



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

Rick Scott
Governor

Mike Carroll
Secretary

DATE: May 23, 2016

TO: Regional Managing Directors
Community-Based Care Lead Agency CEOs
Sheriff's Offices

THROUGH: David L. Fairbanks, Deputy Secretary *DF*
JoShonda Guerrier, Assistant Secretary for Child Welfare *JG*
Vicki Abrams, Assistant Secretary for Operations *VA*

FROM: Traci Leavine, Director of Child Welfare Practice *TL*

SUBJECT: CFOP 170-1, Florida's Child Welfare Practice Model
Effective date: May 30, 2016

PURPOSE: The purpose of this memorandum is to provide notification that new child welfare operating procedures for all personnel responsible for child protection investigations and ongoing services case management activities have been finalized and will be effective May 30, 2016. This memorandum highlights significant changes that will go into effect upon publication.

BACKGROUND: The effort to establish a comprehensive set of child welfare operating procedures for the Hotline, Child Protective Investigation and Ongoing Services case management staff began early last year. Participation and feedback from Hotline staff, child protective investigators, case managers, Children's Legal Services, and other professional disciplines, including domestic violence, substance abuse and mental health partners was integral to the process. One of the many results of this collaborative effort, *Florida's Child Welfare Practice Model* (CFOP 170-1) will be effective May 30, 2016. Changes to the practice guidelines and additions to policy include the following:

- Further codifies the Child Welfare Practice Model and Core Safety Concepts.
- Strengthens "Focus of FFA" and household related definitions, including assessment of paramours when intimate partner violence is suspected or exists; explains how to document assessment of other family members when they do not have significant caregiver responsibilities.
- Adds standardized criteria for "Overall Case Plan Compliance" in judicial cases.
- Strengthens expectations for Case Transfer process and documentation.
- Provides more specific FSFN documentation requirements with cross-references to FSFN user resources.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

To review this document in its entirety please use the following links on the Department's Home Page or Center for Child Welfare websites, respectively:

<http://eww.dcf.state.fl.us/asg/Publications.shtml>

<http://centerforchildwelfare.fmhi.usf.edu/HorizontalTab/DeptOperatingProcedures.shtml>

ACTION REQUIRED: Please share this memorandum as appropriate with all CBC/Lead Agency personnel and Case Management Organizations and ensure that the new operating procedures are implemented effective May 30, 2016.

CONTACT INFORMATION: If you require additional information or have any questions please contact Alissa Cross, Safety Manager, Office of Child Welfare at (850) 717-4653 or Alissa.Cross@myflfamilies.com.

cc: Elisa Cramer, Director of Child Welfare Strategic Projects
Ginger Griffith, Director of Child Welfare Performance and Quality Management
Pat Badland, Director of Child Welfare Operations
Regional Family and Community Services Directors
The Center for Child Welfare Practice
Lee Riggs, Forms and Publications Coordinator