

Module 2: Case Transfer



***Florida Department of Children and Families
June 2016***

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Unit 2.1:

Case Transfer – What is it?

- Learning Objectives:**
1. Explain the primary purpose of an ongoing service case.
 2. Identify the skills needed for case transfer.

References:

- CFOP 170-9, Chapter 1, Preparation Prior to Case Transfer

Case Transfer Process

The Case Transfer Process is a period of time when the primary responsibility for a case involving an unsafe child moves from Child Investigations to Case Management.



What is the primary reason for transferring a case for ongoing case management?

When is a child considered “Unsafe”?

A child is considered “unsafe” when there is a danger threat to a vulnerable child within a family/home. This means the caregiver protective capacities are insufficient to manage the threat of danger, thus requiring outside intervention.

Florida Child Welfare Practice is divided into two functions:

1. Family Functioning Assessment-Investigation
 - Includes implementation of safety plans to control any identified danger threats.
2. Family Functioning–Ongoing
 - Includes safety plan management.

Why isn't a case transferred for ongoing case management services directly after present danger is found?

CPI's main focus = identify unsafe children using the Family Functioning Assessment-Investigation

- For unsafe children - the initiation of a safety plan that manages the danger threats.

Case Managements main focus = providing treatment services that enhance caregiver protective capacities and the management of the safety plan.

Case Manager Knowledge and Skills Required for Case Transfer

Safety intervention responsibilities during and after the case transfer process include:

- Re-assessment of foreseeable danger safety threats at case transfer;
- Evaluation of safety plan sufficiency at case transfer;
- Evaluation of the suitability and commitment of those participating in the safety plan;
- Routine communication with safety plan participants and continual oversight;
- Engagement of caregivers concerning the acknowledgement of safety issues, their lack of protectiveness, and the need to change;
- Assessment of caregiver protective capacities to determine what must change;
- Creation of a Case Plan that addresses safety concerns and enhances caregiver protective capacities;
- Routine and periodic assessment of safety;
- Arrangement of activities, services and service providers for focused treatment of safety issues and diminished protective capacities;
- Reasonable efforts to provide the least intrusive means for assuring children are safe;
- Routine and periodic re-assessment of impending danger safety threats;
- Modification of safety plans as needed and appropriate;
- Measurement of progress and change related to diminished caregiver protective capacities;
- Performing regular safety analysis and moving safety plans in home when possible; and
- Judging when caregiver protective capacities are sufficient to assure child safety and a safe home.

Unit 2.2: Preparing for the Case Transfer Process

Learning Objectives:

1. Review the steps required for preparing to receive a new case.
2. Explain how to conduct an analysis of information already known using a case example.

References:

- CFOP 170-9, Chapter 1, Preparation Prior to Case Transfer
- CFOP 170-1, Chapter 7-2(e), Case Transfer Conference
- CFOP 170-1, Chapter 2-5, Information Sufficiency

Preparing for Case Transfer

As a Case Manager what information do you need to review about a family prior to the Case Transfer Conference?

- Criminal history
- Prior Service History (both prior case management cases and services with other organizations)
- Prior Abuse/Neglect History in Florida and other states
- Current allegations and findings
- Current FFA including domain information, Active Impending Danger threats impacting the family, Caregiver Protective Capacities that are enhanced and diminished, and Safety Analysis
- Current safety plan and any historical safety planning that has been done with family

Prior Investigation Service History



CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
 Child In-Home Investigation
 (without Reporter Information)

Case Name	Intake Number	Intake Sub-Type	County
Date/Time Intake Received		Protective Investigator	
Date/Time Investigation Closed		Protective Investigator Supervisor	

I. Allegation Narrative(s)		
Sequence Type	Date/Time Received	Response Priority
Narrative		
Field Narrative		

II. Victim(s)					
Name	DOB	Age	Gender	Race	Disabilities
Maltreatment	Findings		Incident Date	Caregiver Responsible	Fatality
Intervention Services are Needed	Placement Outside the Home is Required			Judicial Action Required	

III. Other Participant(s)					
Name	DOB	Age	Gender	Race	Role

IV. Implications for Child Safety
A. Signs of Present Danger Implications
B. Child Vulnerability Implications
C. Protective Capacities Implications
D. Criminal History Summary and Implications for Child Safety

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CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(without Reporter Information)

E. Prior Reports and Service Records Implications for Child Safety

V. Overall Safety Assessment

VI. Summary/Findings Implications

VII. Recommended Disposition

VIII. Signatures

SIGNATURE – Protective Investigator

Date Signed

SIGNATURE - Protective Investigator Supervisor

Date Signed

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Investigative Summary BEFORE the Florida Child Welfare Practice Model

Case Name:

- Name of the investigation, follows the same rules as the intake name

Intake Number:

- ID generated for the Child Abuse Intake
- Displayed as 2015-098678

Intake Sub-Type:

- Type of investigation: In-Home or Institutional

County:

- The county to which the investigation is assigned

Date/Time Intake Received

- The date and time the intake was received by the Florida Abuse Hotline.
- This date will reflect the time the first (initial) intake was received even if there are multiple intakes encompassed in one investigation

Protective Investigator

- Name of the primary Child Protective Investigator assigned to the investigation at the time of closure

Date/Time Investigation Closed

- The date and time the investigation was closed in FSFN
- If this blank the investigation is still open

Protective Investigator Supervisor

- Name of the Child Protective Investigation Supervisor overseeing the unit where the investigation closed

I. Allegation Narrative(s)

- If there are multiple intakes received during one investigation there will be multiple allegation narratives listed

Sequence Type

- Type of intake: initial, additional, or supplemental

Date/Time Received

- Date the intake was received by the Florida Abuse Hotline
- This may match the date/time intake received above, but will be different if the intake is an additional or supplemental

Response Priority

- Immediate or 24 hour

Narrative

- Summarized information received by the Florida Abuse Hotline from the reporter about what was heard, seen or done and any relevant family dynamics or prior incidents

Field Narrative

- Summarization of any additional allegations the Child Protective Investigator discovered after commencing the investigation

II. Victims

- List of all children included in the investigation with an identified role of victim
- All other children living in the home, but without an identified role of victim, can be found in other participants section

Name/DOB/AGE/Gender/Race/Disabilities

- Identifying information about the child victim including full name, date of birth, current age, gender, race, and if they have an identified disability

Maltreatment

- The specific maltreatments alleged regarding that child

Findings

- The finding that the Child Protective Investigator for the listed maltreatment
- There are three possible findings:
 - Verified: A preponderance of credible evidence resulted in a determination that the specific harm or threat of harm was the result of abuse, abandonment or neglect
 - Not Substantiated: Credible evidence, which does not meet the standard of being a preponderance, to support that the specific harm was the result of abuse, abandonment, or neglect
 - No indicators: No credible evidence to support the allegations of abuse, abandonment, or neglect.

Incident Date

- The date the maltreatment occurred.
- If the maltreatment is not verified incident date may be blank.

Caregiver Responsible

- Caregiver responsible for verified maltreatments.
- For maltreatments with a finding of not substantiated or no indicator “caregiver responsible” will be blank

Fatality

- Records whether or not child died from the listed maltreatment

Intervention Services are needed

- Records whether or not intervention services were needed

Placement Outside the Home is Required

- Records whether or not a removal was made during the course of this investigation

Judicial Action Required

- Records whether or not judicial action was taken during the course of this investigation

III. Other Participants

Name/DOB/AGE/Gender/Race/Disabilities

- Identifying information about other household participants including their full name, date of birth, age, gender, and race

Role

- Each investigation participant has one final role
- The Child Protective Investigator is responsible for identifying the correct final role for each participant during the course of the investigations
- Role types are the same as found on the intake

IV. Implications for Child Safety

A. Signs of Present Danger Implications

- Documents observable indicators of danger which are either ameliorated or exacerbated by parental protective capacities and/or a child's vulnerability

B. Child Vulnerability Implications

- The degree to which a child cannot avoid, negate or modify the impact of safety threats or missing insufficient protective capacities
- Includes an exploration of the child's level of vulnerability based on factors such as their age, developmental abilities, behavior, medical and mental health issues, and their level of visibility within the community

C. Protective Capacities Implications

- Explores family and individual caregiver strengths and resources that reduce or increase threats of serious harm from arising or enables or impairs a caregiver's ability to meet a child's basic needs

D. Criminal History Summary and Implications for Child Safety

- Documentation of criminal history for participants in the investigation
- Includes a summary of how the criminal history impacts child safety

E. Prior Reports and Service Records Implications for Child safety

- Documentation of Florida prior abuse report history and any out of state child welfare history including the disposition and/or services offered
- Includes a summary of how the prior abuse/service history impacts child safety

V. Overall Safety Assessment

- Overall safety assessment based on the information collected and assessed in the Child Safety Assessment.

VI. Summary/Findings Implications

- Documents the evidence that led to the determination of the maltreatment findings
- Includes how these findings impact child safety.

VII. Recommended Disposition

- Documents the specific services offered to the family and the compliance with those services.
- Includes where the children were placed if placement outside of the home was needed and what judicial actions were taken if any.



CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
 Child In-Home Investigation
 (without Reporter Information)

Case Name	Intake Number	Intake Sub-Type	County
Date/Time Intake Received	Date/Time Screening Decision	Protective Investigator	
Date/Time Investigation Closed		Approving Protective Investigative Supervisor	

I. Allegation Narrative(s)

Sequence Type	Date/Time Received	Response Priority
Narrative		
Field Narrative		

II. Victim(s)

Name	DOB	Age	Gender	Race	Disabilities <input type="checkbox"/> Yes <input type="checkbox"/> No
Maltreatment	Findings	Incident Date	Caregiver Responsible	Fatality	

III. Other Participant(s)

Name	DOB	Age	Gender	Race	Role
------	-----	-----	--------	------	------

- What is the extent of the maltreatment?
- IV. What surrounding circumstances accompany the alleged maltreatment, precipitating events, history?**

V. Safety Analysis Summary

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Investigative Summary AFTER implementation of the Florida Child Welfare Practice Model

Case Name:

- Name of the investigation, follows the same rules as the intake name

Intake Number:

- ID generated for the Child Abuse Intake
- Displayed as 2015-098678

Intake Sub-Type:

- Type of investigation: In-Home, Institutional, or Other

County:

- The county to which the investigation is assigned

Date/Time Intake Received

- The date and time the intake was received by the Florida Abuse Hotline.
- This date will reflect the time the first (initial) intake was received even if there are multiple intakes encompassed in one investigation

Date/Time Screening Decision

- The date and time the Florida Abuse Hotline made the decision that the intake report met the requirements for an investigation

Protective Investigator

- Name of the primary Child Protective Investigator assigned to the investigation at the time of closure

Date/Time Investigation Closed

- The date and time the investigation was closed in FSFN
- If this blank the investigation is still open

Approving Protective Investigative Supervisor

- Name of the Child Protective Investigation Supervisor who approved the investigation for closure

I. Allegation Narrative(s)

- If there are multiple intakes received during one investigation there will be multiple allegation narratives listed

Sequence Type

- Type of intake: initial, additional, or supplemental

Date/Time Received

- Date the intake was received by the Florida Abuse Hotline
- This may match the date/time intake received above, but will be different if the intake is an additional or supplemental

Response Priority

- Immediate or 24 hour

Narrative

- Summarized information received by the Florida Abuse Hotline from the reporter about what was heard, seen or done and any relevant family dynamics or prior incidents

Field Narrative

- Summarization of any additional allegations the Child Protective Investigator discovered after commencing the investigation

II. Victims

- List of all children included in the investigation with an identified role of victim
- All other children living in the home, but without an identified role of victim, can be found in other participants section

Name/DOB/AGE/Gender/Race/Disabilities

- Identifying information about the child victim including full name, date of birth, current age, gender, race, and if they have an identified disability

Maltreatment

- The specific maltreatments alleged regarding that child

Findings

- The finding that the Child Protective Investigator for the listed maltreatment
- There are three possible findings:
 - Verified: A preponderance of credible evidence resulted in a determination that the specific harm or threat of harm was the result of abuse, abandonment or neglect
 - Not Substantiated: Credible evidence, which does not meet the standard of being a preponderance, to support that the specific harm was the result of abuse, abandonment, or neglect
 - No indicators: No credible evidence to support the allegations of abuse, abandonment, or neglect.

Incident Date

- The date the maltreatment occurred.
- If the maltreatment is not verified incident date may be blank.

Caregiver Responsible

- Caregiver responsible for verified maltreatments.
- For maltreatments with a finding of not substantiated or no indicator “caregiver responsible” will be blank

Fatality

- Marks whether or not the child died of listed maltreatment

III. Other Participants**Name/DOB/AGE/Gender/Race/Disabilities**

- Identifying information about other household participants including their full name, date of birth, age, gender, and race

Role

- Each investigation participant has one final role
- The Child Protective Investigator is responsible for identifying the correct final role for each participant during the course of the investigations
- Role types are the same as found on the intake

IV. What is the extent of maltreatments? What surrounding circumstances accompany the alleged maltreatment, precipitating events, history?

- Information pulled from the Family Functioning Assessment
- Includes all of the information the Child Protective Investigator gathered to inform the maltreatment and circumstances surrounding the maltreatment domains

V. Safety Analysis Summary

- Information pulled from the Family Functioning Assessment
- A safety analysis completed by the CPI based on the information collected and assessed in the FFA.

Service History Records

- Family Assessment
- Case Plan Tasks/Case Plan Worksheet
- Judicial Reviews
- Legal Records
- Case Notes
- Medical/Mental Health Records

Analyzing Prior History and Prior Service Records

- Assess the records for patterns and its impact on the family conditions and dynamics
- Consider what services were tried, worked or did not work.
- Review for information gaps and information discrepancies.

When reviewing prior investigative and service history you should also take into account the following factors:

- Chronicity of a maltreatment pattern
- “Cross-Type” recurrence pattern
- Timeframes and severity of past maltreatments
- Caregivers who themselves may have suffered childhood trauma

Criminal History Information



National Criminal Information Center (NCIC)

Florida Criminal Information Center (FCIC)

- A “criminal history” from NCIC or FCIC will include information about arrests, dispositions, injunctions, warrants, missing person, sexual predator/sexual offender, probation or parole.
- An “expunged record” refers to a record that no longer legally exists since the file and any reference to it is destroyed except for the reference contained in the FCIC database.
- A “sealed record” is a record that has been sealed by the court and is not available to the general public.

