## Wednesday, September 21, 2022 12PM/11CT

# Clearinghouse on Supervised Visitation Phone Conference/Webinar Agenda



#### **Discussion**

- 1. Welcome and Announcements Everyone is invited!
- Check the listings on the website to ensure your program information is up to date and correct for the quarterly report. If you need to add or change anything, email Lyndi Bradley at <u>lbradley2@fsu.edu</u>
- 3. DATA should now be entered into the database. Don't miss out.
- 4. Program Narratives are now DUE!
- 5. October Phone Conference Date: October 19, 2022
- 6. Questions from Directors
- 7. September is Suicide Prevention Awareness Month
- 8. October is Domestic Violence Awareness Month
- 9. The Clearinghouse Safety Trainings list.
- 10. Updated Family Skill Builder attached

# **Program Narratives are DUE NOW!**

# See below for examples.

### Access and Visitation Data are DUE NOW!

#### SV Narratives So far....

- Rachel Hord Kids in Distress
- Sonia Guearo-Mansion Pathways Life Coaching
- Dana Cahn F.A.C.E.S
- Kim Melvin Kids Central The Centers
- Talia McKinley-Brant Eckerd Connect
- Sandy Tice Chances for Children
- Tiffany Jones Livestream Best Practices
- Janette Mendoza- All About the Kids
- Katie Williams Pasco County Counseling & SV
- Tyna Baugess Peace Club
- Shantavia Burke Bridging Families
- Dr. Bettina Lorazo Metamorphosis
- Julie Moulder Twin Oaks Community Services

#### **Program Highlights**

Below you will find a listing of all the known Supervised Visitation Service providers in the state of Florida. Following each name is the Court Circuit in which they reside – C#.

#### All About the Kids' Best Interest – C17

720 NE 4<sup>th</sup> Ave. #312 Ft. Lauderdale. FL 33304

Program Director: Janette Mendoza 954-234-1966

Contact E-mail: jamen51blogger@gmail.com

Number of Sites: 1 Counties Served: Broward

ALL ABOUT THE KIDS BEST INTEREST is an off-site bilingual (Spanish/English) supervised visitation and monitored exchange services for dependency and family court cases. Our visits are conducted off-site at various location options such as Chuck E. Cheese, museums, game parks, fun centers, theaters, libraries, public parks and playgrounds, and more. Visitation services are available seven days a week, including holidays. We provide families with extended hours during the week and on weekends to help accommodate working families and the children's school and activity schedule. Our mission is all about the kids – helping the children thrive and grow despite any parental conflicts.

During the COVID-19 quarantine that started in March 2020, we transitioned to virtual visits via Zoom. After training and educating ourselves on the safest use of technology with clients, we conducted orientation meetings with parents to help them understand the new format. Parents learned quickly what would be inappropriate on a Zoom call and did a wonderful job of complying with the new boundaries. For instance, asking questions about the child's life was fine, but asking questions about where they were, their surroundings, etc. may not be allowed.

Because of the variants and a large number of COVID-19 cases in Dade County, we have continued offering our services via zoom throughout 2021. We continue to have tremendous success in united parents and their kids for fun and family bonding. These are the cases we live for - the kids' success. It's wonderful to see our Empowerment model having such positive outcomes!

#### Believe in Talk – C<sub>17</sub>

20 SE 20th St Ft. Lauderdale, FL 33316

Program Director: Debbie Sedaka, LMHC 954-513-8404 Contact E-mail: <u>BelieveinTalk@yahoo.com</u> <u>believeintalk.com</u>

Number of Sites: 1 Counties Served: Dade, Broward

This year we opened a new facility that is a house-like setting with two rooms. Our center is a Montessori-style educational setting with various opportunities for families to learn together as well as have fun. We have new sensory stations, water stations, and even sand stations for a variety of experiences.

Our program did not use zoom because we felt in-person sessions were vital to the binding of families, and these visits provided a sense of normalcy in the crazy COVID-19 moments. All necessary safety measures are always in place for every visit. Most of the clients come in with a negative outlook or are unhappy about visitation, but they always come to see the joy in our center and the many positive aspects of our programs.

Believe in Talk provides very personalized individual services to clients. Services are individually tailored to the child's needs, and we specialize in working with autistic and other special needs populations. Because our clients are often in high crisis situations, we are available 24/7 to meet with GALs, attorneys, families, teachers, and clients.

Our services are environmental and can also be off-site, seeking to work with children and families in their natural, most comfortable settings. We offer therapeutic supervised visits in roller skating rinks, bowling alleys, Chuck E. Cheese, and even movie theaters when appropriate! Believe in Talk is proud of our record of reuniting children with parents with whom they've had very troubled relationships. Our therapeutic approach has helped many clients rebuild their families.

