

# COMPLETING THE "SCREEN" TOOL IN CPS

CREATION DATE: April 11, 2006

## COMPLETING THE "SCREEN" TOOL

The combination and comparison of threats of serious harm, protective capacities and child vulnerabilities best defines a child's safety. These three concepts take into account three different contexts of safety: present danger, emerging danger, and prospective safety. The new "Decision Tool" design in FACES.NET allows a worker to document safety concepts throughout the CPS module, leading up to the investigation.

There are four screens found on the CPS track:

1. Decision Tool (see individual tip sheet);
2. Allegations;
3. Priority Response (Immediate Response Triggers);
4. CPS Outcome (Referral Acceptance).

### Pointers to Remember



1. All screens are mandatory;
2. On the Priority Response screen, at least one check box must be selected prior to adding or changing the record;
3. If a CPS Intake is Screened Out under the CPS Outcome (Referral Acceptance), then you do not have to complete the screening tools.

### Entering Allegations

The Allegations shown will be directly based upon what was entered into the Decision Tool. The system will then filter by the maltreatment categories and types. If the report met the District's standard for abuse or neglect, an allegation must be entered for that maltreatment category. If the report did not meet the District's standard for abuse or neglect, an allegation may still be entered for that maltreatment category.

Steps Include:

Step 1: Place the cursor over the Referral menu, then CPS and click Allegations

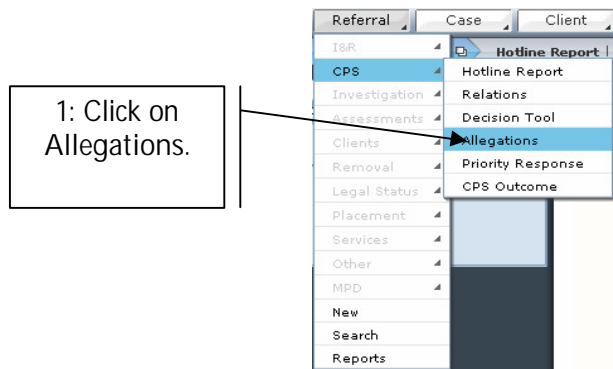


Figure 1

Step 2: Select an Alleged Victim.

Step 3: Select an Alleged Maltreater.

A screenshot of the 'Allegation Information' form in the software. The form is divided into several sections. At the top, there's a 'Decision Tool Results' section showing 'Neglect: Met Standard'. Below that is a 'Maltreatment and Injuries' table with columns: Alleged Victim, Category, Type, Injury, and Allegation Source. The main section is 'Maltreatment and Injury Information', which contains several fields: 'Alleged Victim\*' (a dropdown menu), 'Alleged Maltreater\*' (a dropdown menu), 'Category\*' (a dropdown menu), and 'Type' (a dropdown menu). There are also checkboxes for 'MPD Notification Required\*', 'Date of Incident', 'Injury Characteristics', 'Injury Age', 'Injury Location', and 'Maltreatment/Injury Specifics'. At the bottom, there are buttons for 'New', 'Save', 'Fast Add', 'Delete', and 'Cancel'. Five callout boxes with arrows point to specific parts of the form: '2: Select an Alleged Victim.' points to the 'Alleged Victim\*' dropdown; '3: Enter an Alleged Maltreater' points to the 'Alleged Maltreater\*' dropdown; '4: Select a Category.' points to the 'Category\*' dropdown; '5: Select a Type.' points to the 'Type' dropdown; and another callout box with the text '2: Select an Alleged Victim.' points to the 'Alleged Victim\*' dropdown.

Figure 2

Step 4: Select a Category.

Step 5: Select a Type.

Step 6: Click Save.



Note:

- If there are multiple Allegations to be added, you can use the Fast Add. This allows for multiple victims, allegations, and maltreaters to be added at once.
- If Abuse or Sexual Abuse is selected MPD Notification Required is automatically selected as Yes.
- The Allegations screen will display the source of origin for that allegation (i.e. Intake, Investigation etc.).

Enter Priority Response Screen

Steps Include:

Step 1: Hold cursor over Referral main menu, highlight CPS, and then click on Priority Response.

