



Florida Department of Children and Families Child Protection Transformation Project

Introduction to Transformation Information Sheet

WHAT'S CHANGING

NEW Case Book and Person Book

At a glance views of Case and Person Information.

CASE BOOK—case information at your fingertips.

PERSON BOOK —Person information across the entire system, including intakes, investigations, and placements.

ENHANCED Case Notes

Upload images and document directly to the Notes page.

ENHANCED Meetings & Staffings

Document Meetings and Staffings only on the Meetings page rather than on Case Notes page.

ENHANCED SAMH/FIS Feedback Loop

When FIS workers document a note, they can indicate level of progress the family is making. If the family is identified as not making progress, FSFN automatically sends an e-mail to the primary worker.

ENHANCED File Cabinet Search

Search screen allows you to search for images documents that have been uploaded and associated with a case.

ENHANCED My Tasks Calendar

At go-live Ticklers become Tasks. Upon log in, Tasks and Approvals for all of a worker's profiles display in an open expando.

TIME LINE

Week of June 24:

- Web-based training available
- Enhancements available in Training Region

Week of July 1:

- How Do I Guides, User Guides and Topic Papers published
- Trainer workshop conducted (Conference Call)

July 7:

- GO-LIVE in Production

Readiness

Prepare now

Complete any open Ticklers to avoid Past-due Tasks after go-live. Supervisors can reassign or delete. Instructions are in the [Multi-topic Supervisory User Guide](#).

Take the training

Training is available on the *Center for Child Welfare* website that can be accessed from the FSFN desktop and consists of three courses:

- **Introduction to Transformation Enhancements**
 - 4 simulations (All users)
- **Substance Abuse and Mental Health Documentation**
 - 1 simulation (FIS users)
- **Understanding, Creating and Accessing Case and Person Information**
 - 2 simulations (All users)

