

IN11 – Adoption Interface Design

August 22, 2011



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1.1 Introduction

Florida has established a statewide web Adoption Exchange System (AES) with a photo listing component for the adoption recruitment website, www.adoptflorida.org. In Release 2b, Florida Safe Families Network (FSFN) application will subsume the AES system as part Requirement CAD-006. FSFN topic SM21 Adoption Information will serve as a means of recruiting adoptive families for those children that have been permanently placed with the department, or licensed agency, and have no identified adoptive family. (*For more information, please see SM21 Adoption Information*)

In order for the child or sibling group to be shown on the website for recruitment, there are criteria that must be met. For a child, the child's "Current Available Status" must be "Available," "Current Web Status" must be "Child Web Authorized" and the child must have an adoption photo loaded into FSFN that is "Photo – Child Web Ready." For a sibling group, each child tied to the Sibling Group ID must have a "Current Available Status" of "Available," each child tied to the Sibling Group ID must have a "Current Web Status" of "Sibling Web Authorized," the Sibling Group ID must have an adoption photo that is "Photo - Sibling Group Web Ready," the Sibling Group ID must have a Sibling Web Memo documented and the number of children tied to the Sibling Group ID must be greater than 1. Together, the child's or sibling group's statuses, web memo (applicable to sibling groups) and photo will trigger the release of the child or sibling group listing to be published on the web at www.adoptflorida.org. The authorization will link a child web memo and picture of the child together, or link the sibling web memo, individual child web memo and picture of the sibling group. The criterion for a child doesn't include the child web memo because the system requires a Child Web Memo when the child has a "Current Available Status" of "Available."

When looking for the most recent Available Status the logic will first look for the most recent "Status Date" within the Current Available Status group box.

- If there are multiple rows with the same "Status Date" the logic will then look to the max ID_ARE_STATUS, which is the incrementing primary key value for the table.

When looking for the existence of the criteria documented on the Adoption Information page (i.e. Current Available Status of "Available" and Current Web Authorization Status of "Child Web Ready" or "Sibling Web Ready," whichever is applicable) and a Web Ready Photo, do not look to verify that the associated Case IDs in which the pages were initially created are the same.

