

Florida Department of Children & Families



SAMH TANF User Manual

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Version 2.0



SAMH TANF User Manual

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1. Document History

Version	Description	Author(s)	Last Updated
0.1	Created initial version	Tamara Anderson	8/7/2023
0.2	Updated with OITS feedback	Leslie Gomez	8/24/2023
0.3	Updated with SAMH feedback and SME feedback	Leslie Gomez	9/14/2023
1.0	Go Live	Leslie Gomez	9/25/2023
2.0	Added information on withdrawing a notification that has been approved.	Leslie Gomez	5/9/2024

2. Glossary

Abbreviation \Term	Description
AFDC	Aid to Families with Dependent Children
AMH	Adult Mental Health
ASA	Adult Substance Abuse
CHIP	Children's Health Insurance Program
CMH	Child Mental Health
CSA	Child Substance Abuse
D/C	Discharge
DCF	Department of Children and Families
DOB	Date of Birth
EA	Emergency Assistance
ESS	Economic Self Sufficiency

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Abbreviation \Term	Description
F.S.	Florida Statute
FPL	Federal Poverty Level
FY	Fiscal Year
HHS	Department of Health and Human Services
HQ	DCF Headquarters
ICD	International Statistical Classification of Diseases and Related Health Problems
JOBS	Job Opportunities and Basic Skills Training
LDAP	Lightweight Directory Access Protocol (LDAP) is a protocol that applications can use to speak to directory services such as Active Directory
FY	Fiscal Year
ME	Managing Entity
Pseudo-SSN	The pseudo-SSN is used when the client's Social Security Number is unknown. The pseudo-SSN must be entered in the following format. The first three characters are the client's first, middle, and last initials. The last 6 characters are the client's date of birth. For instance, if Jane Margaret Doe has a date of birth of January 2, 1984, her pseudo-SSN would be JMD-01-0284. If middle initial is unknown, please enter an X. If pseudo-SSN is already in use, alter the two digits of the birthday to a number greater than 31.
SAMH	Substance Abuse and Mental Health
SAMHIS	Substance Abuse and Mental Health Information System
SSI	Supplemental Security Income
SSDI	Social Security Disability Insurance
SSN	Social Security Number
TANF	Temporary Assistance for Needy Families
TCA	Temporary Cash Assistance
TDF	TANF Diversion Families

3. Document Purpose

The purpose of this user manual is to help users navigate and utilize the TANF application. The TANF application enables Providers, subcontracted with a Managing Entity (ME), to submit participant TANF eligibility information to their Managing Entity for review within a controlled database. It also enables the Florida Department of Children and Families Headquarters (DCF HQ) staff to review and analyze the data to create Federal and State reports as needed.

4. Background

Congress created the TANF block grant through the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, which replaced previous welfare programs known as Aid to Families with Dependent Children (AFDC), Job Opportunities and Basic Skills Training (JOBS) and Emergency Assistance (EA). TANF provides funding to states to help move recipients into work. TANF is a

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funding stream that provides federal funds to states, territories and tribes each year to accomplish the purposes of TANF. It is not a separate program inside of DCF.

Two departments in DCF manage the TANF funding. The Office of Economic Self-Sufficiency (ESS) assists families with temporary cash assistance benefits (TCA). This provides cash payments, vouchers, and other forms of benefits to meet a family's ongoing basic needs such as food, shelter, clothing, utilities, household goods, personal care items, and general incidental expenses as authorized in Section 414.045, F.S.

The Office of Substance Abuse and Mental Health (SAMH) TANF funding is designed to provide substance abuse and mental health services to Temporary Cash Assistance (TCA) participants and to TANF Diversion Family (TDF) participants.

Temporary Cash Assistance (TCA)

SAMH provides participants who have applied for or are receiving TCA with substance abuse and mental health services to avoid long-term welfare dependency and stabilize families so that children can be cared for in their own homes or in the homes of relative, and so that families can be self-sufficient, as provided under Section 414.1585.F.S.

SAMH TANF Diversion Family (TDF)

SAMH also uses TANF funding to assist families who are not eligible for TCA but meet other criteria by providing diversionary substance abuse and mental health services. This is for families who are at-risk of welfare dependency due to a substance use disorder or a mental health disorder. It is intended to provide services and one-time payments to assist families in avoiding welfare dependency and to stabilize families, so that children can be cared for in their own homes or in the homes of relatives and so that families can be self-sufficient, as provided under Section 414.1585, F.S. Additionally, a family must be at or below 200% of the federal poverty level, and must ~~be~~ meet one of the following criteria:

- a. A parent or relative caretaker with one or more minor children living in the home;
- b. A non-custodial parent with a court order to pay child support;
- c. A pregnant woman;
- d. A family whose children have been removed from the home by the Child Welfare Program (where the service is included or added to the active family reunification goals in the case plan);
or
- e. A Supplemental Security Income (SSI) recipient or a Social Security Disability Insurance (SSDI) recipient.

The Federal Poverty Level (FPL) is a measure of income issued every year by the Department of Health and Human Services (HHS). The FPL measures assist in determining eligibility for programs and benefits, including savings on Marketplace health insurance, and Medicaid and Children's Health Insurance Program (CHIP) coverage. HHS updates the FPL yearly.

5. TANF Roles

There are three categories of TANF users, Department of Children and Families (DCF), TANF Specialists (Managing Entity) and Providers, that can access the TANF application.

5.1. Provider

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These users submit the client's TANF applications. The application assists in determining if the client meets the eligibility requirements for TANF. The user can view, modify, and submit a record pertaining to their Provider but cannot access data from other providers.

5.2. TANF Specialist

TANF Specialists are the Managing Entity users who review pending applications to verify there are no issues within the client's TANF notification. These users can view, and approve or reject notifications for their circuits, but cannot access notifications for other providers that are not within their purview.

5.3. DCF Admin

DCF users with an Admin role can review and analyze TANF data. They can view any data within the system. These users also perform the administration of the user accounts and role assignments in the system and can delete records as requested.

6. Creating User Accounts

Managing Entity and subcontracted providers will submit requests for TANF user accounts to their Managing Entity Data Liaisons. The TANF access packet includes a SAMH Database Access Request Form, an Access Confidentiality and Nondisclosure Agreement Form, and current DCF Security Awareness and HIPAA Information and Action training certificates. The trainings may be accessed at <http://www.myflfamilies.com/general-information/dcf-training>. DCF employees may submit their TANF access request packets directly to the DCF Help Desk at dcf.helpdesk@myflfamilies.com. DCF employees should submit the SAMH Database Access Request Form, a Security Agreement Form (in lieu of the Access Confidentiality and Nondisclosure Agreement Form), and their DCF Security Awareness and HIPAA training certificates.

Once all information has been received by the DCF Administrator, the TANF application user accounts will be created, and the service ticket reassigned to request OKTA user accounts be created. When the OKTA account has been created, the Data Liaisons will be notified via email by the DCF Administrator, and instructions will be sent to the new user by the Data Liaison regarding OKTA user account setup and TANF application access.

Additional information is available on the [SAMH-TANF](#) website.

7. TANF Sign In

Users will be provided with the URL to sign into OKTA APP Launcher to access the TANF application using an email and password combination.

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App Launcher

Username
Email Address

Password

☐ Remember me

[Sign In](#)

[Need help signing in?](#)

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After a user has successfully logged into TANF, the privacy notification will appear. After the user has read the notification, they can either select the Accept button or exit out of the application.

By logging in to the SAMH Temporary Assistance for Needy Families (TANF) Application, I understand that I have been authorized by the Florida Department of Children and Families to view information that may be sensitive and/or confidential.

I understand that upon viewing/receiving this information it becomes my responsibility to provide continued protection of the information, to not disclose the information to any unauthorized person or persons, and to use the information in only the authorized manner agreed upon, and to destroy the information after the purpose for its collection has been fulfilled.

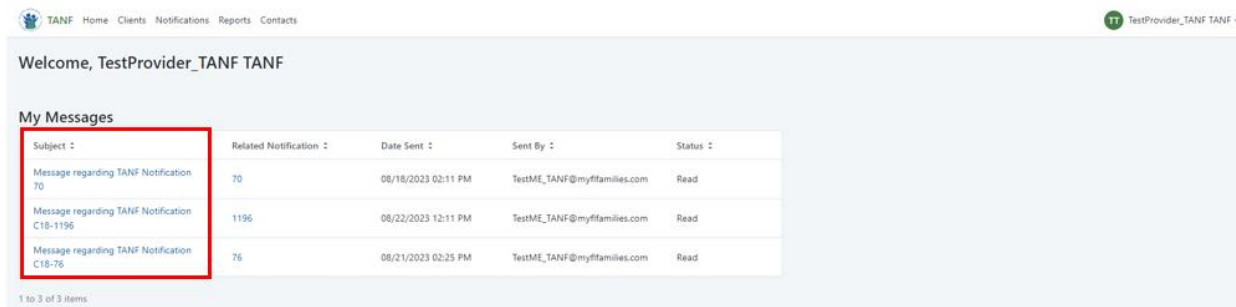
Furthermore, I understand that my violation of this agreement and/or unauthorized use of this application may result in a state or federal crime being committed, which could lead to fines and/or imprisonment for others and myself.

Accept

8. Home Page

The Home Page will contain links for Clients, Notifications and Reports. The home page will also show any messages that have been sent to a user that are related to notifications.

Users can view the contents of the message by clicking on the message Subject.



TANF Home Clients Notifications Reports Contacts

Welcome, TestProvider_TANF TANF

My Messages

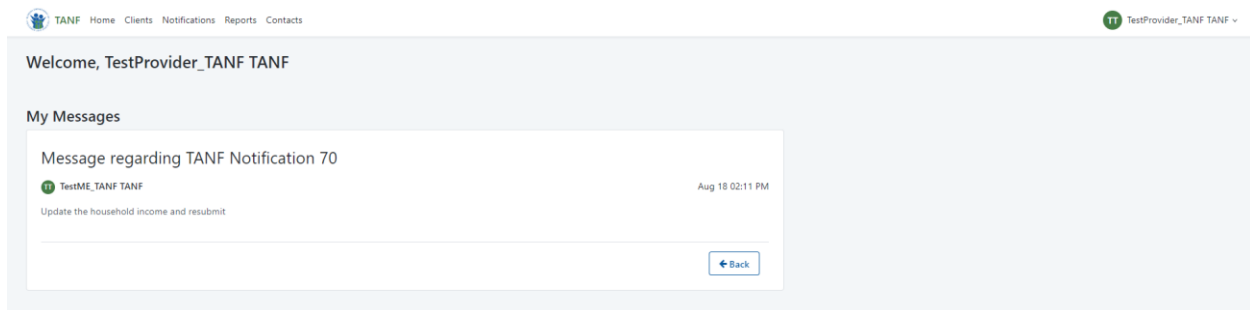
Subject	Related Notification	Date Sent	Sent By	Status
Message regarding TANF Notification 70	70	08/18/2023 02:11 PM	TestME_TANF@myflfamilies.com	Read
Message regarding TANF Notification C18-1196	1196	08/22/2023 12:11 PM	TestME_TANF@myflfamilies.com	Read
Message regarding TANF Notification C18-76	76	08/21/2023 02:25 PM	TestME_TANF@myflfamilies.com	Read

1 to 3 of 3 items

* Screenshot depicts created test data

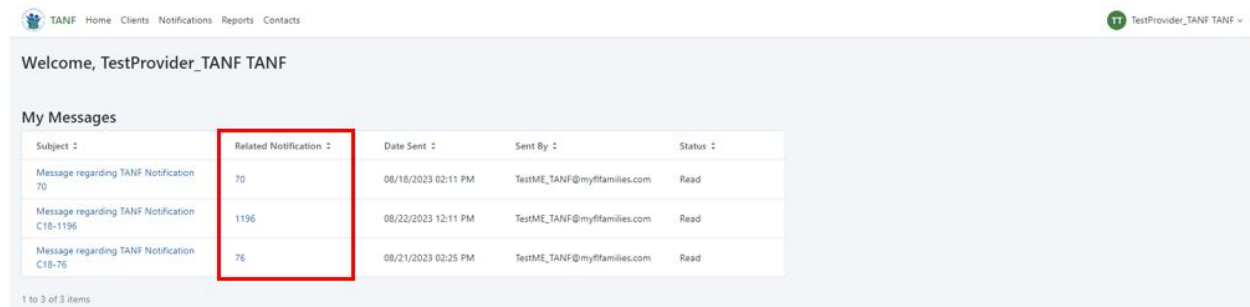
The contents of the message will be displayed under the sender's name.

