





<h2 style="text-align: center;">Rhode Island Department of Children, Youth and Families</h2> <h3 style="text-align: center;">Department Operating Procedure</h3>			
	DOP Number: <b>500.0065</b>	Effective Date: <b>July 1, 2018</b>	Page 1 of 2
	Version #: <b>1</b>	Revision History:	Director:  <b>Trista Piccola</b>
Section: <b>Child Abuse/Neglect Investigations</b>		Title: <b>Documenting Results of Child Protective Services Investigations in RICHIST</b>	
Legal Authority: <ul style="list-style-type: none"> <li>• <a href="#">Rhode Island General Law §40-11-2</a></li> <li>• <a href="#">Rhode Island General Law §40-11-7</a></li> </ul>			
Related DOPs: <ul style="list-style-type: none"> <li>• <a href="#">Rhode Island Children's Information System (RICHIST); DOP: 100.0155</a></li> <li>• </li> </ul>			
Related Forms: <ul style="list-style-type: none"> <li>• N/A</li> </ul>			

#### I. PURPOSE

To ensure accurate and current collection of information regarding reports of child abuse and neglect, the Department of Children, Youth and Families (hereinafter the Department) has established guidelines by which the Investigative Unit documents information in RICHIST when such information is obtained or as soon as possible.

#### II. PROCEDURE

- A. The assigned Child Protective Investigator (CPI) receives a copy of the Child Protective Services (CPS) report which reflects:
  1. A listing and narrative details of the allegations made.
  2. The investigative response time.
  3. The level of investigation.
  4. Other information specific to the report.
- B. The investigative process includes but is not limited to:
  1. Reviewing RICHIST history.
  2. Locating the subjects of the report.
  3. Contacting the reporter/source (if identified).
  4. Gathering relevant, collateral information.
- C. The CPI enters information in RICHIST as it is obtained or as soon as possible thereafter. The CPI updates information in RICHIST as appropriate.

- D. If the CPI finds it necessary to obtain Temporary Protective Custody, he/she updates the Child Welfare Status on the Court Activity Window and updates the placement information on the Out of Home Placement Window.
- E. All efforts are made to complete each investigation within 30 days.
  - 1. The CPI submits the completed investigation to his/her supervisor for approval.
  - 2. If a CPI needs an extension of the 30-day time frame for completion of an investigation, he/she requests an extension from his or her supervisor for a period not to exceed 15 days.