



State of Florida
Department of Children and Families

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Detailed overview of FSFN Functionality Enhancements in Q3/Q4 Software Build:

Risk Assessment - The Structured Decision Making (SDM) Initial Risk Assessment will be available for Child Protective Investigators and Case Managers. The Risk Assessment instrument will be available from the Safety Methodology Child Protective Investigations.

Link to FSFN training: <http://centervideo.forest.usf.edu/fsfn/riskassessment/riskassessment.html>

Introduction to Actuarial Risk Assessment:

<http://centervideo.forest.usf.edu/fsfn/actuarialriskassessment/actuarialriskassessment.html>

- It includes a Policy and Discretionary Override pop-up page
- It is approved with the completion and submission of the investigation in its entirety
- There are 2 indices with 20 questions that are scored which provide a risk level. There are 4 possible risk levels: Low, Moderate, High, Very High
- There are 2 overrides available which produce an adjusted risk level for a final risk level.
- The Risk Assessment is completed at the close of an investigation after sufficient information collection to inform the assessment
- Risk Assessment is completed on the Household, not on an individual child or person
- Only one Risk Assessment is completed per investigation household and from the FSFN Case

Risk Assessment Reporting - The Risk Assessment Reporting enhances the current FSFN reporting module including new reports and universes to enable reporting on the Risk Assessment data.

- Existing Child Investigations and Case Detail Universes are being updated to include the risk assessment data elements.
- Existing Child Investigations and Special Conditions Detail Report and Child Investigations and Special Conditions Summary Report are updated to incorporate the new Risk Assessment Data.
- A new summary on-demand report, Risk Assessment Summary Report, is created to provide Information on Risk Assessment at Region /Circuit/Unit and Worker level.
- A new Listing On-Demand Report, Risk Assessment Detail Report, is created to provide information on Investigation Risk Assessment.

Safety Methodology Enhancements - Modifications to the Family Functioning Assessment-Investigation, the Child Investigation module, Family Functioning Assessment-Ongoing page, Progress Update page, Case Plan Worksheet page and Judicial Review Worksheet page in FSFN, supports the following enhancements:

- Provide the ability to document detailed Family Functioning Assessments from inception to case closure with the increase in character limits in the assessment domain fields from 3200 to 32000 characters, roughly 10 pages of text per domain per person.
- Provides an expando capability to allow for ease of access and viewing given the volume of information that may be contained within each domain thereby reducing scrolling and streamlining the process
- Added the History of Protecting caregiver protective capacity to the Family Functioning Assessment suite
- Provided Hover definitions for History of Protecting and Case Plan Compliance consistent with previous builds within the application

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- Provided ability to save the page without the selection of at least one adult in the Adult Caregiver/Household composition related group box to support the assessment of child needs even in the event of TPR or a child without a parent/legal guardian
- Disabled the “complete” checkbox functionality on the Case Plan worksheet and Judicial Review Worksheet, thereby allowing for flexibility to build the legal documents which support the business and reporting
- Provide the ability to capture and report to the Court the case manager assurances required by statute for children aged at least 17 years
- Provides for the ability to associate a child’s Permanency Goal with a Case Plan outcome.
- Integrate assessment areas across the continuum of child welfare business

Link to FSFN Training:

<http://centervideo.forest.usf.edu/fsfn/SafetyMethodEnhancements/safetymethodenhancements.html>

Process Payments - The Process Payments enhancement will reduce the amount of time required to create and modify payments in FSFN as pages were built to support application entry and real-time results versus batch results. This will also reduce the steps and amount of time required to modify the underlying Placements and Services and reduce the amount of time spent waiting for batch processes to run before being able to receive the Check Write file containing the payments from 3 days to 1 day. In order to achieve this, modifications to pages and batch programs were designed to streamline the process.

Link to FSFN Training: <http://centervideo.forest.usf.edu/fsfn/ProcessPayments/ProcessPayments.html>

1. Added Payment Activity page
 - Provides ability to create payment requests
 - Provides ability to generate overpayment requests
 - If the Pending Invoice has not been released, FSFN will automatically cancel the existing Payments and create a new Payment
 - If the Invoice has been released, FSFN will recoup the applicable payment amount
 - Provides the ability to view Service Authorization information if created from the Service Authorization page
 - Creates services
 - Provides the ability to approve all payment requests and services at one time
2. Added Financial Activity page and Statuses to allow for improved search and return results for the creation and association of services and payments to a placement or non-placement.
 - Birthday Batch – For children in an ongoing placement/service that has an associated Age Range and Next Service Type, this program will move from their current service code to one that corresponds with the Next Service Type
 - Provides ability to create the fixed price contract payment, the rate from which is derived from the Provider Service rate page
 - Provides ability to create Pending Episode-Driven payments
 - Calculation-ongoing selects placements/services indicated as Ongoing Services/Placement on the Service type page and generates approved payments
 - Payment Calculation Routine creates and updates payments based on changes to the Out of Home Placement page, Placement Correction page or Services page
 - Adjust Overpayments processes overpayments to a provider and creates overpayment adjustments that reduce the future payments that will be made to a provider, real time
 - Over Payment Activity Report lists all overpayment activity recorded between the Fiscal Agency and the Payee in the reporting period

