

CF OPERATING PROCEDURE  
NO. 155-2

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, November 11, 2016

Mental Health/Substance Abuse

OPERATING CAPACITIES AT STATE MENTAL HEALTH TREATMENT FACILITIES

1. Purpose. This operating procedure describes procedures for setting, approving and revising operating capacities at state mental health treatment facilities and ensuring coordination with Headquarters, regional and facility staff in all issues related to operating capacities.
2. Scope. This operating procedure applies to state mental health treatment facilities, whether operated by the Department of Children and Families or by contract with private entities.
3. Definitions. For purposes of this operating procedure, the following definitions apply:
  - a. Operating Capacity means the total capacity available to serve individuals for whom the Department provides custody, care and treatment.
  - b. Residential Treatment Component means an area designed to serve individuals with similar disabilities or needs; e.g., individuals with a dual diagnosis of a mental illness and developmental disability. For forensic facilities, the areas may serve individuals with similar legal status, such as Not Guilty By Reason of Insanity or Incompetent to Proceed.
  - c. Change/Move.
    - (1) Permanent Change/Move.
      - (a) Operating Capacity Change means an increase or decrease in the total capacity.
      - (b) Residential Treatment Component Move means an increase or decrease in the total capacity assigned to a residential treatment component by 10 or more. This change does not affect the total operating capacity, as an increase in capacity in one residential treatment component occurs at the same time as a decrease in capacity in another residential treatment component.
    - (2) Temporary Change/Move.
      - (a) Temporary Change means the time limited (less than six months) addition or reduction in capacity of five or more.
      - (b) Temporary Move means a time limited (less than six months) movement of 10 or more in the operating capacity, from one residential treatment component area to another. The change will not affect the total operating capacity.

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This operating procedure supersedes CFOP 155-2 dated August 11, 2014.

OPR: SMF

DISTRIBUTION: OSES; OSGC; ASGO; Regions, Mental Health Treatment Facilities.

#### 4. Permanent Changes/Moves and Temporary Changes.

a. To make changes to the approved operating capacity in residential treatment components, the facility administrator must prepare a written request that includes the following information:

- (1) Factors and circumstances that initiated the need for the change in operating capacity.
- (2) Impact of the change upon the current facility programs and staffing.
- (3) Effect of the change on the facility's organizational structure.
- (4) Impact of the change on receiving facilities in the catchment area.
- (5) Effect of the change on regional allocations (this does not apply to forensic facilities).
- (6) Impact on the operating budget.

b. The facilities and appropriate regions should actively involve, as appropriate, criminal justice systems, providers, consumers, advocates, and other stakeholders in the process of changing operating capacities.

c. The completed package of information must be submitted for approval in accordance with the procedures in paragraph 7 of this operating procedure.

#### 5. Temporary Moves.

a. When a temporary move is needed by a civil facility to accommodate special conditions, such as court-ordered admissions and building renovations, the facility administrator must provide written notice to the regional administrators and regional substance abuse and mental health directors of the affected regions within the facility's catchment area and the Director of Policy and Programs of State Mental Health Treatment Facilities and the Chief Hospital Administrator (CHA). When a temporary move is needed by a forensic facility to accommodate special conditions, such as court-ordered admissions and building renovations, the facility administrator must provide written notice to the Director of Policy and Programs of State Mental Health Treatment Facilities and the CHA.

b. The notice must explain how the capacity is affected, the anticipated length of time the change will be in effect, and briefly explain where effected individuals will live during the time period. Formal approval of a temporary move is not required unless such move will cause the facility to exceed its operating budget. In such cases, procedures discussed in paragraph 4 of this operating procedure must be followed.

#### 6. Reviews and Approvals.

a. The Director of Policy and Programs of State Mental Health Treatment Facilities and the Chief Hospital Administrator must review the facility's submittal within two (2) weeks. If a contracted facility, the Director or CHA will consult with the contract manager. The Director or CHA will notify the facility administrator whether a submittal has been approved. Any submittal which has been disapproved will be returned with comments to the facility administrator for revision and resubmittal.

b. The Director of Policy and Programs of State Mental Health Treatment Facilities or the CHA will notify the facility administrator, regional managing directors and regional substance abuse and mental health directors of approval/disapproval within 30 days of receipt of the operating capacity plan.

7. Department's Decisions. When a permanent or temporary change in capacity is required by the Department, the Director of Policy and Programs of State Mental Health Treatment Facilities or the Chief Hospital Administrator will notify all facility administrators, regional substance abuse and mental health directors, and regional administrators in the facility's catchment area.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

WENDY SCOTT  
Director, Policy And Programs

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Routine updating without substantive changes.