

TABLE OF CONTENTS

Paragraph

Chapter 1 – INVESTIGATIONS INVOLVING MULTIPLE COUNTIES

Purpose..... 1-1
 Concurrent Intake Assignment 1-2
 Concurrent Assignment Procedures..... 1-3
 Investigation Transfer Procedures..... 1-4
 OTI Procedures..... 1-5
 Supervisor 1-6
 Documentation 1-7

Chapter 2 – NO JURISDICTION, DUPLICATE AND FALSE REPORT CLOSURES

Permitted Exceptions to Completing an Investigation 2-1
 Procedures..... 2-2
 Supervisor 2-3
 Documentation 2-4

Chapter 3 – INVESTIGATION RESPONSE TIMES

Definition 3-1
 Determining Response Time 3-2
 Supervisory Approval to Change Response Time 3-3
 Documentation 3-4

Chapter 4 – INVESTIGATION TYPES AND USE OF THE FAMILY FUNCTIONING ASSESSMENT (FFA)

Types of Investigations..... 4-1
 Definitions 4-2
 Purpose of the Family Functioning Assessment 4-3
 Required Use of the Family Functioning Assessment..... 4-4
 Conditions Generating a Separate In-Home Investigation 4-5
 Relationship of Maltreating Caregiver to Child..... 4-6
 Supervisor 4-7
 Streamline FFA Documentation for In-home Investigations 4-8

Chapter 5 – ASSIGNING THE INVESTIGATION

Intake Assignment..... 5-1
 Factors to Consider in Intake Assignment 5-2

Chapter 6 – PRE-COMMENCEMENT ACTIVITIES

Purpose..... 6-1
 Required Consultations 6-2
 Pre-Commencement Review Activities..... 6-3
 Required Reporter Contact..... 6-4
 Pre-Commencement Planning and Teaming..... 6-5
 Field Kits 6-6
 Supervisor 6-7
 Documentation 6-8

Chapter 7 – CONSULTATION AND TEAMWORK WITH EXTERNAL PARTNERS

Purpose..... 7-1
 Use of Professional Assessments during FFAs..... 7-2
 Multidisciplinary Staffing..... 7-3
 Supervisor 7-4
 Documentation 7-5

TABLE OF CONTENTS (continued)

Paragraph

Chapter 8 – COORDINATION WITH LAW ENFORCEMENT

Purpose..... 8-1
 Procedures..... 8-2
 Supervisor 8-3
 Documentations 8-4

Chapter 9 – COORDINATION WITH CHILD PROTECTION TEAM (CPT)

Purpose..... 9-1
 Mandatory Referral Criteria 9-2
 Mandatory Referral Process..... 9-3
 Conflict Resolution Over CPT Findings for Recommendations..... 9-4
 General Consultation Requirements..... 9-5
 Medical Neglect Consultation Requirements 9-6
 Child Fatality Consultation Requirements..... 9-7
 Reports from Hospital Emergency Rooms..... 9-8
 Reconciling Differing Medical Opinions 9-9
 Supervisor 9-10
 Documentation 9-11

Chapter 10 – DOMESTIC VIOLENCE (DV) CONSULTATIONS

Purpose..... 10-1
 Procedures..... 10-2
 Supervisor 10-3
 Documentation 10-4

Chapter 11 – SUBSTANCE ABUSE CONSULTATIONS

Purpose..... 11-1
 Procedures..... 11-2
 Supervisor 11-3
 Documentation 11-4

Chapter 12 – MENTAL HEALTH CONSULTATIONS

Purpose..... 12-1
 Procedures..... 12-2
 Supervisor 12-3
 Documentation 12-4

Chapter 13 – ASSESSING PRESENT DANGER

Purpose..... 13-1
 Present Danger Threats 13-2
 Present Danger Assessment..... 13-3
 “Initial” Supervisor Consultation..... 13-4
 Documentation 13-5

