

Big Bend Community Based Care Policy & Procedure

Series:	200: Placement Services	
Policy Name:	Authorization and Payment for Placement	
Policy Number:	207	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	39.402, F.S. 65C-12.010, F.A.C. 65C-12.007, F.A.C. 65C-28.004, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that children are placed in the least restrictive, most appropriate placement and that payment is timely.

Procedure

- A. The Dependency Case Manager (DCM) or Child Protective Investigator (CPI) identifies a child in need of shelter or placement and contacts the placement unit to make the placement request.
- B. Upon receiving commitment for placement from the provider, the Placement Specialist will notify the DCM or CPI and provide information about the placement.
 1. If the rate is greater than traditional board rate, funding approval must be obtained from the Placement Supervisor.
- C. The Placement Specialist enters placement data into CoBRIS within one (1) business day of the placement and notifies the Vouchering Specialist of the placement specifics. The Vouchering Specialist enters the placement and payment data in the FSFN database system after verifying the information and ensuring funding approval has been completed.
- D. Invoices are verified by the Vouchering Specialist by cross referencing data entered into CoBRIS by placement staff along with census reports submitted by group home providers prior to submitting finalized payment information to the Accounting Department.