



**New Hampshire Division for Children, Youth and Families Policy Manual**

**1255 SUBSEQUENT REPORTS IN A CPS CASE**

Chapter: Child Protective Field Services

Section: CPS Family Services

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **22-47**

Effective Date: **August 2022**

**References Of Note**

Federal Authority:

Statutes: [RSA 169-C](#)

Administrative Rules:

Case Law:

This policy establishes practice for managing subsequent reports of child abuse or neglect identified during an open Family Services case and reporting possible crimes against a child identified in the open case to law enforcement.

**Required Practices**

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

- I. Any information received during an open Family Services case that indicates a child may be the victim of child abuse or neglect will be addressed in a timely manner to ensure the safety and well-being of the child.
- II. CPSWs will immediately review with their Supervisor (or designee) any information learned during a Family Services case that indicates:
  - A. A child in the home may be the victim of abuse or neglect;
  - B. An adult in the home may be a perpetrator of abuse or neglect; or
  - C. A child not in the home has been abused or neglected.
- III. A referral will be made to Central Intake immediately when:
  - A. Court-action is necessary to ensure the safety of a child that DCYF does not have legal supervision or custody of;
    1. A new Assessment must be opened before petitions are brought to court;
  - B. A child who is not identified as a victim in the Family Services case has been identified as a possible victim of abuse or neglect;
  - C. An individual who was not identified as a person responsible for abuse or neglect in the Family Services case is reported to be responsible for child abuse or neglect;

- D. New information about abuse or neglect that was not known or assessed in the Assessment is received; or
  - E. An allegation of child abuse or neglect is received that is not related to the finding made in the associated Assessment.
- IV. The assigning CPS Supervisor (or designee) will assign any resulting new Assessments in a manner that best meets the needs of the child.
- V. A report to Central Intake is not required when:
- A. New (or additional) information is learned about abuse or neglect that resulted in the open case (unless there is an additional perpetrator noted); or
  - B. New or additional information is learned, but it does not meet the screen-in criteria for abuse or neglect.
- VI. The assigned CPSW will address any new or added information that does not require a new Assessment.
- VII. The assigned CPSW or their Supervisor must immediately verbally report (by phone or in person) to law enforcement any allegation that a child involved in the open case has been the victim of a crime not previously reported.
- A. The LEA screen is completed in the DCYF electronic information system; and
  - B. Written notification is made within 48 hours via the Law Enforcement Notification Letter (Form 1174).
- VIII. New information obtained regarding an already reported crime against a child will be verbally reported to law enforcement immediately and followed-up in writing via the Law Enforcement Notification Addendum (Form 1174A).
- IX. All allegations of child abuse or neglect, as well as any information pertaining to a possible crime committed against the child, will be fully documented in the DCYF electronic information system.

<b>Standard Operating Procedures</b>		
<b>SOP</b>	<b>Title</b>	<b>Applicable Disciplines</b>
<a href="#">1255.1</a>	New and Additional Information	CPS
<a href="#">1255.2</a>	Reports to Law Enforcement	CPS

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1174	Law Enforcement Notification Letter
1174A	Law Enforcement Notification Addendum

## 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

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