



# Florida Safe Families Network

Prepared for State of Florida Department of Children and Families

## Provider Recruitment User Guide

April 1, 2016

## Change History

Release # / Date	CR # or Incident #	Change Description	Author(s)	Section Modified
12/02/2015		Reformatted paper, including new headers and footers	Leah Dienger	Full document
01/11/2016	CR 607	Updated content and screenshots	Leah Dienger	Full document
3/7/2016	CR607	Updated to provide additional granular steps.	Amy Jenks	Full document



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## About FSFN User Guide

The Florida Safe Families Network (FSFN) User Guide helps you understand the steps to complete your work in the FSFN system. This user guide does not cover every system feature built into FSFN, but describes the most commonly used functions to complete your day-to-day work in the FSFN application. This user guide, when used with Online Help and the How Do I Guides, helps you successfully use the FSFN system as a support tool in your important work of safeguarding the safety, permanence, and well-being of children, families, and adults of Florida.

### The Intended Audience

This user guide serves a wide audience of FSFN end users who include:

- Hotline Command Center Counselors
- Adult and Child Protective Investigators
- Legal Workers
- Ongoing Case Managers
- Financial Workers
- Provider Management
- Support and Data Entry Staff
- Supervisors
- Security Officers/Administrators

### Prerequisite Knowledge

This user guide was developed with specific prerequisite expectations. Before reading this guide, read the following information. If you need to refer to additional User Guides, How Do I Guides, or other information, visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>).

- You must have a working understanding of the Florida Department of Children and Families Policies and Practices as related to the use and operation of FSFN.
- You must have a working understanding of the basic FSFN navigation and functionality. See the Multi-Topic Basics User Guide and How Do I Guide.
- If you are a supervisor, also see the Multi-Topic Supervisory User Guide and How Do I Guide.
- Key tasks described in this guide start at the FSFN Desktop, Case Book, or Person Book, unless otherwise noted. If you are unfamiliar with how to navigate to these three (3) pages, see the User Guides for Multi-Topic Basics, Case Book, and Person Book.
- The Search page referred to within this user guide is the Search page with four (4) tabs: Person, Case, Provider/Organization, and Worker. This

Search page is commonly called the Utility Search or Navigational Search. It is accessed primarily from the Desktop by clicking Search on the Banner or Utilities menu. Other type of searches may be referred to as data retrieval searches. These searches use different search functionality than the Utility Search. For example, the Person Search page provides a method to search for a person and retrieve person data that pre-fills into the page in which you are working. The Person Search page should not be confused with the Search page with the Person tab.

## Related Resources

Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for online access to additional resources that support FSFN system end users, including:

- FSFN Project Information
- Online Web-based Training (WBT)
- User Guides
- How Do I Guides (job aids)
- Topic Papers (System Functionality Design)
- Reference Data (Selection Values)

## Security Information

FSFN restricts your ability to create, modify, and view specific information through the security profile associated with the Login Profile you used to access FSFN. Specific security is applied across all information. For example, if you do not have authorization to access restricted cases without an assignment, FSFN restricts your access.

If there is special security necessary for a task described in this User Guide, it will be identified.

## Recruitment Page Overview

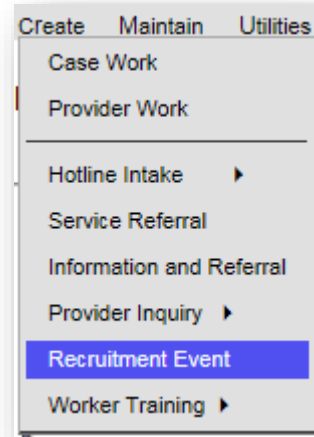
### About the Recruitment Page

The Recruitment page provides you with an understanding of how to document a Recruitment Event in FSFN, in addition to learning how to update any previously entered Events.

