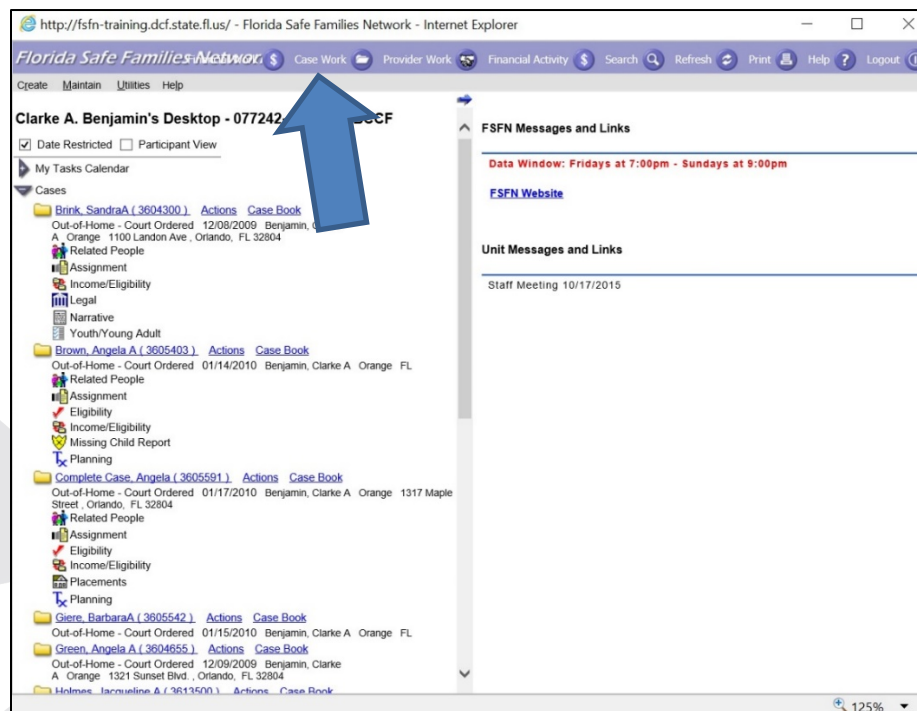
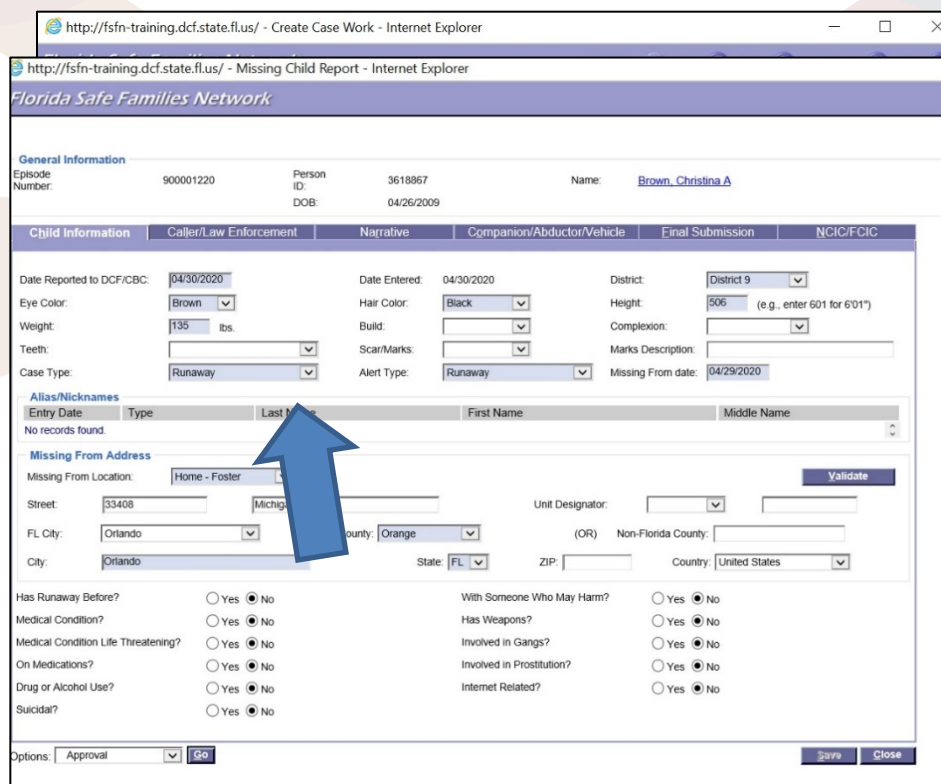


