

CHILD PROTECTIVE SERVICES PROCESS REVIEW TOOL REFERENCE GUIDE
Chapter VIII Policy

REPORT SCREENING (1407 STRUCTURED INTAKE)

DSS must receive and screen all reports of abuse, neglect, or dependency, regardless of residency. The intake social worker shall use the Division’s Structured Intake Form, DSS-1402, to document information about the report of suspected abuse, neglect or dependency. The intake decision not only determines if there is a valid CPS report, but also which county DSS shall be responsible for conducting the CPS assessment. The intake social worker and supervisor must sign the completed intake form.

****If the county uses electronic documentation system that does not allow state forms to be used then they need to have all of the items from the form must be in the system.****

Unless otherwise noted, all policy in this section can be found at: <http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1407.pdf>

Report Screening: See Section 21 of the intake tool	Abuse	Screening Tools, p.28-45	
		Physical	p. 28-29
		Sexual	p.32-40
		Emotional	p. 41-43
		Moral Turpitude	p. 44-45
	Cruel or Grossly Inappropriate Behavior Modification	p. 30-31	
	Neglect	Screening Tools, p.46-69	
		Improper Care	p. 47-48
		Improper Supervision	p. 49-51
		Improper Discipline	p. 52-53
		Abandonment	p. 55
		Improper Medical/Remedial Care	p. 56-57
		Injurious Environment	p. 58-59
	Illegal Placement/Adoption	p. 60-61	
Dependency	Screening Tools, p. 62-63		
	Dependency	p. 62-63	
Response	Was the response time appropriate to the allegations?	<p>A decision tree approach incorporates and prioritizes critical factors which lead to a staff decision about the speed of response. Upon receipt of a CPS report, the appropriate Screening Tools are consulted. After determining that the CPS report is valid it is necessary to determine the speed of response required. Consulting the appropriate Response Priority Decision Tree results in a determination regarding response time:</p> <ul style="list-style-type: none"> • Physical Abuse Response Priority Decision Tree p.74-75 • Sexual Abuse Response Priority Decision Tree p.76-77 • Emotional Abuse Response Priority Decision Tree p. 85-86 • Moral Turpitude Response Priority Decision Tree p.83-84 • Neglect Response Priority Decision Tree p.78-80 • Dependency Response Priority Decision Tree p.81-82 	

Cross County Reports	If the child was not a resident of the county receiving the report, was the report transmitted according to policy by telephone and fax?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-45/man/cci-04.htm#TopOfPage The receiving county must make an immediate oral CPS report to the home county upon finding that the alleged victim child is a resident of the other county. The oral report must be followed by a faxed copy of the CPS Intake report within the same day. If the CPS report is received after business hours, the social worker responsible for after-hours duty shall contact the corresponding after hour’s worker in the
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	home county. A copy of the CPS report shall be faxed to the home county within (1) one business day.
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Screening	Did it meet the criteria for a report by:	Definition of abuse, neglect, dependency	p. 3-4
		Caretaker Definition	p. 4
		Victim < 18 years old	
		Resident of NC	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-45/man/cci-01.htm#TopOfPage
	Was the report assigned as:	Abuse	p. 3
		Neglect	p. 3
		Abuse and Neglect	p. 3
		Dependency	p. 4
		Investigative Assessment	All reports alleging any type of abuse, abandonment, and any "special type of report" must be assigned as Investigative Assessments. All reports (regardless of the allegations) involving allegations concerning a child in the custody of a local DSS, family foster home, residential facility, or child care situation must be assigned to the Investigative Assessment response. (p.46) For list of special type of IA's, see p. 37
	Family Assessment	The county DSS may assign any valid CPS report alleging neglect or dependency to the Family Assessment response except for certain specific neglect cases. (p.37)	
Was the report screened appropriately according to policy?		http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1408.pdf p.37 & 38	

ASSESSMENT (1408 INVESTIGATIVE AND FAMILY ASSESSMENTS)

Unless otherwise noted, all policy in this section can be found at:

<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1408.pdf>

Initiation	Were all the victim children seen & interviewed w/in response time frames?	"Initiation of an 'investigation' is defined as having face to face contact with the alleged victim child or children. (p.9) Effective interviewing strategies and techniques shall be used which are appropriate to the child's developmental level. Documentation shall explain the inability to interview the child. If a child has the capacity for speech, the child must be interviewed. (p.10)
	If not, was there documentation as to why not & diligent efforts to see the children?	If there is not such face-to-face contact within the prescribed time period, the case record shall contain documentation to explain why such contact was not made and what other steps were taken to assess the risk of harm to the child or children." In all reports accepted for a CPS Assessment, face-to-face interviews shall be conducted with all alleged victim children within the statutory time requirements, or there shall be documentation to reflect diligent efforts made to see the child within these timeframes and documentation that the child was seen as soon as possible. (p.9)
	Were the parents or caretakers who reside in the home with the victim child(ren) seen and interviewed the same day?	Face-to-face interviews with the parents or primary caretakers with whom the child resides shall be conducted the same day the child is seen. If interviews are not conducted on the same day as the child is seen, there shall be documentation to reflect diligent efforts made or rationale for delaying the interview that does not compromise the safety of the child.(p.10)
	If parents or caretakers who reside in the home with the child(ren) were not seen on the same day, is there documentation as to why not and diligent efforts made to contact them?	Face-to-face interviews with the parents or primary caretakers with whom the child resides shall be conducted the same day the child is seen. If interviews are not conducted on the same day as the child is seen, there shall be documentation to reflect diligent efforts made or rationale for delaying the interview that does not compromise the safety of the child.(p.10)
	Were all other adults in the child's home seen and interviewed within 7 days?	Face-to-face interviews with non-primary caretakers known to be living in the child's household shall be conducted within seven days of initiating the CPS Assessment, or there shall be documentation to reflect efforts made. (p.11)
	If other adults were not seen, was there documentation as to why not and efforts made to see and interview them?	Face-to-face interviews with non-primary caretakers known to be living in the child's household shall be conducted within seven days of initiating the CPS Assessment, or there shall be documentation to reflect efforts made. (p.11)
	Were all allegations received in the initial report discussed with the alleged perpetrator at the first contact?	Notifying the alleged perpetrator of the complaints or allegations is required at first contact. Section 106 (b)(2)(A)(xviii) of the Child Abuse Prevention and Treatment Act(CAPTA) requires that DSS notify the individual of the complaints or allegations made against him or her at the time of contact regardless of how that contact is made. This is dependent upon the social worker being certain that they are speaking to the person who is named in the report. If the social worker cannot be certain to whom they are speaking, specific allegations shall not be discussed in order to protect the confidentiality of the family. (p.10)

Law Enforcement & DA Notices	If there is evidence of abuse found, was the DA & LE notified verbally immediately and via written notification w/in 48 hours?	After finding evidence that a child may have been abused by a parent, guardian, or caretaker, the agency shall: give immediate verbal notification to the district attorney or his designee; send subsequent written notification to the district attorney within 48 hours; give immediate verbal notification to the appropriate local law enforcement agency; and send subsequent written notification
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		to the appropriate local law enforcement agency within 48 hours.(p.14-15)
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Licensed Facilities	If report relates to licensed providers, was the 5282 completed within 5 days? (DHSR, Black Mountain, etc)	<p>Reports to the Division of Child Development DSS must notify the DCD the same day a report is accepted for an Investigative Assessment involving a child care facility. Information shared on the form, DSS-5282.</p> <p>The Case Decision Summary, DSS-5228 also will be completed in all child care facility Investigative Assessments and provided to DCD at the conclusion of the CPS Investigative Assessment. CPS case decisions as to whether or not to substantiate abuse, neglect, or dependency are to be made and submitted to the DCD within seven (7) business days of the decision. Same applies for other agencies listed on letter.</p> <p>http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1418.pdf (p.9)</p>
	If the report was received on a DSS licensed foster home was the information referred to the licensing worker and/or supervisor?	<p>http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/CS1416-01.htm</p> <p>Although some complaints may not meet the statutory definitions of abuse, neglect, or dependency¹⁶ there may be legitimate concerns about child care and practices in the foster care setting. Complaints about the general quality of care and issues concerning the foster home's compliance with licensing standards should be referred to the agency or staff responsible for supervision of the family foster home for follow-up.</p>