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* Screenshot depicts created test data

Users can access the notification by clicking on the Related Notification link.

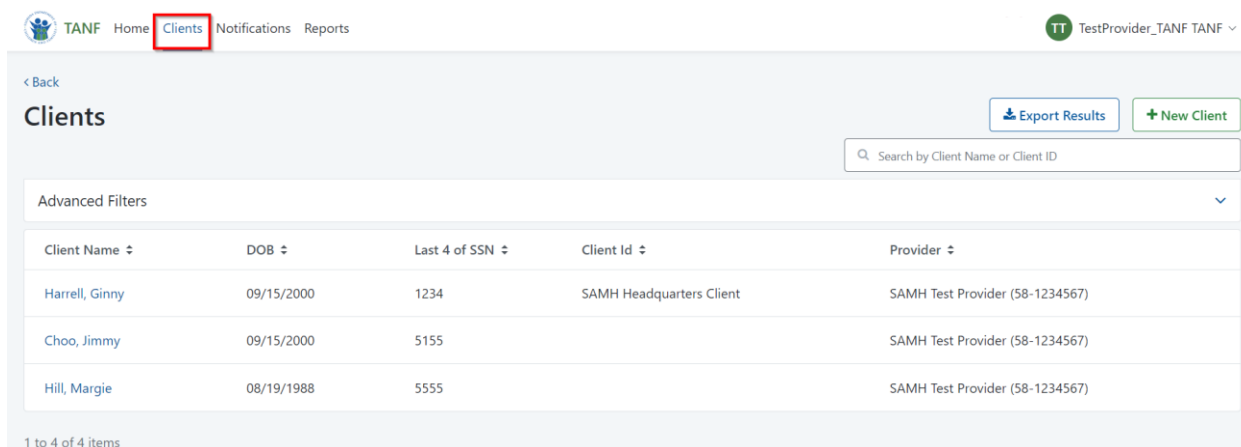


* Screenshot depicts created test data

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9. Clients

All users can view clients, based upon their role, by selecting the Clients link at the top of the home page.



Client Name	DOB	Last 4 of SSN	Client Id	Provider
Harrell, Ginny	09/15/2000	1234	SAMH Headquarters Client	SAMH Test Provider (58-1234567)
Choo, Jimmy	09/15/2000	5155		SAMH Test Provider (58-1234567)
Hill, Margie	08/19/1988	5555		SAMH Test Provider (58-1234567)

* Screenshot depicts created test data

9.1. Clients Page

DCF users can see all Clients displayed that have been entered in the TANF application. Providers can only see clients displayed which they have entered. TANF Specialists will be able to see clients displayed whose notifications were submitted by their Managing Entity's subcontracted providers.

All columns on the Clients page can be sorted. The Client Name column is sorted by the client's first name. Selecting a client's name will open the client's detail information.

9.2. Clients Advanced Filters

The Advanced Filters section is collapsed under the basic search field. It allows a user to search and filter by specific criteria, based upon their role. This includes:

- First Name
- Last Name
- Date of Birth
- Last 4 of SSN
- Client ID
- Provider
- Managing Entity

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Clients

[Export Results](#) [+ New Client](#)

Search by Client Name or Client ID

Advanced Filters

Client Name	DOB	Last 4 of SSN	Client Id	Provider
Duck, Dashing	05/25/1995	5335		1st Step Behavioral Health Provider (58-3687123)

Clients

[Export Results](#) [+ New Client](#)

Search by Client Name or Client ID

Advanced Filters

First Name Last Name Date of Birth Last 4 of SSN

Client ID Provider Managing Entity

Search by provider Select... Clear Search

Client Name	DOB	Last 4 of SSN	Client Id	Provider
Duck, Dashing	05/25/1995	5335		1st Step Behavioral Health Provider (58-3687123)
Stone, Sharon	03/31/1999	8741		Miami Behavioral Health Center (98-2543294)

* Screenshot depicts created test data

9.3. Create a New Client Record

Users who have a TANF Provider role can create new client records from the Clients page.

Clients

[Export Results](#) [+ New Client](#)

Search by Client Name or Client ID

Advanced Filters

Client Name	DOB	Last 4 of SSN	Client Id	Provider
Duck, Dashing	05/25/1995	5335		1st Step Behavioral Health Provider (58-3687123)
Stone, Sharon	03/31/1999	8741		Miami Behavioral Health Center (98-2543294)

* Screenshot depicts created test data

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All fields marked with an asterisk are required to create a new client record. Any fields that do not have an asterisk, are optional fields.

- a. Provider – A drop down that will list all Providers that are associated with the user. Most users will only have a single provider. Required.
- b. Client ID – Optional.
- c. First Name – Required.
- d. Middle Initial – Optional.
- e. Last Name – Required.
- f. DOB – Required.
- g. SSN – Required. If the SSN is unknown, please use a pseudo-SSN in the following format. The first three characters are the client's first, middle, and last initials. The last 6 characters are the client's date of birth. For instance, if Jane Margaret Doe has a date of birth on January 2, 1984, the pseudo-SSN would be JMD-01-0284. Use an X if the middle initial is unknown. If the pseudo-SSN is already in use, alter the two digits of the birthday to a number greater than 31.
- h. Ethnicity – Drop down. Required
- i. Race – Drop down. Required
- j. Gender – Drop down. Required.

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New Client

Provider *

Select Provider

Client Id

First Name *

Middle Initial

Last Name *

DOB *

mm/dd/yyyy



SSN *

Ethnicity *

Select Ethnicity

Race *

Select Race

Gender *

Select Gender

Save

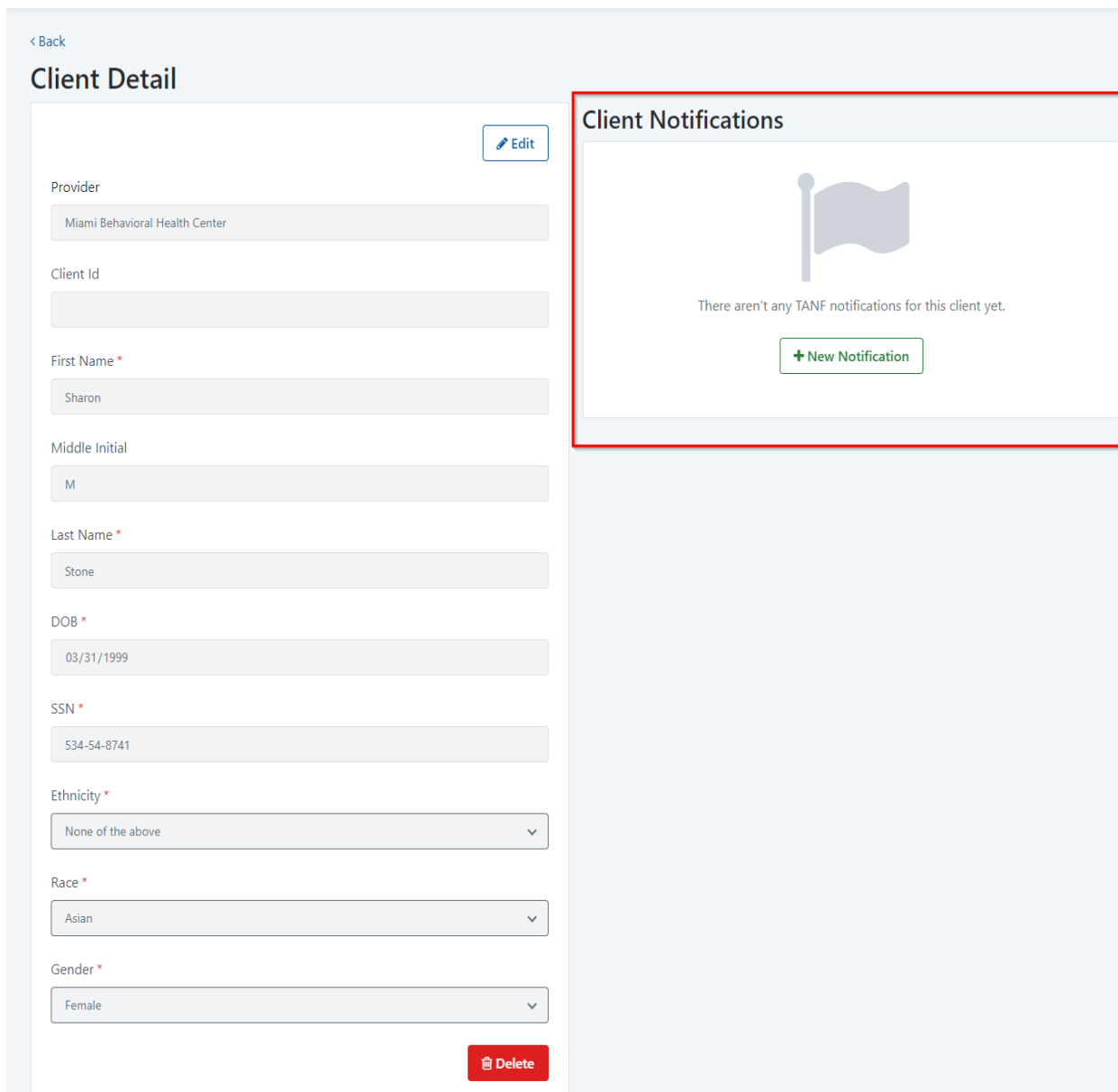
* Screenshot depicts created test data

Once the New Client record has been saved, the title will change to Client Detail. The user will have the ability to Edit or Delete the Client Detail record if incorrect information was entered or the record was created in error. Changes to Client data, including the SSN, will be updated on the Client record. A duplicate Client record **should not** be created if a new SSN is received. The Client Notifications section will also be visible and allow users to create a client notification.

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10. Notifications

TANF Provider users can also create a new Client Notification from within a Client Detail record.



The screenshot shows the 'Client Detail' form. On the left, there is a form with fields for Provider (Miami Behavioral Health Center), Client Id, First Name (Sharon), Middle Initial (M), Last Name (Stone), DOB (03/31/1999), SSN (534-54-8741), Ethnicity (None of the above), Race (Asian), and Gender (Female). There is an 'Edit' button at the top right of the form and a 'Delete' button at the bottom right. On the right, there is a 'Client Notifications' section, which is highlighted with a red border. This section contains a flag icon and the text 'There aren't any TANF notifications for this client yet.' Below this text is a '+ New Notification' button.

