



North Dakota Child Protective Services Checklists

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Physical Abuse Checklist

Individuals to Interview:

- Victim
- ALL children in the household
- Parents
- Witnesses who saw the incident
- Law Enforcement
- Medical- Doctors/ Ambulance Personnel
- Child Abuse & Neglect Medical Expert
- Extended Family (Grandparents, Aunt, Uncle)
- Teachers
- Collateral- A person that can speak to Subjects capacities
- Near Death from a Physician

Documents:

- Law Enforcement Report
- Medical Report/ Ambulance Report
- Child Abuse & Neglect Medical Expert documentation
- Pictures of injuries taken by Law Enforcement
- Video Footage
- Affidavits/ Legal Documents
- Near Death from treating Physician
- Present Danger Assessment (Tool 2.1) / Present Danger Plan (SFN 455)
- Impending Danger Safety Plan (Tool 4)

Information/ Details need to support decisions:

- Size & description of injury
- Location of injury
- When did the injury occur?
- Was there pain? How long did it last? How did it impact them? Pain scale (1-10)
- Length of time pain lasted?
- What did it feel like?
- Were objects used? Description of the objects used, where are they kept?
- Willful- how was it willful? Did they mean to strike them?
- Intentionally- was it intentional?
- Recklessly- was it reckless?
- Parents demeanor while engaging in physical?
- Reasonable Force- Was it reasonable?
- Was it for Safeguarding?
- Timelines of all people providing care (Babies and children unable to communicate)
- Who knows about the incident/ injury?
- View where the incident occurred.
- Details about what was happening before, during, and after.

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual - [Physical Abuse 640-01-15-20-01-01](#)
- North Dakota Century Code- [North Dakota Century Code- N.D.C.C 50-25.1-Physical Abuse](#)

Sexual Abuse Checklist

Individuals to Interview:

- CAC Interviews with Victim(s)
- ALL children in the household
- Parents
- Law Enforcement
- Medical
- SANE Medical Examiner/ Forensic Medical Examiner
- Extended Family (Grandparents, Aunt, Uncle)
- Teachers
- Therapist/ Counselors
- Collateral- A person that can speak to subjects/caregivers capacities

****Coordinate interviews with Law Enforcement**

Documents:

- Law Enforcement Report
- Forensic Interview Notes
- Medical Report
- SANE Medical Examiner/ Forensic Medical Examiner Report
- Forensic Interview Videos
- Affidavits/ Legal Documents
- Therapy Records
- Any text messages, pictures or additional evidence
- Present Danger Assessment (Tool 2.1) / Present Danger Plan (SFN 455)
- Impending Danger Safety Plan (Tool 4)

Information/ Details need to support decisions:

- If not a parent, was the Subject a Caregiver? Were they in the caregiving role? How are they a caregiver? Roles and responsibilities?
- Details about the sexual abuse- Feel, smell, details about location, clothing worn, others in the room
- Time frames of when the abuse would occur- at nighttime, in the home morning, etc.
- Who else is in the home when it is occurring?
- Where did it happen? Go view where the incident occurred.
- If do not have access to the home, interview a person who can describe the rooms
- Details about any information that can be corroborated
- Details of other occurrences/ incidents
- Subjects' criminal history of Sexual Offenses

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Sexual Abuse 640-01-15-20-01-05](#)
- North Dakota Century Code- [Sexual Abuse- Chapter 12.1-20](#)

Abandonment Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents
- Subject(s)
- Arranged Caregiver
- Extended family (Grandparents, Aunt, Uncle)
- Teachers, School Social Worker, School Counselor
- Neighbors
- Collaterals- A person that can speak to Subjects capacities

*Ensure worker has made all efforts to contact parents individually.

