

**Question and Answers**  
**Distributed via email to the conveners of the Local Planning Teams**  
*Updated 05/30/2008*

***Meeting for Local Planning Team Conveners, Chairs and other Designees***  
***Discussed: 30 May 2008***

Local planning team conveners, chairs and other designees are invited to attend the professional breakout session which will be included in the 2008 Dependency Court Summit. The summit will be held at the JW Marriott in Orlando, FL. The meeting will most likely be held on Thursday morning, 28 August 2008. Times and locations will be posted to this site when assigned by the summit planning committee (stay tuned!).

***Timelines for Plan Reviews by the Advisory Council***  
***Discussed: 30 May 2008***

Plans are due to the Governor's Office of Adoption and Child Protection on 30 June 2008. Three members of the Child Abuse Prevention and Permanency Advisory Council will review each plan. The plan review checklist is posted on the Web site at: [http://www.flgov.com/ca\\_lpt\\_plan](http://www.flgov.com/ca_lpt_plan). Council member reviews are to be returned to the office by 31 July 2008. Feedback will be provided to the local planning teams by 15 August 2008. Final plans are due to the office by 31 October 2008.

***CFSR Recommendations***  
***Posted: 21 April 2008***

Q. Can you provide me with CFSR recommendations that are referenced in the 18 Month Plan Outline?

A. I spoke with DCF staff last week and the report has not been received from the federal review team. Thus on the plan outline, Part 2-IV.A.d., Part 2-IV.B.d., Part 3-II.A.g and Part 3-III.B. just record "Not Applicable" for these sections.

***Participation on Monthly Conference Calls***  
***Posted: 21 April 2008***

Q. Is it alright for the chairmen of the county level teams to listen in on the monthly conference calls?

A. We would be thrilled to have the county contacts participate on the calls. If you will let us know who they are, we will be happy to add them to our email lists too. The calls are being held to help your local planning efforts, so include those who would benefit from the calls.

***Funding for Plan Implementation***  
***Posted: 21 April 2008***

Q. Do you know if there will be any funding associated with implementing the local plans? (I'm guessing that will depend on the legislative session but need to ask.)

A. Realistically, we will not be able to look to government to fund plan implementation. Instead, we will need to be creative and enlist the help of our community partners to make our plans happen. Although there is a very small amount of federal funding at DCF for primary prevention, it would not be enough to fund local plan efforts. Given the economy,

this underscores the need for community partners to come to the table and assist with planning and implementation efforts.

## **The Tasks and Timelines for the Local Planning Team**

***Posted: 25 September 2007***

Each circuit will be asked to develop a single circuit-wide plan of action update for 2008-2010 and once completed, develop a five-year plan of action for 2010-2015. The focus of the plan update and the five year plan will be on developing action steps for primary prevention and adoption promotion and support. Thus, strong community partners as defined in Chapter 39, Florida Statutes will be needed to bring local resources to your table.

### ***Timelines for the 2008-2010 Plan Update***

***Posted 27 September 2007, Revised 21 April 2008***

Q. Is there an approximate timeframe for completion of the circuit-wide plan of action update for 2008-2010?

A. The State Advisory Council members held its first meeting in November and provided guidance on the outline. Based upon our read of the statute, the 2008-2010 plan update will be an 18-month plan that will cover January 2009 – June 2010.

30 June 2008 - Local planning teams submit their plans of action for the 2008-2010 update

August 2008 – Advisory Council will review the plans and provide feedback as appropriate

31 October 2008 – Final local plans of action submitted for inclusion in the state plan

30 December 2008 – State plan update (including local plans) due to the Governor, Senate President and House Speaker.

### ***Timelines for the 2010-2015 Annual Plan***

***Posted 27 September 2007***

Q. Is there an approximate timeframe for completion of the circuit-wide five-year plan of action for 2010-2015?

A. This timeline is rough too. Based upon our read of the statute, the state's five-year plan (which builds on and includes the circuit plans) is due 30 June 2010. I would estimate that the Advisory Council will seek to obtain advice/data in the early fall of 2009 and to have the draft local plans of action due in early (January-ish) of 2010. This too will become better defined once the Advisory Council sets its agenda and timeline.

## Status Reports, Data Sets Provided by DCF, Data used for the Planning Process

### *DCF Data Profiles*

*Posted 21 April 2008*

Q. The local plan outline has two sections (Part 2.I. – Status of adoption and children available for adoption and Part 3.I. – Status of child maltreatment) that identify the use of indicators. Is the expectation for us to copy and paste the circuit-specific data into the plan or can we attach the profile and state for this section: "see attached profile/data."? Are we only supposed to use these data we were given for the plan so that everyone has the same point in time reference?

A. These data were provided only as assistance to the local planning teams and are not meant to be prescriptive. Local teams are encouraged to use those data elements that are useful to the planning process which could include some of those provided by DCF and others collected at the local level. The local plans are not restricted to using only those data and you do not have to use all of those data. They could be placed in an appendix if it would help with readability of the plan. Please do keep to the outline provided.

