



New Hampshire Division for Children, Youth and Families Policy Manual

1196 FIELD REVERSALS

Chapter: Child Protective Field Services

Section: CPS Family Assessments

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-48**

Effective Date: **August 2022**

References Of Note

Federal Authority:

Statutes: [RSA 169-C](#) and [RSA 170-G](#)

Administrative Rules:

Case Law:

This policy establishes DCYF's practice for reversing the screen-in status of an Assessment when new information is learned that indicates Structured Decision Making (SDM) Screen-In Criteria are not met.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. All referrals determined to meet the criteria for screen-in and forwarded to the District Office (DO) by Central Intake will be addressed in accordance with policy [1172 CPS Assessments of Abuse and Neglect](#).
- II. CPSWs will report to their Supervisor any information that indicates an Assessment should be considered for field reversal no later than the next business day.
 - A. All assessment time-frames must be adhered to unless field reversal has been approved.
 - B. Safety assessments are required if there has been contact with the alleged victim(s).
- III. Field reversals may be considered at any point in an Assessment when information is learned through a reliable source that the situation is not as originally reported to the degree that the SDM screen-in criteria is no longer met for any of the identified allegations.
 - A. Field reversals may not be made when there is identified danger or the Assessment has been identified for Risk and Safety Consultation (RSC).
 - B. A review of all prior CPS and JJS involvement is required before determining if field reversal is appropriate.
- IV. Only certified designees may approve field reversals.
- V. Approved field reversals will revert back to "screen-out" status.

- VI. Information indicating the appropriateness of a field reversal, including the final determination, and the approval of a field reversal must be clearly documented in the DCYF electronic information system.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
1196.1	Determining Field Reversals	CPS

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:

“Certified Designee” means a CPS Supervisor who has successfully completed training and a standardized certification process to act as a designee of the Field Administrator in approving field reversal requests.

Document Change Log			
PD	Modification Made	Approved	Date