



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** August 17, 2018

**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 *DLF*

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare *JSG*  
Rebecca Kapusta, Assistant Secretary for Operations *RKC*

**SUBJECT:** Go-Live for FSFN Enhancements – Modifications to Person Provider Inquiry

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**PURPOSE:** The purpose of this memorandum is to announce the approval of the Florida Safe Families Network (FSFN) enhancements scheduled to be implemented on August 17, 2018. The FSFN system will be unavailable Friday, August 17, 2018 from 10:00 p.m. until 11:00 p.m. to implement this new functionality.

**BACKGROUND:** New Unified Home Study workflow enhancements were identified to ease the workload for child welfare workers. The enhanced FSFN Person Provider Inquiry will now allow a Background Check to be requested before initiating a Unified Home Study and will not require a Unified Home Study to be completed when there are documented automatic criminal disqualifiers. It also allows for child welfare workers to associate cases and children with the Person Provider Inquiry Background Check.

**TRAINING INFORMATION:** The [Person Provider Streamlined Workflow Job Aid](#) and the [FSFN Web-based Tutorial](#) for Person Provider Inquiry and Completing Background Checks have been updated to align with the updated FSFN functionality.

**SUPPORTING INFORMATION:** All Unified Home Study (UHS) supporting information can be found at the Center for Child Welfare's UHS project website located here:  
<http://www.centerforchildwelfare.org/HomeStudy.shtml>.

The FSFN training region (Sandbox) has also been updated with the new Person Provider Inquiry enhancements.

Please reference the following operating procedures when completing the Unified Home Study and Background Check Process:

- [CFOP 170-1 Chapter 5, Completing a Unified Home Study](#)
- [CFOP 170-1 Chapter 6, Requesting and Analyzing Background Records](#)

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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

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**CONTACT INFORMATION:** If you have questions about the new Person Provider Inquiry enhancement, please contact Lisa Brooks, FSFN Practice and Training Specialist, Office of Child Welfare, at (850) 408-3847 or via email at [Lisa.Brooks@myflfamilies.com](mailto:Lisa.Brooks@myflfamilies.com).

Enclosure:  
Highlights - Person Provider Inquiry Changes

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