



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

DATE: July 31, 2008

TO: Regional Directors

THROUGH: George Sheldon, Assistant Secretary for Operations  
David Fairbanks, Assistant Secretary for Programs

FROM: Patricia Badland, Director of Office of Family Safety

SUBJECT: Operating Procedures Repeal

**PURPOSE:** This memorandum seeks feedback on the proposed repeal of numerous Family Safety operating procedures.

**BACKGROUND:** Over the years, the Office of Family Safety issued operating procedures to set policy and guide practice for child protective investigations, child protection, and adoptions. Our office reviewed 63 existing operating procedures for consistency with the recent amendments to Chapter 39, F.S., and re-write of Florida Administrative Code (65C-13, 65C-28, 29, and 30). This was a first step in an effort to make sure our operating procedures are current. Step two focuses on repealing operating procedures that are no longer necessary. We are recommending 30 for repeal. Step three is to amend the remaining operating procedures.

**ACTION REQUIRED:** Please share this memorandum and attachment with Circuit Administrators, Sheriff's Offices and all lead agencies for review and input.

Let us know if you concur with the operating procedures identified for repeal using the *Comments* field on the attached list. All comments should be received no later than August 12th. We ask the Regions to coordinate the responses and submit them via electronic mail to Sallie Bond at [Sallie\\_Bond@dcf.state.fl.us](mailto:Sallie_Bond@dcf.state.fl.us)

**CONTACT PERSON:** If you have questions or need clarification, please contact Sallie Bond at (850) 922-0149.

Attachment

cc: Mary Cagle, Director of Children's Legal Services  
Elizabeth Schlein, Director of Florida Abuse Hotline

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

Operating Procedure	Subject Matter	F.A.C. & Law Cites	Rule/Law Provides Sufficient Guide to Practice	Revisions Needed to CFOP?*	Repeal CFOP?
175-16 Avoiding Unnecessary Placements Through the Use of Substitute Care Funds. 1997	Family Preservation, Early Reunification, Early Service Intervention	409.165(1)	Yes	Yes	Yes
175-23 Case Supervision in Initial Responses/Assessments Involving Shelter Care. 1999	Family Preservation, Early Reunification, Early Service Intervention	65C-30.007	Yes	Yes	Yes
175-24 Predisposition Study. 1997	Family & Child Assessment.	39.521(2), F.S.	Yes	Yes	Yes
175-26 Confidentiality of Child Welfare Case Records. 2006	Confidentiality	39.202, 39.205(3), 39.0132(3), 39.2021 , F.S.	Yes	Yes	Yes
175-29 TANF Funding for Services. 2000	Eligibility for Services covered by TANF		No	No	Yes
175-34 Removal & Plcmt. of Children. 1998	Steps for removing children from homes & placement with relatives, non-relatives, or substitute care. Reasonable efforts.	65C-28.004, 28.007, 28.011, 28.012 , FAC 39.401-402, F.S.	Yes	Yes	Yes
175-36 Reports and Services Involving Indian Children. 1998	Requirements for reports and actions relating to Indian children	65C-28.013	Yes	Yes	Yes
175-39 Change of Custody	Change in legal custody or placement	39.522, F.S.	Yes	Yes	Yes
175-40 Consent for Medical Screening...1997	Medical Screening, Examination, & Treatment of children	65C- 28.003(7)	Yes	Yes	Yes
175-41 Family Assessment. 1997	Assessment of families	65C-30.005	Yes	Yes	Yes
175-43 Courtesy Supervision. 2000	OTIs. Out of County Services	65C-30.018	Yes	Yes	Yes
175-45 Assessment of Florida Abuse Hotline Information Referrals. 1996	Initial/Ongoing Risk Assessment. Hotline Assessments for Licensing & Screening Purposes.	65C-13, 65C-29.002	Yes	Yes	Yes
175-47 Termination of Services - General	General termination of services.	65C-30.022, 39.521(7), F.S.	Yes	Yes	Yes
175-48 Transfer of Cases within and between districts	Out of County Services	65C-30.018	Yes	Yes	Yes
175-50 Visitation and Other Contact with Children in Shelter. 1999	Visitation and other contact with children in shelter.	39.0139, F.S. 39.402(9), F.S.	Yes	Yes	Yes
175-52 Relicensing Child-Placing Agencies. 1998	Relicensing child-placing agencies.	65C-15, FAC 409.175, F.S.	Yes	Yes	Yes
175-56 Reports Involving Families Residing on Federal Property. 1998	Special agreements that allow the Department to conduct assessments or investigations on federal property.		Yes	No	Yes
175-57 Caller Identification. 1999	Instructs Hotline and investigative staff how to record incoming telephone number reporting abuse	65C-29.002, FAC	Yes	No	Yes
175-58 Relicensing of Family Foster Homes and Emergency Shelter Care Homes 1998	Procedures for relicensing foster homes and shelter homes; procedures when investigating complaints or licensing violations, required documentation before denying or revoking a license	65C-13.028, FAC 409.175, F.S.	Yes	Yes	Yes
175-61 Exit Interviews for Children in Shelter/Foster Care. 1999	Interviews with children upon exit from foster/shelter home.	65C-28.017	Yes	Yes	Yes
175-62 Expediting Permanency for Abandoned Infants. 1999	Procedures for abandoned infants placed in foster care.	39.01(1) & 39.806(1)(b), F.S.	Yes	Yes	Yes

