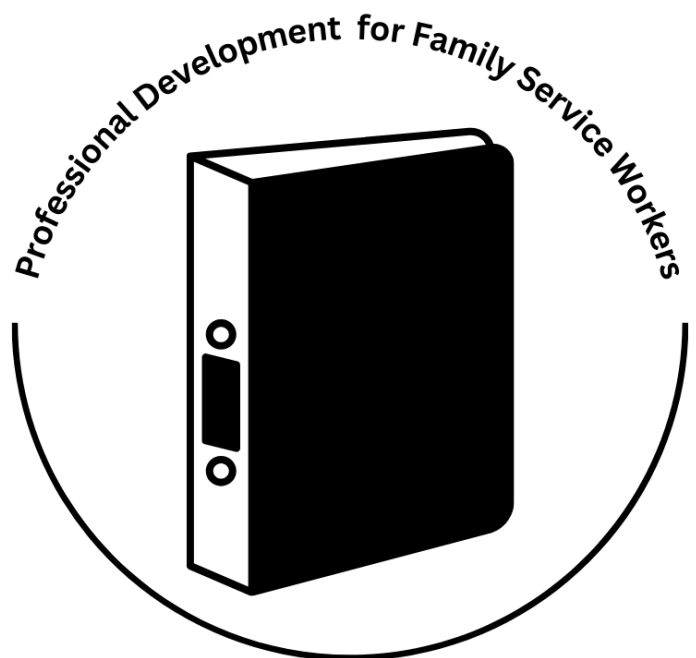


# Investigations Unit 8

## *Investigator Packet*



MidSOUTH  
COLLEGE OF BUSINESS, HEALTH,  
AND HUMAN SERVICES  
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

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## **INVESTIGATOR PACKET**

1. Visual Inspection of Child
2. Investigator's Survival Kit: On Call Grab Bag
3. Investigative Process
4. Note pages for Interviews
  - Collateral
  - Victim
  - PRFC/Offender
5. Investigation Timelines
6. Checklists
  - Regular Investigation
  - Multi-county or multi-agency Investigation
  - Investigation When a Child Comes into Custody on a 72 Hour Hold
  - Supervisor Checklist (What your supervisor is looking for)
7. Safety and Risk Assessment Procedure Manual and blank Immediate Safety Plan form (CFS-200)
8. Suspected Child Maltreatment Reporting Form (Fax)
9. Photo documentation in the Investigation of Child Abuse

## VISUAL INSPECTION OF CHILDREN

The Maltreatment Act requires DCFS to make a visual inspection of children if there is an allegation of abuse, neglect or sexual abuse taken by the Hotline for investigation. The DCFS Family Service Worker assessing this situation must find a way to ensure the safety of the child while still allowing the child to retain his or her dignity.

The following are suggestions when a visual inspection of a child is required to assess alleged physical abuse:

- **Establish rapport before asking to see alleged injuries.**
  - Take the time to engage the child before asking to see any part of the child's body that may be covered by clothing.
  - As part of the engagement process, tell the child who you are, and what you do.
  - Get on the child's level.
  - Rapport building is also a foundation of good interviewing, so it is time well spent.
- **Consider whether there should be another adult present in the room.**
  - What is the developmental level of the child?
  - Will the child be more comfortable if there is a trusted adult present while you assess injuries?
  - If the alleged victim is a teenager, do you need a witness to protect against allegations that you engaged in inappropriate touching?
  - Is there a gender issue – especially a teenager being assessed by an opposite gender worker?
  - Is there a trusted adult present?
  - Under no circumstances should the alleged offender be present while the visual inspection is occurring.
- **Conduct the visual inspection in a place that is private and free from interruptions.**
- **Explain to the child what you are doing.**
  - “I heard that you had some bruises (marks, boo-boos, owies). I need to talk to you about what happened.”
  - “I will need to take some pictures of these bruises (if any are found).”
  - “I will need to look at your body where you have bruises.”

