



State of Tennessee
Department of Children's Services

Work Aid- 2 – Child Protective Services Tasks by Allegations

Supplemental to DCS Policy: 14.5 Child Protective Services Planning, Locating Child/Family and Notification to External Agencies

| Allegation | Tasks |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>All Severe Abuse Allegations</u> | <p>All severe abuse investigative activities will be completed by the case worker assigned to the case and/or CPIT team members.</p> <p>a) Required:</p> <ul style="list-style-type: none">◆ Convene CPIT◆ Review DCS History◆ Contact referent and send referent notification letter◆ Interview/observe child victim(s)◆ Photograph (as appropriate) of the child, injuries, and/or environment◆ Photograph any objects/items used to cause the injury or condition◆ Interview and assess risk to other children in the home◆ Visit home visit or location of incident◆ Interview parent/caregiver or obtain interview from law enforcement◆ Interview other adults living in the home◆ Obtain medical exam and/or treatment for the alleged victim |

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Supersedes: WA2- 01/03/14

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Supplemental to: DCS 14.5

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| | <ul style="list-style-type: none"> ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) and other assessments as appropriate ◆ Obtain medical records (previous and current) <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers ◆ Consult with Well-Being Unit ◆ Conduct other records checks (educational, mental health, community/social services agency) |
| <u>Sexual Abuse:</u> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Convene CPIT ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview other children in the home ◆ Assess risk to other children in the home ◆ Visit home or visit location of incident ◆ Photograph location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home |

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| | <ul style="list-style-type: none"> ◆ Obtain medical exam and/or treatment for the alleged victim if child is non-verbal or disclosure ◆ Obtain medical records (previous and current) ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Psychological evaluation, to include psychosexual component ◆ Consult with Well-Being Unit ◆ Conduct other records check (educational, mental health, community/social services agency) |
| <u>Child Death-Near Death:</u> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Follow DCS Policy <u>20.27 Child Death-Near Death Rapid Response</u> ◆ Enter Date of Death within one (1) hour of case assignment ◆ Convene CPIT ◆ Review DCS History, link and establish case within 5 business days of case assignment ◆ Contact referent and send referent notification letter ◆ Observe near child victim ◆ Interview other children in the home, observe all non-verbal children in the home (e.g., infants) within thirty (30) days of case assignment. ◆ Complete initial SDM Assessment on surviving children (and victim if near death) ◆ Enter all case dictation within five (5) business days of when contacts occurred. |

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| | <ul style="list-style-type: none"> ◆ Assess risk to other children in the home ◆ Obtain a medical exam of other children in the home if the death is suspected to be a result of abuse or neglect ◆ Visit home and location of incident ◆ Photograph location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Obtain medical exam and/or treatment for the alleged victim (if near death) ◆ Obtain medical records (previous and current) of alleged child victim ◆ Obtain autopsy from DCS Safety Nurse who will request an autopsy report from the Medical Examiner when available ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate (initially at closure, unless otherwise stated) <p>Note: It is not required for the DCS case manager to observe the deceased child</p> <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers (see note attached) as applicable ◆ Arrange counseling services for family ◆ Consult with Well-Being Unit |

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| | <ul style="list-style-type: none"> ◆ Take photographs of near fatality child victim, as appropriate ◆ Conduct other records checks (educational, mental health, community/social services agency). |
| <p><u>All Non- Severe Abuse allegations</u></p> <p><u>Physical Abuse:</u></p> | <p>All activities will be completed by the case worker assigned to the case.</p> <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Take photographs of the injuries and any objects used to cause the injury ◆ Interview and assess risk to other children in the home ◆ Home visit or visit to location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background check ◆ Complete Structured Decision Making (SDM) and other assessments as appropriate <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Medical exam and/or treatment for the alleged victim |

