



Community Based Care: Hardee, Highlands & Polk Counties

Operating Policy & Procedure

Series:	Quality & Performance: Front End
Policy Number:	5-301
Policy Name:	Out of County Services/Interstate Compact on the Placement of Children
References:	Florida Administrative Code 65C-30.018; Community Based Care (CBC) Out of County Services (OCS) Agreement; Interstate Compact on the Placement of Children (ICPC) & Priority Placement CFOP 175-54 and CFOP 175-55
Origination Date:	June 6, 2012
Revision Date:	July 1, 2020; November 28, 2016; February 3, 2014

Policy:

Heartland for Children (HFC) is committed to the timely completion of all requests for Out of County (OCS) and processing Interstate Services.

Procedure:

Incoming Interstate Compact on the Placement of Children (ICPC) and OCS Requests to Circuit 10

1. All case assignments will be documented in the Florida Safe Families Network (FSFN) system. OCS will be in accordance with the OCS Requirements to Record in FSFN Memorandum dated March 12, 2012 from the Department of Children and Families (DCF). ICPC will be in accordance with CFOP 175-54.
2. The HFC designee will be the point of contact for case assignments of all incoming and outgoing requests.
3. The HFC designee will forward the OCS requests to the designated person within the identified Case Management Organization (CMO) who will assign a worker to the case in FSFN. This worker assignment must be done within 3 days after receipt of a home study, case plan assistance or courtesy supervision request.
 - All completed home studies must be submitted to the HFC designee by the due date specified at time of assignment or a status report submitted to track assignment completion and the completed home study or status report must be entered into FSFN by the HFC designee
 - The HFC designee will track completion and will send each CMO designee a bi-weekly report of the outstanding/pending home studies for their agency which is used to track assignment progress of the requests; the HFC designee will address or elevate any barriers that may occur regarding home study completion
 - For any incoming home study request that is pending for more than 30 days, the HFC POC will maintain a tracking log and will proactively track both the progress of the home study, as well as required entries into FSFN. The HFC POC will adhere to the HFC process for these efforts and subsequent management elevation as required by the process.

- Fingerprints for Home Studies must be completed within the established timeframes; in order to ensure these timeframes are met, all proposed caregivers must schedule to be fingerprinted within 5 working days of case assignment; for any fingerprints not scheduled within 5 working days, the Case Manager must follow-up with Data Services at HFC

Outgoing OCS Requests from Circuit 10

All Outgoing requests for OCS Home Studies, Case Plan Assistance or Courtesy Supervision will be forwarded to the appropriate Circuit designee, who will follow the established protocols of case assignment for case completion.

Interstate Compact on the Placement of Children (ICPC)

ICPC packets must be submitted to the HFC designee within 2 business days of the signed order. All documents will be validated for completeness. The HFC designee will submit the packet through the NEICE System within 3 business days of receiving a completed packet.

The following documents must be submitted to the HFC designee:

1. Regulation 2

- Cover Letter
- PDS, JRSSR or CBHA if less than six months old or Social Assessment
- Statement of Case Manager/Potential Placement/Party under Regulation 2
- IV-E Eligibility documentation
- Financial/Medical Plan
- Birth Certificate
- Case Plan
- Court Order

2. Priority

- 100 A
- 101
- Cover Letter
- Priority Order of Compliance
- PDS, JRSSR or CBHA if less than six months old or Social Assessment
- Statement of Case Manager/Potential Placement/Party under Regulation 7
- IV-E Eligibility documentation
- Financial/Medical Plan
- Birth Certificate
- Case Plan
- Court Order

Interstate Compact on Adoption and Medical Assistance (ICAMA)

All Outgoing ICAMA packets must be completed upon notification of the adoptive families moving outside the state of Florida by the HFC designee and sent to Tallahassee. All incoming ICAMA packets must be sent to the designated Child in Care (CIC) worker within 3 business days.

The following documents are needed for ICAMA packets:

- 6.01 (outgoing) 7.5 (incoming)
- Adoption Assistant Agreement
- Finalization Order

Approved by:

Teri Saunders, CEO

Date