Investigations
Day 6 - Facilitator Guide

Making Investigative Findings

Case Staffing, Supervisory Review, and Recommendations

From Removal to Court Action

Transitioning Cases

Day 6:

Investigations Training Agenda

Monday	
9:00 – 9:30	Welcome Pre-Test
9:30 – 10:30	Making Investigative Findings
10:30 -10:45	**Break**
10:45 – 12:00	Case Staffing, Supervisory Review, and Recommendations
12:00 – 1:00	**Lunch Break**
1:00 – 2:15	From Removal to Court Action
2:15 - 2:30	**Break**
2:30 – 3:30	Transitioning Cases
3:30 – 4:00	Reflection Discussion Wrap Up and Review

Before You Train

Facilitator Resources – Day 6

Materials and Handouts

- Name Tents
- Markers, Pens, Highlighters
- Sticky Notes
- Giant Sticky Note Pad
- Printed Participant Manuals
- Blank paper

DCFS Entry Level Competencies

- 100-1
- 100-2
- 101-2
- 101-4
- 101-5
- 101-7
- 101-8
- 102-1
- 102-4
- 102-5
- 102-7
- 102-8
- 104-2
- 104-4
- 104-7

DCFS Forms and Publications

- n/a

DCFS Policy And Internal Procedures

- Ark. Code Ann. § 12-18-702 Investigative Determination
- Ark. Code Ann. § 12-18-702(a)(3).
- Ark.Code Ann. § 12-18-702(c)

Day 6 Sources

- n/a

WEEK 8, DAY 6 – INVESTIGATIONS SPECIALTY TRAINING

Investigations Week 8 Pre-Test Assessment

INVESTIGATIONS PRE-TEST

Time: 20 minutes
Purpose: To assess the existing knowledge at the beginning of this specialty

Facilitator Note: Before moving to the Target Outcomes direct participants to the QR code on the slide. Participants will need to use their phones to scan the code to complete the pre-test in Qualtrics.

MAKING INVESTIGATIVE FINDINGS

Making Investigative Findings

MAKING INVESTIGATIVE FINDINGS: INTRODUCTION

Time: 5 Minutes
Purpose: To introduce how investigators move from gathered information into investigative findings, determinations, and case action decisions following completion of investigative activities

Facilitator Notes:
• Reinforce: This day focuses on post-investigation processes.
• Clarifying the focus is not the same as re-investigating the case.
• Maintain focus on findings, determinations, case action, ongoing safety considerations, and professional decision-making.

Say:
Throughout the first five days of training, you focused heavily on:
• ***Conducting investigations.***
• ***Gathering information.***
• ***Interviewing children and caregivers.***
• ***Assessing safety concerns.***
• ***Safety planning.***
• ***Documentation and CHRIS application.***

At some point, however, investigators must move from gathering information to determining:

- ***What the investigation supports.***
- ***What findings are appropriate.***
- ***What concerns remain.***
- ***What actions should occur next.***

Investigations do not simply end when interviews are completed. Investigators must analyze the information gathered throughout the case and determine:
- ***Whether maltreatment findings are supported.***
- ***Whether ongoing safety concerns exist.***
- ***Whether services or continued involvement are necessary.***
- ***What documentation and recommendations support those decisions.***

Today's training focuses on what happens after investigative information is gathered and how investigators move cases toward findings, staffing, case action, and ongoing decision-making.

Before we discuss investigative determinations, let's first examine the purpose of investigative findings and why they matter throughout child welfare practice.

Key Points: (ensure the following are covered)
- Investigations move beyond information gathering into findings and case action.
- Determinations must be supported through information, documentation, and investigative reasoning.
- Ongoing safety concerns may continue even after investigative findings are made.
- Investigative decisions influence case progression and ongoing involvement.

Target Outcomes

- Understand how investigative findings and determinations are developed using gathered information, documentation, and professional judgment.
- Apply investigative information and a preponderance-of-the-evidence to findings, recommendations, and ongoing case action decisions.
- Assess whether gathered information sufficiently supports findings, determinations, and ongoing safety concerns.

TARGET OUTCOMES

Time: 2 Minutes
Purpose: To set expectations for the learning objectives

Say:
By the end of this section, you will be able to:
- ***Understand how investigative findings and determinations are developed using gathered information, documentation, and professional judgment.***
- ***Apply investigative information and a preponderance-of-the-evidence to findings, recommendations, and ongoing case action decisions.***
- ***Assess whether gathered information sufficiently supports findings, determinations, and ongoing safety concerns.***

Understanding Why Findings Matter

UNDERSTANDING WHY FINDINGS MATTER

Time: 10 minutes
Purpose: To help participants understand the purpose of investigative findings and how findings influence case action, ongoing safety considerations, court involvement, and continued family services

Participant Manual: Investigative Findings & Determinations Activity Packet- Activity 1: Why Findings Matter

Activity Set Up:
- This is a whole group discussion.
- Ensure that the participants have their activity packet available and ready.

Facilitator Notes:
- Reinforce to the participants that findings are connected to future case actions.
- Clarify that findings are not based on isolated information.

Activity Instructions:
- **Discuss:**
    - The purpose of investigative findings.
    - How findings influence case progression.
    - The relationship between findings, safety concerns, and case action.

- **Review:**
    - DCFS investigative determination options.
    - How findings are supported through gathered information and documentation.
- **Identify**
    - Why findings impact future decision-making, court proceedings, and ongoing involvement.

Say:
Investigative findings help determine:
- ***Whether maltreatment concerns are supported.***
- ***Whether ongoing safety concerns exist.***
- ***Whether continued involvement or services may be necessary.***
- ***What case action should occur next.***

Findings are not simply labels assigned at the end of an investigation. Findings impact:
- ***Case progression.***
- ***Family involvement.***
- ***Court action.***
- ***Service recommendations.***
- ***Ongoing monitoring and reassessment.***

Investigators must evaluate many things before determining whether findings are supported.

- ***Information gathered throughout the investigation.***
- ***Interviews and observations.***
- ***Collateral information.***
- ***Documentation and evidence.***
- ***Safety concerns and risk factors.***

Investigative findings should reflect:
- ***The totality of information gathered throughout the investigation.***
- ***Professional judgment.***
- ***Documentation and evidence.***
- ***Ongoing child safety considerations.***

Throughout today's activities, we will focus on how investigators move from gathered information into supported findings, recommendations, and continued case action.

Facilitator Questions: (ask the following questions and validate responses)
- Why are investigative findings important?

Facilitator Answers:
- Findings impact court and service involvement.
- Findings guide case progression.

Say:
Now, let's take a closer look at the different investigative determination options and how investigators decide which findings are supported.

Key Points: (ensure the following are covered)

- Investigative findings influence case progression and ongoing involvement.
- Findings must be supported through evidence, documentation, and investigative reasoning.
- Professional judgment plays an important role in determinations.
- Ongoing safety concerns may continue following investigative findings.

FINDINGS, EXEMPTIONS & DETERMINATION RATIONALE

Time: 30 Minutes
Purpose: To introduce participants to DCFS investigative determination requirements, including the statutory determination categories, the preponderance of the evidence standard, True but Exempted determinations, documentation, and exercising professional judgment while supporting investigative conclusions, and case action decisions

Participant Manual: Investigative Findings & Determinations Activity Packet - Activity 2: Determination, Exemption & Rationale

Say:
The first two determination categories, True and Unsubstantiated, are distinguished by the preponderance-of-the-evidence standard.

- ***A preponderance of the evidence means that, based on the information gathered during the investigation, the allegation is more likely than <u>not</u> supported by the evidence.***
- ***When the evidence supports the allegation by a preponderance of the evidence, a True determination may be made; when the allegation is not supported by a preponderance of the evidence, an Unsubstantiated (Unsub) determination may be made.***

As you make this decision, do not focus on whether you have information that simply

supports the allegation. Consider the totality of the information gathered and whether that information supports the allegation by the applicable legal standard.

- ***Your professional judgment is important, but that judgment must be grounded in the investigative information, documentation, and applicable statutory requirements.***

A True but Exempted determination is still a True determination. However, under Arkansas Code § 12-18-702(a)(3), certain statutory circumstances may result in the offender's name not being placed on the Child Maltreatment Central Registry.

- ***A True but Exempted determination is therefore not the same as an Unsubstantiated determination. The allegation has been determined to be True, but the statutory requirements for exemption from Central Registry placement apply.***

Facilitator Note:

- Do not describe True but Exempted as a finding that the allegation was "not serious enough" or that the offender "poses no risk." Those concepts should not be conflated.

Say:

There is another separate process that occurs after a True determination. When a report is determined to be True, the Department must determine whether the offender may pose a risk of maltreatment to a vulnerable population. This is referred to as a vulnerable-population risk determination. The vulnerable-population risk determination is separate from a True but exempted determination.

Keep these two processes distinct:

- ***True, but Exempted is a statutory investigative determination under Arkansas Code Ann.§ 12-18-702(a)(3)***
- ***The vulnerable-population risk assessment occurs after a True determination under Arkansas Code Ann. § 12-18-702(c).***

Facilitator Notes:

- Highlight the connection between determinations, the Child Maltreatment Central Registry, and administrative hearing rights.
- Reinforce applicable investigation and determination timeframes.
- Connect the determination to ongoing safety concerns and next steps in case action.

Activity Instructions:

This next activity is a group discussion.

Review, Discuss, and identify the following:

Review:

- DCFS investigative determination categories.
- Determination, rationale, and expectations.
- True but Exempted (No Risk) recommendation process.
- The preponderance- of- the- evidence standard.

- Inactive determinations.
- The vulnerable-population risk assessment following a True determination.
- Notification and administrative hearing rights.

Discuss:
- What information supports determinations.
- How considerations of risk and vulnerable populations impact findings.
- Why findings require documentation and rationale support.
- How the preponderance-of-the-evidence standard applies.
- What happens following a True determination.
- How determinations affect Central Registry placement.
- Why notification and administrative hearing rights are important.

Identify:
- What information would support or prevent a True but Exempted (No Risk) recommendation.
- Circumstances that may support a True but Exempted determination.
- Information supporting an Unsubstantiated determination.
- Information that must be documented to support the investigative determination.
- Factors considered when determining whether an offender may pose a risk to a vulnerable population

Facilitator Note:
Vulnerable Population Criteria Under Arkansas Code § 12-18-702 Investigative Determination, a determination that an individual may pose a risk to a vulnerable population considers the level of risk and whether the individual may pose a risk of maltreatment to a vulnerable population, including, but not limited to, children, persons with disabilities, and persons with mental illness.

The following factors are considered when determining whether an individual may pose a risk to a vulnerable population:
- The severity of the child maltreatment;
- The nature and severity of any injury or other adverse impact caused by the child maltreatment;
- The offender's access to a vulnerable population;
- Any previous substantiated child maltreatment findings against the offender;
- Any subsequent reports of child maltreatment alleged against the offender; and
- The offender's criminal history.

Facilitator Question: (ask the following questions and validate responses)
- What factors should investigators consider when assessing vulnerable-population risk?

Facilitator Answers:
- Severity of the maltreatment.

- Nature and severity of the injury or other adverse impact.
- The offender's access to vulnerable populations.
- Previous substantiated maltreatment findings.
- Subsequent reports of maltreatment.
- Criminal history.

