



Policy: Institutional Abuse Reports

ChildNet Number: CN 005.013
Original Approved Date: June 30, 2003
Policy Revised Date(s): May 5, 2008, May 14, 2014
Policy Sunset Date:
COA Standard(s): RPM 10.04, FKC 12.07

Statement of Policy:

ChildNet's policy is to ensure the safety of children in care to the greatest extent possible, identify and respond to high risk factors, and comply with the Department of Children and Families reporting requirements. Florida Abuse Hotline's reports on abuse, neglect or exploitation involving ChildNet's subcontracted child caring agencies, family foster homes, and family shelters must always be reported immediately to ChildNet and its subcontractor providers.

Board Chair's Signature:

Date:

5/22/14



Procedure: Institutional Abuse Reports

ChildNet Number: CN 005.013

Original Approved Date: June 30, 2003

Procedure Revised Date(s): May 5, 2008, May 14, 2014, March 20, 2018, September 14, 2022

Procedure Sunset Date:

COA Standard(s): RPM 10.04, FKC 12.07

Definitions (If any):

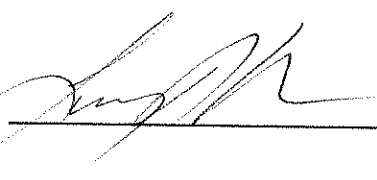
Statement of Procedure:

- A. This procedure applies to ChildNet and its subcontractors in their provision of service.
1. Upon notification of an institutional intake report by Comprehensive Child Welfare Information System (CCWIS) (via email), the ChildNet Licensing Specialist or designee will immediately report the abuse number, allegation (s), and initial findings to the pertinent subcontracted provider (via telephone, fax, or email) if the subcontracted provider is not assigned to the foster home in CCWIS. If the nature of the alleged abuse is serious, (death, egregious act, potential media coverage, or potential adverse impact upon the agencies) a ChildNet Licensing Specialist or designee will immediately notify the subcontracted provider's licensing supervisor or designee.
 2. In addition, the Dependency Case Manager (DCM) will be notified through CCWIS via automatic notification. The DCM will notify their supervisor and Director.
 3. If warranted, the ChildNet Licensing Specialist or designee notifies the Director of Intake and Placement (via telephone or e-mail) in order to advise of a placement, hold on the foster home due to an open abuse investigation. In addition, a placement hold will be placed in CCWIS.
 4. ChildNet's Licensing Department will track all reported institutional reports and outcomes on licensed foster homes and ChildNet's Contract Department will track all reported institutional reports and outcomes for licensed contracted residential facilities. It is the responsibility of the Licensing Specialist or designee to follow-up on all necessary aspects of foster home institutional reports and it is the responsibility of the Director of Service Quality or designee to follow-up on all necessary aspects of contracted residential facilities.



5. The Protective Investigator (BSO/DCF) will respond to the allegation of maltreatment(s) and conduct an investigation. The Protective Investigator will work with ChildNet and the subcontracted agencies to determine the need for an improvement or corrective action plan. If the nature of the abuse allegation(s) is serious, (death, egregious act, potential media coverage, or potential adverse impact upon the agencies) ChildNet Licensing Specialist, Contract Manager, Director of Service Quality or designee will participate in an institutional abuse report staffing with all interested parties. The subcontracted agencies will report their findings and actions taken to ChildNet within one week of the date of notification of the abuse report. ChildNet must be notified upon completion of the corrective action plan by the foster family or facility. The subcontractors carry the responsibility of following up with ChildNet and will report a closure date if applicable and final findings to ChildNet no longer than sixty days from the initial date of the investigation. Service providers must keep a copy of the final report, staffing forms, and corrective action plan in the confidential section of the licensing case file and submit copies with the licensing file. ChildNet will include a copy of the final abuse report and if applicable corrective action plan to the DCF Licensing Unit upon submission of the re-licensure file.

6. ChildNet's Licensing Specialist or designee will follow all the above established reporting procedures with its contracted foster homes and ChildNet's Director of Service Quality or designee will follow all of the above established reporting procedures with its contracted group homes and family shelters.

President's Signature:  Date: 09-20-22