Administration**" from Lead Account menu.
2. To deactivate an active user, select the account from the dropdown, and click "**Deactivate User".** A confirmation message will be displayed. Click "**Continue"** to deactivate the account.
3. To activate a deactivated user, select the account from the dropdown, and click "**Activate User"** A confirmation message will be displayed. Click "**Continue"** to activate the account.

Delete User

1. Select "**User Role Administration**" from Lead Account menu
2. To delete a user, select account from the dropdown, and click "**Delete User"**. A confirmation message will be displayed. Click "**Continue"** to delete the account.

Editing Adoption Entity Information:

1. Select "**Adoption Entity Information**" from Lead Account menu.
2. Edit form and click "**Update"** button to save changes.