



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.

Create a Private Adoption.....	2
Access the Private Adoption Page	3
Update a Pending Private Adoption (Case Managers).....	4
Update a Pending Private Adoption (Fiscal Workers).....	6



Create a Private Adoption

How Do I...?	Selections	Tips & Guidelines
<p>Create a Private Adoption (Case Managers with assignment to case)</p>	<ul style="list-style-type: none"> • From the Desktop, click the Case Work command button. • From the Placement drop down within the Create Case Items, select Private Adoption. • Select the applicable Case Name. • Select the applicable Case Participant. • Click the Create. • Select the radio button for the appropriate Adoption Entity. • Click the Search hyperlink to retrieve the Provider's name. • Click Save. 	<p><i>A Private Adoption cannot be created for a child who is in an active/open removal episode, Living Arrangement, or a Family Support status. Visa versa, a new Out of Home Placement/Removal cannot be created for a child with a pending Private Adoption. For any of these conditions, the user will receive an error message stating the reason the Private Adoption cannot be created.</i></p> <p><i>A "pending" Private Adoption record is one where the Complete check box has not been selected and saved.</i></p> <p><i>The user must select either Private Attorney or Private Agency as an Adoption entity and search for the name associated with this entity in order to save the page.</i></p> <p><i>The Search hyperlink will remain active in the event the wrong Private Attorney or Private Agency is selected until such time that the Private Adoption page is Complete and becomes frozen.</i></p> <p><i>The Address Fields will pre-fill with demographic information documented on the Provider record.</i></p> <p><i>The Birth Mother and Birth Father fields are user entered and function the same as the information on the person's Person Management Record.</i></p>



Create a Private Adoption		
How Do I...?	Selections	Tips & Guidelines
Create a Private Adoption page (Fiscal Workers without assignment to case)	<ul style="list-style-type: none"> From the Desktop, click the Financial Work command button. From the Placement drop down within the Create Financial Work Items select Create Private Adoption. Click Continue. From the Private Adoption page, click the Search hyperlink next to Child Name. From the Search window, search for the Child's Name and select the applicable Case from the Person Search. Select Continue to pre-fill the Child's Name and associated Case Name. Select the radio button for the appropriate Adoption Entity. Click the Search hyperlink to retrieve the Provider's Name. Select Save. 	<p><i>The user must select either Private Attorney or Private Agency as an Adoption entity and search for the name associated with this entity in order to save the page.</i></p> <p><i>The Search hyperlink will remain active in the event the wrong Private Attorney or Private Agency is selected until such time that the Private Adoption page is Complete and becomes frozen.</i></p> <p><i>The Address Fields will pre-fill with demographic information documented on the Provider record.</i></p> <p><i>The Birth Mother and Birth Father fields are user entered and function the same as the information on the person's Person Management Record.</i></p>

Access the Private Adoption Page		
How Do I...?	Selections	Tips & Guidelines
Access the Private Adoption page from Case Book	<ul style="list-style-type: none"> Access Case Book. Select Placements from the center drop down. Select Private Adoption from the center group box. Private Adoption page displays. 	<p><i>Note that this will only be present for an existing Private Adoption. Otherwise, the Placements selection from the center drop down will display other Placement options</i></p>
Access the Private Adoption page from Person Book	<ul style="list-style-type: none"> Access Person Book. Select Placements from the center drop down. Select Private Adoption from the center group box. Private Adoption page displays. 	<p><i>Note that this will only be present for an existing Private Adoption. Otherwise, the Placements selection from the center drop down will display other Placement options</i></p>



Update a Pending Private Adoption (Case Managers)

