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 09/10/2026
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.

Upon acceptance of the case transfer, if a father is known and there is a means to locate him, the father must be referred by the CMO to the NWFHN Fatherhood Initiative Program within five (5) business days.

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.