




State of Florida
Department of Children and Families



Rick Scott
Governor

Mike Carroll
Secretary

DATE: June 4, 2018

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

THROUGH: David L. Fairbanks, Deputy Secretary 

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare 
Rebecca Kapusta, Assistant Secretary for Operations 

SUBJECT: Get Ready for FSFN Enhancements – Unified Home Study

PURPOSE: The purpose of this memorandum is to update all stakeholders on the status of the Florida Safe Families Network (FSFN) enhancements to the Unified Home Study scheduled to be implemented on June 15, 2018. These changes will significantly enhance the Unified Home Study to ensure that policy, practice and FSFN are aligned and to bring the Unified Home Study into alignment with the Title IV-E requirements.

BACKGROUND: The Unified Home Study has been re-designed in FSFN to align with current Title IV-E requirements, Florida Statute, Florida Administrative Code, and to build in more user-friendly functions to meet the needs of all Child Welfare Professionals. The Unified Home Study has been modified to capture core questions relevant to all types of home studies: Emergency, Relative, Non-Relative, Licensing, Adoption, Addendum, and Adoption Addendum. The design sessions have been completed, User Acceptance Testing has successfully finished and final system preparations are underway.

The functionality enhancements included in this release are:

- The ability to inactivate non-household members and document if the non-household member is a frequent visitor.
- The ability to build upon (copy) a previously approved UHS so that it is not necessary to start from the beginning when the provider is already in the system.
- A redesign of the finance breakdown group box in its entirety. This will allow for the documentation of multiple employers per household member.
- Modification of the narrative family assessment including:
 - Updates to the labels
 - Increased character limits for all narrative fields

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- Dynamically enabled narratives that are required or not required based on the home study type selected
- Modification of approvals to reflect current practice decisions.
- The ability to capture common core assessment questions that are relevant to all types of home studies. The questions are also more descriptive in nature and reflect how caregivers have the capacity to meet the needs of the child.
- The ability to search for person provider inquiries.
- The ability to answer non-required questions to ensure all possible information is captured, if available.
- Creation of a Provider File Cabinet and a Provider Licensing Checklist.

The train-the-trainer sessions are complete and the UHS curriculum, Web-based tutorials and other resources has been posted on the Center's website here: <http://www.centerforchildwelfare.org/HomeStudy.shtml>. The FSFN training region (Sandbox) has been updated with the new UHS functionality and Regional Trainings are in progress.

ACTION REQUIRED: Please advise all FSFN users of these changes. FSFN Training is required to be completed prior to the June 15, 2018 Go Live.

CONTACT INFORMATION: If you have questions about the new Unified Home Study, please contact Courtney Smith, Adoption and Permanency Manager, Office of Child Welfare, at (850) 717-4660 or via email at Courtney.Smith@myflfamilies.com. If you have any questions regarding local readiness efforts or the new FSFN functionality, please contact your regional champion below.

Regional Champions:

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cc: Regional Family and Community Services Directors
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