



Project Status Report – Week Ending 6/28/13

Project Name	Child Protection Transformation
Executive Sponsor	David Wilkins, Secretary Department of Children and Families
Project Director	Kellie Sweat Darnell, Director Child Protection Transformation

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.

Communication Activities:

Team	Description
Central Office	June 28 th – Kellie Sweat Darnell lead a discussion on Child Protection Transformation at a Children’s Home Society Leadership meeting.
Southern Region	Glenn Broch delivered his weekly email address to Child Protection staff in Southern Region. Included with his update is an article published by the NRCCPS entitled, “When Children are Fearful of the Home Situation.” Child Protection staff is encouraged to read articles and discuss in their unit meetings.

Schedule / Key Activities:

Child Protection Transformation	Project Phase	On Track?	Upcoming Key Milestones	Status Comments
Statewide Implementation Team		Yes	July 11 th and 12 th Meeting	Cancelled June Meeting and re-scheduled July Meeting to the 11 th and 12 th in Orlando. Delivered FSFN Safety Decision Making Methodology Templates & Instructions to Regional Champions on 7/1/13.



Project Status Report – Week Ending 6/28/13

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Business Practice/Policy Implementation Sub-Team	Design and Publication	At Risk	<p>6/30/13 7/1/13 – Publish OPM chapters 1,2,3,4,6, 7,8, 9, 12, 17, 18, 19</p> <p>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</p>	<p>7/1/13 – The Office of Child Welfare, Practice Manual will be published on the Center for Child Welfare located at: http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DeptOperatingProcedures.shtml</p> <p>65C-29 is in DCFTracker routing.</p> <p>65C-30 – Pending OCW and Transformation team continuing to edit.</p> <p>65C-28 – Pending OCW and Transformation team continuing to edit.</p> <p>Repeal of Second Party Reviews memo distributed, effective 7/1/13.</p> <p>Status updated to At Risk due to the tight timelines and competing priorities for the members of the OCW team needed to finalize the Rules. The deadline for the completion of these activities has been updated numerous times. At this point of the process, this is a critical path activity to support implementation and pre-service development.</p>
SACWIS Compliance		Yes		Conducted call with ACF on Monday, May 13 th to discuss SARR related questions. ACF had several follow-up items. Maria Leon assembled team to provide responses within one month. Conducted a follow-up call with ACF on June 13 th and provided responses to their questions.
Data, Quality Assurance, and Performance Management Sub-team		Yes		Conducted two day Quality Assurance Meeting on June 18 th and 19 th . Provided training on Quality Assurance for the Florida Safety Decision Making Methodology and discussion of the new proposed quality assurance tools.



Project Status Report – Week Ending 6/28/13

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Training/Coaching Sub-team	Training	Yes	<p>7/6- Hotline Safety Decision Making Methodology training for Hotline counselors begins</p> <p>10/7 – Hotline Safety Decision Making Methodology training ends</p>	<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. http://centerforchildwelfare.fmhi.usf.edu/Training/FSDMM.shtml</p> <p>On June 24 - The FSFN R1 “Introduction to Transformation” Web Based Training Modules will be available on the Center’s website. (http://centerforchildwelfare.fmhi.usf.edu/Training/fsfnwebtrain.shtml)</p> <p>On June 24 – Hotline Safety Decision Making Methodology training for supervisors begun.</p> <p>July 2nd - The FSFN R1 “Introduction to Transformation” How Do I Guides, User Guides and Topic Papers conference call will be conducted for Trainers to provide an orientation to the available system documentation and training materials. This call will also be utilized as an opportunity for Q & A.</p> <p>The following link provides access to an Introduction to Transformation flyer that provides a summary of functionality and upcoming milestones. http://apps.dcf.state.fl.us/transformation/documents/Leaders/Introduction%20to%20Transformation/Introduction%20to%20Transformation_Flyer.pdf</p> <p>ELearning Module Views as of 7/1/13: Module 1: 224 page views, total 2,950 Module 2 : 123 page views, total 2,502 Module 3: 109 page views, total 1,702 Module 4: 107 page views total 1,384</p> <p>ASD In-Service Contract Weekly Update: --On 4/15/13, ASD delivered the Pre and Post Tests. --On 4/15/13, ASD delivered the final Hotline Curriculum. --On 4/26/13, ASD delivered the Supervisor Curriculum. --On 6/13/13, ASD delivered the QA Curriculum. --On 6/27/13, ASD delivered the Frontline Curriculum.</p> <p>ASD Pre-Service Contract Weekly Update: --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>



