

PROVIDER JOB AID

The purpose of this Job Aid is to provide programmatic guidelines to assist you in the proper documentation of information in FSFN, based on the requirements of Florida Statutes and Florida Administrative Code. This Job Aid should be used in conjunction with the How Do I Guides, FSFN User Guide and FSFN Tip Sheets.

TAB	PROGRAMMATIC GUIDELINE
	<p>FSFN provides functionality to create both Person Providers and Organizational Providers:</p> <ul style="list-style-type: none"> • Person providers can be either approved (e.g., a relative/non-relative) or licensed (e.g., a foster parent) • Organizational providers are those agencies that are licensed, certified or contractual in nature, which provide services to children and their families. • FSFN Release 1, will include only placement providers, service providers and other providers involved in child abuse and neglect intakes, as defined in Ch. 39.01(32), F.S.
Person Provider Inquiry (Create Person Provider)	
	<ul style="list-style-type: none"> • In order to create a new provider, you must first search the system to ensure that the provider does not already exist. • If you determine that the provider does not exist, you must create the provider record. • Approved relative/non-relative providers will be created by the CPI or Case Manager making the placement. <ul style="list-style-type: none"> ○ If the approved provider is created by the CPI and the case is transferred for ongoing services, the assigned to the provider will be transferred to the appropriate caseworker in conjunction with the Case assignment transfer. ○ The last worker assigned to the approved provider record will be responsible for inactivating the provider record once the approved provider ceases to provide placement services to all the children placed in the home. • Licensed Providers SHALL ONLY be created and maintained by the licensing worker responsible for the licensing of the placement provider. • Placement Providers that are licensed by another agency (e.g., Agency for Persons with Disabilities) or other DCF programs (e.g., Mental Health or substance Abuse), SHALL ONLY be created and maintained by the Region Licensing Specialist where the placement provider is located. The reason for this requirement is to ensure the integrity of the provider’s demographic record. • Non-licensed organizational providers that are created for the purpose of an investigation (e.g., DJJ facility, daycare center) will be automatically assigned to a default worker in the system and will not appear under the Providers Expando on the CPI’s desktop.
Member Tab	<ul style="list-style-type: none"> • If you are creating an approved or licensed person provider, you must add all of the household members to the provider record. Household members are defined in 65C-30.001(64). • The family member Role is used to describe the member’s position or function within the family (e.g., maternal grandmother).

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	<ul style="list-style-type: none"> • Select Caregiver 1 for the person provider household member who will be the primary caregiver. The selected Caregiver 1 will also become the name of the Person Provider record.
Basic Tab – Inquiry Information Group Box	<ul style="list-style-type: none"> • Select the Inquiry Type based on the purpose for creating the provider: <ul style="list-style-type: none"> ○ Investigation – This is selected when creating a provider for the purpose of linking that provider to an Institutional Abuse Intake or Investigation. ○ Other Placement – These temporary absences from a placement or living arrangement have now been incorporated into the actual placement and living arrangement for children receiving ongoing services in FSFN. DO NOT select this as an Inquiry Type. ○ Placement – This is selected when creating a placement provider, whether approved or licensed. ○ Services – This is selected when creating a person or organizational provider that provides services other than placement services to a case participant.
Basic Tab – Worker Group Box	<ul style="list-style-type: none"> • The system will automatically assign the provider record to the user creating the record. <ul style="list-style-type: none"> ○ Approved relative/non-relative providers will be created by the CPI or Case Manager making the placement ○ Licensed Providers SHALL ONLY be created by the licensing worker responsible for the licensing of the placement provider. ○ Placement Providers that are licensed by another agency (e.g., Agency for Persons with Disabilities) or other DCF programs (e.g., Mental Health or substance Abuse), SHALL ONLY be created by the Region Licensing Specialist where the placement provider is located. The reason for this requirement is to ensure the integrity of the provider’s demographic record. • For the purpose of Release 1, the only providers required to be created are those that are linked to an investigation or those providers that have already been approved for placement purposes. The approval is based on a positive home study (approved relative/non-relative) or through the granting of a license <ul style="list-style-type: none"> ○ As a result, select the Accept radio button to complete the provider record. ○ Select an Accept Reason of Meets Requirements. • Once the Person Provider record has been created by accepting the provider inquiry, you must document the Resource Type(s) associated with the person provider. <ul style="list-style-type: none"> ○ In order to document this information, click on Create < Provider Work < Maintenance < Maintain Provider. ○ Select the person provider record ○ Select the Resource Types Tab ○ Select all Resource Types that Apply ○ Characteristics Tab is disabled and cannot be accessed until developed in

