

	<b>Agency Name</b>	Office of Community Services			
	<b>Chapter No./Name</b>	25. Forms Manual			
	<b>Part No./Name</b>	OCS Form XI-E Form Instructions			
	<b>Section No./Name</b>	Instructions			
	<b>Dates</b>	<b>Issue/Reissued</b>	January 2010	<b>Replacing</b>	December 2008

**OCS FORM XI-E  
NOTICE TO RESTRICTIVE CARE FACILITY, DAY CARE CENTER,  
FAMILY CHILD DAY CARE HOME OR FOSTER HOME OF AN INCONCLUSIVE FINAL  
FINDING**

**PURPOSE**

The Form XI-E provides a written notification to a restrictive care facility, day care center, family child day care home, or foster parent of an inconclusive final finding for an investigation of child abuse/neglect. In addition, it provides notification of the maintenance of the case record.

The form is completed for each investigation of a restrictive care facility, day care center, family child day care home, or foster home for which there is an inconclusive final finding for child abuse/neglect.

**PREPARATION**

\*The Form XI-E is prepared using the ACESS communication function. It may also be prepared using the Word or PDF format on the Policy Management System. It is printed on local office letterhead.\*\*

Enter the following information in the appropriate text boxes:

- The date the form is initiated;
- The name and address of the facility/foster home/family child day care home;
- The name of the facility owner/director/administrator;
- The date the report was received by the agency;
- The names of the children for whom the finding is inconclusive;
- \*The name of the perpetrator with the inconclusive finding, and
- The worker's telephone number

The signature is completed with the name and appropriate signage when produced in ACESS. The worker signs for non fatality investigations and the supervisor for fatality investigations. When the form is completed outside the ACESS communication, the worker/supervisor shall include their name, position/credential and sign the form.\*\*

**DISPOSITION**

The original is attached as a cover letter to the OCS Form XI and given to the facility director/owner/foster parent/family child day care home provider during the exit interview.

\*The form is scanned and attached to the ACESS investigation case when completed using the Word or PDF format.\*\* When a paper case record has been established a copy of the letter is filed in the Bottom Left Section of the record. \*It is not scanned to the ACESS case. It is included in the ACESS record when completed using the ACESS communication function.