

DEPARTMENT OF CHILD SAFETY

Simple Documentation Examples

Simple documentation shall be entered into the CSRA throughout the investigation process, in order to reflect the current status of the case, the work of the Child Safety Specialist and to support the conversations being held between the Child Safety Specialists and DCS Supervisor.

The following are “suggested examples” of simple documentation that can be considered for use at key points in the investigation. The Child Safety Specialist and DCS Supervisor should ensure that the documentation is case specific.

Child Safety Specialist

Completing an Initial Response:

- Response time met today by interviewing the child(ren) at school. No present danger assessed.
- Response time met today by interviewing the child(ren) at school. Present danger was assessed. A protective action plan was developed with the family.
- Response time met today by interviewing the child(ren) at school. Impending danger was assessed. A safety plan was developed to ensure child safety.
- Response time met today by interviewing the child(ren) at home. No present danger assessed.
- Response time met today by interviewing the child(ren) at home. Present danger was assessed. A Protective Action plan was developed with the family.
- Response time met today by interviewing the child(ren) at home. Impending danger was assessed. A Safety Plan was developed to ensure child safety.
- Child Safety Specialist attempted to make face to face contact with the alleged victim at the family's home and there was no answer at the door.

Key points during the investigation:

- All children for this report have been observed and/or interviewed. No present or impending danger has been assessed.
- All adults and parents have been interviewed for this report.
- Investigation remains open as this Specialist is attempting to make contact with one additional parent.
- Investigation remains open as this Specialist has completed a parent locate referral and is awaiting results.
- Several attempts have been made to contact this family at known addresses, on different dates and times.
- This Specialist submitted a request to the Department of Education in an effort to locate the child(ren).
- This Specialist has requested out of state records pertaining to this family. Results are pending.
- This Specialist staffed this investigation with the unit supervisor. Allegations will be unsubstantiated.

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- This Specialist staffed this investigation with the unit supervisor. Allegations will be proposed for substantiation.

DCS Supervisors

- Staffed the case with the assigned Specialist. Present danger for the child(ren) has been identified. This supervisor developed a Protective Action plan with the Specialist to implement with the family.
- Staffed the case with the assigned Specialist. Removal of the child(ren) is necessary at this time.
- This supervisor ran a DPS and DCS background check on the following individual. They have been approved by this supervisor to be a safety monitor and/or placement for the child(ren).
- Staffed the case with the assigned Specialist. Impending Danger has been assessed for the child(ren). All 5 Safety Threshold Criteria are clearly identified in this family. A safety plan has been discussed with the Specialist and approved by this supervisor.
- This supervisor reviewed the statement entered by the Specialist for the allegation findings. Approval was given to propose substantiation on the allegations.