

**DIVISION OF CHILDREN AND FAMILY SERVICES  
ADMINISTRATIVE MEMO #7-2012**

To: All Division of Children and Family Services Staff

From: Christine M. Hanus, Child Welfare Administrator   
Division of Children and Family Services  
Department of Health and Human Services

Approved by: Thomas D. Pristow, Director   
Division of Children and Family Services  
Department of Health and Human Services

Date: March 21, 2012

RE: **RESCIND Administrative Memo #3-2010 (Revised)  
CAN Intakes on Children Under the Age Three**

Effective Date: Immediately

Contact: Suzanne Schied, CFS Program Specialist, 402-471-9245 or  
[Suzanne.schied@nebraska.gov](mailto:Suzanne.schied@nebraska.gov)

Sherri Haber, Child and Adult Abuse and Neglect  
Administrator, 402-471-7989 or [Sherri.haber@Nebraska.gov](mailto:Sherri.haber@Nebraska.gov)

Effective immediately the Division of Children and Family Services will no longer be automatically accepting reports of child abuse and neglect made by a hospital staff member; a doctor or a doctor's staff member calling at the request of the doctor of alleged abuse or neglect of children age two years or younger.

These types of intake reports will be evaluated through the Intake Screening and Prioritization process just like other calls made to the Child Abuse and Neglect Hotline. The Intake Screening and Priority Setting Tools factor in elements that determine if a report should be accepted for further assessment based on defined criteria and critical thinking skills of Intake staff.