



Project Status Report – Week Ending 6/7/13

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
R1 is delayed	On Budget	Eligibility, Financial, Provider Requirements	Medium	Yes

Issues:

Description	Impact	Mitigation Strategy
FSFN “Introduction” Release 1 Build is delayed causing delays for all project releases.	HIGH	Resources remain assigned to R1 to resolve outstanding defects and prepare the release for a second round of UAT. Schedule impacts to R2 and R3 are being evaluated due to the extended effort required for R1.
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.

Communication Activities:

Team	Description
Central Office	On June 3, Kellie Sweat Darnell conducted a presentation as at Heartland for Children in Lakeland and on June 4, she spoke at Kid's Central, Inc in Ocala.
Southeast Region	<ul style="list-style-type: none"> - Presentation made to the Circuit 15 Department of Health child care licensing staff. Discussed the role child care centers have in the CPI's information gathering activities and that CPI's will be asking them questions pertaining to the six domains. - Presentation made to the discharge planning staff at Bethesda Hospital in C15. Changes they will see in Hotline questioning when they make a report were discussed. They were concerned the CPI's will need more time to make their safety decision but they will continue to have short time frames for releasing a child from the hospital. They were reassured that safety decisions will be made timely. - Transformation overview presentation made to 30 GAL volunteers in Circuit 17. - The Secretary's video and an overview of the safety methodology was presented to Circuit 17's Child Family Leadership Association. This was a group of 30 community leaders involved with programs providing services to children and families.
Southern Region	- On 06/03/2013, Kara Williams, FSSNF Director of the Nassau Service Center, attended a meeting where DCF Field Support Consultant Dexter Walker presented a Transformation overview at the Nassau County Health Improvement Coalition. The audience was very receptive, enjoyed the handout and shared plans to provide it to employees within their company. The meeting concluded with participants giving thanks for the overview and insight on the process. The following agencies were present: Florida Department of Health- Nassau County, Baptist Medical Center Nassau, Amelia Urgent Care, Community Hospice, Family Support Services, Tobacco and Students Working Against Tobacco (SWAT), Health Education Program, Nassau Alcohol Crime and Drug Abatement Coalition (NACDAC), Nassau County School District, Food Service, Nassau County School District Office of Intervention and Prevention, VITAS Innovative Hospice Care, Members of the Partnership for a Healthier Nassau Steering Committee, and UF Extension Office-Family Consumer Science Extension Agent
Suncoast Region	Lisa Mayrose attended a meeting with Judge Krier in Circuit 20 to discuss Transformation and service interventions. Kimberly Williams met with Circuit 13 Judge Essrig to discuss Transformation and how it may impact the safe reduction of the number of children in care.



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Schedule / Key Activities:

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Statewide Implementation Team		Yes	July 11 th and 12 th Meeting	Cancelled June Meeting and re-scheduled July Meeting to the 11 th and 12 th in Orlando
Business Practice/Policy Implementation Sub-Team	Design and Publication	At Risk	<p>6/30/13 – Publish OPM chapters 1,2,4,7,8, 12, 18, 19</p> <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>Chapters 2, 4, and 7 remain in progress - full-time protected work for the leads. The week of 6/3/13: chapters (1, 8, 12, 18, and 19) under review by CLS for final review and comments. Chapters 2 and 7 are under review for policy gaps and outstanding policy clarifications. Chapter 4: chapter lead is providing feedback to the comments matrix and incorporating necessary updates to the chapter.</p> <p>Comments have been received from the Regions and Policy/Practice Sub-team for chapters: Chapter 3 - Administration of Criminal Justice for Intakes, Investigations, & Placement Chapter 5 - Special Conditions Referrals The week of 6/3/13: chapter leads incorporating clarifications for the outstanding policy decisions. The week of 6/10/13: chapter leads continue to discuss outstanding policy decisions. The week of 6/17/13: chapters 3 and 5 will be sent to CLS for final review and comments.</p> <p>Comments have been received from the Regions and Policy/Practice Sub-team for chapter: Chapter 17 - Professional Development and Certification The week of 6/10/13: chapter will be sent to CLS for final review and comments.</p> <p>Comments have been received from the Regions and Policy/Practice Sub-team for chapters: Chapter 9 - Family Support Services Chapter 11 - Adoptions</p> <p>The week of 6/10/13: chapter leads will incorporate necessary updates to the chapters and incorporate necessary clarifications for outstanding policy decisions.; The week of 6/17/13: chapters will be resent to CLS for final review and comments; The week of 6/30/13: chapter leads will review CLS' final comments, incorporate and get these chapters ready for publication.</p> <p>Drafts submitted for: Chapter 10 - Licensing & Placements & Chapter 20 - Eligibility for Federal and State Funds -The week of 6/17/13: draft chapters will go out for review and comment by the Regions and policy/practice sub-group -The week of 6/24/13: comments on these chapters will be compiled and sent to chapter leads to review and provide feedback to the comments matrix -The week of 6/30/13: chapter leads will incorporate necessary updates to the chapters; -The week of 7/8/13: chapters will be resent to CLS for final review and comments; -The week of 7/22/13: chapter leads will review CLS' final comments, incorporate and get these chapters ready for publication.</p>



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Business Practice/Policy Implementation Sub-Team	Design and Publication	At Risk	<p>6/30/13 – Publish OPM chapters 1,2,4,7,8, 12, 18, 19</p> <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>65C-29 is in DCFTracker routing. Additional, changes and updates processed this week. Notice of Proposed rule development packet updated.</p> <p>65C-30 was completed and ready for OCW Leadership review on 4/24. OCW comments were received and will be incorporated and rule packet will be prepared for DCFTracker.</p> <p>65C-28 was completed and ready for OCW Leadership review on 5/1 OCW comments were received and will be incorporated and rule packet will be prepared for DCFTracker.</p> <p>Status updated to At Risk due to the tight timelines and competing priorities for the members of the OCW team needed to finalize the OPM and Rules. The deadline for the completion of these activities has been updated numerous times. At this point of the process, this is a critical path activity to support implementation and pre-service development.</p>
SACWIS Compliance		Yes		<p>Submitted the FSFN Advanced Planning Document to ACF on 4/30/13.</p> <p>Conducted call with ACF on Monday, May 13th to discuss SARR related questions. ACF had several follow-up items. Maria Leon assembled team to provide responses within one month.</p>
Data, Quality Assurance, and Performance Management Sub-team	Design	Yes	<p>June 18th and 19th – QA Training of the trainers</p>	<p>Conducted two day Quality Assurance curriculum development workshop on 4/4 and 4/5. This workgroup reviewed the current QA Reviewer Training Curriculum and to begin redesign of a curriculum that meets the needs, expectations and requirements of QA/CQI for the Florida Safety Decision Making Methodology (FSDMM) model. Workgroup members were tasked with ensuring all discussions for change/updating QA Reviewer Training Curriculum are consistent w/ Super SPE and SPE trainings. Week of 6/3 -- continued curriculum development activities.</p>



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Training/Coaching Sub-team	Training	Yes	<p>6/7 6/12 – Quality Assurance curriculum complete</p> <p>6/27 – Frontline Curriculum</p> <p>6/30 - Curriculum outlines for each Position Type</p>	<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>Hotline Train the Trainer for the Safety Methodology was delivered June 3-5. This positions the hotline to begin training of Supervisors.</p> <p>Super SPEs gathered for a two day worksession on case consultation in Orlando June 6-7.</p> <p>ELearning Module Views as of 6/10/13: Module 1: Total 2,433 page views Module 2 : Total 2,166 page views Module 3: Total 1,421 page views Module 4: Total 1,119 page views</p> <p>ASD In-Service Contract Weekly Update: --On 4/5/13, ASD delivered the Florida Safety Decision Making Methodology Core Curriculum, SPE Curriculum, and Leadership curriculum. --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.</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.</p>



