

CF OPERATING PROCEDURE
NO. 15-14

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, November 30, 2012

Documentation Management

PUBLISHING, FILING, AND DISTRIBUTING REPORTS REQUIRED BY LAW

1. Purpose. This operating procedure describes the requirements for preparing and distributing reports required by law.

2. Scope. This operating procedure applies to all staff who prepare these reports.

3. Authority and References. Section 286.001, Florida Statutes (F.S.), requires executive agencies to prepare, file, maintain, retrieve, and provide copies of statutorily required reports. This law also specifies the procedures for filing periodic (annual, biennial, etc.) reports required by law. These procedures were developed to promote productivity and economies in paperwork. Additional references include the following:

a. CFOP 15-9, Requests for Public Records..

b. CFOP 5-5, Public Documents: Maintaining a Record When Printing Cost Exceeds Category Three; Copies to State Library.

c. CFOP 15-1, Correspondence Management

d. The Gregg Reference Manual, 10th Edition, William A. Sabin, Macmillan/McGraw Hill Publishing Company.

4. Definitions.

a. Report, as used in this operating procedure, means periodic (annual, biennial, etc.) and one-time reports specifically required by Florida Statutes, Laws of Florida, Proviso or Intent Language in the Appropriations Act, or other such documents with force of law. Following each legislative session, the list of such reports for each fiscal/legislative year will be distributed by the Office of Legislative Affairs (OSLP).

b. Lawful recipients means the officials or agencies specified in the law to receive the report.

c. Notice means the notice of filing (form CF 1610, available in DCF Forms) which provides indexing information and the abstract of periodic reports required by s. 286.001, F.S.

5. Drafting Reports.

a. Be sure to read the law, statute or proviso language requiring the report. The report should meet the requirements of the mandate.

b. Cite the law, statute or proviso item number that requires the report in the executive summary and introduction to the report. See Appendix A for the correct manner of referencing statute or law.

This operating procedure supersedes CFOP 15-14 dated July 23, 2010.

OPR: OSLP

DISTRIBUTION: D

c. Use common terms in preparing reports. Use of technical or specialized terms is sometimes necessary; however, throughout the rest of the report employ terms that will be understood by most readers without the use of a dictionary. When use of technical or specialized terminology is necessary, definitions should be included in the report.

d. Reports must be prepared in standard report format, as described in The Gregg Reference Manual, 10th Edition, which is the Department's standard reference for preparing reports and correspondence. In addition:

(1) An executive summary and table of contents must always be provided in the front of reports that are more than three pages long.

(2) A cover page must be prepared for the report and must include the title and date of the report (the date it was due), the Department name and logo, program office name, and the Governor's and Secretary's names. (See Appendix B to this operating procedure.)

6. Review and Approval Process. All reports required by law must be approved in draft form by the Office of Legislative Affairs (OSLP), the Office of Executive Communications (OSEC) and the Secretary before being prepared in final form and printed or copied for distribution. Once approved by all parties, the report will be returned to the originating office for finalization and distribution.

7. Requirements for Preparing and Filing Reports. Unless otherwise specifically provided by law, the Department will have fulfilled the statutory requirements for any reports to the Legislature and Executive Office of the Governor by completing the following steps:

a. Prepare the notice as shown in Appendix C to this operating procedure. The form is available on the OSEC web-site, and in DCF Forms.

b. Be sure to read the statute, law or proviso language that requires the report to determine the lawful recipients. List all recipients on the notice next to "Recipient Agency" and include all other information requested at the top of the notice. This information is required by the Division of Library and Information Services to index agency reports. The abstract section of the notice must:

(1) Include a brief summary of the most important information in the report, similar to what would be provided in an executive summary.

(2) Be single-spaced and no more than one-half page in length (the length is specified in s. 286.001, F.S.).

