

Chapter 7

CASE TRANSFER FROM INVESTIGATIONS TO CASE MANAGEMENT

7-1. Purpose. To ensure that the transfer of primary responsibility for a case involving an unsafe child is based on sufficient information and understanding as to the impending danger threats that must be managed with a safety plan and remediated with a case plan. To the fullest extent possible, this will be achieved through face-to-face discussion(s) between the child welfare professionals responsible for current and future safety management.

7-2. Procedures.

a. A case transfer conference shall occur for each child transferred per requirements in Rule [65C-30.002](#), F.A.C.

b. Prior to the case transfer conference, the investigator shall ensure that the child's record in FSFN provides:

(1) Up-to-date documentation of investigative activities.

(2) A completed family functioning assessment containing sufficient, reconciled and corroborated assessment information.

(3) The name and location of child's school and/or child care provider, if available.

(4) The name and location of child's medical provider(s) and copies of any health or medical information, if available.

(5) If the child is in out-of-home care, any documented diligent efforts to identify and locate all relatives of the child, to include:

(a) All adult grandparents.

(b) All parents of siblings of the child where such parent has legal custody.

(c) Other adult relatives of the child including relatives suggested by the parent(s).

(6) The child's date and location of birth if the child is under court ordered supervision, if available.

(7) A photograph of the child who was removed, if available.

(8) Fingerprints of the child placed in out-of-home care, if available.

(9) The status of the inquiry into whether the child may have Native American heritage.

(10) Any court or other documents related to shelter.

(11) Any other documentation or actions agreed upon between the department staff and the contracted service provider.

c. Investigators are responsible for scheduling case transfer conferences with case management staff as soon as the family functioning assessment is complete and a child is determined

to be unsafe. Given local protocols for case transfer, the conference may be scheduled by the CBC/Lead Agency.

(1) The primary case manager who will be assigned to the case should attend the conference whenever possible.

(2) Parents or legal guardians and the family's support network will be included in the case transfer meeting whenever possible and appropriate.

d. The Lead Agency/CBC will ensure that case transfer preparation activities per requirements in CFOP 170-9, [Chapter 1](#), paragraph 1-2 are completed.

e. Investigators are responsible for following the local process established to schedule case transfer conferences with case management staff as soon as the Family Functioning Assessment-Investigation (FFA-I) is complete and a child is determined to be unsafe.

f. When safe and appropriate, the use of a family team meeting/conference model is the preferred method for engaging families at case transfer.

g. During the case transfer conference, the investigator will summarize the information collected on:

(1) Identified danger threats.

(2) Caregiver protective capacity.

(3) Safety actions put in place as a result of safety planning.

(4) Conditions for return if child has been relocated or removed.

(5) The level of parental cooperation in complying with the safety actions to date.

(6) The risk level established by investigator.

(7) All other critical information needed regarding the child and family including assessment information provided by the Child Protection Team or any other professional evaluation obtained during the investigation.

h. Participants at the conference will review and discuss the current safety plan and develop modifications as needed.

i. If there is any additional information needed, an agreement will be reached as to when such information will be provided by the investigator.

j. Once the case transfer conference has been completed, full responsibility for the case by the case management conference will begin.

7-3. Supervisor. Supervisors will ensure that sufficient information is available for the case transfer conference by reviewing the thoroughness of the Family Functioning Investigation (FFA-Investigation) in providing adequate documentation of how the danger threat is manifested in the home and the capacity of the safety plan to adequately manage the identified threat(s). The following questions will help determine if the information reviewed provides sufficient rationale or justification for safety and case management services:

- a. Can the investigator describe and does the FFA-Investigation documentation support sufficient information on the maltreatment, circumstances accompanying the maltreatment, child functioning, adult functioning, general parenting, and disciplinary and behavior management?
- b. What additional information, if any, may be needed on the family in order for the case manager to begin the FFA-Ongoing?
- c. Is it clear how impending danger is manifested in the family?
- d. Are the current safety actions adequately controlling and managing the danger threats in the household?
- e. Does the safety planning analysis provide sufficient rationale for the type of safety plan selected (i.e., in-home vs. out-of-home)?
- f. Are the current safety management providers demonstrating a sufficient level of effort and diligence to ensure child safety? How are these behaviors or actions being measured?
- g. What is the risk of subsequent maltreatment?
- h. Are there any indications that the safety plan may need to be adjusted? Is there a need to schedule a safety planning conference immediately to update the plan prior to holding the case transfer conference?

7-4. FSFN Documentation.

- a. The investigator will ensure that closure activities per CFOP 170-5, [Chapter 25](#), have been completed and documented including any follow-up information agreed upon at the case transfer staffing. The investigation closure reason for all unsafe children will be "Closing Open to Ongoing Case Management." This date may be later than the date the case was accepted by the CBC/Lead Agency based on investigation activities not completed at the time of the case transfer meeting.
- b. The supervisor will document the case transfer review with the investigator using the Supervisor Consultation page and "Closure" as the type of consultation.
- c. The CBC/Lead Agency is responsible for ensuring that the following information is documented accurately in FSFN:
 - (1) Record the case transfer conference using "Meetings" functionality in FSFN, selecting Case Transfer Meeting (ESI) to document that the meeting has been completed and any follow-up information to be provided by the investigator that was agreed upon.
 - (2) The actual date and time that the case has been accepted by using the "Case Accepted" box on the Case Transfer meeting page.

