



Policy: Exit Interviews

ChildNet Number: CN 005.011

Original Approved Date: June 24, 2003

Policy Revised Date(s): February 15, 2006, March 7, 2006, January 15, 2008, November 30, 2009, September 22, 2011, May 22, 2013

Policy Sunset Date:

COA Standard(s): None

Statement of Policy:

Exit interviews are conducted with children five and older and upon their exit from a licensed facility, residential group care or family foster home. The purpose of the interview is to gain the child's perspective concerning the safety and quality of care provided; to ascertain the child's satisfaction with the facility or licensed caregiver; and to provide feedback regarding their overall placement experience, to facilitate the best possible subsequent placement, to improve the placement for other children currently residing there or future placements, and to enable ChildNet to address concerns on health or safety.

Board Chair's Signature:

Date:

06-22-13



Procedure: Exit Interviews

ChildNet Number: CN 005.011

Original Approved Date: June 24, 2003

Procedure Revised Date(s): February 15, 2006, March 7, 2006, January 15, 2008, November 30, 2009, September 22, 2011, May 22, 2013, August 22, 2014, February 21, 2018, April 25, 2018, August 10, 2022

Procedure Sunset Date:

COA Standard(s): None

Definitions (If any):

- a. **Child Exit Interview:** process of directing a specific set of questions to a child who has exited a licensed facility, residential group care or family foster home.
- b. **Child Exit Interview Form:** specific set of questions on paper or electronic designed for use with children from age 5 through 18.
- c. **Placement:** a child's residence in a licensed facility, residential group home, or family foster home.
- d. **Elopement:** wanders away, walks away, runs away, escapes, or otherwise leaves caregiving facility or environment unsupervised, unnoticed, and/or prior to their scheduled discharge.

Statement of Procedure:

A. General Requirements.

1. Every child age five to eighteenth birthday that exits a licensed out-of-home placement for thirty (30) days or more is required to be interviewed.
2. The interviews should be conducted within five (5) days of the child's exit from the placement.
3. The interview should take place in a setting where the child feels comfortable and where the conversation can be considered private.
4. The interviewer should ask the child questions from the Exit Interview Form and record the child's responses verbatim, to the extent possible as well as any observations about the child's physical appearance or emotional state (positive or negative) that seem significant to the interview process to include non-verbal or unresponsive due to medical and/or other reason.
5. If the child is capable of responding exhibits non-verbal or unresponsive behavior or becomes upset or exhibits other behaviors of concerns the interviewer, after



appropriate attempts to engage the child should reschedule the interview within the required five (5) days.

6. The interviewer must be careful not to influence or lead the child in answering the questions through positive or negative facial expressions, body language or comments.
7. If during the interview, the child reveals anything that the interviewee suspects that the child has been abused abandoned or neglected, the interviewer is mandated to make an immediate report to the Abuse Hotline (1-800-96-ABUSE) as required by Florida Statutes. If during the interview, the child reveals issues regarding the quality of care that does not rise to the level of abuse, neglect or maltreatment, the interviewer is to complete a Licensing Concern Form in the Placement Portal.
8. A child whose exit from the placement is due to elopement will be temporarily exempt from the exit interview. Upon the child's return, if the child was in the licensed placement for at least 30 days prior to the elopement, the appropriate case management staff member completes the Exit Interview Form, documenting the reason for the delay. If the child is placed in the same placement an Exit Interview Form will not be required.

The exit interview form is completed in the Placement Portal.

B. Response and Follow-Up Requirements:

1. In the instance where a Licensing Concern Form is completed careful assessment of the child's feedback should follow. An assessment involves consideration of the following:
 - a. Child's responses to the interview questions;
 - b. Child's developmental level and special needs;
 - c. The foster parent and/or caretaker's response to the issue(s) raised;
 - d. Observations obtained from staff who has visited in the home/placement within the previous six (6) months;
 - e. Feedback obtained from other foster children who may have exited the same foster home/placement within the previous (6) months; and,
 - f. Feedback obtained from any other relevant sources, e.g., teachers, therapists, Guardian Ad Litem, if applicable.
2. The appropriate ChildNet staff members provide this information to the Provider Licensing Agency. When needed and as a result of a safety or quality of care issue raised by the child that is supported by other information and/or documentation, the Provider Licensing Agency must develop a corrective action plan and submit



to ChildNet staff for review. The type of plan can range from providing more intense supervision, support, and/or training for the caregiver/provider to a recommendation for revocation of the license, if applicable. Decisions about the type and manner of response must take into account:

- a. The seriousness of the issue raised by the child.
 - b. Any needs or concerns the foster parent and/or facility staff may have expressed.
 - c. The frequency and/or chronicity of the conduct or condition being addressed.
3. When a corrective action is necessary because of an Abuse Report or Provider Observation Feedback Form, written follow up shall be submitted by the Provider Licensing Agency to ChildNet within ninety (90) days. ChildNet staff will review submitted documentation to assess implementation and correction. A copy is to be placed in the official licensing file.

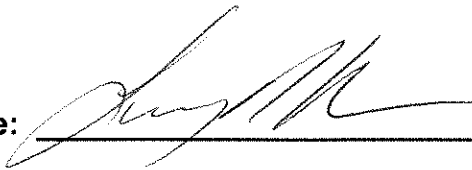
C. Documentation Requirements:

1. The Placement Portal sends the Exit Interview Form to the appropriate providers and required licensing staff.

The Case Manager or designee places the completed Exit Interview Form, the Provider Licensing Agency or Residential Group Care response, if any, and record of follow up shall be placed in the child's case record.

2. All Exit Interviews and/or Corrective Action Plans in the foster parent Licensing File are to be submitted to ChildNet in the annual re-licensing packet submitted by the Provider Licensing Agency.

President's Signature: _____



Date: _____

09-06-22