

CF OPERATING PROCEDURE
NO. 5-1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, June 26, 2024

Publications Management

NUMERICAL AND SUBJECT INDEX TO ADMINISTRATIVE PUBLICATIONS

1. Purpose. This operating procedure furnishes current indexes of statewide administrative publications.
2. Scope. The attached indexes include operating procedures (CFOPs) (formerly called regulations), and pamphlets (CFPs). Appendix A contains a list of statewide operating procedures, and statewide pamphlets are listed in Appendix B.
3. Keeping the Indexes Up to Date. If necessary, update the indexes with write-ins until new indexes are published. An updated copy of this operating procedure is published approximately three times per year.

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure has been revised to include all current statewide administrative publications that have been approved and posted on the Intranet and Internet. This operating procedure does not include publications in the review/coordination process, except those requiring assignment of a new publication number. The word "DRAFT" appears in the edition date column for new publications that have not yet been promulgated.

OPERATING PROCEDURES (formerly called "Regulations")**PUBLICATIONS MANAGEMENT**

| | | | | |
|-----|----------|--|------------|---|
| ASG | CFOP 5-1 | Numerical and Subject Index to Administrative Publications | 11/01/2023 | X |
| ASG | CFOP 5-2 | Departmental Administrative Publications System | 05/14/2008 | B |
| ASG | CFOP 5-3 | General Subject Areas | 12/01/2008 | A |
| ASG | CFOP 5-5 | Public Documents: Maintaining a Record When Printing Cost Exceeds Category 3; Copies to State Library | 12/01/2008 | B |

DOCUMENTATION MANAGEMENT

| | | | | |
|------|------------|---|------------|---|
| OSC | CFOP 15-1 | Correspondance Management | 11/03/2014 | B |
| ASG | CFOP 15-2 | Standard Letterhead and Business Card Formats | 05/13/2019 | A |
| OSC | CFOP 15-3 | The Departmental Logo | 07/16/2012 | B |
| ASG | CFOP 15-4 | Records Management | 02/05/2015 | X |
| ASG | CFOP 15-6 | Managing Departmental Forms | 07/01/2013 | A |
| OSC | CFOP 15-7 | Decision Memorandum Process | 12/19/2012 | B |
| OSGC | CFOP 15-9 | Requests for Public Records | 07/01/2007 | A |
| ASG | CFOP 15-10 | Departmental Office Symbols | 10/01/2009 | B |
| OSGC | CFOP 15-12 | Procedures for Releasing Selected Information Pertaining to a Report of Abuse, Neglect, Exploitation or Abandonment of a Child or Adult | 12/15/2006 | X |
| OSC | CFOP 15-13 | DCF Tracker Management System | 10/17/2014 | B |
| OSC | CFOP 15-14 | Publishing, Filing, and Distributing Reports Required by Law | 11/30/2012 | D |
| OSC | CFOP 15-15 | DCF Media Policy | 05/09/2014 | A |

LEGAL

| | | | | |
|------|-----------|---|------------|---|
| OSGC | CFOP 30-2 | Response to Subpoenas for C&F Records | 05/15/99 | B |
| OSGC | CFOP 30-4 | Provision of Legal Services to Programs Located within the Department for Administrative Purposes Only | 04/30/98 | B |
| OSGC | CFOP 30-5 | Cases Requiring Entry of a Final Order | 06/01/98 | X |
| PDRS | CFOP 30-7 | Consular Notification: Special Procedures Related to Foreign Nationals | 11/15/2012 | X |

TRAVEL AND TRANSPORTATION

| | | | | |
|------|-----------|---|------------|---|
| ASFM | CFOP 40-1 | Official Travel of DCF Employees and Non-Employees | 02/19/2009 | A |
| ASG | CFOP 40-2 | Vehicle Management and Operation | 04/25/2022 | B |
| ASHR | CFOP 40-4 | Vehicle Insurance Allowance for Selected Child Welfare and Adult Protective Services Staff | 06/20/2016 | X |

