



FAMILY FIRST PREVENTION SERVICES ACT

Workshop Guide

April 2021



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Family First Prevention Services Act (FFPSA) Overview

FFPSA Background

Under the prevention services provisions, States have the option to use Title IV-E funding to help prevent children's entry into foster care.

Services include in-home parenting, mental health, and substance abuse treatment services.

For planning and implementation purposes, Florida elected to take a two-year delay, with an effective date of September 28, 2021.

Florida has worked in collaboration with Casey Family Programs, the CBCs, and the Florida Institute for Child Welfare to inventory Florida's service array, identify gaps, and make recommendations on improving the array of community-based services.

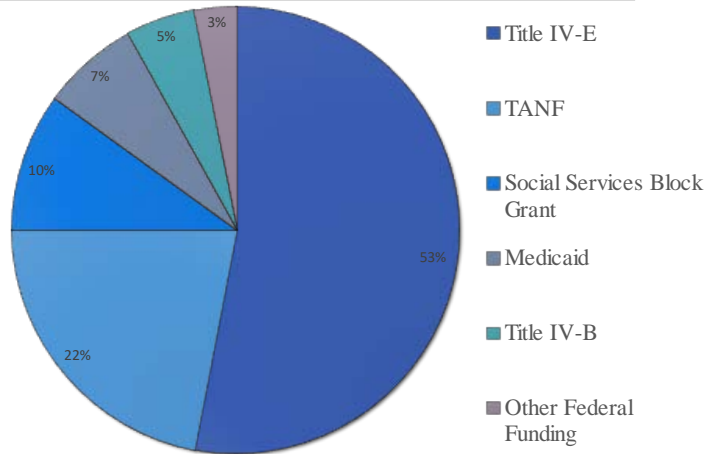
FFPSA History

- The Family First Prevention Services Act (FFPSA) was passed into law on February 9, 2018 as part of the Bipartisan Budget Act of 2018.
- The Act enable States to use Federal funds available under parts B and E of title IV of the Social Security Act to provide enhanced support to children and families and prevent foster care placements through the provision of mental health and substance abuse prevention and treatment services, in-home parent skill-based programs, and kinship navigator services.
- The original version introduced in 2015 immediately drew objections from several states
- FFPSA is an extensive piece of legislation that is more than 100 pages long
- The act is a bipartisan bill that reformed the child welfare funding streams

Why This, Why Now? - Child Welfare Financing 101

Why This, Why Now? Child Welfare Financing 101

- Title IV-E biggest pot of federal child welfare money
- Majority of federal funds only available for foster care
- Need funds for upfront prevention services



Source: Child Trends, Child Welfare Financing Survey SFY 2014

Traditional IV-E reimbursement is based on funding for an eligible child, in an eligible foster care setting

To be eligible under IV-E, expenditures must be:

- On behalf of an eligible child:
 - Who meets certain removal and placement standards, and
 - Whose family at the time of removal would have been eligible for AFDC on July 16, 1996.
- Who resides in an eligible setting:
 - A licensed family foster home, or
 - A licensed child care institution.

Maintenance Payments

- "Administration"
- SACWIS
- Training
- Demonstrations

Requirements for an “eligible child” and an “eligible placement” were waived so that Title IV-E funds could be spent on any child / family and any child welfare purpose. In exchange, Florida agreed to a capped allocation with annual automatic increases plus “triggers” to adjust the allocation if actual levels significantly exceeded estimates.

All waivers must end by 9/30/2019.

When Florida transitioned back to traditional Title IV-E claiming, we were unable to earn \$90m of our current Title IV-E Foster Care budget.

- 42% of waiver funds are spent on non-IV-E eligible services - 42% of \$188m = \$80m we can't earn
- Reduced eligibility rate since waiver began, outdated cost allocation practices results in \$10m we can't earn

Initiatives - “Expanding the IV-E Footprint”

- Extended Foster Care - eliminates \$7m deficit in Independent Living
- Guardianship Assistance - about \$20m
- Candidacy - about \$40m
- Eligibility rate improvement - about \$10m
- Remaining \$20m gap is included in Department's Legislative Budget Request

FFPSA End Goals

- Safely Reduce Out-of-Home Placement
- Improve Resiliency of Families
- Reduce Foster Care Reentry
- Involve Families in Prevention Services
- Reduce Reliance on Congregate Care
- Provide Care in the Least Restrictive Environment

FFPSA Provisions

Part I. Prevention Activities under Title IV-E

Part II. Enhanced Support Under Title IV-B

Part III. Miscellaneous

Part IV. Ensuring the Necessity of a Placement that is not in a Foster Family Home

Part V. Continuing Support for Child and Family Services

Part VI. Continuing Incentives to States to Promote Adoption and Legal Guardianship

Part VII. Technical Corrections

Part VIII. Ensuring States Reinvest Savings Resulting from Increases in Adoption Assistance

- FFPSA impacts a wide range of child welfare programs, including preventive services, foster care, and adoption
- The Act includes significant amendments to:
 - Title IV-E (foster care, adoption assistance and Chafee independent living services)
 - Title IV-B (child welfare services)
- There are multiple effective dates in the Act, including the option to delay certain provisions
- The main provisions that receive a lot of discussion include Part I prevention services and Part IV limitation on the use of residential group homes

PART I—Prevention Activities Under Title IV-E

- Allows the use of Title IV-E funds for the following services to prevent the placement of children and youth into the foster care system.
 - In-home parent skill-based programs,
 - Mental health services, and
 - Substance abuse prevention and treatment services.
- Title IV-E funds can only be used in this capacity for 12 months for children who are “candidates for foster care” and for pregnant or parenting foster youth.
- The act further clarifies that children and youth under the guardianship of a kin caregiver are also eligible for these funds.

Services or Programs must be:

- Trauma-informed:
 - Be provided under a structure that involves understanding, recognizing and responding to all types of trauma

- o In accordance with recognized principles of trauma-informed approach and trauma-specific interventions to address trauma consequences and facilitate healing
- Meet the requirements for a “promising, supported or well-supported practice” as defined and approved by HHS
- At least 50% of state expenditures reimbursed by Title IV-E funds must be for services and activities that meet federal requirements for well-supported practices

Kinship Navigator Programs

- Creates optional funding under title IV-E for kinship navigator programs that meet specific requirements for a “promising, supported or well-supported practice” as defined and approved by HHS
- A kinship navigator program assists kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are served
- 50% of state expenditures reimbursed by Title IV-E funds must be for services and activities that meet federal requirements for kinship navigator programs approved by HHS

Child and Family Eligibility for Title IV-E Kinship Navigator Programs

Children in kinship care arrangements and their families are eligible for services under the Title IV-E Kinship Navigator Program, without regard to whether the child is currently, or is potentially, eligible for title IV-E foster care maintenance payments (section 474(a)(7) of the Act). There also is no requirement that the child be determined to meet the definition of a foster care candidate to be eligible for services.

A title IV-E agency has discretion to determine the scope of the population to be served through its Kinship Navigator program, including children being cared for by kin in foster care or legal guardianship arrangements, children at risk of entering foster care being cared for by kin, and children being cared for by kin outside of the child welfare system.

The statute does not define “kinship caregiver” for purposes of this program. Therefore, the title IV-E agency may serve families headed by a grandparent or other relative as well as tribal kin, extended family and friends, or other ‘fictive kin’ who are caring for children.

Title IV-E Kinship Navigator Program Language

(1) a kinship navigator program to assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are served, which program–

(A) shall be coordinated with other State or local agencies that promote service coordination or provide information and referral services, including the entities that provide 2-1-1 or 3-1-1 information systems where available, to avoid duplication or fragmentation of services to kinship care families;

(B) shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith-based organizations;

(C) shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to–

(i) each other;

(ii) eligibility and enrollment information for Federal, State, and local benefits;

(iii) relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services; and

(iv) relevant legal assistance and help in obtaining legal services;

(D) shall provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials;

(E) shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of kinship care

families and other individuals who are willing and able to be foster parents for children in foster care under the responsibility of the State who are themselves parents to promote better services for those families;

(F) may establish and support a kinship care ombudsman with authority to intervene and help kinship caregivers access services; and

(G) may support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving;

PART II—Enhanced Support Under Title IV-B

PART II—Enhanced Support Under Title IV-B

Funding authority is provided to support states in establishing an electronic interstate processing system for the placement of children into foster care, guardianship or adoption.

FFPSA extends regional partnership grants for five years and allows the grants to be used on a statewide basis and for organizations that are not state agencies.

Florida participated in the NEICE project to help pilot the development of the interstate processing system. As such, Florida has fully implemented these provisions and is working to update existing policies to provide statewide guidance.

The provisions for the regional partnership grants are specific to providers within the community, how they apply for the grants, and how they collaborate with others.

PART III—Miscellaneous



PART III— Miscellaneous

Model Licensing Standards

States must demonstrate that they are in line with newly established national model licensing standards for relative foster family homes.

Tracking and Preventing Child Maltreatment Deaths

States must create a plan and fully document the steps taken to track and prevent child maltreatment deaths in their state.

All states are required to have a set of licensing standards. FFPSA added the requirement that states review their licensing standards with the new model licensing standards. While states are not required to 100% adopt the national standards, states are must provide notice to the feds on how and why their licensing standards differ from the model licensing standards. Florida’s standards closely align with the model

licensing standards with the main differences being the age of the foster home applicant (18 years old vs 21 years old in Florida) and health certificates (required health exams and shots vs Florida requests additional health certificates on a case-by-case basis).

PART IV—Ensuring the Necessity of A Placement That Is Not In A Foster Family Home

PART IV— Ensuring the Necessity Of A Placement That Is Not In A Foster Family Home

Places a limit of two weeks on federal payments for placements that are not foster homes or specified residential group care:

- A licensed residential family-based treatment facility for substance abuse
- A supervised setting where the child may live independently if the child is 18 years or older
- A specialized setting providing prenatal, postpartum or parenting supports
- A setting providing high-quality residential and supportive services to children who are victims of, or at risk of human trafficking, or
- A qualified residential treatment program (QRTP)

FFPSA has a huge focus on children's placement in foster family homes. If a child is not placed in a family foster home and instead the child is placed in a residential group home, federal funding is only available for the first 14 days. To claim federal funding for a child placed in a residential group home after 14 days, the residential group home must be a specified setting that meets the needs of the child.

Florida has elected to delay the implementation of this part of the legislation for two years. The effective date is September 28, 2021.

Currently, DCF SAMH in partnership with the MEds provide services to pregnant and parenting women through the Substance Abuse Prevention and Treatment Block Grant. In these situations, the women have custody of the children. The provision in the Act allows the State to place a child with their parent while the parent resides in a

residential substance abuse treatment facility and the Department does retain placement and care of the child.

Legislative language is needed to support the implementation of this provision. OCW will work with SAMH and CLS to further define this population and policies to support it.

In January 2019, the Department made changes to the Extended Foster Care policies and practices to align with the Title IV-E requirements and move Florida's EFC program from a state funded program to a IV-E program. These changes were beneficial in that it helped Florida better align and meet the FFPSA requirements regarding supervised independent living settings. These settings are not licensed by the Department. They are settings that contract directly with the CBCs.

The Department currently licenses group homes for pregnant and parenting youth. These settings do meet the FFPSA requirements.

