

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

February 25, 2004

MEMORANDUM

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: TIPS FOR PRESENTATIONS TO CHILD ABUSE AND
NEGLECT REVIEW BOARD (CANRB)

REVISIONS TO THE *CHILD WELFARE MANUAL*:
Section 2, Chapter 4, Attachment P: CANRB Guidelines

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to provide workers with practical tips for preparing a presentation to the Child Abuse and Neglect Review Board (CANRB).

The *Child Abuse and Neglect Review Board(s)* is a board that consists of nine members, appointed by the governor to provide an independent review of child abuse and neglect determinations where the alleged perpetrator disagrees with the Division's decision of "Probable Cause." (For details see the *Child Welfare Manual: Section 2, Chapter 4, Attachment P: CANRB Guidelines*). There are currently three review boards. The following is a list of practical tips for workers to consider when preparing to present a case for review:

Tips for Presenting a Case to CANRB

- The Board prefers for you to present a short summary of what you considered to be the significant facts that led you to find "Probable Cause" focusing on the allegations that were substantiated on the person requesting the review. Each board member is sent a copy of the case

record a couple of weeks before the review, which they read prior to the review, so they really are not interested in you just reading your investigation to them.

- It is often mentioned in the case record that pictures were taken, but they are not always included in the material that is sent with the case record. It is helpful for the board to be able to see the pictures, and they will be returned after the review. The Boards understand that the pictures may not be available if they were taken by another agency, and it is helpful if this information is documented.
- Detailed descriptions and diagrams of marks and injuries to the victims, noting when the marks were observed are helpful. If the descriptions of the marks and injuries are from someone else, it is helpful to include the document describing the injuries rather than just a narrative entry.
- The Board is always interested in all contacts, or attempted contacts, with the alleged perpetrator (AP). They understand you do not have to interview the AP if someone else does. It is helpful to provide a copy of the interview with the AP when it is completed by someone other than the investigator, rather than just a narrative entry summarizing the interview. If the AP refuses to be interviewed without an attorney that should be noted, as well as efforts to make those arrangements.
- The Board values information from people who might have first hand information about the allegations or might have been witnesses. They realize that by policy you may not be required to interview these people but their information is helpful in determining the facts in the case and whether or not there is enough evidence for "Probable Cause."
- The Board is interested in corroboration of physical information provided by the child or witness. As an example, if there are allegations that the children are locked in a bedroom with a lock on the outside of the door, the board wants to know if a working lock was observed on the outside of the door; or if the child talks about something happening in a blue room, the board will want to know if there is a blue room.
- The Board will often ask about the time line in the case to help them understand the sequence of events or to be sure they are clear about the sequence of events.
- If you mention prior or subsequent reports or assessments, the Board should be provided with the disposition.

- When a family alleges that a child has major behavioral problems at home, the Board members find it helpful to know if this same behavior is seen by the school and their perception of the child.
- The Board will often ask how the child/family is doing now, or if a child was placed in foster care, where the child is currently living. They know that you may not have the information, but if that information is readily available it is something they frequently like to know just as an ending to the case.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.
2. Review revisions to the *Child Welfare Manual: Section 2, Chapter 4, Attachment P: CANRB Guidelines*.
3. All questions should be cleared through normal supervisory channels.

FMS/RDM/CG/ct