



Prepared for State of Florida Department of Children and Families

The Florida Safe Families Network (FSFN) **Adoption Information** 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 an Adoption Information Page

How Do I...?	Selections	Tips & Guidelines
<p>Create an Adoption Information page from the Desktop</p>	<ul style="list-style-type: none"> <li>• From Desktop, click <b>Create Case Work</b> in Banner Bar.</li> <li>• Select <b>Adoption Information</b> from <b>Adoption</b> drop down.</li> <li>• Select applicable case.</li> <li>• Select applicable case participant.</li> <li>• Click <b>Create</b>.</li> <li>• <b>Adoption Information</b> page displays.</li> </ul>	<p><i>The Adoption Information page facilitates the Adoption Process by providing a central place for the compilation of information concerning a child's history, adoption preferences, and potential adoption matches.</i></p> <p><i>The page can be created by Case Managers or Adoption Counselors before or after a child is free for adoption. The primary worker is responsible for initially creating the Adoption Information page.</i></p>
<p>Create an Adoption Information page from Case Book</p>	<ul style="list-style-type: none"> <li>• Access <b>Case Book</b>.</li> <li>• Select <b>Create Case Work</b> hyperlink above center group box.</li> <li>• Select <b>Adoption Information</b> from <b>Adoptions</b> drop down.</li> <li>• Select applicable case participant.</li> <li>• Click <b>Create</b>.</li> <li>• <b>Adoption Information</b> page displays.</li> </ul>	

Access an Adoption Information Page		
How Do I...?	Selections	Tips & Guidelines
Access Adoption Information page from Person Book	<ul style="list-style-type: none"> <li>• Access <b>Person Book</b>.</li> <li>• Select <b>Person</b> hyperlink under <b>Adoption Information</b> group box.</li> <li>• <b>Adoption Information</b> page displays.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Select <b>Adoption</b> from the center panel drop down</li> <li>• Select the applicable <b>Adoption Information</b> hyperlink.</li> <li>• <b>Adoption Information</b> page displays.</li> </ul>	

Access an Adoption Information Page		
How Do I...?	Selections	Tips & Guidelines
Access Adoption Information page from Case Book	<ul style="list-style-type: none"> <li>• Access <b>Case Book</b>.</li> <li>• Select <b>Person</b> hyperlink under <b>Adoption Information</b> group box.</li> <li>• <b>Adoption Information</b> page displays.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Select <b>Adoption</b> from the center panel drop down</li> <li>• Select the applicable <b>Adoption Information</b> hyperlink.</li> <li>• <b>Adoption Information</b> page displays.</li> </ul>	

Document Expressed Intent		
How Do I...?	Selections	Tips & Guidelines
Document a prospective adoptive parent(s) expressed intent to adopt a child	<ul style="list-style-type: none"> <li>From <b>Adoption Information</b> page, click <b>General</b> tab.</li> <li>Within <b>Expressed Intent to Adopt</b> group box, the user should select the <b>Insert</b> button, and select the Yes radio button in the Prospective Parent(s) Expressed Intent to Adopt column.</li> <li>Enter the date that the prospective parent(s) expressed their intent in the Date of Expressed Intent column.</li> <li>Search and select a Provider ID in the Provider ID column. Once selected, the Provider's name will display in plain black text in the Provider Name column.</li> <li>Click <b>Save</b>.</li> </ul>	<p><i>Upon saving the Adoption Information page for the first time, at least one row within the Expressed Intent to Adopt table must be completed.</i></p> <p><i>Completed row means that a row has been inserted and EITHER (a) N/A has been selected for Prospective Parent(s) Expressed Intent to Adopt or (b) Yes has been selected for Prospective Parent(s) Expressed Intent to Adopt AND Date of Expressed Intent has been entered AND a Provider has been searched and selected.</i></p> <p><i>If no prospective parent(s) has been identified at the time of creating the Adoption Information page, then user must select N/A radio button in the Prospective Parent(s) Expressed Intent to Adopt column. The remaining columns will become disabled and grayed out and the page can be saved.</i></p> <p><i>Once a row has been inserted, a Delete hyperlink will display in the Action column, permitting you or your Supervisor to delete any rows created in error.</i></p>
Document an expressed intent withdrawn	<ul style="list-style-type: none"> <li>From <b>Adoption Information</b> page, click <b>General</b> tab.</li> <li>Within the <b>Expressed Intent to Adopt</b> group box, locate the last row inserted that reflects the most current prospective adoptive parent(s) expressed intent to adopt.</li> <li>In the row of the expressed intent that is current, enter the withdraw date in the <b>Expressed Intent Withdrawn</b> column.</li> <li>In the <b>Reason</b> column, select the value from the drop down that best identifies the reason why the prospective parent(s) is withdrawing their intent to adopt the child.</li> <li>If Other is selected in the Reason column, provide a description in the Description text box.</li> <li>Click the <b>Insert</b> button to add a new row.</li> <li>Follow the steps above to either document a new prospective parent(s)' expressed intent OR N/A to indicate that there are no prospective parent(s) identified at this time, as this is required to <b>Save</b> the page.</li> </ul>	<p><i>NOTE: Any row with a current expressed intent MUST be withdrawn before a new row can be created. This is because FSFN will not allow the identification of more than one expressed intent at any given time.</i></p>

