



Administrative Policies and Procedures: 14.8

Subject:	Child Protective Services Case Transition or Closure
Authority:	TCA 37-5-105 (3); 37-5-106; 37-5-107
Standards:	DCS Standards of Practice: 11-300A
Application:	All Department of Children's Services Child Protective Services and Special Investigations Unit Employees
Policy Statement:	
Child Protective Services Investigators shall either provide services or transition a CPS case for ongoing services with community providers in situations where emergency removal measures are not necessary, or formally close the case.	
Purpose:	
To establish a uniform process to ensure that the CPS case worker properly transitions the case for on-going services or closes the case.	
Procedures:	
A. Case File transition for on-going services for non-custody cases	<p>The CPS Investigator (CPSI) responsible for the investigation, classification and initial assessment for a case will manage the case, close the case, or transition the case to a Family Service Worker (FSW) for on-going services.</p> <ol style="list-style-type: none"> Child and family team members will meet to review information gathered during investigation. The Family Permanency Plan will outline specific services to be provided to the child and family, with specific tasks, responsible parties and expected outcomes. The CPSI will fill out the referral forms for services and participate in the FSTM where the FSW will be involved. The CPSI will provide the FSW with copies of all available case file documentation upon transition and provide any other information received no later than five (5) business days of the case transition and on-going as information is received. Refer to DCS policies 14.26 Child Protective Services Assessment Track and 14.29 In-Home Family Service Worker Responsibilities for procedures on in-home cases.

<p>B. Case file transition for custody cases</p>	<ol style="list-style-type: none"> 1. When a CPS case is transitioned to custodial services, the CPSI will be responsible for formally transitioning the case to a FSW. The CPSI will provide the FSW with copies of all available case file documentation upon transition and provide any other information received no later than five (5) business days of the case transition, and on-going as information is received. Refer to DCS policy 14.13, Confidentiality of Child Protective Services Cases as information is received and transitioned. 2. The CPSI will notify the family and child that a new caseworker will be taking over functions of case management and will arrange for the FSW to meet the family at the transition meeting. 3. The CPSI will initiate a Family Functional Assessment before transitioning the case. If emergency removal, FFA must be initiated within five (5) business days of the date of transition.
<p>C. Case closure</p>	<p>To properly close a CPS case, all CPS investigative and assessment tasks, tools, decisions and notifications must be completed within sixty days (60) from the receipt of the report for investigations and one hundred twenty days (120) for assessments.</p>
<p>D. Completion of assessments</p>	<ol style="list-style-type: none"> 1. All required assessments will be completed as appropriate. 2. In cases that do not involve CPIT, the CPSI will recommend a classification decision with final approval from the team leader. The following information/tools may be used to assist in making the classification decision: <ol style="list-style-type: none"> a) Family Functional Assessment; b) FAST; c) SDM Safety Assessment; d) Investigative/Assessment Tasks; e) Team Leader consultation; f) MSW Consultation; g) Child and Adolescent Needs and Strengths (CANS) Assessment; h) Well-Being Consultation; and/or i) Other assessments as required. 3. If the case warrants CPIT, the CPSI will present the classification and information currently available to the CPIT team for their review, recommendations, and approval or disagreement with the decision. (Refer to DCS policy 14.6 Child Protective Investigative Team-CPIT).

<p>F. Administrative closures</p>	<p>The type of cases listed below will be appropriate for Administrative Closure:</p> <ol style="list-style-type: none"> 1. Courtesy Interviews; (Refer to DCS Policy <u>14.5 Child Protective Services Planning, Locating Child-Family and Notification to External Agencies</u>). 2. Other circumstances at the discretion and approval of the Regional Administrator.
<p>G. Case file documentation at closure</p>	<p>At case closure, the CPSI must ensure that the case file contains the items listed below:</p> <ol style="list-style-type: none"> 1. SDM Safety Assessment; 2. Family Advocacy Support Tool (FAST) as appropriate; and 3. Case Recordings to document the following on each contact: <ol style="list-style-type: none"> a) Date of contact; b) Time of contact; c) Type of contact; home visit, office visit, telephone conversation, written correspondence; d) Name of the person(s) contacted and relationship(s) to victim; e) Purpose of the contact; f) List of issues discussed and client's response to those issues; g) Summary of the substance of the contact; and h) Additional issues/activities identified. 4. Additional face-to-face contact with the alleged child victim is recommended at case closure if the child has not been seen within the last ten (10) business days. If a supervisor has reviewed and determined that there are no safety/risk concerns, no follow-up visit is required. 5. Closing Summary : A narrative description of reason for opening, current safety, risk and well-being status of child and family, classification decision and the justification, the case plan including any referrals made and the family's reaction to case closure. 6. Form CS-0561, Child Protective Services Investigative Review that documents the findings of the Child Protective Investigative Team (CPIT), if appropriate. 7. Form CS-0740, Child Protective Services Investigation Summary and Classification Decision of Child Abuse/Neglect Referral that documents the classification decision. 8. Family Permanency Plan. 9. In addition to the above documents, the CPSI will obtain a copy of other

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	<p>pertinent documents to be maintained in the case file pertaining to each specific case. Such documents may include:</p> <ul style="list-style-type: none"> a) Verification of medical findings; b) Report of psychological evaluation or treatment; c) Reports from any other service providers; d) Photographs and audio and video tapes; e) Any signed releases or provided documents, as applicable; f) Documentation of notification sent to the Juvenile court, District Attorney General, the referent, and the substantiated perpetrator(s); or g) Any other documents obtained in the course of the investigation.
<p>H. Cases incomplete at 60 or 120-day timeframe</p>	<p>If an investigation goes beyond sixty (60) days or an assessment goes beyond one hundred twenty (120) days, the team leader will document on the appropriate screens or case recordings in TFACTS an explanation for the delay, along with a plan for completing the case.</p>
<p>I. Supervisor's approval of closure</p>	<p>The CM will obtain the approval of the team leader on the classification decision, the entire investigative/assessment file, and the closure of the case. The team leader's signature will signify that:</p> <ul style="list-style-type: none"> 1. All documentation is complete; 2. All information and decisions have been reviewed; and 3. All collaborative service providers and the Courts have been notified upon closing the case.
<p>J. Notifications</p>	<p>Any collaborating service providers must be notified after CPS case closure.</p>

<p>Forms:</p>	<p><u>CS-0561, Child Protective Services Investigative Review</u> <u>CS-0668, Authorization for Release of Information to DCS and Notification of Release</u> <u>CS-0740, Child Protective Services Investigation Summary</u></p>
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Collateral documents:	<u>CPS Case Closure Protocol</u> <i>Family Permanency Plan – (in TFACTS)</i>
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