

Post Adoption Services

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Change History

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04/29/2016	CR626	Updates based on DCF comments.	Amy Jenks	Page 9 – last section



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1.1 Introduction

The Post Adoption Services page provides functionality that supports the transformation of the Child Protection process to enhance the Department of Children and Families (DCF) current safety and family assessment tools and practice. Enhancements support the addition of features that allow all users' quick access to case information relevant to specific participants.

The creation of this module support the following goals of the Florida Safe Families Network (FSFN) Child Protection Enhancement and Statewide Automated Child Welfare Information System (SACWIS) Project to facilitate the safety of children and families:

- Improve quality and consistency of decision making
- Eliminate redundant processes and re-work
- Gain efficiencies through enhanced technology

The functionality provided by the Post Adoption Services module in FSFN contained within this topic paper impacts a myriad of system users including, but not limited to Adoption Case Managers and Adoption Specialists. It also affects the following elements and attributes:

- Provides functionality to document services requested, referred and provided to families specifically related to Post Adoption;
- Provides functionality to document contacts made with adoptive families following adoption finalization;
- Provides the ability to document the expressed intent of a family to adopt; and
- Provides reporting capabilities.



1.2 Pages

The Post Adoption Services page provides you with the ability to document Services requested by families who have a finalized adoption. In addition, it allows you to identify Services that you have offered to the family and, ultimately, create the Service, if the family accepts the services offered.

The Post Adoption Services page is created in a post-adoptive FSFN case using a case participant's Person ID. The page can only be created one time per Person ID across the entire FSFN System. Therefore, if a participant with a Post Adoption Services page is added to another FSFN case, the page will be accessible from the additional FSFN Case, simply because it is based upon the page being linked to your case participant's Person ID.

A Post Adoption Services page can ONLY be created for post-adoptive participants. An exception to this may be on the occasion where a child has been adopted and a Post Adoption Services page has been created in their post-adoptive case; however, that adoption is dissolved and the child is placed in a pre-adoptive placement awaiting to be adopted a second or subsequent time. Upon the initial creation of the Post Adoption Services page, however, the participant must have a documented Date of Birth and Gender in order for the page to be created and saved. In addition, if the Post Adoption Services page is being created for a participant 18 years of age or older, a validation prompt will be displayed, requiring you to respond prior to continuing to note your understanding of the participant's age of 18 or above.

The group boxes on the Post Adoption Services page are:

- **General Information** – fields with information pre-filled from the associated Post Adoption Services page and Person Management.
- **Services Requested by Family** – repeating group box with an Insert button to allow for the documentation of Services requested by the adoptive family.
- **Service Request Details** – group box containing fields to indicate if the Service Request resulted in the family being referred for the service, as well as the reason not referred, when applicable.
- **Services Referred** – repeating group box to identify and document which services were referred to the family.

Note that there is special processing involved when a Split Case, Case Merge, Person



Merge, or Create New Case after Finalization is performed when there is a Post Adoption Services page. Upon performing Case Merge, because the Post Adoption Services page is by Person ID across the FSFN application, the system will not have to make any modifications to the page itself with respect to the Case ID and Case Name, as it is simply always the original Case in which it was initially created. Upon performing Case Split, regardless that the Post Adoption Services page is based on Person ID, the page will remain with the original information. This is because the Post Adoption Services page, once created and saved to the database, is accessible from any and all cases in which the person is a Case Participant. In instances of Person Merge, the result will render the “keep” person’s Post Adoption Services page reflecting what was on the “keep” **and** the “remove” person’s Post Adoption Services page, so no information is being overwritten or lost, but rather collated onto the “keep” person’s Post Adoption Services page. Upon attempting to perform Create New Case after Finalization, FSFN will validate that the most recent row within the Expressed Intent to Adopt group box on Adoption Information page is active and that the Provider ID in that row is identical to the Provider ID associated with the child’s most recent removal that was discharged for the reason of Adoption Finalization OR the Provider ID associated with the child’s most recent, completed Private Adoption page where the Outcome = Adoption Finalization. Following the Create New Case after Finalization, the Post Adoption Service page will remain in the pre-adoptive FSFN case and will NOT move over or copy over to the Post Adoption FSFN case. This is because the child will have a new Person ID and if Post Adoption Services are requested, the user will create a new Post Adoption Services page for that new Person ID.



1.2.1 Post Adoption Services Page

http://scfzid111.dcf.state.fl.us:15001/?ID_POST_ADPT_SRVC=20000060&action=EDIT&fromWhere=deskt - Internet Explorer

Florida Safe Families Network Hand Book Print Audit Spell Check Help

General Information
 Case ID: 101005776 Person ID: [103614690](#) Participant Name: Ivrw, Maggie Post Adoption Services ID: 200000060
 Date of Birth: 03/04/2003 Age: 12 SSN: 578-44-8805 Medicaid Number: 8631013447 Fiscal Agency Providing Subsidy: Eckerd Community-Hillsborough

Services Requested By Family
 Service Category: Post Adoption Services

Date Requested	Fiscal Agency Receiving Contact	Fiscal Agency Providing Service	Service Type	Action	Created By	Send Notification	Referred for Service?
<input checked="" type="radio"/> 01/06/2016	Childrens Home Society	Childrens Home Society	Family Counseling (Non-Paid)		WRVMTVI, LEAH(42245)		Yes

[Insert](#)

Additional Comments:

Service Request details
 Was this service referred to the family?: Yes No Reason Not Referred: Date Referred: 01/07/2016

