



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


**Rick Scott**  
Governor

**Mike Carroll**  
Secretary

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**DATE:** March 29, 2016

**TO:** Regional Managing Directors  
Community Based-Care (CBC) Lead Agency CEOs  
Regional Points of Contact  
FSFN Consultant Network  
Children's Legal Services Leadership  
CBC Adoption Champions

**FROM:**  Traci Leavine, Director of Child Welfare Practice

**SUBJECT:** 'Get Set' for FSFN Quarter 3 Release – HB 7013 Adoptions & Foster Care

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**INFORMATIONAL MEMO**

**PURPOSE:** This memorandum is to inform all stakeholders of the current status of the upcoming Adoption Enhancements that are set to "go live" on April 1, 2016. This memo also provides training and informational resources so that final preparations can be made within your local area to **"Get Set"** for new functionality changes.

**BACKGROUND:** In preparation for the launch of this new functionality on April 1, there has been a continuous effort to communicate frequently with those who will benefit from these new system changes and to ensure adequate support is available after the changes take effect. The following is a status update on our readiness assessment:

**SYSTEM READINESS:** **Ready!** FSFN User Acceptance Testing was completed as scheduled on March 15, 2016.

**PEOPLE READINESS:** **Ready!** Regional trainings were completed throughout the state this week. Each Region's Points of Contact have also received training plans from their respective Community Based Care (CBC) Lead Agencies. These training plans were developed to outline the strategies the CBC will use to train staff on new policies and FSFN functionality.

**POST-DEPLOYMENT SUPPORT READINESS:** **Ready!** Daily triage calls will be held at 4 p.m. EST for the two weeks following "Go Live" to support incoming issues related to FSFN functionality. The post-implementation support team will include the Office of Child Welfare, the Office of Information Technology Services, IBM, the Regional Points of Contact, and the CBC Adoption Champions.

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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:** A statewide webinar entitled FSN Functionality and Policy Training to Support the Implementation of the Adoption Incentive Project - HB 7013 was held on March 29, 2016. The recorded webinar, as well as frequently asked questions and answers will be available on the Centers website at the following link:  
<http://www.centerforchildwelfare.org/Adoptions/AdoptionIncentive.shtml>.

**POLICY INFORMATION:** Children and Families Operating Procedure (CFOP) 170-12, Child Welfare Adoptions, provides direction on the appropriate implementation of HB 7013 and can be accessed at the following link:  
<http://www.centerforchildwelfare.org/Adoptions/AdoptionIncentive.shtml>.

### **SUPPORTING INFORMATION**

- Quick Reference Guides, participant and instructional training materials disseminated at regional trainings, and a copy of the PowerPoint presented at the regional trainings by Office of Child Welfare staff can be accessed at the following link:  
<http://www.centerforchildwelfare.org/Adoptions/AdoptionIncentive.shtml>.
- The November 2015 Adoption Incentive Annual Report to the Legislature is available at this link:  
<http://www.centerforchildwelfare.org/kb/LegislativeMandatedRpts/AdoptIncentive2015.pdf>.

**ACTION REQUESTED:** It's time to **Get Set** for the Adoption Incentive Enhancements by implementing the training plans established by each CBC.

**CONTACT INFORMATION:** If you require additional information or have any questions related to policy, please contact Courtney Smith via email at [Courtney.Smith@myflfamilies.com](mailto:Courtney.Smith@myflfamilies.com).

For questions related to the upcoming FSN functionality changes, please contact Stacey Cleveland via email at [Stacey.Cleveland@myflfamilies.com](mailto:Stacey.Cleveland@myflfamilies.com).

cc: David Fairbanks, Deputy Secretary  
Vicki Abrams, Assistant Secretary for Operations  
Janice Thomas, Assistant Secretary for Child Welfare