

PROCEDURE

Series:	Operating Procedures	COA: FKC 7 CFOP: 175-11
Procedure Name:	Sibling Separation Staffing	
Procedure Number:	OP1011	
Reviewed Date:	4/16/24	
Revision #/Date:	(2) 09/15/08 (3) 07/14//21 (4) 10/02/2025	
Effective Date:	01/20/06	

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

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

PROCEDURE:

Definitions

Separated Siblings tracking spreadsheet maintained in ARGOS includes the following analysis of primary reasons as to why siblings may be separated and records whether this reason is in the best interest of the child, as defined in the CFSR Permanency Outcome 2, Item 7 (necessary to meet the needs of one of the children)

Primary reasons:

1. Behaviors-One or more sibling with behavioral needs
2. Medical-One or more sibling in medical placement
3. New child born into an existing case
4. Split among LOHC/Rel/NRCG
5. Split among maternal/paternal relatives
6. Split among NRCG
7. Split among Relatives
8. Split due to capacity
9. Split due to development disability of one or or more siblings
10. Split due to mental health needs of one or more of siblings

Beginning at the MDTCTS the initial reason for sibling separation is discussed, with a plan established that will unite the children in placement, if possible, within the shortest time possible. On an ongoing basis at each MDT held that involves a change of placement includes a review of sibling placement status and visitation. During Shelter Audits for children placed in OOHC, during Supervisor Reviews and each Permanency Staffing the reason for separation and the visitation plan are discussed. The discussion includes why the children were separated and reports ongoing efforts to place together. The teams also, explore if the family was referred to Family Finders and engaged in a discussion about when the siblings may be placed together.

Required Staffings

The CMA Program Director establishes a POC to ensure entry into the automated ARGOS tracking system that is updated daily in ARGOS as children are separated or reunited in placement. The

designated staff person monitors the report and ensures the integrity of the reason selected for separation, including the best interest determination. On a monthly basis the placement team reviews children separated in OHC related to capacity, and in consideration of permanency plan, devises an action plan if indicated to move children together. The CMA Program Director or designee conducts shelter audits on a monthly basis, and when this involves a case involving children separated in placement the progress and plan to unite the children and permanency considerations are included. This also includes discussion of family finding efforts when appropriate. The FPOCF Performance department monitors performance on the rate of separation of siblings and includes this on the Scorecards for the agency. An exception listing is included monthly for CMA/Operations to review and is discussed as relevant at Healthy Systems, Partnership Meetings, and Contract Performance Meetings. Each FPOCF Department identified as having a role in CQI are included in work plans to address improving performance.

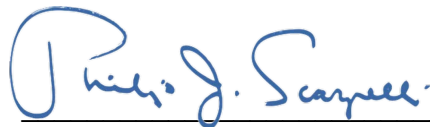
Referral Sources

FPoCF, in collaboration with our subcontracted Case Management Agencies, ensures that all separated siblings are staffed every 90 days. In addition, FPOCF Placement staff conduct internal programmatic reviews every 30 days or until placement of siblings in the same setting occurs.

Scheduling

Additional reviews of separated siblings occurs during Out of Home care reviews, Permanency staffing's, Quarterly Supervisory reviews, over capacity waivers reviews and monthly Adoption Staffing's.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/31/2025