



Series: Operating Procedures COA: FIN 2
CFOP: 175-11

Procedure Name: Sibling Separation Staffing

Procedure Number: OP-1011

Revision #/Date: (2) 09-15-08

Effective Date: 01/20/06

Applicable to: All CBCB Staff and Contract Care Management Agencies

SUBJECT: Sibling Separation Staffings

PURPOSE: To ensure that reasonable efforts are made to place siblings together whenever possible.

PROCEDURE:

Required Staffings

Sibling Separation Staffing will occur to review all children separated. This can include children in licensed placements, relatives or non relatives. For children in licensed care, the CBCB Intake Specialist will contact all subcontracted Child Placing Agencies to determine if one home can accommodate all siblings. Sibling Separation Staffings will be held on a quarterly basis.

All children that require a staffing should be referred through the Intake Unit to the Utilization Program Manager.

Referral Sources

Case Management Agency Supervisor can refer if throughout the course of supervisory reviews it is discovered that siblings are separated.

Intake Specialists will monitor children in licensed placements and will schedule any group in which siblings are in multiple placements.

Care Manager can refer for any child on their caseload that is separated.

Scheduling

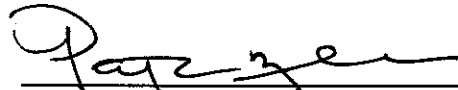
Each staffing will be scheduled in ten minute increments. The following parties will be in attendance: Intake Specialist, Care Manager, Utilization Review Program Manager, Supervisor and placement resource for children when deemed appropriate and necessary (i.e. foster parent, relative or non relative).

Visitation

The parties will also review whether or not siblings are having regular visitation as required. Visitation is to take place at a minimum of a monthly basis but is encouraged to be held more frequently.

All children that are being permanently separated through the Adoption process will be reviewed as required by the Florida Administrative Code.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
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APPROVAL DATE: 01/06/09