Project Status Report – Week Ending 6/28/13

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Communication Sub-team	Delivering	Yes		<p>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! http://eww.dcf.state.fl.us/cptransformation/</p> <p>The first installment of Parking Lot Questions and Answers that resulted from the Florida Safety Decision Methodology Training will be posted at the following link within the next week: http://apps.dcf.state.fl.us/transformation/training.asp?path=Parking_Lot_Questions_and_Answers</p> <p>A flyer has been created to outline the changes occurring at the Hotline Command Center: http://apps.dcf.state.fl.us/transformation/documents/Leaders/Hotline%20Command%20Center%20Implementation/Hotline%20Command%20Center_Flyer.pdf</p> <p>Transformation Overview has had over 10,000 views! As of 6/24, the Overview has been viewed 10,317 times.</p>



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<p>Field Readiness Sub-team</p>	<p>Implementation Planning</p>	<p>Yes</p>	<p>5/31/13 – 7/1/13 7/11/13 Implementation Plan completed in each region</p>	<p>Northwest Region: NW Region – Circuit Implementation Committee Chairs held a conference call to discuss the new implementation team readiness template.</p> <p>Circuit 1 - Safety Practice Experts attended two days of consultation day training that was facilitated by Super Safety Practice Experts, Tina Cain and Elena Aldridge. Super Safety Practice Expert, Kelly Faircloth also attended day 1 of the consultation training. Our Safety Practice Experts had some really good “Aha” moments which reaffirms the importance of application. Our Training team also came together for a day of training also facilitated by Super Safety Practice Experts, Tina Cain and Elena Aldridge. The Circuit 1 Training and Consultation group met and re-worked out training plan. We will have all of our supervisors trained by end of Sept and then begin staff training.</p> <p>Circuit 2 – Operations Program Administrator, Necia Little provided transformation training to Whole Child Leon organization.</p> <p>Circuits 2 and 14 - Our circuit 2 and 14 training team met this week and discussed trainer tips as well as went through the curriculum module by module and discussed to help trainers getting ready to train and be evaluated for proficiency.</p> <p>Central Region: Our Central Region Transformation Team members are excited to be flying solo and breaking new ground with our Supervisor trainings beginning bright and early on Monday morning! 2 Sessions in each Circuit, all Supervisors will be trained on our new model. This begins to lay the strong foundation for our future. Our regional trainers have done an excellent job in preparing for the upcoming classes and our SSPE team has Executive Leadership presentations are concluding this week with the expectation of approximately 300+ attendees from around the Region! We are now proud to have two deemed proficient Transformation evaluators in our Region! Congratulations to Amanda Wilson (DCF Specialist) and Katie Guemple (DCF Specialist) on all of your hard work and time spent dedicated to Transformation!</p> <p>Discussions and dialogue was held with all of our CBC partners this week regarding routine training registration, Hotline changes and training schedules, FSFN Release 1 roll out and our community engagement efforts throughout the region have been flourishing. Anyone knowing folks who need some special Transformation Training attention in the Community can reach out to me & we'll set it up! Our agency specific community engagement efforts are slated to be re-energize themselves for the month of July now that our "Executive Leadership" presentations were successful in delivering the "big picture". Additional details and agency specific discussions will be rekindled with key stakeholders and agencies across the region.</p> <p>Each CPI service center, CBC and CMO/A was provided the Introduction to Transformation flyer, course registration and online expectations. This coming week will prove to be a busy week for all with our Supervisors breaking ground!</p>



