



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

Rick Scott
Governor

Mike Carroll
Interim Secretary

DATE: November 17, 2014

TO: Regional Managing Directors
Regional Family and Community Services Directors

THROUGH: Pete Digre, Deputy Secretary *Pete Digre*
Janice Thomas, Assistant Secretary for Child Welfare *Janice Thomas*

FROM: Traci Leavine, Director of Child Welfare Practice *Traci Leavine*

SUBJECT: Child Protective Investigation Notifications to Agency for Persons with Disabilities (APD)

PURPOSE: The purpose of this memorandum is to reinforce the notification policy required when a child protective investigator conducts an investigation involving an APD client or any child placed in an APD licensed setting or facility.

BACKGROUND: Florida Statute 39.202(2) (h), F.S., grants the Agency for Person with Disabilities access to Department records, excluding the name of the reporter, for the purposes of administration or supervision of the agency's program to prevent, investigate or treat child abuse and for licensing activities.

The standard for timely notification to APD is explicitly defined in s. 39.302(1), which directs child protective investigators to notify the appropriate licensing agency *upon receipt of a report* alleging any individual acting in an official capacity has abused, neglected or abandoned a child.

ACTION REQUESTED: To operationalize the notification process, APD Headquarters has requested that child protective investigators use a regionally-based email Mailbox (see Regional Contact List attachment Column One) to meet the statutory mandate for timely notification. Steps 1 and 2 below relate to the initial notification process. Step 3 is required upon closure of the investigation. Please note these steps are all designated to be completed via **written email notification**.

1. Upon receipt of a report alleging that a child is an APD client and has been abused, neglect or abandoned, the CPI will provide the following information in the written email notification:

Client name
FSFN Report Number
Date Received

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

2. If the initial report or prior history check does not identify the alleged child victim as an APD client or the incident as occurring at an APD licensed facility, upon determination of the above the CPI must submit the email notification with the same information as above no later than the next working day.
3. At closure of the investigation, the CPI will submit an email notification providing the following information:

Client Name
FSFN Report Number
Date Closed
Findings

For placement assistance with APD clients or when it is necessary to speak directly with an APD representative please refer to the second column for the appropriate regional contact.

CONTACT INFORMATION: For additional information, please contact Ginger Griffeth at 850-717-4654 or email at Ginger.Griffeth@myflfamilies.com.

cc: Tom Rice, Agency for Persons with Disabilities
Grainne O'Sullivan, Esq., Children's Legal Services Director
James Cheatam, Hotline Director

Attachment

APD: mailboxes and regional contacts for receiving information related to DCF investigations as of 11/6/14

Region	Mailbox Address	Afterhours/Weekend Contact for DCF Communications	County(s)
Northwest	northwestregioninvestigations@apdcares.org	Colleen Foley (850) 519-2401 Lynne Daw (850) 566-6056	Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, and Washington
Northeast	northeastregioninvestigations@apdcares.org	Robin Keller 386-871-0772 Leslie Richards 386-871-0335	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union, Baker, Clay, Duval, Nassau, St. Johns, Flagler and Volusia
Central	centralregioninvestigations@apdcares.org	Clarence Lewis 352.303.2637 Joyce Leonard 407.697.4980	Brevard, Orange, Osceola and Seminole, Citrus, Hernando, Lake, Marion and Sumter, Hardee, Highlands and Polk
Southeast	southeastregioninvestigations@apdcares.org	Gerry Driscoll 561-386- 5310 Rita Castor 561-568-0795	Broward, Indian River, Martin, Okeechobee, Palm Beach and St. Lucie
Southern	southernregioninvestigations@apdcares.org	Kirk Ryon 305-377-7436 Evelyn Alvarez 786-367-7159	Miami-Dade and Monroe
Suncoast	suncoastregioninvestigations@apdcares.org	Shelia Mott 727-639-1668 Jeff Smith 239-220-7566	Charlotte, Collier, DeSoto, Glades, Hendry, Hillsborough, Lee, Manatee, Pasco, Pinellas and Sarasota