- Use developmentally appropriate language. Reassure the child he or she is not in trouble.
- The Family Service Worker should be prepared to answer questions about whether Mommy and Daddy will know, who will see the pictures and whether the child is in trouble.
- **Do not make the child disrobe completely.**
  - Inspect the body in pieces. For example, tell the child, “I need to look at your back. Will you lift up your shirt so I can see your back?” Then let the child lower the shirt and move to another part of the body.
  - Use discretion about asking to see the buttocks and/or genital area (penis or labia majora). A good rule of practice is only look at the buttocks and genital area if the report indicates these areas have been injured or if the child tells you there are injuries. However, if the child has multiple marks on all other body surfaces or tells you he/she was hit on the buttocks or genitals, a visual inspection of the buttocks and exterior genital area is warranted.
  - *Do not under any circumstances attempt an examination of the vagina or the anus. If there is an allegation of injuries to these body areas, it must be assessed by a physician (preferably one with experience in pediatric examinations).*
  - Allow the child to keep his or her underwear on if you must view the legs. If you need to see under the underwear, pull it gently aside.
- **Notify the parents as soon as possible after seeing the child.**
  - The Maltreatment Act permits DCFS workers to see the child and talk with the child without parental notification first. However, it makes sense to contact them as soon as possible after the child has been seen to let them know you have been to see their child.
  - This notification takes the child out of the role of having to keep a secret about an adult looking at his or her body.
  - It gives the worker an opportunity to hear the parents’ account of what happened (or if the child had no injuries, to explain why the worker had been to see the child).
  - It gives the worker an opportunity to answer any questions the parents have about what the worker did with the child.
  - It provides an opportunity to assess the parent’s ability/willingness to protect the child from further harm.
- **Be honest with the child.**
  - Do not promise that everything will be all right – that is out of your power to control.

- Do not promise that Mommy or Daddy (or whoever was the offender if the allegation has merit) will not get into trouble.
- If you are going to have to share the pictures with law enforcement or another agency, let the child know (depending on age).



## Investigator's Survival Kit On-Call Grab Bag

(Note: this sheet is for the initial work in an investigation)



### General Forms

- **CFS-6052** - Referral Snapshot
  - **Warning:** The reporter's name is on this form! Remember to redact the reporter's name before visiting the family.
- **CFS-212-A** - Notice of Child Maltreatment Allegation to Alleged Offender
- **CFS-323** - Protective Custody/Parental Notifications
- **CFS-200** - Immediate Safety Plan
- **CFS-6003** - Report to PA
  - **Warning:** The reporter's name is on this form and should be redacted or should not be kept in an investigative file or the case file.
- **CFS-327-A** - Body Diagram
- **DHS-4000** - Authorization to Disclose Health Information
- **CFS-311** - Notice of Attempt to Make Contact
- **Blank Affidavit** as reminder of information, especially efforts to locate absent parents and kin.

### Equipment

- Cell Phone for pictures
- Engagement toys - paper, crayons, markers, etc.
- Ink Pens, paperclips, business cards, badge
- Ruler with name of worker and DHS printed in red, used for reference in photos

### Publications

- **PUB-052** - Child Protective Services: A Caregiver's Guide
- **PUB-010** - Guidebook for Families
- Copy of investigation policy
- **PUB-357** - Investigative Protocol
- Maltreatment Act
- SDM Safety and Risk Assessment Manual

### Medical Passport Forms

**NOTE:** These documents should be left with resource parents at the time of placement. The printable packet can be located on **CHRIS Net** or at the following file path:

**SHARE/DCFS/CHRIS Net/Printable Packets/Medical Passport**

- **CFS-351** - Initial Dental Exam
- **CFS-352** - Medical, Dental, Vision, Hearing, and Psychological Episodic Form
- **CFS-362** - Medi-Alert (Completed with caregiver at time of removal)
- **CFS 365** - Receipt for Medical Passport
- **CFS-366-A and B** - Initial Health Screening (completed by physician)
- **CFS 372** - Weekly Medication Chart
- **CFS 374** - Quarterly Fire/Tornado Drills
- **CFS 462-A** - Resource Home Agreement Addendum (complete with resource parent at time of placement)

### Important Telephone Numbers

- Crimes Against Children Division (CACD)
- Child Abuse Hotline: 1-800-482-5964
- On Call Supervisor Number
- Your Supervisor's number
- Prosecuting Attorney
- Resource Numbers: Battered Women's Shelter, homeless shelters, food banks, churches, suicide hotline
- After hours directory
- Emergency numbers - OCC, law enforcement, on-call Resource Worker, DRT supervisor, TDM Facilitator,
- Resource home list with telephone numbers and addresses

## INVESTIGATION PROCESS

### Initiate the Assessment

1. Confirm the alleged offender is a Parent/Caregiver/ Relative in Caregiving Role (unless it is a sexual abuse allegation)
2. Immediate Response to:
  - Parent making self-referral
  - Allegations of abuse to infants and toddlers
  - Failure to Thrive
  - Small children left alone
  - Reports of bizarre or psychotic behavior by parents
  - Abandonment
  - Allegations of bizarre or sadistic nature
  - Extreme environmental hazard
  - Child reporting self
3. Notify law enforcement on Priority I reports. If you are secondary, be available to assess safety.
4. The assessment is initiated by interviewing the alleged victim (alone) unless victim is unable to be interviewed. Must see alleged victim or show due diligence to locate
5. If physical abuse, complete body diagram and photograph injuries.
6. If denied access to a school or facility to interview, contact OCC attorney.
7. Interview parents and alleged offender.
8. Interview collateral sources as indicated.
9. Collect any reports or medical records.

