

DECISION TOOL

CREATION DATE: March 29, 2006

The Decision Tool screen provides a set of standard questions that help determine whether a report of neglect or abuse meets the standard according to District of Columbia statutes. This functionality of FACES.NET assists workers in being more consistent with the reports that are accepted or screened out at CFSA. For instance, if two separate workers were to receive the exact same report, then both workers should agree to either accept or screen-out the referral. The Decision Tool assists with this process, and the following tip sheet explains how to use the Decision Tool in FACES.NET.



Pointers to Remember:

1. The Decision Tool is mandatory for all CPS Reports in FACES.NET except in Child Fatalities.
2. All allegations must first run through the decision tool before populating to the allegations screen.
3. The Hotline worker or supervisor is able to "override" the Decision Tool's recommendation if he or she thought it was appropriate to do so. The Decision Tool results are viewable from the Referral Snapshot Report.

Steps Include:

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

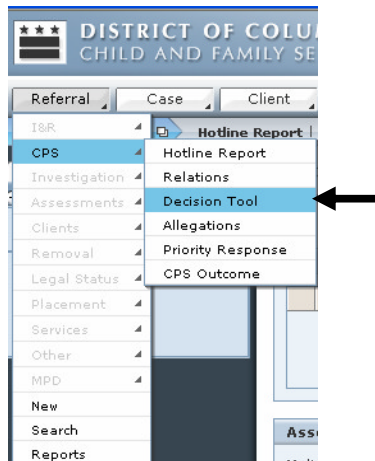


Figure 1

On the Decision Tool Screen, the maltreatment category list will contain the categories of Abuse, Sexual Abuse and Neglect. The Neglect categories are broken down to be more specific, so be certain to choose the neglect category relevant to the referral at hand. Once all categories are selected, only then will they populate to the allegation screen.

Step 2: Select a Maltreatment Category. The system will generate a unique set of questions based on the maltreatment category chosen.

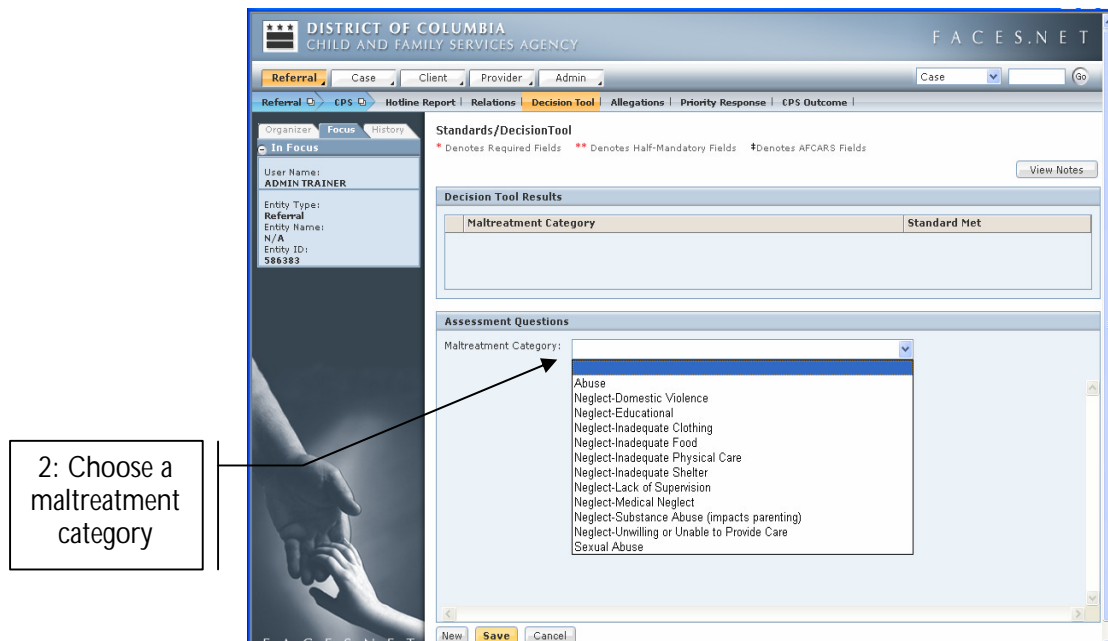


Figure 2

Step 3: Answer the questions generated by the Maltreatment Category. These answers will be calculated to determine whether the report meets the District's standards of neglect or abuse. Some questions supply a field to place the client's name if it is reference to a client. This is not a mandatory feature; however, if the worker wishes to specifically document the name of a client to which the answer pertains, then he/she may do so.

