



## Project Status Report – Week Ending 7/26/13

<b>Project Name</b>	Child Protection Transformation Project
<b>Executive Sponsor</b>	Esther Jacobo, Interim Secretary Department of Children and Families
<b>Project Director</b>	Kellie Sweat Darnell

### Project Performance: (Red/Yellow/Green)

Schedule	Budget	Scope	Risk	Issues
R2/R3 Schedule TBD	On Budget	Eligibility, Financial, Provider Requirements	Medium	Yes

### Issues:

Description	Impact	Mitigation Strategy
Safety Decision Making Methodology training will conclude for field staff prior to FSFN deployment of the updated assessment tools.	HIGH	Statewide Implementation Team evaluated this issue and concluded the Methodology implementation and training plans should continue on schedule. A contingency plan will be developed to allow for implementation with Template tools outside of FSFN. This will be a temporary solution until the assessment tools are available in FSFN. The templates have been written and communicated to Regional Champions.

### Schedule / Key Activities:

Child Protection Transformation	Project Phase	On Track?	Upcoming Key Milestones	Status Comments
Statewide Implementation Team		Yes	8/27– August Statewide Mtg	Conducted July monthly statewide Implementation Team meeting on July 11 <sup>th</sup> and 12 <sup>th</sup> . A review of all Regional Implementation plans was conducted as well as an overview the FSFN Safety Decision Making Templates and Instructions. <a href="http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional%20Implementation%20Plans">http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional Implementation Plans</a> <a href="http://apps.dcf.state.fl.us/transformation/fsdmm.asp?path=Safety%20Decision%20Making%20Methodology%20Templates">http://apps.dcf.state.fl.us/transformation/fsdmm.asp?path=Safety Decision Making Methodology Templates</a>
Business Practice/Policy Implementation Sub-Team	Design and Publication	65C-28 and 65C-30 are overdue	6/3/13–On or before 6/30/13 7/15/13 - Notice of proposed rule change posted for 65C-28, 65C-29, 65C-30	The Office of Child Welfare, Operating Procedure Manual (Chapters 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 17, 18, 19) are published in draft form at: <a href="http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DeptOperatingProcedures.shtml">http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DeptOperatingProcedures.shtml</a>  Chapter 4 draft was completed last Monday, and will be posted to the Center for Child Welfare on 7/30.  65C-29 –The proposed rule for 65C-29, Protective Investigations was advertised in the Florida Administrative Register on 7/12/13. A public hearing will be held on 8/8/13. Second Party Review criteria reinstated until Rule changes are completed.  65C-30 – Pending OCW and Transformation team continuing to edit.  65C-28 – Pending OCW and Transformation team continuing to edit.
SACWIS Compliance		Yes		Conducted conference call with Administration for Children and Families on 7/18/13. Final questions were discussed related to the SARR.



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<b>Data, Quality Assurance, and Performance Management Sub-team</b>		<b>Yes</b>		No updates this week.
<b>Training/Coaching Sub-team</b>	Training	<b>Yes</b>	10/7 – Hotline Safety Decision Making Methodology training ends	<p>eLearning Module 1 “Information Domains and Information Collections”, eLearning Module 2 “Present and Impending Danger, Child Vulnerability and Protective Capacity”, eLearning Module 3 “Critical Thinking in Safety Decision Making” and eLearning Module 4 “Safety Planning” have been completed and posted to the Center for Child Welfare’s website. <a href="http://centerforchildwelfare.fmhi.usf.edu/Training/FSDMM.shtml">http://centerforchildwelfare.fmhi.usf.edu/Training/FSDMM.shtml</a></p> <p>On June 24 - The FSFN R1 “Introduction to Transformation” Web Based Training Modules were posted on the Center’s website. (<a href="http://centerforchildwelfare.fmhi.usf.edu/Training/fsfnwebtrain.shtml">http://centerforchildwelfare.fmhi.usf.edu/Training/fsfnwebtrain.shtml</a>)</p> <p>Working closely with IBM to develop the course development, review, and delivery schedule for the ‘FSFN Activation of Transformation’ Release training elearnings. We are seeking volunteers this week to participate in course development and review. Contact <a href="mailto:Alicia_Dyer@dcf.state.fl.us">Alicia_Dyer@dcf.state.fl.us</a> and <a href="mailto:Linda_Radigan@dcf.state.fl.us">Linda_Radigan@dcf.state.fl.us</a> if you would like to volunteer.</p> <p>Frontline Curriculum has been finalized and shipped to each region.</p> <p><b>ELearning Module Views as of 7/21/13:</b>            Module 1 167 Page Views, Total of 4,123            Module 2 113 Page Views, Total of 3,253            Module 3 102 Page Views, Total of 2,369            Module 4 87 Page Views, Total of 1,995</p> <p><b>ASD Pre-Service Contract Weekly Update:</b>            --On 5/10/13, ASD delivered the Logic Model.            --On 5/31/13, ASD delivered the Instructional Design Strategy and Plan.            --On 6/5/13, ASD submitted the National Review of Child Welfare Training.            --On 6/28/13, ASD submitted the Curriculum outlines for each position type.</p>



