
OVERVIEW

The DHS-154, Children's Protective Services Investigation Report (see format at the end of this section), must be used for all CPS investigation narratives.

The Child Protection Law (MCL 722.628b) requires the department to refer (by sending a copy of the DHS-154) cases to the prosecuting attorney in the county where the child is located if there is a preponderance of evidence of child abuse/neglect and the case involves the death, sexual abuse, sexual exploitation, or serious physical injury of a child, or a child has been exposed to, or had contact with, methamphetamine production. See [PSM 717-4, Release of CPS Information](#), for information on release of the DHS-154 and other CPS case record information.

See [PSM 713-09, Completion of Field Investigation](#), for more information on what needs to be completed prior to the disposition of the investigation.

CHILDREN'S PROTECTIVE SERVICES INVESTIGATION REPORT

There are sections of MiSACWIS which must be completed in order to generate the DHS-154, Children's Protective Services Investigation Report.

CPS History and Trends

In the CPS History and Trends section, review previous CPS or foster care (FC) history including tribal CPS/FC, CPS/FC history in other states, etc. via the hyperlinks or physical case file to their Person Profile, including but not limited to:

- Previous complaint dates, allegations, and dispositions.
- Physical case files, if necessary.
- Previous court involvement with the family, including foster care.

- Previous services with which the family has been involved, outcomes of the services, and the relevance of these previous services to the current situation of the family.
- Circumstances surrounding any informal/voluntary out-of-home placements (for example, situations where a parent is not providing care for one or more of his/her minor children).

Note: The above information does not print on the DHS-154.

In the “Document Trends or Patterns in the Family’s Child Welfare History only” section workers should summarize the previous history of the family. Include patterns of child abuse and/or neglect (for example, there is an indication that the father has a substance abuse problem in all three previous investigations, the child has had similar unexplained injuries in the two previous investigations, all previous history is regarding physical abuse of the children, etc.) and the impact of the family’s history, including any voluntary or involuntary out-of-home placements, on the current allegations/investigation. This information will print on the DHS-154. If there is no previous history, indicate that in this section.

Safety Assessment

Any safety assessment question answered yes and the accompanying explanation, the safety response-protecting interventions entered, and the safety decision will pre-fill onto the DHS-154. See [PSM 713-01, CPS Investigation-General Instructions and Checklist, Safety Assessment Overview section](#) for more information on completing the safety assessment.

Risk Assessment FANS/CANS

Any narratives provided for the risk assessment, family assessment of needs and strengths (FANS-CPS) and the child assessment of needs and strengths (CANS-CPS), will be pre-filled onto the DHS-154.

Social Work Contacts

All contacts, either attempted or successful, must be entered into MiSACWIS. This includes the required case consultation between the CPS worker and supervisor as outlined in [PSM 713-01](#). When entering social work contacts on a case, the date and time of the contact must be included. When a social work contact with the

client/family includes engaging the client/family in services, document in the social work contact narrative how the family/client was engaged in services.

The social work narrative **must** include statements, evidence and actions taken by the worker that address the safety of the child.

MiSACWIS is the official case record. Any notes taken by a caseworker of statements made by the child, parents(s), or other witnesses must be accurately and comprehensively entered into MiSACWIS. Once these notes are entered into MiSACWIS, the hard copies need not be maintained.

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

Investigative Tasks

The Investigative tasks section in MiSACWIS that must be completed when applicable, include:

- Linked Intakes
- Investigation Persons
- Petition for Removal
- Allegations/Findings
- Safety Assessment
- Risk Assessment
- Create Household
- FANS
- CANS

- Social Work Contacts
- Checklists
- Exception/Extension Request
- Forms/Reports
- Documents
- Family Team Meeting
- Amendment/Expungement
- Link Investigation to Case

Allegations and Findings

Answer question, does a preponderance of evidence exist that child abuse/neglect occurred, with a yes or no.

No Preponderance of Evidence

If a preponderance of evidence of abuse/neglect does not exist, select No Preponderance in MiSACWIS.

Preponderance of Evidence

If a preponderance of evidence of abuse exists, select the victim(s) and perpetrator(s) of each type of abuse/neglect found to exist. If a preponderance of evidence of threatened harm of some type of abuse/neglect occurred, that type of abuse/neglect must also be selected. Also, select whether or not the type of abuse or neglect is an egregious act as outlined in [PSM 715-2](#).

Disposition Summary

In the Disposition Summary box, summarize the **relevant** facts/evidence pertaining to the allegations obtained during the

investigation that resulted in the determination of whether a preponderance of evidence existed.

