OVERVIEW

This policy provides a general overview of required action and general case information and guidance caseworkers must consider in a Children's Protective Services (CPS) investigation.

DEFINITIONS

Mandated Reporter
An individual required to report suspected concerns of child abuse or neglect under MCL 722.623.

MiSACWIS

Non-parent Adult
A person who is 18 years of age or older and who, regardless of the person's domicile meets the following criteria:

- Has substantial and regular contact with the child.
- Has a close personal relationship with the child's parent or with a person responsible for the child's health or welfare.
- Is not the child's parent or a person otherwise related to the child by blood or affinity to the third degree.

Person Responsible
A parent, legal guardian, person 18 years of age or older who resides for any length of time in the same home in which the child resides and is not a non-parent adult, or owner, operator, volunteer or employee of a licensed or registered child care organization, a licensed or unlicensed adult foster care home, or a court-operated facility.

Severe Physical Injury
Injury to a child that requires medical treatment or hospitalization and seriously impairs the child's health or physical well-being.
PROCEDURE

Commencement

Commencement must occur within 24 hours following report to Centralized Intake (CI), (MCL 722.6280). The priority response criteria determines if the commencement must occur within 12 or 24 hours; see PSM 712-4, Intake - Minimal Priority Response Criteria, for more information on priority response.

Commencement means to begin the investigation with any activity including, but not limited to:

- Review of case history.
- Gathering of evidence.
- Case planning with supervisor.
- Making successful investigation contacts.

Note: If using review of case history, information gained must be documented in the history/trends section, as well as a social work contact indicating commencement was completed by a review of case history.

Caseworkers must document the commencement in MiSACWIS:

1. Enter a social work contact for the accurate date and time.
2. Select investigation commencement for purpose.
3. Add a narrative for the activity completed.

Only one social work contact should be selected as commencement within an investigation, unless there is an accept and link assignment to the case. See PSM 713-08, Special Investigative Situations, for more information on accept and link.

Face-to-Face Contact with Children

Alleged Child Victims

Caseworkers must make face-to-face contact to assess child safety and well-being with all alleged child victims within designated timeframes (24 or 72 hours), as determined by the Priority Response Criteria; see PSM 712-4, Intake - Minimal Priority Response Criteria, for more information.
**Other Children**

Caseworkers must make face-to-face contact with the following other (non-victim) children:

- All children who reside or may visit the home where the alleged abuse/neglect occurred.
- Children of the alleged perpetrator.
- Children who reside or may visit the home of the alleged perpetrator.

All children requiring contact in an investigation must be added as investigative persons to the case within MiSACWIS.

**Forensic Interview Protocol**

The [DHS Pub 779, Forensic Interviewing Protocol](#), should be used to interview all age and developmentally appropriate children. Caseworkers must document use of the protocol for the interview as well as qualitative steps outlined within the protocol. If the protocol is not used, caseworkers must document the reason. Children must not be interviewed in the presence of an alleged perpetrator (MCL 722.628c).

If an interview is conducted at a children's assessment center, Michigan Department of Health and Human Services (MDHHS) must not maintain copies of video/audio recording. Caseworkers should observe and document interviews occurring at children's assessment centers.

**Visual Assessment**

Caseworkers are required to make efforts to view alleged marks, bruises or other alleged injuries of abuse or neglect. No child shall be subjected to a search at a school which requires the child to remove his or her clothing to expose buttocks, genitalia, or a child's breasts (MCL 722.628(10)).

Caseworkers may view the following areas for the specified age ranges:

- **Newborn-Age 3**- Injuries of the buttocks or genitalia with parent consent.
• **Age 4-5**- Injuries of the buttocks with parent consent and in the presence of another adult (in addition to the parent/guardian).

Outside of these age ranges, caseworkers should request that the parent/caregiver take the child for a medical examination if the injury involves viewing children's breasts, genitalia, or buttocks. See **PSM 713-04, Medical Examination and Assessment**, for more information on medical examination.

