CM25: Organization Structure

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Change History

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09/25/2013	CR 420	Edited based on CR 420	FSFN Implementation Team	
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1.1 **Introduction**

The Organization design topic describes the functionality for the maintenance of organizational entities within Florida Safe Families Network (FSFN). The organizational structure in FSFN is composed of two primary entities - Agencies and Units. This topic paper describes the processes and data involved in creating and maintaining these entities as well as the process for associating these entities to geographic areas. As part of organizational maintenance FSFN provides the necessary functions for creating, updating, and accessing a geographically based daily On-Call Schedule. This information is collected and updated by users who have the appropriate authorization access and security rights. The general areas covered by this topic include agency search, agency creation and maintenance, Unit search, Unit creation and maintenance, on-call schedule creation and maintenance, and the Contract Management page.

Within FSFN, agency entities are created at the highest level of the organizational structure. Entities may be Department of Children and Families (DCF) Child Agency, DCF Adult Agency, Sheriff's Offices (SO), or Community Based Care (CBC) organizations. Other agencies such as Case Management Agencies and Case Management Organizations may also have an agency structure represented within FSFN. Within each agency, entities can be created and associated in a parent – subordinate (child) relationship to represent how the particular agency organizes its resources. Some agencies, such as DCF Adult, may organize resources geographically, while other agencies may organize their resources based on budgets, programs, or some non-geographic structure.

The Unit organizational structure within FSFN represents how child and adult welfare work is administered and where the workers are assigned to receive and perform their work. The Unit organizational structure represents the management, ownership, and authority of all child and adult welfare work within the state. The top level Unit is DCF headquarters which owns all child and adult welfare work within the state. Units are created in a parent – subordinate (child) hierarchical relationship with the parent Unit having authority over its associated child Units. The state manages and organizes work Units along pre-established geographical boundaries such as statewide, regions, circuits, and counties. FSFN supports unlimited levels of parent-subordinate Unit relationships.

Workers and supervisors are associated to the Unit structure. This association provides the basis for establishing the hierarchy of worker to supervisor for the processing of ticklers, approvals, and other work-management functionality.

Units may be associated with an agency entity as the means of representing administrative ownership of the resources (workers) within the Unit. For example, a County On-going Services Unit may be associated to a CBC agency entity, a Hotline Unit is associated to the DCF agency entity, and an Investigative Unit may be associated to a Sheriff's Office agency. By organizing work resources in the Unit structure and associating Units to administrative agencies the hierarchy of work functions can be maintained separately from the organizational entities that are providing these resources. This model allows the flexibility to create a single "chain of command" from the top of the child welfare system to the bottom while maintaining the necessary information about the varied organizations that are providing these resources to these Units.

This topic does not address assignment of work and approval of work by supervisors, security rights, or creation and maintenance of employee and worker records. These system functions are addressed in the related topics of *CM02: Worker Assignment*, *CM09: Security*, *CM18: Manage Worker*, and *CM19: Approvals*.

1.2 **Pages**

1.2.1 **Page-Agency Search**

1.2.1.1 Page Navigation and Overview

The Entity Search page allows users to search for agency entities, such as DCF/Sheriff's Office/Community-based Care entities. The user navigates to this page from the Maintain Organization - Agency menu and selects the search hyperlink on the Maintain Agency Entity page.

The user enters basic criteria contained within the search criteria group box and clicks the Search button to perform the search. The database is searched for data that meets the search criteria entered and the results of the search are returned and displayed in the Entity-returned group box.

FSFN displays the results in Outliner form. Search results sets will be returned in alphabetical order. The user can navigate to an existing entity record by selecting the radio button next to the entity and clicking the Continue button. The user can also expand the Entity icon to view corresponding Subordinate Entities for entities that have Subordinate Entities associated.

1.2.1.2 Page Information

Group Box		Search Criteria
Fields	Entity Name	The name of the entity for which the user is searching partial search supported using the (*) wildcard character; user entered; can be used as the sole search criterion.
	Entity Type	The type of entity for which the user is searching; user-selected drop down field; can be used as the sole search criterion.
Buttons	Search	Initiates a search of the database based on the information entered in the search criteria structure.
Group Box		Entity returned.
Radio Buttons		Displays a row for each entity returned that matches the user-entered criteria, sorted alphabetically; radio button selection is mutually exclusive; selecting an entity via radio button and clicking the Continue button navigates the user to the selected Agency Entity record; clicking on the Entity icon will expand the selection to display associated Subordinate Entities for

entities that have Subordinate Entities associated.

Buttons	Create	Takes the user to create an Entity on the Agency Entity page.
	Continue	Takes the user to the selected Entity record.
	Close	Standard Close processing.

1.2.1.3 Background Processing

- The IDs or textual information to be used in a data retrieval search will be passed to search through the application's master structure. The calling page will fill the data that Search needs into this holder and then Search will read from here to obtain the data for its use.

- If no criteria are entered by the user, the search results will include all entities stored in the FSFN database.

- Partial searches on names can be supported using the wildcard (*) function.

- When a search is initiated by clicking the Search button, the criteria entered are matched against information in the ORG_ENTITY table to obtain the appropriate results.

- Data retrieval "Entity Search" is a response page and therefore cannot be minimized.

- All entered criteria are used to determine the appropriate result set. (Queries use the AND operator, not OR.)

- If a search fails, a message box stating, "No matching data found for the criteria specified" will display.

- All information pertaining to the search results will be displayed on the entity outliner.

- When the user is finished on the Entity Search page, the user may close the page by selecting the Continue or Close button. If the user selects an entity record via radio button and selects the Continue button, the user will be navigated to the selected Entity record. If the user selects the Close button, the user will be returned to the Desktop.

- The Create button on the Entity Search page is enabled only on data retrieval searches or when a search returns no matching data. The button is disabled otherwise. Clicking on the Create button accesses the Agency Entity page in create mode.

1.2.1.4 **Save Processing**

- None

1.2.1.5 **CRUD Matrix**

Table Name	Create	Read	Update	Delete
ORG_ENTITY		X		

1.2.2 Page – Maintain Entity Information Page

1.2.2.1 Page Navigation and Overview

The user navigates to this page from the Maintain – Organization - Agency menu.

To access an existing agency entity, the user must search for the agency entity. The user can navigate to an existing agency entity record by selecting the radio button next to the agency entity in the search results and then selecting the Continue button. To create a new agency entity, the user selects the Create button on the search page.

The Entity Information page is used to view, define, and create Agency Entities. Each entity is defined in a parent-subordinate (child) relationship which describes the Agency organizational structure. Agency Entity names are required and by policy should be unique.

There are two tabs on the Agency Entity page: a Basic tab; and an Associations tab. The Basic tab describes Contact and Address information while the Associations tab describes the relationships between entities and Units. By default, the Basic tab is displayed when the Maintain Entity Information page is displayed. Accuracy of the information entered on the Maintain Entity Information page is of great importance.

1.2.2.2 **Page Information**

Group Box: Agency Entity

Fields	Entity ID	The system- generated number assigned to the selected entity. Read only.
	Entity Nam:	The name of the entity for which the information is displayed. Populated by using the Search hyperlink and selecting the Entity; user selected; required.

1.2.3 Page – Maintain Entity Information – Basic Tab

1.2.3.1 Page Navigation and Overview

The user navigates to this page from the Maintain – Organization - Agency menu.

To access an existing agency entity, the user must search for the agency entity. The user can navigate to an existing agency entity record by selecting the radio button next to the agency entity in the search results and then selecting the Continue button. To create a new agency entity, the user selects the Create button on the search page.

The Basic tab describes Contact and Address information and by default, the Basic tab is displayed when the Maintain Entity Information page is loaded.

The Basic tab is used to view, define, and create Agency Entities. Each entity is defined in a parent-subordinate relationship which describes the Agency organizational structure. When creating or updating the entity, the user will associate the entity to a Parent Entity by using the Entity Search hyperlink and selecting the parent entity. Entity types are selected from a drop down list and are used to identify the type of agency entity. Contact and address information for the entity can be entered and maintained on the page. The Agency Entity physical address City field is required as well as at least one phone number.

1.2.3.2 **Page Information**

Group Box: Agency Entity Detail

Fields	Entity type	The type associated with this Entity. Drop down allows the user to select the type of Entity in create and edit mode; User selected; required.
	Parent Entity	The Parent Entity of the Entity for which the information is displayed. User selected; required.
	Agency Code	Agency Code from the Lead Agency Contract. Textbox; enabled in create and edit mode; User entered; required.
	Start Date	Agency Start Date; Date; enabled in create and edit mode; User entered; optional.
Status	Agency Entity Status	Drop down; enabled in create and edit mode; User entered; required; default is active.
	End Date	Agency Entity End Date. Date; enabled and required when status is set to "Inactive"; user entered.

Group Box

Fields	Contact	Contact Information. The name of the person who is the main contact for this Entity. Textbox; enabled in create and edit mode; required.
	Contact Title	The title associated to the person in the Contact field; Textbox; enabled in create and edit mode, read only in view mode; required.
	E-mail	The contact e-mail address; Textbox; enabled in create and edit mode, read only in view mode. Required.

