



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

DCYF Standard Operating Procedure

1196.1 DETERMINING FIELD REVERSALS

Policy Directive: **22-48**

Effective Date: **August 2022**

Implements Policy: **[1196](#)**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines Assessments that may be determined to no longer meet screen-in criteria and be appropriate for field reversal.

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. CPSWs consult with their Supervisor when there is sufficient information to support a field reversal.
- II. Field reversals may be appropriate when it is determined all allegations no longer meet SDM Screen-In Criteria. Specific areas of the SDM Screen-In Criteria to be considered include:
 - A. DCYF does not have jurisdiction due to the alleged victim's location or age;
 - B. The alleged perpetrator is not the child's parent/guardian or household member (e.g. out-of-home perpetrator who is not related to the child or likely to have access to the child) and there is a protecting parent/guardian;
 - C. The family has been misidentified;
 - D. The allegations are determined to be false;
 - E. The allegations have already been assessed and no new information has been reported that would change the outcome of that Assessment; or
 - F. The allegation-specific SDM Screen-In Criteria is not met for:
 1. Neglect (including substance exposed infants);
 2. Physical abuse (including domestic violence);
 3. Psychological/Emotional abuse (including domestic violence); or
 4. Sexual Abuse.
- III. Information indicating a field reversal is appropriate will need to be verified with a reliable source, such as:

- A. Face-to-face contact with the alleged victim;
 - B. Observations of the alleged victim by a trusted source (e.g. law enforcement or medical providers);
 - C. Collateral contacts with direct knowledge of the reported situation who can clarify why screen-in is not appropriate;
 - D. Home visit and/or face-to-face contact with parents or guardians; or
 - E. Review of the DCYF electronic information system or other State records.
- IV. Information to consider in determining the appropriateness of a field reversal includes:
- A. What new information was learned;
 - B. Who the new information was learned from;
 - C. How the new information changes the SDM Screen-In Criteria for each allegation;
 - D. What, if any, prior CPS or JJS history was identified and how it may relate to the current allegations or ongoing risk;
 - E. If danger is identified;
 - F. The family's risk factors, including ongoing risk of maltreatment based on the risk-factors identified through the SDM screen-in process; and
 - G. The SDM risk level of the most recent previous Assessment (as applicable).
- V. Other key factors considered include:
- A. Child safety/vulnerability;
 - B. Reporter reliability (e.g. professional versus anonymous);
 - C. Prior allegations as they relate to the current allegations;
 - D. Family history of follow-through with recommendations; and
 - E. Situations requiring third-party confirmation due to the nature of the concerns such as domestic violence or drug exposed infants.
- VI. Prior to requesting a field reversal, CPSWs enter all relevant information into the DCYF electronic information system. This includes (as applicable):
- A. Victim/sibling contact;
 - B. The completed Safety Assessment (if the alleged victim was seen);
 - C. Parent/guardian contact;

- D. Collateral contact; and
 - E. Details of all priors reviewed and how they relate (or do not relate) to the new allegations, including the last documented contact with the family.
- VII. CPS Supervisors determine, in consultation with the District Office Supervisor, if consideration of field reversal is appropriate.
- VIII. District Office Supervisors certified to approve field reversals will review all available information and either approve or deny the request.
- A. If the District Office Supervisor is not a certified designee, they will recommend the field reversal to the Field Administrator (FA) for a final determination as appropriate.
- IX. Upon approving a field reversal, the certified designee (or FA) will:
- A. Ensure all appropriate documentation is complete;
 - B. Ensure any contacts entered are printed to PDF, deleted, and uploaded into the Central Intake e-file (select Intake as the workload type and enter the same referral number in the cover sheet generation screen); and
 - C. Email Central Intake Supervisors, who will change the screen-in status in the DCYF electronic information system.

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