#### Bougainvilla House C-17

1721 SE 4<sup>th</sup> Ave. Ft. Lauderdale, FL 33316 Program Director: Cici Kelly 954-629-2035

Contact E-mail: CiciK@tbhcares.org

Number of Sites: 1 Counties: Broward

Bougainvilla House has been in operation for 8 years and prides itself on a whole life and family approach to healing. It is more than just a supervised visitation center with the licensed staff providing therapeutic visits and counseling in many different areas of concern based on client needs. Monthly family therapy is required for all participants as the goal is to achieve healthy family reunification. Once children are involved in counseling, counseling services are also open to parents in a variety of areas, from depression, anxiety, and substance abuse to parenting.

Our offices are open until 8:30 each evening to be sure kids don't have to miss school or perhaps their free meals to attend. The center is a complex of 5 houses which provide a homey, more natural setting for visits. There are also yards to play in for outdoor fun.

Bougainvilla House does extensive community outreach, particularly in local schools to help educate students on mental health anxiety, depression, violence, substance abuse, self-harm,

and other issues that may come up in the family setting. We want them to understand the issues and also know that we are available with all the resources they need to remain happy and healthy.

In addition to supervised and therapeutic visitation, we over-monitored exchanges. For the sake of safety, staff go out to the client's car to get the kids, then walk them in. Keeping kids and custodians safe is a priority, and on-site security personnel are used as needed.

#### Bridging Families C-11

66 W. Flagler St. #900 Miami, FL 33130

Program Director: Shantavia Burke 786-786-7199 or 786-567-8535

Contact E-mail: <u>BridgingFamiliesSV@gmail.com</u>

Number of Sites: 1 Counties Served: Dade

All of our visits are done at Planet Kids' play area or another outdoors area in the natural environment. We are open 7 days a week and serve all ages, mainly from dependency and family court. We also provide victim advocacy, case coordination, and court hearing support. We do not offer counseling or therapeutic services at this time. We have various holiday events such as our Halloween party at Planet Kids and a Christmas holiday party as well with gifts donated from community partners.

#### Center for Child and Family Enrichment, Inc. C-11

111 NW 183<sup>rd</sup> St. #500, Miami, FL 33169 Program Director: Kerry Lewis 305-965-2374

Contact E-Mail: KLewis@cfceinc.org

Number of Sites: 1 Counties Served: Dade

The Center for Family and Child Enrichment (CFCE) has endured throughout the pandemic. With all of the challenges that operating during COVID-19 brought, we were able to actively serve our clients on a continuous basis. Our Case Managers and Visitation Specialists have returned to providing in-person supervised visits for parents and children and continue to provide virtual visits when the need arises, usually if there is COVID-19 exposure and/or positive test results. We have been able to reunify families and help to make forever families. CFCE is looking forward to finalizing 9 adoptions during the upcoming National Adoption Day.

Over the past year, CFCE has conducted several annual events, including our Back to School book bag distribution event, Halloween/Harvest event, multiple community health fair events, as well as our Holiday events. We are currently preparing for our annual Christmas event, which consists of a toy drive, a Christmas Celebration, and Christmas gift distribution. Finally,



# Suicide Prevention Awareness Month

September is Suicide Prevention Awareness Month



You are not alone.

Mental health matters.



Call 988

#### Statistics on Suicide

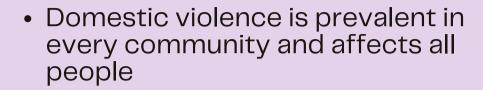
- Men are 4x more likely to die by suicide
- Suicide is the 12th leading cause of death in the U.S.
- 46% of people who die by suicide had diagnosed mental health condition

#### What Can You Do?

Call 1-800-273-8255 (or 988) 24/7 to speak to a representative of the National Suicide Prevention Lifeline

# **Domestic Violence Awareness Month**

October is Domestic Violence Awareness Month



- 1 in 3 women and 1 in 4 men are physically abused by an intimate partner
- Domestic violence can have longlasting physical, emotional, and social impacts

# What can you do?

Make sure you are supporting the people in your life, and spread awareness about the harms of domestic violence

If you or someone you know is being abused, call:

1-800-799-7233 (National Domestic Violence Hotline)

> 1-800-787-3224 (TTY)

For a list of local resources, visit https://www.myflfamilies.com/service -programs/domestic-violence/map.shtml

End Domestic Violence



Everyone's talking about Safety this month, so let's be sure you realize that the Clearinghouse has dozens of resources on the issue. This Agenda contains a new curated list. Every single staff member of your program should have already taken the following:

- Supervised Visitation Provider Manual for providershttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Supervised
   -Visitation-Manual-2017-Edition.pdf
- Child Sexual Abuse Issues: Child sexual abuse referrals manual for providershttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Child%20S exual%20Abuse%20Referrals%20Manual-%202018%20Edition.pdf

(Be sure to save the quizzes for each employee in their file as proof of training)

Next, I highly recommend the videos on safety:

- Safety in supervised visitation- <a href="https://vimeo.com/329196858/f12c986e8f">https://vimeo.com/329196858/f12c986e8f</a>
- Protective factors in supervised visitation- <a href="https://vimeo.com/407600351">https://vimeo.com/407600351</a>
- Spotlight on: Supervised visitation trainingshttps://vimeo.com/476367150/54a86b4a72

#### **Questions from Directors**

- 1. What are the rules for recording visits?
- 2. What are the rules for concealed weapons at SV programs?
- 3. If I have a relative who wants to help at SV and be safety support, can they?
- 4. If I want to expand into monitored exchange, do I have to get permission from the court?
- 5. What do we do if a visiting parent knows (is friends or family of) a staff member here?
- 6. I just got a new case and it might be too dangerous for my program; what do I do?
  - Discussion and reflections at end of Safety listing.