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| | <ul style="list-style-type: none"> ◆ Obtain medical records (previous and current) ◆ Conduct other records checks (educational, mental health, community/social services agency) |
| <u>Drug Exposed Infant/Child:</u> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview and assess risk to other children in the home ◆ Visit home or visit location of incident (unless there is good cause to believe that the home contains facilities for the manufacturing of methamphetamines) ◆ Photograph location of incident and any materials used to cause the risk/harm ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Conduct drug testing, as needed, of parent/caregiver ◆ Interview other adults living in the home ◆ Obtain medical exam and/or treatment for the alleged victim (Note: In cases where exposure to methamphetamines is suspected, refer to Work Aid 4, as ALL children require medical evaluations) ◆ Obtain drug screen result (of child that may have ingested or may have been administered drugs or chemical substances) ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate |

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| | <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Take additional photographs, as appropriate ◆ Obtain medical records (previous and current) ◆ Conduct other records checks (educational, mental health, community/social services agency) ◆ Refer for Alcohol and Drug Assessment |
| <p><u>Medical Maltreatment:</u></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview and assess risk to other children in the home ◆ Visit home or visit location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate ◆ Obtain medical records (previous and current) |

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| | <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Take photographs, as appropriate ◆ Obtain medical exam and/or treatment for the alleged victim ◆ Conduct other records checks (educational, mental health, community/social services agency) |
| <p><u>Nutritional Neglect:</u></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Take photographs, as appropriate ◆ Interview and assess risk to other children in the home ◆ Visit home or visit location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate |

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| | <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Obtain medical exam and/or treatment for the alleged victim ◆ Obtain medical records (previous and current) ◆ Conduct other records checks (educational, mental health, community/social services agency) |
| <p><u>Environmental Neglect:</u></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview and assess risk to other children in the home ◆ Visit home or visit location of incident ◆ Photograph environment ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate |

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| | <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Obtain medical exam and/or treatment for the alleged victim ◆ Conduct other records checks (educational, medical, mental health, community/social services agency) |
| <p><u>Lack of Supervision:</u></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview and assess risk to other children in the home ◆ Visit home or visit location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit |

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| | <ul style="list-style-type: none"> ◆ Take photographs, as appropriate ◆ Obtain medical exam and/or treatment for the alleged victim ◆ Conduct other records checks (educational, medical, mental health, community/social services agency) |
| <p><u>Abandonment:</u></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview and assess risk to other children in the home ◆ Visit home or visit location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Obtain medical exam and/or treatment for the alleged victim |

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| | <ul style="list-style-type: none"> ◆ Conduct other records checks (educational, medical, mental health, community/social services agency) |
| <p><u>Psychological Harm:</u></p> <p><i>(Note: This allegation may be classified as substantiated with a licensed mental health professional's opinion.)</i></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Seek and document opinion of licensed mental health professional, note: this does not require a psychological evaluation) ◆ Interview and assess risk to other children in the home ◆ Visit home or visit to location of incident ◆ Interview parent/caregiver or obtain interview from law enforcement ◆ Interview other adults living in the home ◆ Interview perpetrator or obtain interview from law enforcement ◆ Interview witnesses, collaterals, other professionals or agencies ◆ Obtain school records ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate ◆ Consult with Well-Being Unit <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Obtain medical exam and/or treatment for the alleged victim |

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| | <ul style="list-style-type: none"> ◆ Conduct other records checks (medical, mental health, community/social services agency) |
| <p><u>Educational Neglect:</u></p> | <p>a) Required:</p> <ul style="list-style-type: none"> ◆ Review DCS History ◆ Contact referent and send referent notification letter ◆ Interview/observe child victim(s) ◆ Interview and assess risk to other children in the home ◆ Visit Home ◆ Interview parents/caretakers ◆ Interview other adults in the home, ◆ Interview witnesses, collaterals, and other professionals or agency staff ◆ Interview perpetrator ◆ Complete background checks ◆ Complete Structured Decision Making (SDM) or other assessments as appropriate ◆ Visit School ◆ Interview school personnel ◆ Obtain Education records <p>b) Recommended:</p> <ul style="list-style-type: none"> ◆ Refer for psychological evaluation of children or parents/caretakers as applicable ◆ Consult with Well-Being Unit ◆ Conduct other record checks (medical, mental health, community/social services agency) |

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