



Project Status Report – Week Ending 7/12/13

Project Name	Child Protection Transformation
Executive Sponsor	David Wilkins, Secretary Department of Children and Families
Project Director	Kellie Sweat Darnell, Director Child Protection Transformation

Project Performance: (Red/Yellow/Green)

Schedule	Budget	Scope	Risk	Issues
R2/R3 Schedule TBD	On Budget	Eligibility, Financial, Provider Requirements	Medium	Yes

Issues:

Description	Impact	Mitigation Strategy
Safety Decision Making Methodology training will conclude for field staff prior to FSFN deployment of the updated assessment tools.	HIGH	Statewide Implementation Team evaluated this issue and concluded the Methodology implementation and training plans should continue on schedule. A contingency plan will be developed to allow for implementation with Template tools outside of FSFN. This will be a temporary solution until the assessment tools are available in FSFN. The templates have been written and communicated to Regional Champions.

Communication Activities:

Team	Description
Southern Region	Glenn Broch delivered his weekly email address to Child Protection staff in Southern Region. Included with his update is an article published by the NRCCPS entitled, "A Brief History of Child Safety Intervention." Child Protection staff is encouraged to read articles and discuss in their unit meetings .

Schedule / Key Activities:

Child Protection Transformation	Project Phase	On Track?	Upcoming Key Milestones	Status Comments
Statewide Implementation Team		Yes	8/27– August Statewide Mtg	Conducted July monthly statewide Implementation Team meeting on July 11 th and 12 th . A review of all Regional Implementation plans was conducted as well as an overview the FSFN Safety Decision Making Templates and Instructions. http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional Implementation Plans http://apps.dcf.state.fl.us/transformation/fsdmm.asp?path=Safety Decision Making Methodology Templates



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Business Practice/Policy Implementation Sub-Team	Design and Publication	65C-28 and 65C-30 are overdue	<p>6/3/13 On or before 6/30/13 7/15/13 - Notice of proposed rule change posted for 65C-28, 65C-29, 65C-30</p>	<p>The Office of Child Welfare, Operating Procedure Manual (Chapters 1, 3, 5, 6, 7, 8, 9, 11, 12, 17, 18, 19) was published on 7/1/13 the Center for Child Welfare located at: http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DeptOperatingProcedures.shtml</p> <p>Chapter 2 is completed and was posted to the Center for Child Welfare on 7/15/13.</p> <p>Chapter 4 is still under development.</p> <p>65C-29 –The proposed rule for 65C-29, Protective Investigations was advertised in the Florida Administrative Register on 7/12/13. A public hearing will be held on 8/8/13.</p> <p>65C-30 – Pending OCW and Transformation team continuing to edit.</p> <p>65C-28 – Pending OCW and Transformation team continuing to edit.</p>
SACWIS Compliance		Yes		No additional updates this week.
Data, Quality Assurance, and Performance Management Sub-team		Yes		No updates this week



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Training/Coaching Sub-team	Training	Yes	10/7 – Hotline Safety Decision Making Methodology training ends	<p>eLearning Module 1 “Information Domains and Information Collections” , eLearning Module 2 “Present and Impending Danger, Child Vulnerability and Protective Capacity”, eLearning Module 3 “Critical Thinking in Safety Decision Making” and eLearning Module 4 “Safety Planning” have been completed and posted to the Center for Child Welfare’s website. http://centerforchildwelfare.fmhi.usf.edu/Training/FSDMM.shtml</p> <p>On June 24 - The FSFN R1 “Introduction to Transformation” Web Based Training Modules were posted on the Center’s website. (http://centerforchildwelfare.fmhi.usf.edu/Training/fsfnwebtrain.shtml)</p> <p>On July 10th, the Training/Coaching sub team met and discussed a variety of items related to trainer proficiency, frontline curriculum, and CLS/Judicial training schedule.</p> <p>ELearning Module Views as of 7/8/13: Module 1 240 Page Views, Total of 3,634 Module 2 149 Page Views, Total of 2,955 Module 3 149 Page Views, Total of 2,116 Module 4 144 Page Views, Total of 1,769</p> <p>ASD In-Service Contract Weekly Update: --On 4/15/13, ASD delivered the Pre and Post Tests. --On 4/15/13, ASD delivered the final Hotline Curriculum. --On 4/26/13, ASD delivered the Supervisor Curriculum. --On 6/13/13, ASD delivered the QA Curriculum. --On 6/27/13, ASD delivered the Frontline Curriculum. --All deliverables have been given to the Department. Currently, conducting closeout activities.</p> <p>ASD Pre-Service Contract Weekly Update: --On 5/10/13, ASD delivered the Logic Model. --On 5/31/13, ASD delivered the Instructional Design Strategy and Plan. --On 6/5/13, ASD submitted the National Review of Child Welfare Training. --On 6/28/13, ASD submitted the Curriculum outlines for each position type.</p>



