

Date – July 1, 2013

Manual - Child and Family Services Manual, Chapter C, Child Protective Services (CPS)

Transmittal # - 261

The purpose of this transmittal is to provide guidance for the Child Protective Services Chapter of the Child and Family Services Manual. Unless otherwise stated, the provisions included in this transmittal are effective July 1, 2013.

This manual has been revised to incorporate two significant changes due to legislation that became effective July 1, 2013. The first one is a requirement to notify the local school board of any founded investigation that involves any employee of a public school. The other legislative change is the ability to suspend making a disposition for sexual abuse investigations and child death investigations if necessary reports are needed to make the finding. Other minor changes include clarification for completing the national data tool, which is required to be completed prior to presenting a child death case at the Regional Child Fatality Review Team Meetings.

This transmittal and manual are available on SPARK at:
<http://spark.dss.virginia.gov/divisions/dfs/cps/manual.cgi>

Significant changes to the manual are as follows:

Section 1 Introduction to Child Protective Services	
Subsection	Significant Changes
1.5.1.1	Added link to the Knowledge Center.
1.5.3	Added link to a training job aide checklist for child protective services workers and supervisors.
Section 2 Definitions	
Subsection	Significant Changes
Entire Section	No changes
Section 3 Complaints and Reports	
Subsection	Significant Changes
3.12	Updated Appendix D: Intake Tool, step 3, regarding mandatory investigation for third report in 12 months.
Section 4 Family Assessment and Investigation	
Subsection	Significant Changes
4.1.1	Revised chart for CPS requirements by adding non-custodial parent to mandated contact list for both tracks; notification of commonwealth attorney and law enforcement for child fatality investigations; added notification for suspending an investigation (sexual abuse or child death only).
4.3.5	Deleted a reference to Code of Virginia which is referenced in 4.3.5.1.
4.3.5.2	Added ability to suspend certain investigations pursuant to the Code of Virginia §63.2-1505 B5 effective July 1, 2013.


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	Added supervisory approval is required and notification must be made to the alleged abuser and parents/ guardians when suspended.
4.5.5.1	Changed term "taping" to "recording".
4.5.34.1	Revised notification to local school board for any employee who is the subject of a founded investigation pursuant to the Code of Virginia § 63.2-1505 effective July 1, 2013.
4.5.34.9	Added guidance to require documentation of notification to Family Advocacy Program in the automated data system (OASIS).
4.5.34.10	Clarified that a referral for Part C Early Intervention must be made for <i>any</i> child under age three in a founded investigation. Added clarification that a referral to Part C will prompt a screening for eligibility for services. Added guidance to require documentation of notification to Part C Early Intervention in OASIS.
4.5.34.12	Revised notification to local school board for any employee who is the subject of a founded investigation pursuant to the Code of Virginia § 63.2-1505 effective July 1, 2013. Deleted guidance which said notification only pertained to teachers. Added guidance to require documentation of notification to local school board OASIS.
4.6.2	Clarified that a hard copy file should include any documentation that cannot be entered into OASIS.
Section 5 Out of Family Investigations	
Subsection	Significant Changes
5.12	Deleted reference for time frames to be waived by the abuser.
Section 6 Services	
Subsection	Significant Changes
6.2.2.1	Changed requirement for Family Partnership Meeting for high and very high risk from must to should.
Section 7 Appeals	
Subsection	Significant Changes
Entire section	No changes
Section 8 Judicial Proceedings	
Subsection	Significant Changes
Entire section	No changes
Section 9 Confidentiality	
Subsection	Significant Changes
Entire section	No changes
Section 10 Substance Exposed Infants	
Subsection	Significant Changes
Entire section	No changes

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Section 11 Child Deaths	
Subsection	Significant Changes
11.2.1	Clarified all information known to the LDSS should be shared with the medical examiner, including any prior history with the child welfare system.
11.3.2	Revised list of information which should be gathered in order to complete the national child death review tool. Clarified which sections of the tool the CPS worker will complete.
11.3.6	Added new policy for suspending child death investigations pursuant to the Code of Virginia §63.2-1505 B5 effective July 1, 2013. Added supervisory approval is required and notification must be made to the alleged abuser and parents/ guardians when suspended.

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