

## CP – Family Investigation Checklist

<input type="checkbox"/> <b>Review report from mandated or voluntary reporter</b>	
<input type="checkbox"/> <b>ICWA Inquiry</b>	Check county and state indices. Refer to ICWA/MIFPA Checklist for procedures.
<input type="checkbox"/> <b>Check prior SSIS records</b>	Check county and state detail under each client.
<input type="checkbox"/> <b>Notify law enforcement orally and in writing within 24 hrs</b>	Notify regardless of whether law enforcement made report.
<input type="checkbox"/> <b>Coordinate investigation with law enforcement</b>	Coordinate when report indicates substantial child endangerment, imminent danger to the child, criminal activity, or danger to the child protection worker.
<input type="checkbox"/> <b>Notice of Intent to Interview child on School Property</b>	Notice of Intent to Interview on School Property document
<input type="checkbox"/> <b>Child Protection Notice of Privacy Practices orally and in writing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Alleged victim (Age 10 and older)</b></li> <li><input type="checkbox"/> <b>Parents/legal custodians/guardians</b></li> <li><input type="checkbox"/> <b>Alleged offender</b></li> <li><input type="checkbox"/> <b>Siblings/other children</b></li> <li><input type="checkbox"/> <b>Reporter</b></li> <li><input type="checkbox"/> <b>Collaterals</b></li> </ul>	Child Protection Notice of Privacy Practices document
<input type="checkbox"/> <b>Recorded participant contacts/interview</b>	<ul style="list-style-type: none"> <li>• Immediate contact (within 24 hours) with child and parents/legal custodians/guardians is required when imminent danger is present.</li> <li>• Within 5 calendar days, contact with child and parent/legal custodian/guardian is required when imminent danger is not present.</li> <li>• Within early stages of assessment, contact with alleged offender should occur.</li> <li>• Audio record interviews whenever possible.</li> <li>• Alleged child sexual abuse victims and witnesses must be audio-video recorded.</li> </ul> <p>Record must include: date, time, place, and duration of interview; identity of persons present at the interview; and, a written summary completed within 72 hours if the interview is recorded in writing.</p>
<input type="checkbox"/> <b>Alleged victim</b>	Document in SSIS as Child observation/interview

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<input type="checkbox"/> <b>Parents/legal custodians/guardians</b>	Include notification that child was interviewed without parental consent, where applicable.
<input type="checkbox"/> <b>Alleged offender</b>	Document in SSIS as Adult interview
<input type="checkbox"/> <b>Siblings/other children</b> <input type="checkbox"/> <b>Reporter</b> <input type="checkbox"/> <b>Collaterals</b>	
<input type="checkbox"/> <b>Inquire as to involvement of any non-custodial or absent parent for each child</b>	Best practice is to involve both parents.
<input type="checkbox"/> <b>Enter client demographic information into SSIS as it becomes available</b>	Hispanic heritage is required.  Best practice is to update client contact information; relationships; alternate names; race; ICWA information.
<input type="checkbox"/> <b>Complete SDM Tools</b> <input type="checkbox"/> <b>Complete SDM Safety Assessment within 72 hours of contact with family</b> <input type="checkbox"/> <b>Complete SDM Risk Assessment within 45 days</b> <input type="checkbox"/> <b>Optional: Complete SDM Family Needs &amp; Strengths</b>	Decisions Tools folder
<input type="checkbox"/> <b>Gather substance involvement &amp; domestic violence information</b>	Document regardless of whether substance involvement or domestic violence is present.
<input type="checkbox"/> <b>Complete Child Maltreatment Report within 45 days</b> <input type="checkbox"/> <b>Victim Information</b> <input type="checkbox"/> <b>Conditions/Services</b> <input type="checkbox"/> <b>Determine whether maltreatment occurred</b> <input type="checkbox"/> <b>Determine whether child protective services are needed</b> <input type="checkbox"/> <b>Change Report Status and enter an end date</b>	Child Maltreatment Report node
<input type="checkbox"/> <b>Notice of determination within 10 days</b>	Send to parents/legal custodians/guardians and (alleged) offender(s).
<input type="checkbox"/> <b>Notice of determination</b>	Family NOD Letters
<input type="checkbox"/> <b>Notice of Summary disposition</b>	Send to mandated reporter (required) or voluntary reporter (upon their request).  Notice of summary disposition document

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<input type="checkbox"/> <b>Disabilities screening - Refer children under age 3 within 2 days of determination of maltreatment</b>	<p>Interagency Early Intervention Referral document</p> <p>Required in a Family Investigation when maltreatment is determined for a child under age 3. Screening does not require parental consent; parent may refuse to participate in screening. Refusal is not grounds for a CHIPS Petition.</p>
<input type="checkbox"/> <b>Close or transition Assessment workgroup</b> <input type="checkbox"/> <b>If closing, send Notice of Agency Action 10 calendar days prior to closing</b> <input type="checkbox"/> <b>Review and correct data clean-up errors</b>	<p>If not opening for case management services, close workgroup.</p> <p>If opening for case management services, close Assessment workgroup and open Case Management workgroup or use WG Change Log to transition Assessment workgroup.</p> <p>Notice of Social Services Action document</p>
<input type="checkbox"/> <b>In case of child mortality, notify DHS Mortality Review</b>	
<input type="checkbox"/> <b>Maltreatment determination appeals</b>	<p>Consult with your supervisor for appropriate actions.</p>