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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: RPM 2.02-.04 CFOP: 175-07</b>
<b>Procedure Name:</b>	<b>Internal Staffing Process For All Foster Care Referrals and Institutional Staffings</b>	
<b>Procedure Number:</b>	<b>OP-1007</b>	
<b>Revision #/Date:</b>	<b>(4) 07/19/11</b>	
<b>Effective Date:</b>	<b>01/20/2006</b>	
<b>Applicable to:</b>	<b>All BFP and Contracted Providers</b>	

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**PURPOSE:** To internally review any case in which the FL Abuse Hotline received a call of an abuse report in which the allegations of abuse, neglect, or abandonment involve an alleged perpetrator who is a foster parent in order to ensure all agency policy and licensing requirements are met.

**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 BFP Intake and Placement Unit will contact the Child Placing Agency (CPA) Liaison and request that the complaint/concern be investigated. The CPA shall notify BFP Intake Staff of the results of the investigation within 5 business days. A copy of the final report will be forwarded to the BFP 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.

1. Brevard Family Partnership (BFP) Intake Specialists will be notified within 24 hours of any Foster Care Referral or Institutional Investigation received by the Department of Children and Families.
2. 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.
  11. CPI and Case Management will formulate a visitation/contact plan within 48 hours of removal prior to any communication (oral or face to face) for children being removed from the foster, shelter or group home placement. No contact between the child and the previous out-of-home care provider will be permitted until the formulation of this plan has been developed. Once complete the DCM will provide notification to the Intake Unit. Intake will then forward this information to the CPA or group home provider that the child is placed with.
3. 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 determined through the course of the investigation that the report will be closed with no indicators, the children may be returned to the home. If the report is closed with some indicators or verified, the DCF Licensing Unit will immediately be notified and BFP will not place any children in the specified foster home until any necessary corrective action is taken. BFP and each CPA will work collaboratively throughout this process to ensure the safety and well being of each child entrusted in BFP care.

**Agency Review Procedure:**

1. Upon completion of the Institutional Staffing, results will be disseminated to the Children & Families Program Manager, Licensing Specialist and contracted Child Placing Agency. An internal staffing will be scheduled and held within 3 business days of the Institutional Staffing or Foster Care Referral.
2. A review of the findings submitted by the CPI or Child Placing Agency (for Foster Care Referrals) will be held with the following persons in attendance: UM Program Manager, Intake Specialist(s), Children & Families Program Manager, Licensing Specialist. Findings will be reviewed in order to determine if additional services, supports, trainings, education, corrective action plans etc. are required.
3. Recommendations will be made and results will be submitted to the Child Placing Agency by the Children and Families Program Manager at the time of review.
4. The Children and Families Program Manager or designee will be responsible for communicating the recommendations and/or requirements established by the review team in writing within 5 business days of the meeting.
5. The Children & Families Program Manager or designee will be responsible for inputting all information into the Institutional/Foster Care Referral Flow Up Log for tracking and review.
6. Any foster home determined to require immediate removal of children and/or the denial of future placements until further action is taken will be sent via e-mail to all Brevard Family Partnership On Call staff for monitoring by the UM Program Manager or designee within one day of the meeting results.
7. A monthly Child Placing Agency meeting will be held with the Children & Families Program Manager, UM Program Manager, Intake Specialist(s) and Licensing Specialist

to review all current and active foster homes. This will be done in addition to the review team for all Institutional/Foster Care Referrals.

8. Findings from meetings will be reported monthly to the Risk Management Committee in accordance with agency policy and guidelines.

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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DR. PATRICIA NELLIUS  
Chief Executive Officer  
Brevard Family Partnership

APPROVAL DATE: 8/30/11