Services Referred
 Service Category: Post Adoption Services

Fiscal Agency Providing Service	Service Begin Date	Service Type	Status	Action	Created By
Childrens Home Society	01/07/2016	Family Counseling (Non-Paid)	Accepted	Delete	WRVMTVI, LEAH(42245)
Childrens Home Society	01/07/2016	Substance Abuse Evaluation (Paid)	Accepted		WRVMTVI, LEAH(42245)

[Insert](#)

[Save](#) [Close](#)

1.2.1.1 Page Overview

Page Navigation

To create the Post Adoption Services page, the user selects the Create Case Work option from the Create drop down on the Banner Bar on the Desktop, and then selects the Post Adoption Services value from the Adoption drop down in the Create Case Items group box. The user will then select the appropriate case and case participant, and click on the Create button. The Post Adoption Services page can also be created by accessing the Case Book page for the applicable case, and selecting the Create Case Work hyperlink located at the top of the page. The Create Case Work page will prevent the user from creating more than one Post Adoption Services record for a child and it will also prevent the user from creating a Post Adoption Services page for a pre-adoptive child. If a Post Adoption Service record exists, the following message will display after the user selects the Create button on the Create Case Work page: "A Post Adoption Services record already exists for the participant. Please update the existing record." If the user attempts to create a Post Adoption Services page for a pre-adoptive



participant, the following validation message will display: “A Post Adoption Services page cannot be created for a child in a pre-adoptive Case.” <OK>

Once a Post Adoption Services record is created, the user may access the record from the Desktop by drilling down to the Adoption icon for the appropriate case, and then clicking on the Post Adoption Services hyperlink for that Post Adoption Services record.

Additionally, the user may access the Post Adoption Services page from either Case Book or the applicable participant’s Person Book. From Case Book or Person Book, the user may access the Post Adoption Services record by selecting the Adoption value in the Center panel drop down and then selecting the applicable participant’s Post Adoption Services page hyperlink. The hyperlink will launch the Post Adoption Services page in Edit mode if Case Book or Person Book is accessed from the Desktop and the user has the appropriate security.

Page Summary

The page header group box consists of General Information: Case ID, Person ID, Participant Name, Post Adoption Services ID, Date of Birth, Age, Social Security Number, Medicaid Number, and Fiscal Agency Providing Subsidy. All of these fields are pre-filled upon the creation of the Post Adoption Services page, along with a system generated Post Adoption Services ID and a Person ID displayed as a hyperlink to launch the participant’s Person Management record.

The Services Requested by Family group box contains a repeating group of the following columns: a column containing radio buttons available for selection upon the creation of a row, Fiscal Agency Receiving Contact, Fiscal Agency Providing Service, Service Begin Date, Service Type, Action, Created By, Send Notification and a Referred for Service column that allows for a Yes or No response. All fields in each row are enabled and required following the creation of the row, with the exception of system derived fields that include Created By, Send Notification, and Referred for Service. The Send Notification field initially displays as a Worker Search hyperlink for the user to search and select a worker to notify that services have been requested by the Family. Once a worker has been searched and selected and the Continue button selected, the user is returned to the Post Adoption Services page and the hyperlink changes from “Worker Search” to the worker’s name. The worker name hyperlink will continue to display as a hyperlink to re-launch the Worker Search page should a new worker need to be searched and selected at any point prior to the row being saved for the first time. The worker that is identified in this column when the row is first created and saved will receive a one-time email notification of the service that was requested by the family. An Insert button is included in this group box for the user to insert new rows as additional services are requested by a family.

Following a text box allowing the user to enter additional comments in relation to services



requested by a family, a Service Request Details group box displays followed by a Services Referred group box. These two group boxes provide an opportunity for a user to document and respond to the family’s Service Request by stating if the service was referred to the family, the reason they were not referred (when applicable), and the date they were referred (when applicable). When a family has been referred for a service, a user can document each service in the repeating group box titled, “Services Referred”. Within the group box, the Service Category is system derived as Post Adoption Services and is not user editable; however, the Fiscal Agency Providing Service, the Service Begin Date, the Service Type, Status, and Action are enabled for user entry and required for all manually inserted rows. For systematically generated rows where the service was identified as ‘Yes’ for referral, the fields will automatically pre-fill with the information captured in the Services Requested by Family group box. Furthermore, this repeating group box allows the user to select the Delete hyperlink in the Action column to delete a row created in error or it permits the user to select the Create Service hyperlink when the row is completed and the service request is ready to be generated. An Insert button is also included in this group box for the user to insert new row as additional services are referred.

1.2.1.2 Page Information

	Label	Business Rules
Page:	Post Adoption Services	<p>Provides Adoption Specialists the ability to document services requested by the family, services offered to the family and access to the Services page to create Services provided.</p> <p>The Post Adoption Services page can only be created one time per Person ID across the FSFN System and only for a participant in a post-adoptive case; if a participant with a Post Adoption Services page is added to another FSFN Case, the page will be accessible from the additional FSFN Case; the Post Adoption Services page cannot be created for a participant without a documented Date of Birth and Gender; in addition, if the Post Adoption Services page is attempted to be created for a participant 18 years of age or older, a validation prompt will be displayed letting the user know and asking if they wish to continue; Please refer to Background Processing for additional details regarding Split Case, Case Merge, Create New</p>



