

Child Protective Services: Intake

2103.14 Making an Intake Decision

Requirement

Screen all reports for the appropriateness of a child protective services assessment (investigation) by:

- Screening and completing a thorough history check (see 2103.12)
- Determining, for a report that meets criteria for CPS, the response time (see Appendix A, Decision Trees)
- Discussing with supervisor the available information and reaching agreement on the intake disposition decision.

Make one of the four following report decisions:

1. The report is severe (See 2103.16), and the assessment (investigation) will begin immediately to within 24 hours of the receipt of the report. All assessments (investigations) of abuse or neglect of foster children are included in this category;
2. The report is of a less severe nature, and the assessment (investigation) will begin within 5 workdays of the receipt of the report;
3. The report does not meet CPS requirements and no assessment (investigation) will occur. This is processed as a screen-out on Form 590 (Internal Data System). Refer to community resources, as needed, including early intervention/preventive services (See 2107.1, 2107.2, 2107.3, 2107.4, 2107.5, 2107.6 and 2107.7); or,
1. The report does not meet current CPS requirements; however, there have been two or more previous reports on this family, and the report will be assigned for an assessment (investigation). See 2103.18. The approving authority, as indicated in 2103.18, signs the Intake Worksheet (Form 453).

Both the intake worker and the supervisor or other approving authority sign the Intake Worksheet (Form 453), indicating agreement with the intake disposition.

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Procedures/Practice Issues

Failure to make a prompt decision on acceptance of reports for assessment (investigation) and assignment of a response time may delay the assessment (investigation) and compliance with response times. Such delay may jeopardize the child's protection and safety.