

Kids Central System of Care Policy & Procedure

Series: Community Development

Policy Name: Media Policy

Policy Number: 800

Origination Date: 8/11/2006

Revision Date: 12/3/2010

Authority:

Policy

It is the policy of Kids Central Inc. to respond to information requests from the general public and media as allowed by law and according to statute, while protecting the privacy of children and families in our system of care.

Procedures

1. The Public Information Officer (PIO) and the Chief Executive Officer (CEO) will speak for Kids Central when approached by the media regarding specific issues or cases, activities, emergency processes, and operations/management.
2. All staff of Kids Central and its CMAs who are approached by the media on such matters will refer the reporter to the PIO or the CEO and will contact the PIO to make them aware of the inquiry.
3. Public requests for information regarding specific issues, processes or policies and for statistical data on the Kids Central system of care will also be handled by the Kids Central PIO.
4. Any employee of Kids Central or its CMAs who receives a request for public information will refer the request to the PIO and will contact the PIO by email or telephone to make them aware of the inquiry.
5. Employees of Kids Central and its CMAs will not discuss or venture an opinion about other staff, children/clients, service plans, treatment plans, or Kids Central with anyone in the media or public, according to the confidentiality agreement signed upon employment.
6. Employee comments to persons requesting information shall be limited to general items, such as the types of services provided by Kids Central and its CMAs.
7. The PIO or the CEO of Kids Central will notify the PIO for DCF Circuit 5 when Kids Central has been contacted by members of the media about matters that may result in the reporter contacting DCF's local, regional or Tallahassee office.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date