




State of Florida
Department of Children and Families



Rick Scott
Governor

Mike Carroll
Secretary

DATE: April 14, 2017

TO: Regional Managing Directors
Community-Based Care Lead Agency CEOs
Sheriff's Offices Conducting Child Protective Investigations

THROUGH: David L. Fairbanks, Deputy Secretary 

FROM: JoShonda Guerrier, Assistant Secretary for Child Welfare 
Vicki Abrams, Assistant Secretary for Operations 

SUBJECT: CFOP 170-1, Florida's Child Welfare Practice Model
Chapter 9, Newborns or Other New Children in Households with Active
Investigation or Ongoing Services
Effective date of revised Chapter 9: April 19, 2017

PURPOSE: The purpose of this memorandum is to provide notification that CFOP 170-1, Florida's Child Welfare Practice Model, Chapter 9, Newborns or Other New Children in Households with Active Investigation or Ongoing Services, has been updated after two rounds of field review and comments.

BACKGROUND: The new operating procedure replaces the previous version of CFOP 170-1, Chapter 9, published May 30, 2016 and the Ludwig Policy Memorandum published March 2, 2009. The major changes made include:

- The information to be gathered and assessed in each of the information domains when a parent/significant caregiver or a minor in a focus household is pregnant in an ongoing services case.
- The requirement to convene a multidisciplinary staffing or family team meeting to plan for the newborn's care and supervision.
- The information to be gathered and assessed in each of the information domains when a baby is born or a new child enters a focus household in an ongoing services case.
- Procedures associated with CLS staffings prior to the birth of a new child, when a baby is born or a when a new child enters a focus household.
- Reinforcing existing requirements to complete an Other Parent Home Assessment and follow other procedures related to the care of a child by a non-maltreating parent.

ACTION REQUIRED: Please share this memorandum with all child protective investigators, case management providers and other service providers as appropriate and ensure that the new operating procedures are implemented immediately. The

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practice guidance provided in the revised operating procedure helps to address necessary performance improvement related to quality assessments, appropriate safety plans and monitoring of safety plans, as well as quality visits with families. There is a relationship with the achievement of the safety and well-being goals in the Program Improvement Plan (PIP).

To support the implementation of this procedure, the Office of Child Welfare is developing an in-service curriculum in partnership with CLS and the Office of Mental Health. The curriculum and training for trainers is anticipated to be available in July 2017.

If you require additional information or have any questions, please contact John Harper, Safety Manager, Office of Child Welfare at (850) 717-4643 or John.Harper@myflfamilies.com.

cc: Grainne O’Sullivan, Statewide Director, Children’s Legal Services
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