SYSTEMS MANAGEMENT

| | | | | |
|------|------------|--|------------|---|
| PDFS | CFOP 50-1 | Department Use of Criminal Justice Information Services (CJIS) and Driver and Vehicle Information Database (DAVID) | 06/27/2022 | X |
| ITS | CFOP 50-2 | Security of Data and Information Technology Resources | 04/03/2023 | A |
| ITS | CFOP 50-3 | Security Planning | 07/20/2023 | A |
| ITS | CFOP 50-4 | Computer Software Licensing and Copyright Policy | 09/14/2023 | A |
| ITS | CFOP 50-7 | Statewide Office Automation Standards | 11/01/2023 | B |
| ITS | CFOP 50-13 | Internet/Intranet Policy | 05/01/2008 | B |
| ITS | CFOP 50-14 | Policy on Virus Prevention, Control, Reporting, and Recovery | 11/06/2022 | A |

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|-----|------------|---|------------|---|
| ITS | CFOP 50-22 | Acceptable Use of Information Technology Resources | 09/14/2023 | A |
| OSC | CFOP 50-25 | Guidelines for Using Social Networking Sites and Social Media | 11/01/2023 | A |
| ITS | CFOP 50-26 | Policy on Agreements Involving Data Sharing | 05/06/2022 | A |
| ITS | CFOP 50-27 | Data Classification and Access Control | 10/06/2022 | A |
| ITS | CFOP 50-28 | Media Protection | 10/06/2022 | A |
| ITS | CFOP 50-29 | Wireless Access | 10/06/2022 | A |
| ITS | CFOP 50-30 | Identity and Access Management Plan | 06/21/2023 | A |
| ITS | CFOP 50-31 | Policy on Privileged Access to Information Technology Resources | 08/09/2023 | A |

FINANCIAL MANAGEMENT

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|------|------------|--|------------|---|
| ASFM | CFOP 55-1 | Policies and Procedures of Financial Monitoring | 07/01/2021 | X |
| ASFM | CFOP 55-4 | Budget Management | 05/01/2016 | X |
| ASFM | CFOP 55-5 | Membership Dues | 08/29/2011 | B |
| ASFM | CFOP 55-7 | Fee Assessment and Collection | 12/05/2011 | X |
| PDES | CFOP 55-9 | Internal Fraud Procedures | 01/01/2005 | A |
| ASFM | CFOP 55-10 | Web-Based Fee Maintenance Accounts Receivable System | 12/05/2011 | X |
| ASFM | CFOP 55-18 | Data Security on GRANTS System | 12/11/2008 | X |

HUMAN RESOURCES

| | | | | |
|------|------------|---|------------|---|
| ASHR | CFOP 60-1 | Chapter 2, Hours of Work, Overtime and Compensatory Leave | 07/01/2018 | A |
| ASHR | CFOP 60-1 | Chapter 4, On-Call/Call Back | 12/01/2018 | A |
| ASHR | CFOP 60-4 | Chapter 11, Family Supportive Work Program | 06/18/2018 | A |
| ASHR | CFOP 60-4 | Chapter 12, Florida Mentoring Partnership | 04/10/2018 | A |
| OSGC | CFOP 60-5 | Chapter 1, Political Activities | 03/22/2018 | A |
| OSGC | CFOP 60-5 | Chapter 5, Code of Ethics for Public Officers and Employees | 03/22/2018 | A |
| | CFOP 60-5 | Chapter 6 (Superseded by CFOP 180-2) | | |
| ASG | CFOP 60-5 | Chapter 8, Bonding of Employees | 11/02/2017 | A |
| OSGC | CFOP 60-5 | Chapter 11, Employee Relationships with Regulated Entities | 03/22/2018 | A |
| ASHR | CFOP 60-5 | Chapter 12, Drug-Free Workplace | 10/31/98 | A |
| ASHR | CFOP 60-6 | Other Personal Services (OPS) Employment | 03/21/2018 | A |
| | CFOP 60-7 | Never Published | | |
| ASHR | CFOP 60-8 | Chapter 1, Employee Personnel Records | 03/01/2018 | A |
| ASHR | CFOP 60-10 | Chapter 1, Americans with Disabilities Act (ADA) Accommodation Procedures for Applicants/Employees/General Public | 02/04/2019 | A |
| ASHR | CFOP 60-10 | Chapter 2, Informal Discrimination Complaint Procedure | 11/01/2010 | A |
| ASHR | CFOP 60-10 | Chapter 5, Unlawful Harassment and Unlawful Sexual Harassment | 10/09/2019 | A |
| ASHR | CFOP 60-10 | Chapter 6, Filing Complaints By Reason of Disability | 01/27/2012 | A |
| ASHR | CFOP 60-11 | Chapter 1, Policy on Domestic Violence Support | 04/10/2018 | A |
| ASHR | CFOP 60-11 | Chapter 2, Workplace Violence Awareness and Prevention | 07/05/2017 | A |
| ASHR | CFOP 60-12 | Driver's License as a Condition of Employment | 10/17/2011 | A |
| ASHR | CFOP 60-13 | Collection and Use of Social Security Numbers by DCF Employees and Others Acting on Behalf of the Department | 08/08/2019 | A |