Safety Assessment	Was a safety assessment completed with the family/parent/caretaker?	During the initial contact, the social worker will conduct a safety assessment. The North Carolina Safety Assessment (DSS-5231) form will be used to document the assessment.(p.16)
	Does the safety assessment accurately reflect information obtained?	A North Carolina Safety Assessment shall be developed to address the safety issues and the caregiver's capacity to ensure safety for the children. The North Carolina Safety Assessment (DSS-5231) shall be completed and documented at the following intervals: (p. 15-16)
	Was the safety response adequate to ensure safety?	The Safety Response shall specify what interventions the agency and any identified safety resource will make to ensure the safety of the children. (p. 16)
	If the safety assessment was found conditionally safe or unsafe, was there evidence of the family's signatures on the safety assessment?	The North Carolina Safety Assessment shall include the caregiver's signature(s) and a copy of the North Carolina Safety Assessment shall be provided to the caregiver(s) upon completion. A Safety Response shall be completed whenever any unsafe factor is present.(p.16)
	Was a new safety assessment and response completed when new concerns, whether in a new report or new information, arose during the investigation/family assessment?	...at the time of the initial home visit, and prior to allowing the child to remain in the household; prior to the case decision; prior to the removal of a child from the home; prior to the return home in cases where the caregiver temporarily places the child outside the home as a part of the safety response; at any point a new report is received; at any other point that safety issues are revealed.(p.15-16)
	Did the supervisor review, sign, and date each safety assessment within 24 hours?	The 24 hour timeframe is for purposes of a standard measurement.

Safety Resources	Was a safety resource used?	If no, skip to Home Visit
	Was the safety resource a part of a documented time limited goal oriented plan arranged by the parents?	Safety resource placements, on the other hand, should be very short, lasting only as long as it takes to gather the information needed to reach a decision about whether the immediate safety concern can be adequately addressed and the children returned home. Policy is not specific on this point, but the NC Division of Social Services suggests this might reasonably range from several days to as long as 60 days. If the agency is

Safety Resources (cont)		uncomfortable returning the children home after a reasonably brief period, it should consider petitioning the court for custody. http://www.practicenotes.org/v20n1/CSPN_v20n1.pdf
	Was a kinship care assessment completed and documented in the record? **This includes the form and a home visit to safety placement within 24 hours of placement. DSS-5202 & 5203	If, at any time during the assessment process it is decided that a child must be placed outside the home to insure safety, the local DSS will assess the Safety Resource and their home. (p.17) Once the Safety Resource is identified, a check of the CPS Central Registry must be conducted and the formal Kinship Care Initial Assessment, which includes a home visit, must be completed with that person. (p.17)
	Was the kinship assessment form signed by the provider?	Once the Safety Resource is identified, a check of the CPS Central Registry must be conducted and the formal Kinship Care Initial Assessment, which includes a home visit, must be completed with that person. (p.17) As evidenced by signatures
	Was a criminal record check completed on the safety resource?	It is appropriate to check the ACIS for any criminal charges or convictions in North Carolina through the AOC database as well as for civil actions such as a domestic violence protective order within the Civil Case Processing System (VCAP). An assessment of the Safety Resource's home environment must take place prior to the child being left in the care of the Safety Resource. (p.17)

Home Visit	Was a home visit made to where the child resides during the assessment?	It is important to see the children living in the home as soon as possible in order to assess their conditions, to gain a perspective as to the level of immediate safety and continuing risk, and to determine whether the agency needs to take steps to assure the children's safety during the assessment period. (p.9) The home where the alleged victim child resides shall be visited during the CPS Assessment, or there shall be documentation to reflect diligent efforts made. N.C.G.S. § 7B-302(a)states: "The assessment and evaluation shall include a visit to the place where the juvenile resides, except when the report alleges abuse or neglect in a child care facility as defined in Article 7 of Chapter 110 of the General Statutes.(p.12)
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Record Checks	Was a Central Registry check conducted regarding the children's CPS history?	As a part of a thorough CPS Assessment, the agency shall:•review its Children's Services records for previous contact with the family; and•conduct a Central Registry check unless the agency has conducted such a check in the 60 days prior to the new report, or the agency is providing ongoing children's services to the family. (p.6) OR http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1424.pdf (10A NCAC 70A .0106)
	Is there evidence the social worker reviewed this history?	On the 5010, Section II. Case Information, #7 Additionally, look at the date the criminal check was run to ensure it was before case decision.
	Were criminal record checks conducted during the assessment on all adults living in the home?	During the course of a CPS Assessment, DSS should check for criminal records for all adults living in the home. (p.7) Criminal background checks must be completed on all persons 16 years of age and older residing in the household. The rationale for this instruction is that in the State of North Carolina, persons who are 16 years of age or older are charged within the adult criminal system and thus these checks often provide valuable information during the course of a CPS Assessment. http://info.dhhs.state.nc.us/olm/forms/dss/dss-5010ins.pdf
	Is there evidence the social worker reviewed these criminal record checks?	On the 5010; Section III, Civil/ Criminal Records, #1-3
	Is there evidence that previous agency Child Welfare records have been reviewed?	As a part of a thorough CPS Assessment, the agency shall:•review its Children's Services records for previous contact with the family (p.6)