Facilitator Question: (ask the following questions and validate responses)
- Why does a True but Exempted determination require supervisory review?

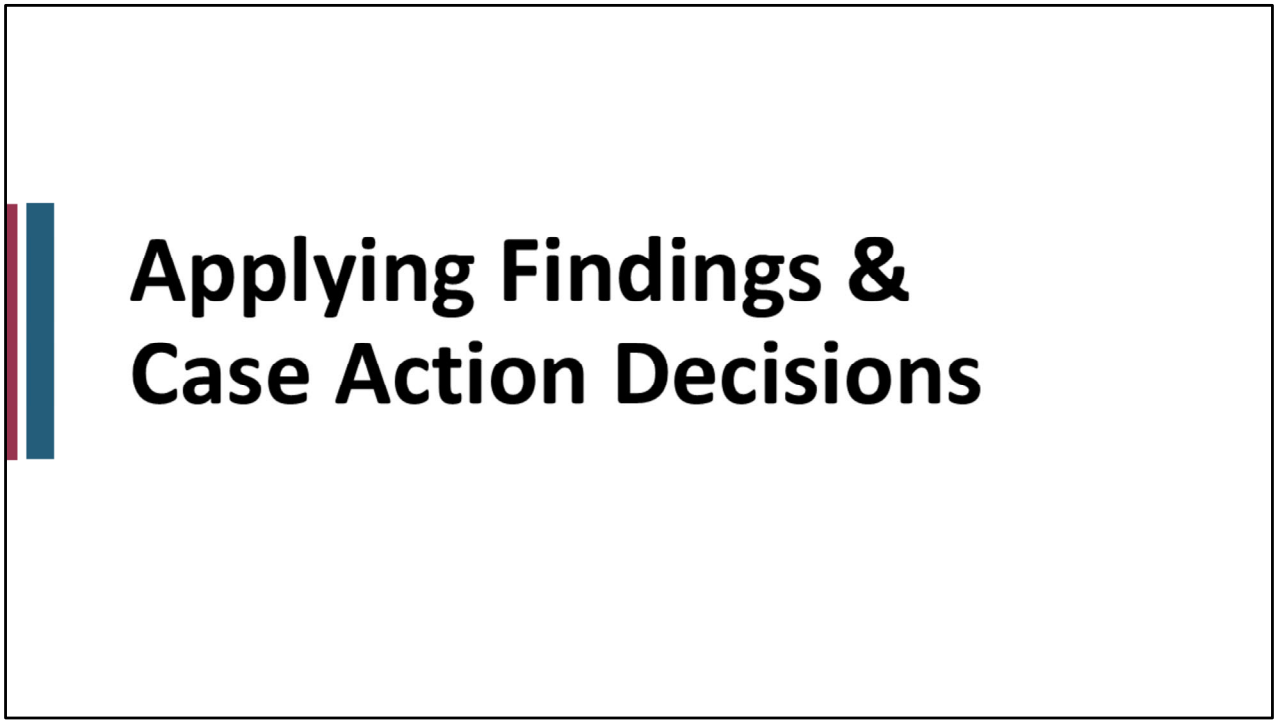
Facilitator Answers:
- Supervisory review strengthens accountability and consistency and supports the rationale for the determination.

Participants may identify:
- Findings impact future child safety decisions.
- Documentation supports the determination rationale.
- True, but Exempted determinations require supporting rationale and supervisory review.

Say:
Now, let's begin applying these concepts by reviewing investigative information to determine which findings and case actions may be supported.

Key Points: (ensure the following are covered)
- Investigative findings must be supported through evidence and documentation.
- True, but exempted findings still require supervisory review and rationale.
- Risk considerations extend beyond a single incident.
- Professional judgment plays a significant role in investigative determinations.

Source: *Ark. Code Ann. § 12-18-702 Investigative Determination; Ark. Code Ann. § 12-18-702(a)(3); Ark. Code Ann. § 12-18-702(c)*



APPLYING FINDINGS & CASE ACTION DECISIONS

Time: 25 minutes
Purpose: To provide participants with practice analyzing investigative information, evaluating determination options, identifying ongoing safety concerns, and supporting findings through documentation, evidence, and professional judgment

Participant Manual: Investigative Findings & Determinations Activity Packet - Activity 3: Applying Findings & Case Action Decisions

Paraphrase:
Now that we have reviewed the determination standards and the distinctions among the determination processes, we are going to apply those concepts to investigative scenarios.

As you review each scenario, focus on the evidence available, the applicable determination standard, and what the information tells you about the child's current safety and the need for continued case action.

- Your group will not be asked simply to identify a determination.
- You will also consider what supports that determination, what information remains unclear, what safety concerns continue, and what actions may be appropriate next.

Say:
Your investigative determination may also have implications for the Child Maltreatment

Central Registry. When an offender receives a True determination, the offender must be notified of the investigative determination and applicable rights.

- ***For applicable True determinations, the notice includes information about the right to request an administrative hearing. An alleged offender generally has 30 days from receipt of the notice to request an administrative hearing. The notice also provides information regarding the potential consequences of Central Registry placement and the right to have an attorney.***

Therefore, making the investigative determination is not necessarily the final procedural step.
The process may include:

- ***Investigative determination.***
- ***Notification of the alleged offender.***
- ***Administrative hearing rights.***
- ***Vulnerable-population risk considerations.***
- ***Central Registry determination and placement requirements.***

Timing is also an important part of the investigative process. Internal Procedure 403.15 requires the Investigator to conference with the Supervisor and to request the extension "by no later than the 40th day of the investigation. Timeliness does not replace the need for a thorough investigation. Specialists must remain aware of required timeframes and ensure that investigative activities, documentation, supervisory processes, and determinations are completed as required.

The fourth statutory determination category is Inactive. An investigation may be determined Inactive when the investigation cannot be completed because the Department and/or Arkansas State Police is unable to locate or identify the alleged offender or alleged victim, and a True or Unsubstantiated determination cannot be established without interviewing that person.
Inactive should not be treated as another way of saying that the allegation was Unsubstantiated. An Inactive determination reflects that the investigation could not be completed under the applicable circumstances.

As you move from investigative findings and determination into case action, consider what your determination tells you about the child's current safety, any ongoing concerns, and what actions may be necessary next.

Facilitator Question: (ask the following question and validate responses)

- What standard distinguishes a True determination from an Unsubstantiated determination?

Facilitator Answers:

- Preponderance of the evidence.
- A True determination requires the allegation to be supported by a preponderance of the

evidence.
- An Unsubstantiated determination is entered when the allegation is not supported by a preponderance of the evidence.

Facilitator Question:
- How is True but Exempted different from the vulnerable-population risk determination?

Facilitator Answers:
- True but Exempted is a statutory investigative determination.
- The vulnerable-population risk assessment occurs after a True determination.
- The two processes have different purposes.
- True, but Exempted concerns statutory exemption from Central Registry placement.
- The vulnerable-population risk determination evaluates whether the offender may pose a risk to a vulnerable population.

Activity Set Up:
- Participants work in groups at their tables.
- Investigative Findings & Determinations Activity Packet available and ready.

Facilitator Notes:
- Encourage the participants to have a group discussion and collaborative reasoning.
- Reinforce to the participants that findings are based on the totality of information gathered.

Activity Instructions:
- Review the investigative scenarios within the activity packet.
- **As a group, identify:**
    - Information supporting findings.
    - Ongoing safety concerns.
    - Corroborated information.
    - Documentation supporting determinations.
- **Discuss:**
    - Appropriate investigative findings.
    - Whether True but Exempted (No Risk) considerations may apply.
    - Recommended case action or services.
    - What additional information may still be needed.
- **Prepare to explain:**
    - Why did your group select a particular determination.
    - What evidence and documentation supported the decision.
    - What concerns remain following the investigation.

Say:
In this activity, your group will move beyond gathering information and begin applying

investigative findings and case action concepts to realistic investigative scenarios.
As investigators review cases for findings and recommendations, they must evaluate:

- ***The totality of information gathered.***
- ***Corroboration and documentation.***
- ***Case progression and future involvement.***

Remember, investigative findings impact:

- ***Child safety.***
- ***Family involvement.***
- ***Court action.***
- ***Ongoing services.***
- ***Division decision-making.***

As your group works through the activity packet, focus on:

- ***What information supports the findings.***
- ***What concerns continue following the investigation.***
- ***What documentation supports determinations.***
- ***What information may still require reassessment.***

As you work through the scenarios, avoid relying on personal opinions, assumptions, or isolated information. Instead, focus on:

- ***The totality of the information.***
- ***Investigative reasoning and documentation.***
- ***Complicating factors.***
- ***Ongoing safety assessment.***
- ***Professional judgment.***

Key Points: (ensure the following are covered)

- Investigative findings must be supported through documentation, evidence, and investigative reasoning
- Complicating factor considerations continue beyond investigative findings.
- True, but Exempted findings require significant rationale and supervisory review.
- Ongoing reassessment remains important throughout case progression.

FACILITATOR RESOURCE

Activity 3 – Applying Findings & Case Action Decisions

Scenario Guide & Answer Key

Purpose

To provide the facilitator with the scenarios and concise answer guidance needed to support Activity 3 as participants apply investigative determination standards and explain the reasoning behind their decisions.

Facilitator Instructions

Present one scenario at a time and allow participants to complete the corresponding Scenario Analysis in their Participant Activity Packet. Give groups time to determine the finding and explain their reasoning before reviewing the answer.

Use the answer key as a quick reference. Participants may identify additional reasonable concerns, documentation, or case actions as long as their responses are supported by the information provided.

SCENARIO 1 – CONFLICTING ACCOUNTS OF AN INJURY

A school employee reports that nine-year-old Eli arrived at school with bruising to his upper arm and back. Eli states that his mother's boyfriend, Marcus, grabbed him and struck him after Eli refused to turn off a video game.

During the investigation, Eli consistently reports that Marcus grabbed his arm and hit him twice on the back. The Specialist observes bruising in the areas Eli identifies. Eli's sibling reports hearing Marcus yelling followed by what sounded like two smacks. Eli's mother confirms hearing an argument but did not witness what occurred.

Marcus denies hitting Eli and states that Eli was injured playing basketball. Medical documentation indicates that the injuries are consistent with the timeframe described but cannot establish how they occurred. School information does not indicate that Eli participated in basketball or another physical activity the previous day.

Marcus is no longer residing in the home and will not have unsupervised contact with Eli while the concerns are addressed.

Facilitator Answer: TRUE

Why: The totality of the information supports the allegation by a preponderance of the evidence. Eli provides a consistent account, the observed injuries are consistent with what he describes, the sibling provides corroborating information, and available information does not support Marcus's alternative explanation.

What to Listen For

- Eli's consistent account of what occurred.
- Observed bruising in the areas Eli identified.
- Sibling corroboration of the argument and apparent strikes.
- Medical documentation supporting the timeframe of the injuries.
- Information that does not support Marcus's basketball explanation.

Facilitator Note

Participants may identify different remaining concerns or possible case actions. Allow reasonable variation as long as their reasoning is tied to the information provided. Reinforce that the finding and decisions about ongoing services or involvement are related, but they are not the same decision.

SCENARIO 2 – PRENATAL SUBSTANCE EXPOSURE

A hospital makes a report following the birth of Ava after testing indicates prenatal exposure to an illegal substance.

