



Series: Operating Procedures **COA: RPM 2.02-2.04**
CFOP: 175-07

Procedure Name: Foster Care and Institutional Staffing
Procedure Number: OP-1007
Revision #/Date: (2)10/03/08
Effective Date: 01/20/06

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Foster Care Referral and Institutional Staffing

PURPOSE: To review any case in which the Florida Abuse Hotline receives a call of an abuse report in which the allegations of abuse, neglect, or abandonment involve an alleged perpetrator who is either an employee or agent of a public or private school, a public or private day care center, a residential home, institution, facility or agency.

PROCEDURE:

Definitions

A Foster Care referral report is one in which the hotline receives a call that there is a complaint about a particular provider. The CBCB Intake and Placement Unit will contact the Child Placing Agency (CPA) Liaison and request that the complaint/concern be investigated. The CPA shall notify CBCB Intake Staff of the results of the investigation within 5 business days. A copy of the final report will be forwarded to the CBCB Contract Manager for review.

An institutional Child Protective Investigation (CPI) is one in which the allegations of abuse, neglect, or abandonment involve an alleged perpetrator who is either an employee or agent of a public or private school, a public or private day care center, a residential home, institution, facility or agency.

Process

Community Based Care of Brevard (CBCB) Intake Specialists will be notified within 24 hours of any Foster Care Referral or Institutional Investigation received by the Department of Children and Families.

When the report contains allegations that a child in family substitute care has been abused or neglected by the foster, shelter or group home parent, the protective investigator must take the following action upon receipt of the report containing such allegations.

The CPI must do the following:

1. Immediately and orally contact the appropriate law enforcement agency, the state attorney and the HRAC.
2. Notify the person that is responsible for licensing.
3. Interview all children in the residence
4. Interview all paid and volunteer staff
5. Address any specific problem areas requiring resolution or corrective action

6. Review any audits of fiscal procedures
7. Review menus to ensure that clients are receiving an appropriate variety of nutritious food
8. Review documentation of all fire and safety drills that have been conducted
9. Assess educational and recreational opportunities for residents; and
10. Review of all corrective action plans to ensure that any deficiencies have been corrected or that correction action is in process.

When requested (by any party involved in the institutionalized report) a staffing will be held within 5 business days of the following parties: CBCB Intake Specialist, PI, PI Supervisor, Care Manager, Care Manager Supervisor and Child Placing Agency Liaison for affiliated CPA.

Children may be removed from a foster home that has an open report until the allegations are investigated by the Department of Children and Families. If it determined throughout the course of the investigation that the report will be closed with no indicators, the children can remain to the home. If the report is closed with some indicators or verified the DCF Licensing Unit will immediately be notified and CBCB will not place any children in the specified foster home until any necessary corrective action is taken. CBCB and each CPA will work collaboratively throughout this process to ensure the safety and well being of each child entrusted in CBCB care.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 1/16/09