



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Shevaun L. Harris**  
Secretary

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**DATE:** October 22, 2021

**TO:** Regional Managing Directors  
Sheriff Offices Conducting Child Protective Investigations

**THROUGH:** *THK* Taylor Hatch, Deputy Secretary

**FROM:** Stefanie Camfield, Assistant Secretary for Child Welfare *SC*  
Sharron Washington, Assistant Secretary for Operations *SW*

**SUBJECT:** CFOP 170-5, Chapter 27: Second Tier Consultations

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**PURPOSE:** The purpose of this memorandum is to provide notification of a recent update to CFOP 170-5, Chapter 27: Second Tier Consultations which amends requirements for when a 2<sup>nd</sup> tier consultation must be conducted.

**NEW INFORMATION:** CFOP 170-5, Chapter 27: Second Tier Consultations has been updated to align with rule 65C-29.003, F.A.C., which requires a 2<sup>nd</sup> tier consultation when a child death occurs and there are surviving siblings in the home; all other requirements in this chapter remain the same.

**ACTION REQUIRED:** Please share this memorandum with all child protective investigations staff and sheriff offices conducting child protective investigations.

**CONTACT INFORMATION:** If you have any questions regarding this procedure, please contact Brooke Bass, CPI Practice and Policy Manager, at [Brooke.Bass@myflfamilies.com](mailto:Brooke.Bass@myflfamilies.com) or 850-717-4643.

cc: Regional Family and Community Services Directors  
Center for Child Welfare

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

## Chapter 27

2<sup>ND</sup> TIER CONSULTATIONS

27-1. Purpose. Second (2<sup>nd</sup>) Tier Consultations are required when critical safety decisions have been or are about to be made at critical points in the investigative process. These consultations are intended to broaden the scope of review activities to support a more comprehensive and collaborative decision-making process. Second Tier Consultations are initiated to guide or help determine actions to be taken or subsequently support, validate, or – when necessary – modify safety actions already completed. Second Tier Consultations include, but are not limited to, participation from the following individuals:

- a. “Real time” interactive input/feedback from a manager or designee; or,
- b. A consultative team (i.e., multidisciplinary staffing or case transfer staffing) to provide additional direction, guidance and feedback during an open child protective investigation.

27-2. Procedures. The Supervisor shall arrange for a 2<sup>nd</sup> Tier Consultation to review the appropriate level of intervention for the following investigative outcomes:

- a. “Family-Made Arrangements” are a component of an agency made Safety Plan.
- b. An in-home Present Danger Safety Plan is initiated with the family.
- c. No danger threats have been identified in the home (i.e., safe child) but overall risk assessment score is very high.
- d. A child death with surviving siblings in the home

27-3. Required Actions and Timeframes.

- a. Supervisors are required to request a 2<sup>nd</sup> Tier Consultation as soon as possible but no later than 24 hours from the time any of the conditions listed in paragraph 27-2 of this operating procedure are known to exist.
- b. The 2<sup>nd</sup> Tier Consultation must be conducted as soon as possible but no later than 48 hours from the time any of the conditions listed in paragraph 27-2 of this operating procedure are known to exist.