**Contact with Children at School or Other Institution**

Caseworkers may make contact with children at school without parental consent. Schools and other institutions are required to cooperate, however; caseworkers must review the following with the designated school staff person (MCL 722.628(8 &9):

- Prior to interview, discuss the department's responsibilities and the investigation procedure.
- Following the interview, discuss response the department will take as a result of contact with the child. Sharing of information is subject to confidentiality provisions; see **SRM 131, Confidentiality**, for more information.

Following interview of a child at school or other institution, the caseworker must notify a parent or guardian that the child was interviewed. Temporary delay is permitted, if the notice would compromise the safety of the child or the child's siblings, or the integrity of the investigation (MCL 722.628(8)).

If access to the child occurs within a hospital, the investigation must be conducted so as not to interfere with the medical treatment of the child or other patients (MCL 722.628(10)).

**Use of Law Enforcement for Initial Face-To-Face Contact Requirements**

Caseworkers must still commence an investigation within the required priority response time when law enforcement contact is used to fulfill face-to-face contact.

For more information on application and documentation of replacement contacts by law enforcement, see **PSM 712-3, Coordination with Prosecuting Attorney and Law Enforcement**.
Even in situations where contact requirements are met by law enforcement, caseworkers must take steps to ensure the safety of the child(ren) involved.

**Instances When Making Contact with a Child and a Parent/Adult is Not Home**

Caseworkers must not enter a home when an adult is not present in the home to provide permission for entering the home and speaking with the child. If an adult is not present at the home, caseworkers may not request that the child step outside to interview them, even if the child agrees or suggests this solution.

If a complaint alleges that a young child is home alone or a child is at imminent risk of harm and no adult is present in the home, the caseworker should contact law enforcement for assistance; see PSM 713-08, Special Investigative Situations.

**Face-to-Face Contact with Adults**

During an investigation, contact is required with all parents including non-custodial parents, and other caregivers of the child(ren) listed as investigation persons. See Face-to-Face Contact with Children in this policy item for more information on required contacts for children. Caseworkers should contact parents and alleged perpetrators as soon as possible. Face-to-face contact should be attempted with the following:

- Legal, custodial, and non-custodial parents of all children requiring contact in an investigation; see *face-to-face Contact with children* in this item).

- Persons responsible for the health and welfare of the child victim, including legal guardians.

- Alleged perpetrators.

- Adult household members residing in the home of the alleged perpetrator(s).

- All adult individuals residing in the primary household of investigation.
If a putative parent does not have an established relationship or regular contact with the child, face-to-face contact with an uninvolved putative parent is not required.

All adults interviewed or contacted must be added as investigation persons to the case in MiSACWIS. Caseworkers must document attempts to establish contact with adult investigation persons listed on the case.

**Interview Requirements**

Caseworkers must complete and document the following activities with each adult case member or minor parent of an alleged child victim (if a minor themselves):

- Display State of Michigan identification provide caseworker name and representation from CPS (MCL 722.628(2)).

- Observe identification and verify date of birth. If unavailable, verify identity through account of another individual present.

- Inquire on other individuals residing in the home, obtain names and dates of birth, if possible.

- Disclose allegations to individuals as allowed by policy; see SRM 131, Confidentiality, for information on provision of allegations.

- Obtain qualitative information concerning the following areas:
  - If the person is a licensed foster care or day care provider.
  - Previous names or aliases.
  - Native American heritage for self and child(ren).
  - Previous residences.
  - Names and dates of birth of his or her children.
  - Friend of the Court involvement.
  - Historical and/or current domestic violence.
  - Historical and/or current substance use concerns.
  - Historical and/or current mental health concerns.
• History of abuse/neglect, violence, or trauma as a child.
• Physical health concerns.
• Previous CPS history including any prior termination of parental rights.
• Presence and adequacy of support persons.
• Any identified disabilities, delinquency, behavioral concerns, or mental health concerns for his or her child(ren).
• Current or prior criminal history.
• Methods of discipline used in the home.

