

PROCEDURE

Series:	Operating Procedures	COA: CFOP:
Procedure Name:	Acceptance of Eligible Children and Families for Case Management	
Procedure Number:	OP1206	
Reviewed Date:	09/28/17, 09/25/2020, 4/17/24	
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Effective Date:	6/23/17	

Applicable to: Family Partnerships of Central Florida

PURPOSE: It is the policy of Family Partnerships of Central Florida (FPOCF) to ensure ease of access for case management services within the Brevard, Seminole, Orange, and Osceola systems of care.

References

F.S. Chapter 39, F.A.C. 65-C, DCF Safety Methodology Practice Guidelines

PROCEDURE:

1. FPOCF and case management subcontracted agencies accept referrals for case management from DCF at the Case Transfer staffing.
2. At the time of referral for case management, the case management agency reviews the case transfer process requirements with DCF and identifies information that is required before staffing the case.
3. At the time of referral, the CPI may have already made decisions regarding acute medical or behavioral health needs, the need for present or impending safety plans, and the immediacy of the response needed.
4. All children and families accepted by FPOCF Case Transfer staffing will receive any/all the following services, based on their individual needs:
 - a) A full and coordinated assessment of strengths and needs; through either a formal strengths/needs assessment or through a Family Functioning Assessment Ongoing.
 - b) Case management, care coordination, and monitoring of services and safety plans;
 - c) An individualized case plan and access to a full array of services within the provider network and/or the community.

Service Area and Eligible Population for Case Management

1. FPOCF will deliver services to eligible clients until case plan goals are met, supervision is no longer necessary, or when the dependency court transfers, or closes the case.
2. Eligible clients for case management services are all children and families referred by child protective investigations who are identified as unsafe, or for whom the court has jurisdiction and where the children have been determined to be unsafe and in need of child protection and permanency services.
3. Target groups include but are not limited to:
 - a) Children who are unsafe and in need of safety and permanency services due to abuse, neglect, and abandonment as defined in chapter 39, F.S.
 - b) Foster families and other substitute caregivers as defined in chapter 409, F.S. and chapter 65C-13, F.A.C.

- c) Adoptive families as defined in chapters 63, F.S. and chapter 65C-16, F.A.C.
 - d) Persons covered by out-of-town inquiry, out of county service supervision by the provider or Interstate Compact pursuant to chapter 409, F.S.
 - e) Special condition cases referred from the department or contracted law enforcement agencies providing child protection investigations.
4. All children under judicial order are referred to FPOCF for case management services.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
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Family Partnerships of Central Florida

APPROVAL DATE: 11/19/2025