

Protection and Safety Procedure Update #33-2012	
Regarding:	Subsequent Intakes on Current Initial Assessments
Date Effective:	10/16/12
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Director Approval:	Thomas D. Pristow

Philosophy:

The Division of Children and Family Services believes that safety and risk assessments should be conducted efficiently and effectively as this reduces the stress to families and promotes child safety and well-being. Utilizing current information from the family as well as collateral information improves efficiencies when completing an initial assessment.

Procedure:

Intake:

- Change in how Multiple Reporter is used for Intakes.
- Change in how subsequent reports of child abuse and neglect are assessed for safety and risk.

A subsequent report of abuse and neglect that meets the criteria for maltreatment is called into the hotline on a family that already has an active initial assessment (safety & risk) open within the recent 30 days.

- This new intake will be closed as Multiple Reporter with the new allegations added to the original accepted intake. (See "Exception" below.)
- All allegations based on every intake that meet the maltreatment definitions will be addressed in the active safety assessment.
- Findings to be entered by the Initial Assessment Worker will be entered in the original report within 30 days of completion of the safety assessment. All other intakes tied to the safety assessment will be closed as Multiple Reporter.
- Intake Worker will document additional information in the narrative in the original intake to justify entering the subsequent allegations.
- If the subsequent report is regarding the same incident or allegations, same victim and same perpetrator, the intake will continue to be screened as Multiple Reporter to be tied to the current open safety assessment.
- When a report of abuse or neglect is received on an active CFS case or open safety assessment, the Intake Worker is required to make a collateral contact to the assigned CFS worker in attempt to gather information on whether the concerns are known or if concerns have already been addressed. The collateral information will be used in determining an appropriate screening decision regarding the further need for safety assessment and whether the allegations meet criteria for maltreatment.

Exception: When a new "Priority 1" intake is received during the time an initial assessment is being conducted on the same family, the new Priority 1 will be opened as a new intake with its own allegations. Procedures for Priority 1 responses would be implemented for this new Priority 1 intake (e.g. Hotline calls IA Supervisor alerting IA Supervisor of Priority 1 response assignment).

References:

No additional references.