Physical Address

	Street	The number and name of the street where the Entity is physically located; Textbox; enabled in create and edit mode, read only in view mode; required.
	FL City	The city where the Entity is physically located; Drop down of Florida Cities; enabled in create and edit mode, read only in view mode.
	City	The city where the Entity is physically located; Textbox; enabled in Create and edit mode, read only in view mode; required if a FL City value is not selected.
	State	The state where the Entity is physically located; Drop down; enabled in Create and edit mode; default value FL; read only in view mode; required.
	ZIP	The ZIP code (including the +4) of the city where the Entity is physically located; Textbox; enabled in Create and edit mode, read only in view mode; required.
	Phone	The phone number (including the extension) of the physical location of the Entity; Textbox; enabled in Create and edit mode, read only in view mode; required.
	Suncom#	The Suncom number of the physical location of the Entity; Textbox; enabled in Create and edit mode, read only in view mode.
	Fax#	The Fax number of the physical location of the Entity; Textbox; enabled in Create and edit mode, read only in view mode.
Mailing Address	Street	The number and name of the street for the location where the Entity receives mail; Textbox; enabled in create and edit mode, read only in view mode.

	FL City	The city where the Entity receives mail; drop down of Florida Cities; enabled in create and edit mode, read only in view mode.
	City	The city for the location where the Entity receives mail; Textbox; enabled in Create and edit mode, read only in view mode. Required if a FL City value is not selected.
	State	The state for the Entity's Mailing Address; Drop down; default value FL; enabled in create and edit mode, read only in view mode.
	ZIP	The ZIP code (including the +4) for the location where the Entity receives mail; Textbox; enabled in create and edit mode, read only in view mode.
	Phone	The phone number (including the extension) for the location where the Entity receives mail; Textbox; enabled in create and edit mode, read only in view mode.
	Suncom#	The Suncom number for the location where the Entity receives mail; Textbox; enabled in create and edit mode, read only in view mode.
	Fax#	The Fax number for the location where the Entity receives mail; Textbox; enabled in create and edit mode, read only in view mode.
Options	Provider Repayment Method	Navigates user to the Provider Repayment Method page.

1.2.4 Pop-Up page - Provider Repayment Method

1.2.4.1 **Page Navigation and Overview**

The Provider Repayment Method page is accessed from the Options drop down in the Basic tab of the Maintain Entity Information page, by selecting the Provider Repayment Method option and pressing the Go button. The Options drop down is only available when an entity of type "CBC Fiscal Agency" is selected in the Entity Type field, and the page can only be accessed by a Fiscal Worker with appropriate security.

Headquarter and Region Security Officers use this page to manage the provider repayment method at the Fiscal Agency level therefore each Fiscal Agency will be able to maintain a default repayment method for all providers. Workers can also indicate that the repayment method will be handled at the Individual Payment level. This is discussed in detail in the *FM01: Process Payments* topic paper.

Group Box: Repayment Method

Fields	Reduce by Total Overpayments - Allow Negative Invoice	Selecting this option (PAYMENT.cd_ovp_mthd = I) designates that the total overpayment amount (less any existing adjustments) should be removed from the provider's next check from this Fiscal Agency, regardless of if it results in a negative invoice.
	Reduce by Total Overpayments - Do Not Allow Negative Invoice	Selecting this option (PAYMENT.cd_ovp_mthd = P) designates that the total overpayment amount (less any existing adjustments) should be removed from the provider's next check from this Fiscal Agency, but not allowing this to result in a negative invoice.
	Reduce Future Payments by . . .	Selecting this option (cd_ovp_mthd = R) designates that the amount entered in the Monthly amount field should be removed from the provider's next check from this Fiscal Agency. This option is the default selection for new providers.
	Monthly Amount	This field is enabled and required when Reduce Future Payments by…" is selected. Workers use this field to designate the dollar amount to be deducted on a monthly basis from payments made to the provider from this Fiscal Agency. A monthly amount of $0.00 is the default value for new providers.
	Service Batch Applicable	Check box to indicate if the overpayment will be subject to the rule whereby it can only be recovered using payments from the same Service Batch as specified on the associated Service Type. For example an overpayment for the Foster Home Service Batch will be recovered from Foster Home funds. User-selected check box.
Buttons	Save	Standard Save processing.
	Close	Standard Close processing.

1.2.4.2 Background Processing

1. If the "Reduce by Total Overpayment Amount – Allow Negative Invoice" radio button is selected in the Repayment Method group box, then cd_ovp_mthd = "I."

2. If the "Reduce by Total Overpayment Amount – Do Not Allow Negative Invoice" radio button is selected in the Repayment Method group box, the cd_ovp_mthd = "P."

3. If the "Reduce Future Payments" radio button is selected in the Repayment Method group box, then cd_ovp_mthd = "R." The Monthly Amount field is enabled and required.

1.2.4.3 Save Processing

- When the user clicks on the Save button, the information is saved (inserted or updated) to the PROV_REPMNT_MTHD table.

1.2.4.4 CRUD Matrix

Table Name	Create	Read	Update	Delete
ORG_ENTITY	X	X	X	

1.2.5 Page – Maintain Entity Information – Associations Tab

1.2.5.1 Page Navigation and Overview

The user navigates to this page from the Maintain – Organization - Agency menu.

To access an existing agency entity, the user must search for the agency entity. The user can navigate to an existing agency entity record by selecting the radio button next to the agency entity in the search results and then selecting the Continue button. To create a new agency entity, the user selects the Create button on the search page.

The Basic tab is displayed by default when the Maintain Entity Information page is loaded. The user selects the Associations tab to display the Associations tab information.

Note: The Associated Units listed in the screen shot above are entered for demonstration purposes, and are not intended to reflect actual Units to be in FSFN.

Group Box: CBC Lead Agency Association

| **Fields** | (no label) | The Name and Physical Address City; Repeating for each Selected; System derived for each of the associated CBC Lead Agencies. Read Only. |

Group Box: Subordinate Entities

| **Fields** | (no label) | Subordinate Entities of the Entity displayed. System derived from the Entities which have been associated with this Entity as the Parent Entity. Read Only. |

| **Group Box** | | Associated Units |

| **Fields** | (no label) | A list of Unit names of the Units associated with the Entity displayed. Read only. |

| **Options** | | None |

Links	Search	Agency Entity Group Box: Selecting the Search hyperlink opens the Search page which allows the user to select the Entity for which the information is displayed. Search Basic tab: Agency Details Group Box: Selecting the Search hyperlink
	Search	Basic tab: Agency Details Group Box: Selecting the Search hyperlink opens the Search page which allows the user to select the Parent Entity.
	Remove	Associations tab: CBC Lead Agency Association Group Box: Deletes the CBC Lead Association record from the Org_Entity_LeadAssoc table.

Buttons	Insert	Associations tab: Launches the CBC Lead Agency Search
	Save	Standard Save processing.
	Close	Standard Close processing.

1.2.5.2 **Background Processing**

- The information for the agency is populated after the user selects the Search link in the Agency Entity group box, and then on the Agency Entity Search window, selects a radio button next to an agency entity, and selects Continue. All required fields on the Basic tab must be completed

1.2.5.3   Save Processing

- All required fields must be populated with values.

- The Agency Entity Name must be unique.

  - o Error Message: "Agency name already exists in the system. Please check and enter a different name"

- When in Create mode, a new record is added with the defined values to the ORG_ENTITY table.

- When in Update mode, the modified values replace the existing record values on the ORG_ENTITY table.

- If Status is set to Inactive, the Agency Entity cannot:

  - o Have active subordinate (child) Entities

  - o Have active Units associated

  - o be the ONLY CBC Lead Agency associated to another Active Agency Entity

- At least one (1) CBC Lead Agency association must be defined.

1.2.5.4   CRUD Matrix

Table Name	Create	Read	Update	Delete
ORG_ENTITY	X	X	X	
ORG_ENTITY_LEADASSOC	X	X	X	X
ORG_UNIT		X		

