

## 1157 RECEIVING ADDITIONAL INFORMATION REGARDING AN OPEN ASSESSMENT

Chapter: **Child Protective Field Services**

Section: **CPS Central Intake**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **08-03**

Approved:

Effective Date: **May 2008**

Handwritten signature of Maggie Bishop in black ink.

Scheduled Review Date:

Maggie Bishop, Director

Related Statute(s): [RSA 169-C](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

### Purpose

To describe the process and requirements of assessing referrals of child abuse and neglect. The primary goal of the assessment process is to ensure the safety of the child(ren).

### Definitions

**"Additional Information"** means if the incident or circumstance is not one of abuse or neglect and a DCYF assessment is open, and then information is sent to the District Office as an associated referral.

### Policy

- I. Each local district office via Bridges receives "additional information" regarding open assessments from the Central Intake Unit. The Assessment Supervisor is responsible for reviewing each associated referral received and assuring that the issues have been addressed during the course of an assessment.
- II. Notice of additional information received related to a current assessment will be sent electronically to the district office inbox when the information is received and entered by the intake unit. The case name will remain colored (magenta) in the workload. The additional information will show as a secondary assignment in the inbox, and requires the entering of an end date to be removed from the inbox.
- III. The assessment in the CPSW's workload appears magenta when there is an associated referral and the Supervisor receives a copy of the additional information in the Supervisor's In-Box. The CPSW is expected to open and review the associated referral. The CPSW is to contact the reporter and discuss with their Supervisor what action needs to be taken to address the additional information. This could include but is not limited to re-interviewing the child; meeting with the child/parent and/or contacting collaterals.
- IV. The Assessment Supervisor must ensure that the CPSW has addressed the additional information received and the CPSW has documented this in the "contact log" in NH Bridges.