



Project Status Report – Week Ending 7/19/13

Project Name	Child Protection Transformation
Executive Sponsor	*NEW* - Esther Jacobo, Interim 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	On July 15 th , Kellie Sweat Darnell attended the Suncoast Region's Statewide Implementation Team meeting. On July 16 th , Child Protection Transformation Central office team presented the Safety Decision Making Methodology at the QPI Foster Parent Workshop. On July 18 th , Kellie Sweat Darnell presented the monthly status report to Legislative staff. In addition to monthly status, Kellie Sweat Darnell provided an overview of the Safety Decision Making Methodology and also provided a demonstration of FSFN Introduction to Transformation enhancements.
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, "Caregiver Protective Capacities and Family Protective Resources." Child Protection staff is encouraged to read articles and discuss in their unit meetings.
Northwest Region	Kelly Faircloth (SSPE) and Courtney Stanford (Circuit 14 Community Development Administrator) met with Circuit 14 Guardian Ad Litem staff and presented them an overview of Transformation and a high level overview of the Safety Methodology and what it will mean to them. Staff was very positive and excited that the Department is moving in this direction. They asked for us to come back and give a presentation to the volunteers on a Saturday in-service.
Southeast Region	C15 CPI and CBC staff presented jointly to the Foster Parent Association of Palm Beach County on 7/21. A presentation was made by C15 CPI and BSO to the regional FBI office on 7/18. C15 CPI presented at a community meeting on juvenile fire starters. The group included municipal and county fire staff, DJJ, school personnel. BSO presented to 50 community providers from the GAL office, mental health center and a children's shelter.



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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 th and 12 th . A review of all Regional Implementation plans was conducted as well as an overview the FSFN Safety Decision Making Templates and Instructions. http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional Implementation Plans http://apps.dcf.state.fl.us/transformation/fsdmm.asp?path=Safety Decision Making Methodology Templates
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: http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DeptOperatingProcedures.shtml Chapter 4 is planned to be posted on 7/22/13. 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.
Data, Quality Assurance, and Performance Management Sub-team		Yes		No updates this week.



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Training/Coaching Sub-team	Training	Yes	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. http://centerforchildwelfare.fmhi.usf.edu/Training/FSDMM.shtml</p> <p>On June 24 - The FSFN R1 “Introduction to Transformation” Web Based Training Modules were posted on the Center’s website. (http://centerforchildwelfare.fmhi.usf.edu/Training/fsfnwebtrain.shtml)</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 will be seeking volunteers this week to participate in course development and review. Contact Alicia_Dyer@dcf.state.fl.us and Linda_Radigan@dcf.state.fl.us if you would like to volunteer.</p> <p>Frontline Curriculum has been finalized and shipped to each region.</p> <p>ELearning Module Views as of 7/21/13: Module 1 322 Page Views, Total of 3,956 Module 2 185 Page Views, Total of 3,140 Module 3 151 Page Views, Total of 2,267 Module 4 139 Page Views, Total of 1,908</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>