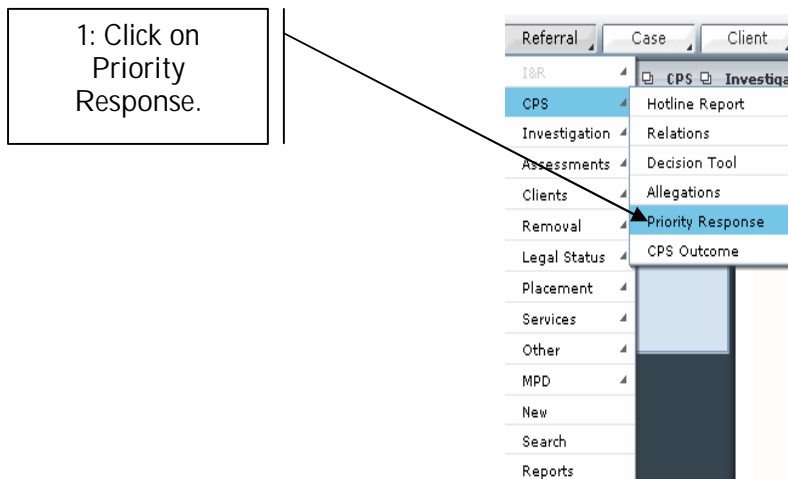


Figure 3

Step 2: Select all applicable items from Immediate Response Triggers tab.

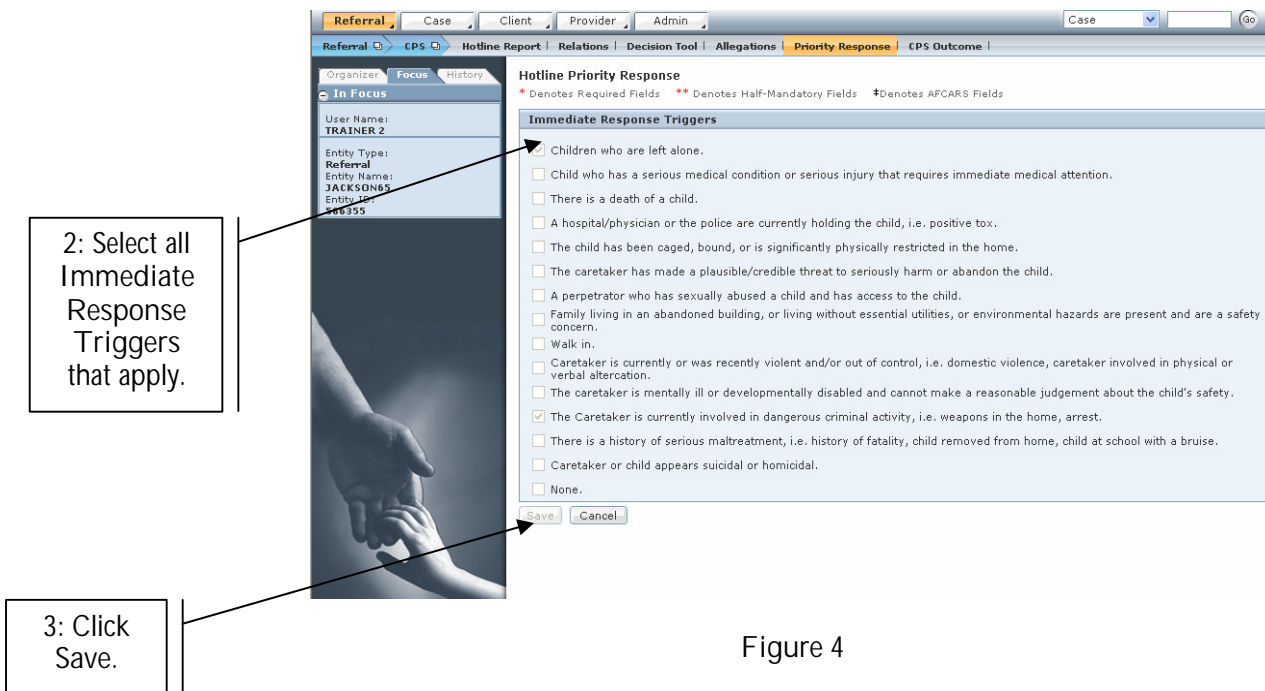


Figure 4

Step 3: Click Save.