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Technology – FSN Child Protection Transformation Project Overall		At Risk		Overall: 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.
Technology – FSN Release 1 “Introduction”	Code/Test	On Schedule for 7/7 Deploy	<p>4/11/13-6/28/13- System Documentation - R1</p> <p>4/18/13-7/1/13 - User training/Training of Trainers are Trained - R1</p> <p>4/19/13 – 7/1/13 UAT Completed - R1</p> <p>4/24/13-7/3/13 - Ready for Production - R1</p> <p>4/28/13 – 7/8/13 Production release deployed - R1</p>	<p>--User acceptance testing started informally on Wednesday, April 10th. Users were able to go through most of the scheduled scripts in 3 days. DCF approved the official start of UAT for April 15th. Week two of UAT testing consisted of reports testing and defect re-testing. A third week of UAT testing was conducted for two days to retest the final set of defects. IBM is correcting the final set of defects and stabilizing the Hotline in order to conduct full regression testing.</p> <p>On 6/12/13, IBM presented that they are ready for Release UAT to start again. All test scripts have been updated and sent to DCF. A call for UAT testers went out on 6/12/13. User Acceptance Testing was conducted on 6/18-20 and only one critical defect was found. IBM resolved the defect and UAT tester retested. Results were submitted to DCF, and DCF agreed to pass UAT testing.</p> <p>Release 1 “Introduction to Transformation” go-live date has been set to 7/07. Production Readiness activities have been set in motion.</p> <p>Deliverables Progress:</p> <ol style="list-style-type: none"> 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. 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. 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. 4. IBM delivered the System Documentation for Release 1 on 6/27/13.



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Technology – FSFN Release 2 “Activation”	Design	No, dates will be re-evaluated post R1 go live	<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>--Conducted IBM Reports design for Release 2 functionality on 5/22.</p> <p>Deliverables Progress:</p> <p>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 30th. IBM re-submitted the R2 Functional Specifications on 6/27/13.</p> <ol style="list-style-type: none"> 1. Case Book (updated for Release 2) 2. Person Book (updated for Release 2) 3. Desktop/Navigation (updated for Release 2) 4. Case Notes/Meetings (updated for Release 2) 5. File Cabinet (Image and Image Search) (updated for Release 2) 6. Intake 7. Investigation (FFA - Investigations) 8. Present Danger Assessment (PDA) 9. Legal Documentation Page 10. FFA - Ongoing 11. Safety Plan 12. Education 13. Independent Living 14. Maintain Case 15. Progress Update 16. Person Management 17. Unified Home Study (and several templates) 18. Supervisor Consultation 19. Medical Mental Health 20. Case Planning 21. Adoptions 22. Out of Home Placement



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Technology – FSFN Release 3 “Realization”	Design	No, dates will be re-evaluated post R1 go live	5/24/13 - Functional Design Document - R3 6/7/13 - Technical Design Document - R3 9/11 - R3 Training documents 9/24 - R3 Ready for UAT 10/01 - R3 System Documentation 10/18 - R3 UAT completed 10/22 - User Trained 10/29 - Ready for Production 10/30 - Production release deployed	IBM is developing final schedule.

Risks:

Description	Exposure	Mitigation Strategy
Child Protection Transformation FY 2012-2013 funding risks not obtaining Certified Forward approval.	High	The Department leveraged the “back of the bill” process during session and obtained funding released for what is needed for the remainder of the FY 12-13 and also re-appropriated funding for fiscal year 2-13-2014. FSFN Release 1 and 2 delays have shifted certain IBM deliverable forecasts into next fiscal year. The released project funding for this fiscal year will need to be Certified Forward to next fiscal year. DCF is meeting with Legislative staff to provide monthly progress.
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 rd release of FSFN enhancements will be utilized to mitigate this risk.



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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	<ol style="list-style-type: none"> 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 / 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.