



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 and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for additional resources.

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Create an Education Record		
How Do I...?	Selections	Tips & Guidelines
Create an Education Record from the Desktop	<ul style="list-style-type: none"> <li>From Desktop's FSFN Banner, select <b>Case Work</b>.</li> <li>From <b>Education</b> drop down, select <b>Education Record</b>.</li> <li>From <b>Cases</b> group box, select family's name.</li> <li>From <b>Case Participants</b> group box, select the correct participant.</li> <li>Click <b>Create</b>.</li> </ul>	<p><i>An education record supports the maintenance of client educational information throughout a client's history with DCF/Sheriff's Office/Community-Based Care.</i></p> <p><i>Information includes: the Individualized Education Plan, Diploma and Certificate Information, and Education History records.</i></p>
Create an Education Record from Case Book	<ul style="list-style-type: none"> <li>From <b>Case Book</b> page within <b>Participant Actions</b> group box, click <b>Education</b> hyperlink.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>From <b>Case Book</b> page within center group box, click <b>Create Case Work</b> hyperlink.</li> <li>From <b>Education</b> drop down, select <b>Education Record</b>.</li> <li>Select appropriate <b>Case Participant</b>.</li> <li>Click <b>Create</b>.</li> </ul>	

Access an Existing Education Record		
How Do I...?	Selections	Tips & Guidelines
Access an Education Record from the Desktop	<ul style="list-style-type: none"> <li>From Desktop, click <b>Cases</b> expando.</li> <li>Navigate to appropriate Case.</li> <li>Click <b>Case Folder</b> icon to expand Case Information.</li> <li>Click <b>Education</b> icon.</li> <li>Click <b>Education Record</b> hyperlink.</li> </ul>	



Access an Existing Education Record		
How Do I...?	Selections	Tips & Guidelines
Access an Education Record from Case Book	<ul style="list-style-type: none"> <li>From <b>Case Book</b> page within <b>Education</b> group box, click <b>Person Name</b>.</li> </ul>	
Access an Education Record from Person Book	<ul style="list-style-type: none"> <li>From <b>Person Book</b> page within <b>Education</b> group box, click <b>Education Record</b> hyperlink.</li> </ul>	

Complete an Education Record		
How Do I...?	Selections	Tips & Guidelines
Review information in the Education Header	<ul style="list-style-type: none"> <li>All information in header is system derived.</li> </ul>	<p><i>Last Updated By is derived from Login ID Date; Last Updated is derived from last update to record.</i></p>
Record ESE information	<ul style="list-style-type: none"> <li>Within <b>Exceptional Student Education (ESE)/Individualized Education Plan</b> group box, identify child as an ESE child by selecting <b>Yes</b> radio button to question: <b>"Is the child an ESE student?"</b></li> </ul>	<p><i>When Yes is selected, "Does the child have an IEP?" and "Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?" become enabled and required.</i></p> <p><i>At least one ESE Program row is required if the "Is child an ESE student?" radio button selection is Yes. Rows are displayed in the following order: rows without an End Date listed, sorted by most recent Start Date first, and then rows with End Date sorted by most recent Start Date.</i></p> <p><i>When Yes is selected, the Insert button in the Exceptional Student Education (ESE) Program(s) group box is enabled.</i></p> <p><i>If No is selected, "Does the child have an IEP?" and "Does the child have an education surrogate parent appointed to him/her either by the district superintendent or dependency court?" become No and are disabled. Both dates and Copy of Plan check box become disabled if No is selected.</i></p>