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		Case after Finalization and Person Merge processes.
Group Box:	General Information	
Fields:	Case ID	<p>Case ID associated with the Case in which the Post Adoption Services page was originally created.</p> <p>Displays the numeric Case ID associated with the Case in which the Post Adoption Services page was originally created; therefore, even if the child is added to another FSFN Case and this page is accessed, it will display the original Case ID and will not change; read only; however, please refer to the Background Processing for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	Person ID	<p>Person ID associated with the person for whom the Post Adoption Services page was created.</p> <p>Person ID displays as a hyperlink to launch the participant's Person Management record; based on where the Post Adoption Services page is accessed determines if the Person Management page is displayed in view or edit mode; please refer to the Background Processing, Section 1.2.1.3, for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	Participant Name	<p>Participant Name associated with the person for whom the Post Adoption Services page was created.</p> <p>Displays the Participant Name associated with the person for whom the Post Adoption Services page was created; displays as Last Name, First Name, Middle Initial Suffix; read only; please refer to the Background Processing</p>



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		for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.
	Post Adoption Services ID	<p>Post Adoption Services ID associated with the Post Adoption Services page.</p> <p>Displays the unique, system generated Post Adoption Services ID associated with the Post Adoption Services page; 9 digits long and begins with 100000000; read only; however, please refer to the Background Processing for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	Date of Birth	<p>Date of birth associated with the person for whom the Post Adoption Services page was created.</p> <p>Date of Birth displays as MM/DD/YYYY; plain black text; read only; displays the date of birth currently documented on the participant's Person Management record; each time the page is accessed the Date of Birth will update based on what is currently captured on Person Management; please refer to the Background Processing for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	Age	<p>Age associated with the person for whom the Post Adoption Services page was created.</p> <p>Age displays as a numeric value; plain black text; read only; displays the age calculated based on the date of birth currently documented on the participant's Person Management record; each time the page is accessed the Age will update based on the Date of Birth that is currently captured on Person Management;</p>



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		<p>please refer to the Background Processing for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	SSN	<p>Social Security Number associated with the person for whom the Post Adoption Services page was created.</p> <p>SSN displays as ###-##-####; plain black text; read only; displays the SSN currently documented on the participant's Person Management record; each time the page is accessed the SSN will update based on the Date of Birth that is currently captured on Person Management; please refer to the Background Processing for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	Medicaid Number	<p>Medicaid Number associated with the person for whom the Post Adoption Services page was created.</p> <p>Medicaid Number displays as plain black text; read only; displays the Primary Medicaid Number currently documented on the participant's Person Management record; each time the page is accessed the Medicaid Number will update based on what is currently captured on Person Management; please refer to the Background Processing for additional details to how this field functions when performing Split Case, Case Merge, Create New Case after Finalization and Person Merge.</p>
	Fiscal Agency Providing Subsidy	<p>Fiscal Agency which is currently providing Adoption Subsidy services to the participant for whom the Post Adoption Services page was created.</p> <p>Fiscal Agency displays as the Fiscal Agency</p>



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		<p>associated with the child's current Adoption Subsidy Service; the Fiscal Agency displayed is the value selected from the Fiscal Agency drop down on the In-Home Service page where the Service Category is Adoption for the child for whom the Post Adoption Services page was created; each time the Post Adoption Services page is launched the Fiscal Agency Providing Subsidy pre-fills based on the "current" Adoption Subsidy Service for the child; current means there is either no End Date for the Adoption Subsidy or the End Date documented for the Adoption Subsidy is greater than the current system date; if more than one Adoption Subsidy Service exists that meet this criteria, the Fiscal Agency will pre-fill based on the Adoption Subsidy with the most recent Begin Date; if there is not a current Adoption Subsidy Service for the participant, this field will be null (empty).</p>
Group Box:	Services Requested by Family	<p>Group Box to identify services requested by the family.</p> <p>Group box containing a repeating group; repeating group contains the following columns: column containing radio buttons; Fiscal Agency Receiving Contact; Fiscal Agency Providing Service; Service Begin Date; Service Type; Action; Created By; Send Notification and Referred for Service?</p>
Fields:	Service Category	<p>Captures the Service Category which is always Post Adoption Services; displays Post Adoption Services as plain black text.</p>
	No Name Column	<p>Column to identify for which service the user wants to document if it was referred to the family.</p> <p>Conditionally enabled and user selected radio button displayed for each inserted row; enabled once the inserted row has been successfully saved; single selection; drives the details</p>



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		<p>displayed within the Service Request Details group box; when a new row is inserted the radio button will always automatically be defaulted to that row just inserted and the radio buttons will be disabled and grayed out until that new row is saved and committed to the database.</p>
	Date Requested	<p>Indicates the date the family requested the inserted service.</p> <p>Enabled and required Date field; auto formats if just the month, day and year are entered without the /; date cannot be a future date, only current or past date; user entered; no default value; upon successfully saving the Post Adoption Services page after inserting a row, the Date Requested becomes disabled and grayed out.</p>
	Fiscal Agency Receiving Contact	<p>Drop down displaying all Fiscal Agencies to identify which agency received the call from the family.</p> <p>Drop down contains all Fiscal Agencies regardless of the Unit the worker logged in is associated with; enabled and required; user selected; no default value; can be the same value as the one selected in the Fiscal Agency Providing Service drop down; upon successfully saving the Post Adoption Services page after inserting a row, the Fiscal Agency Receiving Contact displays as plain black text.</p>
	Fiscal Agency Providing Service	<p>Drop down displaying all Fiscal Agencies to identify which agency will be providing the service inserted to the family.</p> <p>Drop down contains all Fiscal Agencies regardless of the Unit the worker logged in is associated with; enabled and required; user selected; no default value; can be the same value as the one selected in the Fiscal Agency Receiving Contact drop down; upon</p>



