



Series: Operating Procedures COA: N/A
CFOP: 175-33

Procedure Name: Out of Town Inquiries
Procedure Number: OP-1033
Revision #/Date: (2) 09/30/08
Effective Date: 11/1/08

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Out of Town Inquiries

PURPOSE: To establish the requirements for CBC of Brevard's response to Out of Town Inquiries (OTI) for which the agency is responsible.

PROCEDURE:

References

Florida Statutes: Pursuant to section 61.20(2), the Department of Children and Families and CBC of Brevard do not perform custody investigations, except when a Certificate of Indigence is issued by a Florida court, nor does CBC of Brevard conduct home evaluations for independent adoptions pursuant to section 63.125, unless there is not a licensed child-placing agency or professional available in the county where the prospective adoptive parent lives.

See also the "Interstate Compact on the Placement of Children"

Definition

"Out of town inquiries" are requests for services or assistance that originate from intrastate, interstate or international sources. Requests for services may include, but are not limited to, abuse and neglect investigations, predisposition summaries, home evaluations, and courtesy supervision.

OTI Sources

- a. Intrastate sources include other department districts or service areas within the districts, and, as staff resources permit, may include other Florida state or local social service and other private agencies, the courts, and other entities or individuals referred through the Department of Children and Families program office.
- b. Interstate sources include other state and U.S. territories, and their local offices, agencies or individuals.
- c. International sources include all foreign countries and their agencies and individuals.

Interstate Compact on the Placement of Children

- a. The Interstate Compact on the Placement of Children (ICPC; see sections 409.401, et seq., F.S.), is administered by the Department of Children and Families (DCF) ICPC central office. It is a statewide, direct service, operational program which assists CBC of Brevard staff in their efforts to place children with families in other states or foreign countries, or in a foster care placement pending reunification. It also approves all interstate adoptions.
- b. All incoming requests for services from other states and foreign countries should first be sent to the ICPC central office. If a request is received directly from another state or foreign country, the Intake Unit will review the Interstate Compact System (ICS) to determine if an active ICPC request exists and, if no case exists, contact the central ICPC office before providing any services.

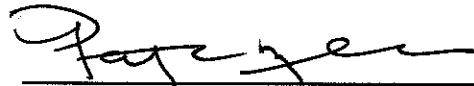
RESPONSE REQUIREMENTS:

- a. OTI's that pertain to abuse, abandonment or neglect investigations will be assigned by a DCF official to a DCF child protective investigations unit in accordance with DCF guidelines.
- b. When a Child Safety Assessment is received in the county where the child is currently residing and the abuse occurred in another county, a DCF child protective investigator shall commence the investigation and complete actions in accordance with DCF guidelines.
- c. OTI's which do not pertain to an abuse, abandonment or neglect investigation will be assigned in accordance with established CBC of Brevard procedures. The time frame established for initial client contact will not exceed five (5) working days from receipt of the request by the Care Manager Supervisor unless it is known and documented that the subject will not be available within that time. The time frame may be shortened if it is determined that services must be provided more quickly, or if there is a request to expedite.
- d. At least one (1) home visit is required prior to completion of a requested home evaluation. Collateral contacts, criminal record checks, and Florida Safe Families Network (FSFN) checks must be made. A home evaluation report will address all pertinent factors. The time frame for completion shall not exceed 30 days.
- e. An OTI may result in a request for courtesy supervision. However, no agency or district will recommend or obtain a transfer of jurisdiction on a case without having an agreement with the agency or district to which the transfer is being made. Parties to the agreement should include both the sending and receiving supervisors, the Intake Unit, and children's legal services (CLS) attorneys.
- f. OTI requests will be received through the CBC of Brevard Intake Unit. This unit will track all requests and forward to the Care Center Manager for assignment to the appropriate Care Manager Supervisor.
- g. Each Care Center Manager will be responsible for maintaining an OTI tracking log. If the assigned Care Manager provides ongoing supervision of the child(ren) as a result of the

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

OTI, the Care Manager Supervisor will add a "Courtesy Supervision Case Manager" to the active FSFN case. If the care manager will not be providing ongoing supervision of the child(ren), no action should be taken in FSFN.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



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

APPROVAL DATE: 01/06/09