



State of Florida  
Department of Children and Families

Ron DeSantis  
Governor


Shevaun L. Harris  
Secretary

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**DATE:** January 14, 2022

**TO:** Regional Managing Directors  
Sheriff Offices Conducting Child Protective Investigations

**THROUGH:** Taylor Hatch, Deputy Secretary TH

**FROM:** Jess Tharpe, Interim Assistant Secretary for Child Welfare  
Sharron Washington, Assistant Secretary for Operations 

**SUBJECT:** Updates to the Streamline Family Functioning Assessment-Investigation (FFA-I) Documentation Process

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**PURPOSE:** The purpose of this memorandum is to provide advanced notification of policy updates related to the previously released Streamline FFA Documentation process, therein incorporated in CFOP 170-5, Chapter 4: Investigation Types and Use of the Family Functioning Assessment (FFA).

**BACKGROUND:** As part of the 2019 CPI Efficiencies Project, the policy and practice surrounding documentation in the FFA-Investigation (FFA-I) were carefully reevaluated for consideration of modified guidelines to create more time for CPI staff in the field to work with Florida's families rather than spend it on documentation obligations. As a result, a streamlined documentation approach was created and implemented utilizing core criteria and internal processes that allow for time-saving efficiencies while still ensuring a full focus on child safety and care coordination for our families. Following implementation of this new streamline FFA-I documentation protocol, Secretary Harris met with a multitude of team members that identified potential additional opportunities to enhance the FFA-I process. Therefore, representatives from around the state recently reconvened in an FFA Project workgroup to further analyze and consider additional opportunities for efficiencies to further enhance customer service and support the team.

**NEW INFORMATION:** The FFA Project workgroup developed some short-term recommendations, to include expanding the Streamline FFA-I Documentation protocol to allow for all investigations where the children have been determined to be safe (no impending danger threats identified) to be documented utilizing the streamline FFA-I documentation protocol as outlined in CFOP 170-5, Chapter 4. This new documentation protocol will require a fully documented FFA-I only in investigations where impending danger has been identified and a child has been deemed unsafe, regardless of the type of safety plan or level of intrusiveness (out-of-home, in-home, judicial, or non-judicial). Going forward, operating procedure will outline that all investigations involving safe children will be documented utilizing the streamline FFA-I documentation protocol and all investigations involving unsafe children will be documented utilizing a full documented FFA-I. All investigations will still require a full investigative response

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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and all associated investigative actions; however, the new policy and practice will allow for streamlined documentation of the FFA-I on a larger subset of investigations. This new practice expanding the streamline FFA-I documentation protocol is scheduled to launch statewide on February 1, 2022; and updated operating procedures will be released at that time.

**ACTION REQUIRED:** Please share this memorandum with all child protective investigators, sheriff offices conducting child protective investigations, case managers, and other child welfare professionals as appropriate.

**CONTACT INFORMATION:** If you have any questions regarding these procedures, please contact Kristen Puckett, CPI Specialist, at [Kristen.Puckett@myflfamilies.com](mailto:Kristen.Puckett@myflfamilies.com) or Brooke Bass, CPI Practice and Policy Manager, at [Brooke.Bass@myflfamilies.com](mailto:Brooke.Bass@myflfamilies.com).

cc: Regional Family and Community Services Directors  
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