

Child Protective Services: Intake

2103.13 CPS History

Discussion

History impacts how CPS responds to a report of child maltreatment. Consideration must be given to the concerns expressed by a reporter and to how alleged incidents might affect the current safety of children. In addition, a new report must **always** be reviewed with regard to a family's CPS history. This includes completing a diligent search for and a careful review of **all** history (allegations, findings, ages of children, severity of substantiated incidents, maltreater information, responsiveness of parents, etc.) All historical information must be carefully considered, because the past has great influence on how to assign and respond to a new report. A report that might first appear to require a five-day response or a referral for early intervention services will often take on a new severity when history is reviewed.

History alone may be reason to assign a report for assessment (investigation): e.g. when a child is born into a family where another child has been removed; a child is in placement; there has been a termination of parental rights (TPR); or when there has been other severe CPS history (see [2102.1 - Court Intervention to Protect Children](#); [2103.10 - Report Received of a Newborn in a Family with CPS History](#)). Any one of the factors listed in 2102.1 is considered severe, and the past substantiation of any of these factors should alert CPS of the need for careful consideration of how to proceed with the new report, especially when there are children in the family who were not present at previous assessments (investigations), e.g., a child born since the last CPS involvement.

Whether a report is received new or is transferred from another county or state, consideration of the family's CPS diversion or screen out history must always be a major factor in determining an assignment decision and how to proceed.

Requirement

Checking History on Reports of Child Maltreatment

Check **all available resources** for determining whether there is any known CPS, diversion or screen out history on parents. This step is required prior to the case assignment decision on accepted reports. Use the following systems for clearing names of parents, children, secondary caretakers and providers:

- **County Master Files** -- These include Services Card Files, Services Computer Files and any other files the county keeps for case tracking;
- **IDSONline/PSDS System**
 - ✓ **Protective Services Data System (PSDS)** — Clear the names of parents, all children and other household members. Clear parents under **ALL** names that, according to DFCS documentation, they have

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used. Incidents from the previous PSDS system are displayed on the same screen as the incidents from the current system, but they are listed in a separate table entitled “List of Historical Incidents Ending January 01, 2003;

PSDS **does not** indicate whether a person whose name is in the system is a maltreater; it **only indicates** there has been an assessment (investigation). Data collection began in 1991. Information in the system prior to July 1998 is only on assessments (investigations) with confirmed determinations. Since codes prior to that time are not available, only basic information (e.g., date reported, case number and name) is displayed. Contact the county of origin for the specific information on these assessments (investigations). Information entered since March 1998 is on all substantiated and unsubstantiated determinations. It is necessary to review the case record to determine if a person is identified as a maltreater;

- ✓ **IDSOnline Master Index** provides case information for any primary service case that has been opened in Georgia on the family. Information on the type and status of the case, plus the telephone number to call for further details is available;
- ✓ **IDS Placement Central** Clear the names of **ALL** children, parents, caretakers and providers. IDS Placement Central provides the physical location of all children in Division custody at any given time. IDS Placement Central also maintains a database of all providers caring for children in the custody of the Division, including parents when the children have returned home while still in the legal custody of the Division or when the court transfers legal custody to the Division, but allows the children to remain in the home of the parent.

Access the following sites directly from IDS “Other Links”:

- ✓ **Sexual Offender Registry** — Clear the name of any alleged maltreater in a report of sexual abuse by checking the offender list maintained by the local sheriff’s office and determining whether there is any known child sexual abuse criminal history on the alleged maltreater. This site is on the Internet at <http://www.ganet.org/gbi/sorsch.cgi> ;
- ✓ **Department of Corrections Offender Query** — Clear the name of alleged maltreaters in a report and other adult household members. This site screens for history on anyone who has been in the Georgia prison system. This site is on the Internet at: www.dcor.state.ga.us/OffenderQuery/asp/OffenderQueryForm.asp
- ✓ **Board of Pardons and Parole** — Check the parole status of alleged maltreaters and other adult household members with known or suspected criminal history. This site is on the Internet at: http://www.pap.state.ga.us/parolee_database.