Another group home currently licensed by the Department are Safe Houses. The Safe Houses are licensed as residential group homes and then must complete additional requirements to be certified as a Safe House to serve youth who have been identified as having been a victim of sex trafficking. The currently requirements for Florida's Safe Houses meet the FFPSA requirements.

A group home serving youth who are at-risk of sex trafficking is a new category of group homes. The feds did not provide a definition for at-risk and will not be providing additional guidance on the development of a definition. States will have flexibility to develop a definition and programming.

The Office of Child Welfare worked in collaboration with our DCF licensing staff, CBCs, and FCC partners to develop programming that best meet the needs of Florida and the children we serve.

A QRTP placement is a specific category of a non-foster family home setting

Must meet detailed assessment, case planning, documentation, judicial determinations and ongoing review and permanency hearing requirements for a child to be placed in and continue to receive title IV-E FCMPs for the placement

Must be licensed, criminal record and child abuse and neglect registry checks must be completed

Must be accredited by one of the independent, not-for-profit organizations specified in the statute or one approved by the Secretary (CARF, JCAHO, COA, or any other approved by the Secretary)

Additional congregate care related provisions:

- Starting Oct. 1, 2018, states are required to conduct criminal history and child abuse and neglect registry checks on any adults working in a childcare institution.
- States must develop a plan to prevent the enactment or advancement of policies or practices that would result in an increase in the population of youth in a state's juvenile justice system.
- States are also required to train judges and court staff on child welfare policies, including limitations on use of funding for children placed outside of a foster care family.

PART V—Continuing Support For Child And Family Services

PART V— Continuing Support For Child And Family Services

Recruiting and Keeping Foster Families: Increased Financial Support through 2022

A one-time, \$8 million competitive grant will be made available through 2022 to support the recruitment and retention of high-quality foster families.

Extending John H. Chafee Foster Care Independence Programs to Age 23

States may use John H. Chafee Foster Care Independence Program funds for youth up to 23 years of age who have aged out of foster care if that state has extended federal Title IV-E funds to children up to age 23. They may also extend education and training vouchers up to age 26, but for no more than five years total.

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Embrace CBC in Orlando was a recipient of this grant and is working with DCF Central Region and other community partners on the recruitment and retention of foster families

Florida was already one of the states that served youth to the age of 23, using state funds. The changes allow the State to use Chafee funds.

Part VI & VII

PART VI—Continuing Support For Child And Family Services

Reauthorizes Adoption and Legal Guardianship Incentive Payment Program

PART VII—Technical Corrections

Amends state plan requirement under Title IV-B to describe ways to reduce length of time to permanency for children under the age of 5 and to address developmental needs of all vulnerable children under the age of 5 who receive IV-E or IV-B services

PART VI & VII

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PART VIII—Ensuring States Reinvest Savings Resulting From Increases In Adoption Assistance

PART VIII— Ensuring States Reinvest Savings Resulting From Increases In Adoption Assistance

- Delays Fostering Connections implementation of federal assistance for adoption of special needs children
- Authorizes children with special needs under 2 years old to be eligible for assistance if they meet existing requirements
- Requires GAO study on state reinvestment of these savings because of this delay

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- The Fostering Connections to Success and Increasing Adoptions Act, signed in 2008, set the income test for federal adoption assistance payments to gradually expire by 2019. Teens were to be the first group to be exempt from the income test and this exemption would gradually extend to newborns.
- With the FFPSA this process is halted at 2-year-olds until 2024. The federal Government Accountability Office is tasked with conducting a study to determine how states are using the money they saved from the exemptions. The income test for federal adoption assistance payments will end in October 2024.

FFPSA Qualified Settings and Program Requirements

Independent Living

- Licensure is optional. Providers may continue to select to enter into a contract/agreement with the CBC to be a host home or transitional home to serve children under IL programs.
- Room and board rate is determined by the CBC
- Collaboration with child welfare team to complete shared living arrangement plan

Population Served

Young adults, ages 18-21 years of age (22 years if documented disability), who are enrolled in Extended Foster Care. PESS, or aftercare (23 years).

Maternity

Population Served

- Pregnant, post-partum, or parenting youth or young adults, age 17 and under
- Sibling groups of a youth who is pregnant or parenting
- Staff ratio 1:6 awake, 1:12 asleep
 - Ratio is based on young parent and staff
 - Young parent is responsible for the care their own child and not counted in the ratio

Program Requirements

Services provided must include:

- Pre-natal and childbirth education
- Parenting education
- Water safety education and training
- Individual/group/family counseling
- Clinical services to address trauma, sexual exploitation, etc

Acknowledgment

The child-caring caring agency shall ensure youth acknowledge receipt of

- Training for Infant Safety and Care
- Infant Water Safety
- Safe Sleep Practices

Service Plan

The service plan shall outline details of the supports and resources to allow the pregnant or parenting youth to be successful with, but not limited to, school, employment, and providing for the care of their child.

- If the pregnant or parenting youth is under the care and supervision of the Department, the CBC shall provide a daycare referral to allow the young parent to attend school or employment. The child-caring agency must provide transportation to and from the daycare so the teen mother may attend school.
 - The CBC shall collaborate with the child-caring agency to ensure the young parent has diapers, food, and clothing for their child.
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Safe House

Population Served and Program Requirements

Population Served

Youth, age 17 and under, who are victims of sex trafficking. If serving dependency youth, ages 12-17

Program Requirements

Program service requirements include but are not limited to:

- Victim-Witness Counseling
- Behavioral Health Care
- Treatment and Intervention For Sexual Assault
- Survivor Mentoring Support

Admission Criteria

- A Verified or Not Substantiated Finding on a CSEC Intake Report

- Human Trafficking Screening Tool (HTST) **“Likely Is”** Or **“Definitely Is”** Determination, and/or,
- Safe House Assessment

Tiers

Tier 1

- Step down option from Tier 2
- New Safe House assessment
- Initial placement based on the HTST/MDT recommendation
- Less restrictive policies related to normalcy
 - School options
 - Cell phones
 - Outside activities

Tier 2

- Usually, the initial housing option for youth recommended for a safe house placement

Discharge or Denial of Placement

Trauma-related behaviors and coping mechanisms shall not be used as a reason to deny a placement request or discharge a youth, unless it can be determined that such behavior will create an imminent risk to the safety or stability of other residents in the home.

- Running Away
- Non-Violent Delinquent Offenses (Case-By-Case Basis)
- Recruitment or Similar Behaviors
- Violent Behaviors That Do Not Pose an Imminent Risk to Others
- Mental Health Diagnoses That Do Not Require A Higher Level of Care
- Occasional substance abuse, separate from deep-end substance abuse which places the child in imminent danger and requires detox.

Prior to discharge

- Re-evaluation of the child’s service/treatment plan.
- Multidisciplinary team staffing with the case management agency and community-based care’s human trafficking liaison.

At Risk of Sex Trafficking

Definition

Child or youth at risk of sex trafficking” means an individual who has experienced trauma, such as abuse, neglect, and/or maltreatment, and presents with one or more of the accompanying risk factors:

- History of running away and/or homelessness.
- History of sexual abuse and/or sexually acting out behavior.
- Inappropriate* interpersonal and/or social media boundaries.
- Family history of or exposure to human trafficking.
- Out-of-home placement instability demonstrated by repeated moves from less restrictive levels of care.

*Inappropriate means behaviors assessed by the Child Welfare Professional that are determined to be not suitable based on the child’s age and may cause harm to the child.

Population Served and Program Requirements

Population Served

Youth, age 17 and under, who are at risk of sex trafficking

- If serving dependency youth, ages 12-17

Program Requirements

Staff must be trained in a human trafficking prevention education curriculum to facilitate to youth residing in the home. CCA may select a DCF approved curriculum of their choice.

Admission

- The child or youth meets criteria for at-risk of sex trafficking
- If a dependency youth, is at least 12 years of age at time of admission

Service Requirements



- Family/Group/Individual Counseling
- Treatment and Intervention for Sexual Assault
- Substance Abuse and Mental Health Screening
- Life Skills
- Educational Supports
- Discharge Planning
- Programming Related to The Prevention of Sex-Trafficking Including Healthy Relationships, Interpersonal Boundaries, Community Engagement, etc.
- Behavioral Health Care
- Mentoring

Qualified Residential Treatment Program (QRTP)

Qualified Residential Treatment Program (QRTP) means a licensed therapeutic group home with a QRTP credential that provides care for youth who have serious emotional or behavioral disorders or disturbances.

The AHCA license and the QRTP credential are two different documents issued by two different agencies. Providers are required to follow all STGH (therapeutic group home) requirements outlined by AHCA.

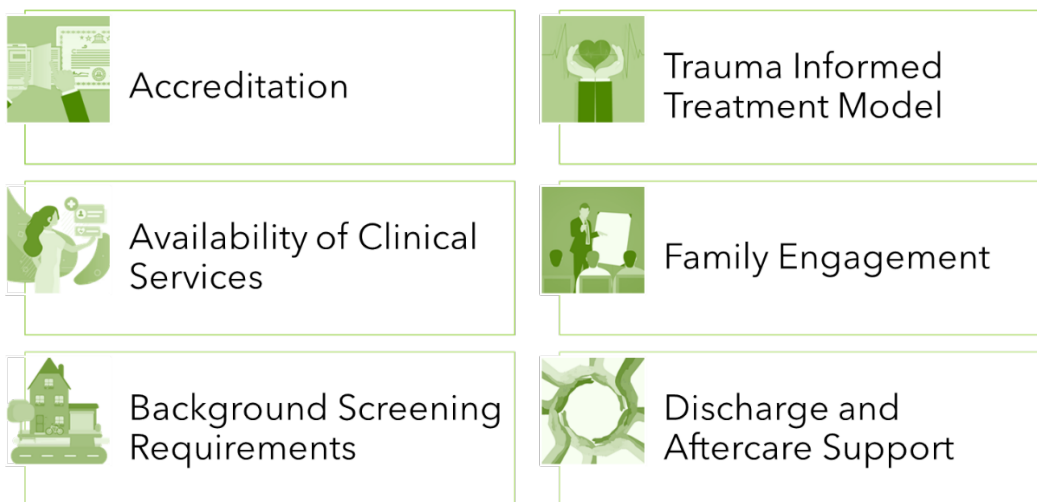
Population Served

Population Served: Youth, age 17 and under, who have serious emotional or behavioral disorders or disturbances

- Exclusionary Criteria

- Emergency placements
 - Secure shelter for the child
 - Acute psychiatric crisis: referred to a crisis stabilization unit
- Ensure the emotional safety and recovery are assessed and precautions are taken for children in the same setting
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Overview of Requirements



Accreditation

- Commission on Accreditation of Rehabilitation Facilities (CARF)
- The Joint Commission, formerly known as Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
- Council on Accreditation (COA)
- Any other not-for-profit accrediting agency approved by the Children’s Bureau
 - Send request to regional licensing team

Nursing Staff

- Registered or licensed nursing staff and licensed clinical staff on-site according to treatment model.
- Available 24 hours a day, 7 days a week
- May be contracted providers

Trauma Informed Treatment Model

Utilize trauma-informed treatment model

- Responsible for the development of service and treatment plans
- Policy/Documentation
- Optional Resource: The National Child Traumatic Stress Network (NCTSN)

The required policies are:

- Policy outlining the trauma-informed treatment model that addresses the clinical needs of children with emotional or behavioral disorders or disturbances and is able to implement the treatment identified for the child. The policy shall address the staffing requirements needed to implement the trauma-informed model.
- Written procedure on discharge planning and aftercare supports that specifies the availability of services and the persons responsible for implementation of the aftercare supports

Clinical Services Required



Substance abuse and mental health screening and treatment, if applicable



Family, group, or individual therapy



Behavioral management



Psychiatric services



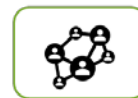
Specialized intervention services



Social & rehabilitative services



Psycho-educational services



Support groups

- Substance Abuse and Mental Health Screening and Treatment, (*if applicable*)
- Family/Group/Individual Therapy
- Behavioral Management
- Psychiatric Services
- Support Groups
- Specialized Intervention Services
- Social and Rehabilitative Services
- Psycho-Educational Services

Family Engagement

Documentation requirements:

- Treatment program
- Inclusion in family therapy
- Outreach to family members, including siblings
- Documentation
 - Family integration into the treatment process and post-discharge
 - Maintaining sibling connections

Background Screening Requirements

All direct care staff employed by the entity must obtain the following background screenings:

- National and statewide criminal records checks under Chapter 435 and Chapter 39, Florida Statutes, through fingerprinting every five (5) years;
- Juvenile records check through fingerprinting every five (5) years as applicable;
- Florida abuse and neglect records checks through the Department's child abuse registry every 12 months; and
- Out of state abuse history records check if the individual resided out of state in the past five years from the time of the request for a QRTP credential.

