FSDMM Field Readiness Assessment Guidelines

BACKGROUND:

The readiness assessment is an evaluation process designed to assist the Regions in preparing their implementation strategy. This tool will categorize progress in community engagement and awareness, technology, system of care risk, training, staff alignment and capacity, integration and collaboration with service providers, and potential for sustainability specific to each area reviewed. Each Area shall complete the assessment tool to assist in the identification of needs and strengths in preparation for deployment of FSDMM.

REGIONAL RESPONSIBILITIES:

Each Region will convene a Regional Review Team. The Regional Review Team will consist of regional leadership, including but not limited to:

1. Regional Managing Director
2. Regional Family and Community Services Director
3. Regional Champion
4. Regional Fiscal
5. Regional Managing Attorney for Children’s Legal Services
6. Representative from Statewide Implementation Vendor
7. Regional Champion designee (outside Region Partner)

The Regional Review Team will have primary responsibility for reviewing Area Readiness Assessments as well as debriefing with the Area Team Leaders. The Regional Review team will be responsible for determining the Regional Rollout Strategy utilizing the results from the assessments. All timeframes will be established by the Regional Review Team in alignment with the statewide rollout plan.

Upon completion and review of the Readiness Assessments, the rollout strategy will be completed and submitted to Tallahassee for review.

AREA TEAM RESPONSIBILITIES:

Each Region will designate Area Implementation Teams to complete the Readiness Assessment in their respective community. The Area Implementation Teams should include but are not limited to:

1. Community Development Administrator
2. Child Protective Investigations Leadership
3. Community Based Care Leadership
4. Department of Children and Families Contract Manager
5. Children’s Legal Services or contracted provider
6. Quality Assurance Specialist

The designated team will assign a lead to each of the categories delineated in the assessment. The lead will be responsible for ensuring all sub-categories are addressed and will complete that category for the area team. The area team will meet on a regular basis (minimum monthly) to discuss the categories with the leads in efforts to address any barriers. The area teams will submit their Readiness Assessments to their respective Regional Champion for review by the Regional Team.

READINESS TOOL USER EXPECTATIONS:

The Readiness Technical Assistance Tool is designed to guide and support areas in the evaluation of their communities during the implementation process. Progress in each category will be documented in the tool to assist areas in gaining a broader perspective of their readiness as we prepare for implementation. Expectations of the teams utilizing the tool include but are not limited to the following:

1. Completed items will be entered into SmartSheet to inform Executive Leadership of ongoing progress and milestone compliance.
2. Team Leads will provide the Regional Champion with weekly updates regarding progress towards goals for inclusion in weekly reports to Tallahassee.
3. Plans to address identified needs will be included in the tool and attached to SmartSheet.