



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 and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN website (<http://fsfn.dcf.state.fl.us>) for additional resources.

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## General Information

Person Book presents a summary of a specific person's information while providing you direct access via hyperlinks to many of the FSFN pages for viewing and updating information. Person Book provides information at the Person level across the FSFN system not bound by a FSFN Case. For example, Person Book lists any Intake processed across the entire FSFN system, including "Pending" Intakes that are saved to FSFN but not linked to a Case.

- Person Book displays in **edit** mode for updating data if it is accessed from your **Desktop**. If accessed from **Search**, it is in **view-only** mode.
- Person Book employs the same date restrictions used on the Desktop.
- Standard security is applied to the information on Person Book as to all data within FSFN. Your security profile works the same. If you do not have security to view Medical/Mental Health information, it is not accessible on Person Book.
- If you modify information or create a page, click the **Refresh** button on the Person Book. FSFN updates the Person Book with the most recent, up-to-date information and resets the default of the center drop down to Case Notes.
- If the person is a case participant in a restricted case, their Person Book is only available to users that have the security to access all restricted cases. The Person Book hyperlink does not display as a hyperlink, but as plain black text to all other users. Even if you are assigned to the restricted case but do not have all the restricted case security rights, you cannot view the Person Book. It is possible the person is involved with another restricted case. Because information from all cases the person is involved with displays on their Person Book, it is possible that the Person Book includes information from the other restricted case that you are not assigned.



Access Person Book		
How Do I...?	Selections	Tips & Guidelines
Access Person Book from Desktop	<ul style="list-style-type: none"> <li>From the Desktop, select the <b>Participant View</b> checkbox.</li> <li>Expand the Outliner to display <b>Cases &gt; Case Folder</b>.</li> <li>Click the <b>Person Book</b> hyperlink for the appropriate case participant.</li> </ul>	<p><i>Assignment to a case where the person is a participant is required to access Person Book from Desktop.</i></p> <p><i>Person Book accessed from Desktop displays in edit mode, including other pages accessed from Person Book.</i></p> <p><i>If the person is a participant in a restricted case, Person Book is not accessible from Desktop, even if you are assigned to the case. Only if you have security to access all restricted cases without needing an assignment is the Person Book available.</i></p>
Access Person Book from Search	<ul style="list-style-type: none"> <li>From the Desktop, click <b>Search</b> on the banner.</li> <li><b>OR</b></li> <li>From the Utilities menu, click <b>Search</b>.</li> <li>Conduct search.</li> </ul> <p><i>Case Tab:</i></p> <ul style="list-style-type: none"> <li>Select the <b>Participant View</b> checkbox.</li> <li>In <b>Cases Returned</b>, expand the Outliner: <b>Case</b>.</li> <li>Click the <b>Person Book</b> hyperlink for the appropriate person.</li> </ul> <p><i>Person Tab:</i></p> <ul style="list-style-type: none"> <li>In the <b>Persons Returned</b>, click the <b>Person Book</b> hyperlink for appropriate person.</li> </ul>	<p><i>Person Book accessed from Search displays in view only mode, including other pages accessed from Person Book.</i></p> <p><i>If the person is a participant in a restricted case, Person Book is not accessible from Search, even if you are assigned to the case.</i></p>



Print from Person Book		
How Do I...?	Selections	Tips & Guidelines
Print from Person Book	<ul style="list-style-type: none"> <li>From the banner, click <b>Print</b>.</li> </ul>	<p>Can be used to print a person summary, Print includes information that is scrolled out of view.</p>

Refresh Person Book		
How Do I...?	Selections	Tips & Guidelines
Refresh Person Book	<ul style="list-style-type: none"> <li>Click <b>Refresh</b> at bottom-right of the Person Book.</li> </ul>	<p>It is good practice to refresh occasionally, so the most recent, up-to-date information is displayed. It also resets the default option for the center drop down to Case Notes..</p>

Access Adoption Information		
How Do I...?	Selections	Tips & Guidelines
Access Adoption Information	<ul style="list-style-type: none"> <li>In the <b>Adoption Information</b> group box, click the <b>Person Name-ID</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Person Name and ID</li> <li>Date Last Updated</li> </ul>	<p>Displays the Adoption Information page associated to the person, if created or updated within the last 24 months.</p> <p><i>NOTE: If any pieces of work older than 24 months exist, a "See more history" note will appear at the bottom of the center panel group box. To view these pieces of work, access the Desktop, uncheck the Date Restricted checkbox, and then access the page(s) from the Desktop Outliner.</i></p> <p>FSFN only permits one Adoption Subsidy Agreement for a person.</p>



