



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

Rick Scott
Governor

Mike Carroll
Secretary

DATE: March 1, 2018

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

THROUGH: David L. Fairbanks, Deputy Secretary *[Signature]*

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare *[Signature]*
Rebecca Kapusta, Assistant Secretary for Operations *[Signature]*

SUBJECT: Unified Home Study Completion

PURPOSE: This memorandum is to advise all impacted stakeholders of the requirement to complete all pending home studies that currently exist in the Florida Safe Families Network (FSFN), prior to release of the enhanced Unified Home Study (UHS) functionality that will go live in June 2018.

BACKGROUND: During preparations for the sun setting of the Title IV-E Demonstration Wavier, there has been a continuous effort to address areas of improvement in the documentation of children in out of home care settings. During development of new FSFN UHS functionality which is set for a June 2018 deployment, it was determined that more than 100,000 home studies currently exist with a 'pending' outcome status. The home study types of emergency placements, relative, non-relative, licensing and adoption home studies were initiated by child welfare professionals statewide. Several of these home studies have resulted in the decision to approve or not approve the placement of a child(ren) referenced in the home study. These home studies must be completed and either approved or not approved prior to deployment of the new UHS functionality as this will also support Florida's efforts to maintain Title IV-E compliance.

ACTION REQUIRED: Please review and disseminate this memorandum to all CPI, CBC and sub-contracted provider staff who conduct home studies for purposes of child placement. Pending home studies must be completed and receive a supervisory validation to either Approve or Not Approve each study, congruent with the placement decision that was made for each child who was the subject of the respective home study. *The validation period for this clean-up will begin on March 1, 2018 and conclude on May 30, 2018.*

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

Current UHS functionality validates that a local background check was completed on each prospective provider within 365 days of the current system date; this edit will be released during the validation period and FSFN will instead validate that the local background check is within 365 days of the *Completed* date of the UHS (within the Home Evaluation group box). The current Delink Provider functionality which does not allow two linked (merged) providers to be separated (delinked) will also be corrected. Child welfare professionals will need to review the case file to validate that there was a local background check completed on each household member or frequent visitor referenced in the home study prior to either approving or not approving the home study.

On a UHS where background checks cannot be validated, the UHS should be left pending and the justification should be added to the Incomplete Unified Home study Excel Workbook.

In June, the Office of Child Welfare will request each CBC and each DCF Circuit to provide a copy of their Incomplete Unified home study Excel Workbook containing the list of UHS that were not able to be approved and the justification.

The attached Unified Home Study (UHS) FSFN Clean-Up Job Aid provides the information necessary to complete the approval process. In addition, those needing assistance in completing the approvals process can access the Unified Home Study User Guide and How Do I Guide on Florida's Center for Child Welfare by clicking the following link:

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

CONTACT INFORMATION: If you have questions or need further information, please contact Courtney Smith, Permanency & Well Being Manager, at (850) 717- 4660 or via email at Courtney.Smith@myflfamilies.com.

cc: Regional Family and Community Services Directors
FSFN Consultant Network
FSFN User Group
Center for Child Welfare

Attachments: Unified Home Study (UHS) FSFN Clean-Up Job Aid
Incomplete Unified Home Study Excel Workbook (as of 02/06/2018)

Unified Home-Study (UHS) FSFN Clean-Up Job Aid

Purpose:

- To prevent an “illegal” placement or the loss of IV-E funding (with the current “pending home studies of the state”, the state would lose approximately \$90 million in funding).
- Current HS in the process of being completed will continue as normal.
- The UHS FSFN enhancements are scheduled to roll out June 15, 2018.

Steps:

- You will not be able to just go into the approval links and mark “approved” or “not approved”. Each home study must go through a “validation” process.
- **For home studies dated 2013 and later**, make the recommendation in the “Outcome” Drop Down menu and submit for approval under the Actions approval link.

General Information

Provider ID: 100093972 Counselor Name: ZGPRMH, BRIANNA L [Search](#) Purpose of Home Study: Relative Placement **Outcome:** APPROVED - MEETS REQUIREMENTS Completed Date:

Demographics **Prior Intakes and Investigations/Referrals** **Background Check Information** **Financial Security Resources and Child Care Arrangement** **Narrative Family Assessment** **Attachments to the Unified Home Study** **Actions:**

Viewed SSN Verification: ☒ Yes ☐ No Address: 2919 Szidllw HG City: Tallahassee County, State & Zip Code: Leon, FL 32301-7068 Home Phone: (850)524-0585 Cell Phone: Work Phone: Fax: Email Address: Work Schedule: Primary Language: English Race: Black/African American Ethnicity: African American/Black FL Residence Length: 1 Years - 1 Months Other States of Residence and approximate dates lived there: State: Dates: 00/00/0000 To 00/00/0000 State: Dates: 00/00/0000 To 00/00/0000

Viewed SSN Verification: ☒ Yes ☐ No Address: 2919 Szidllw HG City: Tallahassee County, State & Zip Code: Leon, FL 32301-7068 Home Phone: (850)524-0585 Cell Phone: Work Phone: Fax: Email Address: Work Schedule: Primary Language: English Race: Black/African American Ethnicity: African American/Black FL Residence Length: 1 Years - 1 Months Other States of Residence and approximate dates lived there: State: Dates: 00/00/0000 To 00/00/0000 State: Dates: 00/00/0000 To 00/00/0000

Home Evaluation

Date Initiated: 08/24/2016 Date Completed: 10/20/2016

Actions:

[Approval](#) [Upload Image](#)

Text:

[Unified Home Study](#)

- If the Case Manager/Supervisor/Adoption Specialist/Licensing Specialist is no longer working at the agency, the current Case Manager/Supervisor/Adoption Specialist/Licensing Specialist is responsible to complete the task by:
 - looking through the documents to enter the local background check dates found in the file or home study.
 - reviewing the recommendation and submitting for approval to the supervisor.