FSFN – Missing Child Report Screenshots

1. Click **Case Work** in FSFN.



2. Select **Missing Child Report** and select the case and missing child.



The screenshot shows the 'Missing Child Report' form. The top navigation bar includes 'General Information', 'Child Information', 'Caller/Law Enforcement', 'Narrative', 'Companion/Abductor/Vehicle', 'Final Submission', and 'NCIC/FCIC'. The 'General Information' section includes fields for 'Episode Number', 'Person ID', 'DOB', and 'Name'. The 'Child Information' section includes fields for 'Date Reported to DCF/CBC', 'Date Entered', 'District', 'Eye Color', 'Hair Color', 'Height', 'Weight', 'Build', 'Complexion', 'Teeth', 'Scar/Marks', 'Marks Description', 'Case Type', 'Alert Type', and 'Missing From date'. The 'Missing From Address' section includes fields for 'Missing From Location', 'Street', 'FL City', 'County', 'City', 'State', 'ZIP', and 'Country'. A blue arrow points to the 'Missing From Address' section. The bottom of the form has 'Options' and 'Go' buttons.

3. Fill out all Demographic information on this screen. Everything in blue is **REQUIRED**.

FSFN – Missing Child Report Screenshots

4. Insert all information from the police report number, the officer, and the agency.

http://fsfn-training.dcf.state.fl.us/ - Missing Child Report - Internet Explorer

Florida Safe Families Network

General Information

Episode Number: 900001220 Person ID: 3618867 Name: [Brown, Christina A](#)
DOB: 04/26/2009

Child Information **Caller/Law Enforcement** **Narrative** **Companion/Abductor/Vehicle** **Final Submission** **NCIC/FCIC**

Caller Information

Date of Call: 04/30/2020
Relationship: Social Services
Worker Name: Benjamin, Clarke [Search](#)
Agency: D07 - CBC of Central Florida
Address: 2600, Technology Dr
Orlando, FL 32804
Phone: (407)398-7975
Alternate Phone:
Email Address: abenjamin@fsmo.org

Law Enforcement Information

Case Number[OCA Number]: CF-00412
Date Law Enforcement was Notified: 04/29/2020
LE Agency (Pick List):
LE Agency Name: Orange County Sheriff's Office
Address:
City:
State: No data found
Zip:
Phone:
[Validate](#)

Options: Approval [Go](#) [Save](#) [Close](#)

5. Complete the Narrative (What happened).

http://fsfn-training.dcf.state.fl.us/ - Missing Child Report - Internet Explorer

Florida Safe Families Network

General Information

Episode Number: 900001220 Person ID: 3618867 Name: [Brown, Christina A](#)
DOB: 04/26/2009

Child Information **Caller/Law Enforcement** **Narrative** **Companion/Abductor/Vehicle** **Final Submission** **NCIC/FCIC**

Please check for prior missing child recovery information related to any previous missing child events. This information is located within the case umbrella section of FSFN. Remember to forward all information related to prior recoveries to the local law enforcement agency that has the current missing child case in an effort to ensure that they have information on the locations that the child has frequented in the past. (25 Character Minimum)