Medical records confirm that Ava tested positive for the substance at birth, and Ava's mother, Kayla, acknowledges substance use during the pregnancy. Kayla reports that she began prenatal care late in the pregnancy.

Hospital staff report that Ava is medically stable and does not currently demonstrate symptoms requiring specialized medical treatment beyond routine monitoring. Kayla is cooperative with hospital staff and the Specialist, identifies family members who are willing to assist with caring for Ava after discharge, and is observed interacting appropriately with Ava.

No information gathered during the investigation indicates that Kayla intentionally harmed Ava. The investigation otherwise meets the statutory circumstances for consideration of a Garrett's Law exemption.

Facilitator Answer: TRUE BUT EXEMPTED

Why: The information supports the underlying allegation by a preponderance of the evidence, and the scenario establishes that the statutory circumstances for a Garrett's Law exemption are met. The exemption does not make the allegation Unsubstantiated.

What to Listen For

- Medical confirmation of prenatal substance exposure.
- Kayla's acknowledgment of substance use during pregnancy.
- Recognition that the underlying allegation meets the evidentiary standard.
- Recognition that the exemption is applied to a True determination rather than replacing it with Unsubstantiated.
- Continued consideration of Ava's vulnerability, medical needs, caregiver functioning, and available supports.

Facilitator Note

Reinforce the distinction between True but Exempted and Unsubstantiated. Participants may identify different service or support needs, but the exemption does not eliminate the need to consider safety, risk, and the family's ongoing needs.

SCENARIO 3 – INVESTIGATION CANNOT BE COMPLETED

DCFS receives a report alleging that Daniel, an adult caregiver, physically abused a six-year-old child while the child was staying temporarily in his home. The report contains limited identifying information for Daniel.

The Specialist contacts the reporter, caregiver, child, and other known individuals for additional information. The reporter can provide Daniel's first name but does not know his last name, date of birth, or current address. The caregiver provides an old telephone number, but it has been disconnected.

Available searches do not produce enough information to positively identify or locate Daniel. Other known individuals cannot provide additional identifying or locating information, and the child provides limited information about where Daniel may be.

The Specialist documents the attempts made to identify and locate Daniel. Because the alleged offender cannot be identified or located, the Specialist cannot complete the required interview or gather enough information to establish a True or Unsubstantiated determination.

Facilitator Answer: INACTIVE

Why: The investigation cannot be completed because the alleged offender cannot be sufficiently identified or located, and the available information is not enough to establish either a True or Unsubstantiated determination.

What to Listen For

- Multiple documented attempts to identify and locate Daniel.
- Insufficient identifying and locating information.
- The inability to complete the required alleged-offender interview.
- Insufficient information to establish either True or Unsubstantiated.
- Recognition that Inactive does not mean the allegation did not occur.

Facilitator Note

The key distinction is that Inactive is not another form of Unsubstantiated. The investigation cannot be completed with enough information to make either determination. Participants should still recognize that any current safety or risk concerns for the child must be considered based on the information that is available.

Quick Debrief

After all three scenarios, reinforce that investigative determinations must be based on the totality of the information gathered and supported by documentation. The determination identifies the

investigative finding; safety, risk, services, and ongoing case action must also be considered based on the circumstances of the child and family.

CONNECTING FINDINGS, DOCUMENTATION, AND ONGOING SAFETY CONSIDERATIONS

Time: 10 minutes
Purpose: To help participants reflect on how investigative findings, documentation, professional judgment, and ongoing safety considerations collectively influence case action decisions and future involvement

Participant Manual: Investigative Findings & Determinations Activity Packet - Activity 4: Connecting Findings, Documentation & Ongoing Safety

Activity Instructions:

- **Groups share:**
    - Determinations selected.
    - Information supporting findings.
    - Ongoing safety concerns identified.
    - Recommended case actions or services.
- **Discuss:**
    - How documentation and evidence supported findings.
    - What information strengthened or weakened determinations.
    - Why reassessment remains important following investigations.
- **Reflect** on how investigative findings influence the progression of future cases and involvement.

Facilitator Notes:
- Reinforce that findings connect directly to future case action.
- Connect content to the upcoming affidavit and court preparation days.

Paraphrase:
Investigative findings are among the most important outcomes of the investigative process because they directly influence the child's safety decisions and much more.

Throughout this activity, your groups analyzed:
- Information gathered throughout the investigation.
- Documentation and corroboration.
- Ongoing safety concerns.
- Professional judgment and complicating factor considerations.

Say:
One important takeaway is that investigations rarely end with every concern fully resolved. Investigators often continue balancing:
- ***Findings.***
- ***Ongoing safety concerns.***
- ***Family strengths and needs.***
- ***Future complicating factors and continued reassessment.***

This is why findings must be:
- ***Supported.***
- ***Documented.***
- ***Reviewed carefully.***
- ***Connected to the totality of information gathered throughout the investigation.***

As investigators move cases toward staffing, court involvement, services, or ongoing monitoring, findings become part of the larger case story and influence what happens next for children and families.

Facilitator Question: (ask the following question and validate responses)
- What concerns remained following the investigation?

Facilitator Answers:
- Ongoing safety concerns despite completed investigations.
- Continued need for services and monitoring.

Facilitator Question:
- Why is ongoing reassessment important even after findings are made?

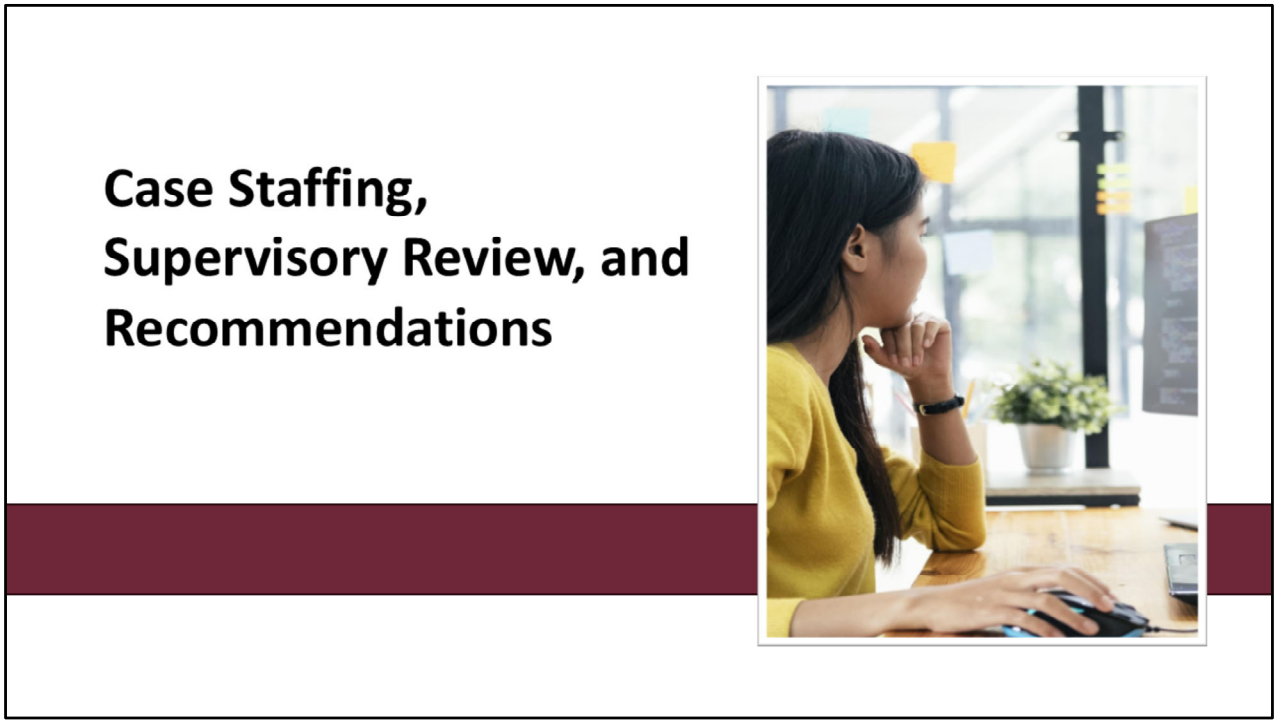
Facilitator Answers:
- Child safety considerations continue throughout case progression.

Say:
Next, we'll begin focusing more closely on how evidence, documentation, investigative information support determinations, staffing, and supervisory review.

Key Points: (ensure the following are covered)

- Investigative findings influence the ongoing progression of the case and services.
- Documentation and evidence support findings and determinations.
- Ongoing safety concerns may continue following investigative closure.
- Professional judgment and reassessment remain important throughout case progression.

CASE STAFFING, SUPERVISORY REVIEW, AND RECOMMENDATIONS



CASE STAFFING, SUPERVISORY REVIEW, AND RECOMMENDATIONS

Time: 5 minutes
Purpose: To introduce participants to case staffing, supervisory review, and recommendation processes following investigative findings and determinations

Facilitator Notes:
- Clarify that staffing is collaborative, not punitive.
- Maintain focus on professional communication, ongoing safety considerations, recommendation planning, and case progression.

Say:
Once investigators complete investigative findings and determinations, the case often moves into additional review, staffing, and recommendation discussions.

Investigators may be required to:
- ***Present case information.***
- ***Explain investigative findings.***
- ***Discuss ongoing safety concerns.***
- ***Identify family strengths and needs.***
- ***Recommend services or ongoing involvement.***
- ***Prepare cases for supervisory review or continued case action.***

These discussions help ensure:

- ***Findings are appropriately supported.***
- ***Ongoing safety concerns are addressed.***
- ***Recommendations are reasonable and supported.***
- ***Cases are prepared for the next steps within the Division.***

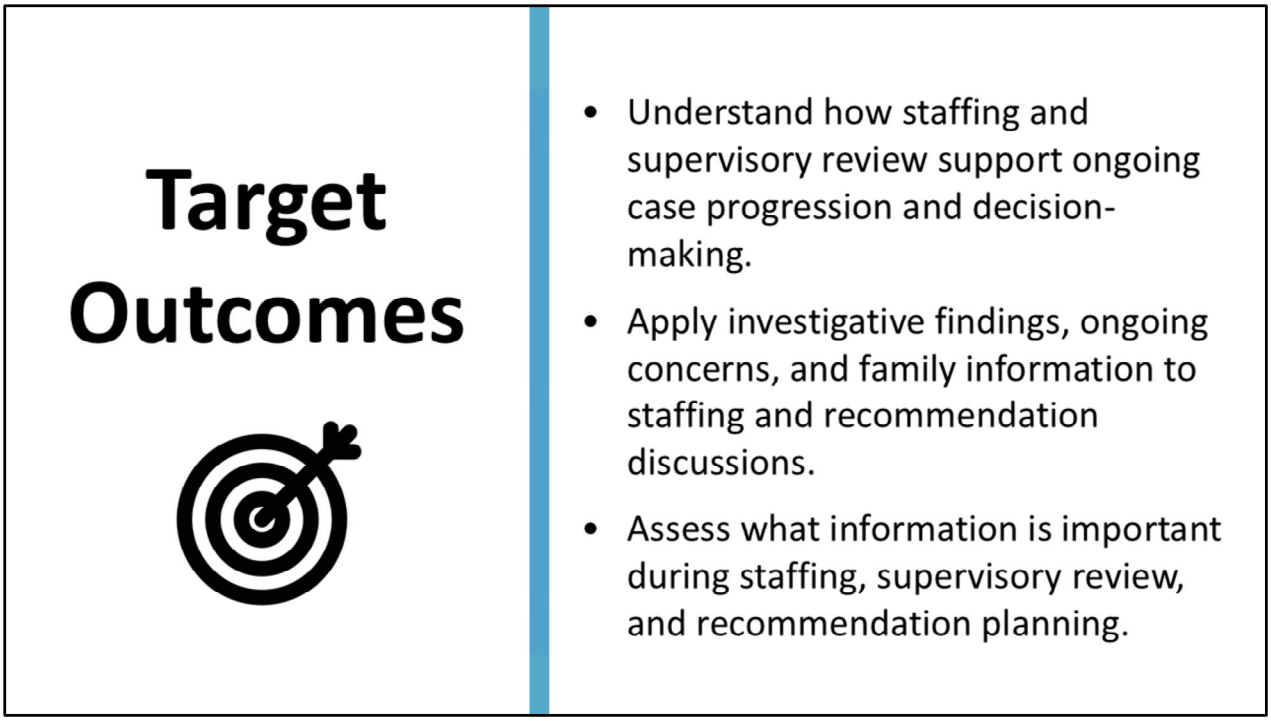
Staffing and supervisory review are important parts of child welfare practice because investigations do not operate in isolation. Cases often involve:

- ***Multiple perspectives.***
- ***Ongoing reassessment.***
- ***Continued family involvement.***
- ***Collaboration and professional review.***

This section focuses on how investigators participate in these discussions professionally and prepare cases for ongoing decision-making and case progression. Before we begin practicing staffing discussions, let's examine the purpose of staffing and what supervisors and ongoing Specialists need to understand about a case.

Key Points: (ensure the following are covered)

- Staffing and supervisory review help support ongoing case progression and decision-making.
- Investigators must communicate findings, concerns, and recommendations clearly.
- Ongoing safety concerns may continue following investigative findings.
- Staffing discussions often guide future Division involvement and services.



TARGET OUTCOMES

Time: 5 minutes
Purpose: To set expectations for the learning objectives

Say:
By the end of this section, you will be able to:

- ***Understand how staffing and supervisory review support the ongoing progression of cases and decision-making.***
- ***Apply investigative findings, ongoing concerns, and family information to staffing and recommendation discussions.***
- ***Assess what information is important during staffing, supervisory review, and recommendation planning.***

UNDERSTANDING ONGOING CASE DECISION - MAKING

Time: 10 minutes
Purpose: To help participants understand the purpose of staffing and supervisory review and how these processes support child safety, case progression, ongoing reassessment, and Division decision-making

Participant Manual: Case Staffing & Supervisory Review Activity Packet - Section 1: Preparing for Staffing

Facilitator Notes:
- Reinforce to the participants that staffing is collaborative and ongoing.

Activity Instructions:
- **Discuss:**
    - The purpose of staffing and supervisory review.
    - Why investigations continue influencing case progression after findings are made.
    - What case information supervisors and ongoing Specialists need to understand.
- **Review:**
    - Common topics discussed during staffing.
    - Ongoing safety considerations and reassessment needs.
    - Recommendation and service planning discussions.

- **Identify** why organization and professional communication are important during staffing.

Say:
Investigations rarely end with all concerns fully resolved. This is why staffing and supervisory review are important parts of DCFS practice.

Once findings are made, cases may continue involving:
- ***Ongoing safety concerns.***
- ***Service recommendations.***
- ***Family reassessment.***
- ***Court involvement.***
- ***Continued monitoring.***
- ***Transition to ongoing services.***

Paraphrase:
Staffing discussions help supervisors, investigators, and ongoing Specialists:
- Review investigative findings.
- Understand ongoing concerns.
- Identify family strengths and needs.
- Discuss service recommendations.
- Plan next steps for case progression.

These discussions also help ensure:
- Child safety concerns remain prioritized.
- Recommendations are supported and reasonable.
- Important information is communicated clearly.
- Ongoing Specialists understand the history and progression of the case.

Investigators play an important role during staffing because they help communicate:
- What occurred during the investigation.
- What concerns developed over time.
- What information supported findings.
- What concerns remain unresolved.
- What reassessment or services may still be necessary.

Strong staffing discussions require:
- Organization.
- Clear communication.
- Professional judgment.
- Understanding of ongoing safety considerations.
- Accurate understanding of the case progression.

Facilitator Question: (ask the following question and validate responses)
- Why are staffing discussions important?

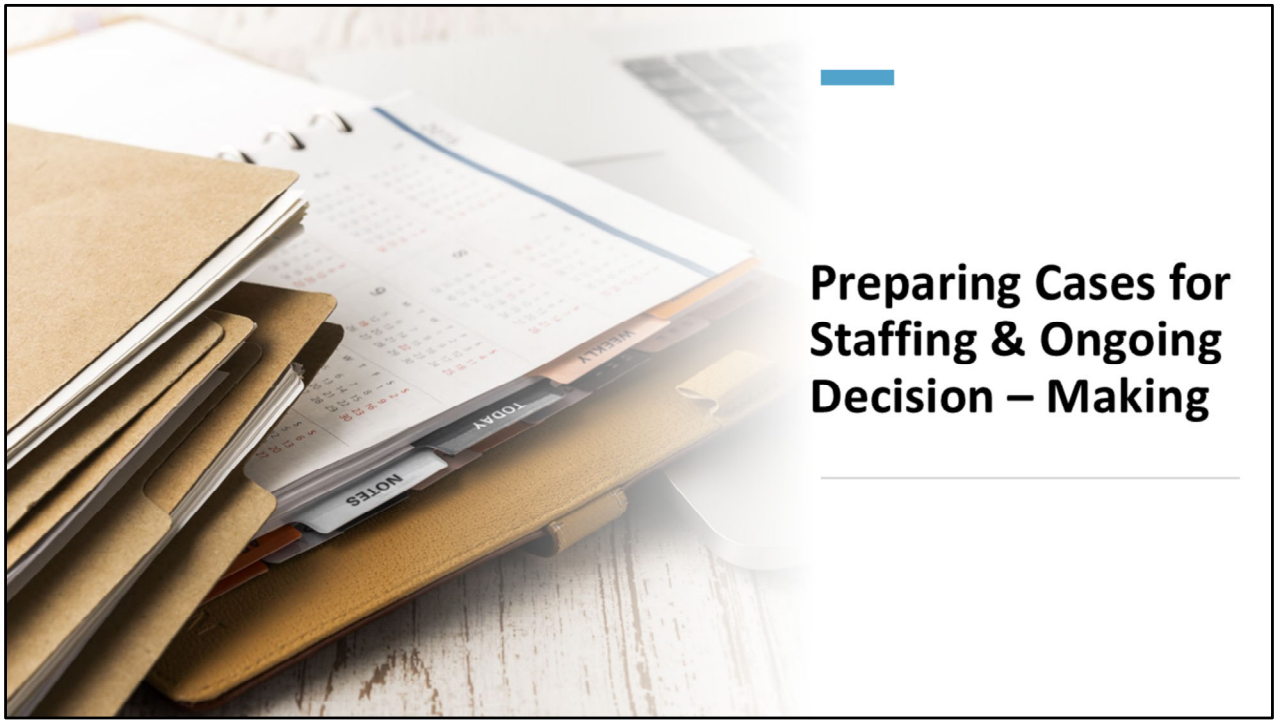
Facilitator Answers:
- Staffing supports informed decision-making.
- Future Specialists need a clear understanding of the case.
- Safety concerns may continue beyond investigations.
- Recommendations and reassessment help guide future involvement.

Facilitator Question:
- Why is professional communication important during supervisory review?

Facilitator Answers:
- Organization and communication strengthen staffing discussions.
- Professional communication supports continuity and informed decisions.

Say:
Now, let's begin applying these concepts by practicing how investigators organize and present important case information during staffing and supervisory review discussions.

Key Points: (ensure the following are covered)
- Staffing and supervisory review support ongoing child safety planning and decision-making.
- Investigators help communicate case progression and ongoing concerns.
- Professional communication supports continuity and understanding during staffing.
- Ongoing reassessment remains important following investigations and findings.



PREPARING FOR STAFFING AND ONGOING DECISION - MAKING

Time: 45 minutes
Purpose: To provide participants with practice organizing investigative information, discussing ongoing safety concerns, identifying family strengths and needs, and preparing recommendations during staffing and supervisory review discussions

Participant Manual: Case Staffing & Supervisory Review Activity Packet - Section 2: Service Recommendation Analysis

Activity Set Up
- Participants work in groups at their tables.
- Ensure that the participants have their Case Staffing & Supervisory Review Activity Packet available.

Activity Instructions:
- Review the staffing scenarios within the activity packet.
- **As a group, identify:**
    - Ongoing safety concerns.
    - Family strengths and supports.
    - Recommended services or case action.
    - Information important for staffing discussions.
- **Prepare:**

    - A staffing summary.
    - Ongoing reassessment concerns.
    - Service and recommendation considerations.
- **Discuss:**
    - What supervisors and ongoing Specialists need to understand.
    - What concerns continue following the investigation.
    - What recommendations should be prioritized moving forward.
- **Be prepared to share:**
    - Your group's staffing recommendations.
    - Ongoing concerns and reassessment needs.
    - Important information for continued case progression.

Facilitator Notes:
- Encourage collaborative discussion and reasoning. Avoid turning the activity into "right vs wrong" recommendations.

Say:
In this activity, your group will practice preparing and discussing cases for staffing and supervisory review.

As investigations move toward continued involvement, staffing discussions help ensure:
- ***Important concerns are communicated clearly.***
- ***Ongoing Specialists understand the case's progression.***
- ***Child safety concerns remain prioritized.***
- ***Recommendations and services are discussed thoughtfully.***
- ***Future reassessment needs are identified.***

As your group works through the scenarios, focus on:
- ***What concerns remain following the investigation.***
- ***What strengths and supports exist within the family.***
- ***What information supervisors and ongoing Specialists need to understand.***
- ***What recommendations or services may help support child safety and family stability moving forward.***

Remember that staffing is not simply repeating investigative information. Staffing helps organize the case picture and prepare for ongoing Division involvement and decision-making.

Facilitator Question: (ask the following question and validate responses)
- What concerns should remain a priority moving forward?

Facilitator Answer:
- Ongoing supervision and caregiver functioning concerns.

Facilitator Question:
- What strengths or supports exist within the family?

Facilitator Answer:
- Family support, such as Georgia's involvement.

Facilitator Question:
- What concerns require continued reassessment?

Facilitator Answer:
- Need for service recommendations and communication.

Say:
Let's come back together and discuss how staffing conversations help guide ongoing case decisions, reassessment, and future involvement with children and families.

Key Points: (ensure the following are covered)
- Staffing discussions support continuity and ongoing case progression.
- Investigators help organize and communicate important case information.
- Ongoing safety concerns continue requiring reassessment and monitoring.
- Family strengths and supports should also be identified during staffing discussions.

CONNECTING INVESTIGATIONS TO CONTINUED CASE INVOLVEMENT

Time: 20 minutes
Purpose: To help participants reflect on how staffing discussions, recommendations, ongoing safety concerns, court involvement, and professional communication influence continued case progression and future Division involvement

Participant Manual: Case Staffing & Supervisory Review Activity Packet - Section 3: Supervisory Review Discussion & Section 4: Staffing & Recommendation Activity

Activity Setup:
- This is a whole group discussion.
- Ensure that the participants keep their activity packet available.