- The local background checks have to be within 365 days prior to the completion date of the home study. The completion date is the date the supervisor signed the home study if there is a paper copy identified. The local background check paper copy needs to be scanned to the home study file as an image. Reminder as per CFOP 50-1, any documentation containing FCIC/NCIC information should not be scanned into FSFN.

Basic
 Number: 100093972 Name: NRGXSVOO ORYFIW, ENID Type: Adoption Status: Active

Home Information
 Caregiver 1: NRGXSVOO ORYFIW, ENID
 Caregiver 2: ORYFIW, TIMOTHY
 Primary Language: English
 Marital Status: Married Couple

Provider Address: 2919 Szidllw HG, Tallahassee, FL 32301-7068
 Mailing Address:
 Home: (850)524-0585 Work:
 Email:

Alternate Contact Information
 Name:

Tax ID Number
☐ FEIN 262-71-0475
☒ SSN
☐ N/A

Parent Agency: MITCHELL LIBURD

Actions:
[Delink Provider](#)
[Parent Agency History](#)
[Provider Repayment Method](#)
[Background Screening](#)
[License/Relicense Checklist](#)
[Unified Home Study](#)

Provider Background Screening -- Webpage Dialog

Florida Safe Families Network Print Audit Spell Check Help

Person Provider Information
 Provider Name: ENID MITCHELL LIBURD Provider Type: Adoption Worker: KILXGLI, VALERIE
 Provider ID: 100093972 Provider Status: Active Last Updated: 10/11/2016

Screened Records

Name	Cleared? Yes No	Source	LOCAL	FDLE	FBI	FL Abuse Registry	OS Abuse Registry
ORYFIW, TIMOTHY	<input checked="" type="radio"/> <input type="radio"/>	Effective Date: 09/29/2016	09/21/2016	09/21/2016	10/11/2016	00/00/0000	
		Expiration Date: 12/29/2016	09/21/2017	09/21/2021	11/11/2016	00/00/0000	
NRGXSVOO ORYFIW, ENID	<input checked="" type="radio"/> <input type="radio"/>	Effective Date: 09/29/2016	09/21/2016	09/21/2016	10/11/2016	00/00/0000	
		Expiration Date: 12/29/2016	09/21/2017	09/21/2021	11/11/2016	00/00/0000	

Insert

- If there is no completion date entered, the completion date is the date the supervisor signed the home study template with signatures in the attached image or paper copy. The paper copy needs to be scanned and attached and uploaded to the home study prior to marking "approved" or "not approved".
- A supervisor may not submit for approval and then route to themselves to approve (must be a two-tiered process). After the approval, the Case Manager/Supervisor/Adoption Specialist/Licensing Specialist must make a note in the provider notes explaining why he/she is approving the recommendations of the UHS.
- The following case note should be entered when approving an outstanding UHS:
NOTE: The portion in red illustrates an example and must be replaced with the actual purpose or type of study
 "As a result of the new UHS functionality which is set for a June 2018 deployment in to FSFN, it was determine that a home study associated with this case had a pending outcome status. A review of the paper record indicates that all background checks were completed timely for <<enter purpose/type of study (e.g., emergency placement, relative placement, etc.)>> home study and the FSFN record is being updated to reflect the appropriate outcome for the home study approved by the supervisor on (date)."

- **For home studies dated prior to 2013**, if the Case Manager/Supervisor/Adoption Specialist is no longer working at the agency, the current Case Manager/Supervisor/Adoption Specialist is responsible to complete the task by:
 - looking through the documents to enter the local background check dates found in the file or home study.
 - reviewing the recommendation and submitting for approval to the supervisor by selecting approval from options drop down.

The screenshot displays the Florida Safe Families Network web application interface. The browser address bar shows a URL starting with 'http://172.27.36.219:8001/'. The page title is 'Florida Safe Families Network'. The main content area is divided into several sections:

- General Information:** Provider: NRGXSV00 ORYPIN, ENID 100093972, Category: Home Study, Document: Unified Home Study.
- Case Information:** Case ID: 100249147, Case Name: T/REH/OG/KATISHA.
- Children Associated:** A list with one entry: ☒ KRE/IV, KILEY VONSHAY.
- Background Check Request:** Request Type: ☐ Planned Placement, ☒ Emergency Placement. Fields for Background Check?, Name, and Last Background Check are present.
- Home Study Information:** Person Conducting the Home Study: UNTFHLM, SHEYLA N. Type: . Date Home Study Conducted: . Outcome: .
- Additional Comments:** A text area with the value 'P/A'.
- Options:** A dropdown menu with options: Actions, Approval, Text, and Unified Home Study. The 'Approval' option is selected.

Buttons for 'Request Background Check', 'Save', and 'Close' are visible at the bottom of the form.

- If there are duplicated home studies made in error, you may select the "not approved" radio button in the approval link and make a note in the provider record that it was a duplicate made in error.
- If you cannot find the completed home study template with signatures-do not approve the home study and add the reason to the Incomplete UHS Excel document.
- For open cases that have a pending home study, but background screens are not located- do not approve the home study and add the reason to the Incomplete UHS Excel document.