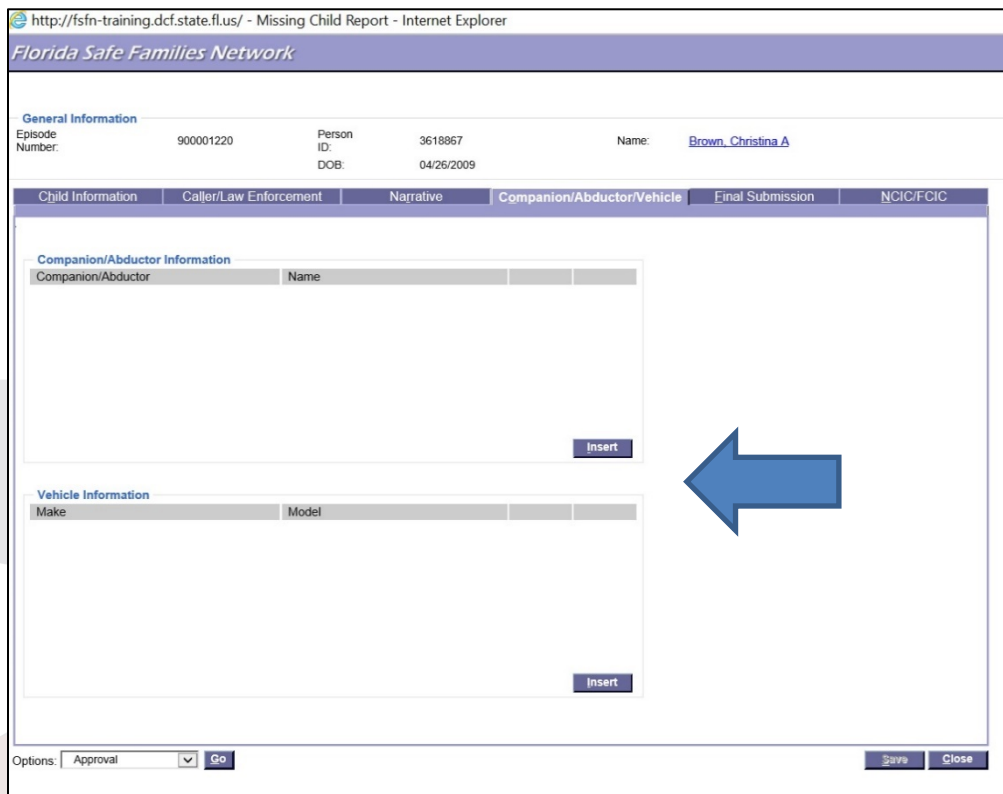
(25 Character Minimum)

Child ran Away from group home. Child was last seen walking down the street.

Options: Approval [Go](#) [Save](#) [Close](#)

FSFN – Missing Child Report Screenshots

6. If the child was abducted, went with someone, or entered a vehicle, fill in all information.



http://fsfn-training.dcf.state.fl.us/ - Missing Child Report - Internet Explorer

Florida Safe Families Network

General Information
Episode Number: 900001220 Person ID: 3618867 Name: [Brown, Christina A](#)
DOB: 04/26/2009