\* Note: If for some reason the OP is not repealed, "Yes," identifies an operating procedure needing revisions.

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175-64 Family Foster Home Waivers	Procedures on waiver process when the number of children to be cared for in one home exceeds the limit	65C-13 409.175, F.S.	Yes	Yes	Yes
175-80 Independent Living Services 1999	Ages 16 to 21	65C-28.009	Yes	Yes	Yes
175-81 Subsidized Independent Living (SIL) 1999	Eligibility requirements for SIL	65C-28.009	Yes	Yes	Yes
175-83 Identification of Children. 2003	Photographing, fingerprinting & birth verification for children in court ordered supervision.	65C-30.004	Yes	No	Yes
175-86 Dependency Court Intervention in Cases of Abuse or Neglect by Non-Custodial Parents 1999	Measures to ensure child safety while in care of non-custodial parent.	65C-30.003©	Yes	Yes	Yes
175-90 Extraordinary Circumstances for Extension of Case Plans	Case Plan Continuation	65C-30.006	Yes	Yes	Yes
HRSOP 175-33 Out of Town Inquiries. 1996	Department response to OTIs	65C-29.011	Yes	Yes	Yes
175 -17 Child Death Review Procedures. 2002	Management and review of child deaths resulting from abuse or neglect	65C-30.020 -021, FAC	No	Yes	No
175-15 Child Welfare Legal Services. 1999	Child Welfare Legal Services		No	Yes	No
175-19 Administrative Fines for False Reporting of Abuse, Neglect and Abandonment. 2001	False reports of abuse, neglect or abandonment.	65C-29.010, FAC 39.206, F.S.	Yes	No	No
175-20 Child Protection Teams and Sexual Abuse Treatment Programs. 1997	Child Protection Teams minimal in Rule; good in law.	39.303, F.S.	Yes	Yes	No
175-21 Investigative Response. 2001	Response to reports of child abuse, neglect or abandonment & special condition referrals. Background Checks. Assessments. Referrals for Family Preservation Services	65C-29.003	Yes	No	No
175-22 Diligent Search. 1996	Diligent Search	65C-30.003	Yes	Yes	No
175-25 Additional and Supplemental Reports. 1997	Hotline, Additional Reports, Supplemental Reports.	65C-29.002(e), 65C-30.015	No	Yes	No
175-28 Allegation Matrix. 1998	Child Protective Investigations.	65C-29.003(8) 65C-30.001	No	Yes	No
175-37 Sharing Records with Children. 2006	Establishment of portions of child welfare case record that can be shared with the child.	39.0132(3), F.S.	Yes	No	No
175-38 Reunification	Steps in making decision to reunify children	65C-30.014 39.01, (65), F.S.	No	Yes	No
175-42 Case Chronological Documentation 1996	Basic requirements for case chronological documentation of client case records	65C-30.007	Yes	Yes	No
175-44 Services to Refugee and Entrant Unaccompanied Minors. 1999	Immigrant. Unaccompanied Minor. Refugee	CFR 400, subpart H 45 CFR Part 401	Yes	No	No
175-46 Duplicate & Sequence Merges. 1997	Completing duplicate & sequence merges for child abuse, neglect & abandonment reports. Initial, additional, supplemental reports.		No	Yes	No

