

1. Case Transfer shall occur in Family Preservation and Judicial Services cases as long as all information impacting safety determination is complete. Upon Case Transfer, should information that does not impact the safety determination be incomplete, the Lead Agency shall not delay taking primary assignment and responsibility for the case, provided the CPI has met the requirements outlined in **65C-30.002, F.A.C.**
2. The delineation of the child welfare information system documentation responsibilities between the Lead Agency and Department or designee, is to be negotiated within the Circuits and updated as determined by each Circuit. A Circuit specific case transfer protocol will always be in place and will include communication with Children's Legal Services or its contracted agency per Circuit. The President/CEO of the Lead Agency and the Regional Child Protection Director shall confer regarding the delineation of the child welfare information system documentation responsibilities under this section if the parties are unable to agree. The Department Assistant Secretary for Child and Family Well-Being or designee will make a final determination.
3. The Circuit specific Case Transfer protocol shall include provisions for cases with an open investigation without current involvement of less restrictive services managed by the Lead Agency, cases with an open investigation with current involvement of a less restrictive service by the Lead Agency, cases with, and without, an open investigation involving a new child in the household. These provisions shall include but not be limited to:
 - i. A time frame for the Case Transfer Staffing (CTS) to occur which shall not exceed 10 days from date of Shelter Hearing;
 - ii. Identification of mandatory region and/or circuit agencies and staff to attend the CTS;
 - iii. Identification of which agency holds responsibility for scheduling the CTS;
 - iv. Identification of responsibility to ensure the parents, children (as appropriate), caregivers, and other individualized service providers are coordinated with for scheduling purposes and subsequently invited to CTS;
 - v. Identification of whose responsibility it is to document the CTS as a "Meeting" in the statewide child welfare information system in compliance with documentation standards as outlined in the **Department's Operating Procedure.**

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