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Communities Connected for Kids

Title		Number	
Transfer of Jurisdiction between Circuits		814	
Department: Quality Management	**Owner** Director of Quality Management	**Regulatory Authority/ Related Policies:** N/A	**Attachments:** NA
Effective Date: 11/1/2013	**Last Revision:** 3/12/2019	**Review Date:** March 2026	

Purpose:

It is the policy of Communities Connected for Kids to comply with all established procedures for the transfer of cases to/from another county or Circuit. The terms for transferring cases to other community-based care lead agencies will be handled according to the terms of the Working Agreement established between Florida's participating Lead Agencies

Policy:

Critical Factors

1. Child Safety is Paramount.
2. Efforts to maintain case consistency and continuity of services must be a priority.
3. Non judicial cases must receive the same consideration as court cases.
4. Court Orders must be followed.
5. Coordination and tracking must be maintained by each participating agency.
6. All actions taken must be properly documented in FSFN.

Requirements:

Each request for transfer of jurisdiction of a case should be evaluated on a case-by-case basis. In order for a case to be considered for transfer of jurisdiction the case shall meet the following guidelines:

For Judicial cases:

The child(ren) in the case should be adjudicated dependent and;

a. Parent(s) have resided in the receiving county a minimum of three (3) months,
b. There is an existing request for case plan assistance, and
c. The parent(s) should be partially compliant with their current case plan.

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For Non-Judicial Cases:

For cases under non-judicial supervision, shall not be transferred to the receiving county unless:

a. Parent(s) have resided in the receiving county a minimum of three (3) months
b. The parent(s) should be partially compliant with their case plan.

For cases transferring <u>from Circuit 19</u> to another Florida Circuit:

1. Dependency Case Management Agency completes the "Case Transfer of Jurisdiction Form" available on the Communities Connected for Kids intranet and notifies CLS if applicable of the pending transfer. Case management will send transfer of Jurisdiction Form to the sending county appropriate Data Management Specialist who will then upload the request into FSFN and email the circuit contact for approval. A copy must be sent to the flcbcoti@cckids.net mailbox.

2. The receiving CBC agency must provide a response within five (5) business days of receipt of request. They may ask for an extension, but this must be in writing (email will suffice). If the receiving county/circuit rejects the transfer, communication will be made through the Case Management Agency and the appropriate paperwork will be complete

For cases transferring <u>to Circuit 19</u> from another Florida Circuit:

1. Incoming cases for transfer are sent to flcbcoti@cckids.net where the assigned county staff will retrieve for assessment and review.

2. The receiving CMO supervisor in Circuit 19 must provide a response within five (5) business days of receipt of request. We may ask for an extension, but this must be in writing (email will suffice). This decision is made by the Program Director for the CMO.

3. Once all parties have agreed to accept the case, the Case is transferred and assigned to the appropriate DCM unit. If the receiving county/circuit rejects the transfer, communication will be made through the Program Director to the requesting CMO. It is recommended that a case staffing be held to determine if further escalation is needed between agencies where there is a disagreement regarding transferring a case to/from another circuit.

Approved: DocuSigned by: Carol Deloach
Carol Deloach, CEO 66...