



State of Florida  
Department of Children and Families


Rick Scott  
Governor



Mike Carroll  
Secretary

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**DATE:** July 22, 2016

**TO:** Regional Managing Directors  
Regional FSFN Security Officers  
Sheriff Offices Conducting Child Protective Investigations

**THROUGH:** David L. Fairbanks, Deputy Secretary 

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare   
Vicki Abrams, Assistant Secretary for Operations 

**SUBJECT:** Child Welfare Practice Model (Safety Methodology) – FSFN Security Profile Update for all Child Protective Investigations Users  
**Effective Date: August 1, 2016**

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**PURPOSE:** The purpose of this memorandum is to provide notification that the security profile for all Child Protective Investigation users will be updated to support only the Child Welfare Practice Model (Safety Methodology). Security privileges that allow the creation of new investigations using old functionality will be removed effective August 1, 2016.

**BACKGROUND:** The Department kicked off a major re-design of Child Protective Investigations in June 2011. The focus of this new practice model was to ensure that children and families receive the necessary assessments and interventions to assist caregivers in gaining control over family circumstances that place children in harm's way and compromise child well-being.

Since the initial launch of the effort to transform the Department's child welfare practice model, the Florida Safe Families Network (FSFN) was upgraded to support the new model, and new security profiles were created to provide access to the Child Welfare Practice Model as users completed training and regions certified the user/unit were ready to migrate. When the new security profiles were created, security profiles granting access to the existing templates were not turned off in order to facilitate a smooth, phased transition throughout the state.

The new Child Welfare Practice Model is now being used for all Child Protective Investigations. Having achieved 100% usage, the Department will disable access to the old FSFN functionality for any users who were not already converted during their circuit's respective migration process. Any existing work created using the old functionality can be accessed, completed, and viewed; however, as of August 1, 2016, all new work will only be able to be created using the enhanced FSFN functionality and new tools. Some users have multiple workers associated with their profile; this update is to ensure all user profiles that may have been overlooked during the migration process have the correct Child Welfare Practice Model security profile.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Child Welfare Practice Model (Safety Methodology) – FSFN Security Profile  
Update for all Child Protective Investigations Users  
July 22, 2016  
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The Office of Child Welfare and the Office of Information Technology Services will be working with the Regional FSFN Security Officers to ensure this change occurs. Please see the attached charts for the anticipated workload for this project by region/sheriff's office. Since all Child Protective Investigations are utilizing the Child Welfare Practice Model, there is no anticipated negative impact on those users. Ongoing case management users will be migrated at a future date.

**ACTION REQUIRED:** Please advise all Child Protective Investigation users of FSFN of this change and ensure all new investigations are worked using the functionality that supports the new practice.

**CONTACT INFORMATION:** If you have any questions, please contact Alissa Cross, Safety Manager, Office of Child Welfare, at (850) 717-4653 or via email at [Alissa.Cross@MyFLFamilies.com](mailto:Alissa.Cross@MyFLFamilies.com).

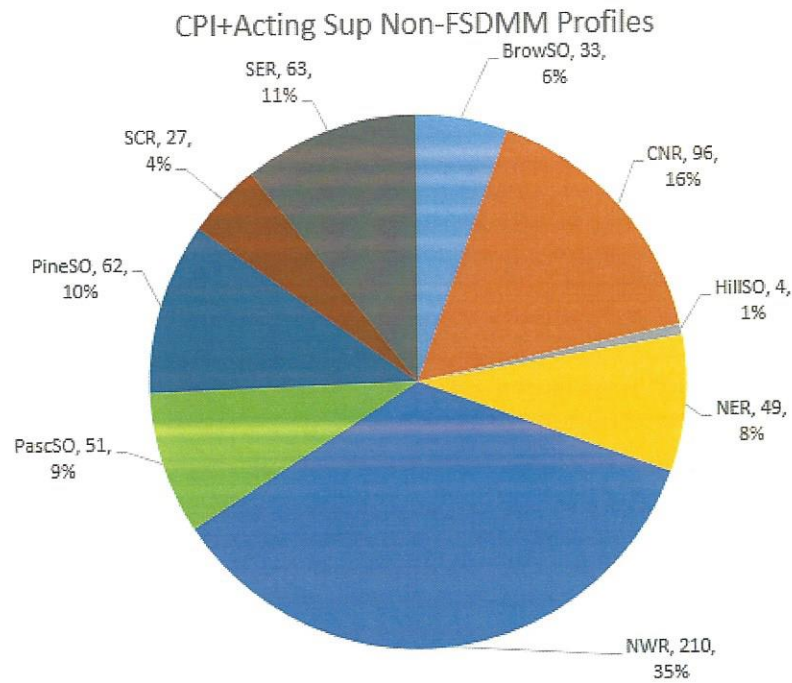
Attachment

cc: Kiran Garimella, Director of Application Development and Support Services, FCS  
Cassandra Shaw-Johnson, Production Support and Operations, FCS  
Regional Family and Community Services Directors  
Community-Based Care Lead Agency CEOs  
Center for Child Welfare

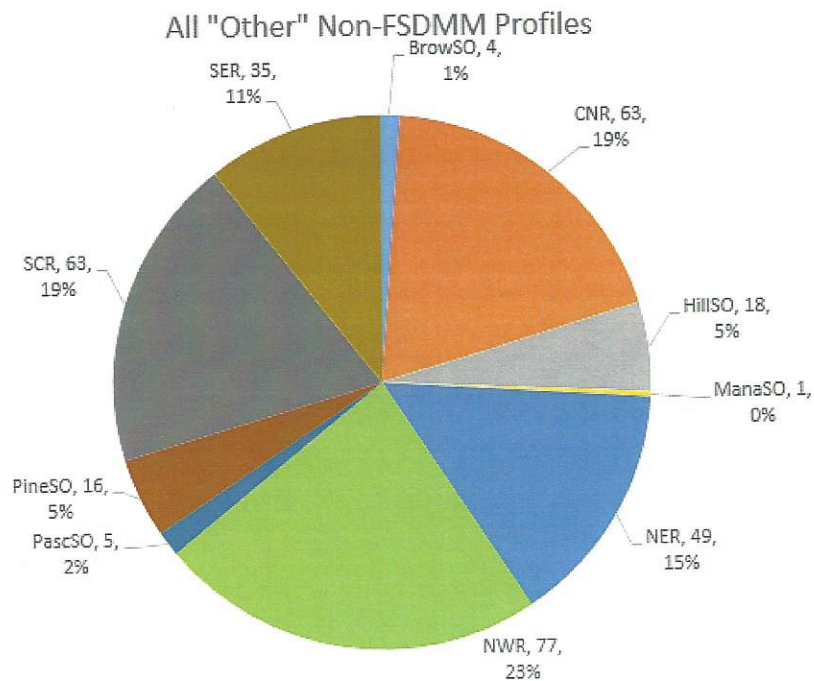
Child Welfare Practice Model (Safety Methodology) – FSN Security Profile Update  
 for all Child Protective Investigations Users  
 As of June 17, 2016

Anticipated Workload by Region/Sheriff's Office

n=595



n=331



"Other" includes anyone in the CPI Security Group with a Job Class other than CPI or Acting Supervisor (i.e. CPI Screener, Technician, Support Staff, etc.)