



Florida Safe Families Network

Person Management How Do I ... Guide

March 17, 2017

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 Person Management

How Do I...?	Selections	Tips & Guidelines
Access Person Management from Casebook	<ul style="list-style-type: none"> • On the FSFN Desktop, click the Cases expando. • Click the appropriate Case Book hyperlink. • Case Book displays. • Click the applicable Participant Name hyperlink within the Active Participant group box to launch his or her Person Management record. 	
Access Person Management from Person Book	<ul style="list-style-type: none"> • On the FSFN Desktop, select the Participant View check box. • Click the Cases expando. • Click the appropriate Person Book hyperlink. • Person Book displays. • Click the Participant Name hyperlink, within the Person Information group box, to launch his or her Person Management record. 	



Search a Birth Certificate		
How Do I...?	Selections	Tips & Guidelines
Search a Birth Certificate	<ul style="list-style-type: none"> • From Desktop, click the Cases expando. • Click the family's Case Name hyperlink. • Click the individual person's name hyperlink. • Click the Additional tab. • Click the Search hyperlink in the Identification Records group box. • Enter search criteria and click the Search button, leaving the Child's Information radio button selected. • Select the radio button that identifies the individual as the correct person. • Click Continue. • Click the View Birth Certificate hyperlink. • Click Close. • In the Birth Verification Obtained field, enter today's date. • Click Save. 	<p><i>This page organizes information into seven tabs: Basic, Additional, AKA Names, Address, Relationship (view-only page), AFCARS/Other Participant Information, and Child/Adult Functioning and Parenting.</i></p> <p><i>The Additional tab allows you to view, add, or change personal information for a person, and displays data regarding the child's birth mother, birth father, and/or legal guardian(s). This tab allows you to enter information specific to a child/person.</i></p> <p><i>The Search button executes a search for Birth Certificate Records matching the data entered in the Search Criteria fields.</i></p> <p><i>The Birth Certificate ID is stored on the Person Management Record once Save is clicked on the Person Management Page.</i></p>



View and Upload a Photo		
How Do I...?	Selections	Tips & Guidelines
View a Photo	<ul style="list-style-type: none"> • From Desktop, click the Cases expando. • Click the family's Case Name hyperlink. • Click the individual person's name hyperlink. • Click the Additional Tab. • Click the View Current Photo hyperlink. • Click Close. • Click the Current Photo Details hyperlink. • Click Close. • Click the View Photo History hyperlink. • Click Close. 	
View Current Photo from Case Book	<ul style="list-style-type: none"> • On the FSFN Desktop, click the Cases expando. • Click the appropriate Case Book hyperlink. • Case Book displays. • Click the Current Photo hyperlink for the applicable participant, within the Active Participants group box to access the Imaging page and view the current photo captured on Person Management. 	<i>The Current Photo hyperlink launches the Imaging page for the most recently created Photo on Person Management.</i>
View Current Photo from Person Book	<ul style="list-style-type: none"> • On the FSFN Desktop, select the Participant View check box. • Click the Cases expando. • Click the appropriate Person Book hyperlink. • Person Book displays. • Click the Current Photo hyperlink to access the Imaging page and view the current photo captured on Person Management. 	<i>The Current Photo hyperlink launches the Imaging page for the most recently created Photo on Person Management.</i>



View and Upload a Photo		
How Do I...?	Selections	Tips & Guidelines
Upload a Photo	<ul style="list-style-type: none"> • From the Desktop, click the Cases expando. • Click the family's Case Name hyperlink. • Click the individual person's name hyperlink. • Click the Additional tab. • Click the Upload New Photo hyperlink. • In the Date Document Scanned field, enter today's date. • From the Type drop down, select Person Photo. • Click the Browse button. • From the File Name field, enter the location and name of the document. • Click Open. • In the Comments field, enter appropriate information regarding the photo. • Click Save. • Click Close. • Click the View Current Photo hyperlink. • Click Close. • Click the Current Photo Details hyperlink. • Click Close. 	<p><i>There is a 200 character limit in this text field.</i></p>