Activity Instructions
Groups share:
- Ongoing safety concerns identified.
- Recommended services or supports.
- Staffing recommendations.
- Important information for ongoing Specialist and court progression.

Discuss:
- Why organization and communication matter during staffing.

- How ongoing reassessment supports child safety.
- How investigations may continue progressing into court involvement and legal action.
- Why strengths and supports should also be discussed during staffing.

Reflect on how investigations influence future case progression, legal involvement, and ongoing Division action.

Say:
Staffing and supervisory review are important parts of child welfare practice because investigations often continue impacting families long after findings are made. One important takeaway is that investigations are not isolated events.

Investigations help shape:
- ***Future Division involvement.***
- ***Ongoing safety planning.***
- ***Court involvement and legal action.***
- ***Service recommendations.***
- ***Continued reassessment and monitoring.***
- ***Long-term case progression and permanency planning considerations.***

Paraphrase:
In the Flowers case specifically, the investigation escalated beyond initial safety planning and ultimately resulted in a removal with protective custody action and court involvement. An affidavit was completed, and reassessment and case progression continue.

This demonstrates how investigations may continue evolving even after findings are made and why staffing, communication, documentation, and ongoing reassessment remain critically important throughout the life of the case.

Staffing discussions help ensure:
- Information is communicated clearly.
- Child safety concerns remain prioritized.
- Ongoing Specialists understand the case's progression.
- Recommendations are supported and reasonable.
- Legal and court-related concerns are addressed appropriately.
- Families continue receiving appropriate support and reassessment.

As investigators move cases toward continued involvement, organization, communication, and professional judgment remain critical parts of protecting children and supporting informed decision-making.

Facilitator Question: (ask the following question and validate responses)
- Why is organization important during staffing discussions?

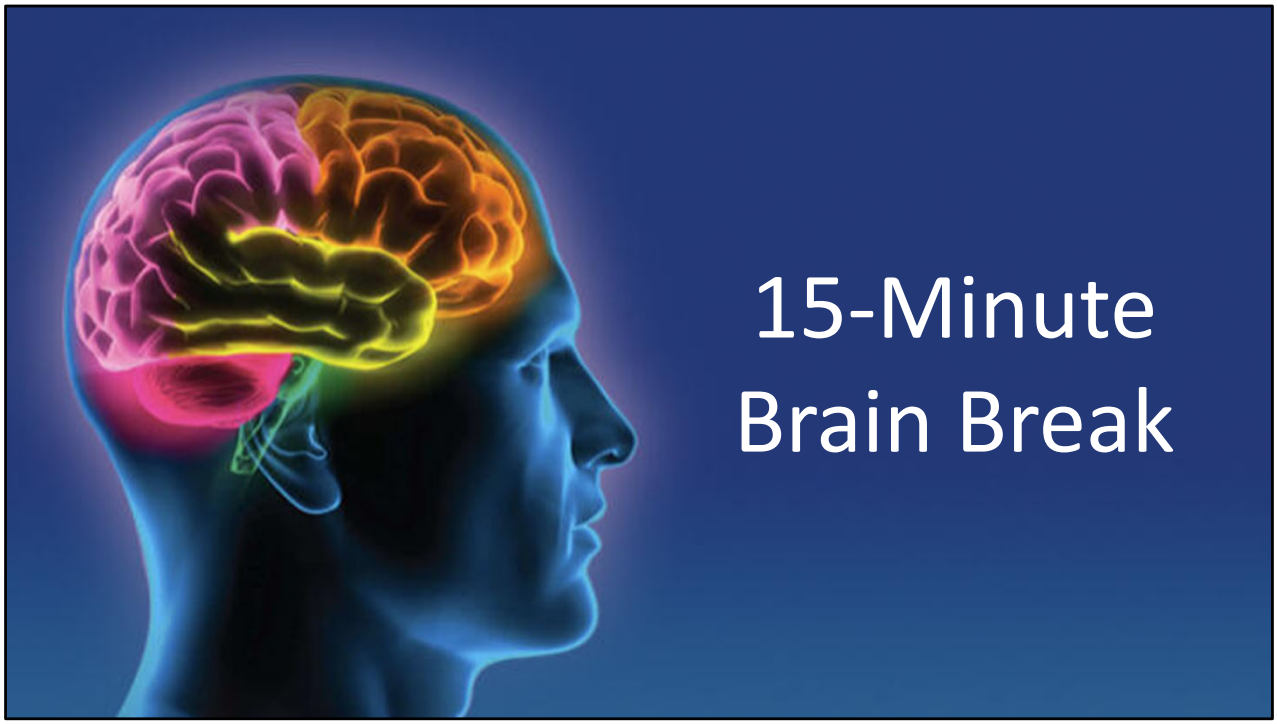
Facilitator Answers:
- Importance of family support and services.

Facilitator Questions:
- Why must strengths and supports also be identified?

Facilitator Question:
- Why does reassessment remain important after investigations conclude?

Say:
After the break, we'll begin focusing on service planning, family needs, and ongoing safety considerations, informed by investigative findings, staffing discussions, and court involvement.

Key Points: (ensure the following are covered)
- Staffing discussions support ongoing child safety planning and continuity.
- Investigations may progress into court involvement and continued legal action.
- Investigators help communicate case progression and concerns clearly.
- Family strengths and support remain important during case planning.
- Ongoing reassessment continues following investigative findings and staffing.



15-MINUTE BREAK

FROM REMOVAL TO COURT ACTION

From Removal to Court Action

FROM REMOVAL TO COURT ACTION

Time: 5 minutes
Purpose: To introduce participants to the legal and procedural progression that occurs after removal, including court involvement, affidavit progression, OCC communication, and investigator responsibilities following protective custody action

Participant Manual: Court Progression Timeline Notes Page

Facilitator Notes:
- **Reinforce:** Removal is the beginning of legal proceedings, not the end of the investigation.
- **Clarify:** Investigators remain involved following protective custody action.

Say:
Once children are removed from the home, investigations quickly move into legal and court-related processes that require timely communication, documentation, and coordination.
Investigators must understand:
- ***What happens immediately following removal.***
- ***What documentation is required.***
- ***What information OCC and legal staff need.***
- ***What court timelines must be met.***

- ***What responsibilities continue following protective custody action.***

In the Flowers case, the investigation escalated beyond initial safety planning and ultimately resulted in:

- ***Removal.***
- ***OCC notification.***
- ***Affidavit completion.***
- ***Court involvement.***
- ***Continued reassessment and Division coordination.***

Protective custody actions do not end the investigator's role. Investigators continue participating in:

- ***Documentation completion.***
- ***Communication with legal staff.***
- ***Court preparation.***
- ***Ongoing information-sharing.***
- ***Case progression and reassessment.***

This section focuses on how investigations progress from removal to court action and subsequent legal proceedings. Before we discuss specific court timelines and legal processes, let's first examine what happens immediately after removal and protective custody action occur.

Key Points: (ensure the following are covered)

- Removal initiates additional legal and court-related processes.
- Investigators continue responsibilities following protective custody action.
- Documentation and communication remain critical following removal.
- Court timelines and legal progression require organization, coordination, and timely action.

Target Outcomes

- Understand how investigations progress into court involvement and legal action following removal.
- Apply removal-related documentation, timelines, and communication expectations to post-removal case progression.
- Assess investigator responsibilities, legal timelines, and documentation needs following protective custody action.

TARGET OUTCOMES

Time: 2 minutes
Purpose: To set expectations for the learning objectives

Say:
By the end of this section, you will be able to:

- ***Understand how investigations progress into court involvement and legal action following removal.***
- ***Apply removal-related documentation, timelines, and communication expectations to post-removal case progression.***
- ***Assess investigator responsibilities, legal timelines, and documentation needs following protective custody action.***

UNDERSTANDING IMMEDIATE LEGAL & COURT PROGRESSION

Time: 15 minutes
Purpose: To help participants understand the immediate legal, procedural, and investigative progression that occurs following removal and protective custody action

Participant Manual: Court Progression Timeline Notes Page - Investigations Continue After Removal

Activity Set Up:
- This is a whole group discussion.

Activity Instructions"
- **Review:**
    - Immediate post-removal progression.
    - Court timelines and legal requirements.
    - Investigator responsibilities following protective custody action.
- **Discuss:**
    - What documentation and communication occur immediately after removal.
    - Why OCC coordination and affidavit completion are critical.
    - How investigations continue progressing after protective custody action.
- **Identify:**
    - Important court timelines.

- Ongoing investigator responsibilities.
- Communication expectations following removal.

Facilitator Notes:
- Reinforce to the participants that removal escalates investigations into legal progression.
- Connect court timelines to the upcoming affidavit and court preparation training.

Say:
Once a protective custody action is initiated, the case immediately enters additional legal and court-related processes. Removal is not the end of the investigation process. In many ways, removal begins a new phase requiring:
- ***Timely communication.***
- ***Organized documentation.***
- ***Legal coordination.***
- ***Continued reassessment.***
- ***Ongoing Division involvement.***

Following removal, investigators may immediately be responsible for:
- ***Notifying OCC.***
- ***Communicating with supervisors.***
- ***Coordinating placement information.***
- ***Completing affidavits.***
- ***Organizing investigative chronology.***
- ***Preparing documentation supporting probable cause and safety concerns.***

In Arkansas, when a child enters protective custody, the court process begins quickly. OCC must be notified immediately, and a TDM must occur for removals or for considered removals. An affidavit is also required. Protective custody cases may progress through:
- ***Emergency or ex parte hearings.***
- ***Probable cause hearings within 5 working days.***
- ***Adjudication and disposition.***
- ***Ongoing review hearings.***
- ***Permanency planning.***

Throughout this progression, investigators continue playing an important role by:
- ***Communicating investigative concerns clearly.***
- ***Providing updated documentation.***
- ***Coordinating with OCC and supervisors.***
- ***Supporting continued child safety decision-making.***

The Flowers' case demonstrates how quickly investigations may progress from:
- ***Initial safety concerns. → Failed safety planning. → Removal. → Court involvement. → Ongoing legal and Division coordination.***

Facilitator Question: (ask the following question and validate responses)
- Why is timely communication important after removal?

Facilitator Answers:
- OCC and supervisors require immediate communication.
- Court timelines move quickly following a custody action.
- Communication and organization directly impact court progression.

Facilitator Question:
- What responsibilities continue following a protective custody action?

Facilitator Answers:
- Investigators continue coordinating after removal.
- Removal initiates additional legal processes.
- Investigators remain actively involved after protective custody action.

Say:
Now, let's take a closer look at affidavits and how investigators organize investigative information to support court action and probable cause.

Key Points: (ensure the following are covered)
- Protective custody begins additional legal and court-related processes.
- Investigators continue responsibilities following removal.
- Affidavits and documentation support court progression and probable cause.
- Timeliness and coordination remain critical following removal.

