



**Tennessee Department of Children's Services**

**Work Aid 4: Special Child Protective Services Investigative Tasks and Activities**

Supplemental to DCS Policy: [14.10 Special Child Protective Services Investigations](#)

CPS Investigative Tasks	CPS Investigative Activities
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<b>A. Notifications at the Opening of a Special Investigation Case</b>	<p>When the case involves children in custody, the following notifications are made within one (1) business day of case assignment:</p> <p>a) DCS staff, including but not limited to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DCS Licensing;</li> <li><input type="checkbox"/> Foster Care and Adoption (FC&amp;A);</li> <li><input type="checkbox"/> Performance and Quality Improvement (PQI); <input type="checkbox"/> Foster Home Quality Team (FHQT); <input type="checkbox"/> Provider Quality Team (PQT)</li> <li><input type="checkbox"/> SIU Management;</li> <li><input type="checkbox"/> The child's Family Service Worker (FSW);</li> <li><input type="checkbox"/> The supervising Team Leader (TL);</li> <li><input type="checkbox"/> The Placement Team Coordinator;</li> <li><input type="checkbox"/> The Office of the Interstate Compact on the Placement of Children (ICPC); and <input type="checkbox"/> The Director, or designee, of the assigned region.</li> </ul> <p>b) When the allegation involves a child placed at a Youth Development Center (YDC), the following staff, in addition to those listed in 1.a above, are notified:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The YDC Superintendent;</li> <li><input type="checkbox"/> The Deputy Commissioner of the Office of Juvenile Justice; and</li> </ul>
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<b>CPS Investigative Tasks</b>	<b>CPS Investigative Activities</b>
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	<p><input type="checkbox"/> The Regional Director, or designee, of the region where the incident occurred.</p> <p>c) When the case involves a DCS employee, the following notifications are made immediately upon case assignment: <input type="checkbox"/> Regional Director ;</p> <p><input type="checkbox"/> Executive Director of Child Safety;</p> <p><input type="checkbox"/> Executive Director of Risk Management;</p> <p><input type="checkbox"/> YDC Superintendent when a YDC employee is involved; and</p> <p>d) When a case involves school personnel, SIU staff consults with legal before notifying the Superintendent or designee assigned to the school district where the allegation occurred.</p> <p><b>Note:</b> SIU staff notifies the District Attorney and Juvenile Court within twenty-four (24) hours of case assignment for all cases assigned as severe abuse.</p> <p><b><u>Other notifications, as applicable:</u></b></p> <p>Initial notice is given by the next business day from the receipt of the referral to the following individuals:</p> <p><input type="checkbox"/> Department of Intellectual and Developmental Disabilities (DIDD)</p> <p><input type="checkbox"/> Department of Human Services Childcare Licensing;</p> <p><input type="checkbox"/> Department of Education (DOE) when the case involves a day care who is obtaining their license through the DOE.</p>
<b>B. Notifications at the closure of a Special Investigation</b>	<p>If the investigation involves a child in custody, the following notifications are made at case closure:</p> <p>a) When the investigation involves a child placed in a foster home or contract placement, the closing notification includes the following;</p> <p><input type="checkbox"/> DCS Licensing;</p> <p><input type="checkbox"/> FC&amp;A;</p> <p><input type="checkbox"/> PQI; <input type="checkbox"/> FHQT <input type="checkbox"/> PQT</p>

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> SIU Management;</li> <li><input type="checkbox"/> Executive Director of Risk Management</li> <li><input type="checkbox"/> The child's FSW;</li> <li><input type="checkbox"/> The supervising TL;</li> <li><input type="checkbox"/> TC of Placement;</li> <li><input type="checkbox"/> ICPC</li> <li><input type="checkbox"/> YDC Superintendent, if applicable;</li> <li><input type="checkbox"/> The Regional Director, or designee, of the assigned region; and</li> <li><input type="checkbox"/> The biological or legal parent/legal custodian of the foster child regarding the outcome of the investigation.(Note: This task is completed by the Family Services Worker (FSW)</li> </ul> <p>b) If the alleged perpetrator (AP) is a DCS employee, closing notification is made to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regional Director</li> <li><input type="checkbox"/> YDC Superintendent;</li> <li><input type="checkbox"/> The Executive Director of Child Safety.</li> </ul> <p>c) If the child is a non-custodial child placed in a contract facility, the debriefing occurs with the following: <input type="checkbox"/></p> <p>Director of the program; and</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/legal custodian of the child.</li> </ul> <p><b>Note:</b> A closing notification document is not required.</p>

<b>C. Debriefing case outcomes for Substantiated cases and unsubstantiated cases with noted issues</b>	1. Cases involving child(ren) residing in DCS and Private Provider Foster Homes <ul style="list-style-type: none"> <li>a) The SIU Investigator discusses the case with the Team Leader (TL) for classification decisions and discusses any concerns regarding the case.</li> <li>b) The SIU Investigator notifies (by phone, in person, or other) the perpetrator of the final results of the investigation.</li> <li>c) The SIU Investigator schedules the debriefing call/meeting/email with the FSW, FSW TL, DCS Placement TC, Private</li> </ul>
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<b>CPS Investigative Tasks</b>	<b>CPS Investigative Activities</b>
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	<p>Provider representative (if applicable), foster parent(s), and/or Foster Parent Advocate (if they choose to participate). It is suggested that the SIU investigator coordinate scheduling with all parties for an agreed time of the call to promote communication and best practice.</p> <p><input type="checkbox"/> The debriefing can occur once the review has been held with the SIU TL prior to closure of the case.</p> <p>d) The SIU Investigator notifies the appropriate staff members overseeing the foster home. If the home is a private provider home, the SIU Investigator debriefs with the identified contact person from the agency. If the foster home is a DCS home, the SIU Investigator debriefs the TC of DCS Placement and/or the Foster parent Support Case Manager within the region.</p> <p>Note: A formal phone call is not required with the FSW/TL on cases that are unsubstantiated.</p> <p>e) The TL completes and sends out the SIU closing notice to the same individuals that received that received the initial notice at the onset of the investigation.</p> <p><b>Note:</b> This is an internal document and is not disseminated outside of DCS.</p> <p>f) The case is then sent to the Foster Home Quality Team.</p> <p><b>Note:</b> If the SIU case is unsubstantiated without noted issues, debriefing without noted issues, debriefing could occur by an email notification to the appropriate parties.</p> <p>2. When the case involves contracted program facilities, a call is scheduled with the following persons to debrief the investigation:</p> <p><input type="checkbox"/> Director of the identified program; and if the child is in DCS custody, the following staff should be notified:</p> <p style="padding-left: 40px;">○ FSW; ○ FWS TL; and ○ DCS Placement TC.</p> <p>3. When the case involves a DCS employee, the Regional Director or designee is contacted and debriefed regarding the outcome of the investigation.</p> <p>4. When the case involves a licensed contract agency, information is conveyed to the licensed agency and appropriate licensing specialist or supervisor regarding the outcome of the investigation. Information is shared within three (3) days of the classification decision and minimally includes:</p> <p>a) The classification decision and, if substantiated, the person(s) responsible for the child abuse or neglect;</p>
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CPS Investigative Tasks	CPS Investigative Activities
	<p>b) Recommendations on imminent risk to the child(ren) and necessary corrective actions to ensure the safety of the child(ren); and</p> <p>c) Recommendations or concerns.</p> <p><b>Note:</b> Information is conveyed to the Department of Human Services (DHS) Day Care Licensing Program Evaluator or Supervisor per the <i><b>DCS/DHS Memorandum of Understanding</b></i>.</p>