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|---|------------|--|------------|---|
| ASHR | CFOP 60-15 | Equal Employment Opportunity/Affirmative Action | 03/15/2016 | A |
| ASHR | CFOP 60-16 | Methods of Administration for Federal Financial Participation | 06/03/2022 | A |
| ASHR | CFOP 60-17 | Chapter 1, Privacy and Management of Protected Health Information | 06/27/2014 | A |
| ASHR | CFOP 60-17 | Chapter 2, Protected Health Information Complaint/Grievance Procedures | 01/06/2014 | A |
| ASHR | CFOP 60-17 | Chapter 3, HIPAA Privacy Monitoring Requirements | 07/15/2015 | A |
| ASHR | CFOP 60-17 | Chapter 4, Authorization for Use or Disclosure of Protected Health Information | 05/02/2016 | A |
| ASHR | CFOP 60-17 | Chapter 5, Accounting of Disclosures of Protected Health Information | 01/06/2014 | A |
| ASHR | CFOP 60-17 | Chapter 6, HIPAA Sanctions Policy | 08/19/2013 | A |
| ASHR | CFOP 60-17 | Chapter 7, HIPAA Breach Notification Procedures | 01/06/2014 | A |
| ASHR | CFOP 60-20 | Chapter 1, Classification and Organizational Changes | 02/01/2018 | A |
| ASHR | CFOP 60-25 | Chapter 1, Recruitment and Selection | 11/19/2021 | A |
| ASHR | CFOP 60-25 | Chapter 2, Employee Security Background Screening | 11/19/2021 | A |
| ASHR | CFOP 60-25 | Chapter 5, Payment of Moving Expenses | 08/23/2017 | A |
| ASHR | CFOP 60-30 | Chapter 1, New Employee Orientation Process | 01/02/2018 | A |
| ASHR | CFOP 60-30 | Chapter 3, Additional Employment Outside State Government | 04/10/2018 | A |
| ASHR | CFOP 60-30 | Chapter 4, Employee Assistance Program | 04/10/2018 | A |
| ASHR | CFOP 60-30 | Chapter 5, Volunteer and Intern Program | 04/10/2018 | A |
| ASHR | CFOP 60-35 | Chapter 1, Performance Evaluation Program for Career Service, Selected Exempt Service, and Senior Management Service Employees | 02/13/2018 | A |
| ASHR | CFOP 60-40 | Chapter 1, Fair Labor Standards Act (FLSA) Agency Plan for Compensatory Leave Credits | 10/02/2017 | A |
| ASHR | CFOP 60-40 | Chapter 3, Annual Leave Carryover Plan | 04/10/2018 | A |
| ASHR | CFOP 60-40 | Chapter 4, Sick Leave Transfer Plan | 12/11/2018 | A |
| ASHR | CFOP 60-40 | Chapter 5, Managing Unauthorized Use of Sick Leave | 05/09/2019 | A |
| ASHR | CFOP 60-40 | Chapter 6, Educational Leave with Pay | 09/23/2019 | A |
| ASHR | CFOP 60-40 | Chapter 7, Managing Workers' Compensation Claims and Disability Leave | 02/07/2019 | A |
| ASHR | CFOP 60-40 | Chapter 8, Leave for Disasters and Other Emergency Conditions | 07/05/2017 | A |
| ASHR | CFOP 60-40 | Chapter 9, Alternative Work Locations | 07/09/2021 | A |
| ASHR | CFOP 60-40 | Chapter 10, Family and Medical Leave Act (FMLA) | 05/09/2019 | A |
| ASHR | CFOP 60-45 | Chapter 1, Recognition and Awards Program | 09/01/2018 | A |
| OSGC | CFOP 60-52 | Employees Volunteering To Serve As Guardian Ad Litem | 04/10/2018 | A |
| ASHR | CFOP 60-55 | Chapter 1, Standards of Conduct and Standards for Disciplinary Action for Department Employees | 04/10/2018 | A |
| ASHR | CFOP 60-55 | Chapter 2, Career Service Grievance Procedure | 06/26/2017 | A |
| ASHR | CFOP 60-70 | Chapter 1, Employee Separations and Reference Checks | 07/18/2017 | A |
| <u>FACILITIES ACQUISITION AND MANAGEMENT</u> | | | | |
| ASG | CFOP 70-1 | Leasing | 08/27/2020 | X |
| ASG | CFOP 70-2 | Location and Format for Department Signs | 12/12/2008 | X |
| ASG | CFOP 70-3 | Energy Conservation | 02/16/98 | X |
| ASG | CFOP 70-4 | Fixed Capital Outlay Projects Management and Coordination | 06/01/2009 | X |
| ASG | CFOP 70-5 | Recycling Program | 01/01/2009 | B |

