

## CONNECTIONS Clue

### *Documenting Reporter/Source in an Investigation and FSS Stages*

Identifying information about a Reporter/Source or information obtained from a Reporter/Source is highly confidential. This information should only be documented in INV stage progress notes selecting the value of "Reporter/Source in the "Other Participant" data field.

In addition, information identifying the Reporter/Source, including the agency, institution, organization, and/or program with which such person(s) is associated should not be documented in any other part of the Investigation Stage, including Safety Assessments, the Risk Assessment Profile, Investigative Actions, or Investigative Findings.

Once the case is progressed to the Family Services Stage, the value of "Reporter/Source " in Progress Notes will be unavailable. Services case workers are instructed not to include information identifying the Reporter/Source anywhere in the Family Services Stage including Progress Notes documentation and FASPs.