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		successfully saving the Post Adoption Services page after inserting a row, the Fiscal Agency Providing Service displays as plain black text.
	Service Type	<p>Drop down containing the Service Types available for the selected Fiscal Agency under the Service Category</p> <p>Conditionally enabled and required drop down once a value has been selected from the Fiscal Agency Providing Service drop down and the Service Begin Date has been entered; the Service Types displayed are only those available for the selected Fiscal Agency Providing Service (NOT the Fiscal Agency Receiving Contact) under the Post Adoption Services Service Category AND is active based on the Service Begin Date entered; if a Service Type is selected and then the Fiscal Agency Providing Service drop down (NOT the Fiscal Agency Receiving Contact) is nulled out/made empty or the Fiscal Agency Providing Service is changed to a different value, the Service Type drop down will become null/ made empty automatically and the value previously selected will not be stored; the same is true if the Service Begin Date is either made null/empty or change to a different date; user selected; upon successfully saving the Post Adoption Services page after inserting a row, the Service Type displays as plain black text.</p>
	Action	<p>Action column containing a Delete hyperlink.</p> <p>Conditionally displayed hyperlink ONLY for the worker who inserted the row and their Supervisor; otherwise the Delete hyperlink is hidden; immediately displays upon inserting a row prior to save; continues to be displayed after successfully saving the Post Adoption Services page; once a row has been identified as "Referred for Services" - Yes, and Post Adoption Services page successfully saved,</p>



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		<p>resulting in an associated row populating the Services Referred group box, the Delete hyperlink no longer displays; when a row is deleted the system will refresh and default the radio button selection to the top of the list.</p>
	Created By	<p>Column displaying the name and associated unit of the worker who inserted the associated row.</p> <p>System derived; displays the Last Name Suffix, First Name Middle Name and associated Unit ID in parenthesis of the worker who inserted the associated row; read only.</p>
	Send Notification	<p>Column containing a Worker Search hyperlink to search and select the worker to whom the worker inserting the row would like to notify.</p> <p>Worker Search hyperlink displayed once a new row is inserted; clicking the Worker Search hyperlink launches the Worker Search page to search and select a worker to notify that services have been requested by the Family; once a worker has been searched and selected, and Continue button selected, the user is returned to the Post Adoption Services page and the hyperlink changes from "Worker Search" to the worker's name as "First Name Last Name"; the worker name continues to display as a hyperlink to re-launch the Worker Search page in the event the wrong worker was selected; optional; the search and selection of a worker is not required; the automated message is NOT sent until the Post Adoption Services page is successfully saved and the automated message is only sent once; once the Post Adoption Services page is successfully saved, the Worker Search hyperlink will no longer display if a worker wasn't selected OR will display the Worker Name (First Name Last Name) as plain black text.</p>
	Referred for Service	<p>Column containing an indicator that identifies</p>



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		<p>if the Service Requested by the Family was Referred to them.</p> <p>System derived as Yes if the Service was referred to the family within the Service Request Details; referred to the family means the response within the Service Request Details group box, for that specific Service Request was Yes; otherwise No.</p>
Button:	Insert button	<p>Used to insert a row and provide documentation of any service(s) requested by a family anytime following the finalization of the child's adoption.</p> <p>Upon clicking the Insert button a new row is displayed within the repeating group; once a row is inserted the Post Adoption Services page must be saved before having the ability to insert an additional row; therefore, upon inserting a new row the Insert button will become disabled and grayed out until the Post Adoption Services page is successfully saved; this also applies if a row is inserted in the Services Referred group box, this Insert button will also become disabled - only 1 row can be inserted across both group boxes, Services Requested by Family and Services Referred, at any given time.</p>
Text Box:	Additional Comments	<p>Additional user entered text field.</p> <p>Enabled; not required; user entered alphanumeric text field; accepts special characters; remains enabled even after saving; 32k character limit.</p>
Group Box:	Services Request Details	<p>Group Box to identify details associated with the Service Request.</p> <p>Group box containing fields to indicate if the Service Request resulted in the family being referred for the Service, as well as the reason not referred if No or the date referred if Yes;</p>



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		<p>the fields displayed in this group box and their associated responses are unique to the Service Request row selected in the Services Requested by Family based on the row with the radio button selected; each set of responses, for each selected row, is stored in the database table uniquely tied to its associated row; when a row is deleted within the Services Requested by Family and the radio button defaults to the first row, this group box will also refresh to display the related details for the selected record within the Services Requested by Family group box; the fields within this group box are ONLY CONDITIONALLY enabled for documenting if the associated Service Requested by Family row has been successfully saved to the database AND ONLY if there has not been a newly inserted row within the Services Requested by Family or Services Referred group box which have not yet been completed and saved to the database.</p>
<p>Fields:</p>	<p>Was this service referred to the family?</p>	<p>Identifies if the service request made by the family was referred by the worker.</p> <p>Enabled but not required; user selected Yes/ No response; upon successfully saving, after documenting the associated, required fields, becomes disabled and grayed out.</p>
	<p>Reason Not Referred</p>	<p>Indicates the reason the request was not referred.</p> <p>Conditionally enabled and required drop down if No is selected for "Was this service referred to the family?"; otherwise disabled and grayed out and not required; upon successfully saving, the Reason Not Referred drop down becomes disabled and grayed out; the following values are available for selection: Service Not Available, Service Not Appropriate, Service Not Available - Out of State, Referred for another service, Other.</p>



