

PROCEDURE

Series:	Operating Procedures	COA: FKC 12 CFOP: 175-12
Procedure Name:	Placement Collaboration Staffing's: Addressing Needs, Barriers, and Concerns in Licensed Placements	
Procedure Number:	OP1229	
Reviewed Date:	10/4/2021, 4/16/24, 9/29/25	
Revision #/Date: <small>08/01/2021</small>	N/A	
Effective Date:	11/1/2021	
Applicable to:	All FPOCF staff who serve children in licensed family foster homes and residential placements.	

<u>PURPOSE:</u>	To have a process for any FPOCF staff member who has identified an issue, concerns, or barrier in meeting the needs of a child or children licensed out of home care.
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Placement and Collaboration Staffing Protocol:

1. Family Partnerships of Central Florida believes every child should be placed in a setting best suited to meet their individual needs to be successful in all domains of their life. Placement decisions to the greatest extent possible are made to best match children's needs, interests, and likes with available foster or group home providers while always ensuring child safety and providing a high quality of care.
2. While visiting or interacting with foster families and/or group home settings, there may be times when concerns about an activity, condition, placement setting, location or issue of the child(ren) placed are identified. If the concern rises to the level of abuse/neglect, a report should be made to the Abuse Hotline.
3. In the event a concern arises, at the earliest opportunity available, the person identifying the issue should contact the Out of Home Care Team. If the issue cannot be resolved, the staff member will then request a Placement Stabilization staffing by emailing the FPOCF Staffing Request Form to c9mdrequest@familypartnerships.org or c18mdrequest@familypartnerships.org. The Placement Stabilization Staffing meeting will be coordinated and facilitated by the Placement Stabilization Clinician or designee within 2 business days of the requests. Requests for Placement Stabilization Staffings for children placed with relative or non-relative caregivers shall be sent to the respective FPOCF Operations Manager for Seminole, Orange and Osceola and the Family Allies' MDT Coordinators in Brevard for coordination and facilitation.
4. Attendees include but are not limited to the following: Foster Parent or other placement provider, Case Manager and Case Manager Supervisor, Out of Home Care Specialist, Behavioral Health Coordinator, Clinical Services Coordinator, Attorney Ad litem if applicable, Guardian Ad litem, Department of Juvenile Justice if applicable, and Licensing Specialist and/or Licensing Specialist Supervisor.
5. The staffing includes a review of the issue and/or concern. Placement Stabilization Staffing's not only respond to the individual's concerns, but most importantly help ensure that children

in licensed out-of-home care are placed appropriately. The purpose of the staffing is to engage in open dialogue and explore any services and interventions that will provide additional support to the child and foster parent or group home and address any challenges or barriers to ensure the successful placement of the child. It is not the intent of this staffing to address safety or licensing violations but to provide a forum in which all members of the child's team can collaborate and engage in open discussion as this pertains to the best interest of the child. All responses, feedback, and input are taken into consideration.

6. If the issue is not resolved in the Placement Stabilization Staffing, then Immediately following the appropriate FPOCF Placement Stabilization Clinician will follow up on the specific issue of concern identified for resolution. A close to the loop staffing will be held within 5 business days to share the action steps taken to address the concern.

If not resolved at the close of the loop staffing, additional staffing will continue as needed to address any ongoing concerns. If the parties are unable to reach consensus on resolution, the conflict resolution process will be used to elevate the matter to the FPOCF Placement and Behavioral Health Administrator or designee and subsequently the FPOCF Executive for final decision if warranted.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



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

APPROVAL DATE: 11/7/2025