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

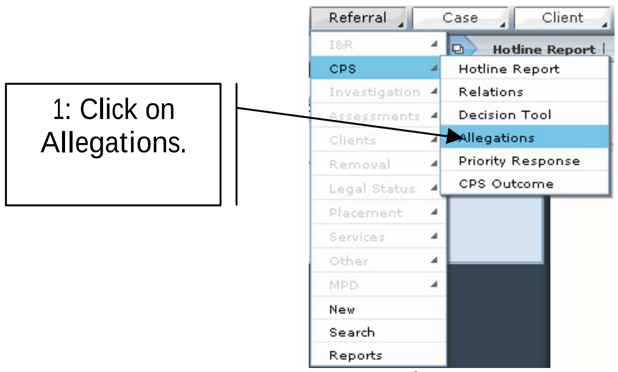


Figure 1

Step 2: Select an Alleged Victim.

Step 3: Select an Alleged Maltreater.

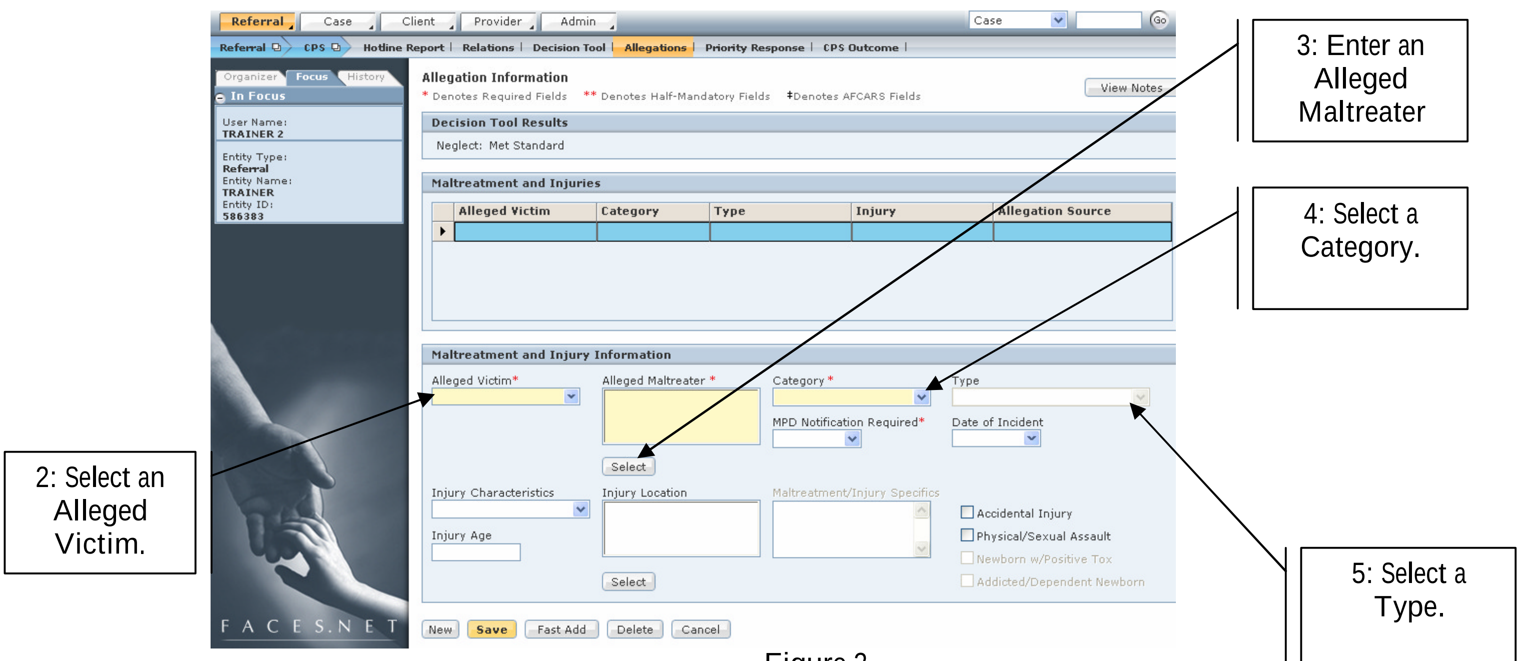


Figure 2

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 curser over Referral main menu, highlight CPS, and then click on Priority Response.