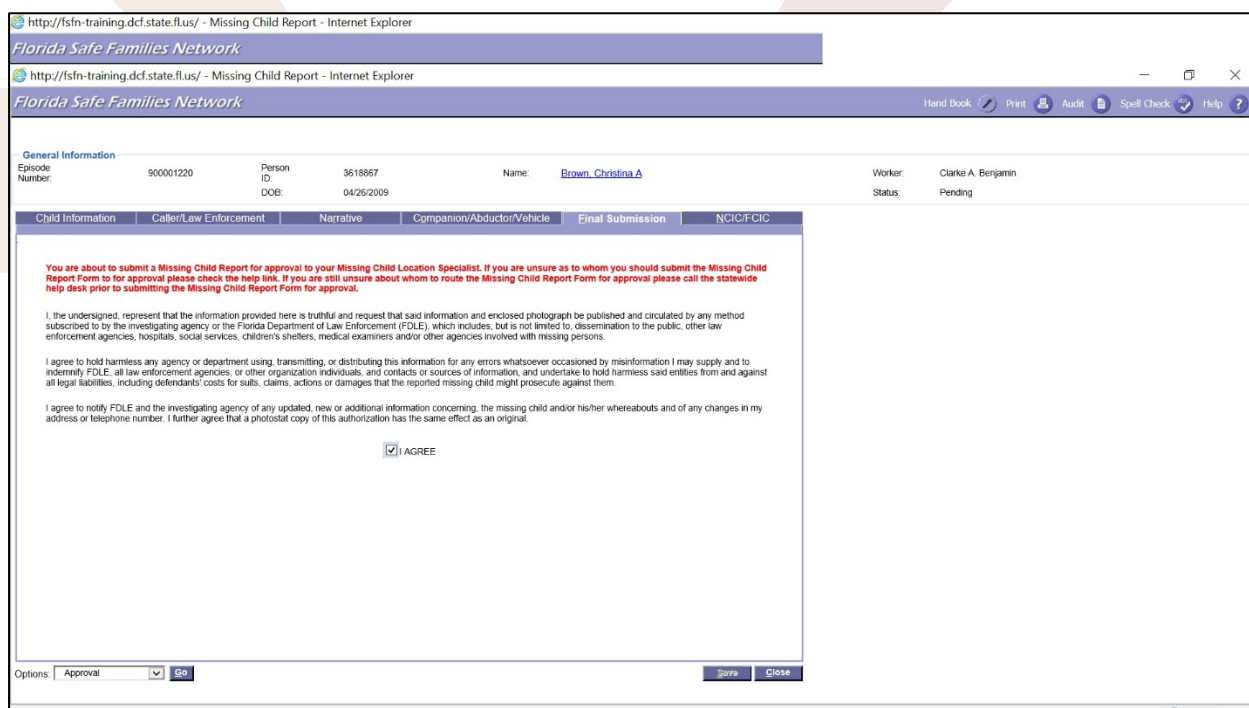
Companion/Abductor/Vehicle

Companion/Abductor Information
Companion/Abductor Name

Vehicle Information
Make Model

Options: Approval

7. Click the box for **Final Submission** and click **Save**. After saving, go to **Options**, pick **Approval**, and click **Go**.



http://fsfn-training.dcf.state.fl.us/ - Missing Child Report - Internet Explorer

Florida Safe Families Network

General Information
Episode Number: 900001220 Person ID: 3618867 Name: [Brown, Christina A](#) Worker: Clarke A. Benjamin
DOB: 04/26/2009 Status: Pending

Final Submission

You are about to submit a Missing Child Report for approval to your Missing Child Location Specialist. If you are unsure as to whom you should submit the Missing Child Report Form for approval please check the help link. If you are still unsure about whom to route the Missing Child Report Form for approval please call the statewide help desk prior to submitting the Missing Child Report Form for approval.

I, the undersigned, represent that the information provided here is truthful and request that said information and enclosed photograph be published and circulated by any method subscribed to by the investigating agency or the Florida Department of Law Enforcement (FDLE), which includes, but is not limited to, dissemination to the public; other law enforcement agencies, hospitals, social services, children's shelters, medical examiners and/or other agencies involved with missing persons.

I agree to hold harmless any agency or department using, transmitting, or distributing this information for any errors whatsoever occasioned by misinformation I may supply and to indemnify FDLE, all law enforcement agencies, or other organization individuals, and contacts or sources of information, and undertake to hold harmless said entities from and against all legal liabilities, including defendant's costs for suits, claims, actions or damages that the reported missing child might prosecute against them.