#### **Clearinghouse Material on Safety**

#### September 20th, 2022

Please use links and page numbers as a guide to find information focusing on safety. Some links may need to be opened twice to work. Please note that this is only the material that specifically mentions safety. More information on the Clearinghouse is located at <a href="https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation">https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation</a>.

#### **Videos**

- Safety in supervised visitation- <a href="https://vimeo.com/329196858/f12c986e8f">https://vimeo.com/329196858/f12c986e8f</a>
- Protective factors in supervised visitation- <a href="https://vimeo.com/407600351">https://vimeo.com/407600351</a>
- Spotlight on: Supervised visitation trainingshttps://vimeo.com/476367150/54a86b4a72

#### **Training Manuals**

- 2022 Disaster planning- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/LJ007-FSU-D12- DisasterPlan.pdf
  - o Pages: 9, 14, 18-22, 24, 29, 31, 33-40, 45, 46, 48-61
  - o Handouts: 57-61
- 2022 Program staff training manualhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Staff%20Training%20 Manual%202022.pdf
  - o Page: 12
- 2017 Manual for providershttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Supervised
   -Visitation-Manual-2017-Edition.pdf
  - Pages: 5-11, 14, 15, 17, 18, 20-22, 24-26, 46-63, 65-70, 72-77, 85-91, 93-95, 98, 99, 112, 114-116, 180, 207, 227, 230, 231, 232, 235, 264, 272, 286, 289, 293, 294, 296, 299, 302-304, 306, 307, 310-314, 319-323, 325, 328-330, 332, 333, 336-341, 348, 350-352, 354-359, 368, 370, 382, 393-400, 402, 403, 406-408, 413-416, 424, 427, 429, 430, 432-440, 443-446, 448, 450-453, 458, 460, 467, 469-473, 491, 495, 498, 500, 517, 531
  - Sample agreements: 24-26, 85-91, 398, 399
  - o Practice examples: 46, 74, 98, 286, 339, 340, 370, 406, 437, 438, 443
  - o Quizzes: 75, 76, 99, 402, 439
- 2018 Child sexual abuse referrals manual for providershttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Child%20S exual%20Abuse%20Referrals%20Manual-%202018%20Edition.pdf
  - Pages: 2, 3, 5-8, 11-21, 25-27, 29, 34-36, 45, 54, 70, 72-75, 79-81, 85, 92, 93, 95-98, 104, 106, 107-109, 130, 134, 141, 142, 144, 149, 154-163, 165-167, 169, 171, 172, 181-185



- o Practice examples: 75, 79, 181, 182
- o Quizzes: 110, 134, 149, 165
- Referrals to supervised visitation: A manual for Florida's judgeshttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/new\_draft.pdf
  - Pages: 7-9, 12-14, 22, 27, 30, 35, 36, 44, 45, 54, 66, 67, 69, 72, 74, 75, 83, 84, 97, 104, 105, 111, 113, 116, 122, 126, 128, 129, 131, 140, 153, 159, 161, 162, 170, 187, 188, 190, 191, 193, 194, 196, 203, 204, 216, 218, 221, 223, 228, 230, 234, 236-238, 243-245, 249, 251, 254, 257, 271-279
  - o Sample agreements: 47, 48, 159
  - o Quizzes: 45, 113
- Supervised visitation and low-income families- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/SIP\_Replic ation\_Plan.pdf
  - o Pages: 5, 9, 15, 17, 64, 66

#### **Special Topics Training**

- Intersection of domestic violence and child maltreatment- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Intersectio">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Intersectio</a>
   <a href="https://nchildMaltreatmentDomesticViolence withNotes.pdf">nChildMaltreatmentDomesticViolence withNotes.pdf</a> (leader's notes)
  - Slides: 8,9, 11, 15, 17, 19, 20, 27, 28, 29, 30, 35, 37, 34-37, 40, 44
  - Case examples: 34-37
- Adverse childhood experiences traininghttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/ACE-Training.pdf
- Universal precautions traininghttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/PP-Standard-Precautions Final2.pdf

#### **Family-Centered Practice Training Resources**

- Post-traumatic stress disorder in supervised visitationhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/PTSD-Sup-Visitation.pdf
- Childhood sexual behavior at supervised visitation- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Childhood-Sexual-Behaviors-Presentation.pptx%20%283%29.zip

