

# Preplanning Agenda for CPS Assessments

Pre-planning staffing with supervisor can be done either face-to-face or by telephone.

This is a **recommended best practice** activity.

## What is a Pre-Planning Staffing?

- Held at case assignment for all reports.
- Discuss history that is available at the time of initial report, look at any (Unsub and Services Recommended cases) – is there a pattern of any particular type of maltreatment?
- What are the current safety risks to the child/children?
- Make a plan to complete initiation with all children within timeframe.
- Discuss things to consider before initiation (age of child, development/language, type of disclosure, scene investigation, past concerns of maltreatment and household factors).
- Discuss possibility of a CME, bring consent forms to 1<sup>st</sup> visit.
- Consider putting yourself in the child's shoes. Given the situation, would you disclose?
- Contact with LEO – plans made to work together if possible on initiation – for Abuse cases.
- Social worker will document the details of this staffing in the case notes.

## First Interview/Initial Contact:

- Conduct a Narrative Interview with child if there are no obvious barriers and the child is able to disclose information at this time.
- Interview all other siblings to corroborate child/victim story.
- Interview all parents/primary caretakers with whom the child resides – same day child is seen.
- Notify parent/caretakers of allegations at first contact – can be brief (e.g., allegations of sexual abuse, father is the alleged perpetrator). Do not read the report verbatim.
- Interview all household members if available at the time of report (within 7 days of initiation).
- Complete the safety plan.
- Call supervisor before you leave the residence to ensure the safety plan addresses the concerns presented \*\* Supervisor should check to make sure safety plan addresses all allegations and all information discovered during the initiation AND determine if all steps of the initiation were completed. If not, make plans with staff to complete the initiation per policy.
- Who has corroborating information? Take the weight off the child's interview.

## Staffing w/ Supervisor

- Staff case findings to date.
- Sign safety plan same day as initiation but no later than the next business day.
- Discuss steps necessary to close/transfer case.
- Discuss if CME/CFE/CFT is needed; if so, schedule.
- Collaterals
- Discuss any additional interviews that may be needed.

- Obtain all medical records for the child – from all providers, even if the provider made the report – and review them. Document this review in the record – if necessary, based on allegations in the report.

### **Second Interview with Victim/ Children**

Purpose: To interview the victim/children about any other incidents or events, any additional information learned during the investigation

- Provide prompts to the child (e.g., last week you told me.....can you tell me more about....).
- Ensure that the family is following the safety plan.
- Go over the safety plan with the children (consider using the Safety House or 3 Houses).
- Consider when / how to use the 3 Questions (What are you worried about? What is going well? What needs to happen next?)