* Screenshot depicts created test data

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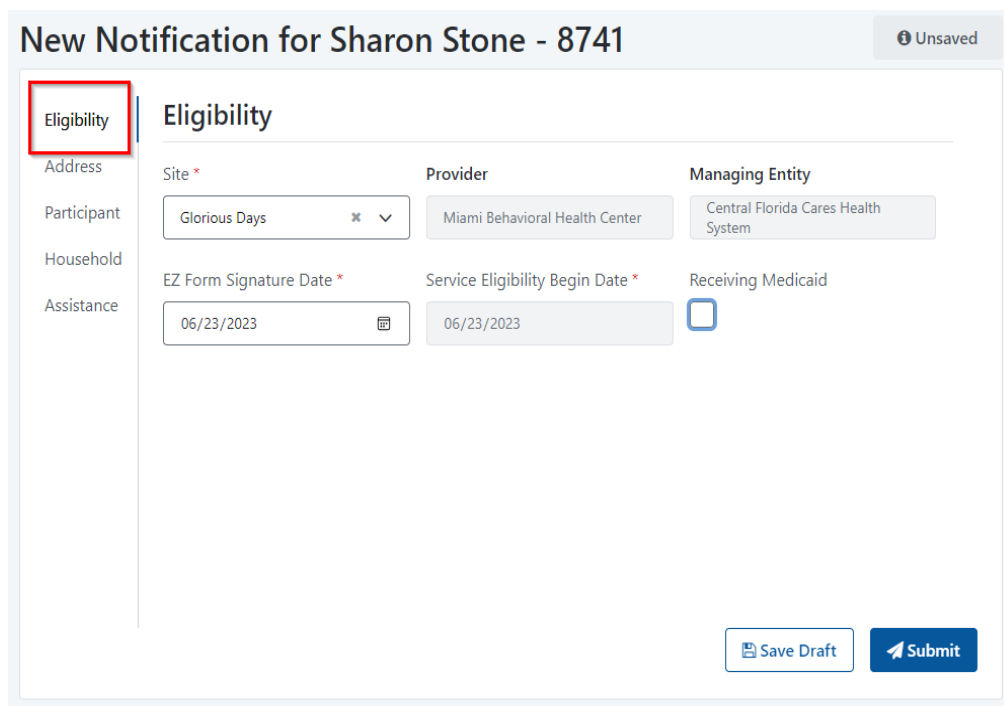
10.1. Create a New Notification

A new notification will have required fields in five tabs that have to be completed before a notification can be saved as a draft or submitted to the TANF Specialist. The Messages tab will appear after a notification has either been saved as a draft or submitted.

Since a notification is created from within a client detail page, the notification header will contain the client's name and last four of the SSN.

10.1.1. Eligibility

- a. Site – Drop down. Required.
- b. Provider – Auto populated based on the provider listed on the Client Detail record.
- c. Managing Entity – Auto populated based upon the Site selected.
- d. EZ Form Signature Date – Required
- e. Service Eligibility Begin Date – Auto populated based upon EZ Form Signature Date
 - i. For Recertification, the date will auto populate based upon the first day of the recertification period.
- f. Receiving Medicaid – Check box. Optional



New Notification for Sharon Stone - 8741 Unsaved

Eligibility

Address
Participant
Household
Assistance

Site *
Glorious Days

Provider
Miami Behavioral Health Center

Managing Entity
Central Florida Cares Health System

EZ Form Signature Date *
06/23/2023

Service Eligibility Begin Date *
06/23/2023

Receiving Medicaid ☐

[Save Draft](#) [Submit](#)

* Screenshot depicts created test data

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10.1.2. Address

- a. Address Line 1 – Required.
- b. Address Line 2 – Optional.
- c. City – Required.
- d. State – Auto populated. Required.
- e. Zip – Required.
- f. County – Drop down. Required.

New Notification for Sharon Stone - 8741 Unsaved

Eligibility

Address

Participant

Household

Assistance

Address

Address Line 1 *

Address Line 2

City *

State *

Zip *

County *

Save Draft

Submit

* Screenshot depicts created test data

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10.1.3. Participant

- a. Participant Type – Drop down. Required
- b. Child Only – Check box. Optional.
- c. If Child, name of parent/caregiver – Optional.
 - i. Required if Child Only is selected.
- d. Relationship to Child – Optional.
 - i. Required if Child Only is selected.
- e. Referral Focus – Drop down. Required.
 - i. ICD-10 drop downs will appear based upon the Referral Focus option chosen. Scroll or search by full/partial word or code number. A TANF Provider user can choose up to three Mental Health and/or three Substance Abuse diagnoses.

New Notification for Sharon Stone - 8741 Unsaved

Eligibility

Address

Participant

Household

Assistance

Participant

Participant Type * Child Only

☐

If Child, name of parent/caregiver

Referral Focus * Relationship to Child

Mental Health ICD-10 *

Substance Abuse ICD-10 *

* Screenshot depicts created test data

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10.1.4. Household

- a. 200% of Federal Poverty Level
- b. Amount Per Additional Person
- c. Total – Calculated amount based upon the number of adults and children entered.
- d. Annual Household Income – Required.
- e. Number of Adults – Required.
- f. Number of Children – Required.
- g. No household income – Checkbox. Optional. If no household income is selected, provide explanation in popup text box.
- h. Number of Child(ren) Living in/At – Required. Total must match the Number of Children field.
 - i. Home
 - ii. Shelter
 - iii. Homeless
 - iv. With Friend
 - v. With Relative
 - vi. Foster Care
 - vii. Residential
 - viii. Other If Other is selected, provide description in popup text box.

New Notification for Sharon Stone - 8741 Unsaved

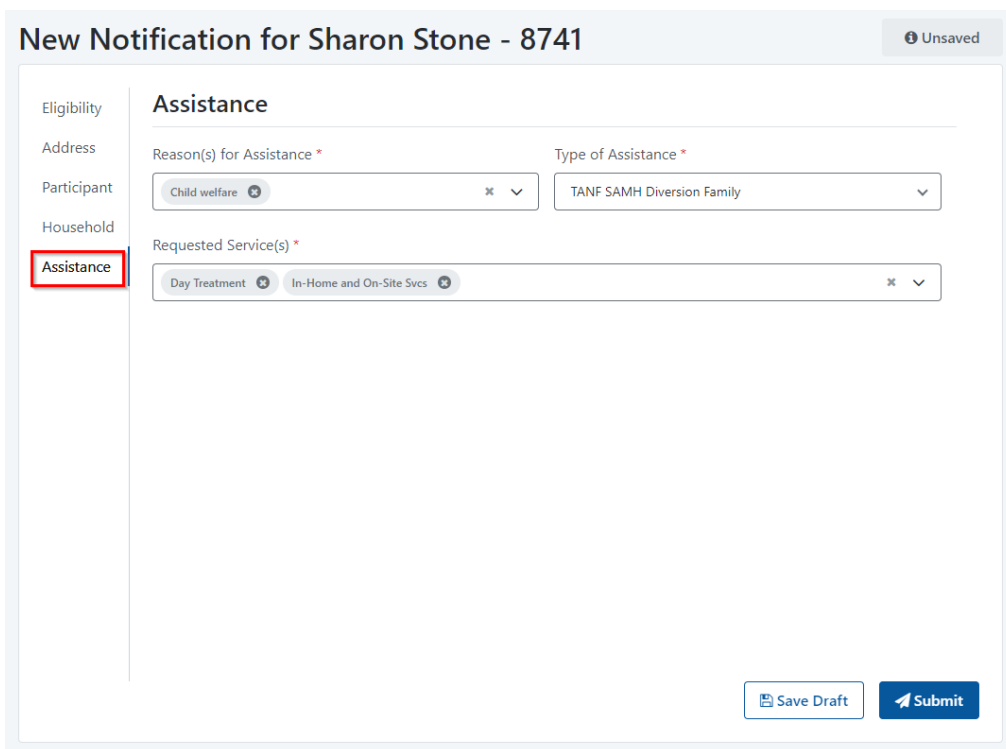
Eligibility	Household		
Address	200% of Federal Poverty Level	200% Total Additional Person Amount	Total
Participant	\$29,160	\$30,840	\$60,000
Household	Annual Household Income *	Number of Adults *	Number of Children *
Assistance	\$36,125	1	3
☐ No household income			
Number of Child(ren) Living In/At			
Home	Shelter	Homeless	With Friend
2			
With Relative	Foster Care	Residential	Other
	1		
Save Draft Submit			

* Screenshot depicts created test data

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10.1.5. Assistance

- a. Reason for Assistance – Drop down. Required.
- b. Type of Assistance – Drop down. Required.
- c. Requested Service(s) – Drop down. Required.
 - i. Scroll or search by full/partial word.



New Notification for Sharon Stone - 8741 Unsaved

Assistance

Eligibility
Address
Participant
Household
Assistance

Reason(s) for Assistance *
Child welfare

Type of Assistance *
TANF SAMH Diversion Family

Requested Service(s) *
Day Treatment In-Home and On-Site Svcs

[Save Draft](#) [Submit](#)

* Screenshot depicts created test data

10.1.6. Messages

The Messages tab will only appear after a notification has either been saved as a draft or submitted for the TANF Specialist to review.

Messages can be created by any user who has access to a notification. After the message is created, an email will be sent to the receiver(s) letting them know they have a message to view inside the TANF application. Once a message has been sent, it can't be modified. Only the DCF Administrator role can delete a message. All messages related to a specific notification will appear on the Messages tab in a descending order. When the receiver logs into the TANF application, the message will appear on their home page.

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To ▼

Message regarding TANF Notification 47

Message

Cancel
Send

Eligibility

Address

Participant

Household

Assistance

Messages

Subject ▼	Sent By ▼	Date Sent ▼
Adjusting Additional Person Amount	TestAdmin_TANF@myflfamilies.com	07/04/2023 03:10 PM
Message regarding TANF Notification 47	TestME_TANF@myflfamilies.com	07/04/2023 03:08 PM

1 to 2 of 2 items

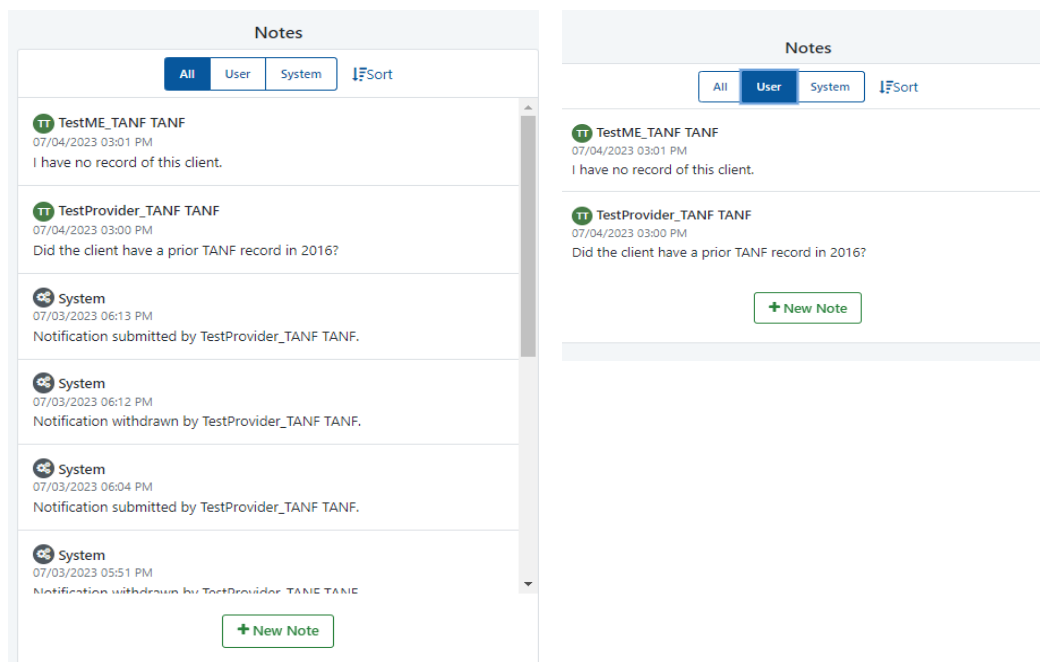
+ New Message

* Screenshot depicts created test data

10.1.7. Notes

The notes section will only appear after a notification has either been saved as a draft or submitted for the TANF Specialist to review. Notes will contain any notes that are created by a user or actions performed by the system. A user can choose to see All, User, or System notes and can sort notes by date. All notes created by user or system will include a date/timestamp and who created the note. Once a note has been sent, it can't be modified. Only the DCF Administrator role can delete a note.

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10.2. Save as a Draft

A notification with all required fields completed can be saved as a draft if the Provider is not ready to submit it to the TANF Specialist. These notifications will have a status of 'Draft' and will be given a Notification ID. The Provider will have the ability to either Edit, Delete, or Submit the notification.

