



Department of
Children's Services

Storyboard

CPS – Add and Classify Allegations

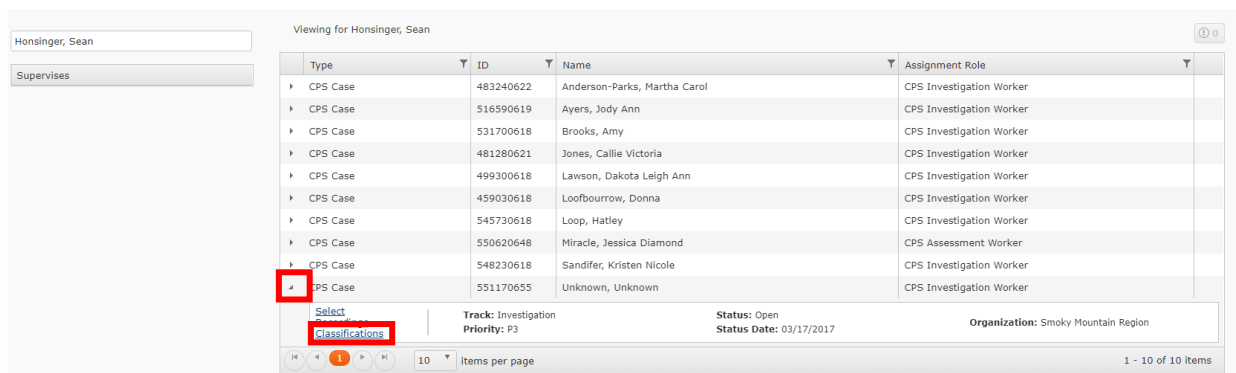
This storyboard demonstrates how to add and classify allegations in a CPS Assessment or Investigation case. This also includes how to request an Emergency File Review (policy 14.11)

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Navigating to the Case

- From the **Home/Workload** screen, expand the row of the appropriate CPS Case.
- Click **Classifications**

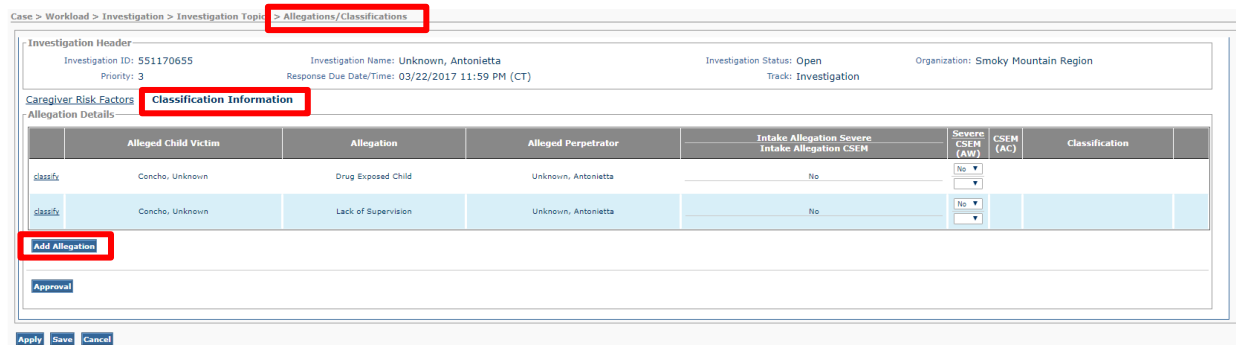


Adding Allegations

Note: In order to Add an Allegation, the **Alleged Child Victim (ACV)** and/or the **Alleged Perpetrator (AP)** must be added first as Persons under the Investigation Persons screen, if they are not listed on the Intake. The ACV and AP will also need to be established.

From the **Allegations/Classifications** screen:

- Click **Add Allegation**



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From the Allegation Details screen

- Select the **Alleged Child Victim** (the child in the intake who is the alleged victim) from the drop down.
- Select the **Alleged Perpetrator** (the person who allegedly committed the abuse or neglect) from the drop down.
- Select the **Allegation** (the type of abuse or neglect that was allegedly committed) from the drop down.
- Click **OK** to return to the **Classification Information** screen.

Note: repeat these steps for each ACV and Allegation.

- **Intake Allegation Severe** – indication (Yes/No) of whether the allegation was categorized as 'Severe' when reported on the CPS Intake/Referral.
- **Intake Allegation CSEM (Commercial Sexual Exploitation of a Minor)** – Indication (Yes/No) of whether the allegation was categorized as 'CSEM' when reported on the CPS Intake/Referral.
- **Severe CSEM (AW)** - indication (Yes/No) of whether the allegation was worked as if it involved Commercial Sexual Exploitation of a Minor. The (AW) stands for "as worked".