Information/ Details need to support decisions:

- Specific Timelines
- How long has the parent/ caregiver been gone?
- Were arrangements made? What were they?
- Historically- has this happened before?
- Who had contact last with the parent?
- When were they expected to return?
- Has the arranged caregiver been able to contact the parent?
- Who is legally responsible for the child(ren)?
- Has the subject provided financial assistance for food, shelter, clothing, or medical attention reasonably sufficient to meet the child's needs?
- Was there an expectation from the arranged caregiver to receive financial support?
- Has the parent made discharge arrangements within 10 days after hospitalization is no longer needed for child?

Documents:

- Law Enforcement Reports
- Any documentation of timelines parent has been absent
- Affidavits/ Legal Documents
- Medical Documents
- Any text messages, pictures or video evidence

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Abandonment 640-01-15-20-05-05](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

****Abandonment may not be considered when Abandoned Infant provisions have been met. (See N.D.C.C. 50-25.1-15)**

Information/ Details need to support decisions (Continued):

- Where did the parent go? Why are they gone?
- What is the reason the parent won't resume custody of the child?
- Due to no contact from the parent, is the caregiver unable to meet medical or educational needs of the child?
- Is the caregiver refusing to care for the child or unwilling to resume caring for the child?

Inadequate Supervision Checklist

Consider Family Service Assessment

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents
- Subject(s)
- Law enforcement
- Extended family (Grandparents, Aunt, Uncle)
- Teachers, School Social Worker, School Counselor
- Neighbors
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- Specific Timelines
- Time of day
- How long they were left?
- Proximity of where child was found from where they live
- Describe the location of where they are found (train tracks, river, etc.)
- How often does it happen?
- Age & Maturity/ Vulnerability of each child
- How each child would respond to an emergency
- Do they have a phone or a means to call someone in an emergency?
- Can the child show you how to use the phone?
- How far are they from the closest caregiver?
- If caregiver is impaired- describe how the caregiver would be unable to respond to or meet the needs of the child.
- How does the child feel being alone?
- How is the child meeting nutritional needs?
- Does the child know when the parent will return home?

Documents:

- Law Enforcement Reports
- Affidavits/ Legal Documents
- Any text messages, pictures or video evidence
- Present Danger Assessment (Tool 2.1) / Present Danger Plan (SFN 455)
- Impending Danger Safety Plan (Tool 4)

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Inadequate Supervision 640-01-15-20-05-15](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)
- North Dakota Supervision [Guidelines](#)

Information/ Details need to support decisions:

Children providing Supervision to other children

- Ages and number of children they are supervising at one time
- Discuss how to provide care and meet basic needs of the other children
- Are they comfortable being in the caregiver role? Are they overwhelmed by responsibilities of caring for other kids?
- Do they know how to respond to child's behavior they are supervising- sooth a crying infant, child who won't listen, etc.
- Are they engaging in delinquent/ disorderly behavior while supervising or left unsupervised?

Environmental Conditions Checklist

Consider Family Service Assessment

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents
- Subject(s)
- Law Enforcement
- Health Department
- Extended family (Grandparents, Aunt, Uncle)
- Teachers, School Social Worker, School Counselor
- Neighbors
- Landlord
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- Home visit by the worker (unannounced is preferred)
- Description of home visit by the worker
- Description of the home by all of the children living in the home
- Describe ages and vulnerability of children
- Description of location of items and accessibility of the children in the home.
- Information to support the children have access to the items
- Can the children in the home describe any of the items found?
- Description of pictures or video (if any received)
- Description of the home by any collaterals
- Family Collaterals that can describe the Subjects capacities
- How long has the home been in that condition?
- How does it get that way?
- Caregiver's response/ taking accountability
- Pattern of home conditions and caregiver ability to maintain safe & sanitary conditions
- Is there other underlying issues causing the Environmental Conditions? Caregiver Behavior/ Cognitive/ Emotional Capacity

Documents:

- Law Enforcement Reports
- Law Enforcement Body Cam footage (if available)
- Affidavits/ Legal Documents
- Pictures/ Video of the home
- Health Department Report

