



Privilege and Certification System Provider User Guide Human Trafficking

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Mission: to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency.

Revision History

Author	Date	Ver.	Notes
A. Murthy	June 28, 2024	1.0	Initial draft with complete narrative
A. Murthy	Feb 27, 2025	1.1	Modified the initial draft and included the enhancement
V. Snoddy	May 25, 2025	1.2	Modified version 1.1 to individualize document to HT

Table of Contents

- User Guide: Introduction 7
 - Overview 7
- 1 Accessing PCS 8
 - 1.1 Sign-In 9
 - 1.2 Terms of Notice 10
 - 1.3 Home Screen 10
- 2 Provider Application Process 11
 - 2.1 Initiate Application Process 11
 - 2.2 Documents Required 11
 - 2.3 Applicant General Information 12
 - 2.4 Provider Information 13
 - 2.4.1 Provider General 14
 - 2.4.2 Administrative Address 15
 - 2.4.3 Contact 16
 - 2.4.4 Provider Parent Organization 18
 - 2.4.5 Provider Governing Body 19
 - 2.5 Application Details 20
 - 2.5.1 Human Trafficking Safe House General Info 20
 - 2.5.2 Sites 21
 - 2.5.3 Finances and Fees 23
 - 2.5.4 Program Partnership 23
 - 2.5.5 Attachments 24
 - 2.5.6 Sign and Submit 25
 - 2.6 Print Application 25
- 3 Additional Tabs Visible After Application Submission 26
 - 3.1 Sites Inspection 26
 - 3.2 Discussion 27
 - 3.3 Assignment 28
 - 3.4 Approval 28
- 4 Manage Privileged Staff 29
 - 4.1 Approved Staff 29
 - 4.2 Staff Requests 30

4.3.3	General-HTSH	33
4.3.4	Attachments.....	34
4.3.5	Sign and Submit	35
4.4	Name Change	36
4.5	Change in Position	37
4.6	Privileged Staff Termination.....	38
5	Provider Closure.....	39

Table of Figures

Figure 1: Provider Sign-In – Existing User – DCF Web Site	8
Figure 2: Provider Sign-In – Existing User – App Launcher.....	9
Figure 3: Provider Sign-In – Terms of Notice	10
Figure 4: Home Screen	10
Figure 5: Provider Application Process: Initiate Application Process	11
Figure 6: Provider Application Process: Documents Required	11
Figure 7: Provider Application Process: Applicant General Information	12
Figure 8: Provider Application Process: Applicant General Information – Create a New Application	13
Figure 9: Provider Application Process: Provider General	14
Figure 10: Provider Application Process: Administrative Address.....	15
Figure 11: Provider Application Process: Contact	16
Figure 12: Provider Application Process: Add Provider Contact.....	17
Figure 13: Provider Application Process: Provider Parent Organization	18
Figure 14: Provider: Provider Governing Body.....	19
Figure 15: Provider: Provider Governing Body - Edit	19
Figure 16: Application Details: Human Trafficking Safe House General Info.....	20
Figure 17: Application Details: Human Trafficking Safe House Program Sites	21
Figure 18: Application Details: Site Details.....	22
Figure 19: Application Details: Finances and Fees.	23
Figure 20: Application Details: Program Partnership	23
Figure 21: Application Details: Program Partnership	24
Figure 22: Application Details: Attachments	24
Figure 23: Application Details: Sign and Submit	25
Figure 24: Application Details: Print	25
Figure 16: Application Detail: Sites Inspection	26
Figure 16: Discussion.....	27
Figure 16: DCF Only: Assignment.....	28
Figure 16: DCF Only: Approval	28
Figure 16: Access Privileged Staff functionality.....	29
Figure 16: Privileged Staff: Approved Staff.....	29
Figure 16: Privileged Staff: Staff Requests	30
Figure 16: Privileged Staff: Search and Create Application	30
Figure 16: Privilege Application Process: Documents Required	31
Figure 16: Privilege Application Process: Requestor General Information.....	32
Figure 16: Privileged Staff Member: General-HTSH	33
Figure 16: Privilege Application Process: Attachments	34
Figure 16: Privilege Application Process: Sign and Submit	35
Figure 16: Privileged Staff Member: Name Change	36
Figure 16: Privileged Staff Member: Edit Position.....	37
Figure 16: Privileged Staff Member: Privileged Staff Termination.....	38
Figure 16: Manage- Closures.....	39
Figure 16: Closure Requests	39

Privilege and Certification System

User Guide: Introduction

This guide is designed to help registered providers navigate and utilize the various screens and functionalities available within the Department of Children and Families (DCF) Privilege and Certification System (PCS). PCS is used to request and record certification for Human Trafficking Safe Houses, Domestic Violence Centers, Batterers' Intervention Programs, and associated Privileged Staff.

Overview

The Privilege and Certification System (PCS) includes a variety of screens that serve different purposes, primarily categorized into common screens and unique screens. Common screens are universally accessible and provide essential functions that are fundamental to the application's operations. These screens include:

- 1) Sign-In
- 2) Terms of Notice
- 3) Home Screen
- 4) Application Screens
 - a) Documents Required
 - b) Applicant General Information
 - c) Provider General
 - d) Provider Administrative Address
 - e) Provider Contact
 - f) Provider Parent Organization, if applicable
 - g) Sites
 - h) Attachments
 - i) Sign and Submit

Unique screens are tailored for specific tasks and functionalities, which include:

- 1) Human Trafficking Safe House (HTSH)
 - a) Provider Governing Body
 - b) Finances and Fees
 - c) Program Partnership Information
- 2) Management of Privileged Staff

Privilege and Certification System

1 Accessing PCS

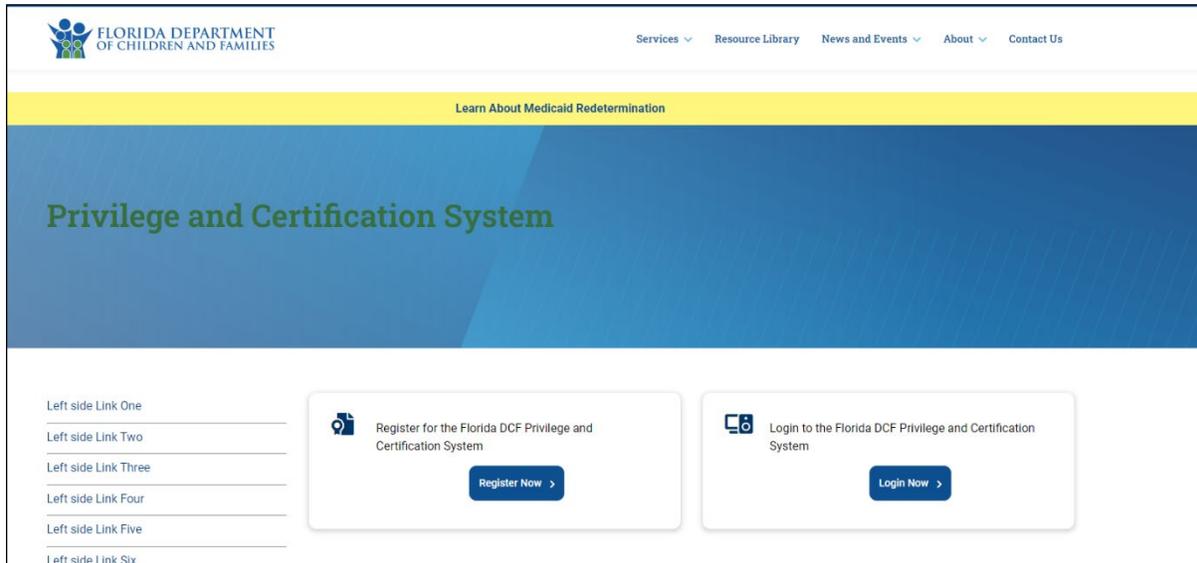


Figure 1: Provider Sign-In – Existing User – DCF Web Site

Existing users with an account can sign in by clicking “Login Now” from the DCF Web Site to access their profile.