#### **Toolkits**

 Law enforcement guide to supervised visitation programs- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/LawEnforc">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/LawEnforc</a> ebook.pdf

o Pages: 3, 5, 6, 8, 9, 10-13

A toolkit for monitored exchange serviceshttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Toolkitproof-4.pdf

o Pages: 5, 7-9, 12, 13, 15, 17, 18, 21, 22

Companion of kit forms-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/FinalToolkitCompanion.pdf

o Pages: 5-8, 10, 11,13, 50

o Handouts: 5-8

Sample agreement: 13

 The perfect match: A toolkit for collaboration between Florida's colleges and universities and supervised visitation programs-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Toolkit\_forweb.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Toolkit\_forweb.pdf</a>

o Pages: 3, 17

#### E-books

https://familyvio.csw.fsu.edu/supervised-visitation/training-manuals-materials/e-books

- The Protective Factors: An eBook Series for Supervised Visitation Programs
  - Protective factor 1: Nurturing and attachment-https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/ProtectiveFactor1.pdf

Page: 3

 Protective factor 2: Knowledge of child developmental stages-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/ProtectiveFactor2.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/ProtectiveFactor2.pdf</a>

■ Page: 7

 Protective factor 4: Supportive social connectionshttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/201 4Protective-Factor-4-forDCFFINAL.pdf

Page: 11

 Protective factor 5: Access to concrete community supports- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Prot ective-Factor-5-Acess-to-Concrete-Community-Supports1.pdf

■ Pages: 2, 17

- Protective factor 6: Social and emotional competence of childrenhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/6-Protective-Factors-SIXFinal reduced.pdf
  - Pages: 6, 13
- Community resources for protective factors- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Community-Resources-for-the-Protective-Factors-2.pdf
  - Page: 1
- Basic Safety Issues in Supervised Parent-Child Contact: An eBook for the Child Welfare Community
  - https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Safety\_eB ook.pdf
- From care to college: A guide for foster parents to help children reach their educational potential
  - https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Care-to-College\_eBook-lg.pdf
    - o Pages: 10, 12, 15, 23, 24, 63, 71, 73, 74
- Family skill builder: Parent-child interactions for healthy child developmenthttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/FamilySkill Builder.pdf
  - o Pages: 4, 10, 11, 14-17, 19, 23, 26, 27, 36, 37, 39, 40

#### **Posters & Flyers**

- Building blocks of parentinghttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/The%20Building%20Blocks%20of%20Parenting\_.pdf
- Family centered practice & supervised visitation-https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Supervised%20Visitation.pdf
- Report child abuse-https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Child\_Abuse Poster.pdf
- Smart social media- <u>https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Importance%20of%20</u> <u>Social%20Media.pdf</u>
- Water safety-<u>https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Water%20Safety\_0.pd</u>
   <u>f</u>
- Tips for controlling your anger in parenting-<u>https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Tips-for-Controlling-your-Anger-in-Parenting-1.pdf</u>

Dangers of underage drinkinghttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/The%20Dangers%20of%20Underage%20Drinking.pdf

#### **Judicial Bench Cards**

- Supervised visitation in dependency cases-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-01/DependencyBenchCard12-1.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-01/DependencyBenchCard12-1.pdf</a>
- Supervised visitation in family court (non-dependency) cases- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-01/Benchcard SV FamilyCourt%2010-23%20.pdf

#### **COVID-19 Resources**

- Advice from Clearinghouse about returning to in-person visits- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Advice%20from%20th">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Advice%20from%20th</a> e%20Clearinghouse%20on%20Returning%20to%20In-Person%20Visits.pdf
- COVID-19 qualitative study data sets- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/COVID-19%20Qualitative%20Study%20Data%20Sets.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/COVID-19%20Qualitative%20Study%20Data%20Sets.pdf</a>
  - o Pages: 3, 9, 11, 15, 17, 19
- FL supreme court COVID-19 administrative order-https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/FL%20Supreme%20C
   ourt%20COVID-19%20Admin.%20Order.pdf
- Zoom for virtual visits-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Zoom%20for%20Virtual%20Visits%20.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Zoom%20for%20Virtual%20Visits%20.pdf</a>
- Zoom ground rules-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Zoom%20Ground%20">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Zoom%20Ground%20</a>
   <a href="Rules.pdf">Rules.pdf</a>
- National supervised visitation responses ADRhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/National%20SV%20R esponses%20ADR.pdf
  - o Pages: 11, 14, 15
- AV grant program services in the midst of COVID-19https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Access%20to%20Visit ation%20Grant%20Program%20Services%20in%20the%20Midst%20of%20the %20Coronavirus%20%28COVID-19%29.pdf

- DCF family services management team parent-child contact guidancehttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/DCF%20FSD%20Parent%20Child%20Contact%20Guidance%20effective%203.19.2020.pdf
- Parent-child contact script- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/Parent-Child%20Contact%20Script.pdf
- Parent/ caregiver guide to helping families cope with COVID-19 from the NCTSN-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/NCTSN%20COVID-19%20outbreak factsheet 1.pdf