### Assess Safety and Risk to the Child

1. Assess safety with caregiver.
2. Make a plan for immediate protection (CFS-200 - Immediate Safety Plan).
  - Remain in home and if so, is
    - i. An order of protection needed
    - ii. Is an order of less than custody needed (when it doubt, check with OCC)



- 72-hour protective custody
  - Other (hospital or law enforcement takes 72-hour hold)
  - Remember if there is imminent danger to the child's health and physical well-being, and the safety plan is removal, the child must be placed in an approved resource home or placement.
3. If 72 hour custody, follow **Procedure (II-D11)** Protective Custody of Child in Immediate Danger.
  4. Seek medical evaluation as indicated by situation and by policy (within 24 hours for severe maltreatment). Ask medical provider to complete **CFS-366A/B, Initial Health Screen**.

### Placement

1. Locate appropriate substitute care placement or notify the Placement Unit if your county has one.
2. Give caregiver **CFS-362, Medi-Alert TO Resource Provider** and all pertinent information about the child.
3. Have caregiver sign the **CFS-462-A, Resource Home Agreement Addendum**, and **CFS-365, Receipt of Medical Passport**.

### Runaways

**Policy VII-N:** Child Missing from Out of Home Placement and related procedures. The policy and procedures not only outline the time frames in which DCFS must notify various parties to the case regarding a youth being on run status, but also include federal requirements for which the primary FSW is responsible:

1. Within two hours of being notified that a youth in foster care is missing, report to law enforcement and request for law enforcement to enter the information regarding the missing youth into the National Crime Information Center (NCIC) database.
2. Report the missing youth to the National Center for Missing and Exploited Children (NCMEC) at 1-800- THE-LOST (to include police report number) no later than 24 hours after receiving information about a missing youth.
3. Update the child's placement information in the Division Information Management System within two business days, to include completion of fields regarding the required reports made to local law enforcement and NCMEC.

Coordinate and inform your supervisor to see if there are any other notifications (such as the eligibility unit) Report to local law enforcement if there is suspicion that the child has been a victim of sex trafficking.

**COLLATERAL/REPORTER INTERVIEW****Date of Interview:****Time of Interview:****Type of Contact:****Location of Interview:****Name:****Address:****Phone:****DOB:****SSN:****Others present During Interview:****Information Provided:**

- a. **What Happened (what the person knows)**
- b. **Knowledge of the Family**
- c. **Other Pertinent Interview Information**
- d. **Worker Interview Observations (behaviors and impressions)**
- e. **Additional Information**

**VICTIM INTERVIEW**

**Date of Interview:**

**Time of Interview:**

**Type of Contact:**

**Location of Interview:**

**Name:**

**Address:**

**Phone:**

**DOB:**

**SSN:**

**Others present During Interview: Information Provided:**

- a.      **What Happened (from the child's perspective)?**
  
  
  
  
  
  
  
  
  
  
- b.      **When/Where?**
  
  
  
  
  
  
  
  
  
  
- c.      **Other Abuse/Neglect Effects**
  
  
  
  
  
  
  
  
  
  
- d.      **Others with Information**

**What is Child's Current Physical Condition/Functioning?**

**Worker Observations:**

**PRFC/OFFENDER INTERVIEW**

**Date of Interview:**

**Type of Contact:**

**Time of Interview:**

**Location of Interview:**

**Name:**

**Address:**

**Phone:**

**DOB:**

**SSN:**

**Others present During Interview:**

**Information Provided:**

- a. **What Happened**
- b. **Response to Incident**
- c. **Prospect of Accepting Responsibility**
- d. **What is PRFC/Alleged Offender's current functioning level?**