Florida Department of Highway Safety and Motor Vehicles (DAVID)

DAVID shows Florida license status which includes:

- Suspended (temporary removal of privileges)
- Disqualified (not allowed to possess license until requirements are met i.e., eye exam passage, habitual traffic offender etc.)
- Revoked (privileges removed and will not return i.e.. multiple DUI, fatalities etc.)

Department of Corrections (DOC)

- Provides information to include photos of persons under the supervisor of the Florida DOC

Department of Juvenile Justice (JJIS)

- DJJ Delinquency Records are helpful in assessing for patterns of delinquent behavior for participants 12-27 year-old and obtaining additional information concerning family dynamics.

Jail Booking System (APPRISS)

- Provides information on recent Jail Bookings (including images) for 42 States as well as for Florida.

Additional Information Available to the Case Manager

- Local law enforcement records
 - Comprehensive Case Information System (CCIS)
 - FDLE Sexual Offender and Predator Website
 - Out-of-State Child Welfare Records
 - Florida Vital Statistics
 - ACCESS Florida Information
-
-

Uses of NCIC/FCIC/DAVID Information Obtained for Investigation

For investigative purposes only:

- “Purpose Code C” Florida Criminal History with Sealed/Expunged (if any) and NCIC National Criminal History Information.
 - May only be disseminated to Department Child Protective Investigation and CLS staff
 - May not be disseminated to case management and/or contract providers
- “Purpose Code Q” Florida Criminal History with no Sealed/Expunged information and NCIC Information.
 - May be disseminated to Department Child Protective Investigation and CLS staff
 - May be shared with approved criminal justice agency
 - May be disseminated to case management and/or contract providers during case transfer.

Improper Uses of NCIC/FCIC/DAVID

- Asking a CPI to submit a request for FCIC/NCIC to the Hotline for unauthorized purposes such as for Adoptions, Foster Licensing, Respite, or Judicial Review.
 - Querying systems for anything other than investigations assigned (e.g. friend or family member, celebrity, etc.)
 - Copying the information to keep in record
 - Sharing information with any person not authorized
-
-

Criminal History Analysis

Analysis of criminal history information includes identification of patterns involving:

- Aggressive and violent acts towards intimate partners (or children, or family members, etc.)
- Substance use that has resulted in legal consequences
- Criminal behaviors and charges resulting in incarcerations
- A pattern of behavior that is increasing in frequency and severity.

Facts about Criminal Histories

- Florida and National Criminal Histories are similar.
- States may vary on the type of info provided and dispositions can be missing.
- To obtain a missing disposition the arresting agency or appropriate Clerk of the Court may need to be contacted.
- Criminal Histories normally contain:
 - Type of Offense and Date
 - Personally Identifiable Information (PII)
 - Arresting Agency and Court
 - Disposition

FELONY CHARGES VS MISDEMEANOR CHARGES

WHAT IS A FELONY CHARGE?

A felony is any criminal offense that is punishable under Florida laws, or that would be punishable if committed in Florida, by death or imprisonment in a state correctional facility. Felony charges include, but are not limited to: murder, manslaughter, rape, burglary, grand theft, kidnapping, worthless checks, forgery and uttering, aggravated battery, aggravated child abuse, possession and/or sale of drugs, and sexual battery. Felonies are classified for purposes of sentencing into the following categories:

- Capital Felony
- Life Felony
- Felony of the first degree
- Felony of the second degree
- Felony of the third degree

WHAT IS A MISDEMEANOR CHARGE?

A misdemeanor is a violation of a Florida Statute that is punishable by a fine, court costs, probation, or imprisonment in the county jail for no more than one (1) year. Most misdemeanor offenses are bondable offenses according to a bond schedule.

Misdemeanor offenses include, but are not limited to: Petit Theft, Worthless Checks, Prostitution related charges, Possession of Marijuana, Possession of Paraphernalia, Resisting Arrest Without Violence, Assault and Battery (includes Domestic violence).

Misdemeanor offenses also include payable civil infractions such as boating, hunting and fishing violations, Code Enforcement violations or Animal Control violations

WHAT IS A CRIMINAL TRAFFIC CHARGE?

A Criminal Traffic charge is a violation of a Florida Statute that is punishable by a fine, court costs, probation, or imprisonment in the county jail for no more than one (1) year. Most Criminal Traffic offenses are bondable offenses according to a bond schedule.

Criminal Traffic charges include, but are not limited to: **Driving Under the Influence, Driving while License Suspended, Reckless Driving, No Valid Driver Licenses, Attaching Tag not Assigned, Expired Driver Licenses more than 6 months which, in most cases, requires a court appearance and it carries with it criminal penalties which may include a fine and/or the possibility of a jail term.**

This failure to appear could result in a delinquency fee being assessed; your driving privilege being suspended and a possible capias could be issued for your arrest.

Information obtained from Hardee County Clerk of Courts website
<http://www.hardeeclerk.com>

Handout 1
EXAMPLE FCIC "Q" DOCUMENT

Sent: 2013-06-07 10:19:36
MNE-HDR: Y12345678
TEST-IND-HDR: N
ATTN-HDR: DCF/FAH/13-XXXXXX
CONT-NBR-HDR: 1111
MKE: FQI
ORI: FL111111F
FN: CUPPA
LN: COFFEE
RAC: B
SEX: M
DOB: 19810203
PUR-CCH: Q

The opening (Sent) section shows what information was searched by the Hotline. The ORI number identifies the Agency and exact terminal where the query was conducted.

CPI/CM should review to confirm the Hotline searched the correct demographic information (FN=First Name, LN=Last Name, DOB=Date of Birth).

KEY:
CPI/CM should confirm person match info
Criminal History
Other descriptive

Received: 2013-06-07 10:21:10
DEV-NBR-HDR:
MNE-HDR: Y12345678
ATTN-HDR: DCF/FAH/13-XXXXXX
CONT-NBR-HDR: 1111
DTE-HDR: 20130607
TIME-HDR: 1021
MSG-NBR-HDR: 00002
MKE: FC
FC FL111111F00000008

CPI/CM should confirm FSN Person ID in the ATTENTION (ATTN) field, highlighted. Most of the other information in this section is specific to the FCIC transaction.

QDCF/FAH/13-XXXXXX

CPI/CM should confirm person selected. More than one possible subject and/or records may return from a search. The Hotline identifies best "possible match". In this instance the Hotline selected the record for a Mister Coffee with SID # FL-70000008 on 6/7/ 2013 with a DOB of 1/1/85.

SID Numbers are State Identification Numbers issued by FDLE. These numbers are confidential.

--FLORIDA CCH RESPONSE--
ATN/DCF/FAH/13-XXXXXX
FC.DLE/00000008.PUR/Q.ATN/DCF/FAH/13-XXXXXX
SID NUMBER: 00000008 PURPOSE CODE:Q PAGE: 1
BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME,
A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR FUTURE
USE

CPI/CM should confirm person stats: sex, race, DOB, weight, eyes (color), hair (color)

- FLORIDA CRIMINAL HISTORY -

NAME	STATE ID NO.	FBI NO.	DATE REQUESTED
COFFEE, MISTER	FL-00000008		06/07/2013
SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR BIRTH PLACE SKIN DOC NO.			

M B 01/01/1985 6'00" 150 BRO BRO
--CONTINUED--

SID NUMBER: 00000008 PURPOSE CODE:Q PAGE: 2

AKA	DOB	SOC	SCR/MRK/TAT
JOE, SMOE	01/01/1975		Other names and demographic information that the subject in the record may be known as. Also may include physical descriptors like Tattoos. *Notice an AKA for Mister Coffee is Cuppa Coffee w/DOB 2/3/81 (the name & DOB actually searched).
JOE, SLOW	02/03/1981		
COFFEE, CUPPA			
COFFEE, BLACK			
COFFEE, BLUE			
COFFEE, RED			
COFFEE, DECAFE			

Documents this is arrest #1 in the record and arrest was on 10/10/2003

ARREST- 1 10/10/2003 OBTS NO.-0012345678
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT
(FL1110000)
AGENCY CASE-NEWTEST OFFENSE DATE-10/10/2003
CHARGE 001-ROBBERY-
ARMED
STATUTE/ORDINANCE- LEVEL-FELONY

Type of Charge, Offense Date, Statute Reference, and Offense Level.

This is arrest #2 in the record and the arrest was on 7/13/2004.

ARREST- 2 07/13/2004 OBTS NO.-0000123456
ARREST AGENCY-ORANGE COUNTY SHERIFF'S OFFICE
(FL02220000)
AGENCY CASE-NEWTEST OFFENSE DATE-
CHARGE 001-ROBBERY- ,ATTEMPT
002 CNTS,
STATUTE/ORDINANCE- LEVEL-FELONY
CHARGE 002-TRESPASSING-
STATUTE/ORDINANCE- LEVEL-UNKNOWN
CHARGE 003-RESISTING OFFICER-
W VIOLENCE
STATUTE/ORDINANCE- LEVEL-FELONY

There can be more than one charge for each arrest. For arrest 2 there are 3 charges.

This is arrest #3 in the record and the arrest was on 7/1/2005.

ARREST- 3 07/01/2005 OBTS NO.-00667788
--CONTINUED--
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT
(FL1110000)

--CONTINUED--

SID NUMBER: 00000008 PURPOSE CODE:Q PAGE: 3

AGENCY CASE-NEWTEST

OFFENSE DATE-

CHARGE 001-LARCENY-

GRAND

STATUTE/ORDINANCE-

LEVEL-FELONY

Statute reference, offense levels, and/or dispositions are not always updated or available in the record.

When additional info is needed it can be obtained by contacting the Arresting Agency or Agency responsible for the record. In some instances info may be obtained by contacting the Clerk of the Court or from additional data sources.

THIS RECORD CONTAINS FLORIDA INFORMATION ONLY. WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE RECORD INFORMATION. THIS RECORD MAY ONLY BE USED FOR THE PURPOSES DEFINED BY FLORIDA STATUTE.
THIS CONTAINS FLORIDA RECORD ONLY.
UNKNOWN AS TO NATIONAL RECORD STATUS.
END OF RECORD

--END--

This is the end of the returned record.

The final section of the Q Document is not part of a criminal history record. Rather it is added by the Hotline to inform the CPI/CM of what systems were checked.

JIS SYSTEMS CHECKED

APPRIS: Booking System
DHSMV: DAVID
Department of Corrections
CCIS: FL Court Clerks

JIS SYSTEMS NOT CHECKED

Department of Juvenile Justice System Unavailable

In this example the DJJ data base was not available at the time of the query. Since DJJ is a required information type the CPI/CM now is aware that a recheck will need to be submitted at a later time or he/she will need to conduct a direct query of the DJJ system.

During preparation what will we want to learn from the criminal history information associated with the family in an ongoing services case?

Activity A: Preparing for Case Transfer, Reviewing Current and Prior Intakes, Criminal History

Instructions:

- 1. Read the current intake, the two prior investigative summaries and the Criminal Histories.
- 2. Develop a list of major patterns, information discrepancies, and information gaps that need to be addressed by the CPI as the FFA-Investigation is developed.

Major Patterns	Information Discrepancies	Information Gaps

Sandler/Braun Intake Report



A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the central abuse hotline is subject to the penalty provisions of s. 39.205.

INTAKE REPORT WITHOUT REPORTER NARRATIVE

Intake Name Braun, Melanie		Intake Number 2014-000001-01		County	Secondary County
Date and Time Intake Received 01.10.14 02:31 AM		Program Type Child Intake - Initial	Investigative Sub-Type In-Home	Provider Name	
Background Checks Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Reason	Call Record Number	3 Hits Reviewed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
Worker Safety Concerns <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Prior Involvement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Law Enforcement Notified <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Send Florida Administrative Message to Law Enforcement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A					
Response Time 24 Hours		Name – Hotline Counselor Bosley, John		Name – Hotline Supervisor Townsend, Charles	

I. Family Information

Name – Family Sandler, Melanie			Telephone Number – Home		
Address – Street		Unit Designator	City	State FL	Zip Code
Primary Language:		Interpreter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Directions to House
Current Location: Mom's residence.
Next 24 hours: Unknown

Mom Address: 209 Kettering Court, Florida City, FL 32399
Mom Phone: 555.402.4189

A. Participants

Name	ID Number	Role	Gender	DOB
Sandler, James H		CH-V-HM	Male	11.03.2003
Est. Age	Ethnicity	Race	Disability	
10	Other	White	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Hearing Impaired: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Device Needed:				

Name	ID Number	Role	Gender	DOB
Braun, Byron		CH-V-HM	Male	01.24.2011
Est. Age	Ethnicity	Race	Disability	
2	Other	White	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Hearing Impaired: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Device Needed:				

Name	ID Number	Role	Gender	DOB
Braun, Shane		CH-V-HM	Male	11.16.2013
Est. Age	Ethnicity	Race	Disability	
	Other	White	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Hearing Impaired: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Device Needed:				

Name	ID Number	Role	Gender	DOB
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Braun, Melanie Sandler		IN-PC-HM	Female	09.22.1976
Est. Age	Ethnicity	Race	Disability	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hearing Impaired: <input type="checkbox"/> Yes <input type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input type="checkbox"/> No		
Device Needed:				

Name		ID Number	Role	Gender	DOB
Sandler, Michael			PC-NM	Male	12.27.1974
Est. Age	Ethnicity	Race	Disability		
	Other	White	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Hearing Impaired: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Device Needed:					

Name		ID Number	Role	Gender	DOB
Braun, Bruce			PC-AP-HM	Male	10.17.1983
Est. Age	Ethnicity	Race	Disability		
30	Other	White	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Hearing Impaired: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		24 Access <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Device Needed:					

AP = Alleged Perpetrator
CH = Child In Home
HM = Household Member
NM = Non-Household Member

PC = Parent/Caregiver
RN = Report Name
SO = Significant Other
V = Victim

B. Address and Phone Information

Name	Type	Address	Telephone Number
Sandler, James	Primary Residence	209 Kettering Court, Florida City FL 32399	555.274.8909
Braun, Byron	Primary Residence	209 Kettering Court, Florida City FL 32399	
Braun, Shane	Primary Residence	209 Kettering Court, Florida City FL 32399	
Braun, Melanie	Primary Residence	209 Kettering Court, Florida City FL 32399	555.402.4189
Braun, Bruce	Primary Residence	209 Kettering Court, Florida City FL 32399	

C. Relationships

Subject	Relationship	Subject
Braun, Bruce	Father-Step	Sandler, James
Braun, Melanie	Mother-Birth	Sandler, James
Sandler, Michael	Father-Birth	Sandler, James
Braun, Bruce	Father-Birth	Braun, Byron
Braun, Melanie	Mother-Birth	Braun, Byron
Braun, Bruce	Father-Birth	Braun, Shane
Braun, Melanie	Mother-Birth	Braun, Shane

D. Alleged Maltreatment

Alleged Victim	Maltreatment Code
Sandler, James	Physical Injury
Sandler, James	Family Violence Threatens Child



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Braun, Byron		Family Violence Threatens Child		
Braun, Shane		Family Violence Threatens Child		
E. Location of Incident				
Address – Street		Apt.	City	State
				Zip Code
Telephone Number – Home	Telephone Number – Work		Telephone Number – Cell	

II. Narratives

A. Allegation Narrative

Bruce and child James got into a verbal and physical altercation over homework and perceived disrespect by James to Bruce. During the physical altercation, the mother intervened by jumping on Bruce's back to keep him from hurting James.

