



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

Rick Scott
Governor

Mike Carroll
Secretary

DATE: June 13, 2017

TO: Regional Managing Directors
Sheriff's Offices Conducting Child Protective Investigations

THROUGH: David L. Fairbanks, Deputy Secretary 

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

SUBJECT: New Notification Procedure for Institutional Investigations Involving
Certified Educators

PURPOSE: The purpose of this memorandum is to inform child protective investigation staff that a new notification process has been established for notifying the Department of Education (DOE), Office of Professional Practices (OPP), when a certified educator is involved in an institutional investigation.

BACKGROUND: In the past, child protective investigators (CPIs) were responsible for notifying OPP at the onset of the investigation when a report was received involving a certified educator, as well as providing the subsequent findings (i.e., Investigative Summary) at closure of the investigation.

Over the past year, the Office of Child Welfare has worked with DOE to provide their staff responsible for investigation or prosecution of educator misconduct with direct access to FSFN. This enhanced capability has resulted in a more efficient, less time consuming notification process for both agencies.

NEW NOTIFICATION PROCESS: Effective June 19, 2017, CPIs will no longer be required to notify OPP by telephone at the onset of any institutional investigation involving a certified educator. Instead, the following new procedure will be as follows:

1. CPIs will only notify and provide FSFN report numbers to DOE for Verified and Not Substantiated investigations upon closure of an investigation involving a certified educator.
2. Telephonic communication is no longer required. Notification will only involve a specially designated email drop box: doereports@fldoe.org.
3. The Subject line must state: "DCF Institutional."

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

4. The email body only has to include four items:
 - FSFN Report Number (e.g., 2017-XXXXXX)
 - Educator's full name
 - Educator's date of birth
 - Educator's DOE Certification Number
5. An individual's certification status should always be checked to determine whether or not notification to DOE is required. Although infrequent, teacher aides and substitute teachers may be certified educators and need to be reported to OPP.

CPIs can check certification status at:

http://app4.fldoe.org/edcert/Certification_Status.aspx

In general, an educator certification is required for all teachers, guidance counselors, physical education teachers or coaches, principals, assistant principals, deans, exceptional education teachers and speech language pathologists.

CPIs should not report schools or non-certified persons, including custodial staff, bus drivers, food service personnel or paraprofessionals.

ACTION REQUIRED: Please review and disseminate this memorandum and the attached "1 – 2 – 3 DCF to DOE Notification Flyer" and "DCF to DOE Example and Template" to all child protective investigation staff to ensure that the new notification process is implemented as scheduled.

CONTACT INFORMATION: If you have any questions or require additional information, please contact John Harper, Safety Manager, Office of Child Welfare, at 850-717-4643 or John.Harper@myflfamilies.com.

Attachments:

1-2-3 DCF to DOE Notification Flyer
DCF to DOE Example and Template

cc: Regional Family and Community Services Directors
DOE Office of Professional Practice
Center for Child Welfare

1 – 2 – 3 DCF to DOE

1. Institutional Report

Send to Department of Education (DOE) when the finding is:
Verified or **Not Substantiated**

2. Individuals to Report

**Teacher, Guidance Counselor, Physical Education, Coach,
Speech Language Pathologist, Principal, Assistant
Principal, Dean, Exceptional Education Teacher**

The following individuals **are not** generally certified and thus not reported to DOE.

Bus drivers, Custodial staff, Cafeteria, Paraprofessionals, Aides

Certification status should always be checked to determine whether or not a report should be forwarded to DOE.

Check certification status here:

http://app4.fldoe.org/edcert/Certification_Status.aspx

3. Email: doereports@fldoe.org

FSFN Report Number	
Educator's Full Name	
Educator's DOB	
Educator's DOE Certification Number	

Sample Email to DOE

FSFN Report Number	2017-123456
Educator's Full Name	Sally John Smith, Jr.
Educator's DOB	01/01/0000
Educator's DOE Certification Number	000000

Template for Email to DOE

FSFN Report Number	
Educator's Full Name	
Educator's DOB	
Educator's DOE Certification Number	