1.2.6 CBC Lead Agency Search Page
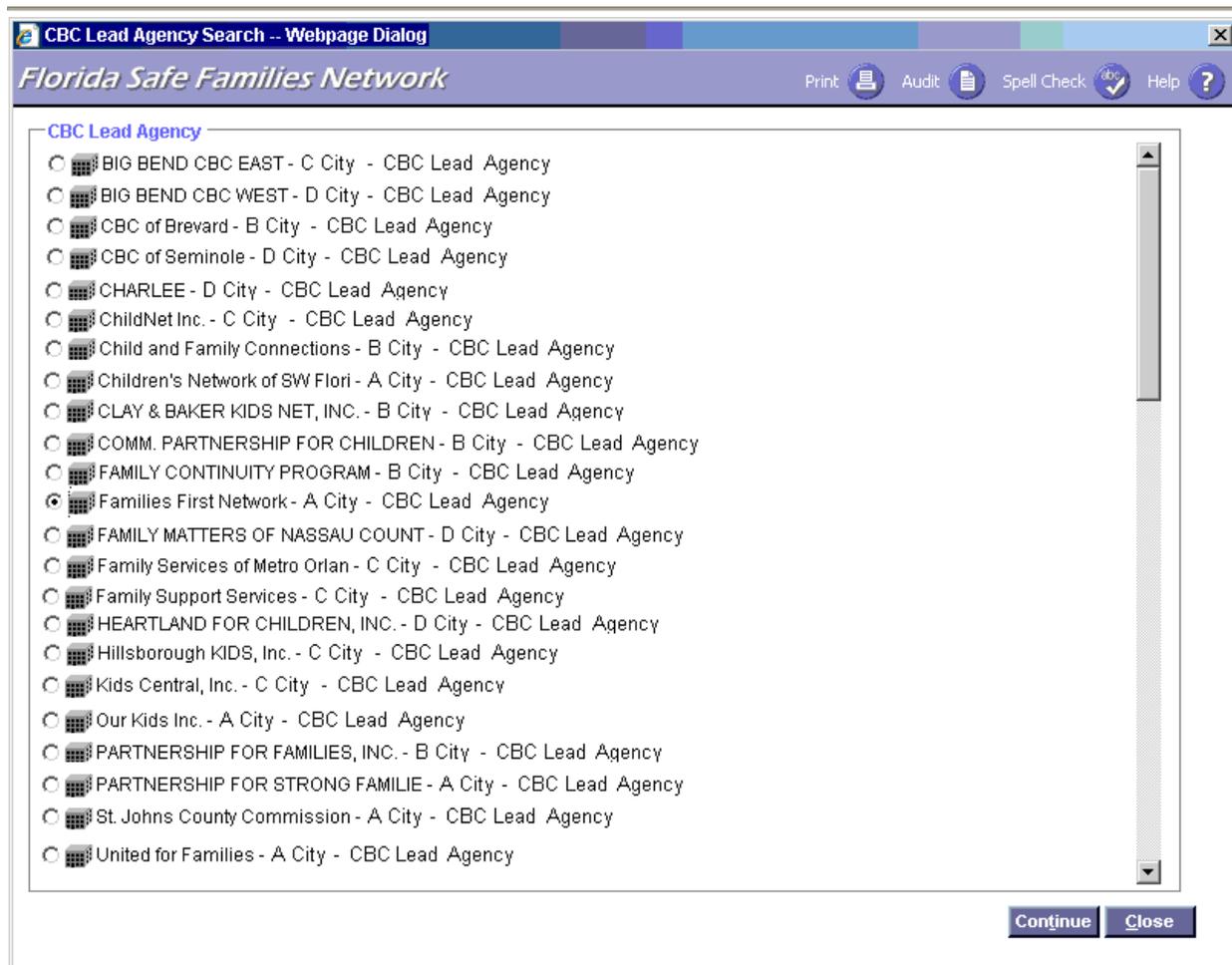
1.2.6.1   **Page Navigation and Overview**

The CBC Lead Agency Search page allows users to select and associate a CBC Lead Agency to an Agency Entity record. The user navigates to this page by selecting the Insert Button on the Associations tab of the Entity Information page.

The user selects the appropriate CBC Lead Agency by selecting the radio button adjacent to the repeating rows of defined CBC Lead Agencies and then selecting the Continue button. At least one CBC Lead Agency must be associated to each Active Agency Entity.

Group Box: CBC Lead Agency

Radio Buttons		Displays a row for each entity returned that matches an Entity Type of CBC Lead Agency, DCF, Sheriff's Office, and a Status of Active, sorted alphabetically; radio button Selection is mutually exclusive; selecting an entity via radio button and clicking the Continue button associates the CBC Lead Agency to the current Agency Entity.
Buttons	Continue	Associates the CBC Lead Agency to the current Agency Entity and returns the user to the Maintain Entity Information – Associations tab of the current Agency Entity record.
	Close	Standard Close Processing.

1.2.6.2 Background Processing

- When the user is finished on the CBC Lead Agency Search page, the user may close the page by selecting the Continue or Close button.

- If the user selects an entity record via radio button and selects the Continue button:

  o A record is added to the Org_Entity_LeadAssoc table, provided an association does not already exist for the same selected CBC Lead Agency.

  o The user will be navigated to the Maintain Entity Information – Associations tab of the current Agency Entity record.

- If the user selects the Close button, the user will be returned to the user will be returned to the Maintain Entity Information – Associations tab of the current Agency Entity record.

1.2.6.3 Save Processing

- None

1.2.6.4 CRUD Matrix

Table Name	Create	Read	Update	Delete
ORG_ENTITY		X		
ORG_ENTITY_LEADASSOC	X	X		

1.2.7 Unit Search Page

1.2.7.1 **Page Navigation and Overview**

The Unit Search page allows users to search for Units, such as D03 Child Protective Investigations. The user navigates to this page from the Maintain – Organization - Unit menu and selects the Search hyperlink on the Maintain Unit Information page.

The user enters basic criteria contained within the search criteria group box and clicks the Search button to perform the search. The database is searched for data that meets the search criteria entered and the results of the search are returned and displayed in the Units Returned group box.

If the user navigated here from the Search hyperlink on the Maintain Unit Information page, the user may select the radio button next to the desired Unit and click on the Continue button. The user will be returned to the Maintain Unit Information page. The system will populate the Unit information on the page with the information from the Unit selected on the search page.

If the user navigated here from Utilities: Search, then FSFN displays the results in Outliner form. Search result sets will be returned in alphabetical order. The user can navigate to an existing Unit record by selecting the radio button next to the entity and clicking the Continue button. The user can also expand the Unit icon to view corresponding subordinate Units for Units that have subordinated Units associated.

1.2.7.2 **Page Information**

Group Box: Search Criteria

Fields	Unit Name	The name of the Unit for which the user is searching; partial search supported using the (*) wildcard character; user entered; can be used as the sole search criterion.
	Unit Type	The type of Unit for which the user is searching; user-selected drop down field; can be used as the sole search criterion.
	Program Type	The type of program associated with the Unit for which the user is searching; user-selected drop down field; can be used as the sole search criterion.
	Geography Type	The type of geography associated with the Unit for which the user is searching; user-selected drop down field; can be used as the sole search criterion.
	Location	The location of the Unit for which the user is searching; user-selected drop down field; can be only be used in conjunction with Geography Type.
Buttons		Search Initiates a search of the database based on the information entered in the search criteria

Group Box: Units Returned

Radio Buttons		Displays a row for each Unit returned that matches the user-entered criteria, sorted alphabetically; radio button selection is mutually exclusive; clicking on the Unit icon will expand the selection to display associated Subordinate Entities.
Buttons	Create	Takes the user to create a Unit on the Maintain Unit Information page in create mode.
	Continue	Enabled when a radio button is selected; opens the Maintain Unit Information page for the selected Unit.
	Close	Standard Close processing.

1.2.7.3 Background Processing

- The IDs or textual information to be used in a data retrieval search will be passed to search through the application's master structure. The calling page will fill the data that Search needs into this holder and then Search will read from here to obtain the data for its use.

- If no criteria are entered by the user, and the user clicks on Search, an error message will display stating "Please enter search criteria."

- If a worker enters just the wildcard (*) function in the Unit Name field, the search results will include all entities stored in the FSFN database.

- Partial searches on names can be supported using the wildcard (*) function.

- When a search is initiated by clicking the Search button, the criteria entered are matched against information in the ORG_UNIT table to obtain the appropriate results.

- Data retrieval "Unit Search" is a response page and therefore cannot be minimized.

- All entered criteria are used to determine the appropriate result set. (Queries use the AND operator, not OR.)

- If a search fails, a message box stating, "No matching data found for the criteria specified" will be displayed.

- All information pertaining to the search results will be displayed in the Units Returned group box.

- When the user is finished on the Unit Search page, the user may close the page by selecting the Continue or Close button. If the user selects an entity record via radio button and selects the Continue button, the user will be navigated to the selected Unit record. If the user selects the Close button, the user will be returned to their point of origin but no data transfer will occur if they came here from the Maintain Units Information page.

- If a Unit is a Parent Unit, drill down capability to the Subordinated Units is available. Either the parent or the subordinated Unit may be selected, but only 1.

1.2.7.4 Save Processing

- None

1.2.7.5 CRUD Matrix

Table Name	create	Read	Update	Delete
ORG_UNIT		X		

1.2.8   Page – Maintain Unit Information Page
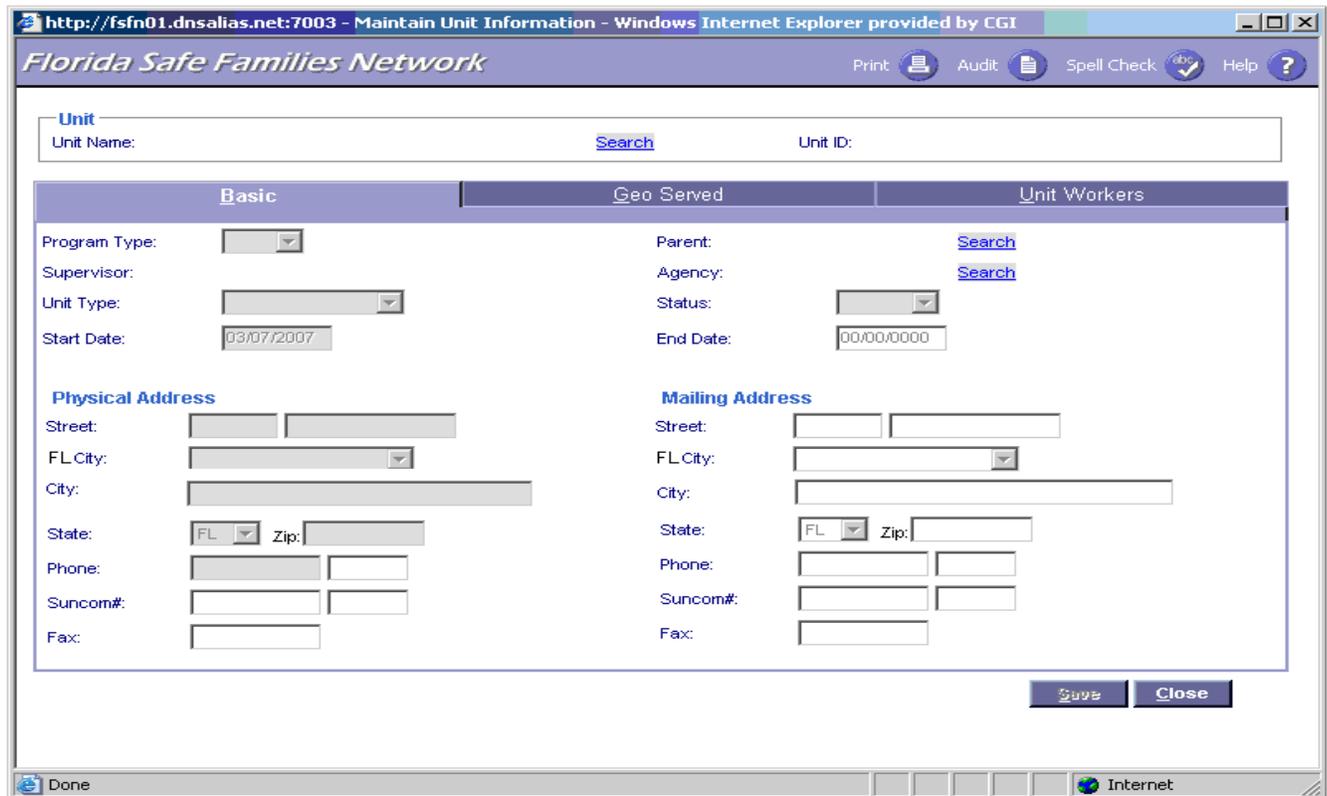
1.2.8.1   Page Navigation and Overview