Duplicate SSN		
How Do I...?	Selections	Tips & Guidelines
Duplicate SSN	<ul style="list-style-type: none"> If the system finds possible duplicates, the Potential Person Match pop up displays. View every duplicate SSN on the Potential Person Match page before allowing the duplicate SSN. Once viewed, the person's record displays the Viewed icon with a check mark. After the duplicate records have been viewed, the Allow Duplicate SSN button is enabled. 	<p><i>This window will display all potential matches for duplicate SSNs. You can either view or merge the person.</i></p> <p><i>The system will identify and make more visible (boldfaced duplicate SSN) any duplicated social security numbers</i></p> <p><i>Search can be done on SSN as sole criteria.</i></p> <p><i>Note: The following are the guidelines for entering SSNs:</i></p> <p><i>You cannot enter a SSN with:</i></p> <ul style="list-style-type: none"> <i>The first three digits 000, 666, or 900</i> <i>The second two digits 00 or the last four digits 0000</i> <i>Sequential numbers such as 123-45-6789 are not allowed as well as numbers that are all the same, such as all 1s, 2s, and so on</i> <p><i>For AKAs, the system makes a character comparison and only notifies the user of creating an AKA when the comparison indicates there is a new name that does not already exist.</i></p>

Person Merge		
How Do I...?	Selections	Tips & Guidelines
Person Merge	<ul style="list-style-type: none"> Click the Merge hyperlink. From the Person Merge page, click Search. Select Retain/Remove Persons. Confirm Merge. 	<p><i>The ability to merge persons is controlled by security access. See Person Merge How Do I for more information.</i></p>

Add and View Commercial Sexual Exploitation of Children (CSEC) Information

How Do I...?	Selections	Tips & Guidelines
<p>Add Commercial Sexual Exploitation of Children (CSEC) Information</p>	<ul style="list-style-type: none"> • From the Desktop, click the Cases expando. • Click the family's Case Name hyperlink. • Click the individual person's name hyperlink. • Click the Additional tab. • Select a CSEC Category. • Select a CSEC Status. • Click Save. • Close the pop-up message, if appropriate. • Select a reason from the Reason Child not place in a Safe House, if appropriate. • Click Save. • Click Close. 	<p><i>The CSEC fields are only available to document when the child is in an Out-of-Home Placement.</i></p> <p><i>Entering a CSEC Status value of Confirmed Involvement will enable the Method of Confirmation drop down.</i></p> <p><i>When Save is clicked, the system will assess the type of placement facility where the Child is placed. If the Child is not placed in a facility type of "Safe House", then the system generates an informational pop-up message that states, "This Child is not currently placed in a placement facility type of "Safe House". Please select a reason why not."</i></p>
<p>View Historical Changes in CSEC Information</p>	<ul style="list-style-type: none"> • Click the CSEC Change History hyperlink. • Click Close. 	<p><i>The CSEC Change History page is view only. Changes to CSEC information is done on the Person Management page.</i></p> <p><i>The change history is in reverse chronological order. The most recent change will display at the top of the CSEC Change History – Details group box.</i></p> <p><i>If there is a change in CSEC Status, the previous CSEC Status line is end dated.</i></p> <p><i>If there is a change in CSEC Category, but not CSEC Status, no value will display in the Previous CSEC Status field.</i></p>

Add and View Commercial Sexual Exploitation of Children (CSEC) Information

How Do I...?	Selections	Tips & Guidelines
Review information on the Child/Adult Functioning and Parenting tab	<ul style="list-style-type: none">• Click the Child Functioning expando• Click the Adult Functioning expando• Click the Parenting expando• Review the Child/Adult Functioning and Parenting tab	<p><i>The Child Functioning narrative will display one time directly beneath the Child Functioning expando (when expanded) and then the details for each populated result will display. The same change applies to the Adult Functioning and Parenting expandos.</i></p> <p><i>The updates to the Print command button functionality will allow printing of all expandos whether collapsed or expanded, and all information beneath any scroll bars when the focus is on the Child, Adult Functioning and Parenting tab of Person Management.</i></p>

