



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

Rick Scott
Governor

Mike Carroll
Secretary

DATE: May 3, 2017

TO: Regional Managing Directors
Sheriff's Offices Conducting Child Protective Investigations
Community-Based Care Lead Agency CEOs
Florida Abuse Hotline Chiefs of Operations and Program Development

THROUGH: David L. Fairbanks, Deputy Secretary 

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

SUBJECT: Get Set for FSFN Enhancements – Child Placement Agreement and Data Reporting

PURPOSE: The purpose of this memorandum is to provide a status on the Florida Safe Families Network (FSFN) enhancements scheduled to be implemented on May 12, 2017 so final preparations can be made locally to "Get Set" for the changes. The enhancements will focus on the Child Placement Agreement and data reporting functionality for case management.

BACKGROUND: In preparation for the enhancements to "go live" on May 12, 2017, there is a continuous effort to assess and achieve people readiness, system readiness and the implementation of a support plan. The following is a status on our readiness assessment:

PEOPLE READINESS: On Target! - All Regions report that staff are ready or plans are underway to finalize readiness activities prior to go-live.

SYSTEM READINESS: On Target! - FSFN User Acceptance Testing is underway and is on schedule to be completed by May 5, 2017.

POST-DEPLOYMENT SUPPORT READINESS: On Target! - Post-deployment support will include daily calls for the two weeks following deployment to evaluate and respond to any issues. The support team will include members from the Office of Child Welfare Policy and Practice team, Office of Information Technology Services team, IBM team, Regional Points of Contact, and community-based care lead agency (CBC) Points of Contact. Updated policy and system documentation aligned with the enhancements will be available by go-live.

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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

TRAINING INFORMATION: Train-the-trainer sessions for the Child Placement Agreement were completed on April 13, 2017. The FSFN Sandbox was updated with the Child Placement Agreement on April 17, 2017. A Webinar will be presented for Reporting Power Users after the enhancement goes live on May 12, 2017.

A preliminary Implementation Webinar for the Child Placement Agreement was held on April 14, 2017. The purpose of this webinar was to provide direct support to the full CBC community as each CBC works on its strategy to implement the new operating procedure, CFOP 170-11, Chapter 4. The webinar was recorded for those who were not able to attend. The following is the link to the webinar for your use and distribution: <http://centervideo.forest.usf.edu/video/center/cfopimplement/start.html>. A subsequent informational conference call with the Office of Child Welfare was scheduled for April 27, and another is scheduled for May 12, 2017 at 2:00 PM. The conference call number is 1-888-670-3525 and the Participant Code is 2167020897. If you have any questions about the call please contact Linda Radigan via email at linda.radigan@myflfamilies.com.

ACTION REQUESTED: It is time to **Get Set** for the new Child Placement Agreement and Case Assessment Details universe enhancements to go-live on May 12, 2017. Please continue to execute all readiness plans to ensure our workforce is ready for the upcoming FSFN changes.

CONTACT INFORMATION: If you have any questions regarding local readiness efforts or the new FSFN functionality, please contact your regional champion or Eddie Warren, FSFN Specialist, Office of Child Welfare, at (850) 491-5873 or via email at Eddie.Warren@myflfamilies.com. If you have questions about the new Child Placement Agreement, please contact Linda Radigan, Case Practice Specialist, Office of Child Welfare, at (850) 717-4679 or via email at linda.radigan@myflfamilies.com.

Regional Champions:

Northwest Region – Kelly Faircloth - Kelly.Faircloth@myflfamilies.com

Northeast Region – Dan Sprague - Daniel.Sprague@myflfamilies.com

Central Region – Stephanie Weis - Stephanie.Weis@myflfamilies.com or Alger Studstill - Alger.Studstill@myflfamilies.com

Suncoast Region – Kyle Teague - Kyle.Teague@myflfamilies.com

Southeast Region – Tausha Schreiber - Tausha.Schreiber@myflfamilies.com

Southern Region – Thomas Davis - Thomas.Davis@myflfamilies.com

cc: Regional Family and Community Services Directors
Center for Child Welfare



Child Placement Agreement and Data Availability Enhancements

What is changing?	<ul style="list-style-type: none">• <u>New</u> Child Placement Agreement to support the creation and management of care precautions and behavior management plans for children in out-of-home care.• <u>New</u> Case Assessment Details universe to make data related to the Child Welfare Practice Model readily available to the CBCs for reporting and analysis.
Who will experience the changes?	<ul style="list-style-type: none">• Child Protective Investigators & Supervisors• Case Managers, Placement/Intake Staff, Licensing Staff & Supervisors• Reporting Power Users
When will the changes occur?	May 12, 2017
What is the training approach?	<ul style="list-style-type: none">• Child Placement Agreement – Train-the-trainer sessions were completed. CBCs will design local training to support their implementation plan for CFOP 170-11, Chapter 4.• Data Availability – A Webinar will be presented after the enhancement Go-Live on May 12, 2017.
Who do I contact with questions?	Contact your Regional Champion for questions and details about readiness activities.
Who is my Regional Champion?	<ul style="list-style-type: none">• Kelly Faircloth, Northwest Region• Daniel Sprague, Northeast Region• Alger Studstill, Central Region• Kyle Teague, Suncoast Region• Tausha Schreiber, Southeast Region• Thomas Davis, Southern Region