

# Child Protective Services: Intake

## 2103.18 Screened-Out Reports

### Requirement

**Assign for assessment (investigation) any report of conditions or suspicions that indicate allegations of possible child maltreatment.** Most reports that can be considered for screening out fall into the following categories:

- Historical incidents of child maltreatment that are six months old or older: Assess (investigate) historical reports of maltreatment occurring in a foster home when the home is still open, and/or when the alleged maltreater still has access to children placed in the home. It may be necessary to assess (investigate) a historical report where described circumstances are particularly severe, of a heinous nature or where severe harm was done to the victim. It is **always** necessary if a child remains at risk;
- Truancy, which does not contain a separate allegation of maltreatment;
- Reported issues are of a criminal nature (e.g. by a third party not acting in a parental or other caretaker role) **and** negligence on the part of the parent for allowing a child to be exposed to the situation is ruled out;
- Report of statutory rape, **when** there is evidence that the parent has protected the child (see [2103.11](#));
- Three previous reports of the same allegation made by the same reporter and assessments (investigations) of these reports revealed **no** evidence of maltreatment;
- Unborn child;
- Juvenile delinquency, including truancy, which **does not contain** a separate allegation of maltreatment;
- Other situations where the **only** indicated concerns contain absolutely no report of any abuse or neglect (e.g. some poverty issues, some educational issues, some custody issues); and
- Other issues as directed by local protocol.

**All screened-out reports are reviewed and approved by the supervisor to ensure that:**

- **Any report** with suspected maltreatment is opened for assessment (investigation). (See 2103.5).

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- **Any report** from a DFCS office in one county to another county **requesting an assessment (investigation)** is opened for assessment (investigation).
- **Any report** where a family has a history of prior reports, opened and/or screened out, is only screened out with the approval of the designated approving authority (see 2103.13).

### **Obtain this supervisory approval within two workdays.**

Complete [Form 453 \(Child Abuse/Neglect Intake Worksheet\)](#) for **all** screened-out referrals. Write a brief explanation of why the referral is a screen-out, and obtain the signed approval of the supervisor. Record the report on the CPS log and indicate whether a referral for early intervention/preventive services was made. Immediately refer the report to law enforcement. Complete [Form 590 \(Internal Data System\)](#)

Tell the reporter where to make a referral when there are other services available for meeting the family's reported needs. Make call backs, if necessary, to the reporter to reaffirm the decision to screen out a report.

Always consider a referral to early intervention or other preventive services for support to a family when reported issues do not contain the components of a CPS report. Screen out the report and refer the family to available services. (See [2107.1](#), [2107.2](#), [2107.3](#), [2107.4](#), [2107.5](#), [2107.6](#) and [2107.7](#)). It is the family's choice to participate. Notify both the family and any selected vendor by letter of the referral. (See Section X, Forms, for sample letters).

### **Procedures/Practice Issues**

Local child abuse protocol takes precedence when it requires DFCS involvement in the indicated screen-out.

A parent, even when living outside the home and not in a direct caretaker role, is never considered third party. School and day care personnel in a caretaker role for children are not third party. A foster parent is never considered a third party. Assessment (investigation) of a report on a foster home receives immediate attention and assignment for a 24-hour response ([see 2106.1e](#)). A third party may be involved with a child as a result of a parent's lack of supervision, which allows easy access to the child. When this appears to be the situation, open a case to investigate whether parents are negligent in allowing the third party to have access to the child. [Note: The definition used by law enforcement for "third party" is different from that used by CPS.]

A report made in error to one county, and referred by that county to the correct county of residence is not considered a direct request for an assessment (investigation), unless requested by the sending county. The receiving county immediately screens this referral and makes an intake decision that meets response times, for reports assigned for assessment (investigation).

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