Contacts Made During Assessment	Collaterals identified in the intake report	As a part of a thorough CPS Assessment, the agency shall: interview all persons named at the time of the report as having information relevant to the CPS Assessment or document why these contacts were not made; (p.26)
	Collaterals identified by the parents/caretakers	The social worker should ask the family for collateral information sources during the CPS Assessment. These should be people who are capable of providing reliable information concerning the child and family, not simply character references. The social worker shall contact all of the collateral information sources identified by the family prior to making a case decision.(p.27)
	Collaterals with professional agencies family is currently or recently involved with	contact other persons or agencies known to be currently involved with the family or known to have knowledge of the situation or document why these contacts were not made.(p.26)
	Individuals discovered to have information during the assessment	contact other persons or agencies known to be currently involved with the family or known to have knowledge of the situation or document why these contacts were not made.(p.26)
	The Reporter	contact other persons or agencies known to be currently involved with the family or known to have knowledge of the situation or document why these contacts were not made.(p.26) This is Best Practice
	Since initiation, has the agency maintained sufficient contact with the child and family?	Until the case is closed or transferred, the agency shall maintain sufficient contact during the CPS Assessment to: ensure the safety of the child; assess ongoing risk; monitor the effectiveness of the safety response; and ascertain family strengths. Documentation should reflect diligent efforts made to have frequent contact or the basis for what the agency considers as sufficient contact.(p.13) Best practice is to follow the in-home guidelines for contact with a minimum of every 2 weeks contact is made with children and parents.
	All non-resident parents	An absent parent, often described as a non-custodial parent, is a parent that does not typically live in the home where the child neglect, abuse, or dependency allegations are being assessed. The agency must make diligent efforts to contact that parent and get their input on the allegations as well as the overall safety and risk in the home.(p.11)
	If non-resident parent was not contacted, were there efforts made to locate him/her or justification that it was not in the best interest of the child's safety to contact him/her?	It should be noted that there are situations in which contacting the absent/non-custodial parent may aggravate the risk of harm to the child or to the custodial parent. If this is the case, there shall be specific information about the risk of harm documented in the case record to state the reasons why it was not in the best interest of the child's and/or custodial parent's safety to contact the absent parent. If not, a social worker must continue to complete their diligent efforts to contact the absent/non-custodial parent. If this absent parent cannot be located, the record shall include documentation showing what efforts have been made to locate him/her.(p.11) http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1408.pdf p.56, 57