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|--|-------------|---|------------|---|
| ASG | CFOP 70-6 | Unauthorized Use of State Telephones, State Owned or Leased Cellular Telephones, and Third Party Billing | 03/01/2009 | A |
| ASG | CFOP 70-8 | Management of Real Property | 11/17/2008 | X |
| ASG | CFOP 70-9 | Hazardous Materials – Employee’s Right To Know | 09/01/2008 | X |
| ASG | CFOP 70-10 | Hazardous Materials – Emergency Planning and Community Right To Know | 10/01/2008 | X |
| ASG | CFOP 70-11 | Archaeological and Historic Resources | 10/01/2008 | X |
| ASG | CFOP 70-12 | Contraband Control | 10/15/2012 | A |
| ASG | CFOP 70-15 | Housekeeping | 03/23/2010 | X |
| <u>PROCUREMENT AND CONTRACT MANAGEMENT</u> | | | | |
| ASG | CFOP 75-1 | Purchasing Policy and Procedures | 01/29/2007 | B |
| ASC | CFOP 75-2 | Contract Management System for Contractual Services | 09/02/2015 | X |
| ASG | CFOP 75-3 | Insurance | 12/16/2008 | A |
| ASFM | CFOP 75-5 | Use of Merchant Gift Cards | 03/29/2007 | A |
| ASC | CFOP 75-8 | Policies and Procedures of Contract Oversight | 09/02/2015 | X |
| <u>PROPERTY MANAGEMENT</u> | | | | |
| ASG | CFOP 80-2 | Property Management | 05/06/2005 | B |
| ASG | CFOP 80-3 | Disposal of Client Unclaimed Tangible Personal Property | 08/14/97 | X |
| <u>ADULT SERVICES</u> | | | | |
| PDAS | CFOP 140-2 | Adult Protective Services | 12/15/2022 | X |
| PDAS | CFOP 140-3 | Adult Protective Services Protective Supervision Program | 11/30/2022 | X |
| PDAS | CFOP 140-4 | Adult Protective Services Protective Intervention | 10/11/2022 | X |
| PDAS | CFOP 140-8 | Community Care for Disabled Adults | 05/13/2020 | X |
| PDAS | CFOP 140-10 | Home Care for Disabled Adults | 02/27/2020 | X |
| PDAS | CFOP 140-11 | Adult Protective Services Registered Nurse Specialist | 05/13/2020 | X |
| <u>MENTAL HEALTH/SUBSTANCE ABUSE</u> | | | | |
| SMF | CFOP 155-1 | Guidelines for the Use of Psychotherapeutic Medications in State Mental Health Treatment Facilities | 10/15/2018 | X |
| SMF | CFOP 155-2 | Operating Capacities at State Mental Health Treatment Facilities | 11/11/2016 | B |
| SMF | CFOP 155-3 | State Mental Health Treatment Facilities Mortality Reporting and Review Procedure | 07/09/2019 | X |
| SMF | CFOP 155-4 | HIV/AIDS Screening and Treatment in State Mental Health Treatment Facilities | 04/27/2017 | X |
| SMF | CFOP 155-5 | Supervision of Unlicensed Assistive Personnel Performing Nursing Delegated Tasks and Activities in Mental Health Treatment Facilities | 11/04/2016 | X |
| SMF | CFOP 155-6 | Socio-Sexual Behaviors at State Civil Mental Health Treatment Facilities | 09/15/2021 | X |
| SMF | CFOP 155-8 | Contraband Control in the Mental Health Treatment Facilities | 09/15/2021 | X |
| SMS | CFOP 155-11 | Title XXI Behavioral Health Network | 11/01/2002 | X |
| SMF | CFOP 155-12 | Forensic Transfers to Civil Mental Health Treatment Facilities | 02/03/2021 | X |
| SMF | CFOP 155-13 | Incompetence To Proceed and Non-Restorable Status | 09/21/2021 | X |