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175-49 Reports Involving Allegations of Medical Neglect of an Infant with a Life Threatening	Infant medical neglect.	39.201, F.S.	No	Yes	No
175-51 Manual Expunction of Florida Abuse Hotline Information. 1998	Determination and technical instructions for when child abuse, neglect or abandonment record may be expunged.		No	Yes	No
175-54 Interstate Compact on the Placement of Children 1997		409.401, F.S.	No	Yes	No
175-55 Priority Placement under the Interstate Compact for the Placement of Children. 1997		409.401, F.S.	No	Yes	No
175-59 Master Trust for Benefit of Family Safety Program Clients. 2006	Master Trust requirements & guidelines for administration. Responsibility of Dept. as Trustee of Master Trust Declaration	65C-17 402.17 and 402.33, F.S.	No	Yes	No
175-60 State Institutional Claims 1999	Damages Caused by Shelter or Foster Children	402.181, F.S.	No	Yes	No
175-67 Finalized Adoption Cases and Automated System Client Identifiers 1998	Separating Pre- and Post-adoption finalization records in the SACWIS System		Yes	Yes	No
175-69 Hospital/Emergency Room Child Abuse Reports 1998	Sfety measures for all children treated at a hospital or emergency room		No	Yes	No
175-70 Funeral Arrangements for Children in Foster Care. 2000	Children who die while in Department's custody		Yes	Yes	No
175-71 Title IV-E Foster Care and Adoption Subsidy 2005	Determining IV-E eligibility in licensed OOH care and adoption assistance.		No	Yes	No
175-72 New Children in Familes with Active Investigations...where TPR occurred in past. 1999	Ensuring safety of child born into family with pending investigation, or any other children dependent.	65C-30.015 &.016	No	Yes	No
175-76 Employees Involved in Reports of Abuse, Neglect, Abandonment or Exploitation 1999	Employee Reports		No	Yes	No
175-77 Wages/Hardship Exemption - Substitute Care Review 1999	Review at end of eligibility period for temporary cash assistance	414.105(1)e, F.S.	No	Yes	No
175-79 Relative Caregiver Program. 2001	Financial support for relative caregivers to allow permanency for the child	39.5085, F.S. 65C-28.008 65C-28.012	Yes	Yes	No
175-85 Prevention, Reporting and Services To Missing Children. 2002	Missing Children	65C-30.019	No	Yes	No
175-88 The Prevention and Placement of Child Victims and Aggressors Involved in Child-on-Child Sexual Abuse, Sexual Assault, Seduction or Exploitation in Substitute Care 1999	Child-on-Child Sexual Abuse, assault, seduction or exploitation of children in substitute care		No	Yes	No
175-91 Abuse and Neglect Clearance of Informal Child Care Providers. 1999	Determining if informal child care providers can receive financial compensation through the subsidized child care		No	Yes	No
175-93 TANF Uses in Child Welfare/Community Based Care . 2005	Guidelines for using TANF funding in CW/CBC programs. Establishes eligibility, procedures for authorizing, vouchering payments, and tracking and claiming reimbursements. Services to strengthen families at risk for removal from their homes.	Federal law and regulations	No	Yes	No

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175-94 Criminal History and Delinquency Record Checks for Investigations, Placement and Emergency Placement. 6/4/2007	Access and handling of criminal history and delinquency record information.		Yes	No	No
175-96 Coordination of Services Including Mental Health & Substance Abuse Services for Youth in the Care and Custody of the Department and	Requirements for coordination of services of youth jointly served by the Department and DJJ		Yes	Yes	No
175-97 Interstate Compact on Adoption and Medical Assistance (ICAMA). 7/30/2003	Description of functions and requirements for internal management and administration of ICAMA		No	Yes	No
175-98 Pre-Consent Review for Psychotropic Medication Treatment Plans for Children from Birth Through Age 5 in OOH Placement. 4/5/2005	Description of process for obtaining a pre-consent review of psychotropic medication treatment plans	65C-28.016	Yes	Yes	No

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Comments
Rule requires an operating procedure