

CM23: File Cabinet - Scanning

May 12, 2017

Change History

| Release# or Date | CR# or Incident # | Change Description | Author(s) | Section Modified |
|------------------|-------------------|--|-----------------------|------------------|
| | CR361 | Added new view of Out of County Services requests on Outliner | FSFN Enhancement Team | 1.3 |
| | CR361 | Added new FSFN process for Out of County Services requests | FSFN Enhancement Team | (new) 1.5 |
| | CR402, CR423 | <p>Allow users to upload and access scanned documents from associated pieces of work within FSFN for which the document was created, as well as from the File Cabinet on the Desktop</p> <p>Provide for a File Cabinet Search page linked to a Case in FSFN at the case level</p> <p>Allows for users to identify a date range for search</p> <p>Provides a drop down for Image Category on the Imaging page to support quick access without selection of an Image Category on Create Case Work when navigating from Case Book</p> | FSFN Enhancement Team | 1.6 |
| 04/09/2013 | | File Cabinet Search Functional Specification for details of the sections modified located at http://fsfn.dcf.state.fl.us/ | FSFN Enhancement Team | |
| 05/16/13 | | Style Guide Changes only | FSFN Enhancement Team | Each Section |
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| 07/30/2013 | | Updated to Support FSFN Release R3b System Attributes | FSFN Enhancement Team | |
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| | | | | |
|------------|----------|---|-----------------------|-----------------------|
| | | | Team | |
| 03/30/2014 | | Updated to support Q3- Service Authorization | FSFN Enhancement Team | |
| 03/21/2014 | | Updated to support Q3 – Trust Account | FSFN Enhancement Team | 1.2.2 |
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| 1/28/2017 | CR 608 | Updated screen shot | Leah Dienger | 1.2.5 |
| 03/09/2017 | CR529.16 | Updates per CR529.16 | Kathleen Watson | 1.2.1.2 Page Overview |
| 04/05/2017 | | Updated content based upon DCF Review Comment. | Leah Dienger | Page Summary |

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1.1. Introduction

The File Cabinet Scanning design supports the storing and categorizing of digital documents related to cases and case participants. This module discusses the Adoption Interface and its integration with the scanning module. Functionality included:

- Allows users to upload and access scanned documents from associated pieces of work within FSFN for which the document was created, as well as from the File Cabinet on the Desktop
- Provides for a File Cabinet Search page linked to a Case in FSFN at the case level
- Allows for users to identify a date range for search
- Provides a drop down for Image Category on the Imaging page to support quick access without selection of an Image Category on Create Case Work, when navigating from Case Book

Users with an assignment to a case can add scanned documents related to that case and its participants. Scanned documents can be related to several participants through a multi-select capability and the same image can be seen under the selected participants' case outline. Images can be received as electronic files in the following formats: .bmp, .jpg, .jpeg, .rtf, .doc, docx, .xls, xlsx, and .pdf. Any of these files can be attached to a participant through the Create Case Work page and later viewed by launching the Image Detail page and selecting the View hyperlink. The Florida Safe Families Network (FSFN) determines which external application (for the predefined file types identified above) launches to view the attached image. For example, if the scanned file is saved as a Word document (.doc), then FSFN opens the image in Microsoft Word. If the scanned document is saved in a JPEG format (.jpg), then FSFN opens a Microsoft Internet Explorer page for viewing the image. The system generates an error message when the worker tries to save documents in other file formats besides those mentioned above. Also, scanned documents are recommended to be restricted to a file size of 25MB. The user receives an error message if a file exceeds this size limit.

An automated message is generated for the primary worker anytime a scanned document (of any type) is added to the case.

Functionality from this module is also used as part of the Adoption Interface. Florida has established a statewide web Adoption Exchange System (AES) with a photo-listing component. In Release 2b, Florida Safe Families Network (FSFN) application subsumes the AES system as part Requirement CAD-006. FSFN topic SM21 Adoption Information serves as a means of recruiting adoptive families for those children who have been permanently placed with the department or licensed agency, and have been legally freed for adoption by a termination of parental rights, or TPR. (For more information, please see *SM21 Adoption Information*).

This module includes support for the Child Protection Transformation process and SACWIS compliance as part of Release 3A. Supports include:

- Allows users to upload and access scanned documents from associated pieces of work within FSFN for which the document was created, as well as from the File Cabinet on the Desktop
- Provides for a File Cabinet Search page linked to a Case in FSFN at the case level
 - Allows for users to identify a date range for search
 - On the Imaging page, an Image Category drop down for Image Category on the Imaging page to provides quick access without selection of an Image Category on Create Case Work, when navigating from Case Book
 - Ability to attach Imaging pages directly from additional FSFN pages
 - Ability to search the additional Imaging pages from the File Cabinet Search page at the Case level

1.2. Pages

1.2.1. Imaging page from the Create Case Work Page--File Cabinet Drop Down

1.2.1.1. Imaging Page Created from a Piece of Work

FSFN

 Print
 Audit
 Spell Check
 Help

Participant Details

| | | | |
|----------------|----------------|--------------|--|
| Case: | Mom CPA Demo | | |
| Case id: | 200002843 | Participants | |
| Worker: | Kortney . Ifww | Kid CPA Demo | |
| Date Uploaded: | | | |

Image Details

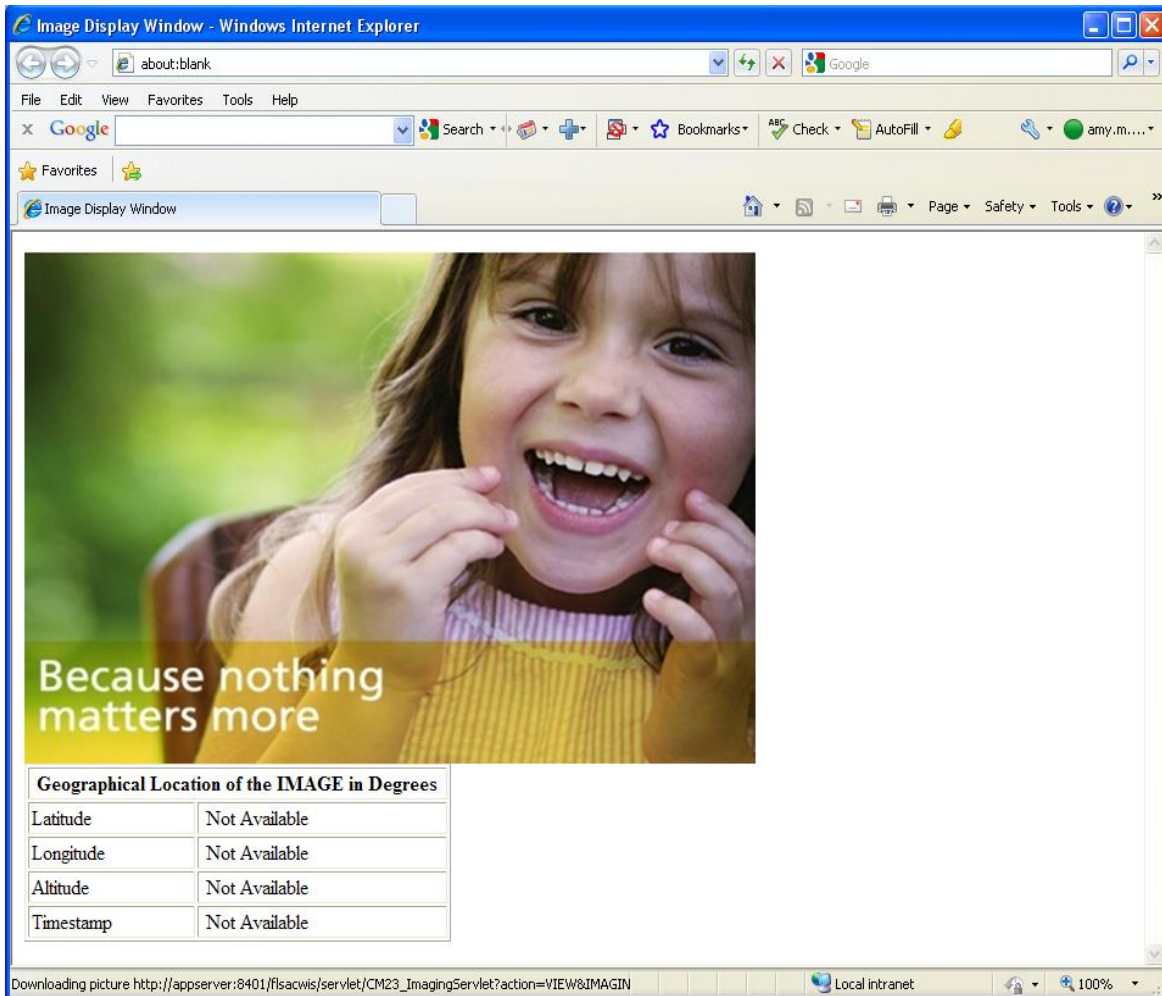
| | | | |
|------------------------|---------------------------|-----------------------|------------|
| Date Document scanned: | 00/00/0000 | Date Document Signed: | 00/00/0000 |
| Image Category: | Child Placement Agreement | | |
| Image Type: | Care Precautions | | |
| File Name: | | Browse... | |
| Comments: | | | |