#### Clearinghouse Archive 2018-2022

#### Trainings

- February 2022: Effects of Trauma on Parenting, Stimulating Development in a Child with a Disability, Tips for Supporting Co-Workers, De-escalation Techniques February 2022
  - https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-03/Feb.+Phone+Conference+(1).pdf
    - Pages: 5, 9
- June 2021: Intergenerational Trauma, Training: Application of Trauma-Informed Approach Principles in Supervised Visitation-<a href="https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-07/June+PC+2021.pdf">https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-07/June+PC+2021.pdf</a>
  - Pages: 3, 4
- May 2018 E-Press Part 2: ACEs, trauma and resilience training for supervised visitation monitors-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/May-2018-E-Press-Part-2.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/May-2018-E-Press-Part-2.pdf</a>
- March 2018 E-Press Part 3: Documentation for staff and intern training: <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/March-2018-E-press-Part-3.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/March-2018-E-press-Part-3.pdf</a>
  - Handouts: 2, 3, 21, 24

#### Disaster Planning

- April 2022: Parental resilience, understanding relapse, active shooter preparedness
  - https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-05/April+Phone+Conference.pdf
    - Pages: 10, 12, 19, 21
- March 2022: Sexual assault awareness, murder at supervised visit, legislative updates, supervised visitation responds to disasters-<a href="https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-04/March+Phone+Conference+(1).pdf">https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-04/March+Phone+Conference+(1).pdf</a>
  - Pages: 4, 6, 8, 10, 13

January 2022: Stalking awareness, family disaster planhttps://familyvio.csw.fsu.edu/clearinghouse-supervisedvisitation/archive/january-2022-phone-conference-agenda

Pages: 5, 11, 13, 15, 18, 19, 22, 24, 27-29

Handouts: 24, 27-29

 May 2021: Water safety, batterer intervention programshttps://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/ sites/g/files/upcbnu1886/files/2021-06/May+Phone+Conference+Agenda+2021.pdf

 February 2020: Child abuse death review, children home safety checklist, sleep awareness, water safety, poisoning prevention-<a href="https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-03/February+2020+Phone+Conference.pdf">https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-03/February+2020+Phone+Conference.pdf</a>

#### Trauma and Resilience

- October 2021: Tragedies strike supervised visitation programs, effects of trauma on parenting, sibling rivalry, supporting custodians-<a href="https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-">https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-</a>
  - 11/October+2021+Phone+Conference+Agenda.pdf
    - Pages: 3, 5, 8, 9
- March 2021: Trauma and memory, domestic violence and animals, digital self-harm- <a href="https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/march-2021-phone-conference-agenda">https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/march-2021-phone-conference-agenda</a>
  - Page: 6
- October 2019 E-Press: Attachment, behavior is communication, parenting with trauma, Family First Acthttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-

10/October%202019%20E-Press.pdf

- Pages: 2, 4, 5, 7, 10, 18, 19, 28
- September 2019: New research on: Relationship dynamics, positive childhood experiences, parental trauma, solution-focused therapy, parentchild time, friendships-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-10/September%202019%20Phone%20Conference.pdf

- Page: 3
- October 2018 E-Press Information on trauma-informed carehttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/October-2018-E-Press.pdf
  - Pages: 3, 4, 6, 8, 9, 11-16, 24, 25, 28, 29, 33, 35-37, 44, 46, 48
- September 2018 Part 3: Being trauma-informedhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/September-2018-Phone-Conference-Part-3.pdf

- Pages: 1, 2
- September 2018 Part 4: Developmental framework for trauma-informedhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/September-2018-Phone-Conference-Part-4.pdf
  - Pages: 3, 5, 7
- January 2018 E-Press Part 2: Building resilience in children and parents (includes videos)-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/January-2018-E-Press-Part-2.pdf

Pages: 1, 2

#### Parents

 July 2022: Memorandum from the Clearinghouse on supervised visitation parental motivation to change-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-08/July+Phone+Conference.pdf

- Page: 3
- April 2022: Parental resilience, understanding relapse, active shooter preparedness-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-05/April+Phone+Conference.pdf

- Pages: 10, 12, 19, 21
- June 2018 E-Press: Working with non-offending parentshttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/June-2018-E-Press.pdf

Page: 7

#### Substance Use Disorder

 July 2021: Substance use disorders, child welfare and related laws legislative updates-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-

08/July+2021+Phone+Conference+Agenda+(1).pdf

- Pages: 3, 7
- June 2021 E-Press: SUDs and supervised visitation, trauma-informed principles-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-06/June%202021%20E-Press.pdf

- Pages: 2, 5, 8, 14-16
- January 2021: SUD and intimate partner violence, SUD and parenting,
   COVID facts-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-02/January%202021%20Phone%20Conference.pdf