Access Adoption Information		
How Do I...?	Selections	Tips & Guidelines
Access Adoption Subsidy Agreement Information	<ul style="list-style-type: none"> <li>In the <b>Adoption Information</b> group box, click the <b>Adoption Subsidy Agreement</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Person Name and ID</li> <li>Date Last Updated</li> </ul>	<p><i>Displays the Adoption Subsidy Agreement Information page associated to the person, if created or updated within the last 24 months.</i></p> <p><i>NOTE: If any pieces of work older than 24 months exist, a “See more history” note will appear at the bottom of the center panel group box. To view these pieces of work, access the Desktop, uncheck the Date Restricted checkbox, and then access the page(s) from the Desktop Outliner.</i></p> <p><i>FSFN only permits one Adoption Subsidy Agreement for a person.</i></p>
Access information relevant to Adoption	<ul style="list-style-type: none"> <li>Above the center group box in the <b>Work Type</b> drop down, select <b>Adoption</b>.</li> <li>The <b>Adoption</b> hyperlinks display in the center group box.</li> <li>Click the <b>Adoption Information, Adoption Subsidy Agreement, Adoption Photo – Child Web Ready, Adoption Photo – Child Not Web Ready, Adoption Photo – Sibling Group – Web Ready, Adoption Photo – Sibling Group – Not Web Ready, or Post Adoption Services</b> page hyperlink.</li> <li>The applicable page displays.</li> </ul> <p>View or edit information on the applicable page, as needed.</p>	<p><i>Displays the applicable page associated to the person, if created or updated within the last 24 months.</i></p> <p><i>If any pieces of work older than 24 months exist, a “See more history” note will appear at the bottom of the center panel group box. To view these pieces of work, access the Desktop, uncheck the Date Restricted checkbox, and then access the page(s) from the Desktop Outliner.</i></p> <p><i>FSFN only permits one Post Adoption Services page per person.</i></p>

## Access Assessments and Planning

How Do I...?	Selections	Tips & Guidelines
<p>Access Assessments and Planning</p>	<ul style="list-style-type: none"> <li>• Above the center group box in the <b>Work Type</b> drop down, select <b>Assessment and Planning</b>.</li> <li>• The <b>Assessment and Planning</b> hyperlinks display in the center group box. <ul style="list-style-type: none"> <li>Additional information displayed in the hyperlink OR in plain black text under each hyperlink: <ul style="list-style-type: none"> <li>• Status</li> <li>• Case ID</li> <li>• Household Name</li> <li>• Create Date</li> <li>• Date Last Modified</li> <li>• Completion Date</li> <li>• Unique, system generated IDs for each piece of work displayed</li> </ul> </li> </ul> </li> <li>• Click the FFA – Investigation, Safety Plan, PDA, FFA - Ongoing, Case Plan Worksheets, Progress Updates, Judicial Review, or Risk Assessment hyperlink.</li> <li>• The applicable page displays.</li> <li>• View or edit information on the applicable page, as needed.</li> </ul>	<p><i>Assessment and Planning displays FFA – Investigation, Safety Plan (Investigation and Case level), PDA (Investigation and Case level), FFA - Ongoing, Case Plan Worksheets, Progress Updates, Judicial Review Worksheets and Risk Assessment created/updated within the last 24 months in order of newest to oldest based on the create date.</i></p> <p><i>Underneath the Safety Plan outline, the worker will be able to see more detailed information which includes the Household Name, Effective Date and Termination Date.</i></p>



Access Case Notes		
How Do I...?	Selections	Tips & Guidelines
Access Case Notes	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Case Notes</b>.</li> <li>In the center group box, click appropriate <b>Case Notes Category</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Case Notes Types</li> <li>Contact Begin Date and Time</li> <li>Case ID</li> <li>Date and Time Entered</li> <li>Narrative (first 200 characters)</li> </ul>	<p>Case Notes is the default display when Person Book is launched or refreshed.</p> <p>Displays Case Notes pages associated to the person across all FSFN Cases, if created or updated within the last three months.</p> <p>Case Notes associated to an Adult or Child Investigation or Special Conditions Referral displays under Investigations/Special Conditions Referrals.</p> <p>Sorts by Contact Begin Date (newest to oldest).</p> <p>Case Notes can only be modified or include an image uploaded by the creator or the supervisor and only if Person Book was accessed directly from Desktop and not through Search.</p>
Access Case Notes View History	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Case Notes</b>.</li> <li>In the center group box, click the <b>View History</b> hyperlink.</li> </ul>	<p>The hyperlink launches a Microsoft Word document with all the versions of the specific Case Notes.</p>