Q. The local plan outline has two sections (Part 2.I. – Status of adoption and children available for adoption and Part 3.I. – Status of child maltreatment) that identify the use of narrative discussions of findings. Is the expectation that we would actually write a narrative summary for all of the data, or is this a more high-level summary of the findings?

A. Use as much detail as the team deems appropriate to explain the context and rationale for the plans that are developed related to child maltreatment and adoption. This is not asking for detail about every indicator in the DCF profile; it is asking that there be enough discussion to explain what is found through analysis of the data sets.

Q. We are finding that the updating of the previous prevention plan is something of a challenge. Some of our objectives were pretty nebulous in regards to measurability, or there is no data source that would support measurability. We are hoping with this historical data to be able to complete an "executive summary" style update for these difficult to measure objectives and become more specific, and link to measurable data sources, in our future plan. Do you foresee any problems with this approach?

A. This would be fine. One part of this effort is to narrow scope, as appropriate, and focus on those efforts that have the greatest likelihood of making a difference. The same would apply to the objectives, ensuring that they are measurable and appropriate for the plan of action.

## **Web Site Postings**

### ***Copies of the State and Local Plans***

***Posted: 25 September 2007***

The Governor's Web site now has downloadable copies of the 2000-2010 state plan and each local child abuse, abandonment and neglect prevention plan.

If you would like to download a copy of the plan(s) that cover your counties, you can go to:  
[http://www.flgov.com/child\\_abuse\\_prevention](http://www.flgov.com/child_abuse_prevention).

### ***Updates to the Web***

***Posted 21 April 2008***

There are many resources that have been added to the Web site.

[http://www.flgov.com/adoption\\_abuse\\_prevention](http://www.flgov.com/adoption_abuse_prevention)

This page contains information about upcoming state level meetings, links to the council and links to the children and youth cabinet.

[http://www.flgov.com/ca\\_meeting\\_info](http://www.flgov.com/ca_meeting_info)

There is much information from the substance abuse, mental health and domestic violence presentations and about the no-low-cost kernels and Syndemics for prevention under the February meeting information. There is much information related to adoption and supporting adoptive families under the March meeting information.

[http://www.flgov.com/ca\\_lpt](http://www.flgov.com/ca_lpt)

This page has more plan development information. Additionally, the questions and answers provided over time are compiled – click [Q/A Library for Local Planning Teams](#) on the Web page.

## **Team Meetings**

### ***Public notice of local planning team meetings***

***Posted 28 September 2007***

Q. Does the local planning team meeting need to be publicly noticed?

A. We routed this question to our legal office and to Pat Gleason, Director of Cabinet Affairs and Special Counsel for Open Government. Pat's response is: The general rule is if a group is created by statute to perform a specific function it has to comply with the Sunshine Law and should provide public notice of meetings. So the answer is yes they should notice.

### ***Mileage Reimbursement***

***Posted 18 October 2007***

Q - A question was raised by our proposed Local Advocacy Council appointee as to whether mileage reimbursement would be available for attendance at the meetings. It is my understanding that LAC has their own budget for support of LAC member travel, but wanted to run this by you in case it has come up in any other area of the state, so that I am being consistent if I refer her back to her LAC coordinator.

A. This is up to each local team and the convener. However, it seems to me that this indeed is something the local advocacy council would consider to be an important part of its scope of work locally. If so, then the council would incorporate it into their standard operating procedures for council staff and support it with its own funding if that is what they do when their staff attends meetings on behalf of the council. That is, attendance at the local planning team meetings would be handled in the same manner as any other meeting involving council staff that would take place out of the office.

## **Appointments to Local Planning Teams**

### ***Forms to Complete for Appointments***

***Posted: 25 September 2007***

At this juncture, all that is being asked of you at this time is to appoint the members of your local planning teams. Attached is a response form that we would like for you to use to provide our office with descriptions of each of the members of your local planning teams. You DO NOT need to send in an additional questionnaire with that form! Your call to action is to send in a copy of the completed single-page form for each of the members of your local planning teams by 15 October 2007. The good news is that we have talked with our legal office about the confusion in the statute as it is now written concerning the issue of our office making appointments and the need for the Gubernatorial Questionnaire. We have permission to request only the form that is attached. Do not worry about completing the Gubernatorial Questionnaire for your team members. I believe we have a reprieve on that one! Thus, the instructions section of the attached form requests only that this one-page form be submitted to our office. Please remember to include a PARENT who has adopted a child from within the child welfare system. This is a requirement that was added to Chapter 39 this past legislative session.

### ***Building on Existing Strengths***

***Posted: 25 September 2007***

Many districts had active and fully functional teams (most were called “task forces”) when the most recent local five-year (2000-2005) plans were developed. And, some have continued to operate. Do take advantage of those who have been serving who may serve you well on this next iteration of a planning team. We encourage you to seek membership for each area of representation by individuals who could speak for that area in your communities and bring their area’s resources to the planning table. How you set up your local team should fit the needs and strengths of your circuit. Some circuits that span diverse counties may develop county level workgroups that will report into or advise the circuit’s local planning team. Others may be selecting representation from the different counties to work on a single team. Whatever will work best for you is what we will support. And, for your reporting to us, we only need information on the circuit local planning team membership.