Privilege and Certification System

1.1 Sign-In

Connecting to 

Sign in with your account to access Privilege and Certification System (PCS)



App Launcher

Sign in with Okta FastPass

OR

Username
Email Address

Password

Keep me signed in

[Sign in](#)

[Forgot password?](#)
[Unlock account?](#)
[Help](#)
[Password Rest Guide](#)

Figure 2: Provider Sign-In – Existing User – App Launcher

Users will be presented with a login screen where they will enter their Username and Password to sign in to the PCS.

Through this screen existing users will also be able reset a forgotten password or unlock their account following excessive failed login attempts.

Privilege and Certification System

1.2 Terms of Notice

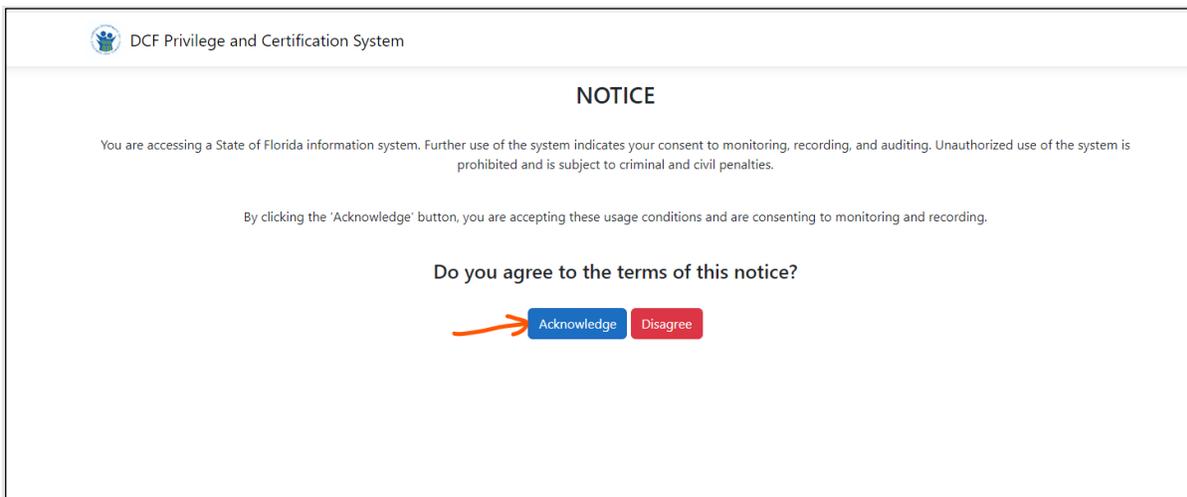


Figure 3: Provider Sign-In – Terms of Notice

Users must either acknowledge the terms of the notice to proceed or disagree to be redirected back to the DCF Web Site (see **Figure 1**).

1.3 Home Screen

Action	Reference ID	Type	Status Change Date	DCF Contact	Status	Certificate Expires
Q	2024-BP-00312	Initial Application for Batterers' Intervention Program	12/11/2024	Archana Murthy	Approved	12/11/2025
Q	2024-DV-00273	Initial Application for Domestic Violence Center	11/05/2024	Unassigned	Provider In-Progress	No Existing Certificate
Q	2024-HT-00345	Initial Application for Human Trafficking Safehouse	12/27/2024	Archana Murthy	Approved	12/27/2026
Q	2024-HT-00346	Initial Application for Human Trafficking Safehouse	12/27/2024	Archana Murthy	Approved	12/27/2026
Q	2024-HT-00347	Initial Application for Human Trafficking Safehouse	12/27/2024	Archana Murthy	Approved	12/27/2026

Figure 4: Home Screen

The Home Screen displays key information for managing tasks and applications.

Menu items on the Home Screen include:

- **Home:** Directs users back to the home page.
- **Manage:** Access to additional menu options to support registration of privileged staff, certification, or view information regarding certificate closures.
- **Sign Off:** Securely logs users out of the system.

Other components on the Home Screen include:

- **Create:** Allows users to initiate and renew applications for human trafficking homes, as well as updates or changes to name changes and locations.
- **Show All:** Checkbox to include display of completed applications in the Data Grid.
- **Data Grid:** Shows application details such as reference ID, type of application, status change date, DCF contact, status, and expiration details of certificates, and an option to view the application, print the application, or print the resulting certificate.

2 Provider Application Process

2.1 Initiate Application Process

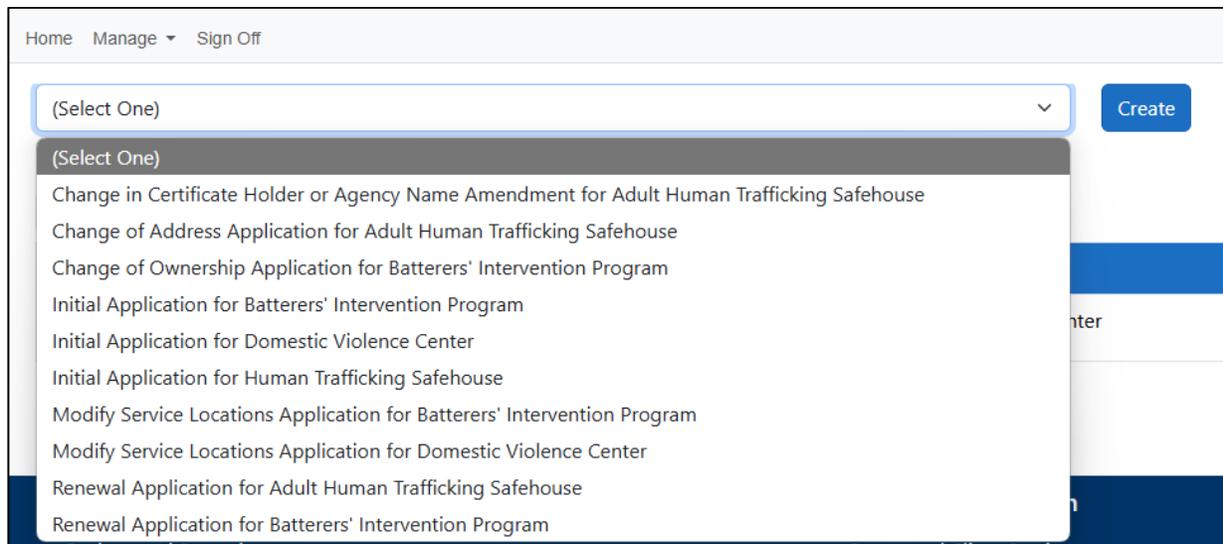


Figure 5: Provider Application Process: Initiate Application Process

To initiate the provider application process, select “Initial Application for Human Trafficking Safehouse” from the dropdown menu and proceed by clicking the “Create” button.

This same step should be followed to renew or change the certification.

2.2 Documents Required

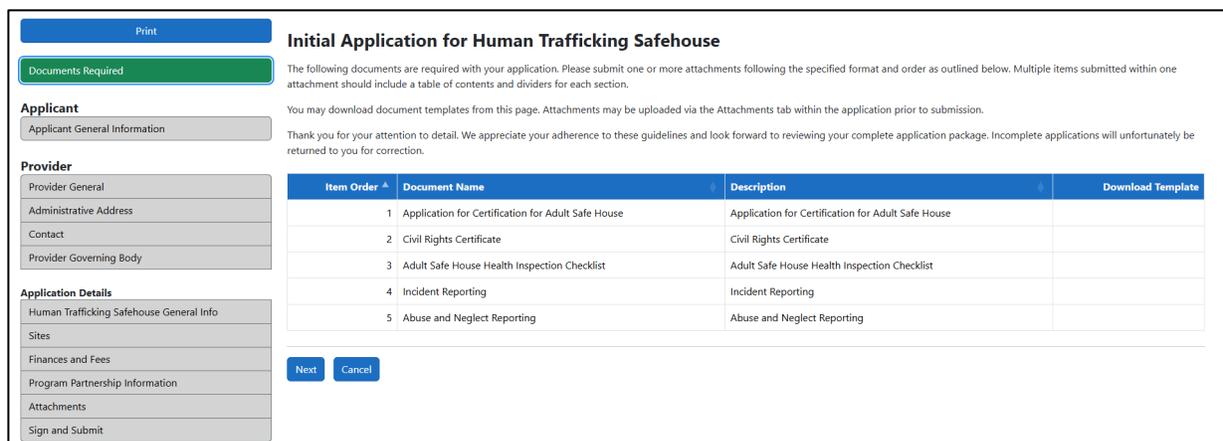


Figure 6: Provider Application Process: Documents Required

The screen features a table detailing the required documents to support the application and allows for documentation gathering prior to completing the application. It includes columns for Item Order, Document Name, Description of the documents, and Download Template. The link in the Download

Privilege and Certification System

Template column, if present, will allow the user to download a template of the required DCF form for completion and reuploading.

