

## **PM08: Provider Address Maintenance**

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**May 12, 2017**

## Change History

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## 1.1. Introduction

Florida Safe Families Network (FSFN) supports the creation and modification to provider addresses through the *PM08: Provider Address Maintenance* Topic Paper.

Users with open assignments to the provider and the appropriate security levels can create and maintain address data for Organization and Person Providers. The page functionality (disabled fields, etc.) is the same for Organization and Person Provider records.

The Create Physical Address pop-up page is used if a provider has moved to a new physical location. The Previous Physical Address group box pre-fills with the most current address information, is read only, and serves as a reference. The user enters the fields in the Current Physical Address group box to create the new information.

The Maintain Physical Address pop-up page is used to correct an existing provider address. Both the Previous Physical Address group box and the Current Physical Address group box pre-fill with the most current address information. The user modifies the fields in the Current Physical Address group box to correct the information. The Previous Physical Address group box is read-only and serves only as a reference.

The Create Mailing Address pop-up page is used to establish the mailing address of the provider, or create a new mailing address. The Maintain Mailing Address pop-up page is used to modify an existing mailing address. The Previous Mailing Address group box pre-fills with the most current mailing address information, if one has previously been captured for the provider, and is read-only and serves as a reference. If this is the initial entry of a mailing address for the provider, the Previous Mailing Address group box is blank. The user enters information into the fields in the Current Mailing Address group box, or modifies the prefilled data, to create the new mailing address.

The Create Billing Address pop-up page is used to establish the billing address of the provider or create a new billing address. The Previous Billing Address group box pre-fills with the most current address information, is read only, and serves as a reference. The user enters the fields in the Current Billing Address group box to create the new information.

The Maintain Billing Address pop-up page is used to correct an existing provider billing address. Both the Previous Billing Address group box and the Current Billing Address group box pre-fill with the most current address information. The user modifies the fields in the Current Billing Address group box to correct the information. The Previous Billing Address group box is read-only and serves only as a reference.



### 1.2.1.2. Overview

The Create Physical Address pop-up page is used if a provider has moved to a new physical location. It is especially critical to update the new provider address using the Create Physical Address page if the provider is licensed as it impacts the status of the provider's license (*see Background and Save Processing below.*) On the Create Physical Address page, the provider name and provider type pre-fill in the header group box. The Previous Physical Address group pre-fills with the most current address information, is read-only, and serves as a reference. The user enters the required fields in the Current Physical Address group box to create the new address information. The Home Phone Number and any other optional information (e.g. work phone, extension, and email) must be reentered even if they did not change. The new address will override all previous address data, including phone numbers. The effective date pre-fills with the current date and is editable.

The user will have the option to update the address of the children in placement with the provider's primary residence address upon editing the Physical Address.

The page opens in view-mode for users without an open assignment to the provider when accessed from the desktop, Basic icon. The page cannot be opened by a user without an open assignment via Create > Provider Work. Attempting to do so generates an access edit message.

### 1.2.1.3. Pop-Up Page Information

Group Box:	Provider	
Fields:	Name	The name of the provider; system derived; view only
	Type	The type of provider for whom the address pertains; view only
Group Box	Previous Physical Address	
	C/O	“Care of” address line; view only
	Street/Route	Type of address designator; view only
	Street	Address street number and name of provider address; view only
	Unit Designator	Unit Designator of provider address; view only
	Unit Designator Number	Unit Designator Number of provider address; view only
	Building	Building Number or Description of provider address; view only
	Route	Route Type of provider address; view only
	Route Number	Route Number of provider address; view only
	Route Box Number	Route Box Number of provider address; view only
	FL City	Florida City of provider address; view only
	County	Florida County of provider address; view only
	Non-Florida County	Non-Florida County of provider address; view only
	City	City of provider address will pre-fill with FL City value if it has been selected; view only

	State	State of provider address; view only
	ZIP plus 4	Address ZIP code of provider address; view only
	Country	Address Country of provider address; view only
	Comments	Address comments; view only
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider; view only
	Work	The work phone number of the provider; view only
	Ext	The work extension number of the provider; view only
	Cell	The cell number of the provider; view only
	Contact Phone	Alternate contact phone number of the provider; view only
	Ext	The extension number of the provider's alternate
	Fax	The fax number of the provider; view
	Email	The E-Mail address of the provider; view only
	Comments	Phone Comments; view only
	Effective Date	The Effective Date of the provider's address; view only
<b>Group Box</b>	Current Physical Address	
<b>Fields</b>	C/O	"Care of" address line. User entered text field; not required; no default value
	Street/Route	Type of address designator. User selected drop down; required; default value = Street
	Street	Address street number and name - two fields are provided. User entered text field; enabled and required when Street/Route = Street; no default value.
	Unit Designator	Unit Designator. User selected dropdown; not required; no default value
	Unit Designator Number	Unit Designator Number. User entered text field; not required; no default value
	Building	Building Number or Description. User entered text field; not required; no default value
	Route	List of Route Types. User selected dropdown; not required; no default value; enabled and required when Street/Route = Route
	Route Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	Route Box Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	FL City	User selected dropdown; List of Florida Cities; not required; no default value; value selected pre-fills City field
	County	User Selected dropdown; List of Florida Counties; not required; no default value
	Non-Florida County	User entered text field; not required; no default value
	City	User entered text field; required if blank, not required if pre-



		filled by selection in FL City field; no default value
	State	U.S. state of address. The list includes entries for 54 U.S. states and territories. User selected drop down; not required; default values of "FL"
	ZIP plus 4	Address ZIP code. User entered text field; first 5 digits are required; no default value
	Country	Address Country. User selected drop down; not required; defaults to "United States"
	Comments	Address comments. User entered text field; not required; no default value; limit to 200 characters
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider. User entered; not required; no default value
	Work	The work phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's work phone. User entered; not required; no default value
	Cell	The cell phone number of the provider. User entered; not required; no default value
	Contact Phone	Alternate contact phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's alternate contact phone number. User entered; not required; no default value
	Fax	The fax number of the provider. User entered; not required; no default value
	E-mail	The E-Mail address of the provider. User entered; not required; no default value
	Comments	Phone Comments. User entered text field; not required; no default value; limit to 200 characters.
	Effective Date	The effective date of the provider address; required; defaults to current date; editable (does not allow a date earlier than the previous Effective Date or a future date.)
<b>Buttons</b>	Save	Standard Save processing
	Close	Standard Close processing

#### 1.2.1.4. Background Processing

1. Users without an open assignment to the provider cannot access the Create Physical Address page for provider records.
2. When the user enters a new physical address in the Current Physical Address group-box, and saves the record, the worker will receive an automated message alerting them to update the automatically generated "pending" license.

