



State of Florida  
Department of Children and Families


Rick Scott  
Governor



Mike Carroll  
Secretary

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**DATE:** January 25, 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 170-11, Placement  
Chapter 4, Child Placement Agreements for Care Precautions or Behavior  
Management Plans  
**Effective date of revised Chapter 4: May 15, 2017**

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**PURPOSE:** The revised child welfare operating procedure for child placement agreements is final and the date range for implementation is extended to May 15, 2017. This memo highlights changes that will go into effect upon publication. The Child Placement Agreement functionality in FSFN will be available May 12, 2017. A final version of the Child Placement Agreement template is attached and can be used when manually creating the agreement in the caregiver's home. Agencies implementing prior to the availability of FSFN functionality can utilize the attached template or use another form that supports the new operating procedure.

Chapter 4 of CFOP 170-11, September 12, 2016 through May 15, 2017, supersedes Chapter 4, effective September 12, 2016 through January 31, 2017.

**BACKGROUND:** The effort to strengthen child placement practices for children in out-of-home care began in June 2016 when this new procedure was first published. At that time, the Department also kicked off a pilot project in partnership with the Chief Operating Officers (COO) Committee of the Florida Coalition for Children. The pilot project was an effort to utilize and refine the proposed template for the Child Placement Agreement. Five Community-Based Care (CBC) Lead Agencies volunteered to participate.

The pilot project resulted in recommend changes to the template, guided the FSFN design, informed implementation strategies, and identified refinements to the new operating procedure. The "Final Report, Child Placement Agreement Pilot Project" is attached. The Center for Child Welfare has created a page with resource material gathered from the pilot sites at: <http://www.centerforchildwelfare.org/OutofHomeCare/childPlacementAgreement.shtml>

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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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

The Child Placement Agreement Design team met January 10-11, 2017 and established the design requirements for FSFN's support of the new operating procedure. The field version of the template is based on the final FSFN design.

Changes in the operating procedure provide clarification on the following:

1. CPI responsibilities during an investigation for creating an Agreement.
2. CBC/Lead Agency responsibilities.
3. The need to keep siblings together and maintain a child in his/her current placement when safe to do so.
4. The exceptions process is only required for Behavior Management Plans.
5. More clearly defines the termination process for Care Precautions and Behavior Management Plans.
6. When the child should be the youngest child in the home and, if not possible, the reasonable safeguards.

**ACTION REQUIRED:** Please share this memorandum with all DCF, Sheriff's Offices conducting Child Protective Investigations, CBC Lead Agency personnel, and Case Management Organizations as appropriate and ensure that the revised procedures are implemented effective no later than May 15, 2017.

**CONTACT INFORMATION:** If you require additional information or have any questions, please contact Alissa Cross, Safety Manager, Office of Child Welfare at (850) 717-4653 or [Alissa.Cross@myflfamilies.com](mailto:Alissa.Cross@myflfamilies.com).

#### **ATTACHMENTS**

Final Report, Child Placement Agreement Pilot Project  
Child Placement Agreement Template, Field Version

cc: Grainne O'Sullivan, Statewide Director, Children's Legal Services  
Diane Dusenbury, Chief of Contract Oversight  
Regional Family and Community Services Directors  
Alan Abramowitz, Guardian Ad Litem Executive Director  
Shawn Salamida, Chair, Board of Directors, Florida Coalition for Children  
Center for Child Welfare