

Family Partnerships of Central Florida

PROCEDURE

Series:	Operating Procedures	COA: FKC 7 CFOP: 175-11
Procedure Name:	Sibling Separation Staffing	
Procedure Number:	OP1011	
Reviewed Date:	4/16/24	
Revision #/Date:	(2) 09/15/08 (3) 07/14//21	
Effective Date:	01/20/06	

Applicable to: All FPoCF Staff and Sub-Contracted Case Management Agencies

PURPOSE: To ensure that reasonable efforts are made to place siblings together whenever possible.

PROCEDURE:

Definitions

Separated Siblings tracking spreadsheet includes the following analysis of primary and secondary reasons as to why siblings may be separated.

Primary reasons:

Caregiver for one or more sibling is unwilling to accept placement of sibling
Behaviors-One or more sibling with behavioral needs
Behaviors-One or more sibling with DJJ history
Capacity-Sibling Group of 3 or more
Capacity-Sibling Group: Age Differential
Capacity-Sibling Group: Female/Male make-up
Medical-One or more sibling in medical placement
One or more sibling in adoptive placement
One or more sibling placed with Parent
Specialized Placement- One or more sibling in DJJ Commitment Program
Specialized Placement- One or more sibling on runaway status
Specialized Placement-One or more sibling in STGH Placement

Secondary reasons:

Caregiver for one or more sibling is unwilling to accept placement of sibling
Behaviors-One or more sibling with behavioral needs
Behaviors-One or more sibling with DJJ history
Behaviors-One or more sibling with mental health needs
Capacity-Sibling Group of 3 or more
Capacity-Sibling Group: Age Differential
Capacity-Sibling Group: Female/Male make-up
Medical-One or more sibling in medical placement
One or more sibling in adoptive placement
Placed alone in LOHC

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Placed alone in Non-Relative Placement
Placed alone in Relative Placement
Placed together in LOHC
Placed together in Non-Relative Placement
Placed together in Relative Placement

The team discusses when the children become separated and reports ongoing efforts to place together. The team also, explores if the family was referred to Family Finders and engages in a discussion about when the siblings may be placed together.

Required Staffings

On a monthly basis the FPoCF Performance reviews the current listing of siblings in separated placements. The listing is uploaded onto the FPoCF shared drive.

The FPoCF Performance department then notifies Family Allies CMA to respond by answering the spreadsheet questions for the relative/ non-relative population with the appropriate responses identified under the definition section. Care Managers are responsible for discussing sibling placement options each month.

The FPoCF Performance department notifies the FPoCF intake and placement team to respond by answering the spreadsheet questions for the licensed out of home care population.

Referral Sources

Family Partnerships of Central Florida, in collaboration with our subcontracted Case Management Agency will ensure that all separated siblings are staffed every 90 days. In addition, FPoCF Intake and Placement staff will conduct internal programmatic reviews every 30 days or until placement of siblings in the same setting occurs.

Scheduling

On a Quarterly basis, (2nd Month of the Quarter) the FPoCF Performance department will convene a meeting with Family Allies Leadership and FPoCF Intake and placement Leadership to review reasons for separation to assess opportunities to place children together, discuss planned moves, assess needs of the children, and provide additional supports. During these meetings, the frequency of sibling visitation will be addressed to ensure visitation occurs minimally on a monthly basis and more frequently whenever possible.

Special attention will be given to those cases where one or more children are separated due to 1 or more children being in LOHC and 1 or more children being placed in a relative/non-relative placement

Additional reviews of separated siblings will occur during Out of Home care reviews, Permanency staffings, Quarterly Supervisory reviews, over capacity waivers reviews and monthly Adoption Staffings.

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BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024