

# NWF Health Network Policy & Procedure

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<b>Series:</b>	200: Placement Services	
<b>Policy Name:</b>	Placement Information	
<b>Policy Number:</b>	200	
<b>Origination Date:</b>	03/09/2009	<b>Revised:</b> 09/07/2023
<b>Regulation:</b>	Ch. 39, F.S. 65C- 46.010 F.A.C.	

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## Policy

It is the policy of NWF Health Network (NWFHN), to maintain an information system containing Placement information per relevant Florida Statutes, operating procedures and administrative rules.

## Procedure

- A. Placement information will be developed and maintained in CoBRIS for each client referred for placement to NWFHN.
  1. In the case of siblings, one (1) record will be developed for each child and will include the names for each of the children in the sibling group.
- B. All documentation utilized as part of placement efforts for a child will be saved in electronic format in CoBRIS. The Placement team will use functionality in FSFN (Florida Safe Families Network) and CoBRIS to maintain the child's important placement information.
  1. Placement information documented will include:
    - a. Placement Information Form (PIF);
    - b. Chronological Notes;
    - c. Placement Forms (Movement Forms/ Rate Agreements/Waivers);
    - d. Mental Health (mental health assessment, baker acts, counseling summaries, etc.);
    - e. Miscellaneous (court documents and school records, waivers);
    - f. Referrals;
    - g. Suitability Assessments;
    - h. Therapeutic - STFC/STGH/Q RTP/SIPP related;
    - i. Comprehensive Placement Assessment;
    - j. Child Placement Agreement.
- C. Changes in placement will be documented in FSFN and CoBRIS within 24 hours of the change occurring.
- D. To protect the rights of clients and families, all records related to child abuse, neglect and abandonment and to the central abuse hotline will be held confidential.