

BED RESERVATION

USER GUIDE

BED RESERVATION – USER GUIDE

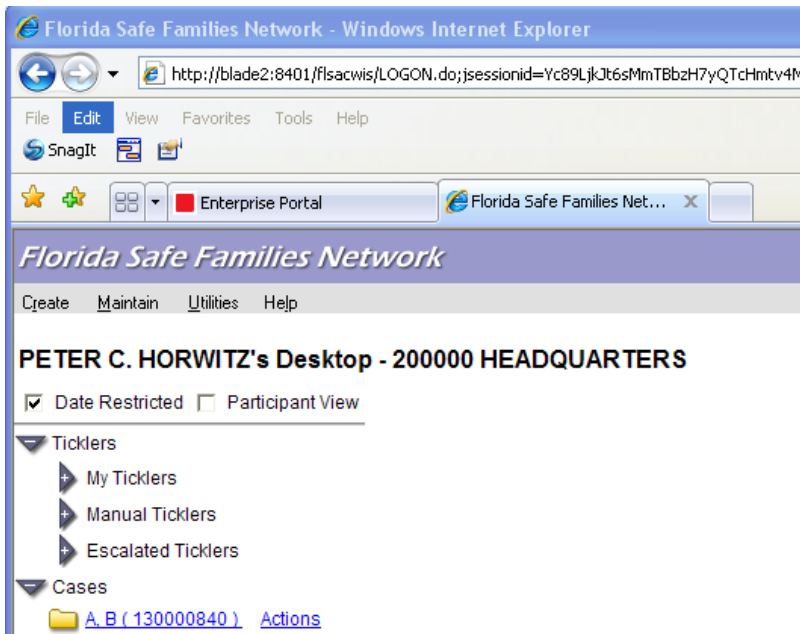
FUNCTIONALITY ADDRESSED:

This guide outlines the steps to perform key tasks related to documenting a Bed Reservation within the Florida Safe Families Network (FSFN) application.

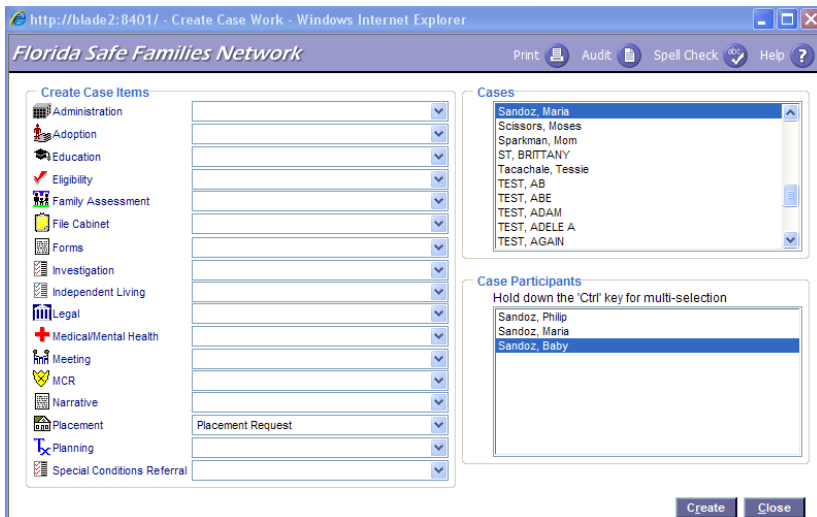
LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

- To understand and learn how to create and submit a Bed Reservation.
- To understand and learn how to identify and document capacity information.
- To understand and learn how to identify and document availability of an additional service slot.
- To understand and learn how to access the Bed Reservation template.



DESKTOP



CREATE CASE ITEMS

<p>1. Review relevant Bed Reservation information.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2. From the Desktop, click Create from the menu bar.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>3. From the drop down menu select Case Work.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>4. From the Create Case Items page select Placement from the dropdown list select Placement Request.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>5. From the Cases group box select <Your Family></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>6. From the Case Participants group box select <Your Family></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>7. Click the Create button.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Reservation -- Webpage Dialog
Florida Safe Families Network | Print | Audit | Spell Check | Help

You Have Requested the Placement Reservation Described Below.
 This Reservation Will Expire By Midnight on the Date Indicated. Continue?