Save
Close

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Image Display



1.2.1.2. Page Overview

Navigation

When the user selects the document type from the File Cabinet icon and selects a Case and Case participant(s), the Imaging page displays in Create Mode. The user can select multiple participants to be associated with the scanned document from the Create Case Work page and click the Create button.

The Imaging page is launched in edit mode within the Cases expando by expanding the File Cabinet icon and then selecting the appropriate Scanning hyperlink.

When the Imaging page is being created from the Case Book page, on clicking the File Cabinet hyperlink, the Create Case Work page is displayed and the Case Work Items group box defaults the File Cabinet drop down to a new value labeled File Cabinet, which acts as a placeholder. The Case Name defaults to that listed on the Case Book from which the Create Case Work page was

launched. The user is only required to select the applicable Case Participant(s) and click the Create button. Upon the Imaging page being launched, the Image Category drop down is null, enabled and required. The user must select the applicable Image Category.

The Imaging page can be created in various ways, including:

- Create Case Work
- Case Book or from various pages within FSFN, including:
 - Case Notes
 - Meeting
 - Child Investigation
 - Child Placement Agreement
 - Present Danger Assessment (PDA)
 - Safety Plan
 - Legal Documentation
 - Out of County Services
 - Service Authorization
 - Trust Account
- The Imaging page captures the following group boxes: Participant Details and Image Details.

In addition to how the Image Category drop down functions, the Imaging page now displays the field labels Image and Type as Image Category and Image Type respectively. This provides clarity regarding what is captured in each of the drop down boxes. Finally, if the user selects any value identified as Other within the Image Type drop down, which varies based on the Image Category, the associated, user entered text field is enabled and required.

Page Summary

The Imaging page, when accessed via Create > Create Case Work > File Cabinet, requires the user to enter the Date Document scanned, select the Image Type of the scanned document, and attach a file. The page allows the user to browse for and select a file of the allowable types to be uploaded and saved in the FSFN database. The uploaded files may not be larger than 25MB. The user may include comments to be associated to the document prior to saving the Imaging page.

Upon a successful Save validation, the scanned document is stored in the FSFN system and can be accessed from underneath the selected participant's Case icon. The page is entirely frozen and the scanned document cannot be modified. While the scanned document itself cannot be modified, based on security, the user has the ability to delete the attached, scanned document by clicking the Delete hyperlink next to the file name. On successfully deleting the image, the File Name field displays 'ImageDeleted,' and the Comments field is automatically updated to reflect the following: 'null [image was deleted by [worker name] on MM/DD/YYYY TT/TT am/pm]'. Once a document is deleted, the record remains frozen and a new document cannot be inserted for the record. The user can create a new record and select the correct document. Transaction Audit information is viewable by accessing the record and selecting the Audit button.

The user is able to view the scanned document by expanding the Case icon, expanding the File Cabinet icon, and clicking the Scanned Document hyperlink from the outline. This displays the Imaging page where the user is able to click the View hyperlink and display the associated document. In the event that a document was previously deleted, the View hyperlink will not be present. The exceptions to this are Medical/ Mental Health scanned documents, which are not contained within the File Cabinet icon due to HIPAA restrictions. The Medical/ Mental Health scanned documents are accessed within the Medical/Mental Health icon, which can only be accessed based on the appropriate security.

Based on the document type and the applications on the user's local machine, the system opens the image using the appropriate program. For example, .pdf files can be opened and displayed using the Adobe Acrobat application. When the image is opened, the GPS coordinates are also displayed, if applicable. Only those scanned documents originating from the Mobile Data Capture Solution may display the actual GPS coordinates. Other images display 'Not Available' for each of the following: Latitude, Longitude, and Altitude. Other images display the date and time in this format: YYYY-MM-DD, in the Timestamp field.

If the Imaging page is created from Case Book, the user selects the File Cabinet hyperlink from the Participant Actions list group box > Create Case Work defaults to File Cabinet (new Category reference value) > Case defaults to the applicable Case based on the Case Book page from which Create Case Work was launched > user selects the applicable Case Participant(s) > user clicks the Create button. Because the user did not select a specific Image Category, the Image Category drop down is enabled and required, containing the Image Category reference values except Out of County Services. Please note that File Cabinet is not displayed because it is a placeholder for when the user creates the Imaging page from Case Book. Nor is the File Cabinet available for selection from the File Cabinet drop down within the Case Work Items group box on Create Case Work when the Imaging page is created from Create Case Work. The Out of County Services Image Category must be selected on the Create Case Work page either through the Desktop > Case Work button workflow OR the Case Book > Create Case Work hyperlink workflow.

Note: The Imaging pop-up page displays upon clicking the Upload Document hyperlink within the Agreement Signed column. The Imaging pop-up page, only when launched from the Child Placement Agreement page, contains an additional field labeled Date Document Signed displayed directly to the right of the Date Document Scanned field. The Date Document Signed field is enabled and required. The Image Category defaults to Child Placement Agreement and the Image Type defaults to either Behavior Management Plan or Care Precautions. Once the imaging page is created and saved, it is accessible from the Desktop/ CB/ PB within the File Cabinet.