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|-----|-------------|---|------------|---|
| SMF | CFOP 155-16 | Recovery Planning and Implementation in Mental Health Treatment Facilities | 05/16/2019 | X |
| SMF | CFOP 155-17 | Guidelines for Discharge of Civil Residents from a State Mental Health Treatment Facility to the Community | 04/17/2020 | X |
| SMF | CFOP 155-19 | Evaluation and Reporting of Competency To Proceed | 02/15/2019 | X |
| SMF | CFOP 155-20 | Use of Seclusion in Mental Health Treatment Facilities | 11/04/2016 | X |
| SMF | CFOP 155-21 | Use of Restraint in Mental Health Treatment Facilities | 09/15/2019 | X |
| SMF | CFOP 155-22 | Leave of Absence and Discharge of Residents Committed to a State Mental Health Treatment Facility Pursuant to Chapter 916, F.S. | 08/17/2021 | X |
| SMF | CFOP 155-23 | Resident Transfers Between State Forensic Mental Health Treatment Facilities | 01/13/2021 | X |
| SMF | CFOP 155-24 | Guidelines for Infection Prevention and Control Program in State Mental Health Treatment Facilities | 05/13/2021 | X |
| SMF | CFOP 155-25 | Incident Reporting and Processing in State Mental Health Treatment Facilities | 11/13/2020 | X |
| SMF | CFOP 155-26 | Safe and Supportive Observations of Residents | 09/15/2021 | X |
| SMF | CFOP 155-27 | Guidelines for Pre-Release Referral of Residents in State Mental Health Treatment Facilities for Social Security Benefits and Insurances and for the Institutional Care Program (ICP) Medicaid | 04/16/2018 | X |
| SMF | CFOP 155-28 | Sexual Misconduct in State Mental Health Treatment Facilities | 04/17/2017 | X |
| SMF | CFOP 155-29 | Management of Minimum Staffing in State Mental Health Treatment Facilities | 11/06/2019 | X |
| SMS | CFOP 155-31 | District Substance Abuse Licensing and Regulatory Policies and Procedures | 09/14/2006 | X |
| SMF | CFOP 155-34 | Contact Between Special Interest Industries and State Mental Health Treatment Facility Employees | 09/15/2021 | X |
| SMF | CFOP 155-35 | Violence Risk Assessment Procedure in State Mental Health Treatment Facilities | 10/21/2020 | X |
| SMF | CFOP 155-38 | Procedures for Post Commitment Diversion of Individuals Adjudicated Incompetent to Proceed or Not Guilty by Reason of Insanity | 03/31/2021 | X |
| SMF | CFOP 155-39 | Guidelines for Progress Note Documentation in the Health Record at State Mental Health Treatment Facilities | 03/17/2021 | X |
| SMF | CFOP 155-40 | Use of Electroconvulsive Treatment for Residents of State Mental Health Treatment Facilities | 05/20/2021 | X |
| SMF | CFOP 155-41 | Environmental Risk Management in State Mental Health Treatment Facilities | 07/10/2015 | X |
| SMF | CFOP 155-45 | Guidelines for Conducting Sexually Violent Predator Assessment of Individuals Found Not Guilty by Reason of Insanity and Committed for Involuntary Hospitalization | 06/02/2021 | X |
| SMF | CFOP 155-46 | Management of Acute Non-Penetrating Traumatic Head/Brain Injury | 10/15/2018 | X |
| SMF | CFOP 155-47 | Processing Referrals from the Department of Corrections | 07/01/2009 | X |
| SMF | CFOP 155-48 | Registration Guidelines for Forensic and Civil Residents Who Are Classified as Sexual Offenders or Sexual Predators | 11/13/2020 | X |
| SMF | CFOP 155-49 | Individuals Served/Employee Relationships | 12/21/2020 | X |

