

10 STEPS TO COMPLETE INVESTIGATION

1. **Receive Report**-Screened In
2. **Gather Additional Information**-Carefully review the report
3. **Plan**-Ideal practice to initiate contact
4. **Initiate Contact**-24 hours by in person contact, telephone or letter
5. **Assess Safety**-Conducts an assessment of child safety with all family members present
6. **Assure Safety**-Gathers, includes and considers detailed information from family members about the alleged incident of child maltreatment
7. **Plan Additional Activities**-Schedules follow up visits, provides immediate community resource information and answers questions which may arise
8. **Gather Additional Information**-Meeting with family members to gather detailed information about individual, family and environmental strengths and protective capacities
9. **Assess Risk**-Gathers detailed information regarding factors known to create substantial risk to children (such as domestic violence, mental health issues, substance abuse) and the underlying causes of behavior and history as relevant to possible child maltreatment
10. **Case Decision**-Clearly uses assessment and/or investigative data to inform safety planning, disposition determination as appropriate, family service/case planning, and/or case closure