The documents required for submission may be different for each application.

Note: This is NOT where required documents are uploaded. The actual document upload process will occur in a later step. Click the "Next" button to proceed to the Applicant General Information tab.

2.3 Applicant General Information

The screenshot shows a web application interface for an initial application. On the left is a navigation menu with sections: 'Documents Required', 'Applicant' (with 'Applicant General Information' selected), 'Provider' (with sub-items: Provider General, Administrative Address, Contact, Provider Governing Body), and 'Application Details' (with sub-items: Human Trafficking Safehouse General Info, Sites, Finances and Fees, Program Partnership Information, Attachments, Sign and Submit). The main content area is titled 'Initial Application for Human Trafficking Safehouse' and contains a red warning message: 'Please review and save the Applicant General Information to create an application before completing any other tab.' Below this are input fields for 'First Name', 'Last Name', 'Email', 'Position', and 'Phone', all containing redacted information. A 'County' dropdown menu is set to 'Charlotte'. At the bottom are three buttons: 'Previous', 'Next', and 'Save'.

Figure 7: Provider Application Process: Applicant General Information

Click the "Save" button to save your application. The pre-populated information is sourced from your user registration and is displayed in a read-only format.

****Note: It is important to save the application at this stage to commence the application. Data entered on any other tab will be lost if the application is not saved at this step.**

The screenshot shows the Florida Department of Children and Families' DCF Privilege and Certification System (Acceptance) interface. The main content area is titled "Initial Application for Human Trafficking Sa" and contains a form with several sections: "Applicant", "Provider", and "Application Details". The "Applicant" section includes fields for "First Name", "Last Name", "Email", "Position", "Phone", and "County". The "Provider" section includes fields for "Provider General", "Administrative Address", "Contact", and "Provider Governing Body". The "Application Details" section includes fields for "Human Trafficking Safehouse General Info", "Sites", "Finances and Fees", "Program Partnership Information", "Attachments", and "Sign and Submit". A modal dialog titled "Create a New Application?" is overlaid on the form, asking the user if they want to save the current application data and create a new application. The dialog contains the text: "You are about to save your application data and create a new application. You will be able to return to this application later and continue working on your saved data." and two buttons: "Exit Without Saving" and "Continue to Save".

Figure 8: Provider Application Process: Applicant General Information – Create a New Application
User may either click the “Continue to Save” button to create a new entry or click the “Exit Without Saving” button which will not save the application data. When “Exit Without Saving” is clicked, data cannot be added to the subsequent tabs, the page will not redirect, and users can continue to view the current application.

2.4 Provider Information

The adult safe house basic information is required as part of the application process. As a provider, the adult safe house must provide basic information to support the certification of the location.

2.4.1 Provider General

The screenshot shows the 'Initial Application for Human Trafficking Safehouse' form in the 'Provider General' tab. The form is part of the 'DCF Privilege and Certification System (Acceptance)'. The left sidebar contains a navigation menu with the following items: 'Documents Required', 'Applicant', 'Applicant General Information', 'Provider', 'Provider General' (highlighted in green), 'Administrative Address', 'Contact', 'Provider Governing Body', 'Provider Parent Organization', 'Application Details', 'Human Trafficking Safehouse General Info', 'Sites', 'Finances and Fees', 'Program Partnership Information', 'Attachments', and 'Sign and Submit'. The main form area contains the following fields and sections:

- Initial Application for Human Trafficking Safehouse**
- Type of Organization *** (Dropdown menu)
- Social Security Number *** (Text field)
- Name of Organization as Registered with Secretary of State *** (Text field)
- Doing Business As-As Registered with Secretary of State** (Text field)
- Other Names (if applicable)** (Text field)
- Florida Business Registration *** (Text field)
- Is a non-profit organization? *** (Radio button)
- Is a subsidiary of another organization? *** (Radio button)
- Has the Organization been granted tax-exempt status by the IRS? *** (Radio button)
- If yes, under what section is the federal code? Example: 501(C) *** (Text field)

At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Save'.

Figure 9: Provider Application Process: Provider General

The Provider General tab is designed to efficiently collect essential information during the provider application process. Information on this screen will pre-populate based on the most recently approved data from the provider’s user registration or application for certification.

2.4.2 Administrative Address

The screenshot displays the 'Initial Application for Human Trafficking Safehouse' form within the 'DCF Privilege and Certification System (Acceptance)'. The form is divided into two main sections: 'Administrative Office Physical Address' and 'Administrative Office Mailing Address'. Each section contains input fields for 'Address Line 1 *', 'Address Line 2 (Optional)', 'City *', 'State *', and 'Zip Code *'. A checkbox labeled 'Is Administrative address same as mailing address *' is located between the two sections. The form is part of a larger application process, with a sidebar menu on the left containing options like 'Documents Required', 'Applicant', 'Provider', 'Application Details', and 'Sign and Submit'. Navigation buttons 'Previous', 'Next', and 'Save' are located at the bottom of the form.

Figure 10: Provider Application Process: Administrative Address

The provider's administrative address that oversees the adult safe house is essential for official correspondence and legal requirements.

Note: Unsaved changes require clicking "Save" button.

2.4.3 Contact

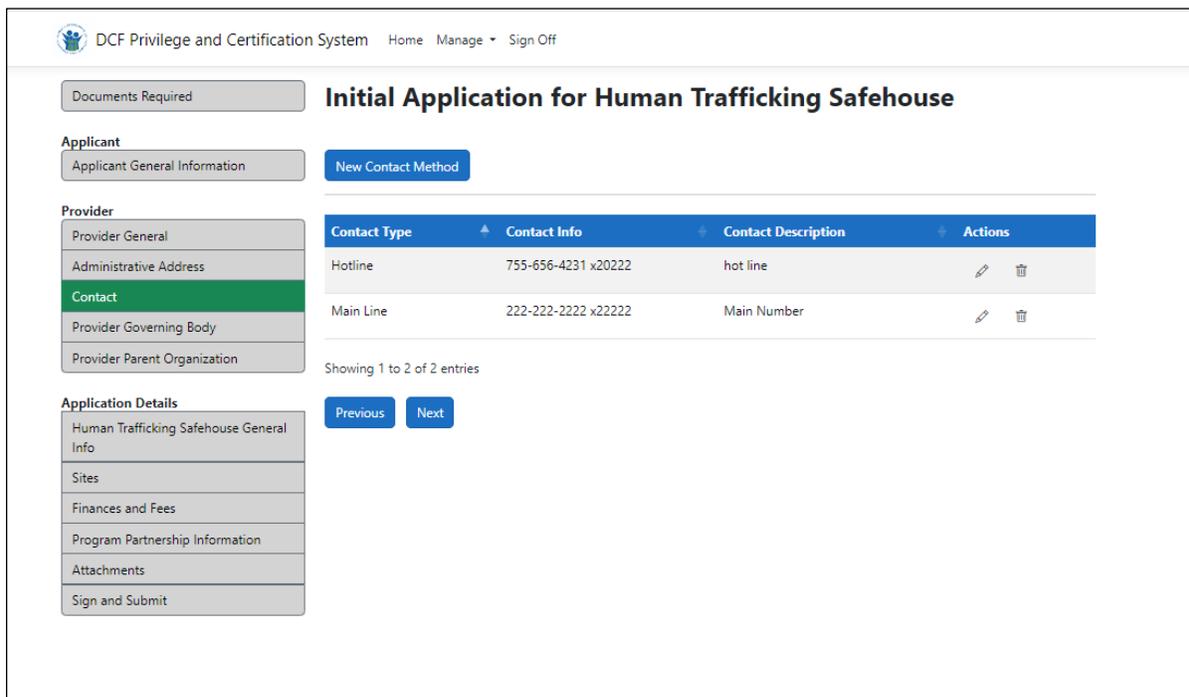


Figure 11: Provider Application Process: Contact

On the Contact tab, users can see the "New Contact Method" button and a data grid that displays existing contact information. This grid includes details such as the type of contact (e.g., Main line, Email), the specific contact information, a description of the contact method, and available actions (modify, view, delete).