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	No label text field	<p>Provides the ability to document the "other" reason not referred.</p> <p>Conditionally enabled and required, alpha-numeric text field, if Other is selected from the Reason Not Referred drop down; otherwise disabled and grayed out and not required; accepts special characters; 75 characters; upon successfully saving, the text field becomes disabled and grayed out.</p>
	Date Referred	<p>Provides the ability to document the date the service was referred.</p> <p>Conditionally enabled and required Date field if Yes is selected for "Was this service referred to the family?"; otherwise disabled and grayed out and not required; auto formats if just the month, day and year are entered without the /; date must be equal to or greater than the Date Requested for the associated Service Request row; upon successfully saving, the Date Referred field becomes disabled and grayed out.</p>
Group Box:	Services Referred	<p>Group Box to identify services referred to the family.</p> <p>Group box containing a repeating group; repeating group contains the following columns: Fiscal Agency Providing Service; Service Begin Date; Service Type; Status; Action; Created By; No Name column</p>
Fields:	Service Category	<p>Captures the Service Category.</p> <p>Captures the Service Category which is always Post Adoption Services; displays Post Adoption Services as plain black text.</p>
	Fiscal Agency Providing Service	<p>Drop down displaying all Fiscal Agencies to identify which agency will be providing the service inserted to the family.</p> <p>FOR MANUALLY INSERTED ROWS: Drop</p>



		<p>down contains ONLY Fiscal Agencies associated to the Unit the worker logged in is associated with; enabled and required; user selected; no default value; upon successfully saving the Post Adoption Services page after inserting a row, the Fiscal Agency Providing Service displays as plain black text >>>>>>FOR SYSTEMATICALLY GENERATED ROWS WHERE THE SERVICE WAS IDENTIFIED AS YES FOR REFERRAL: Upon selecting Yes within the Service Request Details group box, documenting the Date Referred and successfully saving, the Fiscal Agency Providing Service field within the Services Referred group box will automatically pre-fill with the identified Fiscal Agency Providing Service value captured in the Services Requested by Family group box and will automatically be saved to the database resulting in the drop down being displayed as plain black text.</p>
	<p>Service Begin Date</p>	<p>Captures the desired begin date for the Fiscal Agency Providing Service.</p> <p>FOR MANUALLY INSERTED ROWS: Enabled and required Date field; auto formats if just the month, day and year are entered without the /; date cannot be a future date, only current or past date; user entered; no default value; upon successfully saving the Post Adoption Services page after inserting a row, the Service Begin Date becomes disabled and grayed out. >>>>>>FOR SYSTEMATICALLY GENERATED ROWS WHERE THE SERVICE WAS IDENTIFIED AS YES FOR REFERRAL: Upon selecting Yes within the Service Request Details group box, documenting the Date Referred and successfully saving, the Service Begin Date field within the Services Referred group box</p>



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		will be enabled and required in order to subsequently save; once successfully saved the date will be disabled and grayed out.
	Service Type	<p>Drop down containing the Service Types available for the selected Fiscal Agency under the Service Category</p> <p>FOR MANUALLY INSERTED ROWS: Conditionally enabled and required drop down once a value has been selected from the Fiscal Agency Providing Service drop down; the Service Types displayed are only those available for the selected Fiscal Agency Providing Service under the Post Adoption Services Service Category; if a Service Type is selected and then the Fiscal Agency Providing Service drop down is nulled out/made empty or the Fiscal Agency Providing Service is changed to a different value, the Service Type drop down will become null/ made empty automatically and the value previously selected will not be stored; upon successfully saving the Post Adoption Services page after inserting a row, the Service Type displays as plain black text; >>>>>>>FOR SYSTEMATICALLY GENERATED ROWS WHERE THE SERVICE WAS IDENTIFIED AS YES FOR REFERRAL: Upon selecting Yes within the Service Request Details group box, documenting the Date Referred and successfully saving, the Service Type field will automatically pre-fill with the identified Service Type value captured in the Services Requested by Family group box and will be enabled and required; please see Save button processing for additional key details.</p>
	Status	<p>Identifies if the service was accepted or denied by the family.</p> <p>Conditionally enabled and not required once the Fiscal Agency Providing Service, Service</p>



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		<p>Begin Date and Service Type are selected; otherwise disabled and grayed out; upon successfully saving the Post Adoption Services page ONLY AFTER selecting a Status, the Status displays as plain black text; therefore, a row can be systematically or manually inserted and page saved, but the Status will only display as plain black text once a value is selected and page successfully saved.</p>
Link	Action	<p>Action column containing a Delete hyperlink.</p> <p>Conditionally displayed hyperlink ONLY for the worker who inserted the row and their Supervisor; otherwise the Delete hyperlink is hidden; immediately displays upon manually inserting a row prior to save or immediately upon systematically generating a row by selecting Yes, entering the Date Referred and successfully saving the page; continues to be displayed after successfully saving the Post Adoption Services page; once a row has EITHER an associated Service created and saved OR the Status documented is Denied, the Delete hyperlink no longer displays.</p>
	Created By	<p>Column displaying the name and associated unit of the worker who inserted the associated row.</p> <p>System derived; displays the First Name Last Name and associated Unit ID in parenthesis of the worker who inserted the associated row; read only.</p>
Link	No name column	<p>Provides the ability to create a Service associated with the referral.</p> <p>Conditionally displayed hyperlink only once the Fiscal Agency Providing Service, Service Begin Date and Service Type have been selected and entered AND the Status = Accepted AND the Post Adoption Services page is successfully saved; otherwise the</p>



