



**Series:** Operating Procedures COA: CM 1,  
2.03, FSP 1, 2

**Procedure Name:** Transitioning Families from the Dependency System

**Procedure Number:** OP BC 1006

**Revision #/Date:** (1)11/11/2012, (2) 3/3/2017, (3) 09/23/2020

**Effective Date:** 11/01/2009

**Review Date:** 04/13/2021

**Applicable to:** Brevard C.A.R.E.S. staff

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**SUBJECT:** Brevard C.A.R.E.S. Program Procedure to Transition Families from the Dependency System to Brevard C.A.R.E.S.

**PURPOSE:** This operating procedure outlines Brevard C.A.R.E.S. procedures for referring and transitioning families into Brevard C.A.R.E.S. from the Dependency System for aftercare or a lower level of intervention services. This procedure will clarify the protocols and steps taken by the Brevard C.A.R.E.S. staff to ensure promptness and quality access for families to the services offered by the Brevard C.A.R.E.S. The proper application of this procedure will ensure that Brevard Family Partnership meets its commitment to ensure continuity of care for families using strength based wraparound principles of care.

**PROCEDURE:**

**Access to Family Support Services, Screening and Intake Procedures**

In order to best serve families who are exiting the child welfare system, a Dependency Case Manager, in collaboration with their supervisor, may determine that ongoing Family Support Services will be needed following the closure of the Dependency case to mitigate risk to the children and achieve long term stabilization of the family.

Brevard C.A.R.E.S. works directly with Dependency Case Management Agency to provide aftercare Family Support Services to at-risk families exiting the Dependency System. The Dependency Case Manager will complete the referral for Family Support Services to Brevard C.A.R.E.S. and submit to their supervisor for approval.

All requests for Aftercare services for families transitioning out of the Dependency System will be made directly to the Brevard C.A.R.E.S. Family Support Supervisor for expedited access to services and to prevent individuals and families from experiencing any unnecessary barriers. The Dependency Case Management Supervisor will submit the referral and the Brevard C.A.R.E.S. Consent Form to the Brevard C.A.R.E.S. Family Support Supervisor. The Family Support Supervisor will review the Brevard C.A.R.E.S. Consent Form and the electronic case record in the Florida Safe Family Network (FSFN) within 2 business days to determine if the prioritization of the referral. The review of the electronic case record will include a review of: family history, the last Safety Plan, Ongoing Functional Family Assessment, Case Plan, current family dynamics, prior and current services provided, and identified needs.

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Within the Brevard C.A.R.E.S. Family Support Program there are three levels of intervention utilized to help gauge and determine the level of need and complexity of the families served in the program.

Level III (Safe High/Very High Risk) – High/Very High Risk referrals are assigned to the Brevard C.A.R.E.S. High Fidelity Wraparound Team. Families served at this level receive Family Support Services with care coordination throughout the life of the case targeted at building families' protective factors at a macro level and addressing barriers to long term safety. These cases may include victims of Human Trafficking.

Level II (Safe Moderate Risk) and Level 1 (Safe Low Risk) –Families served at this level receive Family Support Services delivered through community referrals to aid families with resource needs with no required case coordination. These services may include but not be limited to: community linkages, by-passes, and use of Flex Funds.

In cases where additional information is necessary to determine the appropriateness of the referral to the C.A.R.E.S. Program, the Family Support Supervisor will schedule an interagency meeting with all parties within 2 business days.

Upon determination that a family is High/Very High Risk, the Family Support Supervisor will assign the case to a Care Coordinator.. A Transition Family Team Conference with all parties occurs prior to the closure of the Dependency case, but no later than 5 business days from assignment of the Care Coordinator.. The assigned Care Coordinator will attend the next Family Team Conference to discuss the program and services with the family and team members. During this meeting, the Brevard C.A.R.E.S. Care Coordinator will be given copies of any and all records and care plans.

If the Dependency case close expectantly without notice or prior planning, the Brevard C.A.R.E.S. Coordinator will work with the Care Center Manager to schedule the next FTC.

### **Access to Non Judicial In Home Services, Screening and Intake Procedures**

At times a Dependency case with an active safety plan closes unexpectedly or is dismissed by the court with a recommendation of a referral to Non Judicial in Home Services (NJIHS). When this occurs the Dependency Case Manager, in collaboration with their supervisor, may make a request to transfer to Non Judicial in Home Services for continued case management within 24 hours of the court hearing dismissing the case.

All requests for Aftercare services for families transitioning out of the Dependency System will be made directly to the NJHS Program Manager for expedited access to services and to prevent individuals and families from experiencing any unnecessary barriers. The Dependency Case Management Supervisor will submit the referral and the Brevard C.A.R.E.S. Consent Form to the NJIHS Program Manager.

The NJIHS will schedule a Family Team Conference/Case Transfer meeting with all parties within 2 business days. Participants at the conference will review and discuss the current safety plan and develop modifications as needed.

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During the case transfer conference, the Dependency Case Manager will summarize the information collected on:

1. Identified danger threats.
2. Caregiver protective capacity
3. Safety actions put in place as a result of safety planning.
4. Conditions for return if the child has been relocated.
5. The level of parental cooperation in complying with the safety actions to date.
6. All contact information regarding an absent parent or caregiver.
7. All other critical information needed regarding the child and family including assessment information provided by the Child Protection Team or any other professional evaluation obtained during the investigation.

FSFN reflects an initiation date of the date on which the case was accepted.

BY DIRECTION OF THE EXECUTIVE  
DIRECTOR



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KATHRYN PARKER  
Executive Director Brevard  
C.A.R.E.S., Inc

Signature Date: 04/13/2021