



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

DATE: December 7, 2007

TO: Regional Directors

THROUGH: George Sheldon, Assistant Secretary for Operations  
David Fairbanks, Assistant Secretary for Programs

FROM: Patricia Badland, Director of Office of Family Safety

SUBJECT: Reassignment of Conversion Cases and Resolution of Placement Exceptions

*George Sheldon by B*  
*David Fairbanks*

**Purpose:** This memorandum clarifies actions that must be completed to ensure the proper categorization and reporting of placement of children in the Florida Safe Families Network (FSFN).

**Background:** When cases were converted from HomeSafenet (HSn) to FSFN, a field for a Case Type was added in FSFN that was not previously in HomeSafenet. Since this was not a current field in HomeSafenet, this field could not be automatically populated during the conversion process. During the conversion process, this field defaulted to "Conversion" for those cases. This must be manually updated to reflect the current case type on all of these cases. Additionally, FSFN incorporated stronger rules than HSn for the entry of a valid placement. As a result, a number of HSn placements did not pass the FSFN rules, and a large number of placement exceptions were identified in FSFN.

For FSFN, the case type and placement/living arrangement information are required for proper categorization and reporting. If these fields are not updated, the Department does not have the ability to properly categorize and total the number of children in out-of-home and in-home care.

All of the Sheriff's Offices and many of the Circuits and Community Based Care Lead agencies have done a tremendous job in getting the required data entered. However, some areas still have many cases that must be coded properly.

**Action Required:** Staff must ensure that all cases must have an updated Case Type and a valid placement/living arrangement type in FSFN for all current cases. This activity should be completed by Friday, December 21, 2007. The Department's Executive Leadership Group will continue to review progress on a weekly basis at their Monday morning meetings.

Please review the attached charts – both for investigations and services – that indicate the number of children in cases that do not have an updated Case Type and therefore cannot properly be categorized in FSFN reports. In addition, keeping watchful of newly created cases

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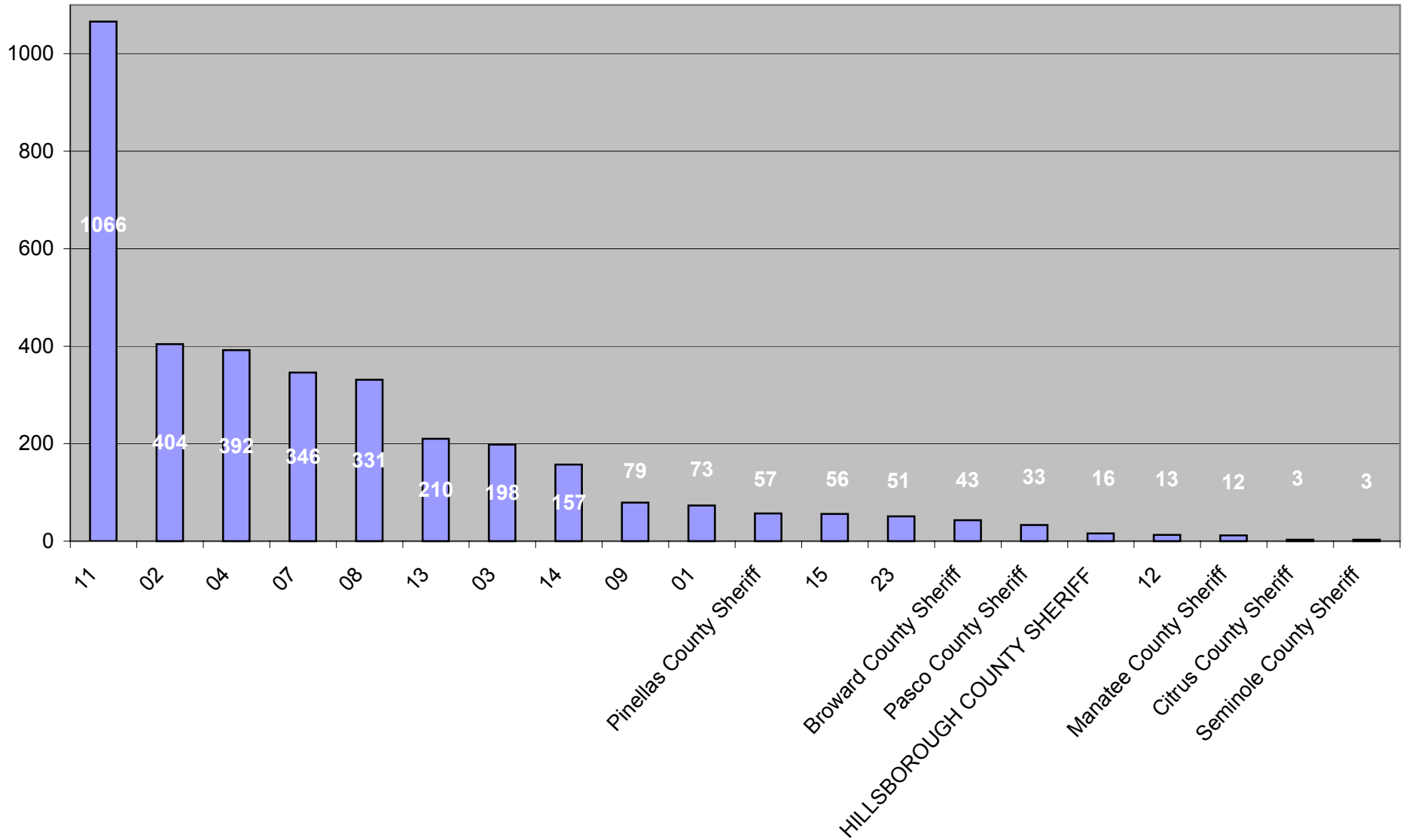
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with a case type of conversion must become a routine activity to ensure proper documentation in FSFN for all new cases. If for any reason you are unable to attend to this, please notify our office.

**Contact Information:** For additional information, please contact your FSFN site contact.

Attachments

**December 4: Count of Children with Case Type of "Conversion" by Sheriff/DCF**  
(Down 7.1% from 11/27/07)



**December 4: Count of Children with Case Type of "Conversion" by CBC**  
(Down 10% from 11/27/07)

