

## CBC Definitions of Terms

- 1) **Adoption website** – [www.adoptflorida.org](http://www.adoptflorida.org) and [www.adoptuskids.org](http://www.adoptuskids.org). - The statewide and national websites for linking adoptive family resources with children needing adoptive families. The Florida Adoption Website serves the Department, its community based partners, and all licensed adoption agencies in Florida.
- 2) **Adoption Services** - Services needed to move a child from temporary placement in a relative or foster home, to a permanent, legally finalized adoption with an adoptive family. These services include preparation of the child, recruitment and training of the adoptive parent, and the provision of services and assessments needed to sustain the adoption prior to and following legal finalization of the adoption.
- 3) **Attestation Model for Initial and/or Re-licensure** - Attestation is an option for use when completing an initial license or re-licensing a family foster home. The Community-Based Care (CBC) lead agency certifies that the supporting documentation for the initial licensure or re-licensure of a family foster home is in compliance with state law and Florida Administrative Code. The CBC lead agency is responsible for the review and maintenance of the supporting documents for the initial licensure or re-licensure. The chief operating officer or designee, such as a licensing supervisor, signs the attestation document. The Department issues the license based on the notarized statement attesting that the initial licensure or re-licensure packet complies with state law and code
- 4) **Child and Family Services Reviews (CFSR)** – A comprehensive federal-state study of each state's performance in child abuse and neglect cases. It examines the performance of the entire state, including the child welfare agency, the courts, and other key agencies.
- 5) **Children's Legal Services (CLS)** - A statewide law firm within the Department of Children and Families. The attorneys are employed by the Department and represent the State of Florida, acting through the Department in its parens patriae role, in fulfilling the duties set forth in Chapter 39, Florida Statutes, as well as Sections 409.1451, 402.17 and 402.33 F.S. Children's Legal Services duties in representing the State are to ensure the health, safety, and well being of children and the integrity of families when they come into contact with the Department as a result of an allegation of abuse, abandonment or neglect. In some parts of the State, CLS contracts with the Attorney General's Office or the State Attorney's office to fulfill the role of CLS. For purposes of this definition, those contractors are part of CLS.
- 6) **Cost Allocation Plan** - A narrative description of the procedures that the Lead Agency shall use in identifying, measuring and allocating all costs incurred in support of child welfare programs/services administered or supervised by the Lead Agency.
- 7) **Department Website** – The Department's website is linked at: <http://www.dcf.state.fl.us/cbc/>
- 8) **Earned Federal Trust Funds** - Dollars in the contract that must be earned from the federal government by conducting activities allowable by federal funding sources. These funds are a significant amount of the total budget for every child protection contract and these funds cannot be replaced by state general revenue. Federal earnings are based on the total cost for an allowable activity multiplied by the federal financial participation (FFP) rate up to any contracted cap on the amount of funding available or the allowable cost of a reimbursable activity.
- 9) **Family Preservation Services** -- Community-based services for children and families that result from a call to the Hotline that meets the criteria for a child protective investigation and a safety assessment indicates present or impending danger threats to child safety which could

result in imminent risk of removal from the home if reasonable efforts to prevent removal and maintain the family by enhancing sustainable caregiver protective capacities through treatment services designed to eliminate or reduce the safety threat to the child fail. Examples of these cases include, but are not limited to, families with significant addiction, unmanaged mental health or mental illness, or domestic or family violence problems that diminish and significantly compromise the caregiver's willingness or ability to protect the child. Family Preservation Services are further defined as services that if not delivered to the child or caregiver, would likely result in the child being removed from his/her home.

- 10) **Family Support** - Community-based preventive activities designed to alleviate stress and promote caregiver competencies and behaviors that will increase the ability of families to nurture their children successfully, enable families to use other resources and opportunities available in the community, and create supportive networks to enhance childrearing abilities of parents. Family Support may be provided to families following an investigation and a referral from a CPI when a child has been found to be safe. Family Support may also be provided based on community referrals made directly to a Lead Agency or provider.
- 11) **Florida Safe Families Network (FSFN)** - The State Automated Child Welfare Information System (SACWIS) for the state of Florida. FSFN is the official electronic record for each case. It contains information regarding children and their families that is entered either directly into the system or through Department-approved remote data capture devices.
- 12) **General Revenue** - State funds, supported by taxes, certain designated fees, licenses, interest on investments, and certain other designated miscellaneous sources, appropriated by the Legislature of the State of Florida for the financing of a range of services and activities.
- 13) **Independent Living Services** - Services provided to enable older children in foster care, young adults who exited foster care, and other specified eligible young adults who meet eligibility for such services as prescribed in Florida Statute.
- 14) **In-Home Services** - The array of services provided to children and their families or caregivers while maintaining the child(ren) in their homes. These cases may or may not have judicial oversight.
- 15) **Integrated Child Welfare Services Information System (ICWSIS)** - This system captures data and Provider payments.
- 16) **Interstate Compact on the Placement of Children (ICPC)** - A cooperative agreement among member states (all 50 states, Washington D.C. and the Virgin Islands) that provides a process through which children are placed in safe and suitable homes in a timely manner; and facilitates supervision of the placement, provision of services, continuing legal jurisdiction for placement and care of the child until child is adopted, emancipated or discharged from out of home care with the concurrence of both the sending and receiving states.
- 17) **Lead Agency** - The not-for-profit or governmental community-based care Provider responsible for the provision of support and services for eligible children and families through the coordination, integration and management of a local system of supports and services for eligible children and their families. For purposes of this contract, the "Lead Agency" may also be referred to as the "Provider."
- 18) **Managing Entity** - As defined in s. 394.9082(2)(d), F.S., is a corporation that is organized in this state, is designated or filed as a nonprofit organization under s. 501(c)(3) of the Internal Revenue Code, and is under contract to the department to manage the day-to-day operational delivery of behavioral health services through an organized system of care.
- 19) **Master Trust Fund** - Either the Department's Master Trust Declaration, or the designated

