



State of Florida
Department of Children and Families

Charlie Crist
Governor

George H. Sheldon
Secretary

DATE: October 22, 2008

TO: Regional Directors

THROUGH: John Cooper, Acting Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs

FROM: Patricia Badland, Director of Office of Family Safety

SUBJECT: Safety Plans

PURPOSE: This memorandum stresses the importance of safety planning during the course of a child protective investigation and validates the requirement for safety plan use by Child Protective Investigators. In addition, this memorandum directs Child Protective Investigators to begin using the new standardized safety plan template that has been built into the Florida Safe Families Network (FSFN) system.

BACKGROUND: The Florida Safe Families Network is the Department's official system of record and documents our work in the field, including our compliance with policy found in statute and code. Florida Administrative Rule 65C-29 directs Child Protective Investigators to use safety plans to keep children safe from harm when a threatening situation is present. The safety plan documents an immediate response, timely decision-making, specific safety actions taken and the involvement of the family in safety planning when danger of imminent harm to a child is identified.

Release 2a of FSFN provides a new standardized safety plan template for use by child protective staff across the state. The template provides staff a concise electronic format that documents safety considerations and safety actions jointly developed and signed by the worker and family.

The Family Safety Program Office has created a web-based interactive demonstration of the FSFN safety planning functionality for staff, along with a safety plan policy paper that further clarifies Florida Administrative Rule. The safety plan policy paper has been attached to this memo.

ACTION REQUIRED: All Child Protective Investigators shall complete the on-line safety plan demo located on the FSFN intranet website. This hyperlink can be cut and pasted into your web-browser to access the demo: http://fsfn.dcf.state.fl.us/R2a_Demos.shtml.

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Once the demonstration and review of the policy guidance document is complete, staff shall immediately begin using the standardized safety plan template in FSFN. The safety plan policy guidance document is attached for further clarification and should be reviewed by staff.

A weekly report has been developed that allows each Circuit and Region to view safety plan usage. The following hyperlink should be copied and pasted into your web browser to view this report. The report will be updated on a weekly basis and can be saved to your favorites for ease of access. The hyperlink is as follows:
<http://fsfn/docs/SafetyPlanCounts.pdf>.

CONTACT INFORMATION: If you have questions please contact Chris Compton, Child Protective Investigator Specialist at (850) 443 – 6646, or via email at: chris_compton@dcf.state.fl.us.

Attachments

CC: Sheriffs Offices