DATE: December 12, 2013

TO: Regional Managing Directors

THROUGH: H. Stephen Pennypacker, Esq., Assistant Secretary for Programs

FROM: Andrea M. Tulloch, Esq., Director, Office of Child Welfare

SUBJECT: FSFN Functionality - Quarter 2 Enhancements

PURPOSE: The purpose of this memorandum is to provide policy guidance, training details and resource information surrounding the deployment of the Quarter 2 enhancements to FSFN. Additionally, this memorandum will provide a status update on the defects from the Quarter 1 release. At this time, it is expected that the Quarter 2 build containing this functionality will take place on December 15, 2013.

NEW FSFN FUNCTIONALITY:
1. Independent Living: The Independent Living (IL) pages are being updated to support implementation of the law that goes into effect Jan. 1, 2014, establishing Extended Foster Care (EFC) and Postsecondary Education Services and Support (PESS). Major changes include:
   • The capacity to determine and document eligibility for EFC and PESS
   • A Young Adult Case Plan Worksheet that is used to create and update the Young Adult Case Plan
   • A Young Adult Judicial Review Worksheet that is used to create and update the Young Adult Judicial Review.

In addition, there are minor enhancements to the Education, Medical/Mental Health and Assets and Employment modules that were necessary to support this initiative.

Resources: System documentation (topic paper, user guide, How-Do-I Guide) and e-learning to support the new functionality will soon be posted on the Center for Child Welfare website: http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml Notification will be provided once the materials have been posted. Additional policy guidance on the Independent Living FSFN enhancements is attached to this memorandum.

2. Unified Home Study: The Unified Home Study (UHS) allows users to document a comprehensive assessment of a placement provider with participants referred
to as Person Providers. The new FSFN functionality is designed to support assessment and decision-making regarding present-danger safety planning and out-of-home placement. Enhancements in Person Provider, Person Provider Inquiry, and Background Checks functionality will also streamline the Unified Home Study process. Prior to this release, the paper template was being utilized. This release enables the UHS to be filled out in FSFN; the paper template will no longer be accepted.

**Resources**: System documentation (topic paper, user guide, How-Do-I Guide) to support the new functionality will soon be posted on the Center for Child Welfare website: [http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml](http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml). Notification will be provided once the materials have been posted.

**E-Learning**: Three e-learning sessions for the UHS are posted on the Center for Child Welfare website. The direct links are provided below:

- **Introduction**: [http://centervideo.forest.usf.edu/fsfnenduser/uhs/start.html](http://centervideo.forest.usf.edu/fsfnenduser/uhs/start.html)
- **Person Provider and Emergency Placement**: [http://centervideo.forest.usf.edu/fsfnenduser/emplacement/start.html](http://centervideo.forest.usf.edu/fsfnenduser/emplacement/start.html)
- **Relative Placement and Adoption**: [http://centervideo.forest.usf.edu/fsfnenduser/replacement/start.html](http://centervideo.forest.usf.edu/fsfnenduser/replacement/start.html)

3. **Reimbursements**: Enhancements to the Reimbursement module support the addition of new reporting categories to track funding sources for new programs, such as Extended Foster Care. Users also will have the ability to allocate a payment across multiple funding sources. Additional enhancements to the Service Type page will provide the user with the ability to record the age range when creating a service type. The age range is used to either create the next service, if one is defined, or to end the service automatically.

**Resources**: System documentation (topic paper, user guide, How-Do-I Guide) to support the new functionality will soon be posted on the Center for Child Welfare website: [http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml](http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml). Notification will be provided once the materials have been posted.

**E-Learning**: [http://centervideo.forest.usf.edu/fsfnreimburse/fsfnreimburse.html](http://centervideo.forest.usf.edu/fsfnreimburse/fsfnreimburse.html)

4. **Additional Enhancements** include changes for compliance with the Americans with Disabilities Act (ADA) and modifications to the Out-of-Home Placement and Services pages to support usability and efficiency.

**FSFN WORKAROUNDS**: Some of the functionality that will be released with the December 15th build has been identified as needing further work. Workarounds have been created for some of these defective issues. Listed below are a few items to be aware of; however, please refer to the attached document for a full list and details of the known FSFN defects.
• The Young Adult Judicial Review Template is not pre-filling the effective date or the summary of recommendations to the court. Until this is corrected, staff should manually type this information into the template.
• Within the new Independent Living functionality, neither the Extended Foster Care effective date nor the PESS effective dates are automatically updating.
• While most issues with the Court Involved Case Plan template have been resolved, there is one outstanding issue. The 'Attachments to the Court' for 'Medical Records' and 'Other School Records' are not pre-filling as they should. Until this is corrected, this should be completed manually.
• While most issues with the Judicial Review template have been resolved, there is one outstanding design issue. The Judicial Review template is not pre-filling the answer to: "If this is the Judicial Review hearing that is being held within the month that begins the 6 month period before the youth's 18th birthday, when placed in licensed foster care, has a plan to outline the youth's transition to adulthood been submitted to the court?" Until this is corrected, this should be completed manually.
• The drop-down values for the Young Adult Case Planning, Service Sub-Categories are not aligned with the EFC and PESS programs.
• The drop-down values for Legal Action Initiated and Legal Case Status are not displaying values for EFC.

Reminder: Please see the attached Workaround document for a full list of functionality issues and details.

STATUS OF MAJOR KNOWN DEFECTS FROM QUARTER 1 (11/10/13) BUILD:
1. FIXED: Investigation Sub-type of “Other” will no longer require an FFA
2. FIXED: Judicial Review Worksheet and Template will be available.
3. NOT FIXED: Court Involved Case Plan does not allow for workflow without parents/legal guardians (TPR or deceased parents). The workaround document “Known Issues and Workarounds – Q1” for this defect is posted with the November 8, 2013 memorandum at the Center for Child Welfare link: http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DCFPolicyMemo.shtml

FSFN DOWNTIME: To enable these upgrades, FSFN will be unavailable on Sunday, Dec. 15, 2013, beginning at 12 a.m. until 5 a.m.

ACTION REQUIRED: Please disseminate this memorandum to all child welfare staff (including Sheriff’s offices conducting child protective investigations), Community-Based Care lead agencies, Independent Living Service providers and coordinators, and Children’s Legal Services.

CONTACT INFORMATION: If you believe the new FSFN functionality is not working as it should, please contact the DCF helpdesk at (850) 487-9400 or dcf_helpdesk@dcf.state.fl.us. Policy questions and requests for assistance may be submitted via e-mail to Safety_Methodology@dcf.state.fl.us.
cc: Pete Digre, Deputy Secretary
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    Robert Anderson, Adult Protective Services Director
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