Access Child Placement Agreement		
How Do I...?	Selections	Tips & Guidelines
Access Child Placement Agreement	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Child Placement Agreement</b>.</li> <li>In the center group box, click appropriate <b>Child Placement Agreement</b> page hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Case ID</li> <li>Participant Name</li> <li>Most Recent Effective Date</li> <li>Terminate Date</li> </ul>	<p>Displays all existing Child Placement Agreement pages associated to the person across all FSFN cases, if created or updated within in the last 24 months.</p> <p>Upon clicking on the hyperlink, the Child Placement Agreement page will be launched in edit or view mode based on where the Person Book page was accessed from.</p> <p>Current, active Child Placement Agreement page will display first. If there are multiple terminated pages, then they will display newest to oldest based on the Effective Date of the first row inserted on the Child Placement Agreement page.</p>





## Access Education

How Do I...?	Selections	Tips & Guidelines
Access Education	<ul style="list-style-type: none"><li>In the <b>Education</b> group box, click the <b>Education Record – Case ID</b> hyperlink.</li></ul> <p>Additional information:</p> <ul style="list-style-type: none"><li>- School Name</li><li>- Current Grade</li><li>- Date Last Updated</li></ul>	<p><i>Displays all Education pages associated to the person across all FSFN Cases, if created or updated within the last six months.</i></p> <p><i>Sorts by Create Date (newest to oldest).</i></p>



## Access Eligibility Information

How Do I...?	Selections	Tips & Guidelines
Access Medicaid Eligibility Determination	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Eligibility</b>.</li> <li>• In center group box, click the <b>Medicaid Eligibility Determination</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Eligibility From Date</li> <li>- Eligibility Review Date</li> <li>- Child Name</li> <li>- Case ID</li> </ul>	<p><i>Displays all Medicaid Eligibility Determination pages associated to the person across all FSFN Cases, if created or updated within the last 12 months.</i></p> <p><i>Sorts by Eligibility From Date (newest to oldest).</i></p>
Access TANF Eligibility (Foster Care or Adoption)	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Eligibility</b>.</li> <li>• In the center group box, click the <b>TANF-Eligibility</b> or <b>Adoption TANF-Eligibility</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Eligibility From Date</li> <li>- Child Name</li> <li>- Case ID</li> </ul>	<p><i>Displays all TANF- Eligibility or Adoption pages associated to the person across all FSFN Cases, if created or updated within the last 12 months.</i></p> <p><i>Sorts by Eligibility From Date (newest to oldest).</i></p>
Access Title IV-E Eligibility (Foster Care)	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Eligibility</b>.</li> <li>• In the center group box, click the <b>Title IV-E Eligibility Determination</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Eligibility From Date</li> <li>- Eligibility Review Date</li> <li>- Child Name</li> <li>- Case ID</li> </ul>	<p><i>Displays all Title IV-E Eligibility Determination pages associated to the person across all FSFN Cases, if created or updated within the last 12 months.</i></p> <p><i>Sorts by Eligibility From Date (newest to oldest).</i></p>

Access Eligibility Information		
How Do I...?	Selections	Tips & Guidelines
Access Title IV-E Eligibility (Adoption)	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Eligibility</b>.</li> <li>In center group box, click the <b>Adoption Eligibility Determination</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Eligibility Effective From Date</li> <li>Eligibility Void or Termination Date (if applicable)</li> <li>Child Name</li> <li>Eligibility Status</li> <li>Case ID</li> </ul>	<p><i>Displays all Adoption Eligibility Determination pages associated to the person across all FSFN Cases, if created or updated within the last 12 months.</i></p> <p><i>Sorts by Eligibility Effective From Date (newest to oldest).</i></p>

