

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: FKC 7</b>
		<b>CFOP: 175-11</b>
<b>Procedure Name:</b>	Sibling Separation Staffing	
<b>Procedure Number:</b>	OP1011	
<b>Reviewed Date:</b>	N/A	
<b>Revision #/Date:</b>	(2) 09/15/08 (3) 07/14//21	
<b>Effective Date:</b>	01/20/06	

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**Applicable to:** All BFP Staff and Sub-Contracted Case Management Agencies

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

### PROCEDURE:

#### **Definitions**

Separated Siblings tracking spreadsheet includes the following analysis of primary and secondary reasons as to why siblings may be separated.

#### Primary reasons:

- Caregiver for one or more sibling is unwilling to accept placement of sibling
- Behaviors-One or more sibling with behavioral needs
- Behaviors-One or more sibling with DJJ history
- Capacity-Sibling Group of 3 or more
- Capacity-Sibling Group: Age Differential
- Capacity-Sibling Group: Female/Male make-up
- Medical-One or more sibling in medical placement
- One or more sibling in adoptive placement
- One or more sibling placed with Parent
- Specialized Placement- One or more sibling in DJJ Commitment Program
- Specialized Placement- One or more sibling on runaway status
- Specialized Placement-One or more sibling in STGH Placement

#### Secondary reasons:

- Caregiver for one or more sibling is unwilling to accept placement of sibling
- Behaviors-One or more sibling with behavioral needs
- Behaviors-One or more sibling with DJJ history
- Behaviors-One or more sibling with mental health needs
- Capacity-Sibling Group of 3 or more
- Capacity-Sibling Group: Age Differential
- Capacity-Sibling Group: Female/Male make-up
- Medical-One or more sibling in medical placement
- One or more sibling in adoptive placement
- Placed alone in LOHC

Placed alone in Non-Relative Placement  
Placed alone in Relative Placement  
Placed together in LOHC  
Placed together in Non-Relative Placement  
Placed together in Relative Placement

The team discusses when the children become separated and reports ongoing efforts to place together. The team also, explores if the family was referred to Family Finders and engages in a discussion about when the siblings may be placed together.

### **Required Staffings**

On a monthly basis the BFP Performance reviews the current listing of siblings in separated placements. The listing is uploaded onto the BFP shared drive.

The BFP Performance department then notifies Family Allies CMA to respond by answering the spreadsheet questions for the relative/ non-relative population with the appropriate responses identified under the definition section. Care Managers are responsible for discussing sibling placement options each month.

The BFP Performance department notifies the BFP intake and placement team to respond by answering the spreadsheet questions for the licensed out of home care population.

### **Referral Sources**

Brevard Family Partnership, in collaboration with our subcontracted Case Management Agency will ensure that all separated siblings are staffed every 90 days. In addition, BFP Intake and Placement staff will conduct internal programmatic reviews every 30 days or until placement of siblings in the same setting occurs.

### **Scheduling**

On a Quarterly basis, (2nd Month of the Quarter) the BFP Performance department will convene a meeting with Family Allies Leadership and BFP Intake and placement Leadership to review reasons for separation to assess opportunities to place children together, discuss planned moves, assess needs of the children, and provide additional supports. During these meetings, the frequency of sibling visitation will be addressed to ensure visitation occurs minimally on a monthly basis and more frequently whenever possible.

Special attention will be given to those cases where one or more children are separated due to 1 or more children being in LOHC and 1 or more children being placed in a relative/non-relative placement

Additional reviews of separated siblings will occur during Out of Home care reviews, Permanency staffings, Quarterly Supervisory reviews, over capacity waivers reviews and monthly Adoption Staffings.



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: 8/16/21