

# Child Protective Services: Investigation

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## **2104.31 Additional Reports**

### **Requirement**

During investigations and ongoing, a decision must be made when a new report is received as to whether or not the new report is an additional report or additional information to be included in an already existing case.

The determining factors in this decision are the timing of the receipt of the report as well as an assessment of the specific new information being reported.

When an additional report is received in investigations:

- Complete a new investigation if the report identifies a new or different incident of maltreatment,
- Complete a new investigation if the report identifies an incident of maltreatment involving a different child.

This new investigation may or may not require the completion of new or additional forms (see procedures/practice issues). An investigation is not warranted if the additional report is on the same child, the same original incident, and the same alleged maltreater.

### **Procedures/Practice Issues**

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 are reflected on the same Form 431 and other investigative forms (see examples 1 & 3 on page 137). If both reports cannot be completed within the 30-day time frame, then two Form 431's and two sets of investigative forms (455A, 455B and 457) are completed (see example 4 on page 137).

In cases of ongoing CPS, when a report is received that is a duplication of the incident that substantiated the case initially, a new investigation is not completed (see example 6 on page 137). The report is documented on either a Form 452 or a Form 453 and that information is forwarded to the assigned case manager to make contact and address any concerns. Additionally, if a report is received with the same type of allegations, with no new specific incident a new investigation is not initiated (see example 2A page 137).

In ongoing cases when a new report is received with specific incident-based allegations, a new investigation including investigative forms (455A, 455B, 457 and 431) is completed (see examples 2B, 5, 7, & 8 on page 137). The new investigation does not automatically alter the safety and case plans already in place. Determine whether or not current case planning is satisfactory and if any modification is needed in safety planning and the current case plan. The safety plan and case plan can be adjusted any time during the active life of the case.

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Complete a new case plan whenever the current plan is no longer meeting family needs. If any investigation indicates that a child's safety has diminished, take the necessary action to protect the child. This may be a revised risk assessment and safety plan; however, if it is determined that the child cannot be protected by the parents/caretaker, filing a deprivation complaint in Juvenile Court may be necessary.

Staffing with supervisor and/or other pertinent staff (e.g. Field Program Specialist (FPS), on-going staff, and placement staff) should occur before completing and entering the Form 431 into IDS Online.

If unable to determine whether or not a new report warrants a new investigation, a staffing with County Director/designee, Supervisor and/or FPS should be conducted.

**Note: Incident is defined as an event that disrupts normal procedure or causes a crisis.**

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The following are examples to assist in the determination of whether or not an additional report warrants a new investigation and requires an additional Form 431 be entered into IDS Online.

**NOTE: These examples are not an all inclusive list:**

If	Then
1. An initial report is received alleging physical abuse of child <b>A</b> in a family of four children. During the course of the initial investigation, a second report is received on the same child alleging sexual abuse, which is a different allegation,	The second report is accepted for investigation and added to an already pending/open investigation. The second investigation (maltreatment code) can be entered on the same Form 431. Document the 2 <sup>nd</sup> reporter and maltreater information in the case record documentation.
2. A report is received for neglect, investigated and substantiated for all four children and transferred to ongoing. <ul style="list-style-type: none"> <li>A. 3 months later an additional report with no specific event/incident is made alleging the children are still being neglected.</li> <li>B. Another report is made on the same family alleging medical and emotional neglect on all four children in the family.</li> </ul>	<ul style="list-style-type: none"> <li>A. No new investigation is required because the allegation is the same as originally reported. Document on the Form 452 or Form 453 and forward that information to the assigned case manager to address any concerns.</li> <li>B. This report is accepted for investigation of medical and emotional neglect because these are new allegations. All forms are completed including the Form 431.</li> </ul>
3. A report is received on child <b>A</b> , on May 1, 2005 and a second report is received on May 6, 2005, and both investigations can be completed by May 30, 2005, or within an approved waiver time frame,	Both investigations are captured on the same Form 431 and the same investigative forms.
4. A report is received on child <b>A</b> , on May 1, 2005 and is ready for completion on May 29, 2005. A second report is received on child <b>B</b> on May 29, 2005. Because both investigations cannot be completed by May 30, 2005, NOTE: (A waiver maybe requested as per policy 2104.28).	Two Form 431s are completed along with two sets of investigative Forms (455A, 455B, 457).
5. There is an active ongoing case based on substantiated physical abuse of child <b>A</b> . A report is received on child <b>B</b> in the same family with allegations of physical abuse, which is a different child,	This report is accepted as a new investigation and all investigative forms (455A, 455B, 457) are completed including the Form 431.
6. A duplicate report is received (about the same child, with the same incident, and the same maltreater) on child <b>A</b> , which is currently an active ongoing case,	A new investigation is not completed. Document on the form 452 or form 453 and forward that information to the assigned case manager to address any concerns.
7. There is an active ongoing case based on substantiated physical abuse on child <b>A</b> . Another report is received on child <b>A</b> reporting a new incidence of physical abuse,	This report is accepted as a new investigation and all investigative forms (455A, 455B, 457) including a Form 431 are completed.
8. There is an active ongoing case based on substantiated <u>physical abuse</u> on child <b>A</b> with allegations of emotional abuse, which is a different allegation from the physical abuse that opened the case,	This report is accepted as a new investigation and all investigative Forms (455A, 455B, 457) including a Form 431 are completed.