

Big Bend Community Based Care Policy & Procedure

Series:	700: Provider Network & Licensing	
Policy Name:	Re-licensing of Child Placing Agencies	
Policy Number:	710	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	409.175, F.S. 65C-15, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that all CMOs with child-placing licenses maintain their child placing licensure.

Procedure

- A. DCF will retain the licensing study function for child-placing agencies within the BBCBC network.
- B. If any DCF licensing study finds the provider out of compliance with any standards, the following steps will be taken:
 1. The provider will be given written notification of rule violations and a due date for developing a plan of corrective action. A copy of the notification will be sent to the BBCBC Contract Manager Supervisor.
 2. The written notification will include a description of penalties for noncompliance, including revocation of the CMO license.
 3. If the licensing requirements are not met and the violations pose an immediate threat to the health, safety, or welfare of children, the children must be removed. In such instances, DCF will notify the BBCBC Chief Operating Officer (COO) who will contact the BBCBC Intake Specialist or Contract Manager, as appropriate, for an immediate response.
 4. If the violations do not pose an immediate threat, DCF will require that a corrective action plan be developed to correct the deficiencies.
 5. If an agency is under corrective action, BBCBC may reserve the right to limit or cease referrals. Pending successful completion of tasks and approval for re-license, BBCBC will once again place the provider on active status.
 6. The decision to issue, deny or revoke the agency's license rests with DCF.
 7. Prior to revoking a license, the documentation of violations and actions taken will be shared with the DCF district legal counsel and with BBCBC.