Access File Cabinet (Images and Files)		
How Do I...?	Selections	Tips & Guidelines
Access Images and Files	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>File Cabinet</b>.</li> <li>In the center group box, click the <b>appropriate Image Category – Type – Case ID</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>File Name</li> <li>Date Document Scanned</li> <li>Associated Case Participants</li> </ul>	<p><i>Displays all Imaging pages associated to the person across all FSFN Cases, if created or updated within the last 12 months.</i></p> <p><i>Sorts by Date Document Scanned (newest to oldest).</i></p> <p><i>Medical Record images or files do not display. They display in the Medical/ Mental Health group box.</i></p> <p><i>Photo uploaded from Person Management does not display. It is available in the Person Information group box.</i></p> <p><i>Adoption Photos do not display on Person Book.</i></p>

## Access FSFN Cases

How Do I...?	Selections	Tips & Guidelines
<p>Access Maintain Case</p>	<ul style="list-style-type: none"> <li>• In the <b>Case Information</b> group box, click the <b>Case Name – ID</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Case Type</li> <li>- Case Open/Reopen Date</li> <li>- Primary Assigned Worker</li> <li>- County</li> <li>- Case Address</li> </ul>	<p><i>Displays all FSFN Cases, open or closed, where the person is a case participant.</i></p> <p><i>Case Name – ID hyperlink may contain additional information such as Restricted, Closure Status (Accepted or Denied), Case Split, Case Merge, Pre-Adoption, and Post-Adoption.</i></p> <p><i>Sorts by Case Name.</i></p>



## Access Legal Documents

How Do I...?	Selections	Tips & Guidelines
<p>Access Legal</p>	<ul style="list-style-type: none"> <li>• Above the center group box in the Work Type drop down, select <b>Legal</b>.</li> <li>• Click on the appropriate <b>Legal Record</b> hyperlink.</li> <li>• View or edit information on the Legal Action page, as needed.</li> <li>• Above the center group box in the Work Type drop down, select <b>Legal</b>.</li> <li>• Click on the appropriate <b>Legal Document Category – Type – Case ID</b> hyperlink.</li> <li>• View or edit information on the Legal Action page, as needed.</li> <li>• Above the center group box in the Work Type drop down, select <b>Diligent Search</b>.</li> <li>• Click on the appropriate <b>Diligent Search</b> hyperlink.</li> <li>• View or edit information on the <b>Legal Action</b> page, as needed.</li> </ul> <p>Additional information includes:</p> <ul style="list-style-type: none"> <li>- Create Date</li> <li>- Case ID</li> </ul>	<p><i>Legal hyperlinks to Legal Case Work where the person is a case participant. This includes Legal Records, Legal Documentation pages, and Diligent Search for Parent pages.</i></p>



Access Intakes		
How Do I...?	Selections	Tips & Guidelines
Access Intakes	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Intakes</b>.</li> <li>In the center group box, click the <b>Intake ID</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Intake Name</li> <li>- Intake Type and Subtype</li> <li>- Screening Decision</li> <li>- Status</li> <li>- County</li> <li>- Case ID (if linked)</li> </ul>	<p><i>Displays Intakes, open or closed, where the person is a participant and the intake was received within the last 12 months. "Pending" Intakes, not linked to a Case, are included.</i></p> <p><i>Sorts by Date Received (newest to oldest).</i></p> <p><i>Security required for accessing "Special Handling" Intakes and any of the Intakes flagged as "Special Handling". Without proper security, the Intake information displays as plain black text instead of a hyperlink.</i></p>



## Access Investigations / Special Conditions Referrals

How Do I...?	Selections	Tips & Guidelines
<p>Access Investigations or Special Conditions Referrals</p>	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Investigations/Special Conditions Referrals</b>.</li> <li>In the center group box, click the <b>appropriate Investigation or Special Conditions Referral</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Investigation Type and Subtype</li> <li>- Status and Status Date</li> <li>- Intake ID and Date/Time Received</li> <li>- County</li> <li>- Primary Protective Investigator Name and Unit Number and Name</li> <li>- Move Investigation Indicator (M)</li> <li>- Special Handling Indicator (if applicable)</li> <li>- Most Serious Finding on Investigation: Verified, Not Substantiated, or No Indicator</li> <li>- Case ID</li> </ul>	<p><i>Displays all Investigations (Child/Adult) and Special Conditions Referrals associated to the person, regardless of the FSFN Case, if created or updated within the last 24 months. Includes open or closed.</i></p> <p><i>Sorts by Intake Received Date (newest to oldest).</i></p> <p><i>Security required for accessing "Special Handling" Intakes and any of the Intakes flagged as "Special Handling". Without proper security, the Intake information displays as plain black text instead of a hyperlink.</i></p>
<p>Access information relevant to Investigation or Special Conditions Referral</p>	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Investigations/Special Conditions Referrals</b>.</li> </ul> <p>Under appropriate Investigation or Special Conditions Referral, relevant work displays: <b>FFA – Investigation, Safety Plan, PDA, FFA - Ongoing, Case Plan Worksheets, Progress Updates, Judicial Review, or Risk Assessment</b> hyperlink.</p> <ul style="list-style-type: none"> <li>Click on the appropriate hyperlink to access.</li> </ul>	<p><i>Displays all relevant work associated to the Investigation (Child/Adult) and Special Conditions Referrals associated to the person, if created or updated within the last 24 months.</i></p> <p><i>Information displays similar to Desktop Outliner.</i></p> <p><i>Underneath the Safety Plan outliner, the worker will be able to see more detailed information which includes the Household Name, Effective Date and Termination Date.</i></p>