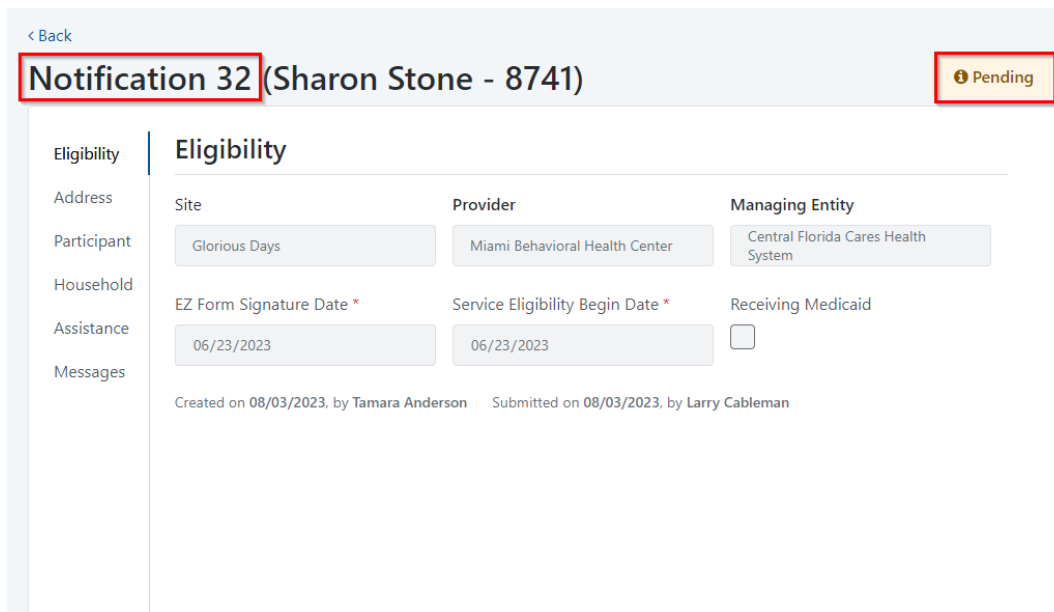
Notification 32 (Sharon Stone - 8741)

 Draft

11. Submit a Notification

If the notification is submitted, the notification will be given a Notification ID and will have a status of 'Pending'. The date and the name of the person who submitted the notification will also appear on the Eligibility tab and a Notes section will appear on the right side of the notification. The notification will be available for the TANF Specialist to review.

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Notification 32 (Sharon Stone - 8741) **Pending**

Eligibility

Address

Participant

Household

Assistance

Messages

Eligibility

Site: Glorious Days

Provider: Miami Behavioral Health Center

Managing Entity: Central Florida Cares Health System

EZ Form Signature Date *: 06/23/2023

Service Eligibility Begin Date *: 06/23/2023

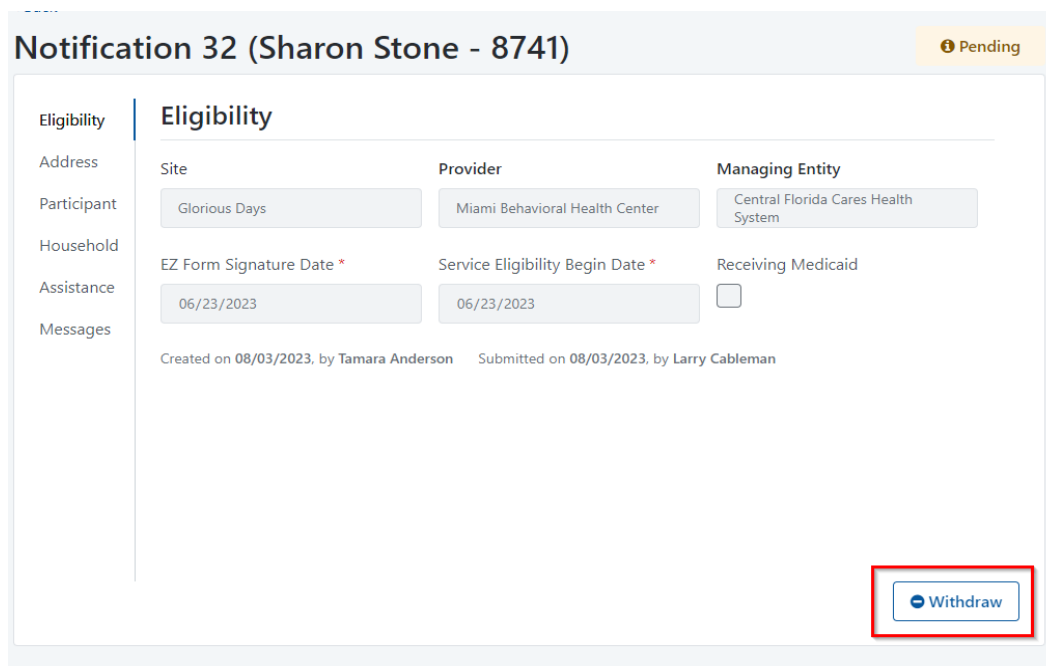
Receiving Medicaid: ☐

Created on 08/03/2023, by Tamara Anderson Submitted on 08/03/2023, by Larry Cableman

* Screenshot depicts created test data

11.1. Withdraw a Notification

If a TANF Provider user determines that the TANF notification needs a correction after it has been submitted to the TANF Specialist, the TANF Provider user can withdraw the notification. Withdrawal of the notification will cause the status to change from 'Pending' to 'Draft' and the TANF Specialist will not be able to view the notification until it has been resubmitted.



Notification 32 (Sharon Stone - 8741) **Pending**

Eligibility

Address

Participant

Household

Assistance

Messages

Eligibility

Site: Glorious Days

Provider: Miami Behavioral Health Center

Managing Entity: Central Florida Cares Health System

EZ Form Signature Date *: 06/23/2023

Service Eligibility Begin Date *: 06/23/2023

Receiving Medicaid: ☐

Created on 08/03/2023, by Tamara Anderson Submitted on 08/03/2023, by Larry Cableman

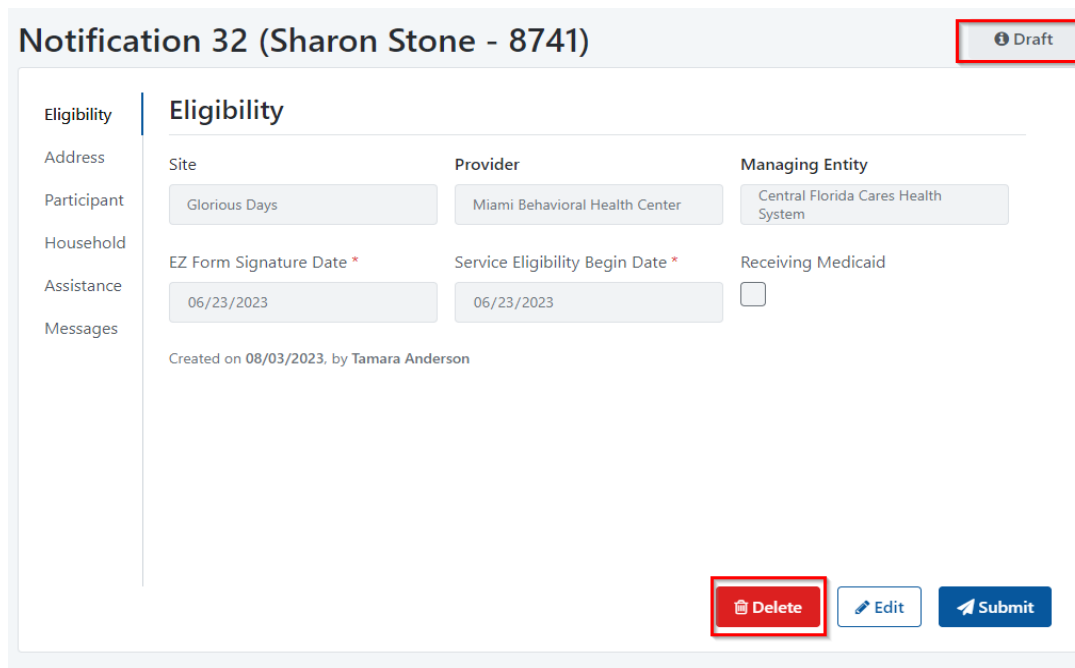
Withdraw

* Screenshot depicts created test data

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11.2.Delete a Notification

If the notification has been created in error, the TANF Provider user can delete a notification that is in a 'Draft' status. This can be done when a notification has been saved as a draft or withdrawn.



The screenshot displays the 'Notification 32 (Sharon Stone - 8741)' interface. At the top right, a 'Draft' status indicator is highlighted with a red box. The main content area is titled 'Eligibility' and contains a form with the following fields:

Site	Provider	Managing Entity
Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System

Below the table, there are two date fields: 'EZ Form Signature Date *' and 'Service Eligibility Begin Date *', both set to '06/23/2023'. To the right of these fields is a checkbox labeled 'Receiving Medicaid', which is currently unchecked. At the bottom of the form, it states 'Created on 08/03/2023, by Tamara Anderson'. At the bottom right of the form, there are three buttons: 'Delete' (highlighted with a red box), 'Edit', and 'Submit'.

* Screenshot depicts created test data

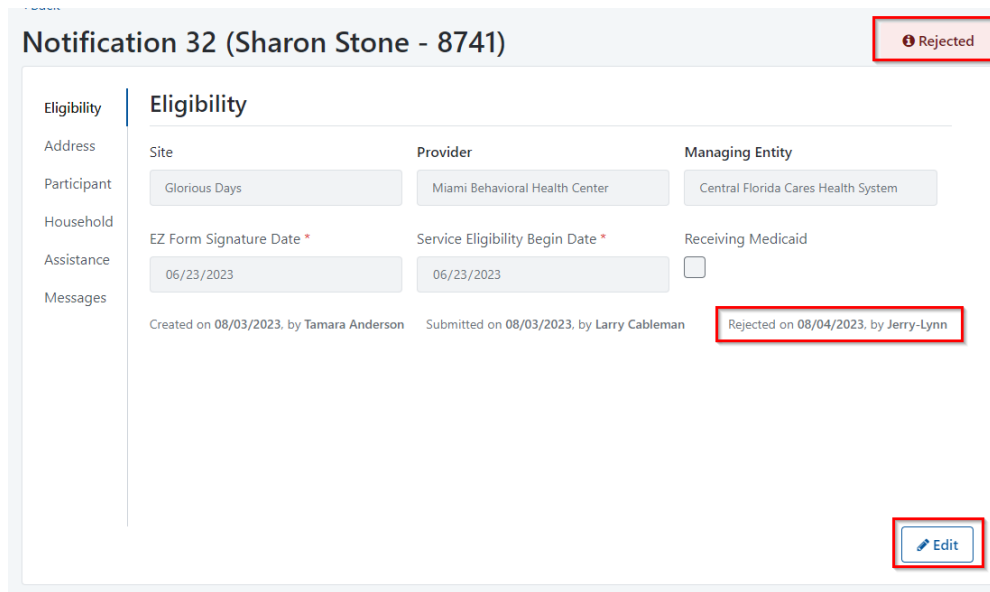
11.3.Reject a Notification

Once the notification has been submitted to the TANF Specialist, it will be reviewed for accuracy. If an issue is identified with the notification, the TANF Specialist can reject the notification. A reason for the rejection is required and will be displayed in the Notes section of the notification. This will send the notification back to the Provider. The notification status will change from 'Pending' to 'Rejected'. The date and who rejected the notification will appear on the Eligibility tab of the notification.

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11.3.1. Rejected Notification - Provider View

If there is an issue with a notification and it is rejected by the TANF Specialist, the Provider will be able to edit the notification, correct the issue and then resubmit the notification to the TANF Specialist.