**Support Persons**

Occasionally, an adult being interviewed may request a support person to be present during an interview. Prior to an interview with a support person the caseworker must:

- Ensure that the request or use of a support person does not delay or impede any necessary safety planning.
- Inform the support person at the beginning of the interview that information obtained during the interview is confidential and that release of this information has civil and criminal penalties.
- Obtain consent and necessary signatures on the DHS-860, CPS Support Person Letter.

**Absent Parents**

Caseworkers must document efforts to identify and locate parents. The caseworker should use the [Absent Parent Protocol](http://www.michigan.gov/corrections) to identify and locate parents in an investigation.

**Parents Who Are Incarcerated**

To locate a parent who is incarcerated, the following resources may be used:

- For parents under the jurisdiction of the Michigan Department of Corrections, [http://www.michigan.gov/corrections](http://www.michigan.gov/corrections).
• For parents with prison/parole/probation records, LEIN; see SRM 700, Law Enforcement Information Network.


• For parents in out-of-state facilities, http://www.vinelink.com or by contacting the facility.

• For parents in county jails, contact the county facilities directly.

If a legal parent is incarcerated, the caseworker must confirm and document the following in a social work contact:

• The parent’s prisoner or jail identification number.
• The prison or jail facility.
• The charge or conviction offense.
• The parole or release eligibility date.

Non-parent Adults

Regardless of domicile, caseworkers must interview non-parent adults identified as alleged perpetrators.

Difficulty Making Contact/Unable to Locate

When experiencing difficulty locating or contacting adults, or an entire family, caseworkers must make ongoing efforts to locate an adult, family, or child through actions identified in the DHS 991, Diligent Search Checklist. All efforts must be clearly documented in social work contacts. Caseworkers may also contact the MDHHS assistance caseworker for assistance in locating a family. See BAM 220, Case Actions, for more information.

Child Found in Another State

In instances where it is indicated that any child associated with the case is visiting or residing in another state, territory, etc. the following steps must be taken and documented in social work contacts:

• Verbally confirm with the adult providing care for the child, that the child is with them, and

• Request assistance from CPS in the other state or jurisdiction to check the family’s records and central registry in that jurisdiction and request an interview with the child.
Evidence and/or Allegations Indicate Imminent Risk of Harm to the Child

If the whereabouts of a child cannot be verified, or a parent/legal guardian refuses to cooperate, and there is imminent risk of harm to the child, the caseworker must consider taking the following action:

- Contact local law enforcement in the jurisdiction where the child is alleged to reside. Explain why the child may be at imminent risk and request that law enforcement check on the child's safety.

- Petition the Family Division of Circuit Court to request that the judge order the parent or legal guardian to make the child available for an interview by CPS.

Unable to Locate Alleged Perpetrator(s)/Alleged Perpetrator Refuses to Cooperate

Caseworkers must make attempts to interview alleged perpetrators. When a child is at imminent risk and the caseworker is unable to locate the alleged perpetrator, or the alleged perpetrator is not willing to cooperate, the caseworker must take steps to ensure that the alleged perpetrator does not have contact with the child. Caseworkers should consider safety planning with a non-offending parent or caregiver or file a petition requesting removal of the perpetrator from the home.

For information on filing a petition, see PSM 715-3, Family Court: Petitions, Hearings and Court Orders.

Cases Involving Multiple Counties

In cases in which parents, caregivers or children are located in other counties, requests for courtesy contacts must be honored. Courtesy caseworkers and supervisors should be assigned within MiSACWIS.

All activities completed by the courtesy worker must be documented in social work contacts. See PSM 716-2, When Families in CPS Cases Move or Visit Out of County, for more information.

