
INVESTIGATION EXTENTION

CREATION DATE: November 24, 2008

The Investigations Worker initiates the investigation as soon as possible, but no later than 24 hours after receipt of the report unless the report is prioritized as an emergency (in which case it is initiated even sooner).

Initiation of the investigation is established when the Investigations Worker makes face-to-face contact with any client within the investigation.

All investigation activities are documented in FACES.NET within 24 hours of their occurrence.

Practice dictates that investigations should be closed within 30 days of the CPS Outcome supervisory approval. This will prevent the investigation from going into backlog status. However, in some instances, an investigation may take longer than the allowed 30 days. The Investigation **Extension** screen provides the worker the ability to request additional time from their supervisor in order to complete the investigation. The investigation will still go into backlog status until it is completed and closed.



Pointers to Remember:

1. The investigation extension may only be completed by supervisors or above.
2. Although an extension may be granted, the investigation will still reflect in backlog status until it is completed and closed.

Requesting an Investigation Extension

Steps Include:

First, the investigation must be in focus.

Step 1: Place the cursor over the **Referral** menu, then **Investigation**.

Step 2: Click **Extension**.

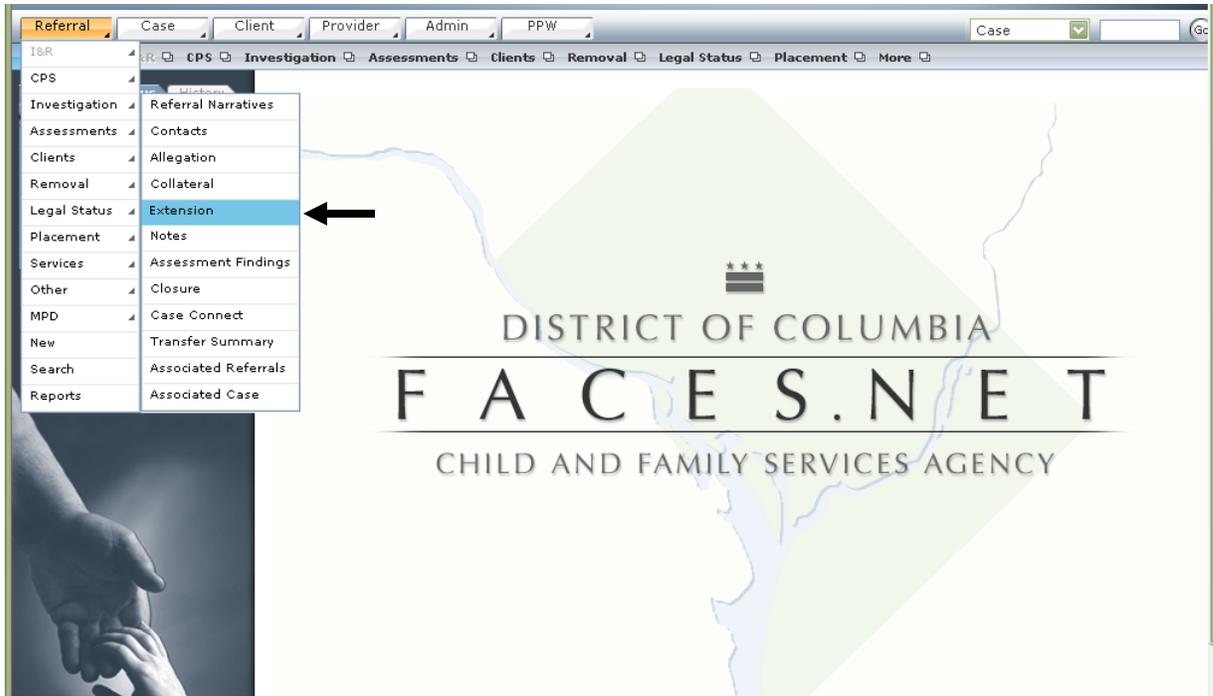


Figure 1

Step 3: Place a check in the **Request** box.

Step 4: Select applicable reason for the investigation extension request from the **Reason Code*** pick list.

