



State of Florida  
Department of Children and Families

Rick Scott  
*Governor*

David E Wilkes  
*Secretary*

---

DATE: July 2, 2013  
TO: All Florida Safe Families Network (FSFN) Users  
FROM: Kellie Sweat Darnell, Child Protection Transformation Director  
SUBJECT: Florida Safe Families Network (FSFN) Build Message

---

Purpose: The purpose of this message is to provide an overview of the updates to the Florida Safe Families Network (FSFN) that are included in the above noted build for the Department of Children and Families (DCF) Child Protection Transformation and SACWIS Compliance Project, as well as general FSFN enhancements.

Updates to FSFN resulting from the Child Protection Transformation and SACWIS Compliance Project include the following changes and impact the noted user groups:

**All FSFN Users:**

- The Tickler name changed to Task throughout the FSFN system.
- The Tasks expando changed to My Task Calendar, with automatic expansion at log in displaying four group boxes.
- The My Tasks Calendar group box expando on the outliner now includes four group boxes for all tasks.
- Hyperlinks guide users to the pages in FSFN for due tasks.
- The Escalated Ticklers name changed to Past Due Worker Task, and will display when a supervisor logs in and when accessed from the My Task Calendar group box.
- All Tasks Due associated with a worker's entire set of profiles will display on their desktop upon log in, and identify the profile associated with each Task Due.
- The new Fie Cabinet Search page allows users to access scanned documents from associated pieces of work within FSFN.
- FSFN provides a dropdown for the Image Category on the Imaging page to support quick access without the selection of an Image Category on the

- Create Case Work page when navigating from Case Book.
- New links allow users to scan in images associated with a piece of work in FSFN.
  - The system will provide the ability to multi-select Case Note Types.
  - There is a new security user group call SAMH FIS that will be given to the Substance Abuse Mental Health workers. Users in this group will be able to use the following functions:
    - Checkboxes for Case Note Type Substance Abuse Mental Health (SAMH).
    - Documentation of progress a family member is making, or not making, which may trigger an Automated Message to the primary caseworker.
  - Users have the ability to attach multiple Imaging pages to the Case Notes page.
  - Additional reference values were added to Meeting Type based on the “inactive” Case Note Types (without duplicating values).
  - Users have the ability to attach multiple Imaging pages to the Meeting page.
  - A new hyperlink allows users to access the new “Case Book” page.
  - The system allows a user to view case and participant information associated with a case in one place.
  - The system allows the user to create case work associated with the case without leaving the Case Book page.
  - A new hyperlink provides users with access to the new Person Book page.
  - Person Book introduces new functionality, including the basic navigation and look and feel of the page for all system users for existing pages within FSFN.

The noted build also contains an enhancement that includes the following changes and impacts the noted user groups:

**Hotline Staff, all Sheriff’s Offices, and the Florida Department of Law Enforcement (FDLE)**

Change Request (CR) 439 IN17 FSFN e-Agent Interface Design ensures:

1. A Florida Administrative Message (FAM) that includes the allegation narrative from the Allegation tab of the Intake is automatically sent from FSFN to the FDLE when any and all of the following conditions are met:
  - a. An Intake (regardless of Access Type) is entered in FSFN
  - b. The “Send Florida Administrative Message to Law Enforcement” checkbox on the Decision Tab on the Intake page is checked

2. A FAM that includes the narrative from the Special Conditions tab of the Intake is automatically sent from FSFN to FDLE when any and all the following conditions are met:
  - a. A Special Condition (assumes all special conditions, not just Child on Child) is entered in FSFN
  - b. The “Send Florida Administrative Message to Law Enforcement” checkbox on the Decision Tab of the Special Condition is checked
3. The “Send Florida Administrative Message to Law Enforcement” checkbox will default to checked when the following screen-out reasons are chosen for an Intake or Special Condition:
  - a. Alleged Juvenile Sexual Offender between the ages of 13-17
  - b. Caregiver Statutory Guidelines not met
4. The “Send Florida Administrative Message to Law Enforcement” checkbox will default to checked for ALL Child on Child Screen In or Screen Out Special Condition reports.
5. When the “Send Florida Administrative Message to Law Enforcement” checkbox is automatically checked by the system, it is editable by the user, and will send a FAM when selected.

Release note descriptions for the above noted changes are available for viewing by all FSFN users at the following link: <http://fsfn.dcf.state.fl.us/docs/R3A>.

Please disseminate this message to all FSFN users.

**Contact information:** If you believe the information described above or in the release notes is not working properly, please contact the DCF help desk at (850) 487-9400 or [DCF\\_Helpdesk@dcf.state.fl.us](mailto:DCF_Helpdesk@dcf.state.fl.us).

Direct policy questions regarding any of the transformation changes to your Regional Champion.

Region	Champion	E-mail
Northwest	Pat Franklin	<a href="mailto:Patricia_Franklin@dcf.state.fl.us">Patricia_Franklin@dcf.state.fl.us</a>
Northeast	Pattie Medlock	<a href="mailto:Patricia_Medlock@dcf.state.fl.us">Patricia_Medlock@dcf.state.fl.us</a>
Central	Stephanie Weis	<a href="mailto:Stephanie_Weis@dcf.state.fl.us">Stephanie_Weis@dcf.state.fl.us</a>
Suncoast	Kim Williams	<a href="mailto:Kimberly_A_Williams@dcf.state.fl.us">Kimberly_A_Williams@dcf.state.fl.us</a>
Southeast	Lynn Boughner	<a href="mailto:Lynn_Boughner@dcf.state.fl.us">Lynn_Boughner@dcf.state.fl.us</a>
Southern	Glenn Broch	<a href="mailto:Glenn_Broch@dcf.state.fl.us">Glenn_Broch@dcf.state.fl.us</a>

Direct any policy questions about enhancement CR 439 to Kim Barrett via phone (850-445-4196) or email ([Kim\\_Barrett@dcf.state.fl.us](mailto:Kim_Barrett@dcf.state.fl.us)).