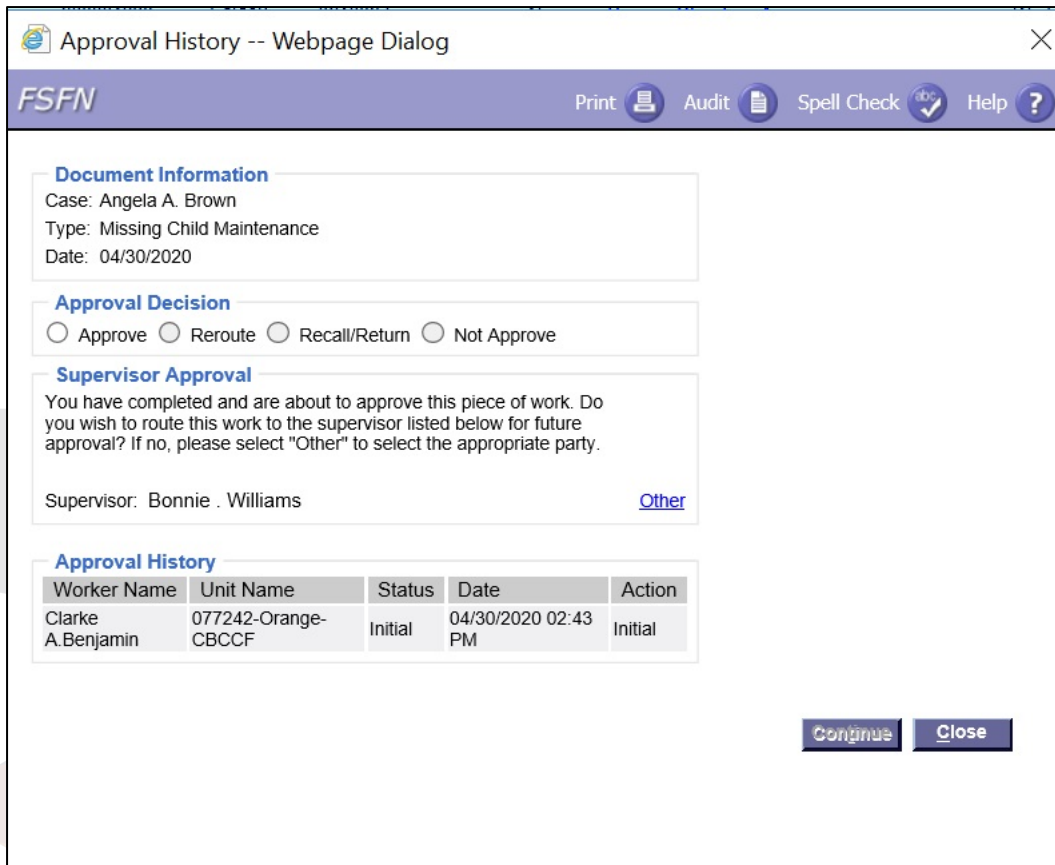
I agree to notify FDLE and the investigating agency of any updated, new or additional information concerning, the missing child and/or his/her whereabouts and of any changes in my address or telephone number. I further agree that a photostat copy of this authorization has the same effect as an original.

