State of Florida
Department of Children and Families

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Ron DeSantis
Governor

Chad Poppell
Secretary

DATE: March 20, 2020

TO: Regional Managing Directors
             Sheriff's Offices Conducting Child Protective Investigations
             Community-Based Care Lead Agency CEOs

THROUGH: Patricia Babcock, Deputy Secretary

FROM: Patricia Medlock, Assistant Secretary for Child Welfare
             Robert Anderson, Assistant Secretary for Operations

SUBJECT: 'Get Ready' for FSFN Enhancements coming April 3, 2020

PURPOSE: The purpose of this memorandum is to inform child welfare stakeholders of the Florida Safe Families Network (FSFN) enhancements scheduled for implementation on April 3, 2020. This information should enable you to "Get Ready" for these changes.

BACKGROUND: Over the past two years the Department introduced the Path Forward initiative which included the implementation of several programs supported by FSFN. Since the deployment of these programs, users have identified opportunities to improve, enhance, or streamline this support. This FSFN release is in response to the feedback we received.

This FSFN release will include refinements to the Guardship Assistance Program and improvements to Eligibility processing. Eligibility workers will be able to view a new Eligibility worksheet that will provide detailed insight into the calculations that inform the IV-E Eligibility determination and receive a new TANF Due report to manage the timely completion of TANF determinations. The April FSFN release will also include some enhancements to the Organizational Provider to begin setting the stage for implementation of the Family First Prevention Services Act, add providing Children's Legal Services the ability to document when the court denies the request for a permanency goal change, and more!

For a more detailed overview of all enhancements in April's release please see the attached "FSFN Enhancements - April" document.

In preparation for these enhancements to "go live" on April 3, 2020, there is a continuous effort to assess and achieve people readiness, system readiness, and the implementation of a support plan. The following is a status on our readiness assessment:

PEOPLE READINESS: On Target – This release includes system refinements to programs which have already been implemented and trained. Information to bring awareness to the enhancements will be communicated through our champions, points of contact, and

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targeted to specific user groups. The training approach for this release will focus on strengthening the prior implementation and will occur after the release has been deployed. More information on training will be circulated in the coming weeks but is tentatively scheduled to take place in May.

SYSTEM READINESS: **On Target** – The FSFN enhancements have been designed, developed, and User Acceptance Testing is currently in progress.

SUPPORT READINESS: **On Target** – The policies for these programs have already been implemented. Minor updates will be made to CFOP 170-15, Ch. 3 and CFOP 17-10, Ch.13. These updates will be circulated once complete. A project website has been setup on the Center for Child Welfare's website to house all project related policy, training, FAQ, and FSFN documentation.

The FSFN April Release post-deployment support strategy is in development and will include members from the Office of Child Welfare Policy and Practice team, Office of Information Technology Services team, IBM team, and the Regional Champions.

ACTION REQUESTED: It is time to **Get Ready** for the FSFN April Release to go-live on April 3, 2020. Please share all communication received regarding this release with all child protective investigators, case managers, eligibility staff, and other child welfare professionals to ensure our workforce is aware and ready for the upcoming FSFN changes.

CONTACT INFORMATION: If you have questions about the enhancements please contact the following Subject Matter Experts:
    Guardianship Assistance Program - Teanna.Houston@myflfamilies.com.
    Eligibility - Jennifer.Perez@myflfamilies.com
    CLS - Jonathan.Growick@myflfamilies.com
    Finance - Marci.Kirkland@myflfamilies.com
    Group Homes - Tanisha.Lee@myflfamilies.com

If you have any questions regarding local readiness efforts, please contact your regional champion below.

Regional Champions:
    Northwest Region – Regina Pleas – Regina.Pleas@myflfamilies.com
    Northeast Region – Ambrosia Kistler – Ambrosia.Kistler@myflfamilies.com
    Central Region – Stephanie Weis – Stephanie.Weis@myflfamilies.com
    Suncoast Region – Kyle Teague – Kyle.Teague@myflfamilies.com
    Southeast Region – Tausha Schreiber – Tausha.Schreiber@myflfamilies.com
    Southern Region – Olga Hurst – Olga.Hurst@myffamilies.com

cc: Regional Family and Community Services Directors
    Center for Child Welfare
    FSFN Consultant Network

Attachment: 'FSFN Enhancements - April'

FSFN Enhancements

Title IV-E Eligibility Refinements

- **NEW** Eligibility Worksheet to expose underlying calculations.
- Date AFDC applies is no longer required upon initial save.
- IV-E removal date can be the same as a prior discharged episode end date.
- Date last lived with Parent/Specified relative can be *after* the AFDC date.
- ADHOC IV-E functionality updated to show pre-2016 records.
- Legal action of "Motion-Other" can now populate the AFDC applies date.

TANF Upgrades

- **IMPROVED** TANF Due Report
- System will no longer create TANF upon approval of an out of home placement.
- Improved logic to improve accuracy of:
    - Selecting A&E participants
    - Asset and Income calculation
- Added "No Response Received" to TANF and Adoption TANF.
- System will now freeze all Adoption TANF data upon approval.
- System will prevent overlapping Adoption TANF effective dates.

Guardianship Assistance Program Improvements

- Streamlined program eligibility for a sibling of a child in the GAP program.
- Specialists will be able to evaluate program eligibility after a child's placement discharges to Permanent Guardianship.
- Specialists will be able to document date the GAA was signed *prior* to the effective date.
- Out of Home Placement discharge reason added to support discharging to the Successor Guardian.
- Young Adult Program Eligibility (YAPE) will accurately determine program eligibility for a young adult entering the EGAP.
- Modified Medicaid notifications and system edits to accurately identify a child or young adult in the GAP or EGAP.

Accurate OCA Assignment to Payments

- Other Cost Accumulator (OCA) process overhauled to provide accurate OCA assignments for payments within the reporting category of:
    - Guardianship
    - Extended Guardianship
    - Adoption
- System will accurately split payments across multiple OCAs if the eligibility status changes within a month.

Asset & Employment

"Source of Verification" & "Verification Date" fields will be enabled and required when documenting assets.

Court Documentation Enhancements

- Added the ability to document:
    - Actions that are a result of a Material Breach
    - Supplemental Disposition Hearings
- System will no longer pre-fill the effective date for case plan outcomes or goals & all prior system entered dates will be removed.
- **NEW** capability to document case plan goals (primary and concurrent) that are denied by the court.

Organizational Provider Updates

- DCF Group Home added as a facility type.
- Child Caring Agency sub-types added:
    - Qualified Residential Treatment Program (QRTP)
    - At-Risk Home
    - Unaccompanied Alien Child (UAC) Home

Eligibility Data Clean-Up

Data clean-up process created to correct IV-E records (Private Adoption and Foster Care) that had episode end dates that were less than the IV-E removal date.

Streamlined Case Closure

Case closure batch will only require the Adoption Assistance Agreement to be terminated for Post Adoption Services cases.

BOE Universe Alignment

Changed Mother/Father label to Parent 1/Parent 2 in Adoption Detail Universe to align with AAA.

Coming – April 3, 2020