



<u>DEPARTMENT NAME:</u> Data Management		
<u>SUBJECT:</u> Timeliness of Data Entry		<u>POLICY NUMBER:</u> DM-001
<u>APPROVAL:</u>	<u>EFFECTIVE DATE:</u> 7/2023	<u>REPLACES :</u>

- I. **PURPOSE:** This policy establishes process in place with regards to Timeliness of Data Entry
- II. **REVIEW HISTORY:** N/A
- III. **CONTACT:** Data Manager Supervisor
- IV. **PERSONS AFFECTED:** Children’s Network of Hillsborough, LLC, Children’s Home Network and Case Management staff.
- V. **POLICY:** It is the policy of the Children’s Network of Hillsborough, LLC to ensure there is a clear and concise process in place for the timeliness of data entry.
- VI. **Terms**
 - **FSFN** – Florida Safe Families Network, the state system for child welfare.
 - **Mindshare** – A contracted platform used to mirror FSFN and allows Placement and Case Management personnel the ability to enter their information. Used by the Data Management Team to receive placement edits.
 - **Data Team/Staff** – The personnel of the Data Management Team assigned a role in updating placement moves.
 - **CHN/Children’s Home Network** – contracted agency specifically tasked with ensuring nightly placements for the children of Circuit 13 child welfare system.
 - **Case Management Organization (CMO)** – Contracted agencies tasked with the care of the child in Circuit 13’s child welfare system. Their workers assigned these tasks are “case managers”/CMs.
 - **Placement Correction** – a function in FSFN’s Utilities that allows for an older placement to be entered without backing out “in error” the current placements. Only able to be used once a financial calculation (“calc”) for said month has been completed by accounting.
 - **Discrepancy Logs:** Files of all discrepancies that have been found are sent to the relevant agencies at minimum every other business day for corrections. At present there are 3 logs: Licensed Placement, to be completed by CHN team. Non-



Licensed Placement, to be completed by CMOs and Out of Home care for all missing funding authorizations and bed holds.

VII. PROCEDURES:

- A. Children's Home Network (Placement) responsibilities include ensuring that all edits for licensed placements (foster and group homes) are updated in Mindshare within 2 business days of a move.**
- All licensed moves are to be entered in the Movement Listing section of Mindshare.
 - In addition, CHN is to submit a regular Daily Placement Report/Debriefing to the Data Team listing all licensed placements moves for the week/month.
- B. Case Management Organization (CMOs) responsibilities including ensuring that all edits for a child's moves to non-licensed placements (Including relative/non-relative moves/visits, Hospitalizations, DJJ, as well as temporary overnight non-licensed settings), are updated in Mindshare within 2 business days of a move. All updates from staffing are to be submitted by 1 business day from the staffing.**
- CMs are to enter all non-licensed moves in the Movement Listing section of Mindshare.
- C. The Data Management Team responsibilities include accurately updating Florida Safe Families Network (FSFN) within 2 business days of submission of the Mindshare edit to ensure informational integrity and accurate payments from said system. Discharges from a removal are to be completed within 1 day of receipt.**
1. Every morning, staff shall access Mindshare's Placement Module/Movement Form Listing and sort the edits displayed to only include "Pending, Submitted and Updated Submitted". These are the edits remaining to be completed.
- Within Mindshare there are dropdown sorting capabilities in each category. The subcategories listed above are all under Status. Select the dropdown arrow on the upper right, and scroll to filter, clicking the filters indicated.
2. Once sorted, staff should determine priorities: Standard procedure shall be that reunifications and those that impact a discharge should be completed first, followed by older licensed placements that directly impact financial



payments, with the current month placements being last on the priority list (unless otherwise directed)

- Reunifications are indicated in the Mindshare column “Placement End Reasons” as well as the new placement being listed under “New Placement.” When said “new placement” is listed as the name of a parent and/or guardian (per FSFN case name), staff should check the Legal tab to see if the legal order has been uploaded. If it has, and it matches the information on the edit, they may proceed. If it does not match or if no order has been uploaded, staff shall reach out to the Case Manager who made the edit to determine if it was a reunification or a visit.
 - The date of a move is listed in Mindshare under the column “Date Placed.” As indicated earlier, all columns can be sorted. Sorting this column by date will display the older placements that need to be entered.
3. Staff shall compare the edit received to the current FSFN status of the child:
- If the placement is for a move that took place after the most recent FSFN placement, then they may proceed with end dating the current placement and entering the new one per FSFN procedures.
 - If the placement is for a move that took place before the most recent FSFN placement, staff should consult the Licensed Discrepancy and/or Non-Licensed log to see if this was a requested edit. If it was, then they should proceed either by backing out the immediate placement or through Placement Correction. (Depending on how many placements would be impacted by this correction).
 - If it was not a requested edit, staff should review both FSFN Narrative as well as CHN’s Placement Debriefing to verify. If there is confirming evidence in one or both of those sources, the edit should be completed. If there is not, then the information needs to be added to the appropriate Discrepancy Log and the edit marked as “Pending.”
4. Emails received from a member of Licensing/Case Management or other third party concerning the placement move of a child shall be cross-referenced with what is current in FSFN.
- If it agrees with what has already been received, the edit shall be marked as completed and moved to the appropriate folder.



- **If it does not match with is already in FSFN, then staff will check Mindshare to check if the edit has already been received. If it has, then proceed with the above steps. If it has not, then it will be placed on the relevant Discrepancy Log.**

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