☒ I AGREE

Options: Approval

FSFN – Missing Child Report Screenshots

8. Click **Other**.



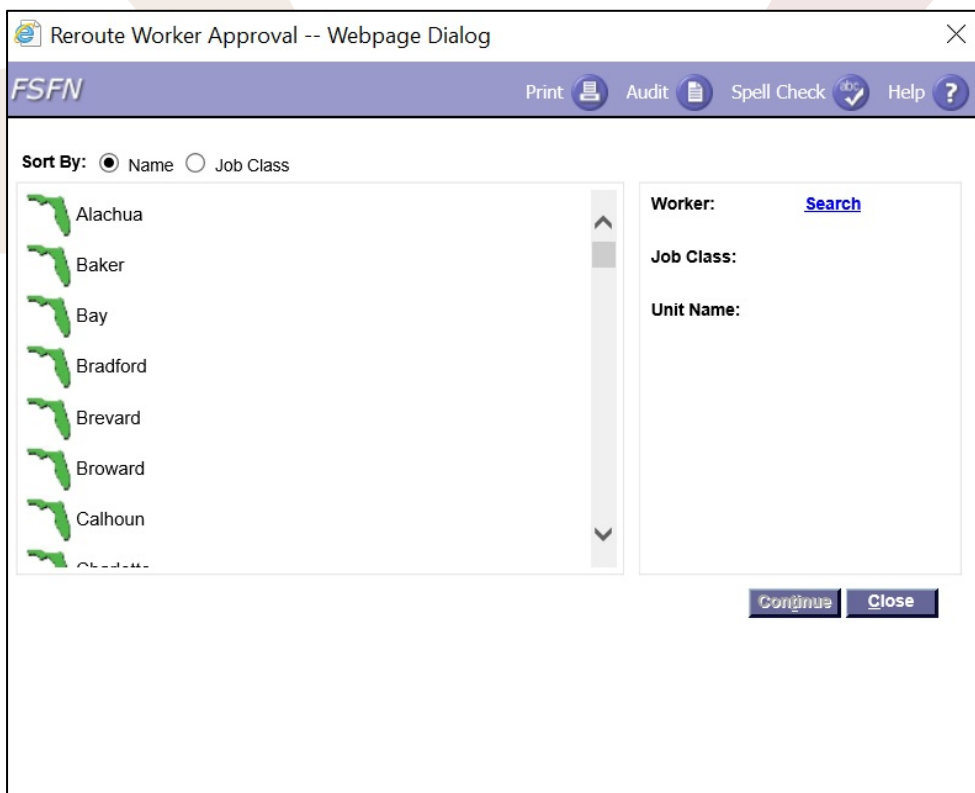
The screenshot shows a web application window titled "Approval History -- Webpage Dialog". The interface includes a purple header bar with the "FSFN" logo and navigation icons for Print, Audit, Spell Check, and Help. The main content area is divided into several sections:

- Document Information:** Displays "Case: Angela A. Brown", "Type: Missing Child Maintenance", and "Date: 04/30/2020".
- Approval Decision:** Contains four radio buttons: "Approve", "Reroute", "Recall/Return", and "Not Approve".
- Supervisor Approval:** Includes a text prompt: "You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select 'Other' to select the appropriate party." Below this, it shows "Supervisor: Bonnie . Williams" and a blue link labeled "Other".
- Approval History:** A table with the following data:

| Worker Name | Unit Name | Status | Date | Action |
|--------------------|---------------------|---------|---------------------|---------|
| Clarke A. Benjamin | 077242-Orange-CBCCF | Initial | 04/30/2020 02:43 PM | Initial |

At the bottom right, there are "Continue" and "Close" buttons.

