

Protocol for Immediate Staffings

4th Judicial Circuit
Clay, Duval, & Nassau Counties

Agency Representatives

Department of Children & Families

First Coast Child Protection Team

Family Support Services

Community Based Care Agencies (Daniel & Jewish Family Services in attendance)

Guardian Ad Litem

Children's Medical Services

Agencies listed above (and additional attendance by Children's Legal Services) are essential to the success of following child abuse victims & their families through the investigative and services process in order to ensure child safety. These agencies are the "Core Agencies." Attending representatives from each agency must include the following or designee:

- DCF Operations Manager, Program Administrator, Supervisor, & Protective Investigator
- CPT Team Coordinator, Asst. Team Coordinator, Case Coordinator, Dr. Vallely (Team Psychologist) and Medical Provider (when appropriate)
- FSS Supervisor
- CBC Individual Agencies' supervisors and assigned family counselor
- GAL Assigned GAL & Supervisor or Director
- CMS Assigned Nurse &/or Social Worker (If involved)
- CLS Assigned CLS and Managing Attorney

Staffings will be scheduled as soon as possible for the following:

- ✦ Upon request of any agency involved with the family/child during the life of the case when significant concerns arise
- ✦ When Egregious Abuse or Critical Injuries have occurred
- ✦ When a child death has occurred and additional services are needed
- ✦ When the investigative recommendation by DCF or CPT is either expedited TPR or TPR
- ✦ When original investigative recommendations by DCF or CPT are changed resulting in less restrictive case plans/goal development and implementation or reunification of the family

Staffings will be conducted at the UF First Coast Child Protection Team Offices located at 4539 Beach Blvd., Jacksonville, FL 32207.

Please notify UF CPT of your request for reserving the conference room. Invitations will be faxed to all agency representatives involved with the family. Every effort should be taken to attend these staffings.

This protocol was developed by the following agency representatives on December 3 & 12, 2008 and will be implemented immediately by the community agencies, reflected by signatures that follow.

C.A. for Andrea Tazewski 01/08/09
Department of Children & Families (Date)

[Signature] 1/8/09
Children's Legal Services (Date)

[Signature] 1-8-09
UF First Coast Child Protection Team (Date)

[Signature] 1/9/09
Family Support Services (Date)
Community Based Care Agencies

[Signature] 1-8-09
Children's Medical Services (Date)

[Signature] 1/9/09
Guardian Ad Litem (Date)