The user navigates to this page from the Maintain – Organization - Unit menu. This page is used to create, edit, or view information on Units. To create a Unit, the user navigates to this page and searches for the name of the Unit they wish to create (to assure that they are not attempting to create a duplicate record). Assuming that the Unit name is not found, they select Create on the Unit Search page and are returned to Maintain Unit page, where the Unit Name field will be enterable. The user completes the first 2 tabs on this window and sets the Status to Pending, and then saves the record. The Unit must remain in pending status until the user enters a supervisor for the Unit on the Employee Management Information page. After a supervisor is assigned, the worker returns to the Maintain Unit page in edit mode and changes the status to Active. (This process maintains the rule that all active Units must have an active supervisor.)

1.2.8.2 **Page Information**

Group Box: **Unit**

Fields Unit Name The name of the Unit for which the information is

Displayed. Populates with the name of the Unit, selected by using the Search link. Enabled text box in create mode, but only after the worker searches for the name on the Unit Search window and Clicks Create on the Unit Search window after the name is not found. Required

Unit ID The system assigned identification number of the Unit for

Which the information is displayed. Populates with the System

1.2.9 Maintain Unit Information page – Basic Tab

1.2.9.1 **Page Navigation and Overview**

This page is opened by navigating to the Maintain Unit Information page and selecting the Basic tab. This tab allows the user to view or enter basic information about the Unit. It is required that a Physical Address be entered for the Unit, but the Mailing Address is optional.

1.2.9.2 **Page Information**

Fields	Program Type	Drop down. Allows the user to select the program type associated with this Unit. Required.
	Parent	The parent of the Unit displayed; Populates with the parent of the Unit; May be changed by searching for and selecting another Unit for the parent; Required.
	Supervisor	The supervisor for the Unit displayed. Populates with the Supervisor assigned to this Unit. Read only. This will no display in create mode until there is a Supervisor assigned to the Unit and the Unit is made Active.
	Agency	The Agency associated with the Unit displayed. Populates with the Agency associated with this Unit. May be changed by searching for and selecting another Agency using the Search hyperlink to its right on the tab. Required
	Unit Type	Drop down. Allows the user to select the Unit type associated with this Unit. Required.
	Start Date	The starting date of the status entered for this Unit. Pre-populates with the start date of the current status. Required.
	End Date	The end date for a status. Conditionally enabled and required only if the Status is changed to Inactive. Populates with the end date last entered if the current status is Inactive. End date cannot precede Start Date
	Status	Drop down. Populates with the current status of this Unit. Allows the user to change the status of this Unit (Active, Inactive, or Pending). Required.
Physical Address		

	Street	The number and name of the street where the Unit is physically located. Textbox. Required.
	FL City	The city where the Unit is physically located. Drop down.
	City	The city where the Unit is physically located. Textbox required if no Florida City value has been selected.
	State:	The state where the Unit is physically located. Drop down, required, defaults to FL.
	ZIP	The ZIP code (including the +4) of the city where the Unit is physically located. Textbox, required.
	Phone	The phone number (including the extension) of the physical location of the Unit. Textbox, required.
	Suncom#	The Suncom number of the physical location of the Unit. Textbox not required.
	Fax#:	The Fax number of the physical location of the Unit. Textbox not required.
Mailing Address	Street	The number and name of the street for the location where the Unit receives mail. Textbox not required.
	FL City	The city for the location where the Entity receives mail. The city where the Unit is physically located. Drop down.
	City	The city for the location where the Unit receives mail. Textbox required if no Florida City value has been selected.
	State	The state for the Unit's Mailing Address. Drop down, not required; defaults to FL
	ZIP	The ZIP code (including the +4) for the location where the Unit receives mail. Textbox, not required

Phone		The phone number (including the extension) for the location where the Unit receives mail. Textbox, not required
Suncom#		The Suncom number for the location where the Entity receives mail. Textbox, not required
Fax#		The Fax number for the location where the Unit receives mail. Textbox not required.
Options		None
Links	Search Unit Group Box	Selecting the Search hyperlink opens the Unit Search page which allows the user to select the Unit for which information will be displayed on this page.
	Search Basic tab– Parent Field	Selecting the Search hyperlink opens the Unit Search page which allows the user to select the Unit to be the parent of the Unit displayed. Enabled in edit mode, disabled in view mode.
	Search Basic tab– Agency Field	Selecting the Search hyperlink opens the Agency Search page which allows the user to select the Agency associated with this Unit. Enabled in edit mode, disabled in view mode. Required.
Buttons	Save	Standard Save processing.
	Close	Standard Close processing.

1.2.9.3 **Background Processing**

- The information for the Unit is populated after the user selects the Search link in the Unit group box, and then on the Unit Search page, selects a radio button next to a Unit and selects Continue.

- A physical address and phone number are required to save, but a mailing address is not required.

- Searches the ORG_WORKER_ROLE table for the Unit Supervisor.

1.2.9.4 Save Processing

- All required fields on the Basic tab must be completed, and there must be at least one record completed on the Geography Served tab, and Supervisor for save processing to occur if the Unit Status Field is Active. The Parent Unit must be an Active Unit.

  - Error Message: "Please enter data in the fields that are highlighted – Unit must have at least one Geo Served area"

  - Error Message: "Please enter data in the fields that are highlighted – Supervisor is required for an Active Unit"

  - Error Message: "Cannot activate this Unit, has inactive Parent Unit."

- The Unit Name must be unique.

  - Error Message: "Unit name already exists in the System. Please check and enter a different name."

- Save processing may occur from any of the three (3) tabs, but this same validation process will apply.

- Save processing when the Unit Status field is Pending requires only the required Unit Name field to be populated.

- Upon Save, system validates the dates entered and displays the following message if applicable. "Error Message "End date cannot precede Start Date"

1.2.9.5 CRUD Matrix

Table	Create	Read	Update	Delete
ORG_UNIT	X	X	X	
ORG_ENTITY		X		

ORG_WORKER_ROLE		X		

1.2.10 Maintain Unit Information page – Geography Served Tab

1.2.10.1 Page Navigation and Overview

This page is opened by navigating to the Maintain Unit Information page and clicking on the Geography Served tab. This tab shows the geographical areas served by this Unit. For each row displayed, the field furthest to the left shows the limits of the geographic area served. So in the example shown above, the Unit services Circuit 04, but not the remaining area of the Northeast Region. If Circuit was blank, that would indicate that the Unit services all of the Northeast Region. Selecting a value in the Region field (which is required) will limit the values available in the Circuit field to those Circuits in the selected Region. Selecting a Circuit will limit the values in the County field.

1.2.10.2 **Page Information**

Group Box: Unit Geographical Locations

Fields	Radio Button	Radio button which allows the user to select the row to edit when there are multiple rows on the page. Only the row with the radio button selected is editable.
.	Region:	Drop down which enables the user to select the name of a Region which is served by this Unit. Required.
	Circuit:	Drop down which enables the user to select the name of a Circuit which is served by this Unit. Filtered to only show the Circuits associated with the Region selected. Conditionally enabled after the Region is selected. If a Circuit is selected, the other Circuits in that Region will be excluded. Not required.
.	County:	Drop down which enables the user to select the name of a County which is served by this Unit. Filtered to only show the Counties associated with the Circuit selected. Conditionally enabled after the Circuit is selected. If a County is selected, the other Counties in that Circuit will be excluded. Not required.
Option		None
Links	Delete	Link which enables a user to delete a geographic location.
		Record. At least one geographical location must remain for the Unit to remain active.

Buttons	Insert	Inserts a new blank row which allows the user to enter a new geographic location served by this Unit. Enabled, not required.
	Save	Standard Save processing.
	Close	Standard Close processing.

1.2.10.3 **Background Processing**

- When the user selects Insert, a new blank row is inserted in the Unit Geographical Locations group box. After the worker has selected a value in at least one of the drop downs in this group box, they may click on Insert and insert another blank row.

- If a worker has clicked on Insert and inserted a blank row, selecting the Insert button again will NOT create another blank row unless they have selected a value in at least one of the drop downs in the blank row previously inserted.

  - When a new row is inserted, the radio button on the new row is automatically selected.

  - Only the row with the radio button selected is editable. The worker may select a different radio button and edit that row. Any number of rows can be inserted and/or edited prior to save.

    When a new row is inserted, only the Region field is enabled. After a Region is selected, the Circuit field is enabled and contains all of the Circuits associated with the selected Region. If a Circuit is selected, the County field becomes enabled and contains only the values associated with that Circuit.

1.2.10.4 **Save Processing**

- At least one geographic record consisting of at least a Region must be selected in order to save the record. Note that "Statewide" is an option in the Region drop down.

- The Geographical Area Served by the Subordinate Unit must be a subset of the Geographical Area Served by the Parent Unit.