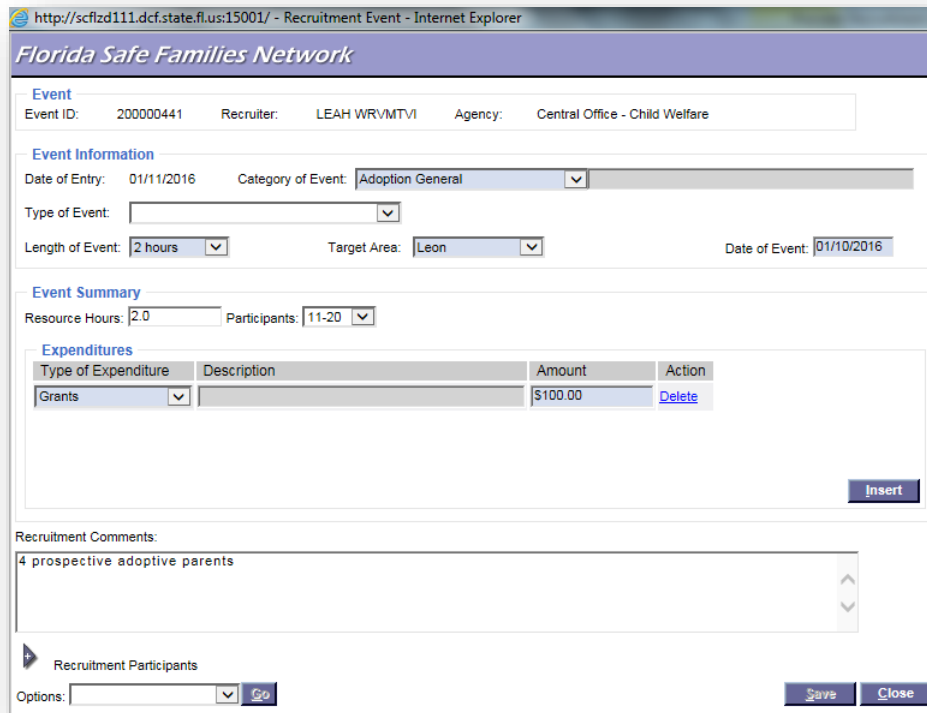
### Key Tasks

#### *To add a Recruitment Event*

1. From the Desktop, click **Create** from the menu bar.
  2. From the dropdown menu, select **Recruitment Event**.
- OR**
3. From the **Recruitment Activity** page click the **Insert** button.



4. On the Recruitment Event page, enter values for all the required fields.



http://scflzd111.dcf.state.fl.us:15001/ - Recruitment Event - Internet Explorer

**Florida Safe Families Network**

**Event**  
Event ID: 200000441 Recruiter: LEAH WRVMTVI Agency: Central Office - Child Welfare

**Event Information**  
Date of Entry: 01/11/2016 Category of Event: Adoption General  
Type of Event:   
Length of Event: 2 hours Target Area: Leon Date of Event: 01/10/2016

**Event Summary**  
Resource Hours: 2.0 Participants: 11-20


**Expenditures**

Type of Expenditure	Description	Amount	Action
Grants		\$100.00	Delete

Insert

**Recruitment Comments:**  
4 prospective adoptive parents

Recruitment Participants  
Options:   
Save Close

- In the Event Information group box, click the **Category of Event** drop down and select an existing value that is relevant to the event you desire to document.
  -  **NOTE:** If Adoption – Other, Foster Parent Other, or Other is selected from the Category drop down, then the associated text field becomes enabled and required.
5. Select the **Type of Event**.
  6. Complete remaining fields such as **Length of Event, Target Area, and Date of Event**.
  7. Complete the **Event Summary** group box, which includes the following fields:
    - **Resource Hours**
    - **Participants**
    - **Type of Expenditure**
    - **Description**
    - **Amount**