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<b>Communication Sub-team</b>	Execution	Yes		<ul style="list-style-type: none"> <li>Light bulb Moment Posters have been distributed to the Regional Champions. Once your switch is flipped go to <a href="http://eww.dcf.state.fl.us/cptransformation">http://eww.dcf.state.fl.us/cptransformation</a> to print yours!</li> <li>Transformation is Mission Possible! New pictures of the energy you all are creating in the field are available on the Intranet! Check Intranet throughout the week for updates, changes and pictures of lights bulbs being switched on throughout the state. Also, check out the electricity buzzing throughout the state of Florida! The intranet now has pictures showing how you all are spreading Transformation! Please send your local pictures to be included! <a href="http://eww.dcf.state.fl.us/cptransformation">http://eww.dcf.state.fl.us/cptransformation</a> Keep checking back each week for pictures posted from around the state!</li> <li>The “Field Thoughts on Transformation” survey is now closed and results are being compiled.</li> <li>Community Stakeholder Brochures are in production. Foster Parents, GALs, Mandatory Reporters, Law Enforcement and Educators are being addressed. If there are other Community Stakeholder Groups that should be targeted please contact heather_hamblen@dcf.state.fl.us</li> <li>Myth Busters are in the works - if you have already sent "what the word is on the street" that needs to be corrected, thank you. If you know of misnomers floating around please forward the issue in question to heather_hamblen@dcf.state.fl.us</li> <li>A flyer has been created to outline the changes occurring at the Hotline Command Center: <a href="http://apps.dcf.state.fl.us/transformation/documents/Leaders/Hotline%20Command%20Center%20Implementation/Hotline%20Command%20Center_Flyer.pdf">http://apps.dcf.state.fl.us/transformation/documents/Leaders/Hotline%20Command%20Center%20Implmentation/Hotline%20Command%20Center_Flyer.pdf</a></li> <li>Transformation Overview has had over 11,000 views! As of 7/22, the Overview has been viewed 11,238 times.</li> </ul>
<b>Field Readiness Sub-team</b>	Implementation	Yes		<p><b>General Update:</b> Each Regional Champion completed and presented their Regional Implementation Plans at the Child Protection Transformation Statewide Meeting on July 11<sup>th</sup> and 12<sup>th</sup>. To view the plans, click here: <a href="http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional%20Implementation%20Plans">http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional Implementation Plans</a>. Beginning this week, each Region will be split out and in addition to activities; we will start reporting on Regional implementation numbers.</p>