Select the "New Contact Method" button to add a new contact to the grid.

Select the Pencil icon in the grid to edit an existing contact.

Select the Trash Can icon in the grid to delete an existing contact.

The screenshot shows a web form titled "Add New Contact" with a blue header bar. The form contains three mandatory fields, each with a red asterisk and a help icon: "Contact Type" (a dropdown menu), "Description" (a large text area), and "Contact Info" (a single-line text field). At the bottom right of the form, there are two buttons: "Save New Contact" and "Cancel".

Figure 12: Provider Application Process: Add Provider Contact

Upon selecting the “New Contact Method” button, choose the preferred contact type such as Main line, Hotline, Email address, Fax Number, or Website. Enter the relevant details for the chosen contact method, including a description in the free text field. All the fields are mandatory. The new or updated contact information will appear in the data grid, where it can be further modified, viewed, or deleted.

Note: Each provider must enter the contact information for the owner, primary contact for the adult safe house if different than the owner, administrative number, and the hotline/warm line number, if applicable.

Privilege and Certification System

2.4.4 Provider Parent Organization

The screenshot shows the 'Initial Application for Human Trafficking Safehouse' form. The left sidebar contains a navigation menu with the following items: Documents Required, Applicant (Applicant General Information), Provider (Provider General, Administrative Address, Contact, Provider Governing Body, Provider Parent Organization), and Application Details (Human Trafficking Safehouse General Info, Sites, Finances and Fees, Program Partnership Information, Attachments, Sign and Submit). The 'Provider Parent Organization' tab is highlighted in green. The main form area contains the following fields: Name of the Parent Organization *, Contact Person's Name *, Position Title *, Phone Number *, Email *, Address 1 *, Address 2, City *, State *, and Zip *. Each field contains pre-populated information that has been redacted with black bars. At the bottom of the form are three buttons: Previous, Next, and Save.

Figure 13: Provider Application Process: Provider Parent Organization

The "Parent Organization" tab is visible only when the registered provider answered yes to "is a subsidiary to an organization" on the Provider General screen. The system automatically populates fields with relevant parent organization information, including name, contact person's name, position title, phone number, email, address line 1, city, state, and zip code from previously approved applications, if present. Users can edit the pre-populated information to update inaccurate or outdated details and correct errors.

Note: Unsaved changes require clicking the "Save" button.

2.4.5. Provider Governing Body

Initial Application for Human Trafficking Safehouse

Documents Required: Add New Member

Applicant
Applicant General Information

Provider
Provider General
Administrative Address
Contact
Provider Governing Body

Application Details
Human Trafficking Safehouse General Info
Sites
Finances and Fees
Program Partnership Information
Attachments
Sign and Submit

Action	First Name	Last Name	Employer	City	Phone	Email	Term of Membership	Role	Term of Role
	Mia	Test	test	Tallahassee	465-454-5645 x64564	iyer2000test@gmail.com	10	Past President/Chair	3

Showing 1 to 1 of 1 entry

Previous Next

Figure 14: Provider: Provider Governing Body

The Governing Body page mirrors the functionality of the Provider Contact page, displaying a list of existing governing bodies associated with the provider. Users can add new governing bodies by selecting the "Add New Member" option. Information is presented in a table/grid format.

Edit Governing Body

First Name *
Smith

Last Name *
Alan

Employer *
test

City *
Tallahassee

Phone *
863-963-2587

Email *
smith@gmail.com

Term of Membership *
3

Role *
Assessor

Term Of Role *
3

Save Cancel

Figure 15: Provider: Provider Governing Body - Edit

The name, phone number, term of membership, role, and term of role are required fields for the governing body of adult safe houses. The provider may select to enter "NA" for employer and city fields.

2.5 Application Details

The application details section captures specific information related to the adult safe house, such as population being served, bed capacity, type of program at the site, and collaborative partnerships.

2.5.1 Human Trafficking Safe House General Info

Figure 16: Application Details: Human Trafficking Safe House General Info.

This section captures general information about the adult safe house. Each field must be completed. When the user selects “yes,” to the following questions, additional fields are required to be completed.

- Is the agency a member of the Florida Human Trafficking Task Force or Coalition?
- Is the applicant accredited by a certifying organization?
- Have you ever served as a board member, executive director, or other officer of an agency that failed to secure a certificate or license or where the certificate or license was revoked?

Note: Click the "Save" button before continuing to avoid losing data entered on this screen.

2.5.2 Sites

The screenshot shows the 'Initial Application for Human Trafficking Safehouse' page. On the left, there is a sidebar with sections: 'Applicant' (with 'Applicant General Information' selected), 'Provider' (with 'Provider General', 'Administrative Address', 'Contact', 'Provider Governing Body', and 'Provider Parent Organization' listed), and 'Application Details' (with 'Human Trafficking Safehouse General Info', 'Sites', 'Finances and Fees', 'Program Partnership Information', 'Attachments', and 'Sign and Submit' listed). The 'Sites' tab is highlighted in green. The main content area has a 'Print' button at the top left, followed by a 'Documents Required' section and a 'New Site' button. Below this is a table with the following columns: Action, Name, Address, City, County, Zip, Phone, and Site Type. The table is empty, with the text 'No data available in table' centered below it. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

Figure 17: Application Details: Human Trafficking Safe House Program Sites

The Site tab displays a list of existing sites associated with the provider. Users can add new sites by selecting the "New Site" option.

The screenshot shows a 'New Site' form with the following fields and controls:

- Site Name ***: Text input field with a help icon.
- Site Type ***: Dropdown menu with '(Select One)' and a downward arrow.
- Site Schedule**: Text input field with a help icon.
- Physical (Street) Address**: Section header above two text input fields: **Address Line 1 *** and **Address Line 2 (Optional)**.
- City ***: Text input field.
- County ***: Dropdown menu with '(Select One)' and a downward arrow.
- Zip ***: Text input field.
- Phone ***: Text input field.
- Buttons**: 'Save Site Info' and 'Cancel' buttons at the bottom right.

Figure 18: Application Details: Site Details

The site information is essential for inspections and oversight by the Department. The site location may be different from the administrative location based on the adult safe house organization’s structure. The name, site type (emergency, residential, traditional), and physical address must be completed. The physical address entered must align with the exact location where the residents will reside. The information is presented in a table/grid format.

Privilege and Certification System

2.5.3 Finances and Fees

Initial Application for Human Trafficking Safehouse

Documents Required

Applicant

Applicant General Information

Provider

Provider General

Administrative Address

Contact

Provider Governing Body

Application Details

Human Trafficking Safehouse General Info

Sites

Finances and Fees

Program Partnership Information

Attachments

Sign and Submit

For Initial Application Only: Does your program have sufficient funding for operation for at least six months? *

No

Are fees for services charged(Note: Provide a copy of fee schedule) *

No

Previous Next Save

Figure 19: Application Details: Finances and Fees.

The Finances and Fees tab captures the program’s financial ability to operate. Supporting documentation must be uploaded in the attachments section.

Note: Unsaved changes require clicking "Save" button to prevent loss of data entry.

2.5.4 Program Partnership

Initial Application for Human Trafficking Safehouse

Documents Required

Applicant

Applicant General Information

Provider

Provider General

Administrative Address

Contact

Provider Governing Body

Application Details

Human Trafficking Safehouse General Info

Sites

Finances and Fees

Program Partnership Information

Attachments

Sign and Submit

List any community agencies, local law enforcement, Non-government organization (NGO), and government agencies you are collaborating with to support the mission and delivery of services.

New Program Partnership

Action	Name of the Agency	Type of Relationship	Other (If Any)
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

Figure 20: Application Details: Program Partnership

The Program Partnership collects and displays detailed information about partnerships with agencies or community partners such as the human trafficking task force or coalition in a table/grid format. This includes agreements, contracts, subcontracts, and other relevant arrangements. Users can list new partnerships by selecting the "New Program Partnership" option.