- Error Message: "Unit serving location not matching Parent."

- Multiple new rows may be saved simultaneously as long as there is at least one value selected in a drop down on each row. The intent is to allow a worker to add multiple Circuits, for example, with one click of the Save button.

1.2.10.5 **CRUD Matrix**

Table	Create	Read	Update	Delete
ORG_LOCATION		X		
ORG_LOCATION_UNIT	X	X	X	X

1.2.11 Maintain Unit Information page – Unit Workers Tab

1.2.11.1 **Page Navigation and Overview**

This page is opened by navigating to the Maintain Unit Information page and clicking on the Unit Workers tab. This tab is used to see all of the workers currently associated with this Unit that are Active as well as those workers associated with the Unit that are Inactive. The tab also displays the Job Class and Security User Group of each worker.

1.2.11.2 **Page Information**

Fields	Name	The name of a worker associated with this Unit. Read Only.
	Job Class	The Job Class of the worker for their association with this Unit. Read Only
	Security User Group	The Security User Group assigned to the worker.
	Status	The status of the worker for their association with this Unit. Read Only.
Links		None
Buttons	Save	Standard Save processing.
	Close	Standard Close processing.

1.2.11.3 **Background Processing**

- Display all of the workers who have an active or an inactive Worker Unit Assignment associated with this Unit.

- Workers with an active status are displayed on top, followed by workers with an inactive status.

1.2.11.4 Save Processing

- This tab is read only, but save processing will verify the fields on the other tabs on this page prior to saving.

1.2.11.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
ORG_WORKER_ROLE		X		

1.2.12 Page – On-Call Schedule Basic

1.2.12.1 **Page Navigation and Overview**

Authorized users navigate to the page from the Utilities – On-Call Schedule – Maintain menu selection.

The On-Call Schedule is used to provide Contact information to the CI Unit workers when Immediate Intakes are distributed. An On-Call Schedule is created and maintained for both Adult and Child programs and is defined for each County by month and year. Contact information for Supervisors and Investigators, selected from the Investigative Units within the specified county, and is used to populate the On-Call Schedule.

There is only one Adult program Receiving Unit and only one Child program Receiving Unit for each county. The supervisor for each of the Receiving Units is responsible for the On-Call Schedule within their county. Monthly On-Call supervisors are defined to manage the On-Call schedule workers for each month. Additional information for the On-Call Schedule is: the local county's Sheriff's Office phone number; a Services Contact phone number; and monthly Schedule Comments.

1.2.12.2 **Page Information**

Group Box: **On-Call Schedule**

Fields	Select County	List of Florida Counties. User-selected drop down; required; no default value; Required.
	Select Month	List of the twelve months. User-selected drop down; required; no default value; Required.
	Select Year	List of current and future years. User-selected drop down; required; no default value; Required.
	Program:	Adult or Child; User-selected drop down; required; no default value; Required.

Group Box: **Receiving Unit Contact Information**

Fields	Phone Main	Main phone number for the receiving Unit; read only.
	Suncom	Suncom phone number for the receiving Unit; read only.
	Fax	Fax number for the receiving Unit; read only.
	Supervisor	Supervisor for the receiving Unit; read only.
	Work	Work phone number for the supervisor of the receiving Unit; read only.

Cell	Cell phone number for the supervisor of the receiving Unit; read only.	
Home	Home number for the supervisor of the receiving Unit; read only.	
Other	Other phone number for the supervisor of the receiving Unit; read only.	

Group Box: On-Call Supervisors for <Month> <Year>

Fields	Primary Supervisor	Primary Supervisor selected during the Worker Search modified by use of the Search hyperlink (Worker Search); required; no default value.
	Work	Work phone number for the Primary Supervisor; read only.
	Cell	Cell phone number for the Primary Supervisor; read only.
	Home	Home number for the Primary Supervisor; read only.
	Other	Other phone number for the Primary Supervisor; read only.
	Backup Supervisor	Backup Supervisor selected during the Worker Search; modified by use of the Search hyperlink (Worker Search); not required; no default value.
	Work	Work phone number for the Backup Supervisor; read only.
	Cell	Cell phone number for the Backup Supervisor; read only.
	Home	Home number for the Backup Supervisor; read only.
	Other	Other phone number for the Backup Supervisor; read only.
	County Sheriff's Phone	Sheriff's Office Phone number; user entered numeric field; not required; no default value.
	Services Contact	Services Contact phone number; user entered numeric field; not required; no default value.

Group Box: **Schedule Comments**

Fields	Schedule Comments	Comments pertaining to the month schedule; user-entered text field; not required; no default value; limit is 1,000 Characters.
Options		None

Links		Search
Buttons	Search	Populates the Basic tab based on criteria selected, Program, County, Month, Year.
	Save	Standard Save processing
	Close	Standard Close processing

1.2.12.3 Background Processing

- When the authorized user selects the criteria for County, Month, Year, and Program, and selects the Search button, the system searches the On-Call Schedule table for a matching record.

    o If a record is found, the system returns the On-Call Schedule to the page in edit mode.

    o If a record is not found, the system displays the message, "An On-Call Schedule for the criteria specified does not exist. Do you want to create it?" If yes is selected, the system creates a new blank record and returns the blank record in edit mode.

    o The system searches the ORG_UNIT table for a Unit of Type Receiving Unit, and a corresponding ORG_UNIT_LOCATION record matching the selected county.

    o The system then searches the ORG_WORKER_ROLES table for the Worker Unit Assignment with a Job Class value of Unit Supervisor. Refer to CM18 Worker Management Topic Paper for Unit Supervisor maintenance.

    o The system then searches the WORKER table for the associated employee information, returning the Receiving Unit Supervisor contact Information.

1.2.12.4 Save Processing

- When the authorized user selects the Save button, modified field data on the page overwrites corresponding field data on the currently selected On-Call Schedule record.

1.2.12.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
ONCALL_SCHEDULE	X	X	X	
ONCALL_SCHEDULE_DTL	X	X	X	
ORG_UNIT		X		
ORG_UNIT_LOCATION		X		
ORG_WORKER_ROLES		X		
WORKER		X		

1.2.13 Page – On-Call Schedule - Schedule
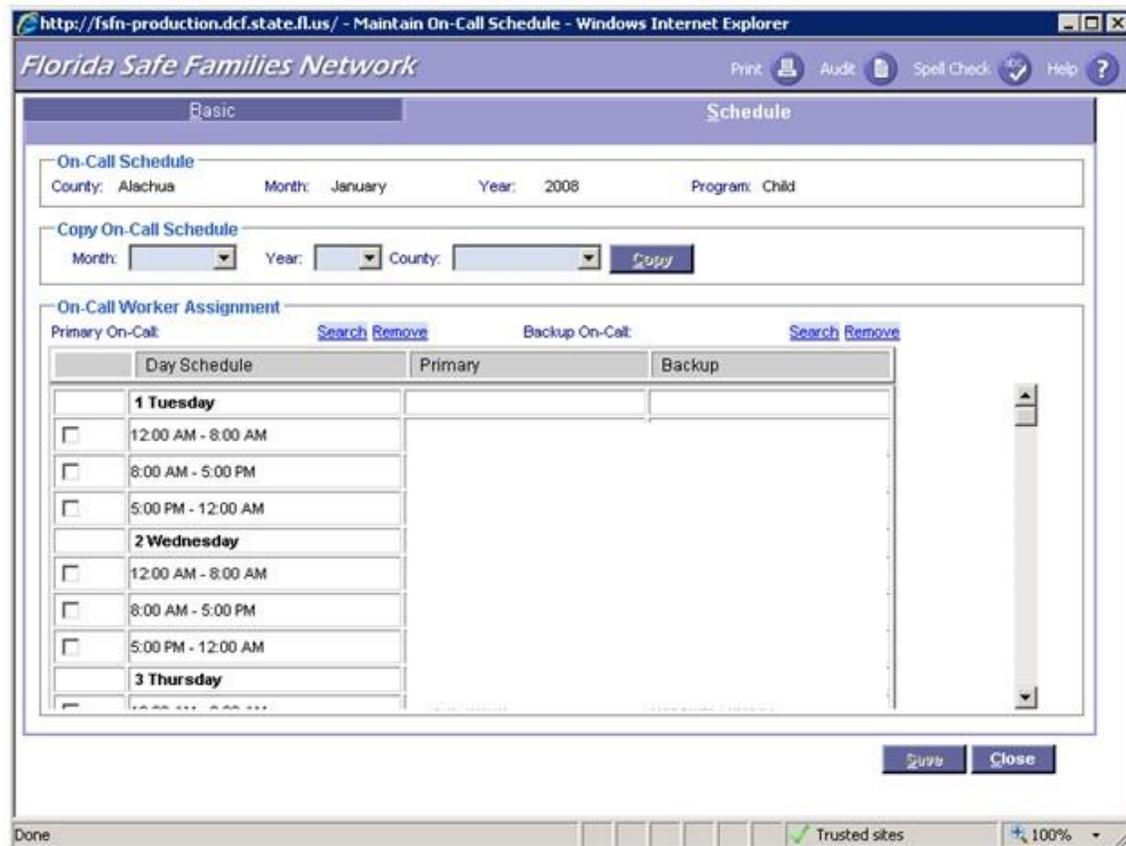
1.2.14.1 **Page Navigation and Overview**

Authorized users navigate to the page from the Utilities / On-Call Schedule / Maintain menu selection; searches and retrieves the desired On-Call Schedule; and then selects the Schedule tab.

This page is used to define the workers who will cover selected time slots for each day for the selected month. Each time slot on each day can be populated with a primary and backup on-call worker. Deviations in Time Slots for a particular County should be documented in the Schedule Comments field on the Basic tab.