Juvenile records checks through the Florida Department of Juvenile Justice for ages 12 to 17 of children of QRTP staff who reside in the group home.

Any other adult household member residing in the group home will be required to meet the background screening requirements in the same manner as staff of the QRTP.

Discharge Planning and Aftercare Supports

Discharge Planning

- Developed with input from the child, the child’s parent or guardian, foster parents, caregiver, Department, and guardian ad litem.
- The child’s diagnosis shall be considered during discharge planning and development.
- Copy shall be provided to the child’s welfare professional.

Aftercare

- 6 months of aftercare supports.
- Developed at least one month prior to discharge.
- Align to meet the needs of a child with intent placement in the most appropriate, least restrictive setting.

Aftercare Support Eligibility

- Suitability assessment and court order recommending placement in a QRTP setting
- Not required for youth who discharge to another QRTP setting or Statewide In-Patient Psychiatric Program (SIPP)

Required Aftercare Supports



Contract/Sub-Contract with a Community Provider

- Outlined in policy (contracting)
- Vendor listing (providers)

Aftercare Support Responsibility

- QRTP provides all supports

Upcoming FSFN Change- QRTP Credential

Florida Safe Families Network

License
 Provider Name: test, provider Provider ID: 910000781 Status: Pending Amendment
 Completion Date: 00/00/0000 Worker: RICHARD RMMZNLZGL Attestation Model

Basic **Characteristics** **Details** **Services**

Provider Information
 Caregiver 1: test, provider
 Caregiver 2:
 C/O: Street/Route: 55 Street Unit Designator:
 Building: City: Tallahassee County: Leon
 State: FL Zip: 32311 Country: United States
 Phone: Work Phone: Fax Number: E-mail: email@gmail.com No E-mail Address

License Information
License Type:
 Level I - Child Specific Level IV - Therapeutic Foster Home Non-DCF License
 Level II - Non-Child Specific Level V - Medical Foster Home Child Caring Agency (CCA)
 Level III - Safe Foster Home/ Human Trafficking Child Placing Agency (CPA)
 Sub-Type: Date Completed Applicant Recd: 03/01/2021
 Issue Date: 03/01/2021
 Expiration Date: 04/13/2021

Credential Information
 Qualified Residential Treatment Program

Assessment Decision
 Approve Deny Extended
 Pending Withdrawn
 Reason 1:
 Reason 2:
 Reason 3:

Actions:
[Approval](#)
[Text](#)
[License Template](#)
[Licensing Summary](#)

Placement

Suitability Assessment (for placement)

Completed prior to placement Qualified Evaluator (QE).

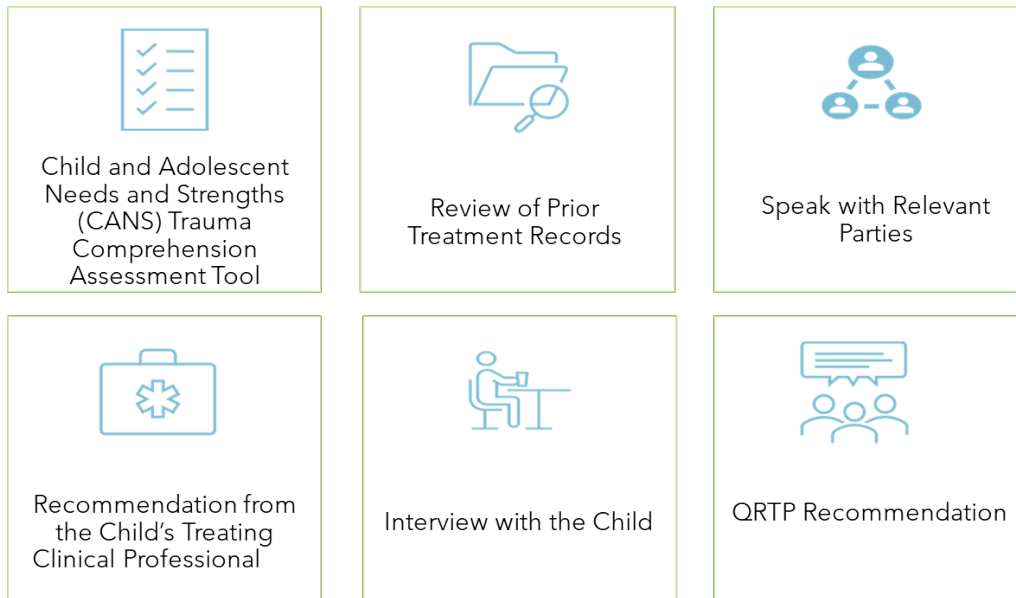
Qualified Evaluator (QE)

- Psychiatrist or Psychologist licensed in Florida.
- Two years' experience working with children or adolescence involved in the child welfare system of care.
- No actual perceived conflict of interest with placement in a QRTP.
- Completed training pertaining to the population of children in the child welfare system. Training topics shall include, but are not limited to, trauma-informed care and human trafficking.

When therapeutic placement is recommended, the first option of placement should always be a therapeutic placement with a QRTP credential.

Suitability Assessment

Assessment Components:



- Child and Adolescent Needs and Strengths (CANS) Trauma Comprehension assessment tool
- Review of prior treatment records
- Speak with relevant parties
 - Required: Guardian ad litem, case manager, current caregiver, the child's family, Department of Juvenile Justice worker, treating clinical professional, and the permanency team
 - The treating clinical profession shall be a member of the permanency team
 - Consideration of the recommendation of the child's treating clinical professional
- Interview with the child
 - While face-to-face contact is the preferred method for contact with the child, the QE may utilize telehealth while abiding by the Agency for Health Care Administration (AHCA) telehealth guidelines when using a Medicaid service.
 - When a child refuses to participate in the interview, the QE shall make good faith efforts to engage the child. Good faith efforts are defined as documented efforts that demonstrate the QE took all steps in light of the child's age, intelligence, emotional development and stability, and demeanor to enable the child to participate in a conversation with the

QE that could aide or assist in obtaining information to determine whether the child meets the criteria for needing placement in a qualified residential treatment program, even if those efforts were not fully successful. Marginal or token efforts to communicate with the child are not sufficient to constitute good faith efforts.

- QRTP recommendation

Recommendations (QE)

The QE shall recommend one of the following placement options:

- Placement in a QRTP
- Placement in a less restrictive setting with wraparound services
- Placement in a statewide inpatient psychiatric program

Reconsiderations requested by Child Welfare Professional:

- Missing components to the clinical record prior to the assessment
- Child has experienced a decompensation in mental or behavioral health functioning since the assessment

Copy of assessment must be provided to the following parties to allow the opportunity to discuss the findings with the evaluator:

- QRTP
- Department/CBC/CMO
- GAL
- Court

QE does not recommend placement in a QRTP

- Multidisciplinary team shall offer to assist in developing a plan for necessary treatment and support services for the child in the community.
 - Child must be moved from the program within 30 calendar days of the recommendation.
-
-
-

Court Approval

- Must occur within 60 calendar days after initial placement in a QRTP.
- Courts must consider the QRTP assessment, determination, and documentation made by the QE.
- If placement is approved by the initial 60-day court review, the QE must conduct an independent suitability assessment review at least every 90 days so long as the child remains placed in the QRTP. It is the Child Welfare Professional's responsibility to request a 90-day review from the QE.
- If the court orders the child to be placed in a QRTP after the QE does not recommend placement, the assigned Child Welfare Professional shall request a reconsideration.
- Child must be moved from the QRTP within 30 days if the court denies the motion to place the child into a QRTP or orders the placement of the child into a less restrictive setting during a review hearing. the Child Welfare Professional will follow local protocol to coordinate the referral and placement of the child into the least restrictive setting that is best suited to meet the child's needs.

Continuing Placement

A child may not be placed in a QRTP for more than

- 12 consecutive months, or
- 18 nonconsecutive months, or
- 6 consecutive or non-consecutive months (under the age of 13)

Approval of the RMD or designee to exceed timeframes & SAMH clinical team

The RMD or Department designee shall provide a determination within seven (7) business days from receipt of the request from the CBC.

Elopement or Baker Act

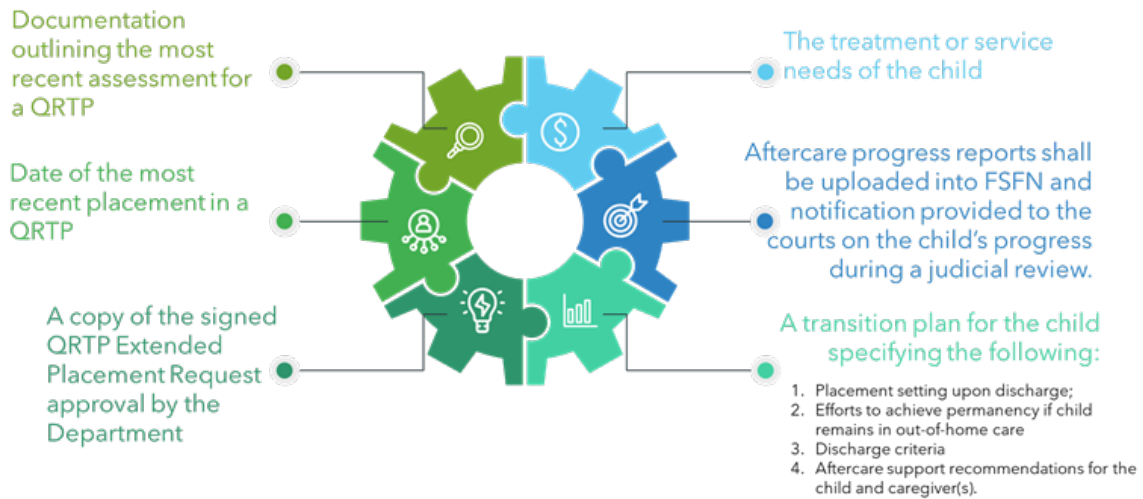
- May be readmitted into the same or newly identified QRTP without an additional assessment
 - So long as the child was not discharged from the QRTP

Transfer from one QRTP to another

- New assessment is not required
- Must not be a lapse in placement
- CBC must coordinate an MDT
 - Both QRTP providers must participate
 - Discuss the child’s identified needs
 - Sharing of records to allow for adequate continuation of services and treatment.