Safe Surrender	If case was a safe surrender or child abandonment case, was there evidence of the agency checking with the Center for Missing and Exploited Children?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1411.pdf When the report alleges abandonment, the assessment shall include a request from the director to law enforcement officials to investigate through the North Carolina Center for Missing Persons and other national and State resources whether the juvenile is a missing child. (p. 2)
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Did the documentation of the CPS Assessment include:	Safety Assessment (DSS-5231)	Completion of the North Carolina Safety Assessment, North Carolina Family Risk Assessment of Abuse/Neglect, and the North Carolina Family Strengths and Needs Assessment shall take place prior to the case decision. http://info.dhhs.state.nc.us/olm/manuals/dss/csm-10/man/CSs1201c4-02.htm#TopOfPage
	Family Risk Assessment (DSS-5230)	Completion of the North Carolina Safety Assessment, North Carolina Family Risk Assessment of Abuse/Neglect, and the North Carolina Family Strengths and Needs Assessment shall take place prior to the case decision. http://info.dhhs.state.nc.us/olm/manuals/dss/csm-10/man/CSs1201c4-02.htm#TopOfPage
	Family Assessment of Strengths and Needs (DSS-5229)	Completion of the North Carolina Safety Assessment, North Carolina Family Risk Assessment of Abuse/Neglect, and the North Carolina Family Strengths and Needs Assessment shall take place prior to the case decision. http://info.dhhs.state.nc.us/olm/manuals/dss/csm-10/man/CSs1201c4-02.htm#TopOfPage
	Case Decision Summary/Initial Case Plan (DSS-5228)	The NC Case Decision Summary / Initial Case Plan shall be completed for all children at the time a case decision is made to substantiate abuse, neglect or dependency, or results in the finding of services needed. The NC Case Decision Summary / Initial Case Plan documents the rationale for the overall risk level; the critical needs within the family that caused agency involvement; and the immediate objectives and activities that the agency will arrange with the family to address these needs and to ensure the safety of the child, if the child remains in the home. (p.1) http://info.dhhs.state.nc.us/olm/manuals/dss/csm-10/man/CSs1201c2-02.htm#TopOfPage
	A two-level decision process	p.1 of DSS-5228

Other Actions	Does the documentation reflect all the information obtained during the assessment?	Documentation of all allegations, whether contained in the original report or revealed during the course of the CPS assessment. Documentation should also reveal the presence of a thorough assessment of any potential risks to the child.
	Was there supervisory oversight and consultation during the assessment?	The social worker and supervisor shall staff the case frequently enough to ensure the safety of all victim children. Issues to be discussed include but are not limited to, risk, safety, the family's strengths and needs, and the family's progress. (p.19) http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1412.pdf
	Were services provided to the family during the assessment?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1424.pdf (p.7) Documentation of all assessments completed during the CPS assessment, the actions and services provided, the rationale for agency involvement and provision of services on an ongoing basis. The documentation must be current within seven days. (p.10)

This section is only applicable for I-A still open

Safety Resource Placement- 30+ days	If the child has been in a safety resource for more than 30 days, has a comprehensive kinship care assessment been completed?	The Kinship Care Assessment packets are recommended for use in situations such as: Foster Care Services; child has been living with relative for six months or more, in agency custody for at least one year; neither reunification nor adoption is a suitable option; the placement is stable, and continuation of the placement is in the juvenile's best interest. The Face Sheet and Comprehensive Assessment for Guardianship forms to be completed. http://info.dhhs.state.nc.us/olm/forms/dss/dss-5204ins.pdf
	If the child has been in a safety resource for more than 90 days, has	Once an appropriate safety resource has been identified, it is vital that a discussion be held with the parents regarding their behaviors that have created risk to their children and what

Safety Resource Placement- 30+ days	there been discussion about court intervention?	behavior changes are needed to mitigate the risk factors for the children to return to the home. If there is a lack of progress or behavior change that mitigates risk after 3 months, there should be a facilitated Child and Family Team meeting to address the behavior change issues, set deadlines for change and to outline the court process. (p.30)
	If the child has been in a safety resource more than 90 days, has the reason for the child's placement been reviewed?	Safety resource placements, on the other hand, should be very short, lasting only as long as it takes to gather the information needed to reach a decision about whether the immediate safety concern can be adequately addressed and the children returned home. Policy is not specific on this point, but the NC Division of Social Services suggests this might reasonably range from several days to as long as 60 days. If the agency is uncomfortable returning the children home after a reasonably brief period, it should consider petitioning the court for custody. http://www.practicenotes.org/v20n1/CSPN_v20n1.pdf
	If a child has been returned home, was there a home visit to the permanent residence prior to the return?	It is important to see the children living in the home as soon as possible in order to assess their conditions, to gain a perspective as to the level of immediate safety and continuing risk, and to determine whether the agency needs to take steps to assure the children's safety during the assessment period. (p.9)