On 01/09/14, the step-father Bruce told James that he had 30 minutes to complete his homework and James began to mouth off. Bruce went toward James to physically remove and carry to James' bedroom and James went limp which resulted in Bruce trying to pick James up. When the Bruce went to pick James up, James began to hit Bruce. Bruce grabbed James' wrist to restrain him and the mother Melanie jumped on Bruce's back. James scooted away up the stairs. Bruce went upstairs and grabbed James by the shoulders and James again went limp at which time Bruce told James to "stay put" and that he will get a "0" on his homework because he would not allow him to continue with homework. Bruce left and waited for the maternal Grandmother to show up. Bruce will be residing with his mother, for the evening to allow the family to cool down.

Bruce had been drinking earlier but did not appear to be intoxicated, was not slurring, stumbling, or incoherent.

The mother, Melanie, provided a slightly different account of the events. Bruce came home from a bar and was intoxicated according to the mother. When he returned home, the mother and Bruce engaged in a conversation about James' grades. James said something disrespectful and Bruce became upset and went to discipline James. Bruce grabbed the child by the throat and slammed him against the seat of the chair and computer table. When the mother tried to stop Bruce, he pinned her against the sliding glass door and slapped her in the face. Bruce began throwing chairs in the living room at the child as the child went up the stairs to his room. Once upstairs, Bruce grabbed James by the throat again and tried to throw him onto the bunk beds. The mother again intervened and was hit again by Bruce. LE was called and responded to the scene. There are 2 other children in the home; unknown if they were present during the verbal and physical altercations.

James and Bruce have a difficult relationship. James attends elementary school and is in the 5th grade. James can be a "smart Alec" and does not believe that he can do anything wrong. His siblings Byron is 3 years old and Shane is 2 months old and they both attend daycare. Both mother and Bruce are employed. James' biological father is Michael.

The mother allows James to get away with things and Bruce does not. The mother is not big on spankings and she allows Bruce to spank and discipline but it has never gotten out of control. Byron gets redirected and maybe a swat on his hand. No physical discipline with Shane.



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A. Provider Detail

B. Narrative for Worker Safety Concerns

III. Agency Response

A. Recommendation

System Screening Recommendation	Counselor Screening Recommendation	Counselor Screening Reason
Screen In	Screen In	
Counselor Name	Counselor Screening Date/Time	
Bosley, John	01.10.2014, 03:20 AM	
Reason for Override		

System Response Priority Recommendation	Counselor Response Priority Recommendation	Date/Time Decision Made
Reason for Override		

B. Decision

Decision	Date/Time Decision Made	Reason
Worker:		
Explain		

IV. CI Unit Documentation

First Call Attempted Date/Time	Completed Call Date/Time

Sandler/Braun FFA-Investigation



FLORIDA SAFETY DECISION MAKING METHODOLOGY Information Collection and Family Functioning Assessment

Case Name: Braun, Melanie	Initial Intake Received Date: 01/10/2014
Worker Name: Garrett, Kelly	Date Completed: 02/20/2014
FSFN Case ID: 100234567	Intake/Investigation ID: 2014-000001-01

I. MAL TREATMENT AND NATURE OF MAL TREATMENT

What is the extent of the maltreatment? What surrounding circumstances accompany the alleged maltreatment?

Extent of Maltreatment

Bruce and child James got into a verbal and physical altercation over homework and perceived disrespect by James to Bruce. Bruce grabbed the child by the throat and slammed him against the seat of the chair and computer table. Bruce told James that he had 30 minutes to complete his homework and James began to mouth off with a disrespectful attitude, yelling at Bruce, "Ok ok ok! I'm trying!" Bruce went toward James and began yelling at him saying he was tired of James being disrespectful. Bruce's anger continued and he hit James on the top of the head, across the face and punched him in the forehead. After continued back and forth between Bruce and James, Bruce told James to go to his room, and James refused. Bruce tried to physically remove and carry James from the kitchen table to James' bedroom and James went limp. James began to hit Bruce. Bruce grabbed James' wrist to restrain him and the mother Melanie jumped on Bruce's back. Bruce pushed Melanie against the glass doors in the kitchen and slapped her across the face several times. The mother told James to go upstairs and James went upstairs. Bruce threw several kitchen chairs out of his way and went upstairs to continue his discussion with James. He grabbed James by the shoulders to put James physically in his bed and James again went limp at which time Bruce slapped James' legs and told James to "stay put" and that he will get a "0" on his homework because he would not allow him to continue with homework. The mother again tried to intervene and get Bruce out of the room and Bruce pushed Melanie out of the way on his way out. Bruce left the room, went outside to cool off and smoke a cigarette. Melanie told her 3 year old Byron to lock the door. During the physical altercation, the mother intervened by jumping on the Bruce's back to keep him from hurting James. James sustained minor scratches on his arm and throat. Melanie sustained a broken pinky finger. There are 2 other children in the home, Byron and Shane, who witnessed the incident and were fearful of Bruce's behavior. Byron was yelling at his father to "stop hurting Bubba". Byron and Shane were both crying hysterically during the incident.

Surrounding Circumstances

On 01/09/14, the step-father Bruce had been drinking since 12:00 and returned home at approximately 8:00pm, intoxicated. Upon arriving, Melanie told Bruce that James was still working on his homework and had been sitting at the table for 2 hours because he refused to complete his writing assignment. The mother and Bruce engaged in a conversation about James' grades. Bruce became upset and went to discipline James. Once Bruce was locked out of the house Melanie contacted Bruce's mother, Leann Beys, to come to the home to pick Bruce up. She also contacted her mother, Pam Block, who contacted the police and responded to the home. Bruce left the home and has been residing with his mother since the incident.

Law enforcement reported that the Bruce had been drinking earlier but did not appear to be intoxicated, was not slurring, stumbling, or incoherent. Melanie asserted that Bruce came home from a bar and was intoxicated. Upon CPI interviews, the Bruce could not remember details of the evening or exactly what he informed LE, but his account was similar to Melanie's and James'. James and Bruce have a difficult relationship.



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

Maltreatment Findings: Verified for physical injury re: James with Bruce Braun as caregiver responsible; Verified for substance misuse-alcohol re: James, Byron and Shane with Bruce Braun as the caregiver responsible; Verified family violence threatens child re: James, Byron and Shane with Bruce Braun as caregiver responsible.

The family has two prior investigations, one in 2009 and one in 2012. In 2009, the investigation alleged Inadequate Supervision of James (Age 6) as he was reported to play outside without supervision. At this time, Bruce was not a participant in this family. The investigation included James, Melanie and the maternal grandmother, Pam Block. After interviewing the household members, neighbors, and relative collaterals, the information gathered indicated that James was always appropriately supervised while playing outside, either by the mother, grandmother, or a neighbor who often provided support to the family.

Then in 2012, a report was received that included Melanie, Bruce, James (Age 8) and Byron (Age 1). This report had similar reported concerns as the current investigation including physical abuse and substance abuse by Bruce. Additionally, the prior reflected challenges for Melanie and Bruce's ability to effectively manage James's behavior. During the reported incident Bruce, while frustrated, struck James across the cheek with an open hand. Bruce acknowledged a prior arrest associated with alcohol in 2007 and was reported to be drinking alcohol during this incident however, the final assessment did not include alcohol as a contributing factor and indicated that Bruce was a social drinker. Additionally, all interviewed agreed that James demonstrates disrespectful behavior, specifically toward Melanie and Bruce. However, it was learned that he also demonstrates the behavior outside of the home (maternal grandmother had to send him home after visiting due to behavior). The investigation was closed with No Indicators of Substance Misuse – Alcohol and Not Substantiated for Physical Injury and the family was referred to preventative services to address parenting skills of how to understand and parent a child with ADHD and difficult behaviors.

Analysis

Based on the prior history and the information gathered via observations and interviews, Bruce's excessive consumption of alcohol, demeaning behavior and physical altercations are a contributing factor to the negative conditions in the home.



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

Observations and Interviews

Information was obtained from the following interviews and sources: Child, James Sandler, age 10; James' mother, Melanie Braun; James' stepfather Bruce Braun; MGM Pam Block, PGM Leann Beys, Michael Sandler, James' biological father, friend of parents, Ed Barth, James' teacher Mr. Madison, James' counselor, DCF Prior history

Related Impending Danger Threats	Impending Danger Threat?	
	Yes	No
Based on case information specific to the Extent of Maltreatment and Circumstances Surrounding Maltreatment Assessment domains, indicate Yes, Impending Danger exists or No, Impending Danger does not exist.		
Parent's/Legal Guardian's or Caregiver's intentional and willful act caused serious physical injury to the child, or the parent/legal guardian or caregiver intended to seriously injure the child.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child has a serious illness or injury (indicative of child abuse) that is unexplained, or the Parent's/Legal Guardian's or Caregiver's explanations are inconsistent with the illness or injury.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The child's physical living conditions are hazardous and a child has already been seriously injured or will likely be seriously injured. The living conditions seriously endanger the child's physical health.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
There are reports of serious harm and the child's whereabouts cannot be determined and/or there is a reason to believe that the family is about to flee to avoid agency intervention and/or the family refuses access to the child to assess for serious harm.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parent/Legal Guardian or Caregiver is not meeting the child's essential medical needs AND the child is has already been seriously harmed or will likely be serious harmed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

II. CHILD FUNCTIONING

How does the child function on a daily basis? Include physical health, development; emotion and temperament; intellectual functioning; behavior; ability to communicate; self-control; educational performance; peer relations; behaviors that seem to provoke parent/caregiver reaction/behavior; activities with family and others. Include a description of each child's vulnerability based on threats identified.

James Sandler:

James Sandler is in the fifth grade. He does well academically even though his stepfather and mother believe that he should be doing better and that he lacks focus. James' favorite subject is math and he doesn't like writing. He has a lot of homework. He is currently on a 504 plan and has a scheduled meeting for an IEP. For fun he likes to ride his bike and play video games. He has ADHD and is taking medication; he takes Concerta in the morning and Ritalin booster at lunchtime at school. On certain days, it doesn't take James anytime to complete his homework assignments and at other times they are up past 10:00pm finishing because James lacks focus or is obstinate and refuses to participate. He has severe asthma and uses a nebulizer and Xopenex.



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

James was observed during several interviews to insert himself into the conversation even after being redirected. According to Bruce, James has been involved in adult conversations his entire life and has not had much, if any, discipline prior to him and Melanie getting together. Melanie described James as needy and being a momma's boy, he is the complete opposite personality of his stepfather and younger brother Byron. Bruce and James do Boy Scouts together and Bruce is the den leader. Melanie and James both state that James makes friends easily and is able to keep the friends that he does make. Bruce thinks that James is a little socially awkward and tries to help him interact with children in the neighborhood by inviting them to play ball or go ride bikes. Bruce described James as being abrasive with other children. The school noted similar interactions and observations. James doesn't understand that when he tells the girl down the street that he doesn't want to play with her because she talks too much, why she doesn't want to play with him the following day. Bruce doesn't feel that James has had consistent discipline or that consequences have been followed through with and his disrespectful behaviors continue to escalate. He throws fits if he doesn't get his way. Bruce said that James is not a bad kid, but he has been paid a disservice by not being told no and being punished for lashing out when he doesn't get his way.

James' MGM acknowledged that James can be difficult at times, but she usually gives him time to deescalate by providing him a quiet environment and time to settle down at which time she will talk with him about his behavior and reasons why he can't act the way he does at times.

James said he has a lot of friends. Said he doesn't have a hard time making or keeping friends. He described himself as "smart." He said he likes to play with his brother and help his mom watch the baby. James knows he takes medication to help him to pay attention and stay focused at school. He said he doesn't really notice a difference from when he isn't on but he said everybody says they notice a difference, that he's able to focus and finish his work. He said his mom or Bruce usually wake him in the morning for school, he gets dressed, brushes his teeth then goes downstairs for breakfast. He said mom usually makes breakfast or cereal and he takes the bus to school and back. When he gets home from school, he said usually his mom helps him with homework but he doesn't need a lot of help then he can play video games until bedtime at 9:00. He said he doesn't have any chores. James was observed interacting patiently with his siblings.

James' father, Michael Sandler, does not play an active role in James' life, only seeing him when James is being watched by the maternal grandmother.

Analysis: James presents as an articulate boy who is described by others as a smart kid with behaviors that can be challenging, disrespectful, argumentative, and prone to tantrums.

Observations and Interviews

Information was obtained from the following interviews and sources: Child, James Sandler, age 10; James' mother, Melanie Braun; James' stepfather Bruce Braun; MGM Pam Block, PGM Leann Beys, Michael Sandler, James' biological father; CPI observations; James' teacher Mr. Madison; James' counselor; DCF Prior history

Byron Braun

Byron was observed to be articulate with his mother and sibling, but shy with strangers like CPI, demonstrating age consistent stranger anxiety. He was prone to staying close to his mother during CPI visits to the home. He would spend his time in the living room watching the TV or would stand behind his mother. His mother stated that he was



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

very upset the night of the incident, he was yelling at his dad to leave his brother alone. He is described as very independent, he likes to go to the bathroom by himself and wipe himself; he doesn't like for others to come and check on him while he is in the bathroom. He likes to dress himself. His mother feels that his independence is due to him trying to keep up with his older brother. He is able to kick a large ball. He recognizes familiar things. He can and prefers to feed himself. He knows the names of things and people. Byron plays well with others and is able to speak clearly.

Analysis:

Byron presents as bright child, fully engaged in exploring his environment. He demonstrated gross and fine motor skills through walking, climbing and jumping as well as eating finger foods from a bowl; socialization skills as described; problem solving skills in that he figured out how to reach a book from a higher shelf by finding a stool and climbing up to get it; and appeared within normal limits re: his cognitive development.