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Communication Sub-team	Delivering	Yes		<p>The new Intranet site is up and running, please check in regularly to see the latest updates to FSFN and the information regarding the Methodology. http://eww.dcf.state.fl.us/cptransformation/</p> <p>Master list of "Parking Lot" issues from all the trainings with the answers are in development and will be posted on the Intranet site when ready. Continued development of answers to the Parking Lot Questions from SPE training.</p> <p>The Child Protection Transformation Project will host a booth at this year's Foster Parents Conference in Orlando in order to disseminate information and reach out to this stakeholder group. Creation of Foster Parent Conference Brochure and planning for booth in progress.</p> <p>Train the Trainer for the Hotline Command Center completed this week. The training of the Hotline Command Center Supervisors is scheduled to begin June 24th with front line staff to follow through July and August. Hotline Command Center Communication Plan to support this rollout is in development.</p> <p>Transformation Overview has had over 9000 views! As of 6/10, the Overview has been viewed 9,684times.</p>
Field Readiness Sub-team	Implementation Planning	Yes	5/31/13 – 7/1/13 Implementation Plan completed in each region	<p>Suncoast Region: The SunCoast Region is currently midway through two (2) SPE Cohorts and is getting ready to begin our Supervisory Training next week. Implementation meetings are being held Region wide with various partners and stakeholders to discuss the Transformation as well as specific roles as we begin to practice. Kimberly Williams and Shawn Creney attended the Super SPE Consultation meeting in Orlando last week to continue professional development and learning related to the Methodology. The SunCoast Region Office of Family Safety is also working closely with our CBC partners and Substance Abuse Mental Health to ensure that Child Welfare Integration is aligned with the Methodology.</p> <p>Southeast Region: The SAMH managing entity spoke to leadership staff in Circuits 15 and 19 and presented their plan for the engagement of substance abuse services with parents during an investigation. This is expected to be in place in the first week of July.</p> <p>The Southeast and Southern regions met to discuss our current protocol for the handling of OTI requests and case transfers between the two regions. A committee was established to rewrite the protocol to align with transformation. Emphasis will be put on the need to respond timely in seeing victim children if they are not in the county where the report was called to.</p>



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Field Readiness Sub-team	Implementation Planning	Yes	5/31/13 – 7/1/13 Implementation Plan completed in each region	<p>Northeast Region: Training Plan completed through December 2013 to reflect what units will be in our Phase 1 and Phase 2 roll out. Plan is to have the following areas completed with the 8 days of Safety Methodology and 2 days minimum of case application and/or consultation: Ph 1 Clay, Nassau, Deland, Levy/Gilcrest/Dixie; Ph2. St Johns, Putnam, Flagler, Bradford, Baker, Alachua, and a section of Duval. Plan includes Super SPE and SPE consultants assigned by area to provide field support that includes going out with CPI in field, assist with fidelity across the system.</p> <ul style="list-style-type: none"> - Circuit Teams working hard on readiness. Sub Teams created around protocol reviews and safety management, case transfers, and engagement strategies. - Super SPE and SPE development continues through case application workshops, community outreach across the Region, and through leading guided discussion sessions with front line/Phase 1 teams. In addition, all SSPEs and SPE GG from PSFS attended the 2 day case consultation workshop in Orlando with Action. - Super SPE Consultant Connie Simcox attended the Hotline SPE and is our local "Hotline" expert. She will also share information with Suncoast. Report out scheduled at Regional Trainers meeting and via conference call Monday June 10th at 330. - On 06/03/2013, the FSSNF and CMO Safety Practice Experts (SPEs) participated in a Transformation conference call with FSSNF, DCF, and other CBC representatives in Circuit 4. The conference call was lead by Patricia Medlock, DCF Program Administrator. Topics included: Update on Supervisory Cohort training and other training schedules, the Transformation web page/resources, and open discussions. - On 06/04/2013, LaTanya Wynn-Hall, FSSNF Director of CMO Services, conducted a Transformation training update conference call with the CMO Program Directors. - On 06/06/2013, the Circuit 4 Transformation Implementation Team meeting was conducted and the group reviewed the FSDMM Field Readiness and Methodology Tool for a status on previous tasks and future tasks and other agenda items. - On 06/06/2013, the Safety Management sub-committee met and discussed the FSDMM, MOUs/Protocols, etc. This sub-committee consists of members from DCF, CLS, FSSNF, CMOs, Hubbard House, and Gateway Community Services.