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	<p>Release 2.</p> <ul style="list-style-type: none"> ○ Services Tab is disabled and cannot be accessed until developed in Release 2. ○ Training Tab is disabled and cannot be accessed until developed in Release 2.
Organizational Provider	
	<ul style="list-style-type: none"> ● In order to create a new provider, you must first search the system to ensure that the provider does not already exist. ● If you determine that the organizational provider does not exist, you must create the provider record. ● Licensed Providers SHALL ONLY be created by the licensing worker responsible for the licensing of the placement provider. ● Placement Providers that are licensed by another agency (e.g., Agency for Persons with Disabilities) or other DCF programs (e.g., Mental Health or substance Abuse), SHALL ONLY be created by the Region Licensing Specialist where the placement provider is located. The reason for this requirement is to ensure the integrity of the provider's demographic record. ● Non-licensed organizational providers that are created for the purpose of an investigation (e.g., DJJ facility, daycare center) will be automatically assigned to a default worker in the system and will not appear under the Providers Expando on the CPI's desktop. <ul style="list-style-type: none"> ○ If the approved provider is created by the CPI and the case is transferred for ongoing services, the assigned to the provider will be transferred to the appropriate caseworker in conjunction with the Case assignment transfer. ○ The last worker assigned to the approved provider record will be responsible for inactivating the provider record once the approved provider ceases to provide placement services to all the children placed in the home.
Basic Group Box	<ul style="list-style-type: none"> ● Select the Provider Type as follow: <ul style="list-style-type: none"> ○ Duplicate – Select this value when linking a provider to another provider record in the system. This value should not be utilized in the creation of a Provider. ○ Investigation – This is selected when creating an organizational provider for the purpose of linking that provider to an institutional Child Abuse Intake or Investigation. ○ Other Placement – These temporary absences from a placement or living arrangement have now been incorporated into the actual placement and living arrangement for children receiving ongoing services in FSFN. DO NOT select this as a Provider Type. ○ Placement – is selected when creating a licensed organizational placement provider. <ul style="list-style-type: none"> ○ Service – is selected when creating an organizational provider that provides services other than placement services to a case participant.

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	<ul style="list-style-type: none"> • If the organizational provider is a licensed provider, select the License Type as follow: <ul style="list-style-type: none"> ○ Approved – This value is not valid for Organizational Providers. DO NOT select this license type. ○ Licensed by Family Safety – select this value when the organizational provider holds a license granted by the Family Safety Program. ○ License by Non-Family Safety. Select this value when the organizational provider has been granted a license by another agency (e.g., Agency for Persons with Disabilities) or other DCF programs (e.g., Mental Health or substance Abuse) ○ Not Applicable – select this value if the organizational provider is not a licensed provider (e.g., a DJJ facility being created for the purpose of an investigation). • If the organizational provider has been granted a license, select the agency type that granted the license or Licensing Agency, as follow: <ul style="list-style-type: none"> ○ Family Safety – select when the license was granted by the Family Safety Program Office ○ Non-Family Safety – select when the licensing agency or program is other than the Family Safety Program Office (e.g., Agency for Persons with Disabilities, Mental Health or Substance Abuse) ○ Not Applicable - select this value if the organizational provider is not a licensed provider (e.g., a DJJ facility being created for the purpose of an investigation)
Provider Tab – ICWSIS ID Group Box	<ul style="list-style-type: none"> • All paid providers are currently entered in ICWSIS for payment purposes. In order to allow you to manually cross-reference the FSFN provider record to the ICWSIS record, enter the district that created the provider and the ICWSIS ID number. • Provider demographic information shall remain consistent between ICWSIS and FSFN.
Resource Types Tab	<ul style="list-style-type: none"> • Select all resource types that apply.
Characteristics	<ul style="list-style-type: none"> • This Tab is disabled and cannot be accessed until developed in Release 2.
Services	<ul style="list-style-type: none"> • This Tab is disabled and cannot be accessed until developed in Release 2.
Provider Notes	
<ul style="list-style-type: none"> • Provider Notes can be accessed from your desktop by: <ul style="list-style-type: none"> ○ Clicking on the Actions hyperlink next to the provider record and selecting Create Provider Note ○ Selecting Create on your desktop banner, Provider Work, Narratives • Provider Notes can also be accessed from the Provider Utility Search by selecting the Actions hyperlink next to the Provider record. This will allow any user in the system to create a Provider 	

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	<p>note without having an assignment to the Provider record.</p> <ul style="list-style-type: none">• The Provider Notes/Narrative are to be used when:<ul style="list-style-type: none">○ Documenting a chronological note that is specific to the provider (e.g., documenting communications with the person or organizational provider as part of the licensing, contract or payment processes).○ Documenting a chronological note regarding the response to a Special Conditions Referral – Foster Care Referral.