



Tennessee Department of Children's Services

Office of Child Safety Quality Assurance Review for Special Investigations

Case Name:		Investigation ID:		Brian A.:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Region:		County:		Review Period:	
Team Leader:				Case Manager:	

Quantitative Checklist:					
		Yes	No	Not Applicable	Comments
1	Was CPIT notified/convened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Was the District Attorney notified of both case initiation and closure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Was the local Juvenile Court judge notified of both case initiation and closure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Was the initial notification made to the regional staff (e.g. Placement staff, FSW, RA, as applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Was the SIU FAST completed within 5 business days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Did a home or facility visit occur or were good faith efforts made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Were all siblings and/or household members interviewed/observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Qualitative Findings:							
		Very Accurately	Mostly Accurately	Somewhat Accurately	Not Very Accurately	Not Accurately	Justification for Rating
1	Did the investigator accurately rate the FAST at the beginning of the case?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		The risk changed because the circumstances of the family changed	The circumstances of the family did not change, but during the investigation process we were able to gather more information which led to a change in risk status	The risk did not change	Please provide a description of the factors which led to the change in risk status
2	<p>If the risk changed during the case, did the risk change based on a change in circumstances of the case or based on a better understanding of the initial circumstances of the case?</p> <p>Please select the predominant reason and provide more information in the comment box.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Qualitative Findings:

		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Justification for Rating
3.	<p>Quality Documentation</p> <p>Examples of documentation that indicate competency in the above expectation may include:</p> <ul style="list-style-type: none"> Pertinent interviews/contacts entered in a timely manner Notification of District Attorney on severe abuse and Juvenile Court on all cases at both case initiation and closure Review TFACTS for child and family DCS history and document including referral date, allegation, & classification Conduct and document observations of home visit and site visit or document good faith efforts Description of the household composition, including names, DOB or age, and relationship to the victim 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Completion of the following forms: 1) CPS Intake Packet Documents Verification; 2) CPIT Meeting form; 3) IPA, Affidavit of Reasonable Efforts, Court Petitions & Orders; 4) Authorization for Release of Information; and 5) Tennessee Early Intervention Services Referral Consult with Regional General Counsel regarding child safety on IPA or removals Proper grammar, syntax, and spelling Opening case summary Closing case summary Use of proper names (e.g. Ms. Thomas, biological mom) and professional titles (e.g. Sgt. Smith, Dr. Jones, etc.) Referent information kept confidential 					
		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Justification for Rating
4.	Assessment of Safety Examples of documentation that indicate competency in the above expectation may include: <ul style="list-style-type: none"> Timely and detailed content captured in initial ACV(s) interviews and/or timely good faith efforts and follow-up visit documented Timely and accurate completion of the SIU Safety Assessment and the correlation between the results and the child and family interviews Timely notification of CPIT in order to assess immediate safety concerns Description of the environment and how it affects the immediate safety of the child 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> • Description and photo of physical injuries or lack of to the child or the threat to cause such injuries • Notation of alleged perpetrator's access to the child and the plan to ensure safety • Description of substance abuse issues, criminal activities, or domestic violence and how it affects the immediate safety of the child • Description of how the lack of supervision by the parent/caretaker affects the immediate safety of the child • Non-offending parent/caretaker's response to allegations and protective capacity • Parent/caretaker's willingness to recognize problems which place the child in imminent danger • Medical information informs safety decisions for drug affected infants • Consult with Regional General Counsel regarding child safety 					
		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Justification for Rating
5.	Assessment of Risks Examples of documentation that indicate competency in the above expectation may include: <ul style="list-style-type: none"> • Timely and accurate completion of the SIU FAST and the correlation between the results and the child and family interviews • Interviews that use a holistic approach and focus not only on the allegation but show the ability to recognize underlying issues as well • History of parent/caretaker's emotional instability, substance abuse, family conflict or domestic violence and prior contact with DCS 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> • Parent/caretaker's level of attachment to the child • Description of the parent/caretaker's parenting skills as it relates to discipline, supervision and meeting basic needs • Notation of the parent/caretaker's protective factors and their ability to care for the child • Notation of the parent/caretaker's willingness to accept services • Discussion with the parent/caretaker regarding their cognitive, physical and emotional capacity to participate in services • Child's current physical, mental and social well-being within the home as well as school and community • Discussion of safe sleep regarding infants as applicable • Consult with MSW regarding trauma reduction on removals • Consult with Regional Psychologist and/or Safety Nurse 					
		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Justification for Rating
6.	Effective Engagement with Child and Family Examples of documentation that indicate competency in the above expectation may include: <ul style="list-style-type: none"> • Discussion of purpose of CPS contact with the child and family • Notation of location/setting of where interviews were conducted • Inclusion of the family and/or household members to include everyone living in the home and any other relevant family members living outside of the home 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> Detailed interviews or observations of all siblings and/or household members Discussion of pertinent of DCS history with the child and family Conduct diligent search efforts to locate the family and/or relatives Discussion of child and family strengths, needs, health and safety Discussion of financial status, family dynamics, community resources and/or other natural support systems Discussion/completion of family plan with the family regarding drug affected infants Notation of the child and family's desired outcomes and next steps 					
		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Justification for Rating
7.	Evidence Supports Allegation Classification Examples of documentation that indicate competency in the above expectation may include: <ul style="list-style-type: none"> Timely and appropriate classification(s) decision specific for each allegation Emergency file review requested as applicable Investigative tasks completed and case submitted and approved for closure in a timely manner Detailed forensic interview of the ACV(s) and sibling(s) Detailed interview of all relevant witnesses Drug screen results when substance abuse allegation(s) are reported 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none">• Pictures of the ACV's injuries or lack of injuries when physical abuse allegations are reported• Detailed description of the home conditions and site visit as well as pictures of the home or site, as applicable• Relationship between the injuries to the child and alleged perpetrator's explanation of how the injuries occurred• Medical records and/or medical expert opinion• Relevant information discovered through a review of expert assessments, evaluations, police reports, facility video, witness statements, and/or confessions• Relevant information discovered through a DCS history check• Relevance of the consistent, specific and explicit details given by a child disclosing sex abuse• Recognition of severe abuse					
		Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Justification for Rating
8.	Identifies and Initiates Services Appropriately & Timely Examples of documentation that indicate competency in the above expectation may include: <ul style="list-style-type: none">• SIU FAST supports decisions for the child and family• Discussion of the offer of services and/or resources with the child and family and their response• CFTM planning with the child and family• Family Permanency Plan includes results from Safety & Risk Assessment to identify actions, objectives and goals based on the needs of the child and family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> • Referral to Tennessee Early Intervention Services on all substantiated cases with children under 3 years old • Referrals to identified service providers or current providers and follow up on progress of child and family • Implementation and monitoring the Plan of Safe Care, which includes obtaining medical records, communicating with service providers, and ensuring appropriate services are provided for infant/family affected by drugs • Description of services currently being provided and the need to continue or discontinue the service • Transfer of the case to FSS when continued services and/or monitoring are needed or to Foster Care when the child is placed in DCS custody 					
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Narrative Summary:

Case Manager's Signature: _____ Team Leader's Signature: _____ Results Reviewed Date: _____