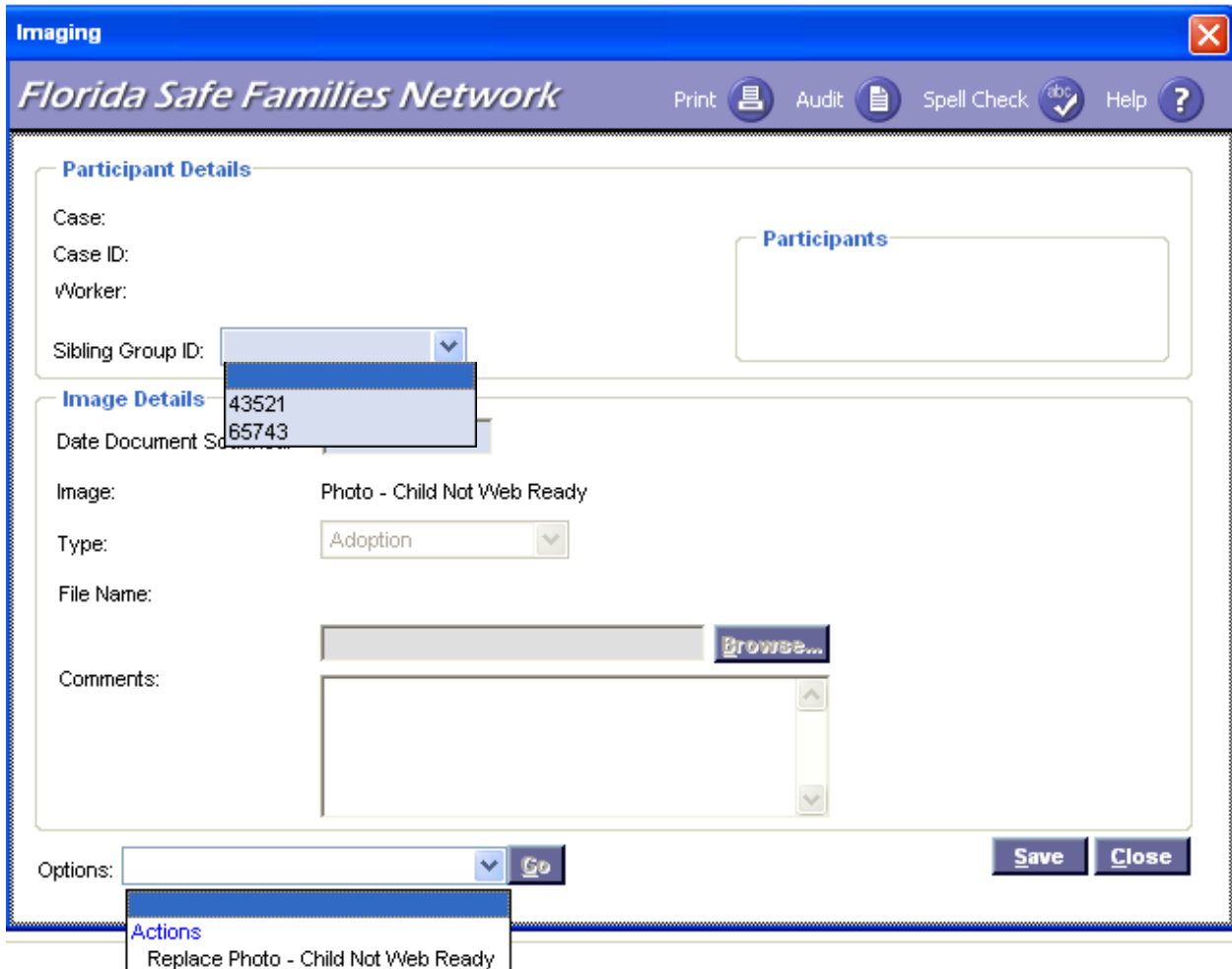
1.2 Uploading and Downloading Photos

As indicated above, in order for the release of the child or sibling group listing to be triggered, the adoption photo loaded into FSFN must be 'Photo - Child Web Ready' or 'Photo - Sibling Group Web Ready.' In order for the photo to exist in FSFN, the Adoption Specialist must first upload the photo. Adoption photos may only be uploaded for children who have an Adoption Information page created. If the user tries to select the Photo –Child Not Web Ready for a child



who does not have an Adoption Information page created they will receive the following validation message: “ Participant selected does not have an Adoption Information page on record. Please create an Adoption Information page before uploading an Adoption photo.”

- The Adoption Specialist will select Create Casework > Adoption > Photo – Child Not Web Ready; OR Photo – Sibling Group Not Web Ready. **NOTE:** Only the Adoption Specialist will have security to access the aforementioned values within the Adoption dropdown.
 - The ‘Photo – Child Not Web Ready’ is used to load an individual child photo. And the ‘Photo – Sibling Group Not Web Ready’ is used to load a sibling group photo.
 - When ‘Photo – Child Not Web Ready’ is selected on the Create Casework page, the user must select both a Case Name and Participant Name in order to select the Create button.
 - When ‘Photo – Sibling Group Not Web Ready’ is selected on the Create Casework page, the user is only able to and must select a Case Name. The Participant Names will be disabled and grayed out.
 - There may only one ‘Photo - Sibling Group Not Web Ready and one ‘Sibling Group Web Ready’ per sibling group.
- Upon selecting the Create button from the Create Casework page, the Scanning page will be displayed.



- The Case, Case ID, Worker, and Participants (if applicable) will pre-fill and be view-only.
- If the user selects ‘Photo – Sibling Group Not Web Ready’ a ‘Sibling Group ID’ dropdown will be displayed on the Imaging page for the user to select the applicable Sibling Group ID. The user can upload one photo per Sibling Group ID. The Sibling Group IDs displayed are based on the Sibling Group IDs captured on the Adoption Information page(s) within that case. Additionally, once an imaging page is created for a Sibling Group ID, that number will no longer appear in the dropdown if the user attempts to create another ‘Photo – Sibling Group Not Web Ready’ imaging page. The Sibling Group Id must be selected before the Imaging page can be saved.
- Upon entering a Date, the Browse button will become enabled.

