

1155 INTAKE DATA ON NH BRIDGES

Chapter: **Child Protective Field Services**

Section: **CPS Central Intake**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **07-11**

Approved:

Effective Date: **February 28, 2007**

Scheduled Review Date:

A handwritten signature in black ink that reads 'Maggie Bishop'.

Maggie Bishop, DCYF Director

Related Statute(s): [RSA 169-C](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Purpose

This policy describes the screens on NH Bridges that are completed by the Intake CPSW.

Policy

- I. Intake CPSWs are required to complete the following screens on NH Bridges:
 - A. General Referral Information;
 - B. Referral Narrative i.e. the name of the reporter if provided by the caller;
 - C. Demographics Page, including all known information regarding ethnicity;
 - D. Relationship;
 - E. Abuse/neglect Screen for Credible Reports; and
 - F. Referral Acceptance.
- II. The [Child Abuse and Neglect Screen-In Criteria screen](#) assists in determining whether a report meets DCYF criteria for child abuse and neglect.
- III. The [Response Priority Decision Tree](#):
 - A. Is used to guide/assess how quickly the assessment must be initiated;
 - B. Is completed within 24 hours, excluding holiday and weekends, from receipt by Intake;
 - C. Structures this analysis to determine a response priority level;
 - D. Is completed on every new credible report that is approved for further assessment;
 - E. Is completed on every new credible report accepted for assessment on open cases;
 - F. Is approved or modified by the Intake Supervisor.
 - G. Is completed for each type of alleged maltreatment.

- H. The branch of the priority response decision tree is followed until reaching a termination point. The termination point indicates whether Structured Decision Making (SDM) recommends a priority Level 1, 2, or 3 response. If a Level 1 response (immediate action required) is indicated on one tree, do not complete any additional maltreatment trees. Indicate the recommended response by selecting one response level.
- I. Includes an override, designed to guide decisions, not to replace the judgment of the Intake CPSW:
1. If, after consultation between the Intake CPSW and the Intake Supervisor, it is agreed that completion of the tree leads to a decision that does not apply due to unique circumstances not captured by the tool, or because critical information is unknown, the Intake Supervisor may approve another decision using a discretionary override.
 2. Occasionally, unique circumstances will not be captured within the questions and criteria of the decision trees. The Intake Supervisor may select a response priority different from that indicated by the decision trees in order to provide a higher or lower response priority.
 3. The Intake Supervisor must approve all overrides. Supervisory approval is indicated when the appropriate screen is completed on BRIDGES.
 4. The Assessment Supervisor may change a response priority level only when information is known and documented by the D. O. which supports the level of change, or if law enforcement requests a specific response time.
 5. Indicate the response by marking one response level. If an override was exercised, "assigned" will differ from "recommended" response. If no override was used, "assigned" and "recommended" responses will be the same.
- J. Special Circumstances
1. For each report made to the Special Investigations Unit, or by law enforcement requesting assistance, regarding out-of-home perpetrators, the Response Priority screen is not completed.
 2. For each report made by a NH court requesting a home study, the Response Priority screen is not completed.