Access Medical/Mental Health		
How Do I...?	Selections	Tips & Guidelines
Access Medical/Mental Health	<ul style="list-style-type: none"> <li>In the <b>Medical/Mental Health</b> group box, click the <b>Medical Mental Health-Case ID</b> hyperlink.</li> <li>View or edit information on the <b>Medical/Mental Health</b> page, as needed.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Indicator for Psychotropic Meds</li> <li>Indicator for Clinically Diagnosed Disability</li> <li>Date Last Updated</li> </ul>	<p><i>Security required to access Medical/Mental Health information.</i></p> <p><i>Displays all Medical/Mental Health pages associated to the person across all FSFN Cases, if created or updated within the last six months.</i></p> <p><i>Sorts by Date Created (newest to oldest).</i></p>
Access Medical Records Images or Files	<ul style="list-style-type: none"> <li>In the <b>Medical/Mental Health</b> group box, click the <b>Medical Record Type and Case ID</b> hyperlink.</li> <li>On the <b>Imaging</b> page, click the <b>View</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Case ID</li> <li>File Name</li> <li>Date Document Scanned</li> <li>Associated Case Participants</li> </ul>	<p><i>Security required to access Medical/Mental Health information.</i></p> <p><i>Displays all images or files associated to the person across all FSFN Cases, if created or updated within the last six months.</i></p> <p><i>Sorts by Date Document Scanned (newest to oldest).</i></p>

Access Meetings		
How Do I...?	Selections	Tips & Guidelines
Access Meetings	<ul style="list-style-type: none"> <li>From the <b>Work Type</b> drop down, select <b>Meetings</b>.</li> <li>In the center group box, click the <b>Meeting Type</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Date Created</li> <li>Case ID</li> </ul>	<p><i>Displays all Meeting pages associated to the person across all FSFN Cases, if created or updated within the last 12 months.</i></p> <p><i>Sorts by Date Created (newest to oldest).</i></p>



Access Person Information		
How Do I...?	Selections	Tips & Guidelines
Access Person Management	<ul style="list-style-type: none"> <li>In the <b>Person Information</b> group box, click the <b>Person Name-ID</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Date of Birth</li> <li>- Age</li> <li>- SSN</li> <li>- Race</li> <li>- Home and Cell Phone Numbers</li> <li>- Current Address</li> </ul>	<i>Estimated Age displays if Date of Birth is not available.</i>
Access Current Photo	<ul style="list-style-type: none"> <li>In the <b>Person Information</b> group box, click the <b>Current Photo</b> hyperlink.</li> </ul>	<i>"No Photo" displays if no photos are attached to Person Management.</i>
Access AFCARS Exception	<ul style="list-style-type: none"> <li>In the <b>Person Information</b> group box, click the <b>AFCARS Exception</b> hyperlink.</li> </ul>	<i>AFCARS Exception hyperlink displays if generated during the previous night's processing.</i>