client trust accounts or sub-accounts created within the Master Trust, as the context requires. The money or property placed in the trust account, or any sub-account for the client, is not available to the client's family or assistance group for the current needs of the client. Funds for the client's needs will be disbursed by the Department or Lead Agency, as Trustee, in accordance with sections 402.17 and 402.33, Florida Statutes (F.S.) and Chapter 65C-17, F.A.C.

- 20) **Out-of-Home Services** – The array of services provided to children and their families or caregivers for children who are placed outside of their homes.
- 21) **Parent Needs Assistance** - Calls that are accepted at the Hotline as a Special Conditions referral because they do not meet the legal definition of abuse, neglect or abandonment but a family or child could benefit from services.
- 22) **Placement Services** - The array of services required to ensure safety, permanency and well-being for children removed from their families. This includes appropriate study, licensure and/or approval of families/facilities for placement as well as provision of services to achieve the court approved permanency goal. These services shall be provided in accordance with federal and state laws and funding sources.
- 23) **Program Improvement Plan** - The federally required plan if any state is found to be out of conformance on any one of the seven outcomes or seven systemic factors subject to the Child and Family Services Review (CFSR).
- 24) **Protective Actions** - When it has been determined that a child is not safe at home, Section 471(a)(15)(B)(i) of the Social Security Act requires a State to make reasonable efforts to prevent a child's removal from home by providing appropriate protective actions and services to supplement and improve caregiver protective capacities. Reasonable efforts requirements include:
  - Identifying dangers to the child and the family problems precipitating those dangers;
  - Developing and managing safety plans to supplement diminished caregiver protective capacities;
  - Selecting case plan treatment services specifically relevant to the family's problems and needs;
  - Diligently arranging services;
  - Providing appropriate services on a timely basis.

Family preservation and foster care services are types of protective actions. Safety is the primary basis for intervention throughout the life of a case.

- 25) **Quality Assurance** – A process that measures performance in achieving pre-determined standards, validates internal practice and uses sound principles of evaluation to ensure that data are collected accurately, analyzed appropriately, and reported timely to support quality improvement. Quality Assurance data is collected and reported in fulfillment of various state and federal requirements, specifically Title IV, sec. 471(a) (22) of the Social Security Act and 45 CFR part 1355.
- 26) **Quality Improvement** – A systematic, continuous approach to achieving customer satisfaction and meeting organizational goals and standards through identifying performance gaps or opportunities; analyzing capabilities and processes, particularly through data; developing and implementing solutions to performance gaps; and checking results against expectations.
- 27) **Quality Improvement Plan (QIP)** - Florida's statewide child welfare program improvement plan, built collaboratively with community agencies and stakeholders, which the Department submitted in response to the federal Round 2 Child and Family Services Review (CFSR). The

statewide QIP is developed and implemented in fulfillment of the federal requirements for a Program Improvement Plan. The statewide QIP is implemented through region Quality Improvement Plans, which have actions specific to circuits and community lead agencies and which have similar quarterly reporting requirements.

- 28) **Quality Management Plan** - Refers to the annual update of documents that specify what the Department and the Community Based Care Lead Agency will accomplish during the upcoming year in conducting ongoing Quality Assurance and Quality Improvement activities. These plans include the Department's and the Community Based Care Lead Agency's commitment to continuing exploration and assessment of local practices and services related to child welfare in the regions and local systems of care overall.
- 29) **Special Condition** - A situation that does not meet the legal definitions of abuse, neglect, or abandonment but which requires intervention services by the Provider. Such situations include those described in Rule 65C-30.001(132), F.A.C., or cases involving child on child abuse.
- 30) **State Fiscal Year** - The period from July 1 through June 30.
- 31) **State Trust Funds** - Monies from trust funds appropriated by the Legislature of the State of Florida supported by collections of statutorily designated revenues, fees and other responsible third party sources.
- 32) **System of Care** - A comprehensive continuum of child welfare and related services provided in a specific geographic area that incorporates the local community's priorities for child safety, well-being and permanency. NOTE: For "System of Care" contracts, the necessary components and relationships are depicted in System of Care Overview, which is provided as an Exhibit in the contract.