Pages: 5, 10, 14

December 2020: Substance abuse in FL, review of supervised visitation annual report, program narratives-

https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/december-2020-phone-conference-agenda

Pages: 20, 21, 23, 25-29, 31, 34-36, 40-42, 44, 45, 59-63, 66-74, 76, 78, 79, 81-83, 85-91

#### • Working with Children

 February 2022 E-Press: Teaching children about failure and boundaries, postpartum depression, dealing with deployment, OMICRON and the effects on children-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2022-02/February+2022+E-Press.pdf

Pages: 3, 4, 9, 18, 20

Sample agreement: 3, 4

 April 2021: Child abuse awareness/ preventionhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-05/April%20Phone%20Conference%202021.pdf

 February 2020 E-Press: Importance of failure, sensory processing disorders in children, reward and threat processing, helpful apps for parents and children-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-02/February%202020%20E-Press.pdf

■ Pages: 12, 14, 30

 January 2020: Supervised visitation and autism spectrum disorder, prosocial skills, resilience factors and system vulnerabilitieshttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-02/January%202020%20Phone%20Conference.pdf

Pages: 4, 5, 18

December 2019: Parent-child bonding videos/ activitieshttps://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/ sites/g/files/upcbnu1886/files/2020-01/December+2019+Phone+Conference.pdf

Page: 13

 October 2019: Preventing ACEs, new research on domestic violence, bullying, relaxation videos-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-

11/October+2019+Phone+Conference.pdf

Pages: 4-8

 August 2019: Importance of sharing, negative effects of parental mocking-<a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-09/August%202019%20Phone%20Conference%20Agenda.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-09/August%202019%20Phone%20Conference%20Agenda.pdf</a>

■ Pages: 10, 11

- July 2019: Screen-time, reading to children, program narratives- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-08/July%202019%20Phone%20Conference">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-08/July%202019%20Phone%20Conference</a> 0.pdf
  - Pages: 5, 15-18, 20, 21, 24, 27-30, 33, 35, 36
- June 2019 E-Press: Toxic stress and children's outcomes, make it about health not weight, teen suicide rates, opioid crisis, parenting skills, therapy types- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-06/June%202019%20E-Press.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-06/June%202019%20E-Press.pdf</a>
  - Pages: 4, 13, 29, 32
- May 2019: Video on safety, agreement for supervised visitation, learning disabilities in SV, grief and loss among children, water safetyhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-06/May%20Phone%20Conference.pdf
  - Pages: 2, 3, 4, 13
  - Sample agreement: 3, 4
- April 2019: Fatality during custody exchange, talking with children about violence, CDC vaccine-positive materials- https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-05/April%202019%20Phone%20Conference.pdf
  - Pages: 2, 18, 20, 32
- March 2019: Information on measles and vaccines, housing resources for victims of violence, talking to children about emotions, tickling and consent- <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-05/March%202019%20Phone%20Conference.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-05/March%202019%20Phone%20Conference.pdf</a>
  - Pages: 3, 4, 11, 13, 19-21
- March 2018 E-Press- <a href="https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/march-2018-e-press">https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/march-2018-e-press</a>
  - Part 1 Questions from directors, information on teenagers in SV: <a href="https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/March-2018-E-Press-Final-Part-1-1.pdf">https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/March-2018-E-Press-Final-Part-1-1.pdf</a>
    - Page: 1
  - Part 2 Redirecting children and teens negative behavior, reframing parental instructions:
    - https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/March-2018-E-Press-Final-Part-2-1.pdf
      - Pages: 2, 4
- November 2018 Part 3: Effective discipline to raise healthy childrenhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-12/November-Phone-Conference-Part-3.pdf
  - Pages: 1, 2, 5, 6
- September 2018 Part 1: Engaging children in different age groups in SVhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/September-2018-Phone-Conference-Part-1.pdf

Page: 5

 September 2018 Part 2: Issues, reasons, solutions during SVhttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-11/September-2018-Phone-Conference-Part-2.pdf

■ Pages: 1, 2

#### COVID-19

 October 2022 E-Press: Judicial bench cards, SUD, supervising employees remotely, self-care activities for adults-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-10/October+2020+E-Press+.pdf

Pages: 3-7, 12

 September 2020: New domestic violence research, impact of COVID-19 on children-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-

10/September+2020+Phone+Conference.pdf

■ Pages: 2, 7, 10, 11

 August 2020: Protection against COVID-19, legislative update on child welfare issues-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-09/August+2020+Phone+Conference.pdf

Pages: 7, 11, 12, 15, 22, 24, 26, 31-33, 38

- June 2020: Advice for supervised visitation during COVID-19https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-07/June+2020+Phone+Conference.pdf
  - Pages: 4, 6, 7, 9
- June 2020 E-Press: Considerations for returning to in-person visits, life during and after COVID-19-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-06/June%202020%20E-Press%20.pdf

Pages: 4-6, 8, 10, 27-29

 May 2020: Virtual visits during pandemic, domestic violence during pandemic, impact of COVID-19 on families-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-06/May+2020+Phone+Conference.pdf