1.2.1.3. **Page Information**

| | | |
|----------------|------------------------|--|
| Box: | Participant Details | |
| Fields: | Case: | A display-only field that is not editable; pre-fills with the case name selected on the Create Case Work page |
| | Participants: | A display-only field that is not editable; pre-fills the value selected on the Create Case Work page; also displays multiple participants if multiple participants are selected on the Create Case Work page <First Name, Middle Name, Last Initial> format |
| | Case ID: | A display-only field that is not editable; displays the unique FSFN system generated Case ID. |
| | Worker: | Displays the name of the worker who created the scanned document; display only and is based on log in information when launched in Create Mode; retrieved from the database when displayed in view mode |
| | Date Uploaded: | Displays the date and time the Imaging page is initially saved; system generated; view only |
| Box: | Image Details | |
| Fields: | Date Document scanned: | User entered date field; does not allow future dating; required; no default value |
| | Date Document Signed | User entered date field. Date field is enabled and required. This field is only available and required when the Imaging page is launched from the Child Placement Agreement Details tab. |
| | Image Category: | Drop down. If the Imaging page is created from one of the additional pieces of work within FSFN, the Image Category defaults to the applicable Category and is disabled. The default is as follows: Child Investigation page = Child Investigations; Legal Documentation page = Legal Documentation; Present Danger Assessment (PDA) page = PDA; Safety Plan page = Safety Plan; Service Authorization page = Service Authorization; Trust Account page = Trust Account |
| | Image Type: | Drop down field; required; defaulted to blank. If the Imaging page is created from one of the additional pieces of work within FSFN, the Image Type defaults to the specified value and is disabled. The default is as follows: Present Danger Assessment (PDA) page = PDA; Safety Plan page = Safety Plan; Service Authorization page = Service Authorization. Refer to the table contained within the Reference Data section for the Image Types available for selection when the Image Category is Child Investigation, Legal Documentation, or Trust Account |
| | File Name: | The file name is a display-only field and is pre-filled based on the attached document name and file extension. |
| | Comments: | User entered text area; not required; 500 character limit |

| | | |
|--------------------|--------|---|
| Hyperlinks: | View | Launches the document using the appropriate application based on the file extension in a new IE browser page |
| | Delete | Deletes the scanned document |
| Buttons: | Browse | When in create mode, conditionally enabled only when required fields (Date Document Scanned and Image Type) are documented and selected, respectively; launches the Windows Explorer page that allows for browsing and selecting documents from the user's local computer or network. |
| | Save | Standard save processing |
| | Close | Standard close processing |

1.2.1.4. **Background Processing:**

- The Image Type drop down is pre-filled based on the Image Category selected on the Create Case Work page. The Reference Data document provides details regarding which image types display for the Image Category values.
- Person Photo Image Category and Image Type is not accessible through the file cabinet, only through the Person Management, Upload New Photo hyperlink
- Scanned documents only of the following formats: .bmp, .jpg, .rtf, .doc, docx, .xls, xlsx, and .pdf are allowed. The system generates an error message when trying to save scanned documents in other formats.
- Upon successful deletion of a document, the following message is displayed: "Image was deleted."

1.2.1.5. **Save Processing:**


- Upon successful saving of a scanned document the system generates the current date and time and displays it in the Date Uploaded field within the Participant Details group box.
- Upon successful saving of a scanned document for a Case Participant, the system generates an automated message to notify the primary worker of the new information added to the system. Please refer to Section 1.5.3 for details regarding the text of the message.
- Scanned items, once linked with a Case in FSFN, are stored in the FSFN database.
- Clicking on the View link opens the appropriate application based on the file types. The system opens MS Word for file extensions of .doc or .rtf and Adobe Acrobat for .pdf extension. Users receive the standard MS Windows error asking to identify the application they want to use to open the file, if they don't have the appropriate software on their machine. Opening and accessing the scanned document can also be an issue with different versions of software among different counties. If a scanned document was created using a newer version of the software and a user tries to access the document with an older version, a compatibility problem is possible.

- Upon selecting the Delete hyperlink, the user receives the message: “Do you want to delete the Image from this record?”
 - Selecting Yes deletes the document and performs Save.
 - Selecting No does not delete the document and the user remains on the page.
- The following error messages are generated with the below mentioned trigger condition:
 - If the required fields are not entered when the Save button is clicked, the following field names are listed in the generic validation errors of the page and indicate that they are required:
 - Date Document scanned
 - Image Category
 - Image Type
 - File Name
 - If the date entered is a future date:
 - Error Message: “Document scanned date cannot be a future date.”
 - If the scanned file name exceeds the allowable file name length:
 - Error Message: “The file name size must be 50 characters or less.”
 - If the Scanned Document file has an invalid file extension:
 - Error Message: “The file must be of one of the following types: .doc, docx, .pdf, .rtf, .xls, xlsx, bmp, .jpg, or jpeg.”
 - If the file name does not have an extension:
 - Error Message: “The file must have an extension.”
 - If the file exceeds the file size limit of 25MB the user may receive this message:
 - Error Message: “The file size must be less than 25MB.”


1.2.1.6. **CRUD Matrix**


| Table Name | Create | Read | Update | Delete |
|--------------|--------|------|--------|--------|
| IMAGING | X | | X | |
| IMAGING_MGMT | X | | X | |
| CODE_DESC | | X | | |


1.2.2. Case Outliner


 [Testing, Incident Child \(150006141 \)](#) [Actions](#)


Investigation 07/02/2009 HORWITZ, PETER C Leon 123 mAIN FL


 Related People


 Intakes


 Assignment


 Eligibility


 File Cabinet


 [Education - Individualized Education Plan](#)
07/25/2009 , Testing, Incident Child;


 [Income/Eligibility - Bank Statement](#)
07/10/2009 , Testing, Incident Child; Testing, Incident Mom;


 [Legal - Case Plan - Signed](#)
06/25/2009 , Testing, Incident Child;


 [Participant Documents - Social Security](#)
07/01/2009 , Testing, Incident Child;


 [Adoption - Adoption Disclosure Document](#)
07/25/2009 , Testing, Incident Child; Testing, Incident Mom;


 [Employment - Pay Verification/Pay Stub](#)
07/26/2009 , Testing, Incident Mom;


 [Home Study - Unified Family Home Study - Rel/Non-Rel](#)
07/01/2009 , Testing, Incident Mom;


 [Independent Living - Other Documents](#)
07/20/2009 , Testing, Incident Child;


 [Out of County Services](#)
02/07/2013 - Johnson, Elizabeth - Case Closure;
02/07/2013 - Johnson, Stewart Lee - Case Plan Assistance;
02/07/2013 - Johnson, Devon Nathaniel - Home Study;
Provider: ABBOTT, DIANE (100081052) - Home Study
Receiving County: Franklin


 Income/Eligibility

 Legal

 Medical/Mental Health

 [Medical Profile 07/22/2009 Testing, Incident Mom](#)

 [Medical/Mental Health - Other Medical Evaluations](#)
07/22/2009 , Testing, Incident Mom;

 [Medical/Mental Health - Psychological Evaluations](#)
07/22/2009 , Testing, Incident Mom;

1.2.2.1. Page Overview

Navigation

A scanned document may be accessed from the user's Desktop or through the Search outliner by clicking and expanding the Case Folder icon adjacent to the Case Name.

Page Summary

Items that are scanned into FSFN are displayed under the File Cabinet icon on the Case outliner, with the exception of Medical/Mental Health scanned documents. If multiple case participants are selected for a scanned document, they are listed horizontally under the associated scanned document in alphabetical order. In Participant View, the scanned document shows under each participant that was selected for that particular scanned document.