Note:

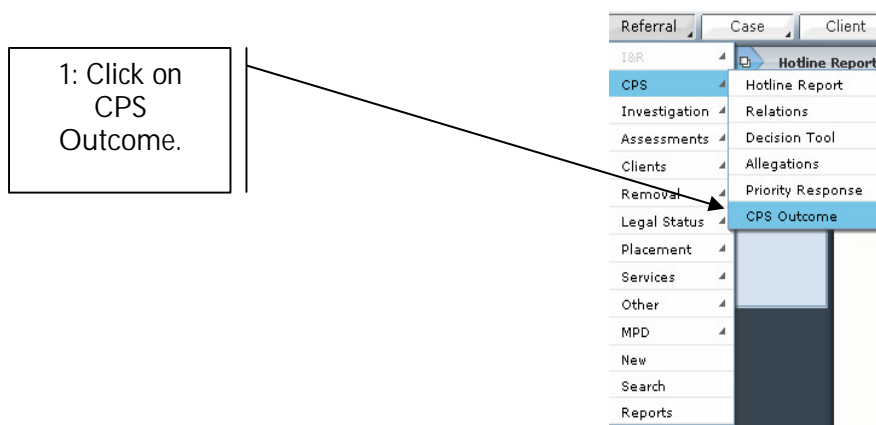
- If one or more boxes on this tab are checked, the Response Time will be Immediate on the Referral Acceptance screen.
- If None is chosen, no other checkbox on the tab can be checked.

### Completing the CPS Outcome Screen

To enter a CPS Outcome, Complete the following steps:

Steps Include:

Step 1: Place the cursor over the Referral menu, then CPS, and click CPS Outcome.



**Figure 5**

Step 2: Click on the radio button that applies to the specific CPS Outcome in the Outcome section.

Referral

CPS

Hotline Report

Relations

Decision Tool

Allegations

Priority Response

CPS Outcome

Organizer

Focus

History

In Focus

User Name: TRAINER 2

Entity Type: Referral

Entity Name: TRAINING

Entity ID: 586398

Referral Acceptance

Denotes Required Fields

Denotes Half-Mandatory Fields

Denotes AFCARS Fields

View Notes

Referral Date

Family Name

Outcome Date\*

CPS Type

03/29/2006

Training

3/29/2006

General CPS

Prior History

Associated Referrals

Refer Id	Family Name	Referral Type	Worker Name	Open Date	Close Date	Case ID

Associated Cases

Case Id	Case Name	Case Type	Worker Name	Open Date	Close Date

Additional History

Outcome

System Recommended Outcome	Final Outcome	Response Time

ACCEPT

SCREEN OUT

Reason

Explanation

2: Highlight radio button to denote Outcome choice.

Figure 6

Step 3: Make an Association or Link the Referral\*.

Step 4: Enter a Narrative of Alleged Maltreatment in the Narrative and Comments section.

Step 5: Enter any Worker Comments.

Step 6: Click Save.

Step 6: Click Approval.

The screenshot shows the FACES.NET Referral Acceptance screen. The interface includes the following elements:

- ACCEPT / SCREEN OUT** radio buttons at the top.
- Reason** dropdown menu.
- Explanation** text area.
- Make Association or Link This Referral\*** section with radio buttons:
  - ☒ Do Not Associate
  - ☐ Associate with a Referral (with a **Referral/Case ID** field and **Find** button)
  - ☐ Associate with a Case
  - ☐ Link to an open Investigation
- Narrative and Comments** section:
  - Narrative of Alleged Maltreatment (who, what, when, and any additional issues or worker safety concerns)\*** text area.
  - Worker Comments** and **Supervisor Comments** text areas.
  - Worker Assigned to Investigation** dropdown menu (currently showing "2, TRAINER").
  - Program Area** dropdown menu (currently showing "FACESNET TRAINING").
  - Unit** dropdown menu (currently showing "Training Unit II").
- Buttons** at the bottom: **Save**, **Approval**, **Override**, and **Cancel**.

