## **CA/N INTRODUCTION**

- A. Purpose
  - 1. CA/N Intake
  - 2. CA/N Assessment
- B. Children Covered By CA/N Policies And Procedures
- C. Child Protective Services Role
- D. Legal Base
- E. Child Abuse/Neglect Reporting
  - 1. Mandatory
  - 2. Permissive
  - 3. Anonymous

## **GLOSSARY**

## CA/N ALLEGATIONS AND DEFINITIONS

- I. Introduction
  - A. Serious Harm
  - B. Abuse And Neglect Defined
  - C. Poverty Versus Neglect
  - D. Cultural Diversity And Child Abuse/Neglect
- II. Allegations And Definitions

## **Physical Injuries**

**Bone Fractures** 

Burns/Scalding

Cuts/Bruises

**Human Bites** 

**Internal Injuries** 

Sprains/Dislocations

Tying/Close Confinement/Bizarre Discipline

## Mental Abuse/Neglect

# **Sexual Injuries**

**Sexual Exploitation** 

**Sexual Molestation** 

**Sexual Penetration** 

Sexually Transmitted Disease

## Negligent Treatment

Abandonment

Failure To Thrive Inadequate Clothing/Personal Hygiene Inadequate Food Inadequate Shelter Inadequate Supervision Medical Neglect

## **Death**

Factitious Disorder By Proxy

Fetal Alcohol Syndrome / Drug Withdrawal

Chemical Endangerment (Methamphetamine)

Positive Test For Alcohol And/Or Drugs At Birth

Other Risk Of Serious Harm

## SEXUAL ABUSE GUIDELINES

- I. Introduction
  - A. Purpose
  - B. Glossary
- II. Factors To Consider When Intake Information Involves Sexual Activity
  - A. Age
  - B. Consent
  - C. Deviation
  - D. Relationship
- III. Sexual Activity That Constitutes A CA/N Report
- IV. Additional Intake and CA/N Assessment Responsibilities For Reports Involving Sexual Activity

## AFTER HOURS ON CALL PROCEDURES

## **CA/N INTAKE**

- I. Purpose
- II. General Guidelines
- III. Information Collection

- A. Conduct Interviews
- B. Clear Agency Records
- IV. Analysis And Decision-Making
  - A. CA/N Reports
  - B. Case Situations Not Accepted As CA/N Reports
  - C. Agency Mandated To Respond
    - 1. Department Of Human Resources (DHR)
    - 2. Law Enforcement Agency (LEA)
  - D. DHR Response Times
    - 1. Children Allegedly Abused Or Neglected
      - a. Immediate
      - b. Within Five (5) Calendar Days
    - 2. Other Children In The Home
- V. Data Entry / Documentation
  - A. Initial FACTS Data Entry
  - B. Documentation
  - C. District Attorney And Law Enforcement Agency Notifications

- VI. Review, Approval, And Assignment For CA/N Assessment
  - A. Supervisory Review
  - B. Supervisory Approval
  - C. Assignment For CA/N Assessment

## **CA/N ASSESSMENT**

- I. Purpose
- II. General Requirements
  - A. County Responsible For Conducting The CA/N Assessment
  - B. Timeframe For Completion
    - 1. CA/N Assessments
    - 2. Final Central Registry Data Entry
  - C. Court Ordered Access
  - D. Confidentiality And Identity Of CA/N Reporters

III.

## TABLE OF CONTENTS

| E.     | Notification Of CA/N Allegations   |                    |  |
|--------|--|--------------------|--|
|        | 1.   | Content            |  |
|        | 2.   | Timeframe          |  |
|        | 3.   | Method             |  |
|        |  | a. Oral Or Written |  |
|        |  | b. Written         |  |
| Inform | nation C   | ollection Protocol |  |
| A.     | Supportive Interaction With All Individuals Pertinent To The CA/N Assessment |                    |  |
| _      | _  |                    |  |

- B. Preparation
- C. Deviations From The Information Collection Protocol
- D. Safety Assessment of Children
- E. Securing Needed Medical Care
- F. Required Interviews And Information
  - 1. CA/N Assessment Interviews
    - a. Parents Or Primary Caregivers
    - b. Children In The Home
      - (1) Children Allegedly Abused/Neglected