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|-----|-------------|---|------------|---|
| SMF | CFOP 155-50 | Undocumented Persons in State Mental Health Treatment Facilities | 05/30/2019 | X |
| SMF | CFOP 155-51 | Dress Code for State Operated Mental Health Treatment Facilities | 11/09/2020 | X |
| SMF | CFOP 155-52 | Use of "Do Not Resuscitate" (DNR) Orders in State Mental Health Treatment Facilities | 12/15/2021 | X |
| SMF | CFOP 155-53 | Suicide and Self-Injury Prevention | 02/15/2019 | X |
| SMF | CFOP 155-54 | Administrative Reviews of Individuals in High Profile Situations | 12/21/2020 | X |
| SMF | CFOP 155-56 | Guidelines for Admission of Forensic Individuals to a State Mental Health Treatment Facility | 02/12/2021 | X |
| SMF | CFOP 155-57 | Care of Pregnant Females in State Mental Health Treatment Facilities | 03/01/2021 | X |
| SMF | CFOP 155-58 | Guidelines for Assisting State Mental Health Facility Residents Who May Benefit from Appointment of Public Guardianship | 04/22/2019 | X |
| SMF | CFOP 155-59 | Surveillance Technology in the Mental Health Treatment Facilities | 06/02/2021 | X |
| SMF | CFOP 155-61 | Residential Room Assignments in the Civil Facilities | 09/15/2021 | X |
| SMF | CFOP 155-63 | Freedom of Movement of Residents in Civil State Mental Health Treatment Facilities | 01/03/2020 | X |
| SMF | CFOP 155-64 | Guidelines for Admission to a Civil State Mental Health Treatment Facility | 09/15/2020 | X |
| SMF | CFOP 155-65 | Visitation Guidelines in a DCF State Mental Health Treatment Facility | 09/25/2020 | X |

ECONOMIC SELF-SUFFICIENCY SERVICES

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|------|-------------|---|-------------|---|
| PDES | CFOP 165-9 | Presumptive Medicaid Eligibility for Pregnant Women | 01/01/2014 | X |
| PDES | CFOP 165-17 | PDES | CFOP 165-18 | |
| | PDES | CFOP 165-19 | PDES | |
| | CFOP 165-22 | ACCESS Florida Program Policy Manual Program Policy Manual (state.fl.us) | | |

CHILD WELFARE

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|------|-------------|--|---------------------------------|---|
| PDFS | CFOP 170-1 | Florida's Child Welfare Practice Model | 06/28/2024 | X |
| PDFS | CFOP 170-2 | Completing Hotline Intake Assessment | 04/04/2016 | X |
| | | | Pend (02/15/22) | |
| PDFS | CFOP 170-3 | Procedures Related to Missing Children | 10/01/2020 | X |
| PDFS | CFOP 170-4 | Child Maltreatment Index | 09/01/2020 | X |
| PDFS | CFOP 170-5 | Child Protective Investigations | 02/07/2022 | X |
| | | | Pend (02/15/22) | |
| PDFS | CFOP 170-6 | Child Fatality Response | 12/01/2018 | X |
| PDFS | CFOP 170-7 | Develop and Manage Safety Plans | 02/14/2022 | X |
| | | | Pend (02/15/22) | |
| PDFS | CFOP 170-8 | Plan of Safe Care for Infants Affected by Prenatal Substance Use | 07/15/2018 | X |
| PDFS | CFOP 170-9 | Family Assessment and Care Planning | 05/01/2019 | X |
| | | | Pend (02/15/22) | |
| PDFS | CFOP 170-10 | Providing Services and Support for Children in Care and for Caregivers | 09/01/2020 | X |
| PDFS | CFOP 170-11 | Placement | 09/08/2020 | X |
| PDFS | CFOP 170-12 | Adoptions | 10/30/2020 | X |
| PDFS | CFOP 170-13 | Child Support in Child Welfare Cases | 12/15/2017 | X |
| PDFS | CFOP 170-14 | Response to the Human Trafficking of Children | 11/21/2017 | X |

