

Child Protective Services: Investigation

2104.32 Child Abuse and Neglect Report (Form 431)

Requirement

A case determination is completed after every investigation. More than one report can be documented on the Child Abuse and Neglect Report (Form 431). If the investigation of the second report cannot be completed in the initial 30-day time frame, then a second Form 431 is completed. 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.

Enter the data collected on Form 431 into the Internal Data System (IDS Online) either directly through the IDS Online Form 431 link or onto a paper copy of the form, available through IDS Online link, for immediate entry by the data entry operator into IDS Online. Refer to IDS Online "Other Links" for instructions for online entry of Form 431 data. [Note: Future mandate will require all Form 431 data to be entered electronically, thus eliminating the choice of a paper copy.] Case Managers are to document on the Form 431 the most significant maltreater information and corresponding reporter information. Additional maltreater and reporter information will be documented in the case record.

Immediately notify Systems and Methods Incorporated (SMI) by written memo of any change in a case determination that results from a supervisor's review, panel or administrative case review or from a decision of the Juvenile Court.

Procedures/Practice Issues

Accurate completion of Form 431 and keying of form data into IDS Online is required for collection of required Federal and State CPS data (See manual Section X and IDS Online "other Links" for instructions). PSDS is the data source for Federal and State CPS reporting. It also provides information used for checking CPS history and a required review for the assignment decision of future reports. If accurate information has not been entered into the system, information vital to future assignment decisions is not available.

When multiple investigations are entered on one Form 431, case managers are to enter the most significant maltreater and reporter information. Additional maltreater and reporter information are documented in the case record documentation. Case managers are to staff with supervisors and/or other pertinent staff (e.g. FPS) in determining which maltreater is more significant.

Access "Other Links" for: Child Abuse and Neglect Report and Child Specific (Form 431), IDS-PSDS Desk Reference Guide, TIPS for Successful IDS-PSDS Use and IDS-PSDS User Reference Manual. Keying Form 431 data into the IDS-PSDS System is required at the conclusion of the investigation.

Do not delay entry of data while awaiting a parent's decision to request a review of the CPS case determination. If a review determines that the county case determination is incorrect, upon notice of this decision, **immediately** notify Systems and Methods Incorporated (SMI) to change the original case determination entry in PSDS.

When a family moves to another county in Georgia prior to the completion of the investigation and ~~the case has been referred to the new county of residence, this receiving county will complete the~~

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investigation and the Form 431. If the family moves out of state or to an unknown location before completion of the investigation, the county that began the investigation completes Form 431. The investigation is substantiated if sufficient evidence was gathered prior to the move to make this decision; otherwise, the investigation is entered as unsubstantiated. Mail the notification letter to the last known address (see 2104.29).