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Technology – FSN Child Protection Transformation Project Overall		At Risk		<p>Weekly Progress: DCF and IBM continue to discuss release content for Release 1, release 2, and release 3. A contract amendment was signed on 5/16/13 to accommodate a 3 release approach.</p> <p>Deliverables:</p> <ol style="list-style-type: none"> 1. IBM delivered the Development and Testing Guidelines Deliverable on 1/25/13. DCF met with IBM on 2/5, 2/7, and 2/15 to discuss SDLC deliverables, content, and deliverable acceptance criteria. IBM delivered the Updated Development and Testing Guidelines on 2/18/13. DCF provided feedback/revisions on 2/22/13. IBM re-submitted this deliverable on 3/27/13. DCF accepted this deliverable on 4/2/13. 2. IBM conducted an overview walkthrough meeting of the draft System and Integration Test Plan deliverable on 2/18/13. IBM is updating based on DCF feedback. Two meetings have been setup week of 3/4/13 to finalize the deliverable. IBM officially delivered this document on 4/5/13. DCF responded to IBM with deliverable comments on 4/16/13. IBM re-submitted this deliverable on 4/25/13. DCF accepted this deliverable on 4/29/13. 3. IBM delivered the Organizational Change Management, communication, and Training plan on 3/8/13 and DCF provided feedback on 3/21/13. . IBM re-submitted the deliverable on 4/9/13. DCF accepted this deliverable on 4/17/13.
Technology – FSN Release 1 “Introduction”	Code/Test	Delayed	<p>3/11/13 - Functional Design Document - R1</p> <p>4/3/13 - Technical Design Document - R1</p> <p>4/3/13 - Training documents - R1</p> <p>4/11/13 - System Documentation - R1</p> <p>4/18/13 - User training/Training of Trainers are Trained - R1</p> <p>4/19/13 4/24/13 - UAT Completed - R1</p> <p>4/24/13 - Ready for Production - R1</p> <p>4/28/13 - Production release deployed - R1</p>	<p>--User acceptance testing started informally on Wednesday, April 10th. Users were able to go through most of the scheduled scripts in 3 days. DCF approved the official start of UAT for April 15th. Week two of UAT testing consisted of reports testing and defect re-testing. A third week of UAT testing was conducted for two days to retest the final set of defects. IBM is correcting the final set of defects and stabilizing the Hotline in order to conduct full regression testing.</p> <p>Training documentation and System Documentation are behind schedule.</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.



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Technology – FSN Release 2 “Activation”	Design	No, dates will be re-evaluated post R1 go live	<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>--Conducted IBM Reports design for Release 2 functionality on 5/22.</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.</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



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Technology – FSFN Release 3 “Realization”	Design	No, dates will be re-evaluated post R1 go live	5/24/13 - Functional Design Document - R3 6/7/13 - Technical Design Document - R3 9/11 – R3 Training documents 9/24 – R3 Ready for UAT 10/01 – R3 System Documentation 10/18 – R3 UAT completed 10/22 – User Trained 10/29 – Ready for Production 10/30 – Production release deployed	IBM is developing final schedule.

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.