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- (2) Other Children In The Home
- c. Other Adults In The Home
- d. Persons Allegedly Responsible For Abuse/Neglect
- e. Collaterals
- 2. CA/N Assessment Information
  - a. Alleged Abuse/Neglect
  - b. Parenting Practices
  - c. Parents'/Primary Caregivers' Functioning
  - d. Disciplinary Practices
  - e. Child Functioning

## IV. CA/N Assessment Findings

- A. CA/N Dispositions
  - 1. Indicated
  - 2. Not Indicated
  - 3. Unable To Complete
- B. Risk Of Serious Harm
- C. No Risk Of Serious Harm
- V. Documentation
  - A. Documentation

- B. Notification Of CA/N Dispositions
- C. District Attorneys' Offices And Law Enforcement Agencies
- VI. Review, Approval, And Assignment For On-going Services
  - 1. Supervisory Review
  - 2. Supervisory Approval
  - 3. Assignment For On-Going Services

#### SAFETY ASSESSMENT

- I. PURPOSE
  - A. Determining Safety of Children
    - 1. Safety Threats
    - 2. Assessing Parental/Caregiver Protective Capacities
- II. SAFETY INTERVENTION DECISION
  - A. Developing Safety Plans
  - B. Assessing Persons Responsible For Protecting Children
  - C. Types of Safety Plans
    - 1. In-Home
    - 2. Out-of-Home (Non-Foster Care)
      - a. Involving the Court in Out-of-Home (Non-Foster Care) Safety Plans
      - b. Department Files Dependency Petition Requesting That Legal Custody Remain With Parent And That Relative or Other Suitable Person Has Physical Custody
      - c. Assisting Relatives or Other Suitable Person Responsible for Providing Protective Supervision To Obtain Legal Custody
        - (1) Relative/Other Suitable Person Petitions Court for Custody
        - (2) Relative/Other Suitable Person Unable to Afford Attorney
        - (3) Department Petitions with Relative/Other Suitable Person Receiving Custody
    - 3. Out of Home (Foster Care)
  - D. Summary Removal/Protective Custody
  - E. Monitoring And Transfer of Cases With Safety Plans
- III. CONTENTS AND DOCUMENTATION OF SAFETY PLANS

- A. Contents of Safety Plan Document
- B. Case Record Documentation

#### IV. DANGER THREATS – PRESENT AND IMPENDING

- A. Present Danger Threats
- B. Impending Danger Threats

#### V. PARENTAL/PRIMARY CAREGIVER PROTECTIVE CAPACITIES

- A. Behavioral Protective Capacities
- B. Cognitive Protective Capacities
- C. Emotional Protective Capacities

## **OUT-OF-HOME PROTOCOL**

- I. Introduction
- II. General Requirements
  - A. Determining Who Conducts The CA/N Assessment
  - B. Entering Reports Into The Central Registry
  - C. Notifying District Attorneys and Law Enforcement Agencies

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- D. Providing Notification Of CA/N Allegations
- E. Conducting The CA/N Assessment
- III. Out-Of-Home Care Settings
  - A. Day Care Centers Licensed By DHR
  - B. Exempt Day Care Centers
  - C. Family/Group Day Care Homes
  - D. Foster Family Homes Approved By DHR
  - E. Foster Family Homes Approved By Private Child-Placing Agencies Or A State Agency Other Than DHR
  - F. Group Homes And Institutions Licensed By DHR
  - G. Group Homes And Institutions Operated By State Agencies Other Than DHR
  - H. Group Homes And Institutions Licensed/Certified (<u>But Not Operated</u>)By State Agencies Other Than DHR
  - I. Schools And Allegations <u>Involving Discipline/Corporal Punishment</u>

- J. Schools And Allegations <u>Not Involving Discipline/Corporal Punishment</u>
- K. Non-Finalized Adoptive Homes
- L. All Other Out-Of-Home Care Settings

