DATE: September 4, 2009

TO: Regional Directors

THROUGH: Peter Digre, Assistant Secretary for Operations
David L. Fairbanks, Assistant Secretary for Programs

FROM: Alan Abramowitz, State Director, Office of Family Safety

SUBJECT: Management of Non-Contracted Provider Agency Data in the Florida Safe Families Network (FSFN)

PURPOSE: On August 10, 2009, the Department began implementation of Release 2b of the Florida Safe Families Network (FSFN). Release 2b integrates data and functions that enable accurate financial processing and provider payments. Current licensed provider data is critical to efficient financial processing and fiscal documentation and accountability.

BACKGROUND: The purpose of this memo is to provide options for each Region to manage non-contracted provider agency data in FSFN. With implementation of Release 2b, non-contracted provider license data for some independent child placing agencies that do not engage in the child welfare system under Chapter 39, Florida Statutes, will need to be included in the FSFN system. These agencies must be managed and kept up-to-date in FSFN by the DCF Regional Licensing Office. This provider information is required in FSFN in order to issue a license.

Community-Based Care (CBC) agencies typically do not utilize these providers for placement of dependent children under Chapter 39, Florida Statutes. In most situations, dependent children would not need to be attached to these providers in FSFN. Although there are Child Placing Agencies that license foster homes that serve dependent children, not all of these agencies have contracts with a CBC in their area. Provider information is required to be entered or maintained on all newly licensed and existing foster homes. To support the provider data management requirements in FSFN, Regional Directors have three primary options to consider. The three options and special considerations are as follows:

1. Management of Non-Contracted Provider Data by the CBC Staff
   Local Community-Based Care agencies can allocate staff to complete FSFN data entry for non-contracted agencies that serve children in their area when requested.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency
2. Management of Non-Contracted Provider Data by Department Staff
   The Department's licensing specialist is responsible for all provider license data entry, verification, and management of provider data in FSFN. The Region may need to review and consider the reallocation of existing resources.

3. Management of Data by Non-Contracted Provider
   Allow each non-contracted provider access to FSFN to maintain their data. Regions should consider the following:
   - The Region may develop a memorandum of agreement with each of the non-contracted agencies for security and access to FSFN, allowing them direct data entry.
   - The Region must assume responsibility for tracking staff use and access to FSFN, and terminating access when necessary.
   - The Region will maintain all required forms, approve access, and forward the request to DCF Security to establish FSFN user accounts.
   - The Region assumes responsibility for FSFN training and support for non-contracted provider staff.
   - Technical Access Requirements – Individual providers will need equipment and connectivity capabilities to access FSFN in a secure manner along with proper application access credentials.
   - The Region should consider Information Security in making this decision. FSFN does not limit access to the non-contracted agency's information. These staff will have the ability to access the same information as Department staff within the FSFN system.

**ACTION REQUIRED:** Each Region should select the option(s) that best aligns with local needs. It is critical to communicate with licensing staff and local Community-Based Care providers in developing this process. Regions with multiple CBCs may elect to utilize more than one option.

Please review the above and determine the best option for your local environment. Whichever option is chosen, the Department or the contracted agency is responsible for ensuring and protecting the integrity of the system.

By September 11, 2009, please notify both Stacey Cleveland, State Licensing Specialist, and Joseph Vastola, FSFN Project Director, of your choice. Stacey Cleveland can be reached via email at Stacey_Cleveland@DCF.state.fl.us and Joseph Vastola can be reached at Joseph_Vastola@DCF.state.fl.us. Upon notification of your decision, we will align activities at the program office to support your approach.

If you have any questions, please contact Saundra Roach at (850) 922-3937 or e-mail Saundra_Roach@DCF.state.fl.us.