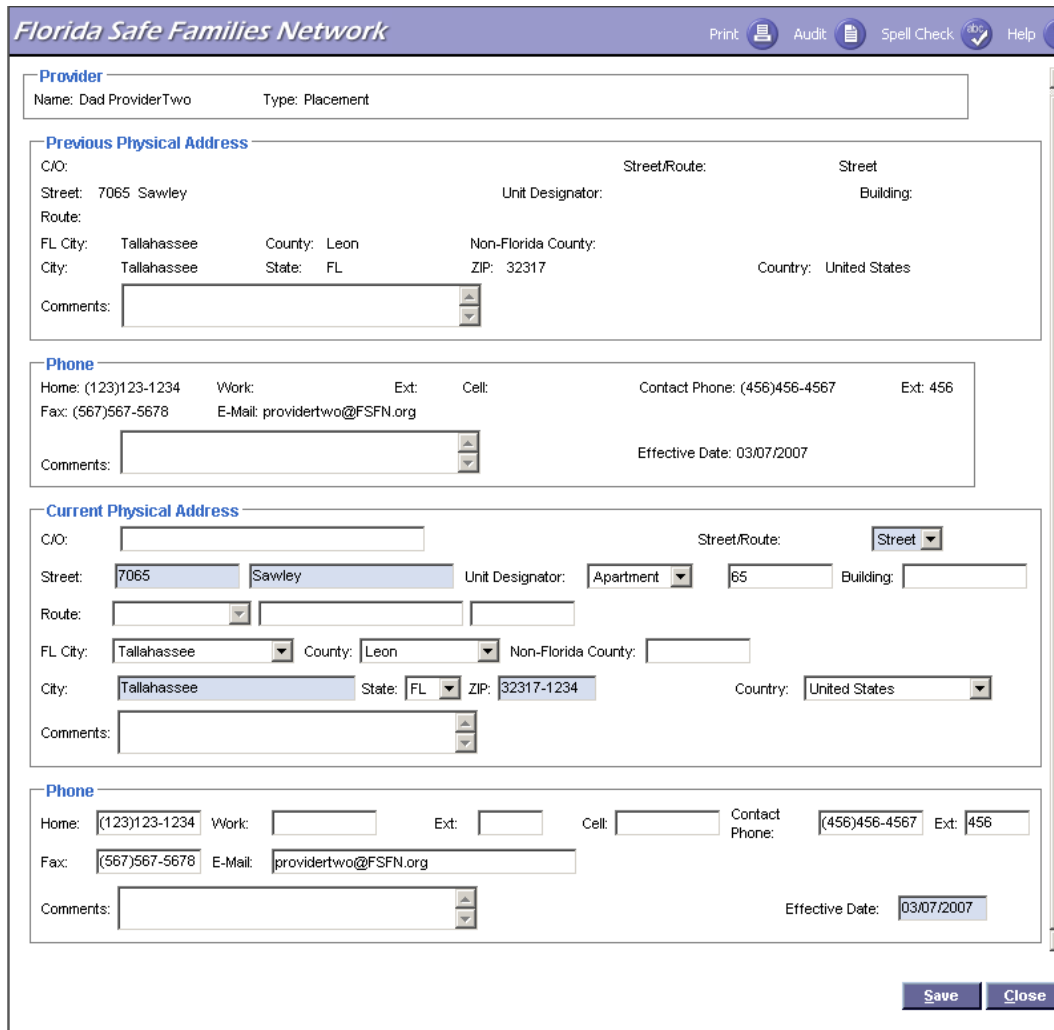
### 1.2.1.5. Save Processing

1. Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if they would like to "Save changes before closing the page."
2. The physical address is inserted into the Address table for the provider. All provider household members have the physical address information associated with them.
3. When a user edits an existing address using a different Effective Date, the existing address will be end-dated with the new date and a new address record will be written with the same address type and the new Effective Date for the provider and all the household members.
4. If the address changes twice in the same day, the previous address information is replaced with the new address information for the provider and provider participants.
5. When a user edits an existing physical address, the address of all children in placement will be updated on the child's Person Management page > Address tab.
6. The physical address will be inserted into the Address table for the provider. Pending licenses will also have the physical address versus the mailing address associated with that license.
7. Existing licenses that are active will be closed with the closed date set to the Current System date and the pending license is created with an Effective From Date set to one day after the closure. This ensures that the newly created pending licenses do not have overlapping dates.
8. Address changes will not be made for the old licenses. A new address row will be inserted for the newly created license.
9. A new license action will be inserted into the License Action table for old active licenses and will be set to "Closed - New Physical Address"
10. A new license will be created using the same licensing type at the new address location using the information entered in the Current Physical Address group box. The effective start date of the new license will be set to the Effective date from the Current Physical Address group box. The status on the new licenses will be set to Pending.

### 1.2.1.6. CRUD Matrix –Create Physical Address

Table Name	Create	Read	Update	Delete
LICENSE		X	X	
PROVIDER_PART		X		
PROVIDER_ORG				
CODE_DESC		X		
WORKER				
EPISODE		X		
ADDRESS	X	X	X	X

## 1.2.2. Pop-Up Page - Maintain Physical Address



**NOTE: a scroll bar may display on the right hand side of the page.**

### 1.2.2.1. Pop-Up Page Navigation

The Maintain Physical Address pop-up page is used to correct an existing provider address, and is accessed in two ways. First method: the user creates a new address for a new location by choosing Maintenance > Maintain Physical Address from the Item list of the Create Provider Work page and selects the provider requiring the address change, in the Provider Group Box. Second method: the user clicks the Provider Address link on the outliner- under the Basic icon, to access the Maintain Physical Address pop-up page.

### 1.2.2.2. Overview

On the Maintain Physical Address pop-up page, the provider name and provider types are pre-filled in the header group box. Both the Previous Physical Address group box and the Current Address group box also pre-fill with the most current address information. The user modifies

the appropriate fields in the Current Physical Address group box to update the information. The Previous Physical Address group box is read-only and serves only as a reference. The Home Phone Number and any other optional information (e.g. work phone, extension, email) must be reentered even if they did not change. The new address will override all previous address data, including phone numbers.

It is especially critical to only use the Maintain Physical Address page to correct a provider's **existing** address. If the provider moves and has a **new** address, use the Create Physical Address page.

The data in the Current Mailing Address group box can be updated and saved many times, however the user will not see the updates in the Previous Mailing Address until the page is saved and closed.

The page opens in view-mode for users without an open assignment to the provider when accessed from the desktop, Basic icon.

### 1.2.2.3. Pop-Up Page Information

Group Box:	Provider	
Fields:	Name	The name of the provider; system derived; view only
	Type	The type of provider for whom the address pertains; view only
Group Box	Previous Physical Address	
	C/O	“Care of” address line; view only
	Street/Route	Type of address designator; view only
	Street	Address street number and name of provider address; view only
	Unit Designator	Unit Designator of provider address; view only
	Unit Designator Number	Unit Designator Number of provider address; view only
	Building	Building Number or Description of provider address; view only
	Route	Route Type of provider address; view only
	Route Number	Route Number of provider address; view only
	Route Box Number	Route Box Number of provider address; view only
	FL City	Florida City of provider address; view only
	County	Florida County of provider address; view only
	Non-Florida County	Non-Florida County of provider address; view only
	City	City of provider address will pre-fill with FL City value if it has been selected; view only
	State	State of provider address; view only
	ZIP plus 4	Address ZIP code of provider address; view only

	Country	Address Country of provider address; view only
	Comments	Address comments; view only
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider; view only
	Work	The work phone number of the provider; view only
	Ext	The work extension number of the provider; view only
	Cell	The cell number of the provider; view only
	Contact Phone	Alternate contact phone number of the provider; view only
	Ext	The extension number of the provider's alternate
	Fax	The fax number of the provider; view
	Email	The E-Mail address of the provider; view only
	Comments	Phone Comments; view only
	Effective Date	The Effective Date of the provider's address; view only
<b>Group Box</b>	Current Physical Address	
<b>Fields</b>	C/O	"Care of" address line. User entered text field; not required; no default value
	Street/Route	Type of address designator. User selected drop down; required; default value = Street
	Street	Address street number and name - two fields are provided. User entered text field; enabled and required when Street/Route = Street; no default value.
	Unit Designator	Unit Designator. User selected dropdown; not required; no default value
	Unit Designator Number	Unit Designator Number. User entered text field; not required; no default value
	Building	Building Number or Description. User entered text field; not required; no default value
	Route	List of Route Types. User selected dropdown; not required; no default value; enabled and required when Street/Route = Route
	Route Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	Route Box Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	FL City	User selected dropdown; List of Florida Cities; not required; no default value; value selected pre-fills City field
	County	User Selected dropdown; List of Florida Counties; not required; no default value
	Non-Florida County	User entered text field; not required; no default value
	City	User entered text field; required if blank, not required if pre-filled by selection in FL City field; no default value

