



**State of Florida  
Department of Children and Families**


**Rick Scott**  
Governor



**Mike Carroll**  
Secretary

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**DATE:** June 2, 2017

**TO:** Regional Managing Directors  
Sheriff's Offices Conducting Child Protective Investigations  
Community-based Care (CBC) Lead Agency CEOs

**THROUGH:** David L. Fairbanks, Deputy Secretary 

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare   
Vicki Abrams, Assistant Secretary for Operations 

**SUBJECT:** 'Get Ready' for FSFN Enhancements to Medicaid Applications

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**PURPOSE:** The purpose of this memorandum is to advise all stakeholders that Medicaid eligibility application enhancements to the Florida Safe Families Network (FSFN) are scheduled to be implemented on June 23, 2017. These changes will enhance current functionality and improve the Medicaid connection FSFN has with the FLORIDA system.

**BACKGROUND:** Currently, Medicaid applications for children in care must be submitted manually when the submission to FLORIDA from the FSFN interface is unsuccessful. The changes to be implemented June 23 will reduce the manual labor involved in the application process. The target user group for these changes is CBC Revenue Maximization staff.

The functionality enhancements included in this release will:

- Allow a new initial Medicaid application when the previous application was denied;
- Populate the date into Removal Begin Date for Independent Living (IL), Interstate Compact for the Placement of Children (ICPC) and Post-Adoption Conversion cases;
- Populate placement and notification address changes for IL, ICPC and Post-Adoption Conversion cases; and
- Transmit the CBC Lead Agency name instead of a specific worker name.

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**TRAINING:** Training will be required for all CBC Revenue Maximization staff who are responsible for the completion of Medicaid applications for children in care.

Initial training sessions will consist of a one-day, Train-the-Trainer session, to be held in the following locations:

- June 19<sup>th</sup> – Fort Lauderdale
- June 20<sup>th</sup> – Orlando
- June 22<sup>nd</sup> – Tallahassee

Participants in these initial sessions will then be responsible for training remaining Revenue Maximization staff within their individual CBCs and supporting all affected staff upon implementation of the enhancements.

**ACTION REQUIRED:** Please review and disseminate this memorandum and attached information flyer to all CBC Revenue Maximization staff responsible for the completion of Medicaid applications for children in care.

**CONTACT INFORMATION:** If you have questions or need further information, please contact Jessica Johnson, at [Jessica.Johnson@myflfamilies.com](mailto:Jessica.Johnson@myflfamilies.com) or (850) 717-4491.

For questions related to the local implementation of these enhancements, please contact your Regional Champions:

**Northwest Region** – [Kelly.Faircloth@myflfamilies.com](mailto:Kelly.Faircloth@myflfamilies.com)  
**Northeast Region** – [Daniel.Sprague@myflfamilies.com](mailto:Daniel.Sprague@myflfamilies.com)  
**Central Region** – [Alger.Studstill@myflfamilies.com](mailto:Alger.Studstill@myflfamilies.com)  
**SunCoast Region** – [Kyle.Teague@myflfamilies.com](mailto:Kyle.Teague@myflfamilies.com)  
**Southeast Region** – [Tausha.Schreiber@myflfamilies.com](mailto:Tausha.Schreiber@myflfamilies.com)  
**Southern Region** – [Thomas.Davis@myflfamilies.com](mailto:Thomas.Davis@myflfamilies.com)

**ATTACHMENT:**

Informational Flyer – *FSFN Medicaid Application Enhancement*

cc: Jeri Culley, Assistant Secretary for Economic Self-Sufficiency  
Regional Family and Community Services Directors  
Regional Economic Self-Sufficiency Directors  
Office of Child Welfare Directors  
Kiran Garimella, OITS Director of Application and Support Services  
FSFN User Groups  
FSFN Consultant Network  
Florida's Center for Child Welfare



# FSFN Medicaid Application Enhancements

What is changing?	<ul style="list-style-type: none"> <li>• Allow new initial Medicaid application when the previous application was denied.</li> <li>• Populate date into Removal Begin Date for IL, ICPC and Post-Adoption Conversion Cases.</li> <li>• Populate placement and notification address changes for IL, ICPC and Post-Adoption Conversion Cases.</li> <li>• Transmit CBC Lead Agency name instead of a specific worker name.</li> </ul>	
Who will experience the changes?	<ul style="list-style-type: none"> <li>• Revenue Maximization Specialists</li> <li>• Child in Care Specialists</li> </ul>	
When will the changes occur?	June 23, 2017	
What is the training approach?	<p>Classroom training sessions will be held in the following locations:</p> <ul style="list-style-type: none"> <li>• June 19 – Ft. Lauderdale</li> <li>• June 20 – Orlando</li> <li>• June 22 – Tallahassee</li> </ul>	
Who do I contact with questions?	Contact your Regional Champion for questions and details about readiness activities.	
Who is my Regional Champion?	<ul style="list-style-type: none"> <li>• Kelly Faircloth, Northwest Region</li> <li>• Daniel Sprague, Northeast Region</li> <li>• Alger Studstill, Central Region</li> </ul>	<ul style="list-style-type: none"> <li>• Kyle Teague, Suncoast Region</li> <li>• Tausha Schreiber, Southeast Region</li> <li>• Thomas Davis, Southern Region</li> </ul>