FSFN Introduction to Transformation:
Great news! The FSFN enhancements are scheduled to go-live on July 7th. This software upgrade will provide improved system navigation that will allow the field to recognize significant efficiencies. The user training for this build will be completely Web Based Training. The enhancements included in this build are as follows:

1. Case Book and Person Book - New at-a-glance views of Case and Person Information
2. Case Notes enhancements - Enhancements include ability to upload images/document attachments directly to the Notes page. This will allow the field to document hand written notes in the field and upload the field note into FSFN.
3. SAMH/FIS Feedback Loop - The Case Notes in FSFN are being enhanced to provide the ability for FIS worker to document a note and indicate level of progress the family is making. If the family is identified as not making progress, FSFN will send an automated message via e-mail to the primary worker as soon as the note is saved in FSFN. While this does not replace the personal contact needed between workers, this enhancement will help facilitate the conversation and documentation.
4. File Cabinet Search - A new search screen is being added to each FSFN case to allow anyone to search the images/documents that have been uploaded and associated with the Case. This will allow expanded use of the file cabinet. This functionality will provide a quick retrieval capability for images connected to each Case.
5. My Tasks - The existing Tickler functionality is being replaced with 'My Tasks.' The My Tasks functionality will provide an improved view of and access to pending due work and overdue work. The 'expando' for My Tasks will be expanded when each worker logs into the system. This will provide immediate access to a workload listing of tasks. The My Tasks area will provide a listing of Tasks for ALL profiles for the individual worker. This is a view into work due for other profiles without the need to log into the other profiles just to check. This same enhancement is being applied for Approvals.

In order to prepare the user community for this upgrade, the following activities will take place:

June 22 - The FSFN upgrades will be deployed to the Training region.
This deployment will occur on Saturday morning and security updates will be made prior to start of business on Monday morning.
June 24 - The FSFN Web Based Training Modules page on the Center website (http://centerforchildwelfare.fmhi.usf.edu/Training/fsfnwebtrain.shtml) will be updated with the Web Based training courses to support the new functionality.
Week of July 1 - How Do I Guides, User Guides and Topic Papers will be made available. In addition, a conference call will be scheduled for Trainers to provide an orientation to the available system documentation and training materials. This call will also be utilized as an opportunity for Q & A.

Attached is an Introduction to Transformation flyer that provides a summary of functionality and upcoming milestones.

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WHAT’S CHANGING

NEW Case Book and Person Book
At a glance views of Case and Person Information.
CASE BOOK—case information at your fingertips.
PERSON BOOK—Person information across the entire system, including intakes, investigations, and placements.

ENHANCED Case Notes
Upload images and document directly to the Notes page.

ENHANCED Meetings & Staffings
Document Meetings and Staffings only on the Meetings page rather than on Case Notes page.

ENHANCED SAMH/FIS Feedback Loop
When FIS workers document a note, they can indicate level of progress the family is making. If the family is identified as not making progress, FSFN automatically sends an e-mail to the primary worker.

ENHANCED File Cabinet Search
Search screen allows you to search for images/documents that have been uploaded and associated with a case.

ENHANCED My Tasks Calendar
At go-live Ticklers become Tasks. Upon log in, Tasks and Approvals for all of a worker’s profiles display in an open expando.

Week of June 24:
- Web-based training available
- Enhancements available in Training Region

Week of July 1:
- How Do I Guides, User Guides and Topic Papers published
- Trainer workshop conducted (Conference Call)

July 7:
- GO-LIVE in Production

Prepare now
Complete any open Ticklers to avoid Past-due Tasks after go-live. Supervisors can reassign or delete. Instructions are in the Multi-topic Supervisory User Guide.

Take the training
Training is available on the Center for Child Welfare website that can be accessed from the FSFN desktop and consists of three courses:

- Introduction to Transformation Enhancements
  • 4 simulations (All users)
- Substance Abuse and Mental Health Documentation
  • 1 simulation (FIS users)
- Understanding, Creating and Accessing Case and Person Information
  • 2 simulations (All users)

Leading the Child Welfare Community to Positive Places Never Seen Before