

Series: Operating Procedures **COA: NA**
CFOP: NA
Procedure Name: Normalcy for Children in the Custody of CBC of Brevard
Procedure Number: OP1013
Revision #/Date: (1)9/10/08
Effective Date: 9/20/05

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Normalcy for Children in the Custody of CBC of Brevard

PURPOSE: To establish the decision support framework for primary caregivers and staff to ensure normalcy for children in the custody of CBC of Brevard.

PROCEDURE:

References

Section 409.1451, Florida Statute; Florida Administrative Code 65C-13, 65C-28 and 65C-31.

1. Agency Responsibilities

- a. Provide child the opportunities to participate in life skills in their licensed out-of-home placement and communities that are reasonable and appropriate for their ages and taking into consideration any special needs the children have.
- b. Provide services to build life skills and increase ability to live independently and become self-sufficient.
- c. Support opportunities for participation in age-appropriate activities.
- d. Work closely with youth to set early achievement and career goals for educational and employment experiences.

2. Decision Making Roles and Responsibilities

- a. Family Team Conference (FTC): The family team should address the social domain of a child's life and determine the level of flexibility that can be afforded to the child while in the care of a substitute caregiver. The FTC setting is the preferred method for decision making surround normalizing activities for the child. In this setting, the youth, substitute caregiver, parent and primary worker will all have voice in this decision making.
- b. Substitute Caregiver: The substitute caregiver has the primary decision making authority surrounding the activities of a child placed into the home. If support is needed in making decisions, the Child Placing Agency and the child's Primary Worker will provide support in the decision making process. The substitute caregiver shall provide the child with opportunities for normal growth and development.

- (1) Substitute Caregiver will provide supervision, structure and daily activities designed to promote the youth's physical, social, intellectual, spiritual, and emotional development of the youth in their home according to each child's age and developmental level.
 - (2) Substitute Caregiver will assist the youth in performing tasks and developing skills, which will promote their independence and the child's ability to self care.
- c. Parent: The parent should be encouraged to participate in appropriate decision making activities regarding their child. This activity should be facilitated by the Primary Worker.
 - d. Primary Worker: The Primary Worker should provide support to the substitute caregiver and encourage the participation of the parent in decisions regarding their child. The Primary Worker will keep all team members aware of the child's activities and encourage normalcy activities for the child. The Primary Worker should also provide direct support to facilitate the child's enrollment in extra-curricular activities to support their social and age-appropriate development.
 - e. Child: The Child will be provided the opportunity to understand the importance of connections and stability while in their out-of-home placements and the opportunities available to them to seek out participation in healthy childhood activities and experiences.

3. Normalcy Plan Requirement

- a. The Child, Substitute Caregiver and the Primary Worker will collaborate to create and develop a written plan that outlines age-appropriate activities for youth and the authority of the substitute caregiver.
- b. The Normalcy Plan will include specific goals and objectives and will be reviewed and updated no less than quarterly.
 - (1) The Normalcy Plan is required for all children in licensed out-of-home placement age 13 and older.
 - (2) A written Normalcy Plan is due within 45 days of the child's placement into licensed out-of-home care.
 - (3) The Normalcy Plan will be filed with the court and copies provided to all parties.
- c. The Educational and Career Plan will support the written Normalcy Plan. The Educational and Career Plan is required for children who have reached the age of 13 years and this plan must be included in the case plan and reviewed at each Judicial Review.

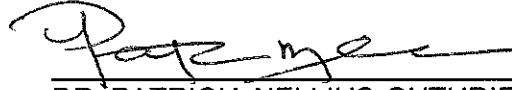
4. Requirements Supporting Normalcy

- a. The Substitute Caregiver, Child Placing Agencies and Primary Worker will support the implementation and development of all children in out-of-home care ability to be provided the opportunities for normal growth and development through the ability to participate in age-appropriate activities and normal childhood activities.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

- b. Each agency will adhere to August 31, 2005 memo drafted by Department of Children and Families Secretary Lucy Hadi outlining Normalcy for children in out-of-home care.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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

APPROVAL DATE: 2-12-09