

NWF Health Network Policy & Procedure

Series:	200: Placement Services	
Policy Name:	Multidisciplinary Team and Placement Changes	
Policy Number:	212	
Origination Date:	4/1/2022	Revised: Board Meeting of 12/11/2025
Regulation:	39.4022, FS 39.4023, FS 39.4024, FS 65C-30.023 FAC 65C-28.024 FAC 65C-16.002(3) FAC	

Policy

It is the policy of NWF Health Network (NWFHN) that Multidisciplinary Team Staffings (MDT) occur in order for a collaborative team that includes the child, their family, natural and community supports, and professionals who join together to empower, motivate, and strengthen a family and collaboratively develop a plan of care and protection to achieve child safety, child permanency, and child, family well-being or other specified important life decision that is in the best interest of the child. NWF Health Network acknowledges that transition plans are critical when moving all children, including infants, toddlers, school aged children, adolescents, and young adults.

It is the policy of NWF Health Network that a placement change or an educational change for a child in out-of-home care be achieved ideally through a period of transition that is unique to each child, provides support for all individuals affected by the change, and has flexible planning to allow for changes necessary to meet the needs of the child.

It is the policy of NWF Health Network to make considerations on separated siblings for purposes of adoption pursuant to Florida Statute and Florida Administrative Code.

For further details, please see:

[Chapter 39.4022 F.S. Multidisciplinary Teams; Staffings; Assessments; Report.](#)

[Chapter 39.4023 Placement and Education Transitions; Transition Plans](#)

[Chapter 39.4024 F.S. Placement of Siblings; Visitation; Continuing Contact.](#)

[65C-16.002 Adoption Family Selection](#)

[65C-28.024 Placement Transitions](#)

[65C-30.023 Multidisciplinary Team Staffing F.A.C.](#)

A. Scope of Multidisciplinary Team:

An MDT staffing must be held when an important decision is required to be made about a child's life, including all of the following:

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1. Initial placement decisions for a child who is placed in out-of-home care. An MDT required under this subparagraph may occur before the initial placement or, if a staffing is not possible before the initial placement, must occur as soon as possible after initial removal and placement to evaluate the appropriateness of the initial placement and to ensure that any adjustments to the placement, if necessary, are promptly handled.
 2. Changes in physical custody after the child is placed in out-of-home care by a court and, if necessary, determination of an appropriate mandatory transition plan in accordance with s. 39.4023. MDT must convene a staffing no later than 72 hours from the date in an emergency situation. Except as otherwise provided, the department or the community-based care lead agency shall create and implement an individualized transition plan before each placement change experienced by a child.
 3. Changes in a child's educational placement and, if necessary, determination of an appropriate mandatory transition plan in accordance with s. 39.4023.
 4. Placement decisions for a child which involve sibling groups that require placement in accordance with fs.39.4024.
 - a. A separated sibling staffing MDT will occur for cases with one or more siblings of a sibling group that:
 - i. are being separated from siblings.
 - ii. are being placed in separate adoptive homes.
 - iii. are already placed in separate homes for dependency that are now being considered for adoption purposes.
 - iv. recommendations for post adoption sibling contact are being made with a written plan prior to adoption finalization on how the siblings will maintain contact if decision to separate for purposes of adoption are made.
 - v. have been previously separated and need a 6-month review and updated Sibling Placement Assessment Tool.
 - vi. are recommended by case management or NWFHN to need an updated Sibling Placement Assessment Tool.
 - b. The Sibling Placement Assessment Tool in FSFN will be utilized for each child. The form narratives may be supplemented with the NWF Health MDT form.
 5. Any other important decisions in the child's life which are so complex that the Department or NWFHN determines convening a MDT is necessary to ensure the best interest of the child is maintained.
- B. When a need is identified for an MDT staffing, the child welfare professional will submit a request to the NWFHN MDT email.
1. All requests should be submitted to mdt@nwfhealth.org. Only the assigned case manager and placement unit shall submit formal MDT requests.

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2. The NWFHN MDT request email template will be utilized for each request. The template should be completed in its entirety for the request to be accepted. All required attachments are to be submitted including a draft of the transition plan and/or sibling placement assessment tool if applicable.
 3. The MDT facilitator will ensure all required invitations are sent. MDT staffing may not be delayed if invitees fail to attend. The invite will be sent within 2 business days of the receipt of completed referral or within the timeframes set forth in s. 39.4023. The following invitees are required unless prohibited due to no contact orders, TRP, or sexual abuse per 39.4022 FS:
 - a. The child, unless he or she is not of an age or capacity to participate in the team; and the child's Guardian ad Litem.
 - b. The child's family members and other individuals identified by the family as being important to the child;
 - c. The current and former or proposed caregiver;
 - d. A representative from the Department other than the Children's Legal Services attorney, when the department is directly involved in the goal identified by the staffing;
 - e. A representative from NWFHN; and
 - f. The case manager for the child, or the case manager supervisor must attend.
 - g. Based on the goal of the MDT other professionals may be invited including but not limited to: Children's Medical Services, school personnel, mental health professionals, other community provider services or stakeholders, etc.
 4. The MDT facilitator shall ensure all requests are scheduled within 2 business days of receipt of request.
 5. Upon completion of a consensus staffing, a transition plan will be implemented (for non-emergency placement) and the child welfare professional will follow the final staffing decision.
 6. In the event of a non-consensus staffing, CLS will be notified within 24 hours of the staffing conclusion.
 - a. The MDT supervisor will submit all supporting documentation and the MDT recommendation to the DCF NWR Program Office Manager for review within two business days of staffing conclusion.
 - b. The DCF NWR Program Office Manager will submit to the Director of Child Protection for review
 - c. If a non-emergency MDT, the facilitator will schedule a transition plan staffing within seven business days from final decision. A transition plan may be discussed in initial MDT staffing; therefore, the facilitator will assess the need for an additional staffing.
 - d. Immediately notify CLS of the final decision once received from DCF
 7. Within 5 business days of staffing conclusion, the facilitator will upload the packet and supporting documentation in the meeting module.
 8. The MDT facilitator will follow all guidelines set forth in 39.4022 F.S., 39.4024, and 65C 30.023 F.A.C.
- C. Separated Sibling Staffings for the Purposes of Adoption

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1. Considerations regarding siblings shall be consistent with the directives in Sections 39.01375, 39.4015, 39.4022, and 39.4024, F.S.
2. In situations where consideration is being given to separating siblings who are in an open dependency case, placing siblings in different adoptive families, or making recommendations for post adoption sibling contact, a Multidisciplinary Team (MDT) Staffing pursuant to Sections 39.4022, 39.4024, F.S. and Rule [65C-30.023](#), F.A.C. shall be held.
3. Subsequent reviews after termination of parental rights shall take place pursuant to Section 39.4024(5), F.S., at least once every 6 months, to reassess sibling placement, visitation, and other sibling contact decisions in cases where siblings are separated, not visiting, or not maintaining contact. The reviewing team shall include the adoption case counselor, and if applicable the licensing specialist.
4. If the Department takes into custody a child who is known to be a sibling of a previously adopted child(ren), the Department, NWFHN or subcontractor staff shall advise the siblings' adoptive parents of this occurrence at the time of removal. The application of these adoptive parents will be given the same consideration as an application for adoption by a relative, as described above. Family finding efforts shall continue throughout the duration of the case consistent with Section 39.4015(3)(a), F.S.