

TABLE OF CONTENTS

Paragraph

Chapter 1 – INTRODUCTION TO FLORIDA’S CHILD WELFARE SYSTEM AND PRACTICE MODEL

Purpose..... 1-1
 Authority..... 1-2
 Statutory Intent..... 1-3
 System Outcomes..... 1-4
 Florida’s Child Welfare Practice Model..... 1-5
 Case Flow 1-6

Chapter 2 – CORE SAFETY CONCEPTS

Purpose..... 2-1
 Present Danger 2-2
 Focus of Family Assessment (FFA-Investigation, FFA-Ongoing, Progress Update) 2-3
 Information Domains (Family Assessment Areas) 2-4
 Information Sufficiency 2-5
 Definition of “Least Intrusive” 2-6
 Caregiver Protective Capacities 2-7
 Impending Danger..... 2-8
 Child Strengths and Needs..... 2-9
 Stages of Change 2-10
 Family Time/Family Visitation..... 2-11
 Evaluation of Case Plan Outcomes..... 2-12
 Overall Case Plan Compliance Ratings for Judicial Cases..... 2-13

Chapter 3 – PLANNING FOR CHILD WELFARE PROFESSIONAL SAFETY

Purpose..... 3-1
 Preparation 3-2
 On-site Precautions..... 3-3
 Supervisor..... 3-4

Chapter 4 – FAMILY SUPPORT SERVICES

Purpose..... 4-1
 Description of Population to be Served..... 4-2
 Local Family Support Services Array..... 4-3
 Provider Outreach and Family Engagement..... 4-4
 FSFN Documentation..... 4-5

Chapter 5 – COMPLETING A UNIFIED HOME STUDY

Purpose..... 5-1
 Legal Authority 5-2
 Definitions 5-3
 General Requirements 5-4
 Providing Information on Firearms Safety, Water Safety and Safe Sleep 5-5
 Caregiver(s) Review of Home Study Information and Signatures 5-6
 Child Welfare Professional’s Recommended Outcomes..... 5-7
 Supervisor Second Level of Approval or Denial of Home Study 5-8
 Emergency Placement Home Studies 5-9
 Planned Placements: Relative/Non-Relative Home Studies 5-10
 Initial License or Relicense for Foster Home 5-11
 Adoption Home Study 5-12
 CLS and Judicial Requirements 5-13
 FSFN Documentation..... 5-14

TABLE OF CONTENTS (continued)

Paragraph

Chapter 6 – REQUESTING AND ANALYZING BACKGROUND RECORDS

Purpose..... 6-1
 Authority..... 6-2
 Definitions 6-3
 When Background Record Checks Are Required..... 6-4
 Analyzing Background Record Results..... 6-5
 Information Provided by the Criminal Intelligence Unit (CIU) 6-6
 Other Record Sources..... 6-7
 Child Protective Investigations 6-8
 Investigation Documentation and Information Sharing with On-Going Services..... 6-9
 Institutional Investigations 6-10
 Approving a Family-Made Arrangement or Informal Safety Plan Providers 6-11
 Other Parent Home Assessment 6-12
 Emergency and Planned Background Checks for Placements 6-13
 Fingerprint Submission and Screening Procedures 6-14
 Initial Foster Home License, Relicense for Foster Home and
 Adoption Unified Home Study..... 6-15
 Progress Updates for Reunification 6-16
 Fingerprint Exemptions for Household Members..... 6-17

Chapter 7 – CASE TRANSFER FROM INVESTIGATIONS TO CASE MANAGEMENT

Purpose..... 7-1
 Procedures..... 7-2
 Supervisors 7-3
 FSFN Documentation..... 7-4

Chapter 8 – CHILD WELFARE PROFESSIONAL MANDATED REPORTING IN OPEN CASES

Mandated Reporting..... 8-1
 Providing Name of Reporter 8-2
 Safety Planning..... 8-3
 Present Danger Assessment..... 8-4

