

Child Protective Services: Intake

2103.23 Internal Data System (Form 590)

Requirement

All reports of child maltreatment are eligible for services. The receipt of a report is the application for CPS.

Services begin the date the report is received and continue until the case is closed.

Procedures/Practice Issues

Report CPS service eligibility in the Internal Data System (Form 590) upon receipt of the report.

Open the case record in the name of the primary caretaker. For CPS services, the primary client is the parent, guardian or other custodian of the child (if no parent is in the home, see Case Management: Information Systems, Appendix A):

PLC Cases- the primary client is the child.

CPS Cases- the primary client is the parent, guardian, or other custodian of the child if no parent is in the home.

1. In special assessments (investigations) such as day care centers, group homes, RYDCs, the primary client will be the parent/caretaker who currently has custody.
2. In special assessments (investigations) of facilities caring for children in the custody of DFCS, the primary client will be the parent/caretaker from whom custody was removed.
3. In foster home assessments (investigations), the primary client will be the foster parent.
4. In the case of a teen parent living in the home of their parent, the primary client will be the parent of the at-risk child. If the at-risk child is the teen parent, the primary client is the teen's mother. If the at-risk child is the child of the teen parent, the primary client is the teen parent.

Court-ordered Studies, and Out of Town Inquiries- The primary client is one adult in the family/home being evaluated.

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CPS Safety Resource Cases- The primary client is the primary caretaker in the Safety Resource home.

For reports that are screened out or referred to another provider, the date that the report is determined inappropriate for assessment (investigation) is the date of termination for CPS service. Report this as CPS screened-out on Form 590 and exit if no other service is provided.