- There is a date restriction of two years from the timestamp of the creation of the scanned document. Therefore, if the 'Date Restricted' check box is selected on the desktop, only scanned documents with a creation timestamp in the last two years are displayed. If the Date Restricted check box is not selected, a complete history is displayed.
- Image icons associated with the different types of scanned documents include:
 - Adoption: A hand holding a person Education: A graduation cap
 - Employment: A camera icon
 - Home Study: A camera icon
 - Income/Eligibility: Envelopes with red arrows Independent Living: A camera icon
 - Legal: A camera icon is used for legal documents listed under the file cabinet icon.
 - Medical/ Mental Health: A clipboard with yellow paper
 - For security purposes, to facilitate HIPAA Compliance, the scanned documents relating to Medical/Mental Health can be accessed from the Desktop within the Medical Mental Health icon and also via search. The Medical/Mental Health scanned documents are not accessible from within the File Cabinet icon.
 - Out of County Services: The icon that is currently used in FSFN, the State of Florida, for the File Cabinet
 - Participant Documents: An icon resembling a tag
 - Service Authorization: Under file cabinet, the icon is a camera

1.2.2.2. Background Processing:

- The sort order under the Scanning Subject is as follows:
 - Primary sort by the Image Type: Adoption, Education, Employment, Home Study, Income/Eligibility, Independent Living, Legal, Service Authorization and Participant Documents in alphabetical order

- Secondary sort within the individual types by timestamp created in the system, reverse chronologically with the most recent appearing on top
- Tertiary sort within the individual types by the last name of the participant in alphabetical order
- The items are displayed in two lines with the following format:
 - <Type of Image> - <Subtype>
 - <Effective Date>,<File Name>, <Participant name in the standard outliner format including Suffix [Last Name, First Name, Middle Name] >
 - If multiple participants were selected upon creating the Imaging page, the participants are separated by a semi-colon.

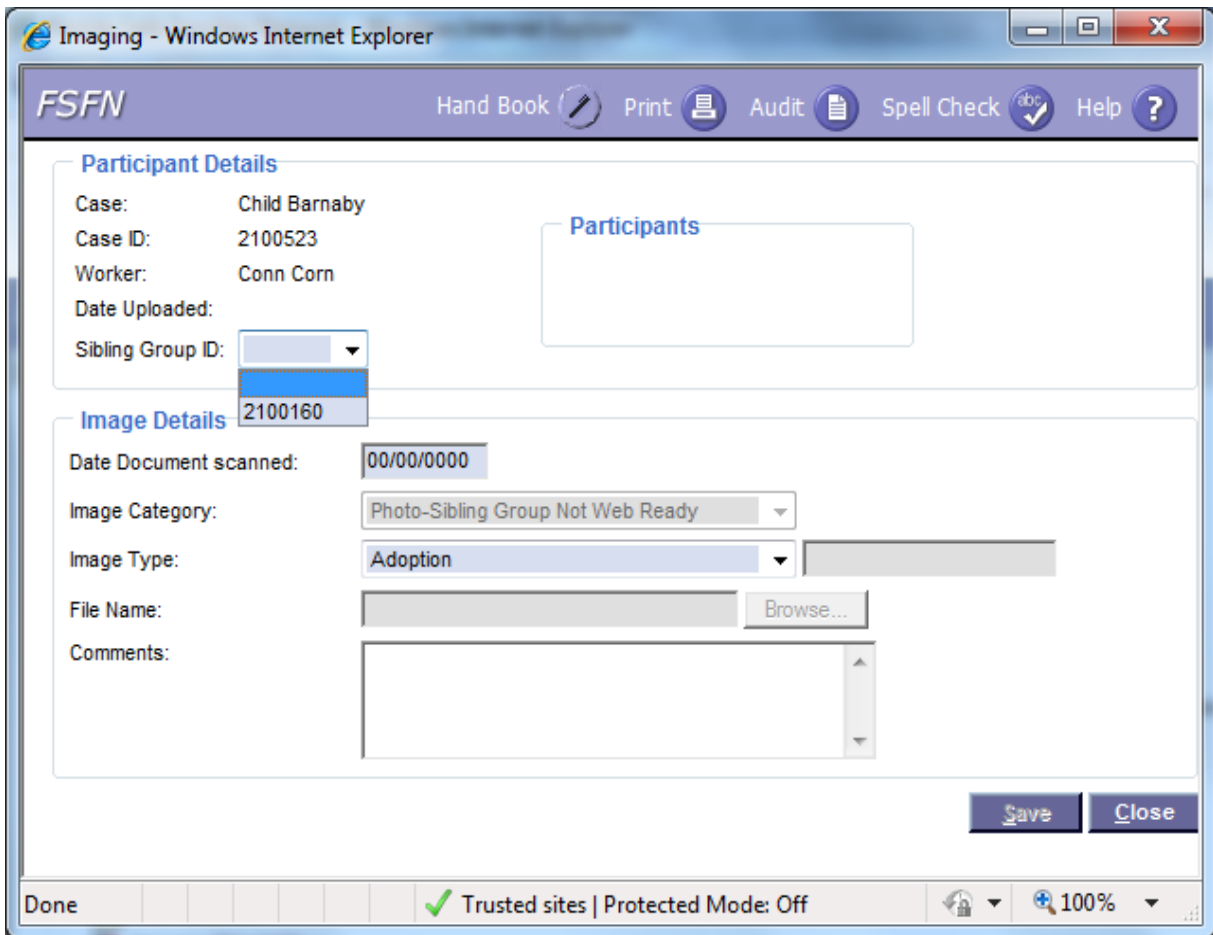
1.2.2.3. **Save Processing:**

- N/A

1.2.2.4. **CRUD Matrix:**

- N/A

1.2.3. Imaging Page (Adoption Interface Specific)



Imaging - Windows Internet Explorer

FSFN Hand Book Print Audit Spell Check Help

Participant Details

Case: Child Barnaby
 Case ID: 2100523
 Worker: Conn Corn
 Date Uploaded:
 Sibling Group ID: 2100160

Image Details

Date Document scanned: 00/00/0000
 Image Category: Photo-Sibling Group Not Web Ready
 Image Type: Adoption
 File Name: Browse...
 Comments:

Save Close

Done Trusted sites | Protected Mode: Off 100%

1.2.3.1. Page Overview

Navigation

The Adoption Specialist selects Create Casework > Adoption > Photo – Child Not Web Ready; or Photo – Sibling Group Not Web Ready.

In order for the child to be shown on the website for recruitment, the child’s status must be Child Web-Authorized or Sibling Group Web-Authorized. In addition, the adoption photo loaded into FSFN must be Photo - Child Web Ready or Photo - Sibling Group Web Ready. Together, the child’s status and photo triggers the release of the child or sibling group listing to be published on the web at www.adoptflorida.org. The authorization links a child web memo and picture of the child together, or links the sibling web memo, individual child web memo and picture of the sibling group.

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.

Note: Only the Adoption Specialist has the aforementioned values available for selection within the Adoption drop down from Create Casework.

- The Photo – Child Not Web Ready is used to load an individual child photo. The Photo – Sibling Group Not Web Ready is used to load a sibling group photo.
- On the Create Casework page, when Photo – Child Not Web Ready is selected, the user must select both a Case Name and Participant Name in order to select the Create button.
- On the Create Casework page, when Photo – Sibling Group Not Web Ready is selected, the user is only able to and must select a Case Name. The Participant Names are disabled.
 - Note: Only the Adoption Specialist has the aforementioned values available for selection within the Adoption drop down from Create Casework.
- On the Create Casework page, on selecting the Create button, the Scanning page is displayed.
- The Case, Case ID, Worker, and Participants (if applicable) pre-fill and are view-only.
- If the user selects Photo – Sibling Group Not Web Ready, a ‘Sibling Group ID drop down is 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 no longer appears in the drop down if the user attempts to create another Photo – Sibling Group Not Web Ready imaging page. Instead, the imaging page comes up but is grayed out and disabled. A validation message also appears stating, “No Sibling IDs available in this case (or) All Sibling IDs have been assigned with ‘Not Web Ready’ photos.”
- Upon entering a Date, the Browse button is enabled.
- The Image Category field pre-fills with the type of photo selected (for example, Photo – Child Not Web Ready). The Type field pre-fills with ‘Adoption’ and is disabled.
- The user can enter comments in the Narrative field.
- Once the user has selected the Browse button, selected the appropriate file, and clicked Save, the file name is displayed, image stored in the FSFN Database, and fields on the Imaging page disabled. In addition, a View hyperlink is 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 Options drop down is only displayed on the Imaging page for Adoption Specialists and DCF IS workers. When accessed by an Adoption Specialist, the only value that displays is Replace Photo. Based on the image, the corresponding value displays with the indicator of

“not web ready.” This option only displays if a not web ready photo for the specified child or sibling group already exists. This is because there can only be one not web ready photo per participant or per sibling group.