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Communication Sub-team	Execution	Yes		<p>Transformation is the word! The public has taken an interest in our project! We have been working closely with our communication office and media affiliates preparing talking points and information on the Child Protection Transformation Project. Check out the interview with Secretary David Wilkins and Kellie Sweat Darnell at the following link:</p> <p>http://news.wfsu.org/post/it-s-about-florida-dcf-addresses-child-deaths-improvements-practices</p> <p>Light bulb Moment Posters have been distributed to the Regional Champions. Once your switch is flipped go to http://www.dcf.state.fl.us/cptransformation to print yours!</p> <p>Transformation is Mission Possible! New pictures of the energy you all are creating in the field are available on the Intranet! Check Intranet throughout the week for updates, changes and pictures of light bulbs being switched on throughout the state. Also, check out the electricity buzzing throughout the state of Florida! The intranet now has pictures showing how you all are spreading Transformation! Please send your local pictures to be included!</p> <p>http://www.dcf.state.fl.us/cptransformation Keep checking back each week for pictures posted from around the state!</p> <p>The “Field Thoughts on Transformation” survey is now available and we want to hear your stories! Please take a few moments and encourage your staff to take a few moments to share their thoughts at the following: http://www.surveymonkey.com/s/2NXB2JM In this survey, we ask the following three questions so it should not take long to complete:</p> <ol style="list-style-type: none"> a) What do you think the Safety Decision Making Methodology will do for the Child Welfare system in Florida? b) Have you had a "light bulb" moment? If yes, explain. c) What else do you want the project team to know about the Child Protection Transformation Project? <p>SuperSPEs and Regional Champions: The first installment of Parking Lot Questions and Answers that resulted from the Florida Safety Decision Methodology Training were posted at the following link: http://apps.dcf.state.fl.us/transformation/training.asp?path=Parking Lot Questions and Answers</p> <p>A flyer has been created to outline the changes occurring at the Hotline Command Center: http://apps.dcf.state.fl.us/transformation/documents/Leaders/Hotline%20Command%20Center%20Implementation/Hotline%20Command%20Center_Flyer.pdf</p>



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Field Readiness Sub-team	Implementation Planning	Yes		<p>General Update: Each Regional Champion completed and presented their Regional Implementation Plans at the Child Protection Transformation Statewide Meeting on July 11th and 12th. To view the plans, click here: http://apps.dcf.state.fl.us/transformation/index.asp?path=Regional Implementation Plans. Beginning next week, each Region will be split out and in addition to activities; we will start reporting on Regional implementation numbers.</p> <p>Northwest Region: Regional Safety Practice Experts met in Panama City with Pam Aepel who provided additional training to our Safety Practice Experts enhancing their coaching skills around training the new Safety Practice methodology.</p> <p>Regional Super Safety Practice Call was held: Circuit 1 will be meeting with the training group on Friday to schedule ongoing learning groups. Trainers/Consultants will take a specific topic (present danger plan, impending danger plan, protective capacities, etc) and develop an application curriculum for that topic. We will complete a calendar for the circuit identifying dates/locations and topics for learning groups. The expectation is supervisors will be mandated to attend in order to build their capacity and support their staff. We will have a consultation work group consisting of supervisors, staff, etc. to discuss/develop unit/area specific processes for the supervisors to provide ongoing consultation with their line staff (i.e, case reviews, safety plans, etc). A SSPE or SPE trainer/consultant would be available to assist the supervisor with facilitating the group. Articles will be identified to send to staff for their review and/or discussion at learning circles</p> <p>Circuit 2/14 will begin case reviews to be held every two weeks. The first review process will be completed by the implementation team. There will be topic specific learning groups (similar to circuit 1) as well as continue to hold writing groups. Articles will be identified to send to staff for their review and/or discussion at learning circles.</p> <p>Circuit 1- Santa Rosa Supervisory Co-Hort Class continues with the first two days of classroom training. We covered through Module 4 of the curriculum. Super Safety Practice Expert, Tina Cain and UWF Field Training Director, Gary Holloway are the trainers on their way to proficiency. Robert Gryskiewicz is the evaluator on his way to proficiency and Elena Aldridge is evaluating Rob. We are building capacity. We have 20 participants in the class representing CLS, CPI and Case Management. The Circuit 1 Implementation Team met and updated the Circuit 1 Action Plan. Representative from our new Managing Entity met with the committee to update us on the changes.</p> <p>Circuit 2 - Kim Barrett has agreed to provide representation for the Hotline on the Circuit 2 Implementation Team. This was recommendation from the Statewide Implementation Team Meeting.</p> <p>Circuit 14 - We had two consultation days in Marianna with our C2 and C 14 supervisors and leadership who have been through the Safety Methodology training. We spent two days applying the methodology to a training case.</p>