Numbered callouts indicate the following steps:

- 3: Make Association or Link This Referral\*.** (Points to the "Make Association or Link This Referral\*" section)
- 4: Enter Narrative of Alleged Maltreatment.** (Points to the "Narrative of Alleged Maltreatment" text area)
- 5: Enter Worker Comments.** (Points to the "Worker Comments" text area)
- 6: Click Save.** (Points to the "Save" button)
- 7: Click Approval.** (Points to the "Approval" button)

Figure 7



#### Pointers to Remember

1. The Referral Acceptance screen has two Response Times: Immediate and Within 24 Hours.
2. The Response Time will be Immediate only if one or more Immediate Response Triggers are chosen.
3. The Response Time will be Within 24 Hours if None is chosen on the Immediate Response Triggers tab.
4. All tabs on the screen must be completed before a Referral Acceptance can be added.



## Notes:

- The following edits exist for accepting or screened out a report:
  - A report not meeting the standard of abuse or neglect, no child fatalities entered, and has no allegations can only be screened out and cannot be overridden;
  - A report with no maltreatments meeting the standard with allegations can be accepted or screened out;
  - A report that has at least one allegation that met the standard maybe accepted or screened out;
  - A child fatality report with no allegations can be accepted or screened out.
- Within the Prior History field, any linked or associated referrals records and any referrals or cases that have at least one common client with the referral in focus will be listed as a hyperlinks that open the referral snapshot for associated referrals or open the case snapshot for associated cases;
- You have the option to accept the Decision Tool outcome or not. If not you must supply a reason and explanation;
- The worker must choose one of the four (4) options from the Make Association or Link Referral section. These are:
  - Do Not Associate – this moves the referral onto a new investigation;
  - Associate with a Referral – will associate to the referral, but new investigation must occur;
  - Associate with a Case - will associate to the case, but new investigation must occur;
  - Link to an open Investigation – will close the current referral and link it to an open investigation. A new investigation will not be opened. All clients and allegations not in the “linked-to” referral will copy to the investigation;
  - You may only link an accepted referral to an open investigation.
- The CPS Outcome must be accepted and approved by your supervisor to open an Investigation;
- After approval of the referral, a Referral Snapshot will be created. This will be viewable within the Referral Acceptance Report (located under Referral – Reports);
- The Assign/Transfer screen will open upon approval of accepted referral and an assignment to an investigation unit should be created.

Step 7: Respond by clicking Yes or No on the CPS Policy Alert screen.

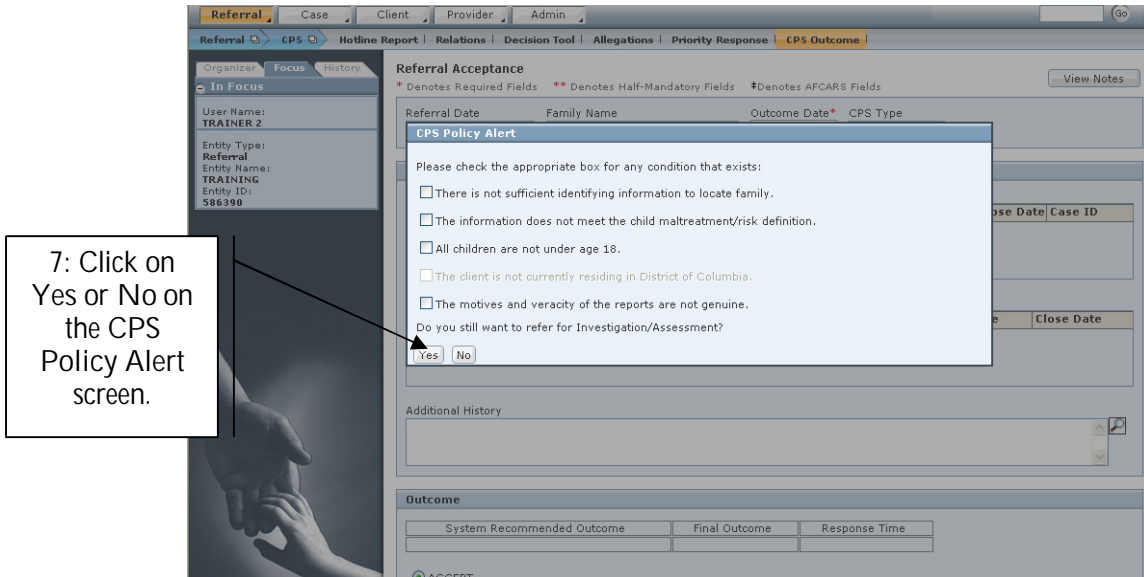


Figure 8

Step 8: Check the Request box on the Approval screen in order to request supervisory approval.