**Worker Observation:**

**Additional Information:**

**TIMELINE: PRIORITY 1 ASSESSMENTS**

<b><u>ACTIONS</u></b>	<b><u>Forms</u></b>	<b><u>Policy / Procedure</u></b>
<p><b><u>First 24 Hours:</u></b> Acknowledge receipt of Priority 1 within 2 working hours. Check workload at minimum once in the morning, and once in the afternoon.</p> <p>Report received in county office – either in the Division Information Management System or a direct call; assign Priority 1 level of response.</p>		<ul style="list-style-type: none"> <li>• Procedure II-C2</li> <li>• Policy II-D</li> </ul>
<p><b><u>Preparation for Investigation:</u></b> Complete record checks on the Child Maltreatment Central Registry via the Division Information Management System.</p> <p>Interview the reporter, if named. Contacting the report by phone is permissible but least preferred. (NOTE: Failure to identify and interview collaterals was a frequent deficiency in federal reviews).</p> <p>Immediate telephone notifications to Prosecuting Attorney / law enforcement, notify per XIV.</p>		<ul style="list-style-type: none"> <li>• Procedure II-D2</li> </ul>
<p><b><u>Initiate within 24hrs:</u></b> Interview the alleged victim face to face outside of the presence of the alleged offender or the alleged offender's attorney.</p> <p>View of assess if the victim is too young or otherwise not able to be interviewed.</p> <p>Exercise due diligence to locate.</p> <p>Consider printing referral snapshot.</p> <p>Consider taking the victim to a child safety center for an interview whenever available or appropriate.</p> <p>If the alleged victim/offender is in foster care, notify parents, foster parents, CASA, attorney ad litem for the alleged victim/offender; attorney ad litem for other children in the foster home.</p>		<ul style="list-style-type: none"> <li>• Procedure II-D3</li> <li>• Policy II-D</li> <li>• Policy XIV</li> </ul>

<p><b><u>Assess for Safety:</u></b> Cursory exam by Family Service Worker and complete body diagram on physical abuse cases.</p> <p>If the child enters care, there must be a medical evaluation within 24 hours.</p> <p>If the allegation is severe physical abuse or sexual abuse an exam is required unless there is an exemption by the Area Director. Review the protocol for emergency vs exam with physician with special expertise in child sexual assault exams. A doctor must do the exam.</p> <p>Obtain release of information if parents will sign (if parents will not sign records can be released according to law).</p>	<ul style="list-style-type: none"> <li>• CFS-366A/B, Initial Health Screen.</li> <li>• CFS-100 Authorization for Release of Information</li> <li>• DHS-4000 Authorization to Disclose Health Information</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure II-D4</li> <li>• Procedure VI-D1</li> <li>• Procedure II-D6</li> </ul>
<p><b><u>Within 2 Business Days:</u></b> Document initiation activities and interviews.</p> <p>Document Safety Assessment – DCS system</p> <p>Document Immediate Safety Plan, if one was put into place. Enter services into service log.</p>	<p>Victim interview must be entered into the Division Information Management System for investigation to be initiated.</p>	<ul style="list-style-type: none"> <li>• Procedure II-D4</li> <li>• Safety Assessment Procedure Manual</li> </ul>
<p><b><u>Within 72 Hours:</u></b> Supervisory conference</p>		<ul style="list-style-type: none"> <li>• Procedure II-D3</li> </ul>
<p><b><u>Within 14 Days from Date of Referral:</u></b> Supervisory conference</p>		<ul style="list-style-type: none"> <li>• Procedure II-D7</li> </ul>
<p><b><u>Within 30 Days:</u></b> Interview parents (custodial, non-custodial), caregivers, all other children and adults in the home, offenders face-to-face; provide notification.</p> <p>Document efforts to locate fathers/non-custodial parents.</p> <p>Obtain demographic information on all family members.</p> <p>Provide required PUBs depending on case actions; at a minimum PUB-52. Assess home environment including a visit to the residence; assess environmental risk factors.</p> <p>Identify/Interview collaterals.</p> <p>Complete the Risk Assessment.</p>		<ul style="list-style-type: none"> <li>• Procedure II-D4</li> <li>• Procedure II-D7</li> </ul>

<p><b><u>Between 30<sup>th</sup> and 45<sup>th</sup> Day</u></b></p> <p>Supervisory conference and case determination. Ensure that the following screens are completed in the Division Information Management System:</p> <ul style="list-style-type: none"><li>• Findings screen</li><li>• Case connect screen (if case opened)</li><li>• Investigation closed screen</li><li>• Relations screens for each client</li><li>• Interviews</li><li>• Collaterals</li><li>• Medical</li><li>• Service Log</li></ul> <p>Notifications will be sent by Release of Information from the Notification Unit in Central Office.</p>		<ul style="list-style-type: none"><li>• Procedure II-D14</li><li>• Policy II-D</li></ul>
<p><b><u>One Exception:</u></b></p> <p>Case determination has an additional 15 days on institutional investigations to allow for assessment of offender's own children and for other special circumstances.</p>		<ul style="list-style-type: none"><li>• Procedure II-D13</li></ul>

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**TIMELINE: PRIORITY 2 ASSESSMENTS**

