



State of Florida  
Department of Children and Families

Rick Scott  
Governor

David E. Wilkins  
Secretary

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**DATE:** December 7, 2011

**TO:** Regional Directors

**THROUGH:** *John Cooper* John Cooper, Assistant Secretary for Operations  
*Samie Self* Samie Self, Ed.D., Executive Director, Family and Community Services

**FROM:** *Christie Ferris* Christie Ferris, Director, Office of Child Welfare

**SUBJECT:** Documentation of Child-Caring Agency (CCA) Information in Florida Safe Families Network (FSFN).  
**ACTION REQUESTED:** Share this information with regional licensing staff and contract managers

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**PURPOSE:** The purpose of this memorandum is to provide guidance that will reduce duplicative efforts of licensing and contract management staff.

**BACKGROUND:** On November 23<sup>rd</sup> there was a joint conference call with contract managers and Department licensing specialists. The call addressed accessing child caring agency (CCA) licensing information gathered by regional licensing staff during their onsite visits. The resulting consensus was that Department regional licensing staff will utilize the provider notes option in FSFN to enter CCA licensing information.

Both contract managers and regional licensing staff review the same licensing documentation during onsite monitoring and licensing CCA visits. If Department regional licensing specialists enter pertinent CCA licensing information in FSFN, contract managers can review this information prior to making an onsite monitoring visit, thereby reducing duplicative work efforts. Contract managers will then have the ability to focus their attention on other areas of need.

**ACTION REQUESTED:** Department regional licensing staff responsible for the licensing and re-licensing of CCAs must immediately begin using FSFN provider notes to document pertinent CCA licensing information. The type of information to be entered on the provider notes screen includes, but is not limited to, a summary regarding the status of the facility during the licensing visit, any corrective action that may have been cited during the licensing visit, personnel issues regarding background screening or training, and any issues regarding the dispensing of medication. Please share this memorandum with regional licensing staff and contract managers.

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Documentation of Child-Caring Agency (CCA)  
Information in Florida Safe Families Network (FSFN).  
December 7, 2011  
Page 2

**CONTACT INFORMATION:** If you have any questions, or for additional information please contact Stacey Cleveland at [Stacey\\_Cleveland @dcf.state.fl.us](mailto:Stacey_Cleveland@dcf.state.fl.us) or 850-717-4647.