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|--------------------------|-------------|---|------------|---|
| PDFS | CFOP 170-15 | Federal and State Funding Eligibility | 04/22/2022 | X |
| PDFS | CFOP 170-16 | Administrative Functions | 08/10/2023 | X |
| PDFS | CFOP 170-17 | Services for Transitioning Youth and Young Adults | 07/29/2019 | X |
| PDFS | CFOP 170-18 | Services for Children with Mental Health and Any Other Co-Occurring Substance Abuse or Developmental Disability Treatment Needs in Out-of-Home Care Placements | 08/21/2020 | X |
| PDFS | CFOP 170-19 | Interstate Compact On The Placement Of Children | 07/27/2023 | |
| PDFS | CFOP 170-19 | Interstate Compact on the Placement of Children | DRAFT | |
| PDFS | CFOP 170-20 | Child Care Licensing Program Desk Reference Guide | 07/01/2020 | X |
| PDFS | CFOP 175-25 | Domestic Violence Center Certification Standards | 09/16/2022 | |
| <u>FAMILY SAFETY</u> | | | | |
| PDFS | CFOP 175-17 | Child Fatality Review Procedures | 03/03/2011 | X |
| PDFS | CFOP 175-19 | Administrative Fines and Other Penalties for False Reporting of Abuse, Neglect and Abandonment | 05/09/2001 | X |
| | CFOP 175-40 | (Superseded by CFOP 170-18) | | |
| PDFS | CFOP 175-44 | Services to Refugee and Entrant Unaccompanied Minors | 06/01/99 | X |
| PDFS | CFOP 175-52 | Relicensing Child-Placing Agencies | 11/01/98 | X |
| PDFS | CFOP 175-54 | (superseded by CFOP 170-19) | 07/27/2023 | X |
| PDFS | CFOP 175-55 | (superseded by CFOP 170-19) | 07/27/2023 | X |
| PDFS | CFOP 175-59 | Master Trust for Benefit of Family Safety Program Clients | 10/18/2006 | X |
| PDFS | CFOP 175-67 | Finalized Adoption Cases and Automated System Client Identifiers | 08/01/98 | X |
| PDFS | CFOP 175-91 | Abuse and Neglect Clearance of Informal Child Care Providers | 11/15/99 | X |
| PDFS | CFOP 175-94 | (Superseded by 170-1c6 and 50-1.) | 01/18/24 | X |
| | CFOP 175-95 | Not Issued | | |
| PDFS | CFOP 175-97 | Interstate Compact on Adoption and Medical Assistance | 07/30/2003 | X |
| <u>INSPECTOR GENERAL</u> | | | | |
| OSIG | CFOP 180-2 | Policies and Procedures of the Office of Inspector General | 07/27/2021 | X |
| OSIG | CFOP 180-4 | Mandatory Reporting Requirements to the Office of Inspector General | 05/28/2015 | A |
| <u>SAFETY</u> | | | | |
| ASGDC | CFOP 215-1 | Loss Prevention | 02/12/2010 | X |
| ASGDC | CFOP 215-4 | Safety and Loss Control - Fire Safety | 12/15/2008 | X |
| ASGDC | CFOP 215-5 | Casualty Risk Loss Prevention and Control Program | 08/07/2008 | B |
| ASG | CFOP 215-6 | Incident Reporting and Analysis System (IRAS) | 04/01/2013 | A |
| ASG | CFOP 215-7 | Child Fatality Notification Requirements | 05/13/2014 | A |

PAMPHLETS

| | | | | |
|-------|-----------|---|------------|---|
| ASGO | CFP 15-1 | Basics of Records Management | 08/29/97 | X |
| ASGO | CFP 15-7 | Records Retention Schedules Used by the Department of Children and Families | 02/22/2021 | X |
| ASG | CFP 45-1 | Storage Techniques | 05/01/98 | X |
| ASG | CFP 45-2 | Physical Inventory Techniques | 04/06/98 | X |
| ASHR | CFP 60-1 | Employee Handbook | 07/01/2018 | F |
| ASGDC | CFP 70-1 | Preparing Facility Programs | 11/17/2008 | X |
| ASGDC | CFP 70-3 | Operation and Maintenance Housekeeping Guidelines | 04/30/98 | X |
| ASGDC | CFP 70-4 | Resource Recovery and Waste Management | 10/20/2008 | X |
| | CFP 170-1 | (superseded by CFOP 170-25) | | X |
| ASGDC | CFP 215-1 | Safe Practice Guidelines for Operating and Maintaining Department Facilities and Grounds | 08/14/98 | X |
| ASGDC | CFP 215-2 | Safe Practice Guidelines for Operating and Maintaining Machinery and Equipment | 07/01/99 | X |
| ASGDC | CFP 215-3 | Employee Safety Orientation | 06/01/2022 | X |
| ASG | CFP 215-4 | Department of Children and Families Emergency/ Disaster Plan (Intranet Only) | 05/07/2018 | X |

HEADQUARTERS OPERATING PROCEDURES

ASG

OP 10-5

Issuance and Control of Identification Badge for the
Center of Tallahassee Office Complex

02/22/2022

D