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual –[Environmental Conditions- 640-01-15-20-05-20](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Condition of the home presents an immediate risk to the child's physical well-being:

- Broken glass or other potentially injurious object.
- Spoiled food that is potentially accessible to the child.
- No guards (as age appropriate) on open windows/or on stairwells
- Lead paint or other toxic materials that is potentially accessible to child (this includes medications).
- Inadequate sewage disposal.
- Animal or human waste.
- Leaking gas or toxic fumes.
- Broken or missing windows.
- Inadequate/unsafe heat.
- Accessible to drugs or alcohol.
- Specific fire hazard/exits from home.
- Accessibility to firearms or improper storage of firearms or other weapons.

Inadequate Nutrition/ Failure to Thrive Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents
- Subject(s)
- Law Enforcement
- Medical Professional/ Pediatrician
- Extended family (Grandparents, Aunt, Uncle)
- Teachers, School Social Worker, School Counselor
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- Recommend child be seen by Medical Provider upon receipt of the report
- Description of feeding times/ timelines
- Information to show the inaction of the caregiver(s) feeding or caring of child related to the failure to thrive.
- Statement from medical doctor with Failure to Thrive diagnosis **AND** connection with parent's inaction or behaviors.
- Any feeding studies completed by the hospital
- Are they accessing nutritional services?
- Are caregivers following through with medical recommendations?
- Information from other children in the home that can describe feeding patterns, food accessibility, and timelines.
- Collaterals that can describe caregivers capacities to provide basic feeding and nutritional needs.
- Is there food in the home? Did you physically see food in the home?
- IS the food developmentally appropriate?
- Does the child describe being hungry? Not having access to food? Going to bed hungry?

Documents:

- Medical Records
- Growth Charts & Weight loss documentation
- Law Enforcement Reports
- Affidavits/ Legal Documents
- Health Department Report
- Present Danger Assessment (Tool 2.1) / Present Danger Plan (SFN 455)
- Impending Danger Safety Plan (Tool 4)

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual –[Inadequate Nutrition 640-01-15-20-05-25](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Children experiencing nutritional neglect may exhibit certain overt behaviors including:

- Begging from neighbors for food.
- Eating out of garbage cans.
- Constantly stating a need for food.
- Hoarding food.
- Gorging on food causing vomiting

Inadequate Clothing/Hygiene Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents/ Subject(s)
- Teachers, School Social Worker, School Counselor
- Neighbors
- Extended family (Grandparents, Aunt, Uncle)
- Collaterals who encounter the child(ren) regularly
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- Description of how the child is dressed/appears and smells from worker and collaterals.
- Is it affecting their peer relationships?
- Is there information that it impacts their education?
- Is it impacting the child's mental/ emotional health?
- Vulnerability of child, age of the child and whether or not the child is capable of completing basic hygiene tasks.
- How long has it been occurring?
- How often is it happening?
- Has it been addressed with the parent?
- What their response?
- Does the family have personal hygiene supplies? (Laundry soap, body wash, etc.)
- Do they have the financial means/ resources to treat lice or hygiene needs?

Documents:

- School Documentation
- Medical Documentation/ Well-Baby Checks
- Affidavits/ Legal Documents
- Any text messages, pictures or video evidence

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Inadequate Clothing/Hygiene 640-01-15-20-05-30](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Medical Neglect Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents
- Subject(s)
- Law Enforcement
- Medical Professional/ Pediatrician
- Psychiatrist/ Mental Health collateral (if involved)
- Extended family (Grandparents, Aunt, Uncle)
- Teachers, School Social Worker, School Counselor
- Collaterals- A person that can speak to Subjects capacities

Documents:

- Medical Records
- Dental Records
- Law Enforcement Reports
- Affidavits/ Legal Documents
- Health Department Report
- Present Danger Assessment (Tool 2.1) / Present Danger Plan (SFN 455)
- Impending Danger Safety Plan (Tool 4)