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 or she selects Replace Photo. Based on the image, the corresponding value displays with the indicator of “not web ready,” and the Go button is enabled.

- On clicking the Go button, another Imaging page is displayed. The new Imaging page pre-fills with the same Participant Details as the original Imaging page. The Date Document Scanned is enabled and required, and the Image displays the selected image to replace (such as Photo – Child Not Web Ready, and so on).
- The Adoption Specialist can enter comments in the narrative text field.
- The Adoption Specialist selects Browse, selects the appropriate file, and on clicking Save, the file name is displayed, image stored in the FSFN Database, and fields on the Imaging page disabled. The previously stored not web ready photo is replaced with the newly uploaded not web ready photo. In addition, a View hyperlink is 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 or she sends an email to DCF IS, which includes the FSFN Case ID, FSFN Person IDs and/or Sibling Group IDs, but it is not necessary to include any photos in the email because the photo already exists in FSFN.

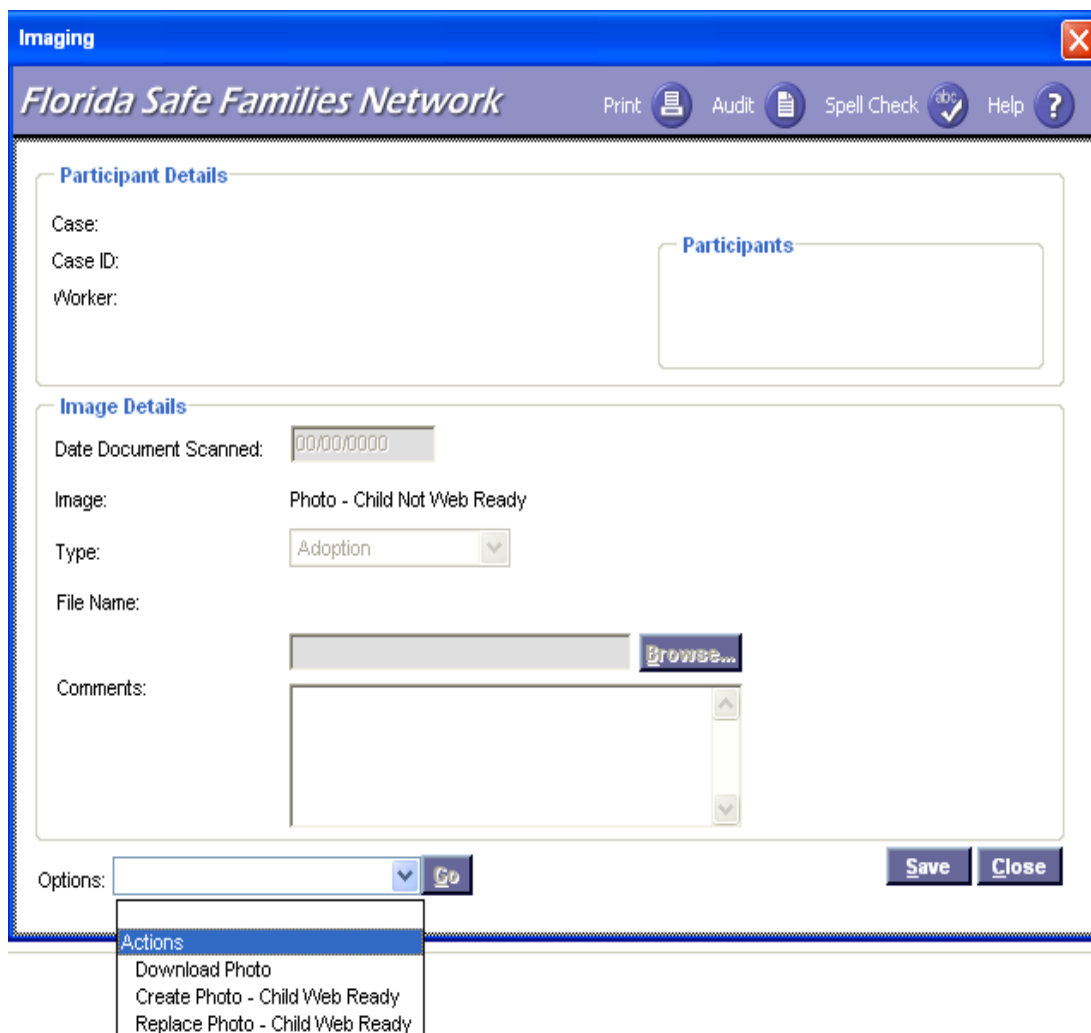
- DCF IS logs into FSFN and uses the information contained in the email to search the FSFN database in order to download the photos into a file on their server.
- DCF IS users are given a security profile with very limited access to FSFN data. This security profile only allows the DCF IS user to conduct a search, access only the four 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 user searches and finds the appropriate person, on 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 user selects the appropriate hyperlink, launching the Imaging page. For Adoption Specialists and DCF IS users, the Imaging page contains an Options drop down.
 - Note: the Options drop down does not display for any other workers. In addition, the Sibling Group ID drop down only displays on the Imaging page if the Image Type of photo uploaded is Photo – Sibling Group Not Web Ready. Otherwise, the drop down is not 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 has 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 is then able to launch the Imaging page from the outliner, via search, to create the Photo – Sibling Group Web Ready.



Imaging

Florida Safe Families Network

Print Audit Spell Check Help

Participant Details

Case:
Case ID:
Worker:

Participants

Image Details

Date Document Scanned: 00/00/0000

Image: Photo - Child Not Web Ready

Type: Adoption

File Name: **Browse...**

Comments:

Options: **Go** **Save** **Close**

Actions

- Download Photo
- Create Photo - Child Web Ready
- Replace Photo - Child Web Ready

- The Options drop down can contain three values when accessed by DCF IS users:

- Download Photo
 - This option only appears in the drop down if a file has been uploaded and saved. Once a file has been uploaded and saved to the Imaging page, the Download Photo option appears.
- Create Photo- Based on the image, the corresponding value displays with the indicator of ‘web ready’ instead of ‘not web ready.’
 - This option only displays 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 photo per participant and per sibling group. The Sibling Group ID, if applicable, is displayed and disabled in the Participant Details group box.
- Replace Photo - Based on the image, the corresponding value displays with the indicator of “web ready” instead of “not web ready.”
 - This option only displays if a web ready photo for the specified child or sibling group already exists. There can only be one not web ready and web ready photos per participant and per sibling group. The Sibling Group ID, if applicable, is displayed and disabled in the Participant Details group box.
- Upon selecting Download Photo and the Go button, the attached image is downloaded onto the DCF IS user’s server. The DCF IS user is then able to make the necessary modifications to the file/picture.
 - Note: In the event that the DCF IS user is not able to enhance the photo per DCF standards and guidelines, the DCF IS user continues to employ the manual process that was being used prior to FSFN subsuming the Adoption Exchange System. The manual process involves the DCF IS user 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 the necessary steps to be taken.
- When the DCF IS user is ready to upload the enhanced photo, he or she then selects Create Photo and then clicks Go button.
- On clicking Go, another Imaging page is displayed. The new Imaging page pre-fills with the same Participant Details as the original Imaging page. The ‘Date Document Scanned’ is enabled and required, and the Image displays the selected image to create (such as Photo – Child Web Ready, and so on).
- The DCF IS user can enter comments in the narrative text field.
- The DCF IS user selects Browse, selects the appropriate file, and on clicking Save, the file name is displayed, the image is stored in the FSFN Database, and fields on the Imaging page are disabled. In addition, a View hyperlink displays 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 user. In addition, the DCF IS user can only view files with the aforementioned three types.

