Florida Safe Families Network   How Do I... Guide

How do I...

How Do I…?	Selections	Tips & Guidelines
Create a Bed Reservation	- From Desktop menu select **Create>Case Work**. - From Placement dropdown list select Placement Request. - From the Cases group box select the family's name. - From the Case Participants group box select the correct individual. - Click **Create.** - Review Children in Need of Placement header group box - Enter a date in the Placement Needed field. - Review Children to be Placed group box. - In the Contact Information group box, **Click** the Requestor checkbox. - Click the **Insert** button in the Providers group box. - Enter Provider/Organization Name. - From the Fiscal Agency select desired Fiscal Agency - From the Service Category select the desired service category. - From the Service Type select the desired service type. - Click **Search** button. - From the Providers Returned group box click **Select** hyperlink. - Click **Continue button**. - From the Potential Matches Subject to Placement group box, in the field Acceptance dropdown list, **Click** appropriate selection. **To add an Alternate Contact**: - Click the **Search** hyperlink. - In the **Search Criteria** field enter the search information. - Click the **Search** hyperlink. **Select** the worker radio button and **Click** the Continue button. **To make a Bed Reservation:** **Click** the Option dropdown list. **Click** Reserve. **Click** Save. **Click** Close.	*Bed Reservation is a tool to aid the user in identifying potential homes in which a child could be placed.* *During the Bed Reservation process, the reservations become part of the capacity information used to calculate space availability. If a user reserves the last available slot with a service provider, the system will consider that provider's capacity to be 'full'. Upon expiration of a reservation, a provider's capacity is update to indicate availability of an additional service slot. This information is then used to assess what the specific needs of the family are at the time of the assessment.* *Once the Requester checkbox is selected, the name of the user making the request, as well as the user's office and phone number, automatically populates the Contact Information group box. This information provides any other user, who might be involved in the placement process, with the necessary contact information in the event that there are questions concerning the request. The requesting user leaves the Placement Worker record blank. The Placement Worker information will be complete from the Placement Request page via the Financial Work page.* *Several providers can be selected at the same time for return to the Potential Matches Subject to Placement group box.*

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Release a Bed Reservation	- From the Desktop, **Expand** the Provider icon. **Select** the Provider Name hyperlink to open the Provider page. **Select** the Services tab. **Click** the Option dropdown list. **Click** Bed Reservation. **Select** the Bed Release checkbox. **Click** Save. **Click** Close.	*The Bed Reservation will be released upon selecting Save. If the Bed Reservation is not released manually, it expires three days subsequent to the date on which the reservation is arranged (displayed in the Expiration date field).*

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