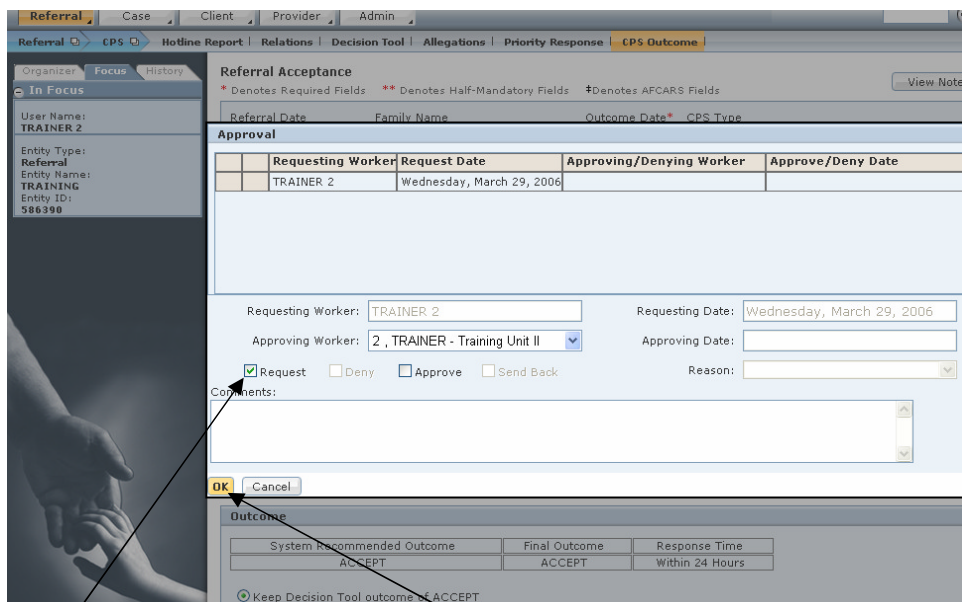


Figure 9

9: Click OK.

Step 8: Check the Request box on the Approval screen in order to request supervisory approval.

Step 9: Click **OK**.





Note:

- The CPS Outcome must be accepted and approved by your supervisor to open an Investigation.
- After approval of the referral, a Referral Snapshot will be created. This will be viewable within the Referral Acceptance Report (located under Referral – Reports).
- The Assign/Transfer screen will open upon approval of accepted referral and an assignment to an investigation unit should be created.

Step 10: Click on the OK button on the CPS Outcome message to create the referral snapshot.

The screenshot shows the 'Assign Transfer' screen with a 'CPS Outcome' dialog box. The dialog box contains the message: 'A referral snapshot has been successfully completed for this referral.' and an 'OK' button. An arrow points from a box labeled '10: Click OK.' to the 'OK' button. The background screen shows a table with columns: Program Area, Unit, Worker, Resp., Start Date, End Date, and Client. The first row is: FACESNET TRAINING, TRAINER 2-Training Unit 2, TRAINER, Family, 03/29/2006, and empty. Below the table are sections for Transfer, Unit Assignment, Worker Assignment, Responsibility, and Summary.

Figure 10

### Best Practice Reports Reference Guide

Data input for the above tip sheet will affect statistics recorded for **Best Practice # X1.1 – INV068MM Intake & Investigation Caseload Count By Worker**

**INV068MM** captures the following information:

- Per Intake Administrator, the total number of investigators includes staff who are on extended leave as well as after-hour workers and supervisors.
- The above numbers represent information entered into FACES.NET as of the report run date. The numbers may change as further updates are made in FACES.NET.