Disputes between counties must be referred for resolution by the Business Service Center directors.
Safety Planning

Caseworkers must consistently assess the safety and need for protection of all children during an investigation. Safety planning should incorporate any action necessary to protect the child.

Safety plans must:

- Address immediate safety concerns (a safety plan is not a treatment plan).
- Be developed with the input and assistance of parents and family members.
- Include formal and informal supports and services.
- Be realistic, achievable, and understood by the parent/caregiver.
- Specifies roles and expectations of pertinent individuals involved in the plan.
- Be modified as other safety concerns arise.
- Build on the strengths of the parent/caregiver.

Safety plans must be documented within a social work contact. The social work contact must contain a description of:

- The development of safety plan.
- The parent's role and understanding of the plan.
- The safety plan itself.

**Temporary Voluntary Arrangements**

A parent with physical custody or a legal guardian may decide to allow their child to temporarily stay with the other parent, a relative or friend. This may occur when a temporary arrangement is needed to ensure child safety.

Instances when a temporary voluntary arrangement may be appropriate are:

- While the CPS investigation is conducted and there is uncertainty of the safety of the child in the home.
- Until services can begin.
• Until the family can complete a particular task (for example, removing fire hazards in the home).

The parent with physical custody or a legal guardian must initiate and be in agreement with the temporary voluntary arrangement.

When a caseworker identifies safety concerns which do not necessitate court involvement, and a parent decides to allow his or her child to stay under a voluntary temporary arrangement, the MDHHS-5433, Voluntary Safety Arrangement, should be completed, signed, and uploaded in MiSACWIS.

If a child is unsafe in the parent’s or guardian’s home and a voluntary arrangement will not ensure child safety, a petition must be filed. Voluntary arrangements may not be used in lieu of filing a petition when the CPL requires that a petition be filed. See PSM 715-3, Family Court, Petitions, Hearings and Court Orders for more information on situations when a petition is required.

Service Provision

When a child can remain safely in his/her own home with services, caregivers should be included in the planning of services that build on parental strengths. Services must be identified and implemented that will adequately protect the child. Intensive home-based services should be made available to families within 24 hours to alleviate risk and stabilize the family.

Services may be continued without initiating legal action if a child can remain in his/her own home safely, and the caregivers are willing and able to voluntarily participate in services to improve conditions for the child.

Relative care and/or other family resources may provide support to parents as they improve their skills and work with services. See PSM 714-1, Post-Investigative Services, for more information on providing services and when service provision is required.

Collateral Contacts

Collateral contacts should be made to thoroughly assess complaint allegations and safety of the child(ren). Examples of individuals who may be able to provide information pertinent to the investigation and/or child(ren) are:

• Witnesses to the alleged abuse/neglect.
• Putative parent(s).
• Relatives.
• Non-parent adults.
• Teachers/other school officials.
• Medical provider(s).
• Mental health provider(s).
• Neighbors.
• Reporting person(s).

Caseworkers should request reports from law enforcement, mental health providers, physicians, emergency medical services (EMS), and other entities, when applicable to the investigation. Reports should be summarized in a social work contact and uploaded into the document section within MiSACWIS.

Observation of Home Environment

Caseworkers must view the primary residence of the alleged victim child(ren) as well as the home where the alleged abuse/neglect occurred, if applicable. Caseworkers must document observations of the conditions of the home(s) in a social work contact.

Scheduled Home Visits

There are certain circumstances during an investigation when a scheduled or an unscheduled home visit is appropriate. Some instances more appropriate for an unscheduled home visit are:

• Allegations of unsafe environmental conditions (for example methamphetamine production).
• When there is potential that a parent or other caregiver may influence the child's responses.
• When children may be exposed to situations involving sexual abuse, methamphetamine production or domestic violence.
• When there is a joint investigation with law enforcement and an unscheduled visit is determined to be the best plan of action.
• When the complaint information suggests or indicates urgency.