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Technology – FSFN Child Protection Transformation Project Overall		At Risk		Overall: IBM is in the process of developing an integrated project schedule to include Release 1, 2, 3, plus all M&O and Hotline builds. Several work sessions have been conducted to review the schedule. DCF and IBM are jointly developing a schedule for quarterly builds.
Technology – FSFN Release 1 “Introduction”	Deployed	Yes		<p>Release 1 “Introduction to Transformation” went live date on 7/07!</p> <p>The following link provides access to an Introduction to Transformation flyer that provides a summary of functionality and upcoming milestones. http://apps.dcf.state.fl.us/transformation/documents/Leaders/Introduction%20to%20Transformation/Introduction%20to%20Transformation_Flyer.pdf</p> <p>Deliverables Progress:</p> <ol style="list-style-type: none"> 1. Week of 2/18/13, IBM delivered draft functional specs for Release 1 and conducted preliminary reviews with DCF Core Transformation teams. The official deliverable will be submitted DCF on 2/26/13. DCF provided deliverable comments to IBM on 3/11/13. IBM delivered the updated Release 1 functional specifications on 3/22/13. DCF provided feedback to IBM on 3/27/13. IBM re-delivered the R1 Functional Specifications on 4/9/13 and DCF provided comments back on 4/15/13. IBM re-delivered the R1 Functional Specifications on 5/8/13. DCF accepted this document on 5/16. 2. IBM delivered the Release 1 Technical Specifications to DCF on 3/12/13. DCF has reviewed and provided feedback on 3/20/13. IBM has re-submitted this deliverable on 3/30/13. DCF delivered comments on 4/3/13. IBM re-delivered the R1 Technical Specifications on 5/28. DCF delivered comments to the IBM team on 6/4/13. DCF accepted the R1 Technical Specifications on 6/13/13. 3. IBM delivered the R1 Training materials on 6/13/13. DCF approved this deliverable on 6/24/13 and posted materials on the Center for Child Welfare. 4. IBM delivered the System Documentation for Release 1 on 6/27/13. DCF accepted on 7/11/13. 5. IBM delivered the UAT completed milestone on 7/1/13. DCF accepted this milestone on 7/3/13. 6. IBM delivered the ‘Ready for Production’ milestone documentation on 7/08/13. DCF accepted on 7/8/13. 7. IBM delivered the “Trainers have been Trained” milestone documentation on 7/08/13. DCF accepted on 7/8/13. 7. IBM delivered the “Production Release Deployed” on 7/15/13.



