

CPS/ACCESS REPORT PROCEDURE

Call or person comes into the agency to make a Child Protection Services (CPS) report. Person is referred to the Access Worker who gathers the following information and enters it into a CPS report in eWiSacwis (state wide data system):

- **Date and time report was received.**
- **Names, ages, birthdates, relationships and addresses of family members as well as information regarding the reporter. Reporter often will not have all the information but the worker may be able to find critical information on eWiSacwis, CCAP, Sex Offender Registry or other databases.**
- **The alleged maltreatment, including current and past, surrounding circumstances, and the frequency of intervention or services the child needs. (May ask "It sounds like you've had concerns for quite awhile...what's happened recently that caused you to call today?"). Ask about family strengths and what reporter has done to try to help the family/situation. Have there been previous concerns or reports made...if so, what types and when?**
- **Description of the child(ren's) injury or conditions as a result of the alleged maltreatment or services needed.**
- **Description the child(ren's) current location, school/daycare including dismissal time, functioning including special needs, if any, highlighting current vulnerability of child(ren).**
- **Are there any immediate/present danger threats? If yes, a description of any possible or likely emergent (exigent) threats.**
- **Relevant information from CPS history, CCAP and Sex Offender Registry-Reverse Address checks (if no relevant information found, document that checks were completed). Dates and years the history or charges are from.**
- **When the alleged maltreater will have access to the child.**
- **Description of any changes in circumstances that may make it difficult to fulfill CPS responsibilities (such as work hours, need for an interpreter, etc).**
- **Description of the presence of domestic violence, if applicable, including the demonstration of power and control and entitlement within the home environment.**
- **Description of how the family may respond to intervention by the agency, including how protective the parents are of their children.**
- **The reporter's motivation for making the report and the source of reporter's information (i.e. first hand observation, discussion with the child, etc.).**
- **Names and contact information of other people with information regarding the child and/or family.**
- **Information that the child(ren) may have American Indian heritage (including names of tribes, if known (If prior CPS report check ICWA info in ewisacwis if reporter does not know and document in CPS report).**

- **Directions to the home**
- **Description of the parents and/or adults in the parent role: current location, functioning, parenting practices and views of the child.**
- **Description of how the family functions, including strengths and current stresses.**
- **Are there any possible or likely impending danger threats to child safety?**
- **Name of alleged maltreater and relationship to child(ren).**

Access worker then either screens the report in or out and documents the rationale for her decision. Access worker sends the report to the supervisor who can override that decision. If the report is regarding children who reside in another county, Access Worker contacts that county to inform them of the report and inquire who report should be sent to.

After report is sent to the supervisor, he or she must make a final screening decision within 24 hours of the report coming into the agency. Supervisor's options are:

- Screen out
- Screen out but make the family an offer of services (within the community, within the agency or both)
- Screen out but make a referral to the Community Response Program (this option only exists for counties who have a Community Response Program....many counties do not have this option)
- Screen the referral in, giving it a response timeline of either same day, within 24-48 hours, or 5 business days (i.e. the length of time in which the CPS social worker must begin the CPS assessment, based on the date and time agency received the report)
- If screening in the referral, supervisor must decide if CPS will conduct a traditional CPS assessment or an Alternative Response (for those counties who are part of the Alternative Response pilot...many counties do not currently have this option and therefore conduct traditional CPS assessments).
- If screening in the referral, supervisor then assigns the case to a CPS social worker, ensuring that the worker has enough information regarding the family and the report to respond appropriately.

Supervisor makes screening decision based on whether or not the report (if 100% true) describes child maltreatment, threatened harm, or unsafe conditions (i.e. present or impending safety threats to the child).