



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

DCYF Standard Operating Procedure
1213.2 CONSIDERATIONS FOR AN ASSESSMENT
TIMEFRAME EXTENSION

Policy Directive: **22-10**

Effective Date: **May 2022**

Implements Policy: **1213**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines when it is justified to extend an Assessment timeframe beyond the 60 calendar days.

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 requests for extensions of the Assessment timeframe are documented in the DCYF electronic information system with:
 - A. The reason for the extension; and
 - B. The estimated completion date.
- II. Extensions of the Assessment timeframe may be approved by the Supervisor according to the following:

Extension Reason	Justification for this Selection
Case specific paperwork related	CPSW has completed the Assessment and just needs to do closing screens and letters.
Assigned workload related	There are outstanding tasks that need to be done by the CPSW such as: <ul style="list-style-type: none"> • Added allegations or additional information which needs to be followed up; • Delays subsequent to filing in court; or • Workload demands with Supervisory notice.
Delay in receipt of necessary information	CPSW has requested the information and is waiting to receive it.
Other	Such as added allegation(s) requiring enhanced or drug-exposed infant practices.
Pending court hearing	Pending hearings that are necessary to close out the Assessment.

Pending court order	CPSW is waiting for court orders from the hearing that has happened and are necessary to close out the Assessment.
Delays related to making an internal finding	<ul style="list-style-type: none"> • Pending fair hearing completion and once the finding is made. • Green card/receipt of delivery is pending. • 30-day appeal request time if pending. • An appeal has been requested and has not been completed.
Pending Police Action	Joint cases waiting on action by a law enforcement agency, including waiting on a police report.
Uncooperative/unable to contact client	<ul style="list-style-type: none"> • CPSW determines a client may benefit from additional time to follow through with recommendations and there are no safety or danger factors present. • Staff are unable to locate a client despite making concerted efforts.

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