Note: Yes, will auto-populate if allegation is Sexual Abuse.

- **CSEM (AC)** – indication (Yes/No) of whether the allegation was classified as Commercial Sexual Exploitation of a Minor. The (AC) stands for "as classified".

Delete Allegations

There are differences in listed **Allegations**. Those coming from the intake do not have **delete** at the end of the row and can't be deleted. **Allegations** that have been added by the worker will have a **delete** at the end of the row and can be deleted.

From the **Allegations/Classifications** screen under the Classification Information link

- Click **delete**

Investigation Header
 Investigation ID: 551170655 Investigation Name: Unknown, Antonietta Investigation Status: Open Organization: Smoky Mountain Region
 Priority: 3 Response Due Date/Time: 03/22/2017 11:59 PM (CT) Track: Investigation

Caregiver Risk Factors | Classification Information

Allegation Details

	Alleged Child Victim	Allegation	Alleged Perpetrator	Intake Allegation Severe Intake Allegation CSEM	Severe CSEM (AW)	CSEM (AC)	Classification	
classify	Concho, Unknown	Drug Exposed Child	Unknown, Antonietta	No	No			
classify	Concho, Unknown	Lack of Supervision	Unknown, Antonietta	No	No			
delete classify	Concho, Unknown	Sexual Abuse	Unknown, Antonietta		Yes	No	Allegation Unsubstantiated / Perpetrator Unsubstantiated	delete

Add Allegation

Approval

Apply Save Cancel

A confirmation popup will display

- Click **OK** to delete
- Click **Cancel** to go back to the **Allegations/Classifications** screen without deleting

trn2-valid.dcs.tn.gov says:

To delete this allegation record, click OK.

OK Cancel

The **Allegations/Classifications** screen will now display without the deleted item.

Investigation Header
 Investigation ID: 551170655 Investigation Name: Unknown, Antonietta Investigation Status: Open Organization: Smoky Mountain Region
 Priority: 3 Response Due Date/Time: 03/22/2017 11:59 PM (CT) Track: Investigation

Caregiver Risk Factors | Classification Information

Allegation Details

	Alleged Child Victim	Allegation	Alleged Perpetrator	Intake Allegation Severe Intake Allegation CSEM	Severe CSEM (AW)	CSEM (AC)	Classification	
classify	Concho, Unknown	Drug Exposed Child	Unknown, Antonietta	No	No			
classify	Concho, Unknown	Lack of Supervision	Unknown, Antonietta	No	No			

Add Allegation

Approval

Classifying an Allegation

From the **Allegations/Classifications** screen

- Click **classify**

The screenshot shows the 'Allegations/Classifications' screen. At the top, there is an 'Investigation Header' with details like Investigation ID: 551170655, Investigation Name: Unknown, Antonietta, and Organization: Smoky Mountain Region. Below this is a 'Classification Information' section with a table of allegations. The table has columns for 'Alleged Child Victim', 'Allegation', 'Alleged Perpetrator', 'Intake Allegation Severe', 'Severe CSEM (AW)', 'CSEM (AC)', and 'Classification'. Three rows are visible: 'Drug Exposed Child', 'Lack of Supervision', and 'Sexual Abuse'. The 'Sexual Abuse' row has a red box around the 'classify' button. Below the table are buttons for 'Add Allegation' and 'Approval'. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

From the **Classification Details** screen

- Select the appropriate **Classification** from the drop down.
- **CSEM (AC)** - indication (Yes/No) of whether the allegation was classified as Commercial Sexual Exploitation of a Minor. The (AC) stands for “as classified”.
- Select the appropriate harm descriptions from **Available Harm Descriptions**, click **Add>>** to move them to **Selected Harm Descriptions**. **Selected Harm Descriptions** can be removed by selecting and clicking **<<Remove** to move them back to **Available Harm Descriptions**.
- **Classification Details Narrative** - enter a detailed description for the basis of the classification and the harm descriptions you selected.
- **Request Emergency File Review**: Check the box if protocol is met for an Emergency Formal File Reviews. See Policy 14.11. Also, see page 8
- Click **OK**

Note: Repeat these steps for each allegation

The screenshot shows the 'Classification Details' screen. It includes fields for 'Allegation' (Sexual Abuse), 'Allegation Unsubstantiated / Perpetrator Unsubstantiated', and 'CSEM (AC)' (No). There is a 'Request Emergency File Review' checkbox. Below this are 'Available Harm Descriptions' and 'Selected Harm Descriptions' lists with 'Add>>' and '<<Remove' buttons. A 'Classification Details Narrative' text area is highlighted with a red box. At the bottom, there are 'Spell Check', 'Clear', and 'OK' buttons. The 'OK' button is highlighted with a red box. The footer shows 'Entered by: Sean Honsinger' and 'Date/Time: 10/23/2017 10:28 AM'.