The selected On-Call Schedule can be copied (either create or overwrite) to either another County for the same selected month, or to another month for the same selected county.

1.2.14.2 **Page Information**

Group Box: On-Call Schedule

Fields	County	Populated from Basic page. Read only.
	Month	Populated from Basic page. Read only.
	Year	Populated from Basic page. Read only.
	Program	Populated from Basic page. Read only.

Group Box: Copy On-Call Schedule

Fields	Month	List of months. User-selected drop down; not required;
		No default value. Disabled if a County is selected.
	Year:	List of years. User-selected drop down. Enabled and required when a month is selected.
	County	List of Florida counties. User selected drop down. Disabled if a Month and Year are selected.
Buttons	Copy	Copies the existing On-Call Schedule to the selected Month and Year or County selected. If an existing On-Call Schedule exists for the target Program, County, Month, and Year, then a pop-up displays asking the user "An existing on-call schedule exists for the Month/Year or County selected are you sure you want to overwrite the existing On-Call Schedule?" If an On-Call Schedule does not exist for the target Program, County, Month, and Year, then the target On-Call Schedule is created.

Group Box: On-Call Worker Assignment

	Primary On-Call	Primary On-Call Worker. Selected during the Worker Search.
	Backup On-Call	Backup On-Call Worker. Selected during the Worker Search
Check boxes	12:00 A.M. – 8:00 A.M.	Used to select the 12:00 A.M. – 8:00 A.M. timeslot for which the selected Primary and Backup On-Call Workers will be designated. No default value; not required.
	8:00 A.M. – 5:00 P.M	Used to select the 8:00 A.M. – 5:00 P.M. timeslot for which the selected Primary and Backup On-Call Workers will be designated. No default value; not required.
	5:00 P.M. – 12:00 A.M.	Used to select the 5:00 P.M. – 12:00 A.M timeslot for which the selected Primary and Backup On-Call Workers will be designated; no default value; not required.

Note: This set of three (3) Check boxes appears for each day for the number of days of the selected month and year.

	Call Worker.
	Remove; clears the selected primary or backup Worker.
Save	Standard Save processing.
Close	Standard Close processing.

1.2.14.3 **Background Processing**

- None

1.2.14.4 **Save Processing**

When the authorized user selects the Save button, modified field data on the page overwrites corresponding field data on the currently selected On-Call Schedule record.

1.2.14.5 CRUD Matrix

Table Name	Create	Read	Update	Delete
ONCALL_SCHEDULE	X	X	X	
ONCALL_SCHEDULE_DTL	X	X	X	
ORG_UNIT		X		
ORG_UNIT_LOCATION		X		
ORG_WORKER_ROLES		X		
WORKER		X		

1.2.14.6 **Page – View On-Call Schedule Basic**

1.2.14.7 **Page Navigation and Overview**

Authorized users navigate to the page from the Utilities – On-Call Schedule – View menu selection.

The On-Call Schedule is used to provide Contact information to the CI Unit workers when Immediate Intakes are distributed.

There is only one Adult program On-Call Schedule and only one Child program On-Call Schedule for each County for each defined Month and Year. The supervisor for each of the Receiving Units is responsible for the On-Call Schedule within their county.

Monthly On-Call supervisors are defined to manage the On-Call schedule workers for each month. Additional information for the On-Call Schedule Basic tab is: the local county's Sheriff's Office phone number; a Services Contact phone number; and monthly Schedule Comments.

1.2.14.8 **Page Information**

Group Box: On-Call Schedule

Fields:	Select County	List of Florida Counties. User selected drop down; required; no default value; Required.
	Select Month	List of twelve months. User-selected drop down; required; no default value; Required.
	Select Year	List of years. User-selected drop down; required; no default value; Required.
	Program	Adult or Child; User-selected drop down; required; no default value; Required.

Group Box: Receiving Unit Contact Information

Fields	Phone Main	Main phone number for the receiving Unit; read only.
	Suncom	Suncom phone number for the receiving Unit; read only.
	Fax	Fax number for the receiving Unit; read only.
	Supervisor	Supervisor for the receiving Unit; read only.
	Work	Work phone number for the supervisor of the receiving Unit; read only.
	Cell	Cell phone number for the supervisor of the receiving Unit; read only.
	Home	Home number for the supervisor of the receiving Unit; read only.
	Other	Other phone number for the supervisor of the receiving Unit; read only.

Group Box: On-Call Supervisors for <month> <year>

Fields	Primary Supervisor	Primary Supervisor for the month; read only.
	Work	Work phone number for the primary supervisor for the county; read only.
	Cell	Cell phone number for the primary supervisor for the county; read only.
	Home	Home number for the primary supervisor of the county; read only.
	Other	Other phone number for the primary supervisor of the county; read only.
	Services Contact	Services Contact phone number; read only.
	County Sheriff Phone	County Sheriff Phone number; read only.
	Backup Supervisor	Backup Supervisor for the month; read only.
	Work	Work phone number for the backup supervisor for the county; read only.
	Cell	Cell phone number for the backup supervisor for the county; read only.
	Home	Pager number for the backup supervisor of the county; read only.
	Other	Other phone number for the backup supervisor of the county; read only.
	Services Contact	Services Contact phone number; read only.

Group Box: Schedule Comments

Fields	Schedule Comments	Comments pertaining to the schedule; read only.

Options		None
Links		None
Buttons	Search	Populates the Basic tab based on criteria Program Code, County, Month, and Year selected.
	Close	Standard Close processing.

1.2.14.9 **Background Processing**

- When the authorized user selects the criteria for Program, County, Month, and year and selects the Search button, the system searches the On-Call Schedule table for a matching record.

  o If a record is found, the system returns the On-Call Schedule to the page in Read-Only mode.

  o If a record is not found, the system displays the shell with the Receiving Unit Contact information only."

  o The system searches the ORG_UNIT table for a Unit of Type Receiving Unit, and a corresponding ORG_UNIT_LOCATION record matching the selected county.

  o The system then searches the ORG_WORKER_ROLES table for the Worker Unit Assignment with a Job Class value of Unit Supervisor or Unit Supervisor 2. Refer to CM18 Worker Management Topic Paper for Unit Supervisor maintenance.

  o The system then searches the WORKER table for the associated employee information, returning the Receiving Unit Supervisor contact Information.

  o The system then searches the WORKER table for the associated employee information, returning the Primary Month Supervisor contact Information.

  o The system then searches the WORKER table for the associated employee information, returning the Backup Month Supervisor contact Information.

1.2.14.10   **Save Processing**

- None.

1.2.14.11 **CRUD Matrix**

Table Name	Create	Read	Update	Delete
ONCALL_SCHEDULE	X	X	X	
ONCALL_SCHEDULE_DTL	X	X	X	
ORG_UNIT		X		
ORG_UNIT_LOCATION		X		
ORG_WORKER_ROLES		X		
WORKER		X		

1.2.14.12   Page – View Today's Schedule
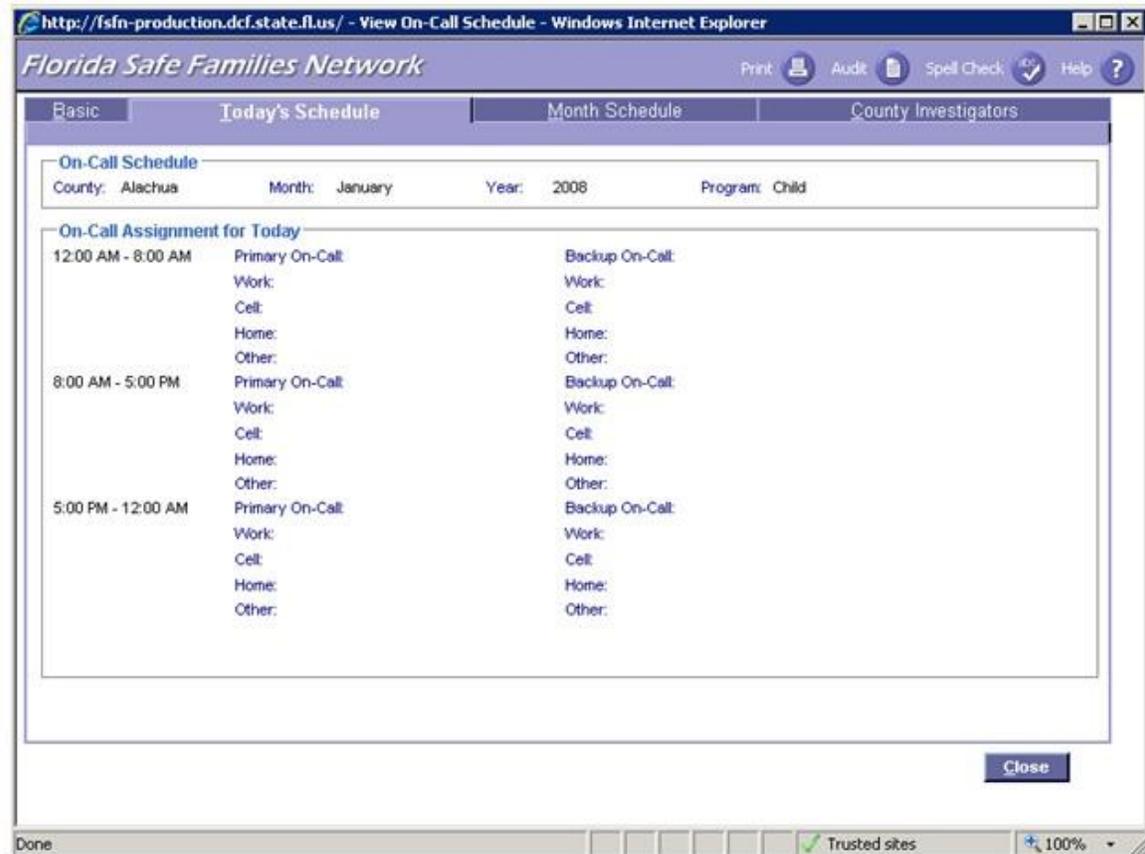
1.2.14.13   Page Navigation and Overview

Authorized users navigate to the page from the Utilities – On-Call Schedule – View menu selection; searches and retrieves the desired On-Call Schedule; and then selects the Today's Schedule tab.

