

SCREENING TOOL FOR TRACK ASSIGNMENT

To be completed upon receipt of CPS report

Case Name Case ID	Date of report
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THE FOLLOWING TYPE OF REPORTS REQUIRE AN INVESTIGATION

Reports alleging:

- Subject committed or allowed to be committed a sex offense against the child
- Subject allowed, permitted, or engaged child in prostitution
- Subject committed incest (Penal law 255.25, 255.26,255.27)
- Subject allowed child to engage in a sexual performance (Penal law 263)
- Subject committed assault in the first, second, or third degree against a child
- Subject committed or attempted to commit murder or manslaughter in the 1st or 2nd degree
- Subject abandoned child pursuant to 384-b subdivision five
- Subject subjected child to severe or repeated abuse (paragraph (a) & (b) subdivision 8 or section 384-b
- Subject neglected a child so as to substantially endanger the child’s physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect
- Child fatality with or without other siblings/children in the home
- Report lists child’s role as AB
- Children taken into protective custody by law enforcement or by a medical hold by hospital personnel due to abuse/neglect
- Maltreatment alleged to have occurred in a licensed facility such as a day care center, family day care home, and foster family homes.
- Cross county reports, subsequent reports on open investigations, open CPS monitored cases
- Criminal activity in the home related to substances, eg. drug raid, selling drugs , meth lab
- Withholding medical, dental, or mental health care which may have the potential to be life threatening or result in serious harm to the child and Court intervention will be necessary
- Parenting skills are severely diminished by disabilities, special needs, mental illness or bizarre behavior, resulting in adverse impact on the child or serious interference with child’s physical/social/emotional development and Court intervention is likely to be necessary
- Domestic Violence reports where Article X Court intervention will be necessary

ALL OTHER REPORTS REQUIRE ADDITIONAL IMMEDIATE SCREENING TO BE SUMMARIZED IN PROGRESS NOTES:

Begin review of prior CPS/Children’s Services records for indicated history and note whether court intervention, or safety interventions were initiated by CPS to protect the child/ren: Yes No If yes: dates and details: _____

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- WMS screen (to be done by clerical)
 - Contact with source
 - Contact with other DSS staff
 - Law enforcement
 - School
 - Landlords
 - Other (e.g.: Other DSS, service providers, etc)_____

Consideration should be given to placing a report in the investigations track if:

- Court intervention on behalf of the child may be necessary
- Article X placement (CPS removal) may be necessary
- Parents may flee with child or we may not be able to engage with the parents

TRACK ASSIGNMENT DECISION:

- Investigation
- Family Assessment

Screening caseworker signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____

Assigned to FAR: _____
(name of FAR caseworker)

Assigned to Traditional CPS: _____
(name of CPS caseworker)

Questions to ask Sources and collaterals when screening for both CPS and FAR:

Remember to ask their opinion, let them talk, listen.

What are the concerns about the children (what happened, witnesses, where, how, why)

Is the child safe? Is anyone else concerned? About what?

What is your involvement? Others? Have you/someone tried to intervene with the family to address the concern? What are the family members' reactions?

What's going well for this family? What's worked?

Is the family working with someone else?

What are your reasons for making the report at this time? What do you hope to achieve?

What do you think should happen?

What are the strengths and supports the family has?

What are you comfortable with?

What would be the best way for me to approach this family?

Can you be a support to the family throughout this intervention?

Can you help somehow? Who else might? Other questions for me?