(3) Contain information at the end of the abstract stating how copies of the full report may be obtained (who and where to call).

c. Prepare a DCFTracker assignment for routing the report and notice for review and approval. (Also see Appendix D and CFOP 15-1 for instructions.) All approvals, including the Secretary's, will be documented in DCFTracker.

d. A cover letter is required for all legislative report submissions. Forward the cover letter, draft report, and notice to appropriate officials for review and approval using DCFTracker, allowing sufficient time for thorough review by each unit prior to the due date. Be sure to allow sufficient lead-time for full review when submitting to OSEC for approval by the Chief of Staff and the Secretary. Reports prepared by program offices must also include sign-off by the Assistant Secretary for Programs before submitting to OSEC.

e. Prepare the Legislatively Mandated Report – Statutory Requirement (form CF 1611, available in DCF Forms) and attach it to the report. This form must list the Report Title, Statutory Reference, and Specifications for all reports being submitted. Additional guidance is contained on the form.

f. The Secretary will indicate approval of the report and notice by signing the cover letter. After approval, the report will be returned to the preparing office to handle the necessary distribution. One copy of the full report and notice must be sent to the Department of State, Division of Library and Information Services (see Appendix D for address). A copy of the notice must be sent to the lawful recipients and to all of the officials listed in Appendix D. All mailings to these offices should be sent by interoffice mail.

g. The preparing office is responsible for retaining each report in accordance with the public records law. The preparing office is also responsible for providing copies of the report to interested parties upon request. (See paragraph 8 below for handling requests for copies.)

8. Requirements for Issuing Copies of Reports. Copies of reports are retained by the originating unit and provided to interested parties upon request. Originating units should print conservative quantities of reports based on historical and expected demand. Lawful recipients and those on the distribution list will not be charged for copies. Charges for copies requested by others will conform to the requirements of CFOP 15-9, Requests for Public Records, with the following additional requirements:

a. If the report is available on the Internet, this information should be provided to any requesting party. If the requesting party does not have access to the Internet, a hard copy is to be made available under the following guidelines.

b. If there are no charges, the copies will be mailed within 10 working days after receiving the request.

c. If there are charges, an invoice will be mailed to the requester within 10 working days after receiving the request, and copies will be mailed within five working days after payment is received.

d. If copies are unavailable, the requester must be notified within five working days when copies will be available and mailed.

9. Division of Library and Information Services Responsibilities. The Division of Library and Information Services will issue a quarterly index of the reports filed by the agencies to the Governor, Legislature, Comptroller and other state agencies.

10. Availability of Forms. Forms required by this operating procedure may be may be downloaded from the OSEC web-site, or found in DCF Forms.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

AMANDA PRATER
Chief of Staff

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure has been revised to update the names and addresses listed in Appendix D.

RULES FOR STATUTORY REFERENCES

The following are the correct ways of expressing statutory references.

Chapter 20, Florida Statutes, or Chapter 20, F.S.

section 20.19, Florida Statutes, or s. 20.19, F.S.

subsection 20.19(4), Florida Statutes, or s. 20.19(4), F.S.

paragraph 20.19(4)(b), Florida Statutes, or s. 20.19(4)(b), F.S.

subparagraph 20.19(4)(b)1., Florida Statutes, or s. 20.19(4)(b)1., F.S.

subsubparagraph 20.19(4)(b)1.c., Florida Statutes, or s. 20.19(4)(b)1.c., F.S.

It is recommended that for referencing anything other than a chapter, "s." be used. The "s." is **always** lower case unless it begins a sentence (although it is preferable **not** to use at the beginning of a sentence). Using "s." makes it unnecessary to remember what's a section, subsection, paragraph, etc.

When citing a string or a range of statutory references, just use "ss." (unless they're chapters).

Examples:

string ss. 39.01, 396.401(2), 411.012(3)(b)4., and 415.225(1)(c), F.S.

range ss. 39.01 - 39.601, F.S.

Regardless of whether you're referencing a chapter, section, subsection, etc., "Florida Statutes" or "F.S." **always** follows the reference. There is **always** a comma between the last number or letter of the reference and the "Florida Statutes" or "F.S." If the reference is in a sentence, there is **always** a comma after "Florida Statutes" or "F.S.," unless it ends the sentence. If it ends the sentence, only one period is necessary, i.e., F.S.

Examples:

Chapter 39, Florida Statutes

s. 287.052, F.S.

s. 402.111(6), F.S.

s. 396.102(4)(c), F.S.

Section 397.0715, F.S., contains the screening standards for drug treatment and rehabilitation facility resource personnel.

or

The screening standards for drug treatment and rehabilitation facility resource personnel are contained in s. 397.0715, F.S.

When writing or typing a statutory reference, as those in the above examples, there are no spaces between the numbers/letters in the reference, regardless how long it is.

Examples:

s. 20.19(3)(b)1.c., F.S.

When referencing a specific chapter of the statutes, "chapter" is **always** capitalized. The only time "chapter" isn't capitalized is when used without a number reference, i.e., "This chapter...."