Chapter 9 – NEWBORNS OR OTHER NEW CHILDREN IN HOUSEHOLDS WITH
 ACTIVE INVESTIGATION OR ONGOING SERVICES

Purpose..... 9-1
 Legal Authority 9-2
 Required Assessment 9-3
 Conduct Family Functioning Assessment – Investigation 9-4
 Conduct Pre-Birth Assessment During Ongoing Services 9-5
 Complete Newborn or New Child Assessment During Ongoing Services 9-6
 CLS Staffings 9-7
 Supervisor Consultation and Approval 9-8
 FSFN Documentation..... 9-9

Chapter 10 – NEW ADULTS IN HOUSEHOLDS WITH ACTIVE INVESTIGATION OR
 ONGOING SERVICES

During an Investigation..... 10-1
 During Ongoing Services 10-2
 Supervisor Consultations and CLS Staffings 10-3
 Required FSFN Documentation 10-4

TABLE OF CONTENTS (continued)

Paragraph

Chapter 11 – INVESTIGATIONS INVOLVING AN ONGOING CASE

Coordination with Case Management..... 11-1
 Safety Plan Modifications 11-2

Chapter 12 – CASE NOTE AND MEETINGS DOCUMENTATION

Purpose..... 12-1
 Individual Contacts with Children, Parents and Other Team Members 12-2
 Handwritten Field Notes 12-3
 Team Meetings, Hearings, Staffings, etc. 12-4
 FSFN Documentation 12-5

Chapter 13 – CONFIDENTIALITY OF RECORDS

Purpose..... 13-1
 Requirements..... 13-2
 Access to Child Abuse Investigative and Related Case Records..... 13-3
 HIV/AIDS Information 13-4
 Domestic Violence Information 13-5
 Foster Family Home Licensing Files..... 13-6
 Penalties 13-7
 Sharing Records with Children 13-8
 Medical/Mental Health Information/Criminal Records in FSFN 13-9

Chapter 14 – COMPLETING A DILIGENT SEARCH FOR PARENT OR
 DILIGENT EFFORTS TO LOCATE RELATIVES

Purpose..... 14-1
 Legal Authority 14-2
 Definition of Absent Parent..... 14-3
 Initiating a Search to Locate Parents, Prospective Parents, Relatives, and Fictive Kin..... 14-4
 Continued diligent Search and Diligent Efforts Activities..... 14-5
 Requirements When Parent, Perpetrator of Domestic Violence, or Relatives Are Located .. 14-6
 Requirements When Diligent Search Is Unable to Identify Child’s Father 14-7
 Reporting on Search Efforts at Judicial Hearings 14-8
 Supervisor Consultation and Review..... 14-9
 FSFN Documentation..... 14-10

Chapter 15 – REPORTS AND SERVICES INVOLVING AMERICAN INDIAN CHILDREN

Purpose..... 15-1
 Scope..... 15-2
 References..... 15-3
 Definitions 15-4
 Federal Policy 15-5
 Involuntary Proceedings 15-6
 Placement 15-7
 Designated Tribal Agent for Service of Notice 15-8
 Voluntary Foster Care 15-9
 Out-of-Home Care Placement Orders 15-10
 Transfer of Placement and Care Responsibility..... 15-11
 Parental Rights Termination Orders 15-12
 Adoption..... 15-13
 ICWA Procedure 15-14
 Training..... 15-15

TABLE OF CONTENTS (continued)

Paragraph

Chapter 16 – RESPONSE TO SPECIAL CONDITIONS REFERRALS

Purpose.....	16-1
Authority.....	16-2
Classifications of Special Conditions Referrals.....	16-3
Attachment 1: Corrective Action Plan for Licensed Caregivers	

[Appendix A: Child Development Stages Matrix](#)

[Appendix B: Mapping the Safe and Together Model Critical Components to the Information Domains](#)

[Appendix C: State and Federal Parent Locator Service-Diligent Search](#)

[Appendix D: Procedure for Initial Indian Child Welfare Act Determination at Intake and Investigation](#)

