



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

**Ron DeSantis**  
Governor

**Shevaun L. Harris**  
Secretary

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**DATE:** March 12, 2021

**TO:** Regional Managing Directors  
Sheriff Offices Conducting Child Protective Investigations  
Community-Based Care Lead Agency CEOs  
Florida Abuse Hotline Chiefs of Operations and Program Development

**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 April 2, 2021

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**PURPOSE:** The purpose of this memorandum is to inform child welfare stakeholders of the Florida Safe Families Network (FSFN) enhancements scheduled for implementation on April 2, 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 FSFN is being modified to align with the business processes. The FSFN team recently completed development on the next round of quarterly enhancements including FFPSA related changes and other child welfare priorities.

In April, FSFN enhancements will be deployed to enable:

- New data collection for pregnant and parenting youth,
- Provider Licensing Timeframe reports to manage the timeframe from orientation to licensure,
- Automated Title IV-E Redetermination based on Provider compliance with background screening safety requirements,
- Enhanced support for required processes for Child Protective Investigation notifications and notifications for upcoming Judicial Reviews,
- Case Management template corrections,
- Additional support for recommending placement in Group Home settings,
- Streamlined Unified Home Study completion, and
- Children's Legal Services enhancements.

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

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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

In preparation for these enhancements to "go live" on April 2, 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 April enhancements. This training approach integrates classroom training for the changes previously introduced in January and the new functionality coming in April. Organizational Change Management meetings with Region Champions will commence in mid-March.

**SYSTEM READINESS: On Target** – User acceptance testing will begin on March 8, 2021.

**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 April Release to go-live on April 2, 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@myflfamilies.com](mailto:Letitia.McClellan@myflfamilies.com)  
Children's Legal Services – [Jonathan.Growick@myflfamilies.com](mailto:Jonathan.Growick@myflfamilies.com)  
Foster Home Licensing – [Teanna.Houston@myflfamilies.com](mailto:Teanna.Houston@myflfamilies.com)  
Group Home Licensing – [Yanin.Schaffer@myflfamilies.com](mailto:Yanin.Schaffer@myflfamilies.com)  
Case Management – [Jessica.Johnson@myflfamilies.com](mailto:Jessica.Johnson@myflfamilies.com) &  
[Monique.McCaskill@myflfamilies.com](mailto:Monique.McCaskill@myflfamilies.com)  
Title IV-E Eligibility – [Jennifer.Perez1@myflfamilies.com](mailto:Jennifer.Perez1@myflfamilies.com)

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

**Regional Champions:**

Northwest Region – Regina Pleas – [Regina.Pleas@myflfamilies.com](mailto:Regina.Pleas@myflfamilies.com)  
Northeast Region – Kathryn Williams – [Kathryn.Williams@myflfamilies.com](mailto:Kathryn.Williams@myflfamilies.com)  
Central Region – Stephanie Weis – [Stephanie.Weis@myflfamilies.com](mailto:Stephanie.Weis@myflfamilies.com)  
Suncoast Region – Kyle Teague – [Kyle.Teague@myflfamilies.com](mailto:Kyle.Teague@myflfamilies.com)  
Southeast Region – Tausha Schreiber – [Tausha.Schreiber@myflfamilies.com](mailto:Tausha.Schreiber@myflfamilies.com)  
Southern Region – Olga Hurst – [Olga.Hurst@myflfamilies.com](mailto:Olga.Hurst@myflfamilies.com)

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

Attachment: 'FSFN Enhancements- April'

# FSFN Enhancements

## New Data Collection for Pregnant and Parenting Youth

- Medical Mental Health page updated to document:
  - When a youth is expecting
  - If a youth has fathered or bore a child
  - Whether the parenting youth is placed with his/her child
- BOE updated to include new data fields
- Case Note prompts to encourage data updates while a youth is expecting or parenting while in out of home care

## Provider Licensing Timeframe Reports

- Listing report will include data on a Provider's progress during the licensure process
- Summary report enables management of issuing licenses within the target timeframes

## Automated Title IV-E Redetermination for Provider Compliance

- System will autogenerate a Title IV-E redetermination for a child placed with a Provider with a full month of non-compliance for background screening safety requirements
- System will also validate provider compliance during a user entered redetermination

## Enhanced Support for Required Processes

- New Investigation closure edits requiring entry of Law Enforcement, State Attorney, and Child Protection Team notifications
- New Automated Messages alerting primary worker that a JRSSR is coming due, 21 and 14 days prior to a Judicial Review hearing

## Case Management Template Corrections

- Judicial Review Template updated to include Diligent Search section from the Judicial Review Worksheet
- Child Needs section on Progress Update Template updated to correctly reflect the same language that appears on the Progress Update screen

## Additional Support for Group Home Settings

- Added documentation of child factors present to support a recommendation for Group Care Setting
- New task for completing a Q RTP evaluation for a child in a Q RTP setting

## Expanded Case Note Functionality

- New 'Caregiver-Parent Introduction' case note type to document the completion of a "Comfort Call"

## Streamlined Unified Home Study Completion

- Modified UHS closure requirements to release edits when denying due to automatic disqualifier due to abuse or neglect history
- Updated recommendation and outcome reason to 'Denied-Abuse or Neglect Disqualifier' in support of the automatic disqualification process

## Improved Outliner Display

- Complete investigation history will display while viewing in Participant view

## Children's Legal Services Enhancements

- Limit distribution of Automated Messages to Managing Attorneys based on child's age
- Modified edit when closing with the result of Guardianship to check the relationship on the child's placement, instead of unified home study

Coming – April 2, 2021