Pages: 4, 7, 8, 10, 14

 April 2020: How to talk to children about COVID-19https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-05/April%202020%20Phone%20Conference.pdf

Pages: 4, 5

 April 2019: Fatality during custody exchange, talking with children about violence, CDC vaccine-positive materials-



Pages: 2, 18, 20, 32

#### Program Narratives and Annual Reports

- August 2022: Program narratives and human trafficking awareness manual- <a href="https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/august-2022-phone-conference-agenda">https://familyvio.csw.fsu.edu/clearinghouse-supervised-visitation/archive/august-2022-phone-conference-agenda</a>
  - Pages: 3,4, 5, 6, 12, 19, 21
- December 2021: Program narratives, motivational interviewing, responding with empathy, OMICRON-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/q/files/upcbnu1886/files/2022-

01/December+2021+Phone+Conference+(1).pdf

- Pages: 5-10, 12, 13-15, 17, 19-21, 23-27, 29-36, 47
- November 2021: Generation mindful professional development, resources from GenM, medical marijuana standards in FL, review of case and statistical analysis annual report-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-

12/November+2021+Phone+Conference 0.pdf

- Pages: 2, 4, 8, 26, 28, 29
- August 2021: Examples of program narratives, supporting children through uncertain times-

https://docs.google.com/viewerng/viewer?url=https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2021-

09/August+2021+Phone+Conference.pdf

- Pages: 3, 4, 10
- October 2020: Program narratives, science of resiliencehttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2020-11/October%202020%20Phone%20Conference.pdf
  - Pages: 3-6, 8
- November 2019: Review of supervised visitation annual report, program narratives-

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-12/November%202019%20Phone%20Conference.pdf

- Pages: 16, 17, 19-22, 26, 28-33, 35-37, 39, 40, 43-46, 48-51
- - Pages: 4, 5, 10, 11, 13, 15
- December 2018: Program narratives, journalinghttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2019-01/December-Phone-Conference-1.pdf

Pages: 4-7, 9, 10, 12, 14-17, 20-22, 25

 November 2018 Part 1: Supervised visitation database case and client statistical analysis:

https://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/2018-12/November-Phone-Conference-Part-1.pdf

Pages: 19, 23, 25-27

#### **Additional Resources**

 FAQs: Developing a supervised visitation program in Floridahttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/FAQ Developing a Program.pdf

o Pages: 2, 3, 5-9

 Building blocks of parentinghttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/building\_blocks\_poster.pdf

• Self-carehttps://familyvio.csw.fsu.edu/sites/g/files/upcbnu1886/files/documents/Self-Careppt6-30edited.pdf

o Page: 10

#### Concealed Carry Laws/Open Carry

The concealed carry laws are in Chapter 790. <a href="http://www.leg.state.fl.us/statutes/index.cfm?App\_mode=Display\_Statute&URL=0700-0799/0790/0790ContentsIndex.html">http://www.leg.state.fl.us/statutes/index.cfm?App\_mode=Display\_Statute&URL=0700-0799/0790/0790ContentsIndex.html</a>

Supervised Visitation programs are extremely diverse in Florida. Thus, this is a very complicated question, because there have been many different types of supervised visitation program operating at all kinds of places, including schools, colleges, and courthouses over the years. All of those places are mentioned directly in statute as a place where a person is not authorized to openly carry a handgun or weapon. Additionally, churches or religious institutions maintain their private property rights.

If you have questions about this issue, we encourage you to discuss it with your upper Administration, and they discuss it with a local lawyer. FS 790.06(12)(a) A license issued under this section does not authorize any person to openly carry a handgun or carry a concealed weapon or firearm into:

- 1. Any place of nuisance as defined in s. 823.05;
- 2. Any police, sheriff, or highway patrol station;
- 3. Any detention facility, prison, or jail;
- 4. Any courthouse;
- 5. Any courtroom, except that nothing in this section would preclude a judge from carrying a concealed weapon or determining who will carry a concealed weapon in his or her courtroom;
  - 6. Any polling place;
  - 7. Any meeting of the governing body of a county, public school district, municipality, or special district;
  - 8. Any meeting of the Legislature or a committee thereof;
  - 9. Any school, college, or professional athletic event not related to firearms;
  - 10. Any elementary or secondary school facility or administration building;
  - 11. Any career center;
- 12. Any portion of an establishment licensed to dispense alcoholic beverages for consumption on the premises, which portion of the establishment is primarily devoted to such purpose;
- 13. Any college or university facility unless the licensee is a registered student, employee, or faculty member of such college or university and the weapon is a stun gun or nonlethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile;
- 14. The inside of the passenger terminal and sterile area of any airport, provided that no person shall be prohibited from carrying any legal firearm into the terminal, which firearm is encased for shipment for purposes of checking such firearm as baggage to be lawfully transported on any aircraft; or
  - 15. Any place where the carrying of firearms is prohibited by federal law.
- (b) A person licensed under this section shall not be prohibited from carrying or storing a firearm in a vehicle for lawful purposes.
  - (c) This section does not modify the terms or conditions of s. <u>790.251(7)</u>.
- (d) Any person who knowingly and willfully violates any provision of this subsection commits a misdemeanor of the second degree, punishable as provided in s. <u>775.082</u> or s. <u>775.083</u>.
- (13) Notwithstanding any other law, for the purposes of safety, security, personal protection, or any other lawful purpose, a person licensed under this section may carry a concealed weapon or firearm on property owned, rented, leased, borrowed, or lawfully used by a church, synagogue, or other religious institution. This subsection does not limit the private property rights of a church, synagogue, or other religious institution to exercise control over property that the church, synagogue, or other religious institution owns, rents, leases, borrows, or lawfully uses.
- (14) All moneys collected by the department pursuant to this section shall be deposited in the Division of Licensing Trust Fund, and the Legislature shall appropriate from the fund those amounts deemed necessary

