

**Office of Children and Family Services**  
**CONNECTIONS Build Q4-08**  
**January 9, 2009**

**Impact Analysis**

**Allowing the Investigative Actions Task to be Optional**

**1. Functional Areas:** Child Protective Services (INV Stage)

**2. Brief Description of Current Function/ Process:**

The Investigative Actions Task contains a series of actions that must be addressed during the course of a CPS Investigation. It appears as a Task on the Investigation Task List. In order to complete this Task, the worker must respond to each Question by checking either “Yes”, “No”, or “N/A” to indicate whether he or she has completed the Action. For each question that has been answered “No” or “NA”, best practice is for the worker to comment as to why this response was chosen. Once all of the Tasks in the INV Stage have been completed, and the caseworker submits the Investigation Conclusion for approval, the Investigation Actions gets submitted automatically along with the other required Investigation Tasks. When the investigation is submitted, an Event is created to indicate the submission of the Investigation Actions and its status (e.g., PEND, APRV, etc).

**3. What is New:**

With the implementation of Build Q4-08 districts will be able to elect to make the Investigation Actions optional. If the district elects to do this, then it will **not** be system required for any district worker to complete the Investigation Actions. Until a district makes an affirmative decision to make the Investigation Actions optional, it remains as a required component of the Investigation and still must be completed. If a district wishes to make the Investigation Actions Task optional, the district must notify the Regional Connections Field Staff of its decision, and a system change will be made for that district. This change can be done at any time and can be implemented in a relatively short time period once OCFS has been notified.

**4. What Remains the Same:**

For districts that do not elect to make the Investigation Actions Task optional, there is no change whatsoever in the way the system works. For districts that do elect to make the Investigation Actions Task optional, it will continue to appear on the Task List for all caseworkers, as it has in the past. A worker in a district that has made this task optional can still complete the Investigation Actions Task in a particular case. In these instances, it will continue to work as it has in the past.

**5. Implications/Considerations:**

Districts electing to make the Investigation Actions Task optional will need to notify OCFS Regional Connections Field Staff of their decision and will need to notify their own staff of the change. Even if a district has elected to make the Investigation Actions Task optional, it will still appear on the Task List and can still be completed. Therefore a district or a supervisor could elect to continue to require workers to complete it under circumstances of their choosing. Also, the Investigation Actions Task, whether optional or not, will continue to appear on the Event List as an event and will automatically appear in the approved status (APRV) on the list once the rest of the Investigation Conclusion has been approved. This might cause some confusion and should be specifically noted to workers. When more than one district has a role in an investigation, the rules of the district with primary responsibility for the Investigation will determine whether the Investigation Actions Task is required or optional.