

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

September 15, 2010

What's Inside:

Chief Investigator
 Consultation and the CA/N
 Chief Investigator Log, CD-
 154

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CHIEF INVESTIGATOR CONSULTATION AND THE CA/N CHIEF
INVESTIGATOR LOG, CD-154

DISCUSSION:

The purpose of this memorandum is to inform staff of revisions made to the Child Welfare Manual, and to introduce the CA/N Chief Investigator Log, CD-154. The updates in policy have been made to further clarify the role and obligations of the Chief Investigator as outlined in §210.145 RSMo. The CD-154 has been developed to provide local offices with a tool for logging 72 hour Chief Investigator consultations.

Child Welfare Manual Revisions

The revisions to policy have clarified the role and obligations of the Chief Investigator, or their substitute personnel, in local offices. Others who may provide the seventy-two (72) hour Chief Investigator consultation may include the Circuit Manager, Children's Services Specialist, or other experienced Children's Services Supervisor. Some portions of the consultation may be conducted over the telephone in cases of emergency situations. However, in those situations, it is expected for the Chief Investigator, or their substitute, to review the physical and electronic record to complete the steps outlined below on the next business day.

The revisions outline a requirement for each local office to develop procedures to ensure that the Chief Investigator, or their substitute, is available and/or accessible to staff at all times to complete **all** of the following, within the timeframes outlined in statute or policy:

- the seventy-two (72) hour and any subsequent supervisory consultations;
- signing off on the CPS-1A;
- completing data entry to document supervisory approval or declination of the Safety Assessment in FACES; and,
- maintain a Chief Investigator Log.

Chief Investigator/Designee Responsibilities

The following are steps which must be completed by the Chief Investigator, or their substitute, within the first seventy-two (72) hours following the receipt of any reported concern:

- Verify the report was appropriately screened as an investigation or family assessment;
- Verify the reporter was contacted, or attempts have been made to initiate contact with the reporter, if their identity is known to the Division;
- Verify that all children in the household have been seen within appropriate timeframes, not to exceed seventy-two (72) hours of the report, unless sufficient documentation indicates the reason(s) for a delay in initial contacts;
- Verify that all family history with the Division has been considered as it relates to the hotline report and/or the overall assessment of the family;
- Verify and review the case record documentation of all contacts made to the point in the case at which the Chief Investigative review takes place;
- Verify that all reported concerns have been explored and addressed as needed;
- Verifying that any additional safety concerns presented (in addition to reported allegations) have been explored and addressed as needed;
- Support Children Service Workers as they establish and maintain relations with multidisciplinary team members;
- When the report involves a child enrolled in school, ensure information regarding the status of reports is provided to the **public school district liaison**. Should the subject child attend a non-public school, the principal of that school should be notified of the report;
- If the Chief Investigator, or their substitute, is in agreement with the Children's Service Worker's assessment of safety and documentation presented on the CPS-1A, the Chief Investigator, or their substitute, should sign and date the physical copy of the CPS-1A to denote their approval. They should also enter their approval in FACES and ensure that the paper and electronic records are identical.
- The Chief Investigator, or their substitute, must ensure that a consultation log is completed in a timely manner for all CA/N Investigations, Family Assessments, Newborn Crisis Referrals, and all courtesy assists for which children's safety was assured. The CD-154 may be used to document the completion of the seventy-two (72) hour Chief Investigator Consultation.

CA/N Chief Investigator Log, CD-154

Effective immediately, each county must log the Chief Investigator consultation for every investigation, family assessment, and newborn crisis assessment. The purpose of the log is to ensure that the seventy-two (72) hour consultation is completed on every report. If the CA/N Chief Investigator is not available, another Children's Services Supervisor, Circuit Manager, or Children's Services Specialist must monitor the log every day to track the completion of the seventy-two (72) hour consultation. Each county and circuit must develop a protocol to determine who will monitor the log in the absence of the CA/N Chief Investigator.

The CD-154 has been placed in the CD Forms folder on the desktop of staff's computers, which may be used to document the Chief Investigator consultation. Local protocols should be developed to ensure that a printed version of a Chief Investigator Log is maintained indefinitely and accessible to the Chief Investigator or their substitute. If local offices choose to develop and maintain a separate reporting log, it must, at a minimum, contain the following information:

- **Incident Number;**
- **Report Date;**
- **Report Time;**
- **Case Name;**
- **Report Type;**
- **Worker Name; and,**
- **72 Hour Review Date Supervisor Signature.**

NECESSARY ACTIONS:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

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CHILD WELFARE MANUAL REVISIONS

[Section 1 Chapter 1.3.1 Chief Investigator](#)
[Section 2 Chapter 4.1.5 Safety Assessment](#)
[Section 2 Chapter 5.3 Conducting a Family Assessment](#)
[Section 2 Chapter 5 Overview](#)

FORMS AND INSTRUCTIONS

CA/N Chief Investigator Log, CD-154
CA/N Chief Investigator Log, CD-154 Instructions

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

§ 210.145 RSMo

ADMINISTRATIVE RULE

N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS
N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR)
N/A
PROTECTIVE FACTORS –N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children
FACES REQUIREMENTS
N/A.