1: Click on Priority Response.

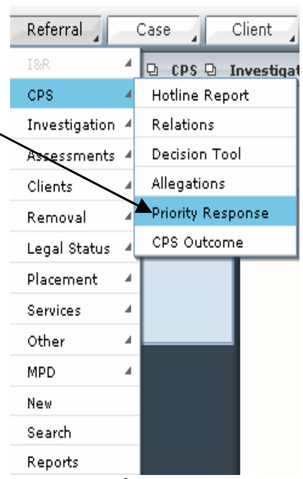
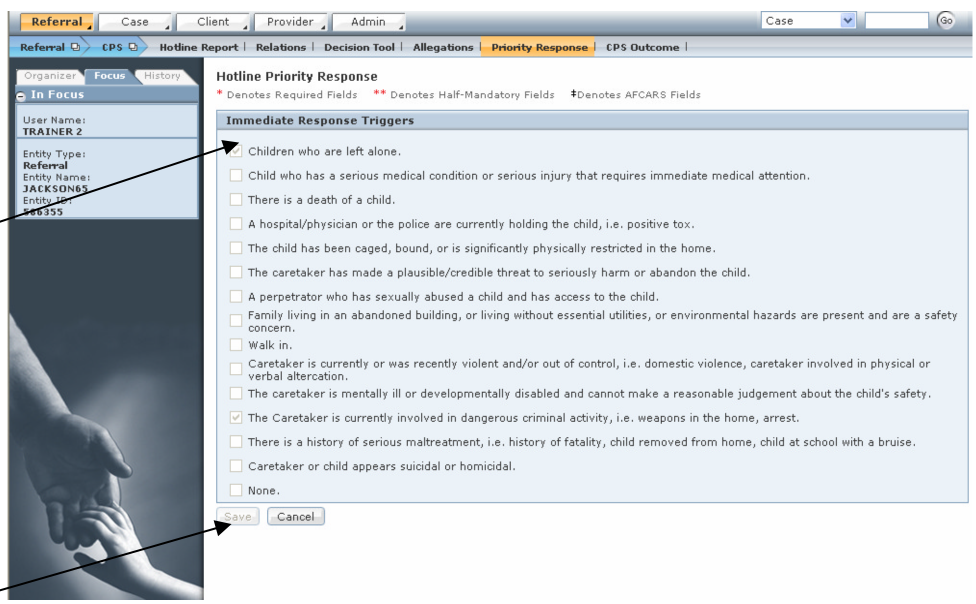


Figure 3

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

2: Select all Immediate Response Triggers that apply.



3: Click Save.

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.