Reservation Information

Child: Reservation For:
 Provider: Vacancies After Reservation:
 Service: Reservation Expiration Date:

Non-Conforming Reasons

Greater than 2 Children Under 2 Years of Age Over Capacity
 Out of State (AFCARS Reporting Requirement)

RESERVATION

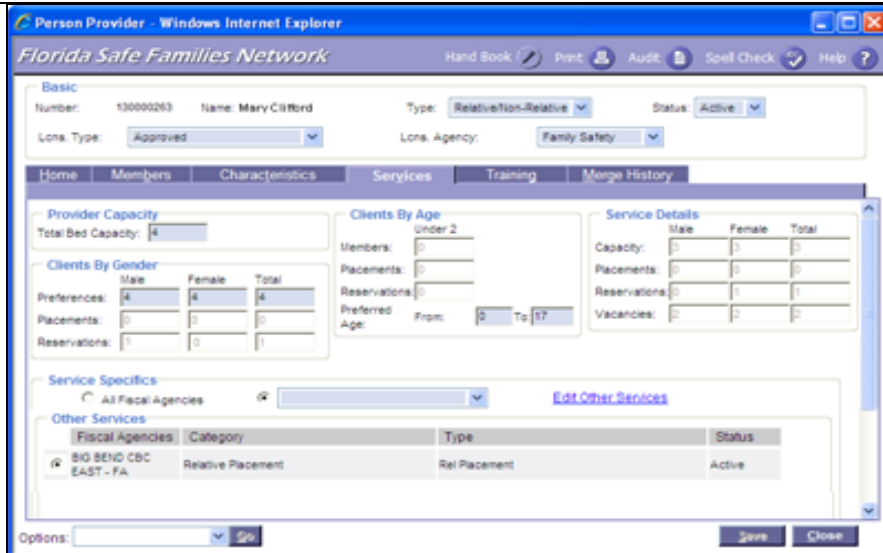
8. Refer to Placement Request User Guide on steps to create a Placement Request.
9. Once a Placement Request has been created, click **Reserve** and Click **Go** and Click **Yes**.

10. Review the **Reservation Information** group box.

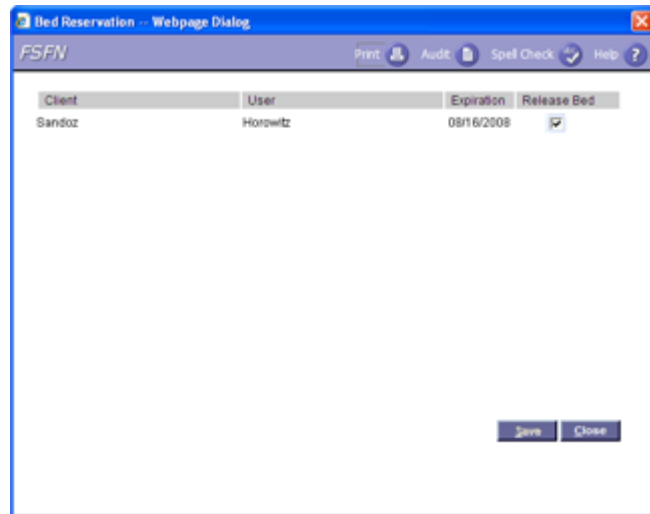
11. Review the **Non-Conforming Reasons** group box.

12. Click the **Save** button.

13. Click the **Close** button.



SERVICES TAB



BED RESERVATION

14. From the Desktop, **Expand** the Provider icon.

15. **Select** the Provider Name hyperlink to open the Provider page.

16. **Select** the Services tab.

17. **Click** the Option dropdown list.

18. **Click** Bed Reservation.

19. **Select** the Bed Release checkbox.

20. **Click** Save.

21. **Click** Close.

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