




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


Rick Scott
Governor

Mike Carroll
Secretary

DATE: July 10, 2015

TO: Regional Managing Directors, Community-Based Care Lead Agency
CEOs, Sheriff Offices, Children's Legal Services Leadership

THROUGH: David L. Fairbanks, Deputy Secretary 

FROM:  Janice Thomas, Assistant Secretary for Child Welfare
Wicki Abrams, Assistant Secretary for Operations

SUBJECT: Florida's Safe Families Network (FSFN) Quarter 4 Release Go Live

PURPOSE: The purpose of this memorandum is to provide notice that the FSFN Quarter 4 Enhancements software release has been approved for go-live. The FSFN system will be unavailable Saturday, July, 11 from 12:05 A.M. until 2:00 A.M.

BACKGROUND: The Quarter 4 release includes modifications to the Background Check Process and Validation Pop-up, as well as the Risk Assessment Pop-up Overrides and Hover Definitions. The Build Notes for this release can be found at the following link: <http://fsfn.dcf.state.fl.us/docs/FSFN-Q4-Release-Build-Notes20150710.pdf>

RESOURCES: To educate every one of the changes included in the Quarter 4 Build, an overview entitled 'Office of Child Welfare FSFN Highlight: 2015 Quarter 4 Release' has been attached to this memo. In addition, please find links to training and the FSFN System Documentation to support this release below.

Web-based Training: To complete the web-based training and view the accompanying storyboards for the background checks process and Risk Assessment process, please access the following links:

1. Background Check Process:
<http://centervideo.forest.usf.edu/fsfn/backgrndcheck2015/index.html>
2. Background Check Storyboard:
<http://www.centerforchildwelfare.org/kb/FSFN/Background%20Check%20Training%20Document.pdf>
3. Risk Assessment Process Training:
<http://centervideo.forest.usf.edu/fsfn/riskdemo2015/index.html>
4. Risk Assessment Storyboard:
<http://www.centerforchildwelfare.org/kb/FSFN/Risk%20Assessment%20Training%20Document.pdf>

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

The following updated Topic Papers, User Guides, and How Do I Guides will be available on the Center for Child Welfare website upon go live and found here:<http://www.centerforchildwelfare.org/FSFN/FSFNAll.shtml#TopicPapers>

Resource documents available for review include:

Risk Assessment Changes

- Risk Assessment Topic Paper
- Risk Assessment User Guide
- Risk Assessment How Do I Guide
- Child Investigation Topic Paper
- Risk Assessment Online Help

Background Check Changes

- Background Check Topic Paper
- Background Check User Guide
- Background Check How Do I Guide
- Maintain Case Topic Paper
- Maintain Case User Guide
- Maintain Case How Do I Guide
- Unified Home Study Topic Paper
- Unified Home Study User Guide
- Unified Home Study How Do I Guide
- Child and Adult Investigation Topic Papers
- Child and Adult Investigation User Guides
- Background Check Pop-Up Page Online Help
- Maintain Case Online Help
- Unified Home Study Online Help
- Child and Adult Investigation Online Help
- Person Provider Topic Paper
- Person Provider Inquiry Topic Paper
- Person Provider Inquiry User Guide

ACTION REQUIRED: Please share this memo and communicate the changes within to all FSFN users.

CONTACT INFORMATION: If the new FSFN functionality is found to not work as designed, please contact the DCF Help Desk at (850) 487-9400 or dcf.helpdesk@myflfamilies.com. For questions related to the upcoming changes in FSFN, please contact Alicia Dyer via email at Alicia.Dyer@myflfamilies.com.

Attachment:

Office of Child Welfare FSFN Highlight: 2015 Quarter 4 Release

CC: Rebecca Kapusta, General Counsel
Regional Family and Community Services Directors

JoShonda Guerrier, Child Welfare Director of Strategic Projects

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Patricia Badland, Child Welfare Director of Operations

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CBC and Sheriff Contract Managers and Contract Manager Supervisors

FSFN Consultant Network



Office of Child Welfare FSFN Highlight: 2015 Quarter 4 Release

In the 2015 Quarter 4 (Q4) FSFN release, the **Risk Assessment page** is being modified to improve the Risk Level Override function, eliminate redundant processes, and update Hover Definitions.

In addition, before **background check requests** are sent to the Background Check Listing queue, users will be prompted to confirm certain criteria are met. Additionally, certain pieces of data that are necessary for processing background checks will be required when submitting the request. If the Request Type is **Emergency Placement** an **Emergency Placement Pop-up Validation box** will appear with a message.

Important Facts

Who is impacted by this change?

- Child Protective Investigative Supervisors and Child Protective Investigators who conduct Risk Assessments.
- Florida Abuse Hotline staff, Adult Protective Investigative Supervisors, Adult Protective Investigators, Child Protective Investigative Supervisors and Child Protective Investigators, and Licensing staff who may be involved in the Background Check Process.

What is Changing?

Risk Assessment:

If the calculated Risk Level is Very High:

- The calculated Risk Level will automatically be the Final Risk Level
- The user **will not** be forced to launch the Risk Level Override pop-up page
- The user will have the ability to complete the Risk Assessment if all other existing validation edits are met
- The Risk Level Override hyperlink is **ONLY** displayed once responses have been documented in full for all Neglect and Abuse statements
- If a change is made to the statements related to the "Neglect" or "Abuse" score and that change results in a change to the Scored Risk Level that is **OTHER THAN "Very High"** AND the Discretionary Override was previously "Yes", the system will automatically null out the Discretionary Override selection and the associated narrative
 - ❖ A link is available which allows access to the "Initial Family (Household) Risk Assessment" replacing the link to the Safety Decision Making Policy Manual
 - ❖ Hover definitions within the Risk Assessment have been updated

Background Check:

- When the Background Check pop-up page is launched from the **Maintain Case page** or **Investigation page (participant tab)**; the system will verify the data is captured and the **validation pop-up page** will be launched
- **The Maintain Case page and Investigation page (participant tab)** will be modified so that the **Emergency Placement prompt** will be displayed upon the user selecting the Request Background Check button on the Create Background Check pop-up page
- For **Child Investigations created prior to deployment of enhancements**, users will see the historic Background History pop-up page. **Child Investigations created on or post deployment** will access background history information from within the investigation page
- **For Adult Investigations created post deployment** of the enhancement which incorporated background checks into FSFN, users will see a modified Background History page for investigations. When the Background History page is launched from an investigation that was created prior to deployment of the enhancement, users will see the historic Background History page
- If the Request Type is **Emergency Placement** an **Emergency Placement Pop-up Validation box** will appear
- A new row, directly above Effective Date, will be added and labeled "Request Date"