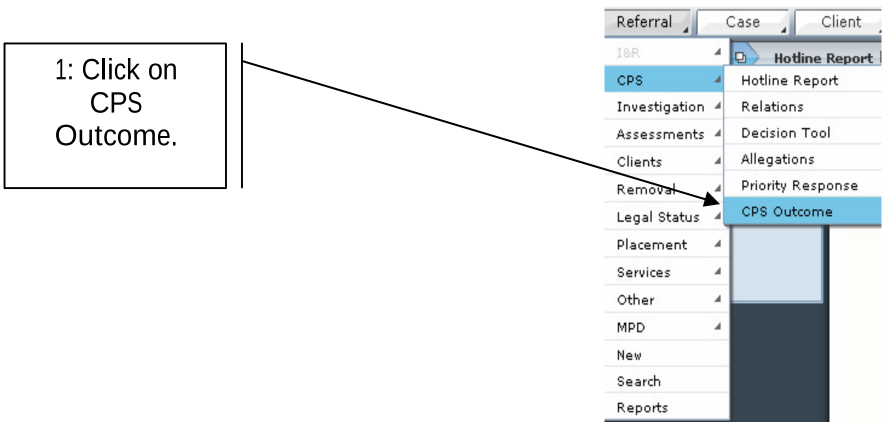


Figure 5

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

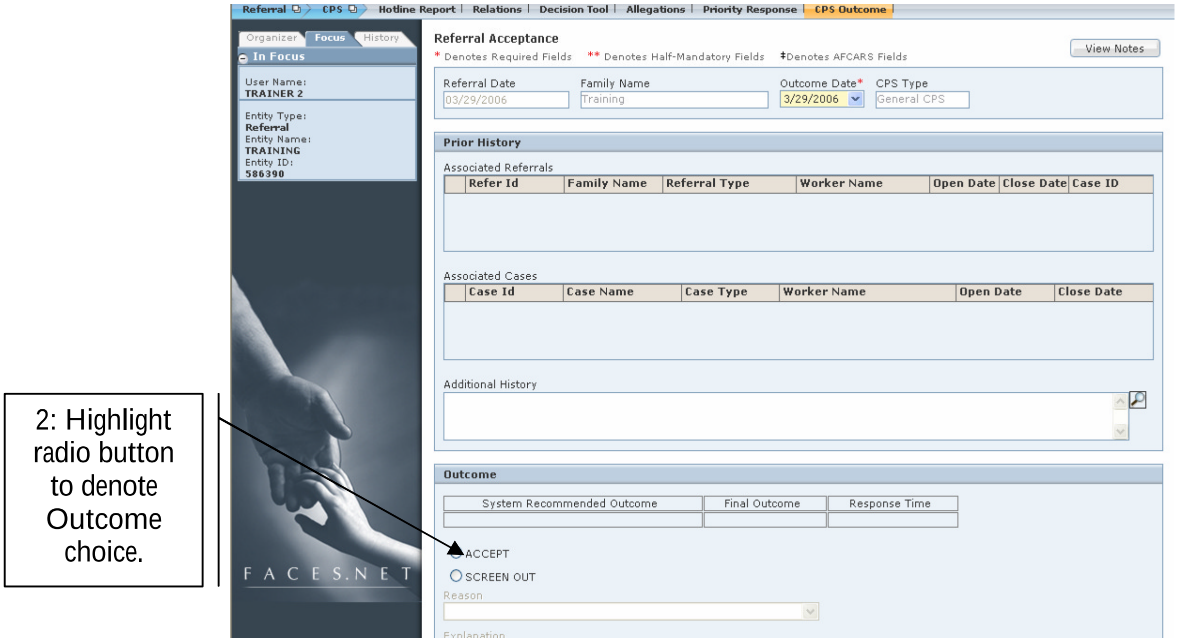


Figure 6

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.

