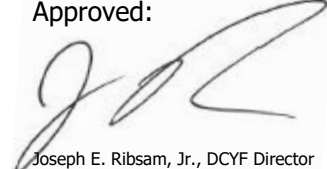
 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 1150.2 JURISDICTION AND DO ASSIGNMENT FOR CREDIBLE REPORTS OF ABUSE/NEGLECT	
	Policy Directive: 22-43	Approved:
	Effective Date: July 2022	
	Implements Policy: 1150	Joseph E. Ribsam, Jr., DCYF Director

This SOP defines how to determine jurisdiction for credible reports of abuse/neglect, actions beyond screening if applicable, and assignment to a DO.

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. Central Intake staff will establish the child’s resident status in order to determine NH jurisdiction and DO assignment:
 - A. Resident status is determined based on case-by-case information, by considering:
 - 1. Where the parent/legal guardian resides;
 - 2. Who has custody - one parent/guardian or 50/50 custody;
 - 3. For children having 50/50 custody, consider:
 - (a) Where the abuse/neglect is alleged to have taken place; and
 - (b) Where the child goes to school.
- II. Central Intake staff will determine jurisdiction and respond according to the following table:

Residence	Reported Abuse/Neglect Occurred In	Child’s Current Location	Jurisdiction and Actions Beyond Screening
New Hampshire	New Hampshire	New Hampshire	None
		Temporarily in other state	Notify CPS in other state regardless of screening decision. Jurisdiction will be in NH if accepted for assessment.

New Hampshire (cont.)	Other state	New Hampshire	If there are OTHER child victims in the other state, report to the other state.
		Temporarily in other state	Notify CPS in other state regardless of screening decision. Jurisdiction will be in NH if accepted for assessment.
Other State	New Hampshire	Temporarily in New Hampshire	Notify CPS in state of residence (regardless of screening decision). Jurisdiction will be in NH if accepted for assessment.
		FURTHER ACTIONS	
	Other state	<ul style="list-style-type: none"> • Report to CPS in other state and screen out under Child Resides in Other State. If there are OTHER child victims located in NH screen accordingly. • Intake can refer requests for assistance from the home state (e.g., courtesy visit) to DO. 	
	Other state	<ul style="list-style-type: none"> • Screen report and complete response priority. <ul style="list-style-type: none"> • If LEVEL ONE - jurisdiction is NH. Complete report as standard Level One fashion and assign to DO where child is currently found. • If NOT LEVEL ONE - report to CPS in other state. 	
	Other state	Other state	Report to CPS in other state.

III. Once jurisdiction is established, Central Intake staff forwards the report via the DCYF electronic information system to the District Office according to the following parent/guardian and child arrangement:

Parent/Guardian and Child Arrangement	DO Assignment
Residing together at the time of the report-	The DO covering their residence.
For child(ren) in 50/50 custody and the reported abuse/neglect allegedly occurs in one residence-	The DO covering that residence.

For child(ren) in 50/50 custody and the reported abuse/neglect allegedly occurs in both residences-	Consider where the child goes to school and other report specific circumstances. Refer to the DO based on allegation specific circumstances.
If the child is in custody of one parent/guardian and the parent/guardian and the child reside or are found in different DO catchment areas.	The DO covering the area where the parent/guardian resides.
If no caregiver is available or if a caregiver resides out-of-state, is incarcerated, or committed to an institution-	The DO covering the area where the child is found.
When a current open Assessment or Family Service Case exists-	The DO currently working with the family.

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

Document Change Log

PD	Modification Made	Approved	Date