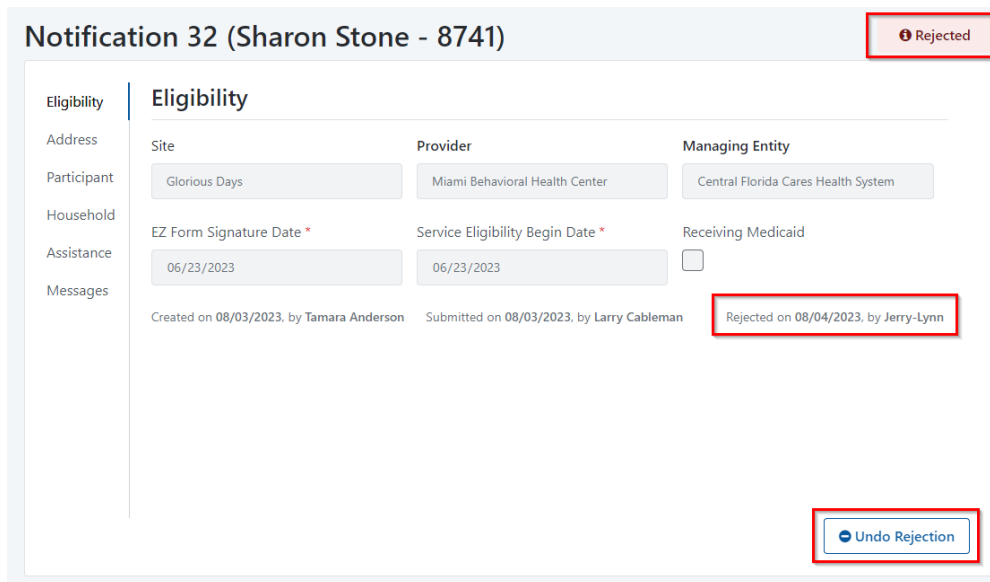


The screenshot shows the 'Notification 32 (Sharon Stone - 8741)' interface. A red box in the top right corner indicates the notification is 'Rejected'. The 'Eligibility' tab is selected, showing fields for Site (Glorious Days), Provider (Miami Behavioral Health Center), and Managing Entity (Central Florida Cares Health System). Below these are fields for EZ Form Signature Date (06/23/2023) and Service Eligibility Begin Date (06/23/2023). A checkbox for 'Receiving Medicaid' is present. At the bottom, a log shows the notification was created on 08/03/2023 by Tamara Anderson, submitted on 08/03/2023 by Larry Cableman, and rejected on 08/04/2023 by Jerry-Lynn. A red box highlights the 'Rejected on 08/04/2023, by Jerry-Lynn' entry. An 'Edit' button is located in the bottom right corner.

* Screenshot depicts created test data

11.3.2. Rejected Notification - TANF Specialist View

If there is no issue for the Provider to correct, the TANF Specialist can undo the rejection of the notification and continue the review.



The screenshot shows the 'Notification 32 (Sharon Stone - 8741)' interface from the TANF Specialist View. A red box in the top right corner indicates the notification is 'Rejected'. The 'Eligibility' tab is selected, showing the same fields as the previous screenshot. The log at the bottom shows the notification was created on 08/03/2023 by Tamara Anderson, submitted on 08/03/2023 by Larry Cableman, and rejected on 08/04/2023 by Jerry-Lynn. A red box highlights the 'Rejected on 08/04/2023, by Jerry-Lynn' entry. An 'Undo Rejection' button is located in the bottom right corner.

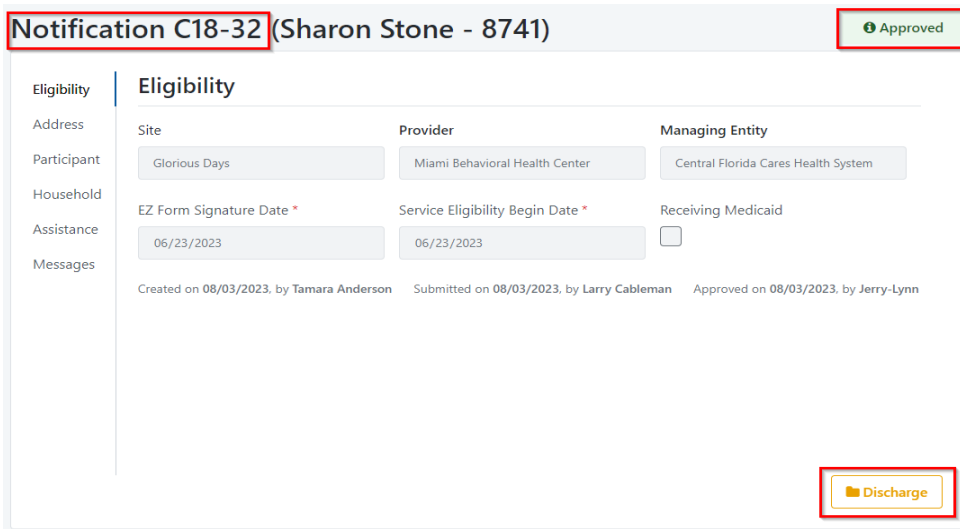
* Screenshot depicts created test data

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11.4. Approve a Notification

Once the notification has been reviewed for accuracy and if no issues are identified, the TANF Specialist will approve the notification. The notification status will change to Approved and the notification ID will include the circuit number. The date and who approved the notification will be listed on the Eligibility tab.

11.4.1. Approved Notification - Provider View



Notification C18-32 (Sharon Stone - 8741) Approved

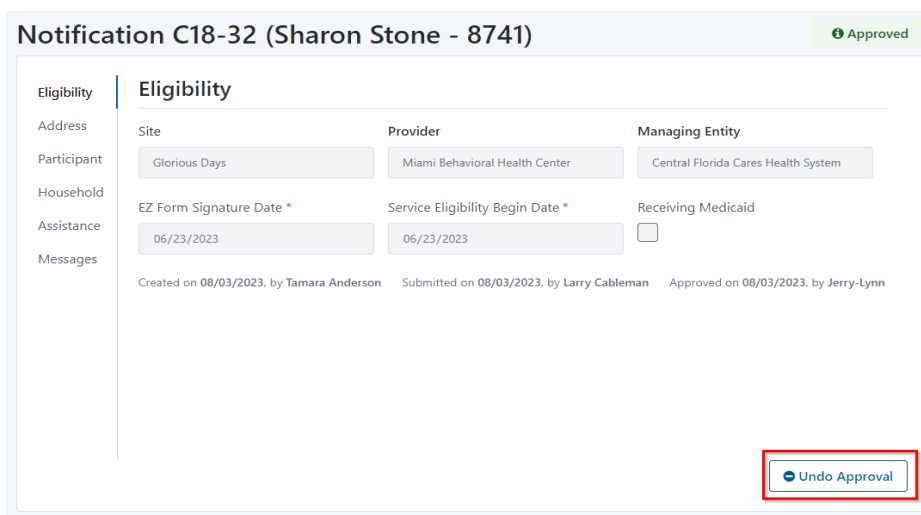
Eligibility	Eligibility		
Address	Site	Provider	Managing Entity
Participant	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System
Household	EZ Form Signature Date *	Service Eligibility Begin Date *	Receiving Medicaid
Assistance	06/23/2023	06/23/2023	☐
Messages	Created on 08/03/2023, by Tamara Anderson Submitted on 08/03/2023, by Larry Cableman Approved on 08/03/2023, by Jerry-Lynn		

Discharge

* Screenshot depicts created test data

11.4.2. Approved Notification - TANF Specialist View

If it is found that the notification was approved in error, the TANF Specialist can undo the approval. This will take the notification from 'Approved' to 'Pending' status. The approval notification ID will change back to the notification ID, and the date and who approved the notification will be removed.



Notification C18-32 (Sharon Stone - 8741) Approved

Eligibility	Eligibility		
Address	Site	Provider	Managing Entity
Participant	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System
Household	EZ Form Signature Date *	Service Eligibility Begin Date *	Receiving Medicaid
Assistance	06/23/2023	06/23/2023	☐
Messages	Created on 08/03/2023, by Tamara Anderson Submitted on 08/03/2023, by Larry Cableman Approved on 08/03/2023, by Jerry-Lynn		

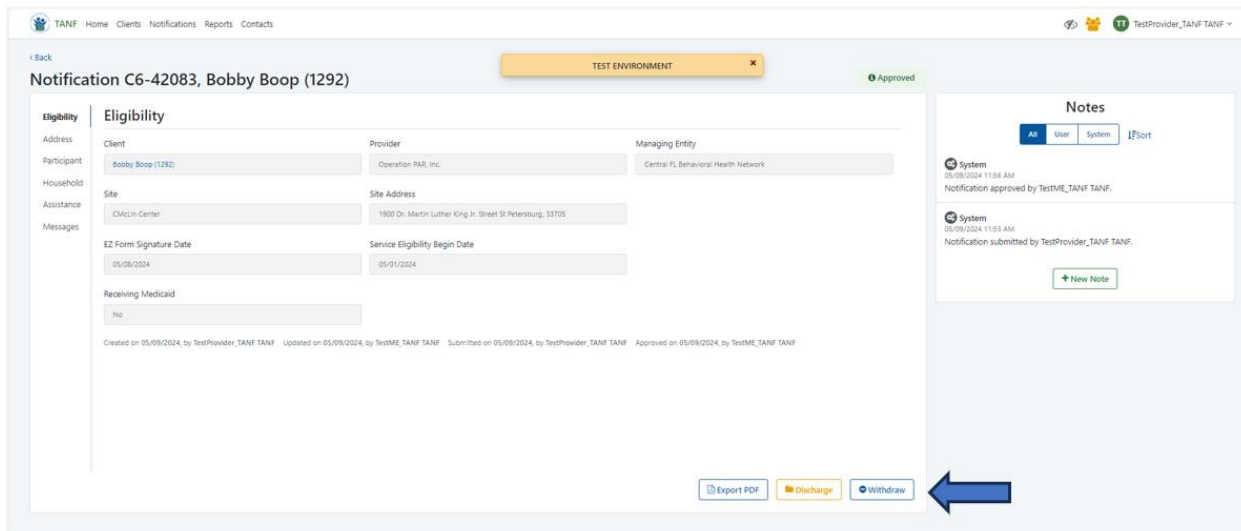
Undo Approval

* Screenshot depicts created test data

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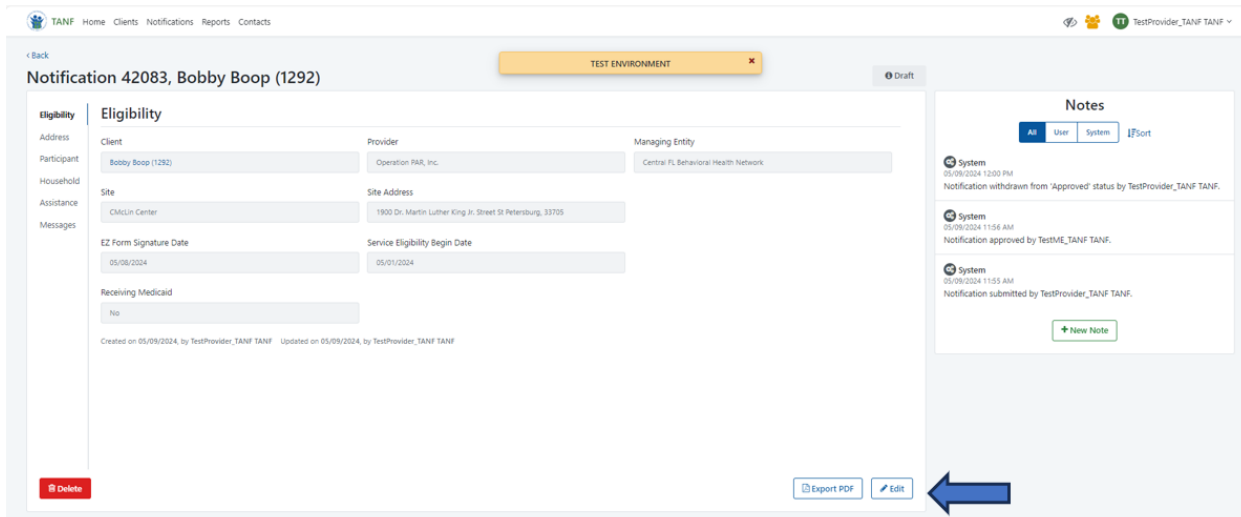
11.4.3. Withdrawing a Notification

The Provider can withdraw the notification that's in Approved status.