	State	U.S. state of address. The list includes entries for 54 U.S. states and territories. User selected drop down; not required; default values of "FL"
	ZIP plus 4	Address ZIP code. User entered text field; first 5 digits are required; no default value
	Country	Address Country. User selected drop down; not required; defaults to "United States"
	Comments	Address comments. User entered text field; not required; no default value; limit to 200 characters
<b>Group Box</b>	<b>Phone</b>	
<b>Fields</b>	Home	The home phone number of the provider. User entered; not required; no default value
	Work	The work phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's work phone. User entered; not required; no default value
	Cell	The cell phone number of the provider. User entered; not required; no default value
	Contact Phone	Alternate contact phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's alternate contact phone number. User entered; not required; no default value
	Fax	The fax number of the provider. User entered; not required; no default value
	E-mail	The E-Mail address of the provider. User entered; not required; no default value
	Comments	Phone Comments. User entered text field; not required; no default value; limit to 200 characters.
	Effective Date	The effective date of the provider address; required; defaults to current date; editable (does not allow a date earlier than the previous Effective Date or a future date.)
<b>Buttons</b>	Save	Standard Save processing
	Close	Standard Close processing

#### 1.2.2.4. Background Processing

1. Users without an open assignment to the provider cannot access the Maintain Physical Address page for Provider records.
2. Users without an open assignment to the provider can open the Maintain Physical Address page in view mode, from the Provider Address link on the search outliner.

#### 1.2.2.5. Save Processing

1. Save Processing is initiated by clicking on the Save command button. Save processing is

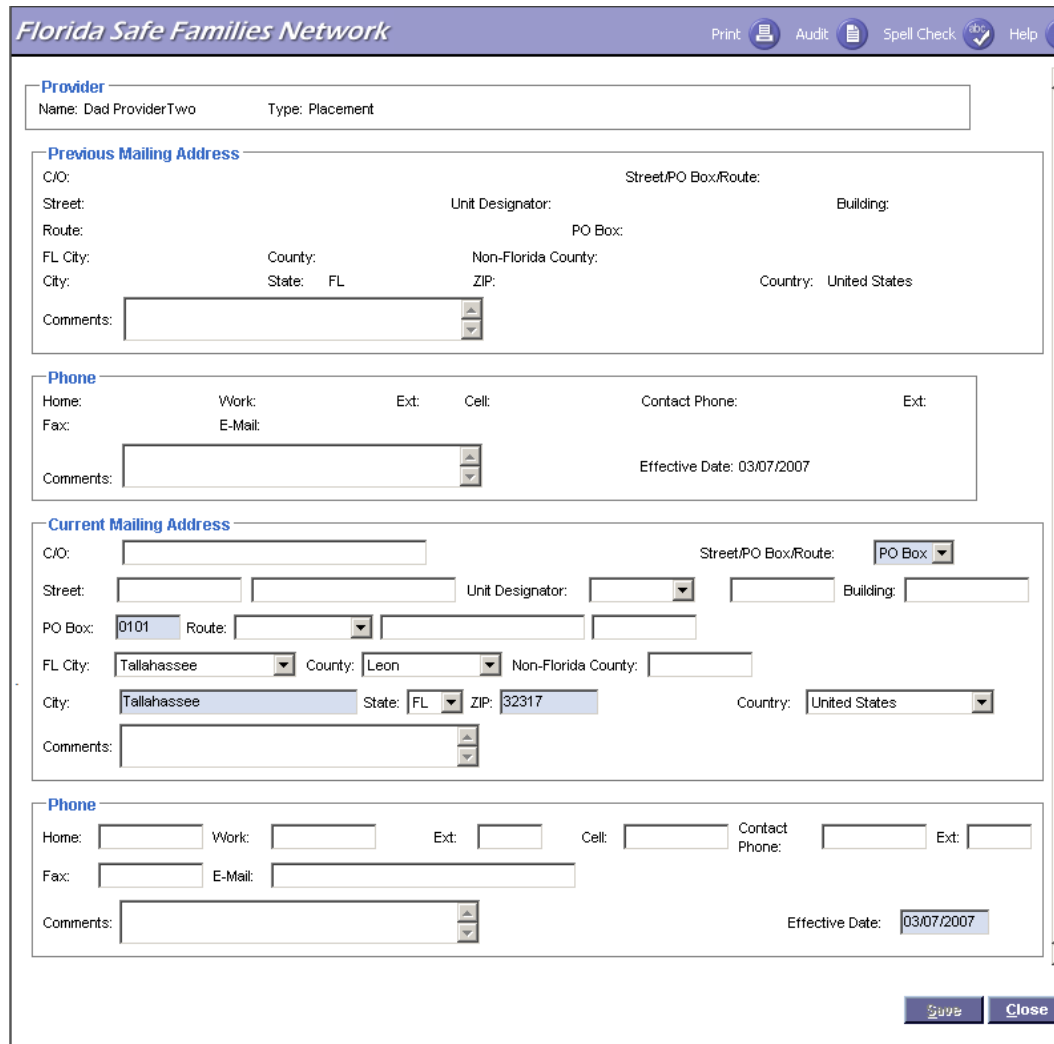
also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if they would like to "Save changes before closing the page."

2. The corrected physical address is inserted into the Address table for the provider, and all the provider household members, with the corrected information.
3. The effective date from the page is entered into the previous address end date and a new address row starts with that effective date for the new address records created for the provider and provider household members.
4. If the address is changed twice in the same day, the previous address information is replaced with the new address information for the provider and provider participants.

#### 1.2.2.6. CRUD Matrix – Maintain Physical Address

Table Name	Create	Read	Update	Delete
LICENSE		X		
PROVIDER_PART		X		
PROVIDER_ORG		X		
CODE_DESC		X		
WORKER				
EPISODE				
ADDRESS	X	X	X	

### 1.2.3. Pop-Up Page - Create Mailing Address



**NOTE: a scroll bar may display on the right hand side of the page.**

### 1.2.4. Pop-Up Page Navigation

The Create Mailing Address pop-up page is accessed from the Create > Provider Work menu option. The user must create a mailing address for a location by choosing Maintenance > Mailing Address from the Item list of the Create Provider Work page and then selecting the provider in the Provider Group Box.

### 1.2.5. Overview

The Create Mailing Address pop-up page is used to establish the mailing address of the provider. For instance, the provider uses a P.O. Box address for correspondences instead of the actual physical address. On the Create Mailing Address pop-up page, the provider name and



provider types are pre-filled in the header group box. The Previous Mailing Address group-box is blank if no mailing address has been captured previously for the provider. If a Mailing Address has previously been captured for the provider, it pre-fills in the Previous Mailing Address group-box, which is disabled. The user enters information into the fields in the Current Mailing Address group box to create the new mailing address.

The page opens in view-mode for users without an open assignment to the provider when accessed from the desktop, Basic icon.