This page is used to display the On-Call Workers Contact information for the current day timeslots.

1.2.14.14   **Page Information**

Group Box: On-Call Schedule

Fields	County	On-Call Schedule; Florida County; read only.
	Month: Year	Month; read only. Year; read only.
	Program	Adult or Child; read only.

Group Box: On-Call Assignment for Today

Fields	12:00 A.M. – 8:00 A.M.	Timeslot; no default value; not required.
	8:00 A.M. – 5:00 P.M.	Timeslot; no default value; not required.
	5:00 P.M. – 12:00 A.M.	Timeslot; no default value; not required.
	Primary On-Call	Primary On-Call Worker for the Timeslot; read only.
	Work	Work phone number for the Primary On-Call worker; read only.
	Cell	Cell phone number for the Primary On-Call worker; read only.
	Home	Pager number for the Primary On-Call worker; read only.
	Other	Other phone number for the Primary On-Call worker; read only.
	Backup On-Call	Backup Worker for the Timeslot; read only.
	Work	Work phone number for the Backup On-Call worker; read only.

	Cell	Cell phone number for the Backup On-Call worker; read only.
	Home	Pager number for the Backup On-Call worker; read only.
	Other:	Other phone number for the Backup On-Call worker; read only.

Note: The Primary and Backup Worker Contact Information repeats for the three timeslots

Options		None
Links		None
Buttons	Close	Standard Close Processing

1.2.14.15 Background Processing

- None

1.2.14.16 Save Processing

- None

1.2.14.17 CRUD Matrix

Table Name	Create	Read	Update	Delete
ONCALL_SCHEDULE		X		
ONCALL_SCHEDULE_DTL		X		
WORKER		X		

1.2.14.18   Page – View Month Schedule
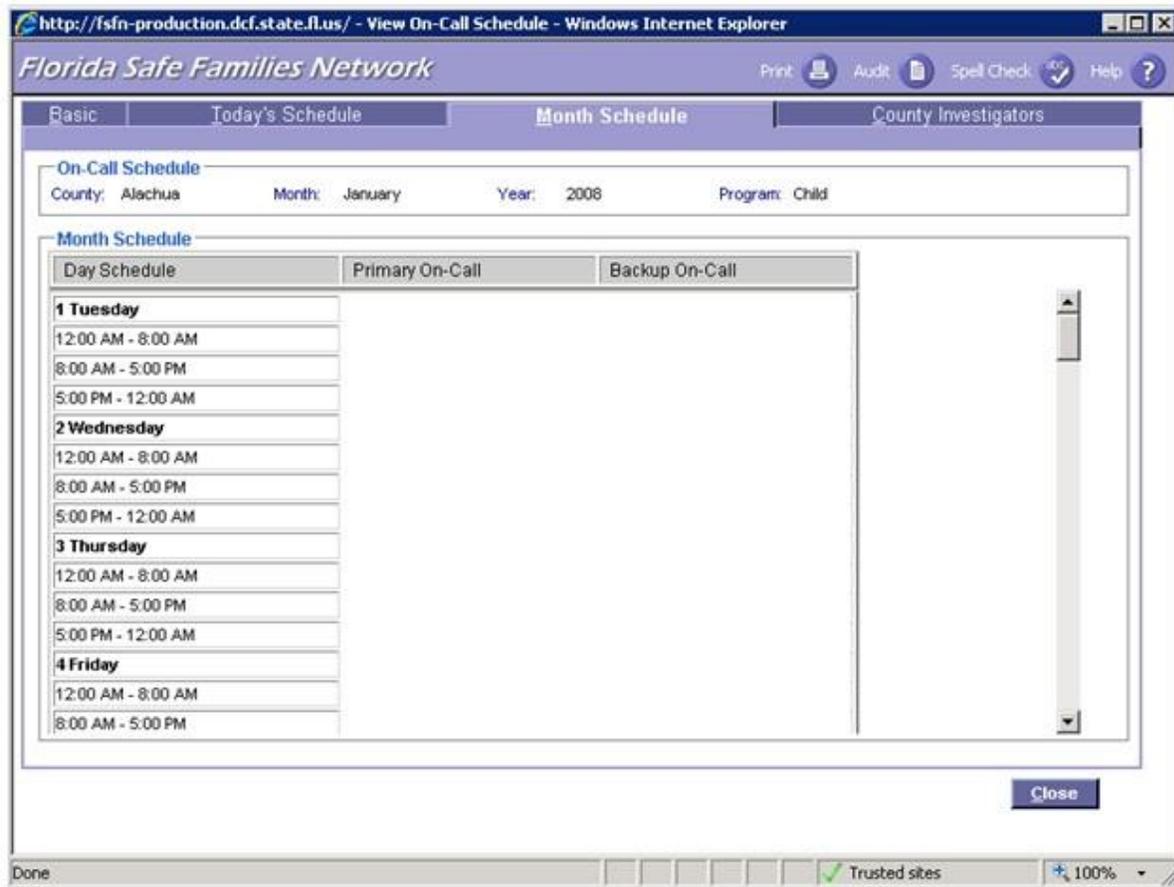
1.2.14.19   Page Navigation and Overview

Authorized users navigate to the page from the Utilities – On-Call Schedule – View menu selection; searches and retrieves the desired On-Call Schedule; and then selects the Month Schedule tab.

This page is used to display the On-Call Worker names for each timeslot for each day of the month.

1.2.14.20   Page Information

Group Box: On-Call Schedule

Fields	County	Florida County; read only.
	Month	Month; read only.
	Year	Year; read only.
	Program	Adult or Child; read only

Group Box: Month Schedule

Fields:	Day	Day number and Day Name
	12:00 A.M. – 8:00 A.M	Timeslot; no default value; not required
	8:00 A.M. – 5:00 P.M.	Timeslot; no default value; not required
	5:00 P.M. – 12:00 A.M.	Timeslot; no default value; not required.
	Primary On-Call	Name of the Primary On-Call Worker for the Timeslot; read only.
	Backup On-Call	Name of the Backup On-Call Worker for the Timeslot; read only.

Note: The Primary and Backup Worker names display for the three timeslots, for each day of the month.

Options	None	
Links	None	
Buttons	Close	Standard Close processing.

1.2.14.21   Background Processing

- None

1.2.14.22   **Save Processing**

- None

1.2.14.23   **CRUD Matrix**

Table Name	Create	Read	Update	Delete
ONCALL_SCHEDULE		X		
ONCALL_SCHEDULE_DTL		X		
WORKER		X		

1.2.15 Page – View County Investigators
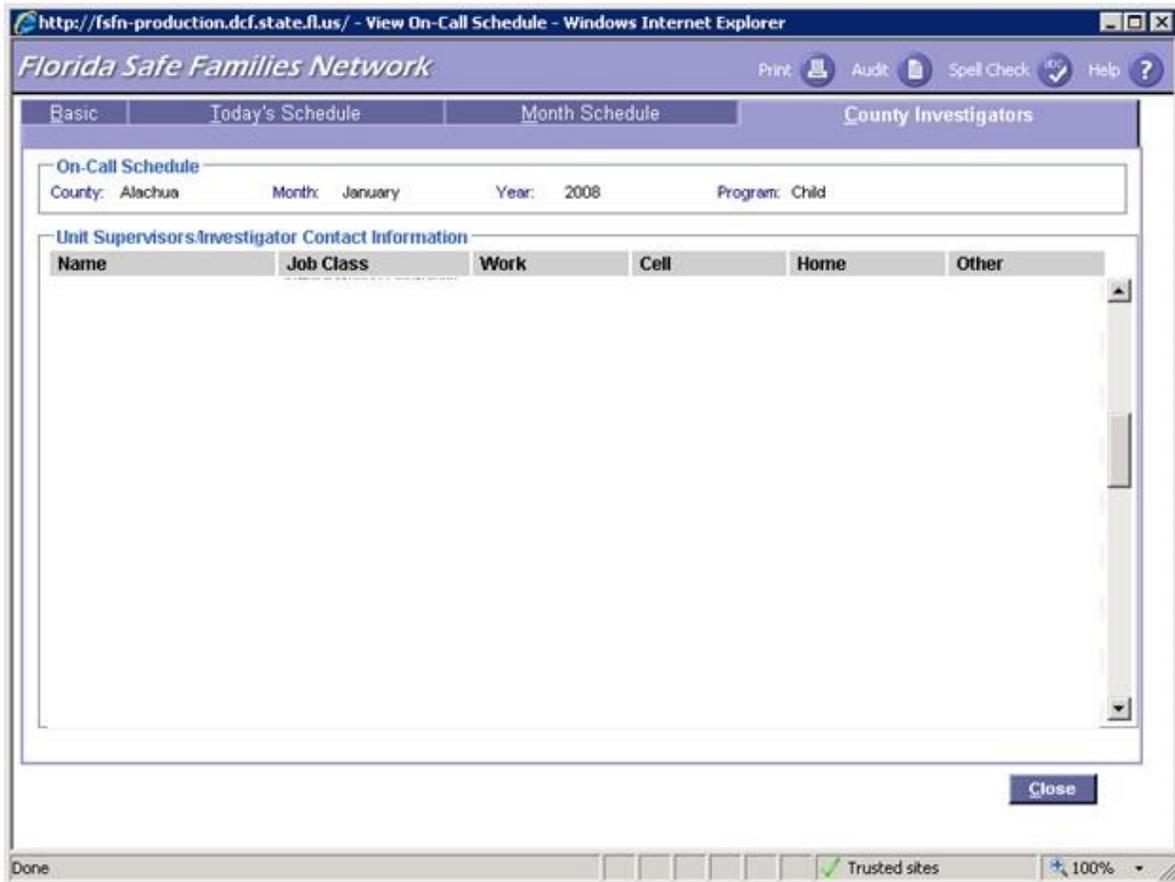
1.2.15.1 **Page Navigation and Overview**

Authorized users navigate to the page from the Utilities – On-Call Schedule – View menu selection; searches and retrieves the desired On-Call Schedule; and then selects the County Investigators tab.

