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Communities Connected *for* Kids

Title Out of County Services		**Number** 813	
Department: Quality Management	**Owner** Director of Quality Management	**Regulatory Authority/ Related Policies:** Chapter 65C-30.018	**Attachments:** NA

Effective Date:	**Last Revision:**	**Review Date:**
November 2013	January 2023	March 2026

Purpose: Communities Connected for Kids continues to provide supervision to protect the children when families change residence. The following procedure describes the steps for requesting, receiving, and managing courtesy supervision cases from one Circuit or state to another. This policy includes all children who are under Communities Connected for Kids protective supervision – including children in relative care, foster care cases involving children who are living in licensed foster homes, facilities, therapeutic placements, foster care post-placement supervision, and adoptive placement supervision in other units, circuits or states. It is the policy of Communities Connected *for* Kids to serve effectively and efficiently all cases referred, including those Out of County Services (OCS) as per working agreement/memorandum of understanding with all CBCs.

Policy:

Any time a child is placed outside of the sending case management circuit Out of County Services for supervision of children and case plan assistance for parents may be requested.

Cases involving court-ordered supervision shall not be terminated without prior written approval of the court. Court-ordered services shall continue without lapse until terminated or modified by the court.

For non-judicial in- home cases, if the family moves to another Circuit and requests continuation of services, the case must be transferred according to CC Kids policy # 140.

Case Management Responsibilities for Out of County Services (OCS) incoming requests:

1. Once case management has accepted an OCS case, a case manager will be assigned per the Out of County Services Memorandum of Understanding. Supervision and Home Study assignments are due within 3 business days and Case Plan Assistance within 5 business days.

2. The case manager will begin providing supervisory visits and will keep the sending Circuit informed of case progress until supervision is legally terminated. The person making the request for out of county services will be responsible for initiating and maintaining the case plan since it must be filed with the court maintaining jurisdictional authority.

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3. The responsibility of the OCS case manager will be to:

   a) Have a minimum of one face-to-face contact with the child and family in the home each month (more frequent contact if the needs of the child or family warrant).
   b) Provide pertinent information to the sending agency, including, but not limited to, detailed case notes in Florida Safe Families Network. Information shall include the child and family's progress plus any concerns about the current placement.

4. It is the responsibility of the person making the request for courtesy supervision to attend case staffing's and initiate and maintain the case plan. However, the OCS case manager will also participate in any staffings as invited and appropriate. If the parent and child are in separate areas of the state, Communities Connected for Kids and department staff in each location must maintain regular contact with the family members they serve and document reunification efforts in the case file.

5. Transfer of jurisdiction will not be considered until the family has physically moved to the new community and established a mailing address. Most circuits require the family to reside in the area for a minimum of 90 days prior to accepting transfer of jurisdiction. There should be an existing request for case plan assistance and the parent(s) should be in partial compliance with their current case plan.

   a. The decision to request the transfer of jurisdiction by the court will be made jointly by the involved staff after consultation with the child welfare attorney and Case management Program Director. There are situations where it would not be in the best interests to transfer jurisdiction of a case i.e. pending Termination of Parental Rights, etc.
   b. Jurisdiction must not be transferred until there is a firm commitment in writing to accept the case in the new location.

6. It will be the responsibility of both the person making the request for Out of County Services and the case manager, if placement is in Florida, to maintain an accurate FSFN record using the proper status code as long as they continue a role in the case, and to terminate that record correctly when their role ends.

7. At least one home visit is required prior to completion of a requested home evaluation. Collateral contacts, criminal records checks, and background screening must be made if indicated. A home study will be completed within thirty (30) business days of the request being received by the Lead Agency and sixty (60) business days for a Level 1 home study request being received by the Lead Agency. After thirty (30) business days weekly notes must be entered into FSFN to show the status of the home study and the efforts being made.

8. Upon receipt of the case plan assistance request, initial contact with the parent should be made within five (5) business days of receipt of the request being uploaded into FSFN. Face-to-face visits should continue every thirty (30) days until reunification occurs or the case plan assistance request is closed. All contacts and unsuccessful attempts at contact will be documented in FSFN. Attempts will continue until contact is successfully made. Any extraordinary length of time where initial contact is unsuccessful will be reported by the DCM to the unit supervisor immediately. The lead agency supervisor will then work closely with the courtesy supervisor to clarify the next step.

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Outgoing Cases:

The case manager requesting services in another locale will follow Chapter 65C-30.018 General Child Welfare Provisions.

1. Immediately upon a child or parents relocation out of the circuit, an Out of County Services request will be sent to the area agency where the family member is located.

2. The sending case manager will continue to be the primary case manager and responsible for all case oversight, activities, services and judicial work.

3. Information will be shared on a routine and ongoing basis, no less than monthly, between agencies to serve the best interest of the child.

4. All Out of County Services cases will be closed with appropriate requirements and documentation and will be shared with the agency providing Out of County Services.

Approved by:

DocuSigned by:
Carol DeLoach
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Carol DeLoach, CEO