



Series: Operating Procedures COA: NET 1.02, 2.02, 4.01, 4.03, 5.01-.05
CFOP: NA

Procedure Name: How to Access Services Within Brevard Family Partnership
Procedure Number: OP-1127
Revision #/Date: 06/22/11
Effective Date: 01/26/09

Applicable to: All Brevard Family Partnership staff and Sub Contracted Agencies

PURPOSE: To outline the process for accessing services through the Intake & Placement Unit within Brevard Family Partnership (BFP) in order to support the continuing efforts of BFP to ensure the safety and well being of the children entrusted to our care, this policy will clarify the protocols, steps and line of authority of parties involved in the access of services within the BFP defined below).

PROCEDURE:

References

(to be added as applicable)

Access to Services

All services/programs listed below are accessible only through contact must be made with the Intake Specialists of Brevard Family Partnership. Intake Specialists are the BFP "Single Point of Access" for the child protection investigators, case management agencies, community and other providers.

Intake is the main number for on-call/after- hours contact – by dialing 321-752-3226 it will automatically roll-over to the on-call pager for after-hours/weekend/holidays.

Programs & Services

Brevard C.A.R.E.S: The Brevard C.A.R.E.S. (Coordination, Advocacy, Resources, Education, and Support) Program provides support to children and families in an effort to divert them from the child welfare system by providing services to families who are experiencing stress, and are in need of support and resources. At the heart of the program is the use of Wraparound and Family Team Conferencing. Additional professional supportive services are available as well as financial assistance, and links to natural community supports. This is a child abuse and neglect diversion and family preservation program. Referrals can come from a number of sources including but not limited to individuals and self, schools, community representative, Protective Investigators and family members. The average length of participation per family is 120 days. .



Foster Care Referral and Institutional Staffings: A Foster Care referral report is one in which the Florida Abuse Hotline receives a call that there is a complaint about a particular provider. CBCB Intake Specialists will contact the respective Child Placing Agency (CPA) and request that the complaint/concern be investigated. The CPA shall notify CBCB Intake Specialists of the results of the investigation within 5 business days. A copy of the final report will be forwarded to the CBCB Contract Manager for review. An institutional Child Protective Investigation 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. CBCB Intake Specialists conduct Institutionalized Staffings on a weekly basis held every Thursday at 2:00pm at the CBCB Administrative office.

Mobile Response Team: The Mobile Response Team (MRT) consists of three on call therapists who can accommodate the North, South and Central areas of Brevard County. The schedule contains a back up therapist in the event that the primary therapist cannot be reached and the home and cell phone number of each therapist. The Mobile Response Team can be utilized by Protective Investigator and Care Managers to prevent new removals, Case Management Agencies for placement preservation for relative, non relatives and foster parents as well as group home facilities and the community in general. All requests for the Mobile Response Team are filtered through the Intake and Placement on Call Respondent for after hour requests. MRT is available 24 hours per day 7 days per week. The assigned MRT therapist has up to 2 hours to respond to a request. MRT therapists do not travel outside of Brevard County.

Placement Requests: All placement requests are conducted through Intake and Placement. CPI's and/or Dependency Care Managers submitted the Pre-Placement Tool to the Intake Specialists who must locate an appropriate setting within 4 hours of the initial request.

Independent Living Services: Independent living is an expansion of the permanency planning process and is not a separate, discrete program. Independent living services provide a continuum of tangible and intangible skills and knowledge that a youth should have in order to be successful upon departure from foster care. Its emphasis is on assessing and providing job skills, self-support, daily living skills and tracking and assessing the youth's needs. All youth, regardless of their case plan goal, must be prepared to live independently. All youth in foster care who have reached 13 years of age but are not yet 18 years of age who are in foster care are to be assessed for and receive pre-independent living services and life skills services. Eligibility is not restricted to youth who are targeted for subsidized independent living. Eligibility for participation in the independent living program is only determined by age.

