

Memorandum

CD26-05

ISSUED DATE: January 14, 2026**TO:** Children's Division Contracted Staff**FROM:** Sara Smith, Children's Division Director**SUBJECT:** Updates to Existing CA/N Policy**RATIONALE:**

This memo is to inform staff that minor policy updates have been made to the below in Section 2 of the Child Welfare Manual.

OVERVIEW:

Section 2.5.2.13 Family Risk Assessment Tool (CD-14E) has been updated to reflect language that better aligns with the Structured Decision-Making Safety Assessment. No practice changes have been made.

Section 2.5.2.5.2.1 Interview with Students at School or Daycare has been updated with guidance for staff when a child must be interviewed at school or in a daycare setting as well as reminding staff that they shall not interview a child in a school or daycare building where the abuse allegedly occurred.

Section 2.5.5.3.1.5 Child Interviews on Juvenile Assessments has been updated to remind staff that if the alleged abuse occurred in a school or childcare facility, workers shall not interview the child at the school building or childcare facility where the problematic sexual behavior occurred.

NECESSARY ACTION:

1. *Review this memorandum with all Children's Division and contracted staff.*
2. *Review revised Child Welfare Manual chapters and forms as indicated below.*

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