### ***Submission Date Change***

***Posted 11 October 2007***

We are going to shift from the 15<sup>th</sup> of October to the 31<sup>st</sup> as the date for submitting your team information to us. This should relieve a bit of stress and provide you with better information for comprising your teams. Christie Ferris, Director of [Prevent Child Abuse Florida](#) will have her county points of contact for the Winds of Change (child abuse prevention) public awareness campaign early the week of the 23<sup>rd</sup> of October. These may be folks you would want to add to your team(s). The [Agency for Workforce Innovation](#) will be meeting with their contacts for your teams next week to get them on board about what is expected for participation so that they will have the best folks available for you. I do have the list but had to promise to wait until they have met with Barbara Griffin (Tallahassee) first. So, stay tuned on this one. Today I talked with the [Statewide Advocacy Council](#) and sent them your contact information. They were going to contact the regional directors who in turn would contact the local advocacy council directors to help you with identifying folks

to represent them. Attached is the contact information from the Department of Health. This list contains the key contacts for the child protection teams and the medical directors. The state office is contacting them to have them identify a representative for you. I have the impression that this is just now starting so you may want to wait until the first of the week to contact them. Since all of this is still in the works, we need to provide you with time to sort it out. Thus, we have delayed by two weeks. See if this will work for you.

***Locating Folks with a History with the Prevention Planning  
Posted 11 October 2007***

Here is an idea that may be useful for you. On our Web site ([http://www.flgov.com/child\\_abuse\\_prevention](http://www.flgov.com/child_abuse_prevention)) there are copies of the district prevention plans that are in place at this time. In the front of each plan is a listing of all of the planning partners who contributed to the planning process. It may be helpful to see who was involved (and may be invaluable to add to the team). Some of these teams may still be functioning and may be a great resource by expanding to incorporate them and your additional folks to make the new local planning team. Just some ideas ....

***Team Member Recruitment  
Posted 11 October 2007***

Because we are picking up adoption promotion and permanency plus moving to an emphasis on front end primary prevention of child abuse, abandonment and neglect, it will be important ensure that those on the local planning team will be able to mobilize community resources and bring new ideas that have not been included in the existing plan (especially the adoption pieces) or may be in the plan but have not been implemented (especially relating to primary prevention). Just some more ideas....

## Appointments to Local Planning Teams – Local Agencies Appointments

### ***Local Agency Appointments***

***Posted: 25 September 2007***

In response to a request made at the meeting on 5 September in Orlando, I will be contacting the state agencies and requesting their assistance in helping you with the agency appointments to your local planning teams. The agencies involved are APD, AWI, DOC, DOE, DOH, DJJ and DLE. If you do NOT want your circuit included in this request, please let me know ASAP. I will let them know of your deadline of the 15<sup>th</sup> for your appointments. Hope this will be helpful for you and your efforts.

### ***DLE Representation***

***Posted 27 September 2007***

Q. When local Sheriff's offices have been extremely active in Task Force activities is there still a need for DLE representation in their counties?

A. This is a local decision. DLE representation may not be needed if you have active participation from the local sheriff's offices. Local school board representation may also suffice for the DOE slot. Just check both boxes on the member information form.

### ***DOE Representation***

***Posted 10 October 2007***

I did not enlist the help of DOE in identifying local contacts since the school boards are independent of the state. That is one area that I thought I would leave totally to local discretion. It seems to me that the Local School Board and DOE areas could be represented by a single person given the way our state is governed.

### ***APD Representation on the Local Planning Teams***

***Posted 10 October 2007***

Matthew Claps (our State Advisory Council representative from APD) prepared a crosswalk between the APD areas and the DCF circuits. Attached is the table that he prepared. He sent each of the individuals on the table an email about the creation of the teams and the importance of having high level folks fully participate on your teams. When you look at the next section of this email, you will see that the local APD contacts for five circuits (i.e., 4, 8, 9, 18 and 20) sent their forms directly to us. According to Matt: "The area administrators, or potentially their delegates (we have a CBC liaison in each area office) should be the point of contacts for the local planning teams. I'd suggest passing on this information to them so that they can contact the area administrators directly. At the same time, I'm providing our area administrators the background information your office has provided as well with the expectation that APD participates at the local level." Attached is a map that shows the APD areas too. Hope this will be helpful for you. It seems that they are responding to Matt's emails to them.

### ***Local Agency Appointments – My Musings***

***Posted 19 October 2007***

Initially the agencies were contacted in late September with the idea that they could help you locate key members for your teams. This was prompted by requests for assistance from the circuit administrators. The best laid plan was that the agency lists would be available to you

in early October so that you could draw from these lists as you populated your team. Given that many of you have already contacted folks in these areas of representation, you may have selected others to fill those slots. We look to you to decide who will be best to help fulfill the work ahead for your team. A potential positive byproduct of having the agency identify a person different from the person you selected is that the awareness of the importance of your efforts is multiplied and these two people may begin to communicate about the plan and the need for agency support. That is my wish!