



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1172.7 MULTI-DISCIPLINARY TEAMS

Policy Directive: **22-52**

Effective Date: **August 2022**

Implements Policy: **[1172](#)**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the use of Multi-Disciplinary Teams (MDTs) in investigating allegations of child abuse or neglect.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. CPSWs utilize MDTs when:
 - A. The child is reportedly the victim of a crime;
 - B. The child is a potential witness to a crime; or
 - C. Conducting a CPS Assessment on a child with complex medical issues.
- II. When it is determined that a MDT is appropriate, CPSWs consult with law enforcement and other MDT members to determine the best course of action to:
 - A. Determine the child's immediate safety;
 - B. Determine if the child has unmet medical needs;
 - C. Assess the allegations of child abuse or neglect;
 - D. Obtain potential physical evidence; and
 - E. Ensure the child's physical and emotional needs are supported.
- III. The MDT must include:
 - A. Law enforcement (based on jurisdiction);
 - B. A representative of the Child Advocacy Center (CAC);
 - C. A crises center advocate; and
 - D. A CPSW.

- IV. The MDT may also include (as appropriate):
 - A. A representative of the County or State's Attorney's Office (at their discretion, based on the allegations and on jurisdiction);
 - B. CAPP providers;
 - C. The child's primary care physician (PCP);
 - D. The child's therapist;
 - E. Hospital social workers; or
 - F. Other individuals who may be able to assist with the investigation and evaluation of reports of child abuse or neglect.

- V. When a MDT approach is appropriate, the CPSW obtains as much of the following information as possible (when necessary to supplement the initial referral) from protecting parents/guardians and collateral resources:
 - A. What happened;
 - B. Where it happened (to determine jurisdiction);
 - C. When was the last time it happened (to assess the need for immediate [medical attention](#));
 - D. Who is identified as the perpetrator (or perpetrators if there are more than one potential perpetrator);
 - E. Is there a protecting parent or other protecting adult who can help keep the child safe;
 - F. What is the perpetrator's relationship to the child; and
 - G. Are there other possible victims.

- VI. CPSWs may conduct a minimal facts interview (MFI) when the child has disclosed abuse to a trusted individual, but sufficient information could not be collected from protecting adults and collaterals to adequately assess and make decisions about the child's immediate safety.
 - A. CPSWs only conduct MFIs to the degree necessary to determine immediate safety.

- VII. All efforts to gather minimal facts information are documented in the DCYF electronic information system.

Glossary and Document Specific Definitions

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Document Change Log

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