

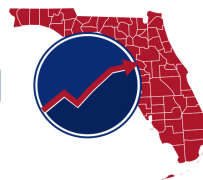


F.S. 744.2112 and the  
Florida Guardianship  
Data Transparency  
Database (FLGDT)  
FAQ & Answers

April 23, 2025

# Judicial Action vs. Clerk Responsibility

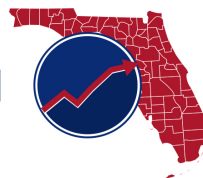
- If the court waives one or all reports, do we update the statutory requirement as Compliant?
  - No. If the court has waived one or all reports, the clerk will update the case using the corresponding Waived Event.
- If the court waives one or all reports, do we update the waived event every year or just once; upon the entry of the order waiving?
  - The clerk's will enter the waived event only once; upon the entry of the order waiving the report(s)
- If the clerk reports a guardian as Non-Compliant and the court subsequently approves that same report, do we update the guardian as compliant based on the order approving the report?
  - No. The status of the statutorily required reports is based solely on the findings of the clerk auditor, not the courts' order thereof. See FS 744.2112(1)(d)



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# General Reporting

- Since the Database contains the registration status for the guardians, does this remove the clerk's office requirement to maintain files for all professional guardians?
  - No. The professional guardians are still required to submit their registration, bond and other documents as prescribed in the statute; and the clerk's are still required to maintain such in a file for the professional guardians.
- Do we report Emergency Temporary Guardian (ETG) statuses?
  - Yes
- If we report a guardian as Non-Complaint and the guardian then corrects the deficiencies that caused the original non-complaint status, do we remove the non-complaint and then update a Compliant status?
  - No. The original Non-Compliant status stays. Once the guardian brings their report into compliance and the auditor determines the deficiencies have been cured, the clerk will add an additional event reflecting the compliance status. One of the purposes of this database and the statute is to show the guardians' compliance history; regardless of how many times it takes the guardian to bring the report into a complaint status.
- Do we report a non-compliant status multiple times for the same reporting period?
  - Yes. If the report initially receives a non-compliant status and an amended report is filed still containing deficiencies or newly found deficiencies, the auditor will update an additional non-compliant event. A compliant event will not be updated until the report is deemed compliant by the auditor.

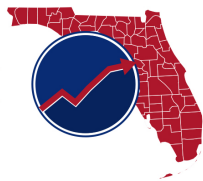


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# General Reporting Cont.

## ➤ What triggers a Non-Compliant report?

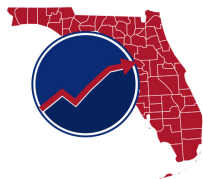
- A non-compliant report can be triggered in multiple ways.
  - The report is due on 06/01/2025 the report is not filed and a delinquency notice is sent on 06/15/2025, the non-compliance event will be updated as of 06/15/2025.
  - The delinquent report is received and audited, the clerk determines the report meets all statutory requirements and sends the appropriate report to the court on 07/01/2025, a compliant event will be updated accordingly.
  - The report is received and audited, the clerk determines the report has deficiencies and does not meet all statutory requirements and sends the appropriate report to the court on 07/01/2025, a non-compliant event will be updated accordingly.
  - The report is received on time; however, the clerk audits the report and finds deficiencies, the clerk will up update the case using the non-compliant event.



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# CMS, CCIS and FLGDT Access and Data Transfer

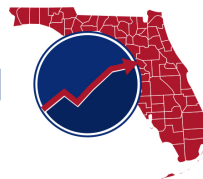
- My CMS shows more active professional guardianship cases than the database, why?
  - If your CMS shows more active cases than the database, you will need to review those cases in your CMS and verify all data is updated using the newly created party name types and compliance status events. It is each clerk's offices' responsibility to review all professional guardianship cases and update each case using the newly created party name types and compliance events. If you still find the database is not showing your case, you may want to contact CCIS to have them evaluate your data.
- How can we verify if we have professional guardians in our database but are not aware of their professional guardian status?
  - You can utilize the OPPG's website and search by your county, this will show all professional guardians registered to operate in your county. Conduct a name search of each professional guardian within your CMS, if a case is found verify the case and update it accordingly.
- How does the FLGDT get updated?
  - Each clerk's CMS transfers data to CCIS, from CCIS the FLGDT is updated.



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# CMS, CCIS and FLGDT Access and Data Transfer Cont.

- How long does it take for data to transfer to the FLGDT and reflect the clerk's CMS updates?
  - Each clerk's CMS transfers data to CCIS at a predetermined time; each county is different. Depending on the transfer time, it could take upwards of 72 business hours for the FLGDT to reflect any CMS updates.
  - If you have made updates in your CMS and it has been more than 72 business hours, it is recommended you first verify your data is correct and if so, contact your I.T. department to have them determine why it has not transferred to CCIS.
    - Remember, if your data in your CMS is incorrect, CCIS will not transfer the data to the FLGDT
- Can there be more than one gatekeeper to create accounts within one office/county/circuit?
  - Due to the confidentiality of the data, there should be only one gatekeeper. However, some circuits encompass several counties, this should be discussed amongst those counties affected.
  - If the designated gatekeeper terminates their employment, their gatekeeper access should be immediately terminated and a new gatekeeper agreement must be completed
  - it is a good idea to have a back-up for emergency purposes.



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