

PROCEDURE

Series: Operating Procedures **COA:** N/A
CFOP: 175-54, 175-55

Procedure Name: Out of County Services (Previous Title: Out of Town Inquiries)
Procedure Number: OP-1033
Reviewed Date: 09/01/2020
Revision #/Date: (3) 02/17/12, (4) 06/27/16
Effective Date: 11/01/08

Applicable to: All Brevard Family Partnership (BFP) Staff and Contract Providers

PURPOSE: To establish the requirements for BFP's response to Out of County Services (OCS) for which the agency is responsible.

PROCEDURE:

References

Out of County Services "2008 Working Agreement" among State of Florida Community Based Care Lead Agencies (revised 9/15/2014)
OP 1043 Courtesy Supervision
OP 1054 Interstate Compact on the Placement of Children (ICPC)
OP 1055 Priority Placement under the Interstate Compact on the Placement of Children (ICPC)
Note: CFOP 175-33 repealed by DCF

Definitions

"Out of County Services" (OCS) are requests for services or assistance that originate from intrastate sources. Requests for services may include, but are not limited to home evaluations, courtesy supervision, and case plan assistance.

BFP "Out of County Services" responsibilities will not be confused with DCF Child Protective Investigations (CPI) "Out of Town Inquiries (OTI)" responsibilities. OTIs are requests for immediate services or assistance that originate from intrastate, interstate or international sources. Requests for services may include, but are not limited to, abuse and neglect investigations, predisposition summaries, and CPI to CPI home studies of families to whom no State of Florida Community Based Care (CBC) Lead Agency is assigned.

OCS Sources

Intrastate sources include other CBC Lead Agencies, and, as staff resources permit, may include other Florida state or local social service and other private agencies, the courts, and other entities or individuals referred through other CBC Lead Agencies and/or the DCF Family Safety Program Office.

Interstate Compact on the Placement of Children

- a. The Interstate Compact on the Placement of Children (ICPC); see sections 409.401, et seq., F.S.), is administered by the Department of Children and Families (DCF) ICPC Central Office. It is a statewide, direct service, operational program which assists BFP staff in efforts to place children with families in other states or in an out-of-state foster care placement pending permanency. It also approves all interstate adoptions.
- b. All incoming requests for services from other states and foreign countries should first be sent to the ICPC Central Office. If a request is received directly from another state or foreign country, the BFP ICPC Representative (currently the Intake Specialist) will review the Interstate Compact System (ICS) and the National Electronic Interstate Compact Enterprise (NEICE) to determine if an active ICPC request exists and, if no case exists, contact the ICPC Central Office before providing services.

RESPONSE REQUIREMENTS:

- a. OCS actions will be documented in Florida Safe Families Network (FSFN).
- b. The BFP OCS Representative (currently the Intake Specialist) will assign incoming OCSs within one (1) business day of receipt. The time frame for initial client contact by the Care Manager Supervisor (DCMS)/Care Manager (DCM) will not exceed three (3) business days from receipt from the BFP OCS Representative; further, initial client contact will not exceed two (2) business days from receipt by the Dependency Care Manager Supervisor (DCMS) unless it is known and documented in FSFN 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. The assigned Care Manager is required to complete a minimum of one (1) home visit as required prior to completion of a requested home evaluation. Collateral contacts, criminal record checks (including fingerprint checks), and FSFN checks must be completed. A home evaluation report will address all pertinent factors. The time frame for completion shall not exceed 30 days.
- d. An OCS may result in requests for courtesy supervision, a home study and/or case plan assistance. No CBC Lead Agency will, however, recommend or obtain a transfer of jurisdiction of a case to BFP without obtaining the concurrence of applicable staff; parties to the agreement should include both the sending and receiving supervisors, the BFP Intake Unit, and Children's Legal Services (CLS) attorneys.
- e. The BFP OCS Representative will forward outgoing OCSs to the appropriate CBC Lead Agency representative within one (1) business day of receipt of the request.
- f. Each Care Center Administrative Assistant will be responsible for maintaining an OCS tracking log.



BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 10/05/2020