## SPECIAL CA/N PROCEDURES

- A. Restricted Cases
  - 1. Determining Restricted Status
  - 2. Assigning Restricted Status
  - 3. Removing Restricted Status
- B. CA/N Reports Involving DHR Employees And Close Working Associates
- C. CA/N Reports Involving Children In DHR Permanent Custody
- D. Community Notification Act Regarding Convicted Sex Offenders
- E. Medical Neglect Of Handicapped Infants Under One Year Of Age
  - 1. Guidelines For Assessing Treatment Decisions
  - 2. Multi-Disciplinary Team's Evaluation Process
  - 3. Decisions Regarding Continued DHR Intervention
- F. Case Management Procedures When Families Move
- G. Protective Service Alerts
- H. Reports Involving Other States
- I. Reports Involving Multiple County Departments
- J. Reports Involving "Groups" Of Children In Out-Of-Home Settings
- K. Multiple Reports Received On The Same Children
- L. New Information On Prior CA/Ns With "Unable To Complete" Dispositions
- M. Updating Completed CA/Ns With New Information
- N. Referral Of Infants And Toddlers (under 36 months) To Alabama Early Intervention Services (AEIS)

## **DUE PROCESS**

- I. Introduction
- II. CA/N Hearings
  - A. Notification Process
  - B. Content Of Notification Letters
  - C. Notification Of CA/N Hearings

- D. The CA/N Hearing
- E. Post Hearing Procedures
- F. Appeals
- III. Administrative Record Reviews

## GENERAL POLICIES AND PROCEDURES

- A. Establishing And Maintaining Child Abuse/Neglect Records
  - 1. Establishing CA/N Records
  - 2. Storing CA/N Records
  - 3. Content Of CA/N Records
- B. Protocol With District Attorneys
- C. Working Agreement With Law Enforcement
- D. Observing And Documenting Physical Indicators Of Suspected Abuse/Neglect
- E. Photographs
- F. Video And Audio Tapes
- G. Polygraphs
- H. Signing Criminal

## **CENTRAL REGISTRY**

- I. Introduction
- II. Inquiries And Disclosure Of Information
  - A. Confidentiality
  - B. Confidentiality Of Reporters' Identity
  - C. Confirming Identity Of Persons Inquiring About CA/N Information
  - D. Inquiries And Clearances By DHR Staff
  - E. Use And Disclosure Of CA/N Information
  - F. CA/N Information That May Be Released
  - G. Disclosing Information To Attorneys And CASAs
  - H. Expunging Names Of Persons Responsible For Abuse/Neglect
  - I. Expunging Indicated/Not Indicated Reports Received From Mandatory Reporters

## **CPS PREVENTION POLICIES AND PROCEDURES**

- I. Introduction
  - A. Children And Cases To Whom The Policy Applies
  - B. Confidentiality
- II. CPS Prevention Intake
- III. CPS Prevention Assessment
  - A. County Responsible For Conducting The CPS Prevention Assessment
  - B. Timeframes
    - 1. Initial Contact With Children Identified As At Risk Of Maltreatment
    - 2. Completing CPS Prevention Assessments
  - C. Transfer of Prevention Referrals Involving Multiple County Departments
  - D. Information To Be Collected
  - E. Required Interviews and Other Information
    - 1. Required Interviews
    - 2. Children Identified As At Risk of Maltreatment
  - F. Analysis And Decision-Making
    - 1. Child Safety and Parental/Primary Caregivers Protective Capacity
    - 2. Need For On-going Child Protective Services
  - G. Documentation
  - H. Review, Approval, And Assignment For On-going Service Delivery
    - 1. Supervisory Review And Approval
    - 2. Assignment Of On-Going Services
- IV. Data Entry
  - A. Prevention Intake Instructions for FACTS
  - B. Prevention Assessment Instructions for FACTS

# **LEGAL PROCEEDINGS**

- I. Introduction
  - A. DHR's Role
  - B. The Court's Role
  - C. Dependent Child Definitions
- II. General Guidelines

- A. Legal Counsel
  - 1. Guardians Ad Litem
  - 2. Legal Representation For County Departments
- B. Special Assistants
- C. Witnesses
  - 1. Expert Witnesses
  - 2. Depositions
- D. Privileged Communication
- E. Preparing Children For Hearings
- III. Dependency Proceedings
  - A. Making Complaints And Preparing Petitions
  - B. The Summons
  - C. Predisposition Study And Report
  - D. Hearings
    - 1. Summary Removal/Shelter Care
    - 2. Adjudicatory
    - 3. Dispositional
    - 4. Permanency Hearings
  - E. Appeals