<b><u>Actions</u></b>	<b><u>Forms</u></b>	<b><u>Policy / Procedure</u></b>
<p><b><u>First 72 Hours:</u></b> Acknowledge receipt of Priority 2 within 3 working hours. Check workload at minimum once in the morning, and once in the afternoon.</p> <p>Report received in county office – either in the Division Information Management System or direct call; assign Priority II level of response.</p>		<ul style="list-style-type: none"> <li>• Procedure II-C2</li> <li>• Policy II-D</li> </ul>
<p><b><u>Preparation for Investigation:</u></b> Complete record checks on the Child Maltreatment Central Registry via the Division Information Management System. Look for prior reports, and local records.</p> <p>Interview reporter if named (by phone is permissible but least preferred) (Failure to identify/interview collaterals was a frequent deficiency in federal reviews.)</p>		<ul style="list-style-type: none"> <li>• Procedure II-D2</li> </ul>
<p><b><u>Initiate within 72 hours (from the time keyed into the Division Information Management System):</u></b> Interview victim face to face outside the presence of the alleged offender or the alleged offender's attorney, or</p> <p>View and assess if victim is too young or otherwise not able to be interviewed, or</p> <p>Exercise due diligence to locate.</p> <p>Consider printing referral snapshot.</p> <p><b><i>IF the alleged victim/offender is in foster care, notify parents, foster parents, CASA, attorney ad litem for the alleged victim/offender; attorney ad litem for other children in the foster home.</i></b></p>		<ul style="list-style-type: none"> <li>• Procedure II-D3</li> <li>• Policy XIV</li> </ul>



<p><b><u>Assess for safety:</u></b> Assess whether a current safety threat exists and if so, determine actions to ensure safety; if there is an immediate safety plan completed obtain supervisory approval before leaving the child.</p> <p>Provide the parents with a written notification if you take protective custody.</p> <p>Provide parents with a written notification if you return the children from protective custody within the 72-hour period.</p>	<ul style="list-style-type: none"> <li>• CFS-323 Protective Custody / Parental Notification</li> <li>• CFS-336 Expiration of Protective Custody Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure II-D11</li> </ul>
<p><b><u>Assess for needs for medical exam:</u></b> Cursory exam by Family Service Worker and complete body diagram on physical abuse cases.</p> <p>If the child enters into care, there must be a medical evaluation within 24 hours.</p> <p>If the allegation is severe physical abuse or sexual abuse an exam is required unless there is an exemption by the Area Director. Review the protocol for emergency vs exam with physician with special expertise in child sexual assault exams. A doctor must do the exam.</p> <p>Obtain release of information if parents will sign (if parents will not sign records can be released according to law).</p>	<ul style="list-style-type: none"> <li>• CFS-366A/B, Initial Health Screen</li> <li>• DHS-4000 Authorization to Disclose Health Information</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure II-D4</li> <li>• Procedure VI-D1</li> <li>• Procedure II-D6</li> </ul>
<p><b><u>Within 2 Business Days:</u></b> Document initiation activities and interview.</p> <p>Document Safety Assessment.</p>	<p>Victim interview must be entered into the Division Information Management System within 24 hours of assignment for investigation to be initiated.</p>	<ul style="list-style-type: none"> <li>• Procedure II-D4</li> <li>• Safety and Risk Assessment Manual</li> </ul>

<p><b><u>Within 72 Hours:</u></b> Supervisory conference.</p>		<ul style="list-style-type: none"> <li>• Procedure II-D3</li> </ul>
<p><b><u>Within 14 Days from date of referral:</u></b> Interview parents (custodial, non-custodial), caregivers, all other children and adults in the home, offenders face-to-face; provide notification.</p> <p>Document efforts to locate fathers/non-custodial parents.</p> <p>Obtain demographic information on all family members.</p> <p>Provide required PUBs depending on case actions; at a minimum PUB-52.</p> <p>Assess home environment including a visit to the residence; assess environmental risk factors.</p> <p>Identify/Interview collaterals.</p> <p>Complete Risk Assessment.</p>		<ul style="list-style-type: none"> <li>• Procedure II-D4</li> <li>• Procedure II-D7</li> <li>• Safety and Risk Assessment Manual</li> </ul>
<p><b><u>Between 30<sup>th</sup> and 45<sup>th</sup> Day:</u></b> Supervisory conference and case determination. Ensure that the following screens are completed in the Division Information Management System:</p> <ul style="list-style-type: none"> <li>• Findings screen</li> <li>• Case connect screen (if case opened)</li> <li>• Investigation closed screen</li> <li>• Relations screens for each client</li> <li>• Interviews</li> <li>• Collaterals</li> <li>• Medical</li> <li>• Service Log</li> </ul> <p>Notifications will be sent by Release of Information from the Notification Unit in Central Office.</p>		<ul style="list-style-type: none"> <li>• Procedure II-D14</li> <li>• Policy II-D</li> </ul>