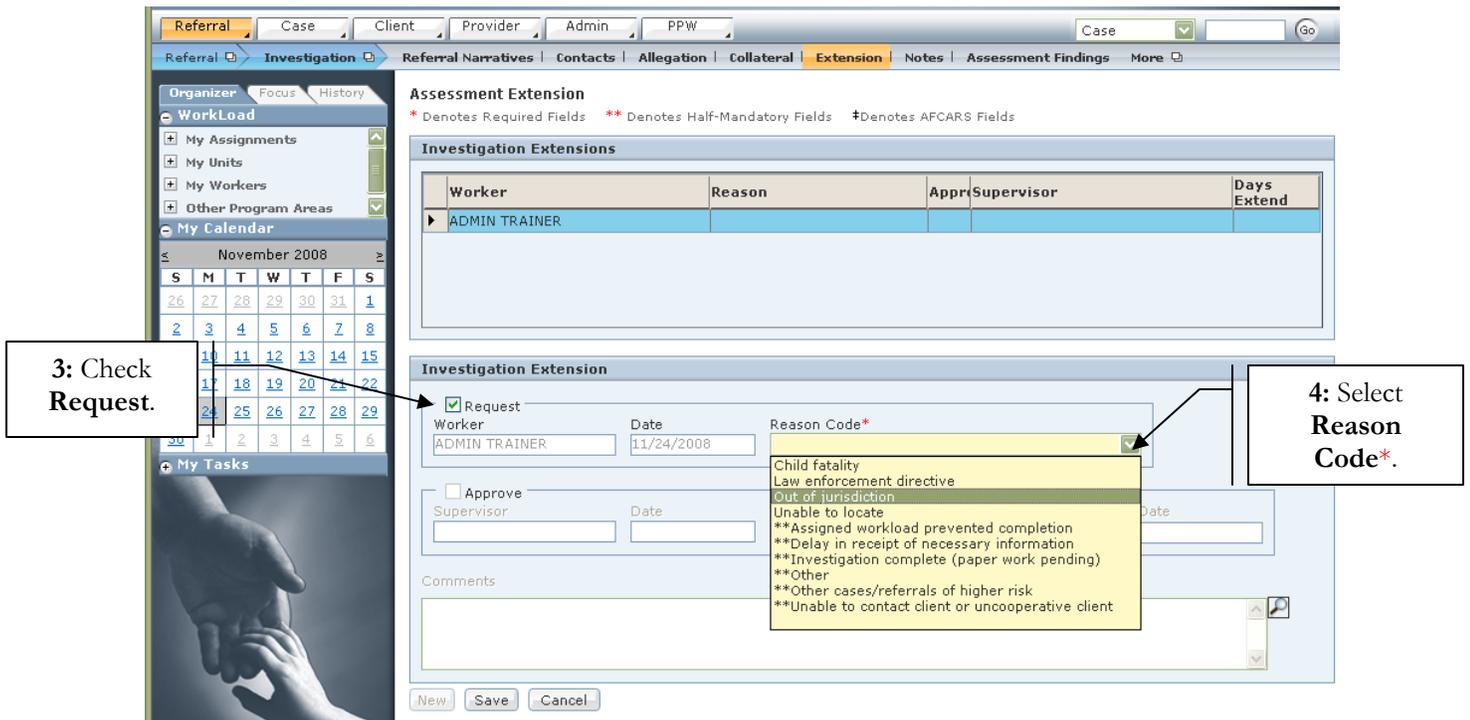


Figure 2

Step 5: Click **Save**.

Assessment Extension
* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Worker	Reason	Appri	Supervisor	Days Extend
ADMIN TRAINER	Out of jurisdiction			

Investigation Extension

Request
Worker: ADMIN TRAINER Date: 11/24/2008 Reason Code*: Out of jurisdiction

Approve
Supervisor: Date: Days of Extension*

Deny
Supervisor: Date:

Comments

New Save Cancel

5: Click Save.

Figure 3

Step 6: Place a check mark in the **Approve** box.

Step 7: Enter the amount of days investigation extension will be granted by entering the number of days in the **Days of Extension*** field.

Step 8: Click **Save**.

6: Select Approve or Deny box.

7: Enter Days of Extension*.

8: Click Save.

Figure 4



Notes:

- Comments can be entered in the **Comments** text box.
- A CPS Supervisor/Manager must log-in to activate the request approval or deny screens.
- Only CPS Supervisors will have the appropriate security level to request approve or deny an investigation extension.
- Approving an investigation extension does not prevent a referral from going into backlog.
- Since only supervisors and above can request, the **Deny** box more than likely will not be utilized.