- Once the user selects the 'Save' button, the Image field will pre-fill with the type of photo selected (ie. Photo – Child Not Web Ready). The Type field will pre-fill with 'Adoption' and be disabled and grayed out.
- The user can enter comments in the narrative field.
- Once the user has selected the 'Browse' button, selected the appropriate file, and selected the 'Save' button, the file name will be displayed, image stored in the FSFN Database, and all fields on the Imaging page disabled and grayed out. In addition, a View hyperlink will be displayed to the right of the file name. This link is used to launch the uploaded file.
 - **NOTE:** the file name displayed is the file name given by the Adoption Specialist.

The Adoption Specialist can use the replace functionality in the event that an updated photo has been taken and the previous photo needs to be replaced. When the Adoption Specialist is ready to upload the new photo, he/she will select 'Replace Photo -' based on the image, the corresponding value will display with the indicator of 'not web ready,' and then select the 'Go' button.

- Only the Adoption Specialists will have security to the access the values within the Options dropdown on the Imaging page. Adoption Specialist will have security access to 'Replace Photo -' based on the image, the corresponding value will display with the indicator of 'not web ready.' This option will only be displayed if a 'not web ready' photo for the specified child or sibling group DOES already exist. This is because there can only be one 'not web ready' photo per participant or per sibling group.
 - If a user with out the proper security tries to access the 'Replace Photo-.....' or 'Create Photo-.....' option they will receive the following validation message, "You are not authorized to access this security resources..."
- Upon selecting the 'Go' button, another Imaging page will be displayed. The new imaging page will pre-fill with the same 'Participant Details' as the original Imaging page. The 'Date Document Scanned' will be enabled and required, and the 'Image' will display the selected image to replace (ie. Photo – Child Not Web Ready, etc.).
- The Adoption Specialist can enter comments in the narrative text field.
- The Adoption Specialist will select Browse, select the appropriate file, and upon selecting the 'Save' button, the file name will be displayed, image stored in the FSFN Database, and all fields on the Imaging page disabled and grayed out. The

previously stored ‘not web ready’ photo will be replaced with the newly uploaded ‘not web ready’ photo. In addition, a View hyperlink will be displayed to the right of the file name. This link is used to launch the uploaded file.

- **NOTE:** the file name displayed is the file name given by the Adoption Specialist.

Once the Adoption Specialist has uploaded the photo into FSFN, whether new or a replacement, he/she will send an email to DCF IS, which will include the FSFN Case ID, FSFN Person IDs and/or Sibling Group IDs, but it will not be necessary to include any photos in the email, as the photo will already exist in FSFN.