9. Click **Search**.



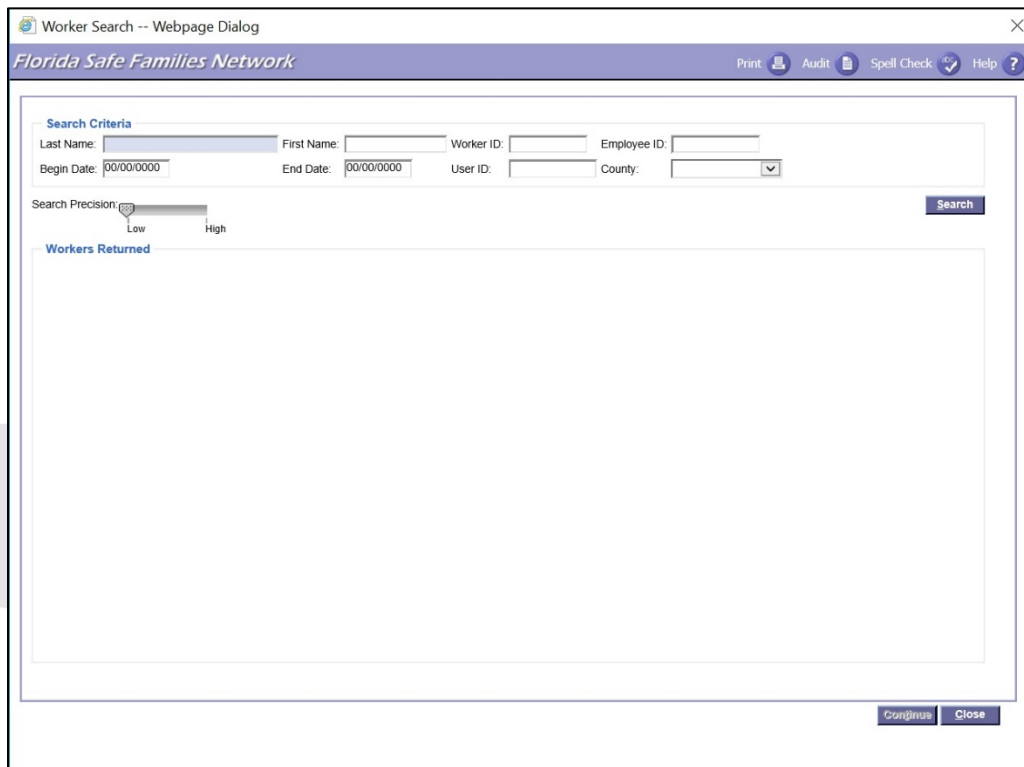
The screenshot shows a web application window titled "Reroute Worker Approval -- Webpage Dialog". The interface features a purple header bar with the "FSFN" logo and navigation icons for Print, Audit, Spell Check, and Help. The main content area includes:

- Sort By:** Two radio buttons, "Name" (selected) and "Job Class".
- Worker List:** A scrollable list of Florida counties, each preceded by a small green map icon: Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, and Chiefland.
- Search Fields:** On the right, there are three labels: "Worker:", "Job Class:", and "Unit Name:", each followed by a text input field. A blue "Search" link is positioned next to the "Worker:" field.

At the bottom right, there are "Continue" and "Close" buttons.

FSFN – Missing Child Report Screenshots

10. Search for your county specific MCR Specialist.



Worker Search -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help ?

Search Criteria

Last Name: First Name: Worker ID: Employee ID:

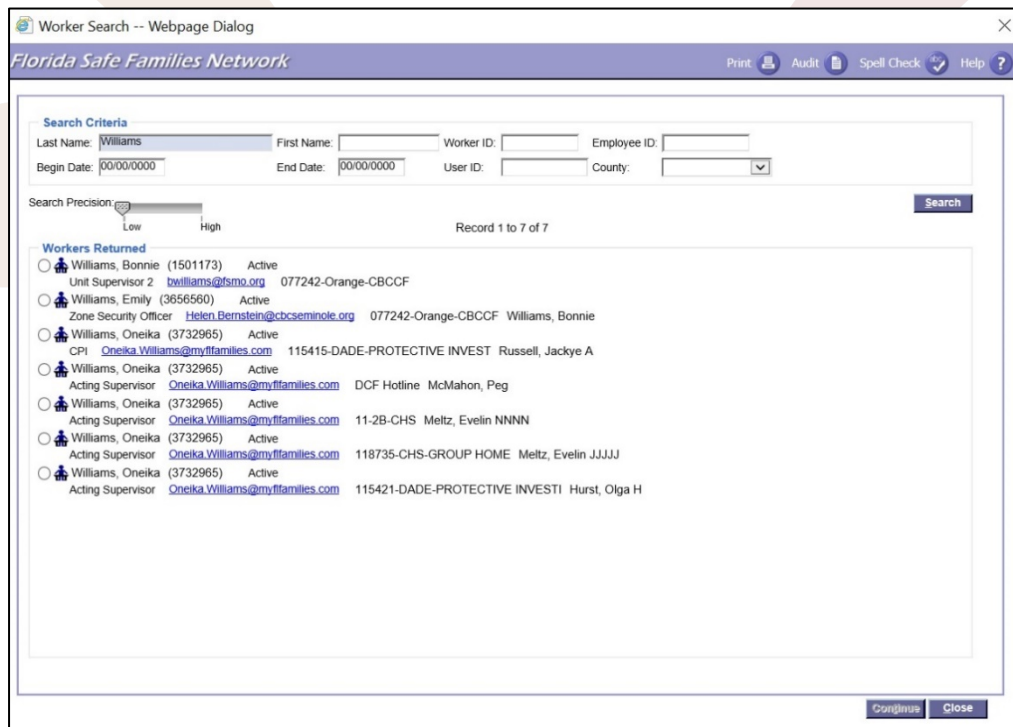
Begin Date: End Date: User ID: County:

