



## Policy: Out of County Services

**ChildNet Number: CN 006.004**  
**Original Approved Date: June 1, 2003**  
**Policy Revised Date(s): December 10, 2009**  
**Policy Sunset Date:**  
**COA Standard(s): None**

### Statement of Policy:

It is ChildNet's policy to operate in accordance with 65C-30.018 F.A.C. in order to ensure the safety, well-being and permanency for all children residing outside their county of jurisdiction within the state of Florida.

**Board Chair's Signature:**

**Date:**

11/19/10



## **Procedure: Out of County Services**

**ChildNet Number: CN 006.004**

**Original Approved Date: June 1, 2003**

**Procedure Revised Date(s): December 10, 2009, September 11, 2013,  
May 14, 2014, March 20, 2018**

**Procedure Sunset Date:**

**COA Standard(s): None**

**Definitions (If any):**

### **Statement of Procedure:**

ChildNet is to request, receive, and manage out of county services which include courtesy supervision cases, requests for home studies and requests for case plan assistance from other lead agencies and the Department of Children and Families.

This policy applies to all lead agencies, DCF, and includes children who are under protective supervision – including children in relative care, non-relative care, non-judicial and foster/shelter care cases involving children who are living in licensed homes, facilities, therapeutic placements, foster care post-placement supervision, and adoptive placement supervision. In executing the out of county process, ChildNet personnel are to reference the Statewide Community Based Agency Working Agreement and operate in accordance with 65C-30.018 F.A.C. For issues relating to transfer of jurisdiction or out of state assistance, reference CN 006.009, CN 006.010, respectively.

### **HOMESTUDY**

- A. A formal home study must occur prior to placement of a child in an unlicensed or prospective adoptive placement. The following process is followed:
1. **Outgoing requests**  
These must be requested on the appropriate form with the required supporting documentation by assigned Child Advocate/Dependency Case Manager (CA/DCM) in accordance with 65C-30.018 F.A.C. and in Broward submit to the Director of Support Services, and in Palm Beach submit to the Director of Intake & Placement, or designee who will forward to appropriate liaisons of the Lead CBC agencies.



## 2. Incoming requests

These must be routed through the Director of Support Services in Broward or the Director of Intake & Placement in Palm Beach or designee in accordance with 65C-30.018 F.A.C. for processing and assignment.

- B. With-in five (5) days following receipt of the written request by the Director of Support Services in Broward or the Director of Intake & Placement in Palm Beach, or designee, and no later than seven (7) working days of being received by the Lead Agency, the receiving county/unit shall assign a Child Advocate or Child Advocate Supervisor into the Comprehensive Child Welfare Information System (CCWIS) system. The time frame established for initial client contact is not to exceed seven (7) business days from receipt of the request at ChildNet, unless it is known and documented that the subject will not be available within that time. The time frame may be shortened if it is determined that services must be provided more quickly, or if there is a request to expedite.
- C. At least one home visit is required prior to completion of a requested home evaluation. Collateral contacts, criminal record checks, and abuse/neglect history checks must be made if indicated. A home evaluation report, whether intra- or interstate, must address the same factors included in Part V (Social Data) of the Predisposition Study. The time frame for completion is not to exceed 60 days. If barrier exists to meet the time standard, the information is to be communicated back to the original requestor through a written status report, additionally notes as to the progress/completion of home study are to be documented in the CCWIS.
- D. Completed requests are to be sent back through the Director of Support Services in Broward, or Director of Intake & Placement in Palm Beach, or designee to be routed to the sending CBC OCS liaison.

## **COURTESY SUPERVISION/CASE PLAN ASSISTANCE**

- A. The fact that families change residence does not release ChildNet from its responsibility to continue to provide supervision to protect the children. Requests for courtesy supervision to or from another Lead CBC Agency in Florida that has court jurisdiction are to be handled in the following manner:
  - 1. Requests for courtesy supervision must be completed in accordance with 65C-30.018 F.A.C and submitted through the Director of Support Services in Broward, or the /Director of Intake & Placement in Palm Beach or designee.
  - 2. All requests for courtesy supervision within Florida are to be processed in accordance with the written procedures established by each Lead CBC Agency. The procedures must require that all requests be in writing. The sending agency is responsible for providing the receiving agency with a copy of the case plan; all



court orders; all information regarding the family, such as medical, psychological, psychiatric, developmental, academic reports, as well as predisposition studies. These documents are necessary for the receiving agency to properly assess the current family situation, the child's needs and safety factors.

3. Requests to or from another lead agency within Florida shall not normally be initiated by telephone. If the situation requires immediate expedition, the Director of Support Services in Broward, or the Director of Intake & Placement in Palm Beach, or designee must be notified by a telephone call and e-mail shall be directed to the other lead agency, or designee for a decision regarding case handling, immediately followed by a written request including the information listed in paragraph a (2) above. The receiving person is to respond in writing to the sending person, accepting the courtesy supervision case and providing the name and phone number of the Child Advocate/Dependency Case Manager assigned once the written request and pertinent documents are received. If the receiving supervisor refuses to accept the case, a full written explanation is to be provided to the sending person. If the sending person believes the response is unjustified and agreement cannot be reached with the receiving person, then the matter must be referred to the next level of supervision until a final decision is reached.

B. Courtesy supervision is to be requested in the following situations:

1. Any time a child is placed outside of ChildNet's jurisdiction but within the state;
2. The child/family is placed or moved to another district within state;
3. There may be circumstances when exceptions need to be made for when courtesy supervision should or should not be requested, which may include but are not limited to a strong relationship between the Child Advocate/Dependency Case Manager and child/family and a change of Child Advocates/Dependency Case Managers may be detrimental to the child/family.

C. Cases involving court-ordered supervision are not to be terminated without prior written approval of the court. Court-ordered services are to continue without lapse until terminated or modified by the court.

D. In non-judicial cases, if the family moves to another county or state and requests continuation of services, the case must be treated as a request for courtesy supervision subject to the procedures contained in this operating procedure. The receiving agency may elect to first assess the need for services prior to accepting supervision, but must commence an investigation of the need for services within 5 working days of receipt of the request.



- E. When supervision and jurisdiction are both in Florida, all case management requirements and procedures are applicable. Once the case has been accepted (unless the request solely pertains to meeting with a parent to help with a case goal, making referrals to the parent identifying appropriate providers or some other type of short-term assistance to the sending agency), the primary day to day case management responsibility belongs to the receiving location. The receiving person is to keep the sending person informed until supervision is terminated. The sending person is to be responsible for overall case management involving permanency and legal proceedings.
1. The responsibility of the receiving Child Advocate/Dependency Case Manager is to:
    - a. Have a minimum of one face-to-face contact with the child and family in the home every 30 days (more frequent contact if the needs of the child or family warrant); and conduct required contacts with a parent with whom reunification is planned.
    - b. Provide the day to day case management activities to meet the safety and well-being of the child/family to include service provision and monitoring; and,
    - c. Provide pertinent information to the sending person, including a detailed quarterly report that would include information on the child and family's progress plus any concerns about the current placement.
  2. The responsibility of the sending person is to maintain the overall case management responsibilities involving permanency and legal proceedings
- F. In cases with the goal of reunification, where the parent and child are in separate areas of the state, the sending and receiving person in each location must maintain regular contact with the family members they serve and document reunification efforts in the case file.
- G. It is the responsibility of both the sending and receiving agency, if placement is in Florida, to maintain an accurate CCWIS provider record using the proper status code as long as they continue a role in the case, and to terminate that record correctly when their role ends.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_