



Series: Operating Procedures **COA:** NA
Procedure Name: Re-licensing of Foster Homes by Child Placing Agencies
Procedure Number: OP-1052
Revision #/Date: (1)12/9/08
Effective Date: 7/1/05

Applicable to: CBCB and its Subcontracted Child Placing Agencies

SUBJECT: Re-licensing of Foster Homes by Child Placing Agencies

PURPOSE: This operating procedure establishes uniform time frames and procedures for Child Placing Agencies under contract with CBC of Brevard to follow for re licensing. This operating procedure applies to all Child Placing Agency staff and does not enlarge, modify or reduce the rights or obligations of the licensee.

PROCEDURE:

References

Florida Administrative Code (FAC): Chapter 65C-15

Florida Statutes: Section 409.175

Guidelines

If the licensing study finds the licensee out of compliance with any of the standards necessary for licensure under Chapter 65C-15, FAC. or section 409.175, F.S., the following procedures will be followed:

- a. Provide written notification to the licensee of the rule violations that were found, citing the applicable rule and statute and providing a date by which the Child Placing Agency must respond with a plan of correction action, if applicable.
- b. In this written notification, notify the licensee what penalties are applicable for failure to comply, such as denial, suspension or revocation of the license.
- c. If the licensing requirements are not met and violations found pose an immediate threat to the health, safety, or welfare of the children, the children must be removed.
- d. If the licensing violations do not pose an immediate threat to the health, safety or welfare of the children, the Department of Children and Families and CBC of Brevard will require that a correction action plan be developed by the Child Placing Agency to correct the deficiencies.

- e. The correction action plan must be in writing and must contain a time frame to correct each violation cited by the CBC of Brevard. The Child Placing Agency shall be advised that this correction action plan must be received by the Department of Children and Families' Central Zone Licensing Office (and copied to CBC of Brevard) by the date specified in the written notice. Failure to comply by the date specified by the Department of Children and Families can result in the agency's license being suspended or revoked. The Child Placing Agency completion of tasks contained in the approved corrective action plan may not exceed one year from the date of the written notice.
- f. The Child Placing Agency must fully comply with the assigned tasks or required corrections and the timelines for completion set forth in the corrective action plan.
- g. All re-licensure packets are due to Community Based Care of Brevard forty (40) days prior to the expiration of the family foster home license for review by the Director of Operations; Child and Family Services.
- h. After the internal review, the CPA is notified of any missing documentation or required corrections. CBCB then forwards the packet to the Department of Children and Families Licensing Specialist.
- i. All packets for initial and re licensure must be received by the Department of Children and Families Licensing Specialist 30 prior to the license expiration date.
- j. Any corrections identified by the Child Placing Agency must be made within 10 business days and submitted to the Department of Children and Families Licensing Specialist.

Documentation Requirements Prior to Denying or Revoking a License

- a. Before making a determination that a license will be denied or revoked, the following actions/occurrences must be fully and completely documented in the CPA's licensing file and reported in writing to the Central Zone Licensing Office in accordance with Florida Statutes 120.60.
 - 1. Any reports made to the Abuse Hotline, as required by Chapter 415 F.S. and the outcome of the resulting investigation(s).
 - 2. List deficiencies or conditions, other than abuse or neglect of the children served by the agency, which compromise the safety or well-being of the children.
 - 3. The length of time and frequency of the noncompliance with the licensing requirements or deficiencies in caring for children.
 - 4. The date of written notification to the licensee as to the deficiency and the time given to the licensee to correct the deficiency.
 - 5. The CPA's licensing staff's efforts to help the licensee come into compliance.
 - 6. Barriers, if any, which prohibit the licensee from correcting the deficiencies.

- b. The decision to issue, deny or revoke the child placing agency's license rests with the District Administrator or the person that the District Administrator has appointed to deny or approve licenses.

Coordination with District Legal Counsel and Other Appropriate District Staff

The documentation described in paragraph 4 above must be shared with the district legal counsel and other appropriate staff prior to a decision to deny or revoke a license in accordance with Florida Statutes 120.60. District legal counsel has 10 days to respond to the child placing agency's request.

BY DIRECTION OF THE EXECUTIVE
DIRECTOR:



Dr. Patricia Nellius-Guthrie
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 1/16/09