



State of Florida
Department of Children and Families

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: March 9, 2012

TO: Regional Managing Directors

THROUGH: John Cooper, Assistant Secretary for Operations
Debra Ervin, Acting Director Family and Community Services

FROM: Patricia Armstrong, Director Office of Child Welfare

SUBJECT: Delegation of Authority for Approval of Florida Safe Families Network (FSFN)
Access for Users with Prior History

PURPOSE: This memorandum provides the Regional Managing Directors authority to approve or deny access to the Florida Safe Families Network (FSFN) under circumstances in which the proposed FSFN user is a participant to a case in FSFN.

BACKGROUND: The Department's Statewide Security Administrator receives written requests for FSFN access from external stakeholders, e.g., the Agency for Health Care Administration, the Agency for Persons with Disabilities and the Department of Juvenile Justice. These requests are received by the Department from the supervisors of employees who require access to FSFN as a part of their employment responsibilities. (NOTE: These are not employment checks.) At times, the applicant requesting access has been a participant in a FSFN case in a manner that requires further research prior to granting or denying the request. Under such circumstances, the request is forwarded by the Department's Statewide Security Administrator to the Office of Child Welfare for review and final approval or denial.

Upon review, cases may (1) be found to contain data entry errors, (2) involve an applicant that has been a participant to the case in a way that does not generate concern for child safety, or (3) the circumstances may pose risk and concern for child safety if the applicant is granted access to FSFN. Generally, the Office of Child Welfare involves the region in the review process and requests feedback and recommendations following local review and assessment.

Authority to approve or deny such requests is delegated to the Regional Managing Directors. The Regional Managing Directors have access to the information and staff to assist with the review.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

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ACTION REQUESTED: Please inform all appropriate Department staff, including the Regional FSFN Security Officers, contracted providers and external stakeholders that the Regional Managing Directors are delegated the authority to approve or deny access to FSFN in circumstances in which the applicant is an external stakeholder and has prior or current history in the system.

CONTACT INFORMATION: If you have any questions, or for additional information, please contact Patricia Armstrong at Patricia_Armstrong@dcf.state.fl.us or 850-922-2298.

cc: Community-Based Care Lead Agencies
Sheriffs' Offices
Statewide FSFN Security Officer