



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

DCYF Standard Operating Procedure
2770.6 RESTRICTING INFORMATION – SPECIAL INVESTIGATIONS

Policy Directive: **22-31**

Effective Date: **October 2022**

Implements Policy: [2770](#)

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures for restricting a CPS Assessment after it has been assigned to the Special Investigation Unit (SIU).

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. All Assessments conducted by SIU are restricted by the SIU Supervisor (or designee).
- II. SIU CPSWs will notify their Supervisor immediately if they become aware that an Assessment:
 - A. Directly involves a DCYF employee not previously identified at the time the Assessment was accepted;
 - B. Could be a conflict of interest (including situations where it could be perceived there is a conflict of interest). This may include:
 1. Assessments involving local law enforcement officers, service providers, or others with whom the SIU CPSW routinely interacts; or
 2. Assessments involving persons with whom a SIU CPSW has personal ties which could influence (or be perceived as influencing) the disposition of the Assessment; or
 - C. Is or may be a high profile situation.
- III. When the Supervisor (or designee) becomes aware of an Assessment that involves a DCYF employee or a high profile situation, they immediately consult with their Administrator to determine the necessity of restricting any previous referrals, CPS Assessments, JJS Needs Assessments, cases (CPS or JJS), and CANS assessments in the CANS database.
- IV. Once a SIU Supervisor has been advised of a possible conflict regarding an Assessment they will consult with their Administrator to determine an appropriate course of action, taking into account:

- A. The nature of the potential conflict; and
 - B. How the potential conflict might impact (or be perceived to impact) the Assessment, the SIU's ability to work collaboratively with the community, and the employee's ability to perform their duties.
- V. The SIU Supervisor (or designee):
- A. Selects the "restrict" option in the DCYF electronic information system;
 - B. Assigns the Assessment and advises the assigned SIU CPSW of the restriction; and
 - C. Restricts any other CPS Assessments, JJS Needs Assessments, cases (CPS or JJS), and CANS assessments in the CANS database identified with their Administrator as instructed.
- VI. Supervisors may grant access to secondary workers (e.g. support staff) as appropriate, so long as access does not impact the integrity of the Assessment.
- VII. When closing a restricted Assessment, the Assessment and any other referrals, assessments (CPS or JJS Needs), or cases (CPS or JJS) restricted in the DCYF electronic information system remain restricted unless otherwise approved by an Administrator.
- A. CANS assessments maintained in the CANS database also remain restricted (as applicable) unless approved by an Administrator.

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)

For the Purpose of this Document:

"High Profile Situation" means a situation that, based on the circumstances or individuals involved, may be elevated to the offices of the Commissioner or Governor, or which might attract media attention.

Document Change Log			
PD	Modification Made	Approved	Date