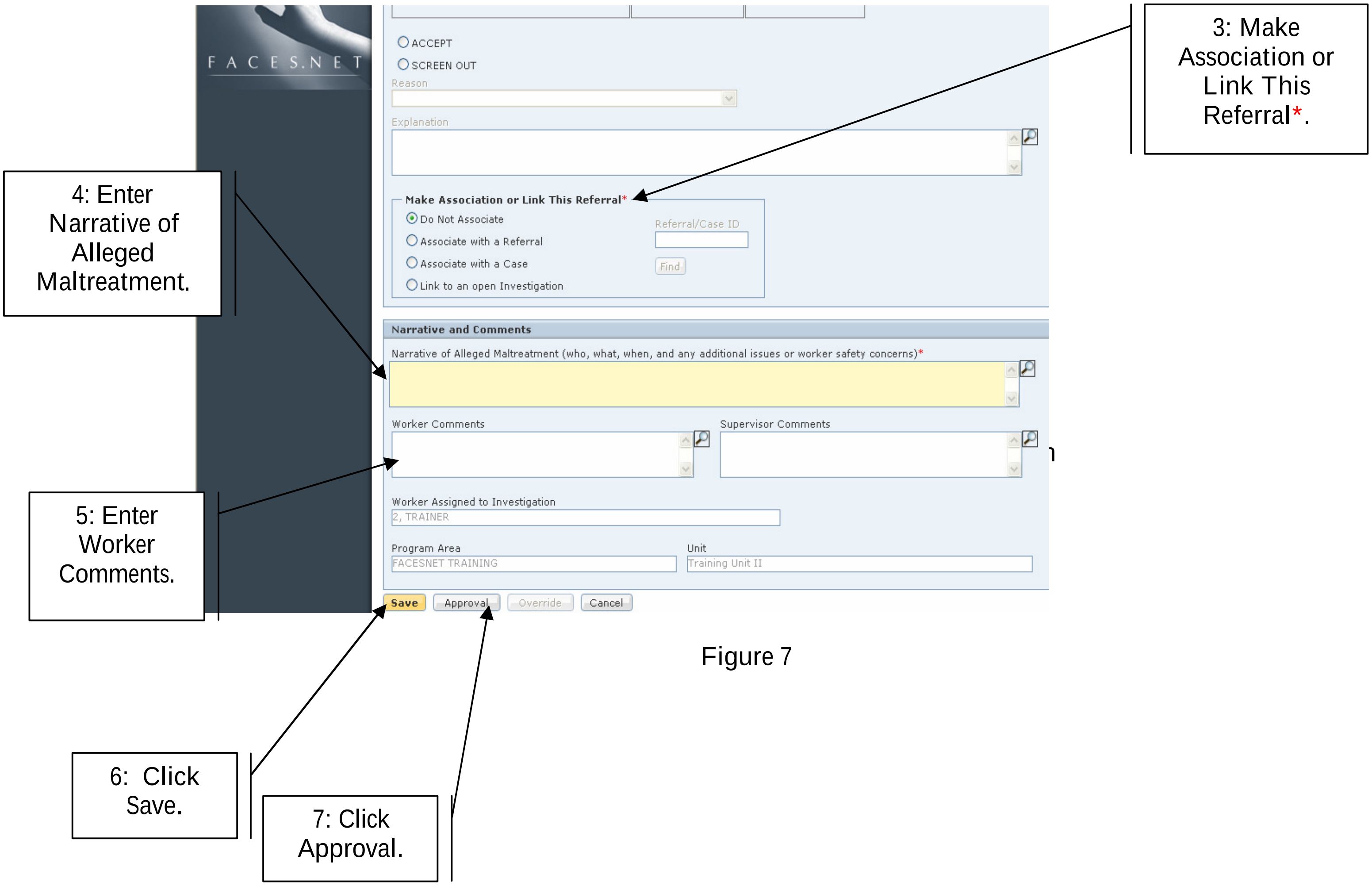


Figure 7

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.

7: Click on Yes or No on the CPS Policy Alert screen.