Case Planning and Judicial Review

When a Child is Placed in a QRTP, the case plan must include the following:



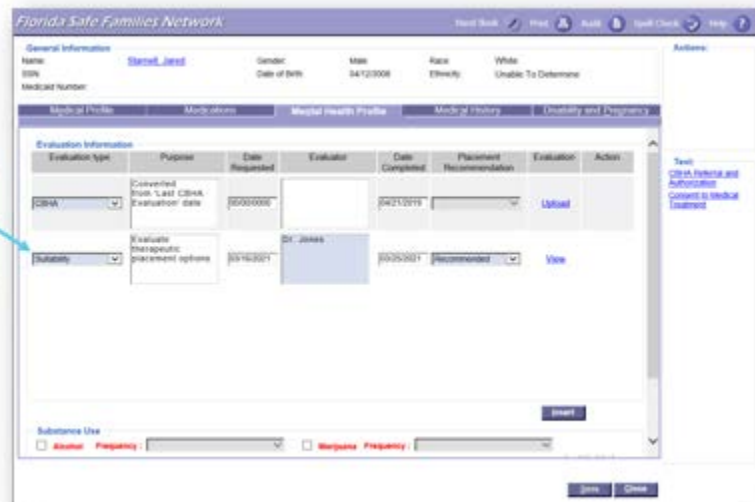
- Documentation outlining the most recent assessment for a QRTP
 - Date of the most recent placement in a QRTP
 - The treatment or service needs of the child
 - A transition plan for the child specifying the following:
 - Placement setting upon discharge
 - Efforts to achieve permanency if child remains in out-of-home care
 - Discharge criteria
 - Aftercare support recommendations for the child and caregiver(s).
 - A copy of the signed QRTP Extended Placement Request approval by the Department, if a child is placed in a QRTP setting for longer than 12 consecutive months or 18 nonconsecutive months, or in the case of a child who has not attained age 13, for more than 6 consecutive or non-consecutive months.
- Aftercare progress reports shall be uploaded into FSFN and notification provided to the courts on the child's progress during a judicial review.

FSFN Demo

QRTP Suitability Assessment

FSFN users are required to document a child’s QRTP suitability assessment if placed in a QRTP setting. Documentation is completed under the child’s Medical and Mental Health page. After selecting QRTP as the evaluation type, users can use the text box to document the purpose and evaluator’s information. The date requested shall be entered as well as the date completed. Users can also upload a copy of the evaluation using the “upload” hyperlink.

FSFN users are required to document a child’s Suitability assessment to evaluate placement in a QRTP setting



Case Plan

- Date of most recent placement in QRTP
- Documentation outlining the most recent assessment for QRTP

Date of the most recent placement in a QRTP

Documentation outlining the most recent assessment for QRTP

Florida Safe Families Network

Case Information

Household Name: Mommy Starnell's Household

Case Name: Starnell, Mommy FSFN Case ID: 3627301 FFA Ongoing Progress Update ID: [3603920, Update Link](#) Case Plan Worksheet ID: 3603620

Worker Name: Darrell, Kelle Case Plan Type: Judicial Include Substitute Caregiver Responsibilities Date Modified: 01/25/2021

Dependency Case Manager: Darrell, Kelle (FSFN Demonstration Unit)

Participants/Family Change Strategy	Visitation/Family Time/Placement	Additional Child Information	Summary of Child in Care Needs	Protective Capacities	Outcomes	Attachments	Actions:
Current Placement							
Select	Child Name	Provider Name	Placement Type	Placement Begin Date	Current Removal Date	Action	
<input checked="" type="radio"/>	Starnell, Wesley	Valerie Starnell	Foster Placement (Traditional)	03/02/2016	03/02/2016	Summary Information	
What are the strengths of this placement?							
Wesley is responding well to the rules established by his Foster Mom. He appears relaxed and comfortable within his new environment.							
What, if any, are the problems with the placement?							
Is the placement the least restrictive, most family-like setting consistent with the child's best interest and special needs? If no, explain. Yes <input checked="" type="radio"/> No <input type="radio"/>							
Is the placement in close proximity to the child's home? If no, describe efforts to place the child closer to his or her home? Yes <input checked="" type="radio"/> No <input type="radio"/>							
Placement takes into account proximity to the school in which the child is enrolled at time of placement. If no, explain. Yes <input checked="" type="radio"/> No <input type="radio"/>							
Did the child change schools as a result of the placement change? If yes, what efforts were made to keep the child in the same school? Yes <input type="radio"/> No <input checked="" type="radio"/>							

Refresh Save Close

- Services should be outlined as response to an outcome which identifies the desired change to which service is being provided.
- Transition plan should be outlined in an Outcome with tasks that meet these requirements.

Services should be outlined as response to an outcome which identifies the desired change to which the service is being provided.

Transition plan should be outlined in an Outcome with tasks that meet these requirements.

Florida Safe Families Network

Hand Book | Print | Audit | Spell Check | Help

Case Information

Household Name: Mommy Starnett's Household

Case Name: Starnett, Mommy FSN Case ID: 3627301 FFA-Ongoing/Progress Update ID: 3602920 Update Link Case Plan Worksheet ID: 3603620

Worker Name: Darnell, Kellie Case Plan Type: Judicial Include Substitute Caregiver Responsibilities Date Modified: 07/25/2021

Dependency Case Manager: Darnell, Kellie (FSFN Demonstration Unit)

Participants/Family Change Strategy Visitation/Family Time/Placement Additional Child Information Summary of Child in Care Needs Protective Capacities **Outcomes** Attachments Actions:

Outcomes

Outcome: Additional outcome, as defined Delete

Mommy is able to set her own needs aside in favor of meeting children's needs. She demonstrates that she is able to control herself, her impulses, and her personal habits. This includes avoiding substances when she is in the presence of her children or

Applies to the following Participants: Mommy is able to set her own needs aside in favor of meeting children's needs

Outcome Achievement: Est. Cost to Parent(s)(if Applicable): \$0.00

Terms for Estimated Cost to Parent(s)

Who	Actions/Tasks	Estimated Completion Date	Responsible Party for Cost	Location of Delivery of Services	Date of Referral	Service Referral Request Needed?	Frequency of Service
Starnett, Mommy	Mommy will complete a substance abuse detox.	06/16/2021			00/00/0000	<input type="checkbox"/>	

Provider: Search Service Category: Task Completed

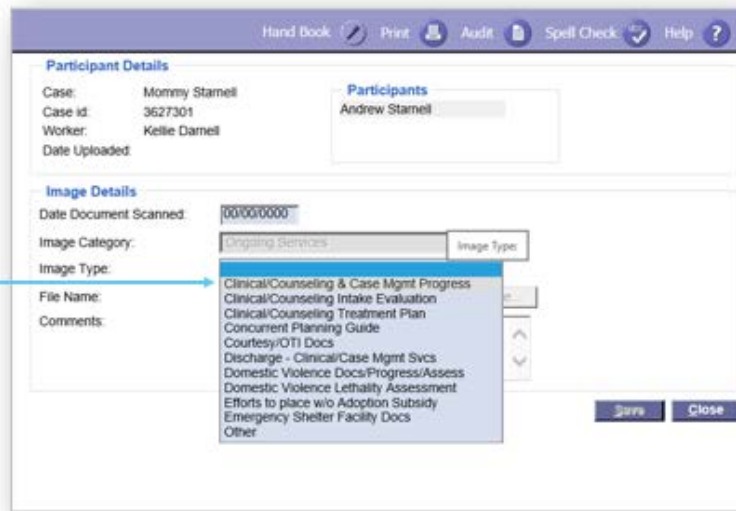
Sub-Service Category: Insert Add Outcome

Refresh Save Close

FSFN File Cabinet

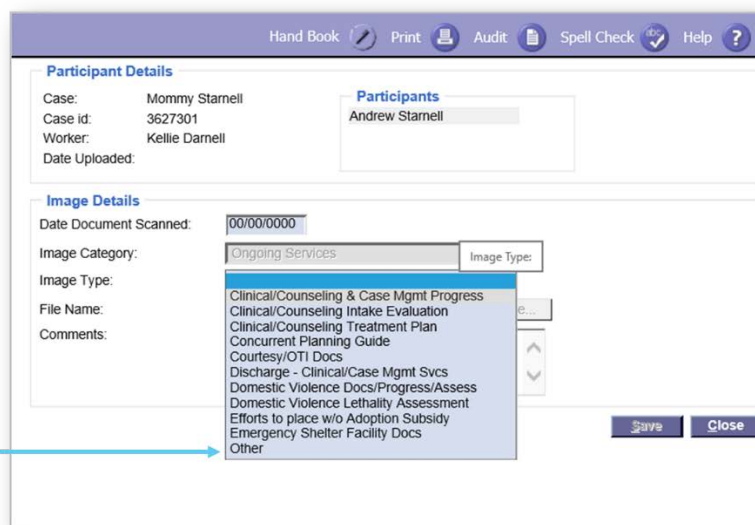
- Aftercare progress reports shall be uploaded to FSFN and notification provided to the courts on the child's progress during a judicial review

Aftercare progress reports shall be uploaded to FSFN and notification provided to the courts on the child's progress during a judicial review



- A copy of the signed QRTP Extended Placement request approval from the department

A copy of the signed QRTP Extended Placement requesting approval from the Department



Placement Decisions

Comprehensive Placement Assessment

Utilization of the Assessment

Child Welfare Professionals use the Comprehensive Placement Assessment to:

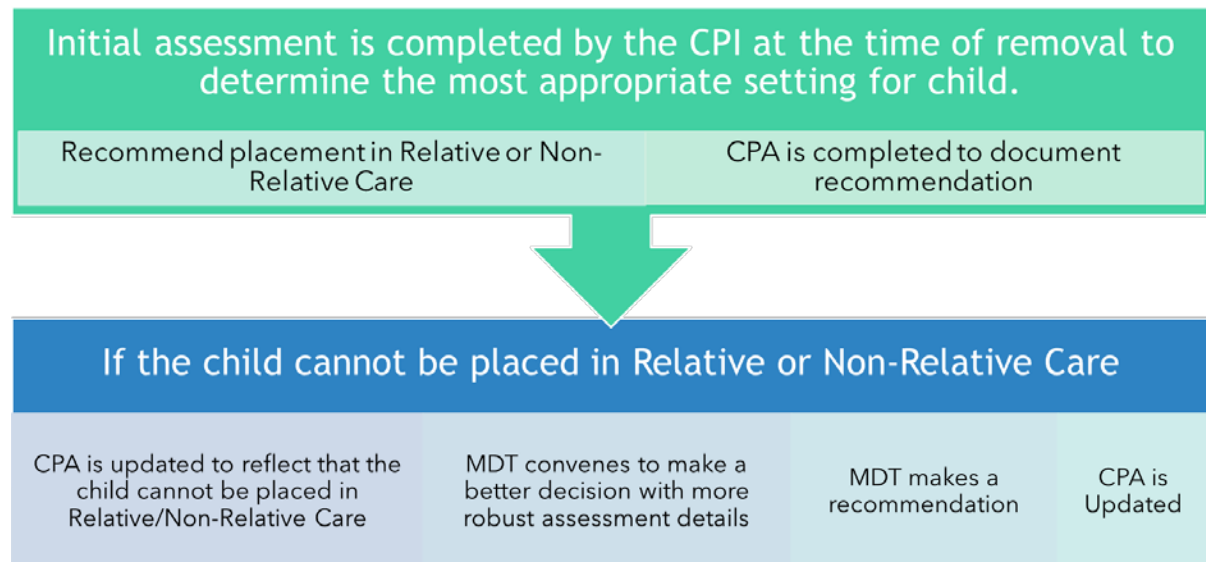
- Identify the appropriate level of care for each child in out-of-home care, and
- Prevent placement in an unnecessary clinical setting.

