



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

**DATE:** June 8, 2018

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

**THROUGH:** David L. Fairbanks, Deputy Secretary 

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

**SUBJECT:** Get Set for FSFN Enhancements – Unified Home Study

**PURPOSE:** The purpose of this memorandum is to provide a status on the Florida Safe Families Network (FSFN) enhancements scheduled to be implemented on June 15, 2018 so final preparations can be made locally to "Get Set" for the changes. These changes will significantly enhance the Unified Home Study to ensure that policy, practice and FSFN are aligned and to bring the Unified Home Study into alignment with the Title IV-E requirements.

**BACKGROUND:** In preparation for the enhancements to "go live" on June 15, 2018, there is a continuous effort to assess and achieve people readiness, system readiness and the implementation of a support plan. The following is a status on our readiness assessment:

**PEOPLE READINESS: On Target!** – All Regions report that staff are ready or plans are underway to finalize readiness activities prior to go-live.

**SYSTEM READINESS: Completed!** – FSFN User Acceptance Testing is complete.

**SUPPORT READINESS:** The following procedure and rules have been updated to align with the FSFN Enhancements:

- CFOP 170-1 Chapter 5 – Completing a Unified Home Study  
[http://centerforchildwelfare.org/kb/DCF\\_Pol/CFOP\\_170/CFOP170\\_1-Ch5.pdf](http://centerforchildwelfare.org/kb/DCF_Pol/CFOP_170/CFOP170_1-Ch5.pdf)
- Adoptions 65C-13, Florida Administrative Code (F.A.C.)  
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=65C-16>
- Licensing 65C-16 F.A.C.  
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=65C-13>

**Post-Deployment Support 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 team, Office of Information Technology Services team, IBM team, Regional Points of Contact, and Community-Based Care Lead Agency (CBC) Points of Contact.

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

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**TRAINING INFORMATION:**

The train-the-trainer sessions are complete and the UHS curriculum, web-based tutorials and other resources has been posted on the Center's website here: <http://www.centerforchildwelfare.org/HomeStudy.shtml>. The FSFN training region (Sandbox) has been updated with the new UHS functionality and Regional Trainings are in progress.

**ACTION REQUESTED:** It is time to **Get Set** for the Unified Home Study to go-live on June 15, 2018. Please continue to execute all readiness plans to ensure our workforce is ready for the upcoming FSFN changes. Any pending UHS started after 2013 will be modified to the new functionality.

**CONTACT INFORMATION:** If you have questions about the new Unified Home Study, please contact Courtney Smith, Adoption and Permanency Manager, Office of Child Welfare, at (850) 717-4660 or via email at [Courtney.Smith@myflfamilies.com](mailto:Courtney.Smith@myflfamilies.com). If you have any questions regarding local readiness efforts or the new FSFN functionality, please contact your regional champion below.

**Regional Champions:**

Northwest Region – Tonya Leber - [Tonya.Leber@myflfamilies.com](mailto:Tonya.Leber@myflfamilies.com)  
Northeast Region – Rebecca Robinson - [Rebecca.Robinson@myflfamilies.com](mailto:Rebecca.Robinson@myflfamilies.com)  
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cc: Regional Family and Community Services Directors  
Center for Child Welfare