



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

DATE: March 21, 2016

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

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

SUBJECT: 'Get Ready' for the Adoption Incentive Enhancements Coming on April 1st
FSFN Quarter 3 Release

PURPOSE: The purpose of this memorandum is to inform all stakeholders of the status of the implementation of the Florida Safe Families Network (FSFN) functionality to support House Bill 7013 (Adoptions and Foster Care), which became law on July 1, 2015. Final preparations should be made locally to **"Get Ready"** for the upcoming changes.

House Bill 7013 (http://laws.flrules.org/files/Ch_2015-130.pdf) created four new adoption incentive programs. These programs are: Adoption Incentive Benefits for State Employees and Other Applicants, Community Based Care Incentive program, Post Adoption Communications program, and the annual Adoption Achievement Award. With the creation of these programs, the Department of Children and Families (DCF) and our Community-Based Care (CBC) partners must meet specific documenting and reporting requirements. To meet these new documenting and reporting requirements, it is necessary to update the functionality of FSFN and all pertinent policies and procedures. These new statutory changes and programs will provide additional support for adoptive families and assist these families in reaching and preserving permanency.

BACKGROUND: The functionality enhancements for the Adoption Incentive project are the following:

- Creation and documentation of a New Post Adoption Services page
- The ability to document Post Adoption Service Referrals
- New Expressed Intent box
- Additional recruitment adoption events added
- Ability to track the amount of money spent on recruitment events
- Four new values will be added to "Meetings type"
- Post Adoption Services types (paid and unpaid) will now be available via a drop down box
- A new Post Adoption Case Note Category
- New Post Adoption Case Types
- Ability to document 'Non – Face-to-Face contacts' on case notes
- Improved Unified Home Study Search (Expired)

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

March 18, 2016

'Get Ready' for the FSFN Adoption Incentive Enhancements Quarter 3 Release

Coming on April 1st

Page 2 of 3

ACTION REQUIRED: Review and identify any needed changes to local business processes such as; post adoption communication with adoptive families, documentation of recruitment activities, documentation of post adoption services, and adoption information page data entry. Once changes are identified, implement changes as needed and distribute to those who work with adoptive families in the child welfare system.

CONTACT INFORMATION: For questions related to the policies and practices regarding the implementation of HB 7013, please contact Courtney Smith, Office of Child Welfare, at Courtney.Smith@myflfamilies.com.

For additional information about the upcoming FSFN changes, please contact Stacey Cleveland, Office of Child Welfare at Stacey.Cleveland@myflfamilies.com.

For questions related to local implementation of the FSFN functionality to support House Bill 7013 Adoption and Foster Care, please contact your local Regional Points of Contact:

Northwest Region- Kathi.Guy@myflfamilies.com

Northeast Region- Rick.Terry@myflfamilies.com

Central Region- Candace.Cox@myflfamilies.com

Southern Region- Olga.Hurst@myflfamilies.com

Southeast Region- Tamaru.Phillips@myflfamilies.com

Suncoast Region- Lynne.Johnston@myflfamilies.com

TRAINING INFORMATION: The Office of Child Welfare will be offering the following training opportunities:

- Three face-to-face Regional FSFN functionality and policy trainings have been scheduled to support the implementation of House Bill 7013. All training will be held from 9:30AM-4:30PM EST. The training schedule is as follows:

March 22, 2016 - Southern & Southeast Regions in Ft. Lauderdale

March 23, 2016 - Central & Suncoast Regions in Orlando

March 24, 2016 - Northeast & Northwest Regions in Tallahassee

- One statewide webinar entitled **FSFN Functionality and Policy Training to support the Implementation of the Adoption Incentive Project HB 7013** is scheduled for March 29, 2016 from 9:30AM-4:30PM EST. The recorded webinar, as well as frequently asked questions and answers, will be available following the webinar on the Center for Child Welfare's website.

To register for the statewide webinar, please use the link below:

<https://centerforchildwelfare.webex.com/centerforchildwelfare/onstage/g.php?MTID=e8c7d7f55c225e564c2fbd3e706cfd150>

'Get Ready' for the Adoption Incentive Enhancements Coming on April 1st
FSFN Quarter 3 Release
March 21, 2016
Page 3 of 3

To register for the statewide webinar, please use the link below:

<https://centerforchildwelfare.webex.com/centerforchildwelfare/onstage/g.php?MTID=e8c7d7f55c225e56c2fbd3e706cfd150>

SUPPORTING INFORMATION:

- Quick Reference Guides have been developed to support this software release and are attached.
- The following link will take you to the draft FSFN System Documentation - User Guides, How Do I Guides, and Topic papers related to this build. Please note the finalized topic papers will not be released until after the functional changes "go live" on April 1.
http://fsfn.dcf.state.fl.us/systemdocs.asp?path=Change_Requests/System_Documentation_for_CR607
- The November 2015 Adoption Incentive Annual Report to the Legislature is available at this link:

<http://www.centerforchildwelfare.org/kb/LegislativeMandatedRpts/AdoptIncentive2015.pdf>

ATTACHMENTS

CBC Adoption Incentive Champions Contacts List
Regional Points of Contact List

CC:

Rebecca Kapusta, General Counsel
Regional Family and Community Services Directors
JoShonda Guerrier, Child Welfare Director of Strategic Projects
Traci Leavine, Child Welfare Director of Practice
Ginger Griffeth, Director of Child Welfare Performance and Quality Management
Patricia Badland, Child Welfare Director of Operations
Robert Anderson, Adult Protective Services Statewide Director
CBC and Sheriff Contract/Grant Managers and Contract Manager Supervisors
Regional Points of Contact for Implementation of HB 7013
FSFN Consultant Network

Region	Agency	Champion	E-Mail
NW Region	Big Bend Community Based Care	Kathy Donofro	kathy.donofro@bigbendcbc.org
	FFN	Angie Alberda	Angie.Alberda@bhcpns.org
NE Region	Family Support Services	Michelle Weisheit	Michelle.Weisheit@fssnf.org
	Kids First of Florida	Joan Underwood	JUnderwood@cbkn.org
	Partnership for Strong Families	Kim Johnson	kim.johnson@pfsf.org
	Family Integrity Program	Jillian Adkins	jmatkins@sjcfl.us
	Community Partnership for Children	Tiffany Garten	Tiffany.Garten@cbcvf.org
Central Region	Kids Central Incorporated	Sharon Gibbs	Sharon.Gibbs@KidsCentralinc.org
	Brevard Family Partnership	Judy Wood	judy.wood@brevardfp.org
	CBC of Central Florida	Jamillah Jenkins	Jamillah.Jenkins@cbccfl.org
	Heartland for Florida	Yolanda Baker	YBAKER@heartlandforchildren.org
SE Region	Childnet Palm Beach	Ted Ponto	tponto@childnet.us
	Childnet Broward	Natalie Gomes	ngomes@childnet.us
	Devereux	Christine Winter	christine.winter@devereuxcbc.org
Southern Region	Our Kids	Bree Bofill	bofillb@ourkids.us
	Our Kids - Back up	Sergio Ferrer - Back-up	ferrers@ourkids.us
Suncoast Region	Eckerd Hillsborough	Phyllis Ho-Zuhars	PHo-Zuhars@eckerdcbc-c13.org
	Eckerd Hillsborough	Lesa Sims	LSims@EckerdCBC-C13.org
	Eckerd Pinellas/Pasco	Sonja Graham	sgraham@eckerd.org
	Safe Children Coalition	Dave Luebcke	DLuebcke@thesarasotay.org
	Children's Network of South FL	Melissa Bonne	MBonner@cnswfl.org

Region	Agency	Regional Point of Contact	E-Mail
NW Region	DCF	Kathi Guy	Kathi.Guy@myflfamilies.com
	DCF	Regina Pleas	Regina.Pleas@myflfamilies.com
NE Region	DCF	Rick Terry	Rick.Terry@myflfamilies.com
Central Region	DCF	Candace Cox	Candace.Cox@myflfamilies.com
	DCF	Fawn Moore	Fawn.Moore@myflfamilies.com
	DCF	Stephanie Weis	Stephanie.Weis@myflfamilies.com
SE Region	DCF	Tamaru Phillips	Tamaru.Phillips@myflfamilies.com
	DCF	Mark Holsaphel	Mark.Holsaphel@myflfamilies.com
Southern Region	DCF	Claudia Arias	Claudia.Arias@myflfamilies.com
	DCF	Olga Hurst	Olga.Hurst@myflfamilies.com
Suncoast Region	DCF	Lynne Johnston	Lynne.Johnston@myflfamilies.com
OCW Team	DCF	Alicia Dyer	Alicia.Dyer@myflfamilies.com
	DCF	Stacey Cleveland	Stacey.Cleveland@myflfamilies.com
	DCF	Valerie Proctor	Valerie.Proctor@myflfamilies.com
	DCF	Elisa Cramer	Elisa.Cramer@myflfamilies.com
	DCF	Courtney Smith	Courtney.Smith@myflfamilies.com
	DCF	Tory Wilson	Tory.Wilson@myflfamilies.com
DCF IT	DCF	Rebecca Hicks	Rebecca.Hicks@myflfamilies.com
DCF IT	DCF	Nancy Miller	Nancy.Miller@myflfamilies.com