Observations and Interviews

Information was obtained from the following interviews and sources: Byron's mother, Melanie Braun; biological father, Bruce Braun, MGM Pam Block, CPI observations and DCF Prior history

Shane Braun

Shane is 2 months old. The child appears to be within normal limits for height and weight. By report, he has doubled in weight since birth. He was observed cooing, he smiles for his mother when she feeding him. He was observed kicking his feet and moving his hands while feeding. He would look at his mother's face while she was talking to him. He puts his hands to his mouth. His mother is either breastfeeding him or supplementing with a bottle.

Analysis: Shane presents as developmentally within normal limits for physical, social-emotional, and cognitive development. There were no obvious physical, cognitive, or other developmental concerns noted nor any information provided to indicate an issue or concern.

Observations and Interviews

Information was obtained from the following interviews and sources: Shane's mother, Melanie Braun; biological father, Bruce Braun, MGM Pam Block, and CPI observations.

Related Child Functioning Impending Danger Threats:		Impending Danger Threat?	
Based on case information specific to the Child Functioning Assessment domain, indicate Yes, Impending Danger exists or No, Impending Danger does not exist.		Yes	No
Child shows serious emotional symptoms requiring intervention and/or lacks behavioral control and/or exhibits self-destructive behavior that the Parent/Legal Guardian or Caregiver are unwilling or unable to manage to keep the child safe		<input type="checkbox"/>	<input checked="" type="checkbox"/>

III. ADULT FUNCTIONING



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

How does the adult function on a daily basis? Overall life management. Include assessment and analysis of prior child abuse/neglect history, criminal behavior, impulse control, substance use/abuse, violence and domestic violence, mental health; include an assessment of the adult's physical health, emotion and temperament, cognitive ability; intellectual functioning; behavior; ability to communicate; self-control; education; peer and family relations, employment, etc.

Melanie Braun:

Melanie is 39 years old. She and Bruce have been married for 3 years. She has two children with her current husband and James from a previous marriage to Michael Sandler. She is still in contact with James' biological father as he lives with Melanie's mother. Melanie and Michael divorce due to Michael's severe depression. Melanie is employed as an assistant manager at Publix, she recently returned to work from maternity leave. Melanie has a few close friends from work that she relies on and confides in. Her mother, Pam, is a very strong support system for her as well. She has worked there for the last two years, and has steady employment history. She has her Bachelor's degree in Fashion Merchandising from FSU. She has been diagnosed with dyslexia. She denied any history of substance abuse or current mental health disorder; she takes medication for her thyroid. She said that she did have 'baby blues' with Byron and took antidepressants for a bit. She denied feeling that way with Shane, and stated that at the time Byron was born, she was under a lot of stress and had recently lost her job. She stated that she was forced to grow up rather quickly because her mother had a history of depression and she sometimes had to care for her mother once she was stabilized on medication. When her parents divorced, her maternal grandmother took on an active parenting role in Melanie's life. She said that her parents divorced when she was 2 years old. She said that she was extremely close with her mother and she continues to be. Melanie stated that her mother's depression has been managed for at least 10 years with medication. She was rebuilding her relationship with her father after finding him approximately 3 years ago when he collapsed from cardiac arrest and died several weeks prior to the this investigation. Melanie noted that she finds herself sad at times now but denies depression, suicidal or homicidal thoughts. Melanie reports that she was also picked on as a child for being overweight but that her mother and grandmother were very supportive.

Bruce believes that Melanie's mother is too involved in their marriage. Melanie has been under a lot of stress and copes with stress by crying. Melanie is very concerned with others' feelings. She was very aware of her actions as a child because she didn't want to upset her mother. When she gets time to herself she often thinks about her father or some of the problems she has with Bruce and she cries. She said that sometimes she cries a lot but not in front of the children. This Christmas was hard with her father passing. She has been a little sad because she has had to go back to work so soon and doesn't like being separated from her baby. Melanie described herself as a warm, caring, non-confrontational person who is having a hard time keeping things calm between her husband and her son.

Analysis:

Melanie appears conflicted between her relationship with her son and her relationship with her husband and has a difficult time managing both relationships and helping them to work past their disagreements. She is active in her relationship and community and has recently returned to the workforce. Given her non-confrontational personality, she justifies much of Bruce's binge drinking and volatile behavior and has a tendency to avoid confrontation with Bruce.

Observations and Interviews:

Information was obtained from the following interviews and sources: Melanie Braun; spouse Bruce Braun; MGM Pam Block; ex-husband Michael Sandler; mother in law Leann Beys; friend Ed Barth; CPI observations, and prior DCF history.



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Information Collection and Family Functioning Assessment

Bruce Braun:

Bruce is 30 years old. Melanie is his first marriage. He is currently employed at Florida City Concrete where he is a foreman and has been there for 3 years. Bruce is typically a quiet and reserved personality. He is a hard worker and holds himself and others to high expectations. He becomes frustrated when those others do not meet his expectations and he sometimes lashes out verbally. Bruce denied ever having any alcohol related problems at work, however his mother reports that he was fired from the Department of Treasury for showing up to work smelling like alcohol. Bruce discussed his alcohol intake as something he likes to do on occasion but not something that he has to do. He normally drinks maybe once a week, it isn't always to the point of intoxication. He said that the only time he and Melanie argue about it is if she is mad when he comes home and has been drinking. Bruce admits to drinking alcohol regularly as a teen and for years into adulthood. He stated he has a DUI in 2007 and was arrested from drunk and disorderly about the same time. Bruce has an extensive family history of alcohol abuse and violence. His father was an alcoholic and abusive towards him and his siblings. His siblings also have problems with drinking and have alcohol related arrests. He does not think he has a problem controlling his alcohol consumption and says he drinks for release only on the weekends. He said he may have a few beers during the week but denies ever drinking to intoxication during the week. He acknowledged that sometimes when he consumes too much alcohol, he will not remember parts of his night. He stated that he used to drink hard liquor but he said he was a mean drunk "like yelling at people and saying ugly things to people, being obnoxious and angry" so he stopped drinking hard liquor and only drinks beer now for the last 4 years. He said he doesn't think his personality changes when he drinks beer and that he feels he has control over how much he consumes; that he chooses to drink to excess when he is with his friends or brother. There has been a history of violence between Bruce and his brother, Steven, when they were drinking. Steven was saying degrading things to Bruce about Melanie and James, Bruce stood up for them and it resulted in a physical fight.

Bruce admitted that he will sometimes scream and yell and is impatient when he has been drinking. Bruce stated that there have been times when he has thrown things like dishes or pushed things out of his way like tables or chairs, but he denied ever throwing things at his family or another person and does not see it as an issue but rather 'a way to let off steam without hurting anybody'.

The main arguments between Bruce and Melanie are about James. He usually removes himself from escalating situations with James. Bruce describes himself as a fun person, easy to get along with, with high expectations. Family and friends report that Bruce is a very nice person and caring husband and father when he is not drinking, but when he is drinking there is a significant change in his behavior and demeanor.

Analysis:

Bruce's quiet and reserved personality changes when he starts drinking. When he consumes alcohol, his personality becomes hostile, volatile, and aggressive. He is sometimes physically assaultive with his wife and stepson when he drinks. This appears to be a pervasive pattern of behavior that has recently escalated. **Observations and**

Interviews:

Information was obtained from the following interviews and sources: spouse Melanie Sandler Braun; Bruce Braun; mother in law Pam Block; Melanie's ex-husband Michael Sandler; PGM Leann Beys; friend Ed Barth; CPI observations, and prior DCF history



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Related Adult Functioning Impending Danger Threats:	Impending Danger Threat?
Based on case information specific to the Adult Functioning Assessment domain, indicate Yes, Impending Danger exists or No, Impending Danger does not exist.	<div style="display: flex; justify-content: space-around;"> Yes No </div>
Parent/Legal Guardian or Caregiver is violent, impulsive, cannot or will not control behavior or is acting dangerously in ways that have seriously harmed the child or will likely seriously harm to the child.	<div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> <input type="checkbox"/> </div>

IV. PARENTING

General – What are the overall, typical, parenting practices used by the parents/legal guardians? Discipline/Behavior Management – What are the disciplinary approaches used by the parents/legal guardians, and under what circumstances?

Melanie Braun:

Melanie described being a parent as rewarding and challenging at the same time. Melanie remembers when she was a child trying not to get in trouble and she is very cautious of how her actions affect other people's feelings. With that, she thinks that is why she has a hard time holding James accountable for his negative behaviors because she doesn't want him to not like her or become upset with her. Melanie thinks that James often intentionally says things to upset her and make her cry because he knows she won't hold him accountable. She believes that sometimes James needs to be spanked but she doesn't usually do it. She feels like physical discipline should be the last resort. She allows Bruce to spank James but he doesn't do it frequently. She said that after James is spanked, his attitude changes and he is apologetic for his actions. She admits that she is not consistent with discipline.

Melanie was observed talking gently to Shane, smiling at him and engaging him in playful interaction. When she was observed interacting with Byron, Melanie was attentive, interested, and patient talking with the child, not at the child.

Her most rewarding thing about being a parent is how much she is loved. Her family describes Melanie as an active parent, involved in everything from school and homework. Melanie does most of the child rearing in the household.

Analysis: Melanie understands only the basics of raising a child with ADHD and manages James' diagnosis and treatment only during the weekdays for school. Melanie appears to parent who avoids confrontation and makes decisions often based on emotion. Melanie grew up in an environment where her mother suffered through the ups and downs of depression and at least one hospitalization and although her mother is stable now on medication, she was often thrown in the caregiver role of her mother. She is uncomfortable with confrontation from disciplining James, redirecting James, upsetting her mother, or her husband and abdicates discipline responsibility to others. She is a people pleaser and does not want to look like the villain in the eyes of her children, preferring to present as the rescuer. Melanie may not fully understand child development impacts on adult interactions.

Observations and Interviews

Information was obtained from the following interviews and sources: Melanie Sandler Braun; spouse Bruce Braun; MGM Pam Block; ex-husband Michael Sandler; mother in law Leann Beys; friend Ed Barth; CPI observations, and prior DCF history

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Information Collection and Family Functioning Assessment

Bruce Braun:

Bruce always wanted to be a father and considers it "the most important job in the world". Bruce feels he is very family oriented and spends quality time with all three of his children. Bruce and James are very involved in Boy Scouts, Bruce is the den leader. When he moved in with Melanie and James, it was his first time parenting a child (James was approx. 4 yrs old then). He didn't know that all children were not like James until he started talking to more people and seeing his friends' children. He doesn't think that James was disciplined or corrected prior to him coming into their lives. He doesn't think that it is appropriate that James is involved and made aware of so much adult conversation. He admits that it frustrates him when he is speaking to Melanie about what he expects of James and if he doesn't complete certain tasks what the punishment should be and James will interrupt and tell them what he will and will not do. He thinks that the child wastes time on doing his homework and then waits until it is late at night.

His philosophy on homework is different than Melanie's; she thinks she needs to sit next to him while he does it and help him the entire time. Bruce thinks that the homework is to be done by James and if he has a question, to ask and when he is done they check it. He believes that James is a smart child. He doesn't want his children to end up like James disrespecting him and Melanie. He thinks that children need discipline and routine. He said that Melanie will let James play video games because it is easier for her. He has taken the TV out of James' room. He doesn't like that he is undermined by Melanie and her mother. He feels that he is an adult in the home and he needs to make the rules. He has worked with James for the last 2 years on having a bedtime; he thinks it is important to the child and for him and Melanie because it allows them to have time to themselves as a couple. Bruce and James' relationship is good when it is just the two of them. When they are doing Boy Scouts together, there is no conflict, but after he gets home from the grandmother's house from the weekend, there is always attitude.

His philosophy of parenting is trying to teach them what is right and wrong, having good manners and respect and he hopes to have it sunk in by the time they turn 18 years old. He thinks it is rewarding when children say thank you and he feels that your children are a reflection on the parent's parenting. He is having difficulty learning how to manage so many different attitudes. He has only spanked James about 6 times and never Byron given his age; he uses time out with the James and Byron. He feels that Melanie doesn't help him or follow through with the discipline that they decide and it makes it harder in the long run for James to learn what is acceptable and not.

Bruce is thrilled to be a parent and considers it a dream come true. He recognizes the awesome responsibility of being a parent and is afraid to 'mess up.' He understands his protective role and hopes to give his children the love and attention he never received from his own father. He believes that they are lucky because they have grandparents that are available and able to watch the children.

Family and friends describe Bruce as a wonderful, patient and involved father with Byron and Shane. They recognize the challenges between Bruce and James, but overall, see their relationship growing. Bruce's drinking does inhibit the positive growth of Bruce's and James' relationship with Bruce's behavior often undoing the very lessons he is trying to teach.

Analysis: Bruce is a caring parent and informed stepparent who is trying to make a lasting and positive bond with his stepson James, but he has a difference of opinion about how children should behave than James' mother, Melanie and he thinks James is rebellious and argumentative to spite Bruce.



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

Observations and Interviews:

Information was obtained from the following interviews and sources: spouse Melanie Braun; Bruce Braun; mother in law Pam Block; Melanie's ex-husband Michael Sandler; PGM Leann Beys; friend Ed Barth; CPI observations, and prior DCF history

Related Parenting Impending Danger Threats:

Based on case information specific to the Parenting General and Parent Discipline Assessment domains, indicate Yes, Impending Danger exists or No, Impending Danger does not exist.

Parent/Legal Guardian or Caregiver is not meeting child's basic and essential needs for food, clothing, and/or supervision AND the child is/has already been seriously harmed or will likely be seriously harmed.

Parent/Legal Guardian or Caregiver is threatening to seriously harm the child and/or parent/legal guardian or caregiver is fearful he/she will seriously harm the child.

Parent/Legal Guardian or Caregiver views child and/or acts toward the child in extremely negative ways AND such behavior has or will result in serious harm to the child.

Impending
Danger Threat?

Yes

No

☐
☒
☐
☒
☐
☒

V. PARENT/LEGAL GUARDIAN PROTECTIVE CAPACITIES ANALYSIS

If there are more than five Parent/Legal Guardians to assess, complete Appendix A – Parent/Legal Guardian Protective Capacities Analysis

Adults	Capacity Categories and Types															
	Behavioral						Cognitive						Emotional			
	Controls Impulses	Takes Action	Sets aside own needs for child	Demonstrates adequate skills	History of Protecting	Adaptive as a Parent/Legal Guardian	Is self-aware	Is intellectually able	Recognizes threats	Recognizes child's needs	Understands protective role	Plans and articulates plans for protection	Meets own emotional needs	Is resilient	Is tolerant	Is stable
Melanie Braun	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y	Y
Bruce Braun	N	Y	N	Y	Y	N	N	Y	N	N	Y	Y	N	Y	N	Y

Parent/Legal Guardian Protective Capacity Determination Summary:

Yes

No

Protective capacities are sufficient to manage identified threats of danger in relation to child's vulnerability?

