



Series: Operating Procedures COA: NA
CFOP: 175-83

Procedure Name: Identification of Children

Procedure Number: OP-1083

Revision #/Date: (2) 09/02/08

Effective Date: 09/30/04

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Identification of Children

PURPOSE: This operating procedure describes the procedure for photographing, fingerprinting and obtaining birth verification for children under court ordered supervision of CBC of Brevard or its designee. The purpose of obtaining these documents (photographs, fingerprints and birth verification) is to serve as a means of child identification. Release of photographs and/or fingerprints shall be confined only to the purpose of identification of missing children. Any exceptions to this usage will require the authority of the courts.

PROCEDURE:

Definitions

- a. "Designee" means a person, contractual provider or other agency or entity named by CBC of Brevard.
- b. "In-Home Supervision" means supervision provided to families and children living in their own homes, including children and families who are on post-placement supervision.
- c. "Out-of-Home Care" means the placement of a child, arranged and supervised by CBC of Brevard or its designee, outside the home of the child's custodial parent. This includes placement in licensed (i.e., shelter, foster home, group home) and non-licensed (i.e., relative and non-relative) settings.
- d. "Voluntary Protective Services Supervision" means that the family has consented to receive services from CBC of Brevard or its designee without court intervention.

Exceptions

This procedure does not apply to children under voluntary protective services supervision or young adults formerly in foster care who have reached the age of 18.

1. Photographing

- a. The process of obtaining photographs may be uncomfortable and frightening to some children. During this process the child's feelings and concerns must be considered.

- b. All children entering out-of-home care will be photographed within 72 hours of removal. All children already under out-of-home care will have their photograph taken within 90 days of the effective date of this operating procedure. The photograph will be updated every 6 months for ages zero to sixty months and once per year for ages sixty months until the child reaches the age of 18.
- c. All children placed under in-home supervision will be photographed 15 days after the case has been staffed and transferred to a services unit. All children already under court-ordered in-home supervision will be photographed within 90 days of the effective date of this operating procedure.
- d. Any child under in-home supervision or out-of-home care who was previously reported as missing and returns will have his/her photograph taken immediately, unless the child's appearance has not changed significantly since the last photograph.
- e. The primary worker for any child under in-home supervision or out-of-home care must ensure the photograph is taken, uploaded into the Photo Database and properly filed.
- f. If the parent or caregiver refuses to allow the care manager access to the child under in-home supervision or in out-of home care for the purpose of obtaining photographs:
 - (1) The care manager will document diligent efforts to obtain the photograph in the Florida Safe Families Network chronological notes.
 - (2) The care manager, in conjunction with Child Legal Services, will request an order from the court for authorization to obtain the initial photograph, within 15 days of the order being signed, and to update the photograph per the schedule of once every 6 months for ages zero to sixty months and once per year for ages sixty months until the child reaches the age of 18.
- g. For children placed out of state, the care manager is required to:
 - (1) Contact the caregiver to request that a photo of the child be obtained within 90 days of the effective date of this operating procedure. The caregiver will also be asked to follow up with photographs every 6 months for children ages zero to sixty months and yearly for every child age sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the care manager for filing in the child's case record.
 - (2) Some caregivers may not have cameras and may be unable or unwilling to take photographs. In these cases, the care manager must make diligent efforts to document his/her efforts to inform the caregiver of the need for photographs. These efforts must be clearly documented in the case file.
- h. All children that are to be placed out of state will have photographs made prior to leaving Florida for placement out of state. The caregiver will also be asked to follow up with photographs every 6 months for children ages zero to sixty months and yearly for every child age sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the care manager for filing in the child's case record.

