



**State of Florida
Department of Children and Families**

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: July 25, 2012
TO: Functional Assessment Raters
FROM: Adam L. Wasserman, Ph.D., Data Analysis Chief *AW*
SUBJECT: Changes to the Functional Assessment Rating Scale (FARS) and Children's Functional Assessment Rating Scale (CFARS) registration process

The Department is making modifications to the CFARS and FARS certification application. We no longer require new enrollees to use their Social Security Number as a unique identifier. Instead, enrollees will be required to create a unique user identifier that is between seven (7) and twelve (12) characters in length. This change will go in effect no later than Tuesday, July 31, 2012. You may use any combination of letters and numbers to create your unique user identifier. Please do not use special characters (e.g., %, !, or &), spaces or dashes.

Persons already enrolled in the CFARS or FARS application will be required to change their user identifier at a later date.

Please disregard the sections of the CFARS and FARS manuals that reference the use of a Social Security Number as a required value for a user identifier.

Passwords for new enrollees must be a minimum of five (5) characters and a maximum of nine (9) characters in length.

Also please note that for Department security reasons, the CFARS and FARS certification application will automatically log a user out of the system after 30 minutes of inactivity. Inactivity may include situations where an individual is working on a training or test vignette but has not 'submitted' their scores for all of the sixteen (16) CFARS or eighteen (18) FARS domains. If you receive a '404' or 'application not found' error message in your web browser, you may be required to log out of the application and start over.

Additional enhancements and fixes will be made to the CFARS and FARS applications in August 2012.

Please contact the Department Helpdesk at 850-487-9400 if you require any assistance.

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