to administer the provisions of this section. All revenues collected, less those costs determined by the Department of Agriculture and Consumer Services to be nonrecurring or one-time costs, shall be deferred over the 7-year licensure period. Notwithstanding the provisions of s. <u>493.6117</u>, all moneys collected pursuant to this section shall not revert to the General Revenue Fund; however, this shall not abrogate the requirement for payment of the service charge imposed pursuant to chapter 215.

- (15) All funds received by the sheriff pursuant to the provisions of this section shall be deposited into the general revenue fund of the county and shall be budgeted to the sheriff.
- (16) The Legislature finds as a matter of public policy and fact that it is necessary to provide statewide uniform standards for issuing licenses to carry concealed weapons and firearms for self-defense and finds it necessary to occupy the field of regulation of the bearing of concealed weapons or firearms for self-defense to ensure that no honest, law-abiding person who qualifies under the provisions of this section is subjectively or arbitrarily denied his or her rights. The Department of Agriculture and Consumer Services shall implement and administer the provisions of this section. The Legislature does not delegate to the Department of Agriculture and Consumer Services the authority to regulate or restrict the issuing of licenses provided for in this section, beyond those provisions contained in this section. Subjective or arbitrary actions or rules which encumber the issuing process by placing burdens on the applicant beyond those sworn statements and specified documents detailed in this section or which create restrictions beyond those specified in this section are in conflict with the intent of this section and are prohibited. This section shall be liberally construed to carry out the constitutional right to bear arms for self-defense. This section is supplemental and additional to existing rights to bear arms, and nothing in this section shall impair or diminish such rights.
- (17) The Department of Agriculture and Consumer Services shall maintain statistical information on the number of licenses issued, revoked, suspended, and denied.
- (18) As amended by chapter 87-24, Laws of Florida, this section shall be known and may be cited as the "Jack Hagler Self Defense Act."

**History.**—s. 2, ch. 4147, 1893; s. 1, ch. 5139, 1903; GS 3268; RGS 5101; CGL 7203; s. 2, ch. 76-165; s. 67, ch. 77-121; s. 1, ch. 77-302; s. 176, ch. 79-164; ss. 1, 2, ch. 87-24; s. 4, ch. 88-183; s. 2, ch. 89-60; s. 110, ch. 89-96; s. 3, ch. 90-311; s. 2, ch. 90-316; ss. 1, 7, ch. 90-364; s. 1, ch. 92-52; s. 1, ch. 92-183; s. 38, ch. 93-39; s. 52, ch. 95-196; s. 1, ch. 95-229; s. 10, ch. 95-430; s. 17, ch. 97-94; s. 1206, ch. 97-102; s. 5, ch. 98-284; s. 3, ch. 98-335; s. 228, ch. 99-245; s. 61, ch. 2000-258; s. 10, ch. 2002-295; s. 108, ch. 2003-1; s. 60, ch. 2004-357; s. 1, ch. 2006-90; s. 1, ch. 2008-105; s. 2, ch. 2011-145; s. 1, ch. 2012-144; s. 61, ch. 2013-116; s. 1, ch. 2014-205; ss. 39, 40, ch. 2016-166; s. 50, ch. 2017-36; s. 39, ch. 2017-85; s. 1, ch. 2021-200; s. 30, ch. 2022-183.

#### **Recording Visits**

- Considerations: Must be part of the court order/agreement for parents (signed by parents as acknowledgement)
- Must have policies for taking, storing, and disseminating the recordings
- Remember that storing must be done on non-personal equipment
- Make the recording rules as transparent as possible
- Do not edit the recordings (may damage validity)
- Be sure staff is trained in recording procedures
- Determine who can obtain copies of the recording (parents/lawyers/who else) and whether there is a fee for copying.
- Never give original recordings to others. Do not erase recordings.

**SAMPLE LETTER OF AGREEMENT with the Court (Required)** 

# Contact the Clearinghouse at 850-644-1715