Search Precision: Low High

Workers Returned

Continue Close

11. Select your MCR Specialist profile.



Worker Search -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help ?

Search Criteria

Last Name: First Name: Worker ID: Employee ID:

Begin Date: End Date: User ID: County:

Search Precision: Low High

Record 1 to 7 of 7

Workers Returned

- ☐ Williams, Bonnie (1501173) Active
Unit Supervisor 2 bwilliams@fsmo.org 077242-Orange-CBCCF
- ☐ Williams, Emily (3656560) Active
Zone Security Officer Helen.Bernstein@cbccseminole.org 077242-Orange-CBCCF Williams, Bonnie
- ☐ Williams, Oneika (3732965) Active
CPI Oneika.Williams@myflfamilies.com 115415-DADE-PROTECTIVE INVEST Russell, Jackye A
- ☐ Williams, Oneika (3732965) Active
Acting Supervisor Oneika.Williams@myflfamilies.com DCF Hotline McMahon, Peg
- ☐ Williams, Oneika (3732965) Active
Acting Supervisor Oneika.Williams@myflfamilies.com 11-2B-GHS Meltz, Evelin NNNN
- ☐ Williams, Oneika (3732965) Active
Acting Supervisor Oneika.Williams@myflfamilies.com 118735-CHS-GROUP HOME Meltz, Evelin JJJJJ
- ☐ Williams, Oneika (3732965) Active
Acting Supervisor Oneika.Williams@myflfamilies.com 115421-DADE-PROTECTIVE INVESTI Hurst, Olga H

Continue Close

FSFN – Missing Child Report Screenshots

12. Click **Approve** and then click **save**.

Approval History -- Webpage Dialog

FSFN Print Audit Spell Check Help

Document Information
Case: Angela A. Brown
Type: Missing Child Maintenance
Date: 04/30/2020

Approval Decision
☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve

Supervisor Approval
You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.
Supervisor: Bonnie . Williams [Other](#)

Approval History

| Worker Name | Unit Name | Status | Date | Action |
|--------------------|---------------------|---------|---------------------|---------|
| Clarke A. Benjamin | 077242-Orange-CBCCF | Initial | 04/30/2020 02:43 PM | Initial |

[Continue](#) [Close](#)

Contacts for MCR in FSFN

| | |
|--|--|
| Orange County: Tamara Rosario Administrative Assistant | tamara.rosario@EmbraceFamilies.org |
| Reroute all MCR's to Jennifer Works | |
| If Tamara/Jennifer are unavailable, Eddie Jones , Operations Manager | eddie.jones@EmbraceFamilies.org |
| Seminole County: Chris Martinez Youth Services Manager | chris.martinez@EmbraceFamilies.org |
| Osceola County: Alexi-Ann Duncan Youth Services Manager | alexiann.duncan@EmbraceFamilies.org |

Missing Children Guidelines:

- <http://www.EmbraceFamilies.org/wp-content/uploads/2014/10/Missing-Child-Guidelines.docx>

Face Sheet:

- <http://www.EmbraceFamilies.org/wp-content/uploads/2014/11/Face-Sheet-for-Missing-Child-Documents-November-2014.doc>