

Department of Children's Services

INSTRUCTIONS FOR USE OF FORM

Child Protective Services Appeal Summary

1. **Prepared By:** Enter full name of employee or person completing this form.
2. Remove the title that does not belong - "CPS/SIU".
3. **Date:** Enter the date the Appeal Summary is completed. Please use 4 digits for the year in all date places.

Section I

1. **Full name, DOB, address, phone number and county of residence of the Substantiated perpetrator:** Complete name, DOB, address, telephone number and county of residence of the Alleged Perpetrator.
2. **Other DCS counties involved with the investigation and reason:** List any other County that is also involved with this case, and the reason why that County is involved.
3. **Name, address, DOB, of child victim(s), including the caretaker's name:** Complete the name(s) of Alleged Child Victim's, DOB, address and include the Caretaker's name.

Section II

1. **Date, type and substance of the abuse/neglect referral:** List the date and the type of the abuse/neglect referral. This means, the date the referral was made, and a quick reference to what type of abuse the referent substantiated occurred.
2. **Validation criteria used to substantiate:** Place a checkmark in the space provided to the left of each validation criteria used to substantiate the appellant. At the end of the definition of each validation factor, provide a short statement as to why each validation factor was selected.
3. **Date referral classified as substantiated and type of substantiation:** List the date and the type of substantiation to substantiate the appellant. There might be some cases in which some of the referral information did not measure up and the appellant was not actually substantiated. There might also be some additional substantiations that were not reported in the referral, after the investigation of the case.

Section III – History of Due Process

(NOTE: If a case is considered an Emergency, once the investigator determines that the appellant should be substantiated, Central Office whether CPS or SIU will send all letters. Please contact them for help.)

1. **Date(s) and notification letter(s) mailed to the perpetrator:** List the dates mailed, and type letters sent by DCS:
Example: Letter A and attachment - Letter from the Investigator to the appellant notifying them of the substantiation and offering a case file review.
Letter 2 - Letter from CO Case file reviewer letting the appellant know their review was upheld and their right to a hearing.
Letter 3 - usually goes along with letter 2, notifying the appellant's employer of the substantiation.
Letter 2b- This letter is from CO Case file reviewer when the appellant's file review was upheld, and they get a hearing but no employer notification was mailed.
2. **What agency did DCS release this information to and what action did the agency take?** List the name of the employer and the action the employer took once notified of the appellant's substantiation.
3. **Date the Commissioner's case file review was completed:** The date the Commissioner's case file review was completed. This is the date that Central Office notified the appellant that their case file review was upheld, or the date Central Office sends a letter to an appellant notifying them they are substantiated, and a hearing is offered.
4. **Any Judicial proceedings:** If there is any information that the appellant has been arrested, or indicted regarding the same allegations that DCS used to substantiate them, this information will be documented here. Further, if there is anything to document in this section, please send **Lisa R. Myers, Office of Administrative Procedures**, a copy of that documentation immediately upon receipt of the request for the appeal summary. **This is extremely important!**

Section IV- Witnesses

List in this section the names of anyone who witnessed the actual alleged incident or saw/spoke to/interviewed the alleged child victim immediately thereafter who can report what they saw.

Section V

Distribution- Self explanatory. When listing those persons be sure to remove the title that does not belong - "CPS/SIU".