<u>One Exception:</u> Case determination has an additional 15 days on institutional investigations to allow for assessment of offender's own children and for other special circumstances.		<ul style="list-style-type: none"><li>• Procedure II-D13</li></ul>
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## CHILD MALTREATMENT ASSESSMENT CHECKLIST 1

Is the allegation a Priority 1? If yes, conduct the following task:	YES	NO
Initiate the investigation within 24hrs, and document interviews within 2 business days.		
Notify the prosecutor and law enforcement.		
Interview the reporter, if applicable.		
Check for prior DCFS involvement via the Child Maltreatment Central Registry and old cases records in the Division Information Management System.		
<ul style="list-style-type: none"> <li>• Check files in state and out of state if the family previously resided in another state.</li> <li>• Document the results in the interview screen under the additional information section as part of the initial preparation.</li> </ul>		
Interview victim face to face. Ensure the interview is conducted outside the presence of the alleged offender. If the child is old enough to understand, give them PUB-52.		
If the victim child is too young for an interview, assess the child for observations.		
Ensure due diligence is exercised to locate the family.		
Ensure due diligence is exercised to locate non-custodial parents, if applicable.		
Assess the safety of the victim(s) and evaluate if there is a need for an immediate safety plan. If applicable, follow the following steps:		
<ul style="list-style-type: none"> <li>• Document plan on a CFS-200.</li> <li>• Enter the Immediate Safety Plan into DCS within 2 business days.</li> <li>• Assess the circumstances to see if an order of protection and/or order of less than custody is needed. If either of these orders are needed, contact our OCC, and your supervisor. Ensure that this information is listed in the immediate safety plan.</li> </ul>		
If there are other children in the home, interview and assess them for safety as well.		
Interview the custodial parent(s) and give them PUB-52.		
Interview the non-custodial parent(s) and give them PUB-52.		

Interview the Alleged Offender, if they are not the parent(s). Give them PUB-52 and CFS-212-A (Notice of Child Maltreatment Allegation to Alleged Offender), this is a CAPTA requirement.

If other collaterals are identified during the interviews, ensure that they are interviewed as well. (Be sure to interview all adults living in the home or in a caregiving role for the victim.)

Document all interviews in the Division Information Management System, as well as all forms and PUBS that were given during the interview process.

### Is the allegation a Priority 2?

#### If yes, conduct the following task:

Initiate the investigation within 72hrs, and document interviews within 2 business days.

Notify the prosecutor and law enforcement.

Interview the reporter, if applicable.

Check for prior DCFS involvement via the Child Maltreatment Central Registry and old cases records in the Division Information Management System.

- Check files in state and out of state if the family previously resided in another state.
- Document the results in the interview screen under the additional information section as part of the initial preparation.

Interview victim face to face. Ensure the interview is conducted outside the presence of the alleged offender. If the child is old enough to understand, give them PUB-52.

If the victim child is too young for an interview, assess the child for observations.

Ensure due diligence is exercised to locate the family.

Ensure due diligence is exercised to locate non-custodial parents, if applicable.

Assess the safety of the victim(s) and evaluate if there is a need for an immediate safety plan. If applicable, follow the following steps:		
<ul style="list-style-type: none"> <li>• Document plan on a CFS-200.</li> <li>• Enter the Immediate Safety Plan into DCS within 2 business days.</li> <li>• Assess the circumstances to see if an order of protection and/or order of less than custody is needed. If either of these orders are needed, contact our OCC, and your supervisor. Ensure that this information is listed in the immediate safety plan.</li> </ul>		
If there are other children in the home, interview and assess them for safety as well.		
Interview the custodial parent(s) and give them PUB-52.		
Interview the non-custodial parent(s) and give them PUB-52.		
Interview the Alleged Offender, if they are not the parent(s). Give them PUB-52 and CFS-212-A (Notice of Child Maltreatment Allegation to Alleged Offender), this is a CAPTA requirement.		
If other collaterals are identified during the interviews, ensure that they are interviewed as well. (Be sure to interview all adults living in the home or in a caregiving role for the victim.)		
Document all interviews in the Division Information Management System, as well as all forms and PUBS that were given during the interview process.		

<b>Have you ensured the child's safety by providing the following:</b>	<b>YES</b>	<b>NO</b>
Conducted a home visit to determine if the child's environment is safe. <ul style="list-style-type: none"> <li>• Document the home visit in the Findings Screens - Pertinent Information section.</li> </ul>		
Determine if the child needs any of the following: <ul style="list-style-type: none"> <li>• Medical evaluation, including X-rays</li> <li>• Psychological evaluation</li> <li>• Drug/alcohol assessment</li> <li>• CFS-327A completed (Body Diagram for physical abuse)</li> </ul>		
Take pictures needed of the child or of the environmental setting.		
Provide services that are needed for the child and family. <ul style="list-style-type: none"> <li>• Document the services rendered in the service log in the Division Information Management System.</li> </ul>		

**Have you completed these tasks within the first 30 days of your investigation?**

Completed the safety assessment on all the children within the family.