### 1.2.6. Pop-Up Page Information

Group Box:	Provider	
<b>Fields:</b>	Name	The name of the provider; system derived; view only
	Type	The type of provider for whom the address pertains; view only
<b>Group Box</b>	Previous Physical Address	
	C/O	In Care Of; Physical Address view only
	Street/PO Box/Route	Type of address designator; view only
	Street	Address street number and name of provider address; view only
	Unit Designator	Unit Designator of provider address; view only
	Unit Designator Number	Unit Designator Number of provider address; view only
	Building	Building Number or Description of provider address; view only
	Route	Route Type of provider address; view only
	Route Number	Route Number of provider address; view only
	Route Box Number	Route Box Number of provider address; view only
	FL City	Florida City of provider address; view only
	County	Florida County of provider address; view only
	Non-Florida County	Non-Florida County of provider address; view only
	City	City of provider address will pre-fill with FL City value if it has been selected; view only
	State	State of provider address; view only

	ZIP plus 4	Address ZIP code of provider address; view only
	Country	Address Country of provider address; view only
	Comments	Address comments; view only
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider; view only
	Work	The work phone number of the provider; view only
	Ext	The work extension number of the provider; view only
	Cell	The cell number of the provider; view only
	Contact Phone	Alternate contact phone number of the provider; view only
	Ext	The extension number of the provider's alternate
	Fax	The fax number of the provider; view
	Email	The E-Mail address of the provider; view only
	Comments	Phone Comments; view only
	Effective Date	The Effective Date of the provider's address; view only
<b>Group Box</b>	Current Physical Address	
<b>Fields</b>	C/O	In Care of/ Physical Address; provider's address; view only
	Street/PO Box/Route	Type of address designator. User selected drop down; required; default value = Street
	Street	Address street number and name - two fields are provided. User entered text field; enabled and required when Street/Route = Street; no default value.
	Unit Designator	Unit Designator. User selected dropdown; not required; no default value
	Unit Designator Number	Unit Designator Number. User entered text field; not required; no default value
	Building	Building Number or Description. User entered text field; not required; no default value
	Route	List of Route Types. User selected dropdown; not required; no default value; enabled and required when Street/Route = Route

	Route Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	Route Box Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	FL City	User selected dropdown; List of Florida Cities; not required; no default value; value selected pre-fills City field
	County	User Selected dropdown; List of Florida Counties; not required; no default value
	Non-Florida County	User entered text field; not required; no default value
	City	User entered text field; required if blank, not required if pre-filled by selection in FL City field; no default value
	State	U.S. state of address. The list includes entries for 54 U.S. states and territories. User selected drop down; not required.
	ZIP plus 4	Address ZIP code. User entered text field; first 5 digits are required; no default value
	Country	Address Country. User selected drop down; not required; defaults to no default value
	Comments	Address comments. User entered text field; not required; no default value; limit to 200 characters
<b>Group Box</b>	<b>Phone</b>	
<b>Fields</b>	Home	The home phone number of the provider. User entered; not required; no default value
	Work	The work phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's work phone. User entered; not required; no default value
	Cell	The cell phone number of the provider. User entered; not required; no default value
	Contact Phone	Alternate contact phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's alternate contact phone number. User entered; not required; no default value

	Fax	The fax number of the provider. User entered; not required; no default value
	E-mail	The E-Mail address of the provider. User entered; not required; no default value
	Comments	Phone Comments. User entered text field; not required; no default value; limit to 200 characters.
	Effective Date	The effective date of the provider address; required; defaults to current date; editable (does not allow a date earlier than the previous Effective Date or a future date.)
<b>Buttons</b>	Save	Standard Save processing
	Close	Standard Close processing

### 1.2.7. Background Processing

1. Users without an open assignment to the provider cannot access the Create Mailing Address page for Provider records.

### 1.2.8. Save Processing

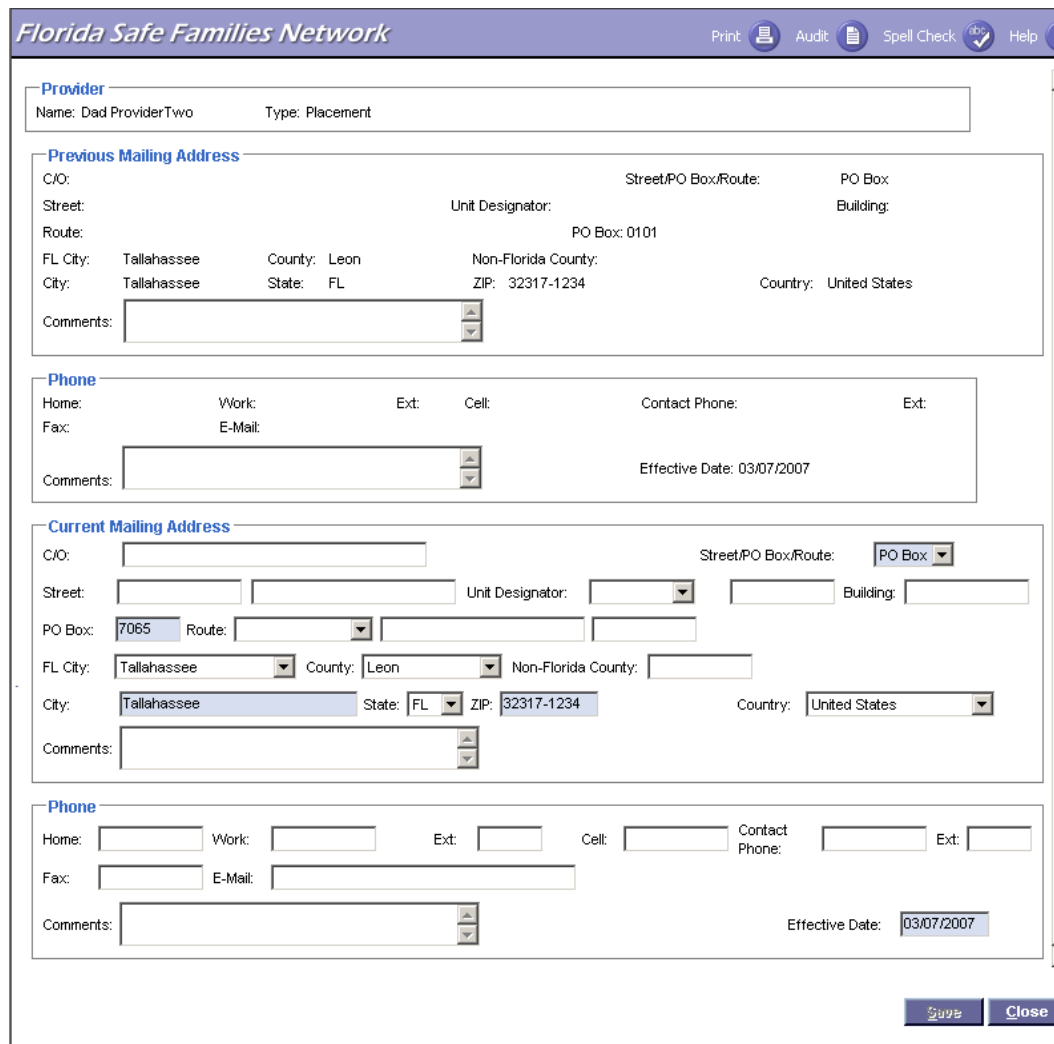
1. Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if they would like to "Save changes before closing the page."
2. The mailing address is inserted into the Address table for the provider and all correspondence generated via FSFN is directed to this address.
3. If the address changes twice in the same day, the previous address information is replaced with the new address information for the provider and the all the provider household members.

The Previous Mailing Address and Header group box values are pre-filled with the most current mailing address information (if available).