Safe Sleep

If a child is under 12 months old, the sleep environment must be observed and documented. Documentation should include:
If the infant is sleeping alone.

If the infant has a bed, and the type of bed he or she has (such as crib, bassinet, pack n play).

If there is anything in the infant's bed.

If the mattress is firm with tight fitted sheets.

A description of the parent's normal pattern/routine of putting the child to sleep.

Caseworkers must discuss safe sleep practice with the parent/caregiver. If items needed for safe sleep are not available in the home, caseworkers should assist the family with obtaining needed items.

History/Trends

Caseworkers must complete a thorough search for all investigation persons to assess history/trends for the case in the following areas:

- Number of previous investigations, categories, and timeframes.
- Previous court involvement and out of home placements.
- Broad trends/patterns for all previous child welfare cases.
- Previous service referrals and participation in services.
- Overall strengths and barriers for the family.
- Relationship between previous cases and current case.
- Central registry information.
- Out of state history (if applicable).

All results must be documented and detailed in the history/trends tab of MiSACWIS.

When reported that an individual has resided outside of the state, the caseworker must contact the reported state to determine if there is any child welfare related history, and document any results obtained.

Case Conference

Case conferences between the caseworker and his or her supervisor must occur at least once on every assigned complaint, prior to disposition, within the 30-day investigation. When an extension is requested, a case conference must be held during each extension period. Caseworkers must document the case
conference in a social work contact and narrate only that the conference occurred.

### Additional Investigation Activities

Additional investigation activities may be required including:

- Criminal History Check, if required; see SRM 700, Law Enforcement Information Network (LEIN).
- Medical assessment, if required; see PSM 714-04, Medical Examination and Assessment.
- Plan of Safe Care, if required; see PSM 716-07, Complaints Involving Substances.

### TIME FRAME FOR COMPLETION OF FIELD INVESTIGATION

The standard of promptness (SOP) for completing an investigation is 30 days from the department’s receipt of the complaint.

### Extension Request

In some situations, completing an investigation may require an extension of the 30-day standard of promptness (SOP). When requesting an extension, caseworkers must document the reasons for the extension and submit an extension request prior to the end of the 30-day SOP. Extensions are not to be approved solely for the purpose of meeting the SOP. Supervisory approval can only occur for the following circumstances:

- Obtaining medical records, or a second medical opinion to verify an injury or medical condition.
- Obtaining mental health evaluations, reports, and records necessary to reach an accurate case disposition, but the reports are not yet available.
- Coordinating interviews with law enforcement necessary to reach an accurate case disposition.
Coordinating interviews with other states or counties necessary to complete a thorough investigation.

Requests for extensions which do not fall under these circumstances may be allowed, if reviewed and approved by the deputy director of field operations or their designee. Before completing request to the deputy director of field operations, caseworkers must complete and document all requirements detailed in section, extension, and overdue case requirements in this item.

Approval of an extension by the deputy director of field operations or their designee must be documented in the supervisor approval section in MiSACWIS as well as in social work contacts, and the request must be scanned and uploaded to the document section.

**Extension and Overdue Case Requirements**

Caseworkers requesting an extension, or going overdue (without an extension request), on an investigation must complete all the following within a time period of 30 days from the date of the complaint, and within every 30 days thereafter:

- Face-to-face contact with each alleged child victim
- Safety assessment.
- Collateral contact with parent/caretaker of each victim.

Additional awareness should be given to any safety concerns, and safety planning must be completed with the family in the interim of the investigation.

**Extension Approval**

The extension approval must indicate the number of days that the investigation is being extended beyond the original due date. If an extension of the 30-day SOP is approved, this extension must be reviewed and/or reauthorized at least every 30 days until the investigation is completed.

