



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Esther Jacobo  
Interim Secretary

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**DATE:** November 8, 2013  
**TO:** Regional Managing Directors  
**THROUGH:** H. Stephen Pennybacker, Esq., Assistant Secretary for Programs  
**FROM:** Andrea M. Tulloch, Esq., Director, Office of Child Welfare  
**SUBJECT:** New Safety Plan Functionality Policy and Training Guidance

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**PURPOSE:** The purpose of this memorandum is to provide training information and policy clarification surrounding the upcoming release of the new Safety Plan template in FSFN.

**BACKGROUND:** Policy guidance was provided on October 25<sup>th</sup> and November 1<sup>st</sup> surrounding the use of the new safety plan template. **All users will be required to use the new Safety Plan template, regardless of whether they are among the Phase-One Implementation Sites for the new Safety Methodology.** Information surrounding the policy is posted at the Center for Child Welfare:  
<http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DCFPolicyMemo.shtml>.

**POLICY UPDATE:** It is the Department's policy that supervisors must approve all safety plans within 24 hours of the signing of the safety plan by the child protective investigator or case manager.

**SAFETY PLANNING TRAINING AND RESOURCES:** To further support the appropriate use of this Safety Plan, regions are encouraged to develop a protocol that requires staff who have been trained in the Safety Methodology to be available to staff who are not yet implementing the new model. Below is a list of training resources to support the use of the new Safety Plan template in FSFN.

**Safety Plan Workshop: Barry Salovitz, Casey Family Programs**

1. There will be a statewide web training with Mr. Salovitz on **November 20, 2013 from 9:00 a.m. - 12:00 p.m. (Eastern)**. This live, statewide web training will help participants understand: What is a high-quality safety plan? How are high-quality safety plans developed, re-evaluated and used for sound decision-making in child safety? Registration information is available at the Center for Child Welfare:  
<http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/EventsAnnouncements.shtml>

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

2. Mr. Salovitz conducted a Safety Plan Workshop on October 9, 2013. This workshop was recorded and is available now at the Center for Child Welfare: <http://centervideo.forest.usf.edu/safetyplantraining/Start.html>
3. Additional training in the field will be scheduled using local trainers when those trainers have been identified and prepared to deliver the support.

**Present and Impending Danger:** The new safety plan template requires users to select one of two options – “present danger” or “impending danger.” An e-learning on present and impending danger is available on the Center for Child Welfare website: <http://centervideo.forest.usf.edu/safetymethod/module2/start.htm>

**FSFN Safety Plan Functionality Training:** An e-learning on how to use the new safety plan template is available on the Center for Child Welfare website: <http://centervideo.forest.usf.edu/fsfnenduser/caselifesafe/start.html>

FSFN User Guides, How Do I Guides, and Topic Papers are posted at the Center for Child Welfare: <http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFNactivation.shtml>

**ACTION REQUIRED:** Please disseminate this memorandum to all child welfare staff, Community-Based Care Lead Agencies, Children’s Legal Services, and Sheriff’s offices conducting child protective investigations. Be on the lookout for further communication and policy guidance from the Office of Child Welfare.

**CONTACT INFORMATION:** If you have any questions, please submit them to the Center for Child Welfare’s FAQ tab: <http://centerforchildwelfare.fmhi.usf.edu/FAQs/AskaFAQ.shtml>

cc: Pete Digre, Deputy Secretary  
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