



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

**Rick Scott**  
Governor

**Mike Carroll**  
Secretary

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**DATE:** March 21, 2016

**TO:** Regional Managing Directors, Community-Based Care Lead Agency  
CEOs, Sheriff Offices, Children's Legal Services Leadership

**FROM:** Janice Thomas, Assistant Secretary for Child Welfare  
Wicki Abrams, Assistant Secretary for Operations

**SUBJECT:** 'Get Ready' for the Adoption Incentive Enhancements Coming on April 1<sup>st</sup>  
FSFN Quarter 3 Release

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**PURPOSE:** The purpose of this memorandum is to inform all stakeholders of the status of the implementation of the Florida Safe Families Network (FSFN) functionality to support House Bill 7013 (Adoptions and Foster Care), which became law on July 1, 2015. Final preparations should be made locally to **"Get Ready"** for the upcoming changes.

House Bill 7013 ([http://laws.flrules.org/files/Ch\\_2015-130.pdf](http://laws.flrules.org/files/Ch_2015-130.pdf)) created four new adoption incentive programs. These programs are: Adoption Incentive Benefits for State Employees and Other Applicants, Community Based Care Incentive program, Post Adoption Communications program, and the annual Adoption Achievement Award. With the creation of these programs, the Department of Children and Families (DCF) and our Community-Based Care (CBC) partners must meet specific documenting and reporting requirements. To meet these new documenting and reporting requirements, it is necessary to update the functionality of FSFN and all pertinent policies and procedures. These new statutory changes and programs will provide additional support for adoptive families and assist these families in reaching and preserving permanency.

**BACKGROUND:** The functionality enhancements for the Adoption Incentive project are the following:

- Creation and documentation of a New Post Adoption Services page
- The ability to document Post Adoption Service Referrals
- New Expressed Intent box
- Additional recruitment adoption events added
- Ability to track the amount of money spent on recruitment events
- Four new values will be added to "Meetings type"
- Post Adoption Services types (paid and unpaid) will now be available via a drop down box
- A new Post Adoption Case Note Category
- New Post Adoption Case Types
- Ability to document 'Non – Face-to-Face contacts' on case notes
- Improved Unified Home Study Search (Expired)

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

March 18, 2016

'Get Ready' for the FSN Adoption Incentive Enhancements Quarter 3 Release

Coming on April 1<sup>st</sup>

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**ACTION REQUIRED:** Review and identify any needed changes to local business processes such as; post adoption communication with adoptive families, documentation of recruitment activities, documentation of post adoption services, and adoption information page data entry. Once changes are identified, implement changes as needed and distribute to those who work with adoptive families in the child welfare system.

**CONTACT INFORMATION:** For questions related to the policies and practices regarding the implementation of HB 7013, please contact Courtney Smith, Office of Child Welfare, at [Courtney.Smith@myflfamilies.com](mailto:Courtney.Smith@myflfamilies.com).

For additional information about the upcoming FSN changes, please contact Stacey Cleveland, Office of Child Welfare at [Stacey.Cleveland@myflfamilies.com](mailto:Stacey.Cleveland@myflfamilies.com).

For questions related to local implementation of the FSN functionality to support House Bill 7013 Adoption and Foster Care, please contact your local Regional Points of Contact:

**Northwest Region-** [Kathi.Guy@myflfamilies.com](mailto:Kathi.Guy@myflfamilies.com)

**Northeast Region-** [Rick.Terry@myflfamilies.com](mailto:Rick.Terry@myflfamilies.com)

**Central Region-** [Candace.Cox@myflfamilies.com](mailto:Candace.Cox@myflfamilies.com)

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**Suncoast Region-** [Lynne.Johnston@myflfamilies.com](mailto:Lynne.Johnston@myflfamilies.com)

**TRAINING INFORMATION:** The Office of Child Welfare will be offering the following training opportunities:

- Three face-to-face Regional FSN functionality and policy trainings have been scheduled to support the implementation of House Bill 7013. All training will be held from 9:30AM-4:30PM EST. The training schedule is as follows:

**March 22, 2016 - Southern & Southeast Regions in Ft. Lauderdale**

**March 23, 2016 - Central & Suncoast Regions in Orlando**

**March 24, 2016 - Northeast & Northwest Regions in Tallahassee**

- One statewide webinar entitled **FSN Functionality and Policy Training to support the Implementation of the Adoption Incentive Project HB 7013** is scheduled for March 29, 2016 from 9:30AM-4:30PM EST. The recorded webinar, as well as frequently asked questions and answers, will be available following the webinar on the Center for Child Welfare's website.

To register for the statewide webinar, please use the link below:

<https://centerforchildwelfare.webex.com/centerforchildwelfare/onstage/g.php?MTID=e8c7d7f55c225e564c2fbd3e706cfd150>

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**SUPPORTING INFORMATION:**

- Quick Reference Guides have been developed to support this software release and are attached.
- The following link will take you to the draft FSFN System Documentation - User Guides, How Do I Guides, and Topic papers related to this build. Please note the finalized topic papers will not be released until after the functional changes "go live" on April 1.  
[http://fsfn.dcf.state.fl.us/systemdocs.asp?path=Change\\_Requests/System\\_Documentation\\_for\\_CR607](http://fsfn.dcf.state.fl.us/systemdocs.asp?path=Change_Requests/System_Documentation_for_CR607)
- The November 2015 Adoption Incentive Annual Report to the Legislature is available at this link:

<http://www.centerforchildwelfare.org/kb/LegislativeMandatedRpts/AdoptIncentive2015.pdf>

**ATTACHMENTS**

CBC Adoption Incentive Champions Contacts List  
Regional Points of Contact List

CC:

Rebecca Kapusta, General Counsel  
Regional Family and Community Services Directors  
JoShonda Guerrier, Child Welfare Director of Strategic Projects  
Traci Leavine, Child Welfare Director of Practice  
Ginger Griffeth, Director of Child Welfare Performance and Quality Management  
Patricia Badland, Child Welfare Director of Operations  
Robert Anderson, Adult Protective Services Statewide Director  
CBC and Sheriff Contract/Grant Managers and Contract Manager Supervisors  
Regional Points of Contact for Implementation of HB 7013  
FSFN Consultant Network



| Region                 | Agency                             | Champion                | E-Mail   |
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