Finally, in the event that the DCF IS user needs to replace an already existing ‘web ready’ photo, he or she can select Replace Photo. The corresponding value displays “web ready” instead of “not web ready”, Based on the image. 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 user needs to replace the previous web ready photo with the updated photo.

- When the DCF IS user is ready to upload the enhanced photo, he or she then selects Replace Photo and then clicks the Go button.
- On clicking Go, another Imaging page is displayed. The new Imaging page pre-fills with the same Participant Details as the original Imaging page. Date Document Scanned is enabled and required, and the Image displays the selected image to replace (such as Photo – Child Web Ready, and so on).
- The DCF IS user can enter comments in the narrative text field.
- The DCF IS user selects Browse, selects the appropriate file, and on clicking Save, the file name is displayed, the image is stored in the FSFN Database, and fields on the Imaging page disabled. The previously stored web ready photo is replaced with the newly uploaded web ready photo. In addition, a View hyperlink is 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 user. In addition, the DCF IS user can view any files with the aforementioned three types.

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

There are three 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 three 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 - 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 are three 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" (for example, "3456.jpg") or "S [SiblingGroupID].jpg" (for example, S1678.jpg).

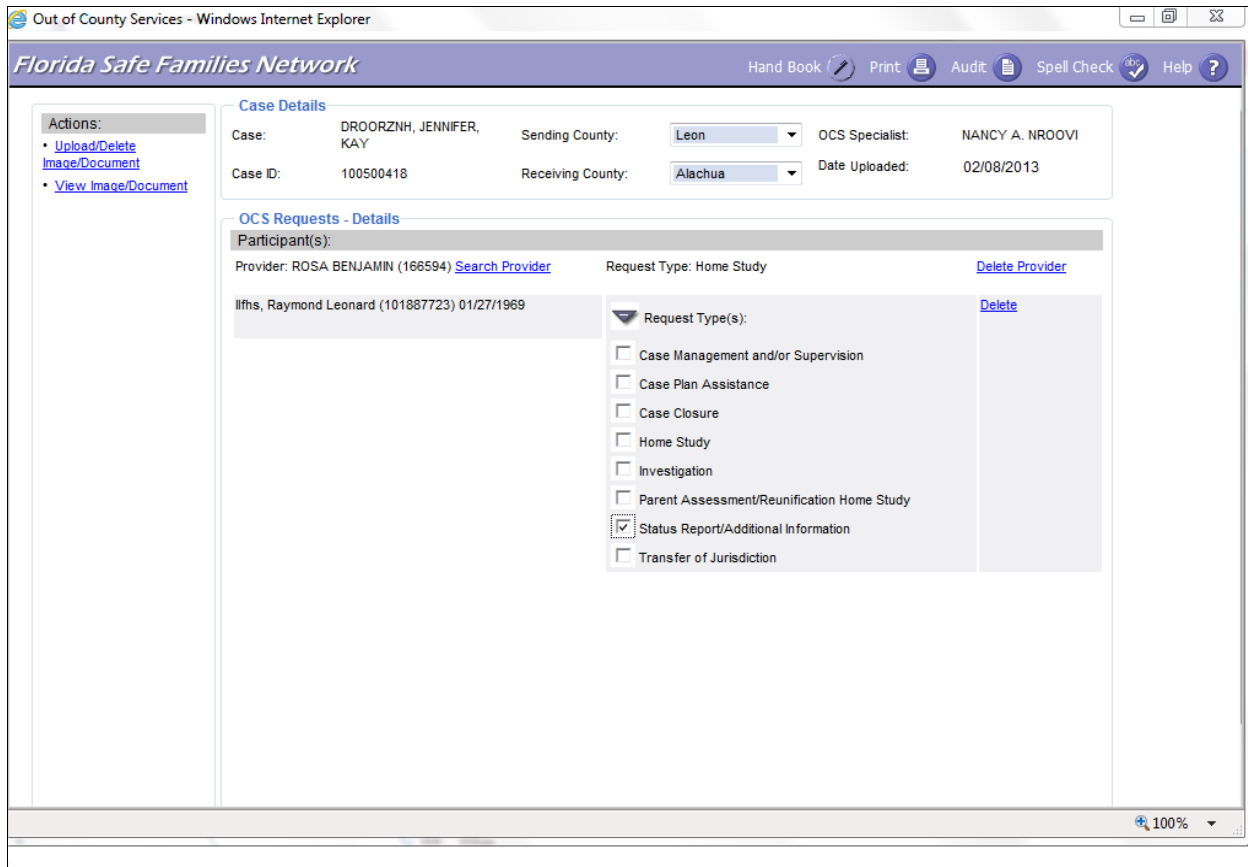
Move images processed to: e\$ on '207.156.62.121'\webhome\cf_web\adoption\search.

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

Interchange Mode – The FSFN system executes 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.

1.2.4. Out of County Services Page



Out of County Services - Windows Internet Explorer

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Actions:

- [Upload/Delete Image/Document](#)
- [View Image/Document](#)

Case Details

Case: DROORZNH, JENNIFER, KAY Sending County: **Leon** OCS Specialist: NANCY A. NROOVI
Case ID: 100500418 Receiving County: **Alachua** Date Uploaded: 02/08/2013

OCS Requests - Details

Participant(s):

Provider: ROSA BENJAMIN (166594) [Search Provider](#) Request Type: Home Study [Delete Provider](#)

lfhs, Raymond Leonard (101887723) 01/27/1969 [Delete](#)

Request Type(s):

- Case Management and/or Supervision
- Case Plan Assistance
- Case Closure
- Home Study
- Investigation
- Parent Assessment/Reunification Home Study
- Status Report/Additional Information
- Transfer of Jurisdiction

100%

1.2.4.1. Page Overview

Navigation

From Desktop menu, the Out of County Services (OCS) Specialist selects Create Case Work > Out of County Services from the File Cabinet drop down. Selecting the Case, Case Participants, and the Create button launches the Out of County Services page.

Page Summary

The OCS page allows the user from one county to request a service(s) from a user in another county. From the OCS page, the user is able to select the Sending and Receiving counties, multiple OCS request types, and upload an image or document using the current Imaging page functionality accessed from the Actions group box on the page.