Decision	The CPS Assessment case decision shall:•be a shared decision, including at a minimum, the social worker and the social worker's supervisor or supervisor's designee or staffing team;•be correct based on the legal definitions;•document specific caretaker behavior that resulted in harm to the child or clarify the absence of risk of harm; and •be made within 30 days for an Investigative Assessment or within 45 days for a Family Assessment, or there shall be documentation to reflect the rationale to extend the CPS Assessment beyond the required timeframes. (p.32)	
	Substantiated Abuse	To make a case decision to Substantiate, the answer to one or more of the above questions must be "yes", and there must be documentation to support the answers included on the case decision tool. Only in unusual circumstances should a supervisor and staffing team change the indicated structured case decision (p.51)
	Substantiated Neglect	See above, p. 51
	Substantiated Abuse and neglect	See above, p. 51
	Dependency	See above, p. 51
	Services Needed	This finding is appropriate for all CPS reports of neglect and dependency assigned to the Family Assessment response, where the safety issues and future risk of harm is so great that the agency must provide involuntary services to ensure the safety of the child. This finding must be made in every case the DSS believes the family must be involved with services (of any type, provided by any agency or individual) in order for the child to safely remain in the home. The DSS should ask the question "would the child be safe if the family ever becomes non-compliant with services?" If the answer to that question is "no", a Services Needed finding must be made, and the DSS must continue to provide involuntary CPS In-Home Services. These are situations in which the safety and risk of harm is so great that the agency cannot walk away from this family without either providing services, or monitoring those provided by another agency or provider. (p.42)
	Services Recommended	This finding is appropriate for all CPS reports of neglect and dependency assigned to the Family Assessment response, where the safety of a child is not an issue and future risk of harm is not an issue. These are cases that the agency could "walk away from" if the family should choose not to agree, continue to participate in, or otherwise fail to comply with any one or all of the recommendations made by the agency. This finding is not appropriate for cases in which the agency feels it needs to monitor compliance with the service recommendation due to safety or future risk of harm.(p.43)
	Services Not Recommended	This finding is appropriate for all CPS reports of neglect and dependency assigned to the Family Assessment response, in which not

Decision (con't)		only is the safety of a child not an issue and there is no concern for the future risk of harm to the child; but the family also has no need for other non-safety related services.(p.44)
	Services Provided No Longer Needed	This finding is appropriate for all CPS reports of neglect and dependency assigned to the Family Assessment response, in which the safety of a child and future risk of harm were at some point in the assessment high enough to require involuntary services; and the successful provision of services during the assessment has mitigated the risk to a level in which involuntary services are no longer necessary to ensure the child's safety. For instance, if the initial assessment indicates a risk level of "Moderate" or higher, and the family receives services which lead to a reduction in the risk level at the close of the assessment, such that involuntary services are no longer needed, the finding would be Services Provided, Protective Services No Longer Needed. If the risk level was never "Moderate" or higher and non-safety related referrals are made the most appropriate finding would be Services Recommended. (p.44)
	Unsubstantiated	In cases where poverty is the sole factor of the maltreatment and services were offered and accepted by the parent/caretaker, the case decision should be Unsubstantiated, unless there are unusual circumstances.(p.51)

Documentation	The social worker shall document and record all actions taken during the CPS Assessment. Documentation is required because:•The supervisor, subsequent or substitute social workers, or other reviewers must have documentation of all actions taken •All CPS Assessment response records shall contain the required information, and shall be written so that the decisions made are documented, and would be understandable to another person reviewing it. •The facts gathered by the social worker may be used if court action is needed.	
	Were findings found on the Case Decision Summary/Initial Case Plan consistent with reporting on the DSS-5104?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1426.pdf All information gathered during the fact-finding process shall be incorporated into one case decision and one DSS-5104. (p.24)

Notices	Were letters sent to:	Reporter?	The CPS Assessment case decision shall be reported to: Within five working days of the completion of the CPS Assessment, the reporter shall be given written notice of the agency's findings, and actions being taken, and the process for requesting a review by the district attorney of the agency's decision not to file a petition. If the reporter waives the right to notice or is anonymous, this does not apply. This notification to the reporter will indicate when the CPS Assessment was completed and the outcome. (p.36)
		Family?	The CPS Assessment case decision shall be reported to: the caretakers or parents alleged to have abused or neglected the child;•the primary caretakers or parents with whom the child resided at the time the agency initiated the CPS Assessment;•other parents as appropriate; (p.35)
	If the report was on a licensed facility, was 5282 sent to licensing entity w/in 5 days of case decision?	The CPS Assessment case decision shall be reported to: the licensing authority as appropriate; (p.35) http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/CS1416-01.htm When the case decision is made, the investigating DSS shall provide a written report to the state agency responsible for licensing the family foster home.	
	Was RIL Notice delivered per policy?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1427.pdf The child welfare worker shall make face-to-face contact with the alleged responsible individual within 5 business days of the case decision to explain the reason for the substantiation and to provide written notice of the potential for their name to be placed on the RIL.(p.7) G.S. § 7B-320(a) (http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-302.html)	

