	Division/Section	Child Welfare
	Chapter No./Name	4 – Child Protective Services
	Part No./Name	5 – Conducting Investigations of Reports of Child Abuse and/or Neglect in Families
	Section No./Name	Conducting Investigations of Reports of Child Abuse and/or Neglect in Families
	Document No./Name	4-565 Valid Final Finding Activities, Referral to District Attorney and Case Closure
	Effective Date	April 15, 2023

I. STATEMENT OF POLICY

When the final finding is valid, the case shall be reported to the District Attorney per [The LA Children's Code Article 615](#). The worker shall use the appropriate procedures as follows:

II. PROCEDURES


A. VALID NONCOURT INVOLVEMENT CASES

When an instant order has not been issued, and an assignment of custody or other court action is not indicated, the CPS worker shall send a written notification to the District Attorney of the valid final finding *** upon closure of the investigation ****.*** The written notification of the final finding will consist of one of the following:

1. A completed DCFS Form 10 accompanied by an explanatory cover letter; or
2. A report with the information on a format requested by the District Attorney.

If the notification is a narrative report or a format requested by the District Attorney, it shall include the following information about the family:

- The name and current condition of all the children living in the home;
- The safety assessment;
- A summary of the investigation findings which includes the information on the allegations, the rationale for the finding of abuse/neglect, and the identities of the victim(s) and perpetrator(s);
- The description of the home environment and living conditions;
- The assessment of risk level and the current situation;
- The relationship of the child victim and other children to the parent or caretaker;
- Other pertinent data regarding the family including information obtained from collateral contacts;
- The case disposition and recommendations; and

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- Any history of previous investigations with valid findings including the report date, the allegations, the case disposition, any preventative services and any agency actions.

The worker shall use the notification method accepted by the local District Attorney.

The letter to the District Attorney, Form 10 or alternate format shall be reviewed and approved by the supervisor. The cover letter is signed by the supervisor.

B. VALID COURT INVOLVEMENT CASES


If an instant safety plan order, an instant custody order has been obtained, a custody transfer or other court action requiring the filing of a petition is indicated, the investigation worker shall complete the District Attorney report and include the valid final finding as soon as possible.

If an instant order was obtained and custody was continued, the District Attorney report shall be completed within 15 days of the continued custody hearing. Refer to Section [4-715 B.](#), Report to the District Attorney, of this manual for the requirements of this report.

If a custody transfer or other court action is indicated, notification to the District Attorney of the valid final finding status shall include the pertinent information as required by Louisiana Children's Code, Article 615 (3) and stated in Section 4-565 A., above.

The letter to the District Attorney shall be reviewed and signed by the CPS Supervisor.

When the court involvement has been completed, the CPS worker and supervisor are responsible for the completion and approval of the ACCESS investigation case. The case is transferred to FS or FC as appropriate when DCFS will continue to provide services to the family, or to close the case when DCFS will no longer be providing services. This is to be completed as soon as possible after the court hearing. In some cases, an adjudication hearing may be pending for a significant period of time. For cases in which the adjudication hearing has been or will be pending for more than 60 days past the open date of the case, the ACCESS investigation case is closed in accordance with the time limit for completion of the CPS investigation. The CPS worker still retains responsibility for assisting the District Attorney as needed and for testimony during the adjudication hearing.

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III. FORMS AND INSTRUCTIONS

There are no forms associated with this policy.

IV. REFERENCES

There are no references associated with this policy.