This page is used to display all workers with Unit assignments for all Investigative Units within the selected County.

1.2.15.2 **Page Information**

Group Box: On-Call Schedule

Fields	County	Florida County; read only.
	Month: Year	Month; read only. Year; read only.
	Program	Adult or Child; read only.

Group Box: Unit Supervisors/Investigator Contact Information

Fields	Name	Name of the Unit Supervisor/Investigator; read only
	Job	Job Class for the Unit Supervisor/Investigator; read only.
	Class: Work	Work Phone Number of the Unit Supervisor/Investigator; read only.
	Cell	Cell Phone Number of the Unit Supervisor/Investigator; read only.
	Home	Pager Number of the Unit Supervisor/Investigator; read only.
	Other	Other Phone Number of the Unit Supervisor/Investigator; read only.
Options		None
Links		None
Buttons	Close	Standard Close processing.

1.2.15.3 **Background Processing**

- The system searches for all Investigative Units with a Geography Served equal to the selected County.

- The system searches the ORG_WORKER_ROLES table for all workers contained within the selected Units.

- The system searches the WORKER table and for all identified workers and retrieves their contact information.

1.2.15.4 **Save Processing**

- None

1.2.15.5 **CRUD Matrix**

Table Name	Create	Read	Update	Delete
ONCALL_SCHEDULE		X		
ONCALL_SCHEDULE_DTL		X		
ORG_LOCATION_UNIT		X		
ORG_UNIT		X		
ORG_WORKER_ROLE		X		

1.2.15.6 **Page – Maintain Agency Contract - Initial**

1.2.15.7 **Page Navigation and Overview**

The user navigates to the Agency Contract Management page from the Maintain > Organization > Agency Contracts menu selection.

The Agency Contract Management page allows users to select Lead Agencies for which the user would like to view, update, or insert Agency Contract Information.

The user selects the desired Lead Agency value in the Agency drop down field and clicks the Continue button. The database is searched for data that meets the selected Lead Agency criteria entered and the information is displayed in the Agency Contract Detail group box. FSFN displays the contracts for the selected Lead Agency in reverse chronological order. Authorized users can update Contract information and insert new Contract information.

1.2.15.8 **Page Information**

Group Box: Agency

Fields	Agency	The name of the Lead Agency for which Contract Information is to be displayed, updated, or appended to; drop down; user selected; required.
	Agency ID	The Agency record identifier, numeric; read only; system generated.
Buttons	Continue	Initiates a search of the database based on the Lead Agency value selected in the Agency drop down field.

Group Box: Agency Contract Detail

		Blank
Options	View All Contracts	Opens the View All Agency Contracts template.
Buttons	Insert	Disabled.
	Save	Disabled.
	Close	Closes the Agency Contract window; enabled.

1.2.15.9 **Background Processing**

- On page load, queries the ORG_ENTITY table to select values for the Agency drop down field. Drop down values are for ORG_ENTITY records where the Id_Parent = Id_Entity.

- Continue button selected: queries the ORG_CONTRACT table for all rows where drop down selected Org_Entity.Id_Entity = Org_Contract.Id_Entity

1.2.15.10   **Save Processing**

- None

1.2.15.11   **CRUD Matrix**

Table Name	Create	Read	Update	Delete
ORG_ENTITY		X		
ORG_CONTRACT		X		

1.2.16   Page – Maintain Agency Contract – Maintain Agency Contract

1.2.16.1 **Page Navigation and Overview**

The user navigates to the Agency Contract Management page from the Maintain > Organization > Agency Contracts menu selection.

The Agency Contract Management page allows users to select Lead Agencies for which the user would like to view, update, or insert Agency Contract Information.

The user selects the desired Lead Agency value in the Agency drop down field and clicks the Continue button. The database is searched for data that meets the selected Lead Agency criteria entered and the information is displayed in the Agency Contract Detail group box. FSFN displays the contracts for the selected Lead Agency in reverse chronological order. Authorized users can update Contract information and insert new Contract information.

1.2.16.2 **Page Information**

Group Box: Agency

Fields	Agency	The name of the Lead Agency for which Contract Information is to be displayed, updated, or appended to; drop down; user selected; required.
	Agency Id	The Agency record identifier, numeric; read only; system generated.
Buttons	Continue	Initiates a search of the database based on the Lead Agency value selected in the Agency drop down field.

Group Box: Agency Contract Detail

Fields	Contract Code	Contract Code; Text; User entered; required.
	Begin Date	Contract Begin Date; User entered; required.
	End Date	Contract End Date; User entered; Must be Less Than or Equal To Begin Date; required.
	Comments	User entered text comments; 200 characters; optional.

(Note: Fields repeated for each contract associated with the Lead Agency)

Options	View All Contracts	Opens the View All Agency Contracts template. The Template displays the following information for each contract: Agency; Contract ID; Start Date; End Date; and Comments.
Buttons	Insert	Enabled when user has Create security privilege; Inserts a new Record to the ORG_CONTRACT table with blank values. User enters End Date for most recent contract; User enters values for the new contract information.
	Save	Enabled when a change to any Contract field value occurs or when a new contract row is inserted.
	Close	Closes the Agency Contract window; enabled.

1.2.16.3 **Background Processing**

- On page load, queries the ORG_ENTITY table to select values for the Agency drop down field. Drop down values are for ORG_ENTITY records where the Id_Parent = Id_Entity.

- Continue button selected: queries the ORG_CONTRACT table for all rows where drop down selected Org_Entity.Id_Entity = Org_Contract.Id_Entity.

1.2.16.4 **Save Processing**

- Verifies that all required fields are populated.

- Overwrites existing field values for each contract record into the each contract database row in the ORG_CONTRACT database table.

1.2.16.5 **CRUD Matrix**

Table Name	create	Read	Update	Delete
ORG_ENTITY		X		
ORG_CONTRACT	X	X	X	

1.3 **Inventories**

1.3.1 Table Description

Table Name	Description
ORG_ENTITY	The ORG_ENTITY table maintains information pertaining to an entity (i.e., DCF/Sheriff's Office/Community-Based Care) within FSFN. The information is created in *CM25: Organization*.
ORG_LOCATION	The ORG_LOCATION table maintains the reference values that define the geographical locations for entities or Units.
ORG_LOCATION_UNIT	The ORG_LOCATION_UNIT table maintains the geographical location(s) associated with a specific Unit. The information is created in *CM25: Organization*.
ORG_UNIT	The ORG_UNIT table maintains information pertaining to a Unit (i.e., investigative Unit) within FSFN. The information is
	Created in CM25: Organization.
ORG_WORKER_ROLE	The ORG_WORKER_ROLE table maintains the information regarding a worker's role within a Unit. The information is created in *CM18: Worker Management*.
ONCALL_SCHEDULE	The ONCALL_SCHEDULE table maintains the information regarding a Unit's on-call schedule – Basic Information. The information is created in *CM25: Organization*.
ONCALL_SCHEDULE_DTL	The ONCALL_SCHEDULE_DTL table maintains the specific date and timeslot Worker inserts.
ORG_CONTRACT	The ORG_CONTRACT table maintains the Lead Agency Contract information for each of the Lead Agencies.

1.3.2 Reference Data

1.3.3 Drop Downs

Group Box: On-Call Schedule

Table: TBD

Field: Program

Values: Adult

Child

Field: County

Values: Florida Counties

Field: Month

Values: Month Names

Field: Year

Values: Years

Group Box: Unit Detail Information

Table: TBD

Field: Unit Type

Values: State defined

Group Box: Agency Detail Information

Table: TBD

Field: Agency Type

Values: CBC Lead Agency CBC Fiscal Agency

DCF

Sheriff's Office

Group Box: Agency

Table: ORG_ENTITY

Field: Entity_Name

Values: All Lead Agencies (Id_Parent = Id_Entity).

Group Box: Physical Address, Mailing Address (Maintain Entity, Maintain Unit)

Table: CODE_DESC, GroupID = TOWN

Field: FL_CITY

Values: Florida Cities

1.3.4 Automated Messages

- None

1.3.5 Checklists

- None

1.3.6 Ticklers

- None

1.3.7 Notifications

- None

1.3.8 Text Templates

- View All Agency Contracts

1.3.9 Reports

- None

1.3.10 Triggers

- None

1.3.11 Batch Programs

- None

1.4 **Requirements**

- IA-ORG-001

- IA-ORG-008

- SSS-010

- SSU-001

- SSU-002

- SSU-003

- SSU-004

- SSU-007

- SSU-009

- SSU-011

- SSU-018

- SSU-012

- SSU-013

- SSU-014

- SSU-015

- SSU-016

- SSU-017

- SSU-018

- SSU-019

- SSU-020

- SSU-023