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		<p>hyperlink is hidden; upon clicking the Create Service hyperlink, the In-Home Service page is displayed; once the associated Service page is saved this hyperlink will dynamically change to display as "View Service"; clicking the View Service hyperlink will launch the associated In-Home Service page in view only mode..</p>
Button	Insert button	<p>Used to insert a row that allows the user to document service referral details of services requested by a family anytime following the finalization of the child's adoption.</p> <p>Upon clicking the Insert button a new row is displayed within the repeating group; once a row is inserted the newly inserted row MUST HAVE the Fiscal Agency Providing Service, Service Begin Date, Service Type and Status ALL documented AND the Post Adoption Services page must then be saved before having the ability to insert an additional row; therefore, upon inserting a new row the Insert button will become disabled and grayed out until all the aforementioned fields are documented AND the Post Adoption Services page is successfully saved; this also applies if a row is inserted in the Services Requested by Family group box, this Insert button will also become disabled - only 1 row can be inserted across both group boxes, Services Requested by Family and Services Referred, at any given time.</p>
Button	Save button	<p>Used to save the page.</p> <p>Upon clicking the Save button all applicable validations are run as identified within the Save processing section; in addition, after documenting a field and successfully saving the field with either be displayed as plain black text or disabled and grayed out as identified for each unique footnote.</p>
Button	Close button	<p>Used to close the page.</p>



		<p>Upon clicking the Close button if any fields have been documented or updated and not saved, the system will throw a validation prompt asking if the user wishes to close without saving <Yes><No>; if no fields have been documented or updated the page will be closed and user returned to the Create Case Work page.</p>
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1.2.1.3 Background Processing

- Please refer to the business rules column within the Page Information table above for field level background processing.
- The Post Adoption Services page can be created for participants of any age, including those age 18 or older. However, when creating the Post Adoption Services page for participants over the age 18 or older a validation prompt will be displaying indicating that the user is creating the Post Adoption Services page for someone age 18 or older and asks if they wish to continue.
- Upon inserting a row within the Services Requested by the Family group box, a Delete hyperlink is immediately displayed. Upon selecting the Delete hyperlink, the following validation prompt is displayed: Are you sure you wish to delete the selected row? <Yes><No>
 - a. Upon selecting Yes, the row will be removed, but the page must be saved in order to commit it to the database.
 - b. Upon selecting No, the row will remain.
- Once a row has been inserted and page saved successfully, the Delete hyperlink will continue to display until such time that the associated Service Request Details have been documented. Once the associated Service Request Details have been documented, the Delete hyperlink will no longer display.
- Upon clicking the Search Worker hyperlink within the Send Notification column, the Worker Search page is displayed. Once a worker is searched and selected and user returns to the Post Adoption Services page, the Worker Search hyperlink will dynamically change to display the hyperlink as the worker's name. Clicking the worker's name will re-launch the Worker Search page.
- Upon launching the Post Adoption Services page, the page defaults to the first row's radio button being selected within the Services Requested by Family group box.
- Once the Post Adoption Services page has been successfully saved for the first time and committed to the database, upon clicking the Delete hyperlink within the Services Requested by the Family group box, if it is the last remaining row the user will receive the



following validation message: You cannot delete the last remaining row. Please make the necessary updates. <OK>

- Based on the selected radio button within the Services Requested by the Family group box, the Service Request Details will dynamically display the details for that specific row.
- The radio buttons for the services requested will conditionally be enabled to provide the ability to view the related Service Request Details based on the logic identified in the footnotes.
- Upon inserting a row or the system populating a row within the Services Referred group box, a Delete hyperlink is immediately displayed. Upon selecting the Delete hyperlink, the following validation prompt is displayed: Are you sure you wish to delete the selected row? <Yes><No>
 - a. Upon selecting Yes the row will be removed, but the page must be saved in order to commit it to the database.
 - b. Upon selecting No the row will remain.
- Upon clicking the Create Service hyperlink, the system will validate that the participant for whom the Service is being created has a documented date of birth and gender on their Person Management record. If date of birth and/ or gender is not documented, the following validation message will be displayed: “The participant for whom you are creating the Post Adoption Services page does not have a documented date of birth and/ or gender. Please make the necessary updates.” <OK>
- Upon attempting to create the Post Adoption Services Page, upon clicking the Continue button from the Create Services Work page, FSFN will verify one of the following:
 - a. The participant for whom the Post Adoption Services page is being created is flagged in the database as a “post adoptive” child. This flag is independent of a FSFN case and is not dependent on the Case Type being Post Adoption Services.

OR

- b. If condition “a” above is not met, the Case Type identified on the associated Maintain Case page in which the Post Adoption Services page is being created is Post Adoption Services AND the child is currently receiving an Adoption Subsidy Service associated with the FSFN Case in which the Post Adoption Services page is being created.
 - i. Receiving an Adoption Subsidy Services means that at the time the Post Adoption Services page is being created, the child has an open (non-ended) Service page where the Service Category is Adoption.



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- ii. Both conditions, Case Type = Post Adoption Services AND child is currently receiving Adoption Subsidy, must be met for condition “b”, in order to allow the Post Adoption Services page to be created.
 - iii. NOTE₁: This logic will account for converted Post Adoption FSFN cases.
 - iv. NOTE₂: If the Post Adoption Services page is attempting to be created in a FSFN case where the child is not flagged as “post adoptive”, OR the Case Type is not equal to Post Adoption Services and/or current Adoption Subsidy does not exist in the current FSFN Case, even if the child is receiving an Adoption Subsidy in a different FSFN Case and/or the child is in a different FSFN case where the Case Type = Post Adoption Services, the user will NOT be able to create the Post Adoption Services page in the current FSFN Case. The user must access the FSFN case which meets the criteria for condition “b” to be met, and create the Post Adoption Services page in that FSFN Case if condition “a” is not met.
- c. If condition “a” and “b” above are not met, the child’s most recent Removal Episode must be discharged for reason of Adoption Finalization, OR the most recent “completed” Private Adoption page must have an Outcome of “Adoption Finalization” AND the Case Type must = Post Adoption Services.
- i. **IMPORTANT CLARIFICATION:** With criteria “c”, this will address those FSFN Cases where the Case may have been closed for some time and was the Post Adoption Case, but not created through the Create New Case after Finalization process. Therefore, if the FSFN Case is reopened and Post Adoption Services are going to be provided, the user will be required to update the FSFN Case Type to Post Adoption Services before being able to create the Post Adoption Services page. This will limit the number of potential errors because in the event a user is working in the “bio” FSFN Case currently and discharged a Removal Episode for Adoption Finalization or documents a Private Adoption for Adoption Finalization, they would have to consciously update the Case Type on the “bio” Case to Post Adoption Services.
- a. In the event the user attempts to create the Post Adoption Services page and is unable to do so because one of the three criteria above (a, b, or c) is not met, the following validation message will display upon clicking the Create button on the Create Case Work page: A Post Adoptive Services page cannot be created for a child in a pre-adoptive Case. <OK>
 - b. The message above is universal across all three scenarios. Users will need to be trained and have an understanding of what is required in order to have the ability to create the Post Adoption Services page.
- Upon clicking the Create Service hyperlink, if the validations are met, the Services page is displayed.