Evidence must include the **relevant** facts and documents, pertaining to the investigation, obtained through:

- Visual assessments (including a description of any injuries/marks found).
- Verification of the safety and whereabouts of all children, including children who reside in another location.
- Interviews with:
 - Parents.
 - Nonparent adults.
 - Alleged perpetrators.
 - Victims.
 - Other household members.
 - Relatives.
 - Witnesses.
 - Service providers.
 - Neighbors.
 - Medical practitioners.
 - Other significant persons.
- Observation of the scene (including any relevant descriptions of the scene).
- Assessment of the family's history and how it impacts the current allegations/investigation.
- Any other documentation (for example, police reports, medical reports, school reports).

It should be clear from the social work contacts entered and the information entered in the Disposition who did what, when, where and how.

Include documentation, as appropriate, of prevalent and underlying family issues (for example, substance abuse, lack of parenting skills, child behavioral issues, violence in the home) and any other issues found during the investigation.

Conclusion

The Disposition must be a conclusion that includes the following:

- Investigation disposition (preponderance/no preponderance).
- Name of the perpetrator(s) (if applicable), the type of abuse/neglect for which the perpetrator is responsible, and whether the perpetrator will be listed on central registry.
- Name of the victim(s) and the type of abuse and/or neglect of which the child is a victim, if applicable (for example, Child A is a victim of physical abuse and Child B is a victim of physical neglect). **Note:** If a preponderance of evidence of threatened harm of abuse/neglect occurred, the report must indicate so (for example, Child C was a victim of threatened harm of physical abuse).
- Category disposition (I, II, III, IV, or V) and level of risk, except for those cases specifically excluded from risk assessments.
- Any applicable discretionary or mandatory overrides; see [PSM 713-11, Risk Assessment, Overrides section](#).
- Any services which the family has been or will be referred/provided. If a referral to services is required but not made, the reason(s) why not must be documented on the DHS-154. See [PSM 714-1, Post-Investigative Services, for more information on providing services and when service provision is required](#).

DOCUMENTING INCARCERATED PARENTS' INFORMATION

The CPS worker **must** make reasonable efforts to identify and locate an incarcerated parent. If a legal parent is incarcerated, the CPS worker must confirm:

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

This information must be documented in the DHS-154, Investigation Report, social work contacts, and in any petition filed with the court.

**SUBMISSION OF
DHS-154 FOR
SUPERVISORY
APPROVAL**

The completed report must be submitted to the supervisor via MiSACWIS. The supervisor must review and approve (after all needed corrections are made) the report in MiSACWIS. The system will document the date report:

- Was completed by the worker.
- Was returned to the worker for corrections to be made (if applicable).
- Was returned to supervisor with corrections made (if applicable).
- Was approved by the supervisor.

**Supervisory
Approval**

The CPS supervisor must review and approve, within 14 calendar days of receipt, by signature, all DHS-154, Investigation Reports, CPS Updated Services Plan, and Case Closure. Approval indicates agreement with the:

- Thoroughness, completeness, and accuracy of the investigation.
- Disposition of the investigation.
- Assessment of risk and safety of the children.
- Assessment of family/child needs/strengths.
- Services provided to the family.

The CPS supervisor must also review the Supervision checklist to determine whether child safety needs and investigation requirements have been met. If any items are not met, the supervisor should request that the worker complete them.

Local Office Director Approval of the CPS Investigation Checklist and Other Case Actions

If the supervisor wants to approve the investigation, the supervisor must request that the local office director or designee approve the investigation, when any of the following are true:

1. The supervisor did not approve all the items on the Supervision Checklist.
2. Face-to-face contact was not made with all alleged child victims.
3. A petition was not filed as required under MCL 722.628d(1)(e), 722.637 and 722.638. (See [PSM 715-3, Family Court: Petitions, Hearings and Court Orders, Mandatory Petitions-Court Jurisdiction](#), for more information on when a petition is required under MCL 722.628d(1)(e), 722.637 and 722.638d(1)(e)).
4. A petition was not filed when court intervention was needed to ensure child safety.

Note: All Abbreviated investigations cannot be closed until after the local office director has reviewed the investigation. See [PSM 713-01, CPS Investigation - General Instructions and Checklist, Abbreviated Investigation section](#).

Note: Items 2 through 4 above should only occur in rare circumstances, such as when the family flees the state or the child ran away and cannot be located.

The supervisor must document why the investigation is approved even though the above items were not approved/completed in MiSACWIS.

The local office director or designee must review the investigation within 48 hours of receipt of the request for review from the CPS supervisor and document their decision in MiSACWIS.