Figure 21: Application Details: Program Partnership
 Adding partnerships requires the name of the agency and identifying the type of agreement.

2.5.5 Attachments

Item Order ^A	Document Name	Description	Required	Uploaded?	Upload Date	Action [ⓘ]
1	Application for Certification for Adult Safe House	Application for Certification for Adult Safe House	Yes	No		⬇
2	Civil Rights Certificate	Civil Rights Certificate	Yes	No		⬇
3	Adult Safe House Health Inspection Checklist	Adult Safe House Health Inspection Checklist	Yes	No		⬇
4	Incident Reporting	Incident Reporting	Yes	No		⬇
5	Abuse and Neglect Reporting	Abuse and Neglect Reporting	Yes	No		⬇

Figure 22: Application Details: Attachments
 The Provider Attachments tab simplifies the submission and verification of required documents for the Program. The “Upload Unlisted Document” button allows users to submit additional document(s) that may be beneficial to the Department when reviewing the submitted request.

Note: All required documents must be uploaded to submit an application.

2.5.6 Sign and Submit

Initial Application for Human Trafficking Safehouse

I attest that the named program in this application meets all standards for certification as required by Florida Statutes. By submission of this application and upon approval by the Department of Children and Families, I agree to abide by all rules, statutes, standards, policies and procedures that apply to the operation of an authorized facility. I understand that any omissions, misstatements, or misrepresentations are grounds for rejection of certification. I understand that certification is non-transferable.

I understand that knowingly making a false statement on this application constitutes a second-degree misdemeanor as provided in Florida Statutes. By signing this application, I swear and affirm that all the information given within this application is true and correct.

[Previous](#) [Submit](#)

Validated	Description
✓	Applicant General Information
✓	Provider General
✓	Provider Administrative Addresses
✓	Provider Contact
✓	Provider Governing Body
✓	Human Trafficking Safehouse General Info
✓	Sites
✓	Finance and Fees
✓	Program Partnership Information
✓	Attachments Required

Showing 1 to 10 of 10 entries

Figure 23: Application Details: Sign and Submit

Once all required information is validated, users should read the attestation statement on the Sign and Submit tab and can check the confirmation checkbox to reflect agreement with the statement. This action makes the "Submit" button appear. Users can then click the "Submit" button to complete and submit the application.

2.6 Print Application

DCF Privilege and Certification System (Acceptance)

Home Manage Sign Off

[Print](#) [Close](#)

Applicant General Information

First Name
archana

Last Name
murthy

Email
archana.murthy@myffamilies.com

Position
Business Analyst

Phone
185-056-7248

County
Leon

Figure 24: Application Details: Print

Users have the option to print the application at any time. Upon clicking the print button from within the application menu, users may view the entire application and choose to print it, or they may simply view the application and close the window by clicking the close button.

3.2 Discussion

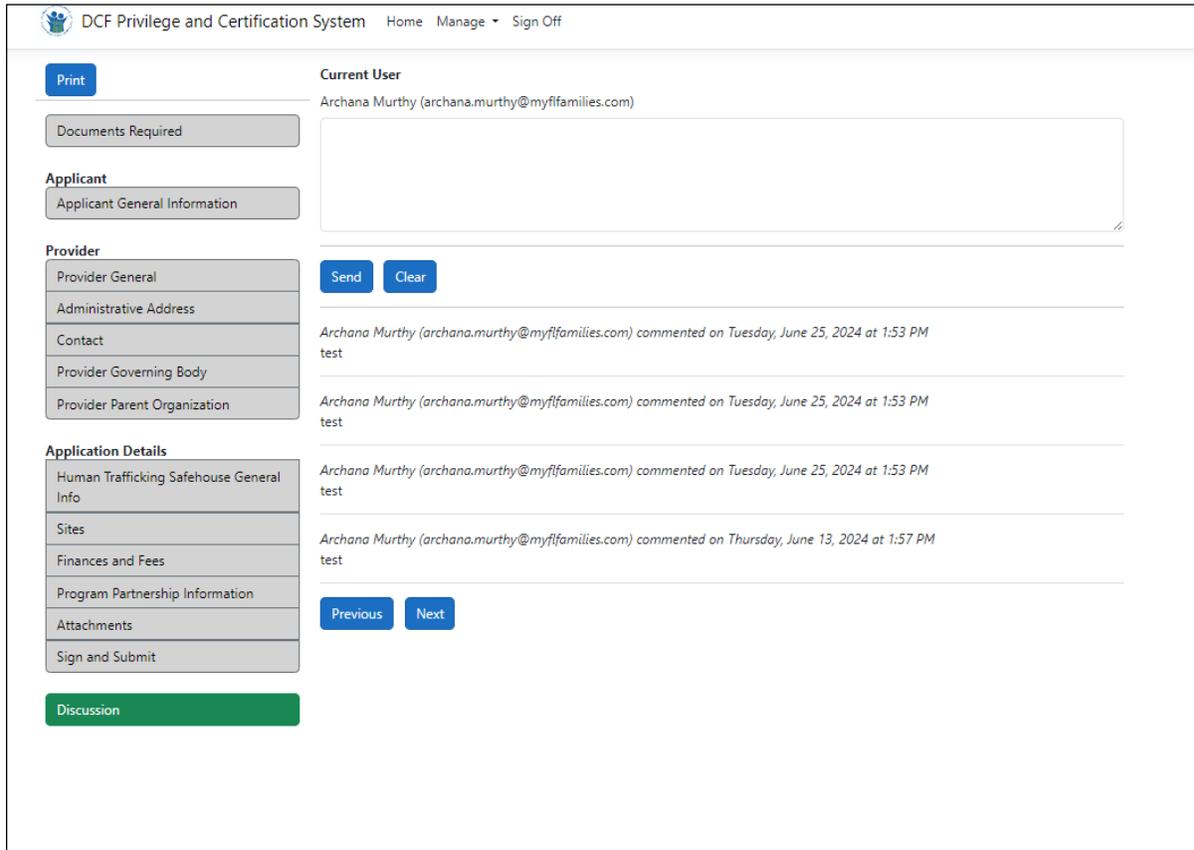


Figure 26: Discussion

The Discussion Tab enhances interaction between providers and DCF staff. It allows Department and provider staff to send messages to each other and archives all previous communications, displaying them in an organized manner.

Privilege and Certification System

3.3 Assignment

The screenshot shows a web interface for an 'Initial Application for Human Trafficking Safehouse'. On the left is a navigation menu with sections: 'Documents Required', 'Applicant' (with sub-item 'Applicant General Information'), 'Provider' (with sub-items 'Provider General', 'Administrative Address', 'Contact', 'Provider Governing Body'), 'Application Details' (with sub-items 'Human Trafficking Safehouse General Info', 'Sites', 'Finances and Fees', 'Program Partnership Information', 'Sites Inspection', 'Attachments', 'Sign and Submit'), 'Correspondence' (with sub-item 'Discussion'), and 'DCF Only' (with sub-items 'Assignment' and 'Approval'). The 'Assignment' tab is highlighted in green. On the right, the 'Assign Primary' field shows 'Archana Murthy' and the 'Assign Backup' field shows 'Travis McLane'. Below these fields are 'Previous' and 'Next' buttons. A 'Print' button is located at the top left of the main content area.

Figure 27: DCF Only: Assignment

The Assignment tab allows programs to view the Departmental staff assigned and responsible for reviewing their application and ensuring the program remains in compliance.

3.4 Approval

This screenshot is similar to Figure 27, showing the same application interface. In this view, the 'Approval' tab under the 'DCF Only' section is highlighted in green. The 'Action' field on the right now displays 'Approved'. The 'Previous' button is visible below the 'Action' field. All other elements, including the navigation menu and the 'Assign Primary/Backup' fields, remain the same as in Figure 27.

Figure 28: DCF Only: Approval

The Approval tab displays the current status of the application through the certification process.