☐
☒

VI. CHILD SAFETY DETERMINATION AND SUMMARY

If there are more than five children to assess, complete Appendix B – Child Safety Determination and Summary



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

Child	Safety Determination
James Sandler	Safe – No impending danger safety threats that meet the safety threshold. Safe – Impending danger threats are being effectively controlled and managed by a parent/legal guardian in the home.
	<input checked="" type="checkbox"/> Unsafe
Byron Braun	Safe – No impending danger safety threats that meet the safety threshold. Safe – Impending danger threats are being effectively controlled and managed by a parent/legal guardian in the home.
	<input checked="" type="checkbox"/> Unsafe
Shane Braun	Safe – No impending danger safety threats that meet the safety threshold. Safe – Impending danger threats are being effectively controlled and managed by a parent/legal guardian in the home.
	<input checked="" type="checkbox"/> Unsafe
	Safe – No impending danger safety threats that meet the safety threshold. Safe – Impending danger threats are being effectively controlled and managed by a parent/legal guardian in the home.
	Unsafe

Child Safety Analysis Summary:

When the reported incident occurred, Bruce had been excessively drinking for over 8 hours and violently lashed out at James and Melanie because James disrespected him. Bruce's alcohol consumption exacerbates the danger in the home to the children because it inhibits Bruce's willingness or ability to control his impulses and his physical and verbal aggressiveness has escalated with James and Melanie. Within the last year, there have been at least three incidents of alcohol related violence in the home which are increasing in severity. There are also reports of physical violence and aggressiveness by Bruce towards others outside of the home when he has been drinking. Bruce has encountered alcohol related problems in his life since his teen years. His alcohol related outburst are becoming more frequent and more violent. There are concerns that he is drinking so much that he cannot remember his actions the next day. All the children were present during this recent incident and while Bruce has not acted aggressively towards Byron or Shane his actions could very likely result in substantial injury to these very young children.

VII. IN-HOME SAFETY ANALYSIS AND PLANNING

	Yes	No
The Parent/Legal Guardians are willing for an in-home safety plan to be developed and implemented and have demonstrated that they will cooperate with all identified safety service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The home environment is calm and consistent enough for an in-home safety plan to be implemented and for safety service providers to be in the home safely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety services are available at a sufficient level and to the degree necessary in order to manage the way in which impending danger is manifested in the home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An in-home safety plan and the use of in-home safety services can sufficiently manage impending danger without the results of scheduled professional evaluations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Parent/Legal Guardians have a physical location in which to implement an in-home safety plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Family Functioning Assessment

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Version 1.0
07/01/2013



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Information Collection and Family Functioning Assessment

If "Yes" to all of SECTION VII. above – Child(ren) will remain in the home with an In-Home Safety Plan

☒ In-Home Safety Plan

The child(ren) is/are determined "unsafe," but through in-home safety analysis above, an in-home Impending Danger Safety Plan is executed which allows a child to remain in the home with the use of in-home safety management and services in order to manage the way in which impending danger is manifested in the home while treatment and safety management services can be determined and initiated.

- ❖ A safety plan must be implemented, monitored, and actively managed by the Agency.
- ❖ The case will be opened for safety management and case management services

If "No" to any of SECTION VII. above – Out of Home Safety Plan is the only protective intervention possible for one or more children. Out of Home Safety options should be evaluated from least intrusive (e.g. family-designated arrangements as a task or condition of the Out of Home Safety Plan) to most intrusive (e.g. agency removal and placement).

Given family dynamics and circumstances, also evaluate and determine if In-Home Safety Plan needs judicial oversight to facilitate court accountability. Refer to administrative code and operating manual for guidance.

☐ Out-of-Home Safety Plan

- ❖ An impending danger safety plan must be implemented, monitored, and actively managed by the Agency.
- ❖ The case will be open for safety management, case management, and reunification services

If an Out-of-home Safety Plan is necessary, summarize reason for out of home safety actions and conditions for return. Conditions for return should be related to reasons for removal and behaviorally based. These are parent/legal guardian actions and behaviors that must be demonstrated to sufficiently address the impending danger and allow for the child to safely return home with an In Home Safety Plan and continued safety and case plan services and management.

B. Braun's Prior Criminal History

Sent: 2014-01-10 11:20:14
MNE-HDR: Y12345678
TEST-IND-HDR: N
ATTN-HDR: DCF/FAH/ 2014-000001
CONT-NBR-HDR: 1111
MKE: FQI
ORI: FL111111F
FN: BRUCE
LN: BRAUN
RAC: W
SEX: M
DOB: 19831017 PUR-
CCH: Q

Received: 2014-01-10 11:21:10 DEV-NBR-
HDR:
MNE-HDR: Y12345678
ATTN-HDR: DCF/FAH/2014-000001 CONT-NBR-
HDR: 1111
DTE-HDR: 20140110
TIME-HDR: 1121
MSG-NBR-HDR: 00002
MKE: FC
FC FL111111F00000008 QDCF/FAH/2014-000001

-FLORIDA CCH RESPONSE--
ATN/DCF/FAH/2014-000001
FC.DLE/00000008.PUR/Q.ATN/DCF/FAH/2014-000001
SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 1
BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME,
A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR FUTURE
USE

- FLORIDA CRIMINAL HISTORY -

NAME	STATE ID NO.	FBI NO.	DATE REQUESTED
BRAUN, BRUCE	FL-32134547		01/10/2014
SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR BIRTH PLACE SKIN DOC NO.			
M W 10/17/1983 5'11" 185 BRO BRO			

AKA	DOB	SOC	SCR/MRK/TAT
BRAWN, BRUCE	10/27/1983		
BRAUN, BRAD	10/17/1984		

--CONTINUED--

SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 2

ARREST- 1 01/03/2005 OBTS NO.-0012345678
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT
(FL1110000)
AGENCY CASE-OFFENSE DATE-01/03/2005
CHARGE 001-BATTERY-
STATUTE/ORDINANCE- LEVEL-FELONY, 3RD DEGREE
JUDICIAL-
AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)
CHARGE 001 - COURT SEQ COURT NO. -000000XX123122121X00001
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 1ST DEGREE
PROSC DATA-BATTERY-
STATUTE/ORDINANCE-FL784.03(1) LEVEL-MISDEMEANOR, 1ST DEG
STATUTE DESCRIPTN-BATTERY-
PROS-ACTION-DATE-03/12/2005 ACTION-FILED
DISP DATE- 08/04/2005 DISP-NOLLE PROCESSED

ARREST- 2 01/12/2007 OBTS NO.-0000123456
ARREST AGENCY-ORANGE COUNTY SHERIFF'S OFFICE
(FL02220000)
AGENCY CASE-OFFENSE DATE- 01/12/2007
CHARGE 001-RACING HWY-
STATUTE/ORDINANCE-316.191 LEVEL-
MISDEMEANOR, 1ST DEG
JUDICIAL-
AGENCY-ORANGE COUNTY COURT (FL0222Y00J)
CHARGE 001 - COURT SEQ COURT NO. -000000XX123442121X00001
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 1ST DEGREE
PROSC DATA-RACING HWY-
STATUTE/ORDINANCE-FL316.191 (2) LEVEL-MISDEMEANOR, 1ST DEG
STATUTE DESCRIPTN-RACING HWY-
PROS-ACTION-DATE-11/20/2007 ACTION-FILED
DISP DATE- 11/27/2007 DISP-NOLLE PROCESSED

ARREST- 3 04/22/2007 OBTS NO.-00667788
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT
(FL1110000)

--CONTINUED--

SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 3

AGENCY CASE-OFFENSE DATE- 04/22/2007

CHARGE 001-DISORDERLY INTOX-

STATUTE/ORDINANCE- 856.011(1) LEVEL-

MISDEMEANOR 2ND DEG

JUDICIAL-

AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)

CHARGE 001 – COURT SEQ COURT NO. -000000XX123333121X00001

SUPPLEMENTAL ARREST DATA-

STATUS-LEVEL-MISDEMEANOR, 2ND DEGREE

PROSC DATA-DISORDERLY INTOX-

STATUTE/ORDINANCE-FL856.011(3) LEVEL-MISDEMEANOR, 2ND DEG

STATUTE DESCRIPTN-DISORDERLY INTOX-

PROS-ACTION-DATE-05/13/2007 ACTION-FILED

DISP DATE- 10/28/2007 DISP-DROPPED/ABANDONED

ARREST- 4 05/06/2007 OBTS NO.-00667788

ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT

(FL1110000)

AGENCY CASE-OFFENSE DATE- 05/06/2007

CHARGE 001-DISORDERLY INTOX-

STATUTE/ORDINANCE- 856.011(1) LEVEL-

MISDEMEANOR 2ND DEG

JUDICIAL-

AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)

CHARGE 001 – COURT SEQ COURT NO. -000000XX123333121X00001

SUPPLEMENTAL ARREST DATA-

STATUS-LEVEL-MISDEMEANOR, 2ND DEGREE

PROSC DATA-DISORDERLY INTOX-

STATUTE/ORDINANCE-FL856.011(3) LEVEL-MISDEMEANOR, 2ND DEG

STATUTE DESCRIPTN-DISORDERLY INTOX-

PROS-ACTION-DATE-06/10/2007 ACTION-FILED

DISP DATE- 02/11/2008 DISP-CONVICTED-FINE

ARREST- 5 06/13/2007 OBTS NO.-00667788

ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT

(FL1110000)

AGENCY CASE-OFFENSE DATE- 06/13/2007

CHARGE 001-DISORDERLY INTOX-

STATUTE/ORDINANCE- 856.011(1) LEVEL-

MISDEMEANOR 2ND DEG

JUDICIAL-

AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)

CHARGE 001 – COURT SEQ COURT NO. -000000XX123333121X00001

--CONTINUED--

SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 4

SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 2ND DEGREE
PROSC DATA-DISORDERLY INTOX-
STATUTE/ORDINANCE-FL856.011(3) LEVEL-MISDEMEANOR, 2ND DEG
STATUTE DESCRIPTN-DISORDERLY INTOX-
PROS-ACTION-DATE-07/02/2007 ACTION-FILED
DISP DATE- 04/10/2008 DISP-CONVICTED-PROB/JAIL
SENTENCING DATE
SENTENCING AGENCY
SENTENCE 001 DAYS JAIL; 038 MONTHS PROBATION; FINE

THIS RECORD CONTAINS FLORIDA INFORMATION ONLY. WHEN
EXPLANATION OF A CHARGE
OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE
AGENCY THAT CONTRIBUTED THE RECORD INFORMATION. THIS
RECORD MAY ONLY BE USED FOR THE PURPOSES DEFINED BY
FLORIDA STATUTE.
THIS CONTAINS FLORIDA RECORD ONLY.
UNKNOWN AS TO NATIONAL RECORD STATUS.
END OF RECORD

--END--

JIS SYSTEMS CHECKED

APPRISS: Booking System
DHSMV: DAVID
Department of Corrections
Department of Juvenile Justice System

JIS SYSTEMS NOT CHECKED

Sandler/Braun Child Investigative Summary



CONFIDENTIAL INVESTIGATIVE SUMMARY (IS) Child In-Home Investigation (without Reporter Information)

Case Name: Sandler, Melanie	Intake Number: 2012-000000-01	Investigation Sub-Type: In-Home	County:
Date/Time Intake Received: 02.28.2012 11:35 AM		Date/Time Screening Decision:	Protective Investigator: Duncan, Sabrina
Date/Time Investigation Closed: xx/xx/2012		Protective Investigator Supervisor: Townsend, Charles	

I. Allegation Narrative(s):

Initial:

There are allegations of Physical Injury. Last night, (02.27.12) James was getting beat up by his step-father Bruce Braun. Step-father Bruce cornered James and struck him. It is unknown if James sustained injuries. It is unknown if mother Melanie was present. There is history of similar issues. DCF has been involved in the past.

Step-father Bruce is an alcoholic; he drinks every weekend to intoxication. Step-father may be intoxicated when he strikes James and is caring for his own child Byron.

Step-father broke the mother Melanie's arm in the past. No other details are known.

When it comes to disciplining James, the mother allows the step-father Bruce to do what he wants to do. Mother Melanie is Bipolar. All the mother does is yell at James for discipline. No other information was obtained regarding dynamics of the family.

Supplemental - 02

On February 27, 2012, the stepfather cornered child James and hit him. It is not known if James was injured or bruised. In the past, the stepfather scratched James on his arm when disciplining. There is a past report of DV between the stepfather Bruce and mother Melanie.

The mother Melanie is Bipolar. She stays at home and cares for the kids. She yells at the kids as discipline.

The stepfather Bruce works at a call center. He yells and screams at the kids.

James' father Michael Sandler is unemployed. He talks to James and uses time out as discipline.

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CONFIDENTIAL INVESTIGATIVE SUMMARY (IS) Child In-Home Investigation (with Reporter Information)

frustrations. Police responded and James told them that it was his fault because of the things he was yelling at Bruce. There were no marks, redness or injuries noted by anyone at that time and none manifested afterward. All denied any previous similar incidents and cited this as the first time "to get James' attention" because he was yelling and would not listen. Bruce admits to being a social drinker and denies issues with control. He acknowledged that he was drinking that night, but denied that alcohol was a factor in the altercation. All who were interviewed denied excessive alcohol consumption or issues of drinking; all denied any violence or out of control behavior from Bruce regardless of drinking. There does not appear to be any danger to the child at this time. The home was observed to be appropriate and free of obvious environmental or health hazards. The mother Melanie and father/stepfather Bruce are providing for the care of the children

B. Child Vulnerability Implications

Child James attends Florida City Elementary school daily and is an honor student. He is verbal and articulate. The child appears well cared for and there were no signs of physical or emotional abuse. He is diagnosed with ADHD for which he takes two medications to manage it: Concerta and Ritalin. He is involved in BoyScouts and has strong familial support with his grandparents and biological father

Child Byron is a one year old and is a vulnerable child by age.

There is a potential connection or logical relation between the child James' challenging behaviors, his vulnerabilities stemming from his behavioral diagnosis and Bruce and Melanie's reaction to those behaviors as he ages. The parents seem to be having some challenges managing James' negative attention seeking behaviors and would benefit from home-based parenting education and skill building specific for James' age and children with challenging behavior.