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<p><b>Northwest Region</b></p>	<p>Implementa tion</p>	<p><b>Yes</b></p>		<p>NW Region - Super Safety Practice Experts, Tina Cain and Melia Flores participated in the SSPE subgroup for development of creating practice profiles to assist SSPE and SPE's in identifying competencies that represent stages of practice. The Practice Profiles are intended to be utilized through field observations to assist all levels of staff in identifying strengths and opportunities and to serve as a guide for Super SPEs and SPEs to assist in identifying practices requiring direction and guidance as well as needed supports.</p> <p>Circuit 1 - Santa Rosa Supervisor Co-hort training continues with completion of classroom day 5 and 6 - two more to go and then onto consultation. Circuit 1 Training Committee met and developed topics and assignments for Supervisor Learning Circles. Topics include: Information collection, Pre-Commencement/Supervisor Consultation, Present Danger Assessment/Danger Threshold/Impending Danger, Protective Capacities, Case Planning/Outcomes, 5 Competencies, Progress Assessment/Ongoing FFA Evaluation. Santa Rosa CPI Operations Program Administrator, Tina Cain met with CBC representatives to begin developing process for our case transfer with the transformation framework for the Navarre unit as a test site.</p> <p>Circuit 14 - Holly Cummings (SPE) spoke to the Substance Abuse Prevention Counsel about the Transformation project. A brief overview was completed and questions were answered. The audience was made up of DJJ personal, Elk lodge members, CARE staff, Big Bend CBC staff, and Twin Oaks personal. Two more meetings were arranged, one for the Holmes County CASE Coalition as well as speaking to the Holmes County Sheriffs Office. Days 3 &amp; 4 were completed for supervisor co-hort being taught by SPE's Holly Cummings and Jennifer Wilson. Some emerging quotes about transformation from this class....."You gotta learn it, live it and teach it" and one most appropriate on those mind boggling days...."Just keep swimming, just keep swimming" from Finding Nemo.</p>



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<b>Northeast Region</b>	Implementation	<b>Yes</b>		<p>Front Line Training began last week July 18, 19 - 3 classes throughout Region (Duval, Dixie, and Deland) - great feedback on the staff coming in being prepared and knowledgeable about the model from completing the E Learning modules and working with our Super SPEs on readiness!</p> <p>NE Region Implementation Team met 7/24/2013.</p> <p>Region Protocol and Case Transfer Team formed to begin work soon and getting input from the local Implementation Sub Teams</p> <p>Stop Gap Team for NE Region submitted to USF</p> <p>Updating Training Plan to complete by April 2014 - Due August 1, 2013</p> <p>We were pleased to see several of our NE Judges attended the training for Judiciary! Getting feedback during our local DCIP meetings!!</p> <p>On 07/22/2013, FSSNF staff and some of the FSS-Nassau Service Center staff began Phase 1, Class 2 of the Transformation training.</p> <p>On 07/24/2013, the Case Transfer sub-committee members met. This sub-committee consists of members from DCF, FSSNF, CMOs, and Gateway Community Services.</p> <p>On 07/24/2013, FSSNF staff members and other Transformation workgroup members participated on the Northeast Region Transformation Implementation Team meeting/conference call with DCF Regional and other CBC Regional staff members. Agenda items included: Update on local implementation teams and readiness tool (ie DCF/CBC Circuit reports, MOU/Policies, etc), Consultant/Case reviews, Training, Action Items, etc.</p> <p>On 07/24/2013, an internal management meeting on the Safety Management function (ie IPT, STEPS, and FAST), etc was held at FSSNF.</p> <p>On 07/25/2013, the status of FSSNF's work in Transformation was presented at the DCF/FSSNF Partnership meeting to David Abramowitz, DCF Northeast Regional Director, and other DCF and FSSNF staff members.</p>
<b>Central Region</b>	Implementation	<b>Yes</b>		No additional updates this week.
<b>Suncoast Region</b>	Implementation	<b>Yes</b>		Week ending 7/26/13 – 24 Frontline staff were trained in the Florida Safety Decision Making Methodology.
<b>Southern Region</b>	Implementation	<b>Yes</b>		No additional updates this week.
<b>Southeast Region</b>	Implementation	<b>Yes</b>		Week ending 7/19 – 32 Frontline staff were trained in the Florida Safety Decision Making Methodology.