**PHOTOGRAPHS**

Caseworkers may capture evidence for an investigation by taking photographs. Taking photographs of injuries or conditions is a preferred practice for documenting evidence. CPS must not take or accept photographs of the genitalia, buttocks, or breasts of female
children at any age. If photographs of injuries to these areas are needed for evidence, they must be taken by medical personnel during a medical examination. Caseworkers may consult with medical professionals completing medical assessments to request that photographs of injuries to these areas be taken.

All photographs taken for the purpose of the investigation must be uploaded into the document tab of MiSACWIS.

**COMPLETION OF INVESTIGATION**

The investigation must include the systematic and objective examination of facts and evidence which support the determination that a preponderance of evidence of child abuse/neglect exists or does not exist.

**No Preponderance of Evidence of Abuse/Neglect**

If abuse/neglect is not confirmed, the case must be classified as a Category IV or V. No evidence decisions (Category V) are appropriate for investigations in which all allegations were based on false or erroneous information, when unable to locate the family, or when the court is asked to order cooperation but declines.

**Preponderance of Evidence of Abuse/Neglect**

If abuse/neglect is confirmed, the case must be classified as a Category III, II, or I.

**Five Category Disposition**

MCL 722.628d defines five categories for CPS investigation dispositions and the department’s response required for each category. The decision tree below is a guide to the five category dispositions and the department’s response.

See **PSM 714-1, Post-Investigative Services**, for details on category dispositions I-V.
For those cases that require that the perpetrator be listed on central registry; see PSM 713-13, State Child Abuse and Neglect Central Registry (CA/NCR).
FIVE CATEGORY DISPOSITION DECISION TREE

MICHIGAN CPS FIVE CATEGORY DISPOSITION DECISION TREE

Key:
CR=Placed on central registry
No-CR=Not placed on central registry

Complaint accepted for field investigation?

Yes

Family located?

Yes

Preponderance of evidence of CA/N?

Yes

Is child unsafe or is there a basis for a mandatory or discretionary petition?

No

Is the risk level high or intensive?

Yes

Category II - CR

MDHHS provides services

Has family refused services, failed to complete services, or were services unsuccessful?

Yes

MDHHS worker consider elevating case to Category I.

No

Category V-No-CR

Unable to locate family or cases where the court is asked to order cooperation but declines, or no evidence of CA/N. No further action.

No

Evidence of CA/N?

Yes

No

Is the risk low or moderate?

Yes

Category III-No-CR*

Community referral with feedback (to MDHHS) needed on family receipt of services

Has family refused services, failed to complete services, or were services unsuccessful?

Yes

MDHHS worker consider elevating case to Category II.

No

Category IV-No-CR

MDHHS worker assists family in voluntarily participating in community-based services commensurate with the risk to the child.

*Exception: If the perpetrator is a licensed foster parent, foster care or adoption worker at a child placing agency, licensed or registered child care provider or their employee abusing their own children, or a nonparent adult who resides outside the child’s home, the perpetrator must also be identified on central registry, regardless of category.
Notification to Mandated Reporters

If the person who made the report to CPS is a mandated reporter, the caseworker must generate and mail the DHS 1224, Complaint Source Notification Letter, to the mandated reporter within 24 hours of approval of investigation disposition (MCL 722.628, Sec 8(14)).

Caseworkers must document sending the DHS 1224 in a social work contact without identifying the reporting source. The DHS 1224 form must be either saved in MiSACWIS or scanned and uploaded to the document section.

ABBRPasswordsated INVESTIGATIONS

Caseworkers may consider conducting an abbreviated investigation in the following situations:

- Unable to locate family/child victim.
- After interview or contact with the child victim(s) and any other information gathered confirms that the complaint is without any factual basis.

An abbreviated investigation means that a full investigation with all investigative policy requirements was not conducted and will result in a Category V disposition. Caseworkers must submit a request for supervisory approval in MiSACWIS. All abbreviated investigations must also be routed for review by the local office director. If there is disagreement regarding approval for an abbreviated investigation, the caseworker must conduct a full investigation.

