



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor

Chad Poppell  
Secretary

**DATE:** December 22, 2020

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

**THROUGH:** Patricia Babcock, Deputy Secretary *Patricia Babcock*

**FROM:** Patricia Medlock, Assistant Secretary for Child Welfare *Pat Medlock*  
Robert Anderson, Assistant Secretary for Operations *Robert H. Anderson*

**SUBJECT:** 'Get Ready' for FSFN Enhancements coming January 22, 2021

**PURPOSE:** The purpose of this memorandum is to inform child welfare stakeholders of the Florida Safe Families Network (FSFN) enhancements scheduled for implementation on January 22, 2021. This information should enable you to "Get Ready" for any changes.

**BACKGROUND:** The Department of Children and Families is preparing our system for the implementation of policy and practice changes to support implementation of the Family First Prevention Services Act (FFPSA). As the policy and practice changes are defined, the Florida Safe Families Network (FSFN) is being modified to align with the business processes. Over this fiscal year, FSFN enhancements will be deployed each quarter to support our readiness for FFPSA implementation.

In January, FSFN enhancements will be deployed to enable:

- Expanded documentation of mental health evaluations, including evaluations for placement in a Qualified Residential Treatment Placement (QRTP) and Comprehensive Behavioral Health Assessments;
- Data collection of Comprehensive Placement Assessments;
- Documentation of 'Family Made Arrangements;'
- Streamlined documentation of Legal Case and Legal Custody status;
- Case plan templates that align Caregiver, Case Manager, and Parent responsibilities with those outlined in HB1105;
- Real-time query of FSFN for Law Enforcement officers via FCIC (coming February 4, 2021);
- Notifications of calls to the Hotline that are screened out; and
- Notifications to CLS workers to prompt court notification.

**For a more detailed overview of all enhancements in January's release please see the attached "FSFN Enhancements-January" document.**

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

**MEMO:** 'Get Ready' for FSFN Enhancements coming January 22, 2021

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In preparation for these enhancements to "go live" on January 22, 2021, there is a continuous effort to assess and achieve people readiness, system readiness, and support plan readiness.

**PEOPLE READINESS: On Target** – The OCW leadership team is currently developing the training approach that will prepare our workforce for the January enhancements. Organizational Change Management meetings with Regional Champions will commence in early January.

**SYSTEM READINESS: On Target** – User acceptance testing began on December 14, 2020.

**SUPPORT PLAN 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, Office of Information Technology Services, and IBM teams.

**ACTION REQUESTED:** It is time to **Get Ready** for the FSFN January Release to go-live on January 22, 2021. Please share all communication received regarding this release to ensure our workforce is aware and ready for the upcoming FSFN changes.

**CONTACT INFORMATION:** If you have questions about the enhancements, please contact the following Subject Matter Experts:

Child Protective Investigations – [Letitia.McClellan@myffamilies.com](mailto:Letitia.McClellan@myffamilies.com)

Children's Legal Services – [Jonathan.Growick@myffamilies.com](mailto:Jonathan.Growick@myffamilies.com)

Foster Home Licensing – [Teanna.Houston@myffamilies.com](mailto:Teanna.Houston@myffamilies.com)

Group Home Licensing – [Yanin.Schaffer@myffamilies.com](mailto:Yanin.Schaffer@myffamilies.com)

Case Management – [Jessica.Johnson@myffamilies.com](mailto:Jessica.Johnson@myffamilies.com) and

[Monique.McCaskill@myffamilies.com](mailto:Monique.McCaskill@myffamilies.com)

If you have any questions regarding local readiness efforts, please contact your regional champion below.

**Regional Champions:**

Northwest Region – Regina Pleas – [Regina.Pleas@myffamilies.com](mailto:Regina.Pleas@myffamilies.com)

Northeast Region – Kathryn Williams – [Kathryn.Williams@myffamilies.com](mailto:Kathryn.Williams@myffamilies.com)

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

Suncoast Region – Kyle Teague – [Kyle.Teague@myffamilies.com](mailto:Kyle.Teague@myffamilies.com)

Southeast Region – Tausha Schreiber – [Tausha.Schreiber@myffamilies.com](mailto:Tausha.Schreiber@myffamilies.com)

Southern Region – Olga Hurst – [Olga.Hurst@myffamilies.com](mailto:Olga.Hurst@myffamilies.com)

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

Attachment: 'FSFN Enhancements- January'

# FSFN Enhancements

## Expanded Mental Health Evaluation Documentation

- Enhanced Mental Health Profile to document evaluation information including:
  - Evaluation type
  - Purpose
  - Date Requested
  - Evaluator
  - Date Completed
  - Placement Recommendation (if appropriate)
  - Direct link to upload & view the Evaluation
- Enables documentation of the evaluation that supports continued placement in a Qualified Residential Treatment Program (QRTP)

## New Comprehensive Placement Assessment

- New page to document each Comprehensive Placement Assessment including:
  - Date Completed
  - Purpose of the Assessment
  - Recommended Level of Care
  - Service Needs Assessment
  - Direct link to upload & view the Assessment
  - Direct link to create & view the Placement meeting record
- Integration with Out-of-Home Placement to view the Recommended Level of Care
- Updated Judicial Review Worksheet and Judicial Review Template to include Comprehensive Placement Assessment details

## Other System Enhancements

- Modifications to change 'Rapid Safety Feedback' references to 'Quality Review'
- Living Arrangement page enhanced to identify the living situation is a 'Family Made Arrangement'
- Modification to the Legal Action page to streamline documentation of Legal Case and Legal Custody status
- Case Plan templates updated to enhance Caregiver, Case Manager, and Parent responsibilities

## Enhanced Automated Messages

- New messages to alert Case Managers that someone contacted the Hotline regarding an active case participant
- New messages for CLS workers to understand when a new intake requires court notification or action

## BOE Universe Updates

- New class for Mental Health Evaluation data
- New class for Comprehensive Placement Assessment data
- Modified objects to relabel 'Rapid Safety Feedback' to 'Quality Review'

## Real-time Query for Law Enforcement (Coming February 4<sup>th</sup>)

- Added query capability for Law Enforcement Officers and other FCIC users search FSFN to determine if a person is:
  - Involved in an open Child Abuse Investigation, or
  - Parent/Caregiver of a child under in-home supervision
- Instructions included with query to contact Hotline with concerns for a child

Coming – January 22, 2021