4 Manage Privileged Staff

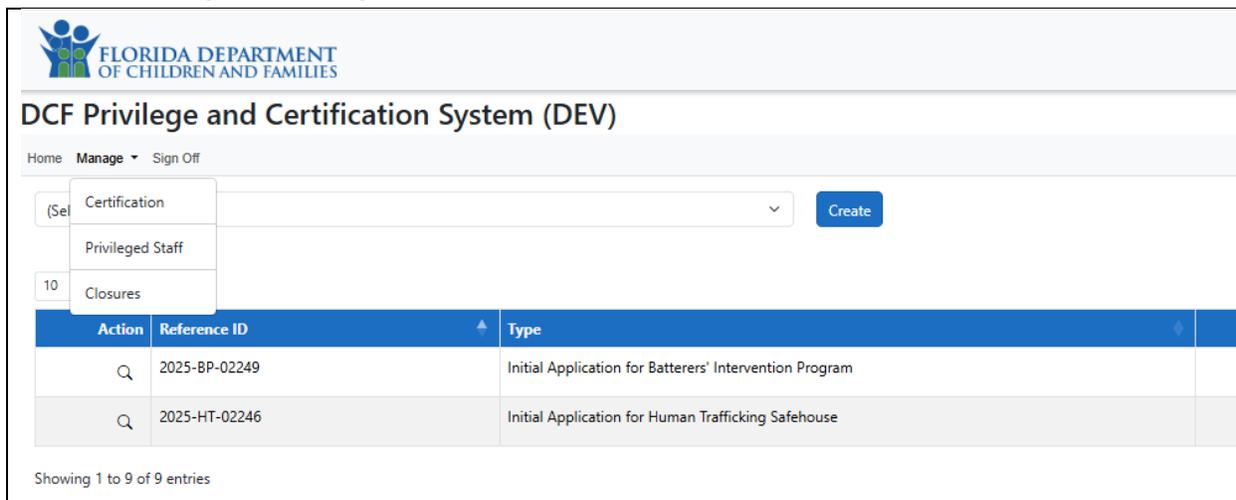


Figure 29: Access Privileged Staff functionality

To manage privileged staff, users may select the “Privileged Staff” option from the “Manage” menu.

4.1 Approved Staff

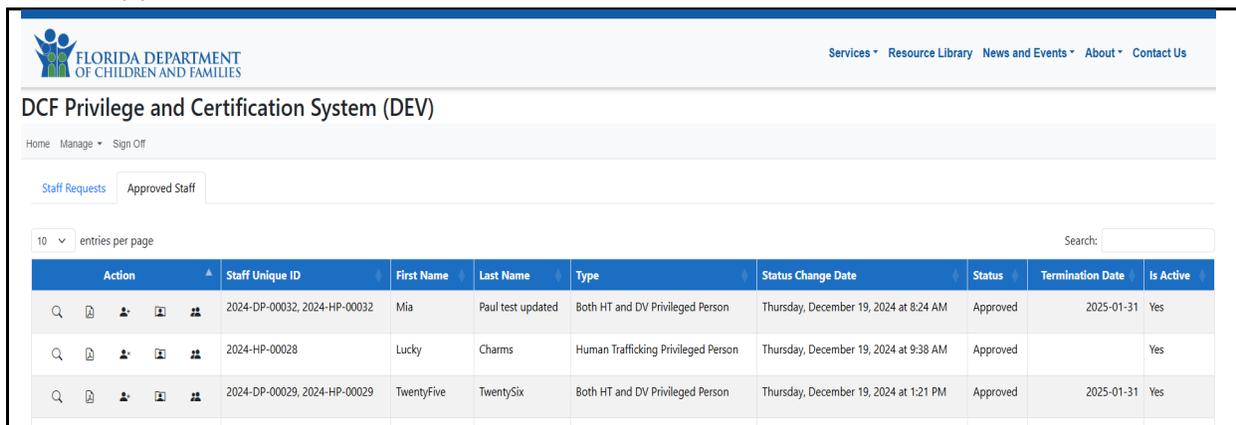


Figure 30: Privileged Staff: Approved Staff

The approved staff tab displays a list of individuals who have been registered and approved for privilege with the user’s associated Provider and is the first tab displayed when managing Privileged Staff.

From this tab, the user may utilize the available actions to view the demographics of the privileged staff person, print the privilege staff certificate, or report that a staff person no longer works with the provider, report that a staff person has returned to work with the provider, report a staff name change, or report a staff position change.

4.2 Staff Requests

Action	Staff Unique ID	First Name	Last Name	Type	Status Change Date	Status
<input checked="" type="checkbox"/>	2024-DP-00032			Privileged Staff Name Change	Thursday, December 19, 2024 at 8:58 AM	Provider In-Progress
<input checked="" type="checkbox"/>	2024-HP-00028	Lucky	Charms	Initial Application of Privileged Staff for Domestic Violence Center	Friday, December 20, 2024 at 1:21 PM	Provider In-Progress
<input checked="" type="checkbox"/>	2024-HP-00028	Lucky	Charms	Initial Application of Privileged Staff for Domestic Violence Center	Monday, January 27, 2025 at 5:55 AM	Provider In-Progress

Figure 31: Privileged Staff: Staff Requests

The Staff Requests tab shows a list of privilege applications along with their current statuses. To make a request for privilege for a new staff person, the user may select the “New Staff Request” option.

4.3 New Privilege Staff Request

Before adding a new Privileged Staff, check to see if that staff member is already in the system by entering the known Staff ID for the privileged staff member or entering the name and date of birth for the privileged staff member.

First, search for an Existing Privileged Staff using their Staff ID.

Staff ID *

Search Cancel Request Add New Privileged Staff

The system cannot find any matches for this staff person. Please select a request type from the options below and then click 'Add New Staff'. If you feel a result should have been returned, consider trying an alternate search method as well.

(Select One)

- Initial Application for Domestic Violence Privilege Person
- Initial Application for Human Trafficking Privilege Person

Or, search for an Existing Privileged Staff using their Name

First Name *

Neena

Middle Name

Last Name *

Smith

Date of Birth *

01/01/1978

Search Cancel Request

Figure 32: Privileged Staff: Search and Create Application

To add a new privilege staff through the submission of an application, a search of the individual must be completed first. There are two different search options available:

- Search using the staff name and date of birth:** To create an application for Privilege for a new staff person who does not have existing privilege, or for who you do not have their Privilege Staff ID, enter their name and date of birth to perform a search. Once it is confirmed the staff person is not known to the system, an “Initial Application for Human Trafficking Privilege Person” may be created by choosing the desired value from the dropdown menu and selecting “Add New Privileged Staff.”
- Search using the Staff ID of an individual who already established privilege in the PCS.** To create an application for Privilege for a staff person who has existing privilege with a different provider or program, you may search for that person using their Privilege Staff ID, if you know it, or find them by their name and date of birth. Once it is confirmed the staff person is known to the system, and is the

Privilege and Certification System

person you are requesting privilege for, you may choose the desired application type from the dropdown menu and select “Add New Privileged Staff.” Should the individual be known to the system, the options for type of application you may submit will vary accordingly.

4.3.1 Documents Required

DCF Privilege and Certification System Home Manage Sign Off

Staff Requests

Return to Privileged Staff Listing

Documents Required

Provider Documents Required.

The following documents are required with your application. Please submit one or more attachments following the specified format and order as outlined below. Multiple items submitted within one attachment should include a table of contents and dividers for each section.

Requestor
General

Privileged Staff Member
General-HTSH

Attachments

Sign and Submit

You may download document templates from this page. Attachments may be uploaded via the Attachments tab within the application prior to submission.

Thank you for your attention to detail. We appreciate your adherence to these guidelines and look forward to reviewing your complete application package. Incomplete applications will unfortunately be returned to you for correction.

Item Order ^	Document Name	Description	Download Template
1	Notarized Affidavit	Privilege Documents	
2	Agenda for Core Competency Training	Privilege Documents	
3	Core Competency Training Sign-in Sheets	Privilege Documents	
4	Job Description Affidavit(s) to Register for Privilege	Privilege Documents	

Next Cancel

Figure 33: Privilege Application Process: Documents Required

The screen features a table detailing the required documents to support the application. It includes columns for Item Order, Document Name, Description, and Download Template. The link in the Download Template column, if present, will allow the user to download a template of the required form for completion.