C. Protective Capacities Implications

There is one prior report regarding the mother Melanie and maternal grandmother Pam Block with whom the mother and James resided during Melanie's divorce from James' father Michael in 2009. Bruce was not involved with the family at that time and therefore this is his first involved DCF report. There is a support system in place. Both Melanie and Bruce get help from family and friends and James' father is a support for him. Melanie and Bruce were observed interacting with the children James and Byron and they did so in a constructive manner, with patience. All interviewed describe Melanie and Bruce as positive role models and involved parents. James' biological father, while worried about this incident between James and Bruce, stated he has never been concerned with Melanie's and Bruce's parenting or ability to problem solve, recognize threats or control their impulses. Bruce is described as a social drinker by all with no out of control behaviors noted or described. The mother and father Bruce have the ability to protect the children and are doing so.

D. Criminal History Summary Implications for Child Safety

The criminal history associated with this family does not present as concerning related to the children's safety. Melanie has no criminal history and Bruce has an arrest in 2007 for disorderly conduct in public. While that arrest has indications of poor impulse control, it has not been indicated to be a regularly recurring pattern of behavior based on no other arrests and on interviews conducted during the course of this investigation.

E. Prior Reports and Services Records Implications for Child Safety

The prior DCF history included one report in 2009 regarding the mother Melanie and maternal grandmother Pam Block as the alleged perpetrators with allegations of Environmental Neglect and Inadequate Supervision. At that time, the home was found to be somewhat cluttered with toys, but not dangerous. As then, there was no indication of environmental hazard or dangerous living conditions during the course of this investigation. Similarly, at the time of the 2009 report, evidence supported that the mother and grandmother were vigilant with James' supervision when he was outside riding his bike or playing and always ensured that either an adult or a responsible person was outside with the child to ensure his safety. Similarly, information collected during this investigation supports positive, involved parenting and adequate supervision. This is the first investigation involving stepfather Bruce Braun.

V. Overall Safety Assessment

The overall risk is low to the children at this time. While visiting family, it appears that the step father Bruce and child James became engaged in a yelling match. After numerous corrections and redirection from the mother Melanie and stepfather Bruce, Bruce took James outside to talk with him about his behavior. James became argumentative and told Bruce that he didn't have to listen to him and that he would do what he wanted to do then turned to leave and go back inside. Bruce reached for James to continue talking to him and James yelled that he hated Bruce. Bruce and James acknowledged that Bruce struck James on the cheek with an open hand. They both

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CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

denied force or injury. James contacted his biological father Michael and reported that Bruce had just beat him up to which law enforcement was contacted. James and Bruce continued to talk and resolve their frustrations. Police responded and James told them that it was his fault because of the things he was yelling at Bruce. There were no marks, redness or injuries noted by anyone at that time and none manifested afterward. All denied any previous similar incidents and cited this as the first time "to get James' attention" because he was yelling and would not listen.

Bruce admits to being a social drinker and denies issues with intake control. He acknowledged that he was drinking that night, but denied that alcohol was a factor in the altercation. All who were interviewed denied excessive alcohol consumption or issues of drinking; all denied any violence or out of control negative behavior from Bruce regardless of drinking.

There does not appear to be any danger to the child at this time. The home was observed to be appropriate and free of obvious environmental or health hazards. The mother Melanie and father/stepfather Bruce are providing for the care of the children

VI. Summary/Findings Implications

Investigation complete.

The case is being closed with a maltreatment finding of Not Substantiated for allegations of Physical Injury. Given the ongoing parenting challenges associated with this blended family and this escalation to Bruce striking the child James in a high risk area despite there being low force and no injuries, it is recommended that the family consider home-based parenting and skill building preventative services particularly focused on James' age range and understanding how to parent a child with ADHD or difficult behaviors.

There is a logical connection between the child James' challenging behaviors, his vulnerabilities stemming from is behavioral diagnosis and Bruce and Melanie's reaction to those behaviors as he ages. The parents seem to be having some challenges managing James' negative attention seeking behaviors

This case is being closed with a maltreatment finding of No Indicators for allegations of Substance Misuse-Alcohol. Although the parents acknowledge that they are social drinkers, Melanie and Bruce, witnesses, and all interviewed deny any out of control behaviors or excessive drinking to the point of intoxication, disorder or violence on that date or any other occasion. It is not possible, given information collected, to determine if alcohol, even in limited amounts, exacerbated or contributed to the Bruce's actions. All interviewed denied any prior incident of physical violence/discipline, including the child James.

VII. Recommended Disposition

Given the ongoing parenting challenges associated with this blended family and this escalation to striking the child despite there being low force and no injuries, it is recommendation that the family consider home-based parenting and skill building preventative services particularly focused on James' age range and understanding how to parent a child with ADHD or difficult behaviors.


VIII. Signatures

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Preparing for Case Transfer: Reviewing the FFA and Safety Plan

- Identify gaps and discrepancies in information.
- Ensure there is sufficient information to support that the children are unsafe and family is in need of case management services.
- Ensure safety plan is sufficient to manage danger threats.



FLORIDA DEPARTMENT OF
CHILDREN AND FAMILIES
MYFLORIDAFAMILY.COM

- 

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Activity B: Preparing for Case Transfer, Reviewing FFA-Investigation

Instructions:

- Read the Sandler/Braun FFA-Investigation (pages 31-42) and the Impending Danger Safety Plan.
 - As a group answer the questions using CFOP 170-1, Chapters 2-5.
 - Be prepared to discuss.
-

1. Does the documentation associated with the 6 assessment areas in the FFA-Investigation sufficiently answer the 6 assessment questions?
2. Do you understand how impending danger is occurring in the family?
3. Can the family adequately control and manage for the child's safety without direct assistance from Department ongoing intervention?
4. Can in-home safety plan sufficiently manage impending danger?

5. Does out-of-home placement continue to be necessary?

6. Identification of Caregiver Protective Capacities?

Sandler Impending Danger Safety Plan



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Child Safety Plan

Case Name:	Braun, Melanie	Intake/Investigation ID:	2014-000001
Worker Name:	Garrett, Kelly	Effective Date:	02/20/2014
Safety Plan Purpose:	Impending Danger		

Child Name	Date of Birth	Age
James Sandler	11/03/2003	10
Byron Braun	01/24/2011	3
Shane Braun	11/16/2013	2 months
If there are more than five children, please list all remaining children in this row:		

I. DANGER THREAT(S) DESCRIPTION

Specific Threats to Child Safety – Describe safety concerns that would pose present or impending danger

When the reported incident occurred, Bruce had been excessively drinking for over 8 hours and violently lashed out at James and Melanie because James disrespected him. Bruce's alcohol consumption exacerbates the danger in the home to the children because it inhibits Bruce's willingness or ability to control his impulses and his physical and verbal aggressiveness has escalated with James and Melanie. There are also reports of physical violence and aggressiveness by Bruce towards others outside of the home when he has been drinking. Bruce has encountered alcohol related problems in his life since his teen years. His alcohol related outbursts are becoming more frequent and more violent. There are concerns that he is drinking so much that he cannot remember his actions the next day. All the children were present during this recent incident and while Bruce has not acted aggressively towards Byron or Shane his actions could very likely result in substantial injury to these very young

Worker will provide a copy to persons included in the plan to ensure child safety
Original: Caregiver
Copy: File

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Version 1.0
07/01/2013



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Child Safety Plan

children.



II. SAFETY PLAN

Actions to Keep Child Safe	Who is Responsible for the Action?	Resources or People Who Will Help	Freq. of Intervention	Who is Responsible for Monitoring
Ed Barth will call Bruce every weekday at 6pm while Bruce is on his way home from work to ensure Bruce is not stressed and has no plans of drinking. If during this call, Ed determines that Bruce is or will likely be drinking that evening, then he will contact Pam so that she can make arrangements to either stay the night in the home or take the children to her house.	Ed Barth	Pam Block	Every Week Day	Child Welfare Professional

Worker will provide a copy to persons included in the plan to ensure child safety
Original: Caregiver
Copy: File

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Version 1.0
07/01/2013



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Child Safety Plan



Pam Block will greet Bruce at the home every week day to ensure that Bruce came home without drinking, that there is no alcohol in the home and she will help Melanie and Bruce with the nightly activities including homework.	Pam Block		Every Weekday	Child Welfare Professional
If during Pam's weeknight visits she observes Bruce to become agitated, frustrated or aggressive during evening parenting activities, such as homework or family time, she will take the children, and Melanie is welcome to go also if she chooses, to her home until she has confirmed that Bruce has calmed down. Allowing them to stay overnight if needed. She will also contact the Child Welfare Professional to notify him/her that this has	Pam Block		Every Weekday	Child Welfare Professional

Worker will provide a copy to persons included in the plan to ensure child safety
 Original: Caregiver
 Copy: File

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FLORIDA SAFETY DECISION MAKING METHODOLOGY

Child Safety Plan

Every Friday at 6pm through Sunday at 6pm, the children will stay with paternal grandmother, Leann Beys. If when Leanne returns the children to the home on Sunday evening, Bruce has been drinking, then she will take the children to the Pam Block's home to stay the night or Pam will come to the home to stay with the family. Leann, Bruce and Melanie will make arrangements for any contact between the Melanie and Bruce and the children.	Leann Beys	Pam Block	Friday 6pm-Sunday 6pm	Child Welfare Professional
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III. TERMINATION

Termination Date:

Reason Plan is No Longer Required:

Select a Reason

Other Reason Plan is No Longer Required:

IV. SIGNATURES

Caregiver:

Date:

Caregiver:

Date:

Other:

Date:

Worker will provide a copy to persons included in the plan to ensure child safety

Original: Caregiver

Copy: File

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07/01/2013



FLORIDA SAFETY DECISION MAKING METHODOLOGY

Child Safety Plan

Other:

Date:

Other:

Date:

Worker:

Date:

Supervisor:

Date:

Worker will provide a copy to persons included in the plan to ensure child safety
Original: Caregiver
Copy: File

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Unit 2.3:

Case Types

Learning Objectives:

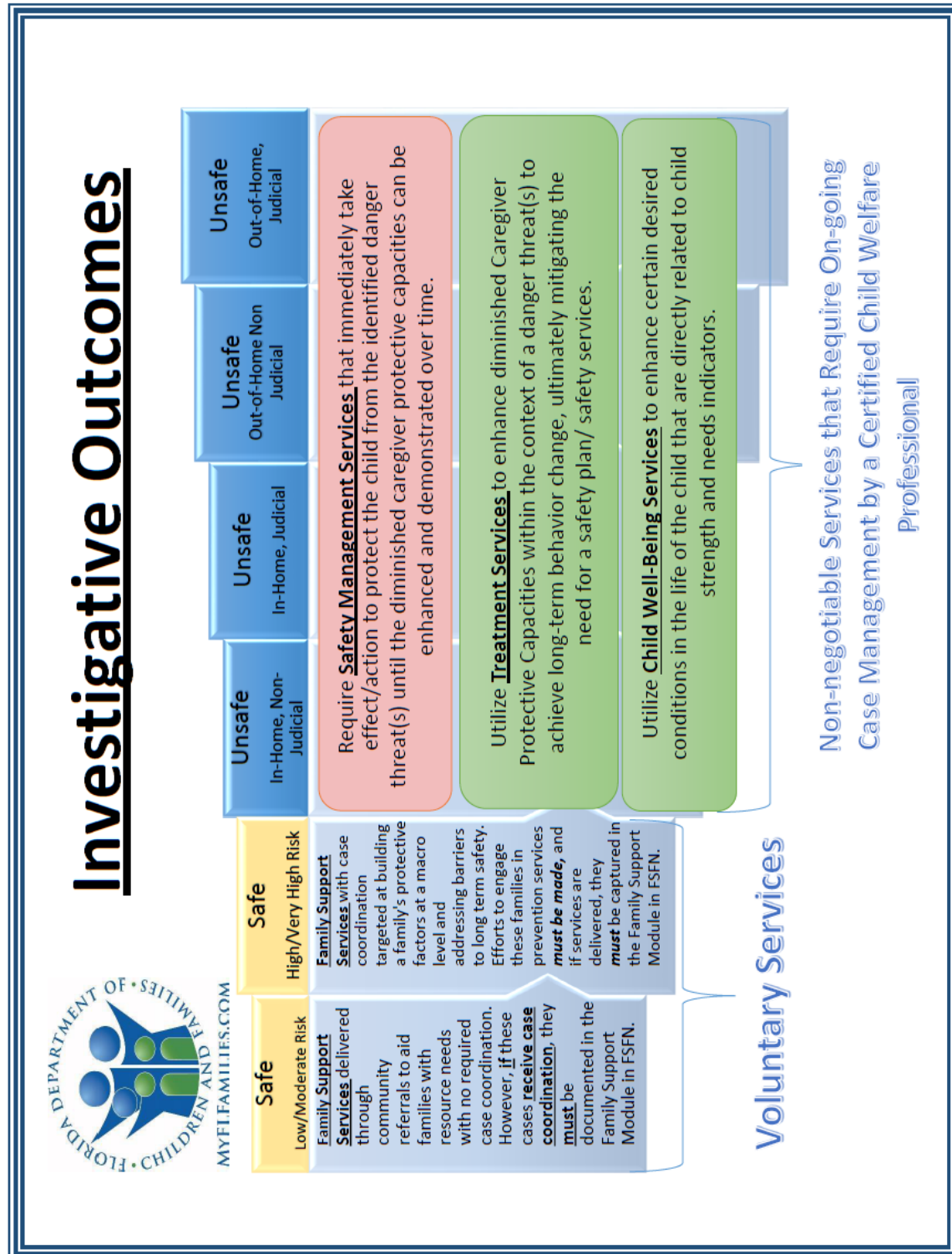
1. Identify Florida's service array, including the different types of case management cases.
2. Explain the four types of Special Conditions Referrals, including their differences.

References:

- s. 39.01 (7), F.S., Definition of child-on-child sexual abuse

Case Management Services

- Case Management Services for families with unsafe children is non-negotiable
- Case Management Services will always include:
 - Safety Management Services
 - Treatment Services
 - Well-Being Services



There are four ways families with unsafe children can be served.