### 1.2.9. CRUD Matrix

Table Name	Create	Read	Update	Delete
LICENSE		X		
PROVIDER_PART		X		
PROVIDER_ORG		X		
CODE_DESC		X		
WORKER				
EPISODE				
ADDRESS	X	X	X	

## 1.2.10. Pop-Up Page - Maintain Mailing Address



**Florida Safe Families Network** Print Audit Spell Check Help

**Provider**  
Name: Dad ProviderTwo Type: Placement

**Previous Mailing Address**  
C/O: Street/PO Box/Route: PO Box:  
Street: Unit Designator: Building:  
Route: PO Box: 0101  
FL City: Tallahassee County: Leon Non-Florida County:  
City: Tallahassee State: FL ZIP: 32317-1234 Country: United States  
Comments:

**Phone**  
Home: Work: Ext: Cell: Contact Phone: Ext:  
Fax: E-Mail:  
Comments: Effective Date: 03/07/2007

**Current Mailing Address**  
C/O: Street/PO Box/Route: PO Box  
Street: Unit Designator: Building:  
PO Box: 7065 Route:   
FL City: Tallahassee County: Leon Non-Florida County:  
City: Tallahassee State: FL ZIP: 32317-1234 Country: United States  
Comments:

**Phone**  
Home: Work: Ext: Cell: Contact Phone: Ext:  
Fax: E-Mail:  
Comments: Effective Date: 03/07/2007

Save Close

**NOTE: a scroll bar may display on the right hand side of the page.**

## 1.2.11. Pop-Up Page Navigation

The Maintain Mailing Address pop-up page is accessed by clicking on the Mailing Address link listed below the provider's record on the desktop, under the Basic icon.

## 1.2.12. Overview

The Maintain Mailing Address pop-up page is used to correct an existing provider mailing address. The header group-box pre-fills with the provider name and provider type. Both the Previous and Current Mailing Address group-boxes pre-fill with the existing address. While the Previous Mailing Address group-box is disabled, the Current Mailing Address group-box is enabled allowing users with an open assignment to the provider to enter the address modifications.

The data in the Current Mailing Address group box can be updated and saved many times, however the user will not see the updates in the Previous Mailing Address until the page is saved and closed.

The page opens in view mode for users without an open assignment to the provider, since they are not authorized to maintain mailing address records.

### 1.2.13. Pop-Up Page Information

Group Box:	Provider	
<b>Fields:</b>	Name	The name of the provider; system derived; view only
	Type	The type of provider for whom the address pertains; view only
<b>Group Box</b>	Previous Physical Address	
	C/O	“Care of” address line; view only
	Street/PO Box/Route	Type of address designator; view only
	Street	Address street number and name of provider address; view only
	Unit Designator	Unit Designator of provider address; view only
	Unit Designator Number	Unit Designator Number of provider address; view only
	Building	Building Number or Description of provider address; view only
	Route	Route Type of provider address; view only
	Route Number	Route Number of provider address; view only
	Route Box Number	Route Box Number of provider address; view only
	FL City	Florida City of provider address; view only
	County	Florida County of provider address; view only
	Non-Florida County	Non-Florida County of provider address; view only
	City	City of provider address will pre-fill with FL City value if it has been selected; view only
	State	State of provider address; view only
	ZIP plus 4	Address ZIP code of provider address; view only
	Country	Address Country of provider address; view only
	Comments	Address comments; view only

Group Box		Phone
<b>Fields</b>	Home	The home phone number of the provider; view only
	Work	The work phone number of the provider; view only
	Ext	The work extension number of the provider; view only
	Cell	The cell number of the provider; view only
	Contact Phone	Alternate contact phone number of the provider; view only
	Ext	The extension number of the provider's alternate
	Fax	The fax number of the provider; view
	Email	The E-Mail address of the provider; view only
	Comments	Phone Comments; view only
	Effective Date	The Effective Date of the provider's address; view only
Group Box		Current Physical Address
<b>Fields</b>	C/O	"Care of" address line. User entered text field; not required; no default value
	Street/PO Box/Route	Type of address designator. User selected drop down; required; default value = Street
	Street	Address street number and name - two fields are provided. User entered text field; enabled and required when Street/Route = Street; no default value.
	Unit Designator	Unit Designator. User selected dropdown; not required; no default value
	Unit Designator Number	Unit Designator Number. User entered text field; not required; no default value
	Building	Building Number or Description. User entered text field; not required; no default value
	Route	List of Route Types. User selected dropdown; not required; no default value; enabled and required when Street/Route = Route
	Route Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	Route Box Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	FL City	User selected dropdown; List of Florida Cities; not required; no default value; value selected pre-fills City field
	County	User Selected dropdown; List of Florida Counties; not required; no default value

	Non-Florida County	User entered text field; not required; no default value
	City	User entered text field; required if blank, not required if pre-filled by selection in FL City field; no default value
	State	U.S. state of address. The list includes entries for 54 U.S. states and territories. User selected drop down; not required; default values of "FL"
	ZIP plus 4	Address ZIP code. User entered text field; first 5 digits are required; no default value
	Country	Address Country. User selected drop down; not required; defaults to "United States"
	Comments	Address comments. User entered text field; not required; no default value; limit to 200 characters
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider. User entered; not required; no default value
	Work	The work phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's work phone. User entered; not required; no default value
	Cell	The cell phone number of the provider. User entered; not required; no default value
	Contact Phone	Alternate contact phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's alternate contact phone number. User entered; not required; no default value
	Fax	The fax number of the provider. User entered; not required; no default value
	E-mail	The E-Mail address of the provider. User entered; not required; no default value
	Comments	Phone Comments. User entered text field; not required; no default value; limit to 200 characters.
	Effective Date	The effective date of the provider's address; required; defaults to current date; editable (does not allow a date earlier than the previous Effective Date or a future date.)
<b>Buttons</b>	Save	Standard Save processing
	Close	Standard Close processing



### 1.2.14. Background Processing

1. Users without an open assignment to the provider cannot access the Maintain Mailing Address page for Provider records.

