



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.

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Create Visitation Plan		
How Do I...?	Selections	Tips & Guidelines
Create Visitation Plan	<ul style="list-style-type: none"> From the Desktop, click Create > Case Work > Planning. From the Planning drop down, select Visitation Plan. From Cases group box, select Case. Click Create. The Forms page displays and is defaulted to Visitation Plan. From the Options drop down, select Visitation Plan. Click Go. The Visitation Plan template opens as a Word document. Complete information. 	<p><i>The Visitation Plan is created for the family.</i></p> <p><i>The Visitation Plan will include parents, siblings, and grandparents (if applicable).</i></p>

Visitation Plan Word Template		
How Do I...?	Selections	Tips & Guidelines
Visitation Plan Word Template	<ul style="list-style-type: none"> Enter fields on the Word template to complete the Visitation Plan. Print the Visitation Plan template for required signatures. Click Close and Return to FSFN button. You are returned to the Forms page. Click Save. Click Close. Refresh case and expand Planning icon to see Visitation Plan hyperlink display. 	<p><i>Case name and Worker name are pre-populated. All other fields are user entered. Use the Tab key to navigate through the template.</i></p> <p><i>The Visitation Plan can be modified by the user.</i></p>



Expire Visitation Plan		
How Do I...?	Selections	Tips & Guidelines
Expire Visitation Plan	<ul style="list-style-type: none"> • From the Desktop, expand Case > Planning. • Click Visitation Plan hyperlink. • The Forms page displays and is defaulted to Visitation Plan. • In the General Information group box, select the Expire check box. • Click Save. • Click Close. 	<p><i>An Expired Visitation Plan will display as Historical on the Desktop.</i></p>