1. **Non-Judicial:** Full service provision is possible without court involvement. An in-home safety plan is sufficient to manage the identified danger threats.
2. **Out-of-Home Non-Judicial:** Full service provision is possible without court involvement. An out-of-home safety plan is in place because an in-home safety plan is not sufficient to manage the identified danger threats.
3. **In-Home Judicial:** Family resources are compromised or insufficient to perform the activities or tasks required to ensure the child's safety and the Child Welfare Professional must pursue court supervision of the case plan. An in-home safety plan is sufficient to manage the identified danger threats.
4. **Out-of-Home Judicial:** Family resources are compromised or insufficient to perform the activities or tasks required to ensure the child's safety and the Child Welfare Professional must pursue court supervision of the safety plan and case plan. An out-of-home safety plan is in place because an in-home safety plan is not sufficient to manage the identified danger threats.

Special Conditions Referrals

Special Conditions Referrals are initiated when a call is made to the Florida Abuse Hotline that does not meet the criteria for an abuse, neglect or abandonment investigation, but requires a response. The response can be made by:

1. The Department's Investigators or Licensing staff
2. The Sheriff's Office providing Protective Investigations
3. Contracted Case Management or Licensing personnel.

There are four types of Special Conditions Referrals:

1. Child-on-Child Sexual Abuse

2. Foster Care Referrals

3. Caregiver Unavailable

4. Parent Needs Assistance Referrals

Activity C: What is it? Case Scenarios

Instructions:

1. Read the Scenarios.
2. Answer questions one and two for each scenario

Question 1: Determine if the case scenario is describing Case Management Services or a Special Conditions Referral.

Question 2: Based off of your answer from the first question select which type of Case Management Services or Special Conditions Referral the scenario is describing.

Case Scenario #1:

A report is received stating an 8-year-old child is being forced to do sexual activities with her 12-year-old neighbor almost everyday.

1. Case Management Services or Special Conditions Referral:
2. Type of Case Management /Special Conditions Referral:

Case Scenario #2:

A shelter petition was filed after it was determined that Sam Jr. was unsafe and an in-home safety plan was not sufficient to manage the danger threats active in his household. The shelter order was granted and Sam Jr. is currently placed in a foster home.

1. Case Management Services or Special Conditions Referral:
2. Type of Case Management /Special Conditions Referral:

Case Scenario #3:

The report alleges that a third-grade student told her teacher that her foster home is filthy. She also told the teacher that the foster mother yells at her all the time and she is thinking about running away.

1. Case Management Services or Special Conditions Referral:
2. Type of Case Management /Special Conditions Referral:

Case Scenario #4:

Three-year old Joey lives in the home with his mother. An abuse report was received on the family and the Child Protective Investigator assigned to the case determined through the Family Functioning Assessment that Joey is unsafe. The mother is willing to participate in case management services and an in-home safety plan has been implemented that sufficiently manages the danger threats in the home.

1. Case Management Services or Special Conditions Referral:

2. Type of Case Management /Special Conditions Referral:

Case Scenario # 5:

After Samantha and Jessica were determined to be unsafe an out-of-home safety plan was established where Samantha and Jessica moved to their Aunts home. Court action was not taken as the parents are in agreement with completing treatment services.

1. Case Management Case or Special Conditions Referral:

2. Type of Case Management /Special Conditions Referral:

Case Scenario #6:

A mother states she can no longer control her son. He yells and curses at her and has threatened to attack her. The mother calls the Florida Abuse Hotline to request help.

1. Case Management Case or Special Conditions Referral:

2. Type of Case Management /Special Conditions Referral:

Case Scenario #7:

Sylvia has been determined to be unsafe and an in-home safety plan is in place that is managing the danger threats in her home. The safety plan is working, but the parents have refused to complete any case plan tasks and so dependency court action is taken.

1. Case Management Services or Special Conditions Referral:

2. Type of Case Management /Special Conditions Referral:

Case Scenario #8:

A father is arrested for driving with a suspended license. He had his 4-year-old with him and does not have anyone he can call to pick the child up.

1. Case Management Case or Special Conditions Referral:
2. Type of Case Management /Special Conditions Referral:

[illegible]

Unit 2.4:

Case Transfer Conference

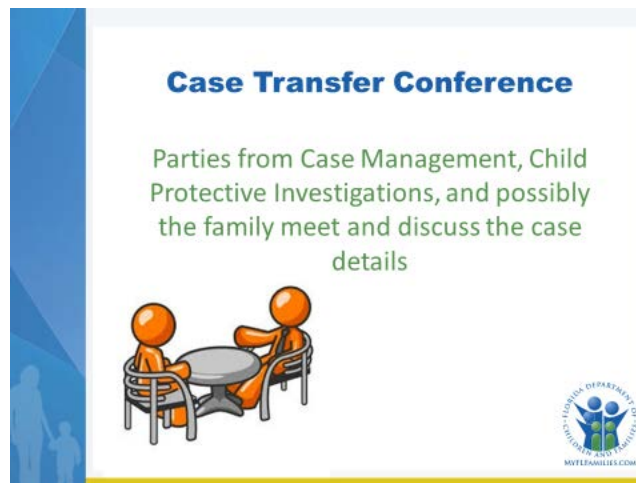
Learning Objectives:

1. Review the requirements for conducting a Case Transfer Conference.
2. Describe the local case transfer process.

References:

- CFOP 170-1, Chapter 7-2

Case Transfer Conference – What is involved?



During the case transfer conference, the PI will summarize the information collected on:

- Identified danger threats
- Caregiver protective capacity
- Safety actions put in place as a result of safety planning
- Conditions for return if the child has been relocated or removed
- The level of parental cooperation in complying with the safety actions to date
- The risk level established by the CPI
- All other critical information needed regarding the child and the family

[illegible]

Unit 2.5: Out-of-County Service Requests

Learning Objectives:

1. Explain the purpose of and process for making out-of-county service requests.

References:

Out-of-County Service Requirements



What types of assistance do you think a Case Manager may need to ask for in an out-of-county service request?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Activity D: Out-of-County Service Procedures

Instructions:

1. Review the out-of-county services procedures.
 2. Complete the fill in the blank activity.
-

Out-of-County Procedures: Fill in the Blank

1. Voluntary cases have the _____ considerations as court ordered cases.
2. For home study requests the receiving agency must make contact with the family no later than _____ business days after the request is uploaded into SACWIS.
3. When requesting case plan assistance from another county a packet must be sent to the Lead Agency Liaison with an attachment that includes any _____ evaluations.
4. When case plan assistance is provided by another county the receiving Case Manager must make face to face visits with the parent every _____ days until reunification occurs or the case plan assistance is closed.
5. When receiving assistance with the supervision of a child the Case Manager in the sending county must _____ the receiving Case Manager to all scheduled staffing's via phone.
6. When receiving assistance with the supervision of a child it is the responsibility of the receiving county to assist the sending county in finding suitable placement if the placement the child is in _____.
7. Supervision of a child will not close until one of the following criteria is met: the _____ closes the case, the child moves out of the _____, the child reaches the age of _____, or the child is missing, _____, absconded, etc.

Out-of-County Procedures

- **Court Orders**
 - Any court orders must be fully complied with, including authorizations to relocate or place a child.
- **Voluntary Cases**
 - Must receive the same consideration as court ordered cases.
- **Illegal Placements**
 - Placements without a court order or home study must have initial visit within 2 business days and follow-up with a home study and supervision at minimum every 30 days in the home until receipt of a court order or arrangements for the child to be moved to another location.
 - Any child safety concerns must be reported to the Abuse Hotline or local CPI.
- **Home Studies**
 - **Initiating a Home Study Request**
 - Excludes parent or reunification home studies.
 - Family must be contacted to verify their interest in being a resource for the child.
 - All information on all household members must be obtained.
 - A provider number must be created for all home study requests not involving a parent.
 - Packet containing the following information must be prepared and submitted to the primary Lead Agency Liaison:
 - A completed and signed copy of the “Out-of-County Services Transmittal”, verifying the documents and information provided with the request as well as contact and tracking information.
 - A cover letter including:
 - Reason for the Request
 - Child’s Full Name
 - Child’s Date of Birth
 - Name/Address of Proposed Caregiver
 - Sending Case Manager’s and Supervisor’s Name and Phone Number
 - Information about any missing documents and when they can be expected
 - ~ Must be within 30 days or written status reports must be issued every 30 days until completion of the study)
 - Medical Needs, including dental and psychological)
 - Attachments:
 - Current Court orders showing legal status and any activity since the last JR.
 - JRSSR or PDS and Shelter Order (within the last 6 months, in not available in SACWIS)
 - Any Psychological Evaluations
 - Child Behavioral Health Assessment (CBHA)
 - Individual Education Plan (IEP)
 - Current Case Plan (if not available in SACWIS)
 - School Records
 - Adoption Requests
 - ~ Post TPR, TPR Orders and Child Study are required.
 - ~ Prior to TPR the agency may make a request for a matching home study or other adoption services to include training.
 - **Transmission of a Home Study Request**
 - Must be transmitted through SACWIS.
 - If SACWIS is unavailable, the receiving Lead Agency Liaison must be contacted to discuss the most expeditious means of transmitting the request and must be uploaded once SACWIS is available.
 - The receiving Lead Agency Liaison must review the home study request within 3 business days of receipt.
 - Initial contact with the family must be made no later than 5 business days of request being uploaded into SACWIS.

- Requests must be assigned within 5 days of receipt by the Lead Agency.
- **Completion of Home Study Requests**
 - Family must be contacted and provided information about background screenings, scheduling the home study and ensuring the information obtained about household members is up-to-date.
 - Family must be advised that background screens on all household members must be completed within 5 business days.
 - Follow-up must be completed regarding family compliance with background screenings.
 - If family has not complied with background screenings, family must be contacted and letter sent giving them 5 additional business days to schedule screenings and notation that if they fail to comply, it could possibly lead to the denial of the home study.
 - All efforts to complete the home study and contacts with the family must be documented in SACWIS.
 - Home study or a status report must be provided within 30 calendar days of the request being received.
 - After 30 calendar days, notes must be entered into SACWIS at minimum every 5 business days showing status of the home study and all efforts being made.
 - Upon completion and approval of home study, the receiving Lead Agency Liaison must be notified and has 3 business days to provide the completed home study to the sending Lead Agency Liaison.
 - Home studies must be uploaded into SACWIS.
- **Case Plan Assistance**
 - Parent must receive services in accordance with case plan when in a different county than the child and the permanency goal is reunification.
 - Includes monthly Face to Face contacts.
 - **Initiating a Case Plan Assistance Request**
 - Upon identification of a parent, a packet of information on the child and family must be prepared and submitted to the primary Lead agency Liaison including:
 - A completed and signed copy of the “Out-of-County Services Transmittal” form, verifying the documents and information provided with the request as well as pertinent contact and tracking information.
 - A cover letter including:
 - Reason for the Request
 - Child’s Full Name
 - Child’s Date of Birth
 - Name/Address of Proposed Caregiver
 - Sending Case Manager’s and Supervisor’s Name and Phone Number
 - Information about any missing documents and when they can be expected
 - ~ Must be within 30 days or written status reports must be issued every 30 days until completion of the study)
 - Medical Needs, including dental and psychological
 - Attachments including:
 - Current Court orders showing legal status and any activity since the last JR
 - JRSSR or PDS and Shelter Order (within the last 6 months, if not available in SACWIS)
 - Any Psychological Evaluations
 - Child Behavioral Health Assessment (CBHA)
 - Individual Education Plan (IEP)
 - Current Case Plan (if not available in SACWIS)
 - School Records
 - **Transmission of a Case Plan Assistance Request**
 - Must be transmitted through SACWIS
 - If SACWIS is unavailable, the receiving Lead Agency Liaison must be contacted to discuss the most expeditious means of transmitting the request and must be uploaded once SACWIS is available.

- The receiving Lead Agency Liaison must review the case plan assistance request within 3 business days of receipt.
 - Initial parent contact must be made no later than 5 business days of request being uploaded into SACWIS.
 - Requests must be assigned within 5 days of receipt by the Lead Agency.
- **Receiving Case Manager Expectations for Case Plan Assistance Requests**
 - Parent must be contacted and initial face to face contact with the parent must be made within 2 business days of receipt of the request by the Lead Agency.
 - Face to face visits must continue every 30 days until reunification occurs or the case plan assistance is closed.
 - All parental and service provider contacts or attempted contact must be documented in SACWIS.
 - Case Plan assistance may also include:
 - Assistance in obtaining the parent’s signature on the case plan.
 - Assisting a parent with obtaining services needed for the completion of a case plan.
 - Obtaining voluntary consents for the relinquishment of parental rights.
- **Closure of a Case Plan Assistance Request**
 - Parent moves.
 - Parent is deceased.
 - Parent is deemed no longer a participant for the purposes of reunification.
 - Worker is never able to contact the parent (attempts must be documented in SACWIS and must span at least 6 weeks).
 - Parent refuses contact with the worker after initial contact is made or refuses services (must be entered in SACWIS).
- **Supervision of Children**
 - **Initiating a Request for Supervision**
 - When a child moves outside of the county of jurisdiction, a packet of information on the child and family must be prepared and submitted to the primary Lead Agency Liaison including:
 - A completed and signed copy of the “Out-of-County Services Transmittal” form, verifying the documents and information provided with the request as well as pertinent contact and tracking information.
 - A cover letter including:
 - Reason for the Request
 - Child’s Full Name
 - Child’s Date of Birth
 - Name/Address of Proposed Caregiver
 - Sending Case Manager’s and Supervisor’s Name and Phone Number
 - Information about any missing documents and when they can be expected
 - ~ Must be within 30 days or written status reports must be issued every 30 days until completion of the study)
 - Medical Needs, including dental and psychological
 - Attachments including:
 - A copy of the completed home study if not completed by the supervising Lead Agency.
 - Current Court orders showing legal status and any activity since the last JR, including the child’s current placement information.
 - ~ If the current order does not reflect the current placement the date and time of the hearing must be documented in the cover letter and SACWIS and an order must be sent within 1 business day of receipt from the court not to exceed 30 days of the initial request.
 - JRSSR or PDS and Shelter Order (within the last 6 months, if not available in SACWIS)
 - Any Psychological Evaluations
 - Child Behavioral Health Assessment (CBHA)

- Individual Education Plan (IEP)
 - Current Case Plan (if not available in SACWIS)
 - School Records
- **Transmission of a Supervision Request**
 - Must be transmitted through SACWIS
 - If SACWIS is unavailable, the receiving Lead Agency Liaison must be contacted to discuss the most expeditious means of transmitting the request and must be uploaded once SACWIS is available.
 - The receiving Lead Agency Liaison must review the supervision request within 3 business days of receipt.
 - Face to face contact with the child must be made no later than 5 business days of request being uploaded into SACWIS.
 - Requests must be assigned within 5 days of receipt.
- **Case Management Expectations for Supervision**
 - **Responsibility of the sending county**
 - If notified of a potential placement disruption, immediately coordinate services with the receiving case manager to prevent disruption and begin the process of finding a suitable placement if services fail.
 - If all services have been exhausted and a new placement is needed immediately, removal must be made within 1 to 3 days unless other arrangements are made with the receiving county.
 - Provide any documents that were not provided when the child, family or parent was referred for case supervision services and that are necessary for the receiving county to effectively serve the child, family or parent.
 - Invite the receiving case manager to all scheduled staffings via phone. If unable to attend, their input must be presented in their absence and the documented conversation inputted into SACWIS.
 - Provide updated court orders and information as it becomes available.
 - Perform all court activities and inform the receiving county of court actions and court ordered requirements.
 - Keep SACWIS updated (including psychotropic medication).
 - Immediately alert the assigned out of county case manager of any extraordinary activity.
 - Initiate and maintain the case plan, including coordination with the receiving county in modifying the case plan and identifying services as needed.
 - If any party to the case plan resides in the receiving county, the plan must be sent for signature to the service unit in that county at least 20 business days prior to the date it must be provided to the court.
 - The receiving county must be advised of any assistance needed in ensuring completion of the case plan.
 - Take the lead in arranging visitation between a child in an out-of-home placement and his/her parent and sibling(s) or with other persons ordered by the court to have visitation with the child.
 - Document in SACWIS all case activities performed in the sending county and update case information as required.
 - Review SACWIS case file on an ongoing basis to remain aware of case activities and case status in the receiving county.
 - Request information from the receiving county at least 20 business days in advance of when it is needed to prepare for a judicial review.
 - Immediately notify the Case Manager and Liaison of case closure or movement of the child(ren).
 - If the child(ren) runs away or is missing the Primary Case Manager is ultimately responsible for following up per required procedures, including reporting.
 - **Responsibility of the Receiving County**
 - Upon receipt of an assignment, contact the Primary Case Manager either via phone or email to discuss the case prior to contacting the resource to set up an appointment. A

documented conversation of attempt must be documented in SACWIS.