Subsidized Independent Living Subsidized independent living (SIL) is an optional part of the continuum of services that comprise the independent living program. In order to participate in SIL, a youth must be at least 16 years of age and meet the following requirements:

Age- Must be 16 years of age or older and not yet reached their 21st birthday. If under 18, parent/guardian consent and judicial consent is required.

Legal Status- Must be adjudicated dependent, as defined in Chapter 39, F.S. and disposition into foster care, at least 6 months prior to entering subsidized independent living, with a goal of either long-term foster care or independent living.

Employment- Must be employed at least part-time earning a minimum of \$100.00 per month. This employment must generate an Internal Revenue Service (IRS) 1099 form which means the income must be reported to the IRS.

Savings- Must have sufficient earned savings or other means to pay move-in and first month's living expenses, until the first subsidy check arrives. Funds from the Title IV-E Independent Living grant may not be used for move-in or living expenses (i.e., room and board or deposits).

Education- Must be enrolled in a full-time educational program, college or school. Full-time is defined as: regular attendance at high school, at least 12 credit hours per semester at an accredited college or university, or full time as defined by the GED/Vocational Technical program which the youth is attending. A time limit should be set on obtaining a GED. A full time (daily) program should have youth ready for the GED within 6 months or less. The need for summer school attendance will be assessed by the coordinator on an individual basis.

Grades- Must maintain a 2.0 grade point average on a 4.0 scale or equivalent in school or educational program.

Assessment - Assessment of Skills by completion of curriculum determined by the independent living coordinator. Assessment should indicate that living in an unlicensed setting with minimal supervision is potentially viable.

Behavior- Abstinance of irresponsible behavior for at least six months, such as running away from home, committing violent acts toward others, delinquencies, or property crimes. Letters of reference from school, mental health personnel and Department of Juvenile Justice required if there is a history of irresponsible behavior. There may be no current or pending Department of Juvenile Justice involvement.

Staffing/Approval- Staffing and approval by the CBC of Brevard independent living coordinator. The coordinator must approve the youth's living arrangement, including the cost and selection of a roommate, if applicable. The safety of the youth is a paramount consideration. Youth and care manager must attend staffing which the independent living coordinator chairs.

After-Care Services Title IV-E Independent Living services are available to any former foster youth who was in foster care upon turning 16, but left foster care prior to age 21. Based on CBC of Brevard approval and the availability of Independent Living grant funding, all of the services available from the federal independent living grant are available to any youth who requests these services whether the youth was adopted, returned to the family or voluntarily exited foster care. These services must be discontinued on the 23rd birthday.

Foster Care Services Past Age 21 If a youth is continuously enrolled in school and is in compliance with the case plan, that youth may remain in foster care past the age of 21 in order to complete the number of semesters of college or vocational training as defined in s. 409.145, F.S. Such youths may not receive any services provided by the federal Independent Living grant. The purpose of extended foster care is to assist the youth in completing the educational program if the youth has no other resources. Other resources in the community must be explored and used, if available, before general revenue is used for extended foster care past age 21.

Out of County Services (OCS): "Out of County Services" 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. Pursuant to section 61.20(2), Florida Statutes (F.S.), CBC of Brevard does 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 F.S., unless there is not a licensed child-placing agency or professional available in the county where the prospective adoptive parent lives.

Interstate Compact For The Placement of Children (ICPC): The Interstate Compact on the Placement of Children (ICPC; see sections 409.401, et seq., F.S.), is administered by the central office (PDCFI). 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.

Family Team Conferencing (FTC): Family team conferencing (wraparound) is the foundation of Brevard Family Partnership's and Brevard C.A.R.E.S. philosophy and practice. Services are authorized through the family team process, outcomes are monitored, crisis and safety issues are planned for, and the inclusion of interagency partners promotes the integration of resources and minimizes the use of multiple plans to prevent fragmentation and duplication. Natural resources are explored and included to ensure families have adequate support to sustain them beyond discharge. The team process is central to the service delivery system as it promotes consensus amongst those closest to the family, a shared vision and joint responsibility for improved outcomes and success.

BY DIRECTION OF THE CHIEF EXECUTIVE
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APPROVAL DATE: 6/30/11