Child Welfare Professionals must complete the assessment:

- At the time of removal, and
- When seeking placement in a new level of out-of-home care.

The assessment may not be used to formulate a diagnosis.

Assessment Process



Initial assessment is completed by the CPI at the time of removal to determine the most appropriate setting for child.

- Recommend placement in Relative or Non-Relative Care.
- CPA is completed to document recommendation.

If the child cannot be placed in Relative or Non-Relative Care:

- CPA is updated to reflect that the child cannot be placed in Relative/Non-Relative Care.
 - MDT convenes to make a better decision with more robust assessment details.
 - MDT should have a minimum of three (3) individuals currently involved with the child, including, but not limited to, a representative from the Department and the case manager for the child; a therapist, attorney ad litem, guardian ad litem, teachers, coaches, Children's Medical Services; and other community providers of services to the child or stakeholders as applicable. The team may also include clergy, relatives, and fictive kin if appropriate.
 - MDT makes a recommendation.
 - CPA is Updated.
-
-
-

Additional Assessment Updates

MDT Meeting Requirements

MDT meets to revisit or update the placement setting:

- When a change in the level of care is recommended.
 - Except when care goes from relative or non-relative to Level-I Foster Home.
- Every 90 calendar days.

MDT Discussion Items

The team shall gather and review information which is known at the time, including, but not limited to:

1. Medical needs
2. Developmental needs
3. Mental health needs
4. Medication history, including psychotropic medications
5. Behavioral health needs
6. Alleged type of abuse or neglect and trafficking history
7. Community ties and school placement, including educational needs
8. Current placement decisions related to any siblings, including a sibling that has been previously adopted or is in an adoptive placement. Foster and adoptive parents of a sibling shall be contacted and, if interested, considered for placement
9. Child's age, maturity, hobbies or activities, and preference for placement.
10. The child's Adverse Experiences Questionnaire (ACE) score (Part 2B of the Comprehensive Placement Assessment)

FSFN Demo

Expanded Mental Health Evaluation Documentation

New method for documenting comprehensive behavioral assessments (CBHA's).

- This replaces the previous section where the last CBHA date resides and will now view on the Mental Health Profile Tab.
- Upon receiving the CBHA document, Case Management must document and upload.

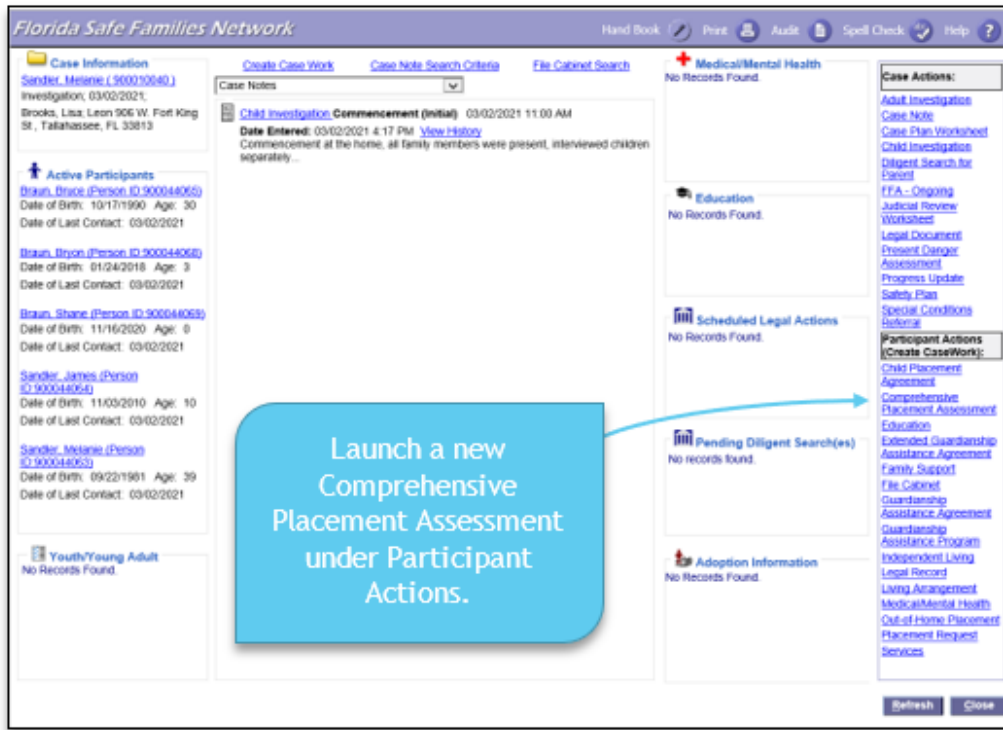
Creating a Comprehensive Placement Assessment

The Comprehensive Placement Assessment allows the workers to document the recommended level of care and service needs of a child. The worker also can upload/view an assessment or create/view a meeting.

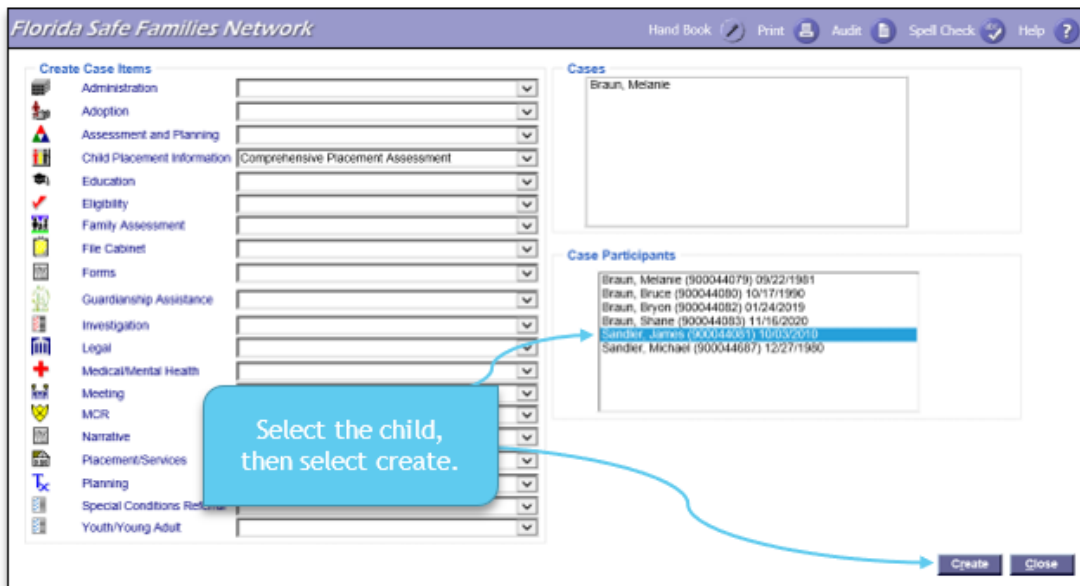
The Comprehensive Placement Assessment is created from Case Book by Selecting the Case Book Hyperlink on the desktop.



Then select the Comprehensive Placement Assessment hyperlink from Participant Actions.



On the Create Case Work Page, select the child.



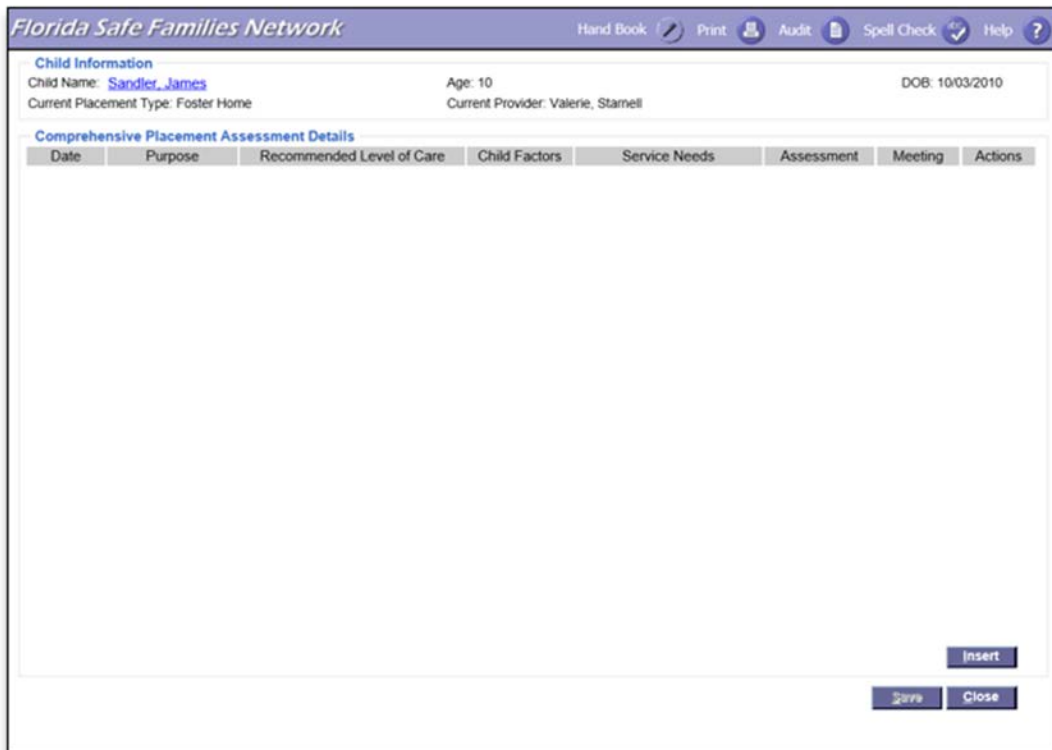
The Comprehensive Placement Assessment page provides users with the ability to document Comprehensive Placement Assessment details such as:

- Purpose
- Recommended level of care
- Service needs.