Organizing Information to Support Court Action

ORGANIZING INFORMATION TO SUPPORT COURT ACTION

Time: 25 minutes
Purpose: To help participants understand the purpose of affidavits, probable cause support, and legal documentation expectations following protective custody action and court involvement

Participant Manual: Court Progression Timeline Notes Page - Investigations Continue After Removal

Activity Instructions

- **Review:**
  - Purpose of affidavits.
  - Probable cause considerations.
  - Documentation expectations following removal.
- **Discuss:**
  - What information legal staff and courts need to understand.
  - How investigative chronology supports court progression.
  - Why organization and factual documentation matter.
- **Identify:**
  - Common information included within affidavits.
  - What documentation strengthens legal progression.
  - Why affidavits may require updates if new information emerges.

Facilitator Notes:

- Reinforce to the participants that affidavits are factual legal documents.
- Clarify to the participants that emotional or unsupported language weakens legal documentation.

Say:

Following removal and protective custody action, investigators are often responsible for helping organize information supporting legal and court progression. One of the most important legal documents that investigators contribute to is the affidavit.

Paraphrase:

Affidavits help:

- Support probable cause.
- Explain safety concerns.
- Organize investigative chronology.
- Document why removal or court action became necessary.
- Provide courts with factual information supporting Division action.

Affidavits may be required for:

- Emergency custody.
- Change of custody.
- 30-day petitions.
- Orders of Less than Custody.
- Orders of Investigation.
- Protection orders.

Strong affidavits rely on:

- Organized chronology.
- Clear documentation.
- Corroborated information.
- Factual language.
- Specific safety concerns.
- Professional observations.
- Accurate timelines.

Affidavits should avoid:

- Assumptions.
- Emotional language.
- Unsupported conclusions.
- Vague statements.
- Opinions not supported through investigative information.

Following protective custody action, investigators may also need to:

- Amend affidavits if new information emerges.
- Continue coordinating with OCC.
- Provide updated documentation.
- Clarify investigative information for legal staff and the court.

The Flowers' case demonstrates how investigations may rapidly progress from:
- Failed safety planning.
- Escalating safety concerns.
- Removal.
- Affidavit preparation.
- Probable cause hearings.
- Ongoing legal progression.

This is why organization, documentation, and communication become critically important following removal.

Facilitator Question: (ask the following question and validate responses)
- Why are affidavits important following removal?

Facilitator Answers:
- Affidavits support probable cause and court action.

Facilitator Question:
- What information strengthens an affidavit?

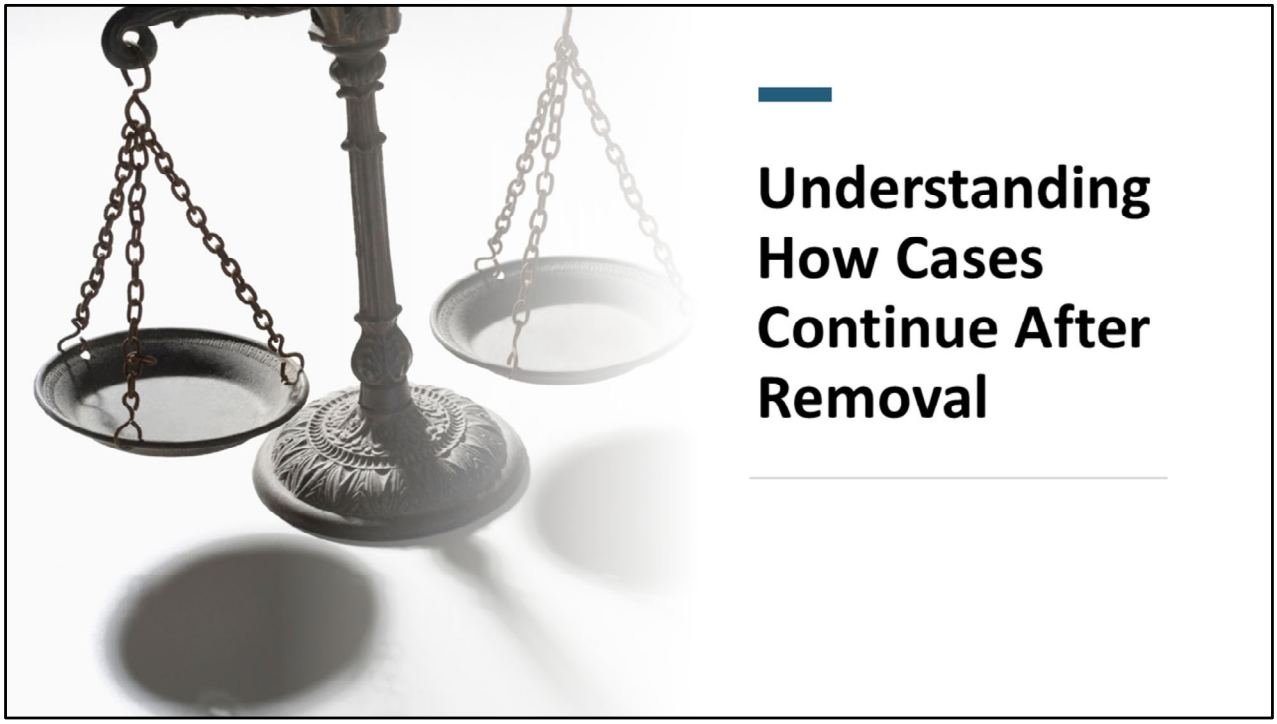
Facilitator Answers:
- Clear chronology and factual language strengthen legal documentation.

Facilitator Question:
- Why are chronology and timelines important?

Facilitator Answers:
- Courts require organized and supportable information.

Say:
Now, let's begin applying these concepts by walking through how a case progresses from removal into court timelines, legal coordination, and ongoing Division involvement.

Key Points: (ensure the following are covered)
- Affidavits support probable cause and court progression.
- Chronology and factual documentation strengthen legal documentation.
- Investigators continue supporting legal progression after removal.
- Documentation updates may be required as investigations continue evolving.



UNDERSTANDING HOW CASES CONTINUE AFTER REMOVAL

Time: 30 minutes
Purpose: To help participants understand how cases continue progressing after removal through court timelines, legal coordination, reassessment, and ongoing Division involvement

Participant Manual: Court Progression Timeline Notes Page - Investigations Continue After Removal

Activity Instructions:

- **Review:**
  - Court progression timelines.
  - Legal coordination expectations.
  - Ongoing reassessment requirements following removal.
- **Discuss:**
  - What occurs during probable cause, adjudication, review, and permanency progression.
  - How investigators continue supporting legal and Division processes.
  - Why court timelines require organization and timely documentation.
- **Identify:**
  - What information remains important after removal occurs.
  - Why investigations continue influencing long-term case progression.

- How ongoing communication supports child safety and legal coordination.

Facilitator Notes:
- Reinforce: Removal begins additional legal and permanency processes.
- Maintain focus on: Court timelines. Legal coordination. Reassessment. Permanency progression. Continued investigator involvement.

Say:
Once removal occurs, the case does not stop progressing simply because the children have entered care. Instead, the investigation enters an ongoing legal and court-related process that requires continued communication, reassessment, coordination, and documentation.

In Arkansas, dependency-neglect cases continue progressing through multiple court stages that help determine ongoing child safety, placement stability, family progress, and permanency considerations.

Throughout this progression, investigators may still remain involved by:
- ***Communicating with OCC and supervisors.***
- ***Clarifying investigative chronology.***
- ***Providing updated documentation.***
- ***Coordinating with ongoing Specialists.***
- ***Assisting with court preparation and staffing discussions.***
- ***Continuing reassessment as new information develops.***

Court timelines move quickly following a protective custody action. Probable cause hearings generally occur within five working days, adjudication may occur within approximately thirty days, and review hearings continue throughout the life of the case. Permanency planning also begins early because the court and Division must continually evaluate long-term safety, stability, and permanency needs for the children involved.

Paraphrase:
As child safety concerns progress, the court may assess:
- Placement stability.
- Service participation.
- Family functioning and progress.
- Ongoing risk and protective capacities.
- Permanency planning needs.

The Flowers case demonstrates how investigations may rapidly evolve from:
- Initial safety concerns.
- Failed safety planning.
- Removal.
- Court involvement.

- Continued reassessment.
- Ongoing Division coordination.

Say:
This progression highlights why organization, timely communication, accurate documentation, and reassessment remain critically important long after the initial removal occurs. Investigations continue influencing legal progression, permanency planning, and future decision-making throughout the life of the case.

Facilitator Question: (ask the following question and validate responses)
- Why do court timelines require organization and timely documentation?

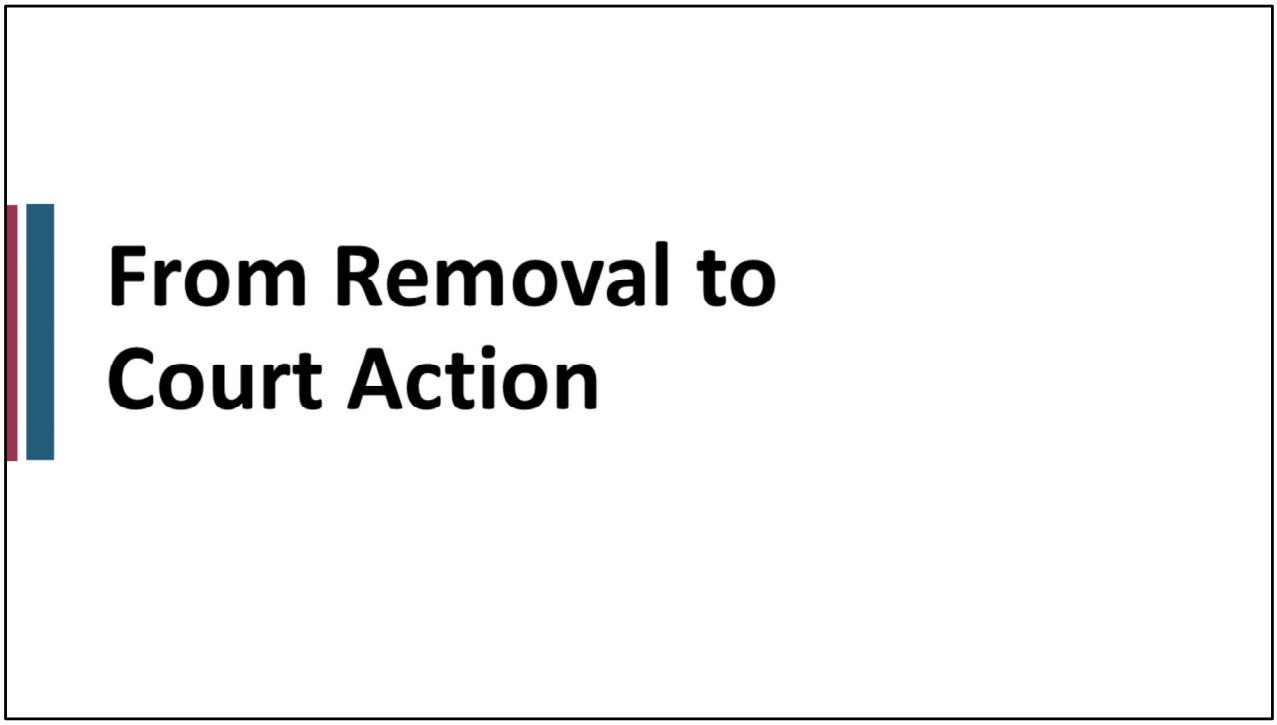
Facilitator Answers:
- Court timelines move quickly following removal.
- Communication and coordination remain critical throughout court involvement.
- Court progression continues beyond the initial protective custody action.