- Upon successfully saving the associated Services page for the first time, the Delete hyperlink will no longer display within the Services Referred group box for that row and the Create Service hyperlink will dynamically change to display as View Service. Clicking View Service will launch the associated Services page in either view or edit mode based on the user's security and whether the Post Adoption Services page was launched in view or edit mode.
- Upon clicking Insert within the Services Referred group box, a new row will be populated and the user will be required to document the Fiscal Agency Providing Service, Service Begin Date and Service Type. The Status drop down is enabled but not required and the user will select a Status of either accepted or denied.
- Upon clicking the Person ID hyperlink or Create Service hyperlink if there are any changes to the Post Adoption Services page which have not been saved, the following validation message will be displayed: Please save the page in order to access external pages. <OK>.
- Upon performing Case Merge because the Post Adoption Services page is by Person ID across the FSFN application the system will not have to make any modifications to the page itself with respect to the Case ID and Case Name, as it is simply always the original Case in which it was initially created. However, even if the Post Adoption Services page was created initially in a Case that is now closed the user is able to access that page from any other FSFN Case in which that participant is a Case Participant and will have the ability to edit it from that FSFN Case using Desktop, Case Book or Person Book (when accessed from the Desktop).
- Upon performing Person Merge, if both participants have a Post Adoption Services page FSFN will automatically keep the Post Adoption Services page associated with the "keep" person but will MOVE all the information documented on the Post Adoption Services page associated with the "remove" person over to the "keep" person's Post Adoption Services page. This will result in the "keep" person's Post Adoption Services page continuing to reflect what was originally documented plus the information/ rows MOVED over from the "remove" person's Post Adoption Services page. So NO information is being overwritten or lost but rather collated onto the "keep" person's Post Adoption Services page. FSFN will automatically place the rows the MOVED rows directly following those already captured in the corresponding group boxes on the "keep" persons Post Adoption Services page.
 - a. As part of this process to ensure data integrity on the BACK END within the tables, FSFN will automatically update all the demographic information, including Person ID, for the data being MOVED from the "remove" persons Post Adoption Services page to reflect the "keep" person's information on the back end for the Post Adoption Services page. This will ensure that not only is the information now captured on the "keep" persons Post Adoption Services page, but is captured accurately in the table as well.



- Upon performing Person Merge, if the “keep” person has a Post Adoption Services page but the “remove” person does not, the information will remain as it was on the Post Adoption Services page.
- Upon performing Person Merge, if the “remove” person has a Post Adoption Services page but the “keep” person does not, FSFN will UPDATE the Post Adoption Services page with all the demographic information, including Person ID, to reflect the “keep” person’s information. Therefore, the page will reflect both on the user interface as well as in the database, the “keep” person’s information.
- Upon performing Case Split regardless that the Post Adoption Services page is based on Person ID, the page will remain with the original information. This is because the Post Adoption Services page, once created and saved to the database, is accessible from any and all cases in which the person is a Case Participant. Therefore, upon performing Case Split and placing the person in a new Split Case, the user will have the ability to drill down on the Desktop or access Case Book or Person Book from the Desktop and view the Post Adoption Services page from the center panel when selecting Adoption from the drop down.
- Upon attempting to perform Create New Case after Finalization FSFN will validate the following:
 - a. The most recent row within the Expressed Intent to Adopt group box on Adoption Information reflects Yes for expressed intent AND the Expressed Intent Withdrawn field is null (empty) AND the Provider ID associated with that expressed intent row is the SAME Provider ID associated with the child’s most recent removal that was discharged for reason of Adoption Finalization OR Provider ID associated with the child’s most recent, completed Private Adoption page where the Outcome = Adoption Finalization.
 - i. The most recent Private Adoption page, if multiple exist for the same Person ID, is based on the Completed Date.
 - ii. If this validation is not met the participant will not display on the Participant Selection pop-up page when trying to perform Create New Case after Finalization.
- Upon performing Create New Case after Finalization the Post Adoption Services page will remain in the pre-adoptive FSFN Case and will NOT move or copy over to the Post Adoption FSFN Case. This is because the child will have a new Person ID and if Post Adoption Services are requested the user will create a new Post Adoption Services page for that new Person ID.

1.2.1.4 Save Processing

- Upon attempting to save the Post Adoption Services page for the first time, the user must insert and complete at least one row within the Services Requested by Family group box.



