

	Agency Name	Office of Community Services (OCS)			
	Chapter No./Name	4. Child Protection Investigation			
	Part No./Name	6. Alternative Response Family Assessment			
	Section No./Name	4-610 Alternative Response Family Assessment Intake			
	Dates	Issue/Reissued	June 2010	Replacing	October 2009

4-610 ALTERNATIVE RESPONSE FAMILY ASSESSMENT INTAKE

A. ACESS INTAKE CASE

When the agency response will be Alternative Response Family Assessment, the report information and the ***report type of Alternative Response Family Assessment**** are documented in the ACESS CPI intake case. After the closure of the CPI Intake Case, no further ACESS documentation is necessary. The assessment and all other case documentation will be maintained outside of ACESS.

B. TIPS

After intake, the assessment will be tracked using TIPS. The assessment will be opened using the following codes on the TIPS 102 Screen:

Program (PGM) – CPI
Sub Program/Involvement (SUB PGM) – ASM
Open Reason (OPEN RSN) – 50 Protective Services Assessment

When needed, the TIPS code OIE (Opened in Error) may be used to correct errors with opening the case in TIPS.

All family members must be entered into TIPS.*

C. CASE RECORD

A ***paper**** case record will be established for each report assigned for an Alternative Response Family Assessment. Once the intake case has been created in ACESS, all other contacts, case activities and the assessment will be documented using the CPI case record format ([Section 4-2020](#), Alternative Response Family Assessment Case Records).

E. NOTICE TO REPORTER OF INTAKE DECISION

The reporter is notified of the Alternative Response Family Assessment intake decision regarding their report with the [OCS Form 480-A](#), Notice to Reporter for Alternative Response. The form is produced locally as it is not automatically generated by ACESS. No form is sent when the reporter is anonymous or requests they not receive a written notification of the report disposition.