Examples:

Chapter 20, F.S.

Chapter 396, F.S.

Chapter 402, F.S.

If spelling out the term for the reference (section, subsection, paragraph, etc.) these are **never** capitalized unless they begin a sentence. See the beginning of this appendix for appropriate citing -- what's a section, what's a subsection, etc.

Once a bill has become law, it is not appropriate to continue to refer to the bill number. You will need to reference the laws rather than the bill number or the statutes (because it has not been incorporated into the statutes at this point). On those occasions when it is necessary to reference the law, it is done as follows:

Examples:

Chapter 92-58, Laws of Florida, or Chapter 92-58, LoF

Section 42 of Chapter 92-58, LoF, or Section 42, Chapter 92-58, LoF
or

Chapter 92-58, LoF, Section 42

SAMPLE COPY ONLY



MULTI-YEAR PLAN FOR THE ABC PROGRAM

BIENNIAL REPORT

FISCAL YEAR 2005-06

Department of Children and Families
XYZ Program Office

January 31, 2010

(enter name here)
Secretary

(enter name here)
Governor

SAMPLE: NOTICE OF FILING

Reporting Agency:	Department of Children and Families																			
Recipient Agency:	Governor Speaker of the House of Representatives President of the Senate Commissioner of Education																			
Subject:	Annual Report on Children in Foster Care																			
Report Due Date:	March 1, 2002																			
Statutory Requirement:	s. 409.1685, F.S.																			
Abstract:	This report provides information for calendar year 2001 on: <table> <tr> <td>1.</td> <td>Number of judicial reviews required by s. 39.701(2)(a), F.S.</td> <td>69,018</td> </tr> <tr> <td>2.</td> <td>Number of children in out-of-home care returned to a parent, guardian or relative:</td> <td>5,144</td> </tr> <tr> <td>3.</td> <td>Number of termination of parental rights proceedings including:</td> <td></td> </tr> <tr> <td></td> <td>(a) Number of petitions filed:</td> <td>3,761</td> </tr> <tr> <td></td> <td>(b) Number of orders entered:</td> <td>3,639</td> </tr> <tr> <td>4.</td> <td>Number of Children placed for adoption:</td> <td>2,276</td> </tr> </table> Copies of this report may be obtained by contacting: Joel Atkinson at (850) 487-2382. Lawful recipients will not be charged for copies. Charges for copies requested by others will conform to requirements of CFOP 15-9.		1.	Number of judicial reviews required by s. 39.701(2)(a), F.S.	69,018	2.	Number of children in out-of-home care returned to a parent, guardian or relative:	5,144	3.	Number of termination of parental rights proceedings including:			(a) Number of petitions filed:	3,761		(b) Number of orders entered:	3,639	4.	Number of Children placed for adoption:	2,276
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DISTRIBUTION LIST FOR REPORTS OR NOTICE OF FILING

SENATE

The Honorable Don Gaetz
President of the Florida Senate
409 The Capitol
404 South Monroe Street
Tallahassee, Florida 32399-1100

The Honorable Joe Negron
Chairman
Senate Committee on Appropriations
201 The Capitol
404 S. Monroe Street
Tallahassee, FL 32399-1100

The Honorable Denise Grimsley
Chairman
Senate Appropriations Subcommittee on Health and Human Services
306 Senate Office Building
404 South Monroe Street
Tallahassee, Florida 32399-1100

The Honorable Eleanor Sobel
Chairman
Committee on Children, Families, and Elder Affairs
520 Knott Building
404 South Monroe Street
Tallahassee, Florida 32399-1100

HOUSE OF REPRESENTATIVES

The Honorable Will Weatherford
Speaker
420 The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300

The Honorable Seth McKeel
Chairman
Appropriations Committee
221 The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300

The Honorable Matt Hudson
Chairman
Healthcare Appropriations Subcommittee
221 The Capitol
402 South Monroe Street
Tallahassee, FL 32399-1300

The Honorable Richard Corcoran
Chairman
Health and Human Services Committee
214 House Office Building
402 South Monroe Street
Tallahassee, FL 32399-1300

OFFICE OF THE GOVERNOR

Mr. Jerry McDaniel
Director
Office of Policy and Budget
1601 The Capitol
Tallahassee, Florida 32399-0001

STATE LIBRARY:

Division of Library Services, Documents Unit
State Library of Florida
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250