The screenshot shows the SAMH TANF system interface. The notification is for Bobby Boop (1292) and is in 'Approved' status. The status is displayed as 'Approved' in green. A blue arrow points to the 'Withdraw' button at the bottom right of the notification details.

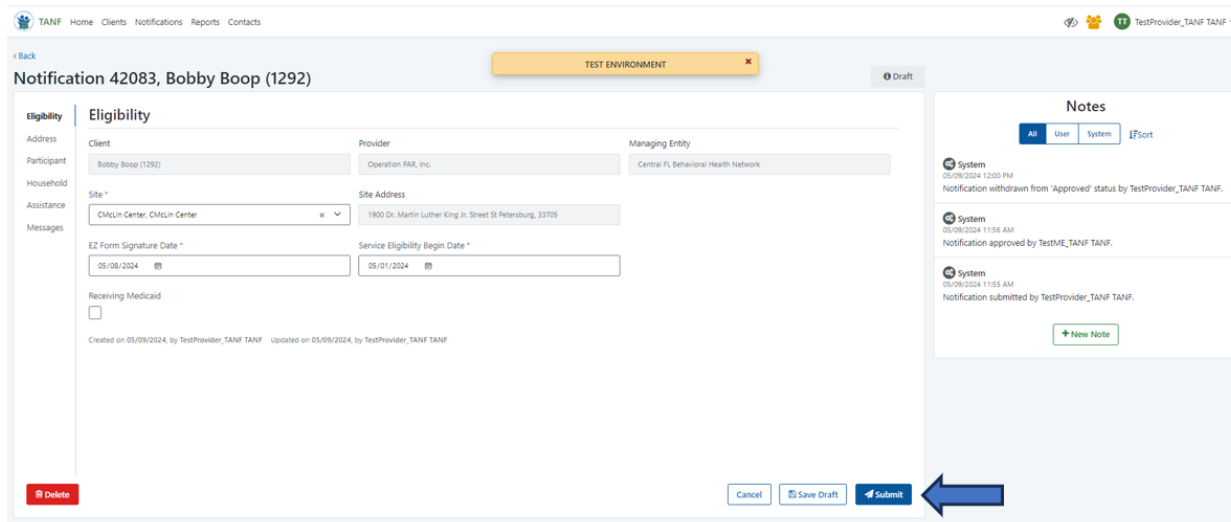
That should update the status to Draft and allow them to update it. The Edit button is used to open the Notification to make the needed changes.



The screenshot shows the SAMH TANF system interface after the notification has been withdrawn. The status is now 'Draft'. A blue arrow points to the 'Edit' button at the bottom right of the notification details.

The Provider can update the Notification, then use the Submit button to send it for approval.

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Notification 42083, Bobby Boop (1292)

TEST ENVIRONMENT

0 Draft

Eligibility

Address Client Provider Managing Entity

Participant Bobby Boop (1292) Operation PAR, Inc. Central FL Behavioral Health Network

Household Site * Site Address

Assistance CMCLin Center, CMCLin Center 1900 Dr. Martin Luther King Jr. Street St Petersburg, 33705

Messages EZ Form Signature Date * Service Eligibility Begin Date *

05/08/2024 05/01/2024

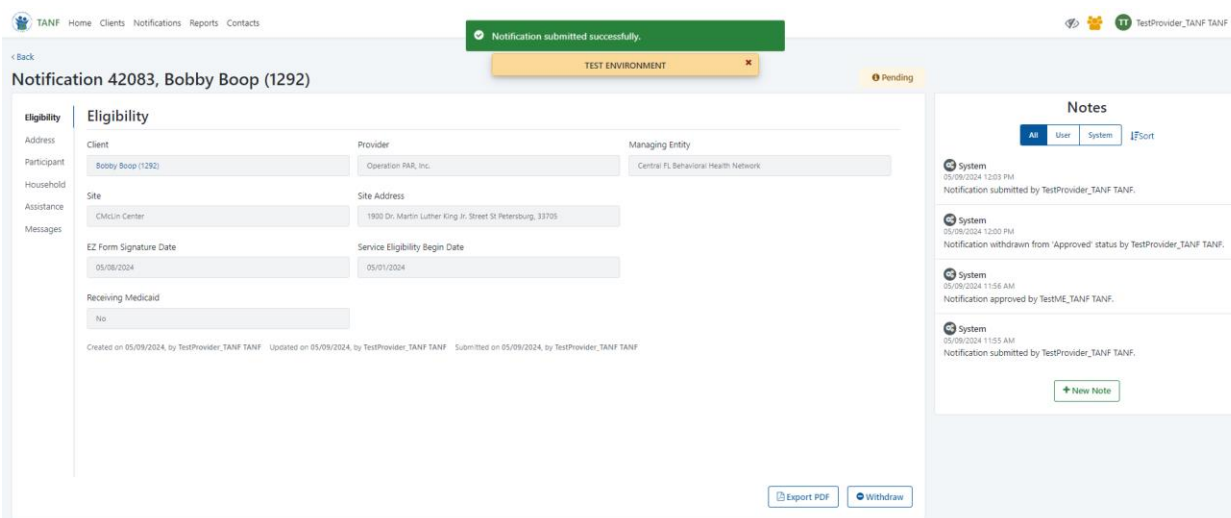
Receiving Medicaid

☐

Created on 05/09/2024, by TestProvider_TANF TANF Updated on 05/09/2024, by TestProvider_TANF TANF

Cancel Save Draft **Submit**

Submitting the Notification updates the status to Pending and allows the TANF Specialist to approve the revised Notification.



Notification 42083, Bobby Boop (1292)

TEST ENVIRONMENT

0 Pending

Eligibility

Address Client Provider Managing Entity

Participant Bobby Boop (1292) Operation PAR, Inc. Central FL Behavioral Health Network

Household Site Site Address

Assistance CMCLin Center 1900 Dr. Martin Luther King Jr. Street St Petersburg, 33705

Messages EZ Form Signature Date Service Eligibility Begin Date

05/08/2024 05/01/2024

Receiving Medicaid

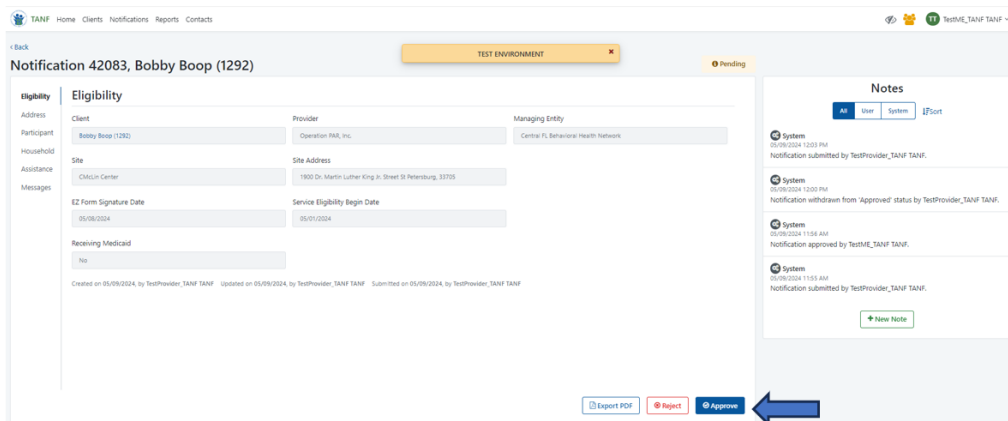
No

Created on 05/09/2024, by TestProvider_TANF TANF Updated on 05/09/2024, by TestProvider_TANF TANF Submitted on 05/09/2024, by TestProvider_TANF TANF

Export PDF Withdraw

Once the Notification I submitted, the TANF Specialist can approve the notification.

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Notification 42083, Bobby Boop (1292)

Eligibility

Address	Client	Provider	Managing Entity
Participant	Bobby Boop (1292)	Operation PMA, Inc.	Central FL Behavioral Health Network
Household			
Assistance	Site	Site Address	
Messages	CMCin Center	1900 Dr. Martin Luther King Jr. Street St Petersburg, 33705	
	EZ Form Signature Date	Service Eligibility Begin Date	
	05/18/2024	05/01/2024	
	Receiving Medicaid		
	No		

Created on 05/09/2024, by TestProvider_TANF TANF Updated on 05/09/2024, by TestProvider_TANF TANF Submitted on 05/09/2024, by TestProvider_TANF TANF

Notes

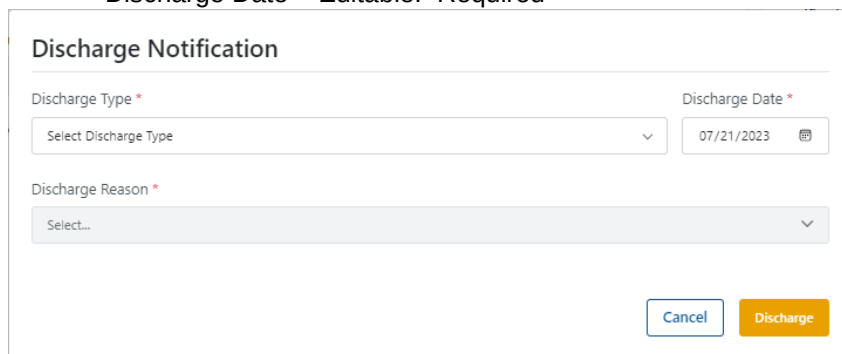
- System 05/09/2024 12:03 PM Notification submitted by TestProvider_TANF TANF.
- System 05/09/2024 12:03 PM Notification withdrawn from 'Approved' status by TestProvider_TANF TANF.
- System 05/09/2024 11:56 AM Notification approved by TestME_TANF TANF.
- System 05/09/2024 11:55 AM Notification submitted by TestProvider_TANF TANF.

Export PDF Reject Approve

12. Discharge a Notification

The Provider can only discharge a notification that is in an 'Approved' status. When the Discharge button is selected, a Discharge Notification popup message will appear. The provider will select a single Discharge Type, which will filter the Discharge Reason. Multiple discharge reasons for the Discharge Type can be selected. The Discharge Date defaults to the current date. If the discharge happened on a prior date, the Provider will be able to edit the date to reflect the correct date of discharge. Once the discharge has been completed, the notification status will change from 'Approved' to 'Discharged' and a Discharge tab will appear between the Assistance and Messages tabs. The Discharge tab will contain the data that was entered on the popup.

- Discharge Type – Drop down. Required.
- Discharge Reason – Drop down. Required.
- Discharge Date – Editable. Required



Discharge Notification

Discharge Type * Discharge Date *

Select Discharge Type 07/21/2023

Discharge Reason *

Select...

Cancel Discharge

If the Provider discharged the participant in error, the Provider could Reopen the notification. This will change the status back to 'Approved' and remove the Discharge tab from between the Assistance and Messages Tab.

13. Re-Certification

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The re-certification of active clients happens annually from July 1 to July 31. During this time frame, the Recertify button will be visible for all notifications that are in an 'Approved' status. Note: The DCF Admin can extend the recertification past July 31st as needed.

Notification C4-22 (Bobby Boop - 3221) Approved

Eligibility	Eligibility		
Address	Site	Provider	Managing Entity
Participant	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida
Household			
Assistance	EZ Form Signature Date *	Service Eligibility Begin Date *	Receiving Medicaid
Messages	06/02/2023	06/02/2023	☐
Created on 07/21/2023, by John Public Submitted on 07/21/2023, by John Public Approved on 07/21/2023, by Johnny Lutheran			
Discharge Recertify			

* Screenshot depicts created test data

13.1.1. Recertification New Notification

When the Provider selects a notification to recertify, the system will automatically discharge the current notification and create a duplicate of the notification that will be in a 'Draft' status and will include a Recertification indicator.

