**Changes in CDS Function and/or Purpose and/or Location**

**Purpose:** The intent of the following policy is to describe the requirements for reporting to the appropriate governing body should CDS engage in certain activities.

**Policy:** CDS shall provide written notification within 30 days of changes in CDS director, statement of purpose, changes its function, purpose or cease in operations/services to be provided, clientele to be served, intake procedures or admission criteria after implementation according to the requirements of the appropriate governing agency including but not limited to: Department of Children and Families (DCF), Florida Network of Youth and Family Services, LSF Health Systems, Partnership for Strong Families, U.S. Department of Health & Human Services, CARF.

CDS will provide notification in writing at least ten (10) calendar days prior to any changes in locations where services are being provided according to the requirements of the appropriate governing agency.

**Procedure and/or Process:**

* If the changes in CDS’s policies and procedures represent a major departure from the original policies submitted in writing for operations, CDS shall submit to new operating policies and procedures 10 days prior to implementation to the appropriate governing agency
* CDS shall notify the local licensing office of DCF in writing within seven days if:

(1) Any civil or criminal action is commenced in any jurisdiction against any director, officer, employee or agent of the agency, where the civil or criminal action relates to or affects the licensed child-placing activity of the agency; or

(2) Any action is commenced in any jurisdiction to revoke or suspend a license held by CDS.

* CDS ceases operation, for any reason, it shall notify the DCF in writing at least 30 days prior to closing and shall provide the following information to the department:

(1) Legal transfer of surrender and releases of any children in its custody to another licensed child-placing agency or to the department;

(2) Appropriate transfer of responsibility for children in temporary placement to another licensed child-placing agency or to the department. Deposit all open and closed records to the department or another licensed child-placing agency.

(3) Appropriate transfer or termination of services to all other clients