

1158 ADDITIONAL ALLEGATIONS RECEIVED BY CENTRAL INTAKE

Chapter: **Child Protective Field Services**

Section: **CPS Central Intake**



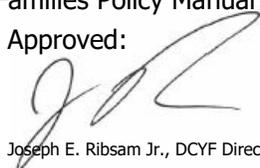
New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **17-37**

Effective Date: **November 2017**

Scheduled Review Date:

Approved:


Joseph E. Ribsam Jr., 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):

The Division for Children, Youth and Families is guided by the principle that all children and youth should be safe. Through consistent practice in screening allegations and initiating new Assessments when necessary, DCYF can more effectively collaborate with families to assure continued safety and promote the well-being of the child(ren)/youth and family, and connect them with resources to promote their safety and well-being.

Purpose

This policy is to define how Central Intake will respond to information received regarding a new allegation of child abuse or neglect during an Assessment. Through this policy, all allegations should receive proper review to be addressed in the most efficient manner.

Definitions

"Added Allegations Report" means a report received at Central Intake that meets the criteria to be screened in and will be added to a current open Assessment at the District Office that has been open for 45 calendar days or less.

"Allegation" means a reasonable belief that a child has been subject to abuse or neglect through conduct, actions, or omissions that constitute harm, or a threat of harm, to the life, health, or welfare of the child.

"Assessment" means an investigation of alleged child abuse or neglect completed by a CPSW pursuant to RSA 169-C:34.

"CPSW" or **"Child Protective Service Worker"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Child Protective Service Worker.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"Person Responsible for the Child Abuse or Neglect" or **"Perpetrator"** means a person who has, or is alleged to have, physically abused, sexually abused, or neglected a child, regardless of age or family relationship to the victim.

Policy

- I. An added allegation will be created by the Central Intake CPSW when one of the following criteria is met within the first 45 calendar days of an open Assessment and the information has not been added by the staff of the District Office:

- A. A minor sibling or member of the household not identified as an alleged victim in the current Assessment, has been reported as an alleged victim;
 - B. A parent or member of the household, not previously identified as an alleged perpetrator in the open Assessment, has been reported as an alleged perpetrator; or
 - C. Information reported constitutes a new incident/allegation of abuse or neglect not contained in the open Assessment, but involving the individuals identified in the open Assessment.
- II. If the District Office staff has added an allegation during the course of an Assessment and Central Intake subsequently receives a report with the same information added by the District Office staff:
- A. The new allegations added by the District Office staff is an Added Allegation Report; and
 - B. The information received by Central Intake will be considered already reported, thus making it an additional information report.
- III. Central Intake will complete the Added Allegation Report by:
- A. Adding the new allegations to the open Assessment, and updating family member roles as appropriate;
 - B. Sending the Added Allegation Report to the District Office Inbox;
 - 1. For data purposes, the new allegations will also be added to the Added Allegation Report;
 - 2. Central Intake will determine the response priority level (timeframe) for the Added Allegations Report and record the response priority level in the Bridges Search Results box (Priors box) located in the Referral Acceptance screen of the Added Allegation Report; and
 - C. Calling the District Office to notify the Supervisor of any Added Allegation Report determined to be response priority Level One in the same manner as all Level One referrals.
 - 1. The Central Intake CPSW/Supervisor will enter this as a contact in the narrative screen of the Added Allegations Report, including the time and date the call was placed and to whom the information was given.
- IV. Central Intake Supervisor will approve the Added Allegations Report via Bridges.
- A. The Initial Referral will appear in the District Office Inbox as a secondary assignment.
 - B. The Added Allegation Report will be located under the "Associate" screen of the Initial Referral.
- V. Central Intake will consider if a new report is necessary when:
- A. A child is born substance-exposed during the open Assessment;
 - B. A child/youth is identified as a new alleged victim and he/she is not a sibling or member of the household in the open Assessment; or

- C. A new alleged perpetrator is an individual outside the family and household, and:
1. There are concerns that the alleged perpetrator needs to be entered through a separate referral due to anticipated law enforcement involvement; or
 2. The new allegation may need to be referred to Special Investigations regarding an alleged perpetrator who is a DCYF employee or who perpetrated through his or her role at a Residential Treatment Program, or through a foster parent relationship, and there is not a current Assessment with Special Investigations.

Practice Guidance

Where do I find the allegations that are added by Intake in the Bridge's Assessment Screens?

- Added Allegations will not appear in the Allegations screen but are noted in the Finding Screen with a number to denote that they were part of an added allegation. If staff clicks on the number on the Finding screen, the system will then open the Added Allegation Report for that allegation.