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SUCCESS — Clear through **SUCCINQ** (SUCCESS Inquiry), which screens the names of parents, children and other household members. SUCCINQ is selection # 5 on the RACF menu screen and may be accessed by services staff persons who have a RACFID. This resource is used for confirming a family's most current address and other identifying information, such as names, birth dates, Social Security numbers and other household members. It **must** also be noted whether a caretaker is a TANF recipient.

- **Georgia Health Partnership Portal (GHP)** at www.ghp.georgia.gov to verify the information of each adult and child which includes Medicaid eligibility, Member Health Network Number (Member ID), provider service and medical services received. Specifically, the user can determine if a child is receiving SSI, Medicaid, Adoption Assistance Medicaid or services from Children's Medical Services. The information obtained from GHP can assist the user in completing the TCM billing process. A User ID and password is required to access GHP. Contact the county's security manager to obtain a User ID and password. (See Case Management: Information System Users Guide for instructions on how to access the information from the system.)

Do not screen out a report of maltreatment where there is history, (e.g. cps, diversion and screened out reports) until the history has been reviewed.

Any report on a family where there have been previous reports must be considered for assignment, regardless of the absence of an allegation of maltreatment. Use the following guide for making an intake disposition:

- ✓ A second referral received on a family requires, prior to screening out, a documented conference with the supervisor, whose signature on the Intake Worksheet indicates approval of a screen-out disposition.
- ✓ A third referral received on a family requires, prior to screening out, a documented conference with the program administrator or next person in the administrative line of responsibility. This person's signature on the Intake Worksheet indicates approval of a screen-out disposition.
- ✓ A fourth referral received on a family requires, prior to screening out, a documented conference with the social services director or next person in the administrative line of responsibility. This person's signature on the Intake Worksheet indicates approval of a screen-out decision.
- ✓ A fifth or subsequent referral received on a family requires, prior to screening out, a documented conference with the director, whose signature on the Intake Worksheet indicates approval of a screen-out decision

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Checking History in Response to Other Inquiries

Check PSDS for CPS history in response to a request from:

- A licensed child-placing (adoption) agency. A signed release-of-information form is required.
- A licensed child-caring institution of this state (Georgia), which is assisting the Department by locating or providing foster or adoptive homes for children in the custody of the department. A signed release-of-information form is required.
- An investigator appointed by a court of competent jurisdiction of this state (Georgia) to investigate a pending petition for adoption. A signed release-of-information form is required.

PSDS may be checked for CPS history on a potential foster or adoptive parent being studied by the county office (in-house study). A release of information form is not required.

PSDS may not be used by day care providers, schools, or anyone else requesting background checks and information for any employment purposes, even when a signed release of information is provided.

PROCEDURES/PRACTICE ISSUES

- IDS Online is a web-based system and is therefore always available. Complete all clearances quickly to avoid any delays in case assignment and meeting response times.

Record clearance information on Child Abuse/Neglect Intake Worksheet Form 453. This includes a county's closed files, diversion and screened out reports, other counties' or states' closed files, diversion and/or screened out reports where there is known or suspected CPS history.

Accurate recording of this information is essential because it alerts the assigned assessment (investigation) case manager where to locate the information that must be reviewed prior to a case determination. Print a copy of all screens that document history, and file this information in the case record.

Prior CPS reports are a known risk indicator. When information sources indicate CPS or diversion history, include and document the following steps as part of the assessment (investigation):

- Read case records and determine the specifics of all previous reports and assessments (investigations), including maltreater information. Talk with persons (e.g. case manager, supervisor) who had direct knowledge of the family from prior assessments (investigations).

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- Telephone other counties or states that have history and request that a social services person review the record and provide information about previous reports (e.g. diversion, CPS or screened out), assessment (investigation) determinations, case outcomes, etc. Request that county or state to send (via mail or fax) a copy of records.
- Review, if there has been a prior termination of parental rights (TPR), the circumstances for the TPR, if this information has not been destroyed. It is permissible to assign a report with TPR history for assessment (investigation), even if the current report does not contain a specific report of maltreatment.

Document the history review on Contact Form 452 and indicate the factors that support the case determination decision.