



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** November 4, 2016

**TO:** Regional Managing Directors  
Sheriff's Offices Conducting Child Protective Investigations  
Community-Based Care Lead Agency CEOs

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

**SUBJECT:** 'Get Set' for Child Protective Investigations FSFN Enhancements –  
Strengthening Child Safety through Technology

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**PURPOSE:** The purpose of this memorandum is to update all stakeholders of the status of the Florida Safe Families Network (FSFN) enhancements to Child Protective Investigations, scheduled to be implemented on November 11, 2016. These changes will enhance functionality for Child Protective Investigations and require the completion of training prior to the launch of the enhancements.

**BACKGROUND:** This is the second release of enhancements for the "Strengthening Child Safety through Technology" project being implemented during the 2016-17 state fiscal year. Design sessions and User Acceptance Testing are complete and, as stated in the October 27, 2016, 'Get Ready' memorandum, user training should be underway and nearing completion for all Child Protective Investigators (CPIs) and CPI Supervisors.

The functionality enhancements included in this release are:

1. Safety Determination and Safety Plan Types:
  - The Safety Summary and Planning tab of the Family Functioning Assessment-Investigation will contain only the selections of "Safe" or "Unsafe."
  - For children who are identified as "Unsafe," either an open Individual Impending Danger Safety Plan or Family Impending Danger Safety Plan is required.
2. Child Fatalities and Family Functioning Assessments-Investigation:
  - Deceased children will not appear on the Child Functioning and Safety Summary and Planning tabs of the Family Functioning Assessment-Investigation.
3. "Other" Investigations:
  - Background processing will purge the Present Danger Assessment when In-Home and/or Other investigative sub-types are changed to Institutional.
  - Background processing will purge the Additional Actions and/or Closure Checklist when an Institutional investigative sub-type is changed to In-Home or Other.

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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

4. Patently Unfounded and False Reports:
  - Selection of Final Role(s), Finding(s) of Maltreatment and Caregiver(s) Responsible will no longer be required with a Closing Determination of Patently Unfounded.
  - “False Report” is included as an additional selection in the Reason drop-down on the Family Functioning Assessment-Investigation and Risk Assessment, when the “Unable to Assess” checkbox is selected.

**TRAINING:** Tutorials for each of the above enhancements are available at Florida’s Center for Child Welfare, at: <http://www.centerforchildwelfare.org/FSFN/FSFNEenhancements.shtml>.

This training consists of one tutorial per enhancement topic for a total of four tutorials. Each tutorial contains one part pertaining to Policy and Practice and a second pertaining to the associated FSFN functionality. Completion of all four tutorials is mandatory for all CPIs and CPI Supervisors, and must be completed when the new functionality is implemented on November 11, 2016.

**ACTION REQUIRED:** Please review and disseminate to all DCF and Sheriff’s CPI and CPI Supervisory staff responsible for the completion of Child Protective Investigations. In addition, training for all remaining CPI and CPI Supervisory staff should continue in order for all required staff to comply with the November 11, 2016 training deadline. All trainees are required to obtain individual Certificates of Completion for each of the training tutorials.

**CONTACT INFORMATION:** If you have questions or need further information, please contact Leslie A. Chytka, MSW, at [Leslie.Chytka@myffamilies.com](mailto:Leslie.Chytka@myffamilies.com), or (850) 717-4631.

For questions related to the local implementation of these enhancements and for the specific plan(s) to complete the required training, please contact your Regional Champions:

**Northwest Region** – [Courtney.Stanford@myffamilies.com](mailto:Courtney.Stanford@myffamilies.com)

**Northeast Region** – [Daniel.Sprague@myffamilies.com](mailto:Daniel.Sprague@myffamilies.com)

**Central Region** – [Stephanie.Weis@myffamilies.com](mailto:Stephanie.Weis@myffamilies.com)

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**Southern Region** – [Thomas.Davis@myffamilies.com](mailto:Thomas.Davis@myffamilies.com)

**ATTACHMENT:**

Informational Flyer – *Child Protective Investigations Enhancements*

cc: Regional Family and Community Services Directors  
Office of Child Welfare Directors  
Kiran Garimella, OITS Director of Application and Support Services  
Marc Slager, FSFN System Adoption Initiative  
FSFN User Groups  
FSFN Consultant Network  
Florida’s Center for Child Welfare

## Strengthening Child Safety through Technology

### Child Protective Investigations Enhancements

**Who is impacted by these changes?** Child Protective Investigators and Child Protective Investigator Supervisors

**What is changing?** The following describes the changes to be effective upon the scheduled launch of the new functionality November 11, 2016.

#### 1. **Safety Determination and Safety Plan Types:**

- For newly created In-Home Child Investigations, upon creating the Family Functioning Assessment (FFA) – Investigation, there is now only a Safe and Unsafe selection on the Safety Summary and Planning tab. This is also reflected in the associated FFA – Investigation template. Only for pre-existing Pending or Approved Child Investigations (In-Home or Other) will the existing three radio buttons be displayed on the Safety Summary and Planning tab and associated template.
- Upon implementation of this change, ALL Child Investigations that are either Approved or Pending will remain the previous way and display all three Safety Determination options (Safe/No Impending Danger Threats, Safe/Impending Danger Threats and Unsafe).
- If a child is identified as Unsafe, FSFN will look for EITHER an ‘open’ Individual Impending Danger Safety Plan where the child(ren) is(are) selected OR an ‘open’ Family Impending Danger Safety Plan.

#### 2. **Child Fatalities and Family Functioning Assessments – Investigation:**

- Deceased children will not appear on the Child Functioning and Safety Summary and Planning tabs upon initial creation of the FFA – Investigation.
- FSFN will determine if the child is deceased based upon the Death Date documented on Person Management.
- This is only upon initial creation of the FFA – Investigation. Therefore, the child will continue to display if the Death Date is entered after the initial creation of the FFA – Investigation page.

# ***Strengthening Child Safety through Technology***

## **Child Protective Investigations Enhancements**

### **3. “Other” Investigations:**

Upon changing the Investigative sub-type, additional background processing will occur:

- If changed from In-Home to Institutional, the Present Danger Assessment will be deleted.
- If changed from Other to Institutional, the Present Danger Assessment will be deleted.
- If changed from Institutional to In-Home or Other, the Additional Actions and/or Closure Checklist will be deleted.
  
- For Investigations created AFTER implementation:
  - Investigative Sub Type of In-Home can be changed up to the following points:
    - ❖ Once either the FFA – Investigation or Risk Assessment is created and saved.
  - Investigative Sub Type of Institutional can be changed up to the following points:
    - ❖ Once the Initial Institutional Safety Assessment is created and saved.

### **4. Patently Unfounded and False Reports:**

- Upon selection of a Closing Determination of Patently Unfounded, FSFN will no longer require the selection of a Final Role, Finding of Maltreatment or Caregiver Responsible.
  
- The False Report checkbox now contains the language “Referred to Law Enforcement or State Attorney for False Report” and will only display for selection when False Report is selected from the Determination drop-down. The value of False Report is also now included as a value in the Reason drop-down on the FFA – Investigation and on the Risk Assessment when the Unable to Assess check box is selected.