



Prepared for State of Florida Department of Children and Families

The Florida Safe Families Network (FSFN) **Post Adoption Services Page** 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 a Post Adoption Services Page

How Do I...?

Selections

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| <p>Create a Post Adoption Services page from the Desktop</p> | <ul style="list-style-type: none"> • From Desktop, click Create Case Work in Banner Bar. • Select Post Adoption Services from Adoption drop down. • Select applicable case. • Select applicable case participant. • Click Create. • Post Adoption Services page displays. • Proceed to document a Service Requested by the family or document Service referred to the family. See below for specific steps to complete either of these tasks. | <p><i>The Post Adoption Services page facilitates the Post Adoption Process by providing a central place for documenting and viewing services requested by the family and services offered to the family post adoption. In addition, it provides the ability to create and document services offered and provided to the family post adoption.</i></p> <p><i>Post Adoption Services pages are created in post-adoptive cases using a case participant's Person ID. Only one Post Adoption Services page can be created per Person ID across FSFN. If a Post Adoption Services page exists, even in a closed case, and a child becomes a case participant in a new case, the Post Adoption Services page can still be accessed and updated in the new case, as long as the child maintains the same Person ID.</i></p> <p><i>The Post Adoption Services page requires a Date of Birth and Gender, in order to save the page. In addition, to ensure that the page is being created in a post-adoptive case, one of the following criteria must be met:</i></p> <ol style="list-style-type: none"> <i>1. The participant for whom the Post Adoption Services page is being created is flagged in the database as a "post adoptive" child.</i> <i>2. The Case Type on the associated Maintain Case page is Post Adoption Services, AND the participant is currently receiving an Adoption Subsidy Service associated with that FSFN Case in which the Post Adoption Services page is being created.</i> <i>3. The participant's most recent Removal Episode must be discharged for reason of Adoption Finalization, OR the most recent "completed" Private Adoption page has an Outcome of "Adoption Finalization" AND the Case Type = Post Adoption Services.</i> <p><i>The Post Adoption Services page can be created for participants of any age, including those 18 and older.</i></p> |
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| <p>Create a Post Adoption Services page from Case Book</p> | <ul style="list-style-type: none">• Access Case Book.• Select Create Case Work hyperlink above center group box.• Select Post Adoption Services from Adoption drop down.• Select applicable case participant.• Click Create.• Post Adoption Service page displays.• Proceed to document a Service Requested by the family or document Service referred to the family. <i>See below for specific steps to complete either of these tasks.</i> | |
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Access a Post Adoption Services Page

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| <p>Access an existing Post Adoption Services page from Person Book</p> | <ul style="list-style-type: none"> • Access Person Book. • Select Adoption from the center panel drop down • Select the applicable Post Adoption Services page hyperlink. • Post Adoption Services page displays. | |
| <p>Access an existing Post Adoption Services page from Case Book</p> | <ul style="list-style-type: none"> • Access Case Book. • Select Adoption from the center panel drop down • Select the applicable Post Adoption Services page hyperlink. • Post Adoption Services page displays. | |
| <p>Access an existing Post Adoption Services page from Desktop</p> | <ul style="list-style-type: none"> • From your Desktop, select the Adoption icon displayed under the case in which you desire to edit or view. • Select the applicable Post Adoption Services page hyperlink. • Post Adoption Services page displays. | |

Complete a Service Request by Family

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| <p>Complete a Post Adoption Service Request by family</p> | <ul style="list-style-type: none"> • Create or Access the Post Adoption Services page for the applicable child. • Click Insert in the Services Requested by Family group box. • Enter required information: Date Requested, Fiscal Agency Receiving Contact, Fiscal Agency Providing Service, and Service Type. • Search and select a Worker to receive a notification of the Service requested. • Click Save. <p>NOTE: Once the page is saved following the steps above, the radio button in the Services Requested by Family group box defaults to the newest row created. However, the selection of any of the other existing rows is also permitted at this point.</p> <ul style="list-style-type: none"> • Select the row for the service requested by the family which will be referred and complete the steps for documenting the Service Request Details, • In the Service Request Details group box, enter the details for the Service that was requested by the family. <ul style="list-style-type: none"> • Select either 'Yes' or 'No' radio button following the question: Was the service referred to the family? <ul style="list-style-type: none"> • If 'Yes' is selected, then the date field will become enabled and a date entry is required to save the page. • If 'No' is selected, then the Reason Not Referred field becomes enabled and a selection from the drop down is required to save the page. If 'Other' is selected from the drop down, then the subsequent no label text field is required for user entered text to document 'Other' reason. <ul style="list-style-type: none"> • Click Save. | <p><i>Once a row has been inserted in the Services Requested by family group box, a Delete hyperlink will display in the Action column, permitting you or your Supervisor to delete any rows created in error. The Delete hyperlink will continue to display until the associated Service Request Details have been documented.</i></p> <p><i>Once a worker is searched and selected and you return to the Post Adoption Services page, the Worker Search hyperlink will change to display the hyperlink as the Worker's name. Clicking the Worker's name will re-launch the Worker Search page.</i></p> <p><i>After documenting a Service Requested by Family, the first row's radio button will be selected each time the Post Adoption Services page is launched. Based upon the selected radio button, the Service Request Details will dynamically display the details for that specific row.</i></p> |

Create a Service Referral from the Post Adoption Services page

Create a Service Referral from the Post Adoption Services page

- Access the **Post Adoption Services** page for the applicable child.
- Click **Insert** in the **Services Referred** group box if a new service needs to be created.
- Enter required information into the new row: **Fiscal Agency Providing Service, Service Begin Date, Service Type, and Status.**
- Click **Save.**
NOTE: The **Create Service** hyperlink will now display for the newly created row.
- Click **Create Service.**
- The **In-Home Services** page displays.
- Review the information displayed on the **Services** tab.
NOTE: This information is pre-filled from the associated Post Adoption Services page.
- Select a Provider on the **Provider** tab.
- Click **Save.**
- Click **Close.**

The Create Service hyperlink only displays once the Services Referred group box has been fully documented, the Status = Accepted, and the page has been successfully saved. This is because the information in the Services Referred group box pre-fills the required fields on the Services page when it is created from the Post Adoption Services page.

Upon clicking the Create Service hyperlink, the system will validate that the participant for whom the Service is being created has a documented date of birth and gender on their Person Management record.

After successfully saving the associated Services page for the first time, the Delete hyperlink in the Services Referred group box will dynamically change to display a View Service hyperlink.

Once the Services page is successfully saved for the first time, a Post Adoption Services ID displays as a hyperlink to provide easy access between the Services page and it's associated Post Adoption Services page.