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual –[Medical Neglect 640-01-15-20-05-35](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Information/ Details need to support decisions:

- Recommend child be seen by Medical Provider upon receipt of the report
- Description of medical condition
- Information to show the inaction of the caregiver(s)
- Statement from medical doctor regarding if the condition is left untreated, how will it negatively impact the child's overall health or present danger of permanent impairment/disfigurement to the child.
- Information to show the inaction

Prenatal Exposure to a Controlled Substance Checklist

****This checklist only applies if completing a Standard Assessment. Please reference SEN Alternative Response Flow Chart to determine if it is a Standard Assessment or Alternative Response.**

[SEN Flow Chart- Standard Assessment vs. Alternative Response](#)

Individuals to Interview:

- Interviews with other children in the household
- Parents/ Subject(s)
- Medical Professional/ Pediatrician
- NICU Nurses or Hospital Nurses
- Treatment Provider- Addiction Counselor
- Mental Health Professional
- Extended family (Grandparents, Aunt, Uncle)
- Collaterals- A person that can speak to Subjects capacities

Documents:

- Medical Records - NICU
- Confirmation Cord Blood Results
- Drug Screens from Mother
- Plan of Safe Care
- Drug and Alcohol Evaluation
- Releases of Information
- Affidavits/ Legal Documents

Information/ Details need to support decisions:

- Assess if other children are being exposed
- How long has drug use been occurring?
- What substances are they using?
- What was their pattern of usage?
- How often did they use?
- Parenting skills and abilities while in the hospital
- Responses to baby while in the hospital
- Protective Capacities of Parents- Behavioral, Emotional, and Cognitive
- Assessment of danger to the baby

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual –[Prenatal Exposure to Alcohol or Controlled Substances 640-01-15-20-05-40](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)
- Educational Resources on SEN/ Alternative Response Assessment- [UND Training Center](#)

Environmental Exposure to Controlled Substances Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents/ Subject(s)
- Teachers, School Social Worker, School Counselor
- Neighbors
- Extended family (Grandparents, Aunt, Uncle)
- Collaterals who encounter the child(ren) regularly
- Law Enforcement/ Drug Task Force Officers
- Parole/ Probation Officers
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- How often is it happening?
- Children able to provide a description of the drug use:
 - What does it look like, smell like, color, texture, etc.
- Can the children draw it? Have them draw a picture.
- Where is it being used at & where are they when it is being used?
- Descriptive details of what they see.
- Who else is in the home when it is happening?
- What does the parent act (behavior) like after they use?
- Where are the substances located/ store?
- Information from collaterals- can they corroborate any of the details the children provide.
- What does the Subject say about their use?
- Are they willing to complete drug screening?

Documents:

- Law Enforcement Reports
- Drug Patch/ 24/7 Program Records
- Drug Screens (UA's/ Hair Follicles)
- Affidavits/ Legal Documents
- Pictures drawn by the child of drugs/ paraphernalia
- Any text messages, pictures or video evidence

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Environmental Exposure to Controlled Substances 640-01-15-20-05-45](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Information/ Details need to support decisions (Continued):

- Explanation of how child(ren) have access to the substance
- How does their drug use impact their parenting and/or meeting the needs of their child(ren)
- Assess caregiver capacity through parents & collaterals- Caregiver Behavior/ Cognitive/ Emotional Capacity
- Describe how the child(ren) are vulnerable to the substance use/ impacted by it?