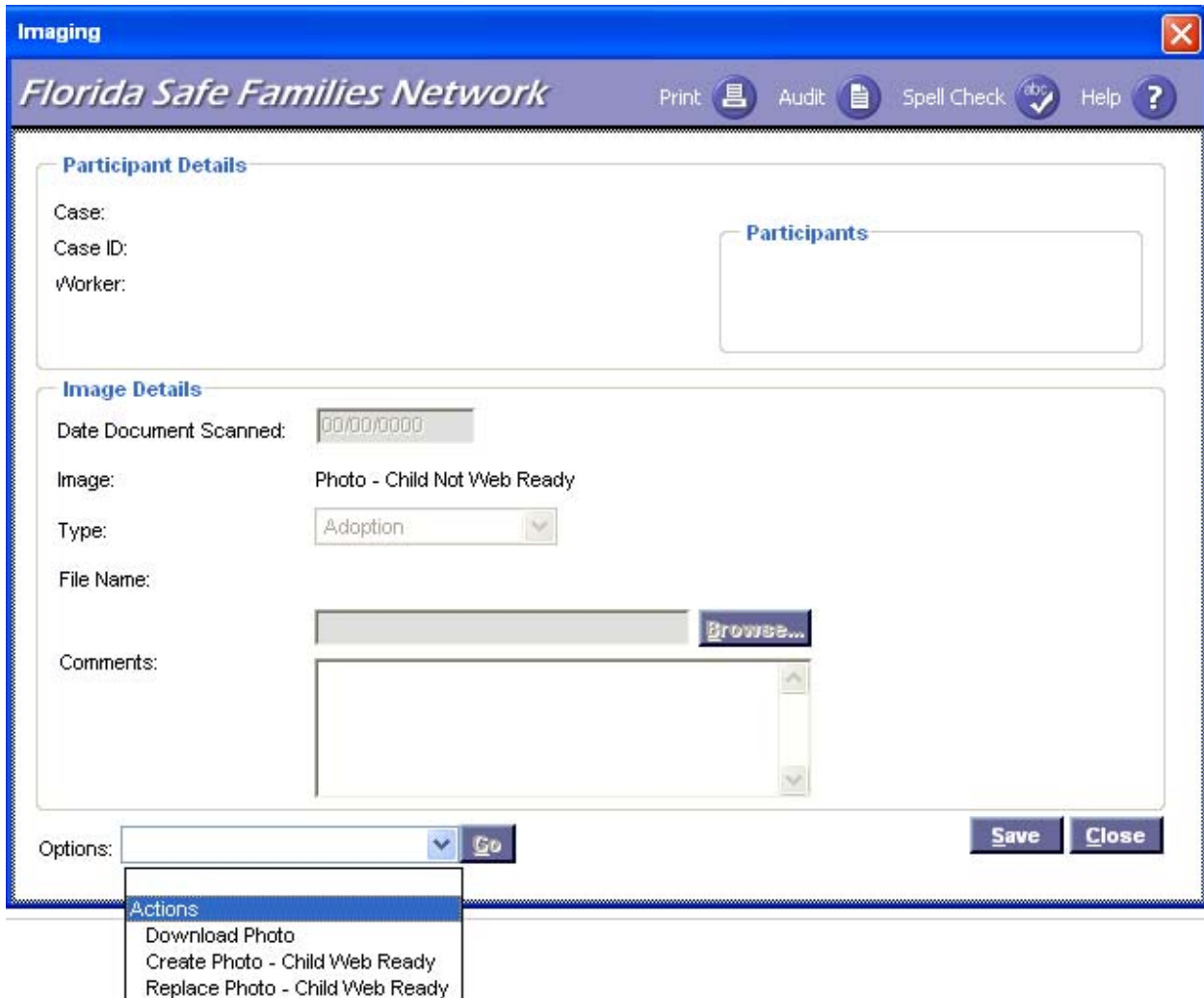
- DCF IS will log into FSFN and use the information contained in the email to search the FSFN database in order to download the photos into a file on their server.
- DCF IS workers will be given a security profile with very limited access to FSFN data. This security profile will only allow the DCF IS worker to conduct a search, access only the 4 photo types within the Adoption icon (Photo – Child Not Web Ready, Photo – Child Web Ready, Photo – Sibling Group Not Web Ready and Photo – Sibling Group Web Ready), and the ability to download and upload the adoption photos.
- Once the DCF IS worker searches and finds the appropriate person, upon drilling down on the adoption icon, the following information may be displayed based on the photo uploaded by the Adoption Specialist:



[Child’s Name, \(Person ID\), Photo – Child Not Web Ready](#)

[Sibling Group, \(Sibling Group ID\), Photo – Sibling Group Not Web Ready](#)

- The DCF IS worker will select the appropriate hyperlink, which launches the Imaging page. For Adoption Specialists and DCF IS workers, the Imaging page will contain an Options dropdown. **NOTE:** the Options dropdown will not appear for any other workers. In addition, the Sibling Group ID dropdown will only appear on the Imaging page if the type of photo uploaded is ‘Photo – Sibling Group Not Web Ready.’ Otherwise, the dropdown will not be displayed.
- **NOTE:** In the event the DCF IS worker needs to create a sibling group photo collage, using the individual, child photos, the Adoption Specialist will have to load a ‘placeholder’ photo in FSFN for the ‘Photo – Sibling Group Not Web Ready.’ This is because of the limited access given to DCF IS workers. The DCF IS worker will then be able to launch the ‘Imaging’ page from the outliner, via search, to create the ‘Photo – Sibling Group Web Ready.’



- The Options dropdown will possibly contain three values when accessed by DCF IS workers:
 - Download Photo
 - This option will only appear in the dropdown if a file has been uploaded and saved. Once a file has been uploaded and saved to the Imaging page, the Download Photo option will always appear.
 - Create....*based on the image, the corresponding value will display with the indicator of 'web ready' instead of 'not web ready.'
 - Only DCF IS will have security to access this option. The option will only be displayed if a 'web ready' photo for the specified child or sibling group DOES NOT already exist. There can only be one 'not

web ready' and one 'web ready' photos per participant and per sibling group. The Sibling Group ID, if applicable, will be displayed, disabled and grayed out, in the Participant Details group box.

