# **Adoption Transparency User Manual**

#### **Overview:**

The Florida Adoption Transparency site is an online data collection tool designed to gather information for finalized adoptions completed by adoption entities. Pursuant to <u>Chapter</u> <u>63.097, Florida Statutes</u>, information must be submitted no later than the 15th day of the month following the preceding quarter. Information on finalized adoptions completed by Community Based Care Lead Agencies is obtained from DCF's Child Welfare Information System (CCWIS) and updated in the dashboard.

Reporting quarters are:

- Quarter 1 January through March
- Quarter 2 April through June
- Quarter 3 July through September
- Quarter 4 October through December
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Each adoption entity must register and obtain a new account prior to entering information into the dashboard.

# Creating a new Lead Account (new entity):

By default, the first account created for any given adoption entity will automatically become a lead account.

Lead accounts are intended for adoption entity leads. The adoption entity lead will have the ability to enter required adoption data, review previously submitted data within the current quarter. Lead accounts will also be prompted on a quarterly basis to attest to having provided all required data for their entity at the end of each quarter as stipulated by Florida.

- Starting from the Adoption Transparency home page, select/click on "Create a New Account" button.
- 2. Complete the Personal Information section of account creation form.
- 3. Select "**Create New Adoption Entity**" from the Name of Adoption Entity dropdown menu and fill out the Adoption Entity Information section of the account creation form.

4. Select/click on "Create Account" button. You will see the following message:

#### Thank you for registering!

Your organization's unique identifier is Please share this ID with team members in your organization who need access to the application. New users from your organization will need to enter this ID when creating their accounts. You can also find this ID on the profile page.

#### Activate Your Account

An email with activation instructions has been sent to you. Please check your inbox (and spam/junk folder).

**X Note:** The activation link is valid for 7 days. Complete the activation as soon as possible.

You will receive an activation email like below in your Inbox .

myflfamilies - Welcome to Okta!
HI XXXXX,
Your organization is using Okta to manage access to your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page. Watch this short video to learn more: https://www.okta.com/intro-to-okta/
Your system administrator has created an Okta user account for you. Click the following link and follow the instructions on the subsequent screen to activate your Okta account:
Activate Okta Account This link expires in 7 days.

PLEASE NOTE: Your organization's unique identifier will display on this message. Please record and share this ID with team members in your organization who need access to the application. New users from your organization will need to enter this ID when creating their accounts. You can also find this ID on the profile page.

- Activate account by selecting/clicking "Activate Okta Account" button on the email sent to the email address used for account registration (please check both your inbox and junk folders).
- 6. Complete Okta activation by setting password, phone number and one security question.

## Creating a new User Account (registered entity):

User accounts are intended for additional data providers within a registered entity for the purpose of providing adoption cost information as required by Florida Statute.

- 1. Starting from the Adoption Transparency home page, select/click on "Create a New Account" button.
- 2. Complete the Personal Information section of account creation form.
- 3. Select entity from the Name of Adoption Entity dropdown menu.
- 4. Enter the Entity Unique Identifier (reach out to entity administrator for this ID).
- 5. Select/click on "Create Account" button. You will see the following message:

<b>Account</b> activation instructions has been sent to you. Please check yo activation link is valid for 7 days. Complete the activation as s	our inbox (and spam/junk folder soon as possible.
activation link is valid for 7 days. Complete the activation as s	soon as possible.
e an activation email like below in your indox .	
myflfamilies - Welcome to Okta!	۱
HI XXXXX,	
Your organization is using Okta to manage access to your web This means you can conveniently access all the applications yo through a single, secure home page. Watch this short video to https://www.okta.com/intro-to-okta/	applications. ou normally use, learn more:
Your system administrator has created an Okta user account for Click the following link and follow the instructions on the subsect activate your Okta account:	ar you. <b>quent screen to</b>
Activate Okta Account	
	myflfamilies - Welcome to Okta!         Hi XXXX,         Your organization is using Okta to manage access to your web This means you can conveniently access all the applications you through a single, secure home page. Watch this short video to https://www.okta.com/intro-to-okta/         Your system administrator has created an Okta user account for Click the following link and follow the instructions on the subset activate your Okta account:         Activate Okta Account

- 6. Activate account by selecting/clicking "Activate Okta Account" button on the email sent to the email address used for account registration (please check both your inbox and junk folders).
- 7. Complete Okta activation by setting password and one security question.
- 8. Please note: the user will only see their submitted/saved data entries.

Set up security methods
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Security methods help protect your myfifamilies-preview account by ensuring only you have access.
Set up required
Password Choose a password for your account Set up
Phone     Verify with a code sent to your phone     Set up
Security Question Choose a security question and answer that will be used for signing in Set up

# Signing in to application:

- 1. Create and activate account.
- 2. Select "Sign In" button on Adoption Transparency home page.
- 3. Okta will prompt you to authenticate by entering code sent to user email address.

### Saving/submitting/editing/deleting data:

- 1. Sign in to account.
- 2. Select "Data Collection" menu on Adoption Transparency home page.
- 3. If submitting data for the first time, complete the data collection form.
- 4. If data has previously been submitted/saved, select/click on "Add New Child" button to bring up data collection form.
- 5. At any time, the user may select "Save", "Save.Add New Child", "Submit", and "Cancel" while completing data collection form.

**Save:** save information entered in data collection form. Entry status will display as "pending" on grid.

**Save.Add New Child:** saves information entered in data collection form and brings up new data collection form to add a new child adoption information. Saved entry will display status as "pending" on grid.

**Submit:** user must complete all required fields on data collection form in order to submit. Entry status will display as "submitted" on grid.

Cancel: returns user to either Home Screen (if no data has been

saved/submitted), or grid view (if data has been saved/submitted).

6. Additionally, the user can edit and delete saved or submitted entries. To edit or delete an entry, select the Edit or Delete button under the "**Action**" column on the grid.



7. Please note: the Lead Account will be able to view all data entries submitted for their adoption-entity.

#### Lead Account/User Role Administration:

#### Transfer Lead Account Role

1. The Lead Account status can be transferred to another existing account registered to the same entity by selecting the "User Role Administration" from Lead Account menu.



2. Once selected, select the account from the dropdown menu and click "**Transfer Role**" button to transfer Lead Account privileges.

#### Activate/Deactivate User

- 1. Select "User Role Administration" from Lead Account menu.
- To deactivate an active user, select the account from the dropdown, and click "Deactivate User". A confirmation message will be displayed. Click "Continue" to deactivate the account.
- To activate a deactivated user, select the account from the dropdown, and click "Activate User" A confirmation message will be displayed. Click "Continue" to activate the account.

#### Delete User

- 1. Select "User Role Administration" from Lead Account menu
- 2. To delete a user, select account from the dropdown, and click "**Delete User**". A confirmation message will be displayed. Click "**Continue**" to delete the account.

#### **Editing Adoption Entity Information:**

- 1. Select "Adoption Entity Information" from Lead Account menu.
- 2. Edit form and click "Update" button to save changes.

#### How to Find Entity Unique Identifier:

- 1. Select "Adoption Entity Information" from Lead Account menu (must be signed in as Lead Account).
- 2. Entity Unique Identifier field is located at the top right of the form. See the below screenshot for reference:

Adoption Entity Information	
Name of Adoption Entity	Entity Unique Identifier
Type of Adoption Entity*	Primary Business Phone Number