Notification 33 (Barry Boop - 3211) Recertification Draft

Eligibility	Eligibility		
Address	Site	Provider	Managing Entity
Participant	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida
Household			
Assistance	EZ Form Signature Date *	Service Eligibility Begin Date *	Receiving Medicaid
Messages	mm/dd/yyyy	07/01/2023	☐
Created on 08/04/2023, by John Public			
Delete Edit Submit			

* Screenshot depicts created test data

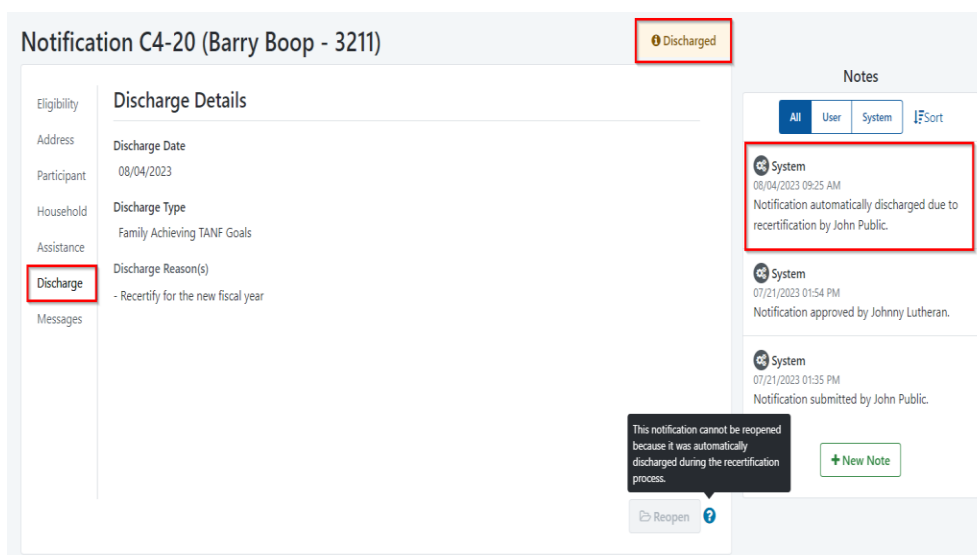
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All the data from the original notification will remain except for the following:

- Eligibility:
 - EZ Form Signature Date will be blank
 - Service Eligibility Begin Date will be auto populated with the first day of the recertification period.
- Messages:
 - All messages for the original notification will remain with that notification.
- Status
 - The status will be set to Draft to allow the Provider to make updates as necessary.
 - The Provider will then submit the Recertification Notification to the TANF Specialist for approval.

13.1.2. Recertification Discharged Notification

When the provider selects the Recertify button, the system will automatically discharge the notification with the Discharge Type: Family Achieving TANF Goals and Discharge Reason: Recertify for the new fiscal year. The status will change from 'Approved' to 'Discharged'. The system will create a new notification with a status of 'Recertification'. A discharged notification that is part of the recertification process cannot be reopened because it was automatically discharged.

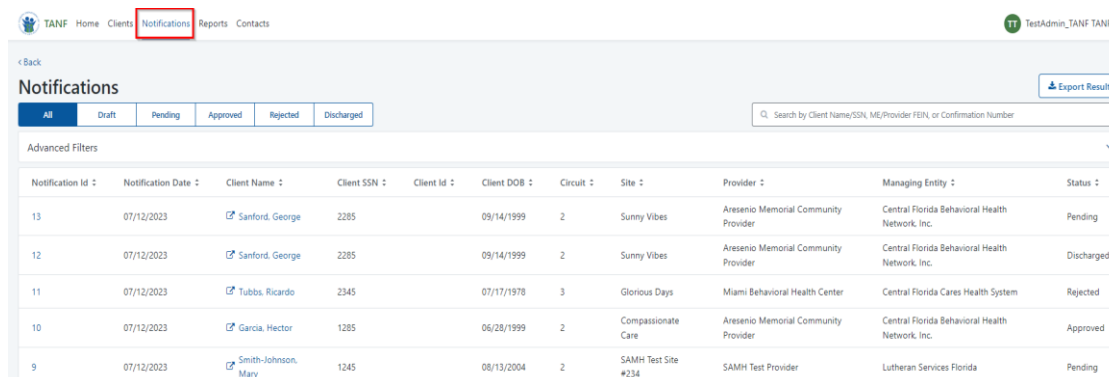


* Screenshot depicts created test data

14. Notifications

All users can view notifications, based upon their role, by selecting the Notifications link at the top of the home page. Notifications can be filtered by All, Draft, Pending, Approved, Rejected and Discharged. Most of the columns in each filter are sortable. Users have the ability to produce a spreadsheet of any of the filters by selecting the Export button.

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The screenshot shows the 'Notifications' page in the SAMH TANF system. The 'Notifications' tab is selected in the top navigation bar. Below the navigation bar, there are tabs for 'All', 'Draft', 'Pending', 'Approved', 'Rejected', and 'Discharged'. The 'All' tab is active. A search bar is present with the placeholder text 'Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number'. Below the search bar, there is an 'Advanced Filters' section. The main table displays a list of notifications with the following columns: Notification Id, Notification Date, Client Name, Client SSN, Client Id, Client DOB, Circuit, Site, Provider, Managing Entity, and Status. The table contains 5 rows of data.

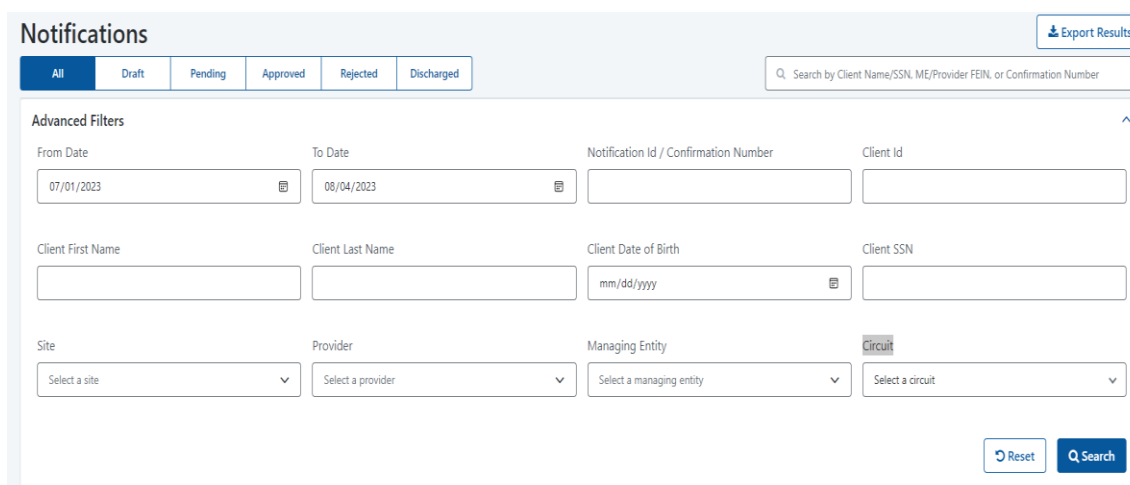
Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status
13	07/12/2023	Sanford, George	2285		09/14/1999	2	Sunny Vibes	Aresenio Memorial Community Provider	Central Florida Behavioral Health Network, Inc.	Pending
12	07/12/2023	Sanford, George	2285		09/14/1999	2	Sunny Vibes	Aresenio Memorial Community Provider	Central Florida Behavioral Health Network, Inc.	Discharged
11	07/12/2023	Tubbs, Ricardo	2345		07/17/1978	3	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Rejected
10	07/12/2023	Garcia, Hector	1285		06/28/1999	2	Compassionate Care	Aresenio Memorial Community Provider	Central Florida Behavioral Health Network, Inc.	Approved
9	07/12/2023	Smith-Johnson, Mary	1245		08/13/2004	2	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Pending

* Screenshot depicts created test data

14.1. Notification Advanced Filters

All users can do an advanced search for notifications using the Advanced Filters that can be expanded directly below the Notifications status filter. Based upon a user's role, they can search for notifications by:

- From Date
- To Date
- Notification Id / Confirmation Number
- Client Id
- Client First Name
- Client Last Name
- Client Date of Birth
- Client SSN
- Site
- Provider
- Managing Entity
- Circuit



The screenshot shows the 'Notifications' page with the 'Advanced Filters' section expanded. The filters are organized into four rows of input fields. The first row contains 'From Date' (07/01/2023), 'To Date' (08/04/2023), 'Notification Id / Confirmation Number', and 'Client Id'. The second row contains 'Client First Name', 'Client Last Name', 'Client Date of Birth' (mm/dd/yyyy), and 'Client SSN'. The third row contains 'Site' (Select a site), 'Provider' (Select a provider), 'Managing Entity' (Select a managing entity), and 'Circuit' (Select a circuit). The 'Circuit' field is highlighted with a red box. At the bottom right, there are 'Reset' and 'Search' buttons.

* Screenshot depicts created test data

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14.2.Notification Filter – All

The All filter is the default filter for all users when the Notification link is selected. The user's role will determine which notifications are displayed. The following columns are displayed in the Notification List.

- Notification Id
- Notification Date
- Client Name
- Client SSN
- Client Id
- Client DOB
- Circuit
- Site
- Provider
- Managing Entity
- Status
- Eligibility Date
- Discharge Date
- Discharge Type

Notifications										
All Draft Pending Approved Rejected Discharged Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number Advanced Filters										
Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status
23	07/21/2023	Woodpecker, Wooly	1010	WW-001	10/10/1990	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Rejected
26	07/21/2023	Duck, Danny	1155	DD-002	05/05/1995	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Draft
27	07/25/2023	Jacobs, Carly	1234		01/01/2007	4	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Approved
28	07/26/2023	Public, Jane	1234		01/01/2001	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Discharged
9	07/12/2023	Smith-Johnson, Mary	1245		08/13/2004	4	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Pending
14	07/12/2023	Dallas, JoAnne	1255		05/19/1998	18	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Draft

* Screenshot depicts created test data

14.3.Notification Filter – Draft

The Draft filter will display all notifications that have been completed but have not been submitted to the TANF Specialist for approval. The user's role will determine which notifications are displayed.

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< Back

Notifications Export Results

All **Draft** Pending Approved Rejected Discharged

Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number

Advanced Filters

Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status
37	08/04/2023	Stone, Sharon	8741		03/31/1999	18	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Draft
36	08/04/2023	Boop, Betsy	3112	BB-001	01/01/1991	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Draft
33	08/04/2023	Boop, Barry	3211	BB-2	11/11/1991	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Draft
31	08/03/2023	Hillman, Jerry	5555	14212	08/14/1988	4	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Draft
26	07/21/2023	Duck, Danny	1155	DD-002	05/05/1995	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Draft
14	07/12/2023	Dallas, JoAnne	1255		05/19/1998	18	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Draft
4	07/11/2023	Conseco, Hector	8888		10/05/1999	18	Thumbs Up Recovery	Gentle Hands - Testing	Central Florida Cares Health System	Draft
3	07/11/2023	Jetson, Kimberly	7895	95-G	02/28/2001	18	Thumbs Up Recovery	Gentle Hands - Testing	Central Florida Cares Health System	Draft

1 to 8 of 8 items

* Screenshot depicts created test data

14.4.Notification Filter – Pending

The Pending filter will display all notifications that have been completed and submitted to the TANF Specialist for approval. The user's role will determine which notifications are displayed.