- i. As soon as the out of state placement or courtesy supervision request is approved by the receiving state or district/region, the sending district will ensure that a recent photograph is provided to the receiving state or district/region.
- j. For children sent to Florida from another state or when a child is sent from one district/region of the state to another for courtesy supervision, it will be the responsibility of the worker supervising the child to maintain a current photograph of the child in his/her case record and be updated accordingly. The child's photograph will be kept in the case record of the district/region that is providing the courtesy supervision.
- k. Documentation of Photographs
 - (1) The child must be positioned for a full facial photograph, from the shoulders to the top of the head. Color photographs are preferred. However, black and white photographs are acceptable.
 - (2) The photograph will be maintained in the CBC of Brevard's hard copy case file. When a child is placed out-of district, copies will be maintained in the case file where supervision is occurring.
 - (3) The child's name and date of birth must be indicated on the picture (either front or back) and date the photograph was taken must be generated on the photograph by the camera or written on the front or back of the picture. If digital photographs are used, alternative ways to document name and age must be used.
 - (4) The care manager will utilize a digital camera to take the photographs. These photographs must be uploaded into the Photo Database within 72 hours of taking the photograph. This must be updated with each subsequent photograph.
- l. All children and sibling groups available for adoption who are required to be registered on the Adoption Exchange System will be photographed.

2. Fingerprinting

- a. Children under in-home supervision will not be required to be fingerprinted.
- b. The process of obtaining fingerprints may be uncomfortable and frightening to some children. During this process the child's feelings and concerns must be considered.
- c. All children entering out-of-home care will be fingerprinted within 15 calendar days of removal. All children currently in out-of-home care will be fingerprinted within 90 days of the effective date of this operating procedure. If the child is under age three, a means of obtaining the child's footprints shall be explored. If the caregiver refuses to allow the care manager access to the child for the purpose of obtaining fingerprints, the care manager will document his/her diligent efforts to obtain the fingerprints in the Florida Safe Families Network chronological notes. The care manager, in conjunction with Child Legal Services, will request an order from the court for authorization to obtain the fingerprints.

- d. All children that are to be placed out of state will have fingerprints secured prior to placement.
- e. For children currently placed out of state, the caregiver will be contacted to request that fingerprints be obtained within 90 days of the effective date of this operating procedure. In some cases, the caregiver may be unable or unwilling to secure fingerprints. In these cases, the care manager must make diligent efforts to document his/her efforts to inform the caregiver of the need for fingerprints. These efforts must be clearly documented in the case file.

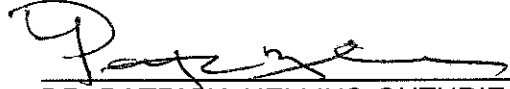
3. Birth Verification

- a. Verification of the child's birth may be obtained by photocopying the child's birth certificate, contacting the in-state or out-of-state Office of Vital Statistics to request a printout that verifies the birth information or by accessing the vital statistics information and obtaining a certified copy of the child's birth certificate.
- b. Children entering out-of-home care must have documentation of verification of the child's birth within 15 calendar days of the placement. For all children currently in out-of-home care, birth verification will be obtained within 90 days of the effective date of this operating procedure.
 - (1) For children placed in licensed out of home care a certified copy of the child's birth certificate will be required. (Florida Administrative Rule 65C-13.010 (5) (d) 12.)
 - (2) For children placed in relative or non-relative care any of the above defined methods of birth verification listed in paragraph 6a may be obtained.
- c. For children placed under in-home supervision, birth verification will be obtained 15 days after the case has been staffed and transferred to a services unit. For children already under court-ordered in-home supervision, birth verification will be obtained within 90 days of the effective date of this operating procedure.
- d. Birth verification records will be maintained in the CBC of Brevard official case file.
- e. For children born out-of-state or out-of-county, verification of the child's birth shall be requested within fifteen days from initial placement and documented in the case file. Refer to subsection 65C-30.007(17), F.A.C., regarding the necessary actions when it is determined that a child was born in another country and has not established legal alien status.

4. Documentation Requirements

- a. All case work activity pertaining to compliance and attempted compliance with the requirements of this operating procedure will be entered into the child's Florida Safe Families Network case record.
- b. All hard copy documents (fingerprint cards, birth verification documents and photographs) will be maintained in the appropriate district/region designated section of the child's case file. For children out-of-county, documents will be located in the file where supervision is occurring. CBC of Brevard may elect to store digital photographs in a central data base.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



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APPROVAL DATE: 2-12-09