- Alert the appropriate Liaison and Primary Case Manager in the sending county to any extraordinary activities or occurrences (e.g., incident report, runaway child, delinquent acts, need for surgery, need for psychotropic medication). Notification should be by phone, a voice mail message is **not** sufficient in these cases.
- Notify the primary case manager within 4 hours for any critical incidents and within 24 hours for non-critical incidents. All incidents must be documented in SACWIS within 2 business days.
- Immediately notify the Liaison and Primary Case Manager of any issues that arise in the home that may lead to disruption and initiate services to remedy the situation.
- If a placement disrupts after services are explored, assist the sending county in identifying another suitable placement.
- Assign a Case Manager in SACWIS at the time the supervisor makes the assignment.
- Make initial face-to-face contact with the child or family, or with a parent with whom reunification is planned, no more than 2 business days of receipt of the request by the unit supervisor and no later than 5 business days of receipt by the Lead Agency, even if in disagreement with the request for case supervision.
- Reasonable efforts must be made to see all children within 30 days of the child's last visit of when a request is received. Notify the Primary Case Manager and Liaison if a request is received and there is no possibility of a face to face visit within 30 days of the previous visit.
- Conduct the minimum number of face-to-face contacts with the child and caregiver or family in the home every 30 days, or more frequently if necessary, and conduct required contacts with a parent with whom reunification if planned.
 - All out of county supervision visits must be completed every 30 days and recorded as required by Florida Administrative Code.
 - Document K-12 in SACWIS for each visit (if applicable).
 - All visit notes must contain at minimum all of the below which are applicable:
 - ~ Physical condition of the home:
 - Child(ren)'s room (verify infants have their own bed)
 - Kitchen/bathrooms
 - ~ Behavior of child(ren):
 - Sexually acting out
 - Hoarding food
 - Stealing or hiding items
 - ~ Child(ren)'s interactions with and attitude toward:
 - Parents
 - Caregiver
 - Others in the home
 - Other children in the home
 - ~ Private conversations with child(ren):
 - Thoughts, concerns, hopes and dreams
 - ~ Medical information:
 - Last appointment
 - Next appointment
 - Medications
 - ~ Mental Health Provider Contacts:
 - Progress with counseling
 - Contact names and contact information
 - ~ School:
 - Name of school
 - Grade level
 - Attendance
 - Behavior at school
 - Progress reports (grades)

- Extracurricular activities
- ~ Visitation:
- ~ Changes in Family Situation:
 - Marital problems or Divorce
 - New paramour (background checks must be done)
 - Loss of or new job
 - New home
 - New household member
 - Death in family
 - illness
- ~ Parents' Progress on Case Plan
- ~ Caregivers' Progress on Case Plan
- ~ Caregiver's/Parent's concerns/comments
- ~ Counselor's concerns/comments
- Perform case supervision activities to ensure child safety and well-being. All necessary contacts and services must be made with any parent or other party to the case plan who resides in the receiving county to assist that parent or other party in complying with the case plan and to monitor case plan compliance.
- Assist in arranging visitation between a child in an out-of-home placement and his/her parent and siblings or with other persons ordered by the court to have visitation.
- Provide written notification to the sending county of recommended changes for the case plan.
- Obtain any required signatures on the case plan and case plan updates and return them to the unit in the sending county within 10 business days of receiving the case plan or update form the sending county.
- Document all case activities in SACWIS and update case information as required.
- Obtain updated photographs and fingerprints if not previously taken for SACWIS.
- Review the SACWIS case file on an ongoing basis to remain aware of case activities and case status in the sending county.
- Within 10 business days of receiving notification of a pending judicial review, provide information in writing necessary to prepare for the judicial review.
- If court action becomes necessary in a voluntary case under Out-of-County Supervision, initiate the court involvement in the county where the child and family reside.
- If there is local DJJ involvement, all court hearings must be attended by the out-of-county services case manager.
- If the child(ren) runs away or is missing, assist the Primary Case Manager with coordinating the search. Observe all reporting requirements. Remain attached to the SACWIS case for 5 days to assist in coordinating efforts to locate the child and in case the child is recovered locally within that time frame.
- Detailed quarterly supervisory reports must be documented in SACWIS by the receiving county's assigned supervisor.
- **Closure of Supervision**
 - Supervision will not be closed until one of the following criteria is met:
 - The court closes the case;
 - The child moves out of the county. If the move is within county a new transmittal must be requested from an updated home study of the new residence.
 - The child reaches the age of maturity.
 - The child is missing, abducted, absconded, etc. The receiving case manager must ensure that a police report is filed and the primary worker notified. If the child is gone more than 72 hours and not recovered the worker may be closed in FSFN but should still attempt to assist the primary worker, when applicable, with attempts to locate the child.
- **Coordination involving Independent Living and Extended Foster Care Requests**
 - **Initiating a Requests for Independent Living and Extended Foster Care**
 - Must be sent with the request for supervision, and the primary agency's Independent Living Coordinator's contact information must be included.

- The receiving IL Coordinator Liaison must send a copy of the request to the IL Coordinator in the receiving county within 3 business days.
- The IL Coordinator in the receiving County has 3 business days to contact the sending county IL Coordinator to discuss the child, their needs, and any cost of services required.
- IL staffings must be coordinated with the Primary Case Manager.
- The Out-of-County Case Manager must be contacted for availability to attend these staffing via phone.
- If there are issues that arise regarding Out-of-County supervision or services, for a client in the IL Program or Road to Independence that cannot be resolved by the IL Coordinators the issue must be referred to the appropriate Liaison. If a resolution is still not forthcoming conflict resolution procedures may be initiated.
- **SACWIS Documentation**
 - **Home Study Documentation**
 - All actions taken in regard to requests for home studies or for Out-of-County supervision must be documented in the Case File in SACWIS by the sending Case Manager.
 - Home study activities and documentation must be maintained in SACWIS by the receiving county.
 - The assigned Case Manager must be entered into SACWIS within 4 business days, but no more than 5 business days of receipt by the Lead Agency of the supervisor receiving a request for home study.
 - The Lead Agency has 2 business days to process each request.
 - The worker must be entered in SACWIS case of “Type: Out-of-County”, “Responsibility: Home Study”, and “Role: Secondary”.
 - A worker must be entered in SACWIS when child safety visits are needed no more than 5 business days from receipt of request by the Lead Agency.
 - **Case Supervision Documentation**
 - Once a receiving Case Manager has been assigned out-of-county supervision responsibility, they must be immediately assigned as a Case Manager in SACWIS.
 - They must immediately begin documenting all case supervision activities performed.
 - The receiving county must enter the Case Manager in SACWIS within 4 business days from the receipt of request by the Lead Agency.
 - The worker must be entered as Participant specific for each child under supervision.
 - The worker must be entered under each participant as “Type: Out-of -County”, “Responsibility: Case Management and/or Supervision, and “Role: Out-of-County”.
 - For Case Plan Assistance Cases the Case Manager must be entered in SACWIS as “Type: Out-of-County”, “Responsibility: Case Management and/or Supervision”, and “Role: Secondary”.
 - All Case Managers and supervisors must have their SACWIS details updated periodically. Phone numbers, cell phone numbers and email addresses must be entered and maintained.
- **Communication Following Case Acceptance**
 - All communication must be performed directly between the units involved.
 - If agreement cannot be reached about any case aspect, the Liaisons may help to resolve the impasse.
 - If the Liaisons cannot agree, conflict resolution procedures must be initiated.
 - In court ordered cases, attorneys must be involved in helping determine if a change in the court order is needed and what information may be needed to properly inform the court.
- **Continuation of Supervision by the County of Jurisdiction**
 - Only exception to requesting case supervision is when the child or other person requiring case supervision services relocates to an adjoining or nearby county and the Case Manager from the county of jurisdiction elects to continue service provision.
 - The appropriate Liaison in the receiving county must be notified for permission in these cases.
 - Florida Administrative Code must be followed regarding the retention of jurisdiction in these cases.
 - The decision by the county of jurisdiction to retain supervision responsibility must be based

- solely on the best interests of the child.
 - Factors that must be considered include:
 - The relationship established with the child and family.
 - The Case Manager's knowledge of resources in the other county.
 - The ability of the Case Manager to perform all necessary tasks without involving Child Welfare and Community-Based Care staff in the other county. All communication must be performed directly between the units involved.
 - The county of jurisdiction will retain jurisdiction when services are terminated if the county retained supervision responsibility.
- **Conflict Resolution Procedures**
 - The Liaisons will work to resolve any disputes regarding the appropriateness of a request for a home study, a request for Out-of-County supervision, an unexpected relocation, case plan assistance and Independent Living requests.
 - This process is elevated to higher levels of authority, as necessary, until resolution is reached.
 - The appropriate designated Liaisons in each Lead Agency will first attempt to resolve the conflict.
 - If unable to resolve the issues, the Lead Agency CEO's or designee will be asked to become involved.
 - Whenever there is a disagreement involving the court ordered placement of a child or court approved relocation of a family, both Liaisons will coordinate with appropriate attorneys to reach an agreement regarding if a change in the court order is needed and what information is needed to properly inform the court.
- **Case Closure**
 - Prior to recommending case closure to the court or closing a voluntary supervision case, the sending county must inform the receiving county of the planned action and ensure that the receiving county has an opportunity to comment on the planned action.
 - Cases involving court-ordered supervision must not be terminated without court approval and case supervision activities in the receiving county cannot be terminated prior to closure of the case or court ordered transfer of supervision to another county.
 - The receiving county must be provided with a copy of the court's termination order.
 - SACWIS must be updated immediately with the closure information and a transmittal of closure sent to the receiving county.
 - In voluntary cases, supervision activities in the receiving county cannot be terminated prior to agreement by the two counties involved that termination of supervision is appropriate.
 - If necessary, conflict resolution procedures may be used to resolve disagreements.
 - No adoption cases will have supervision end dated in SACWIS prior to the adoption finalization date.
- **Transfer of Jurisdiction**
 - Each request for transfer of jurisdiction of a case plan must be evaluated on a case-by-case basis.
 - For the case to be considered for transfer of jurisdiction the case must meet these guidelines:
 - The child(ren) in the case must be adjudicated dependent and:
 - Parent(s) have resided in the receiving county a minimum of 3 months.
 - There is an existing request for case plan assistance.
 - The parent(s) must be partially compliant with their current case plan.
 - In cases under non-judicial supervision, jurisdiction must not be transferred to the receiving county unless the receiving case management agency is in agreement with the transfer, the appropriate single points of contact for both the sending and receiving agencies must help coordinate the transfer.
 - The Lead Agency must be contacted and a signed Judicial Transfer Form received prior to a recommendation being made to the court.
 - The receiving agency must provide a response within 5 business days of receipt of request.
 - An extension may be requested but it must be in writing.
 - After the court has transferred jurisdiction a copy of the file must be kept and the original sent overnight to the appropriate contact with a copy of the completed and approved Judicial

Transfer From.

- If the sending agency has followed all procedures and received case acceptance prior to a case being transferred, the receiving agency must become financially responsible upon court order of the transfer.
- If the receiving agency has not been notified of the transfer prior to court order they will not become financially responsible until:
 - The sending agency has notified the receiving agency and provided a copy of the court order.
 - The receiving agency has reviewed and accepted the case. The reviews must be completed within 1 business day of notification.
 - If there has been verbal contact (email or voice mail is **not** sufficient) and there has been no response provided before the end of business on the 2nd day, it is assumed accepted and the receiving agency must accept full financial responsibility for the case as of that date.
 - The legal case has been received by the clerk of court in the circuit the case was transferred to.
- **Financial Responsibility**
 - The sending agency always has the financial responsibility to pay for services provided to children and families that are living outside of their district, unless other arrangements have been made with the receiving agency.
 - An effort must be made by the receiving agency to assist in finding appropriate community services for children and families in care.
 - If payment is required the Lead Agency contact must be notified so payment can be coordinated between agencies.
- **Transfer of Interstate Compact for the Placement of Children Cases**
 - The Case Manager from the receiving county that received the original case must immediately notify their Lead Agency Contact and submit a notice to the sending state requesting new 100A's and 100B's if applicable.
 - They must also submit a request for Out-of-County Services that must include a copy of their complete case file and the "Out-of-County Services Transmittal" form.
 - The Lead Agency Contact must notify the appropriate Lead Agency Liaison within 2 business days.
 - The sending agency will transfer any open SACWIS case(s) to the receiving agency and remain on the case until a new primary worker has been assigned.