



PROCEDURE

Title/Subject: Administrative and Programmatic Collaboration on Departmental Procedures			
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Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
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The Florida Center for Child and Family Development (The Florida Center) recognizes the importance of administrative and programmatic collaboration to determine various departmental procedures. The various departments within The Florida Center include clinical services, developmental services (speech, occupational therapy, and physical therapy), community outreach, early childhood education, prevention, and education. The Florida Center has various formal methods for determining necessary structures, bylaws, rules, and regulations that support the agencies various programmatic activities.

Methods of Collaboration:

1. Each program director meets at least twice per month with the Chief Operating Officer (COO) to seek guidance regarding current programmatic affairs such as revision of current processes/procedures within that particular department, discuss personnel matters, and to discuss financial matters relative to the program. Decisions made during these meetings are relayed back to departmental staff by the program director.
2. Each program director, or their department designee, participates on one of the Continuous Quality Improvement Committees where important bylaws, rules, and regulations, that effect all departments, are determined. The Chair of the CQI Council brings all proposed agency, facility or departmental changes to the Executive Leadership Committee for final approval
3. Administrative and programmatic leaders collectively meet once per month as part of The Florida Center’s Leadership Team. At this meeting, programs discuss the inter-collaboration of departments and ways to continue and improve this process.
4. Each department meets at least twice per month to discuss various departmental and agency business, discuss cases, and problem solve challenges. Suggestions (proposed solutions) from this group are taken to the COO for review.
5. The COO meets with the CEO and Executive Leadership Team at which time he/she brings any programmatic business that he/she has reviewed for a final review and approval by this group.