



Rhode Island Department of Children, Youth and Families

Department Operating Procedure

	DOP Number: 500.0015	Effective Date: September 23, 2024	Page 1 of 3
	Version #: 3	Revision History: July 7, 1984 V.1 December 29, 2006 V.2	Director:  Ashley Deckert
Section: Child Abuse/Neglect Investigations		Title: Screen-Out Reports Requiring a Response	
Legal Authority: <ul style="list-style-type: none"> <u>Public Law 96-272 (Adoption Assistance and Child Welfare Act of 1980)</u> <u>Rhode Island General Law §31-22-22</u> <u>Rhode Island General Law §40-11-3</u> 			
Related DOPs: <ul style="list-style-type: none"> <u>Child Abuse and Neglect Reports; DOP:500.0000</u> <u>Institutional Abuse and Neglect: DOP: 500:0035</u> <u>Support and Response Unit; DOP: 700.0190</u> <u>Structured Decision Making Hotline Screening & Response Priority System: Policy and Procedures Manual</u> 			
Related Forms: <ul style="list-style-type: none"> 			

I. PURPOSE

In accordance with [DOP:500.0000: Child Abuse and Neglect Reports](#), all reports to the Child Protective Services (CPS) Hotline are screened to determine the appropriate Department response. The purpose of this operating procedure is to describe the steps taken in situations where a report made to the CPS Hotline does not meet the criteria for an investigation but does contain a valid concern about the well-being of a child. This type of report is classified as a Screen-Out with a Department Response.

II. TERMS DEFINED

“A case open to the Department” means a family involved with the Department with or without legal involvement within the Divisions of Child Protective Services, Family Services (including families and youth open to the Support and Response and the Voluntary Extension of Care units), Youth Development, Licensing and Resource Families, and Community Services and Behavioral Health.

“Resource Family or Resource Caregiver” means any home-based placement, inclusive of traditional foster home, fictive or relative kinship placement, and therapeutic foster home.

III. PROCEDURE

A. Screen-Out Reports Requiring a Department Response

1. A report made to the CPS Hotline concerning a child’s well-being that does not meet the criteria for an investigation but contains a valid concern warranting follow-up may be classified as a screen-out report. Refer to [DOP: 500.0000: Child Abuse and Neglect Reports](#).
2. A report made to the CPS Hotline concerning a child’s well-being at a resource caregiver’s home, residential facility or the Rhode Island Youth Development Center (YDC) that does not meet the criteria for an institutional investigation may be referred to the Department’s Licensing Unit and/or Division of Family Services for a regulatory response due to a potential regulatory violation or safety concern.
 - a. The Call Floor supervisor sends an email to the Licensing administrator and the assigned worker(s).
 - b. No verbal or written notification of the report is required for the Office of the Child Advocate.
 - c. If the child is placed in an actively licensed foster home and/or pending child-specific home, the Licensing administrator places the license/pending license on hold.
 - d. For reports made to the CPS Hotline by a youth at the YDC, the Hotline Call Floor supervisor sends an email to the YDC superintendent and executive director.

B. Examples of Screen-Out Reports

1. Examples of reports that may be screened out include:
 - a. Bruises with no suspicion of abuse/neglect and no history of abuse or neglect.
 - b. A child not using a seat belt or car seat in accordance with [RI General Law 31-22-22](#).
 - c. A child aged 11 or older left unsupervised during the day or early evening with no clear and present danger.
 - d. Custody issues related to domestic disputes.
 - e. Reports of nuisances involving a family or child with no clear and present danger.
 - f. Head lice and minor hygiene problems with no evidence of abuse/neglect.
 - g. Physical or sexual abuse of an adult with no minor children in the home (refer to law enforcement).
 - h. Overcrowded housing.
 - i. Parent/child conflict without allegations of physical or sexual abuse.
 - j. Previously investigated abuse reports with no new allegations or evidence.
 - k. Truancy or lack of school attendance (refer to the appropriate agency).
 - l. Abuse by an adult not responsible for the child’s welfare with no evidence of parental negligence (refer to law enforcement).
 - m. Vague or general information with no specific incident or credible reason to suspect abuse or neglect.
 - n. Teenager beyond parental control (refer to community programs or law enforcement).
 - o. General neglect of a teenager without a physical or developmental

- disability.
- p. Unsupervised teens disturbing the neighborhood (refer to law enforcement).
- q. Allegations in a resource family home with no evidence of injury or potential risk of harm.
- r. Caregiver is engaged with theft with no risk to the child.
- s. Reports of slapping or spanking in a kinship resource family home.

C. Notifications for Screen-Out Reports

1. Open Cases

- a. When a screen-out report is received relating to an open case, a notification email is automatically sent to the primary service worker, supervisor, and the licensing worker. The supervisor emails screen-out notifications to the Regional Administrator and any other line staff assigned to the case.
 - i. If immediate attention is required, the Call Floor supervisor will directly telephone the primary service worker/supervisor.
 - ii. The primary service worker/supervisor must review the information and respond within three working days, except in instances requiring immediate attention. They will document their response within the CPS Report.
 - iii. Any subsequent responses are documented as a Case Activity Note under "CPS Related Information."

2. Closed Cases

- a. For cases not currently open with the Department, referrals may be made to the Support and Response Unit (SRU) to address the family's service needs. These cases typically involve families who would benefit from assistance in navigating community services and ensuring the child's or family's needs are met.
- b. Refer to [DOP: 700.0190; Support and Response Unit for more](#) details.