

MANUAL TRANSMITTAL

Arkansas Department of Health and Human Services
Division of Children and Family Services

Policy Form Policy Directive
Service Programs Policy Manual

Issuance Number: FSPP 2006-01
Issuance Date: December 18, 2006

From: *Pat* Pat Page, DCFS Interim Director

Expiration Date – Until Superseded

Subj.: Executive Directive: Protocol – When a Child Maltreatment Investigator Discovers New Victims and/or New Allegations in an Ongoing Investigation.

This Executive Directive provides a protocol outlining what CHRIS related actions will be taken when a Division of Children and Family Services (DCFS) or Crimes Against Children Division (CACD) investigator discovers new victims or new allegations of child maltreatment in an ongoing investigation. It also seeks to avoid unnecessary use of investigator and Child Abuse Hotline operator time.

The DCFS or CACD investigator will:

- Use the “Collected During Investigation” radio button on the “Abuse/Neglect Screen” in CHRIS;
- Update the “Abuse/Neglect Screen” with the addition of the new allegations and/or new victims;
- When there is a new victim, change the role of the child from non-victim to victim by updating the “Role in Referral” on the child’s “General Information Screen” in CHRIS;
- Document the additional information and the date the update was made on the “Notes Screen” in the investigation.

THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY

**Submit Inquiries to: DCFS Policy Unit, phone (501) 682-8750
Or email dhhs.dafs.policy.unit@arkansas.gov**