Document Sibling Information		
How Do I...?	Selections	Tips & Guidelines
View and select participants in the Sibling Information group box	<ul style="list-style-type: none"> <li>From <b>Adoption Information</b> page, click <b>General</b> tab.</li> <li>Within <b>Sibling Information</b> group box, select <b>Child has Siblings</b> checkbox.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Click <b>Insert</b>.</li> <li><b>Additional Case Participants</b> pop-up displays.</li> <li>From <b>Additional Case Participants</b> pop-up, select appropriate checkbox.</li> <li>Click <b>Continue</b>.</li> <li>User is returned to General tab on Adoption Information page.</li> </ul>	<p><i>From the General tab, the user is able to capture information concerning the child's general appearance, adoption information, and sibling information. This tab also launches the Additional Case Participants pop-up. This pop-up page allows the user to view and select participants that are not already included in the Siblings Information group box.</i></p> <p><i>Upon creation of the Adoption Information page, the Sibling Information group box will pre-fill potential siblings from the case where the participants have been identified with Half Brother/Half Sister, or Stepbrother/Stepsister.</i></p>
Create a Sibling Group ID	<ul style="list-style-type: none"> <li>From <b>Adoption Information</b> page, click <b>General</b> tab.</li> <li>Within <b>Sibling Information</b> group box, click <b>Create</b>.</li> <li>FSFN generates and displays a Sibling Group ID in the field adjacent to <b>Create</b>.</li> </ul>	<p><i>The Sibling Group ID is recorded to the Child's Person Management record.</i></p>
Link a Sibling Group ID	<ul style="list-style-type: none"> <li>From <b>Adoption Information</b> page, click <b>General</b> tab.</li> <li>Within <b>Sibling Information</b> group box, click <b>Link</b> hyperlink.</li> <li><b>Link Sibling</b> pop-up displays.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Select radio button for one sibling to be associated.</li> <li>Click <b>Continue</b>.</li> <li>User is returned to the Adoption Information page. <b>Link</b> hyperlink is replaced by <b>Delink</b> hyperlink.</li> </ul>	<p><i>The Link Sibling pop-up page allows the user to view and select a participant that has a Sibling Group ID.</i></p> <p><i>This pop-up displays all case participants for selection, not just those that are listed within the Sibling Information group box.</i></p> <p><i>To delete a Sibling from the Sibling Information group box, click the Delete hyperlink</i></p>

**Document Sibling Information (Continued)**

How Do I...?	Selections	Tips & Guidelines
<p>Web Authorize a Child or Sibling</p>	<ul style="list-style-type: none"> <li>• From <b>Adoption Information</b> page, click <b>Available Status</b> tab.</li> <li>• Click <b>Insert</b> located in the <b>Available Status</b> group box to create or update the <b>Current Available Status</b> and <b>Status Date</b>.</li> <li>• Complete Specific Child Web Memo if applicable.</li> <li>• Once Adoption Information page is complete and Available status is set to Available, click <b>Submit to Supervisor</b>.</li> </ul>	<p><i>The Available Status tab includes the Available Status group box. This group box displays the child's name and a repeating group box that keeps a history of the child's Current Available Status and Status Date.</i></p> <p><i>The Specific Child Web Memo text field is required when the Available Status is set to Available.</i></p> <p><i>The tab also includes the Web Authorization Status group box within the Authorization Status expando. Only authorized workers will have security access to expand the Authorization Status expando to set the Web Authorization Status and Status Date.</i></p> <p><i>In order for the child or sibling group to be shown on the website for recruitment, there are criteria that must be met.</i></p> <p><i>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."</i></p> <p><i>For a set of siblings who are being recruited for as a group, each child must have the same sibling group ID. For a sibling group, each child tied to the Sibling Group ID must have a "Current Available Status" of "Available" and 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", must have a Sibling Web Memo documented, and the number of children tied to the Sibling Group ID must be greater than 1.</i></p> <p><i>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 <a href="http://www.adoptflorida.org">www.adoptflorida.org</a>. 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 does not include the child web memo because FSFN requires a Child Web Memo when the child has a "Current Available Status" of "Available."</i></p>

## Document Other Conditions

How Do I...?	Selections	Tips & Guidelines
Document Other Conditions Narrative text box	<ul style="list-style-type: none"><li>• From <b>Adoption Information</b> page, click <b>Birth Family</b> tab.</li><li>• Within <b>Birth Mother's Family</b> group box or <b>Birth Father's Family</b> group box, expand <b>Social/Mental/Physical Conditions</b> expando.</li><li>• Verify the <b>Unknown</b> checkbox is deselected.</li><li>• Click <b>Add/Edit</b>.</li><li>• <b>Social/Physical/Mental Conditions</b> pop-up page displays.</li><li>• Select applicable checkboxes.</li><li>• Click <b>Continue</b>.</li><li>• <b>Adoption Information</b> page's <b>Birth Parents</b> tab displays.</li></ul>	<p><i>When the Social/Mental/Physical Conditions expando is expanded, the Unknown checkbox, the Social/Mental/Physical Conditions pop-up selection page, and Other Conditions narrative text box will be displayed.</i></p>