Documented all contacts and interviews.

Conferenced with your supervisor and concluded the investigative determination.

Completed the investigation risk assessment.

Completed the case connect on true reports opened for services.

YES

NO

**Have you completed these tasks by the 45th day of your investigation?**

Completed supervisory case review.

YES

NO

**Have you completed the other necessary follow up forms?**

Submitted a notice to local education agency on true reports. This should be submitted after the Administrative Hearing is held or at 30-day period if the offender does not ask for a hearing.

Provide other true finding forms upon request. After the Administrative Hearing is held or at the 30-day period if the offender does not ask for a hearing. If the Division determines it is necessary to keep the child safe, upon request send the other true finding forms, if applicable.

If the report has a true finding, submit a referral for all of the children in the home that are under the age of 3 years old for a DDS assessment for early intervention. This applies to all children in the home, even if they are not the victim of maltreatment.

YES

NO

Did you complete these final steps?	YES	NO
Close out the investigation in the Division Information Management System.		
Ensure that you communicate with the family if their case will transfer to Protective Services at the end of the Investigation.		
Key the Case Connect Screen on cases that will be opened for PS or Foster Care.		
Key the Case Connect as soon as possible if the child(ren) enter into care on a 72hr hold.		



**CHILD MALTREATMENT ASSESSMENT – CHECKLIST 2****Multi-County, Multi-Agency Assessment**

<b><u>Tasks</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Comments</u></b>
Completed <i>everything</i> on Checklist 1.			
Originating county verbally (telephone) notify the receiving county that the family moved before the assessment was complete.			
<p>Did the original county initiate the assessment in required time frames?</p> <ul style="list-style-type: none"> <li>• If yes proceed with assessment. Consider contacting the alleged victim within 24 hours as a good practice (not required by policy).</li> <li>• If not, interview or view the alleged victim within the required time frames.</li> <li>• If no consider making contact within 24 hours as a good practice (not required by policy).</li> </ul>			
The primary county is the county where the child resides.			
Identify any collateral contacts that need to be made by the originating county and request assistance.			
Originating county (now the secondary county) makes telephone contact within 24 hours to discuss interview findings.			
Primary county completes the “Investigation” portion in the Division Information Management System.			

## CHILD MALTREATMENT ASSESSMENT – CHECKLIST 3

### DCFS TAKES 72HR PROTECTIVE CUSTODY (PROCEDURE II-D11)

Be sure that steps are taken to place a child whose health and physical well-being are in danger in a safe environment.

Tasks	Yes	No	Comments
Completed <i>everything</i> on Checklist 1.			
Determine whether anyone in the family has an order of protection or whether one is needed for the child.			
Notify the OCC attorney immediately and request an emergency order.			
Continue the assessment of whether to make a recommendation to the juvenile court of no reunification services (ASFA considerations to fast track to permanency).			
Determine whether grandparents have rights to notice and an opportunity to be heard in the juvenile court. <u>All</u> of the following conditions must be present: <ul style="list-style-type: none"> <li>The grandchild resided with the grandparent for at least 6 consecutive months prior to the child's first birthday or lived with the grandparent for at least one continuous year regardless of age;</li> <li>The grandparent was the primary financial caregiver during the time the child resided with the grandparent; and</li> <li>The continuous custody occurred within one year of the initiation of the custody proceeding does not include the parent of a putative father).</li> <li>Provide OCC with the name and address of any grandparent entitled to notice.</li> </ul>			
Provide PUB-11.			
Prepare an affidavit and give it to the OCC attorney.			
Have the child thoroughly examined by a physician within <b>24 hours</b> of removal.			
Place the child in a licensed or <i>approved</i> placement. (If placed in a provisional relative home it must be approved as a provisional home.)			