## MULTI-DISCIPLINARY CHILD PROTECTION TEAMS

- I. Introduction
- II. Guidelines For Developing Teams
  - A. Team Membership
  - B. Team Functions
- III. Guidelines For Effective Use Of Teams
  - A. Referrals
  - B. Cases Appropriate For Referral
  - C. Team Recommendations
  - D. Follow-Up Case Consultation
- IV. Annual Reports

## SUPPORT SERVICES

A. Diagnosis And Evaluation (D&E) And Mental Health Counseling (MHC)
Services For Non-Medicaid Eligible Children/Families

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- B. Homemaker Services
- C. Medical Expenses Incurred During CA/N Assessments
- D. Protective Services Day Care

# FORMS AND INSTRUCTIONS

## NUMBERED FORMS

| DHR-FCS-731   | Agreement For Foster Care   |
|---------------|---|
| DHR-FCS-1519  | Multi-Disciplinary Child Protection Team Referral Form                                      |
| DHR-FCS-1520  | Multi-Disciplinary Child Protection Team Follow-Up Report                                   |
| DHR-FCS-1521  | Multi-Disciplinary Child Protection Team Member<br>Commitment And Confidentiality Agreement |
| DHR-FCS-1522  | Multi-Disciplinary Child Protection Team Annual Report                                      |
| DHR-FCS-1593  | Written Report Of Suspected Child Abuse/Neglect   |
| DHR-FCS-1595  | Suspected Abuse/Neglect Injury Notesheet  |
| DHR-FCS-1597  | Child Protective Services Alert   |
| DHR-FCS-1598  | Child Abuse/Neglect Central Registry Clearance Request                                      |
| DHR-FCS-2110  | Safety Plan   |
| DHR-FCS-2110A | Person(s) Responsible For Protecting Children   |
| DHR-FCS-2121  | AEIS – DHR CAPTA Referral Form  |

## **FORM LETTERS**

Providing Copies Of CA/N Reports To DA Or LEA

Providing Copies Of Completed CA/N Assessments To DA Or LEA

# **MEMORANDA**

Cover Memo for Child Protective Services Alert

Request To Restrict CA/N Report(s) On Child In DHR Permanent Custody

# **INSTRUCTIONS FOR FORMS**

## **APPENDIX**

ALPHABETICAL LISTING OF CA/N ALLEGATIONS

CA/N INTAKE FLOW CHART

CA/N INTAKE RESPONSE TIME DETERMINATION

CA/N ASSESSMENT FLOW CHART

CHILD ABUSE/NEGLECT CONTINUUM OF RISK

CPS FORMS - LISTED ALPHABETICALLY BY NAME & NUMERICALLY BY NUMBER

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JOINT INTERVENTION PROTOCOL

SEXUALLY TRANSMITTED DISEASES

STATE LICENSED AND OPERATED CHILD RESIDENTIAL FACILITIES

TERMINOLOGY CHANGES

#### FACTS CORRESPONDENCE

Letter To Out-Of-Home PARANS Notifying Them About Allegations

Letter Notifying Parent or Primary Caregiver of Allegations

Letter Notifying DA of Allegations

Letter Notifying LEA of Allegations

Letter To Facility Directors Notifying Them About Allegations

Letter Notifying DA of Disposition

Letter Notifying LEA of Disposition

Letter Notifying Facility Directors About Disposition

Letter Notifying Mandatory Reporter About Disposition

Letter Notifying Parent or Primary Caregiver About Disposition

Letter to PARAN Indicated Disposition With Opportunity For CA/N Hearing

Letter to PARAN Indicated Disposition With Opportunity For Admin. Record Review

Letter To PARANS Notifying Them Of Not Indicated Disposition

Letter To Law Enforcement With CA/N Report For Investigation

Memo To Schedule CA/N Hearing

Memo To Schedule Administrative Record Review

Letter To Reporter Regarding No CA/N Assessment