- Replace Photo....*based on the image, the corresponding value will display with the indicator of 'web ready' instead of 'not web ready.'
 - Only DCF IS will have security to access this option. The option will only be displayed if a 'web ready' photo for the specified child or sibling group DOES already exist. There can only be one 'not web ready' and 'web ready' photos per participant and per sibling group. The Sibling Group ID, if applicable, will be displayed, disabled and grayed out, in the Participant Details group box.
- Upon selecting 'Download Photo' and the 'Go' button, the attached image will be downloaded onto the DCF IS workers server. The DCF IS worker is then able to make the necessary modifications to the file/picture.

***NOTE:** In the event that the DCF IS worker is not able to enhance the photo per DCF standards and guidelines, the DCF IS worker will continue to employ the manual process that is being used prior to FSFN subsuming the Adoption Exchange System. The manual process involves the DCF IS worker emailing the Adoption Specialist to notify he or she that the 'not web ready' photo currently loaded in FSFN was not able to be enhanced accordingly and indicates what the necessary steps to be taken are.*

When the DCF IS worker is ready to upload the enhanced photo, he/she will then select Create Photo - and then select the 'Go' button.

- Upon selecting the 'Go' button, another Imaging page will be displayed. The new imaging page will pre-fill with the same 'Participant Details' as the original Imaging page. The 'Date Document Scanned' will be enabled and required, and the 'Image' will display the selected image to create (ie. Photo – Child Web Ready, etc.).
- The DCF IS worker can enter comments in the narrative text field.
- The DCF IS worker will select Browse, select the appropriate file, and upon selecting the 'Save' button, the file name will be displayed, image stored in the FSFN Database, and all fields on the Imaging page disabled and grayed out. In addition, a View hyperlink will be displayed to the right of the file name. This link is used to launch the uploaded file.



- **NOTE:** the file name displayed is the file name given by the DCF IS worker. In addition, the DCF IS worker can only view files with the aforementioned 3 types.

Finally, in the event the DCF IS worker needs to replace an already existing ‘web ready’ photo, he/she can select the ‘Replace Photo...’*based on the image, the corresponding value will display with the indicator of ‘web ready’ instead of ‘not web ready.’ This option can be used in the event the existing photo is not of the appropriate quality OR the Adoption Specialist has replaced the previous ‘not web ready’ photo with an updated photo and the DCF IS worker needs to replace the previous ‘web ready’ photo with the updated photo.

- When the DCF IS worker is ready to upload the enhanced photo, he/she will then select Replace Photo - and then select the ‘Go’ button.
 - Upon selecting the ‘Go’ button, another Imaging page will be displayed. The new imaging page will pre-fill with the same ‘Participant Details’ as the original Imaging page. The ‘Date Document Scanned’ will be enabled and required, and the ‘Image’ will display the selected image to replace (ie. Photo – Child Web Ready, etc.).
 - The DCF IS worker can enter comments in the narrative text field.
 - The DCF IS worker will select Browse, select the appropriate file, and upon selecting the ‘Save’ button, the file name will be displayed, image stored in the FSFN Database, and all fields on the Imaging page disabled and grayed out. The previously stored ‘web ready’ photo will be replaced with the newly uploaded ‘web ready’ photo. In addition, a View hyperlink will be displayed to the right of the file name. This link is used to launch the uploaded file.
- **NOTE:** the file name displayed is the file name given by the DCF IS worker. In addition, the DCF IS worker can view any files with the aforementioned 3 types.

Adoption Specialists can only ‘replace’ ‘not web ready’ photos, and DCF IS workers can only ‘replace’ ‘web ready’ photos.

There are 3 distinct data transactions for the web adoption exchange process.

- 1- Child Web Extract File
- 2- Sibling Group Web Extract File
- 3- Link Picture Photo

NOTE: As indicated above, there are 3 extracts processed. The first two extracts (numbers 1 and 2) only contain the text, while the third extract (number 3) contains the photos. The



extracts are then provided to DCF IS. Once DCF IS has been provided the extracts, and is on their server, DCF IS is able to copy their folder over to the Adoption Website server. The process of DCF IS copying the folder from their server to the Adoption Website server is a process performed outside of FSFN.

Data Exchange - All of these fields are computer-generated and each one is required. This is a text file, with each field delimited by a “\” (backward slash), and each record separated by a blank line. It is created new each time the module is run.

