

# INSTRUCTIONS

## **CFS-230-T (Child Maltreatment True Investigative Determination Notice to DHS Division Director; Responsible Multidisciplinary Team; and Circuit Judge and Counsel in Dependency Neglect or FINS Case for Alleged Offender or Alleged Victim)**

### **Purpose:**

This notice of a true determination is used to provide notification to the DHS division director; the responsible multidisciplinary team; and the circuit judge and counsel in dependency neglect or FINS case of alleged offender regarding the name of the alleged offender or alleged victim upon request, or if the department determines notification is necessary to ensure the health or safety of the child.

### **Completion:**

**To:** Type or write the name of the division director; the coordinator of the multidisciplinary team, the circuit judge, or counsel.

**Address:** Enter the full address of the division director, the coordinator of the multidisciplinary team, the circuit judge, or counsel.

**From:** Enter the name, full address, phone number, and county of the DCFS staff sending the notice.

**County of Referral:** Enter the county where the alleged offense took place.

**Primary Assigned County:** Enter the county assigned as primary.

**Date:** Enter the date the notice is sent.

**CHRIS Referral #:** Insert the CHRIS referral number.

**Name of Alleged Victim:** Enter the name of the alleged victim

**Name of Alleged Offender:** Enter the name of the alleged offender.

**Date of Allegation:** Enter the date and time the allegation was originally made.

**Check Boxes:** Indicate whether the maltreatment is entered in the Central Registry or Exempt.

**Type of Maltreatment:** Insert a brief description of the suspected child maltreatment.

**Signature:** Print and sign the name of the staff member who is sending the form.

**Mailed by:** Write in the name of the DCFS Central Office Notification Unit staff who is mailing the form.

### **Routing:**

1. Send a copy to the DHS Division Director, the responsible multidisciplinary team, the circuit judge, or counsel upon request or if the department determines notification is necessary to ensure the health or safety of the child.
2. Retain a file copy.