

Office of Children and Family Services
CONNECTIONS Project

Impact Analysis

Subject: Prior Case Summary Report

Functional Area: Child Protective Services

Brief Description of Current Function/Process:

When a new report of suspected Child Abuse or Maltreatment has been received, it is crucial that the Child Protective Services caseworker responsible for investigating the complaint review all available history on all known members of the family. Currently, there are several reports available through CONNECTIONS that assist in this process: Three in particular are the Individual Report Involvement (IRI), the Summary of Three Most Recent Intakes, and the Summary of the Three Most Recent Investigations. *With the implementation of Q2-08 (Build 18.9.7), a new report, the Prior Case Summary Report, is being added that will provide a more comprehensive historical picture of all individuals involved in the current report than has previously been available in any single report or combination of reports.*

What Remains the Same:

All of the CONNECTIONS Reports previously available, including those mentioned in the previous section, will continue to be available and may be useful for a worker to use under certain circumstances.

A report will only be able to include the complete historical data concerning an individual if the individual is associated with a single Person Identifier (PID) It continues to be essential that multiple instances of the same individual in the CONNECTIONS database be merged whenever they are discovered and that proactive efforts be made to minimize the number of multiple PIDs in the database.

The programmatic requirements relating to a comprehensive review of records of prior reports are not satisfied solely by a review of the new Prior Case Summary Report. Note is made that the new report does not include any narratives, such as progress notes or the narratives from the Investigation Conclusion. Workers that receive a new investigation continue to be responsible to:

- Within one business day of the oral report, review SCR records pertaining to all prior reports involving the members of the family, including legally sealed reports, where the current report involves a subject of the unfounded report, a child named in the unfounded report or a child's sibling named in the unfounded report;
- Within five business days of the oral report review local district's own CPS records that apply to the new report, including legally sealed unfounded reports;

- Within one business day of the oral report request relevant portions of records regarding cases investigated by other districts, if applicable.

What is New:

The Prior Case Summary Report will provide a more complete history than current reports of family members and persons listed in CPS Intake and Investigation stages.

The report is divided into four sections:

- **Household Composition**—Contains current demographics for individuals in the target stage (intake or investigation) from which the report was launched;
- **Role Information**—Contains for each individual in the target stage a list of prior stage involvement including stage, stage type, classification, determination and start and end dates, as well as individual role and relationships;
- **Detailed Stage Information**—Contains specific information for each cross reference stage listed in Section 2. Information varies by stage type, and includes:
 - Information on In Process, Indicated and Unfounded Investigations, such as Allegations, Safety information, and Risk Rating;
 - Information on a currently open Family Services Intake, such as requested emergency services, BCFI data, etc.;
 - Information on any Family Services Stages such as, current Permanency Planning Goal (PPG), Program Choice, Safety Assessment data, Risk Rating;
 - Worker and agency information for all stages; and
 - Stage Composition for each stage
- **Additional Individuals**—Lists persons who are not in the target stage, but who were in one or more of the cross reference stages. This might include, for example, persons who are actually in the target stage but have another PID; adults who are no longer in the current household or other children or adults actually in the household who were not mentioned in the target stage.
- No Reporter/Source information is contained in the Report
- The Report can only be generated from the INTAKE and INVESTIGATION STAGES of the case.
- For the Report to be complete, multiple PIDs for all family members must be merged
- The Report includes information from “unfounded” reports and other confidential CPS information and it must not be made available to voluntary agencies or any other unauthorized person because of the confidentiality provisions regarding unfounded reports. It is designed specifically for CPS investigators.

Implications/Considerations:

- Caseworkers and Supervisors must be made aware of this new report, how to access it, and how it adds to the information that heretofore has been available in a single report format through the CONNECTIONS system.

- Caseworkers and Supervisors need to know what information is available in the report and understand the importance of utilizing all information that is available on a family and its members to build as complete a picture as possible of the family's known history. Although this report contains a more comprehensive view of a family's history than other reports currently available, it is still only one source of information and is no substitute for the gathering of all available information, such as a thorough review of all record material and consultations with other involved workers to the fullest extent possible.
- Whenever adding a person to a stage, workers need to understand the importance of doing a thorough search and relating, when appropriate, to existing person IDs in CONNECTIONS.
- Caseworker and Supervisors need to understand the importance of merging multiple instances of individuals in the database in order to make certain that all information in the database on any one person is linked together and provided through this and any other report.
- If persons are added to an Investigation once it is started, the on line report will be changed to reflect the data in all the above noted sections of the report for that added person.
- In establishing local protocols regarding the new report, consideration should be given to printer resources and availability. Districts should be aware that since the Prior Case Summary Report includes comprehensive individual and stage level information, it can potentially be several pages in length. By viewing the report online, workers should be able to anticipate its approximate length and estimate the likely impact on printer resources. Also, the information contained in the report is confidential and should be protected, stored and expunged per existing standards and procedures for CPS information.
- Because of the comprehensive and sensitive nature of the information contained in the Report, workers must be aware of the need to take all precautions to make certain that the report is not viewable by any persons who are not authorized to have this information.

Recommendations:

Provide information to all Child Protective Services staff regarding this report and confirm that its use is incorporated into any departmental protocols for what information is routinely accessed as part of the initial, information gathering phase of an investigation.

Local procedures should reflect when the report is generated or re-generated when additional persons are added to an investigation.