## Complete an Education Record

How Do I...?	Selections	Tips & Guidelines
Create and Expire an IEP record	<ul style="list-style-type: none"> <li>For <b>Does the child have an Individualized Education Plan?</b> field, select <b>Yes</b> radio button.</li> <li>For <b>Is the IEP a Transitional Individualized Education Plan (TIEP) for a young adult?</b> field, select <b>Yes</b> radio button.</li> <li>Within <b>Date</b> field, enter date of most recent Individualized Education Plan.</li> <li>Within <b>Date</b> field, enter date current Individualized Education Plan expires.</li> </ul>	<p><i>This field is enabled with the Yes radio button for "Is the child an ESE student?".</i></p> <p><i>Answering Yes for the Individualized Education Plan enables the Dates and radio button:</i></p> <ul style="list-style-type: none"> <li><i>Transitional Individualized Education Plan (TIEP)</i></li> <li><i>Date of the most recent individualized Education Plan</i></li> <li><i>Date current Individualized Education Plan Expires</i></li> </ul> <p><i>These become required fields for completion.</i></p>
Enter Diploma and Certificate Information	<ul style="list-style-type: none"> <li>Select the applicable <b>High School Diploma, GED Certificate, or Certificate of Completion/Special Diploma</b> check box.</li> <li>Enter date of certificate or completion date in <b>Date</b> field.</li> </ul>	<p><i>Selecting the check box in front of the certificate/completion enables the associated date box.</i></p>
Create Education History	<ul style="list-style-type: none"> <li>Click <b>History</b> tab.</li> <li>Click <b>Insert</b> button to activate <b>History</b> pop-up page.</li> <li>Enter:                             <ul style="list-style-type: none"> <li><b>School Name</b></li> <li><b>School Address</b></li> <li><b>School Phone Number</b></li> <li><b>School Type</b></li> <li><b>Program Type</b></li> <li><b>Program</b></li> <li><b>School District/County</b></li> <li><b>Grade Level, choose from list</b></li> <li><b>School Start Date</b></li> <li><b>School End Date</b></li> <li><b>Completion Status</b></li> <li><b>Number of Hours Currently Enrolled</b></li> <li><b>Total Credits Earned To Date</b></li> <li><b>Contact Person</b></li> <li><b>Contact Phone Number</b></li> </ul> </li> <li>Select a <b>Reason for Change</b> from drop down.</li> </ul>	<p><i>The edit will not allow a user to enter a new School Name unless the previous school documented has an end date; however, the user can insert an historical school record if needed.</i></p> <p><i>Only one school can exist at a given point with a School Start Date, but no School End Date.</i></p> <p><i>Users can enter a new School Name only if the previous school documented has an End Date.</i></p> <p><i>School Address and Program Type are not required fields.</i></p> <p><i>School Type and School District are required fields.</i></p> <p><i>School Start Date: must be prior to or equal to current date, not required.</i></p> <p><i>School End Date: must be prior to or equal to current date, not required, and only one school can exist with the school Start Date, but no End Date.</i></p>



## Complete an Education Record

How Do I...?	Selections	Tips & Guidelines
<p>Create Education History (cont.)</p>		<p><i>Note: A school record can be added, but if there is an existing record without a school End Date, the user must enter both a Start and End Date on the newly inserted record.</i></p> <p><i>Completion Status, Contact Person, and Contact Phone are not required.</i></p> <p><i>The Number of Hours Currently Enrolled and Total Credits Earned To Date are fields pre-filled from the Maintain School History pop-up page.</i></p> <p><i>The Reason for Change drop down is conditionally enabled and required if the Education Record being documented is not the first record inserted on the Education page – Education History tab.</i></p> <p><i>The value of N/A is only available for selection when the Education Record that is having the Reason for Change documented has a Grade Level of Pre-School, Pre-Kindergarten, or Kindergarten; otherwise, this value is not available for selection. Note: When the user is documenting the Reason for Change, it is why the previously documented school was ended and why the current school (this record) is being entered. Therefore, when documenting an Education Record with a Grade Level of Kindergarten, the user is indicating why the Reason for Change for where the student was previously to entering the current Kindergarten record.</i></p>
<p>Create Notification of school change</p>	<ul style="list-style-type: none"> <li>Click <b>Notify</b> button to launch <b>Notification</b> pop-up for Education History record.</li> </ul>	<p><i>Reason: Reason for Change</i></p> <p><i>Original Sent to: defaults to the name of the School /County</i></p>



## Maintain Education History

How Do I...?	Selections	Tips & Guidelines
<p>Maintain Education History</p>	<ul style="list-style-type: none"> <li>• From <b>Education History</b> tab, click <b>Edit</b> to launch existing <b>Maintain Education History</b> pop-up for associated Education History record.</li> <li>• Edit:               <ul style="list-style-type: none"> <li>– <b>School Name</b></li> <li>– <b>School Address</b></li> <li>– <b>School Phone Number</b></li> <li>– <b>School Type</b> (choose from list)</li> <li>– <b>Program Type</b> (choose from list)</li> <li>– <b>Program</b></li> <li>– <b>School District County</b> (choose from list)</li> <li>– <b>Current Grade level</b> (choose from list)</li> <li>– <b>School Start Date</b></li> <li>– <b>School End Date</b></li> <li>– <b>Number of Hours Currently Enrolled</b></li> <li>– <b>Total Credits Earned To Date</b></li> <li>– <b>Completion Status</b> (choose from list)</li> <li>– <b>Contact Person</b>: contact person at school or educational program</li> <li>– <b>Contact Phone Number</b></li> <li>– <b>Reason for Change</b> (choose from list)</li> </ul> </li> </ul>	<p><i>The first time an Education Record has been accessed, no school information will display</i></p> <p><i>The School Name, School Type, School District/County, Current Grade Level, School Start Date, and Reason for Change are required fields.</i></p> <p><i>The Special Education check box and Special Education Level drop down will remain available on historical records.</i></p>