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Technology – FSN Release 2 “Activation”	Development	No, release date is under evaluation	<p>5/3/13 - Technical Design Document - R2</p> <p>5/14/13 5/27/13 - Ready for User Acceptance Testing (UAT) - R2</p> <p>5/21/13 - Training documents - R2</p> <p>6/3/13 - System Documentation - R2</p> <p>6/24/13 - User training/Training of Trainers are Trained - R2</p> <p>7/1/13 - UAT Completed - R2</p> <p>7/1/13 - Ready for Production - R2</p> <p>7/1/13 - Production release deployed - R2</p>	<p>Deliverables Progress:</p> <p>1. IBM has provided the official R2 Functional Specifications on 4/12/13. The specifications were delivered to the design stakeholders on 4/12/13 for their review. DCF delivered Release 2 comments back to IBM on April 30th. IBM re-submitted the R2 Functional Specifications on 6/27/13 and DCF provided comments back to IBM on 7/4/13. IBM re-submitted the R2 Functional specifications on 7/15/13.</p> <ol style="list-style-type: none"> 1. Case Book (updated for Release 2) 2. Person Book (updated for Release 2) 3. Desktop/Navigation (updated for Release 2) 4. Case Notes/Meetings (updated for Release 2) 5. File Cabinet (Image and Image Search) (updated for Release 2) 6. Intake 7. Investigation (FFA - Investigations) 8. Present Danger Assessment (PDA) 9. Legal Documentation Page 10. FFA - Ongoing 11. Safety Plan 12. Education 13. Independent Living 14. Maintain Case 15. Progress Update 16. Person Management 17. Unified Home Study (and several templates) 18. Supervisor Consultation 19. Medical Mental Health 20. Case Planning 21. Adoptions 22. Out of Home Placement 23. Reports 24. Forms



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Technology – FSFN Release 3 “Realization”	Design	No, release date is under evaluation	<p>5/24/13 - Functional Design Document - R3</p> <p>6/7/13 - Technical Design Document - R3</p> <p>9/11 - R3 Training documents</p> <p>9/24 - R3 Ready for UAT</p> <p>10/01 - R3 System Documentation</p> <p>10/18 - R3 UAT completed</p> <p>10/22 - User Trained</p> <p>10/29 - Ready for Production</p> <p>10/30 - Production release deployed</p>	<p>Additional Design Meetings have been scheduled to discuss and finalize design:</p> <p>July 15 2:00-3:00PM --Briefing Call (prep for ALL working sessions)</p> <p>July 17 8:30AM-4:30PM --Design Session: Service Request & Authorization</p> <p>July 18 8:30-1:00PM -- Design Session: Reimbursement (Reporting Cat., OCA, EFC/IL)</p> <p>July 24 8:30-12:00 PM -- Walk-thru -- Financial & Payment Batch</p> <p>July 24 1:00-4:30PM -- Walk-thru -- Trust Account</p> <p>July 25 8:30-noon -- Walk-thru -- Service Request & Authorization</p> <p>July 25 1:00-4:30PM -- Reimbursement</p> <p>IBM is developing final schedule for Release 3.</p>

Risks:

Description	Exposure	Mitigation Strategy
Child Protection Transformation FY 2012-2013 funding risks not obtaining Certified Forward approval.	High	The Department leveraged the “back of the bill” process during session and obtained funding released for what is needed for the remainder of the FY 12-13 and also re-appropriated funding for fiscal year 2-13-2014. FSFN Release 1 and 2 delays have shifted certain IBM deliverable forecasts into next fiscal year. The released project funding for this fiscal year will need to be Certified Forward to next fiscal year. DCF is meeting with Legislative staff to provide monthly progress.
Deliverables funded with FY 2012-2013 funding at risk of not completing by September 2013.	High	Priority focus by DCF and IBM staff to complete the work associated with FY 2012-2013 deliverables.
Total Scope of work and schedule not yet finalized for Financial, Provider, and Eligibility.	Medium	FSFN design sessions are underway with statewide CBC membership to gain consensus on scope to complete SACWIS Compliance. A 3 rd release of FSFN enhancements will be utilized to mitigate this risk.



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Differences in Eligibility Practices among all the CBCs	Medium	First item is to document the remaining open issues and to do items at the end of the JAD sessions. Second mitigation item is to consider the parts of design that CAN get documented and approved. After that, a checkpoint may be done to determine the next steps and the timing of any follow-on action plan.
Implementing the new Safety Decision Making Methodology and new technology may have a negative impact on performance measures and outcomes during the implementation phase.	Medium	Provide adequate training and support during the implementation to minimize the performance deficiencies and minimize the time to return to and exceed baseline performance.
CBC disparate system needs may delay Fin/Prov Mgmt design schedule.	High	<ol style="list-style-type: none"> 1. Conduct a checkpoint at the end of January to review the findings and feedback during the requirements and design sessions. 2. Focus the teams on those capabilities of FSFN and the immediate changes / enhancements that can be designed and implemented in a timely fashion. 3. Consider a more thorough investigation / evaluation of the CBC ancillary systems for a technical solution that would allow a single data entry of required data into FSFN and the ancillary systems to minimize or eliminate negative impact to the daily business of the different CBCs.