

LOCAL DATA MAINTENANCE

GUIDELINES FOR CLOSED CPS AND IAB INVESTIAGION STAGES

The Local Data Maintenance (LDM) function implemented in CONNECTIONS Build 15.1 makes it possible for local districts to change information in closed CPS investigations and for OCFS staff to change information in closed IAB investigations. Local Data Maintenance can be used to add and relate persons to closed investigations and to correct person demographics, allegations, and investigation conclusion details. The guidelines below, along with the Build 15.1 Business Functions Guidelines, can be used to determine the circumstances in which such changes are appropriate.

Local Data Maintenance should be used exclusively to correct errors or oversights in the closed investigation. The original investigation narrative must support these corrections. Maintain Closed Investigation should not be used to record new information about an investigation that is learned after the investigation is closed. In that circumstance, a new report should be called in to the SCR.

The following examples illustrate some circumstances where LDM is appropriate. In all instances where a closed investigation is modified, an explanation of the changes must be included in the LDM narrative.

Allegation Substantiation Corrections - One or more of the original allegations were substantiated and should have been unsubstantiated, or vice versa, and the original narrative supports the corrected decision. It is important to remember that if the subject has received a letter, either from the SCR or the district, based on the original determination, the district is responsible for sending a corrected letter.

Allegation Association Corrections - The original allegations and substantiations were not correctly associated to the appropriate child and/or subject. (i.e. "allegations should have been substantiated for the mother and unsubstantiated for the grandmother, not vice versa" or "bruises should be substantiated for the 8 year old, and unsubstantiated for the 5 year old, not vice versa.") Again, the original narrative must support the corrected information, and corrected notification letters must be sent.

Adding Individuals and/or Allegations - The original report from the SCR listed 2 children left unsupervised. There were actually 3 children left unsupervised, but the worker forgot to add the third child while the investigation was open. Again, the original narrative must support the corrected information. If additional subjects or "other persons named" are added, appropriate notification letters are required.

There are two Business Functions that as assigned by the local security administrator will allow access to the Local Data Maintenance window. They are:

Maintain Closed Investigation: this Business Function allows access to all four tabs on the LDM window: Person Demographics, Add/Relate Person, Allegations, and Investigation Conclusions. The Maintain Closed Investigation Business Function can be assigned to CPS Supervisors or above.

Maintain Closed Person Demographics: this Business Function allows local district or voluntary agency access to the Person Demographics tab on the LDM window to correct demographic information due to an error in data entry in the original investigation or due to the availability of additional information.