Notifications Export Results

All Draft **Pending** Approved Rejected Discharged

Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number

Advanced Filters

Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status
16	07/18/2023	McIntire, Fancy	5454		04/22/2007	4	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Pending
15	07/18/2023	Duck, Dashing	5335		05/25/1995	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Pending
13	07/12/2023	Sanford, George	2285		09/14/1999	10	Compassionate Care	Aresenio Memorial Community Provider	Central Florida Behavioral Health Network, Inc.	Pending
10	07/12/2023	Garcia, Hector	1285		06/28/1999	10	Compassionate Care	Aresenio Memorial Community Provider	Central Florida Behavioral Health Network, Inc.	Pending
9	07/12/2023	Smith-Johnson, Mary	1245		08/13/2004	4	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Pending
5	07/11/2023	Jerry, Ben	2347		04/18/1988	18	Thumbs Up Recovery	Gentle Hands - Testing	Central Florida Cares Health System	Pending

1 to 6 of 6 items

* Screenshot depicts created test data

14.5.Notification Filter – Approval

The Approval filter will display all notifications that have been approved by the TANF Specialist. The user's role will determine which notifications will be displayed. The Approved Notification list displays the Confirmation Number. The user's role will determine the which notifications will be displayed.

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Notifications

All

Draft

Pending

Approved

Rejected

Discharged

Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number

Advanced Filters

Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status	Confirmation Number
27	07/25/2023	Jacobs, Carly	1234		01/01/2007	4	SAMH Test Site #234	SAMH Test Provider	Lutheran Services Florida	Approved	C4-27
22	07/21/2023	Boop, Bobby	3221	BB-003	02/02/2012	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Approved	C4-22
7	07/11/2023	La Croix, Horace	4887		06/28/1962	18	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Approved	C3-7
6	07/11/2023	Fletcher, Jenna	1988		04/20/2001	18	Thumbs Up Recovery	Gentle Hands - Testing	Central Florida Cares Health System	Approved	C2-6

1 to 4 of 4 items

* Screenshot depicts created test data

14.6.Notification Filter – Rejected

The Rejected filter will display all notifications that have been rejected by the TANF Specialist and returned to the Provider for corrections. The user's role will determine which notifications are displayed.

Notifications

Export Results

All

Draft

Pending

Approved

Rejected

Discharged

Q. Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number

Advanced Filters

Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status
24	07/21/2023	Woodpecker, Wally	3223	WW-002	03/03/2013	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Rejected
23	07/21/2023	Woodpecker, Wooly	1010	WW-001	10/10/1990	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Rejected
11	07/12/2023	Tubbs, Ricardo	2345		07/17/1978	18	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Rejected

1 to 3 of 3 items

* Screenshot depicts created test data

14.7.Notification Filter – Discharged

- The Discharged filter will display all notifications that have been discharged by the Provider. The Discharged Notification List includes two additional fields:
 - Discharge Type
 - Discharge Reason

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Notifications

All

Draft

Pending

Approved

Rejected

Discharged

Q

Search by Client Name/SSN, ME/Provider FEIN, or Confirmation Number

Advanced Filters

Notification Id	Notification Date	Client Name	Client SSN	Client Id	Client DOB	Circuit	Site	Provider	Managing Entity	Status	Discharge Type	Discharge Reason(s)
35	08/04/2023	 Boop, Betsy	3112	BB-001	01/01/1991	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Discharged	Family Achieving TANF Goals	Multiple
34	08/04/2023	 Boop, Betsy	3112	BB-001	01/01/1991	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Discharged	Family Achieving TANF Goals	Multiple
32	08/03/2023	 Stone, Sharon	8741		03/31/1999	18	Glorious Days	Miami Behavioral Health Center	Central Florida Cares Health System	Discharged	Family Achieving TANF Goals	Multiple
28	07/26/2023	 Public, Jane	1234		01/01/2001	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Discharged	Meets Immediate Discharge Criteria	Multiple
25	07/21/2023	 Duck, Dapper	4114	DD-001	04/04/1994	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Discharged	Meets Immediate Discharge Criteria	Multiple
21	07/21/2023	 Boop, Betsy	3112	BB-001	01/01/1991	4	Working Wonders	1st Step Behavioral Health Provider	Lutheran Services Florida	Discharged	Family Achieving TANF Goals	Multiple

* Screenshot depicts created test data

14.8.TANF Participant Log Report

All users can create a TANF Participant Log by selecting the Reports link at the top of the home page. The user's role will determine which Provider(s) will be listed in the Provider drop down. The user will complete the following fields to generate the TANF Participant Log Report.

- Fiscal Year (FY) – Drop Down. Default to current FY
- Month – Drop Down
- Provider – Drop Down


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TANF Participant Log Report

Fiscal Year

FY-2024

Month

Aug 2023

Provider

SAMH Test Provider

Generate

The user will select the Generate button and a PDF report will be created for the user to download.

SAMH TANF User Manual

14.8.1. DCF SAMH TANF Participant Log Report

A Provider can attest that the participants listed on the log meet the TANF Income eligibility requirements for the month generated according to the 200% of Federal Poverty level guidelines provided and that all of the information is correct. The Provider should generate and print the monthly log, and print their name, date, and sign the log before submitting it to their Managing Entity TANF Specialist.

Based on the report selections, the TANF Participant Log will be broken down by Program. If the Referral Focus on the Notification for a participant indicated Co-Occurring, the client will show under each Program. The following information is displayed in the TANF Participant Log.

- Provider Name
- Provider Address
- Circuit
- Program (Based on services offered at Provider Site)
 - AMH – Adult Mental Health
 - ASA – Adult Substance Abuse
 - CMH – Child Mental Health
 - CSA – Child Substance Abuse
- FY – Fiscal Year
- Month for which the report was generated
- Client
- SSN
- Notification/Approval Number
- Status
 - 1 =TCA
 - 2 =TDF
 - 3 =Successful (Discharge) D/C
 - 4 =Administrative (Discharge) D/C
 - 5 =No longer eligible
 - 6 =Unsuccessful (Discharge) D/C
- Date
 - Eligibility Begin Date for Statuses 1 and 2
 - Date the Notification was Discharged for Statuses 3 – 6

SAMH TANF User Manual

A sample TANF Participant Log that was generated using created test data is shown below.

Provider: SAMH Test Provider
Address: 1534 Kings Way , Jacksonville 32201
Circuit: 4
Program: CMH

FY-2024
August

Client	SSN	Notification	Status	Date
Jacobs, Carly	555551234	C4-27	2	07/04/2023

Participant Status Definitions

1 =TCA
2 =TDF
3 =Successful D/C
4 =Administrative D/C
5 =No longer eligible
6 =Unsuccessful D/C

* I am attesting by my signature that the TDF participants on this Log still meet the TANF Income eligibility requirements for this month according to the 200% of Federal Poverty level guidelines provided.

Provider Name (Print)

Date

Provider Signature

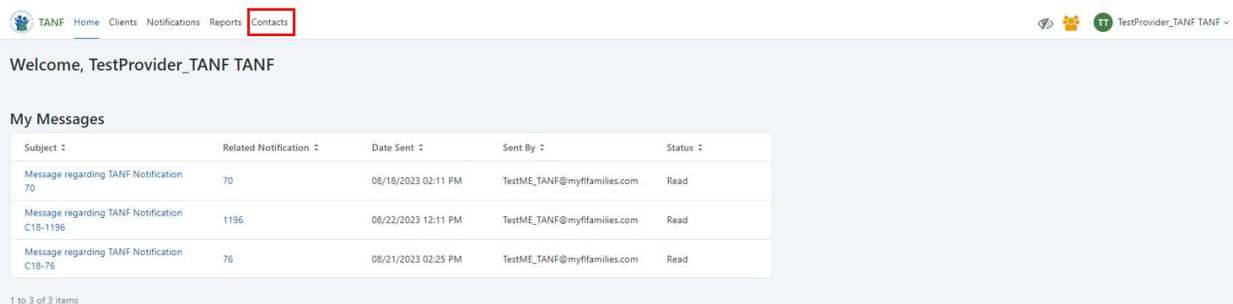
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* Screenshot depicts created test data

15. Managing Entity Contact List

All users can view a list of the TANF Specialists by selecting the Contacts link at the top of the home page.

SAMH TANF User Manual



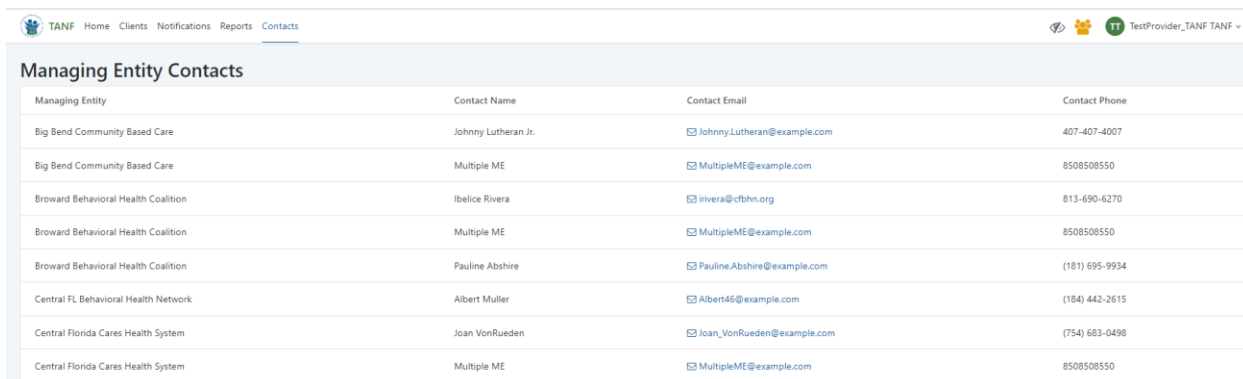
The screenshot shows the SAMH TANF application interface. At the top, there is a navigation bar with links: TANF, Home, Clients, Notifications, Reports, and Contacts (highlighted with a red box). On the right, there are icons for a user profile, a gear, and a dropdown menu labeled 'TestProvider_TANF TANF'. Below the navigation bar, a welcome message reads 'Welcome, TestProvider_TANF TANF'. The main section is titled 'My Messages' and contains a table of messages.

Subject	Related Notification	Date Sent	Sent By	Status
Message regarding TANF Notification 70	70	08/18/2023 02:11 PM	TestME_TANF@myflfamilies.com	Read
Message regarding TANF Notification C18-1196	1196	08/22/2023 12:11 PM	TestME_TANF@myflfamilies.com	Read
Message regarding TANF Notification C18-76	76	08/21/2023 02:25 PM	TestME_TANF@myflfamilies.com	Read

1 to 3 of 3 items

* Screenshot depicts created test data

The active TANF Specialists are listed as Managing Entity Contacts.



The screenshot shows the 'Managing Entity Contacts' section of the SAMH TANF application. It features a table with four columns: Managing Entity, Contact Name, Contact Email, and Contact Phone. The table lists several contacts, including Johnny Lutheran Jr., Multiple ME, Ibellece Rivera, Multiple ME, Pauline Abshire, Albert Muller, Joan VonRueden, and Multiple ME.

Managing Entity	Contact Name	Contact Email	Contact Phone
Big Bend Community Based Care	Johnny Lutheran Jr.	Johnny.Lutheran@example.com	407-407-4007
Big Bend Community Based Care	Multiple ME	MultipleME@example.com	8508508550
Broward Behavioral Health Coalition	Ibellece Rivera	irivera@cfbhn.org	813-690-6270
Broward Behavioral Health Coalition	Multiple ME	MultipleME@example.com	8508508550
Broward Behavioral Health Coalition	Pauline Abshire	Pauline.Abshire@example.com	(181) 695-9934
Central FL Behavioral Health Network	Albert Muller	Albert46@example.com	(184) 442-2615
Central Florida Cares Health System	Joan VonRueden	Joan_VonRueden@example.com	(754) 683-0498
Central Florida Cares Health System	Multiple ME	MultipleME@example.com	8508508550

* Screenshot depicts created test data

The following columns are displayed in the Managing Entity Contacts list.

- Managing Entity
- Contact Name
- Contact Email
- Contact Phone Number