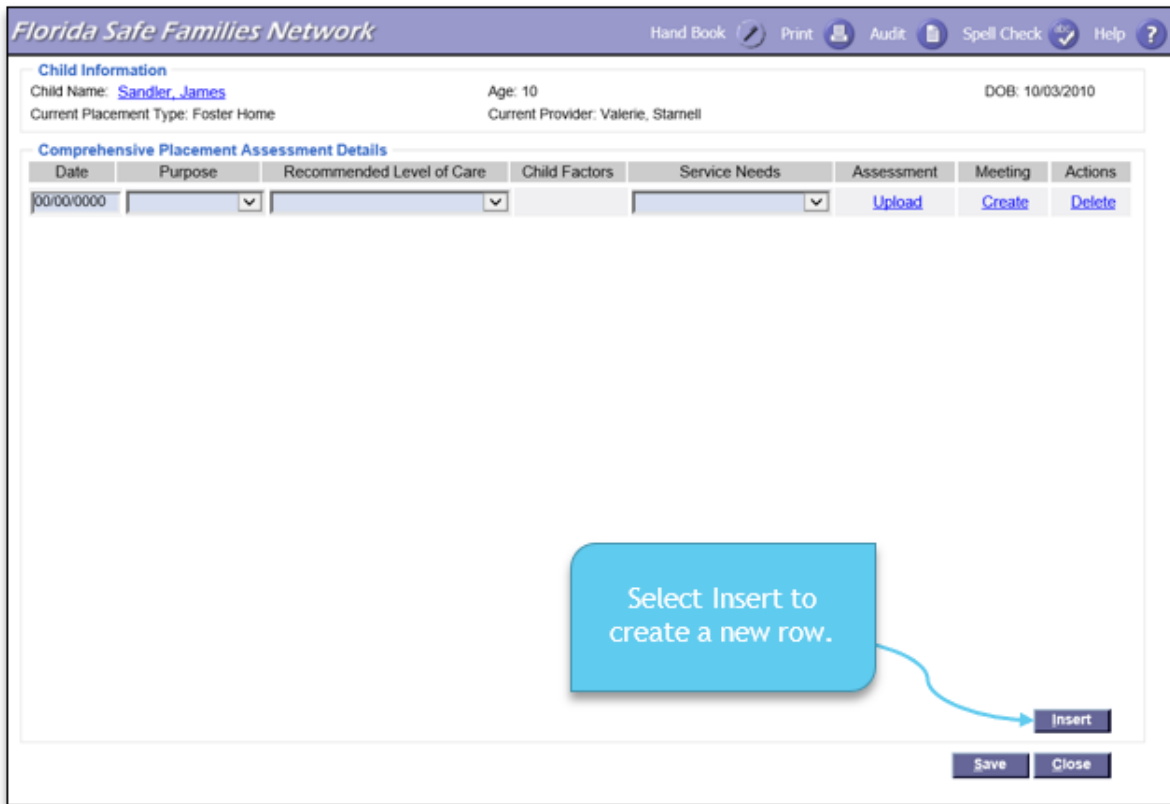
The worker also can upload/view an assessment or create/view a meeting.

Selecting insert at the bottom of the page will provide a new row.

- This is a single source page that is associated to the case participant.



Selecting insert at the bottom of the page will provide a new row.



The screenshot displays the Florida Safe Families Network interface. At the top, there is a navigation bar with options: Hand Book, Print, Audit, Spell Check, and Help. Below this, the 'Child Information' section shows details for a child named Sandler, James, aged 10, with a current placement type of Foster Home and a provider named Valerie, Starnell. The main section is titled 'Comprehensive Placement Assessment Details' and contains a table with the following columns: Date, Purpose, Recommended Level of Care, Child Factors, Service Needs, Assessment, Meeting, and Actions. The first row of the table has the date '00/00/0000' and buttons for 'Upload', 'Create', and 'Delete'. At the bottom right of the table area, there is an 'Insert' button. A blue callout box with the text 'Select Insert to create a new row.' has an arrow pointing to the 'Insert' button. Below the table area, there are 'Save' and 'Close' buttons.

Select the upload hyperlink to upload a copy of the Comprehensive Placement Assessment.

- When launching the imaging page from the Comprehensive Placement Assessment, the system prefills the Image Category as 'Participant Document' and the Image Type as 'Comprehensive Placement Agreement'.

The screenshot displays the FSFN (Florida Family Support Network) software interface. At the top, there is a purple header bar with the FSFN logo on the left and navigation icons for Print, Audit, Spell Check, and Help on the right. The main content area is divided into two sections: 'Participant Details' and 'Image Details'.
The 'Participant Details' section includes fields for Case (Melanie Braun), Case id (900010042), Worker (Lisa Brooks), and Date Uploaded. To the right of these fields is a 'Participants' box containing the name James Sandler.
The 'Image Details' section includes a Date Document Scanned field (00/00/0000), an Image Category dropdown menu (set to Participant Documents), an Image Type dropdown menu (set to Comprehensive Placement Assessment), a File Name field with a 'Browse...' button, and a Comments text area with up and down arrow controls. At the bottom right of the form are 'Save' and 'Close' buttons.

Select the create hyperlink to create a meeting for Comprehensive Placement Assessment.

- Upon launching the meeting record from the Comprehensive Placement Assessment page, the system prefills the following information:
 - Type: Placement
 - Meeting Lead: displays the worker who created the meeting
 - Subject: name of current case in whom the worker is assigned to
 - Subject Participant: name of child associated with the Comprehensive Placement Assessment
 - Scheduled Date: Effective Date from the Comprehensive Placement Assessment entry.

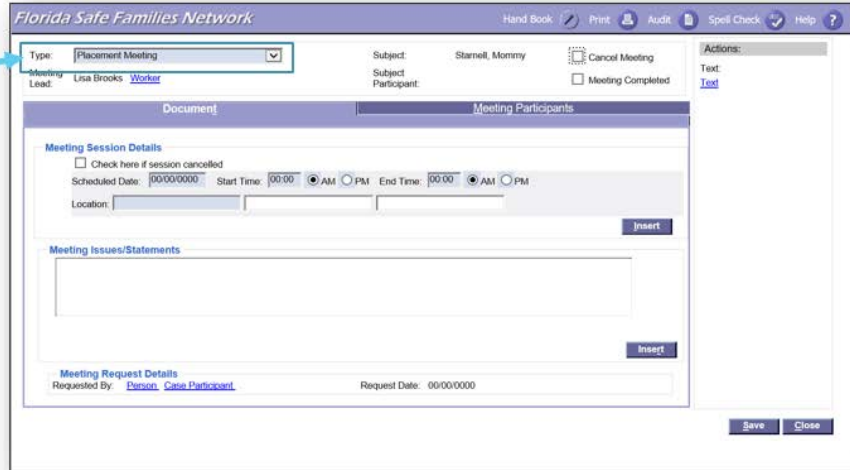
The screenshot shows a web application interface for creating a meeting record. The header includes the text 'Florida Safe Families Network' and navigation links for 'Print', 'Audit', 'Spell Check', and 'Help'. The main form area is divided into several sections:

- Top Section:** Contains 'Type: Placement Meeting' (dropdown), 'Meeting Lead: Lisa Brooks' (with a 'Worker' link), 'Subject: Braun, Melanie', 'Subject Participant: Sandier, James', and checkboxes for 'Cancel Meeting' and 'Meeting Completed'.
- Document / Meeting Participants:** A tabbed interface with 'Document' selected.
- Meeting Session Details:** Includes a checkbox for 'Check here if session cancelled', 'Scheduled Date: 03/16/2021', 'Start Time: 00:00 AM', and 'End Time: 00:00 AM'. There is also a 'Location' field and an 'Insert' button.
- Meeting Issues/Statements:** A large text area for notes with an 'Insert' button.
- Meeting Request Details:** Includes 'Requested By: Person Case Participant' and 'Request Date: 00/00/0000'.

At the bottom right of the form are 'Save' and 'Close' buttons.

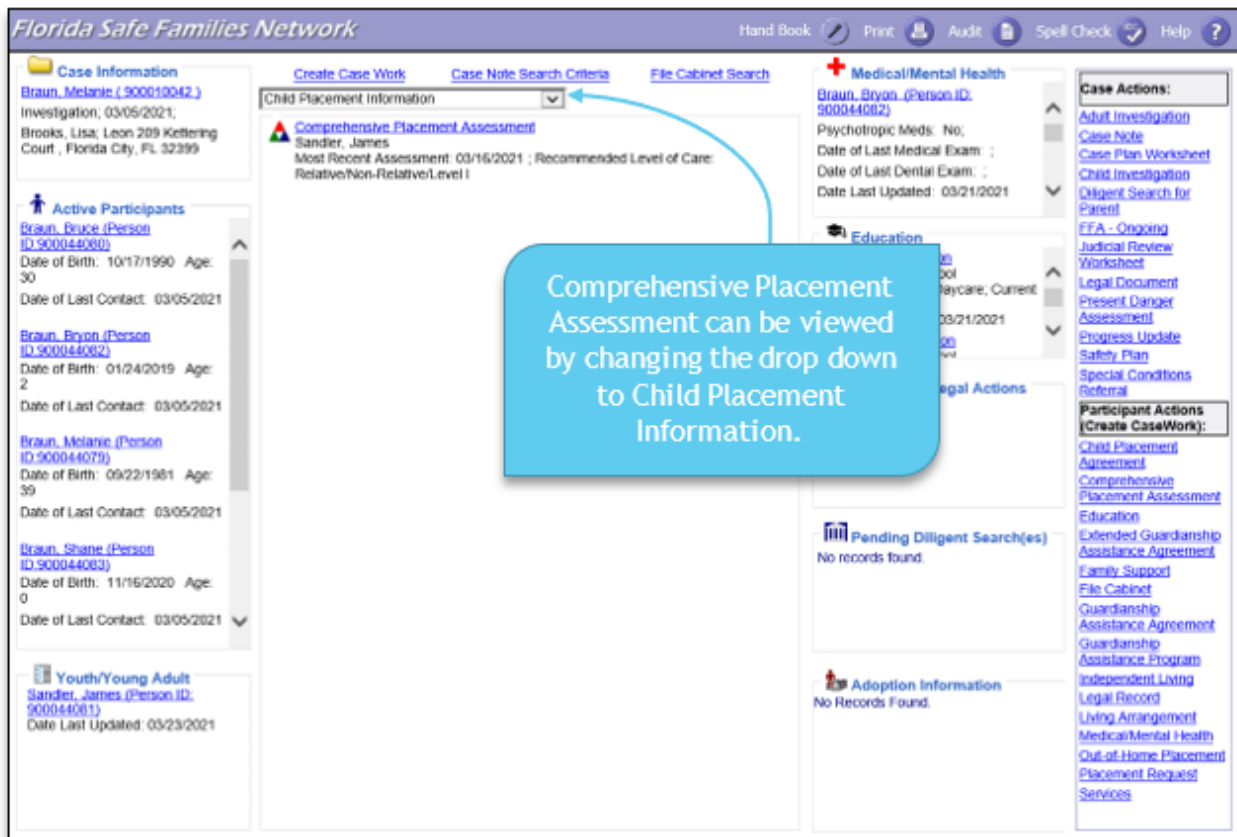
Once a meeting has been created, the Create Hyperlink changes to View hyperlink.

Document outcome of the assessment in the Meeting Module under “Placement Meeting” in the child’s FSFN record. Include explanations of why the level of care is the most appropriate for the child. A copy of the assessment shall be uploaded to FSFN.



Accessing the Comprehensive Placement Assessment

Once the Comprehensive Placement Assessment has been saved it can be viewed on Case Book under the Child Placement Information drop down menu.