Chapter 14 – INITIAL CONTACTS AND INTERVIEWS

Purpose..... 14-1
 Procedures..... 14-2

Chapter 15 – INTERVIEWING CHILDREN

Purpose..... 15-1
 Procedures..... 15-2
 Supervisor 15-3
 Documentation 15-4

TABLE OF CONTENTS (continued)

Paragraph

Chapter 16 – INTERVIEWING THE NON-MALTREATING CAREGIVER AND HOUSEHOLD MEMBERS

Purpose..... 16-1
 Procedures..... 16-2
 Supervisor..... 16-3
 Documentation..... 16-4

Chapter 17 – INTERVIEWING THE ALLEGED MALTREATING CAREGIVER

Purpose..... 17-1
 Procedures..... 17-2
 Supervisor..... 17-3
 Documentation..... 17-4

Chapter 18 – INTERVIEWING COLLATERAL CONTACTS

Purpose..... 18-1
 Procedures..... 18-2
 Supervisor..... 18-3
 Documentation..... 18-4

Chapter 19 – OBSERVING FAMILY INTERACTIONS

Purpose..... 19-1
 Parent-Child Interactions..... 19-2
 Adult Interactions..... 19-3
 Supervisor..... 19-4
 Documentation..... 19-5

Chapter 20 – SAFETY DETERMINATION

Purpose..... 20-1
 Caregiver Protective Capacity..... 20-2
 Safety Determination – Safe or Unsafe..... 20-3
 Supervisor..... 20-4
 Documentation..... 20-5

Chapter 21 – ASSESSING AND RESPONDING TO RISK

Purpose..... 21-1
 Scope of Use..... 21-2
 Identification of Primary and Secondary Caregivers..... 21-3
 Risk Assessment Scoring..... 21-4
 Investigative Response to High and Very High Risk Scores..... 21-5
 Supervisor..... 21-6
 Documentation..... 21-7

Chapter 22 – DETERMINATION OF FINDINGS

Purpose..... 22-1
 Procedures..... 22-2
 Supervisor..... 22-3
 Documentation..... 22-4

TABLE OF CONTENTS (continued)

Paragraph

Chapter 23 – “PATENTLY UNFOUNDED” REPORTS

Purpose.....	23-1
Criteria for Compelling Evidence	23-2
Procedures.....	23-3
Exclusions on the Use of Patently Unfounded Closure.....	23-4
Supervisor.....	23-5
Documentation	23-6

Chapter 24 – FALSE REPORTS

Purpose.....	24-1
Criteria for Determining a False Report	24-2
Procedures.....	24-3
Supervisor	24-4
Documentation	24-5

Chapter 25 – CLOSURE OF THE INVESTIGATION

Purpose.....	25-1
Procedures.....	25-2
“Duplicate” Case Closures.....	25-3
“Unable to Locate” Closures.....	25-4
“No Jurisdiction” Closures	25-5
Patently Unfounded Closures.....	25-6
Closing with No Services.....	25-7
Closing with Services	25-8
Closing Open to Ongoing Case Management	25-9

Chapter 26 – SUPERVISOR CONSULTATIONS

Purpose.....	26-1
Pre-Commencement Consultations.....	26-2
“Initial” Consultations.....	26-3
“Follow-up” Consultations.....	26-4
“Closure” Consultations.....	26-5

Chapter 27 – 2ND TIER CONSULTATIONS

Purpose.....	27-1
Procedures.....	27-2
Required Actions and Timeframes	27-3

Chapter 28 – INVESTIGATIVE RESPONSE TO INSTITUTIONAL INTAKES

Purpose.....	28-1
Legal Authority	28-2
Training	28-3
Notifications	28-4
Responding to Reports of Abuse, Neglect, or Abandonment by a Foster Parent – CPI Responsibilities.....	28-5

Attachment 1: Child Protective Investigations Involving Foster Parents – Information Sheet

