

Big Bend Community Based Care Policy & Procedure

Series: 400: Child Welfare Services
Policy Name: CMO/Adoption Case Transfer Staffings
Policy Number: 417
Origination Date: 03/09/09 **Revised:** Board Meeting of 12/13/2018
Regulation: 65C-16, F.A.C.
Referenced Document:
400-417 x 1, CMO/Adoption Case Transfer Staffing Form

Policy

The Adoption Provider will schedule a transfer staffing with the Case Management (CMO) Provider following the verbal Termination of Parental Rights (TPR) by the court. The Adoption Provider will be assume primary case management for all children who have the goal of adoption.

Procedure

A. Transfer to Adoption Provider.

1. The Adoption Provider will schedule a transfer staffing with CMO to be held within seven (7) working days of verbal TPR on all children who have the goal of adoption.
2. The documents/criteria required for transfer include the following items that are located in the child's file and/or FSFN:
 - a. FAHIS report;
 - b. Child Safety Assessment;
 - c. Up to date Chronological Notes/Most recent Home Visit;
 - d. Initial and Current Case Plan;
 - e. Shelter Petition;
 - f. Shelter Order;
 - g. Pre-Dispositional Study;
 - h. Dependency Petition;
 - i. Dependency/Adjudication Order;
 - j. Dispositional Order;
 - k. Judicial Reviews and Orders;
 - l. Termination of Parental Rights Petition;
 - m. Termination of Parental Rights Order;
 - n. Surrenders, if applicable;
 - o. Court Order consenting to Psychotropic Medication, if applicable;

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- p. Diligent Search Documentation, if applicable;
 - q. CPT report, if applicable;
 - r. Relative/Non-Relative Home Study and background clearances;
 - s. Birth Certificate;
 - t. Birth Family Information, if known;
 - u. Medical Records;
 - v. Dental Records;
 - w. Immunization Records;
 - x. School Record;
 - y. Fingerprints;
 - z. Current Photo of the child;
 - aa. Independent Living documentation, if applicable;
 - bb. Master Trust/SSI or SSA documentation;
 - cc. Current Supervisory Review;
 - dd. Current Family Assessment;
 - ee. All Wellness providers have been entered and appointments are current in FSFN.
3. Following the case transfer staffing the Case Management Provider will transfer the case in FSFN to the Adoption Component Director and an Adoption Specialist will be subsequently assigned primary responsibility of the case and the case file.
- B. Case Transfer Disputes.** Disputes regarding the transfer of cases from CMO to an Adoption Provider shall be referred to the BBCBCs representative, in consultation with the Adoption Provider Director, COO, and CMO for final resolution.
- C. Disruptions during Adoptive Placement.** If a child goal changes from a transfer staffing shall be held with case management. The Adoption Provider and the CMO will hold a staffing to determine if a transfer of primary case management to case management is in the child's best interest.