

Florida Safe Families Network

Case Work Provider Work Search Refresh Print Help Logout

Banner Bar

Create Case Work Create Provider Work Search FSN Database Retrieve Fresh Data Print Current Window Get FSN Help Close FSN & Save Work

Menu Bar

Create Maintain Utilities Help

Log On to FSN

Username:

Password:

Click in User Name Field; Type User Name <Tab> to Password Field; Type Password

Click SUBMIT or Press <Enter> to Log On

Log Out of FSN

Logout

Click Log Out, then follow on-screen instructions.

DCF Help Desk

850-487-9400
(SC) 277-9400

Work Requiring Approval

- Placement Correction
- Placement History
- Services
- Service Ending
- Case Closure
- Out-of Home Placement
- Placement Ending
- Probationary Intake
- Investigations Closure
- Special Conditions Referral

Date Selection

Right-Click to view calendar Click to select today's date

Click to close calendar

Click to select year

Click to select month

Select day of month

For more details, see page X of Quick Reference Guide

FSFN Functions

- Ticklers Expando
- Cases Expando
- Provider Expando
- Worker Expando
- Approvals Expando
- Intakes Expando

Desktop Outliner

Options Dropdown

Options:

- Contraction Arrow – Collapse visible data
- Expando Arrow – View more data
- Participant View- Displays last 30 days of work in Outliner
- Date Restricted – Displays Outliner by Case Participant
- Date Selection Icon – Opens Calendar
- Emergency or Time Sensitive Indicators – Immediate Action required
- Audit Button – Displays Audit Information Page
- Spell Check Button – Performs Spell Check
- Error Button- Errors on Page

General Search Functions

Search Criteria

Last Name: First Name: Case ID:
 Intake #: County:

Date Restricted Participant View Search Precision: Low High **Search**

▶ Additional Search Criteria

Cases Returned

IMPORTANT: The Search Precision Slider allows you to control how precise the search will be based on what is entered

ADDITIONAL SEARCH CRITERIA

Begin and End Date	Assignment Type
Status	Sort Type
Case Type	

Close

Notes

Case Note

Case Name: Worker Creating Note: Worker Making Contact: [Search](#)
 Case Note ID: Date Entered: Other

Information about the Note

Note Information

Contact Begin Date: AM PM
 Contact End Date: AM PM
 Category:
 Type:
 Worker Activity Code:

Participants:
 Unknown, Unknown
 Unknown, Unknown

Hold down the 'Ctrl' key for multi-selection
[Add Face-to-Face Contacts](#)

Narrative

Type the Note here

▶ **Contact Information**

Other information about the Note

Clear Fields Create Save Close

Clear Fields Create Save Close

Clear fields Create new Note Saves work Exits Note