Updated display on the Judicial Review Worksheet and inclusion on the Judicial Review Template

The screenshot displays the 'Florida Safe Families Network' software interface. At the top, it shows 'Case Information' for 'Starnel, Wesley' with FSN Case ID: 3627301 and Case Plan Worksheet ID: 3693620. The 'Placement' tab is selected, showing a table with columns: Select, Child Name, Recommended Level of Care, Current Assessment Date, Provider Name, Placement Category and Type, Placement Begin Date, Current Removal Date, and Action. A callout box points to the 'Current Assessment Date' (03/03/2021) for 'Starnel, Wesley' in 'Group Care Setting' at 'QRTP Provider, Inc'. Another callout box points to the 'Documentation' section below the table, which includes text boxes for 'What are the strengths of this placement?', 'Document the most recent QRTP assessment recommendations here', and 'What, if any, are the problems with the placement?'. The interface also includes a 'Text' field and 'Save' and 'Close' buttons at the bottom right.

Select	Child Name	Recommended Level of Care	Current Assessment Date	Provider Name	Placement Category and Type	Placement Begin Date	Current Removal Date	Action
<input checked="" type="checkbox"/>	Starnel, Wesley	Group Care Setting	03/03/2021	QRTP Provider, Inc	Qualified Residential Treatment Program	04/01/2021	01/03/2018	Summary Info/Info

Integration with Out of Home Placement to view the Recommended Level of Care

The screenshot displays the Florida Safe Families Network interface. At the top, it shows the child's name (Starnell, Wesley) and case name (Starnell, Mommy). The main content area is divided into three tabs: Removal/Placement, Provider, and Financial. The 'Removal/Placement' tab is active, showing details for 'Child Removal From Home' and 'Child Placement Information'. The 'Child Placement Information' section includes fields for placement dates, fiscal agency, service category, and placement setting. A blue callout box with a white arrow points to a link labeled 'Comprehensive Placement Assessment' within the 'Comprehensive Placement Assessment' section. The callout text reads: 'Comprehensive Placement Assessment can be viewed from the Out-of-Placement Page.'

Age Differential Waiver Process

General Rules

- No child under the age of 10 years may be admitted into a child-caring agency.
- No dependency youth under the age of 12 may be placed in an at-risk home setting or safe house.

Exceptions

An exception to the rule is valid under the following conditions:

- To prevent separation of a parenting young adult and child if placed outside of a maternity home.
 - The child-caring agency must provide the services outlined in rule 65C-14.1181 F.A.C.
 - The child of the parenting young adult must meet the eligibility requirements for admission into the child caring agency.
- A non-dependent child meets the criteria for placement in one of the following settings:
 - Unaccompanied Alien Minor Home
 - Emergency Shelter
 - Runaway Shelter
- Approved Age Differential Waiver

Valid Waiver Reasons

To prevent the separation of siblings.

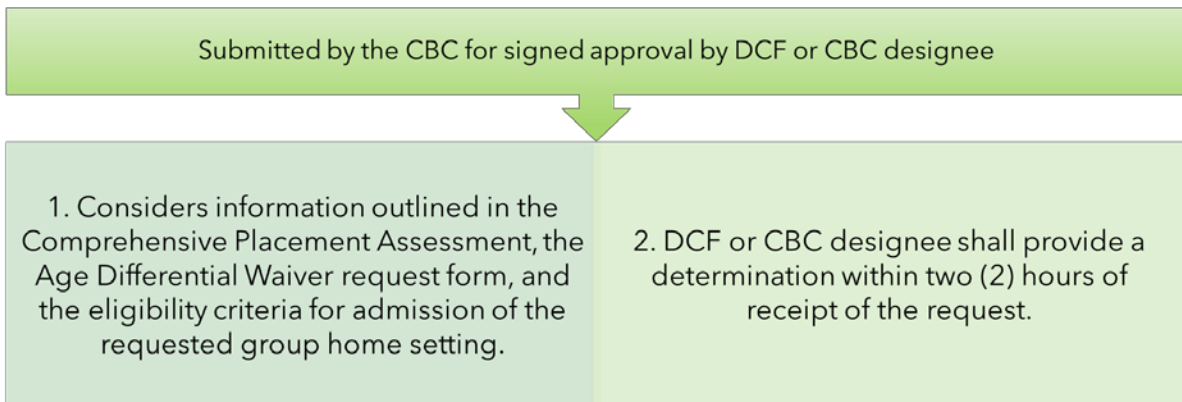
- A sibling must be placed in the same home whenever possible.
- If it is not possible to place the siblings in the same home, siblings may be placed on the same campus.
- Efforts to place the siblings in the same home must be documented in the child's record

When the Comprehensive Placement Assessment recommends placement in a Child-Caring Agency

- The child must meet the eligibility requirements for admission into the child caring agency.
- Supporting documentation for dependency youth under the age of 12 who are recommended for placement in an at-risk home setting or safe house must show all efforts to place the youth with:
 - A relative or fictive kin or

- In an available Level III safe foster home within Florida, and
- In an available Level II foster home within the youth’s lead CBC geographical area.

Approval and Documentation



The Age Differential Waiver:

- Must be completed prior to placement with a Child Caring Agency
- Must be uploaded to the child’s case file
- Must be reviewed with the Comprehensive Placement Assessment every 90 days.

Child Caring Agency

Non-FFPSA Reimbursable Placements

- Emergency Shelter
- Wilderness Camp
- Runaway Shelter
- Unaccompanied Alien child
- Traditional
- Residential

License Selection in FSFN

The screenshot displays the Florida Safe Families Network (FSFN) software interface. At the top, the title bar reads "Florida Safe Families Network" and includes menu options: "Hand Book", "Print", "Audit", "Spell Check", and "Help".

The main window is titled "License" and shows the following information:

- Provider Name:** Green, Nana
- Provider ID:** 900004540
- Status:** Pending
- Completion Date:** 00/00/0000
- Worker:** Lisa Brooks

There are checkboxes for "Amendment" and "Attestation Model".

The interface has four tabs: "Basic", "Characteristics", "Details", and "Services". The "Basic" tab is active.

Provider Information:

- Caregiver 1: Green, Nana
- Caregiver 2:
- C/O: Street/Route: 2529 Edmond Circle
- Building: City: Auburndale
- State: FL Zip: 33823
- Unit Designator: County: Polk
- Country: United States
- Phone: Work Phone: Fax Number: E-mail: No E-mail Address

License Information:

- License Type:**
 - Level I - Child Specific
 - Level II - Non-Child Specific
 - Level III - Safe Foster Home/ Human Trafficking
 - Level IV - Therapeutic Foster Home
 - Level V - Medical Foster Home
 - Non-DCF License
 - Child Caring Agency (CCA)
 - Child Placing Agency (CPA)
- Sub-Type:** (A dropdown menu is open, showing options: At Risk Home, Emergency Shelter, Maternity, Public Institution > 25 beds, Residential Group Care, Runaway, Runaway/Emergency Shelter, Safe House, Traditional, Unaccompanied Alien Child (UAC) Home, Wilderness Camp)
- Date Completed Application Recd:** 00/00/0000
- Issue Date:** 00/00/0000
- Expiration Date:** 00/00/0000

Assessment Decision:

- Approve
- Deny
- Extended
- Pending
- Withdrawn

On the right side, there is an "Actions" menu with options: "Approval", "Text", "License Template", and "Licensing Summary".

At the bottom right, there are "Save" and "Close" buttons.

Traditional and Residential Child Caring Agencies

If serving dependency youth with an active dependency case, may be licensed to serve.

Youth entering out-of-home care whose Comprehensive Placement Assessment recommends placement in a child caring agency and the placement is unavailable.

- Transition planning initiated 48 hours after placement
 - Assist with the following services:
 - Family Finding Efforts
 - Coordinate Assessments
 - Coordinate Referrals
-
-
-

Non DCF License

CBC Responsibilities



Create provider in FSFN using first/last name for foster parent, name on license for group home/residential facility.



Upload copy of license.



Submit requests to your regional licensing team.

- Create provider in FSFN using first/last name for foster parent, name on license for group home/residential facility
- Upload copy of license

- submits request to your regional licensing team either before or after the child is placed
- Provide name of entity, address, licensing authority, point of contact name and number, and FSFN provider ID

In order to meet the qualifications for a Non-DCF license, the following criteria must be met

- Federal Background screenings
- State License

DCF will continue to use this process under the FFPSA as the Department can claim IV-E for the first 14 days.

CCA Need Coordination

- Letters of Need are no longer required.
 - Regions will analyze FSFN data to determine whether a CCA is needed in the local area.
 - If a need is determined, the Region will contact the local CBC to confirm.
 - If the local CBC is not interested but the statewide data supports the need for a specific setting type, the Region will contact a CBC that would benefit from having a group home.
 - A CCA will have only one contract, regardless of the number of CBCs with a need for the CCA.
 - CCAs under contract are required to include the CBC on their liability insurance.
-
-
-

Child Records Group Care

Child's File

- Any available assessments
- Child's placement agreement
- Comprehensive Placement Assessment
- (most recent upon placement)
 - CCA participation ongoing

Overcapacity

- No overcapacity process for group homes.
 - Capacity must be amended!
-
-
-

Service and Treatment Plans for all Child Caring Agency Placements

Service Plans

- Initiated within 14 days of admission and completed by day 30.
- Developed with a collaboration team approach.
- Reviewed every 30 days and updated as needed or at least every 6 months.

Service plans outline details of the supports, activities, and resources required for the child to achieve individual goals.

Treatment Plans

- Must be developed and completed within 14 days of admission (for applicable program types).
- Developed with a collaboration team approach.
- Reviewed every 30 days and updated as needed or at least every 6 months.

Treatment plans outline the problems that need to be addressed, goals to reach to address each problem, action steps taken to accomplish goals, target dates for

completion, a description/frequency of services provided, youth's diagnosis and discharge criteria.

Discharge planning for all CCA that are not Q RTP

Discharge planning shall include input from the child, the child's parent or guardian, foster parents, caregiver, Department, and guardian ad litem, and a copy shall be provided to the child's welfare professional.

Aftercare plans shall, at minimum, reflect recommendations for services, where appropriate, and document any referrals generated, and include at least one (1) documented contact with the discharged child or his or her family within the first 30 days following discharge. Documentation shall be placed in the child's file and made available to the Department or child welfare professional upon request.

The child-caring agency shall consider evidenced-based prevention services as a component of aftercare, based on service availability.

Group Care Quality Standards Assessment

- Survey's should be sent to providers no later that 90 days prior to license expiration.
- Results of the assessment should be shared with the CBC and CCA when there is an indication to enhance the quality of the CCA.

Background Screening Requirements

Currently, the following general background screening requirements apply:

- Child Protective Investigators
 - Fingerprint submission under Chapter 435 and Chapter 39.0138 of Florida Statute
 - Florida abuse history check
- Case Managers
 - Fingerprint submission under Chapter 435 and Chapter 39.0138 of Florida Statute

A child welfare professional providing care or supervision to children at a child caring agency:

- Requires approval from the RMD or DCF designee.
- If providing care or supervision to children for more than 30 calendar days, or in the case of multiple child welfare professionals alternating shifts for more than 30 calendar days:
 - Approved background screening through fingerprint submission under Chapter 435 and Chapter 39.0138 of Florida Statute
 - Florida abuse history check
 - Out of state abuse history check
- All background screenings must be approved before the 30 calendar days.
- A copy of the background screening results must be provided to the regional licensing teams and uploaded into the provider file cabinet.

