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Subject: "Get Ready" Memo for FSFN Quarter 1 Enhancement - HB-1083 and SB-564
Date: Wednesday, October 23, 2024 5:35:00 PM
Attachments: [24-25 Q1 FSFN HB 1083 SB 564 Enh Summary Final.pdf](#)
[Q1 FSFN Enhancement Training Announcement October 2024 2.pdf](#)
[MFL Reference Sheet How to Assign Training to Direct Staff Final.pdf](#)

PURPOSE:

The purpose of this memorandum is to inform child welfare stakeholders of the Florida Safe Families Network (FSFN) enhancements scheduled for implementation on November 1, 2024. This information should enable you to "Get Ready" for these changes.

BACKGROUND:

The Department of Children and Families is preparing our system for the implementation of policy and practice changes to support implementation of House Bill 1083 and Senate Bill 564. As the policy and practice changes are defined, FSFN is being modified to align with the business processes.

The Department of Children and Families initiated development activities within the FSFN Application to support the implementation of policy and practice changes that are associated with:

- **Guardianship Assistance Program**
- **Post-Secondary Education Services and Supports**
- **Young Adult Aftercare Services**
- **Title IV-E Eligibility**
- **FSFN Reporting Universes.**

TRAINING NEEDS:

The OCFW leadership team developed a training to prepare our workforce for the November deployment of system enhancements. A decision was made that this training will be required for the staff in the following programs or roles: Eligibility and Fiscal, Community-based Care GAP Specialists, Community-based Care Adoption Specialists, Regional Licensing and Independent Living staff.

This brief training video reviews the FSFN system enhancements created for House Bill 1083 and Senate Bill 564. Impacted staff should complete this training by **November 1, 2024**. The training is available in the My FL Learn training portal. Staff can access the training directly from the link [here](#) or type the name of the training into the search box: **FSFN & Policy: Q1 FSFN Enhancement**

Training 2024. Supervisors who would like to assign the training to their direct staff can do so following the detailed instructions provided in the **reference sheet**, [here](#).

NOTE: For a more detailed overview of all the enhancements in November's release, please see the attached "FSFN Enhancements Summary" document.

In preparation for these enhancements to "go live" on November 1, 2024, there is a continuous effort to assess and achieve people readiness, system readiness, and support plan readiness:

- **PEOPLE READINESS: On Target!**
Organizational Change Management meetings with Regional Champions commenced on October 10, 2024.
- **SYSTEM READINESS: On Target!**
User acceptance testing began on October 7th and will complete on October 25th, 2024.
- **SUPPORT PLAN READINESS: On Target!**
Post-deployment support will include daily calls for the two weeks following deployment to evaluate and respond to any issues. The FSFN support team will include members from the Office of Child and Family Well-Being Policy and Practice unit, DCF's Office of Information Technology Services, Regional Champions, CBC Contacts and the IBM team.

ACTION REQUESTED: Please share this memorandum with all child welfare professionals who use FSFN.

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

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