

PROCEDURE

Series:	Operating Procedures	COA: NA CFOP: 170-19; 170-11
Procedure Name:	Courtesy Supervision	
Procedure Number:	OP-1043	
Reviewed Date:	9/1/2020	
Revision #/Date:	(2) 2/28/2012, (3) 08/22/16; 08/03/2025	
Effective Date:	11/29/04	
Applicable to:	All Brevard Family Partnership (BFP) Staff and Contract Providers	

PURPOSE: To outline the steps for requesting, receiving, and managing courtesy supervision cases from another CBC Lead Agency or other state Social Service Agency to another.

PROCEDURE:

References

Out of County Services "Working Agreement" among State of Florida Community Based Care Lead Agencies (revised 2021)

FPOCF OP 1054, Interstate Compact on the Placement of Children (ICPC)

FPOCF OP 1055 Priority Placement under the Interstate Compact on the Placement of Children (ICPC)

FPOCF OP-1033 Out of County Services (Previous Title: Out of Town Inquiries)

FPOCF OP-1048 Transfer of Cases Within and Between Districts

Scope

This procedure applies to children placed in Brevard, Orange, Osceola, and Seminole County who are under the primary supervision and jurisdiction of CBC Lead Agencies in other Florida Counties and, conversely, to children for whom FPOCF is primarily responsible who are placed in other Florida counties. The procedure pertains to children residing in all types of paid or unpaid placements.

General Guidelines

- a. Requests for courtesy supervision to or from another CBC Lead Agency in Florida.
 1. Requests for courtesy supervision to or from another state must be processed through the sending and receiving states' Interstate Compact on Placement of Children (ICPC) Central Offices. Periodic reports must be made as indicated by the Compact agreement. (Refer to FPOCF OP1054, Interstate Compact on the Placement of Children, and FPOCF OP1055, Priority Placement Under the Interstate Compact on the Placement of Children.)

2. All requests for courtesy supervision within Florida shall be processed in accordance with Out of County Services “Working Agreement” among State of Florida Community Based Care Lead Agencies. Procedures 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; and copies of Florida Safe Families Network (FSFN) reports. These documents are necessary for the receiving agency to properly assess the current family situation, child needs and safety factors. NOTE: Information already entered into FSFN does not require duplication. The case management agency supervisor is responsible for reviewing information to ensure that all above requested information has been provided. Requests for missing information will be made to the sending agency’s supervisor (responsible for primary case management). If information is not received timely from the sending agency’s supervisor the receiving agency’s supervisor (provides secondary case management), will request information from the FPOCF ICPC/OCS POC.
3. Requests to or from another CBC Lead Agency will not be initiated by telephone. If the situation requires immediate expedition, a telephone call or email notification with a request for return receipt shall be directed to the applicable CBC Lead Agency Representative (for FPOCF, this person is currently the ICPC/OCS POC) for a decision regarding case handling, immediately followed by a written request including the information listed in paragraph a (2) above. If no response is received from the other agency within 24 hours, a follow-up telephone call will be made.
4. Courtesy supervision will be requested in the following situations:
 - a. Any time a child is placed outside of the sending CBC Lead Agency service area;
 - b. The child/family is placed or moved to another state (through Interstate Compact for the Placement of Children FPOCF OP 1054 or OP 1055.
- b. Cases involving court-ordered supervision will not be terminated without prior written approval of the court having jurisdiction. Court-ordered services will continue without lapse until terminated or modified by the court.
- c. In Non-Judicial In-Home Services cases, if the family moves to another county and requests continuation of services, the case will be treated as a request for courtesy supervision subject to the procedures contained in this operating procedure. The receiving CBC Lead Agency may elect to first assess the need for services prior to accepting supervision but must commence an inquiry into the need for services within three (3) business days of receipt of the request.
- d. When supervision and jurisdiction are both in Florida, all case management requirements and procedures are applicable. The primary case management responsibility always remains with the primary CBC Lead Agency. Courtesy supervision is provided by the secondary care manager whose primary function is to provide face-to-face home visits with

the child and family and may include case plan assistance if indicated. To ensure that all parties are fully aware of the case status:

1. The sending and receiving DCMs and their supervisors will communicate regularly, especially when significant events occur that affect the child's circumstances (new abuse report, change in household circumstances, critical incidents including but not limited to serious injury, child death or media alert).
 2. The sending and receiving DCM(s) and/or DCM Supervisor(s) will fully document all actions in FSFN.
- e. In cases with the goal of reunification, where the parent and child are in separate areas of the state, DCMs in each location will maintain regular contact with the family members they serve and document reunification efforts in the case file and in FSFN.
- f. Transfer of jurisdiction shall not be considered until the family has physically moved to the new community and established a mailing address and the parent(s) have resided in the receiving county a minimum of 3 months (refer to FPOCF OP-1048). No CBC Lead Agency will, however, recommend or obtain a transfer of jurisdiction of a case to FPOCF without obtaining the concurrence of applicable staff; parties to the agreement should include both the sending and receiving supervisors, the FPOCF ICPC/OCS Intake Unit, and Children's Legal Services (CLS) attorneys.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
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APPROVAL DATE: 10/15/2025