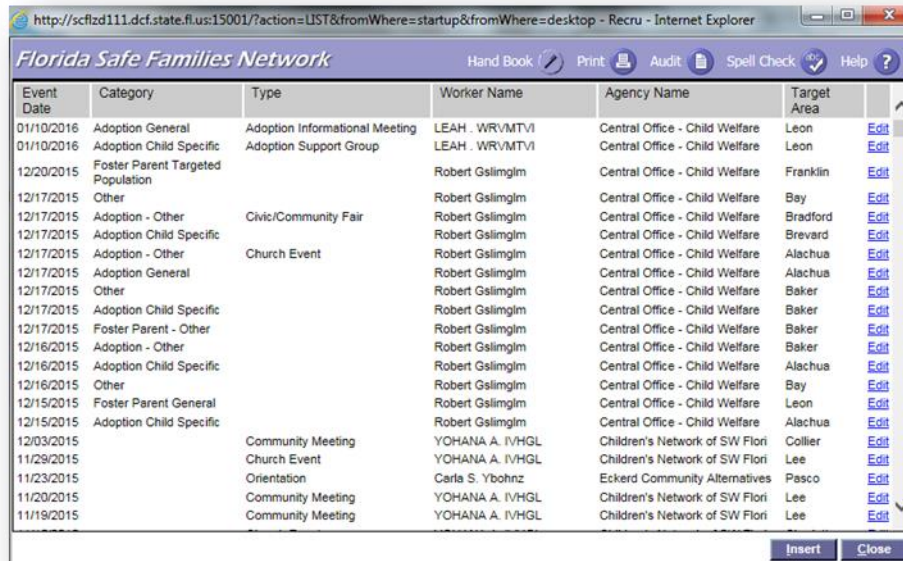


**NOTE:** To document additional rows, click the Insert button and fill in the row with the applicable information. If a row is inserted in error, a **Delete** hyperlink is available to delete the row.

8. Provide **Recruitment comments** in the text box, if applicable.
9. Within the **Recruitment Participants** expando insert and document the applicable participants.
10. Click **Insert**.
11. Enter at a minimum the **Last Name, City, State** and **Zip**, which are required upon inserting a row.
12. Repeats **Steps 9 and 10** as necessary.
13. From the **Options** drop down the user can export a list of the Recruitment Participants into an MS Excel file, if needed.
14. Click the **Save** button.
15. Click the **Close** button.



## To Access Recruitment Activity and Edit Recruitment Event



Event Date	Category	Type	Worker Name	Agency Name	Target Area	
01/10/2016	Adoption General	Adoption Informational Meeting	LEAH . WRVMTVI	Central Office - Child Welfare	Leon	<a href="#">Edit</a>
01/10/2016	Adoption Child Specific	Adoption Support Group	LEAH . WRVMTVI	Central Office - Child Welfare	Leon	<a href="#">Edit</a>
12/20/2015	Foster Parent Targeted Population		Robert Gslimglm	Central Office - Child Welfare	Franklin	<a href="#">Edit</a>
12/17/2015	Other		Robert Gslimglm	Central Office - Child Welfare	Bay	<a href="#">Edit</a>
12/17/2015	Adoption - Other	Civic/Community Fair	Robert Gslimglm	Central Office - Child Welfare	Bradford	<a href="#">Edit</a>
12/17/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Brevard	<a href="#">Edit</a>
12/17/2015	Adoption - Other	Church Event	Robert Gslimglm	Central Office - Child Welfare	Alachua	<a href="#">Edit</a>
12/17/2015	Adoption General		Robert Gslimglm	Central Office - Child Welfare	Alachua	<a href="#">Edit</a>
12/17/2015	Other		Robert Gslimglm	Central Office - Child Welfare	Baker	<a href="#">Edit</a>
12/17/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Baker	<a href="#">Edit</a>
12/17/2015	Foster Parent - Other		Robert Gslimglm	Central Office - Child Welfare	Baker	<a href="#">Edit</a>
12/16/2015	Adoption - Other		Robert Gslimglm	Central Office - Child Welfare	Baker	<a href="#">Edit</a>
12/16/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Alachua	<a href="#">Edit</a>
12/16/2015	Other		Robert Gslimglm	Central Office - Child Welfare	Bay	<a href="#">Edit</a>
12/15/2015	Foster Parent General		Robert Gslimglm	Central Office - Child Welfare	Leon	<a href="#">Edit</a>
12/15/2015	Adoption Child Specific		Robert Gslimglm	Central Office - Child Welfare	Alachua	<a href="#">Edit</a>
12/03/2015		Community Meeting	YOHANA A. IVHGL	Children's Network of SW Flori	Collier	<a href="#">Edit</a>
11/29/2015		Church Event	YOHANA A. IVHGL	Children's Network of SW Flori	Lee	<a href="#">Edit</a>
11/23/2015		Orientation	Carla S. Ybohnz	Eckerd Community Alternatives	Pasco	<a href="#">Edit</a>
11/20/2015		Community Meeting	YOHANA A. IVHGL	Children's Network of SW Flori	Lee	<a href="#">Edit</a>
11/19/2015		Community Meeting	YOHANA A. IVHGL	Children's Network of SW Flori	Lee	<a href="#">Edit</a>

1. From the Desktop, select **Recruitment Activity** from the Maintain Menu Bar option.
2. The **Recruitment Activity** page displays.
3. Click the **Edit** hyperlink next to the previously created Recruitment Event to modify the information on the Recruitment Event page.
4. Click **Save**.
5. Click **Close**.