



## FSFN Release 1 Search Tips

### Case

- Search for a Case in First Name, Last Name Format
  - Ex: **Mary Hodgkins**
  - Enter Last Name in the “Last Name” field – **Hodgkins**
  - Enter First Name in the “First Name” field – **Mary**
  - **TIP:**
    - To return variations of the first and last name entered, set the precision bar to Low.
    - This format can also be used for a Provider search.
  
- Search for a Case with a Hyphenated Last Name
  - Ex: Last Name: **Acorn-Squash**
  - Enter Last Name, Hyphen, and Asterisk in the Last Name field: **Acorn-\***
  - **TIP:**
    - Add the first initial of the first name with an asterisk in the First Name field to refine the search results.
    - This format can also be used for a Provider search.
  
- Search for a Case with an Apostrophe in the Last Name
  - Ex: Last Name: **O'Gene**
  - Enter Last Name 1<sup>st</sup> initial, asterisk, Last Name 2<sup>nd</sup> initial with asterisk: **O\*G\*** in the Last Name field
  - **TIP:**
    - Add the first initial of the first name w/asterisk in the First Name field to refine the search results.
    - This format can also be used for a Provider search.
  
- Search for a Case with an exact Intake number or historical Investigation Number
  - Ex Intake number : **2005-XXXXXX**
  - Enter the Intake number in the Intake # field
  - **TIP:**
    - To view the complete history for any Case participant, use person search for the participant(s) displayed within the Case.



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### Person

- Search for a Person in First Name, Last Name Format
  - Ex: **Latrice Weaver**
  - Enter Last Name in the “Last Name” field – **Weaver**
  - Enter First Name in the “First Name” field – **Latrice**
  - **TIP:**
    - To return variations of the first and last name entered, set the precision bar to Low.
    - If either the exact Date of Birth or Date of Birth range is known, the user can minimize the returns by entering data in the “DOB” or “Date of Birth” range fields.
    - If Age range is known, the user can minimize the returns by entering data in the “Age Range” field.
  
- Search for a Person with a Hyphenated Last Name
  - Ex: Last Name: **Bennett-Crowe**
  - Enter Last Name, Hyphen, and Asterisk in the Last Name field: **Bennett-\***
  - **TIP:**
    - Add the first initial of the first name with an asterisk in the First Name field to refine the search results.
  
- Search for a Person with an Apostrophe in the Last Name
  - Ex: Last Name: **O’Brien**
  - Enter Last Name in the “Last Name” field – **O’Brien**
  - Set the precision tab to High.
  - OR
  - Enter Last Name and Asterisk in the “Last Name” field – **O’Brien\***
  - Set the precision to Medium
  - OR
  - Enter Last Name 1<sup>st</sup> initial, asterisk, Last Name 2<sup>nd</sup> initial with asterisk: **O\*B\*** in the Last Name field
  - **TIP:**
    - Add the first initial of the first name w/asterisk in the First Name field to refine the search results.
  
- Search for a Person with an exact Social Security Number
  - Ex: Social Security Number: **XXX-XX-XXXX**
  - Enter the Social Security Number in the “ID” field
  - **TIP:**
    - To view the complete history for any Case participant, use person search for the participant(s) displayed within the Case.



## FSFN Release 1 Search Tips

- Search for a Person by partial address
  - Ex: North St; North Street; or North Avenue
    - In the Additional Search Criteria expando, Enter **North\*** in the “Address” field. (If you search North\* then persons with all three of these addresses will be returned)
    - Select City in the City drop down. (If different variation for city name existed in Legacy system for example: Saint Augustine instead of St. Augustine type this value in the field next to the City drop down)
  - Ex: 8<sup>th</sup> CT; 8<sup>th</sup> ST; or 8<sup>th</sup> Avenue (this will return all whether or not there is a Prefix or Suffix)
    - In the Additional Search Criteria expando, Enter **8th\*** in the “Address” field. (If you search 8th\* then persons with all three of these addresses will be returned)
    - Select City in the City drop down. (If different variation for city name existed in Legacy system for example: Ft Lauderdale instead of Fort Lauderdale type this alternate spelling in the field next to the City drop down)
  - **TIP:**
    - Add the street number to refine the search results to specific address.

### Provider

- Search for a Provider in First Name/Last Name Format.
  - Ex: Provider/Organization Name: **Joan Collier**
  - Enter *first name last name* in the Provider/Organization Name field
  - **TIP:**
    - You can also search using the provider’s first name w/asterisk in the Provider/Organization Name field – **Joan\***
    - This search format can also be used on the Search menu > Search page > Provider/Organization tab.
- Search for a Provider with Multiple Names in HSn.
  - Ex: Provider/Organization Name: **Mary and Chris Brantley**
  - Enter *first name w/asterisk* in the Provider/Organization Name field
  - **TIP:**
    - You can search using **Mary and\*** in the Provider/Organization Name field.
    - The “&” cannot be used in the search.



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- This search format can also be used on the Search menu > Search page > Provider/Organization tab.
  
- Search for a Provider by Phone Number
  - Ex: Phone#: **8503238244**
  - Enter provider's phone number in the appropriate field
  - **TIP:**
    - This search format can also be used on the Search menu > Search page > Provider/Organization tab.
  
- Search for a Provider by Provider Type and County
  - Ex: Provider Type: **Placement** County: **Leon**
  - Enter Provider Type and enter County in the appropriate fields
  - **TIP:**
    - This search format can also be used on the Search menu > Search page > Provider/Organization tab.
  
- Search for a Provider by Provider Type and City.
  - Ex: Provider Type: **Service** City : **Apalachicola**
  - Enter Provider Type and enter City in the appropriate fields
  - **TIP:**
    - This search format can also be used on the Search menu > Search page > Provider/Organization tab.
  
- Search for a Provider by Provider Type and ZIP Code.
  - Ex: Provider Type: **Service** ZIP Code: **32311**
  - Enter Provider Type and enter ZIP Code in the appropriate fields
  - **TIP:**
    - This search format can also be used on the Search menu > Search page > Provider/Organization tab.
  
- Search for a Provider by Address
  - Ex: Provider Address: **2324 Mahan Drive, Tallahassee**
  - Enter Street Address and enter City in the appropriate fields
  - **TIP:**
    - This search format can also be used on the Search menu > Search page > Provider/Organization tab.