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<b>Technology – FSFN Child Protection Transformation Project Overall</b>		<b>At Risk</b>		<b>Overall:</b> IBM is in the process of developing an integrated project schedule to include Release 1, 2, 3, plus all M&O and Hotline builds. Several work sessions have been conducted to review the schedule. DCF and IBM are jointly developing a schedule for quarterly builds.
<b>Technology – FSFN Release 1</b>	Complete	<b>Yes</b>		<p>Release 1 “Introduction to Transformation” went live on 7/07!</p> <p>The following link provides access to an Introduction to Transformation flyer that provides a summary of functionality and upcoming milestones.  <a href="http://apps.dcf.state.fl.us/transformation/documents/Leaders/Introduction%20to%20Transformation/Introduction%20to%20Transformation_Flyer.pdf">http://apps.dcf.state.fl.us/transformation/documents/Leaders/Introduction%20to%20Transformation/Introduction%20to%20Transformation_Flyer.pdf</a></p> <p><b>Deliverables Progress:</b></p> <ol style="list-style-type: none"> <li>1. Week of 2/18/13, IBM delivered draft functional specs for Release 1 and conducted preliminary reviews with DCF Core Transformation teams. The official deliverable will be submitted DCF on 2/26/13. DCF provided deliverable comments to IBM on 3/11/13. IBM delivered the updated Release 1 functional specifications on 3/22/13. DCF provided feedback to IBM on 3/27/13. IBM re-delivered the R1 Functional Specifications on 4/9/13 and DCF provided comments back on 4/15/13. IBM re-delivered the R1 Functional Specifications on 5/8/13. DCF accepted this document on 5/16.</li> <li>2. IBM delivered the Release 1 Technical Specifications to DCF on 3/12/13. DCF has reviewed and provided feedback on 3/20/13. IBM has re-submitted this deliverable on 3/30/13. DCF delivered comments on 4/3/13. IBM re-delivered the R1 Technical Specifications on 5/28. DCF delivered comments to the IBM team on 6/4/13. DCF accepted the R1 Technical Specifications on 6/13/13.</li> <li>3. IBM delivered the R1 Training materials on 6/13/13. DCF approved this deliverable on 6/24/13 and posted materials on the Center for Child Welfare.</li> <li>4. IBM delivered the System Documentation for Release 1 on 6/27/13. DCF accepted on 7/11/13.</li> <li>5. IBM delivered the UAT completed milestone on 7/1/13. DCF accepted this milestone on 7/3/13.</li> <li>5. IBM delivered the ‘Ready for Production’ milestone documentation on 7/08/13. DCF accepted on 7/8/13.</li> <li>6. IBM delivered the “Trainers have been Trained” milestone documentation on 7/08/13. DCF accepted on 7/8/13.</li> <li>7. IBM delivered the “Production Release Deployed” on 7/15/13. DCF accepted this milestone on 07/18/13.</li> </ol>



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<b>Technology – FSN Release 2</b>	Development	<b>No, release date is under evaluation</b>	<p>5/3/13 - Technical Design Document - R2</p> <p>5/14/13 5/27/13 - Ready for User Acceptance Testing (UAT) - R2</p> <p>5/21/13 - Training documents - R2</p> <p>6/3/13 - System Documentation - R2</p> <p>6/24/13 - User training/Training of Trainers are Trained - R2</p> <p>7/1/13 - UAT Completed - R2</p> <p>7/1/13 - Ready for Production - R2</p> <p>7/1/13 - Production release deployed - R2</p>	<p><b>Deliverables Progress:</b></p> <ol style="list-style-type: none"> <li>1. IBM has provided the official R2 Functional Specifications on 4/12/13. The specifications were delivered to the design stakeholders on 4/12/13 for their review. DCF delivered Release 2 comments back to IBM on April 30<sup>th</sup>. IBM re-submitted the R2 Functional Specifications on 6/27/13 and DCF provided comments back to IBM on 7/4/13. IBM re-submitted the R2 Functional specifications on 7/15/13. DCF provided comments to IBM on 07/23/13.</li> <li>1. Case Book (updated for Release 2)</li> <li>2. Person Book (updated for Release 2)</li> <li>3. Desktop/Navigation (updated for Release 2)</li> <li>4. Case Notes/Meetings (updated for Release 2)</li> <li>5. File Cabinet (Image and Image Search) (updated for Release 2)</li> <li>6. Intake</li> <li>7. Investigation (FFA - Investigations)</li> <li>8. Present Danger Assessment (PDA)</li> <li>9. Legal Documentation Page</li> <li>10. FFA - Ongoing</li> <li>11. Safety Plan</li> <li>12. Education</li> <li>13. Independent Living</li> <li>14. Maintain Case</li> <li>15. Progress Update</li> <li>16. Person Management</li> <li>17. Unified Home Study (and several templates)</li> <li>18. Supervisor Consultation</li> <li>19. Medical Mental Health</li> <li>20. Case Planning</li> <li>21. Adoptions</li> <li>22. Out of Home Placement</li> <li>23. Reports</li> <li>24. Forms</li> </ol> <p>To view a current DRAFT copy of the functional specifications, please look on the intranet here:  <a href="http://apps.dcf.state.fl.us/transformation/design.asp?path=Release 2 Activation Functional Specifications - DRAFT 7-15-13">http://apps.dcf.state.fl.us/transformation/design.asp?path=Release 2 Activation Functional Specifications - DRAFT 7-15-13</a></p>



