

 <p>NH Department of Health &amp; Human Services Division for Children, Youth &amp; Families</p>	<b>DCYF Standard Operating Procedure</b>	
	<b>1172.9 ADMINISTRATIVE REVIEWS</b>	
	Policy Directive: <b>22-52</b>	Approved:
	Effective Date: <b>August 2022</b>	
Implements Policy: <b><u>1172</u></b>	Joseph E. Ribsam, Jr., DCYF Director	

This SOP defines how DCYF conducts Administrative Reviews for CPS Assessments.

### 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. Administrative Reviews are conducted before an Assessment closes when there have been 2 or more prior "Unfounded" or "Unfounded but with Reasonable Concerns" reports involving a family or household member. They may be completed through:
  - A. A Risk and Safety Consultation (RSC) Program Specialist (when selected by RSC);
  - B. A case consultation with other DCYF staff;
  - C. A Supervisor during supervision with the assigned CPSW; or
  - D. Another process identified in consultation with the CPSW's Supervisor.
- II. Administrative Reviews include:
  - A. Review of all previous Assessments, including:
    1. Referrals;
    2. Contact logs;
    3. Completed standard decision-making tools; and
    4. Closing screens;
  - B. Consideration of information from previous Assessments as it may relate to the current Assessment, including:
    1. Previous allegations;
    2. Alleged victims;
    3. Alleged perpetrators;

4. Previous household composition (in contrast to the current household);
  5. Previous findings;
  6. Family strengths and needs;
  7. Family supports; and
  8. Any previous referrals for services or recommendations to the family; and
- C. Discussion between the CPSW and their Supervisor (and other DCYF staff when appropriate) to ensure a comprehensive assessment of all concerns.
- III. A contact is entered in the DCYF electronic information system detailing each previous Assessment reviewed and summarizing the information learned (as indicated in Section II-B above).

### 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