

NWF Health Network Policy & Procedure

Series:	100: Intake	
Policy Name:	Case Management Engagement and Case Transfer Process	
Policy Number:	100	
Origination Date:	11/4/2013	Revised: Board Meeting of 04/23/2026
Regulations:	CFOP 170-1 Ch. 7 CFOP 170-9 Ch. 1 65C – 30.002, F.A.C. Senate Bill (SB) 664	
Attachments:	100-100 x 1 Process Map	

Policy

It is the Policy of NWF Health Network (NWFHN) and its Case Management Organizations (CMOs) to ensure that the transfer of primary responsibility for a case involving an unsafe child is based on sufficient information and understanding as to the impending danger threats that must be managed with a safety plan and remediated with a case plan pursuant to 65C-30.002, F.A.C., CFOP 170-1 Ch.7 and CFOP 170.9 Ch. 1.

For detailed information see CFOP and F.A.C., found here:

[CFOP 170-01 Ch. 7 Case Transfer From Investigations to Case Management](#)
[CF170-9 Ch.1 Standards For Preparing For Family Engagement](#)
[65C-30.002: Safety Planning and Case Transfer - FAC](#)

For Birth Verification in accordance with SB 664:

1. A copy of a birth certificate shall be obtained for each child under court ordered in-home supervision within 15-days after case transfer conference.
2. A copy of a birth certificate or birth verification shall be obtained for each child entering out-of-home care within 15 days of initial placement.
3. For children born out of state or out of country, verification of the child's birth shall be requested within 15 days from initial placement and documented in the case file. Refer to subsection 65C-30.007(12), F.A.C., regarding the necessary actions when it is determined that a child was born in another country and has not established legal alien status.