Prepared for State of Florida Department of Children and Families

The Florida Safe Families Network (FSFN) **Maintain Services** How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFNWebsite (http://fsfn.dcf.state.fl.us) for additional resources.

How Do I…

View or Create Service Type Information

How Do I…?	Selections	Tips & Guidelines
View or create Service Type Information	• From Desktop, click **Financial Work** icon on banner bar. • From **Utilities** drop down, select ***List Service Types***. • Click **Continue**. • **List Service Types** page displays. • From **Fiscal Agency** drop down, choose a Fiscal Agency. • Within **Criteria** group box, choose a service category, if applicable, from **Service Category** drop down. • From **Reporting Category** drop down, select a reporting category, if applicable. • Select **Service** checkbox to show only service types with a selected **Service** radio button. • Select **Placement** checkbox to show only service types with a selected Placement radio button. • **Active** checkbox defaults to selected to show only reporting categories without an inactive date or with a future date.	*This page provides a list of service types and the ability to create a new service type by copying an existing service type. This includes filter criteria for service category, service type, reporting category, active/inactive, and placement/service. This page remains open when launching the Service Type page from this page.* *When the Reporting Category field is entered, results show only service types associated with that reporting category.* *In the Results group box, filtered Results will pre-fill as a read-only display and will include the following information: Service Category, Service Type Medium Description, Service Code, Service/Placement, Reporting Category, Effective Date, and, if applicable, the Inactive Date.*

Edit or Copy Service Type Information

How Do I…?	Selections	Tips & Guidelines
Edit or copy Service Type Information	• Click **Edit** to open **Service Type** page for associated row in edit mode. • Click **Copy** to open **Service Type** page for associated row in create mode, with selected row's values pre-filled.	*The Edit button is conditionally visible when the user has create access for the Service Type page.*

Create a New Service Type		
How Do I…?	Selections	Tips & Guidelines
Create a new Service Type	• Click **Insert**. • **Service Type** page displays in create mode without pre-filled data.	*You must have appropriate security for the Insert button to be visible.* *The Service Category of Post Adoption Services will have its own separate Security Resource which will prevent users without the Security from creating new Service Types under Post Adoption Services; similarly, users may have Security to create Post Adoption Services "Service Types" but not the security to create Services Types under any other Service Categories.*

Create/Review Maintain Services Information		
How Do I…?	Selections	Tips & Guidelines

	– Select **Unit Type** checkbox to indicate that **Units** field on **Payment Request** page will be enabled for service in order to determine payment amount. – Select **Fixed Priced** checkbox to specify selected service is a fixed price service. – Select **Full Month** checkbox to specify payment to provider should be for Full Month, not prorated for days service is provided. If placement/service existed within that month, entire month will be paid. – Select **Advance** checkbox to specify that payment is an Advance payment for services. – Select **Negative Payment Allowed** checkbox to specify that a user can select whether service type should allow a negative payment on **Overpayment Request** page. • From **Reporting Category** drop down, select a value for reporting category. • Select **Multiple Allowed** checkbox if this service type can have multiple rate categories. • From **Statewide Reporting** drop down, select a Statewide Reporting Group value. • From **NYTD** drop down, select a value. • From **Spending Limit** drop down, select ***Child Based*** or ***Provider Based***. • Enter a numeric amount in **Limit Amount** field. • From **Period** drop down, select a value. • From **Approval** drop down, select a value. • Select **Rate by Service** radio button if rate is determined by type of service. • Select **Rate by Provider** radio button if rate is determined by type of provider. • Select **Rate by Child Allowed** checkbox, if applicable.	

Create/Review/Delete a Service Rate		
How Do I…?	Selections	Tips & Guidelines
Create/review a Service Rate	• From **Service Type** page within **Service Rate** group box, click **Insert**. • In **Effective Date** field, enter effective date (00/00/0000). • From **Rate Period** drop down, select ***Daily*** or ***Monthly***. • In **Rate** field, enter dollar amount of rate.	*You may Insert multiple rows in the Service Rate group box.*
Delete a Service Rate	• To delete a row within **Service Rate** group box, click **Delete** hyperlink next to row you wish to delete	

Maintain Multiple Rate Categories		
How Do I…?	Selections	Tips & Guidelines
Maintain multiple Rate Categories	• On **Service Type** page within **Multiple Rate Categories** group box, click **Insert**. • From **Reporting Category** drop down, select a reporting category. • In **Rate** field, enter dollar amount of rate. • To delete a row in **Multiple Rate Category** group box, click **Delete** hyperlink next to row you wish to delete. • Click **Save**. • Click **Close**.	*You may Insert multiple rows in the Multiple Rate Category group box.*

Update/View Service Category Options Page		
How Do I…?	Selections	Tips & Guidelines
Update/View Service Category Options page	• From the Desktop select **Financial Work** • From the Create Financial Items in the **Utilities** drop down, select ***Service Category Options*** • Click **Continue** • **Maintain Service Category Options** page displays. • In the **Service Categories** group box , select **Filter** • The various **Service Category Description** and **Service Sub Category Description** fields become enabled • If changes are made, select **Save** • Click **Close** to return to the Desktop	*With appropriate security the user can modify multiple Service Category Descriptions and Service Sub Category Descriptions.*