



State of Florida  
Department of Children and Families

Rick Scott  
Governor

Mike Carroll  
Secretary

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**DATE:** June 7, 2016

**TO:** Community-Based Care Lead Agency CEOs  
Regional Managing Directors  
Florida Abuse Hotline Chiefs of Operations and Program Development

**THROUGH:** David L. Fairbanks, Deputy Secretary *df*

**FROM:** JoShonda Guerrier, Assistant Secretary for Child Welfare *JG*  
Vicki Abrams, Assistant Secretary for Operations *VA*

**SUBJECT:** CFOP 170-7, Develop and Manage Safety Plans  
**Effective date: June 14, 2016**

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**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 June 14, 2016. This memo 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, *Develop and Manage Safety Plans* (CFOP 170-7) will be effective June 14, 2016. Changes to the practice guidelines and additions to policy include the following:

- Strengthened requirements for the initial and ongoing assessment of non-maltreating parent/legal guardian when a child must be removed.
- New procedures for conducting staffings with Children's Legal Services.
- Strengthened requirements for case management assessment and documentation related to situations that involve present danger in an ongoing services case.
- Strengthened requirements for supervisor case consultations prior to case transfer.
- Clarification about termination of a safety plan in Florida Safe Families Network (FSFN).
- Clarification of requirements for two safety plans in cases involving intimate partner violence.
- Requirements for the appropriate and limited use of Family-Made Arrangements.

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

- Strengthened requirements regarding the need to seek court action and oversight when parent(s)/legal guardian(s) have an in-home safety plan but are not demonstrating actions to achieve case plan outcomes.
- More specific FSFN documentation requirements and cross-referenced FSFN user resources.

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.org/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 June 14, 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](mailto:Alissa.Cross@myflfamilies.com).

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