This policy establishes DCYF’s practice for reversing the screen-in status of an Assessment when new information is learned that indicates Structured Decision Making (SDM) Screen-In Criteria are not met.

**Required Practices**

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

I. All referrals determined to meet the criteria for screen-in and forwarded to the District Office (DO) by Central Intake will be addressed in accordance with policy 1172 CPS Assessments of Abuse and Neglect.

II. CPSWs will report to their Supervisor any information that indicates an Assessment should be considered for field reversal no later than the next business day.
   
   A. All assessment time-frames must be adhered to unless field reversal has been approved.
   
   B. Safety assessments are required if there has been contact with the alleged victim(s).

III. Field reversals may be considered at any point in an Assessment when information is learned through a reliable source that the situation is not as originally reported to the degree that the SDM screen-in criteria is no longer met for any of the identified allegations.
   
   A. Field reversals may not be made when there is identified danger or the Assessment has been identified for Risk and Safety Consultation (RSC).
   
   B. A review of all prior CPS and JJS involvement is required before determining if field reversal is appropriate.

IV. Only certified designees may approve field reversals.

V. Approved field reversals will revert back to “screen-out” status.
Information indicating the appropriateness of a field reversal, including the final determination, and the approval of a field reversal must be clearly documented in the DCYF electronic information system.

### Standard Operating Procedures

<table>
<thead>
<tr>
<th>SOP</th>
<th>Title</th>
<th>Applicable Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1196.1</td>
<td>Determining Field Reversals</td>
<td>CPS</td>
</tr>
</tbody>
</table>

### Glossary and Document Specific Definitions

**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

<table>
<thead>
<tr>
<th>PD</th>
<th>Modification Made</th>
<th>Approved</th>
<th>Date</th>
</tr>
</thead>
</table>