



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

DATE: January 9, 2015

TO: Regional Managing Directors
CPI Sherriff's Offices
Family Community Services Directors

THROUGH: Janice Thomas, Assistant Secretary for Child Welfare *JST*
Pete Digre, Deputy Secretary *Pete Digre*

FROM: Traci Leavine, Director of Child Welfare Practice *TL*
Kellie Sweat Darnell, Director of Child Welfare Operations *KSD*

SUBJECT: Update to Maltreatment Index

PURPOSE: The purpose of this memorandum is to outline the Department's response when information is received that alleges a parent is demonstrating psychotic, delusional or dangerous behaviors. The definition below of Inadequate Supervision supersedes the definition in the current Maltreatment Index.

BACKGROUND: Effectively immediately, all calls to the Florida Abuse Hotline that are accepted as reports alleging inadequate supervision when a caregiver is present shall be coded as an immediate response priority when the circumstances present are significant, clearly observable and actively occurring. In addition, the hotline will transfer the caller to the appropriate law enforcement agency and request a well-being check of the child.

ACTION REQUIRED: Please send this policy to all Hotline and CPI staff accepting calls at the abuse registry or conducting child protective investigations. DCF staff are required to complete the E-Acknowledgement of the Update to Maltreatment Index by **January 23, 2015**. The Office of Child Welfare and Substance Abuse and Mental Health Office will be contacting each region in the near future to follow up on additional training needs and to gather feedback regarding screening questions.

How to Complete This E-Acknowledgement

- I. Log in to the DCF Web Portal using your LDAP login and password.
<http://apps1.dcf.state.fl.us/WebSecurity/login.aspx>
- II. Click on Human Resources Tracking System (HRTS).
- III. On the left side of the page, select My Transcript.
- IV. Click on e-Acknowledgement RECEIPT OF THE MEMORANDUM - UPDATE TO MALTREATMENT INDEX (JANUARY 9, 2015).

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

CONTACT INFORMATION: For additional information, please contact Alissa Cross at 850-717-4653 or email at Alissa.Cross@myflfamilies.com

Attachment

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