How Do I...?	Selections	Tips & Guidelines
<p>Update pending Private Adoption page Adoption Finalization (Case Managers with assignment to case)</p>	<ul style="list-style-type: none"> • From the Desktop expand the Case icon. • Expand the Case with the pending Private Adoption page. • Expand the Placement/Services icon to locate the pending Private Adoption page. • Click the hyperlinked name to open the pending page. • From the Adoption Details group box, Adoption Outcome drop down, select Adoption Finalization. • In the County of Adoption Finalization dropdown, select the appropriate County. • In the Adoption Finalization Date field enter the date the adoption was finalized. • In the Relationship of Adoptive Parent to Child field select the appropriate relationship of the adoptive parent to the child checkbox. • Click the Search hyperlink to launch the search page. • From the Provider Search page, search and select the Adoptive Parent(s) • On the Provider Search page click Continue to return to the Private Adoption page. • Under the Birth Mother and Birth Father expandos, enter applicable the TPR Date. • Select the appropriate Race and Ethnicity check boxes for both the Birth Mother and Birth Father. • In the Demographics group box, select Complete check box. • Select Save. 	<p><i>Date of Adoption Finalization cannot be a future date. If Finalization is selected as an Outcome and the Complete check box is selected, upon Save, FSFN will require Adoption Finalization Date, County of Adoption Finalization, and Adoptive Parent(s).</i></p> <p><i>Once the Complete check box is selected and the page is saved, the page is no longer editable.</i></p>

Update a Pending Private Adoption (Case Managers)

How Do I...?	Selections	Tips & Guidelines
<p>Update pending Private Adoption – Adoption Disruption (Case Managers with assignment to case)</p>	<ul style="list-style-type: none"> • From the Desktop, expand the Case icon. • Expand the Case with the pending Private Adoption page. • Expand the Placement/Services icon to locate the pending Private Adoption page. • Click the hyperlinked name to open the pending page. • From the Adoption Details group box Adoption Outcome drop down, select Adoption Disruption. • In the Relationship of Adoptive Parent to Child field select the appropriate relationship of the adoptive parent to the child checkbox. • Under the Birth Mother expando, enter the applicable TPR Date. • Select the appropriate Race and Ethnicity checkboxes. • In the Demographics group box, select the Complete check box. • Select Save. 	<p><i>Once the Complete check box is selected and the page is saved, the page is no longer editable.</i></p>



Update a Pending Private Adoption (Fiscal Workers)

How Do I...?	Selections	Tips & Guidelines
<p>Update pending Private Adoption – Adoption Finalization (Fiscal Workers without assignment to case)</p>	<ul style="list-style-type: none"> • From the Desktop, click the Financial Work command button. • From the Placement drop down within the Create Financial Work Items select Maintain Private Adoption. • Select Continue. • From the Private Adoption page click the Search hyperlink next to Child Name. • From the Search window search for the Child's Name and select the applicable Private Adoption page. • Select Continue. • From the Adoption Details group box Adoption Outcome drop down, select Adoption Finalization. • In the County of Adoption Finalization, select the appropriate County. • In the Adoption Finalization Date field, enter the date the adoption was finalized. • Click the Search hyperlink to launch the search page. • From the Provider Search page, search and select the Adoptive Parent(s). • On the Provider Search page click Continue to return to the Private Adoption page. • In the Demographics group box, select the Complete check box. • Select Save. 	<p><i>Once the Complete check box is selected and the page is saved, the page is no longer editable.</i></p>



Update a Pending Private Adoption (Fiscal Workers)

How Do I...?	Selections	Tips & Guidelines
<p>Update pending Private Adoption – Adoption Disruption (Fiscal Workers without assignment to case)</p>	<ul style="list-style-type: none"> From Desktop, click Financial Work command button. From Placement drop down within Create Financial Work Items, select Maintain Private Adoption. Select Continue. From Private Adoption page, click Search hyperlink next to Child Name. From Search window, search for Child's Name and select applicable Private Adoption page. Select Continue. From Adoption Details group box Adoption Outcome drop down, select Adoption Disruption. In Relationship of Adoptive Parent to Child field, select appropriate relationship of adoptive parent to child check box. Under Birth Mother expando, enter applicable TPR Date. Select appropriate Race and Ethnicity check boxes. In Demographics group box, select Complete check box. Select Save. 	<p><i>Once the Complete check box is selected and the page saved, the page is no longer editable.</i></p>