As detailed above, there will be 3 distinct transactions processed for the week – Child Web Extract, Sibling Web Extract, and Link Picture Photo.

Extract filenames and location:

File Name = \\scfmz023\aesprod\WEB\WEB_CHILD.TXT [web server name\directory name\file name]. Sort by Child ID.

File Name = \\scfmz023\aesprod\WEB\WEB_SIBLING.TXT [web server name\directory name\file name]. Sort by Sibling ID.

The file contains total number of child and sibling groups records: " & Str(totrecs) & " Child record(s)."

Move extract files **To** e\$ on ‘207.156.62.121’\webhome\cf_web\adoption\search\data folder.

Link picture photos are saved to a jpeg file.

The naming convention to build the name for child picture is: "[ChildID].jpg" (i.e."3456.jpg") or "S[SiblingGroupID].jpg" (i.e. S1678.jpg).

Move all images processed **To** e\$ on ‘207.156.62.121’\webhome\cf_web\adoption\search.

Frequency of Interface – The website is updated once a week on Friday. The data captured for the children in FSFN will over write the data on the Adoption website each time the extract is run, and will be viewable by the public immediately. Manual uploads can be done outside the schedule if necessary.

Interchange Mode – The FSFN system will execute a weekly extract of data, including child web memo or sibling web memo and child photo or sibling group photo (jpeg format).

Changes required to partner systems – Adoption Exchange System (AES) is being subsumed by FSFN application so there are no changes to partner system.



1.3 Interface Processes

1.3.1 Process Overview

Data extract files will be scheduled weekly on Fridays. The data captured for the children in FSFN will over write the data on the Adoption website each time the extract is run. The source repository of the information will be the FSFN OLTP database.

All of these fields are computer-generated and each one is required. This is a text file, with each field delimited by a “\” (backward slash), and each record separated by a blank line.

Child Web Extract File

| Fields |
|--|
| Sibling Group ID |
| Child ID |
| Picture File Name |
| Child First Name |
| Age |
| Gender |
| Physical Disability |
| Emotional Disability |
| Intellectual Disability |
| Visual or Hearing Disability |
| Exceptional Educational Needs |
| Other Condition Requiring Special Care |
| Child Web Memo |

Sibling Group Web Extract



| |
|---|
| Fields |
| Sibling Group ID |
| Picture FileName |
| Number of children in Sibling Group |
| Child List (Child ID, first name, age) |
| Both the Child(ren) and Sibling Web Memos |

NOTE: Everything captured for each child, in the Child Web Extract File, also goes with the Sibling Group Web Extract.

Process Picture Photo

First check to see if the jpg file is in "web" folder and if it is, build the name and store it here. This is the picture to be displayed on the Web. Naming convention is: "[ChildID].jpg", for example: "3456.jpg" or "S[SiblingGroupID].jpg" (i.e. S1678.jpg).

1.3.2 Interface CRUD Matrix

| Table Name | CRUD |
|--|-------------|
| PERSON (information in general appearance) | R |
| CASE_PART (sibling persons relationship values) | R |
| ARE_SIBLINGS (names of siblings from general) | CRUD |
| ARE_OTHER (social/mental/physical conditions of birth family, childs special needs background and rate setting, child summary) | CRU |
| ADDRESS (primary residence) | CRU |
| PROVIDER_SERVICE | CRU |
| PROVIDER_ORG (provider, facility or | CRU |



| | |
|--|-----|
| vendor) | |
| EPISODE (childs placement info) | R |
| ARE_REGISTRATION (general appearance, family history, adoption information, placement history and preferences, disposition status/referral status) | CRU |

1.4 **Background Processing**

- In the event a 'Photo – Child Not Web Ready' photo already exists for the participant, when attempting to create another page for the same participant, the following message will be displayed: 'There can only be one 'Photo – Child Not Web Ready' per participant. Please access the existing 'Photo – Child Not Web Ready' from the outliner <OK>.'
- Once an imaging page is created for a Sibling Group ID, that number will no longer appear in the Sibling Group ID dropdown if the user attempts to create another 'Photo – Sibling Group Not Web Ready' imaging page.

1.5 **Requirements**

- CAD-006 (*this requirement was met as part of SM21 Adoption Information*)

1.6 **Outstanding Action Items/Issues**

- Client Review