



PROCEDURE

| | | | |
|---|--------------------|--|-------------------------------|
| Title/Subject: Comprehensive Behavioral Health Assessments | | | |
| Policy #: OPS - 208 | Page 1 of 1 | Adoption Date: | Revision Date: 7/21/05 |
| Approved By: | | Title: Executive Director | |
| Approved By: | | Title: Program Vice President/CQI Chairperson | |
| Distribution Date: | | Reviewed: 6/15/2006 | |
| Authority Reference: Medicaid | | | |

The Florida Center for Child and Family Development, Inc. (The Florida Center) provides assessment to children age 0-18 entering out-of-home care, as specified by The Department of Children and Family’s operating procedure (CFOP 155-10) and Medicaid’s Community Mental Health Services Coverage and Limitations Handbook.

Comprehensive Behavioral Health Assessments are used to provide specific information about mental health and related needs and recommendations for services needed to accomplish permanency planning.

Upon receipt of the Referral Form from the Safe Children Coalition Single Point of Access (SPOA), The Florida Center will complete and submit the Comprehensive Assessment to the SPOA within 24 days. This original assessment will be placed in the child’s Community Based Care Child Welfare Services file. The client file will be opened upon receipt of the referral, and close upon completion of the assessment. The assessment process may take place in a variety of different setting that include the child’s current home placement, school, daycare, a visitation center, or office. The Florida Center staff who provide Comprehensive Assessments will have the legal guardian sign an Authorization for Release of Information. The Department of Children and Families is authorized to have these assessments performed without authorization from the court and without consent from a parent or legal guardian, per ss. 39.407(1) F.S.

The Florida Center will retain a copy of the Assessment in compliance with State laws governing record retention and for audit purposes for a period of seven (7) years.

Attachments: Authorization for Release of Information
CFOP 155-10, Chapter 2