



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Chad Poppell
Secretary

DATE: May 26, 2020

TO: Regional Managing Directors
Sheriff's Offices Conducting Child Protective Investigations

THROUGH: Patricia Babcock, Deputy Secretary *Patricia Babcock*

FROM: Patricia Medlock, Assistant Secretary for Child Welfare *Pat Medlock*
Robert Anderson, Assistance Secretary for Operations *Robert H. Anderson*

SUBJECT: Identification of Professional Licensure or Employment in a Group Home on an Intake Report

PURPOSE: The purpose of this memorandum is to provide notification that a new notification process involving licensed professionals or employees of a group home began on all child intake reports effective May 15, 2020.

BACKGROUND: The Hotline creates a child intake report upon determination that a response to the home is required to address concerns of abuse, abandonment, or neglect. Often time, reporters are unaware if the alleged caregiver responsible or adult household members are professionally licensed or employed with a group home licensed by the Department of Children and Families (DCF), making it difficult to determine if there is a possible threat to children at their professional setting.

ACTION REQUIRED: Effective May 15, 2020, the Hotline Crime Intelligence Unit began providing written notification identifying if the adult has a professional license (i.e., nursing license, group home license, etc.) or is employed at a group home licensed by DCF. The notification will be located in the background screening FCIC summary at the end of the document.

The notification will inform the Child Protective Investigator (CPI) if the alleged caretaker responsible or adult household member has access to vulnerable populations based on their professional license or their employment. The CPI and their supervisor shall utilize this information accordingly when assessing the need to generate an institutional report.

Weekly, the Hotline Crime Intelligence Unit will disseminate a log to the Program Administrators and the sheriff offices conducting child protective investigations, outlining the intake number, date of intake, name of the person with a license or employed in a group home, and type of license or where they are employed.

Please distribute this memorandum to all Child Protective Investigators, Child Protective Investigator Supervisors, Program Administrators, sheriff offices conducting child protective investigations, and Hotline personnel.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

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

CONTACT INFORMATION: If you have any questions regarding this process, please contact Brooke Bass, CPI Practice & Policy Manager, at Brooke.Bass@myflfamilies.com or 850-717-4643; or Vanessa Snoddy, Case Management/Well Being Practice & Policy Manager, at Vanessa.Snoddy@myflfamilies.com or 850-717-4769; or RaeJohne Peterson, Chief of Operations, at Raejohne.peterson@myflfamilies.com or 850-487-6112.

cc: Regional Family and Community Services Directors
Grainnie O'Sullivan, Director of Children's Legal Services
Milton Perinon, Director of Child Welfare Operations
Center for Child Welfare