“Complete” means that a row has been inserted and the Fiscal Agency Receiving Contact, Fiscal Agency Providing Service and Service Type have all been documented. If not, the following validation message will display: At least one row must be documented within the Services Requested by Family group box in order to save. <OK>

- Upon successfully saving after searching and selecting a worker within the Send Notification column, an automated message will be sent to the selected worker and the system will flag the row as having successfully sent the message. This will prevent more than 1 message being sent to a worker for each row.
- Upon successfully saving after inserting a completed row within the Services Requested by Family group box, the corresponding row will ONLY become enabled within the Service Request Details group box for that row once the page is successfully saved.
- Upon attempting to save after documenting the Service Request Details, if the response to “Was this service referred to the family?” is Yes the system will validate that the user attempting to document the Service Request Details is associated with the Fiscal Agency selected in the Fiscal Agency Providing Service drop down within the Services Requested by the Family group box. If the user attempting to document that the service was referred to the family is not associated with the corresponding Fiscal Agency, the following validation message will display: You are not associated with the Fiscal Agency identified in the Fiscal Agency Providing Service drop down, within the Services Requested by the Family group box. Please ensure you log in under a profile associated with the Fiscal Agency in order to proceed. <OK>
- Once Yes is selected within the Service Request Details group box AND the associated required fields are documented, upon successfully saving the Post Adoption Services page the system will automatically populate the Services Referred group box with a row which will pre-fill the Fiscal Agency and Service Type fields with the values selected for that row within the Service Request Details group box and ONLY the Fiscal Agency Providing Service field within the Services Referred group box will automatically be saved to the database. Therefore, although the Service Type pre-fills from the Services Requested by Family group box it is not automatically saved to the database in order to provide the ability to change the Service Type if needed based on the Service Begin Date entered. However, if the Service Type pre-fills and then the user closes the page without saving and relaunches the page ONLY the Fiscal Agency will be retained because it was the only field saved to the database automatically.
- Upon clicking Save the system will validate that the Services Referred group box has all required fields documented which includes the Fiscal Agency Providing Service (if manually inserted), Service Begin Date and Service Type. If not all required fields have been documented the following validation message will be displayed: You must document all required fields within the Services Referred group box.” <OK>
- Upon clicking Save if the user has selected Yes within the Service Details group box and entered the Date Referred, the system will validate that there are NO fields captured within



the Services Referred group box that have not been committed to the database yet which includes Fiscal Agency Providing Service (if manually inserted), Service Begin Date, Service Type and Status. If any of these fields have not been committed to the database the following validation message is displayed: You must complete and save each row within the Services Referred group box in order to systematically or manually insert a new row within the Services Referred group box. Please document the required fields within the Services Referred group box in order to save.” <OK>

- Upon clicking Save the system will validate that the Service Type selected has an Effective Date (MM/YYYY) that is equal to or less than the month identified for the Service Begin Date. If the Effective Date of the selected Service Type is greater than the Service Begin Date the following validation message is displayed: The Service Begin Date is less than the Service Type Effective Date. Please enter a valid Service Begin Date or select a valid Service Type.”<OK>
- The Service Begin Date field within the Services Referred group box is enabled and required but does NOT become disabled and grayed out until such time that the Service Begin Date is entered and Post Adoption Services page successfully saved to the database.
- Upon successfully saving after documenting the Service Request Details, whether Yes or No that the service was referred to the family, the Delete hyperlink will no longer display for the corresponding row within the Services Requested by the Family group box.

1.2.1.5 Security

- Create a new Security Resource labeled Post Adoption Services that has the following actions: Create, Update and View.
- Add the new Security Resource with the Actions Create and Update to a new Security Profile labeled “Post Adoption Services – All”.
- Add the new Security Resource with the Action View to a new Security Profile labeled “Post Adoption – View”.
- Add the new Security Profiles for “All” and “View” to the necessary existing Security User Groups, which will be identified by the Department of Children and Families.



1.3 Inventories

1.3.1 CRUD Matrix

Table Name	Create	Read	Update	Delete
POST_ADOPTION_SERVICE	X	X	X	
POST_ADPT_SRVC_LINK_EPSD	X	X	X	
POST_ADPT_SRVC_REFERRED	X	X	X	X
POST_SRVCS_RQSTD_BY_FAMILIES	X	X	X	X

1.3.2 Reference Data

Reference Values	
FSFN Page:	Post Adoption Services
Tab Name:	N/A
Field Name:	Status
	Values
	Accepted
	Denied
	Status
	NEW
	NEW

Reference Values	
FSFN Page:	Post Adoption Services
Tab Name:	N/A
Field Name:	Reason Not Referred
	Values
	Service Not Available
	Service Not Appropriate
	Status
	NEW
	NEW



	Service Not Available – Out of State	NEW
	Referred for Another Service	NEW
	Other	NEW

1.3.3 Automated Messages

- None

1.3.4 Checklists

- None

1.3.5 Tasks

- None

1.3.6 Notifications of family requesting Post Adoption Services

To: The worker searched and selected within the Services Requested by the Family group box on the Post Adoption Services page, within the Send Notification column.

Subject: Services Requested for Participant ID <> in Case ID <>

Message: Services have been requested for Participant ID <> in Case ID <>. Please access the Case and review the Post Adoption Services page for full details.

Additional Key Note: If multiple rows are inserted and multiple, different workers selected within the Send Notification column, the system will send an automated message to each of the selected worker's with the applicable information.

1.3.7 Text Templates

- None

1.3.8 Reports

- The Data Warehouse and Data Mart must be updated to include all new fields identified in the Post Adoption Services page.



1.3.9 Triggers

- None

1.3.10 Batch Programs

- N/A

1.4 Requirements Included

REQ Number	Requirement Description
REQT	CR607 Amendment 8 Adoption Changes