

Documenting Results of Child Protective Services Investigations in RICHIST

Rhode Island Department of Children, Youth and Families

Policy: 500.0095

Effective Date: December 9, 2011

Version 1

To ensure accurate and current collection of information regarding reports of child abuse and neglect, the Department has established guidelines by which the Investigative Unit documents information in RICHIST when such information is obtained or as soon as possible.

Related Procedure

[Documenting Results of Child Protective Services Investigations in RICHIST](#)

Related Policy

[Rhode Island Children's Information System \(RICHIST\)](#)

Documenting Results of Child Protective Services Investigations in RICHIST

Procedure from Policy 500.0095: Documenting Results of Child Protective Services Investigations in RICHIST

- A. The assigned Child Protective Investigator (CPI) receives a copy of the Child Protective Services (CPS) report which reflects:
 - 1. A listing and narrative details of the allegations made.
 - 2. The investigative response time.
 - 3. The level of investigation.
 - 4. Other information specific to the report.

- B. The investigative process includes but is not limited to:
 - 1. Reviewing RICHIST history.
 - 2. Locating the subjects of the report.
 - 3. Contacting the reporter/source (if identified).
 - 4. Gathering relevant, collateral information.

- C. The CPI enters information in RICHIST as it is obtained or as soon as possible thereafter. The CPI updates information in RICHIST as appropriate.

- D. If the CPI finds it necessary to obtain Temporary Protective Custody, he/she updates the Child Welfare Status on the Court Activity Window and updates the placement information on the Out of Home Placement Window.

- E. When a CPI removes a child from the home for any reason, he/she sends a partial packet to Intake by the next business day. The partial packet includes all hard copy information up to that point in the investigation which will aid the Intake Social Worker in formulating an immediate service plan for the child. All other information is assigned to Intake in RICHIST. The CPI completes the investigation as expeditiously as possible. The entire investigation is assigned to Intake by the CPI Supervisor upon completion.

- F. All efforts are made to complete each investigation within ten days.
 - 1. The CPI submits the completed investigation to his/her supervisor for approval.
 - 2. If a CPI needs an extension of the ten day time frame for completion of an investigation, he/she requests the extension using the Extension Pop-Up Window in the Investigation Window of RICHIST.