**Explanation:**

To establish a streamlined, uniform protocol for receiving, reviewing, and disseminating policy questions received during implementation of the Safety Methodology.

**Benefit:**
- Allows consistent review of and response to implementation feedback and policy questions

**Who is impacted:**
- Regional DCF and CBC staff implementing the Safety Methodology

**Policy Protocol Details:**

The Office of Child Welfare will:
- Use the Policy Subcommittee of the Statewide Implementation Committee as its decision-making structure.
- Establish a designated e-mail address for stakeholders to submit implementation policy questions and decisions to be made (Safety_Methodology@dcf.state.fl.us).
- Expand the Statewide Implementation Committee Policy Subcommittee membership to include:
  - Andrea Tulloch (co-chair)
  - Kristi Gilmore (co-chair)
  - Investigations Lead (co-chair)
  - Sandy Neidert
  - Cameo Bryant
  - Linda Radigan
  - 1 Regional Champion (SPE)
  - 1 CBC representative
  - 1 CLS representative
  - 1 Hotline representative
  - 1 Operations representative
  - 1 Operations representative
  - 1 Super SPE
- Partner with the Statewide Implementation Committee FSFN Technology Subcommittee to respond to FSFN feedback and FSFN policy questions.

Policy questions/requests for assistance will be submitted via the single e-mail. HQ staff will access the e-mail inbox at least twice daily to review incoming questions for policy clarification/decisions. On Friday of each week, all submissions will be gathered by Subcommittee co-chairs and organized by topic. A Policy Subcommittee meeting/conference call will be scheduled each Monday morning for the purpose of developing answers and recommendations.

OCW will send a weekly Implementation Feedback update no later than each Tuesday morning.

**CONTACT INFO:**

Implementation feedback e-mail address: Safety_Methodology@dcf.state.fl.us

For technical problems with FSFN, please contact the Help Desk.

Additional information is on the Center for Child Welfare at: [http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml](http://centerforchildwelfare.fmhi.usf.edu/FSFN/FSFN.shtml)