The documents required for submission are different for each program and application type. Not all application types will require documents to be uploaded.

Note: This is NOT where required documents are uploaded. The actual document upload process will occur in a later step. Click the "Next" button to proceed to the Requestor General Information tab.

Privilege and Certification System

4.3.2 Requestor General Information

The screenshot shows a web interface for the 'Requestor General Information' tab. At the top, there are two tabs: 'Staff Requests' and 'Approved Staff'. Below the tabs, there are several buttons: 'Return to Privileged Staff Listing', 'Documents Required', 'Requestor' (with 'General' selected), 'Privileged Staff Member' (with 'General-HTSH' selected), 'Attachments', and 'Sign and Submit'. On the right side, there are input fields for 'First Name *', 'Last Name *', 'Email *', 'Position *' (with 'Senior Advisor' selected), 'Phone *', and 'County *' (with 'Leon' selected). At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 34: Privilege Application Process: Requestor General Information

The Requestor General Tab displays essential information about the logged in user. Information shown on this tab may not be changed.

4.3.3 General-HTSH

The screenshot displays the 'DCF Privilege and Certification System (DEV)' interface. At the top left is the Florida Department of Children and Families logo. Below the logo, there are navigation links: 'Home', 'Manage', and 'Sign Off'. The main content area is divided into two sections. On the left, there are several buttons: 'Return to Privileged Staff Listing', 'Documents Required', 'Requestor' (with 'General' selected), 'Privileged Staff Member' (with 'General-HTSH' selected), 'Attachments', and 'Sign and Submit'. On the right, there is a form for entering staff member information. The form fields are: 'Provider Name' (Florida Panther Rescue LLC), 'Privileged Unique ID' (empty), 'Legal First Name *' (Pam), 'Legal Middle Name' (empty), 'Legal Last Name *' (Allen), 'Aliases' (empty), 'Date of Birth *' (01/01/1970), 'State Attorney Approval Date *' (01/01/2025), 'Date of Hire *' (01/01/2025), and 'Position *' (Test). At the bottom right of the form are four buttons: 'Previous', 'Next', 'Save', and 'Cancel'.

Figure 35: Privileged Staff Member: General-HTSH

The General-HTSH tab collects required demographics about the staff person for which the provider is requesting privilege. It also requires the date that State Attorney Approved the individual to receive privilege, hire date, and position held at the safe house.

Note: Click the "Save" button before continuing to avoid losing data entered on this screen.

4.3.4 Attachments

DCF Privilege and Certification System Home Manage Sign Off

Staff Requests

Return to Privileged Staff Listing

Documents Required

Provider Application Documents Required.

Upload Unlisted Document

Requestor

General

Privileged Staff Member

General-HTSH

Attachments

Sign and Submit

Item Order	Document Name	Description	Required	Upload Status	Upload Date	Action
1	Notarized Affidavit	Privilege Documents	Yes	No		
2	Agenda for Core Competency Training	Privilege Documents	Yes	No		
3	Core Competency Training Sign-in Sheets	Privilege Documents	Yes	No		
4	Job Description Affidavit(s) to Register for Privilege	Privilege Documents	Yes	No		

Previous Next

Figure 36: Privilege Application Process: Attachments

The Attachments tab simplifies the submission and verification of required documents for Privilege. The “Upload Unlisted Document” button allows users to submit additional document(s) that may be beneficial to the Department when reviewing the submitted request. Users can upload unlisted documents, which will appear dynamically in a grid or table.

Note: All required documents must be uploaded to submit an application.

Privilege and Certification System

4.3.5 Sign and Submit

DCF Privilege and Certification System Home Manage Sign Off

Staff Requests

Return to Privileged Staff Listing

Documents Required

Requestor
General

Privileged Staff Member
General-HTSH

Attachments

Sign and Submit

I attest that the named program in this application meets all standards for certification as required by Florida Statutes. By submission of this application and upon approval by the Department of Children and Families, I agree to abide by all rules, statutes, standards, policies and procedures that apply to the operation of a (type) facility. I understand that any omissions, misstatements, or misrepresentations are grounds for rejection of certification. I understand that certification is for one year and is non-transferable.

I understand that knowingly making a false statement on this application constitutes a second-degree misdemeanor as provided in Florida Statutes. By signing this application, I swear and affirm that all the information given within this application is true and correct.

Previous Submit

Validated	Description
✓	Documents Required
✓	Privileged Staff Member - General

Showing 1 to 2 of 2 entries

Figure 37: Privilege Application Process: Sign and Submit

Once all required information is validated, users should read the attestation statement on the Sign and Submit tab. This action makes the "Submit" button appear. Users can then click the "Submit" button to complete and submit the application.

Privilege and Certification System

4.4 Name Change

From the Approved Staff tab, a user may initiate a name change request. After reviewing the Requestor General page, the user will be directed to the Privileged Staff Member Name Change page where the staff member's current approved information will be pre-populated.

The screenshot shows the 'Name Change' form for a Privileged Staff Member in the DCF Privilege and Certification System. The form is pre-populated with the following information:

- Provider Name:** TestOrg
- Privileged Unique ID:** 2024-DP-00002
- Legal First Name:** Jtest
- Legal Middle Name:** t
- Legal Last Name:** Ktest
- Aliases:** (empty field)
- Date of Birth:** 2024-06-03

The form includes a sidebar with navigation options: 'Return to Privileged Staff Listing', 'Documents Required', 'Requestor' (General), 'Privileged Staff Member' (Name Change), 'Attachments', and 'Sign and Submit'. The main content area is titled 'Update Legal Name' and contains three input fields for the updated legal name:

- Legal First Name * ?**: Amith
- Legal Middle Name ?**: Jerry
- Legal Last Name * ?**: Singh

At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Save'.

Figure 38: Privileged Staff Member: Name Change

The user will enter the updated legal name, save the record, and continue to upload any attachments and submit the request.

Privilege and Certification System

4.5 Change in Position

From the Approved Staff tab, a user may initiate a change in position. After reviewing the Requestor General page, the user will be directed to the Privileged Staff Member Position Change page where the staff member's current approved information will be pre-populated.

The screenshot shows the 'Edit Position' form in the DCF Privilege and Certification System. The page title is 'DCF Privilege and Certification System' with navigation links for 'Home', 'Manage', and 'Sign Off'. The user is logged in as 'Staff' and is viewing the 'Requests' section. The form is pre-populated with the following information:

- Provider Name:** TestOrg
- Privileged Unique ID:** 2024-DP-00002
- Requestor:** General
- Legal First Name:** Jtest
- Legal Middle Name:** t
- Legal Last Name:** Ktest
- Aliases:** r
- Date of Birth:** 2024-06-03
- Test Score *:** 89
- Date 30 Hours of Training Completed *:** 06/04/2024
- Exempt from public records:** No
- Statute:** (empty)
- Date of Hire:** 2024-06-05
- Position *:** manager

Navigation buttons at the bottom include 'Previous', 'Cancel', 'Save', and 'Next'. On the left side, there are buttons for 'Return to Privileged Staff Listing', 'Documents Required', 'Attachments', and 'Sign and Submit'. The 'Privileged Staff Member' section is highlighted in green, and the 'Edit Position' button is also highlighted in green.

Figure 39: Privileged Staff Member: Edit Position

The Edit Position Application allows providers to update the position their privilege staff hold in their organization.

Privilege and Certification System

4.6 Privileged Staff Termination

From the Approved Staff tab, a user may enter a termination date. After reviewing the Requestor General page, the user will be directed to the Privileged Staff Member Termination page where the staff member's current approved information will be pre-populated.

