



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Interim Secretary

DATE: August 21, 2014

TO: Regional Managing Directors
Community-Based Care (CBC) Lead Agency CEOs
CBC Contract Managers

FROM: Pete Digre, Deputy Secretary
Janice Thomas, Assistant Secretary for Child Welfare

SUBJECT: Remote Data Capture (RDC) Lead Agency Contract Requirement

PURPOSE: This memorandum is to provide Community-Based Care Lead Agencies (CBCs) guidance regarding current language in the CBC Attachment I (Dated March 21, 2014) requiring the use of the Remote Data Capture (RDC) software tool.

BACKGROUND: Currently, the CBC Contract Attachment I Template requires Lead Agencies to adopt use of the Remote Data Capture (RDC) software tool. During recent negotiations, some CBCs requested Office of Child Welfare (OCW) approval to strike the RDC language due to limited connectivity in their local areas. As response to these request, OCW added language allowing exceptions to the required use of the RDC software tool.

Additional feedback and recommendations have been received from regional leadership and CBC provider agencies, prompting OCW to revisit the language in the current CBC Attachment I. After further consideration and analysis, the OCW has determined it appropriate to remove the RDC language from the CBC Attachment I in its entirety. Removal of this language affords CBC lead agencies the flexibility to utilize a RDC solution in their individual systems of care or not. The Office of Child Welfare will support any individual CBCs localized decision to include the removed language as determined appropriate.

ACTION REQUESTED: Key Provisions for Section 1.5.1.4 of the CBC Contract Attachment I states:

The Lead Agency and its subcontractors shall utilize the Remote Data Capture (RDC) software tool for the purpose of entering FSFN data as described above using approved mobile devices equipped with the then current version of the RDC software to the extent possible given the limitations of available software, hardware, and connectivity. The Lead Agency and its subcontractors shall be responsible for ensuring that all approved mobile devices will at all times have

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appropriate security measures implemented to protect all data residing on the mobile device. Utilization of the RDC software is defined as, but not limited to, taking a high quality photograph at each required visit, capturing the date-stamped Global Positioning System (GPS) coordinates for each visit, entering FSFN data related to each visit, and using the upload capability of the RDC tool to update FSFN for each visit. The Lead Agency and its subcontractors shall continue deployment and maintenance of mobile devices to support case management.

CBCs preferring to remove the above referenced language from its Attachment I should notify its CBC Contract Manager of the decision to remove. To incorporate the change, the following adjustment should be made to the current language. Deletions have been identified using strikethrough below:

~~The Lead Agency and its subcontractors shall utilize the Remote Data Capture (RDC) software tool for the purpose of entering FSFN data as described above using approved mobile devices equipped with the then current version of the RDC software to the extent possible given the limitations of available software, hardware, and connectivity. The Lead Agency and its subcontractors shall be responsible for ensuring that all approved mobile devices will at all times have appropriate security measures implemented to protect all data residing on the mobile device. Utilization of the RDC software is defined as, but not limited to, taking a high quality photograph at each required visit, capturing the date-stamped Global Positioning System (GPS) coordinates for each visit, entering FSFN data related to each visit, and using the upload capability of the RDC tool to update FSFN for each visit. The Lead Agency and its subcontractors shall continue deployment and maintenance of mobile devices to support case management.~~

Contract managers, please share with your CBCs and coordinate whether they prefer omission and strike language via Contract Amendment to the Lead Agency Contract.

CONTACT INFORMATION: If you have questions or need more information, please contact Marisela Bravo at (850) 717-4222 or marisela_bravo@dcf.state.fl.us.

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