Facilitator Question: (ask the following question and validate responses)
- Why does permanency planning begin early in dependency-neglect cases?

Facilitator Answers:
- Child safety and permanency considerations continue evolving.
- Investigations influence long-term legal and permanency outcomes.

Say:
Before lunch, let's close this section by reviewing the major takeaways from how investigations progress from removal into court involvement, legal coordination, and continued Division action.

Key Points: (ensure the following are covered)
- Dependency-neglect cases continue progressing after removal through multiple court stages.
- Investigators may continue to support legal proceedings after removal.
- Reassessment and communication remain important throughout case progression.
- Permanency considerations begin early and continue throughout court involvement.



FROM REMOVAL TO COURT ACTION

Time: 10 minutes
Purpose: To reinforce major concepts related to removal progression, court involvement, legal coordination, investigator responsibilities, and ongoing case progression following protective custody action

Activity Set Up:
- Participants complete final notes and reflections.

Activity Instructions:
- **Review:**
    - Major legal progression concepts.
    - Investigator responsibilities following removal.
    - Important court timelines and communication expectations.
- **Discuss:**
    - Why organization and reassessment remain important after removal.
    - How investigations continue influencing legal and permanency progression.
    - What concepts participants should carry forward into affidavit and court preparation training.
- **Reflect on:**
    - How the Flowers' case progressed from investigation into legal involvement and continued Division action.

Say:
This section highlighted that removal is not the end of the investigative process. Instead, removal begins additional legal, court-related, and Division processes that require continued coordination, reassessment, communication, and documentation.

As cases progress through probable cause hearings, adjudication, review hearings, and permanency planning, investigators continue to contribute important information that supports child safety and ongoing decision-making.

Paraphrase:
Throughout the Flowers' case, we saw how investigations may rapidly progress from:
- Initial safety concerns.
- Failed safety planning.
- Protective custody action.
- Affidavit preparation.
- Court involvement.
- Continued reassessment and Division coordination.

We also discussed how investigators may continue supporting cases after removal by:
- Communicating with OCC and supervisors.
- Organizing investigative chronology.
- Providing updated documentation.
- Assisting with court preparation.
- Coordinating with ongoing Specialists.
- Supporting continued child safety planning.

Say:
One major takeaway from this section is that investigations continue influencing cases long after removal occurs. Documentation, communication, organization, and reassessment remain critically important throughout court progression and permanency planning.

The information gathered during investigations may continue impacting legal decisions, ongoing services, placement considerations, and long-term case direction throughout the life of the case.

We are now going to break for lunch. When we return, we will begin focusing on how investigations transition into continued involvement with the Division, communication with ongoing Specialists, and coordination following court action and removal.

Key Points: (ensure the following are covered)
- Removal begins additional legal and permanency processes.
- Investigators continue supporting court progression and reassessment.
- Documentation and communication remain critical throughout legal involvement.

- Investigations continue to influence permanency and case progression decisions.

LUNCH BREAK

TRANSITIONING CASES AND ONGOING DIVISION INVOLVEMENT

TRANSITIONING CASES AND ONGOING Division INVOLVEMENT

Transitioning Cases and Ongoing Division Involvement

TRANSITIONING CASES & ONGOING Division INVOLVEMENT

Time: 5 minutes
Purpose: To introduce participants to case transition processes, ongoing Division involvement, communication expectations, and continued reassessment following court involvement and removal

Facilitator Notes:
- Reinforce that investigators will continue impacting case progression after removal.
- Clarify that transitioning cases requires communication and organization throughout the Division.
- Maintain focus on ongoing Division involvement, continuity, communication, reassessment, and coordination.

Say:
Following removal and court involvement, investigations transition to ongoing Division processes focused on continued reassessment, communication, monitoring, and permanency planning.

At this stage, investigators are no longer working in isolation. Instead, cases often involve coordination between investigators, ongoing Specialists, supervisors, OCC, placement staff, service providers, and the court system.

As cases transition forward, communication becomes critically important because ongoing Specialists must clearly understand:

- ***What occurred during the investigation.***
- ***What safety concerns developed.***
- ***What actions were taken.***
- ***What concerns remain unresolved.***
- ***What reassessment needs continue moving forward.***

The Flowers' case demonstrates how investigations continue influencing the case long after removal occurs. Even after protective custody action and court involvement begin, information gathered during the investigation continues impacting:

- ***Ongoing safety planning.***
- ***Service involvement.***
- ***Placement decisions.***
- ***Court recommendations.***
- ***Permanency considerations.***
- ***Continued reassessment and monitoring.***

This section focuses on how investigators help support continuity, communication, and ongoing child safety as cases transition into continued Division involvement.

Now, let's discuss what information ongoing Specialists and Division partners need to understand as cases transition beyond the initial investigation.

Key Points: (ensure the following are covered)

- Investigations continue influencing cases after removal and court involvement.
- Communication supports continuity and child safety planning.
- Ongoing reassessment continues throughout Division involvement.
- Coordination becomes increasingly important following the case transition.

Target Outcomes

- Understand how investigations transition into continued agency involvement following removal and court progression.
- Apply communication, reassessment, and coordination expectations to case transition discussions.
- Assess what information ongoing specialists and agency partners need following investigative progression and court involvement.

TARGET OUTCOMES

Time: 2 minutes
Purpose: To set expectations for the learning objectives

Say:
By the end of this section, you will be able to:

- ***Understand how investigations transition into continued agency involvement following removal and court progression.***
- ***Apply communication, reassessment, and coordination expectations to case transition discussions.***
- ***Assess what information ongoing Specialists and agency partners need as the investigation progresses and as court involvement increases***

SUPPORTING CONTINUITY AND COMMUNICATION

Time: 15 minutes
Purpose: To help participants understand how communication, organization, and reassessment support continuity as cases transition from investigations into ongoing Division involvement and continued court progression

Activity Instructions

- **Discuss:**
  - What information ongoing Specialists need following investigations.
  - Why organization and communication support continuity.
  - How reassessment continues after court involvement begins.

- **Review:**
  - Common transition and communication expectations.
  - Ongoing safety planning considerations.
  - Information important for continued case progression.

- **Identify:**
  - What concerns and strengths remain important following the transition.
  - How investigative information continues influencing ongoing Division involvement.

Say:
As cases transition from investigations to continued involvement by the Division, communication and organization become critically important. Ongoing Specialists must clearly understand the progression of the case, including what concerns developed during the investigation, what actions were taken, what safety concerns remain unresolved, and what reassessment needs continue moving forward.

Investigative information continues influencing the case long after removal and court involvement occur. Information gathered during the investigation may continue impacting:

- ***Ongoing safety planning.***
- ***Placement decisions.***
- ***Court recommendations.***
- ***Service involvement.***
- ***Family reassessment.***
- ***Permanency planning considerations.***

Strong case transition communication helps ensure:
- ***Important safety concerns are not overlooked.***
- ***Ongoing Specialists understand the investigative chronology.***
- ***Families receive appropriate reassessment and support.***
- ***Court-related concerns continue being monitored.***
- ***Continuity is maintained throughout Division involvement.***

The Flowers' case demonstrates how information gathered during the investigation continues to influence the case even after removal. Ongoing Specialists still need to understand all that took place during the investigation.

This is why communication, organization, and continuity remain essential throughout the life of the case. Not just during the initial investigation.

Facilitator Notes:
- Reinforce to the participants that investigative information continues influencing long-term case progression.
- Connect communication expectations to court progression and ongoing services.

Facilitator Question: (ask the following question and validate responses)
- Why is communication important during case transition?

Facilitator Answers:
- Ongoing Specialists need a clear understanding of case progression.
- Communication supports continuity and child safety.
- Communication and organization support continuity and reassessment.
- Ongoing Division involvement depends on accurate information-sharing.

Say:
Now, let's take a few minutes to discuss what information would be most important for ongoing Specialists to understand as a case transitions beyond the investigation stage.

Key Points: (ensure the following are covered)

- Communication supports continuity and child safety planning.
- Investigative information continues impacting cases after removal.
- Ongoing reassessment continues throughout Division involvement.
- Organization and coordination support continued case progression and monitoring.

PRIORITIZING INFORMATION DURING CASE TRANSITION

Time: 20 minutes
Purpose: To help participants prioritize the most critical investigative information that ongoing Specialists, supervisors, and Division partners must understand as cases transition beyond the investigation stage

Activity Set Up:
- Participants pair with a partner.
- Facilitate verbal discussion activity.

Facilitator Notes:
- Reinforce: This activity focuses on prioritization rather than repeating case summaries.
- Encourage critical thinking and professional reasoning.
- **Participants should recognize:**
    - Not all information carries equal long-term significance.
    - Prioritization supports continuity and ongoing decision-making.
    - Certain concerns may significantly impact permanency and court progression.

Say:
As cases transition into ongoing Division involvement, not every detail carries the same level of urgency or long-term impact. Ongoing Specialists, supervisors, legal staff, and the court often rely on investigators to clearly identify the information that most

significantly impacts child safety, reassessment, permanency planning, and future decision-making.

This requires professional judgment and prioritization. Investigators must determine:

- ***What information presents the greatest ongoing safety concern.***
- ***What patterns or behaviors could continue impacting the children.***
- ***What failed interventions or escalating concerns require continued monitoring.***
- ***What family strengths or supports may influence future case planning.***
- ***What information could significantly impact court recommendations or permanency decisions moving forward.***

In the Flowers' case, several concerns carried long-term significance beyond the initial removal itself, including:

- ***Failed safety planning attempts.***
- ***Escalating supervision concerns.***
- ***The caregiver attempting to flee with the children.***
- ***Ongoing emotional and caregiving concerns involving Frankie.***
- ***Continued reassessment needs regarding caregiver functioning and stability.***

This activity is designed to help you think critically about how investigators identify and communicate information that cannot be overlooked as cases progress through court involvement, reassessment, and permanency planning.

Activity Instructions

- **With a partner, discuss:**
    - What investigative information would be most critical during case transition.
    - What concerns could significantly impact future case decisions if overlooked.
    - What information would be most important for ongoing Specialists to prioritize immediately.

- **Consider:**
    - Court involvement.
    - Placement stability.
    - Ongoing safety concerns.
    - Family functioning.
    - Failed safety planning efforts.
    - Protective capacities and supports.
    - Permanency considerations.

- **Be prepared to share:**
    - One piece of information your pair identified as "most critical".
    - Why that information could significantly impact ongoing case progression.

Say: (After group sharing)

Now, let's close Section 4 by discussing the major takeaways from case transition, prioritization, and ongoing Division coordination.

Key Points: (ensure the following are covered)

- Prioritization helps ongoing Specialists focus on critical concerns.
- Certain investigative concerns may continue significantly impacting case progression.
- Professional judgment helps determine what information requires ongoing monitoring.
- Permanency and court decisions often rely on critical investigative information identified early in the case.

PRIORITIZATION AND COMMUNICATION

Time: 10 minutes
Purpose: To reinforce how prioritization, communication, coordination, and professional judgment support continuity and ongoing decision-making as cases transition beyond the investigation stage

Activity Instructions:

- **Discuss:**
  - What information participants identified as most critical during transition.
  - Why some concerns carry greater long-term impact.
  - How prioritization supports ongoing case progression.
- **Reflect on:**
  - How investigations continue influencing permanency and court decisions.
  - How continuity supports reassessment and long-term child safety planning.
  - Why organization and professional judgment remain important after investigations conclude.
- **Prepare for:**
  - Final Day 6 application and reflection section following break.