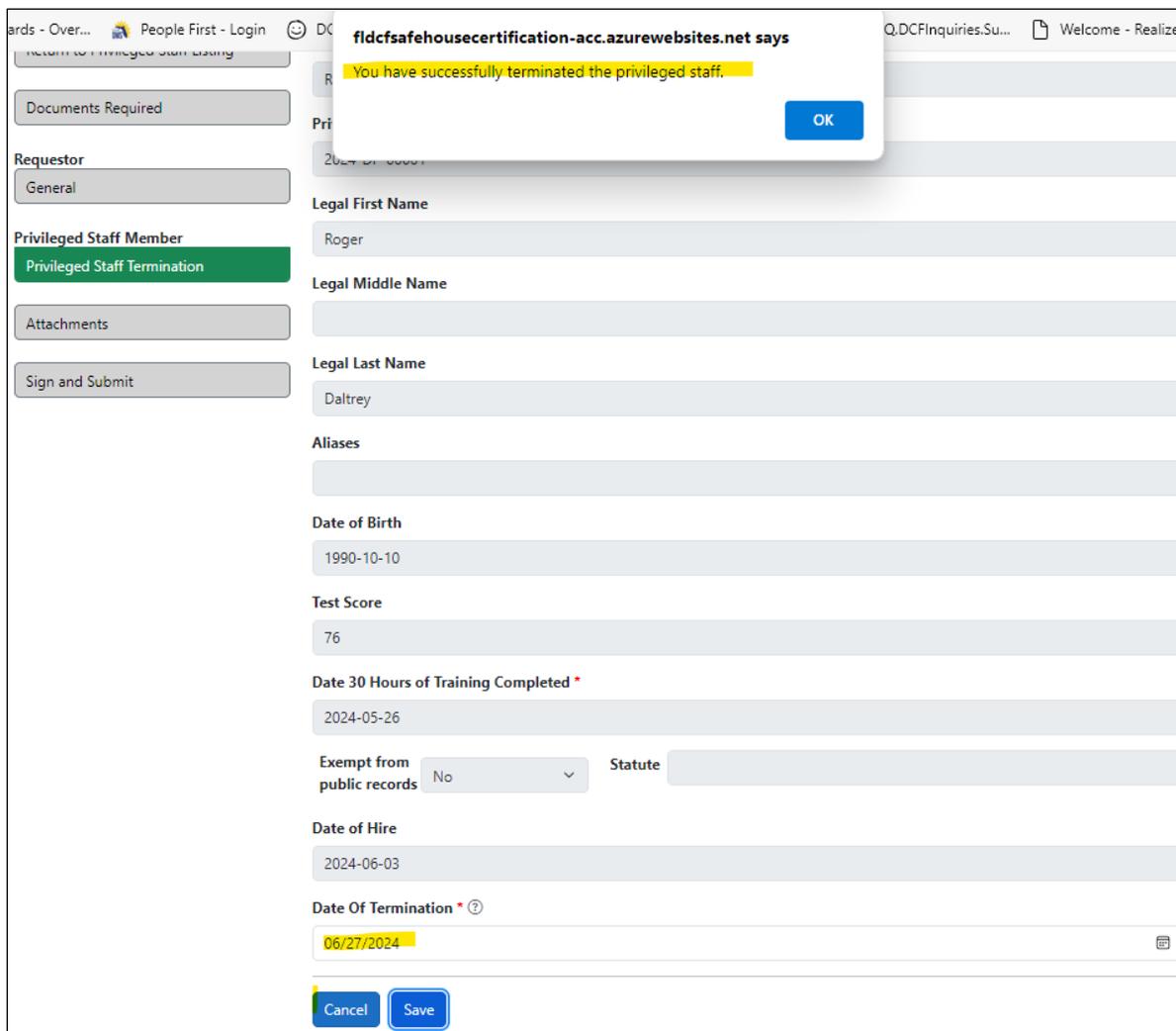


Figure 40: Privileged Staff Member: Privileged Staff Termination

The user will enter the termination date, save the record, and continue to upload any attachments and submit the request.

5 Provider Closure

When a provider’s certification has expired, is relinquished, or otherwise not renewed for any program, the Department will process a closure request. The provider user will have the capability to view that a closure has taken place.

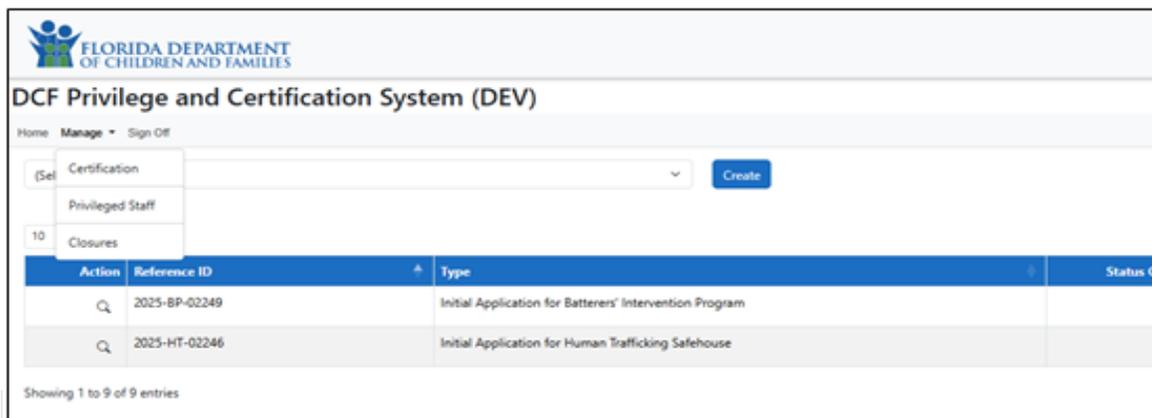


Figure 41: Manage- Closures

To view closure requests, the user may select the “Closures” option from the “Manage” menu. The Closures screen displays a list of closure requests that have been processed by the Department. The provider can view the data grid and may contact the Department to report any concerns.

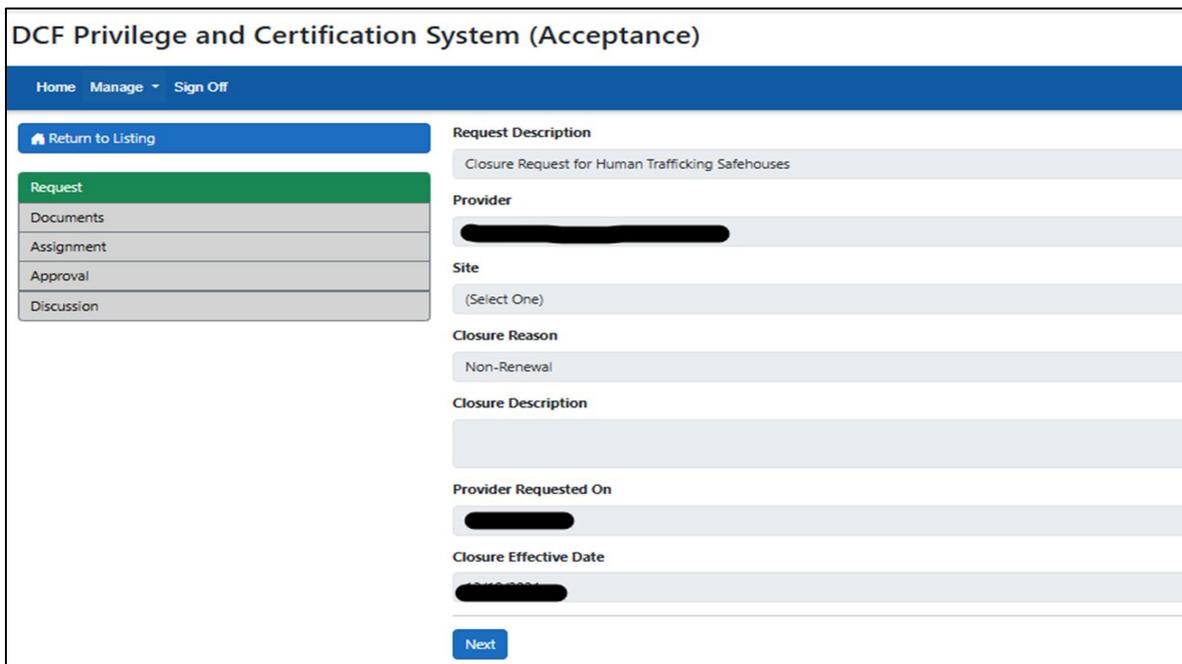


Figure 42: Closure Requests

To submit a closure request, the site, reason for closure, and detailed information as to why the site is closing should be added for review by the Department.