



The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference companion to the User Guide that includes additional details. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for the User Guide and additional resources.

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Access Forms with Approval Function

How Do I...?	Selections	Tips & Guidelines
<p>Access Forms with Approval Function</p>	<ul style="list-style-type: none"> • From the Licensing or Person Provider page, select the appropriate form from the Options drop down and click Go. –OR– • From the Licensing or Person Provider page, select the appropriate form from the Action/Text field. • Launch the form, depending on the Forms (With Approval) page version launched: <ul style="list-style-type: none"> ○ For Pre-Release 2 version: <ul style="list-style-type: none"> ▪ From the Options drop down, select the form. ▪ Click Go. ○ For Release 2 version: <ul style="list-style-type: none"> ▪ In the Action/Text field, click the Forms Name hyperlink. • After documenting the necessary information, click Close. • Return to FSFN. • Launch the form, depending on the version of the Forms page launched: <ul style="list-style-type: none"> ○ For Pre-Release 2 version: <ul style="list-style-type: none"> ▪ From the Options drop down, select Approval. ▪ Click Go. ○ For Release 2 version: <ul style="list-style-type: none"> ▪ In the Action/Text panel, click the Approval hyperlink. • Select the Approve radio button. • Click Continue. <p><i>Note: The standard approval process is followed. If user does not have self-approval, the supervisor will receive the form for final approval.</i></p> <ul style="list-style-type: none"> • Click Save. • Click Close. 	<p><i>Approval is only available for the following forms:</i></p> <ul style="list-style-type: none"> • <i>Reunification Home Study</i> • <i>Refrigerator Case Plan Mother</i> • <i>Refrigerator Case Plan Father</i> <p><i>Post Release 2, there are two versions of Forms pages that are launched based on logged in user security:</i></p> <ol style="list-style-type: none"> 1) <i>The Pre-Release 2 displays the Option drop down at the bottom left corner of the page.</i> 2) <i>The Release 2 version displays the Action/Text field on the right side with Form and Approval as hyperlinks. In addition, the Provider Search to search/select and pre-fill Provider name on the Family Referral, Individual Referral, CF-CFSP 5341 – Psychiatric Evaluation Referral and CF-FSP 5074 Family, Social and Medical history of Child to be Adopted forms are displayed.</i> <p><i>The Forms page is accessed either by the Case Work in the Banner bar or through the Create menu item on the Desktop.</i></p> <p><i>In addition, there are provider forms (Home Study and Re-licensing Summary for a CPA/ CCA) that are launched directly from the individual page (or piece of work. Upon selecting the Form from the Options drop down or under Action/Text field of that specific piece of work, the Forms page is displayed.</i></p>



Access Forms with Approval Function (Cont'd)		
How Do I...?	Selections	Tips & Guidelines
<p>Access Forms with Approval Function (Cont'd)</p>		<p><i>When the Forms page is displayed, the name of the case, or provider, and the subject specified on the Create Case Work page pre-fill the Case (or Provider) and the Category fields, respectively. The document name, to be created, pre-fills in the Document field.</i></p> <p><i>Once supervisory approval has been granted, no further modifications to the information on the Forms page or in the associated document may be made.</i></p> <p><i>The only forms which require approval are the Home Study and Re-licensing Summary for a CPA/ CCA.</i></p> <p><i>Note: This is only in reference to forms that are accessed via the Forms page.</i></p> <p><i>If no case participant(s) need to be associated with the form, the Case Participant group box will be disabled.</i></p>



Access Forms without Approval Function

How Do I...?	Selections	Tips & Guidelines
<p>Access Forms without Approval Function</p>	<ul style="list-style-type: none"> • From the Desktop, click Create Case Work. • From the Forms drop down, select the appropriate document from the Create Case Items group box. • From the Cases group box, select the appropriate Case. • From the Case Participants group box, select the appropriate participant. • Click Create. • Launch the form, depending on the Forms (Without Approval) page version launched: <ul style="list-style-type: none"> ○ For Pre-Release 2 version: <ul style="list-style-type: none"> ▪ From the Options drop down, select the form. ▪ Click Go. ○ For Release 2 version: <ul style="list-style-type: none"> ▪ In the Action/Text field, click the Forms Name hyperlink. • After documenting the necessary information, click Close and Return to FSFN button. • Click Save. • Click Close. 	<p><i>If a document does not require supervisory approval, the Approval option or hyperlink will not display in the Options drop down or Action/Text field on the Forms page.</i></p> <p><i>The user may print the document at any time and may return to the document and make modifications at any time.</i></p> <p><i>Documents not requiring supervisor approval are never frozen in the system.</i></p>



Access the Copy Over Function		
How Do I...?	Selections	Tips & Guidelines
Access the Copy Over Function	<ul style="list-style-type: none"> • From the main menu, select Create Case Work. • From the Create Case Items group box, select JR Notice to Child. • From the Forms drop down, select the appropriate Case. • From the Cases group box, select the appropriate participant. • From the Case Participants group box, click Create. • For the form to copy, click the Copy hyperlink. • Depending on the version of the Forms page displayed: <ul style="list-style-type: none"> ○ For Pre-Release 2 version: <ul style="list-style-type: none"> ▪ From the Options drop down, select the Form ▪ Click Go ○ For Release 2 version: <ul style="list-style-type: none"> ▪ In the Action/Text field, click the Forms Name hyperlink. • Click Close. • Return to FSFN. • Click Save. • Click Close. 	<p><i>The Forms Selection page only displays if the selected form has been created for a participant within the Case.</i></p> <p><i>The Forms Copy Over page will display a list of the selected documents that are available to copy for the case participants. If the user elects to copy a form, he or she clicks the Copy hyperlink.</i></p> <p><i>The Forms Copy Over page only displays for the following forms:</i></p> <ul style="list-style-type: none"> • <i>Case Transfer Staffing</i> • <i>Individual Referral Form</i> • <i>Family Referral Form</i> • <i>Visitation Plan</i> • <i>Trust Expenditure Plan</i> • <i>Independent Living Program Referral and Reunification Home Study</i> <p><i>Note: Launched from the TX Planning menu instead of Forms</i></p>