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<b>Technology – FSFN Release 3</b>	Design	<b>No, release date is under evaluation</b>	<b>5/24/13</b> - Functional Design Document - R3  <b>6/7/13</b> - Technical Design Document - R3  <b>9/11</b> – R3 Training documents  <b>9/24</b> – R3 Ready for UAT  <b>10/01</b> – R3 System Documentation  <b>10/18</b> – R3 UAT completed  <b>10/22</b> – User Trained  <b>10/29</b> – Ready for Production  <b>10/30</b> – Production release deployed	Additional Design Meetings have been conducted to discuss and finalize design.  July 15 2:00-3:00PM --Briefing Call (prep for ALL working sessions) July 17 8:30AM-4:30PM --Design Session: Service Request & Authorization July 18 8:30-1:00PM -- Design Session: Reimbursement (Reporting Cat., OCA, EFC/IL) July 24 8:30-12:00 PM -- Walk-thru -- Financial & Payment Batch July 24 1:00-4:30PM -- Walk-thru -- Trust Account July 25 8:30-noon -- Walk-thru -- Service Request & Authorization July 25 1:00-4:30PM -- Reimbursement  IBM is developing final schedule for Release 3.

### Risks:

Description	Exposure	Mitigation Strategy
Deliverables funded with FY 2012-2013 funding at risk of not completing by September 2013.	High	Priority focus by DCF and IBM staff to complete the work associated with FY 2012-2013 deliverables.
Total Scope of work and schedule not yet finalized for Financial, Provider, and Eligibility.	Medium	FSFN design sessions are underway with statewide CBC membership to gain consensus on scope to complete SACWIS Compliance. A 3 <sup>rd</sup> release of FSFN enhancements will be utilized to mitigate this risk.
Differences in Eligibility Practices among all the CBCs	Medium	First item is to document the remaining open issues and to do items at the end of the JAD sessions. Second mitigation item is to consider the parts of design that CAN get documented and approved. After that, a checkpoint may be done to determine the next steps and the timing of any follow-on action plan.
Implementing the new Safety Decision Making Methodology and new technology may have a negative impact on performance measures and outcomes during the implementation phase.	Medium	Provide adequate training and support during the implementation to minimize the performance deficiencies and minimize the time to return to and exceed baseline performance.
CBC disparate system needs may delay Fin/Prov Mgmt design schedule.	High	1. Conduct a checkpoint at the end of January to review the findings and feedback during the requirements and design sessions. 2. Focus the teams on those capabilities of FSFN and the immediate changes /





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		enhancements that can be designed and implemented in a timely fashion. 3. Consider a more thorough investigation / evaluation of the CBC ancillary systems for a technical solution that would allow a single data entry of required data into FSFN and the ancillary systems to minimize or eliminate negative impact to the daily business of the different CBCs.