

NWF Health Network Policy & Procedure

Series: 200: Placement Services
Policy Name: Unlicensed Placement (ULP)
Policy Number: 213
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Regulations:

[39.523, F.S.](#)
[s. 39.4022, F.S.](#)
[409.175, F.S.](#)
[409.408, F.S.](#)
[65C-15, F.A.C.](#)
[65C-30.011, F.A.C.](#)
[CFOP 170-1 CH. 14](#)
[NWFHN 700-708 x1, x2, x3, x4, x5, x6](#)

Policy

It is the policy of NWF Health Network (NWFHN) to ensure diligent efforts are completed to place dependent children in a safe, stable, and nurturing environment. In doing so, NWFHN and its contracted partners shall ensure diligent efforts to safely place a dependent child in need of placement with relatives, fictive kin, or in licensed placement as applicable and within accordance of Florida Statutes, Florida Administrative Code, Florida Department of Children and Families (DCF) Operating Procedures (CFOP), and NWFHN Policy and Procedures.

When a child cannot be safely or appropriately placed to ensure the child's safety and well-being, and after all diligent efforts have been exhausted, it is the policy of NWFHN that the following procedure shall be followed.

Procedure

A. Placement Services Monitoring

1. The NWFHN Placement Supervisors will facilitate a daily (NWFHN business days) meeting with the NWFHN Placement Specialist to prioritize workload and guide the NWFHN Placement Specialist with challenging placement needs. NWFHN Placement Manager and Directors will attend, when needed.
2. For children without identified placements or placement leads by 12 noon, (NWFHN business days) the Placement Specialist will follow the following protocol.
 - a. The NWFHN Placement Specialist will send placement efforts and the Placement Information Form (PIF) to the NWFHN Placement Manager for review.
 - b. Upon review of the PIF the NWFHN Placement Manager or designee will provide the efforts and PIF to the NWFHN Foster Family Support (FFS) leadership.
 - c. A meeting between NWFHN Placement and FFS leadership will be scheduled promptly to discuss:
 - i. Identify whether a Behavioral Health meeting, Children's Multidisciplinary Assessment Team (CMAT) staffing has occurred and recommendations,

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- ii. Discuss placement history,
 - iii. Discuss sibling placement as applicable
 - iv. Needs of the child,
 - v. Local Review Team (LRT)
 - vi. Results of Family Finders
- d. If there are no leads from the NWFHN Placement and FSS leadership meeting, an email will be sent to the NWFHN Circuit Administrator and designated operations staff to notify the team of the possible placement risk. This may result in an internal meeting for further collaboration.
- e. The NWFHN Out of Home Director or designee will call NWFHN COO to discuss placement efforts and the outcomes of internal meetings to locate placement.
- f. NWFHN COO will make the determination if unlicensed placement will be needed to ensure child safety and well-being. This may result in an internal meeting with all parties.
- g. The NWFHN COO will notify the NWFHN CEO when an unlicensed placement is identified.

B. Daily Review of Unlicensed Placements

1. The unlicensed placement status of a child will be reviewed on a case-by-case basis. The discussion will include comprehensive information about the child. The provided information should include but not limited to:
 - a. Victim of Sexual Abuse
 - b. Human Trafficking
 - c. Suitability Assessment
 - d. Specific Intervention and/or Treatment
 - e. Specialized Education
 - f. Current Treatment, including psychotropic medication
 - g. Specialized needs:
 - i. Children's Medical Services (CMS)
 - ii. Agency for Persons with Disabilities (APD)
 - iii. Higher level of care to include, but not limited to, Specialized Therapeutic Foster Care (STFC)- , Specialized Therapeutic Group Home (STGH), and Statewide Inpatient Psychiatric Program (SIPP).
 - h. All diligent efforts to place with relatives and fictive kin
 - i. All diligent efforts exhausted to date
2. The NWFHN Placement Manager or designee will update the Department of Children and Families DCF Tracker the next business day.

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C. Refusal of Placement by Consumer

1. When children, who have an identified placement refuse to go, NWFHN shall work in partnership with the Case Management Organization (CMO) to attempt and exhaust all well-being efforts to engage and encourage the child with the identified placement.

D. Exigent Circumstances

1. In the event of exigent circumstances exist beyond the control of NWFHN, such as a natural disaster or destruction to an existing licensed facility where children are placed, the NWFHN COO will reserve the right to find shelter for the children on an emergency basis, as needed to ensure the health, safety and well-being of the children even if such shelter is temporary.