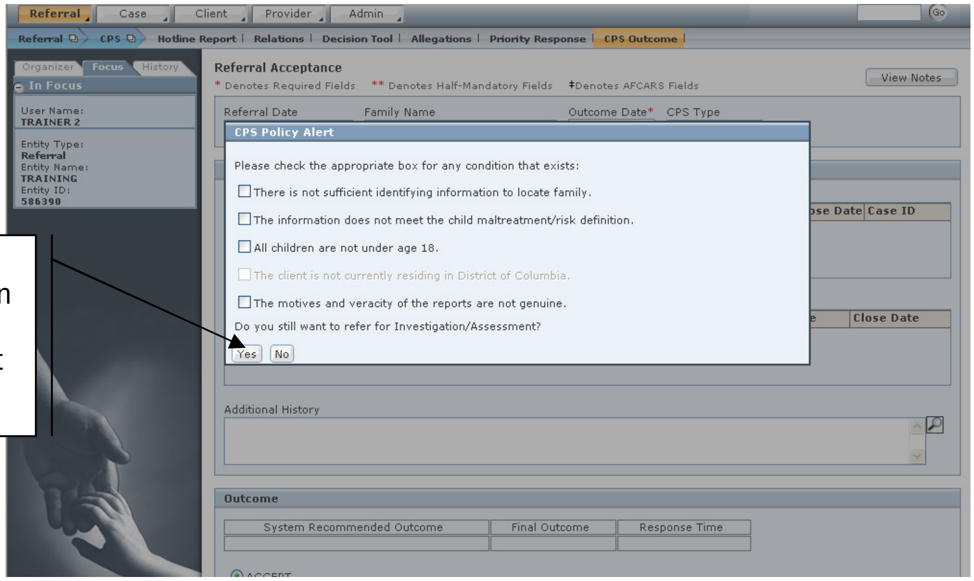
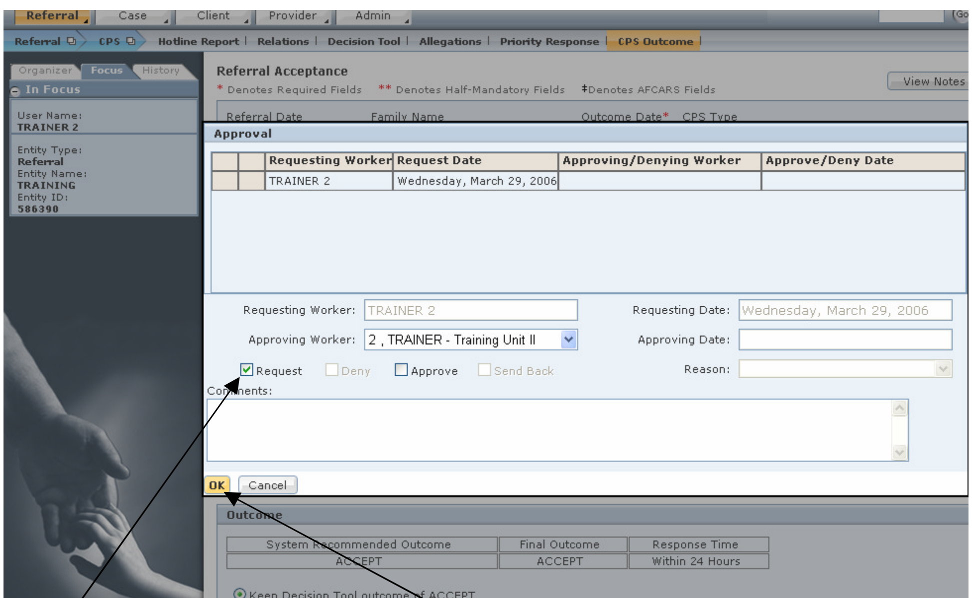


Figure 8

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



8: Check the Request Box for 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.

10: Click OK.

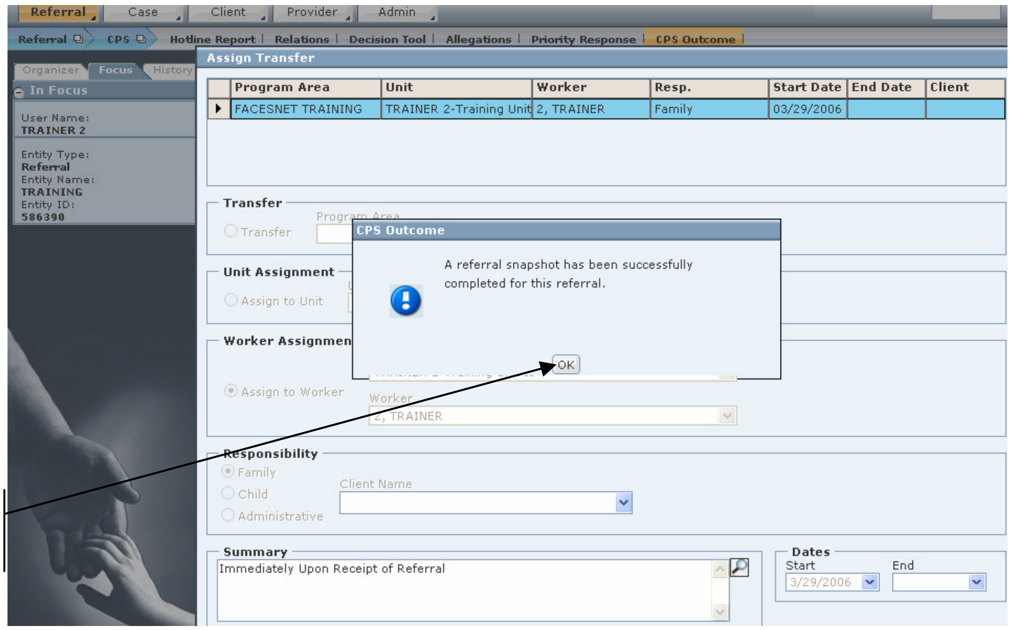


Figure 10

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 toal 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.