All young adults age 18 and older residing in a licensed child-caring agency setting serving children under the age of 18:

- Fingerprint screenings
- Abuse and neglect records check
- Out of state abuse and neglect check

When a child is initially placed or remains with a relative or non-relative, the following background checks shall be performed:

For all household members age 12 or older:

- Abuse and neglect records check through the Department's information system containing statewide abuse and neglect records.

- When the applicant or any other household member was named as caregiver responsible in a report verified for sexual abuse, this shall be an automatic disqualifier for placement.

Case Planning and Petition

Co-constructing a Case Plan with Parents and Children

- Beginning at age 14, any case plan development must be in consultation with the child or young adult.
 - The case plan must include the responsibility of the parents and caregivers to work together when it is safe to do so, which includes:
 - Ongoing collaboration to successfully implement the case plan.
 - The right to notify the court or the case manager if ineffective communication takes place that negatively impacts the child.
 - The case manager assisting the parents and caregivers in developing a productive relationship that includes meaningful communication and mutual support.
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Case Planning Responsibilities to Parents

65C-30.006. The Child Welfare professional will develop the case plan in consultation with the family and the child. The parent will notify all parties and the court of barriers to completing case plan task, provide all parties with identification and location for individuals who may be available as a placement for the child in out of home care and maintain contact and provided updated contact information to the child welfare professional. For judicial cases, refer the parent for services no later than seven calendar days after case plan approval by the court.

65C-30.008. Case Manager shall ensure that parents have the information necessary to contact their case manager. If a new case manager is assigned to a case, the new case manager shall notify the parent within two business days of case assignment and provide updated contact information.

FSFN Case Plan Template Updates

Added to the Case Manager's Responsibilities:

(17) The Case Manager will assist the parents and caregivers in developing a productive home environment, including meaningful communication and mutual support.

Added to the NOTICE TO PARENTS section:

- The parents will work together with the caregivers to successfully implement the case plan.
- The parents will notify the case manager if ineffective communication takes place that negatively impacts the child.

In addition to the above, the following was added to the Court Involved Case Plan Template:

Added to the Substitute Caregiver Responsibilities:

(13) The caregiver will work together with the parents to successfully implement the case plan.

(14) The caregivers will notify the court or the case manager if ineffective communication takes place that negatively impacts the child.

Petition Changes

The Department may file a petition for shelter or dependency without a new child protective investigation or in concurrence with the CPI if the child is unsafe or for the use of a safety plan and the parent or caregiver has not sufficiently increased caregiver capacities within 90 days after the transfer of the safety plan to the lead agency.

While the CPI is not required for concurrence, Case management must ensure that the CPI is the one to conduct the removal from the home.

Completing a Diligent Search for Parent or Diligent Efforts to Locate Relatives

- The child welfare professional must complete the Diligent Search section in the Judicial Review worksheet.
 - This includes diligent efforts to locate relatives and fictive kin.
- If the child is a member or is eligible for membership in a tribe, obtain the child's tribal membership information including the name and location of the tribe from both parents.
- The Department must conduct a diligent search to provide notice to the parents of dependency and termination of parental rights proceedings before the court can enter final orders impacting the parents' rights to their child.
- Also, locating parents, relatives, and fictive kin is important for maintaining and strengthening the child's long-term or permanent family connections and developing a visitation plan. These persons are possible placement resources for concurrent planning. They also have specific rights for notice and participation in the child's dependency case.
 - 39.301(14)(b) - At any time after the commencement of a protective investigation, a relative may submit in writing to the protective investigator or case manager a request to receive notification of all proceedings and hearings in accordance with s. 39.502.

- These family connections should not only be used for placement purposes but to also establish long-term emotional support networks with other adults who may not be able to have the child placed into their home but want to remain connected to the child
 - Diligent searches and diligent efforts begin during the investigation phase and intensify after case transfer to ongoing services. Both the child protective investigator (CPI) and case manager share the responsibility for obtaining and documenting diligent search efforts.
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State Institutional Claims for Damages Caused by Shelter or Foster Child

- Confirm the damage described on the application and confirm the claimant has provided pictures of the damages, two written estimates for repair, or receipt(s) if the repair has been paid for.
 - The application will be processed and sent to the Office of the Attorney General no later than 10 business days from receipt of the completed form with receipts and estimates attached.
 - Child Welfare Professional reviewing the circumstances agrees that the shelter or foster child was responsible for the injury or property damage, the Child Welfare Professional must complete the State Institutional Claims for Damages Recommendation form, indicate that the application appears to meet or does not meet the criteria for reimbursement consideration, and forward the recommendation form to the Office of the Attorney General for processing along with the claimant's application.
 - In the event the claim is denied by the Office of the Attorney General and the claimant requests a 120 hearing, the Child Welfare Professional must attend the hearing.
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Notifications

- The department shall promptly notify the court of any report to the central abuse hotline that is accepted for a protective investigation and involves a child over whom the court has jurisdiction
- Notification of calls to the Hotline that does not warrant an investigation (screened out)
 - Case Management should review the intake and assess if follow-up is needed or determine if there are any potential safety concerns.
 - Best practice to review within 1 business day
- Notification to CLS to prompt court notification.
 - For cases in which supervision is terminated, and the courts retained jurisdiction, the CPI shall immediately notify managing attorney for the circuit.
- Notification on new reports for cases in on- going services.
 - CPI's must immediately contact the case manager and the assigned CLS attorney on a child or victim for whom the courts have jurisdiction.
 - Collaboration for both CPI and Case Management are required.
- Judicial Review Filing Notifications.
 - Upon data entry into FSFN by CLS of when the JR is due, an email notification will be sent to the assigned case manager associated with the case. This will prompt to begin the completion of the document.
 - Additional notifications can be found through the ticklers
 - This should be a reminder to Case Management that there is a change in circumstance which would warrant an update to the Progress Update.

Other FSFN Enhancements

Family Made Arrangement

Living Arrangement page enhanced to identify the living situation is a 'Family Made Arrangement'

- This will be a new placement option within the Living Arrangement tab. This option must be selected when a Family Made Arrangement is implemented.

Living Arrangement Category now includes Family Made Arrangement

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Child: Starnell, Jared Case Name: Starnell, Mommy

Living Arrangement

Living Arrangement Begin Date and Time: 01/03/2018 09:00 AM PM Living Arrangement End Date and Time: 00/00/0000 00:00 AM PM

Living Arrangement Category: Family Made Arrangement

Living Arrangement: Living with Single Female - Relative

Primary Caregiver: Mommy Starnell Secondary Caregiver:

Death of Parent(s) Incarceration of Parent(s)

Domestic Violence Medical Neglect

Alcohol Abuse (Child) Drug Abuse (Child) Physical Abuse

Alcohol Abuse (Parent) Drug Abuse (Parent) Physical Neglect

Caregiver's Inability to Cope Emotional Abuse / Neglect Relinquishment

Child's Behavior Problem Inadequate Housing Request for Services

Child's Disability Inadequate Supervision Sexual Abuse

Save Close

Pregnancy & Parenting Youth

Under the Disability and Pregnancy tab includes a new data box, "Pregnancy and Parenting Information," which allows the user to identify when a client is expecting a child and when they are no longer expecting. This also allows the user to identify a client that has fathered or gave birth to a child and if the client is placed with his/her child. The data captured is required for AFCARS reporting and the Family First Prevention Services Act.

Notifications:

The system will generate a notification pop-up indicating if records indicate that a youth is pregnant and/or placed with their child.

FSFN users are required to document the details for pregnant or parenting youth—to include youth who have potentially fathered a child and if they are currently placed with his/her child

The screenshot shows the FSFN web application interface. On the left, two notification dialog boxes are displayed. The top dialog states: "Tammy Starnell's Medical Mental Health record indicates Tammy is expecting a child. Please click Continue to update the Medical Mental Health record if Tammy is no longer expecting. If Tammy is still expecting, click Close." The bottom dialog states: "Tammy Starnell is a parent currently in an Out of Home placement. Tammy's Medical Mental Health record indicates that he is placed with his child(ren). Please click Continue to update the Medical Mental Health record. If this information is current and correct, click Close." Both dialogs have "Continue" and "Close" buttons.

The main application window shows the profile for "Starnell, Tammy". The "Disability and Pregnancy" tab is selected. Under "Medical/Mental Health Conditions", there is a dropdown menu set to "No" for "Has the child been clinically diagnosed as having a disability(ies):". Below this is a table for "Pregnancy and Parenting Information":

Date	Expecting a child?	Fathered or gave birth to a child?	Is this child and his/her child(ren) placed together?	Action
09/15/2020	Yes			
03/29/2021	No	Yes	No	

Below the table is a section for "Caregiver(s) Information at Time of Intake" with dropdown menus for "Emotionally Disturbed:", "Learning Disability:", "Visually or Hearing Impaired:", and "Physically Disabled:". There are "Save" and "Close" buttons at the bottom right of the form.

Case Note Functionality

FSFN users are required to capture data for comfort calls as a case note under the child's case.

- The comfort call will be documented as a case note under the child's case
- The Category selected will be 'Case'
- The Note Type will be either a 'telephone contact' or a 'virtual contact'
- The Participant selected will be the parent that the foster parent makes contact with (if both, select both parents)
- Add Non Face-to-Face Contacts
- Document in the completion of the comfort call and any other pertinent information
- Select whether the non-face-to-face contact was completed and save

Progress Update

The Child Needs section on the Progress Update Template updated to correctly reflect the same language that appears on the Progress Update screen.

Child Needs section on Progress Update Template updated to correctly reflect the same language that appears on the Progress Update screen

Need Type	Rating	Include in Case Plan?
Emotional/Trauma	D	<input checked="" type="radio"/> Yes <input type="radio"/> No
Education	D	<input checked="" type="radio"/> Yes <input type="radio"/> No
Peer/Adult Relationships	D	<input checked="" type="radio"/> Yes <input type="radio"/> No
Behavioral (e.g. risk taking behavior, runaway, etc)	C	<input checked="" type="radio"/> Yes <input type="radio"/> No

IX. PRIORITY NEEDS	Rating	Include in Case Plan?
Starnell, Jared		
Emotional/Trauma	D	<input checked="" type="checkbox"/> Y
Education	D	<input checked="" type="checkbox"/> Y
Peer/Adult Relationships	D	<input checked="" type="checkbox"/> Y
Behavioral (e.g. risk taking behavior, runaway, etc)	C	<input checked="" type="checkbox"/> Y
Starnell, Wesley		
Family Relationships	D	<input checked="" type="checkbox"/> Y
Emotional/Trauma	C	<input checked="" type="checkbox"/> Y
Substance Awareness	C	<input checked="" type="checkbox"/> Y

Other FSFN Enhancements

Modifications throughout the system to change 'Rapid Safety Feedback' references to reflect a 'Quality Review'

- This is a name change that synchronizes the new Quality Office. This change includes displays on FSFN screens and within automated messages.

FSFN-Query capability for law enforcement

- This new query will allow FCIC users to query FSFN to determine if someone is the subject of a child abuse investigation or a parent/caregiver of a child under in-home supervision.

Question and Answer Session