1.2.4.2. **Page Information**

| | | |
|-------------------|------------------------|--|
| Group Box: | Case Details | |
| Fields: | Case: | A display-only field; not editable; pre-fills with the case name selected on the Create Case Work page |
| | Case ID: | A display-only field; not editable; displays the unique FSFN system generated Case ID |
| | Sending County: | Sending County: field; required and user-selected with the county of the OCS Specialist creating the OCS Request; editable drop down; required; counties retrieved from the Address table |
| | Receiving County: | Receiving County: field; editable drop down; required; counties retrieved from the Address table |
| | OCS Specialist: | Displays the name of the user who created the OCS request; display-only and is based on log in information when launched in Create Mode; retrieved from the database when displayed in view mode |
| | Date Uploaded: | Displays the date and time the OCS request page is initially saved; system generated; view only. |
| Group Box: | OCS Requests – Details | |
| Fields: | Participant(s) | Pre-fills individual rows based on the value(s) selected on the Create Case Work page; includes Participant Name, Person ID and DOB |
| | Provider: | Provider participant added to the OCS Request for a Home Study |
| | Request Type: | Defaults to Home Study for a Provider; not editable |
| Hyperlinks | Search Provider | Accesses the Search Provider common application function to pre-fill the first row in the Participant(s) column, if applicable. |
| | Delete Provider | Deletes the Provider from the Participant row |
| Expando | Request Type(s) | List group box; required; multi-selectable; List group box is dynamically pre-filled based on the “Out of County Services” category |
| Hyperlink | Delete | Deletes selected Participant row |



| | | |
|-------------------|------------------------------|--|
| Group Box: | Actions: | |
| | Upload/Delete Image/Document | Launches the Imaging page to allow the user to upload/delete an image or document |
| | View Image/Document | Launches the Imaging page to allow the user to view or delete an image or document |
| Buttons: | Save | Standard save functionality |
| | Close | Standard close functionality; returns the user to the Desktop |

1.2.4.3. **Background Processing:**

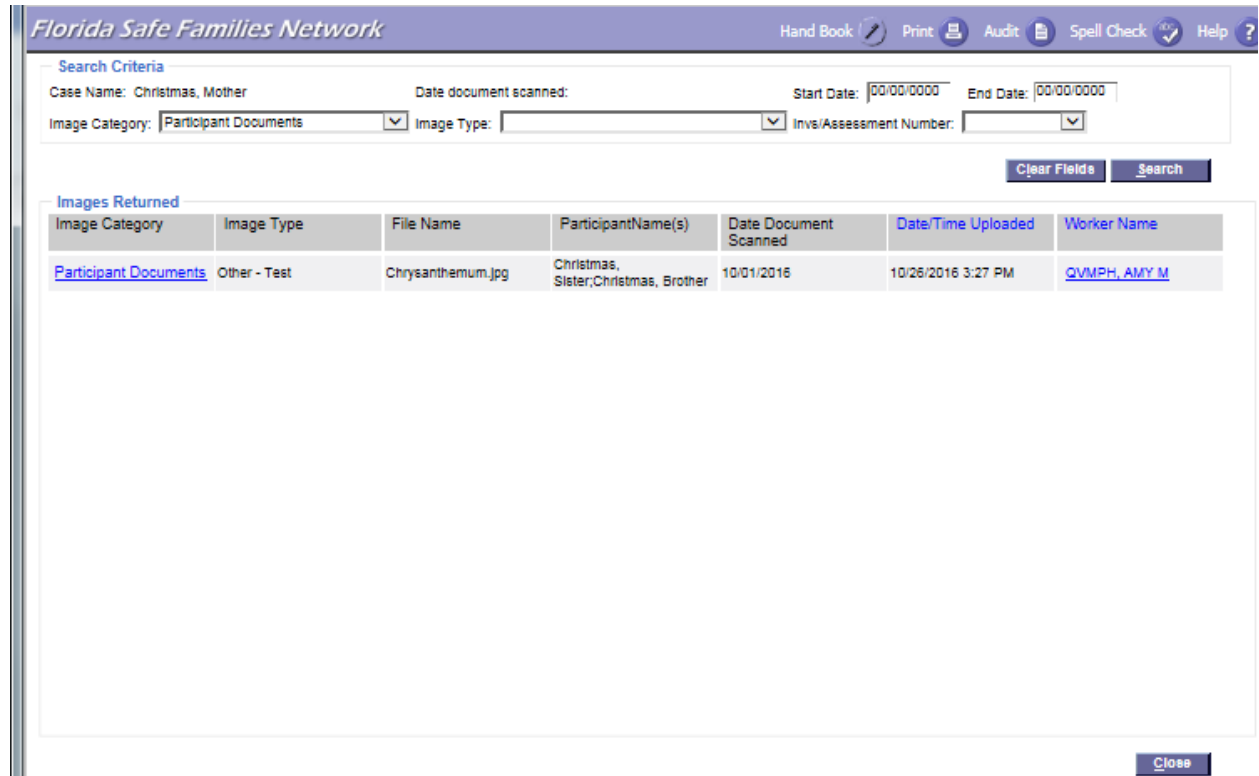
- Case (name), Case ID, Person ID and DOB for Case Participants selected on the Create Case Work page must display on the OCS Request page.
- Sending and Receiving County values are required and retrieved from the Address table.
- Sending and Receiving County values cannot be the same value.
- When selected, the Provider Search hyperlink accesses the Search Provider common application function to pre-fill the first row in the Participant(s) column.
- The Request Type associated with the Provider defaults to Home Study.
- There is a Delete Provider link at the end of the Provider Participant row that, when selected, deletes the Provider.
- A new Provider can be selected if the row is deleted and the page was not saved.
- The values in the Request Type(s) list group box are dynamically pre-filled based on the Out of County Services category and multi-selections are allowed.
- At least one Request Type value must be selected for each participant on the page
- The Delete link at the end of the Participant row deletes the selected Participant row.
- The OCS request must have at least one participant or one provider.
- In the Actions group box, selecting the Upload Image/Document link launches the Imaging Details page in Create mode.
- In the Actions group box, selecting the View Image/Document link launches the Imaging Details page in View mode.
- Current FSFN functionality applies to the Imaging page.
- The OCS request must have an attached image/document.



1.2.4.4. **Save Processing**

- Save Processing is initiated by clicking Save. Save processing is also initiated when clicking Close and then clicking Yes when the system asks the user if he or she would like to “Save changes before closing the page.”
- When Save processing is initiated, the OCS Request page is frozen and the user cannot update the page; however, the Image Detail page is still accessible and the image/document can be deleted.

1.2.5. File Cabinet Search Page



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Search Criteria

Case Name: Christmas, Mother Date document scanned: Start Date: 00/00/0000 End Date: 00/00/0000

Image Category: Participant Documents Image Type: Invs/Assessment Number:

Clear Fields Search

Images Returned

| Image Category | Image Type | File Name | ParticipantName(s) | Date Document Scanned | Date/Time Uploaded | Worker Name |
|---------------------------------------|--------------|-------------------|--------------------------------------|-----------------------|--------------------|-----------------------------|
| Participant Documents | Other - Test | Chrysanthemum.jpg | Christmas, Sister;Christmas, Brother | 10/01/2016 | 10/26/2016 3:27 PM | QVMPH_AMY_M |

Close

1.2.5.1. Page Overview

Navigation

The File Cabinet Search page is accessed from the Desktop via the Actions hyperlink associated with each FSFN Case, within the Cases expando, as well as the Actions hyperlink associated with each FSFN Case from any search page where the Actions hyperlink provides Case Note Search Criteria functionality. File Cabinet Search is also accessible from the Case Book page by selecting the File Cabinet Search hyperlink. However, regardless of where the File Cabinet Search page is accessed from, the Imaging page is displayed in View mode. If an attached Image needs to be deleted, the user must launch the Imaging page from either the Desktop within the File Cabinet Work icon or from the Case Book when File Cabinet is selected from the Work drop down and Imaging pages displayed within the center group box.

Page Summary

The File Cabinet Search page is used to search for multiple uploaded images or files for a case. When this page is accessed, the case name is system pre-filled.