Timeliness	Was the assessment completed within policy time frames?	be made within 45 days, or there shall be documentation to reflect the rationale to extend the Family Assessment beyond 45 days (p.41) be made within 30 days, or there shall be documentation to reflect the rationale to extend the Investigative Assessment beyond 30 days (p.49)
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Timeliness	Was the 5104 completed within 10 days of case decision?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1426.pdf The local child welfare agency shall also enter data in the Central Registry for all dependency reports received and assessed by the agency (N.C.G.S. § 7B-311). Data is to be entered within ten (10) working days after a case decision is made as to whether abuse, neglect, or dependency is found. (p.4)
	If the assessment exceeded the recommended time, was there documentation to justify the delays?	be made within 45 days, or there shall be documentation to reflect the rationale to extend the Family Assessment beyond 45 days (p.41) be made within 30 days, or there shall be documentation to reflect the rationale to extend the Investigative Assessment beyond 30 days (p.49)
	Was the final documentation completed within 7 days of case decision?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1424.pdf Documentation of all assessments completed during the CPS assessment, the actions and services provided, the rationale for agency involvement and provision of services on an ongoing basis. The documentation must be current within seven days.(p.10)

Justification	Is the rationale for the case decision supported by information gathered during the assessment?	http://info.dhhs.state.nc.us/olm/manuals/dss/csm-60/man/pdf%20docs/CS1424.pdf Documentation of all assessments completed during the CPS assessment, the actions and services provided, the rationale for agency involvement and provision of services on an ongoing basis. The documentation must be current within seven days.(p.10)
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ICWA	Was Native American heritage assessed?	It is important to ask if the child is a member of an Indian tribe or is eligible for membership. The Indian Child Welfare Act (ICWA) applies to federally recognized Indian tribes within child custody proceedings. If an American Indian child is the identified victim child, it remains the responsibility of the county department of social services to complete the CPS Assessment as well as provide CPS In-Home Services if applicable. (p.9)
	If opened for in-home or foster care, was the tribe to which they are members notified?	For all cases “Substantiated” or found to be “In Need of Services” the CPS Assessment worker shall inquire about a parent/caretaker’s Indian ancestry. The DSS-5335 and the DSS-5336 require social workers to ask questions about state, as well as federal tribal ancestry. The DSS-5335 will be filled out with a parent/caretaker who has indicated that he/she has heritage in an Indian tribe. The DSS-5336 will be used when the parent/caretaker is either absent or unwilling to cooperate with the agency <i>and</i> the agency has collateral information that the child(ren) may have heritage in an Indian tribe. IMPORTANT: One of these two forms is to be used in every Substantiated case or case found to be In Need of Services where DSS has received information (either directly from a parent/caretaker/relative or from a collateral source, such as a teacher, doctor, or therapist) that the child(ren) may have American Indian ancestry, whether in a federally or state recognized tribe. http://info.dhhs.state.nc.us/olm/manuals/dss/csm-05/man/CWS_AL_03-11.htm

Referrals	Was the case opened for In Home Services?	
	Was the case opened for Foster Care?	
	If developmental needs were identified for a child under 3, was a referral made to the CDSA for further assessment?	The 5010 notes the expectation in number 12: Explain the need for any child in the family under the age of 3 to be referred to CDSA in cases in which the social worker has determined the need for a referral or in cases in which item S6 on the Family Strengths and Needs Assessment is scored a “1” or a “3” (Need) OR describe any ongoing services already in place. Compare the SEEMAPS and Safety Assessment with the response to this question. http://info.dhhs.state.nc.us/olm/forms/dss/dss-5010-ia.pdf