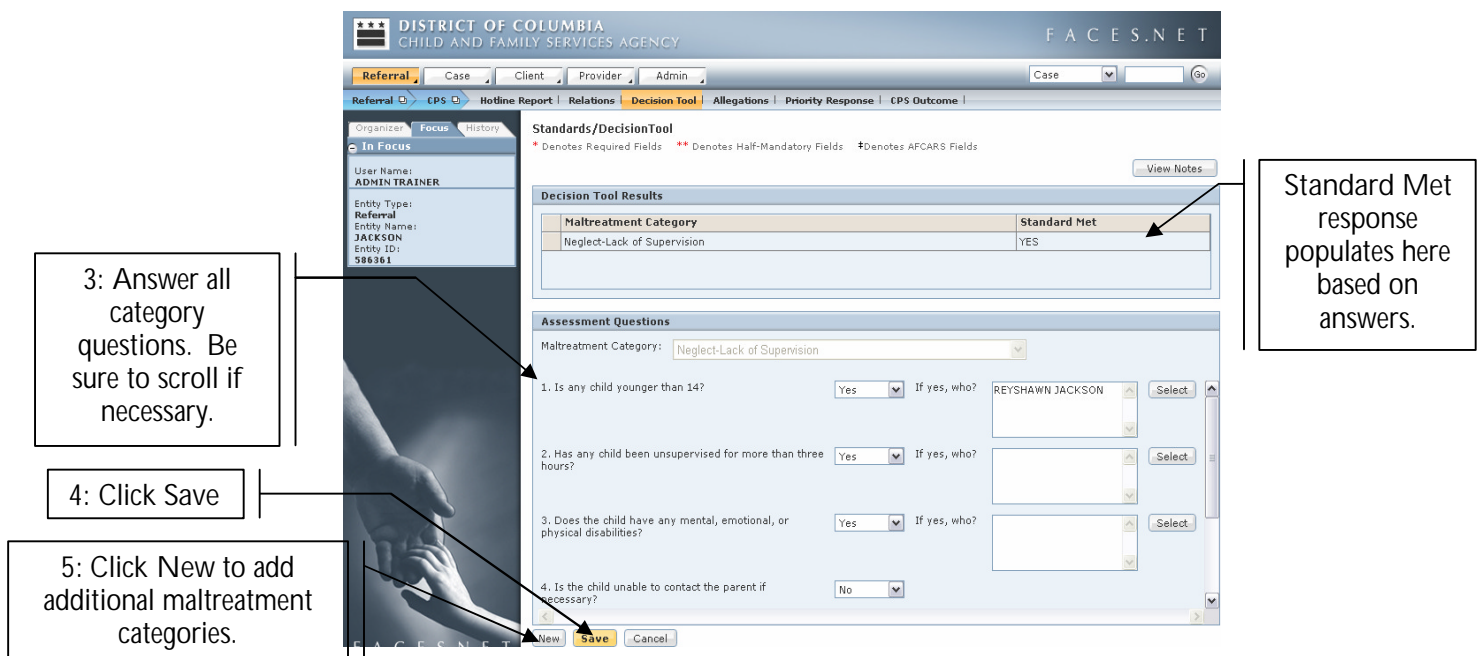


Figure 3

- Step 4: Click Save. Upon the save, the system will generate an answer of "YES" or "NO" in the inset grid column titled Standard Met.
- Step 5: Click New to add additional Maltreatment Categories. Once a maltreatment category has been chosen from the pick list, it disappears. Therefore, if adding additional categories, a worker should only see those which have not been previously selected.
- Step 6: Repeat steps 2-4 for each additional maltreatment category. When complete, all maltreatment categories should appear in the top inset grid along with each Standard Met response.



Notes:

- FACES.NET will auto-generate a Standard Met response.
- If completing a Child Fatality report, the Decision Tool is not required to accept the referral for investigation.
- Maltreatment Categories must be answered in order to enter allegations for that Maltreatment Category.