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Communication Sub-team	Execution	Yes		<ul style="list-style-type: none"> Light bulb Moment Posters have been distributed to the Regional Champions. Once your switch is flipped go to http://eww.dcf.state.fl.us/cptransformation to print yours! 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! http://eww.dcf.state.fl.us/cptransformation Keep checking back each week for pictures posted from around the state! The “Field Thoughts on Transformation” survey is now available and we want to hear your stories! Please take a few moments and encourage your staff to take a few moments to share their thoughts at the following: http://www.surveymonkey.com/s/2NXB2JM In this survey, we ask the following three questions so it should not take long to complete: <ul style="list-style-type: none"> What do you think the Safety Decision Making Methodology will do for the Child Welfare system in Florida? Have you had a "light bulb" moment? If yes, explain. What else do you want the project team to know about the Child Protection Transformation Project? 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 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 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 Transformation Overview has had over 11,000 views! As of 7/22, the Overview has been viewed 11,079 times.
Field Readiness Sub-team	Implementation	Yes		<p>General Update: Each Regional Champion completed and presented their Regional Implementation Plans at the Child Protection Transformation Statewide Meeting on July 11th and 12th. To view the plans, click here: http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional Implementation Plans. 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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Northwest Region	Implementation	Yes		<p>Circuit 1- Santa Rosa Supervisor Co-Hort continues with classroom day 3 and 4. We have 20 participants to include two CPIs from the Navarre Unit. CBC Operations Director, Lynne Whittington and Operations Manager, Pat Franklin held a conference call with our CPT Teams (Escambia/Santa Rosa) to discuss any concerns that they have regarding the new safety decision making practice and any anticipated impact on our local CPT collaboration. CLS Managing Attorney, Betsy Miller sent the GAL attorneys and the parent attorneys a link to the 4 e-modules for their review. Circuit 1's Training Team met to complete the training team - we will finish training in April 2014. The Training Team also met to go over the modules to enhance their skills in training.</p> <p>Circuit 2 - Supervisory Co-Hort Training has started. Trainers are Chris Lolley and Melia Flores. Carol Edwards is the proficiency evaluator. There are 24 participants and include some of our Quality Assurance Staff.</p> <p>Circuit 14 - Team Coordinator and Senior Case Coordinator from CPT will be attending the 8 days of FSDMM Training. Circuit 14 has started their supervisory co-hort training this week with Jennifer Wilson and Holly Cummings with Kelly Faircloth evaluating proficiency.</p>
Northeast Region	Implementation	Yes		<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! Next go round begin July 22nd.</p> <p>84 Leadership staff in the Region have completed the Safety Methodology training to include CPI, CBC, CMO, CLS, QA, USF, and other management within the Region.</p> <p>Monthly Consultation meetings lead by SSPE Consultants/Lead Kate Williams held July 17th - excellent feedback received from those in attendance. SSPE, SPE, Field Supervisors, and QA attend these then carry the case application back to their respective areas to do same with the Supervisors and leadership in their assigned areas.</p> <p>From FSS/C4:</p> <ul style="list-style-type: none"> • On 07/15/2013, FSSNF and CLS identified 20 Cold Case files to review for possible permanency. This review is allowing the staff to touch on one of the four major areas of Child Protection Transformation system reform: Safety Decision Making/system of safety management. • On 07/17/2013, LaTanya Wynn-Hall and Maria Jones, both of FSSNF, and Tiffany Wells, CMO/JFCS, participated on a regional Safety Practice Expert (SPE) consultant training conference call where the participants had the opportunity to conduct a case review utilizing the techniques learned during the Transformation training. • On 07/18/2013, LaTanya Wynn-Hall (FSSNF Director of Case Management Organizations (CMO) Services) and Joanne Robertson (COO-Family Preservation) began Phase 1 Transformation training along with some of the FSS-Nassau Service Center staff. • On 07/18/2013, Larry West Jr., FSSNF, provided information as to the status of Transformation during the monthly FSS Department Manager meeting.
Central Region	Implementation	Yes		No additional updates this week.



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Suncoast Region	Implementation	Yes		No additional updates this week.
Southern Region	Implementation	Yes		No additional updates this week.
Southeast Region	Implementation	Yes		A regional implementation team meeting was held and committees were formed to work on the case transfer process and services array.
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. DCF and IBM are jointly developing a schedule for quarterly builds.
Technology – FSN Release 1 “Introduction”	Complete	Yes		<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. http://apps.dcf.state.fl.us/transformation/documents/Leaders/Introduction%20to%20Transformation/Introduction%20to%20Transformation_Flyer.pdf</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. DCF accepted on 7/11/13. 5. IBM delivered the UAT completed milestone on 7/1/13. DCF accepted this milestone on 7/3/13. 5. IBM delivered the ‘Ready for Production’ milestone documentation on 7/08/13. DCF accepted on 7/8/13. 6. IBM delivered the “Trainers have been Trained” milestone documentation on 7/08/13. DCF accepted on 7/8/13. 7. IBM delivered the “Production Release Deployed” on 7/15/13. DCF accepted this milestone on 07/18/13.



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Technology – FSN Release 2 “Activation”	Development	No, release date is under evaluation	<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>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 and DCF provided comments back to IBM on 7/4/13. IBM re-submitted the R2 Functional specifications on 7/15/13.</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 23. Reports 24. Forms



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Technology – FSFN Release 3 “Realization”	Design	No, release date is under evaluation	<p>5/24/13 - Functional Design Document - R3</p> <p>6/7/13 - Technical Design Document - R3</p> <p>9/11 - R3 Training documents</p> <p>9/24 - R3 Ready for UAT</p> <p>10/01 - R3 System Documentation</p> <p>10/18 - R3 UAT completed</p> <p>10/22 - User Trained</p> <p>10/29 - Ready for Production</p> <p>10/30 - Production release deployed</p>	<p>Additional Design Meetings have been scheduled 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</p> <p>IBM is developing final schedule for Release 3.</p>

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.