

**Interagency Agreement Between the  
Department of Children and Families and the Department of Health  
Child Protection Teams and Sexual Abuse Treatment Programs**

In order to ensure optimal coordination between the Department of Children and Families and the Department of Health's Child Protection Teams and Sexual Abuse Treatment Programs, both of which provide services to abused and neglected children and their families, the two parties, in accordance with Section 39.303, Florida Statutes, agree to maintain this interagency agreement as the foundation for collaboration and the establishment of protocols for joint oversight and operation of the Child Protection Teams and Sexual Abuse Treatment Programs.

**Further**, the Department of Children and Families and the Department of Health agree to the following:

**1. JOINT OVERSIGHT:** Joint oversight of the activities of the Teams and Programs will be accomplished through the activities outlined below:

**a. Program Planning and Development.** Both parties will consult with each other regarding future plans, substantive legislation, rules, legal opinions, policy, standards, contract specifications, and resource allocation and utilization having significant impact on these teams and programs, and the roles and responsibilities of both departments and their respective contract providers. Both parties will keep each other apprised, in a timely manner, of training, procedural, and other changes that impact, or might impact, the other. Both departments will adhere to rules, policy, standards, and protocols jointly agreed upon and modified accordingly by both parties.

**b. Community Development and Interagency Coordination.** Recognizing the need for comprehensive and community coordinated efforts to effectively protect children, both departments will work in concert with each other and with other agencies involved in the protection of children, both local and state, in developing resources and enhancing coordination of existing resources. When not specified in statute, each respective party to this agreement will consider the appropriateness of participation of the other party when initiating task forces or similar activities, or recommend to other entities initiating such activities, the appropriateness of participation of both parties.

**c. Appointment of Child Protection Team Medical Directors.** The appointment and other personnel actions for the Statewide Child Protection Team Medical Director and the individual Child Protection Team Medical Directors will be approved by the Secretary of Health, and the Deputy Secretary for Children's Medical Services, with the concurrence of the Secretary of the Department of Children and Families.

**d. Liaison Activities**

(1) The Office of Child Welfare and the Division of Children's Medical Services will each appoint a designated state liaison to oversee the implementation of this agreement.

(2) Each Department of Children and Families Regional Managing Director will appoint a local staff person to act as liaison with the corresponding Child Protection Team(s) and Sexual Abuse Treatment Programs providers.

(3) Each Children's Medical Services Area Office will appoint a local staff person to act as liaison with the Department of Children and Families regional Family Safety Program Office or circuit designee.

(4) At the local level, the liaisons (CMS and DCF) will facilitate the on-going coordination of the Teams/Programs and the local Child Protective Investigators and Community Based Care Providers, to include joint meetings of all parties to enhance joint operational planning and/or address issues of concern. Issues that cannot be resolved at the local level shall be addressed through each Department's respective chain of command.

**e. Training and Staff Development.** Both departments will cooperate in planning, implementation, and sharing resources, both personnel and financial, for the provision of technical assistance, training, training institutes, curriculum development, and certification standards development related to child protection services.

**f. Quality Assurance.** When agreed upon as appropriate, quality assurance activities may include representatives of both departments. All monitoring reports will be provided to the appropriate organizational units of both Departments. Responsibility for agreed-upon corrective actions may be assigned to representatives of either party when deemed necessary and appropriate.

**g. Information Sharing and Reporting.** The parties agree to continue to share information, both management and statistical, as well as client specific data. Data collection and the specific program reporting is the responsibility of both Departments. Periodic state statistical and other ad-hoc reports for these programs will be shared between the Departments.

**h. Information Systems.** The Department of Children and Families will provide the Child Protection Teams and the Division of Children's Medical Services access to the Department of Children and Families' Florida Safe Families Network. When planning enhancements or new systems, both Departments will cooperate to ensure the continuing linkages of their respective client information systems for these programs. When employees transition positions between Departments, Programs and/or Teams, the employer shall ensure compliance with all established security protocols.

**2. JOINT OPERATIONS SPECIFICATIONS.** It is the intent of the central offices of both departments to work cooperatively to provide clear direction for how the Teams and Programs will work with Child Protective Investigations and Community Based Providers of child welfare services. This will be accomplished by:

a. the issuance of standard operating procedures; developed, modified as needed, and approved jointly by both parties. In order to address local needs, local representatives must further delineate working protocols to support effective service delivery, consistent with standard operating procedure.

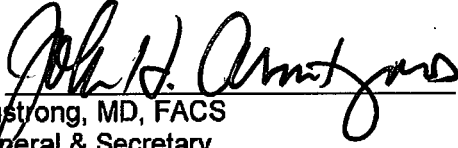
b. ensuring provider contract specifications related to working relationships are consistent with standard operating procedures.

c. sharing of pertinent information and correspondence directed to either the Teams/Programs or to Office of Child Welfare staff originating at the program office or local level.


3. **MAINTENANCE OF AGREEMENT.** Both departments agree to meet periodically to discuss issues and areas of mutual concern. This agreement, effective April 30, 2015, or on the date signed by all parties, whichever occurs last, may be updated by written agreement of the parties at any time.

**IN WITNESS THEREOF,** the parties hereto have caused this agreement to be executed by their undersigned officials as duly authorized.

**STATE OF FLORIDA, DEPARTMENT OF HEALTH**

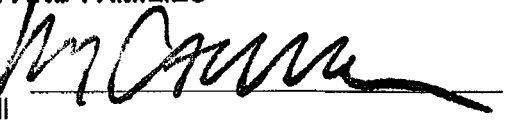
SIGNED BY:   
John H. Armstrong, MD, FACS  
Surgeon General & Secretary  
Department of Health

DATE: 5-14-15

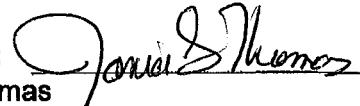
SIGNED BY:   
Celeste Philip, MD, MPH  
Deputy Secretary for Health  
Deputy State Health Officer for Children's  
Medical Services

DATE: 5/13/15

**STATE OF FLORIDA, DEPARTMENT OF CHILDREN AND FAMILIES**

SIGNED BY:   
Mike Carroll  
Secretary  
Department of Children and Families

DATE: 5/13/15

SIGNED BY:   
Janice Thomas  
Assistant Secretary for Child Welfare  
Office of Child Welfare

DATE: 4/23/2015