



Practice Alert

August 12, 2016

Accepting Report Transfers

The purpose of this Practice Alert is to update policy on transfer of reports between Counties found in [Section 2, Chapter 3.5.2](#) of the Child Welfare Manual.

Report is Assigned to Non-Residence County:

The Child Abuse and Neglect Hotline (CANHU) often assigns reports to the county in which the child will be located within the next twenty-four (24) hours, even when that is not the child's residence county. This is done to help ensure the child is located within the response priority timeframes. Examples of these situations include: child(ren) on a weekend visit with a non-custodial parent, child is hospitalized *and* an emergency response is indicated, or child is placed in a residential facility.

Often, it is more appropriate for the residence county to complete the report than the non-residence county, requiring a transfer of report assignment. Examples of such situations include, but are not limited to:

- Child is an LS-1 child in County A, but placed in County B. A hotline is received in County B, but the allegations are on the parents of the child who reside in County A.
- Child is hospitalized in County A due to physical abuse injuries. The family resides and the incident occurred in County B.

Family Moves to a New Residence County:

If a family moves from a county during an Investigation/Family Assessment, the decision to transfer the report to the new residence county should be handled on a case-by-case basis. Things that should be considered prior to requesting or accepting report transfer include, but are not limited to:

- How much of the report is left to complete? If the prior residence county has completed the bulk of the report, it may be more appropriate for that county to conclude the report. If safety has not yet been assured, or if only minimal contacts have been made, it may be more appropriate for the new residence county to conclude the report.
- Are the needs of the family such that they are best addressed by in-depth assessment and linkage to resources in the new residence county?

Report is Assigned to an Incorrect County:

There are times when a report is assigned to a county incorrectly. If this occurred due to an error by CANHU staff, CANHU can re-assign the report to the correct county. CANHU should be notified of the error within a reasonable time frame so that the correct county can make timely initial contact.

There may be times that, once the report is initiated, the worker determines the family does not reside in the county. Staff in the county the report was initially assigned to should contact staff in the correct residence county to request report transfer. Examples of these types of situations include, but are not limited to:

- The parent and child(ren) left the household address as a result of the incident and are now staying with relatives in another county.
- The child was hospitalized in County A, but was discharged and returned to County B before the worker was able to make initial contact.

Accepting Transfer:

The safety of the child(ren) and the needs of the family should always be given first priority when deciding to accept transfer. Prior to accepting transfer, the receiving county may wish to first complete a courtesy request to ensure the report is appropriate for transfer. It is never appropriate to refuse transfer solely based on the sending county's failure or inability to make initial contact timeframes. Staff should use their supervisory chain of command when they encounter difficulties in transferring reports.

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