



**State of Florida
Department of Children and Families**

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: July 16, 2013

TO: Regional Managing Directors,
Regional Family and Community Services Directors

THROUGH: Pete Digre, ~~Assistant Secretary~~ Secretary for Operations
Elisa Cramer, Director, Family and Community Services *ELC*

FROM: Andrea Tulloch, Esq., Director, Office of Child Welfare *A*

SUBJECT: Reinstatement of Required Second Party Review Process

PURPOSE: The purpose of this memorandum is to provide direction and guidance to Child Protective Investigators, Child Protective Investigation Supervisors, Program Specialists and Program Administrators who perform Second Party Reviews. Effective immediately, the required Second Party Review must continue.

Effective immediately, the July 1, 2013 memorandum repealing second party reviews is rescinded, and all components of the process are reinstated. This, however, should not negate our new direction in which the Program Administrators focus on direct second party engagement on the floor with their supervisors and staff in reviewing and, as necessary, going out on the most serious cases. The Program Administrators should focus particularly on children ages 0-2 in families where violence and physical abuse are present, as well as their important role in making sure that all child safety requirements are followed diligently.

BACKGROUND: Child Protective Investigators (CPIs) currently complete a Child Safety Assessment (CSA) within 48 hours of first contact with the victim and an updated CSA, as needed. The CSA is reviewed by the Supervisor within 72 hours and, if certain criteria are met, a Second Party Review is conducted by a Program Administrator or designee.

The intent of the Second Party Review was to identify, assess and ensure close monitoring, tracking and concurrence with the Supervisor's assessment of the investigations presenting with pre-defined risk factors. Over time, this required process has evolved and now involves so many cases that it risks de-focusing our attention from the most serious cases. We will be moving forward to implement rules which define a second party process that focuses on the most dangerous situations.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Effective immediately, this reinstatement supersedes instruction in a July 1, 2013 memo, which stated that the Second Party Review of the CSA is no longer required.

ACTION REQUESTED: Regions and Sheriffs shall continue the Second Party Reviews utilizing pre-defined criteria.

Please disseminate this memorandum to all child welfare staff, Sheriff's offices who conduct child protective investigations and agency staff who are involved in conducting Second Party Reviews.

CONTACT INFORMATION: If you have any questions, or for additional information, please contact Lynne Dupuis, Office of Child Welfare, at (850) 717-4651 or lynne_dupuis@dcf.state.fl.us.

cc: Drew Parker, General Counsel
Kellie Sweat Darnell, Director, Child Protection Transformation