



Policy and Procedures

<u>Department Name</u>		
Quality Management		
<u>CHAPTER:</u>	<u>SUBJECT:</u> Assessment of Florida Abuse Hotline Information System Child Abuse and Neglect Records	<u>POLICY NUMBER:</u> QM-025
<u>APPROVAL:</u>	<u>EFFECTIVE DATE:</u> 10/16/2006	<u>REPLACES (policy # and date):</u> Parts of DCF OP 175-45 Assessment of Florida Abuse Hotline Information Referrals

- I. **PURPOSE:** This operating procedure establishes basic standards for reviewing Florida Abuse Hotline Information System child abuse and neglect records.

- II. **REVIEW HISTORY:** New policy.

- III. **CONTACT:** Quality Management Department.

- IV. **PERSONS AFFECTED:** Children’s Network of Southwest Florida Staff.

- V. **POLICY:** It is the policy of the Children’s Network to assure that abuse checks have been accessed prior to the placement of a child in the home of relatives or non-relative, to licensed or approved foster homes or adoptive applicants, or when placing someone in a position of special trust.

- VI. **RATIONALE:** To assure the safety and well being of all children in out-of-home care.

- VII. **CROSS REFERENCE:** Florida Administrative Rule, Chapter 65C-28.001

- VIII. **PROCEDURES:**
 1. Assessment of Florida Abuse Hotline Information System Child Abuse and Neglect Records for Licensing and Screening Purposes.

Children's Network of Southwest Florida
NAME OF POLICY GOES HERE

- (a). The Children's Network has a serious responsibility to assess all information available when making a decision regarding placement with relatives or non-relatives, to licensed or approved foster homes or adoptive applicants, or when placing someone in a position of special trust.

- (b). Information in a Florida Abuse Hotline Information System referral must be considered the same as information gathered in a home study, or employment reference check. Knowledge, experience, and common sense must be used when making these decisions to determine the relative importance of both the negative and positive information available. Consideration should be paid to the frequency and seriousness of the allegations, the probability of recurrence, and the existence of any extenuating circumstances.

- (c). It is the Children's Network's decision how to use the information in the Florida Abuse Hotline Information System. The district legal counsel must be consulted prior to denying or revoking a license based on this information.