

Child Protective Services: Intake

2103.19 Report Received on An Active Case

Requirement

Assign for assessment (investigation) a referral of a **new** incident or a **different** incident (may be similar to an allegation of a previously investigated report, but is a different incident).

Procedures/Practice Issues

Process the report as a new report and add it to the open case. Determine response time according to criteria in 2103.15. The disposition on Form 453 (Child Abuse/ Neglect Intake Worksheet) is # 2, Accept and Add to an Already Pending or Open Case. If the case is active in ongoing services, who completes the assessment (investigation) is a county determination. Log each referral and track, according to disposition, for completion of the assessment (investigation).

Give a report that meets criteria for a screen-out (see 2104.31) to the assigned case manager, who adds the report to the case record and clearly documents the reason for the screen-out.