

Child Protective Services: Investigations

2104.22 Investigative Conclusion (Form 454)

Requirement

Complete the Investigative Conclusion (Form 454) at the conclusion of each investigation when necessary (see 2104.31). Include in the Discussion Section (or on Form 452) a summary of available historical information and draw conclusions to how it influences the family's current circumstances.

Discuss Investigative findings with the supervisor and reach concurrence on the case determination. The supervisor's signature on the Form 454 signifies that the supervisor agrees with and approves these findings. This is required within five workdays of the investigative completion (See 2104.36) on substantiated and unsubstantiated high-risk cases. The supervisor's review and signed approval of the documentation on Form 454 for the investigative conclusion of all other unsubstantiated investigations is also required within five work days of the investigation's completion.

The supervisor's approval of the investigation conclusion requires the supervisor to determine that the case manager reached an accurate conclusion, based on discussion with the case manager and case documentation and by review of any other supporting information, as necessary, to determine how the conclusion was reached.

Procedures/Practice Issues

Information on Investigative Conclusion (Form 454) presents a summary of the investigation: date report received, date investigation commenced, date investigation completed, what was alleged, what was/was not substantiated, what evidence was collected to support the substantiation and how it was collected, persons contacted, any immediate safety interventions needed to protect a child.

If during an investigation, a second report is received with new allegations and both investigations can be completed within 30 days of the first referral or within an approved waiver time frame, then both investigations can be reflected on the same Form 454 and other investigative forms (see 2104.31 examples 1 & 3 on page 137). If both investigations cannot be completed within the 30-day time frame, then two Form 454's, 431 and other investigative forms 455A, 455B and 457 are completed (see 2104.31 example 4 on page 137).

In ongoing cases when a new report is received with specific incident-based allegations, a new investigation, including investigative forms 454, 455A 455B, 457 and 431 will be completed (see 2104.22 examples 2B, 5, 7, & 8 on page 137).

Instructions for completing Form 454 are included in Forms Section X.