Failure to Protect Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents/ Subject(s)
- Teachers, School Social Worker, School Counselor
- Medical/ Therapist/ Counselors
- Neighbors
- Law Enforcement
- Extended family (Grandparents, Aunt, Uncle)
- Collaterals- A person that can speak to Subjects capacities

Documents:

- Medical Records
- Therapy/ Mental Health Records
- Law Enforcement Reports
- Any text messages, pictures or video evidence

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Failure to Protect 640-01-15-20-05-55](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Information/ Details need to support decisions:

- Knowledge and awareness of when person responsible became aware and knowledgeable of danger/inappropriate individual
- How did they know they were under the influence of alcohol, when did they become aware of this.
- Description of child's vulnerability, and impacts of subject's failure to protect.

Examples Include:

- Person poses physical or sexual threat to child(ren) and caregiver does not act to protect child.
- Caregiver knowingly exposes children to threatening or dangerous conditions, situations, or individuals, including knowingly subjecting children to an untreated sexual offender, drug user or alcohol abuser.
- Report of abuse/assault between siblings and caregiver does not act to protect child(ren).
- Caregiver is not responding to protect a child from the degree of threat presented or is not cooperating with professional recommendations for the child's suicidal threats/gestures or other self-harming behavior.
- Caregiver allows numerous visitors into and out of the home at all hours of the day and night with unsupervised access to the children without regard to their potential harm to the child.

****Neglect due to a failure to protect may not be confirmed when a caregiver fails to protect the child from the caregiver's own actions.**

Educational Neglect Checklist

Consider Family Service Assessment

Individuals to Interview:

- Interviews with Victim(s)
- Interviews with ALL children in the household
- Parents/ Caregivers
- Subject(s)
- Law Enforcement – School Resource Officer
- Teachers, School Social Worker, School Counselor
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- Assess whether Family Service Assessment is appropriate
- Why are the children saying they are not attending school?
- What do the parents say about it?
- Information from Teachers about the impact to the children from not attending regularly.
- Information from school professionals about their attempts to engage caregivers.
- Information from family collaterals about why the children are not attending school
- Determine if it is educational neglect (parents contributing to the problem) OR truancy.
- Is there other underlying issues causing the Educational Neglect? Caregiver Behavior/ Cognitive/ Emotional Capacity

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual –[Educational Neglect 640-01-15-20-05-50](#)
- North Dakota Century Code- [School Attendance- Chapter 15.1-20](#)

Documents:

- Documentation of Attendance
- Documentation of Grades (Impacts to the child(ren))
- Documentation of Letters sent to the parents
- School Documentation of attempts made to engage parents
 - Telephone calls, meetings with the caregiver(s) (attempted and completed), home visits & other services school provided to mitigate the issue.
- Any police reports of citations issued for Attendance
- Mental Health documentation
- Affidavits/ Legal Documents
- Documentation of enrollment in online schooling or homeschooling intent

Educational neglect may then be confirmed when the following criteria is met & supported by evidence gathered in the assessment:

- The caregiver is aware or should have been aware of the excessive absenteeism.
and
- The caregiver contributed to the problem or failed to take steps to effectively address the problem (i.e. failure to provide a minimum degree of care),
and
- Educational impairment or harm to the child or danger of impairment or harm results.

Psychological Maltreatment Checklist

Individuals to Interview:

- Interviews with Victim(s)
- ALL children in the household
- Parents
- Subject(s)
- Law Enforcement
- Therapist/ Counselors**
- Medical/ Ambulance Personnel
- SANE Medical Examiner/ Forensic Medical Examiner
- Extended Family (Grandparents, Aunt, Uncle)
- Teachers (past and present), School Social Worker, School Counselor
- Neighbors
- Collaterals- A person that can speak to Subjects capacities

Information/ Details need to support decisions:

- If not a parent, was the Subject a Caregiver? Were they in the caregiving role? How are they a caregiver? Roles and responsibilities?
- Consideration for Domestic Violence victims for Failure to Protect (see Failure to Protect Checklist)
- Emotional or behavioral problems of the child, which can be correlated to the caregiver's behavior
- Establishing a pattern of parent/ caregiver behavior
- Caregiver action + child witness (see or hear) to the caregiver behavior = results in psychological consequences to the child
- Any mental health/ behavioral/ emotional changes
- Explanation/ Evidence of Psychological Consequences: Educational Difficulties, Low self-esteem, Depression, and Trouble forming and maintaining relationships.