Notify the Intake Officer Circuit Court, Juvenile Division.			
Complete and route “Protective Custody/Parental Notification” (CFS- 323) & possibly CFS-323 A and B.			
Open an out-of-home placement case (Case Connect) at time of removal.			
<p>Return the child to the legal custodian if the emergency necessitating Protective Custody passes or if the judge does not grant custody to the Department.</p> <ul style="list-style-type: none"><li>• Protective custody cannot be extended.</li><li>• If the child is returned, complete the CFS-336, “Expiration of Protective Custody/Parental Notification”.</li><li>• Notify OCC immediately if the child returns home.</li><li>• Close the out-of-home placement case.</li><li>• Determine whether to open a non-court involved PS case or initiate a petition for dependency/neglect.</li></ul>			



### Arkansas Department of Human Services Division of Children and Family Services Investigation Checklist for Supervisors

Referral Name: \_\_\_\_\_ Referral Number: \_\_\_\_\_  
 Referral Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Priority: \_\_\_\_\_  
 Referral Time: \_\_\_\_:\_\_\_\_ am/pm Assessor's Name: \_\_\_\_\_  
 Assignment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Allegations: \_\_\_\_\_ Report Initiation:  
 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Time: \_\_\_\_:\_\_\_\_ am/pm

Conducted supervisory conference at time of assignment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Conducted Division Information Management System search and an out of state prior history check if the family lived in another state within the last five years.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Reviewed prior investigations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Interviewed:			
o Reporter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
o Alleged victim(s) interviewed (alone and outside presence of offender or observed if too young)	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
o Non-victim children (alone and outside presence of offender or observed if too young)	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Attempted
o Parents, both custodial and non-custodial	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Attempted
o Other household members	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Attempted
o Any other relevant collateral(s) <sup>1</sup>	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
o If neither parent is alleged offender(s), the alleged offender (face-to-face)	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
o Current or past healthcare providers when allegation was reported by a healthcare provider	<input type="checkbox"/> All <input type="checkbox"/> Some	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Provided and explained PUB-52.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Completed Health and Safety Checklist and Safety Planning within two business days of contact with the victim(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Entered contact notes into Database Search within two business days of contact.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Assessed home environment and family interactions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Completed Immediate Safety Plan (CFS-200), if needed.	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Conducted fourteen day supervisory conference.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Completed demo screens.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Provided list of mental health providers to parents/guardians of victim and offender if report involving sexual abuse was found true and alleged offender was under 18 at the time the act or omission occurred.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Attempted
Documented provision of mental health provider list in Investigations Services Log, if applicable (see item above).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safe sleep discussed if any child in household is under 2 years of age.	Yes	No	N/A

Findings: \_\_\_\_\_

Rationale supports final disposition and addresses items listed in narrative. ☐ Yes ☐ No

<sup>1</sup> Collaterals are individuals who can provide information concerning the safety and well-being of the children, parent functioning, quality of home environment and quality and stability of relationship between family members. Collaterals must have knowledge of the family but not have been involved in reporting maltreatment or referring the family for services to DCFS. DCFS FSWs are considered collaterals and should be interviewed if a service case is currently opened or was closed within the past year.

# SDM SAFETY ASSESSMENT

## IMMEDIATE SAFETY PLAN

Arkansas State Police and Division of Children and Family Services

Family Name: \_\_\_\_\_ Case ID: \_\_\_\_\_ Date: \_\_\_\_\_

Worker Name: \_\_\_\_\_

**Harm and/or Worry Statement(s):** What harm, if anything has already occurred? What is the agency and/or the family worried will happen to the children if nothing else changes?

DESCRIBE THE SAFETY THREAT (caregiver + behavior + impact on child)	WHAT WILL BE DONE TO ADDRESS THE SAFETY THREAT UNTIL THE REVIEW DATE?	WHO WILL DO IT, BY WHEN?	HOW WILL WE KNOW IT IS WORKING?

Who has agreed to be part of this plan? (Must include at least one legal custodian or guardian.)

FAMILY MEMBER OR NETWORK MEMBER	CONTACT DETAILS	
	PHONE	EMAIL

WHEN WILL THE IMMEDIATE SAFETY PLAN BE REVIEWED? (Must be within 14 days)	
Date/time:	Who will be involved (caregivers, network, and agency)?

WHAT WILL PEOPLE DO IF THEY ARE WORRIED OR IF THE IMMEDIATE SAFETY PLAN IS NOT WORKING?	
Caregivers/legal guardians	
Network members	
Child	
DCFS	

WHOM TO CALL IF THE IMMEDIATE SAFETY PLAN IS NOT WORKING		
NAME	PHONE NUMBER	EMAIL ADDRESS
Assigned worker name:		
Supervisor name:		
On-call contact: (After business hours, weekends, and holidays)		

AGREEMENT TO IMPLEMENT IMMEDIATE SAFETY PLAN

While we may not agree about the details of these worries, we do agree to follow the plan until the review date. We know that if the plan does not keep all children safe, either we must work together again to create a new plan, or the department may need to take legal action. If I am unable to follow this plan, I will contact my DCFS worker to develop a new plan.

Legal custodians or guardians

Worker/supervisor


Children

Network members