STAFF VERIFICATION SYSTEM
Staff Verification System

- Application designed to track staff and volunteers who have contact with youth - direct care

- Subsequently staff with monetary roles in programs were also added

- Data now used in Central Communications Center (CCC), Facility Management System (FMS) and in SkillPro

- Data soon to be used as trigger for ending account in JJIS
Navigate to SVS off the JJIS log in (User Name is same for: JJIS, CCC, & Prevention)

Opens to the SVS Disclaimer – Must check box to move from screen
Search by using SSN and last name (ONLY two letters of last name needed)
For existing SVS employees/ volunteers once selected below you can add employment, get a report, edit current employment, or edit volunteer/employee information.
List of reports

Filters available
### Sample SVS provider Report

**FLORIDA DEPARTMENT OF JUVENILE JUSTICE**  
**DJJ/Provider Staff Verification System**  
**Provider Report**  
**12/31/2013 to 2/17/2014**

**Provider Name:** PAXEN LEARNING CORPORATION

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<tr>
<th>Full Name</th>
<th>SSN</th>
<th>DOB</th>
<th>Facility</th>
<th>State/Provider</th>
<th>Start Date</th>
<th>End Date</th>
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**Sample SVS provider Report**
DATA ENTRY FOR SVS

• **DJJ staff will have data entry done automatically via People First**
  • Edits must be done via People First (DIOs do not have access to make changes for any state employee)
  • DJJ state contractors should be entered by branch/program designee as they are not in People First
  • To be assigned to a DJJ program/facility in SkillPro these types of staff **MUST** be entered in SVS as State Contractors.

• **Providers enter and edit data in SVS as staff enter and leave the program or have a change in the data**
  • Monitors will review SVS reports
  • Programs being closed are notified by the DIO and monitor to end date staff/volunteers from the program
  • Programs should enter all staff/volunteers including subcontractors under the provider program. Example of subcontractors could be: Medical, Security, and Mental Health staff
  • All data entry and updates for employee/volunteer positions should be completed by designated program staff
  • Providers can call on local DIO for assistance and training
DATA ENTRY FOR SVS: PROVIDER

(ADDING A NEW EMPLOYEE, SUBCONTRACTOR OR VOLUNTEER)

To enter staff complete a search and select “Add Employee”
Provider drop down and facility is permission based by DIOs
All drop downs & fields with RED “*” must be completed

Step 1: Search
Step 2: Add
Step 3: Complete all fields

Use Drop Downs to enter data
Last: Save and select Next >>
Once saved all information can be edited

**#1** Some staff may work at two different programs/facilities OR If your staff changes positions in same facility/program. You find your staff via search and then select “Add Employment” **NOTE:** For position changes remember to edit old position and enter the end date.

**#2** If staff name change or corrections are needed select “Edit Employee/Volunteer”

**#3** “History Report” will list all previous SVS employment/volunteer history for selected employee/volunteer
DATA ENTRY FOR SVS: PROVIDER

ADDING SECOND EMPLOYMENT

Step 1: Select Add Employment

Step 2: Complete all fields and “Save”

Note: Provider Sub Contractors will need contractor name entered

Once saved, the second employment will be added to record
To end any employment select “Edit” and enter end date and Save
To edit any employee data such as name change/ middle name/ DOB select “Edit Employee/Volunteer” button

Make changes as needed such as middle name in this example

There is a button to view entire Social Security Number. SSN must verified before Save
DATA ENTRY FOR SVS: STATE CONTRACTOR

(NON – DJJ STAFF THAT WORK IN DJJ FACILITY)

- **Search** for new staff using social security number and at least two characters of last name. Click “Find”
- If employee is not found system will give message above and “Add Employee” button will highlight for selection
- Select “Add Employee” button to add new employee to SVS
DATA ENTRY FOR SVS: STATE CONTRACTOR

(NON-DJJ STAFF THAT WORK IN DJJ FACILITY)

Provider drop down and facility is permission based by DIOs & MIS staff.
All drop downs & fields with RED “*” must be completed.
Employment type drop down is also required choose “State Contractor”
Contractor Name – MUST input name of contractor/provider.
Once all data entered “Save” button will highlight for save.
DATA ENTRY FOR SVS: STATE CONTRACTOR
(NON-DJJ STAFF THAT WORK IN DJJ FACILITY)

- Once the State Contractor is saved this information will feed to SkillPro and allow Training Coordinator to assign user to DJJ Facility
- Unless inputted as “State Contractor” (SC) the staff will not be able to be assigned to a DJJ facility
- This is a good example of how Medical and Mental Health staff for Detention should be entered in SVS
DATA ENTRY FOR SVS

• For any problems entering data or need for permissions/training please contact your local DIO

• For a complete list of DIOs please visit: http://www.djj.state.fl.us/partners/data-integrity-jjis