Documents:

- Law Enforcement Reports
- Medical Report
- Affidavits/ Legal Documents
- Therapy/ Counseling Records
- School Records
- Any text messages, pictures or video evidence
- Present Danger Assessment (Tool 2.1) / Present Danger Plan (SFN 455)
- Impending Danger Safety Plan (Tool 4)

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – [Psychological Maltreatment 640-01-15-20-05-60](#)
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

Psychological Consequences:

Descriptions of Behaviors related to the Parent Action/Behavior:

- anxiety
- depression
- low self-esteem
- symptoms of post-traumatic stress
- suicidality
- general anxiety disorder
- social anxiety disorder
- attachment problems
- substance abuse
- behavioral issues at school
- self-injurious behaviors

What does it look like, can collaterals provide you an explanation of these.

Child Sexualized Behavior (CSB) Checklist

Tasks to Complete:

- Referral to Law Enforcement (Follow Law Enforcement's Lead)

When Law Enforcement gives permission for worker to move forward:

- Complete Trauma Screening tool with victim (Schedule a visit at their home if possible)
 - If Forensic Interview completed, document that a Trauma Screening was completed at that time.
 - Contact with child should always be arranged through the parent & should not be conducted at school, daycares, etc.
- Address concerns and safety with victim parents
- Complete Trauma Screening tool with child exhibiting problematic sexualized behaviors (Schedule a visit at their home if possible)
 - If Forensic Interview completed, document that a Trauma Screening was completed at that time.
 - Contact with child should always be arranged through the parent & should not be conducted at school, daycares, etc.
- Meet with parents of child exhibiting problematic sexualized behaviors in home and complete Safety Planning (Document in Case Logs this occurred)
- Make referrals for Services (if applicable) for victim & subject child
- Complete Case Activity Logs documenting the contacts made throughout the assessment
- Complete Administrative Referral in FRAME & complete all of the sections prior to Submitting.

Policy and Law Links:

- North Dakota Child Abuse and Neglect Manual – Under Revision
- North Dakota Century Code- [Child Abuse and Neglect- Chapter 50-25.1](#)

****If there are concerns for Supervision or safety of the child, a 960 should be filed on parents as subjects of Inadequate Supervision.**

FRAME CHECKLIST

ATTACHMENTS

- Tool 1 and all 960's
- Tool 2.1 (Present Danger Assessment)
- Present Danger Plan (SFN 455)
- Tool 3
- Tool 4
- Medical Documents
- School Documents
- Police Report(s)
- Notification Letters to subjects (Double check dates, names, outcome, etc.)
- Mandated Reporter Letter (If calling instead- put this in the CAL)
- Notification of non-subject parent (provide explanation if not notified)
- DD Referral (if applicable- confirmed case w/ children under 3)
- Tool 8- Safe Placement Assessment (optional)

OTHER QUESTIONS/ CONSIDERATIONS

- Assessment details all filled in
- Safety Section Questions- CANNOT be N/A
CPS Emergency Plan- what was put in place to prevent this from happening again/ how was safety addressed?
- Assessment location correct (usually home)
- Face to Face information correct
- All case activity logs completed
- Case initiated in the CAL (always w/ the victim)
- Is the correct maltreatment entered under each victim?
- Is staffing decision complete w/ full reason for decision?
- Tool 3 signed by worker and supervisor
- Notification Section- Repeat Maltreatment is correct (Only "Yes" if confirmed decisions are made within 6 months)
- Do Face to Face information and initiation case log information match?
- Tool 3- Case Status is completed
- Tool 3- Safety Determination is completed (if applicable)
- Ensure attached documents are labeled correctly & as identified on the tools