Required Contacts

A minimum of one field contact must be completed for an abbreviated investigation. Face-to-face contact with the child victim(s) must be completed. If unable to locate the child victim(s) attempts to locate must be completed. See difficulty making contact/unable to locate section in this item.

Required Activities

Case workers must enter all the following for an abbreviated investigation:
• Referral to law enforcement/prosecutor's office, if required. See PSM 712-3, Coordination with Prosecuting Attorney and Law Enforcement for more information.

• Contact with school personnel if child is interviewed at school.

• Social Work contacts demonstrating any case activity completed.

• All appropriate sections in MiSACWIS, including disposition.

• History/trends.

• Notification to mandated reporter, if applicable.

• Notification to a parent or caregiver, if a child was interviewed at school.

Waived Activities

The following activities may be waived in an abbreviated investigation:

• Interviews with siblings or other non-victim children.
• Interviews with alleged perpetrator(s) and other adults.
• Completion of safety assessment.
• Completion of risk assessment.
• Completion of investigation checklist in MiSACWIS.

MiSACWIS

MiSACWIS is the case management system for documenting all actions taken in a CPS investigation. Caseworkers must complete/update all applicable tabs within the investigation module of MiSACWIS. This includes but is not limited to the following sections:

• Investigation persons.
• Petitions for removal.
• Allegations/findings.
• Safety Assessment.
• Risk Assessment.
• Create households.
• Social work contacts.
• Investigation checklist.
• Exception/Extension Requests.
• Documents.
• Disposition questions.
• Disposition summary.

**Social Work Contacts**

All contacts, either attempted or successful, must be entered into MiSACWIS. Caseworkers must enter all social work contacts into MiSACWIS within five business days of contact. Social work contacts include face-to-face, collateral contacts, caseworker contacts with children, parents, and foster parents/relative/unrelated caregivers.

Social work contacts should document statements, evidence, and engagement with the family as well as other actions taken by the caseworker to investigate the allegations and address the safety of the child. Social work contacts must also support information provided within the disposition summary.

Contracted service providers must submit all face-to-face contacts with children, parents, and foster parents/relative/unrelated caregivers to the CPS workers by the third business day of every month. Reports received from contracted service providers must be entered into MiSACWIS within five business days of receipt.

All social work contacts with accompanying narratives will pre-fill onto the DHS-154.

**Disposition Summary**

Caseworkers must document the following in the disposition summary:

• Allegations investigated.
• Investigation disposition (preponderance/no preponderance).
• Names of the alleged and/or confirmed perpetrator(s) and alleged and/or confirmed victim(s).
• Steps taken in the investigation including:
  • Verification of the safety and whereabouts of all children listed in investigations persons.
  • Interviews with adults.
  • Observations of the home and/or scene of alleged abuse/neglect.
• Any documentation obtained to support the conclusion (medical reports, police reports, etc.).

• Relevant facts/evidence obtained during the investigation.

• The category disposition and basis, the risk level, and any applicable overrides applied.

• The names of individuals added to central registry.

• Any services recommended, offered, or referred.

• Any safety plans put in place.

• If a petition was filed along with brief reasoning for legal action taken.

**Submission for Approval of Investigation**

Upon completion of an investigation meeting policy and legal requirements, the caseworker must submit the case for supervisory approval. Supervisors may return the case with corrections, if additional steps need to be taken. Corrections must be completed by the caseworker in a timely manner to ensure that the investigation is approved within 14 days of initial submission for approval of the investigation.

**DHS 154**

The DHS 154, Children's Protective Services Investigation Report, is the report used to detail the action completed in MiSACWIS for an investigation. Once approved the DHS 154 should be generated, saved, and the signature page of the report signed and uploaded into the document section of MiSACWIS.

**POLICY CONTACT**

Questions about this policy item may be directed to the Child Welfare Policy Mailbox.