

**Program and Operational Changes Supported by CONNECTIONS
Impact Analysis: Investigation Conclusion Window**

Subject: CPS Investigation

Functional Area: Investigation Conclusion Window

Brief Description of Current Function/Process:

The Investigation Conclusion window is used when a worker has completed all required investigation activities and is ready to record a determination and closure reason.

What Remains the Same:

- The worker accesses the Investigation Conclusion window in the same manner, through their assigned workload and task list.
- The worker enters the date the investigation was completed, the determination, the closure reason, the WMS Case number and WMS validation (optional, since Build 15.2), and the narrative.
- The worker submits the Investigation for approval in the same manner.

What is New or Changed:

- The top of the window will indicate the Risk Rating and whether or not Elevated Risk exists.
- The RAP must be approved or pending approval before the Investigation Conclusion can be submitted for approval.
- Narrative comments are required when a stage is being closed with no services and the RAP Final Risk Rating is “High” or “Very High”.
- Closing a case marked “Fatality-No Surviving Children” will not require a risk or safety assessment.
- A new Submit button eliminates the need to select Save and Submit from the File menu.
- “Suspended” is added to the list of Determinations, “Closed as Duplicate” is added to the list of Closure Reasons, and a new Duplicate Stage ID field will support consolidating an Investigation stage into an existing stage (See Impact Analysis document for Consolidating a New Investigation into an Open Investigation).

Implications/Considerations:

System:

- Workers will have to enter comments if the High Risk Comments box is checked
- The “Submit” button at the bottom of the screen is an ease of use feature that will enable workers to send the Investigation Conclusion to the supervisor’s To Do list.

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Program:

- CPS staff and their supervisors will need to directly address/justify the decision to close a CPS case having a Final Risk Ratings of “High” or “Very High.” Supervisors should be aware that their approval of the investigation signifies concurrence with the case closing decision and an acknowledgement that there is sufficient justification for the closing in light of the risk rating.
- Districts may realize some workload reduction associated with reduced investigation completion requirements for Investigation stages closed as duplicates or closed with no surviving children.
- Districts may need to revise procedures to assure that CPS staff know the WMS Case numbers when completing an investigation on a case that will be open for services.
- See the Impact Analysis documents on Risk Assessment Profile (RAP) and Consolidating a New Investigation into an Open Investigation for additional program implications relating to these subjects.

Recommendations/Next Steps:

1. Local Districts may want to review or revise their procedures for validating WMS case numbers.
2. Districts should review their caseload for persons with duplicate PIDS to assure that WMS validation and case openings are done properly.
3. Districts should review investigation and documentation requirements for fatality cases with their staff.