The search criteria options include the Image Category and Type and a date range for the Date Document Scanned. If the user does not enter any criterion, the results include images associated to the case, except those with a Medical Record category. The displayed images include those attached to a case note or meeting. Additionally, the files uploaded from the Out of County Services page also display.

The search results display in a column format and include the Image Category, Image Type, File Name, Participant Name(s), and Date Document Scanned. The Date and Time the file was uploaded (created) and the Worker Name columns are sortable (blue headings). The initial sort is by Date Document Scanned (newest to oldest). If two or more search results have the same date, they sort alphabetical by Category and Type.

When the user clicks the Image Category hyperlink, FSFN launches the Imaging page. In addition, the user can click the Worker Name hyperlink to email the worker.

Please note that Person Management Photos and Adoption Photos are not displayed on the File Cabinet Search page as these are handled differently in FSFN. Functionality is such that when photos are attached to Person Management or attached to the Imaging page via the selection of Photo-Child Not Web Ready or Photo-Sibling Group Not Web Ready they are not displayed and accessible through the File Cabinet icon on the Desktop or Utility Search page. These photos are accessed from the Person Management page or from the Adoption icon on the Desktop or Utility Search page, respectively.

1.2.5.2. Page Information

| | | |
|-------------------|-----------------------|---|
| Group Box: | Search Criteria | This section allows the user to search for multiple images for a case based on different criteria. |
| Fields: | Case Name: | A display-only field that is not editable; pre-fills with the Case Name for which the Actions or File Cabinet Search (Case Book) hyperlink was selected |
| | Date Document Scanned | Date that the document was scanned. |
| | Start Date: | Start date is used as criteria for retrieving images in view mode; the start date defaults to 00/00/0000. Start and End Date cannot be the same, nor a future date. |
| | End Date: | Start date is used as criteria for retrieving images in view mode; the start date defaults to 00/00/0000. Start and End Date could be the same date, but End Date cannot be a future date. The End Date cannot be prior to the Start date |
| | Image Category | Drop down of valid reference values for Image Category. |



| | | |
|------------------|------------------------|---|
| | Image Type | <p>Drop down of valid reference values for Image Type; types are based on Image Category selected; no values are listed until the Image Category is selected.</p> <p>If the value of Participant Documents is selected for the Image Category, the available values in the Image Type will display an option of Inactive Value: Voluntary Protective Services Agreement. Although this value has been deactivated and can no longer be used, it is still available on the File Cabinet Search page so that users may continue to search for and view documents that were associated with this Image Type prior to it being deactivated.</p> |
| | Invs/Assessment Number | Drop down containing Invs/Assessment numbers associated with the case |
| Group Box | Images Returned | |
| | Images Returned | <p>This group box contains a repeating group with the following columns: Image Category; Image Type; File Name; Participant Name(s); Date Document Scanned; Date/ Time Uploaded; and Worker Name.</p> <p>The columns with headers displayed in blue allow the user to sort. Each time the user clicks a subsequent header without re-searching, it processes it as a sub-sort. Default sort is by Date Document Scanned. If multiple exist with the same Date Document Scanned, second sort is alphabetical by Image Category, then by Image Type within each Image Category.</p> |
| | Image Category | Column heading; pre-fills with image category hyperlink. |
| | Image Type: | Displays the Image Type; if the Image Type is "Other" the associated text field is displayed as follows: Other |
| | File Name: | Displays the File Name of the attached document, if applicable; please note that if the Image was deleted the file name is not be displayed; plain text capturing the file name with file extension |
| | Participant Name(s): | Displays the names of the participants selected and captured on the Imaging page |
| | Date Document Scanned: | Pre-fills with the Date Document Scanned captured on the Imaging page |
| | Date/Time Uploaded: | Pre-fills with the Date/Time Uploaded captured on the Imaging page |



| | | |
|-----------------|-----------------|---|
| | Worker Name: | Column heading; pre-fills with Worker Name hyperlink conditionally upon image upload |
| Options: | | None |
| Links: | Image Category: | Hyperlink launches the Imaging page displays. |
| | Worker Name: | Hyperlink that is conditionally displayed on upload of an image; displays the name of the worker, Last Name, First Name, Middle Name, who created the associated Imaging page and displays the Worker Name as a hyperlink; on selecting the hyperlink, a new email message is launched with the To field pre-filled with the Worker email; launches whichever email application the user points to. |
| Buttons: | Clear: | Clears search criteria fields |
| | Search: | Initiates image search for the selected criteria |
| | Close: | Standard close processing |

1.2.5.3. Background Processing

- Upon clicking the Search button, Imaging pages meeting the specified search criteria are displayed in the Images Returned group box.
- Based on the Invs/Assessment Number selected, the system returns any Image pages associated with that Invs/Assessment Number. This association occurs from the Child Investigation page, whereby the user is able to attach multiple images. This can be the sole search criteria.

1.2.5.4. Save Processing

None



1.2.6. Inventories

1.2.6.1. Reference Data

- Please refer to the 'Ref Data and Checklists' Documentation.

1.2.6.2. Automated Messages

The system generates an automated message to the appropriate users when any scanned document is added to the case folder.

Automated Message Text: A(n) {IMG_TYPE} was created in the Case #{CASE_ID} on {DT_TM_OF_CRTN}.

Automated Message Description: The system generates an automated message to the primary worker when a scanned document is added to the primary worker's case.

Note: An automated message is not sent to the primary worker if the primary worker scanned in the document.

1.2.6.3. Checklists

None

1.2.6.4. My Tasks

None

1.2.6.5. Notifications

None

1.2.6.6. Text Templates

None

1.2.6.7. Reports

None

1.2.6.8. Triggers

None

1.2.7. Requirements

| REQ Number | Requirement Description |
|------------|-------------------------|
|------------|-------------------------|



| REQ Number | Requirement Description |
|------------|---|
| REQT2.23 | The system must support Updates to the File Cabinet Functionality |
| REQT2.23.1 | Add additional Category, Type and other data fields to support improved organization of the File Cabinet. |
| REQT2.23.4 | For outliner indexing, the system organizes documents based on document type on the Case Notes and Meetings module and provides the ability for Imaging pages to be associated to each of these identified pages, and history of attached images accessed from each of these identified pages. (in other words, case plans scanned docs must be saved/organized under case plan, associate docs with child) Note: During design the group agreed that the File Cabinet Search page, providing the ability to filter based on Category, Type, and so on. met this requirement to provide indexing. Furthermore, documents attached to the Present Danger Assessment (PDA), Safety Plan, Unified Home Study, Legal Documentation, Case Notes and Meetings is accessible from both the page within the FSFN system as well as within the File Cabinet icon on the Desktop and Utility Search page. |
| REQT2.23.5 | Ability to add attachments and docs be linked to specific work in the system and accessible from the piece of work (assessment saved to file cabinet, and saved doc is identified and can be accessed from the assessment module) Note: This requirement is referenced from each respective functional spec: Present Danger Assessment (PDA), Safety Plan, Unified Home Study, Legal Documentation, Case Notes, and Meetings. As identified above, only Case Notes and Meetings are part of Release 1. |
| REQT2.24 | The system must provide for the Addition of File Cabinet Upload capability. |



| REQ Number | Requirement Description |
|-------------------|--|
| REQT2.24.1 | <p>System must provide ability to add an attachment to a scanned piece of work detail.</p> <p>Note: Each specific functional specification document references this requirement and includes the identified functionality. Only Case Notes and Meetings are part of Release 1.</p> |