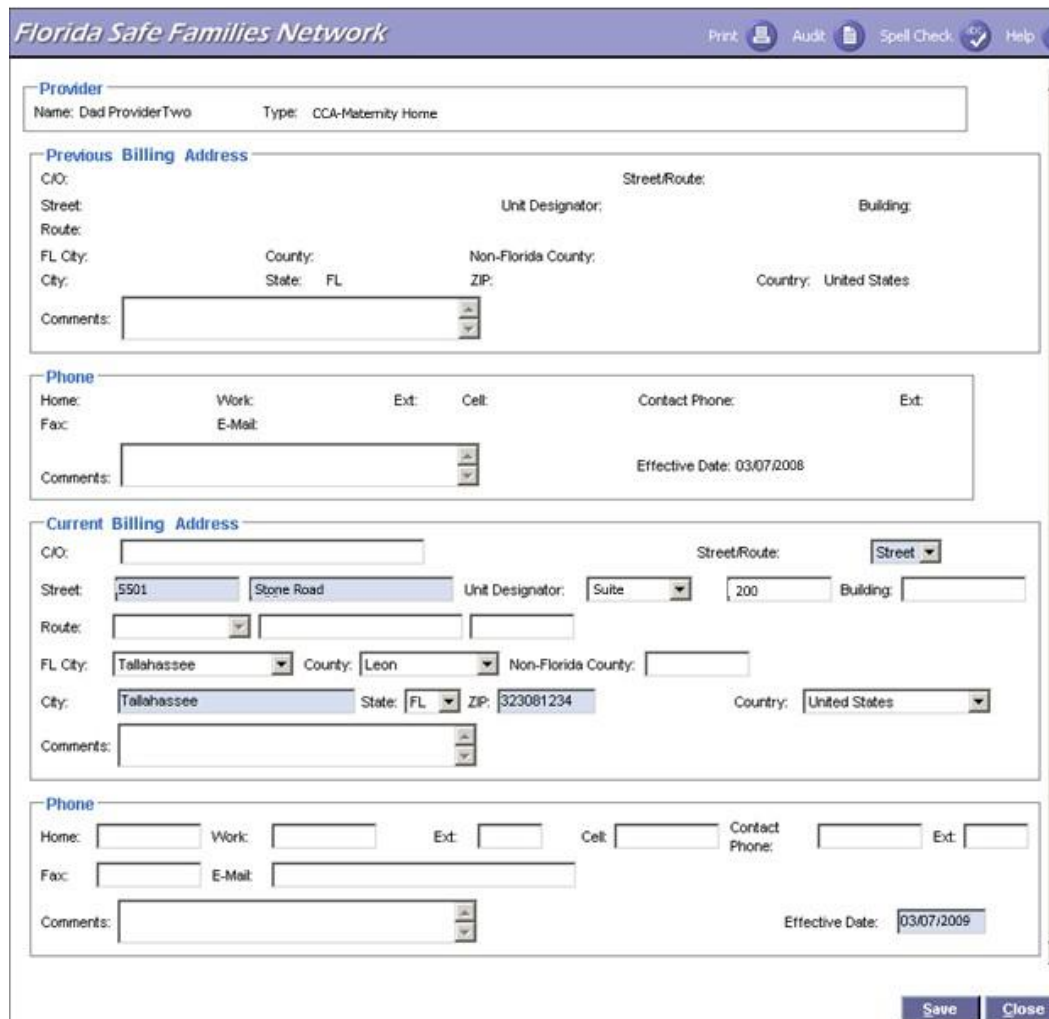
### 1.2.15. Save Processing

1. Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if they would like to "Save changes before closing the page."
2. The mailing address is be inserted into the Address table for the provider and all correspondences generated via FSFN is be directed to this address.
3. When a user edits an existing mailing address using a different Effective Date, the existing address will be end-dated with the new date and a new address record will be written with the same address type and the new Effective Date for the provider and all the household members.
4. If the address changes twice in the same day, the previous address information is replaced with the new address information for the provider and all the provider household members.
5. The Previous Mailing Address and Header group box values are pre-filled with the most current mailing address information (if available).

### 1.2.16. CRUD Matrix – Maintain Mailing Address

Table Name	Cre ate	Read	Updat e	Delete
LICENSE		X	X	
PROVIDER_PART		X		
PROVIDER_ORG		X		
CODE_DESC		X		
WORKER				
EPISODE		X		
ADDRESS	X	X	X	X

## 1.2.17. Pop-Up Page - Create Billing Address



**Florida Safe Families Network** Print Audit Spell Check Help

**Provider**  
Name: Dad ProviderTwo Type: CCA-Maternity Home

**Previous Billing Address**  
 CIO: Street/Route: Building:  
 Street: Unit Designator: Building:  
 Route: FL City: County: Non-Florida County: City: State: FL ZIP: Country: United States  
 Comments:

**Phone**  
 Home: Work: Ext: Cell: Contact Phone: Ext:  
 Fax: E-Mail: Effective Date: 03/07/2008  
 Comments:

**Current Billing Address**  
 CIO: Street/Route: Street  
 Street: 5501 Stone Road Unit Designator: Suite 200 Building:  
 Route: FL City: Tallahassee County: Leon Non-Florida County: City: Tallahassee State: FL ZIP: 323081234 Country: United States  
 Comments:

**Phone**  
 Home: Work: Ext: Cell: Contact Phone: Ext:  
 Fax: E-Mail: Effective Date: 03/07/2009  
 Comments:

Save Close

**NOTE: a scroll bar may display on the right hand side of the page.**

## 1.2.18. Pop-Up Page Navigation

The Create Billing Address pop-up page is accessed from the Create> Provider Work menu option. The user creates a billing address for a provider by choosing Maintenance > Billing Address from the Item list of the Create Provider Work page and then selecting the provider in the Provider Group Box.

## 1.2.19. Overview

The Create Billing Address pop-up page is used to establish the billing address of the provider. The billing address will serve as the location checks will be sent. On the Create Billing Address pop-up page, the provider name and provider types are pre-filled in the header group box. The Previous Billing Address group-box is blank if no billing address

has been captured previously for the provider. If a Billing Address has previously been captured for the provider, it pre-fills in the Previous Billing Address group-box, which is disabled. The user enters information into the fields in the Current Billing Address group box to create the new billing address.

The page opens in view-mode for users without an open assignment to the provider when accessed from Search, Basic icon.

### 1.2.20. Pop Up Page Information

Group Box:	Provider	
Fields:	Name	The name of the provider; system derived; view only
	Type	The type of provider for whom the address pertains; view only
Group Box	Previous Physical Address	
	C/O	“Care of” address line; view only
	Street/PO Box/Route	Type of address designator; view only
	Street	Address street number and name of provider address; view only
	Unit Designator	Unit Designator of provider address; view only
	Unit Designator Number	Unit Designator Number of provider address; view only
	Building	Building Number or Description of provider address; view only
	Route	Route Type of provider address; view only
	Route Number	Route Number of provider address; view only
	Route Box Number	Route Box Number of provider address; view only
	FL City	Florida City of provider address; view only
	County	Florida County of provider address; view only
	Non-Florida County	Non-Florida County of provider address; view only
	City	City of provider address will pre-fill with FL City value if it has been selected; view only
	State	State of provider address; view only

	ZIP plus 4	Address ZIP code of provider address; view only
	Country	Address Country of provider address; view only
	Comments	Address comments; view only
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider; view only
	Work	The work phone number of the provider; view only
	Ext	The work extension number of the provider; view only
	Cell	The cell number of the provider; view only
	Contact Phone	Alternate contact phone number of the provider; view only
	Ext	The extension number of the provider's alternate
	Fax	The fax number of the provider; view
	Email	The E-Mail address of the provider; view only
	Comments	Phone Comments; view only
	Effective Date	The Effective Date of the provider's address; view only
<b>Group Box</b>	Current Physical Address	
<b>Fields</b>	C/O	"Care of" address line. User entered text field; not required; no default value
	Street/PO Box/Route	Type of address designator. User selected drop down; required; default value = Street
	Street	Address street number and name - two fields are provided. User entered text field; enabled and required when Street/Route = Street; no default value.
	Unit Designator	Unit Designator. User selected dropdown; not required; no default value
	Unit Designator Number	Unit Designator Number. User entered text field; not required; no default value
	Building	Building Number or Description. User entered text field; not required; no default value
	Route	List of Route Types. User selected dropdown; not required; no default value; enabled and required when Street/Route = Route

	Route Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	Route Box Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	FL City	User selected dropdown; List of Florida Cities; not required; no default value; value selected pre-fills City field
	County	User Selected dropdown; List of Florida Counties; not required; no default value
	Non-Florida County	User entered text field; not required; no default value
	City	User entered text field; required if blank, not required if pre-filled by selection in FL City field; no default value
	State	U.S. state of address. The list includes entries for 54 U.S. states and territories. User selected drop down; not required; default values of "FL"
	ZIP plus 4	Address ZIP code. User entered text field; first 5 digits are required; no default value
	Country	Address Country. User selected drop down; not required; defaults to "United States"
	Comments	Address comments. User entered text field; not required; no default value; limit to 200 characters
<b>Group Box</b>	<b>Phone</b>	
<b>Fields</b>	Home	The home phone number of the provider. User entered; not required; no default value
	Work	The work phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's work phone. User entered; not required; no default value
	Cell	The cell phone number of the provider. User entered; not required; no default value
	Contact Phone	Alternate contact phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's alternate contact phone number. User entered; not required; no default value
	Fax	The fax number of the provider. User entered; not required; no default value
	E-mail	The E-Mail address of the provider. User entered; not required; no default value
	Comments	Phone Comments. User entered text field; not required; no default value; limit to 200 characters.