Say:
One important takeaway from today's discussions is that investigations continue to influence cases long after the initial investigation concludes. As cases transition to

ongoing Division involvement, the ability to prioritize, organize, and communicate critical information is essential for supporting continuity, reassessment, and future decision-making.

Throughout the Flowers case, we identified several concerns that carried ongoing significance beyond the initial removal, including:

- ***Escalating supervision concerns***
- ***Failed safety planning efforts***
- ***Flight risk behaviors***
- ***Ongoing emotional and caregiving concerns involving Frankie***
- ***Continued reassessment needs related to caregiver functioning and stability***

We also discussed how investigators must use professional judgment to determine which information requires the greatest ongoing attention because not every detail carries the same long-term impact. Information prioritized during transition may continue influencing:

- ***Placement stability***
- ***Court recommendations***
- ***Permanency planning***
- ***Ongoing reassessment***
- ***Continued safety planning***
- ***Future Division decision-making***

As cases progress through continued court involvement and Division coordination, organization, continuity, and prioritization help ensure that important concerns are not overlooked and that children continue to receive appropriate protection, monitoring, and support throughout the life of the case.

Facilitator Question: (ask the following questions and validate responses)

- What concerns carried the greatest long-term significance in the Flowers case?

Facilitator Answers:
Participants may identify:

- Failed safety planning efforts.
- Escalating caregiver behavior.
- Flight risk concerns.
- Emotional functioning concerns involving Frankie.

Participants should recognize:

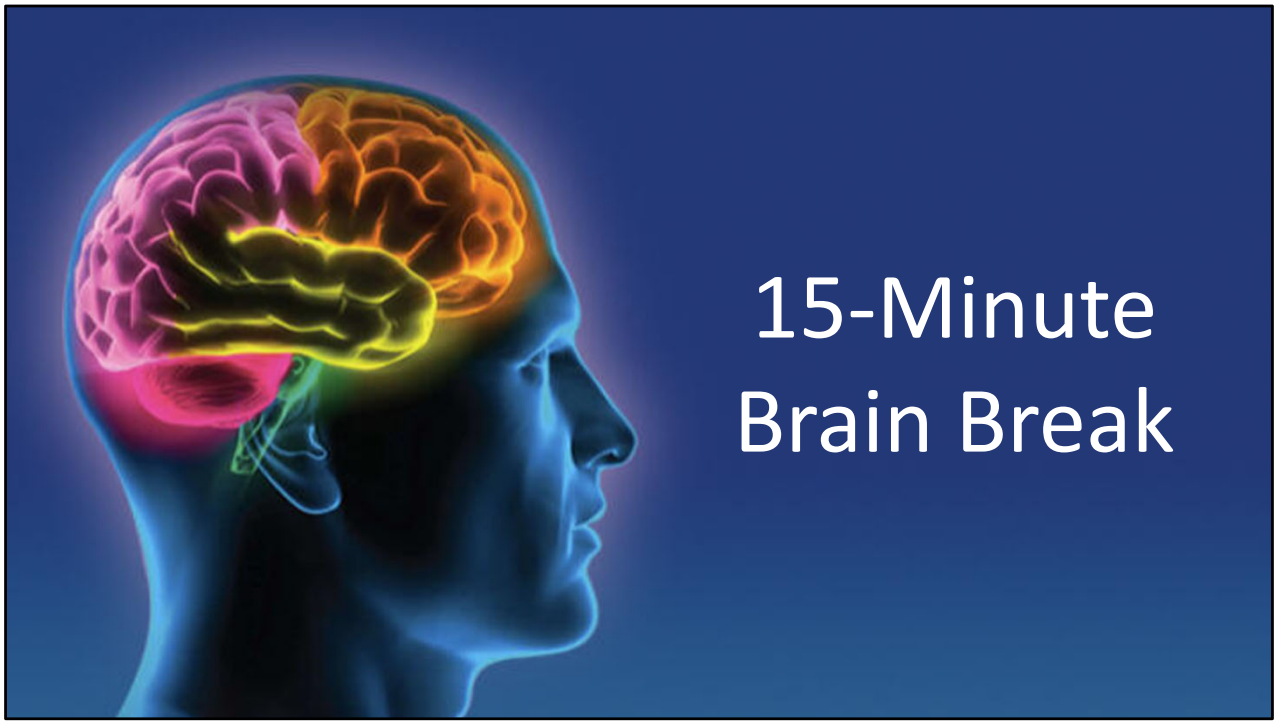
- Certain concerns continue impacting long-term case progression.
- Prioritization supports continuity and informed decision-making.
- Investigative information may continue influencing court and permanency decisions.

Say:

We are going to take a 15-minute break. When we return, we will close Day 6 by applying the full progression of the Flowers case from investigation through court involvement, ongoing Division coordination, and long-term case progression.

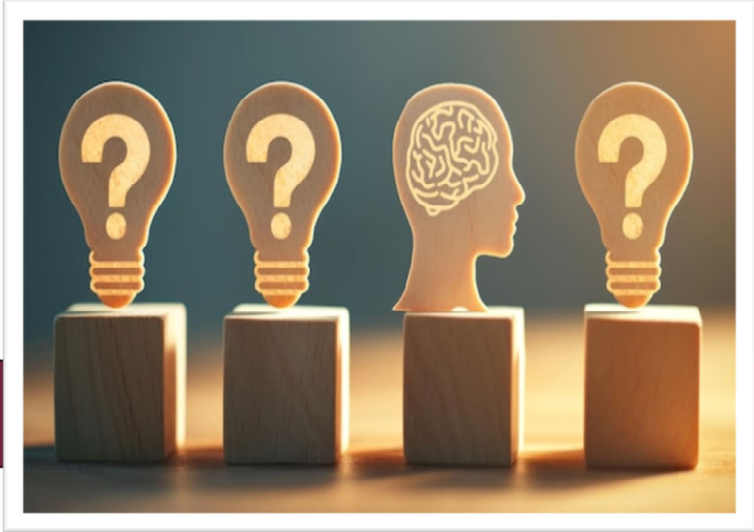
Key Points: (ensure the following are covered)

- Investigations continue to influence long-term case progression.
- Prioritization and continuity support reassessment and informed decision-making.
- Professional judgment helps identify concerns requiring continued monitoring.
- Court and permanency decisions may continue relying on investigative information gathered early in the case.



15-MINUTE BREAK

Reflection Discussion



REFLECTION DISCUSSION

Time: 5 minutes
Purpose: To close Day 6 by reinforcing major concepts related to investigation progression, legal involvement, continuity, reassessment, and permanency considerations while preparing participants for Day 7 affidavit and legal documentation training

Facilitator Notes:
- Reinforce: Day 6 focused on progression beyond the initial investigation.
- Connect Day 6 concepts directly into Day 7 affidavit training.
- Maintain focus on: Legal progression, permanency considerations, continuity, documentation, and professional judgment.

Say:
As we close Day 6, we are shifting from learning individual investigative processes to examining the broader progression of how investigations continue to influence cases long after removal occurs. Throughout today's discussions, we examined how investigations progress to court involvement, reassessment, permanency planning, and continued Division coordination.

We also explored how investigators continue supporting cases after removal through:
- ***Documentation and chronology organization.***
- ***Court coordination.***

- ***Communication with OCC and supervisors.***
- ***Prioritization of critical concerns.***
- ***Ongoing reassessment and continuity.***

This final section is designed to help connect the major concepts from Day 6 before we transition to Day 7, where we will begin focusing more specifically on affidavits, legal documentation, chronology development, and the preparation of investigative information to support court action and probable cause.

Now, let's reflect on the major concepts and progression points from Day 6 before transitioning into tomorrow's legal documentation and affidavit focus.

Key Points: (ensure the following are covered)
- Investigations continue influencing cases long after removal.
- Documentation and communication support legal progression and continuity.
- Reassessment and permanency considerations continue throughout Division involvement.
- Day 7 will focus more specifically on affidavits and legal documentation.

Taking a Moment To Reflect

TAKING A MOMENT TO REFLECT

Time: 15 minutes
Purpose: To reinforce major Day 6 concepts related to court progression, reassessment, continuity, prioritization, permanency considerations, and the long-term impact investigations have on ongoing case progression

Activity Instructions

- **Reflect on:**
  - How the Flowers' case progressed throughout Day 6.
  - What concerns continued to impact the case after removal.
  - How investigations continue influencing long-term decision-making.
- **Discuss:**
  - Why prioritization and continuity matter during ongoing Division involvement.
  - How investigative information impacts court progression and permanency planning.
  - What concepts from Day 6 participants believe will most impact field practice.
- **Prepare** for Day 7 affidavit and legal documentation training.

Facilitator Notes:

- Reinforce that investigations continue to influence long-term case outcomes.
- Open the floor for any parking lot questions or ideas the participants may still have.

Say:
Throughout Day 6, we followed how an investigation may continue evolving long after the initial response and removal occur.

- ***The Flowers' case demonstrated how investigations progress into court involvement, legal coordination, reassessment, permanency considerations, and continued Division involvement.***
- ***We also examined how investigative decisions and documentation may continue influencing cases throughout the life of the case, not just during the initial investigation stage.***

One of the most important concepts from today is that investigations create the foundation for many future decisions involving:

- ***Court recommendations.***
- ***Placement stability.***
- ***Permanency planning.***
- ***Ongoing reassessment.***
- ***Service involvement.***
- ***Continued safety monitoring.***

We also discussed how investigators continue contributing to cases after removal by helping support:

- ***Accurate chronology and documentation.***
- ***Communication with OCC and supervisors.***
- ***Prioritization of critical concerns.***
- ***Continuity during transition.***
- ***Ongoing reassessment and coordination.***

As you move into field practice, it is important to recognize that investigations often continue impacting cases far beyond the point of removal. The quality of investigative documentation, organization, communication, and professional judgment may continue influencing legal progression, permanency planning, and child safety decisions throughout the life of the case.

As we close Day 6, remember that documentation, chronology, communication, reassessment, and professional judgment continue to impact court progression, permanency planning, and long-term child safety decisions throughout the life of the case.

Tomorrow, we will begin focusing more specifically on how investigators organize and document information through affidavits and legal documentation that support probable cause, court action, and continued legal progression.

Facilitator Question: (ask the following question and validate responses)

- What major Day 6 concepts stood out most to you?

Facilitator Answers:
Participants may identify:

- Failed safety planning efforts.
- Court progression timelines.
- Permanency considerations.
- Ongoing reassessment needs.
- Importance of chronology and documentation.
- Prioritization and continuity during transition.

Participants should recognize:

- Investigations influence long-term case outcomes.
- Documentation and communication impact legal progression.
- Certain concerns require continued monitoring and reassessment.

Key Points: (ensure the following are covered)

- Day 7 will focus on affidavits, chronological organization, and legal documentation to support court progression.

TARGET OUTCOMES EVALUATION

Time: 2 minutes
Purpose: To assess the learning outcomes for this training section

Facilitator Note: Before ending the day, direct participants to the QR code on the slide. Participants will need to use their phones to scan the code to complete the section target outcomes evaluation in Qualtrics.