## Access Placements / Living Arrangement / Family Support / Private Adoption

How Do I...?	Selections	Tips & Guidelines
<p>Access Out-of-Home Placements</p>	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Placements</b>.</li> <li>• In the center group box, click the appropriate <b>Out-of-Home Placement</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Service Category and Type</li> <li>- Case ID</li> <li>- Begin Date and End Date</li> <li>- Provider Name</li> <li>- Participant Name</li> <li>- County of Worker who created Placement</li> <li>- Approval/ Closed Status</li> <li>- Removal/ Discharge indicator</li> <li>- Ending Reason</li> </ul>	<p><i>Displays all Out-of-Home Placement pages associated to person across all FSFN Cases, including all “open” placements and those ended within the last 24 months.</i></p> <p><i>Groups and displays “open” first, then “ended”.</i></p> <p><i>Sorts by Begin Date (newest to oldest).</i></p>
<p>Access Living Arrangements</p>	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Placements</b>.</li> <li>• In the center group box, click the appropriate <b>Living Arrangement</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Case ID</li> <li>- Begin Date</li> <li>- End Date</li> <li>- Living Arrangement Type</li> <li>- Participant Name</li> </ul>	<p><i>Displays all Living Arrangements pages associated to person across all FSFN Cases, including all “open” and those ended within the last 24 months.</i></p> <p><i>Groups and displays “open” first, then “ended”.</i></p> <p><i>Sorts by Begin Date (newest to oldest)</i></p>



## Access Placements / Living Arrangement / Family Support / Private Adoption

How Do I...?	Selections	Tips & Guidelines
Access Family Support	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Placements</b>.</li> <li>• In the center group box, click the appropriate <b>Family Support</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Case ID</li> <li>- Begin Date</li> <li>- End Date</li> <li>- Referral Type</li> <li>- Participant Name</li> <li>- Ending Reason</li> </ul>	<p><i>Displays all Family Support pages associated to person across all FSFN Cases, including all “open” and those ended within the last 24 months.</i></p> <p><i>Groups and displays “open” first, then “ended.”</i></p> <p><i>Sorts by Begin Date (newest to oldest).</i></p>
Access Private Adoption	<ul style="list-style-type: none"> <li>• From the <b>Work Type</b> drop down, select <b>Placements</b>.</li> <li>• In the center group box, click the appropriate <b>Private Adoption</b> hyperlink.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Case ID</li> <li>- Participant Name</li> <li>- Agency Type</li> <li>- Agency Name</li> <li>- Status</li> <li>- Adoption Outcome</li> <li>- Adoption Finalization Date</li> </ul>	<p><i>Displays Private Adoption pages associated to case, including all “open” and those finalized within the last 24 months.</i></p> <p><i>Groups and displays “open” first, then finalized.</i></p> <p><i>Sorts Create Date (newest to oldest).</i></p>



Access Scheduled Legal Actions		
How Do I...?	Selections	Tips & Guidelines
Access Legal Records	<ul style="list-style-type: none"> <li>In the <b>Scheduled Legal Actions</b> group box, click the appropriate <b>Legal Actions-Case ID</b> hyperlink.</li> <li>View or edit information on the Legal Action page, as needed.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Scheduled Date and Time</li> <li>Person Name and ID</li> <li>Date Last Updated</li> </ul>	<p><i>Displays all Legal Records associated to the person across all FSFN Cases if there is a Scheduled Date and no Completed Date.</i></p> <p><i>Sorts by Scheduled Date (soonest first).</i></p>

Access Service Authorization		
How Do I...?	Selections	Tips & Guidelines
Access Services	<ul style="list-style-type: none"> <li>From <b>Work Type</b> drop down, select <b>Services</b>.</li> <li>In center group box, click <b>Service Category – Type – Case ID</b> hyperlink.</li> <li>View or edit information on the <b>Services page</b>, as needed.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>Begin Date</li> <li>End Date (if applicable)</li> <li>Provider Name</li> <li>Participant Name</li> <li>Approval Status</li> </ul>	<p><i>Displays all Service Authorization pages associated to person across all FSFN Cases, including all “open” and those ended within the last 24 months.</i></p> <p><i>Groups and displays “open” first, the “ended.”</i></p> <p><i>Sorts by Begin Date (newest to oldest).</i></p>

## Access Services

How Do I...?	Selections	Tips & Guidelines
<p>Access Services</p>	<ul style="list-style-type: none"> <li>• From <b>Work Type</b> drop down, select <b>Services</b>.</li> <li>• In center group box, click appropriate <b>Services Category – Type – Case ID</b> hyperlink.</li> <li>• View or edit information on the <b>Access Services</b> page, as needed.</li> </ul> <p>Additional information:</p> <ul style="list-style-type: none"> <li>- Begin Date</li> <li>- End Date</li> <li>- Provider</li> <li>- Participant Name</li> <li>- Approval Status</li> </ul>	<p><i>Displays all Services pages associated to person across all FSFN Cases, including all “open” and those ended within the last 24 months.</i></p> <p><i>Groups and displays “open” first, the “ended.”</i></p> <p><i>Sorts by Begin Date (newest to oldest).</i></p>