	Effective Date	The effective date of the provider's address; required; defaults to current date; editable (does not allow a date earlier than the previous Effective Date or a future date.)
<b>Buttons</b>	Save	Standard Save processing
	Close	Standard Close processing

### 1.2.21. Background Processing

1. Users without an open assignment to the provider cannot access the Create Billing Address page for Provider records.

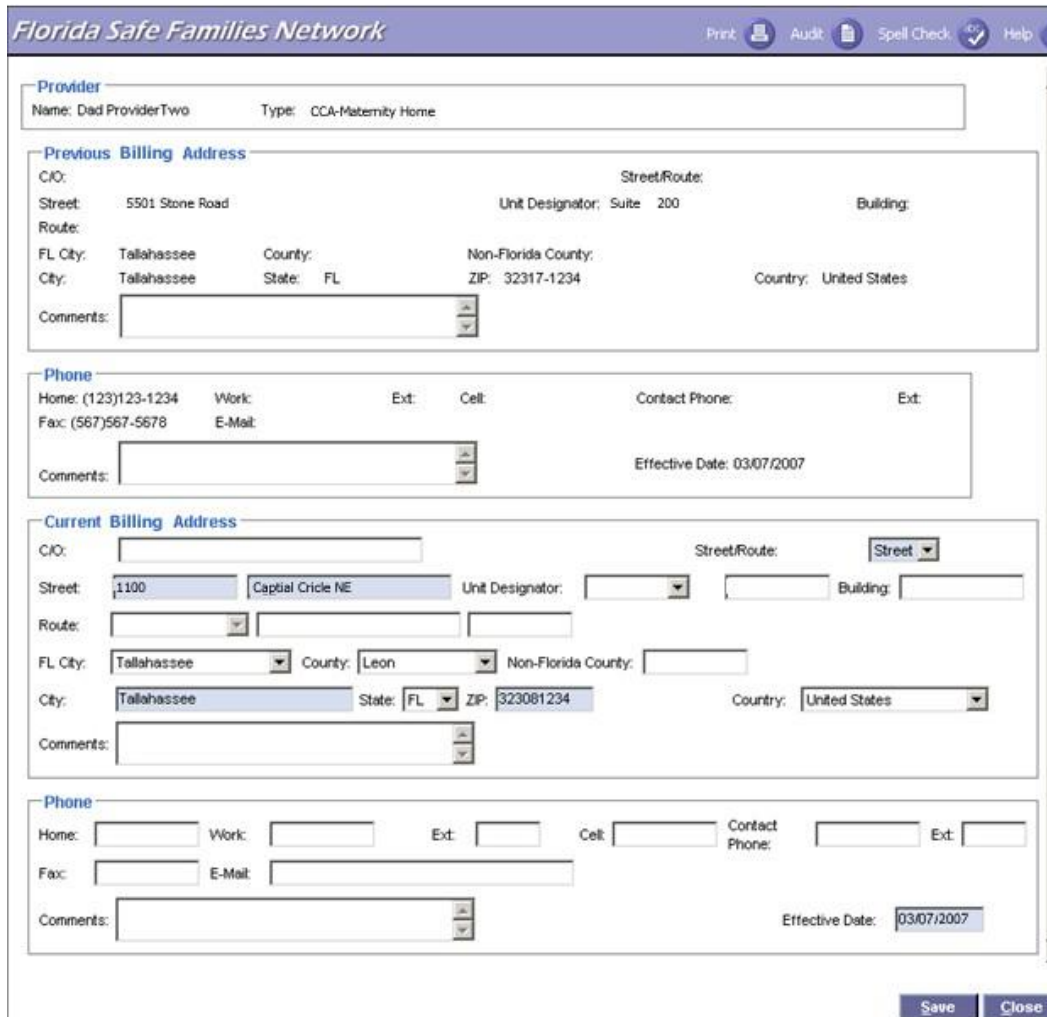
### 1.2.22. Save Processing

1. Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if they would like to Save changes before closing the page.
2. The billing address is inserted into the Address table for the provider and will be used for provider invoicing.
3. If the address changes twice in the same day, the previous address information is replaced with the new address information for the provider and the all the provider household members.
4. The Previous Billing Address and Header group box values are pre-filled with the most current billing address information (if available).

### 1.2.23. CRUD Matrix

Table Name	Create	Read	Update	Delete
LICENSE		X		
PROVIDER_PART		X		
PROVIDER_ORG		X		
CODE_DESC		X		
WORKER				
EPISODE				
ADDRESS	X	X	X	

### 1.2.24. Pop-Up Page - Maintain Billing Address



**NOTE: a scroll bar may display on the right hand side of the page.**

### 1.2.25. Pop-Up Page Navigation

The Maintain Billing Address pop-up page is accessed by clicking on the Billing Address link listed below the provider's record on the desktop, under the Basic icon.

## 1.2.26. Overview

The Maintain Billing Address pop-up page is used to correct an existing provider billing address. The header group-box pre-fills with the provider name and provider type. Both the Previous and Current Billing Address group-boxes pre fill with the existing address. While the Previous Billing Address group-box is disabled, the Current Billing Address group-box is enabled allowing users with an open assignment to the provider to enter the address modifications.

The data in the Current Billing Address group box can be updated and saved many times, however the user will not see the updates in the Previous Mailing Address until the page is saved and closed.

The page opens in view mode for users without an open assignment to the provider, since they are not authorized to maintain billing address records.

### 1.2.26.1. Pop-Up Page Information

Group Box:	Provider	
Fields:	Name	The name of the provider; system derived; view only
	Type	The type of provider for whom the address pertains; view only
Group Box	Previous Physical Address	
	C/O	“Care of” address line; view only
	Street/PO Box/Route	Type of address designator; view only
	Street	Address street number and name of provider address; view only
	Unit Designator	Unit Designator of provider address; view only
	Unit Designator Number	Unit Designator Number of provider address; view only
	Building	Building Number or Description of provider address; view only
	Route	Route Type of provider address; view only
	Route Number	Route Number of provider address; view only
	Route Box Number	Route Box Number of provider address; view only
	FL City	Florida City of provider address; view only
	County	Florida County of provider address; view only
	Non-Florida County	Non-Florida County of provider address; view only
	City	City of provider address will pre-fill with FL City value if it has been selected; view only
	State	State of provider address; view only
	ZIP plus 4	Address ZIP code of provider address; view only