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The **Classifications** will now display on the **Allegations/Classifications** screen.

Below shows an Investigation track.

Investigation Header
 Investigation ID: 551170655 Investigation Name: Unknown, Antonietta Investigation Status: Open Organization: Smoky Mountain Region
 Priority: 3 Response Due Date/Time: 03/22/2017 11:59 PM (CT) Track: Investigation

Caregiver Risk Factors | **Classification Information**

Allegation Details

	Alleged Child Victim	Allegation	Alleged Perpetrator	Intake Allegation Severe Intake Allegation CSEM	Severe CSEM (AW)	Severe CSEM (AC)	Classification
classify	Concho, Unknown	Drug Exposed Child	Unknown, Antonietta	No	No		Allegation Substantiated / Perpetrator Unknown
classify	Concho, Unknown	Lack of Supervision	Unknown, Antonietta	No	No		Allegation Substantiated / Perpetrator Unknown
classify	Concho, Unknown	Sexual Abuse	Unknown, Antonietta		Yes	No	Allegation Unsubstantiated / Perpetrator Unsubstantiated

[Add Allegation](#)

[Approval](#)

[Apply](#) [Save](#) [Cancel](#)

Below is for an Assessment track which will have different Classifications than an Investigation as shown above.

Priority: 1 Response Due Date/Time: 11/04/2017 03:51 PM (CT) Track: Assessment

Caregiver Risk Factors | **Classification Information**

Allegation Details

	Alleged Child Victim	Allegation	Alleged Perpetrator	Intake Allegation Severe Intake Allegation CSEM	Severe CSEM (AW)	Severe CSEM (AC)	Classification
classify	Brown,	Drug Exposed Child	Reese,	No	No		Services Recommended and Accepted
classify	Brown,	Lack of Supervision	Reese,	No	No		Services Recommended and Accepted

[Add Allegation](#)

[Approval](#)

You have completed this storyboard

Emergency Formal File Reviews:

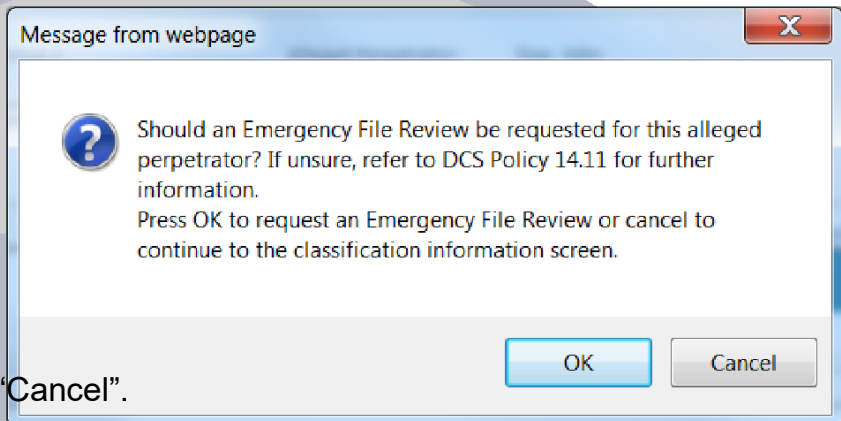
Emergency Formal File Reviews are conducted for an alleged perpetrator who has been named in a substantiated report of abuse and neglect and is currently employed by or volunteers in a setting where there is unsupervised access to children (i.e., teacher, boy/girl scout troop leader, school custodian, medical or emergency response personnel, and/or youth minister).

Exceptions to the Emergency Formal File Review include, but are not limited to a) foster parent whose foster home has been suspended; b) school personnel who have been terminated or resigned

A prompt was added to the Classification Screen in TFACTS. This prompt requires staff to answer the question of whether a substantiated perpetrator requires an Emergency File Review or not. The prompt also instructs staff to refer to [Policy 14.11](#) if they are unclear when this applies.

Once a person has been substantiated in TFACTS, this box appears:

If a person meets the criteria for an Emergency File Review, the worker clicks “OK”. If not, they click “Cancel”.



If they click “OK”, an automatic email will be prompted to the Due Process Procedures Division which will create a chain reaction of additional work that may or may not be necessary. It is imperative that staff only click “OK” only when it is appropriate.