

Activity Analysis for Investigation

- Review all intake information including allegations, family history with agency, and collateral contacts and develop a plan for the investigation process.
- Make additional collateral contacts as necessary.
- Prepare any written documents to be presented to family.
- Take appropriate personal safety actions as necessary (i.e. police accompaniment, two workers, office visit.)
- Follow agency protocol for convening of investigative teams as indicated.
- Establish positive contact with the family (including brief, accurate worker identification, clear statement of purpose, and acknowledgement of family's feelings.) Use language that is understandable to the family.
- Reassess worker's personal safety and take appropriate safety actions as needed.
- Provide de-escalation, if necessary.
- Provide notification of the existence of the report, the nature of the allegations, the rights of the individuals, and the function of the assessment.
- Determine the level of willingness to work collaboratively.
- Use only the minimal level of protective authority indicated to maintain engagement.
- See the child and ensure the child(ren)'s safety.
- Conduct interviews with those persons who are known to have, or may reasonably be expected to have, information relating to the referral.
- Observe the child, family, family functioning, and environment.
- Visit the child(ren)'s home at least once.
- Follow assessment protocol in view of the law, regulations, county agency policies, standards, and rights of the individuals.
- Determine presence of knowingly false report indicators and explore further if indicators are present.
- Determine level of risk to the child(ren) and tentative requirements for child(ren)'s safety (i.e. risk factors in relationship to mitigating strengths.)
- Complete safety assessment and implement safety plan.
- If safety cannot be ensured for child(ren) at home with primary caregiver, explore options with the family.
- Review safety disposition recommendation with supervisor if emergency protective custody is indicated.
- Complete risk assessment and safety plan document.
- Record in writing the facts obtained from all contacts and ensure the availability of completed files to the supervisor for review at 10-day intervals.
- Make status determinations and complete ChildLine form in cases of suspected abuse.
- Determine whether to accept the case for services.
- Prepare the case for closing or transfer to ongoing services.