- Create Pending Invoice selects payment and overpayment adjustments eligible/approved to be disbursed during the invoice run
- Pending Invoice Report displays the information that can be found in the application on the Review Pending Invoice page
- Disabled the Prepayment Authorization and Report and built information directly in the application. All information contained in this report will now be found in the Pending Invoice Report

DJJ Interface - The DJJ Interface enhancement implements an interface between Florida Safe Families Network (FSFN) and Department of Juvenile Justice (DJJ), to provide functionality that retrieves and processes children who are actively under the physical custody of DJJ, or under the supervision of DJJ.

- This enhancement implements a batch interface to match DJJ children with FSFN children that are currently in care and under 18.
- An extract file containing matches will be transmitted to DJJ with the matched children and pertinent FSFN information contained in the requirement.
- The files will be exchanged with DJJ through a common FTP server.
- The data received from DJJ and matched in FSFN will be stored directly to the data warehouse for use in Ad-hoc reporting.

FSFN System Adoption Initiative Functionality

While included in the Q3/Q4 Software Build, the following functionality will be implemented based on each CBC's specific FSFN system adoption plan that will be developed during the FSFN system adoption initiative launching later in 2014.

Trust Accounts - The Trust Account module is enhanced to improve the usability of the current FSFN functionality. The FSFN Trust Accounts module includes the process for tracking client trust fund accounts and activity.

Link to FSFN Training: <http://centervideo.forest.usf.edu/fsfn/TrustAccount/TrustAccount.html>

- Trust Account will now provide the ability to maintain the "Trust Account" Benefit Types through the Trust Account Options page.
- The Trust Account batch will now be scheduled through the Trust Account tab on the Financial Batch Schedule page and provide a history of the batches previously run. It allows them to schedule the Trust Account Calculator Batch program through the Trust Account tab of the Financial Batch Schedule page.-Service Authorization provides the ability to identify Services Referred by the Case Manager, then allows the applicable work.

Service Authorization - The new Service Authorization module addresses the need to provide a way for a Case Manager to request a service from a Case Plan Worksheet outcomes task that gets reviewed and authorized by a Utilization Management (UM) or fiscal worker before a Service or Payment Request is created. The Service Authorization page integrates with the new Safety Methodology Case Plan Worksheet page. When using the non-Methodology Case Plan Task page, the Service Authorization page can be created using Create Case Work, but there will be no feedback to the originating Case Plan Task. In addition to supporting services requested that require payment, this page supports tracking of unpaid services. Some unpaid services may still require authorization depending on a particular CBC's practice model; others may be completed and monitored by the requestor (typically the Case Manager) without the need to create a Service Authorization page.

Link to FSFN Training:

<http://centervideo.forest.usf.edu/fsfn/ServiceAuthorization/ServiceAuthorization.html>

- Service Authorization provides the ability to identify Services Referred by the Case Manager, then allows the applicable worker to "authorize" the referred service and then move on to the creation of the Payment Activity page from the Service Authorization page.
- This provides them the ability to do the "real time" online payments through Payment Activity, related to a Service Authorization page.
- Lastly, a new Service Category Options page provides the Department with the ability to maintain the "Service Sub Categories" which appear on the Case Plan Worksheet for referring Services. In addition, the Service Categories have been modified to bridge the gap between Case Plans and Placements/Services so that both are now working from the same "Service Categories". And while they will work from the same Service Categories, the Case Managers will use Service Sub Categories on Case Plans and Fiscal Workers will continue to maintain their Service Types as they do today for Service Categories.

The following FSFN System Documentation that will be updated in this software release and made available on the Center for Child Welfare's website week of 6/23/14:

How Do I Guides: Case Plan Worksheet, File Cabinet, Maintain Services, Out of Home Placement, Process Payments, Service Authorization, Trust Account, Case Plan/JR Worksheet

Topic Papers: AFCARS/AFCARS Exceptions page, Case Book, Case Merge, Case Planning, Child Investigation, FFA-Ongoing, File Cabinet, Financial Batch Schedule, FM01 Process Payments, FM02 Issue Reconcile Checks, FM04a Financial Reimbursement Claiming, Forms, Maintain Case, Person Book, Person Merge, PM01 Maintain Services, Progress Update, Service Authorization, SM10a Out of Home Placement – Services, TP-Navigation SM04b, Trust Account

Templates: Case Plan Judicial, FFA-Ongoing, Investigation Summary w Reporter, Investigation Summary w/o Reporter, Judicial Review

User Guides: Case Plan Worksheet, Child Investigation, Out of Home Placement, Process Payments, Service Authorization, Trust Account

Link to FSFN System Documentation:

<http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFNAll.shtml#TopicPapers>