



State of Florida  
Department of Children and Families


Rick Scott  
Governor



Mike Carroll  
Secretary

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**DATE:** April 26, 2017

**TO:** Regional Managing Directors  
Sheriff's Offices Conducting Child Protective Investigations  
Community-Based Care Lead Agency CEOs  
Florida Abuse Hotline Chiefs of Operations and Program Development

**THROUGH:** David L. Fairbanks, Deputy Secretary 

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare   
Vicki Abrams, Assistant Secretary for Operations 

**SUBJECT:** Get Ready for FSFN Enhancements – Child Placement Agreement and Data Reporting

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**PURPOSE:** The purpose of this memorandum is to update all stakeholders on the status of the upcoming Florida Safe Families Network (FSFN) enhancements to the Child Placement Agreement and Case Assessment Details universe. These changes, scheduled to be implemented on May 12, 2017, will significantly enhance Case Management functionality. Each lead agency will design local training to support its implementation plan for the Placement operating procedure (CFOP 170-11, Chapter 4, [http://centerforchildwelfare.fmhi.usf.edu/kb/DCF\\_Pol/CFOP\\_170/CFOP170-11.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/DCF_Pol/CFOP_170/CFOP170-11.pdf)).

**BACKGROUND:** This is the fifth release of enhancements for the "Strengthening Child Safety through Technology" project being implemented during the 2016-17 state fiscal year. Design sessions have been completed, and User Acceptance Testing began on April 24, 2017. The testing is slated to conclude on May 5, 2017.

The functionality enhancements included in this release are:

- New Child Placement Agreement to support the creation and management of care precautions and behavior management plans for children in out-of-home care.
- New Case Assessment Details universe to make data related to the Child Welfare Practice Model readily available to the community-based care lead agencies for reporting and analysis.

**ACTION REQUESTED:** Please advise all FSFN users of these changes. Please contact your Regional Champion (see list below) regarding training for Child Protective Investigators and Supervisors, Case Managers, Placement/Intake Staff, and Licensing Staff and Supervisors prior to May 12, 2017. A Webinar will be presented for Reporting Power Users after the enhancement goes live on May 12, 2017.

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

MEMO: Get Ready for FSFN Enhancements

April 26, 2017

Page 2

**CONTACT INFORMATION:** If you have any questions regarding local readiness efforts or the new FSFN functionality, please contact your regional champion or Eddie Warren, FSFN Specialist, Office of Child Welfare, at (850) 491-5873 or via email at [Eddie.Warren@myflfamilies.com](mailto:Eddie.Warren@myflfamilies.com). If you have questions about the new Child Placement Agreement, please contact Linda Radigan, Case Practice Specialist, Office of Child Welfare, at (850) 717-4679 or via email at [linda.radigan@myflfamilies.com](mailto:linda.radigan@myflfamilies.com).

**Regional Champions:**

Northwest Region – Kelly Faircloth - [Kelly.Faircloth@myflfamilies.com](mailto:Kelly.Faircloth@myflfamilies.com)

Northeast Region – Dan Sprague - [Daniel.Sprague@myflfamilies.com](mailto:Daniel.Sprague@myflfamilies.com)

Central Region – Stephanie Weis - [Stephanie.weis@myflfamilies.com](mailto:Stephanie.weis@myflfamilies.com) or Alger Studstill - [Alger.Studstill@myflfamilies.com](mailto:Alger.Studstill@myflfamilies.com)

Suncoast Region – Kyle Teague - [Kyle.Teague@myflfamilies.com](mailto:Kyle.Teague@myflfamilies.com)

Southeast Region – Tausha Schreiber - [Tausha.Schreiber@myflfamilies.com](mailto:Tausha.Schreiber@myflfamilies.com)

Southern Region – Thomas Davis - [Thomas.Davis@myflfamilies.com](mailto:Thomas.Davis@myflfamilies.com)

cc: Regional Family and Community Services Directors  
Center for Child Welfare



## Child Placement Agreement and Data Availability Enhancements

What is changing?

- New Child Placement Agreement to support the creation and management of care precautions and behavior management plans for children in out-of-home care.
- New Case Assessment Details universe to make data related to the Child Welfare Practice Model readily available to the CBCs for reporting and analysis.

Who will experience the changes?

- Child Protective Investigators & Supervisors
- Case Managers, Placement/Intake Staff, Licensing Staff & Supervisors
- Reporting Power Users

When will the changes occur?

May 12, 2017

What is the training approach?

- Child Placement Agreement – Train-the-trainer sessions were completed. CBCs will design local training to support their implementation plan for CFOP 170-11, Chapter 4.
- Data Availability – A Webinar will be presented after the enhancement Go-Live on May 12, 2017.

Who do I contact with questions?

Contact your Regional Champion for questions and details about readiness activities.

Who is my Regional Champion?

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|-------------------------------------|-------------------------------------|
| • Kelly Faircloth, Northwest Region | • Kyle Teague, Suncoast Region      |
| • Daniel Sprague, Northeast Region  | • Tasha Schreiber, Southeast Region |
| • Alger Studstill, Central Region   | • Thomas Davis, Southern Region     |