	Country	Address Country of provider address; view only
	Comments	Address comments; view only
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider; view only
	Work	The work phone number of the provider; view only
	Ext	The work extension number of the provider; view only
	Cell	The cell number of the provider; view only
	Contact Phone	Alternate contact phone number of the provider; view only
	Ext	The extension number of the provider's alternate
	Fax	The fax number of the provider; view
	Email	The E-Mail address of the provider; view only
	Comments	Phone Comments; view only
	Effective Date	The Effective Date of the provider's address; view only
<b>Group Box</b>	Current Physical Address	
<b>Fields</b>	C/O	"Care of" address line. User entered text field; not required; no default value
	Street/PO Box/Route	Type of address designator. User selected drop down; required; default value = Street
	Street	Address street number and name - two fields are provided. User entered text field; enabled and required when Street/Route = Street; no default value.
	Unit Designator	Unit Designator. User selected dropdown; not required; no default value
	Unit Designator Number	Unit Designator Number. User entered text field; not required; no default value
	Building	Building Number or Description. User entered text field; not required; no default value
	Route	List of Route Types. User selected dropdown; not required; no default value; enabled and required when Street/Route = Route
	Route Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	Route Box Number	User entered text field; not required; no default value; enabled and required when Street/Route = Route
	FL City	User selected dropdown; List of Florida Cities; not required; no default value; value selected pre-fills City field
	County	User Selected dropdown; List of Florida Counties; not required; no default value
	Non-Florida County	User entered text field; not required; no default value
	City	User entered text field; required if blank, not required if pre-filled by selection in FL City field; no default value

	State	U.S. state of address. The list includes entries for 54 U.S. states and territories. User selected drop down; not required; default values of “FL”
	ZIP plus 4	Address ZIP code. User entered text field; first 5 digits are required; no default value
	Country	Address Country. User selected drop down; not required; defaults to “United States”
	Comments	Address comments. User entered text field; not required; no default value; limit to 200 characters
<b>Group Box</b>	Phone	
<b>Fields</b>	Home	The home phone number of the provider. User entered; not required; no default value
	Work	The work phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's work phone. User entered; not required; no default value
	Cell	The cell phone number of the provider. User entered; not required; no default value
	Contact Phone	Alternate contact phone number of the provider. User entered; not required; no default value
	Ext	The extension number of the provider's alternate contact phone number. User entered; not required; no default value
	Fax	The fax number of the provider. User entered; not required; no default value
	E-mail	The E-Mail address of the provider. User entered; not required; no default value
	Comments	Phone Comments. User entered text field; not required; no default value; limit to 200 characters.
	Effective Date	The effective date of the provider’s address; required; defaults to current date; editable (does not allow a date earlier than the previous Effective Date or a future date.)
<b>Buttons</b>	Save	Standard Save processing
	Close	Standard Close processing

### 1.2.27. Background Processing

1. Users without an open assignment to the provider cannot access the Maintain Billing Address page for Provider records.

### 1.2.28. Save Processing

1. Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if they would like to "Save changes before closing the page."
2. The billing address is be inserted into the Address table for the provider and will be used for provider invoicing.
3. When a user edits an existing billing address using a different Effective Date, the existing address will be end-dated with the new date and a new address record will be written with the same address type and the new Effective Date for the provider and all the household members.
4. If the address changes twice in the same day, the previous address information is replaced with the new address information for the provider and all the provider household members.
5. The Previous Billing Address and Header group box values are pre-filled with the most current billing address information (if available).

### 1.2.29. CRUD Matrix – Maintain Billing Address

Table Name	Create	Read	Update	Delete
LICENSE		X	X	
PROVIDER_PART		X		
PROVIDER_ORG		X		
CODE_DESC		X		
WORKER				
EPISODE		X		
ADDRESS	X	X	X	X

## 1.3. Inventories

### 1.3.1. Table Descriptions

Table Name	Description
PROVIDER_ORG	This table maintains information pertaining to a PROVIDER ORG, facility or vendor. Data includes name and address information and home condition description. Records in PROVIDER ORG table are created in PM02a/b (Maintain Person/Organization Provider).
WORKER	The WORKER table maintains information pertaining to an individual (PERSON) who is employed by DCF/Sheriff's Office/Community-Based Care Partners, or other authorized users and is in a job class that provides services and/or a job class that receives FSFN-defined work assignments. The information is created in CM18
ADDRESS	This table maintains all ADDRESS information pertaining to a PERSON. Address detail consists of home, business and any other address that is identified as required for FSFN processing. Processes of CM01 (Manage Person) build and maintain this information.

### 1.3.2. Reference Data

### 1.3.3. Drop Downs

**FSFN Page:** Create Physical/Mailing/Billing Address  
**Tab Name:** N/A  
**Field Name:** Street/PO Box/Route:  
**Table Name:** Code\_Desc  
**Group Id:** ADSTPORT

**FSFN Page:** Create Physical/Mailing/Billing Address  
**Tab Name:** N/A  
**Field Name:** Unit Designator:  
**Table Name:** Code\_Desc  
**Group Id:** UNITDSGN

<b>FSFN Page:</b>	Create Physical Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	Route
<b>Table Name:</b>	Code_Desc
<b>Group Id:</b>	ROUTTYPE
<b>FSFN Page:</b>	Create Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	FL City:
<b>Table Name:</b>	ZIP_Code
<b>Group Id:</b>	TOWN
<b>FSFN Page:</b>	Create Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	County
<b>Table Name:</b>	Code_Desc
<b>Group Id:</b>	REGION
<b>FSFN Page:</b>	Create Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	State
<b>Table Name:</b>	State_Code_Desc
<b>Group Id:</b>	STATECODE
<b>FSFN Page:</b>	Create Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	Country
<b>Table Name:</b>	Code_Desc
<b>Group Id:</b>	COUNTRY
<b>FSFN Page:</b>	Maintain Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	Street/PO Box/Route:
<b>Table Name:</b>	Code_Desc
<b>Group Id:</b>	ADSTPORT
<b>FSFN Page:</b>	Maintain Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A
<b>Field Name:</b>	Unit Designator:
<b>Table Name:</b>	Code_Desc
<b>Group Id:</b>	UNITDSGN
<b>FSFN Page:</b>	Maintain Physical/Mailing/Billing Address
<b>Tab Name:</b>	N/A

**Field Name:** Route  
**Table Name:** Code\_Desc  
**Group Id:** ROUTTYPE

**FSFN Page:** Maintain Physical/Mailing/Billing Address  
**Tab Name:** N/A  
**Field Name:** FL City:  
**Table Name:** ZIP\_Code  
**Group Id:** TOWN

**FSFN Page:** Maintain Physical/Mailing/Billing Address  
**Tab Name:** N/A  
**Field Name:** County  
**Table Name:** Code\_Desc  
**Group Id:** REGION

**FSFN Page:** Maintain Physical/Mailing/Billing Address  
**Tab Name:** N/A  
**Field Name:** State  
**Table Name:** State\_Code\_Desc  
**Group Id:** STATECODE

**FSFN Page:** Maintain Physical/Mailing/Billing Address  
**Tab Name:** N/A  
**Field Name:** Country  
**Table Name:** Code\_Desc  
**Group Id:** COUNTRY

#### 1.3.4. Automated Messages

The following automated message is generated when a new physical address is added to the provider with current placements.

#### 1.3.5. Change in Provider Address

Field	Required	Parameters Passed
To	Yes	ID of all primary workers assigned to children in placement with the provider.
Cc	No	
Subject	Yes	Change in Provider Address
Message Box	Yes	“There has been a change in the physical address for Provider {provider name} currently providing care for children in your caseload. Please review for potential changes in provider/placement/license information.”

**1.3.6. Checklists**

None

**1.3.7. Ticklers**

None

**1.3.8. Notifications**

None

**1.3.9. Text Templates**

None

**1.3.10. Reports**

None

**1.3.11. Triggers**

None

**1.4. Batch Programs**

None

**1.5. Requirements Covered in This Paper**

- CCP-012
- CCP-014
- CMG-003
- RMD-005
- RML-001
- RML-008
- RMA-002